

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

REGULAR BOARD MEETING
Tuesday, July 27, 2010 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

AGENDA

- | | Page # |
|---|--------|
| I In-Camera Meeting – 6:00 p.m. | |
| II Regular Meeting of the Board - 7:00 p.m. | |
| 1. Call To Order | |
| 2. Opening Prayer | |
| 3. Recording of Attendance | |
| 4. Approval of Agenda | |
| 5. Questions Pertaining to Agenda | |
| 6. Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u> | |
| 7. Presentations: None | |
| 8. Delegations: None | |
| a. Delegation Regarding Items <u>Not</u> on the Agenda | |
| <i>3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be no longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.</i> | |
| b. Delegations Regarding Items <u>On</u> the Agenda | |
| <i>3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.</i> | |
| 9. Action Items: | |
| a. Approval of Minutes | |
| i) Minutes of In-Camera Meeting, June 21, 2010 | -- |
| ii) Minutes of Regular Board Meeting, June 21, 2010 | 1-10 |

- b. Items from the in-camera meeting July 27, 2010 --
- 10. Communications:
 - a. External (Associations, OCSTA, Ministry): None
 - b. Internal (Reports from Administration):
 - i) Report: Administrative Staff Report (P. Picard) 11-12
 - ii) Report: Legal Services - May 2010 (M. Iatonna) 13-14
 - iii) Report: 2010-11 Budget 15-16
- 11. Unfinished Business: None
- 12. New Business:
 - a. Field Trips:
 - i) St. Thomas of Villanova Catholic Secondary School - Field Trip to Findlay, Ohio January 7, 2011 (P. Picard) 17-18
 - b. Report: Board Policy Review (*final approval*) New Policy SC:19 Environmental Education (C. Geml) 19-27
 - c. Report: 2010 Municipal Election - Compliance Audit Committee (M. Iatonna) 28-32
 - d. Report: Holy Names Catholic Secondary School Sports Field (M. Iatonna) 33-35
 - e. Report: Tender Approval - Holy Names Catholic Secondary School Unit Ventilators (M. Iatonna) 36-42
 - f. Report: Request for Proposal (RFP) - Asbestos Removal at Catholic Central Secondary School (M. Iatonna) 43-49
 - g. Report: Special Education Plan Amendments 2010 (C. Geml) 50-64
- 13. Committee Reports:
 - a. Employee Benefit Committee Report - Notes from the Meeting of June 18, 2010 (M. Iatonna) 65-67
- 14. Notice of Motion
- 15. Remarks and Announcements:
 - a. Chairperson
 - b. Director of Education
 - c. Board Chaplain
- 16. Remarks/Questions by Trustees
- 17. Pending Items
 - a. Draft Board Policy H:07 Selection Process - Principals and Vice Principals (*deferred March 10, 2009*) --
 - b. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*) --
 - c. Deferred and Revised Report: B:08 Facility Partnership --
- 18. Continuation of In-Camera, if required.

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

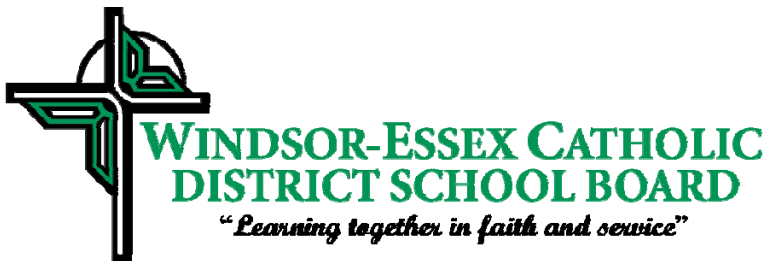
- Tuesday, August 31, 2010
- Tuesday, September 14, 2010
- Tuesday, September 28, 2010
- Tuesday, October 12, 2010
- Tuesday, October 26, 2010
- Tuesday, November 9, 2010
- Tuesday, November 23, 2010
- Tuesday, December 7, 2010 (*Mass at 6:45 p.m., Organizational Meeting - 7: 30 p.m.*)
- Tuesday, December 14, 2010

20. Closing Prayer

21. Adjournment

Fred Alexander
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



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

REGULAR BOARD MEETING
Monday, June 21, 2010 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander, Chair	P. Keane
J. Courtney	J. Macri
M. DiMenna, Vice-Chair	S. Porcellini
B. Holland (<i>participated electronically</i>)	L. Soulliere
C. Janisse	
N. Timperio, Student Trustee	
J. Wolinski, Student Trustee	
Rev. L. Brunet, Board Chaplain	

Regrets:

Administration:

J. Berthiaume (Resource)	J. Bumbacco
C. Geml	E. Byrne
M. Iatonna	P. Littlejohns
P. Picard	P. Murray
L. Staudt	S. O'Hagan-Wong
J. Braido	

Recorder: B. Marshall

1. Call To Order - Chair Alexander called the meeting to order at 7:22 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present. Trustee Holland participated electronically.
4. Approval of Agenda - Chair Alexander noted that the handout for item 12g Long Term Financing Debenture Permanent Unfinanced Capital Projects is at trustee places and was previously provided to trustees electronically.

Amendments:

DELETION: Item 10(b)(ii) Special Education Plan Amendments 2010

Moved by Trustee Holland and seconded by Trustee DiMenna that the June 21, 2010 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:

Trustee Courtney disclosed interest in relation to agenda item 7b On-line Community Use of School Program due to her employment and did not participate in the discussion or vote on any question raised on that item.

Trustee Holland disclosed interest in relation to agenda item 10a(v) Focus on Youth due to a family member applying for a position and did not participate in the discussion or vote on any question raised on that item.

7. Presentations:

a. Our Lady of Perpetual Help Drummers- Instrumental Music Teacher Cori McGuire and students from Our Lady of Perpetual Help performed a drum piece followed by “We Want to See Jesus Lifted High.”

b. On-Line Community Use of School Program - Annamaria Easby, Outreach Co-ordinator/ Accounting Supervisor of Facilities Services demonstrated the recently implemented on-line Community Use of School program. Community members interested in renting school facilities are now able to access this on-line program through our board website beginning in September.

c. Employee Wellness Program - Walking Challenge Winners - The Windsor-Essex Catholic District School Board’s Employee Wellness Program encouraged staff to participate in the Walking Challenge during the month of May. The winning site, F. J. Brennan Catholic Secondary School staff walked 17,174.06 km. Representatives from Brennan received a plaque from Paulette Littlejohns, Senior Manager Facilities and Support Services.

d. Student Trustees Nadia Timperio and Joanna Wolinski Activities of the Past Year - Student trustees Nadia Timperio and Joanna Wolinski presented to the board their past year activities.

8. Delegations: None

a. Delegation Regarding Items Not on the Agenda

b. Delegations Regarding Items On the Agenda

9. Action Items:

a. Approval of Minutes

i) Minutes of In-Camera Meeting, June 8, 2010

Moved by Trustee Janisse and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of June 8, 2010 be adopted as distributed. Carried

- ii) Minutes of Regular Board Meeting, June 8, 2010

Moved by Trustee Keane and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of June 8, 2010 be adopted as distributed. Carried

- b. Items from the re-convened in-camera meeting of June 8, 2010 and the in-camera meeting June 21, 2010

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board in-camera meeting on June 8, 2010 pursuant to the Education Act - Section 207, to consider specific personnel matters required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

In addition, the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on June 21, 2010 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the re-convened Committee of the Whole Board in-camera meeting of June 8, 2010 and the convened Committee of the Whole Board in-camera meeting of June 21, 2010 be approved.

Vice Chair DiMenna made the following announcements:

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated June 21, 2010
- the extension of the appointment of Betty Brush as Catholic Studies, Religion and Family Life Consultant for an additional three (3) year term, effective September 2010 to June 2013;
- the extension of the appointment of Ken McCarthy and Ellen Sebben-Cerchie as Special Education Coordinators for an additional three (3) year term, effective September 2010 to June 2013;
- the extension of the appointment of Suzanne Garneau as Board Literacy and Numeracy Consultant for an additional three (3) year term, effective September, 2010 to June 2013

10. Communications:

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

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated June 21, 2010 as information. Carried

- ii) Report: Special Education Plan Amendments 2010 (*Deleted from agenda*)

iii) Report: Ontario Secondary School Literacy Test (OSSLT) Results

Trustee Macri congratulated administration and staff on the results and wished them continued success.

Moved by Trustee Macri and seconded by Trustee DiMenna that the Board receive the Windsor-Essex Catholic District School Board: Ontario Secondary School Literacy Test (OSSLT) Results 2010 report as information. Carried

iv) Report: Joint Health and Safety Committee (JHSC) 2010 Annual Report

Moved by Trustee Soulliere and seconded by Trustee Keane that the Board receive the Joint Health and Safety Committee (JHSC) 2010 Annual Report as information. Carried

v) Report: Summer Jobs and Focus on Youth Program 2010

Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board receive as information, the listing of Summer Jobs and Focus on Youth Program for students, 2010. Carried

11. Unfinished Business:

a. Notice of Motion:

Trustee Macri: *“At the next regular scheduled meeting of the Board, Trustee Macri will move or cause to be moved, to form an enrolment committee composed of trustees and administrative staff to study and assess the issue of declining enrolment and to make recommendations to the board with respect to maintaining and increasing our enrolment compliment.”*

Moved by Trustee Macri and seconded by Trustee Soulliere that the board form an enrolment committee composed of trustees and administrative staff to study and assess the issue of declining enrolment and to make recommendations to the board with respect to maintaining and increasing our enrolment compliment. Carried

12. New Business:

a. Field Trips:

i) Report: St. Thomas of Villanova Catholic Secondary School - Field Trip to Quebec City, February 11-15, 2011

Moved by Trustee Janisse and seconded by Trustee Keane that the Board approve the St. Thomas of Villanova Catholic Secondary School field trip to Quebec City, February 11 to 15, 2011. Carried

ii) Report: St. Thomas of Villanova Catholic Secondary School - Field Trip to Bowling Green, Ohio, November 26-28, 2010

Moved by Trustee Janisse and seconded by Trustee Keane that the Board approve the St. Thomas of Villanova Catholic Secondary School field trip to Bowling Green, Ohio, November 26-28, 2010. Carried

- b. Report: Board Policy Review (*approve in principle*) Amended Policy ST: 23 Assessment, Evaluation and Reporting - Grades 1 to 12

Moved by Trustee Macri and seconded by Trustee DiMenna that the Board approve, in principle, Draft Amended Board Policy ST:23 Assessment, Evaluation and Reporting - Grades 1 to 12. Carried

- c. Deferred and Revised Report: Board Policy Review (*approval in principle*) Draft Policy B:08 Facility Partnerships

Moved by Trustee Porcellini and seconded by Trustee Holland that the Board defer Draft New Board Policy B:08 Facility Partnerships. Carried

- d. Report: Board Policy Review (*final approval*) New Policy SC:19 Environmental Education

Trustee Holland would like to add the word stewardship in various areas of the document.

Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board provide final approval to Draft New Board Policy SC:19 Environmental Education.

and, that the Board receive Administrative Procedure Pr SC:19 Environmental Education as information. *Deferred*

DEFERRED MOTION:

Moved by Trustee Macri and seconded by Trustee DiMenna that the Board defer Draft New Board Policy SC:19 Environmental Education;

***and*, that the Board defer the Administrative Procedure Pr SC:19 Environmental Education as information. Carried**

- e. Report: Tender Approval - St. John Catholic Elementary School Play Area

Moved by Trustee Keane and seconded by Trustee Courtney that the Board approve the award of tender and the issuance of a purchase order contract for the play area at St. John Catholic Elementary School to Quinlan Inc. at the submitted bid amount of \$138,670.00 plus applicable taxes to be funded from the 2009-10 School Renewal Allocation account 117-72-766846-6-000. Carried

- f. Report: Tender Approval - St. Gregory Catholic Elementary School Boiler Replacement

Moved by Trustee Janisse and seconded by Trustee Keane that the Board approve the award of tender and the issuance of a purchase order contract for the boiler replacement at St. Gregory Catholic Elementary School to Lekter Industrial Services at the submitted bid amount of \$168,720.00, plus applicable taxes to be funded from the Good Places to Learn Stage 3 Allocation (GPL 3) account 055-76-759844-6-000. Carried

- g. Report: Long Term Financing Debenture Permanent Unfinanced Capital Projects (*Handout at trustees places and previously provided to trustees electronically*)

Windsor-Essex Catholic District School Board
BY-LAW NUMBER 2010-2

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$29,460,559 pursuant to a loan agreement under section 7 of Ontario Regulation 41/10

WHEREAS subsection 247 (1) of the *Education Act* R.S.O. 1990, c. E.2, as amended (the “**Education Act**”) and the regulations made thereunder, provides that, subject to any other provision of the *Education Act* and, specifically, the regulations made under subsections 242 (1) and 247 (3) of the *Education Act*, a district school board may by by-law borrow money or incur debt for permanent improvements and may issue or execute any instrument prescribed under clause 247 (3) (f) of the *Education Act* in respect of the money borrowed or the debt incurred;

AND WHEREAS section 7 of Ontario Regulation 41/10 (the “**Regulation**”), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan from the Ontario Financing Authority with an initial maturity of more than one year and that (2) a board that obtains a loan mentioned in subsection 12 (1) shall ensure that the proceeds of it are used for permanent improvements;

AND WHEREAS the Windsor-Essex Catholic District School Board (the “**Board**”), which under the *Education Act* constitutes a district school board, has received funding under the program referred to as the New Pupil Places Program to fund capital projects with respect to instructional spaces at existing elementary and secondary schools, and to construct new elementary and secondary schools for the board, some of which projects are described in Schedule “A” attached to the Loan Agreement, as hereinafter defined (individually an “Eligible Project”, collectively the “Eligible Projects”) and each Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount of \$29,460,559 under the said Loan Agreement in respect of a single Eligible Project, the term “Eligible Projects” means that Eligible Project;

AND WHEREAS the Board has in part financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account of the Board and the Board intends to borrow money from the Ontario Financing Authority for the purpose of financing the Eligible Projects on a long-term basis, and in this connection the Board intends to borrow by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority the principal amount of \$29,460,559 (the “**Loan**”) pursuant to a loan agreement in the form attached hereto as Schedule “A” (the “**Loan Agreement**”) which Loan Agreement constitutes an instrument prescribed under clause 247 (3) (f) of the *Education Act* and which sets out the terms and conditions on which the Ontario Financing Authority will make the Loan available to the Board;

NOW THEREFORE THE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD ENACTS AS FOLLOWS:

1. The Board hereby authorizes the Loan on the basis that it constitutes a loan under section 7 of the Regulation and authorizes the entering into of the Loan Agreement that is prescribed for the purposes of clause 247(3)(f) of the *Education Act*.

2. The Board is hereby authorized to enter into the Loan Agreement pursuant to which the Loan will be made available to the Board and the Chair of the Board and the Treasurer of the Board are hereby authorized to execute for and on behalf of the Board the Loan Agreement which provides for instalments of combined (blended) principal and interest as hereinafter set forth, substantially in the form of Schedule "A", with such changes thereto as may be suggested by the Ontario Financing Authority and as such authorized officials of the Board shall approve.
3. The Director of Education of the Board, the Treasurer of the Board and any other financial officer of the Board are hereby each individually authorized generally to do all things and execute all other documents, instruments and agreements in the name of the Board in order to give effect to the Loan Agreement.
4. The Loan shall be paid in instalments of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in Schedule "B" to the Loan Agreement with the first interest payment on November 15, 2010 and thereafter instalments to November 15, 2034 in each of the years during the currency of the Loan as set forth in such schedule, with the final payment on May 15, 2035. The Loan shall bear interest at the rate of 4.947% on the outstanding principal amount owing thereunder from time to time from the date thereof, which interest shall be payable in arrears as part of the instalments of combined (blended) principal and interest payable on such days in each year of the currency of the Loan as are set out in Schedule "B" to the Loan Agreement.
5. In accordance with the provisions of the *Education Act* and the regulations made thereunder, during the currency of the Loan, the Board shall provide in its estimates for each fiscal year for setting aside out of its general revenue in the fiscal year the amount necessary to pay the principal and interest coming due on the Loan in the fiscal year and, on or before each due date in each such year, the Board shall pay out of its general revenue the principal and interest coming due on the Loan in the year. Such sums of principal and interest payable on the Loan shall be provided for in accordance with subsection 247(5) of the *Education Act*. Subject to the foregoing, on or before each due date in each year during the currency of the Loan, the Board shall pay out of its general revenue the amount necessary to pay the specific sums of principal and interest payable on the Loan shown for the respective year as set forth in Schedule "B" to the Loan Agreement; but such amount shall be paid out of the Board's general revenue only to the extent required after taking into account funds available from other sources.
6. Any amounts payable by the Board in respect of the Loan including interest on overdue principal and interest in respect of the Loan together with fees and other amounts payable by the Board under the Loan Agreement, if applicable, shall be paid out of the Board's general revenue or any other available funds.
7. The proceeds of the Loan, shall be used to finance the Eligible Expenditures, as defined in the Loan Agreement, in respect of the Eligible Projects on a long-term basis and for no other purpose except as permitted by the *Education Act* and the regulations made thereunder.

READ AND FINALLY PASSED this 21st day of June, 2010.

Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board approve the execution of By-Law 2010-2 deemed to be read three times pertaining to the loan agreement between the Ontario Financing Authority and the Windsor-Essex Catholic District School Board in the amount of \$29,460,559 for the long term financing of expenditures incurred under the New Pupil Places capital program. Carried

13. Committee Reports:

- a. Report: Elementary School Council - Umbrella Group Meeting of May 18, 2010

Moved by Trustee Courtney and seconded by Trustee DiMenna that the Board receive the report of the May 18, 2010, Elementary School Council – Umbrella Group meeting as information. Carried

- b. Report: High School Council Meeting of May 13, 2010

Moved by Trustee Porcellini and seconded by Trustee Soulliere that the Board receive the report for the May 13, 2010 High School Council meeting as information. Carried

- c. Report: French Immersion Advisory Committee (FIAC) Meeting of May 3, 2010

Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board receive the Minutes of the May 3, 2010 French Immersion Advisory Committee meeting as information. Carried

14. Notice of Motion: None

15. Remarks and Announcements:

- a. Chairperson Alexander thanked Ontario English Catholic Teachers Association for the publication of the Young Authors Awards and congratulated students and staff on the Ontario Secondary School Literacy Test results, in particular our English as a Second Language learners. He also wished everyone a peaceful and restful holiday.
- b. Director of Education Berthiaume provided comment on recent activities supporting the Board's strategic priorities namely;
Student Achievement and Employee Development: In-servicing for Full Day, Alternate Day Kindergarten and Early Learning Program June 22; Religion course begins July 2.
Community Engagement and Partnerships: This summer the board will be hosting over 25 initiatives in our school across Windsor-Essex county. Through the Focus on Youth Grant we will be providing summer employment to more than 104 students enrolled in our Catholic Secondary Schools. Students will have an opportunity to participate in programs hosted by many community partners designed to promote physical health, academic achievement, computer processing, leadership skill development, social competence, and a love of the arts; Catholic School Trustee pamphlet accompanied by a letter from Bishop Daniels which will be going out to all parishes and the election offices at the City of Windsor.
Celebrating Achievements: Attended the Retirement Mass and Celebration dinner on Friday, June 11; The Care Committee has once again organized a year-end Mass and luncheon for the staff at the Catholic Education Centre and trustees are invited to attend; Thank you to the staff for our positive OSSLT results; Thank you to all involved in the Mass and ceremonies at St. Francis school; Best wishes to all our graduates; Thank you for another successful school year and bet wishes for a safe and relaxing summer break.
- c. Board Chaplain Fr. Brunet - No comment this evening.

16. Remarks/Questions by Trustees

Trustee Janisse had the privilege of attending the blessing of St. Gregory Catholic Elementary School outdoor classroom. He has requested administration to send a letter of congratulations to

the teachers and grade 8 students. He also wished everyone a great summer and wished student trustees well in the future endeavours.

Trustee Soulliere also wished everyone a restful and safe summer.

Trustee Keane congratulated the retirement committee and retirees. He attended the St. Francis Open House and remarked on the beautiful evening. He commented on a letter received from Friends of the Court, Mackenzie Hall stating they respectfully oppose the closing of St. Francis. He also wished everyone a safe summer.

Trustee DiMenna attended the Day of Champions at Cardinal Carter and thanked the staff for their tireless efforts. She encouraged all to attend the Colasanti evening sponsored by the Employee Wellness Committee.

Trustee Porcellini is looking forward St. Angela and Catholic Central's graduations and congratulated student trustees Nadia Timperio and Joanna Wolinski. She also extended a thank you to the French Immersion Advisory Committee members for their commitment.

Trustee Macri thanked and congratulated the student trustees.

Trustee Courtney also congratulated and thanked the student trustees. She suggested to administration that in the future, letters addressed to trustees be sent electronically instead of via courier. She informed the board the media will be reporting St. Thomas of Villanova Secondary School OSSLT results and wished everyone a great summer.

Trustee Wolinski wished all a peaceful and restful summer.

Trustee Timperio extended her gratitude for so many opportunities as a student trustee.

17. Pending Items

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

18. Continuation of In-Camera - The Board re-convened to the Committee of the Whole Board In-Camera meeting following adjournment.

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

- *Tuesday, July 27, 2010 Special Meeting (Note: Newly scheduled meeting)*
- *Tuesday, August 31, 2010*
- *Tuesday, September 14, 2010*
- *Tuesday, September 28, 2010*
- *Tuesday, October 12, 2010*
- *Tuesday, October 26, 2010*
- *Tuesday, November 9, 2010*

- Tuesday, November 23, 2010
- Tuesday, December 7, 2010 (*Mass at 6:45 p.m., Organizational Meeting - 7: 30 p.m.*)
- Tuesday, December 14, 2010

20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.

Items from the re-convened in-camera meeting of June 21, 2010:

The Regular Meeting resumed at 10:51 p.m. with Trustee Alexander assuming the Chair and Trustees Janisse, Keane, DiMenna, Porcellini, Macri and Courtney present.

Director Berthiaume, Superintendents Geml, Iatonna, Picard and Staudt, Senior Manager of Facilities and Support Staff Paulette Littlejohns, Communication Co-ordinator Jill Braido, Board Chaplin Fr. Brunet, and Student Trustees Timperio and Wolinski were not present for the resumed Regular meeting.

Following the resumption, the board rose and reported:

- the appointment of Jamie Bumbacco as the Superintendent of Education - Human Resources, effective immediately;
- and, administration be directed to proceed with the recruitment process of the Assistant Superintendent of Education - Human Resources.

21. Adjournment - There being no further business, the Regular Board meeting of June 21, 2010 adjourned at 9:01 p.m. and the re-convened Regular Board meeting of June 21, 2010 adjourned at 10:54 p.m.

Not Approved

Fred Alexander
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



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

Meeting Date:
July 27, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
P. Picard, Superintendent of Human Resources
J. Bumbacco, Assistant Superintendent, Human Resources
C. Norris, Manager of Human Resources & Policy Development

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated July 27, 2010 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated July 27, 2010

REPORT REVIEWED BY:

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

July 27, 2010

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

Employee Name	Position	Date
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HIRING:**RETIREMENT:**

Fraser, Colleen	Secondary Teacher	St. Anne	June 30, 2010
Marier, Claude	Manager - Operations Services	Catholic Education Center	August 25, 2010
Ouellette, Mary Lou	Secondary Teacher	Holy Names	June 30, 2010

RESIGNATION:

Carom, Michelle	Occasional Teacher	Unassigned	June 30, 2010
Gambatesa, Angela	Occasional Teacher	Unassigned	July 13, 2010
Hess, Julie	Occasional Teacher	Unassigned	July 6, 2010
Stewart, Kerry	Elementary Teacher	Unassigned	June 30, 2010
Jacobs, Michael	Occasional Teacher	Unassigned	July 1, 2010



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

Meeting Date:
 July 27, 2010

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business
SUBJECT: **LEGAL SERVICES – MAY 2010**

RECOMMENDATION:

That the Board receive the report Legal Services – May 2010 as information.

SYNOPSIS:

By the terms of the agreement with the Board, the Board’s solicitor, Shibley Righton LLP, is required to report fees and services on a regular basis.

BACKGROUND COMMENTS:

This report is supported by documentation that has been provided to and reviewed by Senior Administration. Records provided indicate hourly rates, time billed, description of services and total amount invoiced.

FINANCIAL IMPACT:

For the month of May 2010 legal fees submitted are as follows:

* Real Estate and Property Matters	\$0.00
* Labour (incl. Grievances, Contract Administration and Arbitration)	0.0
* Litigation (inc. OLRB Hearings, Spec Ed., Human Rights and Safe School Issues)	0.00
*Contract Negotiations	\$0.00
*Other Misc. (On-going Legal Advice and Consultation)	26,0805.00

TOTAL **\$26,805.00**

The above fees do not include disbursements and GST.

TIMELINES:

N/A

APPENDICES:

None

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: June 21, 2010

Approval Date: June 21, 2010

Approval Date: June 21, 2010



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

Meeting Date: July 27, 2010

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business
SUBJECT: **2010-11 BUDGET**

RECOMMENDATION:

That the Board receive the report from administration on the 2010-11 Budget development as information.

SYNOPSIS:

The Board is required under the Education Act to submit a balanced budget to the Ministry of Education prior to each fiscal year. This is the first of two reports to be submitted to the Board regarding the 2010-11 Budget development and approval.

BACKGROUND COMMENTS:

Broad stakeholder and public input on the budget was solicited in mid-May by a variety of means including directly by email to stakeholders, by inclusion of a notice on the Board's website, and by advertising in the city newspaper. Input was requested by July 9, 2010 and as of that date only one letter had been received and considered.

The approved budget is required to be filed with the Ministry of Education by July 30, 2010. This date is one month beyond the traditional deadline for school boards to file their budgets with the Ministry. The reason for this timing change is that the Ministry has introduced substantial new accounting procedures and has revised many of the previous, long-standing budget submission requirements applicable to school boards.

Beyond these accounting changes, the budget development process, which began earlier this year, has presented another significant challenge to the Board. This involves the resolution of anomalies in the Board's historical financial data. Ongoing discussions with the Ministry regarding this data have not advanced sufficiently to have the budget submitted for approval at the July 27th Board meeting.

Notwithstanding this circumstance, administration is in a position at the July 27th meeting to provide a background presentation to the Board on the new Ministry grants, enrolment projections and anticipated budget challenges for the 2010-11 school year.

It is anticipated that the discussions with the Ministry will be finalized within the next few weeks. Once these discussions are completed, the budget documents will be finalized and distributed to the trustees. It is expected that the budget would then be formally considered by the Board at its August 31st meeting.

The Ministry has acknowledged the special situation with respect to the Board's financial data by indicating that the Board can apply for an extension of the current July 30th budget deadline to a revised deadline of August 31st. The Ministry has further indicated that there would be no penalty in reduced transfer payments to the Board during this extended period. A formal application for an extension is being made accordingly.

FINANCIAL IMPACT:

Provided in the Background Comments section.

TIMELINES:

July 27, 2010	Board to receive 2010-11 Budget background presentation.
To be determined	Board to receive 2010-11 Budget documents.
August 31, 2010	Board to approve 2010-11 Budget.

APPENDICES:

- N/A

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	July 21, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	July 21, 2010



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

Meeting Date:
July 27, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Paul Picard, Superintendent of Education

SUBJECT: **ST. THOMAS OF VILLANOVA SECONDARY SCHOOL –
- Field Trip Findlay, Ohio, January 7, 2011.**

RECOMMENDATION:

**That the Board approve the St. Thomas of Villanova’s Catholic
Secondary School’s field trip to Findlay, Ohio, January 7, 2011.**

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for approximately 20 secondary students to attend a 1 day-trip to Findlay, Ohio.

BACKGROUND COMMENTS: The students will be participating in an exhibition hockey game.

FINANCIAL IMPACT: No cost to the students

TIMELINES: January 7, 2011

APPENDICES:

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

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: July 15, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: July 15, 2010



Windsor-Essex Catholic District School Board Field Trip Approval Form

June 30, 2010 1:27:16 PM

SC:04 Form A 2008 v.1

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

From: **Dino Quenneville**
 Kathy Furlong
 Grant O'Keefe

Teacher: Grant O'Keefe School: St. Thomas of Villanova
 Destination Name: Tam-O-Shanter Arena Name of Carrier: n/a
 Mode of Transportation: Parent provided Travel Company Involved: n/a
 Departure Date: Jan 7, 2011 Return Date: Jan 7, 2011
 Time of Departure from School: 3:00 PM Approximate Time of Return to School: 12:00 AM
 Number of Male Students: 20 Number of Female Students: 0
 Total Cost Per Student: \$0 Personal Cost Per Student: \$0
 Grade of Students: 9-12 Number of Supervisors: Male: 3 Female: 0
 Purpose of Trip/Excursion: Participate in an exhibition hockey game vs. Findlay Ohio High School
 Relationship to Students' Program/Course: *Maximum 200 characters.*

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

Students are to provide their own transportation

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

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

Date Submitted: Jun 16, 2010	<input type="checkbox"/>	Teacher:	Grant O'Keefe
Approval Date: Jun 20, 2010	<input type="checkbox"/>	Principal:	Kathy Furlong
Approval Date: Jun 30, 2010	<input type="checkbox"/>	Superintendent:	Jamie Bumbacco
Approval Date:	<input type="checkbox"/>	Trustee (per SO):	

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

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



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

Meeting Date:
 July 27, 2010
Deferred from:
 June 21, 2010

DEFERRED and REVISED BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Cathy Geml, Superintendent of Education
 Emelda Byrne, Assistant Superintendent of Education
 Paulette Littlejohns, Senior Manager, Facilities & Support Services
 Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: POLICY DEVELOPMENT AND REVIEW:
 – **NEW POLICY SC:19 ENVIRONMENTAL EDUCATION**

RECOMMENDATION:

That the Board provide final approval to Draft New Board Policy SC:19 Environmental Education.

and, that the Board receive Administrative Procedure Pr SC:19 Environmental Education as information.

SYNOPSIS: Final approval is requested of Draft Policy SC:19 Environmental Education. The draft policy was previously approved in principle, with minor amendments noted below, by the Board of Trustees on June 8, 2010. On June 21, the administrative report recommending final approval of the policy was deferred pending inclusion of a definition of “Environmental Stewardship.”

BACKGROUND COMMENTS: The new Draft Policy was developed to ensure compliance with the Ministry of Education’s *Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools*. The draft policy was circulated and posted for public input on April 22, 2010 and remains posted to the Board’s public web site under “Current Draft Policies”. The full text of the draft policy was presented to the Board and approved in principle on June 8, 2010. The following amendment to the draft policy was made based on feedback (*amendments are underlined*):

- Sections 2.3 and 4.4 were amended to include reference to “stewardship and environmental education”

- Section 4.1: ***Catholic Teaching and Learning*** - Environmental education initiatives shall be designed to enable students to develop the knowledge and skills they need as stewards of God's creation to be environmentally active and responsible citizens, and to apply their knowledge and skills cooperatively to effect long-term change.

Subsequently, on June 21, the draft policy was presented for final approval and the Board of Trustees deferred the report pending the inclusion of a definition for "environmental stewardship". The following definition is proposed:

- New Section 2.1 added: **Environmental Stewardship** is the philosophy and accompanying actions of valuing and protecting the environment as something held in trust for future generations. As stewards of God's creation, *Environmental Stewardship* is a moral responsibility to promote reverence of the sacredness of the earth and to encourage sustainability through the wise management of natural resources for the benefit of all.

The attached supporting administrative procedure is presented as information and will be implemented upon final approval of the new policy. The procedure complies with the principles and directives approved by the Board within its new policy and the Ministry of Education's policy framework for all school boards in Ontario.

FINANCIAL IMPACT: N/A

TIMELINES: Immediate implementation upon final Board approval.

APPENDICES:

- Draft Policy SC:19 Environmental Education
- Administrative Procedure Pr SC:19 Environmental Education

On-Line Resources:

Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools

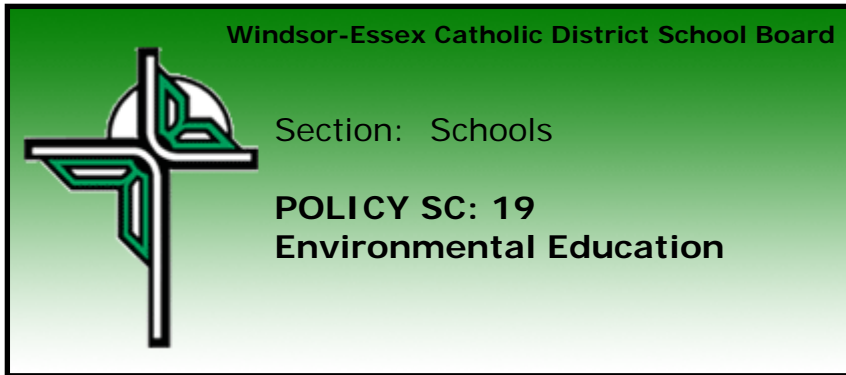
<http://www.edu.gov.on.ca/eng/teachers/enviroed/ShapeTomorrow.pdf>

Shaping Our Schools, Shaping Our Future (2007)

<http://www.edu.gov.on.ca/eng/teachers/enviroed/shapingSchools.pdf>

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	--
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	July 21, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	July 21, 2010



NUMBER:	SC: 19
EFFECTIVE:	DRAFT
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	DRAFT

DRAFT

1.0 OBJECTIVE:

- 1.1 The purpose of this policy is to promote and support implementation and expansion of environmental education.

2.0 DEFINITIONS:

- 2.1 **Environmental Stewardship** is the philosophy and accompanying actions of valuing and protecting the environment as something held in trust for future generations. As stewards of God's creation, Environmental Stewardship is a moral responsibility to promote reverence of the sacredness of the earth and to encourage sustainability through the wise management of natural resources for the benefit of all.
- 2.2 **Environmental education** is education about the environment, for the environment, and in the environment that promotes an understanding of rich and active experience in, and an appreciation for the dynamic interactions of:
- The Earth's physical and biological systems
 - The dependency of our social and economic systems on these natural systems
 - The scientific and human dimensions of environmental issues
 - The positive and negative consequences, both intended and unintended, of the interactions between human-created and natural systems.
- 2.3 **Environmental literacy** is an important outcome of stewardship and environmental education. An environmentally literate individual will have the knowledge and perspectives required to understand public issues and place them in a meaningful environmental context.

3.0 GUIDING PRINCIPLES:

- 3.1 The Windsor-Essex Catholic District School Board believes that stewardship of creation and protection of the planet is a fundamental Catholic social teaching and that an environmental education framework that consists of themes associated with teaching and learning, student engagement, community connections and environmental leadership will assist students in becoming future stewards of creation.
- 3.2 The Windsor-Essex Catholic District School Board is committed to delivering effective environmental education and modelling environmentally responsible practices by consistently considering the environmental impact of curriculum and operational decisions.

POLICY SC: 19 Environmental Education DRAFT

- 3.3 The Windsor-Essex Catholic District School Board encourages staff, students and the school community to advocate for and follow environmentally sustainable practices. As part of this commitment, the Board is dedicated to engaging youth through leadership opportunities and will nurture students' ability to affect positive change both locally and globally.
- 3.4 The Windsor-Essex Catholic District School Board is committed to exercising leadership in environmental education, environmental action and care of the environment. Environmental impact will be considered in decision-making, and concern for the quality of the natural environment will be reflected in the daily activities of students and staff.

4.0 SPECIFIC DIRECTIVES:

- 4.1 ***Catholic Teaching and Learning*** - Environmental education initiatives shall be designed to enable students to develop the knowledge and skills they need as steward's of God creation to be environmentally active and responsible citizens, and to apply their knowledge and skills cooperatively to effect long-term change.
- 4.2 ***Student Learning and Community Connections*** - Students must be active participants in shaping their future. Opportunities shall be created for students to address environmental issues in their homes, in their local communities or at the global level. Student engagement shall involve the active participation of all students in sustainable environmental practices, a strong student voice in decision-making, and involvement in the school and community in meaningful ways.
- 4.3 ***Environmental Leadership*** - The Board shall promote leadership and encouragement for community-based, system-based and school based programs, projects, and special events designed to promote environmental awareness and conservation. By exercising environmental responsibility in its operations, the Windsor-Essex Catholic District School Board can serve as a model for students and the broader community and can ensure coherence with the environmental messages conveyed by the curriculum.
- 4.4 An Environmental Education Committee will be struck with membership from across the system to provide leadership support to enhance student engagement and community involvement, and to enhance the integration of stewardship and environmentally responsible practices into management of resources, operations and facilities.
- 4.5 The Environmental Education Committee will develop and annually review, a system-level Environmental Plan. Concern for effects on the environment shall be reflected in all system-wide practices and procedures, including but not restricted to, curriculum development, capacity building, purchasing, waste management, maintenance and custodial services, and sites/facilities.
- 4.6 The requirements of this policy and associated administrative procedures will be incorporated into the development and implementation of strategies, programs and procedures to protect and conserve the environment, while ensuring that schools and workplace environments are safe and healthy.

POLICY SC: 19 Environmental Education DRAFT

5.0 RESPONSIBILITY:

- 5.1 As stewards of God's creation, environmental education is the responsibility of the entire education community.
- 5.2 The Director of Education/designate shall issue administrative procedures to support this policy.
- 5.3 The Director of Education shall assign responsibility for environmental education and sound environmental practices to appropriate supervisory personnel.
- 5.4 Trustees will make decisions based on a careful balance between fiscal responsibility and sensitivity to a sustainable environment.

6.0 REVIEW AND EVALUATION:

- 6.1 This policy shall be reviewed during the 2014 - 2015 policy review cycle.

7.0 REFERENCES:


Education Act, R.S.O. 1990 and its Regulations

Environmental Protection Act, R.S.O. 1990 and its Regulations

Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools (*Ministry of Education, 2009*)

Shaping Our Schools, Shaping Our Future - Environmental Education in Ontario Schools (*Report of the Working Group on the Environmental Education, Ministry of Education, 2007*)

Administrative Procedure Pr SC:19 Environmental Education



Windsor-Essex Catholic District School Board

Section: Schools

**ADMINISTRATIVE PROCEDURE:
PR SC: 19 Environmental
Education**

NUMBER:	PR SC: 19
EFFECTIVE:	NEW DRAFT
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	DRAFT

DRAFT

1.0 OBJECTIVE:

- 1.1 The purpose of this administrative procedure is to support the requirements of the Board’s Environmental Education Policy.

2.0 GUIDELINES:

2.1 **Environmental education** is education about the environment, for the environment, and in the environment that promotes an understanding of rich and active experience in, and an appreciation for the dynamic interactions of:

- The Earth’s physical and biological systems
- The dependency of our social and economic systems on these natural systems
- The scientific and human dimensions of environmental issues
- The positive and negative consequences, both intended and unintended, of the interactions between human-created and natural systems.

To this end, the Board undertakes the following actions as standard practices generally categorized under Catholic Teaching and Learning; Student Engagement and Community Connections; and, Environmental Leadership.

2.2 Catholic Teaching and Learning

To increase student knowledge and develop skills and perspectives that foster environmental stewardship of God’s creation, the Windsor-Essex Catholic District School Board shall:

- i. Develop and maintain curriculum materials which invite students to discover that they are deeply related to the ecological and social system of our planet and that their concern for the fate of the earth is inherently a sacred concern. The connections among environmental issues, social justice concerns, consumerism and individualism will be recognized in curriculum.
- ii. Ensure that all environmental education and practice are incorporated into the context and methodology of the instructional program in all divisions and subject areas, as appropriate, through the use of relevant curriculum resource documents.
- iii. Support staff and students in linking environmental knowledge and related skills and activities to the teachings of diverse communities, including First Nations, Métis, and Inuit peoples, and to principles of responsible citizenship.

ADMINISTRATIVE PROCEDURE PR SC: 19 Environmental Education DRAFT

- iv. Encourage schools to provide opportunities for students to acquire knowledge and skills related to environmental education in all subject areas.
- v. Deepen students' connection to the natural world by expanding innovative interdisciplinary, experiential programs focussing on the environment.
- vi. Promote environmental leadership and provide encouragement for community-based, system-based, and school-based programs, projects, and special events designed to enhance environmental awareness and action in regard to local and regional environmental issues.
- vii Support schools in modeling and teaching environmental education through an integrated approach that promotes collaboration in the development of resources and activities.
- vii Schools will provide opportunities for students to acquire knowledge and skills related to environmental education in all subject areas, and encourage them to apply their knowledge and skills to environmental issues (e.g., loss of biodiversity, climate change, waste reduction, and energy conservation) through action-based projects.
- ix. Schools will develop learning opportunities that will help students understand underlying causes, the multiple dimensions, and the dynamic nature of environmental issues.
- x. Students will be challenged to develop skills in systems thinking and futures thinking that they will need to become discerning, active citizens who are actively aware of their responsibilities toward environmental protection and stewardship of God's creation.

2.3 Student Engagement and Community Connections

To increase student engagement by fostering active participation in environmental projects and building links between schools and communities, the Board will:

- i. Engage student leaders in the design and delivery of environmental education projects at the Board and school level.
- ii. Support students on a system-wide basis, as they develop skills and act as decision-makers to effect positive environmental change.
- iii. Share school and student projects across the Board that demonstrate engagement in environmental stewardship (e.g., science fair).
- iv. Encourage Catholic School Councils to provide advice on the implementation of environmental education and to work with the larger educational community to promote environmental awareness and foster appropriate environmentally responsible practices.
- v. In working with community partners to help extend engagement in and responsibility for environmental education to the broader community, share information about local resources that support environmental awareness and protection, energy conservation, waste management, protection of the biosphere, and outdoor education.

ADMINISTRATIVE PROCEDURE PR SC: 19 Environmental Education DRAFT

At the school level, students will be encouraged to enrich their learning, by:

- vi. Using information technology to access resources, connect with others, and create communities that focus on environmental issues.
- vii Addressing environmental issues in their homes, in their local communities, or at the global level.
- vii For secondary students, considering ways of completing their community service requirements that involve addressing environmental issues in their communities, in a manner consistent with Board policy.
- ix. Encouraging students to plan and participate in environmental education activities.

2.4 **Environmental Leadership**

The Board will promote leadership and encouragement for community-based, system-based, and school-based programs, projects, and special events designed to promote environmental awareness and conservation. In order to enhance the extent to which environmental education is integrated into Board policies, procedures, and strategic plan, the Board will:

- i. Encourage staff to act as exemplar role models and endeavour to create climates in which positive environmental action has an increased value and a priority status within the classroom, school, on Board property and in the community.
- ii. Create a system-wide Environmental Education Committee who will develop and annually review, a system-level Environmental Plan.
- iii. Embed environmental education as a priority in the Board's long-term System Priorities and annual strategic planning.
- iv. Develop and implement a plan for integrating sustainable environmental practices into the Board's operational services and similarly support schools in adopting environmentally responsible management practices that are consistent with Board policy.
- v. Implement strategies, programs, and procedures to protect and conserve the environment, while ensuring that schools and workplace environments are safe and healthy.
- vi. Develop environmentally responsible purchasing practices, while considering quality, price and service.
- vii Encourage all stakeholders to adopt and promote environmentally appropriate practices.
- vii Integrate in-service opportunities related to environmental education into staff development for all employee groups, in order to increase the capacity of staff to implement evidence-based environmental education programming, practices, and operations.

Schools will develop, using the Windsor-Essex Catholic District School Board Environmental Education Policy and the Board's Environmental Plan, local priorities focused on environmental education. Schools will encourage staff to develop knowledge and skills related to environmental education and responsible environmental practices as

ADMINISTRATIVE PROCEDURE PR SC: 19 Environmental Education DRAFT

well as encourage mentoring opportunities and sharing opportunities through existing networks.

2.5 Environmental Plan

- i. The Environmental Education Committee will develop and annually review, a system-level Environmental Plan that will be communicated to stakeholders.
- ii. The Environmental Plan will include specific goals, the strategies and actions required by the Board and schools to attain these goals, and a means of measuring progress towards achieving the annual goals.

The goals of the Environmental Plan will include, but are not restricted to:

- A. Goal 1: As stewards of God's creation, by the end of Grade 12, students will acquire knowledge, skills, and perspectives that foster understanding of their fundamental connections to each other, to the world around them, and to all living things.
- B. Goal 2: Increase student engagement by fostering active participation in environmental projects and building links between schools and communities.
- C. Goal 3: Increase the capacity of system leaders to implement evidence-based environmental education programming, practices and operations.

3.0 REFERENCES:

Education Act, R.S.O. 1990 and its Regulations
Environmental Protection Act, R.S.O. 1990 and its Regulations

Acting Today, Shaping Tomorrow: A Policy Framework for Environmental Education in Ontario Schools (*Ministry of Education, 2009*)

Shaping Our Schools, Shaping Our Future - Environmental Education in Ontario Schools (*Report of the Working Group on the Environmental Education, Ministry of Education, 2007*)

Board Policy SC:19 Environmental Education



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

Meeting Date:
 July 27, 2010

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business
SUBJECT: **2010 MUNICIPAL ELECTION – COMPLIANCE AUDIT COMMITTEE**

RECOMMENDATION:

That the Board approve the establishment of a compliance audit committee in accordance with the provisions of the Municipal Elections Act, 1996, as amended, to be composed of three members, and that administration be authorized to solicit applicants for membership on the committee, with a list of applicants to be submitted to the Board for consideration prior to the October 1, 2010 deadline.

SYNOPSIS:

As a result of amendments to the Municipal Elections Act, 1996, every district school board must appoint a compliance audit committee by October 1, 2010. This report provides details regarding this process and recommends Board approval to establish the committee.

BACKGROUND COMMENTS:

For previous elections, school boards could consider applications from eligible electors made for compliance audits regarding campaign expenses by election candidates. The Act now makes it mandatory for school boards to appoint a committee by October 1, 2010 to consider such applications. The responsibilities of the compliance audit committee and the compliance audit process are set out in Section 81 of the Act, as attached.

With respect to the composition of the committee, the Act sets out that there shall be not fewer than 3 and not more than 7 members. In addition, the committee shall not include employees or officers of the school board, members of the school board, or any persons who are candidates in the election for the school board. Ideally, the membership of the committee would consist of auditors, accountants, lawyers, academics or other individuals with some expertise in election campaign finances. It is recommended that an advertisement be placed in the Windsor Star to solicit such individuals for the position.

It is further recommended that membership on the committee be viewed as a public service, and therefore no stipend, per diem or reimbursement of expenses, such as mileage, by members be considered.

FINANCIAL IMPACT:

The Board is responsible for costs related to the operation of the committee. Other costs may apply, as noted in Section 81 of the Act, if an application is granted by the committee or if a decision of the committee is appealed to the Ontario Court of Justice.

TIMELINES:

July 24, 2010 – Advertisement in the Windsor Star soliciting committee membership

September 14, 2010 – Report to the Board for approval of members from list of applicants.

APPENDICES:

- Section 81, Municipal Elections Act, 1996, as amended

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: July 15, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: July 15, 2010

Excerpt from Municipal Elections Act, 1996, as amended**Compliance Audit – Section 81****Compliance audit****Application**

81. (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances. 2009, c. 33, Sched. 21, s. 8 (44).

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office; and it shall be in writing and shall set out the reasons for the elector's belief. 2009, c. 33, Sched. 21, s. 8 (44).

Deadline

- (3) The application must be made within 90 days after the latest of,
- (a) the filing date under section 78;
 - (b) the candidate's supplementary filing date, if any, under section 78;
 - (c) the filing date for the final financial statement under section 79.1; or
 - (d) the date on which the candidate's extension, if any, under subsection 80 (4) expires. 2009, c. 33, Sched. 21, s. 8 (44).

Application to be forwarded to committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee established under section 81.1 and provide a copy of the application to the council or local board. 2009, c. 33, Sched. 21, s. 8 (44).

Decision

(5) Within 30 days after receiving the application, the committee shall consider the application and decide whether it should be granted or rejected. 2009, c. 33, Sched. 21, s. 8 (44).

Appeal

(6) The decision of the committee may be appealed to the Ontario Court of Justice within 15 days after the decision is made and the court may make any decision the committee could have made. 2009, c. 33, Sched. 21, s. 8 (44).

Appointment of auditor

(7) If the committee decides under subsection (5) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2009, c. 33, Sched. 21, s. 8 (44).

Same

(8) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (7). 2009, c. 33, Sched. 21, s. 8 (44).

Duty of auditor

(9) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2009, c. 33, Sched. 21, s. 8 (44).

Who receives report

- (10) The auditor shall submit the report to,
- (a) the candidate;
 - (b) the council or local board, as the case may be;
 - (c) the clerk with whom the candidate filed his or her nomination;
 - (d) the secretary of the local board, if applicable; and
 - (e) the applicant. 2009, c. 33, Sched. 21, s. 8 (44).

Report to be forwarded to committee

(11) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2009, c. 33, Sched. 21, s. 8 (44).

Powers of auditor

- (12) For the purpose of the audit, the auditor,
- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
 - (b) has the powers of a commission under Part II of the *Public Inquiries Act*, which Part applies to the audit as if it were an inquiry under that Act. 2009, c. 33, Sched. 21, s. 8 (44).

Note: On a day to be named by proclamation of the Lieutenant Governor, clause (b) is repealed and the following substituted:

(b) has the powers set out in section 34 of the *Public Inquiries Act, 2009* and section 34 applies to the audit.

See: 2009, c. 33, Sched. 21, ss. 8 (45), 13 (2).

Costs

(13) The municipality or local board shall pay the auditor's costs of performing the audit. 2009, c. 33, Sched. 21, s. 8 (44).

Power of committee

- (14) The committee shall consider the report within 30 days after receiving it and may,
- (a) if the report concludes that the candidate appears to have contravened a provision of this Act relating to election campaign finances, commence a legal proceeding against the candidate for the apparent contravention;
 - (b) if the report concludes that the candidate does not appear to have contravened a provision of this Act relating to election campaign finances, make a finding as

to whether there were reasonable grounds for the application. 2009, c. 33, Sched. 21, s. 8 (44).

Recovery of costs

(15) If the report indicates that there was no apparent contravention and the committee finds that there were no reasonable grounds for the application, the council or local board is entitled to recover the auditor's costs from the applicant. 2009, c. 33, Sched. 21, s. 8 (44).

Immunity

(16) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (7) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2009, c. 33, Sched. 21, s. 8 (44).

Saving provision

(17) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2009, c. 33, Sched. 21, s. 8 (44).

Compliance audit committee

81.1 (1) A council or local board shall, before October 1 of an election year, establish a committee for the purposes of section 81. 2009, c. 33, Sched. 21, s. 8 (44).

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board; or
- (c) any persons who are candidates in the election for which the committee is established. 2009, c. 33, Sched. 21, s. 8 (44).

Term of office

(3) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2009, c. 33, Sched. 21, s. 8 (44).

Role of clerk or secretary

(4) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2009, c. 33, Sched. 21, s. 8 (44).

Costs

(5) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2009, c. 33, Sched. 21, s. 8 (44).



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

Meeting Date:
 July 27, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business
 Paul Picard, Superintendent of Human Resources

SUBJECT: **HOLY NAMES SECONDARY SCHOOL – SPORTS FIELD**

RECOMMENDATION:

That the Board approve proceeding with a request for proposal process for improvements to the Holy Names Secondary School sports field, with a further report to be submitted to the Board regarding the outcome of the process.

SYNOPSIS:

For several years, improvements to the Holy Names Secondary School sports field have been considered for inclusion in the Board’s capital program. However, numerous other priorities, coupled with ongoing funding constraints, have resulted in minimal progress in moving this project forward. It is now being recommended to proceed with a request for proposal process (RFP) to seek potentially creative and innovative means to proceed with the project.

BACKGROUND COMMENTS:

An informal committee consisting of Principal Kevin Hamlin, teacher Rocky Ieraci, teacher and football coach Rob McIntyre, volunteer assistant football coach, Dan Bishop and the Superintendent of Business have been meeting for the past several months to explore options for this project. While a simple upgrade of the drainage, grading and existing grass surface of the present field would be beneficial, the committee’s investigations have revealed some other potential options for consideration.

Specifically, if a synthetic turf product is considered for the surface, and potentially a seasonal air-supported structure as well, the sports field becomes more playable, more versatile, more efficient to maintain and potentially a revenue generator in terms of rental for a wider range of activities. This may lead to broader community and private sector partnerships becoming viable.

The committee's informal discussions with various parties have provided certain alternatives which may be worthy of further examination. Some potential alternatives are as follows:

1. Board Funds Capital Cost, Board Funds Ongoing Maintenance, Board Manages Use

Whether an upgrading of the present grass field or an installation of a new synthetic turf field is contemplated, neither is likely to happen in the foreseeable future. This is due to the projected high capital cost of the work, the limited funding available and other competing priorities. Under this scenario, a partial contribution from the Board could be considered on a one time or annual basis, depending on the amount required and the Board's financial position at the point in time when the project is intended to be undertaken. Other funding sources would have to be identified to make this option viable.

2. Outside Group Funds Capital Cost, Outside Group Funds Ongoing Maintenance, Outside Group Manages Use

The Board would contribute the land, on which the present field is situated, at a specified lease cost or at no direct cost to the outside group. The outside group would supply all labour, material, equipment and expertise to install synthetic turf, and potentially a seasonal air-supported structure, and to maintain and manage the use on an ongoing basis. The school would have free use of the field during school times, including immediately before and after school. Use by the school at other times would be at a reduced rate. Other users during non-school times would be charged a rate as determined by the outside group. For this option to be financially viable, a lease term in the order of 15 years may be required.

3. Board Funds Capital Cost of Synthetic Turf, Outside Group Funds Capital Cost of Seasonal Air-Supported Structure, Outside Group Funds Ongoing Maintenance, Outside Group Manages Use

This is similar to alternative 2 above, with the exception that the Board would fund the capital cost of the synthetic turf instead of the outside group. In exchange for this capital contribution, the Board would be provided some use of the field and dome during non-school hours at no cost.

4. Outside Group Funds Capital Cost and Board Guarantees a Lease, Outside Group Funds Ongoing Maintenance, Outside Group Manages Use

This is similar to alternative 2 above, with the exception that the Board would guarantee a lease to cover the cost of the synthetic turf. This would allow the outside group to spread the cost of the turf over the approximately 15 year life of the turf. In exchange for this lease contribution, the Board would be provided some use of the field and dome during non-school hours at no cost.

It is noted that in all of the above options, the Board may be expected to provide, at its sole cost, a running track, lighting, a scoreboard, school washroom access adjacent to the field, a field house, bleachers and fencing.

Since all costs associated with any of the above are site specific, and since the supply and installation of synthetic turf is fairly specialized, it may be appropriate to seek proposals through a formal RFP process, in order to determine potential costs and benefits to the Board.

FINANCIAL IMPACT:

Given the variety of alternatives available, costs would be determined and fully assessed upon submission of proposals through the RFP process.

TIMELINES:

July 27, 2010	Presentation of report to Board seeking approval to proceed with RFP
October 2, 2010	Issuance of RFP
October 28, 2010	Closing date for RFP submissions
November 23, 2010	Presentation of report to Board on RFP results
April 11, 2011	Earliest construction start date of any proposal that may be approved
September 2, 2011	Earliest commissioning date of any proposal that may be approved

APPENDICES:

- N/A

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	July 21, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	July 21, 2010



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

Meeting Date:
July 27, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **TENDER APPROVAL – HOLY NAMES CATHOLIC SECONDARY
SCHOOL UNIT VENTILATORS**

RECOMMENDATION:

That the following Board motion be entered into the Minutes, as a matter of record: Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board approve the award of tender and the issuance of a purchase order contract for the installation of new unit ventilators in existing Port-a-Pak units at Holy Names Secondary School to Rose City Electric Limited at the submitted bid amount of \$163,776.00, including PST and excluding GST to be funded from Energy Efficiency Grant account 070-79-551010-6-258. Carried

SYNOPSIS:

The Board had previously approved proceeding with the installation of new unit ventilators in existing Port-a-Pak units at Holy Names Secondary School and a tender was called for accordingly.

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

BACKGROUND COMMENTS:

A tender opening was held at the Catholic Education Centre on June 25, 2010 with Shannon Ficon, Debbie Maurice, Wilfred Wong and a representative from Protrades Mechanical Inc. in attendance. Trustee Patrick Keane, Ward 2 also attended the opening.

A total of four (4) bids from seven (7) invited bidders were received. These bids are summarized as follows:

NO.	TENDERER	BID AMOUNT (incl. PST, excl. GST)
1.	Rose City Electric Limited 310-2800 Deziel Drive Windsor, ON N8W 5H8	\$163,776.00
2.	Protrades Mechanical Inc. 5163 Walker Road Windsor, ON N9A 6J3	\$164,000.00
3.	Fahrhall Mechanical Contractors Limited 3822 Sandwich Street Windsor, ON N9C 1C1	\$196,835.00
4.	C&C Construction Trades 342 Wagg Road, RR#1 Goodwood, ON L0C 1A0	\$209,000.00

The bid submissions were reviewed and were found to be in order. The low bidder meeting specifications is Rose City Electric Limited with a bid amount of \$163,776.00.

FINANCIAL IMPACT:

The costs for this project will be funded from the Energy Efficiency Grant, account number 070-79-551010-6-258.

TIMELINES:

As stated in the tender documents, the contractor agrees to complete the work in ninety (90) days from the time of receiving notice of commencement. Substantial performance of the work shall be attained within 84 days from the time of receiving notice of commencement.

APPENDICES:

Not Applicable.

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
 SUPERINTENDENT
 DIRECTOR OF EDUCATION:

Review Date: ____
Approval Date: June 29, 2010
Approval Date: June 29, 2010



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

**BOARD ADOPTED MOTION
 AND RECORD OF ELECTRONIC VOTE**

PRESENTED FOR: Public In-Camera
 Information Approval

**Telephone Poll
 Deadline: 12:00 pm
 June 30, 2010**

PRESENTED BY: Senior Administration

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

SUBJECT: TENDER APPROVAL – HOLY NAMES CATHOLIC SECONDARY SCHOOL UNIT VENTILATORS

RECOMMENDATION:

Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board approve the award of tender and the issuance of a purchase order contract for the installation of new unit ventilators in existing Port-a-Pak units at Holy Names Secondary School to Rose City Electric Limited at the submitted bid amount of \$163,776.00, including PST and excluding GST to be funded from Energy Efficiency Grant account 070-79-551010-6-258.

Carried

Fred Alexander	Yea
Joan Courtney	Yea
Mary DiMenna	Yea
Barbara Holland	Yea
Chris Janisse	Yea
Patrick Keane	Yea
John Macri	Yea
Shannon Porcellini	Yea
Lisa Soulliere	Yea

Trustees voting: Nine

In-Favour: 9 Opposed: 0 Abstained: 0 Absent: 0



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

**COPY OF
 TELEPHONE SURVEY
 BOARD REPORT**

Report Date:
 June 29, 2010

**Telephone Poll
 Deadline: 12:00 pm
 June 30, 2010**

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

**SUBJECT: TENDER APPROVAL – HOLY NAMES CATHOLIC SECONDARY
 SCHOOL UNIT VENTILATORS**

RECOMMENDATION:

That the Board approve the award of tender and the issuance of a purchase order contract for the installation of new unit ventilators in existing Port-a-Pak units at Holy Names Secondary School to Rose City Electric Limited at the submitted bid amount of \$163,776.00, including PST and excluding GST to be funded from Energy Efficiency Grant account 070-79-551010-6-258.

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FINANCIAL IMPACT:

The costs for this project will be funded from the Energy Efficiency Grant, account number 070-79-551010-6-258.

TIMELINES:

As stated in the tender documents, the contractor agrees to complete the work in ninety (90) days from the time of receiving notice of commencement. Substantial performance of the work shall be attained within 84 days from the time of receiving notice of commencement.

APPENDICES:

Not Applicable.

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: ____
 Approval Date: June 29, 2010
 Approval Date: June 29, 2010



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

Meeting Date:
July 27, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

**SUBJECT: TENDER APPROVAL – HOLY NAMES CATHOLIC SECONDARY
SCHOOL UNIT VENTILATORS**

RECOMMENDATION:

That the Board approve the award of tender and the issuance of a purchase order contract for the installation of new unit ventilators in existing Port-a-Pak units at Holy Names Secondary School to Rose City Electric Limited at the submitted bid amount of \$163,776.00, including PST and excluding GST to be funded from Energy Efficiency Grant account 070-79-551010-6-258.

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The bid submissions were reviewed and were found to be in order. The low bidder meeting specifications is Rose City Electric Limited with a bid amount of \$163,776.00.

FINANCIAL IMPACT:

The costs for this project will be funded from the Energy Efficiency Grant, account number 070-79-551010-6-258.

TIMELINES:

As stated in the tender documents, the contractor agrees to complete the work in ninety (90) days from the time of receiving notice of commencement. Substantial performance of the work shall be attained within 84 days from the time of receiving notice of commencement.

APPENDICES:

Not Applicable.

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
 SUPERINTENDENT
 DIRECTOR OF EDUCATION:

Review Date: ____
Approval Date: June 29, 2010
Approval Date: June 29, 2010



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

Meeting Date:
 July 27, 2010

BOARD REPORT

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

PRESENTED BY: Senior Administration

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

SUBJECT: **REQUEST FOR PROPOSAL (RFP) – ASBESTOS REMOVAL AT CATHOLIC CENTRAL SECONDARY SCHOOL**

RECOMMENDATION:

That the following Board motion be entered into the Minutes, as a matter of record, “Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board approve the issuance of a purchase order contract pursuant to the Request For Proposal (RFP) for Asbestos Removal at Catholic Central Secondary School to JoBi Construction Ltd. for the base amount of \$259,700.00 plus applicable taxes to be funded from Good Places to Learn Stage 3 (GPL3). Carried

SYNOPSIS:

A request for proposal for asbestos removal at Catholic Central Secondary School was completed on Friday, June 18, 2010. The Board issued this RFP for Type 3 sprayed fireproofing removal and Type 3, 2 and 1 plaster and asbestos-containing pipe insulation removal to facilitate the scheduled Steam Boiler Replacement project at Catholic Central Secondary School, which was previously approved by the Board. This report is submitted to the Board with the results of the RFP and a recommendation for the issuance of a purchase order contract.

BACKGROUND COMMENTS:

A total of one (1) bid from five (5) invited bidders was received. The following summary will show the financial aspect of JoBi Construction’s submission. Due to the nature of the work to be performed, lump sum pricing was provided for Type 3, 2 and 1 work, along with unit pricing for the unforeseen Type 1 and 2 work that can only be determined once the project is underway. After reviewing the submission a financial summary was created as follows:

RFP Submission Details

- 1) Asbestos Abatement Lump Sum Pricing – Type 3 Work** **\$240,300.00**
 Includes Type 3 abatement of all sprayed fireproofing and mechanical insulation as well as abatement of plaster ceilings in the work site.
 - 2) Asbestos Abatement Lump Sum Pricing – Type 2 Work** **\$ 19,400.00**
 Includes Type 2 abatement of plaster ceilings in work sites on the main floor as well as the second floor.
 - 3) Asbestos Abatement Unit Pricing – Type 1 Work** **\$ 750.00/day**
 Includes abatement of plaster or VAT to facilitate mounting of radiation units on all floor levels as required by the Mechanical Contractors.
 - 4) Asbestos Abatement Unit Pricing – Type 2 Work**

 - a) Removal of Minor Mechanical Insulation in a Vacuum Unit Area: **\$25.00/unit**
 - b) Removal of Minor Mechanical Insulation and Plaster in a Negative Air Machine Unit Area: **\$55.00/unit**
 - c) Removal of one linear foot, square foot or fitting of asbestos containing materials from within the above unit work areas: **\$29.00/unit**
- Submitted Price excluding taxes and unit pricing for Type 1 and Type 2 work:** **\$259,700.00**

FINANCIAL IMPLICATIONS:

The costs for this project will be funded from Good Places to Learn Stage 3 (GPL).

TIMELINES:

As stated in the RFP documents, the work is to commence at the end of June and the entire project must be completed by the end of August 2010.

APPENDICES:

Not Applicable.

REPORT REVIEWED BY:

- | | |
|--|------------------------------|
| <input checked="" type="checkbox"/> EXECUTIVE COUNCIL | Review Date: _____ |
| <input checked="" type="checkbox"/> SUPERINTENDENT | Approval Date: June 29, 2010 |
| <input checked="" type="checkbox"/> DIRECTOR OF EDUCATION: | Approval Date: June 29, 2010 |



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

BOARD ADOPTED MOTION AND RECORD OF ELECTRONIC VOTE

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business
SUBJECT: **REQUEST FOR PROPOSAL (RFP) – ASBESTOS REMOVAL AT
 CATHOLIC CENTRAL SECONDARY SCHOOL**

Telephone Poll
Deadline: 12:00 pm
June 30, 2010

RECOMMENDATION:

Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board approve the issuance of a purchase order contract pursuant to the Request For Proposal (RFP) for Asbestos Removal at Catholic Central Secondary School to JoBi Construction Ltd. for the base amount of \$259,700.00 plus applicable taxes to be funded from Good Places to Learn Stage 3 (GPL3). *Carried*

Fred Alexander	Yea
Joan Courtney	Yea
Mary DiMenna	Yea
Barbara Holland	Yea
Chris Janisse	Yea
Patrick Keane	Yea
John Macri	Yea
Shannon Porcellini	Yea
Lisa Soulliere	Yea

Trustees voting: Nine

In-Favour: 9 Opposed: 0 Abstained: 0 Absent: 0



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

**COPY OF
 TELEPHONE SURVEY
 BOARD REPORT**

Report Date:
 June 29, 2010

PRESENTED FOR: Public In-Camera
 Information Approval

**Telephone Poll
 Deadline: 12:00 pm
 June 30, 2010**

PRESENTED BY: Senior Administration

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

**SUBJECT: REQUEST FOR PROPOSAL (RFP) – ASBESTOS REMOVAL AT
 CATHOLIC CENTRAL SECONDARY SCHOOL**

RECOMMENDATION:

That the Board approve the issuance of a purchase order contract pursuant to the Request For Proposal (RFP) for Asbestos Removal at Catholic Central Secondary School to JoBi Construction Ltd. for the base amount of \$259,700.00 plus applicable taxes to be funded from Good Places to Learn Stage 3 (GPL3).

SYNOPSIS:

A request for proposal for asbestos removal at Catholic Central Secondary School was completed on Friday, June 18, 2010. The Board issued this RFP for Type 3 sprayed fireproofing removal and Type 3, 2 and 1 plaster and asbestos-containing pipe insulation removal to facilitate the scheduled Steam Boiler Replacement project at Catholic Central Secondary School, which was previously approved by the Board. This report is submitted to the Board with the results of the RFP and a recommendation for the issuance of a purchase order contract.

BACKGROUND COMMENTS:

A total of one (1) bid from five (5) invited bidders was received. The following summary will show the financial aspect of JoBi Construction’s submission. Due to the nature of the work to be performed, lump sum pricing was provided for Type 3, 2 and 1 work, along with unit pricing for the unforeseen Type 1 and 2 work that can only be determined once the project is underway. After reviewing the submission a financial summary was created as follows:

RFP Submission Details

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- Submitted Price excluding taxes and unit pricing for Type 1 and Type 2 work:** **\$259,700.00**

FINANCIAL IMPLICATIONS:

The costs for this project will be funded from Good Places to Learn Stage 3 (GPL).

TIMELINES:

As stated in the RFP documents, the work is to commence at the end of June and the entire project must be completed by the end of August 2010.

APPENDICES:

Not Applicable.

REPORT REVIEWED BY:

- | | |
|--|------------------------------|
| <input checked="" type="checkbox"/> EXECUTIVE COUNCIL | Review Date: _____ |
| <input checked="" type="checkbox"/> SUPERINTENDENT | Approval Date: June 29, 2010 |
| <input checked="" type="checkbox"/> DIRECTOR OF EDUCATION: | Approval Date: June 29, 2010 |



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

Meeting Date:
 July 27, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **REQUEST FOR PROPOSAL (RFP) – ASBESTOS REMOVAL AT CATHOLIC CENTRAL SECONDARY SCHOOL**

RECOMMENDATION:

That the Board approve the issuance of a purchase order contract pursuant to the Request For Proposal (RFP) for Asbestos Removal at Catholic Central Secondary School to JoBi Construction Ltd. for the base amount of \$259,700.00 plus applicable taxes to be funded from Good Places to Learn Stage 3 (GPL3).

SYNOPSIS:

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- Submitted Price excluding taxes and unit pricing for Type 1 and Type 2 work:** **\$259,700.00**

FINANCIAL IMPLICATIONS:

The costs for this project will be funded from Good Places to Learn Stage 3 (GPL).

TIMELINES:

As stated in the RFP documents, the work is to commence at the end of June and the entire project must be completed by the end of August 2010.

APPENDICES:

Not Applicable.

REPORT REVIEWED BY:

- | | |
|--|------------------------------|
| <input checked="" type="checkbox"/> EXECUTIVE COUNCIL | Review Date: _____ |
| <input checked="" type="checkbox"/> SUPERINTENDENT | Approval Date: June 29, 2010 |
| <input checked="" type="checkbox"/> DIRECTOR OF EDUCATION: | Approval Date: June 29, 2010 |



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

Meeting Date:
 July 27, 2010

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Cathy Geml, Superintendent of Education
SUBJECT: **SPECIAL EDUCATION PLAN AMENDMENTS 2010**

RECOMMENDATION:

That the Board approve the Special Education Plan Amendments for 2010

SYNOPSIS: The Ministry of Education mandates that each school board develop and maintain a Special Education Plan, which is to be reviewed annually. Both the Special Education Advisory Committee (SEAC) and the Board are mandated to approve the complete plan or amendments to the plan each year.

BACKGROUND COMMENTS: In accordance with Regulation 306 under the education Act, the Ministry of Education requires that school boards develop and maintain a Special Education Plan. Each board is required to review annually and amend its Plan from time to time to meet the current needs of its students, and to submit the amendments to the Ministry of Education.

FINANCIAL IMPACT: n/a

COMMENTS: The Special Education Advisory Committee, through an electronic pole approved the 2010 Amendments with the following motion:

Motion by Lisa Soulliere and seconded by Mary DiMenna that the 2010 Amendments to the Board’s Special Education Plan be approved through an electronic pole and forwarded to the Board for approval.
Carried.

TIMELINES: The amendments to the Special Education Plan are to be posted to the Board Website by July 30, 2010.

APPENDICES:

- Windsor-Essex Catholic District School Board's Special Education Plan Amendments 2010.

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date:
Approval Date: July 15, 2010
Approval Date: July 15, 2010



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

**AMENDMENTS
TO THE 2005
SPECIAL EDUCATION PLAN**

2010

“Learning together in faith and service”

Preface:

Regulation 306 of the Education Act requires each school board in Ontario to have an Annual Special Education Plan. The Plan is subject to an annual review, which includes a community consultation process. The document Standards for School Board's Special Education Plan (Ministry of Education, 2000) is available on the Ministry website at <http://www.edu.gov.on.ca>. The Windsor-Essex Catholic District School Board original 2005 Special Education Plan as well as amendments can be found at www.wecdsb.on.ca

Introduction:

Special Education Programs and Services

Standard

To provide the ministry and the public with information on the board's philosophy and service-delivery model for the provision of special education programs and services.

Requirements of the Standard

The school board's special education plan must outline in detail the board's general philosophy and service-delivery model for the provision of special education programs and services. The board's special education plan must be designed to comply with the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, the Education Act and regulations made under the act, and any other relevant legislation. The board must include a statement in the plan confirming that the plan has been designed in accordance with this requirement.

The Board's General Model for Special Education

Philosophy of Special Education

The Philosophy of Special Education for the Windsor-Essex Catholic District School Board is to provide meaningful, student focused educational opportunities for all students. The Windsor-Essex Catholic District School Board shape our direction using the guiding principles of our Catholic faith to create a sense of belonging and acceptance. The education of all students is a shared responsibility between home, community and school.

Each student will be included in the classroom environment, supported by parents/guardians, peers, staff and other members of the school family. We believe that all students should be empowered to become independent, active members of their community, a place where every person contributes and benefits from living and learning together.

Mission Statement

Every student is a valued and welcomed member of our Catholic learning environment. When students' individual strengths and needs are addressed their growth, development and learning shall be enhanced. All learners will be given the opportunity to contribute in a meaningful manner within an inclusive environment.

Vision

Following the teachings and examples of Jesus Christ, our vision is a partnership consisting of students, parents/guardians, teachers and other professionals.

1. To include every student in age appropriate settings as unique and capable learners.
2. To create an atmosphere of trust and respect.
3. To facilitate full participation as contributing members of the classroom and school family.
4. To assist all students to become self-regulated learners ("Skill and Will").
5. To developing confidence and self-esteem through shared responsibilities.

Special Education Staffing:

<u>Special Education</u>	<u>Staffing 09/10</u>
Classroom Teachers	
Elementary	96.0
Secondary	34.0
System Support Teachers	
Program Planner	1.0
Teacher of the Deaf/Hard of Hearing	1.0
Educational Audiologist (PDT funding)	1.0
Teacher of the Visually Impaired	2.0
Para-Professional Support Staff	
Educational Assistants (Elem)	180.5
Educational Assistants (Sec)	76.5
Behaviour Specialists	8.0
Discrete Trial Trainers	2.0
Sign Language Interpreters	5.0
Professional Support Staff	
Psychological Services	3.0
Speech Pathologists	7.1
Social Workers	8.5
Social Workers (Safe Schools)	1.5
Administrative Staff	
Coordinators	5.0
Program Specialist	1.0

Staff Development:

The Windsor Essex Catholic District School Board will continue to provide in-service, professional development, after school workshops and conferences to support our teachers and support staff as we continue to focus on the special needs of all students and their special learning needs.

Professional development days :

On April 23, 2010 the board designated a Professional development day for both elementary and secondary teachers and support staff. This day will focus on the draft Ministry of Education resource document, Learning for All K -12, specifically student inventories, class profiles and transition plans.

Staff Development

- Educational Assistants - PD September 2, 2009 & Faith Day
- Educational Assistants - Site based PD In-service Elem.
- Educational Assistants - Structured Learning PD
- Educational Assistants -PD In Service - SEA equipment
- Life Skills Learning for All K-12 In-service
- Numeracy PALS

Initiatives

The Ministry has provided additional funding to boards to support Special Education initiatives.

CODE JK – Grade 1 – Assessment Project

Learning for All K - 12

Structured Learning

Through the additional funding provided by the Ministry, the board has hired a Program Specialist who has expertise in Applied Behaviour A and structured learning. These strategies promote structure and individual programming for students to be independent and generalize skills across a variety of settings at both the elementary and secondary panels.

Learning for All K-12

Learning for All K-12 supports the WECDSB direction in special education. Ontario's provincial education priorities are:

- High levels of student achievement .
- Reduced gaps in student achievement, particularly for students with special needs, Aboriginal and English Language Learners (ELL), Boys' literacy needs.
- Increased public confidence in publicly funded education. Extending from these priorities comes the provincial goal for special education – to enable students with special learning needs to achieve to their potential through the provision of special education programs and services.

April 24, 2009

Professional Development Day for Classroom Teachers, Learning Support Service Teachers, Educational Assistants. Re: Effective IEPs (Individual Education Plans).

2009-10 School Year

Classroom teachers - “Universal Design and Differentiated Instruction”

Elementary: Literacy Writing Process

Secondary: The Four Step D.I. Lesson

In-service based upon the draft document, **Learning For All K-12**

Secondary:

- Grade 9 Religion and Essential teachers
- Life Skills teachers
- Grade 10 Science teachers
- Grade 9 Applied Math teachers (Critical Pathway, 3 times per semester)
- Grade 9 & 10 Applied and Open Courses support through D.I. (Differentiated Instruction) coaches/teachers in a variety of subject disciplines involving 48 teachers and co-teaching D.I. strategies
- Family of Schools meetings for principals
- Peer Assisted Learning Strategies (P.A.L.S.) training
- Peers Establishing Effective Relationships (P.E.E.R.) Pals training
- April 23, 2010 PD Day: “How Do I Learn?”

Elementary

- April 23, 2010 PD Day: “Knowing Our Learners” (Included classroom teachers, LSSTs, Educational Assistants and occasional teachers)
- Family of Schools meetings for principals
- Educational Assistants: site based PD
 - a) Structured Learning – half day, site-based in-service provided by the Board’s ABA (Applied Behaviour Analysis) Specialist.
 - b) SEA (Special Equipment amount)equipment- half day, site-based in-service provided by the Board’s Program Planner
- Peer Assisted Learning Strategies (P.A.L.S.) training Literacy and N
- Peers Establishing Effective Relationships (P.E.E.R.) Pals training
- Council of Directors of Education (C.O.D.E.) JK-Grade 1 Assessment and Evaluation Project
- Literacy Numeracy Secretariat (LNS) Student Workstudy Initiative – identifying students K-Grade 6 who are performing at a Level 2 and moving them to a Level 3
- OFIP Tutoring at St. John the Baptist, Queen of Peace, Immaculate Conception School
- Summer Literacy Camp
- Learning Disabilities Association Summer Camp
- Summer technology camp for students with SEA equipment

Psychological Assessment: Approaches and Tools

The psychological services staff members at the Windsor Essex Catholic District School Board use a variety of psychological assessment tools to help identify areas of strength and need among students referred for assessment. To be eligible for assessment, a student must first have been brought forward and discussed at both Step 1 and Step 2 meetings. Psychological Services staff members are to be present at Step 2 meetings and, with input provided by school personnel and parents, must decide whether there are sufficient grounds to move forward to assessment. Once added to the assessment list, students will be seen in priority sequence.

Data are key to making decisions about a student's need for assessment. To determine whether appropriate interventions have been implemented and whether instruction is responsive to individual needs, the WECDSB has moved away from using summative measures for decision making purposes. These summative measures include traditional tests such as the WRAT and the Brigance. These so-called mastery measures are meant to be used infrequently and are not suited to monitoring of student progress over time. Formative assessment tools are currently being used. These Curriculum Based Measurement (CBM) tools are more appropriate to the goals of monitoring student progress and making decisions about the timeliness and appropriateness of interventions recommended. As these are quick and easy-to-administer, these do not take away from valuable intervention time.

Currently, a flexible battery approach to assessment is being used by Psychological Services staff members. At the core of this battery are tests of cognitive ability and academic achievement. Additional tests are used on an as-needed basis and are driven by the referral question and the findings from the core test battery. The most recent versions of tests are being used, and a Canadian norm base referenced wherever possible. The following table provides a summary of tests available for use by material specific domain. Questionnaires completed by teachers and sent home to parents are intended to assess a student's coping and adjustment and determine whether there are behaviours present that have the potential to interfere with learning. This is consistent with research to suggest the presence of such concerns among the overwhelming majority of students who struggle in school.

Core Battery
Age-Appropriate Wechsler scale:
• Wechsler Preschool and Primary Scale of Intelligence – Third Edition
• Wechsler Intelligence Scale for Children – Fourth Edition
• Wechsler Adult Intelligence Scale – Fourth Edition
Academic Achievement
• Wechsler Individual Achievement Test – Second Edition
• Gray Oral Reading Tests – Fourth Edition
Emotions and Behaviour
• Behavior Assessment System for Children – Second Edition
• Behavior Assessment System for Children – Second Edition
• Achenbach System of Empirically Based Assessment
• Behavior Rating Inventory of Executive Function

Supplementary Measures
• Wechsler Nonverbal Scale of Ability
• Reynolds Intellectual Assessment System
• California Verbal Learning Test – Children’s Edition
• Beery Buktenica Developmental Test of Visual Motor Integration
• NEPSY-II
• Delis-Kaplan Executive Function System
• Children’s Memory Scale or Test of Memory and Learning – Second Edition
• Peabody Picture Vocabulary Test – Fourth Edition
• Expressive Vocabulary Test – Second Edition
• Sentence Memory Test
• Grooved Pegboard
• Test of Everyday Attention for Children

Provincial and Demonstration Schools

- Robarts school for the deaf
- C.P.R.I.
- Amethyst Demonstration School
- W.Ross Macdonald
- Ernest C. Drury School

Special Equipment Amount (SEA)

The Ministry of education provides funding to school boards to assist with the cost of equipment essential to support students with special education needs. The Windsor-Essex Catholic District School Board pays the first \$800 of each claim.

Year	Number of Students	Total of Individual Claims
2006-2007	138	\$615,538
2007-2008	188	\$740,201
2008-2009	142	\$429,854

Board Policy: ST:24 Special Education Equipment

Accessibility of School Buildings

Purpose of the Standard

To provide the ministry with further details of the board's multi-year plan, which was previously submitted to the ministry, for improving accessibility for students with physical and sensory disabilities, and to provide the public with this information.

A summary of the board's multi-year capital expenditure plan for improving accessibility to its school buildings, grounds, and administration offices, including resources dedicated to providing barrier-free access in the coming school years.

Capital projects that improve accessibility for students within the board are funded by the Ministry for students with special needs.

Projects are undertaken as required when students move to schools that require improvements that will meet the unique needs of the students. Schools within the Board have had improvements made to accommodate students and these improvements stay with the school and provide improved accessibility for all.

*Board Policy A:31 Accessibility Standards for Customer Service,
Administrative Procedure PR A:31 Accessibility Standards for customer Services*

New schools are built to meet the new standards of practice in place for educational institutions in Ontario.

Transportation

Types of Students who are eligible to receive transportation

1. Students in special education programs (including students who are in regular classrooms) with developmental disabilities, cognitive delays, physical challenges, behaviour, and/or multiple exceptionalities.
2. Students in education programs in care, treatment or correctional facilities.
3. Students attending provincial and demonstration schools.

The consultant in cooperation with the superintendent of special education and the transportation department will consider the unique needs of each student and determine the best mode of transportation required to meet the safety needs of the student. This may dictate specially equipped vehicles with limited seating, special attachments and specially trained staff. This may include students who are diabetic, have severe allergic reactions, have seizures or severe behavioural or other health disorders.

Any special requirements for the safe transportation of students with special needs are developed in coordination with advice given by the parents to the board personnel and the transportation consortium (consisting of the Windsor-Essex Catholic District School board, The Greater Essex District School Board, and Conseil scolaire de district des école catholiques de Sud-Ouest) along with any other medical information that may be necessary.

Board Policy A:20 Transportation Procedures

A Parent's Guide to Special Education

Please access through the Board website Learning Support Services – Special Education Support

Community Support Services

Please access through the Board website Learning Support Services

Ministry of Education/Public website about Special Education

Please access through the Ministry website www.edu.gov.on.ca/eng/parents/speced.html

SPECIAL EDUCATION ADVISORY COMMITTEE

FOR THE TERM DECEMBER 1, 2006 TO NOVEMBER 20, 2010

<u>ASSOCIATION</u>	<u>MEMBER</u>	<u>ALTERNATE</u>
Integration Action for Inclusion	Anne Marie Drkulec	Michelle Friesen
Community Living Windsor/Essex	Mary Ferguson	
Windsor Down Syndrome Association	Paula Nantais-Murphy	Michelle Mastellotto
Learning Disabilities Association	Sonia Sovran	Mary-Anne Mouawad
Autism Ontario Windsor-Essex	Cas Graham-Stuart	Bill Spadafora
High School Council	No appointment	no appointment
Maryvale Adolescent & Family Services	No appointment	no appointment
IEWS - Support for the Families of Blind & Visually Impaired Children	Melanie Allen	no appointment
Principal's Association	Rita Raniwsky	



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

WALK-ON BOARD REPORT

Meeting Date:
July 27, 2010

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Mario Iatonna, Superintendent of Business
Cathy Geml, Superintendent of Education
Paul Picard, Superintendent of Human Resources

SUBJECT: EARLY LEARNING EXTENDED DAY FEES

RECOMMENDATION:

That the Board approve the 2010-11 fees for the extended day component of the early learning program and that confirmation of the fees be submitted to the Ministry of Education as required.

SYNOPSIS:

This report is being presented to seek Board approval for the 2010-11 fees for the extended day component of the early learning program.

BACKGROUND COMMENTS:

On October 27, 2009, the province announced the first phase of the implementation of the Early Learning Program. This program includes two components. The first is the core component of instruction for four and five year olds during the full normal instructional day. The second is the extended day component, which is to be made available before and after school, generally between the hours of 7:00 to 9:00 a.m. and 3:00 to 6:00 p.m. It is this extended day component, specifically the establishment of the related fees, which is the subject of this report.

A student's participation in the extended day component is at the option of parents and guardians. The Board must offer a program at the 7 approved phase 1 early learning sites where there is sufficient enrolment to make a program viable. The extended day is to be funded solely through parent fees on a full cost-recovery basis.

A limited amount of subsidies, up to \$11.97 million for 2010-11, is available province-wide for eligible families. These subsidies are 100% provincially funded with no municipal cost sharing requirement. They are to be administered by municipalities or other parties through

authority provided under the Full Day Early Learning Law Amendment Act, 2010 (Bill 242), which came into effect on May 18, 2010. The Ministry of Education and school boards can enter into partnerships with the Consolidated Municipal Service Managers for the administration of these fee subsidies.

To make the best use of subsidy dollars, the Ministry has recommended that school boards establish a before school rate, an after school rate and a combined rate for the extended day program. The issuance on June 7, 2010 of Ontario Regulation 225/10 - Extended Day Programs provides the parameters under which school boards are to set these fees on a full cost recovery basis.

The extremely late timing of the regulation and the lack of advance and continuing administrative funding and support has not permitted an appropriate vetting of the program or the fees. The Ministry deadline for Board affirmation of compliance with the fees regulation for the 2010-11 school year was the last day of school in June. WECDSB was not in a position to submit this affirmation by the noted date.

In advance of the regulation, the Board had estimated its fees on a very tentative basis utilizing very preliminary information provided by the Ministry. These tentative fees amounted to \$7.50 per hour per child. This translated to total fees of \$15.00 for 2 hours before school, \$22.50 for 3 hours after school and \$37.50 for before and after school combined.

Board administration consulted with the Ministry over the tight timeline and the inability to establish specific details, including appropriate fees, within that timeline. While the regulation requires the Board to operate an extended day program in each of the Phase 1 Early Learning schools, it was determined, based on the Ministry consultation, to offer the program only at St. James Elementary School.

This was communicated to the affected St. James school community in June. As a result of the communication, no parents committed to put up the \$75.00 deposit requested of them to have their children registered in the program at the fees noted. Therefore, the Board is unable to proceed with the program in 2010-11 as no one has registered for the program, likely due to the high fees relative to current service providers. The Board is not alone in this, as the Ministry has advised that only one school board in the region will be offering extended day services in September.

Notwithstanding the above, administration has now had an opportunity to prepare appropriate fee estimates for the extended day program. The calculation is shown on the attached table. Per consultation with the Ministry, an enrolment of 20 children per site has been used in setting the fees. The fees have been calculated at \$35.94 per day. This translates to \$14.38 for 2 hours before school, \$21.56 for 3 hours after school or approximately \$7.19 per hour per child.

FINANCIAL IMPACT:

Financial details are provided in the Background Comments section. Since the extended day program is not proceeding in 2010-11, there is no direct financial impact to the Board at this time. The fees will be subject to further review moving into the 2011-12 school year.

TIMELINES:

Under the June 7, 2010 regulation, the Board was to have approved and submitted its fee calculations to the Ministry and other stakeholders by the last day of school in June. The Board is only now in a position to approve and submit its fee calculations.

APPENDICES:

- Estimating Daily Base Fee (Ministry of Education Template)

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	July 26, 2010
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	July 26, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	July 26, 2010

ESTIMATING DAILY BASE FEE

Projected Board Enrolment	
Number of students in Extended day	140
# of ECEs / staff	14.00

Note: Boards should enter required information in highlighted yellow cells

Fee Based on Board Costs				
Benchmark	Benchmark Unit	Provincial and/or Board Determined	# Hours / day ->	TOTAL
			ECE / STAFF COSTS	5
\$ 23.18	Hourly	Board determined	(a) Wage compensation	\$305,048.80
24.32%	as % of hourly wage	Provincial	(b) Benefits (including Pension contributions)	\$74,187.87
13.40%	as % of hourly wage + benefits	Provincial	(c) Vacation + Statutory Holidays	\$50,825.53
2.00%	as % of hourly wage + benefits	Provincial	(d) Professional Development	\$7,584.73
5.00%	as % of hourly wage + benefits + Vacation + Statutory	Provincial	(e) Supply ECEs for Extended day	\$21,882.35
			TOTAL STAFF COSTS	\$459,529.28
23.1%	as a % of STAFF COST	Board determined	3rd Party Contracts (ANNUAL COST)	\$0.00
			Staffing Costs (ANNUAL COST)	\$106,058.00
			PER PUPIL COSTS	
\$ 0.60	per-pupil per hour	Provincial/Board determined	School Operations (up to \$0.60 per pupil)	\$78,960.00
\$ 1.00	per-pupil per day	Board determined	Materials for Extended day (ANNUAL COST)	\$26,320.00
\$ 2.00	per-pupil per day	Board determined	Food / Snacks (ANNUAL COST)	\$52,640.00
\$ 5.18	per pupil per day	Provincial Determined	Special Education (ANNUAL COST)	\$136,337.60
			Total Costs (excluding vacancy)	\$859,844.88
10.0%	as a % of Total Cost (before vacancy)	Provincial / Board determined	Vacancy Allowance (up to 10%)	\$85,984.49
			Total Costs	\$945,829.37
			BASE FEE	\$35.94



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

Meeting Date:
July 27, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **EMPLOYEE BENEFIT COMMITTEE REPORT – NOTES FROM
THE MEETING OF JUNE 18, 2010**

RECOMMENDATION:

That the Board receive the Notes from the Employee Benefit Committee Meeting of June 18, 2010 as information.

SYNOPSIS:

In accordance with the Board By-Laws, committees are to report meeting activities either verbally or in writing. Notes from the June 18, 2010 meeting are attached.

BACKGROUND COMMENTS:

The Employee Benefit Committee was established by Board resolution at the May 8, 2006 in-camera meeting of the Board. Trustee Alexander was present at the Employee Benefit Committee Meeting on behalf of the Board.

FINANCIAL IMPACT:

None.

TIMELINES:

None.

APPENDICES:

- Notes from the June 18, 2010 Employee Benefit Committee Meeting.

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	June 29, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 29, 2010



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Joseph Berthiaume
 Telephone: (519) 253-2481 FAX: (519) 985-2924

EMPLOYEE BENEFIT COMMITTEE

Thursday, June 18, 2010 at 10:30 a.m.
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor
St. Thomas Aquinas Meeting Room

NOTES

PRESENT:

Trustee Committee Member: F. Alexander

Administration: M. Iatonna
S. Ficon

Guest: Kirk Ryan, Representative from Mosey & Mosey

Regrets:

Recorder: C. Racine

1. Call to Order and Opening Prayer – Trustee Alexander called the meeting to order at 10:30 a.m. and opened with a prayer.
2. Recording of Attendance – All present.
3. Approval of Agenda/Questions Pertaining to Agenda
Approved.
4. Disclosure of Interest – None.

Moved by Trustee Alexander that pursuant to the Education Act – Section 207 and as authorized by Board By-Law 4:15/5, the Employee Benefits Committee go into a meeting which is closed to the public to discuss contractual matters and other personnel matters.
Carried.

The Employee Benefit Committee moved in-camera at 10:37 a.m.

5. *(In-Camera)*

Moved by Trustee Alexander that the Employee Benefit Committee move out of in-camera at 11:10 a.m. Carried.

6. Other Business/Questions

7. Future Scheduled Meeting Dates:

- To Be Determined

8. Closing Prayer and Adjournment – The meeting adjourned at 11:30 a.m.

Distribution:

- Employee Benefits Committee Member (Trustee Alexander)
- Administrative Resource to the Committee: M. Iatonna, S. Ficon