

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

REGULAR BOARD MEETING
Tuesday, March 27, 2012 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

A G E N D A

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| <p>I In-Camera Meeting – 6:00 p.m.
 II Regular Meeting of the Board - 7:00 p.m.</p> <p>1. Call To Order</p> <p>2. Opening Prayer</p> <p>3. Recording of Attendance</p> <p>4. Approval of Agenda</p> <p>5. Questions Pertaining to Agenda</p> <p>6. Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u></p> <p>7. Presentations: <i>None</i></p> <p>8. Delegations:</p> <p> a. Delegation Regarding Items <u>Not</u> on the Agenda</p> <p> <i>3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.</i></p> <p> i) Paul Mullins, representing the St. John the Evangelist community to speak about the expansion of Holy Name Elementary school, a joint use agreement for St. John the Evangelist with the Town of Lakeshore, and potential boundary adjustments.</p> <p> b. Delegations Regarding Items <u>On</u> the Agenda</p> <p> <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></p> <p>9. Action Items:</p> <p> a. Approval of Minutes</p> | <p>Page #</p> <p>--</p> <p>--</p> <p>--</p> |
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i)	Minutes of In-Camera Meeting, February 28, 2012	--
ii)	Minutes of Emergency In-Camera Meeting, March 20, 2012	--
iii)	Minutes of Regular Board Meeting, February 28, 2012	1-6
b.	Items from the convened Emergency in-camera meeting of March 20, 2012 and the convened in-camera meeting of March 27, 2012	--
10.	Communications:	
a.	External (Associations, OCSTA, Ministry):	-
i)	Memorandum from the Ontario Catholic Schools Trustees' Association (OCSTA) re Resolutions to be Considered at the 2012 Annual General Meeting, dated March 7, 2012 (P. Picard/B. Holland)	7
b.	Internal (Reports from Administration)	
i)	Report: Administrative Staff Report (J. Bumbacco)	8-9
ii)	Report: 2012-13 Budget Pressures and Challenges (M. Iatonna)	10-16
11.	Unfinished Business: <i>None</i>	--
12.	New Business:	
a.	Report: Regular Board Meetings for the Months of July/August 2012 and for the 2012-2013 School Year (P. Picard)	17-19
b.	Report: Relocation of Immaculate Conception Catholic Elementary School (P. Picard)	20-21
c.	Report: Capital Priorities Update: St. Bernard (Windsor) Catholic Elementary School (M. Iatonna)	22-23
d.	Report: Tender Approval – Full Day Kindergarten Phase 3 Construction (Project A, B, D) (M. Iatonna)	<i>Handout</i>
e.	Report: Tender Approval – Full Day Kindergarten Phase 3 Construction (Project C) (M. Iatonna)	<i>Handout</i>
f.	Report: French Immersion Program Adjustment at Queen of Peace Catholic Elementary School (C. Geml)	24-29
13.	Committee Reports: <i>None</i>	
14.	Notice of Motion: <i>None</i>	--
15.	Remarks and Announcements:	
a.	Chairperson	
b.	Director of Education	
c.	Board Chaplain	
16.	Remarks/Questions by Trustees	
17.	Pending Items	
a.	Deferred Report: Play Surface Material Standard – Rubber (<i>deferred from April 28, 2009</i>)	--
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, April 10, 2012
- Tuesday, April 24, 2012
- Tuesday, May 8, 2012
- Tuesday, May 22, 2012
- Tuesday, June 12, 2012
- **MONDAY**, June 25, 2012

20. Closing Prayer

21. Adjournment

Barbara Holland
Board Chairperson

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



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

**REGULAR BOARD MEETING
Tuesday, February 28, 2012 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom**

MINUTES

PRESENT

Trustees:

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

Regrets:

Administration:

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

Recorder: B. Marshall

1. Call To Order - Chair Holland called the meeting to order at 7:11 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present. Trustee Favot participated electronically.
4. Approval of Agenda
Amendments:
 - Item 10b(vi) Absenteeism Report, Supply Teacher Expenses Graph (page 36); the Hamilton-Wentworth Catholic enrolment number should read 29,963 and the source documents have been referenced. Revised copies have been distributed.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the February 28, 2012 Regular Board meeting agenda be approved as amended. *Carried*

5. Questions Pertaining to Agenda: *None*
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act: *None*
7. Presentations: *None*
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, February 14, 2012

Moved by Trustee Soulliere and seconded by Trustee Macri that the minutes of the Committee of the Whole Board In-Camera meeting of February 14, 2012 be adopted as distributed. *Carried*

- ii) Minutes of Regular Board Meeting, February 14, 2012

Moved by Trustee Alexander and seconded by Trustee Courtney that the minutes of the Regular Board meeting of February 14, 2012 be adopted as distributed. *Carried*

- b. Items from the convened in-camera meeting of February 28, 2012

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on February 28, 2012 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, labour relations, 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 Mastromattei that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of February 28, 2012 be approved. *Carried*

Vice Chair DiMenna made the following announcements:

from the February 28, 2012 Committee of the Whole Board in-camera meeting

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated February 28, 2012;
- approved a one-year lease extension for St. Michael's Alternate Catholic High School – Essex Campus;
- approved Cafeteria Services Contract Amendment with Aramark Canada Ltd.

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

Moved by Trustee McMahon and seconded by Trustee Macri that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated February 28, 2012. Carried

- ii) Report: Compensation for Use of Auto – Annual Review of Mileage Rate 2012

Trustee Soulliere indicated the board should review cost savings in all areas and therefore motioned to amend the recommended mileage rate.

AMENDED MOTION: Moved by Trustee Soulliere and seconded by Trustee Favot that the Compensation for Use of Auto – Annual Review of Mileage Rate 2012 be reduced from \$0.46/km to \$0.40/km effective March 1, 2012. Carried

ORIGINAL MOTION: Moved by Trustee Macri and seconded by Trustee DiMenna that the Board receive the report on Compensation for Use of Auto - Annual Review of Mileage Rate 2012 as information.

- iii) Report: Public Salary Disclosure Act, 1996 – Disclosure for 2011

Trustees inquired on the number of teachers on the 2011 Public Salary Disclosure list and also inquired on the number of teachers anticipated to reach a salary of \$100,000 or more this year. Administration mentioned department head teachers, teachers who decided not to proceed with their four over five leave and were paid out and summer school teachers are included on the list. Administration is anticipating an extra one hundred (100) teachers to be reported on the 2012 Public Salary Disclosure list.

Trustee Macri reminded trustees salary increases are determined by the province and are not indicative of a board decision.

Moved by Trustee Macri and seconded by Trustee McMahon that the Board receive the Public Sector Salary Disclosure Act, 1996 – Disclosure for 2011 report as information. Carried

- iv) Report: Employee Purchasing Cards Use 2010-11

Moved by Trustee DiMenna and seconded by Trustee McMahon that the Board receive the Employee Purchasing Card Use 2010-11 report as information. Carried

- v) Report: 2012-13 Budget Schedule

Moved by Trustee McMahon and seconded by Trustee DiMenna that the Board receive the report on the 2012-13 Budget Schedule as information. Carried

vi) Report: Absenteeism Update and Policy Recommendation

Executive Superintendent Bumbacco indicated the human resource department has been reviewing other board practices, policies and procedures in order to assist in the development of a board Absenteeism Policy and corresponding procedures. Similar to other boards within the province, administration recommends the implementation of an Absence Management Program supported by School Boards' Cooperative Inc. (SBCI).

After a lengthy discussion, trustees support the recommendations but request administration to compile a report to include all employee groups, not just teachers. Also, if administration moves forward with SBCI, trustees request SBCI to present their customized strategies to the board and union groups.

Moved by Trustee Soulliere and seconded by Trustee Macri that the Board receive as information an absenteeism update and recommends the following:

- i) the development of an Attendance Management/Support Policy and corresponding procedures;**
- ii) that the Board investigate the services and costs offered by SBCI (School Boards' Cooperative Inc.) to assist with our Absenteeism Management/Support procedures. *Carried***

11. Unfinished Business: *None*

12. New Business:

- a. Report: Long Term Debenture By-Law – Good Places To Learn Renewal And Capital Priority Programs – March 2012 Issue

Moved by Trustee Macri and seconded by Trustee Soulliere that the Board approve the execution of By-Law 2012-1 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 \$4,872,690.00 for the long term financing of expenditures incurred up to August 31, 2011 under both the Good Places to Learn Renewal and Capital Priority programs. *Carried*

13. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Minutes of January 23, 2012

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the Monday, January 23, 2012 Special Education Advisory Committee meeting as information. *Carried*

- b. Report: Appointment of John McMahon, Representative Community Living Essex County and Community Living Windsor to the Special Education Advisory Committee (SEAC)

Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board approve the appointment of John McMahon, representative, Community Living Essex County and Community Living Windsor to the Special Education Advisory

Committee (SEAC) for the balance of the four-year term, December 1, 2010 to November 30, 2014. Carried

14. Notice of Motion: *None*
15. Remarks and Announcements:
- a. Chairperson Holland thanked staff members, parents, and trustees involved in the Accommodation Review Committees (ARC).
 - b. Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;

Catholic Faith Formation: Once a week, our Religion Consultant Betty Brush posts on FirstClass Lenten Resources to campus ministers, principals, vice principals, and faith ambassadors to guide, reflect, and prepare staff and students during this Lenten season.

Employee Development And Student Achievement Initiatives: French as a Second Language workshop March 22; Principal Mentoring, and Academic and Support Leadership courses continue; and a Social Justice/Equity Training will be held March 27th.

Community Engagement and Partnerships: The 8th annual Teachers Have Heart Charity GALA will be on Saturday, April 21 in support of the Jumpstart Student Nutrition Program and Autism Services Inc.; The Accommodation Review, Boundary and Program Adjustment public meetings continue. Please refer to the Board's website for dates, times and locations.

Miscellaneous: Even though the annual two week JK SK registration period has concluded, parents are still welcome to register their child. Please contact the school principal for more information.
 - c. Board Chaplain Brunet encouraged us during this Lenten not only to continue with our alms giving, fasting and prayer but to also include quiet time.
16. Remarks/Questions by Trustees
- Trustee DiMenna commented on Cardinal Carter and St. Thomas of Villanova Catholic secondary school plays and congratulated staff and students for their dedication and commitment to their positions.
- Student Trustee Najem commented on the joint project with our coterminous boards for the United Way *Change in Youth Challenge*.
- Student Trustee Tavares commented on St. Thomas of Villanova's Students Helping Students fundraiser; Cardinal Carter's play; Searsfest; WECSSA sports; Social Justice forum; and Lenten services at the secondary schools. He also thanked trustees for his attendance at the Ontario Student Trustees Association conference in Ottawa.
17. Pending Items
- a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*)
18. Continuation of In-Camera, if required - *Not required*.
19. Future Board Meetings: *Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*

- ~~Tuesday, March 13, 2012~~ (**CANCELLED due to March Break**)
- Tuesday, March 27, 2012
- Tuesday, April 10, 2012
- Tuesday, April 24, 2012
- Tuesday, May 8, 2012
- Tuesday, May 22, 2012
- Tuesday, June 12, 2012
- **MONDAY**, June 25, 2012

20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of February 28, 2012 adjourned at 8:16 p.m.

Not Approved

Barbara Holland
Board Chairperson

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



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

Meeting Date:
March 27, 2012

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education

SUBJECT: **ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION –
2012 Annual General Meeting and Conference Resolutions**

RECOMMENDATION:

**That the Board approve the Ontario Catholic School Trustees' Association
2012 Annual General Meeting and Conference Resolutions as received under
separate cover.**

SYNOPSIS: Annually, trustees receive the Ontario Catholic School Trustees' Association (OCSTA) Resolutions to be considered and voted upon at the OCSTA Annual General Meeting (AGM) and Conference. OCSTA requested each trustee receive a copy of the resolutions and appendices and to ensure the resolutions are reviewed at a board meeting prior to the OCSTA AGM. Due to the number of pages (38) trustees received the package under separate cover.

BACKGROUND COMMENTS: The resolution process provides member boards with the opportunity to bring important issues, which have provincial implications, to the attention of all trustees in the province. Resolutions are an opportunity to address problems, solutions or concerns, which affect Catholic education in Ontario. A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution. The processing of member board resolutions is a fundamental responsibility of the Association.

FINANCIAL IMPACT: N/A

TIMELINES: Prior to OCSTA AGM (April 27, 2012)

APPENDICES: Received under separate cover

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: March 19, 2012
<input type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: March 19, 2012



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

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

Meeting Date:
March 27, 2012

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Jamie Bumbacco, Executive Superintendent of Human Resources

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated March 27, 2012 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated March 27, 2012

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 19, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 19, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 19, 2012

March 27, 2012

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

Employee Name	Position	Date
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HIRING

RETIREMENT:	DiNardo, Vittorio	Elementary Teacher	April 13, 2012
	Egan, Michael	Custodian	March 30, 2012
	Mulveney, Patricia	Elementary Teacher	June 30, 2012
	Perich, Cathy	Campus Minister	June 29, 2012

RESIGNATION:



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

Meeting Date: March 27, 2012
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BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Mario Iatonna, Executive Superintendent of Business
SUBJECT: **2012-13 BUDGET PRESSURES AND CHALLENGES**

RECOMMENDATION:

That the Board receive the report on 2012-13 Budget Challenges and Pressures as information.

SYNOPSIS:

In order to enhance communication and consultation with the community with respect to the Board's progress in budget development and in order to bring budget parameters to the attention of the Board early in the budget process, this report identifies the Provincial and local contexts in which the 2012-13 budget is being developed and outlines the pressures and challenges that must be considered in bringing a balanced budget to the Board.

BACKGROUND COMMENTS:

The Board's strategic plan is key to its sustainability. Just as important to the Board's long-term sustainability is its budget. In fact, the development of the Board's annual budget is one of the most strategic, but also the most time consuming and labour intensive functions undertaken by Administration.

The budget is the Board's fiscal plan that supports the delivery of educational programs and services and is the Trustee's strategic plan for the upcoming academic year. It also provides the authority for Administration to spend funds on a variety of programs and services. It is important that the budget be developed in a thoughtful manner and that decisions respecting the expenditure of funds carefully weigh the impacts and benefit to stakeholders across the near and long-term horizons. Further, when developing the budget, both the provincial and local context must be considered.

Provincial Context:

The Provincial context must be considered by WECDSD as it proceeds through budget development. Some of the key considerations are as follows:

- Provincial Deficit - \$16.7B in 2010-11.
- Drummond Commission – Recommendations have been made, but it is unknown which of these recommendations will be considered in the 2012-13 Provincial budget.
- The Ministry of Education’s grant announcement is typically made in late March. It is unknown what specific increases or reductions will be announced.
- Special Education Funding Reform – The Ministry of Education has been considering a comprehensive review of special education funding for quite some time. Also, with the expansion of Full-Day Kindergarten in 2012-13, there will be additional budget pressures on Special Education to accommodate students with special needs.
- Administration and Governance Grant Workgroup – The Ministry of Education has developed a workgroup to undertake a comprehensive review of administrative funding and spending. The results may affect the 2012-13 allocation. The Ministry has reduced this funding by 2% in each of the last two years.
- Provincial Discussion Table (PDT) Agreements expire August 31, 2012.
- The Capital Funding model continues to remain somewhat ad hoc creating uncertainty regarding the basis for distribution of competing capital funds by the Province.

Local Context:

A preliminary budget outlook has been developed for 2012-13. The table below summarizes the projected fiscal challenges for the upcoming academic year:

Preliminary Forecast	2012-13 (\$Millions)
Shortfall from prior (2010-11) and current (2011-12) years	2.8
Structural deficit	3.5
Grant changes due to declining enrolment	4.2
Vacation Accrual phase-in	0.7
TOTAL REDUCTIONS REQUIRED	11.2

It should be noted that this forecast does not include other spending pressures historically faced by the Board (such as Special Education, School Operations and Maintenance, etc.) which will be discussed later in this report.

Shortfall from Prior (2010-11) and Current (2011-12) Years:

In 2010-11 the Board reported a total accumulated deficit of \$2.4M. Further, at its meeting of February 28, 2012, Administration advised that this accumulated deficit is projected to grow to \$2.8M at 2011-12 year-end. To be compliant with the provisions of the Education Act, the Board is not allowed to have an in-year deficit (within 1%) unless a plan to balance the budget is submitted to the Minister of Education. Administration is in discussion with the

Ministry of Education in this regard. However, the general plan is that the \$2.8M projected deficit will have to be largely addressed in the 2012-13 budget.

Structural Deficit:

In 2010-11, the Board incurred an in-year deficit of \$3.5M. This value does not consider previous years' surpluses or deficits, but looks only at the 2010-11 fiscal year and the excess of expenses incurred over the revenues received in that year. When analyzing an in-year deficit, the Board needs to consider which components of that deficit are non-permanent, and which are permanent or structural.

When reviewing the events of 2010-11, there were no significant "one-time" activities or situations that contributed to the \$3.5M deficit, such as an unforeseen major repair to a school which would not be expected to recur in the future. Therefore, the entire \$3.5M should be considered permanent or structural in nature and representative of the underlying fiscal situation facing the Board, which, in absence of any action, will have an effect on the Board's budget in the next school year.

Grant Changes Due to Declining Enrolment:

The Human Resources Department is responsible for establishing the following year's enrolment projections based on historical data, updated for current developments. The projections are conservative in nature, and have been reviewed and approved by Executive Council for use in 2012-13 budget development. The projected full-time equivalent (FTE) enrolment for 2012-13 is as follows:

2012-13 Estimates (Full-Time Equivalent)	
Elementary Day School (ADE)	13,095.50
FDK Pilot Schools (ADE)	516.00
Other Pupils (Visa)	7.00
TOTAL ELEMENTARY PUPILS	13,618.50
Secondary Day School (ADE) < 21 yrs	7,965.00
Secondary Day School (ADE) > 21 yrs	250.00
Other Pupils (Visa)	16.00
TOTAL SECONDARY PUPILS	8,231.00
TOTAL ENROLMENT	21,849.50

For the purposes of the 2012-13 budget estimates, a decline of 608 pupils from the Board's 2011-12 Revised Estimates (or 2.8%) is being projected for overall WECDSB enrolment, bringing total FTE enrolment down to 21,850 pupils from 22,458. It is emphasized that the enrolment decline would have been larger if not for the impact of full day kindergarten classes being added in 2012-13, thereby increasing the overall FTE numbers.

Based on the enrolment identified above, Finance has prepared a preliminary funding forecast. As the final Grant for Student Needs (GSN) announcement is not made until late March, the funding forecast is based on applying the projected enrolment to the current year's (i.e. 2011-12) funding formulas. A comparison of the funding forecast to the 2011-12 budget has been conducted to inform the anticipated budget challenges for the Board during the upcoming academic year. When the final GSN announcement is made in late

March, Finance will revise the funding forecast and budget allocations and communicate any changes to impacted departments and ultimately to the Board.

The Board's funding is mostly contingent on the GSN, which is in turn mostly based on enrolment levels. The projected decline of 608 FTE pupils is estimated to result in approximately \$4.2M of reduced grant revenues (based on 2011-12 funding formulas).

The declining enrolment trend is expected to continue to place significant pressure on the Board's budget in future years. Looking at very preliminary nominal (i.e. head count) enrolment projections gives an indication of the magnitude of the dilemma facing the Board.

Grade	2012-13 Projected Nominal Enrolment (i.e. Head Count)
Junior Kindergarten	1,000
Senior Kindergarten	1,141
1	1,294
2	1,377
3	1,403
4	1,453
5	1,539
6	1,621
7	1,637
8	1,701
9	1,821
10	1,850
11	1,928
12	2,231
NOMINAL ENROLMENT	21,996

Note: Table does not include Secondary Day School > 21 yrs of age.

The Board is projected to graduate 1,231 more students at the end of 2012-13 than the number of students projected to be enrolled in JK during the year. It is evident from the data that the downward trend in enrolment is projected to continue year-over-year. If the projected Junior Kindergarten enrolment for 2012-13 stays fixed for each year into the future and no other factors change, the Board would decline to a nominal enrolment of 14,000 in 2025-26, a drop of 7,996 or 36%.

However, the local economy is still at the earliest stages of a potential recovery. The tenuous nature of world, Ontario and local economies make forecasting the strength and timing of a full recovery very difficult to predict. The Ministry of Education had previously projected that the downward trend in junior kindergarten enrolments would bottom out in approximately 2014-15. The noted economic factors may push this date further into the future, with more significant negative consequences for the Board's enrolment than noted above.

Vacation Accrual Phase-In:

Vacation accruals represent the cost of unpaid vacation for all employees. The accrual amount represents the dollar amount that would be paid to all staff with unused vacation if everyone left the employment of the Board at the same time. In the past, the difference

between the accrual and the actual cash paid was excluded when determining whether a Board was in compliance with the balanced budget provisions of the Education Act.

Starting in 2011-12, vacation accruals are no longer excluded from compliance. The Ministry of Education's position is that these accruals are determined by the Board's vacation policy and, in 2011-12, 50% of the opening accumulated deficit related to the unfunded vacation accrual was considered in determining compliance. WECDsB's opening accumulated deficit for unfunded vacation was \$1.4M, and therefore 50% or \$700K was included when calculating compliance. In 2012-13, the remaining 50% must be addressed.

Pressures:

Earlier in this report, it was noted that the preliminary budget outlook did not consider other spending pressures faced by the Board. Below are some of those pressures:

- **Capital Deficit:** Under prior administrations, the Board undertook the construction of school facilities not fully supported by New Pupil Place revenues. As a result, there is unsupported debt, meaning capital debt that is not supported with grant revenues from the Province to meet principal and interest payments. This debt affects the Board each year in the form of unsupported amortization expense, which is projected to be approximately \$722K per year. The Ministry of Education has previously recommended that the majority of this debt, which relates to pupil places, be funded from the School Renewal Grant, which would commit approximately 24% of this grant annually for an estimated 22 years. While Administration is aggressively working to reduce this debt, it continues to crowd out spending that could be used for other priorities.
- **Facilities:** As of the 2011-12 Revised Budget Estimates, the Board had 3,727 surplus pupil spaces or 15% excess capacity in all of its schools. This represents an approximate equivalent of 9 average-sized elementary schools that would have to close for the Board to address this excess capacity. By Ministry standards, 46% of the schools are underutilized, using less than 85% of the available space. Schools which are below the 85% utilization threshold do not generate full School Operations and Renewal grant funding. Therefore, WECDsB is not maximizing the benefit it could be receiving from the allocation, which is causing a budget pressure. Also, as previously noted, a large portion of school renewal is being used for the Board's existing capital deficit, which creates a further budget pressure.
- **Special Education:** WECDsB's inclusive model of Special Education service delivery expresses its commitment to educate each child to the maximum extent appropriate in the classroom he or she attends. It involves bringing the support services to the child rather than moving the child to the services. This model however causes budget pressures as the number of students with special needs continues to increase each year. WECDsB's total annual special education expenditures since 2002-03 have increased by \$11.4M or 60% while the annual grant allocation has only increased by \$6.7M or 30%. While the Province has been considering a comprehensive review of special education funding for quite some time, no significant changes are expected for 2012-13. With 95% of the expenses relating to staffing (salaries and benefits), any reduction in this area would require a reduction in staffing.
- **Full-Day Kindergarten:** This program is being funded by the Province outside of the GSN through an EPO grant (Education Program – Other). In 2011-12, WECDsB

is being funded for 20 full day kindergarten classes, while the Board actually has 27 classes, resulting in a budget pressure in the current year. This pressure is projected to continue into 2012-13, with 48 full day kindergarten classes funded, while operating 54. Notwithstanding the original indication from the Ministry of Education that this program would be fully funded by 2014-15, there exists the possibility that implementation may be delayed by the Province as a cost savings measure.

- **Faith Formation:** WECDSB's strategic priorities consist of Faith Formation and Student Achievement. Integrating faith into the curriculum and promoting faith formation of students and staff are critical to fulfilling the mission of Catholic Education and preserving the Catholic identity. This is an area however for which there is no direct funding source to support the costs, and it remains unlikely that the Board will receive direct funding to support this pressure. The Board must carve out funding from other grants or find savings elsewhere to fund this priority.
- **School Budgets:** The primary basis of allocating funds to school budgets is enrolment. With enrolment continuing to decline and the overall Board deficit increasing, there have been less funds available to provide to the schools in recent years. In addition, the Ministry released the "Fees for Learning Materials and Activities Guidelines" which reduced the ability of schools to charge fees for certain activities. Also, the Ministry of Education's Policy/Program Memorandum No. 150, "School Food and Beverage Policy", restricts the types of foods that can be sold in secondary school cafeterias, which has resulted in a reduction in overall cafeteria sales and associated commissions received by the schools.
- **Other:** There have been limited budget increases (if any) over the past few years and each year discretionary expenses have been reviewed to identify decreases where necessary. While Administration continues to review these expenses for further savings, each year it becomes more and more difficult to identify the deeper reductions that are needed to maintain last year's level of educational programs and services. There is constant pressure to maintain the Board's successes with student achievement while staffing, resources and Ministry funding are all being reduced. Each year presents less and less room to absorb pressures. Additionally, the Board has no working reserves. Furthermore, approximately 82% of the total Board budget (or 88% of the Board's operating budget) consists of salaries & benefits, with a significant portion of the remaining expenses either being mandatory (e.g. amortization, debenture interest, contractual fees, etc.) or revenue neutral (e.g. EPO's with corresponding funding sources, etc).

Summary:

All of the above is being provided for the information of the Board at this time. Administration will continue to develop the 2012-13 budget with due consideration to the factors that have been identified.

FINANCIAL IMPACT:

Discussed throughout the report.

TIMELINES:

The detailed 2012-13 budget process, including timelines, has previously been submitted to the Board. A further update report is anticipated to be provided to the Board in late April. The final budget is due for submission to the Ministry of Education by June 30, 2012.

APPENDICES:

N/A.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 19, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 21, 2012



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

Meeting Date:
March 27, 2012

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul Picard, Director of Education
SUBJECT: **REGULAR BOARD MEETINGS FOR THE MONTHS OF
JULY/AUGUST 2012 AND FOR THE 2012 – 2013 SCHOOL YEAR**

RECOMMENDATION:

That any additional meetings of the Board of Trustees for the months of July and August be held at the call of the Chair;

and, that the Board adopt the attached schedule of Regular Board meetings for the 2012 – 2013 School Year as presented.

SYNOPSIS: The first recommendation provides for the calling of special or emergency board meetings during the summer recess in the event that meetings are necessary for trustees to address critical matters. The second recommendation is intended to establish the Regular Board Meeting Schedule for the 2012-13 School Year.

BACKGROUND COMMENTS: In the past, Board meetings over the summer school break have been held at the call of the Chair. Typically, Regularly Scheduled Board meetings resume prior to the start of the new school year, usually beginning on the last Tuesday in August. For the remainder of the school year, the Board By-Laws stipulate that regularly scheduled meetings will occur on the second and fourth Tuesdays of each month.

As per the Board By-Laws, a special Board motion is required to change the regular meeting schedule of the Board. The following variances to the Regular Board meeting schedule as prescribed within the By-Laws are proposed:

January 2013: For the 2012-2013 school year, the regularly scheduled Board meetings in January fall on the 8th and 22nd. The agenda and supporting documentation is normally prepared the week preceding Board meetings. Several staff will be away during the Christmas break, which ends January 4th. Since there are five Tuesdays in January, it is recommended that the meetings be rescheduled to Tuesday, January 15th and Tuesday, January 29th.

March 2013: The first meeting in March falls during the March Break. At this time, it is recommended the Board indicate this is a *tentative* date and leave the March 26th meeting as scheduled.

June 2013: It is proposed that the second Regular meeting in June be scheduled for Monday, June 24th in order to avoid scheduling conflicts with several secondary school graduation exercises.

FINANCIAL IMPACT: None

TIMELINES: July 2012 through June 2013

APPENDICES:

- Proposed Regularly Scheduled Board Meetings – 2012–2013 School Year

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 19, 2012
<input type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	--
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 19, 2012



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

PROPOSED
REGULARLY SCHEDULED BOARD MEETINGS
2012 – 2013 School Year
As of: March 27, 2012

Tuesday, August 28, 2012
Tuesday, September 11, 2012
Tuesday, September 25, 2012
Tuesday, October 9, 2012
Tuesday, October 23, 2012
Tuesday, November 13, 2012
Tuesday, November 27, 2012
Tuesday, December 4, 2012 (Organizational Meeting – 7:30 p.m.)
Tuesday, December 11, 2012
Tuesday, January 15, 2013
Tuesday, January 29, 2013
Tuesday, February 12, 2013
Tuesday, February 26, 2013
Tuesday, March 12, 2013 (***Tentative - March Break***)
Tuesday, March 26, 2013
Tuesday, April 9, 2013
Tuesday, April 23, 2013
Tuesday, May 14, 2013
Tuesday, May 28, 2013
Tuesday, June 11, 2013
MONDAY, June 24, 2013

Unless indicated otherwise, all Regularly Scheduled meetings will be held in the John Paul II Board Room at the Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor, Ontario.

Closed Session: 6:00 p.m.
Public Session: 7:00 p.m.

The agenda and supporting documentation will be available electronically on the Board's website the Friday preceding the scheduled meeting at: www.catholicboard.ca



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

Meeting Date:
March 27, 2012

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **RELOCATION OF IMMACULATE CONCEPTION CATHOLIC
ELEMENTARY SCHOOL**

RECOMMENDATION:

That the Board approve, in principle, the relocation of Immaculate Conception Catholic Elementary School to the present St. Michael's Alternate Catholic High School – Victoria Campus Site

SYNOPSIS: After extensive public consultation with the Immaculate Conception school community, the Relocation Committee supports the move of the present school population to the St. Michael's – Victoria Site. The Committee is convinced that the new location will provide the students with a more viable learning environment in close proximity to the present school site.

BACKGROUND COMMENTS: On October 11, 2011 the Board received a Report from Senior Administration requesting consideration of the relocation of Immaculate Conception Catholic Elementary School to the Victoria Avenue site which is located within the same boundary.

The present Immaculate Conception Catholic Elementary School is currently operating below the optimum enrolment figures necessary to maximize grant allocations from the Ministry of Education. Furthermore, facility cost analysis of the existing structure suggests that significant capital expenditures would be required to ensure the ongoing viability of the structure with respect to the student learning experience.

A move to the Victoria site will ensure that accommodation thresholds are met and will optimize student learning.

A further report with respect to transportation and facility upgrade issues will come to the Board after the Board has considered boundary adjustment recommendations that will be brought forward in April 2012.

FINANCIAL IMPACT:

The continued operation of Immaculate Conception at its present location is no longer viable given that capital requirements and operating expenditures, now and projected into the future, far exceed the current and anticipated future funding allocations from the Ministry of Education. A move to the St. Michael's – Victoria Campus will result in expenditures matched more appropriately with expected grant allocations, thereby removing a significant cost pressure on the Board's overall budget.

TIMELINES: September 2012

APPENDICES: N/A

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 5, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 21, 2012



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

Meeting Date:
March 27, 2012

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Mario Iatonna, Executive Superintendent of Business
Paulette Littlejohns, Senior Manager, Facilities & Support Services

SUBJECT: **CAPITAL PRIORITIES UPDATE**

- **ST. BERNARD (WINDSOR) CATHOLIC ELEMENTARY SCHOOL**

RECOMMENDATION:

That, in accordance with the Ministry of Education's funding approval, the Board close St. Bernard (Windsor) Catholic Elementary School effective June 30, 2013.

SYNOPSIS:

This report is further to the Capital Priorities Update provided to the Board of Trustees on October 25, 2011 and recommends a Board resolution to formally close St. Bernard (Windsor) Catholic Elementary School.

BACKGROUND COMMENTS:

A formal Board resolution to close St. Bernard (Windsor) Catholic Elementary School is necessary to proceed with the construction of one consolidated school for St. Bernard (Windsor) and Our Lady of Lourdes Catholic Elementary Schools.

FINANCIAL IMPACT:

The financial impact of proceeding with the closure and consolidation of these two elementary schools was provided in the October 25, 2011 Capital Priorities Update report. A detailed budget breakdown is to be provided prior to proceeding with a construction tender call for the project.

TIMELINES:

The closure of both St. Bernard (Windsor) and Our Lady of Lourdes Catholic Elementary Schools is to be effective June 30, 2013. The opening of the new consolidated school is projected for September 1, 2013.

APPENDICES:

Not applicable.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 19, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 20, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 20, 2012



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

HANDOUT BOARD REPORT

Meeting Date:
March 27, 2012

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Mario Iatonna, Executive Superintendent of Business
Paulette Littlejohns, Senior Manager, Facilities & Support Services

SUBJECT: TENDER APPROVAL – FULL DAY KINDERGARTEN PHASE 3
CONSTRUCTION (PROJECT A, B, D)

RECOMMENDATION:

That the Board approve the award of tender and the issuance of a purchase order contract for the Full Day Kindergarten Phase 3 Construction (Project A, B, D) at Holy Name, St. John de Brebeuf, Our Lady of Mount Carmel, St. Christopher and Sacred Heart Catholic Elementary Schools at the submitted bid amount of \$3,282,752.00 plus \$343,966.00 in separate price amounts numbers 1 through 5 and 7, for an overall total amount of \$3,626,718.00 plus applicable taxes to be charged to account numbers 000-74-580820-6-298, 000-74-580849-6-298, 000-74-580828-6-298, 000-74-850840-6-298 and 000-74-580832-6-298.

SYNOPSIS:

A tender was called for construction of classroom additions and classroom retrofits under Phase 3 of the Full Day Kindergarten (FDK) construction program (Project A, B, D) for Holy Name, St. John de Brebeuf, Our Lady of Mount Carmel, St. Christopher and Sacred Heart Catholic Elementary Schools. 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 March 22, 2012 with Mario Iatonna, Paulette Littlejohns, Shannon Ficon, Gerry Racine, Cathy Racine, Debbie Maurice, Shane Mitchell (Architectura Inc.) and representatives from all bidding companies in attendance. No other individuals attended the opening.

A total of six (6) bids were received. These bids are summarized in the attached appendix entitled Cost Proposal Summary.

The tender submissions were reviewed and the following is noted:

- a) The apparent low bidder at the time of the tender opening was Loaring Construction Ltd. with a Total Stipulated Sum of \$3,269,000.00. The bid form was reviewed and no errors were found in the bid calculations, however cost breakdown figures were not provided as instructed. Additionally, unit prices for restoration of existing grass was not provided as instructed. On this basis, the Loaring Construction Ltd. tender submission has been deemed to be informal and has been disqualified from consideration.
- b) The apparent next lowest bidder at the time of the tender opening was Oscar Construction Company. Oscar Construction Company had mathematical errors in the calculation of the Total Stipulated Sum, however this error did not have an impact on the order of the bids. Therefore, Oscar is the low bidder meeting specifications.
- c) Alliance General Contracting, Trillium Contracting Inc. and Vince Ferro Construction Ltd. also had mathematical errors in the calculation of the Total Stipulated Sum. These errors did not have an impact on the outcome of the tender award.
- d) DeAngelis Construction Inc. failed to provide a breakdown of the costs of the 5 projects as required. On this basis, the bid has been deemed to be informal and has been disqualified from consideration.

The low bidder meeting specifications is Oscar Construction Company with a bid amount of \$3,282,752.00 excluding taxes.

Based on the separate price amounts shown on the Cost Proposal Summary, it is being recommended to proceed with separate price items 1 through 5 and 7 in the amount of \$343,966.00 excluding taxes, as an addition to the low bid amount noted above. Therefore, the overall total bid construction cost recommended for this tender award is \$3,626,718.00 excluding taxes.

FINANCIAL IMPLICATIONS:

The Ministry of Education has approved \$4,301,044.00 in capital funding for classroom additions and classroom retrofits at Holy Name, St. John de Brebeuf, Our Lady of Mount Carmel, St. Christopher and Sacred Heart Catholic Elementary Schools to support the implementation of Phase 3 of Full-Day Early Learning Kindergarten (FDK). This funding allocation provided by the Ministry of Education includes architect costs, construction costs, mechanical costs and other costs.

The budget for the construction cost component of the project is \$3,672,526. Therefore, sufficient funds are available to proceed with this work.

The costs will be charged to account numbers 000-74-580820-6-298, 000-74-580849-6-298, 000-74-580828-6-298, 000-74-850840-6-298 and 000-74-580832-6-298.

TIMELINES:

As stated in the Form of Tender, Oscar Construction Company is scheduled to commence work on April 2, 2012 with completion of work in 22 weeks. FDK sites are to be open for the 2012-13 school year.

APPENDICES:

Full Day Kindergarten – Phase 3 Cost Proposal Summary – Project A, B, D.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: March 26, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT	Approval Date: March 27, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION	Approval Date: March 27, 2012

Windsor-Essex Catholic District School Board
Full Day Kindergarten - Phase 3 - Project A, B, D
Cost Proposal Summary

Name of Tendering Firm	Holy Name - Essex	St. John de Brebeuf	Our Lady of Mount Carmel	St. Christopher	Sacred Heart	Contingency	Total Stipulated Sum (excl taxes)
Loaring Construction 6260 Westar Drive Suite 200 Windsor, ON	Base Bid: \$2,964,000.00 Cost Breakdown not provided					\$305,000.00	\$3,269,000.00
Oscar Construction Company 825 Tecumseh Road West Windsor, ON	\$506,218.00	\$357,330.00	\$625,328.00	\$416,885.00	\$1,071,991.00	\$305,000.00	\$3,282,752.00
Vince Ferro Construction Ltd. 3244 Walker Road Suite 200 Windsor, ON	\$455,129.00	\$398,802.00	\$571,202.00	\$412,100.00	\$1,407,141.00	\$305,000.00	\$3,549,374.00
Alliance General Contracting 2785 Kew Drive Unit 1 Windsor, ON	\$594,382.00	\$489,491.00	\$524,455.00	\$489,491.00	\$1,398,547.00	\$305,000.00	\$3,801,366.00
Trillium Contracting Inc. 2488 McDougall Street Unit 4 Windsor, ON	\$507,043.00	\$465,321.00	\$623,280.00	\$449,204.00	\$1,564,185.00	\$305,000.00	\$3,914,033.00
DeAngelis Construction Inc. 5138 Country Road 46 RR3 Maidstone, ON	Base Bid: \$3,622,805.00 Cost Breakdown not provided					\$305,000.00	\$3,927,805.00

Separate Prices

Name of Tendering Firm	Sacred Heart Separate Price 1	St. Christopher Separate Price 2	Our Lady of Mount Carmel Separate Price 3	Our Lady of Mount Carmel Separate Price 4	Holy Name Separate Price 5	All Schools Separate Price 6	All Schools Separate Price 7
Description of Work	Renovation of OEYC and Community Access Rooms	Parking Lot Extension	Renovation of 2 existing Kindergarten rooms	Asphalt play surface extension	Renovation of OEYC Room	Installation of brick rather than Block Veneer	Installation of Resilient Sheet Flooring rather than Tile Flooring
Oscar Construction Company 825 Tecumseh Road West Windsor, ON	\$82,294.00	\$37,141.00	\$87,966.00	\$14,580.00	\$25,195.00	\$162,000.00	\$96,790.00



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

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

HANDOUT BOARD REPORT

Meeting Date: March 27, 2012
--

PRESENTED FOR: Public In-Camera
 Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
 Mario Iatonna, Executive Superintendent of Business
 Paulette Littlejohns, Senior Manager, Facilities & Support Services

SUBJECT: **TENDER APPROVAL – FULL DAY KINDERGARTEN PHASE 3
 CONSTRUCTION (PROJECT C)**

RECOMMENDATION:

That the Board approve the award of tender and the issuance of a purchase order contract for the Full Day Kindergarten Phase 3 Construction (Project C) at St. Rose and St. Peter Catholic Elementary Schools at the submitted bid amount of \$895,102.48 plus applicable taxes to be charged to Tangible Capital Asset (TCA) accounts 000-74-580860-6-298 and 000-74-580858-6-298.

SYNOPSIS:

A tender was called for construction of classroom additions and classroom retrofits for St. Rose and St. Peter Catholic Elementary Schools under Phase 3 of the Full Day Kindergarten construction program (Project C). 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 March 15, 2012 with Mario Iatonna, Paulette Littlejohns, Debbie Maurice, Mark Beens (Glos Associates Inc.) and representatives from all bidding companies in attendance. No other individuals attended the opening.

A total of eight (8) bids were received. These bids are summarized in the attached appendix entitled Cost Proposal Summary.

The tender submissions were reviewed and the following is noted:

- a) Alliance General Contracting, TCI Titan Contracting Inc., Loaring Construction Ltd. and Oscar Construction Company had mathematical errors in the calculation of the Total Stipulated Sum. The corrected amounts have been shown in the attached appendix. These errors did not have an impact on the outcome of the tender award.
- b) Vince Ferro Construction Ltd. failed to provide a breakdown of the costs of the two projects as required. On this basis, the bid has been deemed to be informal and has been disqualified from consideration.

The low bidder meeting specifications is Bear Construction & Engineering Inc. with a bid amount of \$895,102.48 excluding taxes.

FINANCIAL IMPLICATIONS:

The Ministry of Education has approved \$1,075,261.00 in capital funding for classroom additions and classroom retrofits at St. Rose Catholic Elementary School and St. Peter Catholic Elementary School to support the implementation of Phase 3 of Full-Day Early Learning Kindergarten (FDK). This funding allocation provided by the Ministry of Education includes architect costs, construction costs, mechanical costs and other costs.

The budget for the construction cost component of the project is \$910,188.00. Therefore, sufficient funds are available to proceed with this work.

The costs will be charged to account numbers 000-74-580860-6-298 and 000-74-580858-6-298.

TIMELINES:

As stated in the Form of Tender, Bear Construction & Engineering Inc. is scheduled to commence work on April 2, 2012 with completion of work in 18 weeks. FDK sites are to be open for the 2012-13 school year.

APPENDICES:

Full Day Kindergarten – Phase 3 Cost Proposal Summary – Project C.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 26, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 27, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION	Approval Date:	March 27, 2012

**Windsor-Essex Catholic District School Board
Full Day Kindergarten - Phase 3 - Project C
Cost Proposal Summary**

Name of Tendering Firm	St. Rose	St. Peter	Contingency	Total Stipulated Sum (excl taxes)
Bear Construction & Engineering Inc. 1074 Crawford Avenue Windsor, ON	\$443,260.63	\$376,841.85	\$75,000.00	\$895,102.48
Trillium Contracting Inc. 2488 McDougall Street Unit 4 Windsor, ON	\$442,656.00	\$384,342.00	\$75,000.00	\$901,998.00
Oscar Construction Company 825 Tecumseh Road West Windsor, ON	\$513,684.00	\$403,609.00	\$75,000.00	\$992,293.00
Vince Ferro Construction Ltd. 3244 Walker Road Suite 200 Windsor, ON	\$926,277.00 Ferro stated that the cost breakout would follow		\$75,000.00	\$1,001,277.00
Artisan Windsor Inc. 2000 Fasan Drive Windsor, ON	\$531,799.00	\$419,660.00	\$75,000.00	\$1,026,459.00
Loaring Construction 6260 Westar Drive Suite 200 Windsor, ON	\$538,450.00	\$440,550.00	\$75,000.00	\$1,054,000.00
TCI Titan Contracting Inc. 1153 Tecumseh Road W Suite 200 Windsor, ON	\$555,473.75	\$466,287.96	\$75,000.00	\$1,096,761.71
Alliance General Contracting 2785 Kew Drive Unit 1 Windsor, ON	\$651,341.00	\$438,659.00	\$75,000.00	\$1,165,000.00



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

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

Meeting Date:
March 27, 2012

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Cathy Geml, Associate Director of Education
SUBJECT: **FRENCH IMMERSION PROGRAM ADJUSTMENT AT QUEEN OF PEACE CATHOLIC ELEMENTARY SCHOOL**

RECOMMENDATION:

That the Board approve Queen of Peace Catholic Elementary School be designated a Phased-In French Immersion school beginning in September 2012 and adopt the additional implementation recommendations outlined in this report.

SYNOPSIS: The recent Ministry of Education review has confirmed that the Board must review facility usage within the broader context of declining enrolment. A community consultation process was the suggested vehicle to consider the recommendation listed above.

BACKGROUND COMMENTS:

- At the October 11, 2011 Board meeting the Board approved the establishment of a Community Consultative Committee to consider the recommendation of establishing a dual-track French Immersion program at Queen of Peace Catholic Elementary School following the successful model employed at St. Mary Catholic Elementary school in Maidstone.
- St. Mary Catholic French Immersion is in its third year and has been very successful. The intent of the original Board recommendation was to model the St. Mary success, address declining enrolment in Leamington and provide greater French Language instruction options to Essex County Catholic elementary students.
- A letter was sent home to the St. Louis and Queen of Peace Catholic elementary school communities on December 5, 2011 in order to advise the school communities of the Board recommendation and to receive interest for participation on the Program Adjustment Committee.
- A proposed time-frame was developed with three committee meetings and three public consultation meetings – one for each school community and then the last combined with both school communities.

Committee Meetings	Public Meetings
December 12, 2011 at the Essex Civic Centre, 6:30 p.m.	January 10, 2012 at Queen of Peace School, 7:00 p.m.
January 16, 2012 at the Essex Civic Centre, 6:30 p.m.	January 12, 2012 at St. Louis School, 7:00 p.m.
February 2, 2012 at the Essex Civic Centre, 6:30 p.m.	January 30, 2012 at Cardinal Carter, 7:00 p.m.

- The following methods were used to distribute and acquire information: letters to the various school communities, synvoice messages, advertisements in the local newspapers, the Board website, surveys of the Board's current JK-SK families in the following areas (Queen of Peace, St. Louis, Holy Name, Our Lady of Annunciation, St. John de Brebeuf, and St. John the Evangelist Catholic elementary schools). As well, families of all new JK-SK registrants for 2012-2013 in the aforementioned areas were asked to complete a survey regarding French Immersion interest at the time of registration.
- The French Immersion Program Adjustment Committee has reviewed all the feedback from the public consultation process and has analyzed the hard data and respectfully endorses the recommendation of senior administration with the following additional implementation recommendations.

Implementation Recommendations for Queen of Peace Catholic Elementary School Designated as a Phased-In French Immersion School:

1. French Immersion initially will be available in **JK/SK/Grade 1** with a new grade added each subsequent year. English language instruction will be available from **SK through Grade 8** with an English grade removed each subsequent year until full implementation of French Immersion and the establishment of Queen of Peace as a single track French Immersion school in 2021-2022.

[See Appendix A – Proposed School Organization – Queen of Peace]

2. For the 2012-13 School Year there is a commitment to a **straight Grade One French Immersion Class**.
3. The French Immersion Program at Queen of Peace will be Open Access within the new French Immersion Boundary. Any family that is currently participating in French Immersion at St. Mary that is impacted by the new French Immersion boundary will be grandfathered transportation to St. Mary based on eligibility per policy.
4. The new French Immersion boundary is: **Starting at Lake Erie, north along the middle of County Rd 23 (Arner Townline) to a line north of Road 6 W (Following the Holy Name Boundary). East along this line to Hwy 3, then north along a line west of Division Rd N to County Rd 34 E. Head east along a line north of Road 7 E to the middle of County Rd 31 (Albuna Townline Rd). Head north along County Rd 31 (both sides to Queen of Peace north of County Rd 8) to Lake St Clair.**

[See Appendix B - Proposed WECD SB French Immersion Elementary New Boundary]

5. The current Queen of Peace Boundary will be maintained for the remainder of its English Program as outlined in **Appendix C**. The boundary for St. Louis will expand each year to include the Queen of Peace boundary for English students in Leamington as reflected in the Queen of Peace proposed School Organization.

[See Appendix C – WECD SB County Elementary Schools and Boundaries]

6. Students who are enrolled in the French Immersion Program at Queen of Peace may have their siblings grandfathered into the English program at Queen of Peace, if their parents so choose, with **transportation** provided based on eligibility per policy.
7. Students who are enrolled in the English Program at St. Louis and reside in the current Queen of Peace boundary may have their siblings grandfathered into St. Louis, if their parents so choose, with **transportation** provided based on eligibility per policy.

FINANCIAL IMPACT:

Estimated expenses:

- a) Transportation - **\$40,000.00** due to costs associated with re-routing.
- b) Capital cost improvements - **\$250,000.00** associated with improvements to Queen of Peace and St. Louis (appropriate signage, full school painting, washroom upgrades, locker replacement, etc.). It is noted that these improvements will be considered for the 2012-13 school year and future years, but would only proceed based on relative priority considering needs at other schools and only if funding permits.
- c) Advertising program change - **\$2,000.00**

Annual Revenues:

Additional revenues may be realized with the adoption of the noted recommendations, since it is anticipated that relative enrolment will increase somewhat year-over-year at both Queen of Peace and St. Louis school sites.

TIMELINES:

Pending Board approval, the implementation, marketing and planning is to begin immediately will full program changes effective for the 2012-2013 school year.

APPENDICES:

Appendix A – Proposed School Organization – Queen of Peace

Appendix B - Proposed WECD SB French Immersion Elementary New Boundary

Appendix C – WECD SB County Elementary Schools and Boundaries

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 20, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 21, 2012

APPENDIX A

Proposed School Organization - Queen of Peace

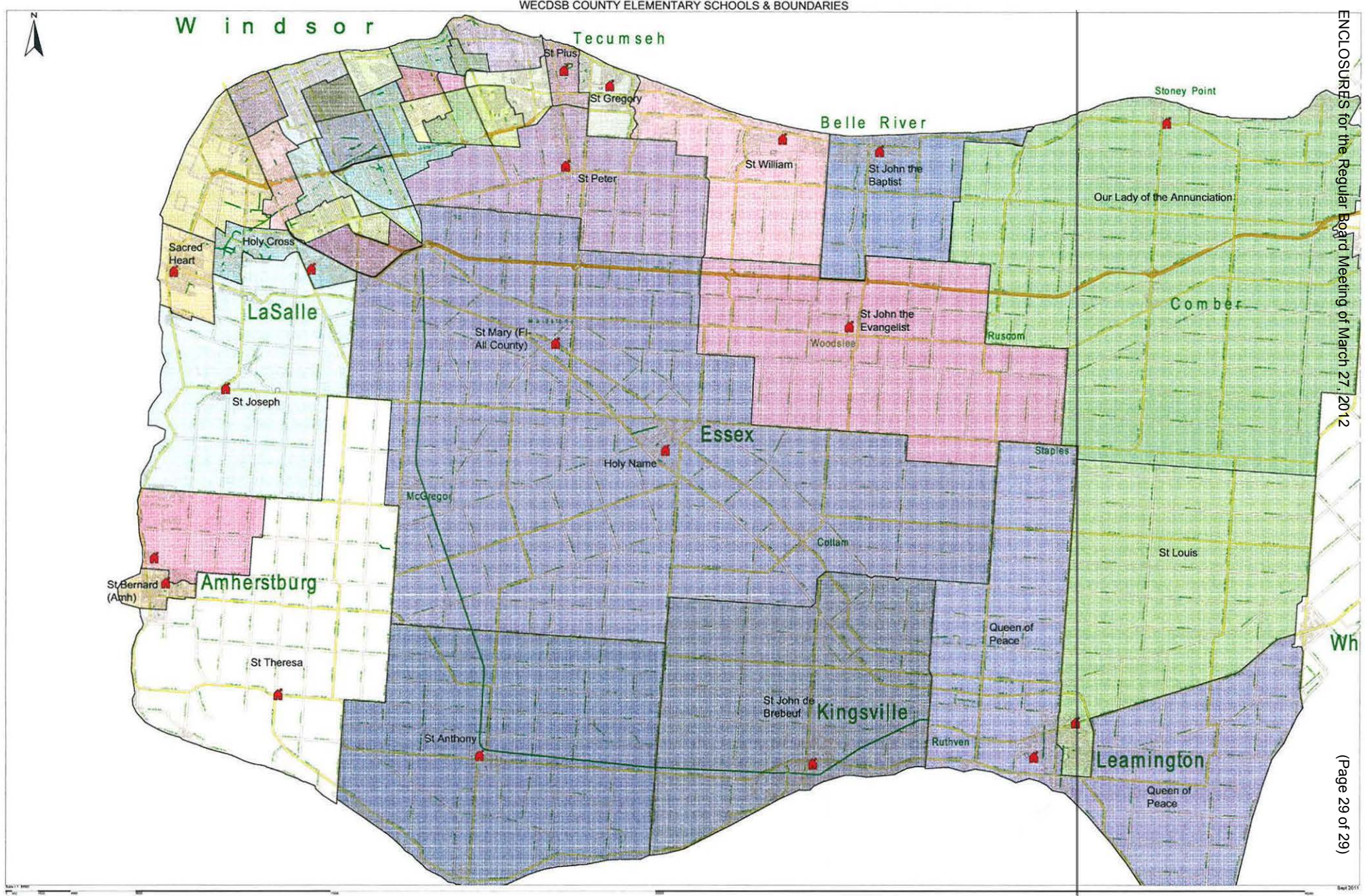
2011-12	2012-13		2013-14		2014-15		2015-16		2016-17	
English	French Immersion	English	French Immersion	English	French Immersion	English	French Immersion	English	French Immersion	English
JK	JK		JK		JK		JK		JK	
SK	SK	SK	SK		SK		SK		SK	
1	1	1	1	1	1		1		1	
2		2	2	2	2	2	2		2	
3		3		3	3	3	3	3	3	
4		4		4		4	4	4	4	4
5		5		5		5		5	5	5
6		6		6		6		6		6
7		7		7		7		7		7
8		8		8		8		8		8

2017-18		2018-19		2019-20		2020-21		2021-22
French Immersion	English	French Immersion	English	French Immersion	English	French Immersion	English	French Immersion
JK		JK		JK		JK		JK
SK		SK		SK		SK		SK
1		1		1		1		1
2		2		2		2		2
3		3		3		3		3
4		4		4		4		4
5	5	5		5		5		5
6	6	6	6	6		6		6
	7	7	7	7	7	7		7
	8		8	8	8	8	8	8



APPENDIX C

WECDSB COUNTY ELEMENTARY SCHOOLS & BOUNDARIES



ENCLOSURES for the Regular Board Meeting of March 27, 2012