



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

**SUPERVISED
 REGULAR BOARD MEETING
 Tuesday, October 23, 2012 at 10:30 a.m.
 Windsor Essex Catholic Education Centre
 St. Thomas of Aquinas Room**

A G E N D A

I	Supervised In-Camera Meeting – 10:00 a.m.	Page #
II	Supervised Regular Meeting of the Board – 10:30 a.m.	
1.	Call To Order	
2.	Opening Prayer	
3.	Recording of Attendance	
4.	Approval of Agenda	
5.	Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u>	
6.	Presentations: <i>None</i>	
7.	Delegations: <i>None</i>	
8.	Action Items:	
	a. Items from the Supervised In-Camera meeting of October 23, 2012	--
9.	Communications:	
	a. External (Associations, OCSTA, Ministry):	-
	i) Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum, dated September 28, 2012 re: 2013 AGM & Conference Resolutions	1-7
	ii) Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum, dated September 28, 2012 re: OCSTA Trustee Award of Merit	8-14
	b. Internal (Reports from Administration)	
	i) Report: Administrative Staff Report (J. Bumbacco)	15-16
10.	Unfinished Business: <i>None</i>	--

11. New Business:
 - a. Report: Appointment of Joseph Colella, Representative, Learning Disabilities Association Windsor-Essex to the Special Education Advisory Committee (SEAC) (C. Geml) 17-23
 - b. Report: Ontario Catholic School Trustees' Association (OCSTA) 2012-13 Membership Fees (M. Iatonna) 24
 - c. Deferred Report: Request for Quote (RFQ) – Dell Refurbished Computers (M. Iatonna) 25-27

12. Committee Reports:
 - a. Report: Special Education Advisory Committee (SEAC) Minutes of May 31, 2012 (C. Geml) 28-31

13. Notice of Motion: --

14. Remarks and Announcements:

15. Pending Items: *None*

16. Continuation of In-Camera, if required.

17. Closing Prayer

18. Adjournment

Norbert Hartmann
Supervisor of the Board

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



September 28, 2012

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

FROM: Margaret Binns, Office Administrator

RE: 2013 AGM & Conference Resolutions

The 2013 OCSTA Annual General Meeting will once again offer an opportunity for delegates to consider and vote on all resolutions received from our members.

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

Please note that OCSTA employs a separate process from the AGM Resolutions by which boards can highlight education funding issues requiring Association action and advocacy. OCSTA regularly seeks boards' input on financial issues, and based on this process, identifies issues to be included in the annual Finance Brief. Should a board prefer to use the AGM Resolutions process for funding issues with provincial implications, they are, of course, welcome to do so.

The processing of all resolutions is a fundamental responsibility of the Association. Attached please find guidelines to assist you in the preparation of your resolution(s).

**THE DEADLINE FOR RECEIPT OF RESOLUTIONS
IN THE OCSTA OFFICE IS 12:00 P.M. EST.
JANUARY 31, 2013**

Guidelines for Preparing Resolutions

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

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

A. Criteria for Submitting a Resolution

A resolution should:

- a. Address an area of concern for the province's Catholic school boards.
- b. Concern a matter which requires attention or action.
- c. Be written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Be accompanied by substantiated rationale.
- e. Not deal with education funding issues (a separate process has been created to deal with this type of issue).

B. Steps in Preparing a Resolution

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

C. Writing A Resolution

Structure

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

1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

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

2. Resolving Clauses

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

3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]

[Secunder’s Name]

[Board Name]

[Topic]

D. Submission Deadline Date

The deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, January 31, 2013**. We encourage boards to submit their resolutions by email to Jane Ponte at jponte@ocsta.on.ca. The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 18, 2013**.

E. Regulations

Please see the attached current regulations regarding submission and presentation of resolutions at the AGM.

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

Thank you.

Template

Please **do not use** tables, text boxes or any type of graphic. The type of font to be used in this document is **Times New Roman 12pt.**

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

Moved by: [Mover's Name] **[Board Name]**

Seconded by: [Secunder's Name]

Topic: [e.g. Vacancies on School Boards]

Whereas: from time to time a vacancy occurs in the office of a member of the board; and

Whereas: according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

Whereas: boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

Whereas: the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

Whereas: the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

If you have any questions regarding this template please contact **Jane Ponte either by telephone at 416-932-9460 ext. 223 or by e-mail at jponte@ocsta.on.ca.**

Explanation of Committee Recommendations & Resolution Session Procedures

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

Explanation of Committee Recommendations

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

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

Resolution Session Procedures

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

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

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

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

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

Grouped Resolutions

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

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

Resolutions Handled Individually

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

A. Resolutions with committee recommendations

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

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:

- the chair will call for the sponsoring board to move their **original resolution**;
- delegates will speak to the resolution;
- delegates will vote on the resolution.

2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

C. Amendments from the Floor

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

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

If the amendment is defeated:

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

D. Resolutions Presented from the Floor

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

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

The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 18, 2013**.



Ontario Catholic School
Trustees' Association

September 28, 2012

EMAIL TO: Chairpersons and Directors of Education
Catholic District School Boards

FROM: Margaret Binns, Office Administrator

RE: OCSTA Trustee Award of Merit

Detailed information relating to the 2013 AGM & Conference will be distributed in the coming weeks. Meanwhile, we are providing information regarding the OCSTA Trustee Award of Merit.

NOMINATION FORMS

We have outlined the categories to be addressed by the author of the nomination. The response for each category must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered. Submissions must be clearly legible and must address the categories outlined by OCSTA.

Boards are encouraged to submit nominations by email to Pam DeNobrega at pdenobrega@ocsta.on.ca. You may also submit nominations by fax at 416-932-9459, by mail, or by courier.

**THE DEADLINE FOR RECEIPT OF AWARD NOMINATIONS IN THE
OCSTA OFFICE IS 12:00 P.M. EST.
JANUARY 9, 2013**

“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”

BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)

IT IS TIME TO NOMINATE YOUR CANDIDATE FOR THE OCSTA 2013 TRUSTEE AWARD OF MERIT

Once again, OCSTA is providing an opportunity for member boards or individual trustees to nominate Catholic school trustees to be publicly honoured at the provincial level. A trustee can nominate another trustee who is not from his or her own board.

All boards or individual trustees are strongly encouraged to participate in this process, which allows us to recognize very deserving Catholic trustees who have served Catholic education so well over the years.

CRITERIA

This award is given to those trustees who have demonstrated one or more of the following criteria:

- Have made a significant contribution to the Catholic education community while serving as a Catholic trustee.
- Have strong Catholic leadership qualities and give witness to their faith commitment.
- Have served as a Catholic trustee for a significant period of time.

This award is not a reward for long-service but this may be taken into account by the Conference Committee.

REGULATIONS

- a. The Award will be given to Catholic school trustees only.
- b. Up to three awards may be presented in one year.
- c. Current members of the OCSTA Board of Directors are not eligible to receive this award.
- d. The Conference Committee recommends their selection to the Board of Directors at the February Board of Directors' meeting. The Board of Directors makes the final selection from among all nominations.
- e. The official OCSTA Trustee Award of Merit nomination format must be used for all nominations.
- f. The response for each category must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered.

DEADLINE

The deadline date for receiving nominations in the provincial office whether by email, fax, courier service or regular mail is **12:00 p.m. EST, January 9, 2013**.

The 2013 AGM & Conference will be held at the Doubletree by Hilton – Toronto Airport Hotel from the evening of Thursday, May 2nd to Saturday, May 4th. Recipients of the Award of Merit will be honoured during the Eucharistic Celebration on Friday.

**COVER SHEET FOR NOMINATION FOR
OCSTA TRUSTEE AWARD OF MERIT**

NAME OF NOMINEE:

NOMINATED BY:

BOARD:

CONTACT PERSON:

TELEPHONE No:

FAX No:

This award is given to trustees who have made significant contributions to the Catholic education community. Please provide details of the nominee's contributions which, in your opinion, exceed the community's expectations of a Catholic trustee. (Worth 50 points)

**This award is given to trustees with strong Catholic leadership qualities who give witness to their faith commitment. Please provide details of how this nominee's leadership qualities exemplify his/her faith commitment.
(Worth 30 points)**

The term of service will be taken into consideration by the Committee. How long has the nominee served as a trustee and what positions has he/she held? (Worth 20 points)



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

Supervised Meeting Date: October 23, 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
 Jamie Bumbacco, Executive Superintendent of Human Resources
 Patrick Murray, Superintendent, Human Resources
 Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated October 23, 2012 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated October 23, 2012

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	October 15, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT;	Approval Date:	October 15, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	October 15, 2012

October 23, 2012

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

	Employee Name	Position	Date
HIRING	Berthiaume, Julia	Secondary Teacher	September 4, 2012
	Colautti, Marc	Maintenance - Carpenter	September 18, 2012
	Jessop, Robert	Maintenance-Electrician	October 12, 2012
	Keegan, Marie	Elementary Teacher - Half Time	October 1, 2012
	Rubin, Jennifer	Elementary Teacher	October 1, 2012

RETIREMENT:

RESIGNATION:	Stavros, Sakiadis	Secondary Teacher	September 1, 2012
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1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

**Supervised
Meeting Date:**
October 23, 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: **APPOINTMENT OF JOSEPH COLELLA, REPRESENTATIVE, LEARNING DISABILITIES ASSOCIATION WINDSOR-ESSEX TO THE SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**

RECOMMENDATION:

That the Board approve the appointment of Joseph Colella, representative, Learning Disabilities Association of Windsor-Essex to the Special Education Advisory Committee (SEAC) for the balance of the four-year term, December 1, 2010 to November 30, 2014:

SYNOPSIS: The Learning Disabilities Association of Windsor-Essex has notified the Board that they have nominated Joseph Colella to serve as the Learning Disabilities Association of Windsor-Essex's representative on the Board's Special Education Advisory Committee (Appendix "A"). The Board of Trustees approves appointments to the Committee.

BACKGROUND COMMENTS: Subsection 57.1(1) of the Education Act requires every school board to establish a Special Education Advisory Committee (SEAC). The composition and duties of SEAC are set out in *Ontario Regulation 464/97 Special Education Advisory Committee* (Appendix "B").

In order to be nominated or appointed to a special education advisory committee, a person must be a Canadian citizen, at least 18 years old, qualified to vote for members of that Board, and be a resident in its area of jurisdiction. Employees of a school board are not eligible for membership on the SEAC of the Board that employs them.

Joseph Colella meets the required conditions for this appointment.

FINANCIAL IMPACT: No financial implications.

TIMELINES: SEAC members are appointed by the school board for the same term of office as the elected members of the Board. Therefore, Mr. Colella's appointment will be effective immediately upon Board approval for the balance of the current four-year term which ends November 30, 2014.

APPENDICES:

- Appendix A: Letter from Learning Disabilities Association of Windsor-Essex (Idawe) dated September 26, 2012.
- Appendix B: Ontario Regulation 464/97 Special Education Advisory Committees.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: October 9, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: October 9, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: October 9, 2012



Idawe • Learning Disabilities Association of Windsor-Essex County

www.idawe.ca | *The right to learn, the power to achieve*

September 26, 2012

Windsor Essex Catholic District School Board
1325 California Avenue
Windsor, ON N9B 2Z5
Attention: Cathy Geml
Associate Director

Dear Mrs. Geml,

The Learning Disabilities Association of Windsor-Essex County's Board of Director's passed the following motion at the September 25, 2012 board meeting:

"To appoint Joseph Colella as the Representative for Learning Disabilities Association of Ontario – Windsor Essex on the Windsor Essex Catholic District School Board's Special Education Advisory Committee."

Sincerely,

Bev Clarke
Executive Director

BC/mg.



[Français](#)

Education Act

ONTARIO REGULATION 464/97

SPECIAL EDUCATION ADVISORY COMMITTEES

Consolidation Period: From January 1, 1998 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

1. In this Regulation,

“local association” means an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults. O. Reg. 464/97, s. 1.

2. (1) Every district school board shall establish a special education advisory committee that shall consist of,

- (a) subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the board, as nominated by the local association and appointed by the board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the board;
- (c) such number of members from among the board’s own members as is determined under subsection (4), as appointed by the board;
- (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
- (f) one or more additional members appointed under subsection (5).

(2) The board shall not appoint more than 12 representatives under clause (1) (a).

(3) Where there are more than 12 local associations within the area of jurisdiction of the board, the board shall select the 12 local associations that shall be represented.

(4) The number to be appointed by the board under clause (1) (c) shall be the lesser of,
(a) three; and

(b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number.

(5) For the purposes of clause (1) (f), the board may appoint one or more additional members who are neither representatives of a local association nor members of the board or another committee of the board. O. Reg. 464/97, s. 2.

3. (1) Every school authority, other than a board established under section 68 of the Act, shall establish a special education advisory committee that shall consist of,

(a) two representatives from the local associations that operate locally within the area of jurisdiction of the board, as nominated by the local associations and appointed by the board;

(b) one alternate for each representative appointed under clause (a), as nominated by the local associations and appointed by the board;

(c) one member from among the board's own members, as appointed by the board;

(d) one alternate, as appointed by the board from among its own members, for the member appointed under clause (c); and

(e) one or two persons to represent the interests of Indian pupils, as provided by section 4.

(2) Where no local association or associations have been established, instead of the members and alternates required by clauses (1) (a) and (b), the board shall appoint two members and two alternates who are not members of the board. O. Reg. 464/97, s. 3.

4. (1) Where a board has one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include one person appointed to represent the interests of Indian pupils.

(2) Where a board has more than one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include two persons appointed to represent the interests of Indian pupils.

(3) One alternate shall be appointed for each person appointed in accordance with subsection (1) or (2).

(4) The representatives and alternates shall be nominated by the councils of the bands with which the board has entered into agreements under section 188 of the Act.

(5) The board shall appoint the persons nominated under subsection (4). O. Reg. 464/97, s. 4.

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.

(2) Subsection (1) does not apply in respect of persons appointed under section 4.

(3) A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board. O. Reg. 464/97, s. 5.

6. Subject to section 7, each of the persons appointed to a special education advisory committee of a board shall hold office during the term of office of the members of the board and until a new board is organized. O. Reg. 464/97, s. 6.

7. (1) A member of a special education advisory committee vacates his or her seat if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or

(c) ceases to hold the qualifications to be appointed to the committee.

(2) An alternate for a member of a special education advisory committee vacates his or her position if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee in respect of which the alternate received a notice under subsection 9 (9); or

(c) ceases to hold the qualifications to be appointed as an alternate.

(3) Where a seat or position becomes vacant under this section, section 8 applies with respect to filling the vacancy.

(4) Despite subsection (3), where a member of the committee or an alternate for a member of a committee is convicted of an indictable offence, the vacancy or position shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat or position shall be deemed not to have been vacated. O. Reg. 464/97, s. 7.

8. (1) If a seat or position on a special education advisory committee becomes vacant, the board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.

(2) The nomination requirements of sections 2, 3 and 4 apply with respect to appointments under this section.

(3) Where a seat of a member of the committee is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this Regulation. O. Reg. 464/97, s. 8.

9. (1) A majority of the members of a special education advisory committee is a quorum, and a vote of a majority of the members present at a meeting is necessary to bind the committee.

(2) Every member present at a meeting, or his or her alternate when attending the meeting in his or her place, is entitled to one vote.

(3) The members of the committee shall, at their first meeting, elect one of their members as chair and one of their members as vice-chair.

(4) The vice-chair shall assist the chair and shall act for the chair at meetings in his or her absence.

(5) The chair or, in the absence of the chair, the vice-chair, shall preside at meetings.

(6) If at any meeting the chair and vice-chair are not present, the members present may elect a chair for that meeting.

(7) The chair may vote with the other members of the committee and any motion on which there is an equality of votes is lost.

(8) The committee shall meet at least 10 times in each school year.

(9) Where a member for whom an alternate has been appointed cannot attend a meeting of the committee, the member shall so notify the alternate.

(10) Where an alternate receives a notice under subsection (9), he or she shall attend the meeting and act at the meeting in the member's place. O. Reg. 464/97, s. 9.

10. (1) The board shall make available to its special education advisory committee the personnel and facilities that the board considers necessary for the proper functioning of the committee, including the personnel and facilities that the board considers necessary to permit the use of electronic means for the holding of meetings of the committee in accordance with the regulations made under section 208.1 of the Act.

(2) Within a reasonable time after a special education advisory committee is appointed, the board shall provide the members of the committee and their alternates with information and orientation respecting,

(a) the role of the committee and of the board in relation to special education; and

(b) Ministry and board policies relating to special education. O. Reg. 464/97, s. 10.

11. (1) A special education advisory committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board.

(2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred. O. Reg. 464/97, s. 11.

12. (1) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual review, under Regulation 306 of the Revised Regulations of Ontario, 1990, of its special education plan.

(2) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual budget process under section 231 of the Act, as that process relates to special education.

(3) The board shall ensure that its special education advisory committee is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education. O. Reg. 464/97, s. 12.

13. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 464/97, s. 13.

[Français](#)



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

**Supervised
Meeting Date:**
October 23, 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

SUBJECT: **ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION
(OCSTA) 2012-13 MEMBERSHIP FEES**

RECOMMENDATION:

That the Board renew its annual membership with the Ontario Catholic School Trustees' Association (OCSTA) and that payment for the 2012-13 membership fees and levy in the amount of \$76,369.00 be funded with 2012-13 approved budget (Acct. No. 000-31-701000-6-000).

SYNOPSIS:

The Board's annual membership fees for the Ontario Catholic School Trustees' Association (OCSTA) are due in the fall of each school year.

BACKGROUND COMMENTS:

The Ontario Catholic School Trustees' Association (OCSTA) services to member boards include: government relations, political advocacy, labour relations and communications services.

FINANCIAL IMPACT:

At its meeting of June 25, 2012, the Board approved an amount of \$79,500.00 in account #000-31-701000-6-000 for Board Memberships. As such, sufficient funds are available for this membership.

TIMELINES:

Payment is due upon receipt of invoice.

APPENDICES:

None

REPORT REVIEWED BY:

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



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

**Supervised
Meeting Date:**
October 23, 2012

DEFERRED 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
Cathy Geml, Associate Director of Education

SUBJECT: **REQUEST FOR QUOTATION (RFQ) APPROVAL – DELL
REFURBISHED COMPUTERS**

RECOMMENDATION:

That the Board approve the issuance of a purchase order contract for the purchase of 500 Dell Refurbished Computers to CNB Computers Inc. at the submitted bid amount of \$136,000 (\$272 per unit) plus applicable taxes to be funded from Computer Central Purchases account 10-502002-6-000.

SYNOPSIS:

A request for quotation for the purchase of approximately 500 refurbished Dell computers for the Board's schools was completed on August 3, 2012. The Board issued this RFQ to obtain a qualified organization for the purchase of 500 refurbished Dell computers who could meet or exceed the specifications as required.

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

BACKGROUND COMMENTS:

A total of six (6) responses were received. An Evaluation Committee involving John Ulicny, Sam Papaefthimiou and Shannon Ficon evaluated the proposals.

Evaluation of the responses was based on the following weighted criteria as outlined in the RFQ document:

1. Qualifications of the Firm (20%)
2. Warranty and Service (10%)
3. Capability to deliver within the time frame indicated (10%)
4. Pricing Proposal (60%)

"Learning together in faith and service"

A summary of the weighted average scores and per unit cost for each of the six (6) organizations is below:

Organization	Weighted Average Score (maximum score of 100)	Per Unit Cost (excluding taxes)
CNB Computers Inc. 180 Traders Blvd Mississauga, ON L4Z 1W7	79.23	\$272.00
CDI Computer Dealers Inc. 130 South Town Centre Blvd. Markham, ON L6G 1B8	69.59	\$355.44
VIG Solutions Inc. 100 Sheldon Drive Cambridge, ON N1R 7S7	64.87	\$297.00
Dell Canada Inc. 155 Gordon Baker Road Suite 501 North York, ON M2H 3N5	63.82	\$339.63
Metafore Technologies Inc. 72 Victoria Street S. Kitchener, ON N2G 4Y9	62.05	\$365.00
ARCO Business Solutions Division of Ederick Associates Inc. 3221 Derry Road W. Unit 10 Mississauga, ON L5N 7L7	Disqualified	Disqualified

ARCO Business Solutions bid submission has been disqualified because they did not comply with all of the mandatory requirements. One of the mandatory requirements was to provide three (3) references that were applicable to the scope of this project. ARCO Business Solutions did not provide any relevant references from school boards within Ontario specifically dealing in the Dell refurbished area. Also a note of concern is that ARCO is not a certified Microsoft Authorized Refurbisher (MAR), where the other organizations hold this certification.

After reviewing the proposals the Evaluation Committee recommends awarding the purchase order to CNB Computers Inc. CNB Computers Inc. meets or exceeds the required specifications, delivery expectations and warranty and service requirements for this one-time purchase for the Board.

FINANCIAL IMPLICATIONS:

The cost to purchase 500 Dell refurbished computers from CNB Computers Inc. is \$136,000.00 plus applicable taxes. This amount will be funded from the 2012-13 computer central purchases account number 10-502002-6-000. The account has sufficient budget funds available to cover the costs of this purchase.

TIMELINES:

Delivery of the units is expected to ship to each of the determined school locations within four (4) weeks of order.

APPENDICES:

Not Applicable.

REPORT REVIEWED BY:

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



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

**Supervised
Meeting Date:**
October 23, 2012

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: SEAC Committee – Trustee Members

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

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**
Meeting of Thursday May 31, 2012

RECOMMENDATION:

**That the Board receive the Minutes of the Thursday May 31, 2012
Special Education Advisory Committee meeting as information.**

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

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

FINANCIAL IMPACT: N/A

TIMELINES: The next SEAC meeting will occur on Thursday September 20th, 2012 at the Catholic Education Centre.

APPENDICES:

- Special Education Advisory Committee Minutes of May 31, 2012.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: September 25, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: September 25, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: September 25, 2012



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

**SPECIAL EDUCATION ADVISORY COMMITTEE MEETING
Thursday May 31, 2012– 6:00 P.M.
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor**

MINUTES

Present:

Lisa Soulliere	Trustee (SEAC Chair)
Mary-Anne Mouawad	Learning Disabilities Association
John McMahon	Community Living
Trudy Richards	Autism Ontario Windsor-Essex
Rose Lamug	Autism Ontario Windsor-Essex
Erin Earls	Windsor Down Syndrome Association
Danielle Desjardins-Koloff	Representative Principal's Association
Michelle Friesen	Integration Action for Inclusion
Cathy Geml	Associate Director of Education (ex-officio)
Terri Maitre	Recorder

1. Call to Order – Lisa Soulliere
2. Opening Prayer – Cathy Geml
3. Welcome – Cathy Geml, welcomed Susan Swiatoschik, Manager of Accounting.
4. Recording of Attendance - Regrets from: Mary DiMenna, Melanie Allen, Paula Nantais
5. Approval of Agenda - May 31st, 2012
Motion by MaryAnne Mouawad and seconded by Trudy Richards that the Agenda be approved as printed and circulated. *Carried*
6. Agenda Questions from Observers - None
7. Disclosure of Pecuniary Interest - None
8. Approval of Minutes – April 26, 2012
Motion by Erin Earls and seconded by MaryAnne Mouawad that the Minutes be approved as printed and circulated. *Carried*

9. Business Arising - None

10. Information Items

- (a) 2012/2013 Special Education Budget – presented by Susan Swiatoschik (information attached). A discussion surrounding the presentation ensued.
- Budget documents are available on the website.
 - Discussion on Associations limited funding for Special Needs children.
 - Ministry is working on Special Education funding protocol.
- (b) PPM 140 Annual Monitoring – School Boards are asked to conduct a yearly survey on the implementation of applied behaviour analysis (ABA) instructional methods.
- (c) Niagara Catholic District School Board – letter to the Honourable Laurel Broten – new teachers Special Education Part I as mandatory qualifications.
- (d) District School Board of Niagara – letter to the Honourable Laurel Broten - School Health Support Services (SHSS) – The continued coordination of ministries to ensure students receive quality health support services.
- (e) Geneva Centre for Autism – Let's Get it Right – Intervention Plans for People with an Autism Spectrum Disorder (ASD) – workshop.

Motion by Michelle Friesen and seconded by Trudy Richards that the information items be accepted. *Carried*

11. Report from Chair – None

12. Report from Trustees – The following information was provided by Trustee Soulliere.

Budgets, school closures and program changes have been presented to the Trustees:

- Budget, high pressure areas have been discussed (absenteeism).
- ARC final meetings have been complete, the decisions will to be made on June 26th 2012.
- Principal moves have been announced for September 2012.
- Board wide layoff notices have been received.

Motion by Michelle Friesen and seconded by Danielle Desjardins-Koloff that the report from Trustees be accepted as information. *Carried*

13. Report from Associate Director of Education:

- (a) Special Education Plan 2012 – SEAC reviewed and approved the 2012 Special Education Plan.

Motion by Trudy Richards and seconded by Erin Earls that the report from the Associate Director be accepted as information. *Carried*

14. New Business - None
15. Association Reports – Michelle Friesen extended an invitation the AGM held by Integration Action for Inclusions. Guest speaker the Bloomfield family from Guelph speaking on supports (more information to be forwarded).

Up About Down walk on Sunday June 2nd, 2012 K of C on Lesperance.

Autism Ontario AGM to be held at the Caboto Club, Friday June 1st, 2012.

Erin Earls congratulated Cathy Geml as the recipient of an award to be presented by Ensemble for the DVD “Did you Know?”
16. Closing Prayer – Cathy Geml, Associate Director

Meeting adjourned- 7:40 p.m.

Next meeting - June 21, 2012 6:00 p.m.