

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

**SUPERVISED
DELEGATION MEETING
Monday, June 17, 2013 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room**

AGENDA

	Page #
I Supervised In-Camera Meeting – 6:00 p.m.	
II Supervised Delegation Meeting – 7:00 p.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:	
a. Outstanding Student Council Leadership Award	--
b. Outstanding Catholic School Council Leadership Award	--
c. Catholic Character Development Initiative Awards “Our Journey to Holiness” – Elementary and Secondary	--
d. Recognition of Outgoing 2012-2013 Student Trustees	--
e. Introduction and Commissioning of 2013-2014 Student Trustees	--
f. Integrated Information Technology	--
7. Delegations: <i>None</i>	
8. Action Items:	
a. Previous Meeting Minutes	
i) Minutes of Supervised In-Camera Meeting of May 28, 2013	--
ii) Minutes of Supervised Delegation Meeting of May 28, 2013	1-7
b. Items from the Supervised In-Camera meeting of June 17, 2013	--

9. Communications:
 - a. External (Associations, OCSTA, Ministry): *None* --
 - b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report (J. Bumbacco) 8-9
 - ii) Report: Summer Jobs and Focus on Youth (J. Bumbacco) 10-13
 - iii) Report: Senior Administrative Organizational Structure - 2013-2014 (P. Picard) *Forthcoming*

10. Unfinished Business: *None* --

11. New Business:
 - a. Report: Special Education Plan Amendments (C. Geml) *Handout*
 - b. Report: Child Care Advisory Committee Revised Lease Agreement 2013 (C. Geml) 14-30
 - c. Report: Draft Amended Policy: A:03 Community Use of Schools *final approval* (P. Picard) 31-42
 - d. Report: Regular Delegation and Committee of the Whole Board Meetings for the Months of July/August 2013 and for the 2013-14 School Year (P. Picard) 43-45
 - e. Report: Tender Approval – Full Day Kindergarten Phase 4 and 5 Construction for St. Anne French Immersion Catholic Elementary School and First Child Care Capital Retrofit Plan for St. Louis Catholic Elementary School (M. Iatonna) 46-48
 - f. Report: Request for Quotation Approval – Pea-Stone Protective Surfacing Replacement (M. Iatonna) 49-50
 - g. Report: Tender Approval – Holy Names Catholic Secondary School Wood Athletic Flooring Replacement (M. Iatonna) *Handout*
 - h. Report: Tender Approval – Roof Replacements at St. Louis, St. Pius X, Stella Maris Catholic Elementary Schools, Holy Names Catholic Secondary School and St. Michael’s Catholic High School – Adult Education (M. Iatonna) 51-53
 - i. Report: 2013-14 Final Budget Approval (M. Iatonna) 54-93

12. Committee Reports:
 - a. Report: Special Education Advisory Committee (SEAC) Meeting of Thursday, April 18, 2013 (C. Geml) 94-97
 - b. Report: Child Care Advisory Committee Annual Report (C. Geml) 98-107
 - c. Report: Joint Health and Safety Committee (JHSC) 2013 Annual Report (P. Picard) 108-109

13. Remarks and Announcements:

14. Pending Items: *None*

15. Continuation of In-Camera, if required.

16. Future Delegation 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.*

TENTATIVE (Pending approval of item 11d):

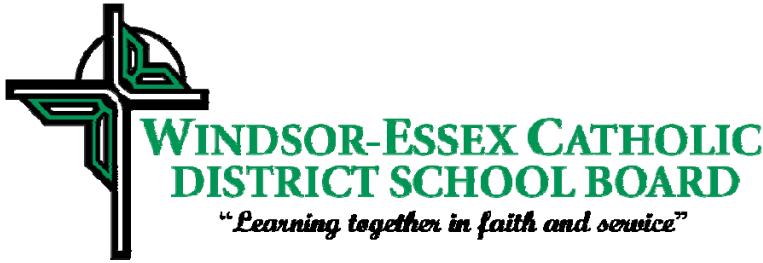
- Tuesday, August 27, 2013
- Tuesday, September 24, 2013
- Tuesday, October 22, 2013
- Tuesday, November 26, 2013
- Tuesday, December 3, 2013 – *Organizational Meeting at 7:30 pm*
- Tuesday, December 17, 2013 (Third Tuesday of the month due to Christmas holiday)

17. Closing Prayer

18. Adjournment

Norbert Hartmann
Supervisor of the Board

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

**SUPERVISED
DELEGATION MEETING
Tuesday, May 28, 2013 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room**

MINUTES

PRESENT

Supervisor N. Hartmann

Administration:	P. Picard	E. Byrne
	C. Geml	P. King
	J. Bumbacco	P. Murray
	M. Iatonna	C. Norris
	P. Littlejohns	S. O'Hagan-Wong
		M. Seguin
		J. Shea
		J. Ulicny

Recorder: B. Marshall

1. Call To Order – Supervisor Hartmann called the meeting to order at 7:17 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All present
4. Approval of Agenda:
ADDITION:
 - WALK-ON Report: Item 9b(ii) 2013-14 Final Draft Budget Estimates

That the May 28, 2013 Supervised Delegation meeting agenda be approved as amended.
Approved by Supervisor Hartmann

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: *None*
6. Presentations: *None*
7. Delegations: *None*

8. Action Items:

a. Previous Meeting Minutes

- i) Minutes of Supervised In-Camera Meeting of April 30, 2013

That the Minutes of the Supervised In-Camera meeting of April 30, 2013 be adopted as distributed.

Received by Supervisor Hartmann

- ii) Minutes of Supervised Delegation Meeting of April 30, 2013

That the Minutes of the Supervised Delegation meeting of April 30, 2013 be adopted as distributed.

Received by Supervisor Hartmann

b. Items from the Supervised In-Camera meeting of May 28, 2013

Supervisor Hartmann reported that the Windsor-Essex Catholic District School Board convened a supervised closed in-camera meeting on May 28, 2013 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, labour relations matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Supervisor Hartmann indicated that the following items were considered at the in-camera session:

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement, and resignation of staff, dated May 28, 2013;
- Genevieve Cano, as Secondary Vice Principal at St. Joseph's Catholic Secondary School to Principal at St. Mary French Immersion Catholic Elementary School;
- Kim Larsen, as Vice Principal of St. Michael Alternative Secondary School to Vice Principal at St. Joseph's Catholic Secondary School;
- approval granted to enter into an agreement for the lease of the former St. Alexander Catholic Elementary school to the Conseil scolaire de district des ecoles catholiques du Sud-Ouest;
- approval granted for administration to provide written confirmation to the Greater Essex County District School Board indicating that the Board has no interest in acquiring one of its surplus properties;
- the extension of the Employee Assistance Program (EAP) services through Shepell.fgi for a two year term;
- extension of the current agreement with BDO Canada LLP for External Audit Services for a period of one year; and
- extension of the existing terms and conditions of the Transportation Services Contract for a period of one year.

9. Communications:

a. External (Associations, OCSTA, Ministry): *None*

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report

Issue:

To provide an overview of staff changes at the Windsor-Essex Catholic District School Board.

Decision:

That the Administrative Staff report on hiring, retirement, and resignation of staff dated May 28, 2013 be received as information.

Rationale:

All hiring, retirements and resignations followed board policies, procedure and legislative requirements and requires no further action or decision.

- ii) WALK-ON Report: 2013-14 Final Draft Budget Estimates

Issue:

An overview of the 2013-14 Budget was presented to provide public consultation prior to its final approval in June.

Decision:

That the 2013-14 Final Draft Budget Estimates be received and that the documents be tabled for a 2 week period to permit further stakeholder and community input, with the final budget, as may be amended, to be brought forward for approval at the Supervised Delegation meeting scheduled for June 17, 2013.

Rationale:

The 2013-14 final draft budget will seek further stakeholder and community input prior to the final approval June 17, 2013.

10. Unfinished Business: *None*

11. New Business:

- a. Report: Proposed Amendments to Board By-Laws

Issue:

To ensure reflection of current practices and compliance with various provincial and federal legislation that affect school Boards, and to comply with the directives of Ministry appointed Supervisor of the Board as set out in his report of April 2013.

Decision:

That the proposed Board By-Laws be adopted with the following amendments:

- a. **Section 3:06: Subject to the Municipal Conflict of Interest Act and Sections 4:04 and 4:05, a MAJORITY of the TRUSTEES of the BOARD shall constitute a quorum for meetings of the BOARD. Where a COMMITTEE is composed of all TRUSTEES, a MAJORITY of the TRUSTEES is necessary to constitute a quorum. Where a COMMITTEE is composed of TRUSTEES and/or stakeholders, a MAJORITY of individuals appointed to the COMMITTEE shall constitute a quorum for meetings of the COMMITTEE.**
- b. **Section 3:09: A Delegation Form, located on the BOARD's website, must be completed and forward to the SECRETARY.**
- c. **Section 4:03: A SPECIAL COMMITTEE, once established by the BOARD and before commencing its work, must develop Terms of Reference no later than 60 days after being established. The Terms of Reference must be approved by the BOARD before the COMMITTEE commences its work.**

Rationale:

After extensive legal and administrative review, the amended Board By-Laws are in compliance with provincial and federal legislation, as well as addresses the directives set out in the Engaging Our Future – Ensuring Financial Stability report.

- b. Report: Tender Approval – Full Day Kindergarten Phase 4 Construction (St. John Vianney, St. Mary, and St. Jules)

Issue:

Tender was called for construction of classroom additions and classroom retrofits at the above mentioned schools under the Phase 4 of the Full Day Kindergarten construction program.

Decision:

That the award of tender and the issuance of a purchase order contract for the Full Day Kindergarten Phase 4 Construction (St. John Vianney, St. Mary and St. Jules Catholic Elementary Schools) at the submitted bid amount of \$1,137,679.25 and \$6,000.00 for Separate Price A, plus applicable taxes to be charged to accounts 000-74-580850-6-312, 000-74-580855-6-312 and 000-74-580852-6-312 be approved.

Rationale:

The bid amount of \$1,137,679.25 is below the Ministry of Education approved budget of \$1,723,110.00 in capital funding for classroom additions and classroom retrofits at St. John Vianney Catholic Elementary School, St. Mary Catholic Elementary School and St. Jules Catholic Elementary School to support the implementation of Phase 4 of Full-Day Early Learning Kindergarten (FDK).

- c. Report: Draft Amended Policy: A:03 Community Use of Schools

Issue:

The Community Use of Schools policy was last reviewed and amended in 2008. Pursuant to the Board's policy review process, the Policy Subcommittee reviewed and prepared the amended policy to be approved in principle.

Decision:

That draft amended policy A: 03 Community Use of Schools be approved in principle.

Rationale:

The Community Use of Schools policy will continue public consultation. At the June 17, 2013 Delegation meeting the results of the consultation will be reported prior to final approval.

- d. Report: Accommodation Review

Issue:

One or more schools in the below listed groupings of schools face challenges in providing a suitable and equitable range of learning opportunities for students as a result of declining enrolment. Also, one or more schools in each of the areas fall well below the threshold for optimum facility usage and/or are experiencing certain conditions outlined in the report.

Decision:

That approval be given to the establishment of Accommodation Review

Committees to lead public pupil accommodation studies of the following school communities:

1. **East Windsor/Riverside area – To include St. Jules, St. Rose, St. John Vianney, St. Maria Goretti Catholic elementary schools, and F.J. Brennan Catholic Secondary School;**
2. **Tecumseh area – To include St. Peter, St. Gregory and St. Pius Catholic elementary schools;**
3. **Central Windsor area – To include St. Angela, Immaculate Conception Catholic elementary schools, and Catholic Central Catholic Secondary School.**

Rationale:

Possible areas for school consolidation are being addressed to “ensure the Board’s future financial stability and to restore public confidence in the Board”, as mandated by Supervisor Hartmann’s Engaging Our Future, Ensuring Financial Stability report released April 2013.

12. Committee Reports:

- d. Report: French Immersion Advisory Committee (FIAC) Meeting of Tuesday, March 19, 2013

That the Minutes of the March 19, 2013 French Immersion Advisory Committee meeting be received as information.

Received by Supervisor Hartmann

13. Remarks and Announcements:

Supervisor Hartman:

Due to Supervisor Hartmann’s schedule, he was not able to attend the press conference regarding Catholic Central Secondary school. Supervisor Hartmann would like to take this opportunity to thank Mayor Eddie Francis and city council for their generous offer of the Windsor Arena, Windsor Water Works, parking space and park land for the proposed relocation of Catholic Central Secondary school. We appreciate their commitment to our community and foresight in establishing downtown Windsor as an educational hub. The Board is excited to be part of the downtown revitalization along with St. Clair College and the University of Windsor.

Supervisor Hartmann would also like to express his appreciation to Minister Piruzza for taking the time out of her busy schedule to attend the press conference and to announce that this new facility is one of her government’s highest priorities. We look forward to working with Minister Piruzza, Minister of Education Ms. Sandals and their staffs to ensure that a new home for Catholic Central is realized as soon as possible.

Lastly, I want to thank the school community for their tireless efforts on behalf of the new proposed Catholic Central. We look forward to a long and prosperous working relationship with all of those parties.

Director of Education Picard provided comment on recent activities supporting the Board’s strategic priorities namely;

Catholic Faith Formation: The Institute for Catholic Education along with the Assembly of

Catholic Bishops of Ontario, for the first time in Catholic education, have written the “Ontario Catholic Elementary Curriculum Policy Document Grades 1-8 for Religious Education”. This document will replace the Born of the Spirit and We Are Strong Together programs we are currently using in our elementary schools. Our Board has been actively involved in the roll out of this document; The Catholic Education Centre school year-end Mass at 11:00 a.m. Wednesday, June 19 at the Assumption High School chapel. All are welcome to attend; Together In Faith Day committee meets May 29th to formalize plans for the September 20th professional development day.

Employee Development And Student Achievement Initiatives: Equity & Inclusion series of workshops continues May 29th here at the Board Office. Partnership with the Diocese of London with educational and parish participants. The third of the three part series takes place June 6th at Corpus Christi parish; The last two weeks school site workshops have been conducted on topics including anxiety and depression to enhancing youth self-esteem. These workshops have been very well received. We have called on community partners, including Dan Moynihan from the London Diocese to deliver presentations; Elementary school principals will participate in a suicide awareness workshop entitled SAFE TALK May 29th and June 3rd; ASIST, a 2 day suicide workshop for Board student support service team and psychology team will be held May 30th, May 31st and June 4th and 5th; and on May 30th ten secondary school administrators and Superintendent Ulicny will participate in a full day in-servicing on Student Discipline and Safety: Understanding the Key Legal Issues.

Community Engagement and Partnerships: Associate Director Geml and I were present at the United Way /Centraide Windsor-Essex County official announcement regarding funding of new initiatives to support neighbourhood engagement in our local community. Senior officials from United Way, Glengarry Non-Profit Housing Corporation, Drouillard Place, Multicultural Council of Windsor-Essex County and Centres for Seniors Windsor were also in attendance. We view this as another step to engage the community, excited to be part of this community in a going forward basis.

Celebrating Achievements: The Council for Exceptional Children’s Annual Spring Banquet was held May 16th. A number of our students and staff have been selected as award winners. Congratulations to Student Award winners Kristi Mason from St. Anne Secondary and Lucas Muraki from Assumption. Congratulations to Educator Award winners Donna Cormier from St. Joseph Elementary, Diane Nehmetallah from Assumption and Christine Renaud from St. John Vianney Elementary; All Star Band night took place Wed. May 15 to a packed house at St. Joseph's High School - The Phil Gignac music competition award winners were recognized that evening; Congratulations to specifically to Mike Plante but also to all Brennan staff for receiving the Community Living Windsor Bea DeBernardi Award for Inclusive Education. In recognition of their efforts the school received a plaque and \$1000 cheque; Congratulations to Linda Staudt, former educator in our Board, who was appointed as Director of Education at the London Catholic District School Board.

Miscellaneous: Tomorrow, the 2013-14 Budget will be uploaded to the Board’s website to permit further stakeholder and community input until June 11th. The final budget will be brought forward for approval at the Supervised Delegation meeting scheduled for June 17, 2013.

14. Pending Items: *None*
15. Continuation of In-Camera, if required: *Not required.*

16. Future Delegation 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.*
 - **MONDAY, June 17, 2013** *Please note change of date.*
 - Tuesday, August 27, 2013
17. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
18. Adjournment - There being no further business, the Supervised Delegation meeting of May 28, 2013 adjourned at 8:51 p.m.

Original signed by N. Hartmann and P. Picard

Norbert Hartmann
Supervisor of the Board

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

Supervised Meeting Date: June 17, 2013
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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 *Administrative Staff Report* on hiring, retirement and resignation of staff dated June 17, 2013 be received for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated June 17, 2013

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date:	June 10, 2013
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	June 10, 2013
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 10, 2013

June 17, 2013

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

	Employee Name	Position	Date
HIRING			
RETIREMENT:	Casalena, Carmela	Elementary Principal	June 30, 2013
	Donaldson, Deborah	Main office Secretary	August 30, 2013
	Donaldson, Hidy	Attendance Secretary	August 30, 2013
	Jones, Patricia	Elementary Teacher	June 30, 2013
	L'Esperance, Susan	Elementary Teacher	June 30, 2013
	Marras, Cindy	Elementary Teacher	June 30, 2013
	Racine, Gerry	Construction Project Manager	August 30, 2013
	Renaud, Ronald	Secondary Teacher	May 31, 2013
	Sbrocca-Ferrara, Lucia	Secondary Teacher	June 30, 2013
	St. Louis, Pam	Accounting Enrolment Clerk	August 30, 2013
RESIGNATION:	Bensette, Maureen	Occasional Teacher	September 1, 2013
	Boyce, Carolyn	Learning Commons Specialist	May 30, 2013
	Dubeau, Josie	Educational Assistant	June 30, 2013
	Piche, Janice	Occasional Teacher	June 15, 2013
	Staudt, Linda	Superintendent of Education	July 31, 2013



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CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

**Supervised
Meeting Date:**
June 17, 2013

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
Mario Iatonna, Executive Superintendent of Business

SUBJECT: **SUMMER JOBS AND FOCUS ON YOUTH PROGRAM 2013**

RECOMMENDATION:

That the listing of Summer Jobs and Focus on Youth Program for students, 2013, be received as information.

SYNOPSIS:

Students are hired each summer for landscaping and other projects. For the fifth year, the Board received a Focus on Youth Grant to provide day camp experiences for the youth of our communities and leadership/employment opportunities for our secondary school students.

BACKGROUND COMMENTS:

Each year the Board budgets for student help and applies for various grants to help offset the cost. Traditionally these grants have been used to hire grounds crew to enhance the curb appeal of our facilities and to employ various other students for project work. For this summer, the Board has hired 9 students for this purpose, and 1 student to assist the Facility Services office staff. (Appendix A attached).

The Focus on Youth grant has allowed the Board, in consultation and partnership with various not-for-profit groups, to hire 99 students. (Appendix B attached). Secondary school principals and guidance departments were requested to encourage students to apply for these summer employment opportunities, especially those students who would greatly benefit from the leadership training and the summer camp environment. Students applied to the summer camps of their choice and the successful applicants were chosen by the respective community partners. Student applications were also available on the Board's website. Students will be employed as Student Program Counsellors/Leaders for various community organizations.

FINANCIAL IMPACT:

The summer students hired by the Board are funded from two main sources; (1) the Focus on Youth EPO (Education Program – Other) grant provided by the Ministry of Education, and (2) the Board’s operating budget.

Similar to previous years, the Ministry has provided \$250,000 total funding for the Focus on Youth Program, of which \$196,110 has been budgeted for student help. In 2011-12, 100 students were hired for a total salary and benefit cost of \$195,934. Therefore, the current year proposed Focus of Youth budget of \$196,110 for student help should be sufficient for the planned 99 student hires.

As noted earlier, the Board also plans to hire 10 students to assist the Facility Services Department in a variety of capacities and fund the cost from the Board’s operating budget. The total cost to the Board is projected to be \$ 33,110, as outlined in Appendix A. This cost is partially offset by a subsidy from the Ministry of Training, Colleges and Universities in the amount of \$4,000, resulting in a net cost to the Board of \$29,110. The Board approved budget for salary and benefit costs associated with student help in 2012-13 is \$42,125, and therefore this net cost is within the limits of the approved budget.

TIMELINES:

Student summer jobs will commence in June and July for 6-12 weeks.

APPENDICES:

- Appendix A: 2012-13 Summer Student Expense & Funding
- Appendix B: Focus on Youth Summer Program 2013

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 10, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 10, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 10, 2013

**Windsor-Essex Catholic District School Board
2012-13 Summer Student Expense & Funding**

Expense:

Position Title	# of students	# of weeks	Hours Per Week	Pay Rate	Wages	Benefits @ 10%	Total Expense
Grounds Crew Leader	1	8	35	\$ 12.00	\$ 3,360	\$ 336	\$ 3,696
Grounds Crew	8	8	35	\$ 10.25	\$ 22,960	\$ 2,296	\$ 25,256
Facility Services Student Assistant	1	9	35	\$ 12.00	\$ 3,780	\$ 378	\$ 4,158
Total Board Expense							\$ 33,110

Funding:

St. Clair College Employment Centre (MTCU)	\$ 4,000
Total Funding	\$ 4,000
Net Expense to the Board	\$ 29,110

Note:

One additional position is being considered pending funding approval from New Beginnings. This position would be 100% funded; therefore no cost to the Board.

**Focus on Youth
2013**

Organization	Name of Program	School Site	Participant age range	FOY Student Placements	Program days/time	Length of program
Autism Services Incorporated of Windsor and Essex County	Bruce Awad Summer Program	Our Lady of Perpetual Help Elementary School	Grades 2 - 5, Grades 6 - 8, Grades 9 - 12	5	M - F 8am - 4pm	7 weeks
Autism Services Incorporated of Windsor and Essex County	Bruce Awad Summer Program	Holy Name Catholic Elementary School	JK-Grade 1, Grades 2 - 5, Grades 6 - 8, Grades 9 - 12	2	M - F 8am - 4pm	7 weeks
Core City Hoops	Core City Hoops Basketball Program	Catholic Central High School	Grades 2 - 5, Grades 6 - 8, Grades 9 - 12	7	M - F 11am - 5pm	6 weeks
Corporation of the Town of Tecumseh	Tecumseh Summer Day Camp	St. Pius X Catholic Elementary School	JK-Grade 1, Grades 2 - 5, Grades 6 - 8	2	M - F 715am - 545pm	6 weeks
Cougars Basketball Day Camp	Cougar Basketball Day Camp	Queen of Peace Catholic Elementary School	Grades 9-12	2	M - F 10am - 2pm	6 weeks
Friends of the University of Windsor High School Basketball	Multi Sport/Fitness Camp	St. Gabriel Catholic Elementary School	Grades 2 - 5, Grades 6 - 8	3	M - F 815am - 4pm	6 weeks
Head Start Sports Youth Club	Head Start Sports Summer Camp	Notre Dame Catholic Elementary School	JK-Grade 1, Grades 2 - 5, Grades 6 - 8	2	M - F 745am - 515pm	6 weeks
Learning Disabilities Association of Windsor - Essex County	Computer Enrichment, Staycation, and One-to-One Summer Tutoring	Holy Name Catholic Elementary School	Grades 2 - 5, Grades 6 - 8	2	M - Th 9am - 4pm	6 weeks
Learning Disabilities Association of Windsor - Essex County	Computer Enrichment Camp, Staycation, and One-to-One Tutoring	Our Lady of Mount Carmel Catholic Elementary School	Grades 2 - 5, Grades 6 - 8	2	M - Th 9am - 4pm	6 weeks
Municipality of Leamington; Leamington Kinsmen Recreation Complex	Leamington's Summer Day Camp is in-motion!	Using own facility	JK-Grade 1, Grades 2 - 5, Grades 6 - 8	3	M - F 8am - 530pm	6 weeks
Riverside Community Programs	Karen Harvie Fun Camps	St. John Vianney Catholic Elementary School	JK-Grade 1, Grades 2 - 5	9	M - F 8am - 5pm	7 weeks
Riverside Community Programs	Karen Harvie Multi-Sport Camp	St. Joseph's Catholic High School	Grades 2 - 5, Grades 6 - 8	7	M - F 8am - 5pm	6 weeks
South County Volleyball	South County Volleyball	F.J. Brennan Catholic High School	Grades 2 - 5, Grades 6 - 8, Grades 9 - 12	3	M - Th 8am - 330pm	6 weeks
St. Louis School	St. Louis Summer Sports Camp	Cardinal Carter Secondary School	Grades 6 - 8	2	M - Th 9am - 2pm	6 weeks
Tecumseh Saints Basketball Club	Focus on Youth Sports Camp	St. Anne Catholic High School	Grades 2 - 5, Grades 6 - 8	7	M - F 8am - 4pm	6 weeks
Town of LaSalle	Focus on Youth Leader in Training Program	Volmer Complex	JK-Grade 1, Grades 2 - 5, Grades 6 - 8, Grades 9 - 12	7	M - F 830am - 430pm	6 weeks
Town of LaSalle	Focus on Youth Leadership Development Video Production	Volmer Complex	Grades 6-8, Grades 9-12	3	M - F 830am - 430pm	6 weeks
Turtle Island House - University of Windsor	Turtle Island Summer Arts Camp	Catholic Central High School	Grades 2 - 5, Grades 6 - 8	3	M - F 930am - 330pm	2 weeks
University of Windsor	University of Windsor Lancer camps	Using own facility	Grades 2 - 5, Grades 6 - 8, Grades 9 - 12	4	M - F 830am - 430pm	6 weeks
WECD SB - Yellow School Bus	Summer Fun Camp	Assumption High School	Grades 1 - 5	14	M - Th 9am - 330pm	6 weeks
YMCA of Windsor and Essex County	YMCA Kids Club	St. Bernard Catholic Elementary School Windsor	JK-Grade 1, Grades 2 - 5	4	M - F 830am - 430pm	6 weeks
Youth & Family Resource Network of Essex County	Harrow Summer Fun Camp	St. Anthony Catholic Elementary School	JK-Grade 1, Grades 2 - 5, Grades 6 - 8	6	M - F 930am - 430pm	6 weeks
Total Students Hired				99		



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

HANDOUT BOARD REPORT

**Supervised
Meeting Date:**
June 17, 2013

PRESENTED FOR: **Public** **In-Camera**
 Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
SUBJECT: **SENIOR ADMINISTRATIVE ORGANIZATIONAL STRUCTURE
2013-2014**

RECOMMENDATION:

That the Director of Education’s report on the Senior Administrative Organizational Structure for 2013-2014 be received as information.

SYNOPSIS:

The recently issued report entitled “Ensuring Financial Stability” by Norbert Hartmann, Ministry of Education Supervisor to the Board instructed the Director of Education to outline additional measures towards the elimination of the accumulated budget deficit. That report was received at the Supervised Meeting of April 30, 2013. This report follows from that seeks to outline structural changes relative to that report and continued declining enrolment.

BACKGROUND COMMENTS:

The recently issued report entitled “Ensuring Financial Stability” instructs the Director to develop a report or reports exploring the potential for administrative restructuring at both the school and central office level. This report contemplates Senior Administrative reorganization. The “Elimination of the Accumulated Budget Deficit” of April 30, 2013 reviewed the overall scope of reductions at the Administrative/Central Office level. This report reflects the changes identified in that report.

The design of the new organizational structure is predicated on the need to:

- ✓ Ensure effective management and oversight of all facets of board operations;
- ✓ Provide continuity during a time of downsizing and system change;
- ✓ Enhance opportunities for mentorship to create a strong leadership pool for future executive positions and succession planning;
- ✓ Support the provision of outstanding customer service in an era of declining enrolment.

The 2013-2014 organization proposes a structural change in order to accommodate the fiscal realities of declining enrolment, understanding full well that the administrative workload in an overall sense is not being reduced. Senior staff, board office personnel and system support staff are fully cognizant of the reality of doing the same, or more, with less.

For the 2013-2014 school year, the organizational structure will be divided into three areas: Student Achievement K-12, Human Resources and Corporate Services. The Executive Council structure will include three Executive Supervisory Officers and the Superintendent of Business (Acting). A synopsis of the changes is as follows:

➤ **Department – Student Achievement K-12 (Special Education / Curriculum)**

Student Achievement K-12: With the reduction of one Executive Assistant bringing the complement from three to two, the remaining two Executive Assistants will absorb the workload and continue to support five Superintendents and the Associate Director.

Special Education (Student Support Services): With the temporary layoff (reduction) of 2 Speech-Language Pathologists, the remaining 3.5 Speech-Language Pathologists will redefine their focus in conjunction with the Ministry of Education's Early Years Strategy which recognizes the need for collaboration between educator teams (Teachers and Early Childhood Educators) to now include Speech-Language Pathologists. They will support the Strategy by providing support through consultation, monitoring and professional development. The Speech-Language Pathologists will also continue to support those students who fit the current criteria for therapy. We will monitor the data and review the process throughout the year, in conjunction with our Speech-Language Pathologists, support staff and school based staff, in order to make informed decisions on a go-forward basis.

With the gains made to date in reduced wait times for psychological assessments and appropriate referrals through our long standing process of STEP 1/STEP 2, we will strive to remain focused on priorities and appropriateness of referrals. The reduction in our wait list has given us the opportunity to provide more consultation, which in turn, has allowed us to build capacity in developing programming to meet the needs of our most vulnerable students. Although the multitude of training and professional development provided to our teachers, support staff and administrators does not replace or resemble the work of psychological staff, we have built capacity within the system that will assist in front line issues.

We are fully aware that the number of students with special education needs continues to rise and will work diligently to ensure that communication amongst all system support team members remains strong. This communication will assist in the careful monitoring of this temporary reduction and serve as an information source for further decision making.

➤ **Department – Human Resources (Union/Non Union/Teaching/Support Staff)**

The retirement of the Executive Assistant necessitated a posting and the Human Resources Coordinator was successful in applying for the position. The Human Resources Coordinator's position will not be filled. This will result in a reduction of 1.0 FTE in the Human Resources Department and necessitate a redistribution of roles and responsibilities of the entire departmental staff.

Duties (job descriptions) will be redistributed with a goal of merging the academic (teaching) and support staff functions into more of a blended model. Specific goals include ensuring that there exists no duplication of job duties held previously by academic (teaching) and support staff Human Resources personnel and cross training amongst personnel to allow for succession planning. Key initiatives and examples include: two key individuals assigned to all attendance support, WSIB, LTD and sick leave related issues for both academic and support staff; one key point person assigned to manage all grievances for all labour groups; and the reconfiguration of the physical nature of the Human Resources Department to foster an environment of cross training, job sharing, mentoring and succession.

➤ **Department: Corporate Services**

The announced retirement effective August 31, 2013 of the current Senior Manager of Facilities Services will result in the position not being filled. Instead, the current Executive Superintendent of Business will take on the responsibility of overseeing both the Business Department and the Facilities Services Department under the new title of Executive Superintendent of Corporate Services. To ensure that essential duties in the Business Department defined by legislation and regulation continue to be carried out effectively, the current Senior Manager of Finance is being appointed to Acting Superintendent of Business. This will provide an opportunity for mentoring with respect to responsibilities and duties at this management level. Similar mentoring opportunities will be available in the Facilities Services Department to promote more effective budget monitoring and management. This will also facilitate a review of roles of existing staff positions in order to determine enhancements that may be appropriate to ensure an effective and efficient operation moving forward.

Over the course of the next 3 to 5 years the Board will continue to deal with the realities of declining enrolment. Additional reductions of personnel will be required. The organizational chart references 3.5 Supervisory Officers that have direct Ministry funding attached to their respective areas of responsibility. These are, specifically, School Effectiveness Framework, Student Success, Safe Schools and Early Learning (.5). Executive Assistant support to senior staff has been reduced by 1.0 FTE. Executive Council is confident that the organizational structure they are putting forward will not compromise the Board's two fundamental pillars of Faith Formation and Student Achievement, will clarify roles and responsibilities, and ensure outstanding customer service for those we serve.

FINANCIAL IMPACT:

As outlined in the April 30, 2013 Board Report: Elimination of the Accumulated Budget Deficit and the 2013-2014 Budget.

TIMELINES:

Effective July 1, 2013.

APPENDICES:

- Appendix A: Senior Administrative Staff of the Windsor-Essex Catholic District School Board
- Appendix B: -Senior Administrative Council - 2013-2014
-Student Achievement K-12 2013-2014
-Human Resources Department 2013-2014
-Corporate Services 2013-2014

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 10, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 13, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 13, 2013

Appendix A

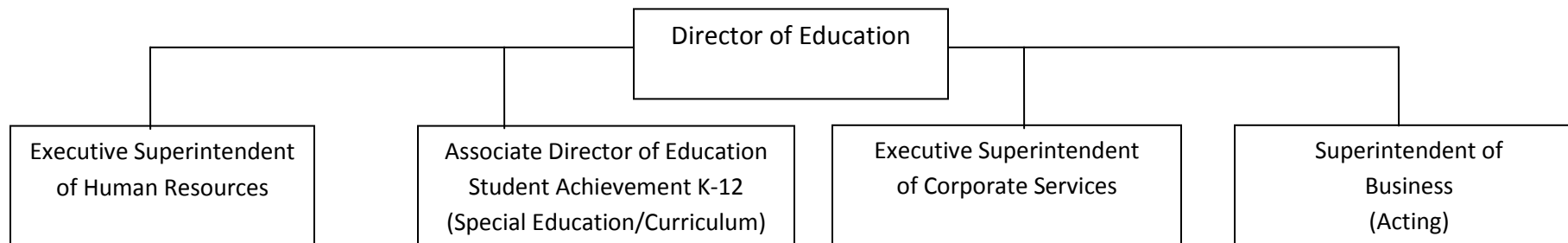
Senior Staff of the Windsor-Essex Catholic District School Board 2013-2014

Director of Education	Paul Picard
Associate Director of Education Student Achievement K-12	Cathy Geml
Executive Superintendent of Human Resources	Jamie Bumbacco
Executive Superintendent of Corporate Services	Mario Iatonna
Superintendent of Business (Acting)	Penny King
Superintendent of Human Resources	Patrick Murray
Superintendent of Early Learning	Sharon O'Hagan-Wong
Superintendent of Safe Schools	John Ulicny
Superintendent of School Effectiveness Framework (SEF)	Emelda Byrne
Superintendent of Student Success	JoAnne Shea
Superintendent of Faith Formation; Equity and Inclusivity; Arts	Mike Seguin

APPENDIX B

**Senior Administrative Council – 2013-2014
-Decision Making-**

EXECUTIVE COUNCIL



SUPERVISORY OFFICERS' COUNCIL

- Superintendent of School Effectiveness Framework (SEF) ^[1]
- Superintendent of Student Success ^[2]
- Superintendent of Early Learning ^[3]
- Superintendent of Safe Schools ^[4]
- Superintendent of Human Resources
- Superintendent of Faith Formation; Equity & Inclusivity; Arts
- Superintendent of Business (Acting)

^[1]In each school board, School Effectiveness Leads are responsible for the organization, administration, management and implementation of the Framework. (Grants for Student Needs)

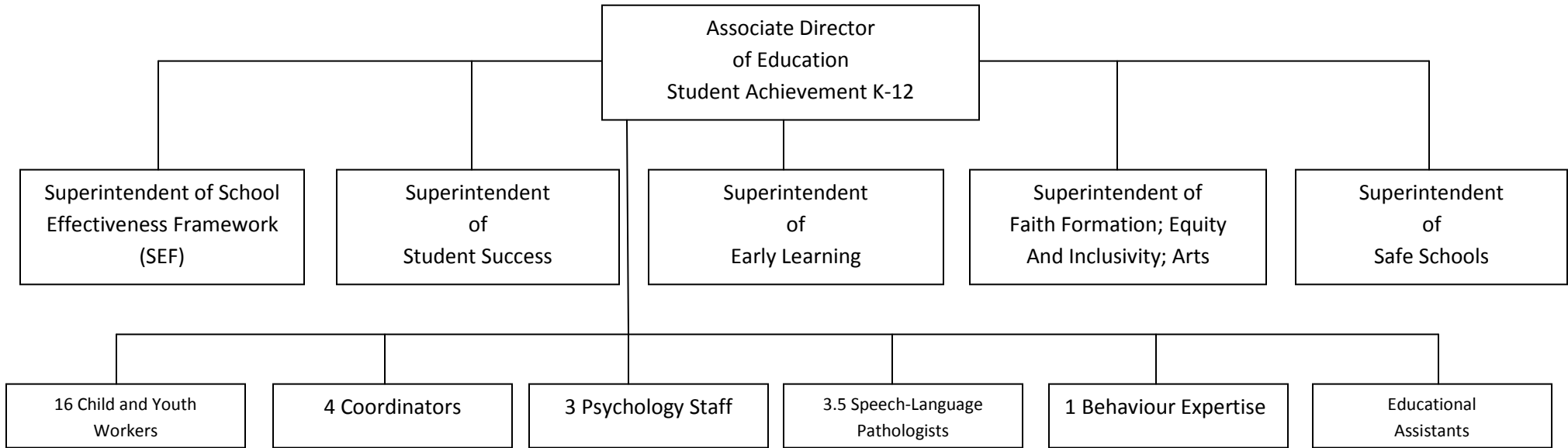
^[2]This position provides each school board with a dedicated leader to assist schools in developing programs to improve student success. (Grants for Student Needs)

^[3].5 full time equivalent Supervisory Officer salary for the effective implementation of the Early Learning Strategy. (Education Programs Other)

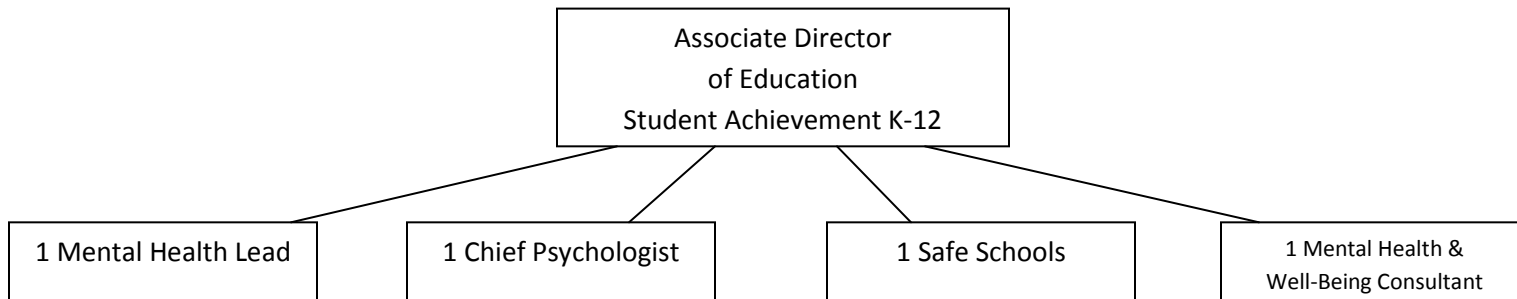
^[4]A component of the Safe Schools supplement to offset the cost of staff support critical to mitigating at-risk factors for a significant number of students.

APPENDIX B

**Student Achievement K-12
2013-2014**

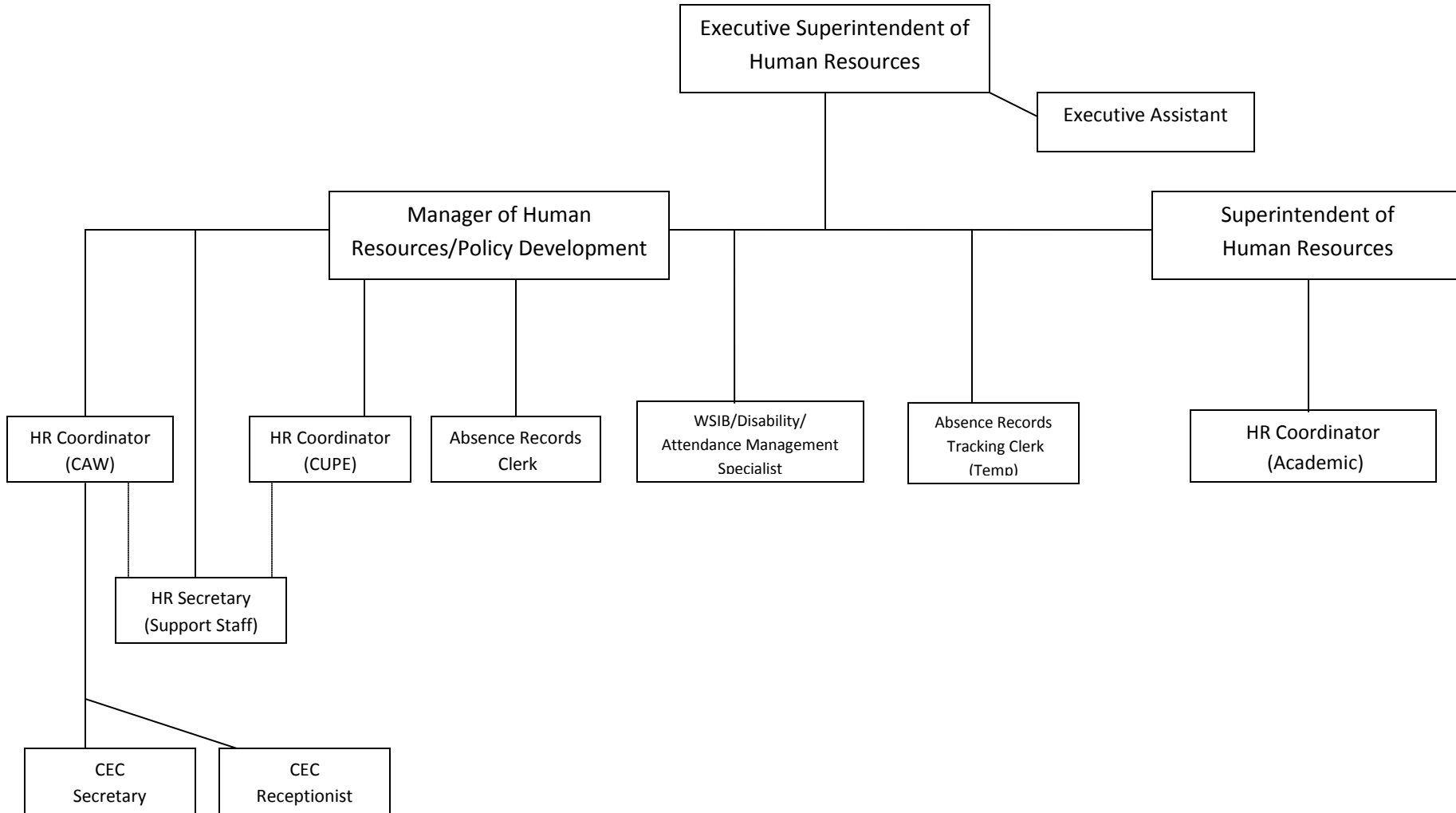


Mental Health Student Support Services Team (SSST)



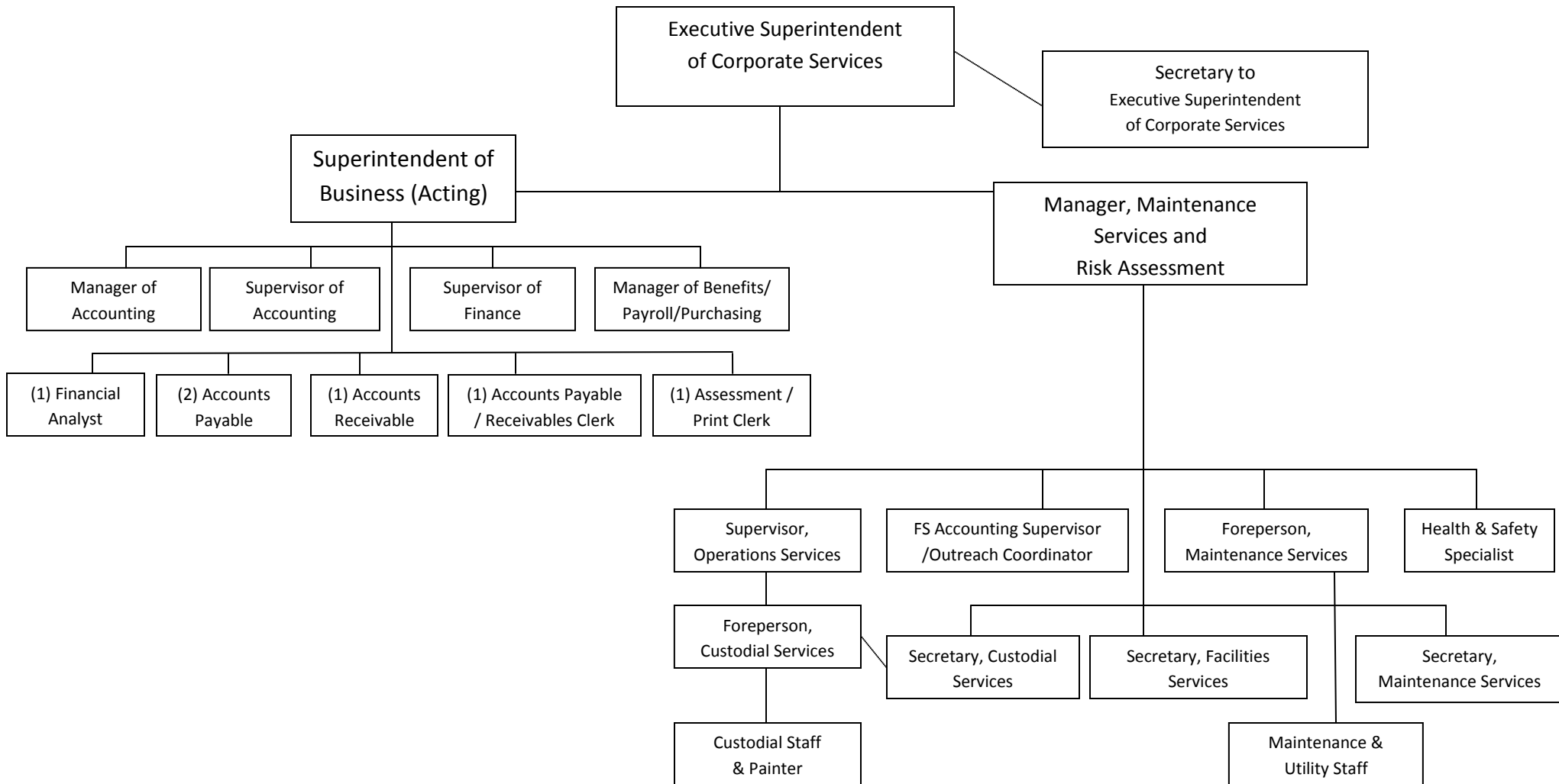
Human Resources Department 2013-2014

APPENDIX B



Corporate Services 2013-2014

APPENDIX B





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

**Supervised
Meeting Date:**
June 17, 2013

HANDOUT 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: **SPECIAL EDUCATION PLAN AMENDMENTS 2013**

RECOMMENDATION:

**That the amendments to the Special Education Plan 2013 be approved;
and,**

That the amendments be submitted to the Ministry of Education.

SYNOPSIS:

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

BACKGROUND COMMENTS:

In accordance with Regulation 306 under the Education Act, the Ministry of Education requires that school boards develop and maintain a Special Education Plan. Each Board is required to review annually and amend its Plan to meet the current needs of its students.

FINANCIAL IMPACT:

N/A

COMMENTS:

The Special Education Advisory Committee, via email has approved the 2013 Amendments.

TIMELINES:

July 31, 2013

APPENDICES:

- Due to the length of the document (168 pages), the Windsor-Essex Catholic District School Board's Special Education Plan Amendments 2013 can be located on the Board's website at the following link:
<http://www.wecdsb.on.ca/pdf/lsst/SpecEdPlanAmend2013.pdf>.

REPORT REVIEWED BY:

- | | | |
|-------------------------------------|---------------------------|------------------------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL: | Review Date: June 10, 2013 |
| <input checked="" type="checkbox"/> | EXECUTIVE SUPERINTENDENT: | Approval Date: June 10, 2013 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: June 10, 2013 |



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

**Supervised
Meeting Date:**
June 17, 2013

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **CHILD CARE ADVISORY COMMITTEE REVISED LEASE
AGREEMENT 2013**

RECOMMENDATION:

**That the Child Care Advisory Committee revised Lease Agreement is
received as information.**

SYNOPSIS:

This report is being presented on behalf of the members of the Child Care Advisory Committee. The Lease Agreement between the Windsor-Essex Catholic District School Board (WECDSB) and on-site Child Care Programs has been revised to reflect current changes to the installation of playground equipment, implementation of Safe Schools reporting, the sharing of information between Child Care Programs and the WECDSB and the closure of Child Care Programs for one week prior to the start of a new school year.

BACKGROUND:

In March 2007, the Child Care Advisory Committee was established in accordance with Article 7.1 of Policy A: 21 Child Care. One of the roles of this committee was to establish and monitor the implementation of a lease agreement between Child Care Programs and the WECDSB. Currently, the WECDSB has entered in to lease agreements with 10 Child Care Program operators with programs offered in 27 school communities.

BACKGROUND COMMENTS:

Throughout the course of the year, the Child Care Advisory Committee has formulated recommendations to the Board regarding the provision of Child Care Programs and recommended revisions to the existing lease agreement. A revised lease agreement will be circulated to our current providers for August 2013.

FINANCIAL IMPACT:

N/A

TIMELINES:

The Child Care Advisory Committee will reconvene in September 2013.

APPENDICES:

- Revised Lease Agreement Template 2013-2016

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 10, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 10, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 10, 2013

AN AGREEMENT

between

THE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

AND

September 1, 2013– August 31, 2016

THIS AGREEMENT made as of the 1st day of September, 2013 A.D. between:

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

hereinafter called the “BOARD” or “the Licensor”,

OF THE FIRST PART

- and -

,
hereinafter called “the Licensee”,

OF THE SECOND PART

WHEREAS the Board is the owner in fee simple of the Lands and Premises (“the Premises”) lying and being in the City of Windsor, in the County of Essex and Province of Ontario, which premises are more particularly described in Schedule “A”, attached to and forming part of this Agreement, with due regard that additional child care services may be added at other premises to be designated by the Board, by mutual agreement and in accordance with existing criteria;

AND WHEREAS the Licensee has agreed to provide certain child care services for the benefit of children in accordance with the terms of this Agreement, including the Preamble, and in so providing, the Licensee requires access to certain portions of the premises (hereinafter “the Licensed Premises”) at certain times;

AND WHEREAS the parties agree that the hours and times of use of the Licensed Premises by the Licensee will be complementary to the hours and times of use of the Licensed Premises by the Board;

NOW WITNESSETH that in consideration of the premises herein contained and other good and valuable consideration, the receipt, adequacy and sufficiency of which are respectively acknowledged and confirmed by the parties hereto, the parties mutually covenant, promise, agree, warrant and undertake as follows:

ARTICLE 1

PREAMBLE

- 1.1** The Licensee recognizes and hereby acknowledges that this agreement arises as a result of the Licensee being a successful applicant pursuant to a “Request for Proposal” for the provision of child care services through extended childcare day programs for young children recognized by the Ministry of Education and the Ministry of Community, Family and Children’s Services (“MCFCS”) in accordance with criteria established by the MCFCS and the Board.
- 1.2** The Licensee hereby agrees to abide by the terms of the said Request for Proposal and the criteria established by the Board and the MCFCS and that this is acknowledged as a fundamental term of this agreement.
- 1.3** It is agreed that the resources and advice of MCFCS shall be sought in implementing and operating the said Program. Without restricting the generality of the foregoing, the parties acknowledge that MCFCS shall be consulted on matters of current models of childcare, funding encouragement, the Day Nurseries Act, and any new directions in child care.

ARTICLE 2

RECITALS

- 2.1** The recitals contained in this agreement are true in substance and in fact and are hereby incorporated by reference.

ARTICLE 3

GRANT AND TERM

- 3.1** Subject to the provisions of this Agreement, the Board hereby grants to the Licensee and Licensee hereby accepts the non-exclusive rights to permit employees, agents and invitees of the Licensee to use the Licensed Premises during the hours and times set forth in Schedule “B” annexed to and forming a part of this Agreement.
- 3.2** The relationship created between the Board and the Licensee under this agreement is one of Licensor and Licensee, and not one of Landlord and Tenant.
- 3.3** The Licensee, pursuant to this agreement and subject to Article 4.1 subsection 19 herein, shall have use of the Licensed Premises for and during the term of three (3) YEARS to be computed from and commencing on the first (1st) day of September 2013, and thenceforth next ensuing and to be completed on the thirty-first (31st) day of August 2016, unless such term shall be sooner terminated as is hereinafter provided.

3.4 The Board shall review the lease agreement annually.

ARTICLE 4

THE LICENSEES' COVENANTS

4.1 The Licensee covenants with the Board as follows:

1. **Fees** - to pay an annual rental fee plus HST in the amount set out in Schedule "C" attached to and forming part of this Agreement.
2. **Taxes** – as additional fee in each year during the term, to pay and discharge all taxes (including local improvement rates), rates, duties and assessments that may be levied, rated, charged or assessed against the Premises or any part thereof resulting from the creation of this agreement, as they become due, whether charged by any municipal, parliamentary or other body during the term, provided, and it is clearly understood that the Board shall not be liable in any way for any such taxes, rates, duties and assessments notwithstanding any change in the law or otherwise, and the Licensee shall indemnify and keep indemnified the Board of and from any liability whatsoever for such taxes, rates, duties and assessments.
3. **Purchase of Service Agreement with the City of Windsor** – to enter into a Purchase of Service Agreement with the Corporation of the City of Windsor pursuant to section 3(3) of the Day Nurseries Act, R.S.O. 1990, c.D.2. , to abide by the terms of that agreement, and to ensure that the agreement remains in good standing.
4. **Condition of Premises** - to keep the Licensed Premises and every part thereof in a clean and tidy condition and not to permit waste paper, garbage or waste or objectionable material to accumulate thereon.
5. **Inspection and Repair** - to permit the Board at all reasonable times to enter the Licensed Premises to inspect the condition thereof. The Board shall be entitled to retain a key to the Licensed Premises that shall be used for reasonable inspection purposes.
6. **Compliance with By-laws** - at its own cost and expense to comply with the requirements of every applicable by-law, statute, law or ordinance, and with every applicable regulation or order with respect to the condition, equipment, maintenance, use or occupation of the Licensed Premises.
7. **Compliance with Education Act Requirements** – Pursuant to *The Education Act and regulations*, the Licensee and/or any of its employees who become aware that a student at a school of the Board may have engaged in a serious student incident, either within or outside of the traditional school day, or within or outside of a before and after school program or an extended day program, shall report the

matter to the School Principal as soon as reasonably possible.

8. **Assignment** - not to assign or sublet this License without consent, which consent may be arbitrarily withheld. In the event that the Board should consent to an assignment of this License, the Licensee shall remain fully responsible for the performance of all covenants under the terms of this License, notwithstanding any such assignment.
9. **Nuisance** - not to do or omit to do or permit to be done or omitted, anything upon or in respect of the Licensed Premises, the doing or omission of which (as the case may be) shall be or result in a nuisance.
10. **Use of Premises** - The Licensee shall use the Premises to which this License applies solely for the purposes of the provision of day care facilities in accordance with the terms of this Agreement and any amendments thereto. "Use of Premises" shall not include use of Board owned playground equipment. The use of such equipment by the licensee is expressly prohibited.
11. **Liability Insurance** - to provide the Board with a certificate of liability insurance covering the Licensee in respect to the Licensed Premises and its operations therein to the extent of not less than two million dollars (\$2,000,000), inclusive of all injuries or death to persons and damage to property of others arising from any one occurrence, such certificate to confirm the Board as a named insured.
12. **Indemnity** - to indemnify the Board from any liabilities, damages, costs, claims, suits or actions as a result of:
 - a) any breach, violation or non-performance of any covenant or proviso hereof on the part of the Licensee;
 - b) any damage to property occasioned by the use and occupation of the Licensed Premises; or
 - c) any injury to person or persons, including death resulting during hours of licensee hours of operation there from, occurring in or about the Licensed Premises, and in any halls, passageways, playground equipment, or on the roads or sidewalks thereto.

Such indemnification in respect of any such breach, violation or non performance, damage to property, injury or death occurring during the term of the License shall survive any termination of this License, anything in this License to the contrary notwithstanding, PROVIDED HOWEVER that such indemnification shall, in no event, extend to the direct, primary and proximate results of the reckless or willful conduct of the Board, its agents, employees or representatives.

13. **Overloading** - not to bring upon the Licensed Premises or any part thereof, any machinery, equipment, article or thing that, by reason of its weight or size, might damage the Licensed Premises and will not, at any time overload the floors of the

Licensed Premises and that if any damage is caused to the Licensed Premises by the machinery, equipment, article or thing, or by overloading, or by any act, neglect or misuse on the part of the Licensee or any of its servants, agents or employees, or any person having business with the Licensee, the Licensee will forthwith repair or pay to the Board, the cost of making good the same.

- 14. Maintenance of Premises** - at its own expense, to maintain and keep the Licensed Premises, and every part thereof, in good order and condition, and promptly make all needed repairs and replacements subject to prior approval of the Board, and use a contractor from the Board's pre-approved contractor list, ordinary wear and tear and damage by fire, lightning, tempest or other acts of God excepted, and to keep the Licensed Premises in such clean condition as a careful and prudent owner would do. In order to minimize expense, the Licensee agrees, if feasible, to use Board's staff and/or contractors and to pay the charges therefore.
- 15. Structural Repairs** - notwithstanding anything in this License contained; the Licensee shall not be required to make any structural repairs or repairs to the exterior walls, floors, roof, utility and service systems, walks and driveways, except to the extent required by the negligence of the licensee, its employees and agents. In the event the premises fall into disrepair such that the premises are unfit for the Licensee's continued use, and where such necessary repairs or replacements are not the obligation of the Licensee under this License and where Board is not prepared to undertake same, the Licensee, at its option, may terminate this License on ten (10) days notice in writing to the Board.
- 16. Water Flushing** – Where required by legislation, and when directed by the Board, the licensee will perform necessary water flushing.
- 17. Playground equipment owned by Licensee** - The Licensee shall not replace existing playground equipment, add to existing equipment, or install new playground equipment. The Licensee shall be solely responsible for the maintenance of any existing equipment and shall ensure that it complies with applicable playground and equipment standards. The Licensee shall have the equipment inspected annually at its own expense as required and provide copies of all inspection records to the Licensor. If at anytime these conditions are breached, the Licensor may request removal of the equipment and the equipment shall be removed by the Licensee at the Licensee's sole expense. The Licensee will also be responsible for the cost of any repairs made necessary as a result of the removal of the equipment. The Licensee, its officers and directors, agree jointly and severally to indemnify, protect, and save harmless the Licensor from all loss, costs, including legal costs, expenses of any kind, or damages on account or as a result of claims, actions, causes of action or proceedings of any kind against the Licensor as a result of claims of injury to person(s) or property in any way caused by or resulting from the use of the playground equipment. The Licensee, at its expense, shall defend any such claim, suit, action, or proceeding to

which the Licensor is a named party or to which a party seeks to name the Licensor as a party.

18. **Parent Survey** – to survey parents each February to determine the projected enrollment of kindergarten students for the following September, and to provide to the Board by March 1 information respecting projected enrolment for September and the fees to be charged.
19. **Summer Closure** – without rebate in fees payable under Schedule “C”, the Licensee shall close its operations the week prior to the start of the new school year, unless appropriate arrangements have been made with the Board’s Facility Services Department prior to June 30.
20. **Accessibility** – as required, the Licensee shall comply with all obligations under the *Accessibility for Ontarians with Disabilities Act and its Regulations and Standards*.

ARTICLE 5

BOARD’S COVENANTS

5.1 The Board covenants with the Licensee as follows:

1. **Quiet Environment** - for quiet enjoyment.
2. **Alterations by The Licensee**
 - a) To permit the Licensee to make, with the consent of the Board, such consent not to be unreasonably withheld, such changes, alterations, additions and improvement to the Licensed Premises as well, in the judgment of the Licensee, better adapt them to its purposes; PROVIDED HOWEVER, that no such changes, alterations, additions and improvements shall impair the structural strength of the building. All fixtures, whether trade fixtures or otherwise, improvements, erections, changes or alterations made to the premises by the Licensee shall be made at its own expense and shall remain the property of the Licensee, and upon, or at any time before the termination of this License shall be made at its own expense, and shall, upon such improvement, erection, change or alterations being completed become the property of the Board, PROVIDED HOWEVER, that should the Board, in the sole, unfettered discretion of the Board, upon or at any time before the termination of this License, permit the Licensee to remove any such improvements, erections, changes or alterations, or if the Board shall require the removal by the Licensee of such improvement, erections, changes or alterations, the final decision of which shall be in the sole and unfettered discretion of the Board, then upon any such removal, if any injury or damage

shall be caused to the Premises by such removal, the Licensee shall forthwith cause any such injury or damage to be repaired at its expense and if the Licensee does not make such repairs or cause them to be made promptly, they may be made by the Board for the account of the Licensee.

- b) Prior to undertaking any improvement, erections, changes or alterations in the Licensed Premises, the Licensee shall submit plans and specifications to the Board for the Board's consent and approval and agrees that the Board shall, at the expense of the Licensee, be permitted to supervise any such improvements, erections, changes or alterations to the Licensed Premises.
 - c) The Licensee shall conform to all municipal fire and building codes.
- 3. Heating** - to provide without additional cost to the Licensee at all times during normal operating hours of the school year (including professional development, Christmas and spring breaks), heating at such temperatures and with such distribution as shall be reasonably necessary for the comfortable occupancy of the Licensed Premises; but if the apparatus or any of it used in effecting the heating of the Licensed Premises shall, at any time, become incapable of heating the Licensed Premises to the requisite extent, or is damaged or destroyed or, in the opinion of the Board, shall require repairs, inspection, overhauling or replacement, the Board shall repair, inspect, overhaul or replace the said apparatus with all reasonable speed; but the Board shall not be liable for indirect or consequential damage, or for damages for personal discomfort or illness to the Licensee, its servants, agents, clerks or other persons by reason of the interference with the heating supplied.
- 4. Water and Hydro** - to provide Municipal (but not bottled) water and hydro to the Licensed Premises; but if the apparatus or any of it used in effecting the supply of water and/or hydro to the Licensed Premises is damaged or destroyed or, in the opinion of the Board, shall require repairs, inspection, overhauling or replacement, the Board shall repair, inspect, overhaul or replace the said apparatus with all reasonable speed, but the Board shall not be liable for indirect or consequential damage, or for damages for personal discomfort or illness to the Licensee, its servants, agents, clerks or other persons by reason of the interference with the water and hydro supplied.
- 5. Lead in Water Testing** - The Board will be solely responsible for annual lead in water testing, as required by legislation, and will release such results to licensee on annual basis.
- 6. Education Act Reporting** – The Board will provide the licenser, information respecting the serious incident reporting requirements of the *Education Act and Regulations*, including copies of the “Safe Schools Incident Reporting Form – Part One”. The information shall be provided to the licensers in hard copy and electronic format at a Third Party Operator meeting hosted by the Board on an

annual basis.

ARTICLE 6

PROVISOS

6.1 Provided always, and it is hereby agreed between the parties as follows:

1. **Non-Liability of Board** - The Board shall not, in any event whatsoever, be liable or responsible in any way for any personal injury or death that may be suffered or sustained by the Licensee or any employee of the Licensee, or any other person who may be upon the premises or for any loss of or damage or injury to any property belonging to the Licensee or its employees, or to any other person, while such person is on the premises; PROVIDED HOWEVER that this clause shall not apply to injuries, damages or death caused directly by the, reckless or willful conduct of the Board, its employees, agents or representatives.
2. **Board's Right to Pay The Licensee's Obligations** - If the Licensee fails to pay any taxes, rates or charges which it has herein covenanted to pay, the Board may pay them and charge the sums paid to the Licensee who shall pay them forthwith on demand; and the Board, in addition to any other rights, may take the steps for the recovery of all such sums. All arrears of fee and any monies paid by the Board hereunder shall bear interest at the rate of eighteen per cent (18%) per annum for the time such sums become due until paid to the Board.
3. **Damage to Premises** - If and when during the term hereby licensed, the building of which the Licensed Premises form as part, shall be destroyed or damaged by fire, lightning or tempest, then and in every such event:
 - a) If the damage or destruction is such that the Licensed Premises are rendered wholly unfit for occupancy or it is impossible or unsafe to use and occupy them, and if in either event, the damage, in the opinion of the Board cannot be repaired within a reasonable length of time and with reasonable diligence, the Board and the Licensee shall cooperate in locating substitute premises in order to continue to provide child care services in accordance with this agreement, and this License shall terminate only if, in the opinion of the Board or the Licensee, the provision of alternate premises is impossible or not feasible.
4. **Re-Entry by Board** - In the event that the Licensee has not performed any or all of the covenants contained in this License Agreement, the Board may give written notice to the Licensee specifying such default, and the Licensee shall have ten (10) days after receipt of such notice to rectify such default, failing which the Board may terminate this License by notice in writing to the Licensee and shall be entitled to pursue any and all rights and remedies to which the Board shall be entitled under the terms of this Agreement or by common law, including but not restricted to, the right to re-enter the Licensed Premises.

5. **Waiver of Breaches** - The failure of the Board to insist upon a strict performance of any of the covenants and provisos hereof shall not be deemed a waiver of any rights or remedies that the Board may have or a waiver of any subsequent breach of default.
6. **Early Termination** - Notwithstanding anything contained herein to the contrary, the parties agree that either party may terminate this License upon ninety (90) days notice, in writing.
7. **Net License** - It is the intention of the parties that the fee herein provided to be paid shall be net to the Board and clear of all taxes, costs and charges arising from or relating to the premises (except as specifically set forth in this Agreement) and that the Licensee shall, subject to the provisions hereof, pay all such charges, impositions and expenses.
8. **Notices** - Any notice herein provided or given hereunder if and by the Board to the Licensee, shall be sufficiently given if mailed by prepaid registered post, addressed to the Licensee at the Licensed premises. Any notice, request or demand herein provided for or given hereunder, if given by the Licensee to the Board, shall be sufficiently given if mailed by prepared registered post, addressed to the Board at 1325 California Ave., Windsor, ON N9B 3Y6. . Any notice shall be conclusively deemed to have been given on the next business day following the day on which such notice is mailed as aforesaid. Any party to this License may, at any time, give notice in writing to any other party of any change of address of the party giving such notice, and after the giving of such notice, the address therein specified shall be deemed to be the address of the party giving such notice for the purposes hereof.

ARTICLE 7

GENERAL TERMS

THE PARTIES AGREE AS FOLLOWS:

- 7.1 As far as is reasonably possible there will be an integration of the childcare component into the regular day school operation to the intent that the enrolled child will experience a coherent day.
- 7.2 The childcare program shall be offered throughout the school year (Monday to Friday) and may be extended through the summer months, with mutual agreement. The “Before School” and “After School” programs shall be offered on school days only.
- 7.3 The Licensee shall adhere to the following admission criteria:

1. Children shall be admitted to the child care in elementary schools in order of priority as follows:
 - a) Children 3.8 to 12 years of age who attend the school in which the child care program is situated.
 - b) Children 3.8 to 12 years of age who reside in the local community.
 - c) Children of younger age groups, including infants and toddlers, where suitable space and facilities are available.
 - d) Children of younger age groups who are siblings of children attending the school in which the childcare program is situated
 - e) Children of older age groups who are attending the school be considered for enrollment in to the childcare program if suitable space and facilities are available.
 2. Children with identified exceptionalities shall be admitted to the childcare in accordance with the necessary licensing by the Ministry of Children and Youth Services.
- 7.4** The Board reserves the right to conduct an annual review of the Program provided under the terms of this agreement, which review includes a determination of space allocation, extension of Program, continuation of Program, or change in provider of the childcare component of a Program.
- 7.5** The Licensee agrees that its Board of Directors or Parent Advisory Committee shall invite representatives of the Board to act as liaison between the Licensee and the Board. Board representatives shall be invited to attend each meeting of the Licensee's Board of Directors or Parent Advisory Committee.
- 7.6** The Licensee shall recognize the Principal of the school as the Board's representative for the purpose of coordinating the Licensee's Program in that school.
- 7.7** Any expansion of the childcare program as to location and type beyond those expressly set out in this Agreement shall be subject to the approval of the Board.
- 7.8** The Licensee shall provide the following to the Board by March 31 of each year:
 - i. A financial statement of the previous year, prepared by a professional accountant;
 - ii. The Licensee's Bylaws (if applicable);
 - iii. Operational policies and procedures related to the safety of staff, families and children;
 - iv. Enrollment figures;
 - v. Program information, including particulars on fees charged for services;
 - vi. Copies of the minutes of all meetings of the Board of Directors or Parent Advisory Committee.
- 7.9** In the event of a dispute between the Board and the Licensee as to any term of this Agreement or any act or omission pursuant to this Agreement by the Licensee or Board,

the parties agree that a meeting shall be held upon written request of either party, at which meeting a representative or representatives of each party as designated by such party, shall be present. In the event either party cannot resolve the issue, either party has the right to exercise their option to terminate the lease agreement on 90 days' notice.

7.10 Binding Effect - this License and everything herein contained shall extend to, bind and inure to the benefit of the successors and assigns (as the case may be) of each of the parties hereto, subject to the consent of the Board being obtained, as herein before provided, to any assignment or sub-license by the Licensee.

7.11 The Licensee agrees to obtain and provide to the Board copies of police clearances for all of the Licensee's employees and undertakes to provide to the Board clearances for all new employees immediately upon hiring. The Licensee further agrees that police clearances for all employees shall be renewed and forwarded to the Board every three years. The Licensee shall ensure that employees are not permitted on the licensed premises without having the required up to date police clearance.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their signatures respectively under the hands of their proper signing officers.

SIGNED & DELIVERED

) Windsor-Essex Catholic District School Board

)

) Per:

)

) Per:

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)

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) Per:

)

) Per:

SCHEDULE “A”

DESCRIPTION:

Municipal Address/s:

Location/s Within School:

School	Before & After	Child Care	Room #'s

Note: Licensed premises shall not include playground equipment owned by the Board.

SCHEDULE "B"

HOURS and TIMES

The earliest start time shall be no earlier than 6:00 a.m. at any school.

The latest end time shall be no later than 6:00 p.m. at any school.

The programs run on school days and may run on other days or at other times with the permission of the Board.

SCHEDULE "C"**ANNUAL FEE SCHEDULE**

For the period: September 1, 2013 - August 31, 2014	Annual Rate (including HST)	Monthly Payment (including HST)

All fees shall be reviewed annually, and at a minimum, the fees shall increase each July 1st based on the annual Canadian Consumer Price Index (CPI) as of the previous April 1st.



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

**Supervised
 Meeting Date:**
 June 17, 2013

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
 Paulette Littlejohns, Senior Manager Facilities Services
 Colleen Norris, Manager of Human Resources/Policy Development

SUBJECT: **DRAFT AMENDED A:03 COMMUNITY USE OF SCHOOLS POLICY**

RECOMMENDATION:

That Draft Amended Board Policy A: 03 Community Use of Schools receive final approval;

and, That Pr A: 03 Procedure for the Community Use of Schools be received as information.

SYNOPSIS:

Final approval is requested of *Draft Amended Policy A: 03 Community Use of Schools*, as previously approved in principle by Ministry Supervisor Hartmann, following the May 28, 2013 Public Delegation Meeting.

BACKGROUND COMMENTS:

Policy A: 03 Community Use of Schools was last reviewed and amended in 2008. Pursuant to the Board's policy review process, a Policy Working Subcommittee has worked, in consultation with senior administration, in reviewing the policy and preparing an amended draft. The existing Community Use Administrative Procedure was amended to support the revised policy, and is attached (with highlighted amendments) as an appendix to this report.

The draft amended policy was posted to the Board's public web site and circulated for stakeholder feedback on May 16, 2013. The draft was approved in principle on May 28, 2013, and has remained posted as part of the consultation process.

Correspondence was received from CAW Local 2458, representing the Board's Custodial and Maintenance Bargaining Unit, referencing a number of issues, including the Draft Amended Community Use Policy. The Unit's position was stated as follows:

“The Union rejects any unilateral changes by the Employer and reserves the right to challenge them through every means possible including but not limited to the grievance/arbitration process and the appeal mechanism under the M.O.U.”

The Policy Working Subcommittee has considered the Union’s position, and had forwarded the Draft Policy and Procedure to the Union on May 16, 2013 inviting its members to provide input and suggestions. The Subcommittee is committed to an open and transparent policy development process, and makes these recommendations for policy amendment out of that process, based on the Board’s commitment to providing affordable access to Board facilities for our community use groups.

Minor suggestions were received respecting provisions of the administrative procedure. Upon review of those suggestions by the Subcommittee, section 5.0 of the administrative procedure was amended to clarify that computer labs (rather than “classrooms with computers”) would be prohibited from community use rentals. This is in recognition that most of the Board’s classrooms have now at least one computer, and it is not the intent to prevent the possibility of a community use group utilizing a classroom, dependent upon the proposed purpose.

There were no suggestions received for amendment to specific provisions of the draft policy, and the policy as approved in principle, is recommended for final approval.

FINANCIAL IMPACT:

The Board will continue to allow community use of its schools, where that use is cost neutral. The amendments to the policy and procedure currently permit the Board to continue to offer use of its facilities without increasing permit fees and without reducing time available for rentals.

TIMELINES:

Administration will begin phased-in implementation of the revisions upon final approval of the policy.

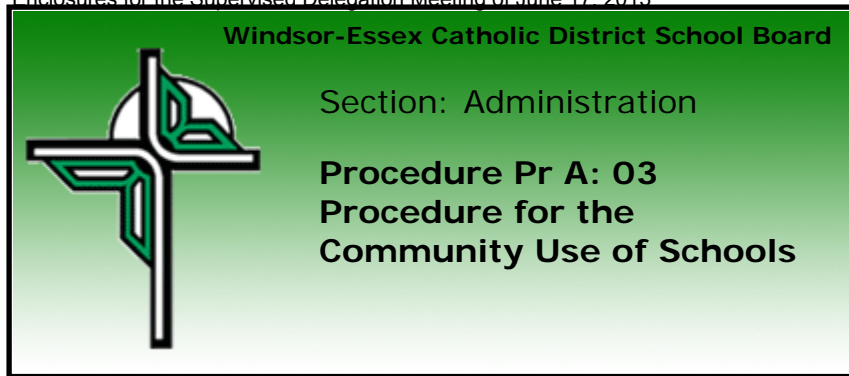
APPENDICES:

- Procedure Pr A: 03 Procedure for Community Use of Schools

NOTE: Draft Policy A: 03 Community Use of Schools remains posted to the Board’s public web site at www.wecdsb.on.ca

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 10, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 10, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 10, 2013



NUMBER:	PR A:03
EFFECTIVE:	June 25, 2007
AMENDED:	June 23, 2008
RELATED POLICIES:	A:03
REPEALS:	
REVIEW DATE:	

DRAFT

1.0 Objective

To provide a process and fee schedule for the rental and use of school property.

2.0 School Use Facility Availability

Rental Season:

- 2.1 Subject to ~~section 3.2 of this~~ the guiding principles of the Community Use Policy, all schools shall be made available for rentals from October 1 to June 15 from Monday to Thursday and Saturdays generally at times ~~to be established through~~ set out within this Procedure ~~Board Procedure~~, with the exception of Scouts Canada, Girls Guides, YMCA, and parish-related activities. These groups may use the facilities beginning in the third week of September, based on availability.
- 2.2 Outdoor facilities will be available for rental from May 15 to October 31.
- 2.3 School facilities will generally not be made available for rental purposes during all school holidays including but not limited to Christmas Break and March Break (For these purposes, the Break shall commence at 4 p.m on the Friday of the first weekend ~~of the Break~~ through to the first day of classes after the Break), ~~March Break (this period shall commence at 4 p.m. on the last day of classes before the Break)~~, Easter (commencing at 4 p.m on the Thursday before Easter), Summer Holidays, all Board scheduled Professional Development Days, and days when schools are closed due to inclement weather, ~~except for School/Day Care/Latch Key where special arrangements are made.~~

Days and Hours Available for Rental

- 2.4 ~~All elementary schools have the use of their school space from Monday to Thursday Friday until 6:00 p.m. Secondary schools shall have use of their school space Mondays and Wednesdays until 7:00 p.m.; and Tuesdays and Thursdays until 9:00 p.m; and Fridays until 6:00 p.m. If school space is not required within or outside of these times by the school staff or students, the Superintendent of Facilities Services/designate may grant approval for rentals during these times until 10:30 p.m. at his or her discretion, in consultation with Executive Council.~~

Subject to the needs of the school and at the discretion of the Superintendent of Facilities Services/Designate, schools will generally be available for use by community groups as follows:

- i) elementary schools: Monday to Thursday, 6:00 p.m. until 10:30 p.m. and Saturday;
- ii) secondary schools: Monday and Wednesdays, 7:00 p.m. until 10:30 p.m.; Tuesdays and Thursdays, 9:00 p.m. until 10:30 p.m.; and Saturday.

- 2.5 Schools will not generally be available for rentals on Friday evening or Sunday.
- 2.6 ~~Hours of availability are dependent on the scheduling of custodial staff. Some schools may not be staffed as late in the evening as other schools due to reduced custodial coverage.~~
- 2.7 ~~Should the school require use of their school space for school functions outside of the school use periods detailed in section 2.4 above, an application for school use form must be signed submitted by the Principal and forwarded to Facilities Services for approval and processing no later than two weeks prior to the event.~~
- 2.8 Rentals shall not conflict with school activities, including Parent/Teacher Interviews. Where unforeseen circumstances result in a school requiring premises require an application as set out in section 2.5 above and the the use of premises that have been rented to ~~another~~ a community group for that time, the school's requirements shall take priority over the rental, and Facilities Services will notify the affected group of the cancellation.

3.0 Applications and Approval for After Hours Use of Schools

- 3.1 An online rental Application for use of facilities Facility Use Forms shall be available on the Board web site and a hard-copy, if required, may be obtained at the Facilities Services Department. Applications must be received by July 15 in order to be considered under Section 4.2 of Policy A: 03. Any applications ~~filed~~ submitted after the July deadline must be ~~forwarded to~~ received by the Facilities Services Department for approval at least twenty-one (21) days prior to the event in order to be considered. Applications will not be considered unless all forms are completed and the following documentation is provided:
- a) Documentation confirming organization is an existing not-for-profit including current not- for-profit registration number or a signed affidavit from the Director of the organization.
 - b) An insurance certificate confirming the Applicant has secured comprehensive general liability insurance of at least two million dollars (\$2,000,000) naming the WECDSB as an additional insured on the policy.
 - c) An audited financial statement of the not-for-profit organization's most recent fiscal year or other financial information, or a signed

affidavit from the Director of the organization, as may be determined by the Superintendent of Facilities.

- 3.2 The application shall be approved or denied by the Superintendent of Facilities Services or designate in accordance with Board policy.
- 3.3 ~~The Superintendent of Facilities or designate will consider the preference of dates and times for rental indicated within the application, however the final determination of the dates, times, terms and conditions of the rental shall be at the discretion of the Superintendent or designate.~~
- 3.4 Appealing of fees and special requests for exemptions to the Community Use Policy or Procedure are to be forwarded, in writing, at least three (3) weeks prior to the scheduled event to the Superintendent of Facilities Services/Designate. The Superintendent/Designate may grant appeals or exemptions at his or her discretion in consultation with Executive Council.
- 3.5 Applications for summer rentals of indoor facilities (first day after Canada Day Holiday as observed by Board and its unions to the second week of August) shall be considered on an exception basis and are to be forwarded in writing no later than April 1st to the Facilities Department. The Superintendent of Facilities Services or designate may grant special approvals for summer rentals or special approval for rentals on Friday evening or Sunday at his or her discretion in consultation with Executive Council.

4.0 Rental Permits

- 4.1 The approved ~~contract~~ permit shall be forwarded by the Facilities Services Department to the user. The Principal ~~shall receive a monthly schedule from the Facilities Services Department~~ is granted access through the on-line rental system-Department of community use activities approved for their school.
- 4.2 Upon approval, payment of rental costs (including applicable tax) ~~and conditions shall be made one week established by the Facilities Services Department and collected by the Facilities Services Department~~ prior to the rental period or event. Payment must be made, in full, in the form of a cheque or money order made payable to the Windsor-Essex Catholic District School Board. In the event that the cheque is not cleared, the applicable N.S.F. fee will be charged. A certified cheque or money order will then be required for repayment. On-line payments (VISA or MASTERCARD) are also accepted.
- 4.3 Should a user with an approved ~~contract~~ rental permit wish to increase the length of the rental period, amend the area of use, or alter other terms of the contract, the user must apply to the Superintendent or designate at least 1 week prior to the rental period, and the decision to grant that request will be at the discretion of the Superintendent of Facilities or designate.

- 4.4 Each user group, whether they rent at one or more locations, will ~~have~~ designate one contact person that will be the liaison with the Board. The contact person must have signing authority. All communications with the Board must be with that individual.
- 4.5 ~~The Board maintains the right to protect and maintain its schools and grounds at any time.~~
- 4.6 The Superintendent of Facilities Services or designate, in consultation with the Principal, or Executive Council as required, has the authority to approve, deny, and/or cancel a rental contract.

5.0 Areas available/unavailable for rental:

PERMITTED

Gymnasiums
 Auditorium
 Classrooms
 (without computers)
 Cafeteria
 Washrooms
 Parking Lots
 Soccer Fields
 Baseball Fields
 Athletic Tracks
 Tennis Courts
 Chapel (only by Diocese)

NOT PERMITTED

Principal's Office
 Secretarial Office
 Libraries/Resource centers
 Speciality Rooms (science, technical, hospitality)
 Staff Rooms
 Material and Equipment Storage Areas
 Field Houses
 Weight/Exercise Room
 Greenhouses
 Areas with Computers/Computer Labs

6.0 Uses permitted/not permitted:

- 6.1 Uses permitted shall be at the discretion of the Superintendent of Facilities Services/designate and must comply with Board policy and procedure.
- 6.2 The use of Board facilities shall be restricted to parish and other approved community groups. Wedding receptions, anniversary celebrations, birthday parties and similar private gatherings are not permitted.
- 6.3 The sale and/or consumption of alcoholic beverages shall be prohibited. Exceptions may be granted for special events such as school reunions through written application to the Superintendent of Facilities Services ~~to the Board~~. This written application must be forwarded to the Board at least 3 months prior to the event. The ~~Board~~ Superintendent, in consultation with Executive Council, must be satisfied that the following criteria will be met:
 - The school Principal or Board designate is the person in authority and on site during the time of the event;
 - There are no minors present;

- The provisions of all applicable legislation is followed, including the requirements set out in the Liquor Licence Act and Occupier's Liability Act;
- There is a licensed bartender and trained servers on site;
- A permit has been obtained from the LCBO and accompanies the application;
- Adequate supervision and security staffing is available to the satisfaction of the Superintendent of Facilities, or designate Executive Council;
- The Superintendent of Facilities Services or designate Executive Council may impose other conditions as deemed appropriate.

6.4 Except with special approval of the Superintendent of Facilities/designate, no food shall be permitted in gymnasiums, auditoriums, or classrooms.

7.0 Special Applications For Overnight Use

7.1 Overnight use of facilities shall be by special application only. ~~Exceptions may be granted for special events through written application to the Board.~~ The written permit application must be forwarded to the Board Facilities Services Rental Office at least 3 months prior to the event and shall be approved or denied at the discretion of the ~~Superintendent of Facilities Services or designate~~ Executive Council.

7.2 It is the responsibility of the school to assist the rental group in completing the requirements of the local Fire Departments including:

- i) Floor plan indicating areas to be used, including the identification of sleeping areas;
- ii) Fire procedures and fire alarm training by authorized Board personnel;
- iii) Itinerary of events and number of attendees.

7.3 All written documentation prepared for the Fire Department must be forwarded to Facilities Services **before** the application will be considered.

~~6.4 The Superintendent of Facilities Services at his or her discretion may approve the application. Approval, if granted, will be forwarded in writing to the applicant.~~

8.0 Duties and Responsibilities

8.1 Groups are expected to leave the facility in a neat and clean state. All and any costs incurred for clean-up/vandalism/loss during rental use shall be charged to the user group.

8.2 All groups must abide by the rules and regulations established by the WECD SB for rental contract permit holders. ~~including those detailed in schedule C.~~ Any failure to adhere to these regulations will result in cancellation of the ~~contract~~ permit to the rental group and the assessment of all costs for damage or extra services needed.

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- 8.3 Distribution of keys and alarm codes shall be restricted to authorized Board personnel or as designated by the Facilities Services Department. Any infraction of this trust shall result in privileges being withdrawn.
 - 8.4 Groups provided with alarm codes, are required to properly utilize the codes. All groups are required to adhere to all security procedures. Groups will be responsible for the costs of "false alarms" as a result of the failure to properly utilize alarm codes, as well as any damages resulting from breaches of security procedures.
 - 8.5 Rental ~~contracts~~ permits cannot be assigned to other parties. Principals must ensure that only those groups specified in the contract are allowed to use the premises.
 - 8.6 Principals must report all complaints, damage, breaches of regulations, Policy or Procedure to Facilities Services for investigation and follow-up.

9.0 Fees for Use of Schools

- 9.1 User fees shall be established by the Superintendent of Facilities or designate, in consultation with Executive Council, and shall be reviewed annually and adjusted to ensure that the Board recovers totally the costs incurred through community use of school facilities. At a minimum, the rental fee schedule rates shall increase each July 1st based on the annual Canadian Consumer Price Index (CPI) as of the previous April 1st.
- 9.2 ~~Fees shall be reviewed periodically by the Board pursuant to Policy A:03 and this Procedure.~~ Schedules A and B set out fees to be charged to each classification group B, C, D, E, and F (as defined within Policy A: 03). ~~There are no fees charged to classification group A (school use).~~ Fees shall include the following:
 - a. A \$15 non-refundable processing fee for community use of schools is required for each rental ~~contract~~ permit signed, by location. ~~The processing fee for multiple locations will not exceed \$100.~~
 - b. The processing fee is non-refundable unless a facility is unavailable.
 - c. A refundable security deposit of \$150 for community for profit groups and \$50 for not for profit groups is required with each new application.
 - d. If after a ~~contract~~ rental permit has been ~~finalized~~ approved the group ~~wishes to~~ may apply for an amendment. The first amendment will be at no charge. For any subsequent amendment, an administrative fee of \$25 will be charged.
 - e. If a ~~contract~~ permit is cancelled at the request of the group, a cancellation fee of \$25 will be charged.
 - f. If a cheque is returned as NSF, a fee of \$25 will be charged.
 - g. A \$150 refundable key deposit will be collected from all user groups.

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- h. Applicable Custodial overtime as deemed necessary by the Superintendent of Facilities Services/Designate.
 - i. Applicable taxes
- 9.3 Refunds will not be provided for cancellations made by the rental group, and may result in cancellation fees.

10.0 Discounted Rates

- 10.1 Discounted rates are applicable to Group B, C, D, and E users as defined by the Community Use of Schools policy.
- 10.2 The rate schedule provided in Schedule A of this procedure has been discounted based on the funding from ~~the Ministry of Tourism and Recreation and the Ministry of Education.~~ Should the funding allocation be ~~discontinued~~ amended, rates reflected in Schedule B will apply.

11.0 Custodial Services

- 11.1 For Classification B, C, D and E user groups (non-profit):

Subject to section 11.3(b) of this procedure, for use Monday to Thursday and Saturday ~~the any custodial overtime fees incurred, as deemed necessary by the Superintendent of Facilities Services/Delegate, shall be waived for these groups.~~ For any approved summer rentals or approved rentals on Friday evening or Sunday, these groups will be charged on a cost recovery basis, including ~~the applicable any~~ custodial overtime charges. Overtime needs shall be determined by the Superintendent of Facilities Services/Delegate, based on individual events and may or may not be required for the entire length of rental time, depending on number of renters and amount of supervision. The custodial charges shall be calculated by multiplying the number of custodial hours deemed necessary by Facilities Services by the applicable custodial hourly rate as established by the collective agreement. When a custodian is called out for duty, a minimum of ~~three~~ two hours, at overtime rates, will be levied.

- 11.2 For Classification F user groups (For Profit):

When custodians are regularly on duty, no custodial charge related to the use of the facility shall be levied unless additional help is required for set-up, supervision, and/or clean-up. When a custodian is called out for duty the cost will be added to the cost of the rental agreement. The cost shall be calculated by multiplying the number of custodial hours deemed necessary by Facilities Services by the applicable custodial hourly rate as established by the collective agreement. When a custodian is called out for duty, a minimum of ~~three~~ two hours, at overtime rates will be levied.

11.3 For All User Groups (non-profit or profit):

- a) If more than one user group is using enhanced custodial services (when custodian is present in unscheduled hours) the custodial costs shall be distributed in a fair and equitable manner as determined by the Superintendent of Facilities or designate.

- c) It is the responsibility of the user group to notify Facilities Services in advance (minimum of one (1) week notice) that they will not be utilizing the facility on a scheduled date. Failure to provide Facilities Services with at least one (1) week notice of cancellation ~~will~~ may result in the rental group having to pay the applicable custodial overtime fee incurred.



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

NOT-FOR-PROFIT RENTAL FEE SCHEDULE

Effective: July 2013

FACILITY	USAGE	* 92% Discount Parish/Diocesan Activities; Registered Charitable Organizations for youths under the age of 18 or under the age of 28 for disabled groups	*65% Discount Not for Profit Children's Sport & Recreation Service Providers - for youths under the age of 18 or under the age of 28 for disabled groups	*40 % Discount Not for Profit Adult and Senior Groups and Charitable Groups - as determined by WECDSB	Board Costs (100%) Not-for-Profit Groups (This rate will take effect without government subsidy)
		Classification B & C	Classification D	Classification E	
Single Gymnasium		\$0.83 per hour	\$3.64 per hour	\$6.25 per hour	\$10.41 per hour
Double Gymnasium		\$1.66 per hour	\$7.28 per hour	\$12.50 per hour	\$20.83 per hour
Triple Gymnasium		\$2.49 per hour	\$10.92 per hour	\$18.75 per hour	\$31.23 per hour
Auditoriums	Performance nights	\$1.18 plus lights and technician per hour	\$5.15 plus lights and technician per hour	\$8.84 plus lights & technician per hour	\$14.73 plus lights and technician per hour
	Rehearsal nights	\$1.18 per hour	\$5.15 per hour	\$8.84 per hour	\$14.73 per hour
Cafeteria/Cafetorium		\$1.16 per hour	\$5.08 per hour	\$8.70 per hour	\$14.65 per hour
Classroom		\$0.53 per hour	\$2.35 per hour	\$4.03 per hour	\$6.72 per hour
Fields / Grounds	Per 2-hour time slot	\$1.02	\$1.02	\$1.02	\$1.02
Parking Lots	Per 2-hour time slot	\$1.02	\$1.02	\$1.02	\$1.02
Custodial Overtime Rates subject to change in accordance with collective agreements.	40% discount provided to not-for-profit groups	Time+Half \$23.20	Time+Half \$23.20	Time+Half \$23.20	Time+Half \$38.66
		Double Time \$30.92	Double Time \$30.92	Double Time \$30.92	Double Time \$51.54

NOTES:

1. Plus \$50 refundable security deposit per site or \$200 refundable security deposit for Auditorium
2. Plus \$15 processing fee per permit
3. Where applicable, cost of custodial OT will be charged at the appropriate rate. Custodial overtime is waived from Monday to Thursday.
4. NSF fee of \$25 will be charged (if applicable)
5. An amendment fee of \$25 will be charged (if applicable)
6. A cancellation fee of \$25 may be charged if contract is canceled by the group
7. \$75 lighting fee
8. \$15 /hour per technician
9. HST will be applied to all fees
10. Proof of liability insurance naming Windsor-Essex Catholic DSB as an additional insured (minimum \$2,000,000) is required
11. Rental rates shall increase each July 1st based on the annual Canadian Consumer Price Index (CPI) as of the previous April 1st

* Discounted rates for not-for-profit groups are based on a subsidy received by the government.



FOR PROFIT RENTAL FEE SCHEDULE

Effective: July 2013

FACILITY	USAGE	For Profit Groups (Classification F User Groups)
Single Gymnasium		\$15.62 per hour
Double Gymnasium		\$31.23 per hour
Triple Gymnasium		\$45.93 per hour
Auditoriums	Performance nights Rehearsal nights	\$22.09 plus lights and technician per hour \$22.09 per hour
Cafeteria/Cafetorium		\$21.76 per hour
Classroom		\$10.09 per hour
Fields / Grounds	Per 2-hour time slot	\$ 5.10
Parking Lots	Per 2-hour time slot	\$25.50
Custodial Overtime Per Hour Costs Rates subject to change in accordance with collective agreements.		Time + Half \$38.66 Double Time \$51.54

NOTES:

1. Plus \$150 refundable security deposit per site or \$200 refundable security deposit for Auditorium
2. Plus \$15 processing fee per permit
3. Where applicable, cost of custodial OT will be charged at the appropriate rate
4. NSF fee of \$25 will be charged (if applicable)
5. An amendment fee of \$25 will be charged (if applicable)
6. A cancellation fee of \$25 will be charged if contract is canceled by the group
7. \$75 lighting fee
8. \$15 /hour per technician
9. HST will be applied to all fees
10. Proof of liability insurance naming Windsor-Essex Catholic DSB as an additional insured (minimum \$2,000,000) is required
11. Rental rates shall increase each July 1st based on the annual Canadian Consumer Price Index (CPI) as of the previous April 1st



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

**Supervised
Meeting Date:
June 17, 2013**

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul Picard, Director of Education

SUBJECT: **REGULAR DELEGATION AND COMMITTEE OF THE WHOLE
BOARD CLOSED MEETINGS FOR THE MONTHS OF
JULY/AUGUST 2013 AND FOR THE 2013-2014 SCHOOL YEAR**

RECOMMENDATION:

That any additional Regular Delegation or Committee of the Whole Board Closed meetings for the months of July and August 2013 be held at the call of the Supervisor;

***and*, that the attached schedule of Regular Delegation and Committee of the Whole Board Closed meetings for the 2013 – 2014 School Year be adopted as presented.**

SYNOPSIS:

The first recommendation provides for the calling of special or emergency Regular Delegation or Committee of the Whole Board Closed meetings during the summer recess in the event that meetings are necessary to address critical matters. The second recommendation is intended to establish the Regular Delegation and Committee of the Whole Board Closed meeting schedule for the 2013-14 School Year.

BACKGROUND COMMENTS:

Typically, Regularly Scheduled Delegation meetings resume prior to the start of the new school year, usually beginning on the last Tuesday in August. While under supervision, the Delegation meeting will also resume on the last Tuesday in August with the exception of special or emergency meetings, during the summer months, at the call of the Supervisor for either Regular Delegation or Committee of the Whole Board Closed meetings.

As outlined in the May 28, 2013 revised Board By-Laws, effective September 1, 2013, Regularly Scheduled Delegation meetings will occur on the fourth Tuesday of each month. The Committee of the Whole Board Closed meeting will occur the second Tuesday of the month.

The following variances to the Regular Delegation and Committee of the Whole Board Closed meeting schedule are proposed:

December 2013: The By-Laws state the Organizational meeting is to be held prior to December 8th, therefore, the Organizational meeting will be held Tuesday, December 3rd. Also, the Regular Delegation meeting will be scheduled for the third Tuesday in December (17th) due to the Christmas holidays.

March 2014: The Committee of the Whole Closed meeting will occur March 4, 2014 due to March Break.

June 2014: It is proposed that the Regular Delegation meeting in June be scheduled for Monday, June 23rd in order to avoid scheduling conflicts with several secondary school graduation exercises.

FINANCIAL IMPACT:

None

TIMELINES:

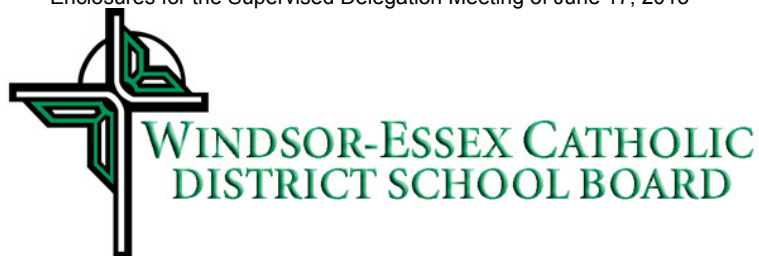
July 2013 through June 2014

APPENDICES:

- Proposed Regularly Scheduled Delegation and Committee of the Whole Closed Meetings for the 2013–2014 School Year

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 10, 2013
<input type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	--
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 10, 2013



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

Proposed
Regularly Scheduled Delegation Meetings
and
Committee of the Whole Board Closed Meetings
2013 – 2014 School Year

As of: June 17, 2013

Committee of the Whole Board Closed Meetings	Regular Delegation Meetings
No August session	Tuesday, August 27, 2013
Tuesday, September 10, 2013	Tuesday, September 24, 2013
Tuesday, October 8, 2013	Tuesday, October 22, 2013
Tuesday, November 12, 2013	Tuesday, November 26, 2013
	Tuesday, December 3, 2013 <i>(Organizational Meeting – 7:30 pm)</i>
Tuesday, December 10, 2013	Tuesday, December 17, 2013
Tuesday, January 14, 2014	Tuesday, January 28, 2014
Tuesday, February 11, 2014	Tuesday, February 25, 2014
Tuesday, March 4, 2014	Tuesday, March 25, 2014
Tuesday, April 8, 2014	Tuesday, April 22, 2014
Tuesday, May 13, 2014	Tuesday, May 27, 2014
Tuesday, June 10, 2014	Monday, June 23, 2014

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 Wednesday preceding the scheduled meeting at: www.wecdsb.on.ca or www.catholicboard.ca



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

**Supervised
Meeting Date:**
June 17, 2013

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: **TENDER APPROVAL – FULL DAY KINDERGARTEN PHASE 4 CONSTRUCTION (ST. ANNE FRENCH IMMERSION, ST. MARIA GORETTI, STELLA MARIS), SCHOOLS-FIRST CHILD CARE CAPITAL RETROFIT PLAN (ST. LOUIS)**

RECOMMENDATION:

That the Board approve the award of tender and the issuance of a purchase order contract for the Full Day Kindergarten Phase 4 Construction (St. Anne French Immersion, St. Maria Goretti and Stella Maris Catholic Elementary Schools) and the Schools-First Child Care Capital Retrofit Plan (St. Louis Catholic Elementary School) at the submitted bid amount of \$1,744,543.00 and \$45,500.00 for Separate Price A, plus applicable taxes to be charged to accounts 000-74-580836-6-312, 000-74-580854-6-312, 000-74-580865-6-312 and 000-73-580853-6-331

SYNOPSIS:

A tender was called for construction of classroom additions and classroom retrofits for St. Anne French Immersion, St. Maria Goretti and Stella Maris Catholic Elementary Schools under Phase 4 of the Full Day Kindergarten construction program. The tender also called for construction at St. Louis Catholic Elementary School to re-profile classrooms to accommodate infants, toddlers and preschoolers under the 2012-13 Schools-First Child Care Capital Retrofit Plan. 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 May 30, 2013 with Paulette Littlejohns, Gerry Racine, Cathy Racine, Shannon Ficon, Debbie Maurice, John Bortolotti and Pat Champoux (Sfera Architects) as well as representatives from three (3) bidding companies

in attendance. No other individuals attended the opening.

A total of three (3) bids were received. These bids are summarized as follows:

NO.	TENDERER	BID AMOUNT (excl. taxes)	SEPARATE PRICE A
1.	Trillium Contracting Inc. 2488 McDougall Street Windsor, ON N8X 3N7	\$1,744,543.00	\$45,500.00
2.	Vince Ferro Construction Ltd. 3244 Walker Road, Suite 200 Windsor, ON N8W 3R8	\$1,777,030.00	\$35,000.00
3.	Oscar Construction Company Limited 2025 Blackacre Drive Oldcastle, ON N0R 1L0	\$1,950,375.32	\$60,000.00

The bid submissions were reviewed and were found to be in order. The low bidder meeting specifications is Trillium Contracting Inc. with a bid amount of \$1,744,543.00 and Separate Price A bid amount of \$45,500.00, for a total of \$1,790,043.00 excluding taxes. Separate Price A relates to St. Louis for supply and installation of a play and recreation surface rather than sod.

FINANCIAL IMPLICATIONS:

The Ministry of Education has approved \$2,211,599.00 in capital funding for classroom additions and classroom retrofits at St. Anne French Immersion, St. Maria Goretti and Stella Maris Catholic Elementary Schools to support the implementation of Phase 4 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 \$1,331,510.00. The base bid for the three FDK projects totals \$1,140,266 including contingency allowance, plus taxes. Therefore, sufficient funds are available to proceed with this work.

The Ministry of Education has approved \$961,000.00 in capital funding for re-profiling classrooms to accommodate infants, toddlers and preschoolers at St. Louis Catholic Elementary School to support the Schools-First Child Care Capital Retrofit Plan. This re-profile will add 41 additional child care spaces. 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 \$753,908.00. The base bid, including Separate Price A, for the Schools-First Child Care Capital Retrofit Plan at St. Louis is \$649,777.00 plus taxes. Therefore, sufficient funds are available to proceed with this work.

The table below summarizes the results.

School	Approved Ministry Funding	Construction Budget	Tender Amount
St. Anne French Immersion	\$1,717,733	\$938,517	\$553,119
St. Maria Goretti	\$249,244	\$198,719	\$153,424
Stella Maris	\$244,622	\$194,274	\$183,723
Contingency Allowance			\$250,000
Total Full-Day Kindergarten Phase 4	\$2,211,599	\$1,331,510	\$1,140,266
St. Louis Daycare Re-profiling	\$961,000	\$753,908	\$604,277
Separate Price A			\$45,500
Total Schools-First Child Care Capital Retrofit Plan	\$961,000	\$753,908	\$649,777
Grand Total	\$3,172,599	\$2,085,418	\$1,790,043

The costs will be charged to account numbers 000-74-580836-6-312, 000-74-80854-6-312, 000-74-580865-6-312 and 000-73-580853-6-331.

TIMELINES:

As stated in the Form of Tender, Trillium Contracting Inc. is scheduled to commence work immediately with completion of work in 12 weeks. All sites are to be open for the 2013-14 school year.

APPENDICES:

N/A

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT	Approval Date:	June 10, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION	Approval Date:	June 10, 2013



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

**Supervised
Meeting Date:**
June 17, 2013

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: **REQUEST FOR QUOTATION (RFQ) APPROVAL – PEA-STONE PROTECTIVE SURFACING REPLACEMENT**

RECOMMENDATION:

That approval be given to the issuance of a purchase order contract for Pea-Stone Protective Surfacing Replacement at various Elementary Schools to Quality Turf at the submitted bid amount of \$56.00 per ton plus applicable taxes to be funded from the 2012-13 School Renewal account 175-42-430036-1-000-0.

SYNOPSIS:

At its meeting of December 18, 2012, the Board approved a budget of \$300,000 for play structure/spaces repair and removal at various schools. The project was approved to be funded from the 2012-13 School Renewal Budget. A request for quotation (RFQ) was called accordingly for pea-stone protective surfacing replacement at various elementary schools.

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

BACKGROUND COMMENTS:

An RFQ was issued for an experienced, qualified contractor to replace loose-fill pea-stone surfaces at designated elementary schools. The goal with this contract is to increase the impact performance of the loose-fill pea-stone surfaces beneath the Board's school play structures to a reasonable and effective level of compliance with the CAN/CSA-A614 National Playground Standard.

A total of six (6) bids were received. These bids are summarized as follows:

NO.	BIDDER	BID AMOUNT PER TON (excl. taxes)
1.	Quality Turf 831 Puce Road RR#3 Essex, ON N8M 2X7	\$56.00
2.	Shea Brothers 5085 Walker Road Windsor, ON N9A 6J3	\$59.10
3.	Landgraff Tree Service 5975 North Service Road Windsor, ON N8T 3P2	\$62.00
4.	Mind Quest Inc. 14140 Riverside Drive Tecumseh, ON N8N 1B6	\$67.00
5.	Halford Playground Solutions Inc. 1005 Lakeshore Road 103 Maidstone, ON N0R 1K0	\$72.50
6.	Fullerton Construction (1986) Ltd. P.O. Box 303 Station A Windsor, ON N9A 6K7	\$78.60

The bid submissions were reviewed and were found to be in order. The low bidder meeting specifications is Quality Turf with a bid amount of \$56.00 per ton excluding taxes.

FINANCIAL IMPACT:

A total budget of \$300,000 was approved by the Board on December 18, 2012 for this project. There are a total of 37 playground structures where the pea-stone will be replaced under this contract located at 21 elementary schools. The estimated number of tons required to complete the project is 3,375 which includes a ten percent allowance. The estimated cost of the project is \$189,000.00 excluding taxes. The costs for the project will be funded from the 2012-13 School Renewal budget in account 175-42-430036-1-000-0.

TIMELINES:

As stated on the price bid form, Quality Turf agrees to complete the work in 6 weeks, with a commencement date of July 2, 2013.

APPENDICES:

N/A

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 12, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 12, 2013



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

Supervised Meeting Date: June 17, 2013
--

HANDOUT BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Mario latonna, Executive Superintendent of Business

SUBJECT: **TENDER APPROVAL – WOOD ATHLETIC FLOORING REPLACEMENT – HOLY NAMES CATHOLIC SECONDARY SCHOOL.**

RECOMMENDATION:

That approval be given to the award of tender and the issuance of a purchase order contract for the Gym Floor (Wood Athletic Flooring) Replacement at Holy Names Catholic Secondary School to Gym-Con Ltd. at the submitted bid amount of \$116,000.00 plus applicable taxes to be funded from the 2012-13 School Renewal account 196-72-580804-6-000.

SYNOPSIS:

At its meeting of December 18, 2012, the Board approved a budget of \$200,000 for the gym floor replacement at Holy Names Catholic Secondary School. This project was approved to be funded from the 2012-13 School Renewal Budget. A tender was called accordingly for the gym floor (wood athletic flooring) replacement at Holy Names Catholic Secondary School.

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

BACKGROUND COMMENTS:

A tender opening was held at the Catholic Education Centre on June 14, 2013 with Mario latonna, Shannon Ficon, and Pat Champoux (Sfera Architects) in attendance. No other individuals attended the opening.

A total of six (6) bids were received. Two of the bids were disqualified due to non-compliance with WECD SB's tendering requirements. The remaining bids are summarized as follows:

NO.	TENDERER	BID AMOUNT (excl. taxes)
1.	Gym-Con Ltd. 33 Alliance Blvd., Unit 11 Barrie, ON L4M 5K2	\$116,000.00
2.	Barwood Flooring 860 Progress Avenue Scarborough, ON M1H 2X5	\$131,980.00
3.	Bechard Floor Sanding Ltd. 565 Shepherd Street East Windsor, ON N8X 2K8	\$133,670.00
4.	Advantage Sport Inc. 170 Bathurst Drive Unit 7 Waterloo, ON N2V 2B4	\$140,426.00

The bid submissions were reviewed and were found to be in order. The low bidder meeting specifications is Gym-Con Ltd.

FINANCIAL IMPACT:

A total budget of \$200,000 was approved by the Board on December 18, 2012 for this project. The costs for Holy Names Catholic Secondary School will be funded from the 2012-13 School Renewal Budget allocation in account 196-72-580804-6-000.

TIMELINES:

As stated on the form of tender, Gym-Con Ltd. agrees to complete the work within 8 weeks with a commencement date of July 8, 2013.

APPENDICES:

N/A

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: --
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: June 17, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: June 17, 2013



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

**Supervised
Meeting Date:**
June 17, 2013

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: **TENDER APPROVAL – ROOF REPLACEMENTS – ST. LOUIS,
ST. PIUS X, STELLA MARIS, HOLY NAMES SECONDARY,
ST. MICHAEL’S ADULT EDUCATION.**

RECOMMENDATION:

That approval be given to the award of tender and the issuance of multiple purchase order contracts for Roof Replacements at St. Louis Catholic Elementary School, St. Pius X Catholic Elementary School, Stella Maris Catholic Elementary School, Holy Names Catholic Secondary School and St. Michael’s Catholic High School, Adult Education to Kingsville Roofing and Rauth Roofing Limited at the submitted bid amount of \$1,001,561.00 plus applicable taxes to be funded from the 2012-13 School Condition Improvement accounts 193-71-580853-6-000, 192-71-580859-6-000, 195-71-580865-6-000, 194-71-580804-6-000 and the 2012-13 School Renewal account 190-72-580842-6-000.

SYNOPSIS:

At its meeting of December 18, 2012, the Board approved a budget of \$1,045,000 for roof replacements at St. Louis Catholic Elementary School, St. Pius X Catholic Elementary School, Stella Maris Catholic Elementary School, Holy Names Catholic Secondary School and St. Michael’s Catholic High School, Adult Education. These projects were approved to be funded from the 2012-13 School Condition Improvement Budget as well as the 2012-13 School Renewal Budget. A tender was called accordingly for the roof replacements at St. Louis, St. Pius X, and Stella Maris Catholic Elementary Schools, Holy Names Catholic Secondary School and St. Michael’s Catholic High School, Adult Education.

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

BACKGROUND COMMENTS:

A tender opening was held at the Catholic Education Centre on June 7, 2013 with Mario Iatonna, Shannon Ficon, Shawn Sinnott (Tremco Roofing Division) and representatives from three (3) bidding companies in attendance. No other individuals attended the opening.

A total of seven (7) bids were received. These bids are summarized in the attached appendix to this report.

The bid submissions were reviewed and were found to be in order. It is to be noted that the wall cladding and ladder project at H.J. Lassaline Catholic Elementary School that was included in the tender is not proceeding. The low bidders meeting specifications for each of the projects are as follows:

Bidding Company	Project & Bid Amount (excluding taxes)
Kingsville Roofing Ltd. 12 County Road 27 W Cottam, ON N0R 1B0	St. Louis \$597,700.00
Rauth Roofing Limited 7830 McHugh Street Windsor, ON N8S 2B8	St. Pius X, Stella Maris, Holy Names HS, St. Michael's \$403,861.00
Total:	\$1,001,561.00

FINANCIAL IMPACT:

A budget of \$1,045,000 was approved by the Board on December 18, 2012 for the St. Louis, St. Pius X, Stella Maris, Holy Names and St. Michael's projects. Individual project budgets were set as follows:

School	Funding Source	Project Budget	Account
St. Louis	School Condition Improvement	\$610,000	193-71-580853-6-000
St. Pius X	School Condition Improvement	\$130,000	192-71-580859-6-000
Stella Maris	School Condition Improvement	\$70,000	195-71-580865-6-000
Holy Names Secondary	School Condition Improvement	\$180,000	194-71-580804-6-000
St. Michael Adult	School Renewal	\$55,000	190-72-580842-6-000
TOTAL		\$1,045,000	

The total of the low bids at \$1,001,561 is within the limits of the approved capital project budgets.

TIMELINES:

As stated on the form of tender, the bidding companies agree to complete the work by August 30, 2013 with a commencement date of July 2, 2013.

APPENDICES:

- Tender Results.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date: --
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date: June 11, 2013
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: June 11, 2013

Windsor-Essex Catholic District School Board**Tender Results**

Project: Tender #594: Roofing Replacements
 St. Louis, St. Pius X, Stella Maris, Holy Names Secondary,
 St, Michael's Adult Education

	St. Louis Catholic Elementary School (excluding HST)	St. Pius X Catholic Elementary School (excluding HST)	Stella Maris Catholic Elementary School (excluding HST)	Holy Names Catholic Secondary School (excluding HST)	St. Michael's Adult Education (excluding HST)
A&G Metro Roofing Ltd.	No bid	No bid	No bid	\$207,500.00	\$71,000.00
Gillett Roofing Inc.	\$626,960.00	No bid	\$89,247.00	\$200,000.00	\$63,680.00
Horizon Roofing Ltd.	\$609,500.00	\$140,700.00	\$90,300.00	\$163,600.00	\$67,400.00
Kingsville Roofing	\$597,700.00	\$143,040.00	\$97,250.00	\$177,000.00	\$74,480.00
Rauth Roofing Limited	No bid	\$109,850.00	\$74,851.00	\$160,634.00	\$58,526.00
Semple Gooder Roofing Corporation	\$643,300.00	\$135,000.00	\$99,650.00	\$188,400.00	\$84,000.00
Smith Peat Roofing	\$635,600.00	\$135,500.00	\$96,500.00	\$225,800.00	\$85,500.00



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

**Supervised
Meeting Date:**
June 17, 2013

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
Mario Iatonna, Executive Superintendent of Business
Jamie Bumbacco, Executive Superintendent of Human Resources

SUBJECT: 2013-14 FINAL BUDGET APPROVAL

RECOMMENDATION:

That the 2013-14 Final Budget Estimates be approved and that administration be directed to submit the Budget Estimates to the Ministry of Education by the June 28, 2013 due date as required.

SYNOPSIS:

This purpose of this report is to recommend approval of the 2013-14 Final Budget Estimates and to receive direction for submission of the Budget Estimates to the Ministry of Education by the June 28, 2013 due date as required.

BACKGROUND COMMENTS:

The 2013-14 Final Draft Budget Estimates were tabled for the Board's review and consideration on May 28, 2013. The draft was tabled at that time for a 2 week period to allow for further stakeholder and broader community consultation on the recommended budget. No additional comments were received during this further consultation period and, as a result, no changes have been made to the previous draft budget. Therefore, it is being recommended that the 2013-14 Final Budget Estimates be approved and that direction be given for submission to the Ministry of Education.

FINANCIAL IMPLICATIONS:

The 2013-14 Final Budget Estimates as presented comply with the requirements under the Education Act that the Board submit a balanced budget to the Ministry of Education prior to each fiscal year.

TIMELINES:

- May 28, 2013 2013-14 Final Draft Budget Estimates were tabled for a 2 week review/consultation period.
- June 17, 2013 The 2013-14 Final Budget Estimates are to be formally approved.
- June 28, 2013 The approved 2013-14 Final Budget Estimates are to be submitted to the Ministry of Education.

APPENDICES:

2013-14 Final Budget Estimates

REPORT REVIEWED BY:

- | | | | |
|-------------------------------------|---------------------------|----------------|---------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL: | Review Date: | -- |
| <input checked="" type="checkbox"/> | EXECUTIVE SUPERINTENDENT: | Approval Date: | June 11, 2013 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: | June 11, 2013 |



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

**2013-14
FINAL
BUDGET
ESTIMATES**

Submitted by:

**Paul A. Picard
Director of Education**

**Mario Iatonna
Executive Superintendent of Business**

**Penny King
Senior Manager of Finance**

June 17, 2013

TABLE OF CONTENTS

Table of Contents	1
Introduction.....	2
Background.....	3
Budget Documents.....	5
Budget Estimates.....	6
Summary.....	8
Appendix A – 2013-14 Budget Schedule.....	9
Appendix B – 2013-14 Budget Pressures and Challenges.....	14
Appendix C – 2013-14 Stakeholder and Public Consultation	22
Appendix D – 2013-14 Final Budget Estimates.....	24

INTRODUCTION

The Windsor-Essex Catholic District School Board (WECDSB) continues to achieve positive results in its primary objectives of faith development and student achievement. Faith is incorporated into all facets of the organization for both pupils and staff. This is evidenced by the Christ-centered communities that exist in all of our schools and workplaces. Student performance generally remains at or above the provincial average for standardized EQAO testing. WECDSB students regularly display leadership in both scholastic and other activities throughout their school lives.

The Board also continues to dedicate significant resources to the realization of both of these goals. Faith development is not directly funded through Ministry of Education grants. Therefore, the Board must find efficiencies in other functional areas and re-direct the savings to make faith formation a priority. Student achievement is stressed for all WECDSB children and the Board remains deeply committed to an inclusionary model of education. Being an inclusive Board does require additional funding to be designated for Special Education and WECDSB will again exceed its Ministry grant allocation for Special Education in 2013-14.

The presentation of the 2013-14 Budget herein reinforces the Board's commitment to its two core foundations of faith development and student achievement. The budget builds, for the fifth successive year, on the system priorities in these two key areas that were previously adopted by the Board for the 2009 to 2014 planning period. The overriding objective is to improve on the overall success of the Board's students, which has remained at a high level even with the financial constraints of recent years.

For 2013-14, the Board continues to maintain many of its previous programs and is positioned to consider additional initiatives, including the ongoing move towards improved learning to support its mandate. Due diligence in apportioning increasingly limited resources to fulfill its objectives will remain a critical component of the Board's planning for the school system moving forward into the future.

Based on the above, the 2013-14 Budget is presented in accordance with the requirements of the Education Act that the Board submit a balanced budget prior to the commencement of the upcoming school year.

BACKGROUND

The Board is still faced with the reality of substantial and ongoing declining enrolment since 2003. A further significant decline is projected for the upcoming 2013-14 school year. The Board has taken decisive steps to deal with the disconnect between grant allocations and expenditures resultant from declining enrolment. The 2013-14 Budget continues to move WECDSD towards better alignment of grant revenues with expenditures.

With the Board being under Ministry supervision since August 2012, measures have been implemented to place the Board on sound financial footing. Areas of particular significance are highlighted as follows:

Accommodation Reviews

- Approximately 40% of the schools operated by the Board have a utilization rate below 85% of available floor capacity. Below this level, the Board receives diminished grant funding, which is creating a cost drag on the Board's operations.
- The Board has previously undertaken accommodation reviews to consolidate its existing schools. Further action is contemplated in 2013-14.

Board Administration

- Recent Board administration spending has been well below the Ministry allocation for this category.
- Board administration is planned to be under-spent versus the Ministry allocation again in 2013-14.
- In assessing WECDSD's administration staffing, WECDSD is at the lowest end of school boards with comparable enrolment.
- With respect to school administration staffing, vice-principal administrative staffing has declined by 33% from prior years.

Capital Deficit

- The Board is responsible for a portion of capital debt that had been incurred in previous years, but was not supported by Ministry grants. The Board funds the principal and interest payments on this debt by utilizing a portion of its school renewal grants and by utilizing proceeds of disposition through the future sale of surplus Board properties.
- The unsupported amortization expense of this debt amounts to approximately \$722,000 per year. The Board has already been dedicating a portion of its annual school renewal grant allocation for this purpose in excess of the amount noted by the Ministry. This is



proposed to continue in 2013-14. Future proceeds of property disposition will also be used to accelerate the retirement of this debt.

Operating Deficit

- The 2013-14 Budget as presented reflects an in-year balanced budget and the elimination of the prior years' accumulated deficit by the end of 2013-14.

BUDGET DOCUMENTS

The documents pertaining to the 2013-14 budget have been compiled in the attached appendices. These are described as follows:

APPENDIX A – 2013-14 BUDGET SCHEDULE

- This report was submitted at the public Supervised Delegation meeting on February 26, 2013 and established the timelines for the budget development.

APPENDIX B – 2013-14 BUDGET PRESSURES AND CHALLENGES

- This report was submitted at the public Supervised Delegation meeting on March 26, 2013 and identified the initial budget target based on the parameters under which it was necessary to develop the budget.

APPENDIX C – 2013-14 STAKEHOLDER AND PUBLIC CONSULTATION

- This summary provides details regarding the consultations that have taken place while the Board has been under Ministry of Education supervision.

APPENDIX D – 2013-14 FINAL BUDGET ESTIMATES

- These are the actual budget estimates which are being put forward for consideration by the Ministry Supervisor and which are discussed in greater detail in the next section.

BUDGET ESTIMATES

The budget estimates that have been prepared for 2013-14 are noted in the attached Appendix D. Highlights pertaining to each of the budget documents are provided as follows.

BUDGET SUMMARY

- This table provides an overall summary of expenses and revenues and identifies any surplus or deficit that may be projected at year-end 2013-14.
- Estimated total operating, capital and other revenues are \$245,817,177.
- Estimated total instructional, pupil accommodation and other operating expenses are \$244,523,159.
- There is an accumulated surplus available for compliance at year-end 2013-14 of \$500,372, which is equal to the draw of sinking fund interest that is restricted in the accumulated surplus.
- The proposed budget is in compliance with the requirement contained in the Education Act that the Board must prepare and submit a balanced budget to the Ministry of Education for each school year.

IN-YEAR REVENUES – SUMMARY

- This table contains a listing of all revenues expected to be received by the Board in the 2013-14 fiscal year.
- Estimated total grants for student needs are \$233,552,679 (3.6% reduction from 2012-13).
- Estimated total in-year revenues for compliance with Ministry requirements are \$245,815,177 (2.8% reduction from 2012-13).

IN-YEAR EXPENSES – SUMMARY

- This table reflects a breakdown of 2013-14 proposed expenditures by major categories.
- Estimated total in-year expenses for compliance with Ministry requirements are \$244,523,159 (4.2% reduction from 2012-13).

IN-YEAR EXPENSE DETAIL BY CATEGORY – ELEMENTARY & SECONDARY COMBINED

- This table presents a breakdown of 2013-14 proposed expenditures by major category and by major account.
- When all operating expenses are considered, salaries, wages, benefits and mandatory expenses related to debenture interest and amortization of capital assets make up 89.3% of the Board's estimated 2013-14 budget.

CAPITAL EXPENDITURES – SUMMARY

- This table lists the capital project areas planned for 2013-14.
- Estimated in-year capital expenditures are \$15,227,213 (43.9% increase over 2012-13 primarily due to planned new elementary school construction).
- The commencement in 2011-12 of major capital components of the full day kindergarten program, combined with the introduction of the School Improvement Condition grant to address renewal needs, continues to contribute to the significant increases being experienced in capital expenditures since 2010-11.

SPECIAL EDUCATION

- This table provides the special education budget planned for 2013-14.
- The special education budget is estimated to have a small deficit of \$62,892, which is to be offset by under-spending in other budget areas.

SCHOOL RENEWAL

- This table presents the proposed 2013-14 School Renewal project list.
- The School Renewal allocation for 2013-14 is \$3,129,242 and can be spent on both operating and capital school renewal expenditures.
- An amount of \$1,140,565 is planned for operating expenses and \$1,412,061 for capital expenses, for a total of \$2,552,626.
- A portion of the balance of the allocation has been held as contingency for unidentified projects, with the remaining allocation to be used for capital debt financing costs associated with the Board's unsupported pupil accommodation debt.

SCHOOL CONDITION IMPROVEMENT

- This table presents the proposed School Condition Improvement project list, for the third year of this three year program.
- The School Condition Improvement grant is restricted by legislation to be used only for renewal expenditures that meet the requirement to be capitalized.
- The allocation and planned expenditure for 2013-14 is \$1,701,175.

SUMMARY

The 2013-14 Budget, as is being presented, incorporates the financial direction for the school year announced by the Ministry of Education and key objectives of the Board for 2013-14 moving into the future as follows:

- The Board mission and strategic priorities are reflected in the budget, with focus on faith development and student achievement.
- Classroom programs continue to be fully funded and continue to improve and expand in order to fulfill the mandate for student success.
- Announced funding enhancements have been reflected in the budget.
- Funding constraint measures as mandated by the Ministry have been introduced into specific areas as directed.
- Budget challenges respecting declining enrolment, changing grant revenues, increasing costs, organizational realignment and debt service costs have been recognized in the budget.
- Provisions have been included to adequately fund the Board's commitment for the remaining balance of WECDSB's long term debt.
- It is acknowledged that future surpluses are to be applied to support future debt financing as a first priority.

In conclusion, the 2013-14 Budget has been prepared to be in compliance with the Education Act requirement that the Board submit a balanced budget prior to the commencement of the new school year.



APPENDIX A

2013-14

BUDGET SCHEDULE

BOARD REPORT

**Supervised
Meeting Date:**
February 26, 2013

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: 2013-14 BUDGET SCHEDULE

RECOMMENDATION:

That the Board receive the report on the 2013-14 Budget Schedule as information.

SYNOPSIS:

In order to provide an orderly process for the preparation of the 2013-14 Budget, a proposed schedule has been developed.

BACKGROUND COMMENTS:

The proposed 2013-14 Budget Schedule is outlined in the attached Appendix A. It includes steps for soliciting input from school councils, committees and the general public.

FINANCIAL IMPACT:

Not applicable.

TIMELINES:

Timelines are noted in the attached Appendix A.

APPENDICES:

Appendix A: WECDSB 2013-14 Budget Process

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	February 19, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 19, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 19, 2013

APPENDIX A WECDSB 2013-14 Budget Process

This document is meant to outline the annual budget process, along with general timelines for development of the operating and capital budgets.

Summary: Key Budget Stages and Activities

Step	Key Budget Stage	Key Budget Activity	Deliverable(s)	Responsible for Completion	Approximate Date
1	Plan	Proposed budget timelines developed by Finance and communicated to all departments.	(1) Budget Timeline (2) Presentation at a Delegation Meeting	Finance	Feb 26
2	Forecast	Enrolment forecast prepared by Human Resources and signed off by Executive Council. Forecast of staffing begins.	(1) Enrolment Forecast	Human Resources	Jan 14 – Feb 25 (6 weeks)
3	Forecast	Preliminary funding forecast prepared by Finance. Communication of anticipated budget challenges based on forecast.	(1) Preliminary Funding Forecast (2) Presentation at a Delegation Meeting	Finance	(1) Feb 25 – Mar 7 (2 weeks) (2) Mar 26
4	Budget	Allocation of budget envelopes (salaries/benefits, departments, schools) prepared by Finance.	Preliminary Funding Forecast broken out by envelope with explanations	Finance	Mar 8
5	Budget	Preparation of departmental budgets, central school budget allocations and salary and benefits budget development.	(1) Departmental & School Budgets (2) Preliminary Staff Allocation Forecast (3) Salary & Benefits Budget	(1) All Operating Departments (2) HR (3) Finance	(1) Mar 11 – Mar 28 (3 weeks) (2) Mar 28 (3) Apr 2 - Apr 10 (1 week)

Summary: Key Budget Stages and Activities (Cont'd)

Step	Key Budget Stage	Key Budget Activity	Deliverable(s)	Responsible for Completion	Approximate Date
6	Budget	Budget consolidation prepared by Finance.	Consolidated Draft Budget	Finance	Mar 28 – Apr 11
7	Revise	Update report and draft budget tabled with Ministry Supervisor, including potential alternative program delivery options and/or program reductions. EFIS is populated and updated to reflect GSN announcements.	(1) Draft Budget with pressures and reduction options (2) Presentation at a Delegation Meeting	Finance	(1) Apr 11 (2) Apr 23
8	Revise	Ministry Supervisor review phase including preparation of a short-list of budget prioritization alternatives for community input.	Short-list of budget prioritization alternatives to community	Ministry Supervisor	Apr 23 – May 7 (2 weeks)
9	Revise	Community consultation period.	Feedback	Community and Finance	May 7 – May 21 (2 weeks)
10	Revise	Final draft budget documents revised and tabled. EFIS is updated and refined.	(1) Updated budget documents (2) Draft Final Budget tabled with Ministry Supervisor (3) Report & Presentation at a Delegation Meeting	Finance	(1) May 21 – May 28 (1 week) (2) Jun 11 (3) Jun 11
11	Approve	Final Board deliberations and public consultation.	(1) Budget deliberations & public consultation (2) Approved Budget	Ministry Supervisor and Community	(1) Jun 11 – Jun 24 (2 weeks) (2) Jun 24

Summary: Key Budget Stages and Activities (Cont'd)

Step	Key Budget Stage	Key Budget Activity	Deliverable(s)	Responsible for Completion	Approximate Date
12	Approve	Final Ministry Supervisor approved budget submitted to Ministry of Education through EFIS.	Submitted Budget	Finance	June 28



APPENDIX B

2013-14

BUDGET PRESSURES

AND

CHALLENGES

Supervised Meeting Date:
 March 26, 2013

BOARD REPORT

	Public	<input checked="" type="checkbox"/>	In-Camera	<input type="checkbox"/>
PRESENTED FOR:	Information	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>
PRESENTED BY:	Senior Administration			
SUBMITTED BY:	Paul A. Picard, Director of Education Mario Iatonna, Executive Superintendent of Business			
SUBJECT:	2013-14 BUDGET PRESSURES AND CHALLENGES			

RECOMMENDATION:

That the Board receive the report on 2013-14 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 2013-14 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 Board’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 WECDSB as it proceeds through budget development. Some of the key considerations are as follows:

- The challenging Provincial fiscal outlook that impacted the development of the 2012-13 budget will continue into the 2013-14 budget development process.



- While the focus of the 2012-13 budget discussions centered on the Drummond Commission recommendations, the focus of the 2013-14 budget discussions will centre around the impacts of the on-going implementation of Bill 115 - The Putting Students First Act.
- The Province has three core priorities for Education in Ontario, which need to be considered by WECDSD when developing its budget. These priorities are as follows:
 - High levels of student achievement
 - Reduced gaps in student achievement
 - Increased public confidence in publicly funded education
- Historically, the Ministry of Education's grant announcement has been made in late March following the release of the provincial budget. This year it is expected that the provincial budget will be presented in mid to late April. It is not certain how (if at all) this will impact budget development timelines. In addition, while it is unknown what specific increases or reductions will be announced in 2013-14, it is expected that funding from the Province will not increase significantly in 2013-14.
- Special Education Funding Reform – While the Ministry of Education has been considering a comprehensive review of special education funding for quite some time, the funding model has been revised only slightly in the past.
- Administration and Governance Grant Advisory Group – The Ministry of Education developed a workgroup in the fall of 2010 to undertake a comprehensive review of administrative funding and spending. The goal of the group was to develop a replacement funding model that better reflects key administrative cost drivers and structures. The Ministry was considering introducing a new funding model for school board administration in 2013-14. The Ministry has reduced this funding by 2% in each of the last three years.
- Capital projects are funded through an application and approvals process. Therefore it is uncertain when approval will be received for specific projects.

LOCAL CONTEXT:

Declining Enrolment

A preliminary enrolment forecast has been developed for 2013-14. Enrolment projections were established 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 2013-14 budget development. The projected full-time equivalent (FTE) enrolment for 2013-14, with a comparison to 2012-13 is as follows:

	2012-13 Revised Estimates (FTE)	2013-14 Estimates (FTE)	Decline in Enrolment
Elementary Day School (ADE) - funded from GSN	13,123.50	12,469.00	(654.50)
FDK Pilot Schools (ADE) – funded from EPO grant	630.50	755.50	125.00
TOTAL ELEMENTARY PUPILS	13,754.00	13,224.50	(529.50)
Secondary Day School (ADE) < 21 yrs	7903.43	7,450.00	(453.43)
Secondary Day School (ADE) > 21 yrs	254.46	210.00	(44.46)
TOTAL SECONDARY PUPILS	8,157.89	7,660.00	(497.89)
TOTAL ENROLMENT (Pupils of the Board)	21,911.89	20,884.50	(1,027.39)
Other Elementary Pupils (Visa)	7.00	6.00	(1.00)
Other Secondary Pupils (Visa)	21.00	18.00	(3.00)
TOTAL OTHER PUPILS	28.00	24.00	(4.00)

(Note: ADE – Average Daily Enrolment GSN – Grants for Student Needs
 EPO – Educational Program, Other FDK – Full Day Kindergarten)

For the purposes of the 2013-14 budget estimates, a decline of 1,027 pupils from the Board's 2012-13 Revised Estimates (or 4.7%) is being projected for overall WECDSB enrolment, bringing total FTE enrolment down to 20,885 pupils from 21,912. It is emphasized that the enrolment decline would have been larger if not for the impact of full day kindergarten (FDK) classes being added in 2013-14, 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 traditionally made until late March, the funding forecast is based on applying the projected enrolment to the current year's (i.e. 2012-13) funding formulas, adjusted for any 2013-14 grant changes known at this time. When the final GSN announcement is made following the release of the provincial budget, Finance will revise the funding forecast 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 largely based on enrolment levels. The projected decline of 1,027 FTE pupils is estimated to result in approximately \$7.6M of reduced grant revenues (based on 2012-13 funding formulas). This funding decrease is comprised of a \$9.3M projected decline in GSN funding offset by an anticipated \$1.7M increase in the FDK EPO (Education Program – Other) grant which funds the additional 0.5 day of full day kindergarten. The FDK EPO grant is increasing with the addition of 10 schools that will begin to offer the full day kindergarten program in 2013-14.

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 in the chart on the following page gives an indication of the magnitude of the dilemma facing the Board.

Grade	2013-14 Projected Nominal Enrolment (i.e. Head Count)
Junior Kindergarten	841
Senior Kindergarten	1,137
1	1,171
2	1,309
3	1,391
4	1,387
5	1,456
6	1,528
7	1,601
8	1,637
9	1,582
10	1,850
11	1,910
12	2,351
NOMINAL ENROLMENT	21,151

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

The Board is projected to graduate 1,510 more students at the end of 2013-14 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 2013-14 stays fixed for each year into the future and no other factors change, the Board would decline to a nominal enrolment of 11,774 in 2026-27, a drop of 9,377 or 44%.

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.

Shortfall from Prior (2010-11) Year:

In 2010-11 the Board reported a total accumulated deficit of \$2.48M. In 2011-12, the Board achieved an in-year surplus of \$190K, reducing the accumulated deficit to \$2.29M. With the decline in enrolment and other pressures facing the Board (described further below) it is expected that balancing the 2013-14 budget will present a challenge which will require necessary restraint measures and a solid financial recovery plan to put the Board on a strong financial footing for the future. Further updates will be provided as new information becomes available.

Pressures:

- **Technology:** Technologies have become tools of learning and necessities to function effectively and efficiently on both the administrative and academic operations of the Board. For the past three years, funding provided through the Classroom Computers per-pupil allocation has been reduced by \$25M, and starting in 2012-13, this constraint was made permanent. Reductions in Ministry funding to support technology continue to add pressure to the Board's operating budget as computer hardware and software quickly become obsolete and must be refreshed to operate properly and maintain overall effectiveness. The end of support for Windows XP in April, 2014 necessitates the need for a hardware refresh of academic desktops. In addition, core network infrastructure challenges that require upgrades to servers and switches will place further strain on the budget. Many of these information technology infrastructure costs are fixed in nature and are increasingly difficult to manage in a declining enrolment environment where the majority of funding is generated on a per-pupil basis.
- **34 Credit Cap:** Last spring the Ministry announced funding changes beginning in the 2013-14 school year for pupils who have crossed the 34 credit threshold. Effective September 2013, when students exceed a limit of 34 successfully earned secondary school credits, those additional credits will no longer be funded at the Day School rate, but rather at the lower, Continuing Education rate. The intent is to encourage students and schools to plan courses appropriately and more effectively use education resources while still allowing students to seek additional or upgraded credits. In 2012-13 the secondary per-pupil funding was \$5,747, while the funding for continuing education students was \$3,344 per pupil. While the full financial impact will not be determined until student enrolment, course selections and credit accumulation are verified in October, 2013, preliminary estimates indicate an overall reduction in Ministry funding could be in the range of \$350,000 to \$500,000.
- **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 21.5% 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 2012-13 Revised Budget Estimates, the Board had 3,818 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, 47% 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, notwithstanding that overall student enrolment is decreasing significantly. WECDSB's total annual special education expenditures since 2002-03 have increased by \$11.1M or 60% while the annual grant allocation has only increased by \$5.1M or 20%. While the Province has been considering a comprehensive review of special education funding for quite some time, no significant changes are expected for 2013-14. With 97% 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. For the additional 0.5 day funded through the EPO grant, the Ministry caps the program per pupil funding at a certain level. In 2012-13 this level was 1,196 pupils. With a count of 1,261 actual pupils on October 31, 2012, WECDSB has a total of 65 pupils above the Ministry funding cap, resulting in a funding shortfall of approximately \$353,000. There is a possibility that a similar funding shortfall could occur in 2013-14.
- **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.
- **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 80% of the total Board budget (or 86% 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 2013-14 budget with due consideration to the factors that have been identified.

FINANCIAL IMPACT:

Discussed throughout the report.

TIMELINES:

The detailed 2013-14 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, 2013.

APPENDICES:

N/A.

REPORT REVIEWED BY:

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



APPENDIX C

2013-14

STAKEHOLDER

AND

PUBLIC

CONSULTATION

APPENDIX C

2013-14 BUDGET STAKEHOLDER AND PUBLIC CONSULTATION

Throughout the 2012-13 school year, the Ministry of Education Supervisor to the Board, Norbert Hartmann, has been undertaking broad-based consultation with stakeholders and the public with respect to the administration and operations of the Windsor-Essex Catholic District School Board. The outcome of this consultation is being reflected in various reports that Mr. Hartmann is producing regarding his findings. These reports are available on the Board's website.

One of these reports, entitled "Ensuring Financial Stability", approved a strategy for the elimination of the Board's accumulated deficit by 2014, the elimination of the capital deficit by 2017, and the ongoing financial success of the Board into the future. The strategies included the elimination of funding for post-65 health, dental, and life insurance benefits; outlined changes required in the Board By-Laws to ensure continued financial stability; and detailed the challenges faced by the Board in its contractual obligations and evolving demographic profile.

Mr. Hartmann has requested from the Director of Education a series of reports outlining options the Board could consider to manage these pressures. He also mandated a public consultation process on the above issues, as well as on strategies for the restoration of public trust and confidence. These reports are to be presented to the Board beginning no later than October 2013 and are to be completed no later than December 2013.

The Director of Education is to develop a proposal for public consultation on the future directions detailed in these reports. The public consultation process which ultimately proceeds is to be completed by no later than January 2014.

As a result of Mr. Hartmann's ongoing consultation with stakeholders, the preparation of the Board's 2013-14 budget has proceeded based on the consultations already completed. Budgets in subsequent years will be informed by the future public consultation which will take place by January 2014.



APPENDIX D

2013-14

FINAL

BUDGET ESTIMATES

**2013-14 BUDGET ESTIMATES**

Budget Summary

	2013-14 Budget Estimates
Revenue	
Operating	\$ 215,267,153
Capital	18,285,526
Other	12,262,498
TOTAL REVENUE	\$ 245,815,177
Expenses	
Instruction	\$ 187,126,533
Other Operating	15,243,591
Pupil Accommodation & Other	42,153,035
TOTAL EXPENSES	\$ 244,523,159
In-Year Surplus/(Deficit)	\$ 1,292,019
Projected Prior Year Accumulated Deficit - Unappropriated	(1,527,325)
Projected Prior Year Accumulated Surplus - Internally Restricted	735,678
PROJECTED ACCUMULATED SURPLUS/(DEFICIT) - August 31, 2014	\$ 500,372
Less: Internally restricted surplus unavailable to balance budget ⁽¹⁾	(500,372)
REVISED TOTAL	\$ -

(1) The Board's projected internally restricted surplus at 2013-14 year-end relates to the following:

Committed Sinking Fund Interest Earned	\$ 500,372
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**2013-14 BUDGET ESTIMATES****In-Year Revenues - Summary**

GRANTS	2012-13 Revised Budget Estimates	2013-14 Budget Estimates
I. Pupil Foundation Grant	\$ 110,656,649	\$ 103,355,677
II. School Foundation Grant	\$ 15,039,279	\$ 14,398,505
III. <u>Special Purpose Grants:</u>		
Special Education	\$ 26,840,825	\$ 25,724,486
Language	4,701,289	4,327,654
Learning Opportunity	4,243,392	3,992,677
Adult Ed., Continuing Education and Summer School	1,291,467	1,070,677
Cost Adjustment & Teacher Qualification and Experience	21,430,928	22,971,850
New Teacher Induction Program (NTIP)	99,997	61,911
Restraint Savings	(89,266)	(89,266)
Transportation	7,884,842	7,684,556
Administration & Governance	5,969,344	5,704,220
School Operations	19,900,354	19,596,685
Community Use of Schools	295,803	289,497
Temporary Accommodation	141,300	117,200
Declining Enrolment Adjustment	2,611,271	3,434,332
First Nation, Métis and Inuit Education Supplemental	174,006	230,939
Safe Schools	637,962	617,350
School Renewal - Operating	2,454,193	1,718,203
FDK - Portable Relocation & Leasing	-	60,000
	\$ 98,587,707	\$ 97,512,971
IV. <u>Debt Servicing Grants:</u>		
Permanent Financing of NPF	\$ 1,612,745	\$ 1,612,745
Amortization of Deferred Capital Contributions	7,900,361	9,042,517
Capital Debt Support Payment - Interest Portion	8,509,751	7,630,264
	\$ 18,022,857	\$ 18,285,526
TOTAL GRANTS FOR STUDENT NEEDS	\$ 242,306,492	\$ 233,552,679
Education Programs - Other (EPO's)	\$ 8,709,812	\$ 10,496,486
Investment Income	\$ 4,000	\$ 4,000.0
Fees & Revenues from Other Sources	\$ 1,773,911	\$ 1,762,012
TOTAL IN-YEAR REVENUES FOR COMPLIANCE	\$ 252,794,215	\$ 245,815,177

**2013-14 BUDGET ESTIMATES****In-Year Expenses - Summary**

EXPENSE CATEGORIES	2012-13 Revised Budget Estimates	2013-14 Budget Estimates
INSTRUCTION		
Classroom Teachers	\$ 133,696,744	\$ 130,352,327
Occasional Teachers	5,652,661	5,430,414
Teacher Assistants / Early Childhood Educators	19,610,495	19,368,014
Textbooks, Supplies, Materials	4,940,424	4,758,500
Computers	760,463	753,963
Professionals, Paraprofessionals & Technicians	6,021,707	5,105,879
Library & Guidance	2,599,493	2,202,278
Staff Development	1,106,243	591,729
Department Heads	586,893	581,135
Principals & Vice-Principals	10,094,758	8,976,344
School Office - Secretarial & Supplies	7,296,119	6,027,361
Coordinators & Consultants	2,689,911	2,632,879
Continuing Education	311,907	320,242
Amortization & Write downs	74,927	25,468
TOTAL INSTRUCTION	\$ 195,442,745	\$ 187,126,533
ADMINISTRATION		
Trustees	\$ 151,859	\$ 151,859
Directors & Supervisory Officers	1,905,554	1,716,710
Board Administration	7,087,802	6,518,911
Amortization & Write downs	9,969	18,058
TOTAL ADMINISTRATION	\$ 9,155,184	\$ 8,405,538
TRANSPORTATION		
Pupil Transportation	\$ 7,165,362	\$ 6,838,053
TOTAL TRANSPORTATION	\$ 7,165,362	\$ 6,838,053
PUPIL ACCOMMODATION		
School Operations & Maintenance	\$ 22,706,110	\$ 21,614,356
School Renewal - operating	1,834,193	1,140,565
Other Pupil Accommodation	8,575,860	7,690,985
Amortization & Write downs	8,537,512	9,721,036
TOTAL PUPIL ACCOMMODATION	\$ 41,653,675	\$ 40,166,942
OTHER		
Other Non-Operating Expense	\$ 1,712,105	\$ 1,712,105
Provision for Contingencies		273,988
TOTAL OTHER	\$ 1,712,105	\$ 1,986,093
TOTAL IN-YEAR EXPENSES FOR COMPLIANCE	\$ 255,129,071	\$ 244,523,159

In-Year Expense Detail by Category - Elementary & Secondary Combined

Expense Categories	Salaries and Wages	Employee Benefits	Staff Development	Supplies & Services	Interest Charges on Capital	Rental Expense	Fees & Contractual Services	Other	Amortization	Total Expenses
INSTRUCTION										
Classroom Teachers	\$ 115,261,094	\$ 15,056,202	\$ -	\$ 35,031	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,352,327
Supply Teachers	4,951,527	478,887								5,430,414
Teacher Assistants/ECE	15,005,820	4,362,194								19,368,014
Textbooks/Supplies				4,431,644			326,856			4,758,500
Computers				753,963						753,963
(Para)Prof./Technicians	3,760,481	1,250,357		95,041						5,105,879
Library/Guidance	1,978,211	223,973		94						2,202,278
Staff Development	492,422	39,536	59,771							591,729
Department Heads	581,135									581,135
Principals and VPs	7,440,032	1,423,530	106,782	6,000						8,976,344
School Office	4,059,904	1,651,416		316,041						6,027,361
Coord. and Consultants	2,041,328	254,078		324,973			12,500			2,632,879
Continuing Education	291,772	8,770		19,700						320,242
Amortization									25,468	25,468
Instruction Subtotal	\$ 155,863,726	\$ 24,748,943	\$ 166,553	\$ 5,982,487	\$ -	\$ -	\$ 339,356	\$ -	\$ 25,468	\$ 187,126,533
ADMINISTRATION										
Trustees	\$ 106,846	\$ 3,613	\$ 14,400	\$ 18,000	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ 151,859
Director/Supervisory Officers	1,426,996	284,714	5,000							1,716,710
Board Administration	2,811,976	955,619	13,065	681,136		183,800	1,396,792	476,523		6,518,911
Amortization									18,058	18,058
Administration Subtotal	\$ 4,345,818	\$ 1,243,946	\$ 32,465	\$ 699,136	\$ -	\$ 183,800	\$ 1,396,792	\$ 485,523	\$ 18,058	\$ 8,405,538
TRANSPORTATION										
Pupil Transportation	\$ 182,061	\$ 39,364	\$ 2,940	\$ 44,923	\$ -	\$ 39,381	\$ 6,522,902	\$ 6,482	\$ -	\$ 6,838,053
Transportation Subtotal	\$ 182,061	\$ 39,364	\$ 2,940	\$ 44,923	\$ -	\$ 39,381	\$ 6,522,902	\$ 6,482	\$ -	\$ 6,838,053
PUPIL ACCOMMODATION										
School Oper./Maintenance	\$ 10,423,223	\$ 3,755,595	\$ 2,142	\$ 6,593,496	\$ -	\$ 161,400	\$ 676,500	\$ 2,000	\$ -	\$ 21,614,356
School Renewal-Operating					275,000		865,565			1,140,565
Other Pupil Accommodation					7,636,976		54,009			7,690,985
Amortization									9,721,036	9,721,036
Pupil Accom. Subtotal	\$ 10,423,223	\$ 3,755,595	\$ 2,142	\$ 6,593,496	\$ 7,911,976	\$ 161,400	\$ 1,596,074	\$ 2,000	\$ 9,721,036	\$ 40,166,942
OTHER										
Other Non-Oper. Expenses								1,712,105		1,712,105
Provision for Contingencies										273,988
Subtotal - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,712,105	\$ -	\$ 1,986,093
TOTAL EXPENSES	\$ 170,814,828	\$ 29,787,848	\$ 204,100	\$ 13,320,042	\$ 7,911,976	\$ 384,581	\$ 9,855,124	\$ 2,206,110	\$ 9,764,562	\$ 244,523,159

**2013-14 BUDGET ESTIMATES**

Capital Expenditures - Summary

FUNDING SOURCE	2012-13 Revised Budget Estimates	2013-14 Budget Estimates
Full Day Kindergarten	\$ 5,361,178	\$ 5,347,991
Capital Priority Projects - New Elementary School	500,000	6,575,216
Capital Priority Projects - Land	450,000	-
Retrofitting School Space for Child Care	-	125,770
Minor Tangible Capital Assets	-	65,000
School Renewal - Capital	1,721,001	1,412,061
School Condition Improvement	2,548,825	1,701,175
TOTAL IN-YEAR CAPITAL EXPENDITURES	\$ 10,581,004	\$ 15,227,213



2013-14 BUDGET ESTIMATES

Special Education

EXPENSE CATEGORIES	FTE	2013-14 Budget Estimates
<u>Salaries & Wages</u>		
<i>Classroom Teachers</i>		
ELEMENTARY CLASSROOM TEACHERS	54.3	\$ 4,846,727
SECONDARY CLASSROOM TEACHERS	26.5	2,409,122
	80.8	\$ 7,255,849
<i>Occasional Teachers</i>		
CLASSROOM TEACHER LONG TERM SUPPLY		\$ 107,041
		\$ 107,041
<i>Educational Assistants (E.A.s)</i>		
ELEMENTARY E.A. SALARY (2013-14 FTE = 182.4 x 98%)	178.8	\$ 7,133,728 (1)
ELEMENTARY E.A. SUPPLY		598,211
ELEMENTARY E.A. VACATION PAYOUT		499,361
SECONDARY E.A. SALARY (2013-14 FTE = 85.6 x 98%)	83.9	3,347,848 (1)
SECONDARY E.A. SUPPLY		279,789
SECONDARY E.A. VACATION PAYOUT		234,349
<i>SUB-TOTAL E.A.s (FTE = 268.0 x 98%)</i>	262.6	
ELEMENTARY SIGN LANGUAGE INTERPRETER	6.0	286,638 (2)
ELEMENTARY INTERVENOR	1.0	52,766 (2)
	269.6	\$ 12,432,689
<i>Professionals, Paraprofessionals & Techs</i>		
PSYCHOMETRIST	1.0	\$ 85,257 (2)
HEAD PSYCHOLOGIST	1.0	112,270 (2)
SPEECH PATHOLOGISTS	3.0	230,190 (2)
CHILD & YOUTH WORKERS	7.4	355,209 (3)
PROGRAM SPECIALIST	1.0	71,027 (2)
EDUCATION AUDIOLOGIST	1.0	76,730 (2)
COMPUTER TECHNICIAN (2013-14 FTE = 1.0 x 50%)	0.5	28,383 (4)
	14.9	\$ 959,066
<i>Department Heads</i>		
DEPARTMENT HEAD ALLOWANCE	8.0	\$ 46,067 (6)
	8.0	\$ 46,067
<i>Co-Ordinators</i>		
ELEMENTARY CO-ORDINATORS	3.0	\$ 299,622 (2)
SECONDARY CO-ORDINATORS	1.0	102,562 (2)
CLERICAL & SECRETARIAL (2013-14 FTE = 1.0 x 60%)	0.6	28,715 (4)
	4.6	\$ 430,899
Total Salaries/Wages	369.9	\$ 21,231,611

**2013-14 BUDGET ESTIMATES**

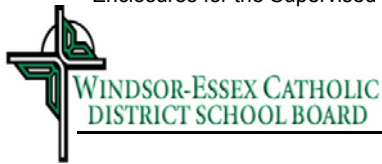
Special Education

EXPENSE CATEGORIES	FTE	2013-14 Budget Estimates
<u>Benefits</u>		
<i>Classroom Teachers</i>		
ELEMENTARY CLASSROOM TEACHER		\$ 536,396
SECONDARY CLASSROOM TEACHER		269,822
		<u>\$ 806,218</u>
<i>Occasional Teachers</i>		
CLASSROOM TEACHER LONG TERM SUPPLY		\$ 4,673
		<u>\$ 4,673</u>
<i>Educational Assistants (E.A.s)</i>		
ELEMENTARY E.A.		\$ 1,976,043
ELEMENTARY E.A. SUPPLY		67,597
ELEMENTARY E.A. VACATION PAYOUT		56,427
SECONDARY E.A.		927,353
SECONDARY E.A. SUPPLY		31,616
SECONDARY E.A. VACATION PAYOUT		26,482
ELEMENTARY SIGN LANGUAGE INTERPRETER		82,265
ELEMENTARY INTERVENOR		15,144
ACCRUED VACATION		30,691
AMORTIZATION OF EFB HEALTH/DENTAL/LIFE INS. LIABILITY OVER 10 YEARS		73,996
EFB HEALTH/DENTAL/LIFE INSURANCE PSAB EXPENSE		296,484
50% PHASE-IN OF PSAB EXPENSE RELATED TO OTHER EFB		61,307
AMORTIZATION OF EFB RETIREMENT GRATUITY LIABILITY OVER EARSL		749
RETIREMENT GRATUITY PSAB EXPENSE		148
		<u>\$ 3,646,302</u>
<i>Professionals, Paraprofessionals & Techs</i>		
PSYCHOMETRIST		\$ 24,469
HEAD PSYCHOLOGIST		32,221
SPEECH PATHOLOGISTS		66,065
CHILD & YOUTH WORKERS		101,945
PROGRAM SPECIALIST		20,243
EDUCATION AUDIOLOGIST		22,022
COMPUTER TECHNICIAN		8,855
		<u>\$ 275,820</u>
<i>Co-ordinators</i>		
ELEMENTARY CO-ORDINATORS		\$ 31,438
SECONDARY CO-ORDINATORS		10,786
CLERICAL & SECRETARIAL		8,959
		<u>\$ 51,183</u>
Total Benefits		<u>\$ 4,784,196</u>

**2013-14 BUDGET ESTIMATES**

Special Education

EXPENSE CATEGORIES	FTE	2013-14 Budget Estimates
<u>Staff Development</u>		
P.D. - EDUCATIONAL ASSISTANTS		\$ 8,000
P.D. - SUPPLY		8,500
		<u>\$ 16,500</u>
<u>Supplies & Services</u>		
ELEMENTARY SPECIAL ED MATERIAL		\$ 17,000
SECONDARY SPECIAL ED MATERIAL		14,000
ORIENTATION & MOBILITY		3,500
COORDINATOR EXPENSE		20,000
MILEAGE - ELEMENTARY SPEC ED TEACHERS		5,000
MILEAGE - SECONDARY SPEC ED TEACHERS		3,000
MILEAGE - ELEMENTARY CO-ORDINATORS		5,500
MILEAGE - SECONDARY CO-ORDINATORS		4,500
TRAVEL EXPENSE / ALLOWANCE		55,000
FOOD & BEVERAGE		1,000
ELEMENTARY PERSONAL SPECIAL EQUIPMENT		501,760
SECONDARY PERSONAL SPECIAL EQUIPMENT		215,922
		<u>\$ 846,182</u>
<u>Fees & Contractual Services</u>		
ELEMENTARY SPECIAL ED TRANSPORTATION		\$ 4,000
SECONDARY SPECIAL ED TRANSPORTATION		4,000
OTHER CONTRACTUAL SERVICES (MARYVALE)		115,900
		<u>\$ 123,900</u>
Total Special Education Expenditures		\$ 27,002,390
Less: Self-Contained Classes Allocation		(114,264) ⁽⁵⁾
Net Special Education Expenditures (includes SEA & FDK)		\$ 26,888,126
Special Education Allocation		\$ 25,724,486
Add: EPO Funding Under FDK - Special Education Component		1,100,748 ⁽⁷⁾
TOTAL Special Education Funding		\$ 26,825,234
PROJECTED SPECIAL EDUCATION SURPLUS / (DEFICIT)		\$ (62,892)



Special Education

Notes:

- (1) 98% of all Education Assistant hours are charged to Special Education.
- (2) 100% of all Psychometrist, Head Psychologist, Speech Pathologist, Education Audiologist, Program Specialist, Co-ordinators, Sign Language Interpreters and Intervenor hours are charged to Special Education.
- (3) 70% of all system Child & Youth Workers hours, and 20% of all Back on Track Child & Youth Worker hours are charged to Special Education.
- (4) 50% of Computer Technician hours and 60% of Clerical hours are charged to Special Education
- (5) This represents the revenue relating to the foundation and other allocations for Special Education pupils in self-contained classes. The Ministry of Education deducts this amount from the total expenditures to arrive at net Special Education expenditures.
- (6) Total FTE excludes Department Heads.
- (7) Calculated on a per-pupil basis, this amount is allocated for special education programs and/or services in Full Day JK/K. These funds must be spent exclusively for those purposes. Any unspent Full Day JK/K special education funds will be treated as deferred revenue to be used for the restricted purpose of Full Day JK/K special education programs and/or services only.
- (8) PSAB = Public Sector Accounting Board
EFB = Employee Future Benefits
FDK = Full Day Kindergarten
FTE = Full-Time Equivalent

**2013-14 BUDGET ESTIMATES****School Renewal**

SCHOOL	PROJECT DESCRIPTION	2013-14 Budget Estimates
SITE IMPROVEMENTS		
Holy Cross	Drainage Tile - School Yard	\$ 25,000
Various Schools	Playgrounds - Resurfacing Phase 2	100,000
Sub-Total Site Improvements		\$ 125,000
ROOFING		
Queen of Peace	Roof replacement- Section A	\$ 113,500
Sub-Total Roofing		\$ 113,500
FIRE PROTECTION & SECURITY		
St. Bernard (Amherstburg)	Replace fire alarm system	\$ 25,000
St. Louis	Replace fire alarm system	25,000
Holy Names	Security - Phase 1 upgrade	40,000
St. Michael's Adult	Additional cameras	20,000
St. Thomas of Villanova	Security - Phase 2 upgrade	40,000
Cardinal Carter	Security - Phase 2 upgrade	40,000
Various Schools	Swipe Access	20,000
Sub-Total Fire Protection & Security		\$ 210,000
FLOORING		
St. Anne Secondary	Replace dance floor 1 room	\$ 10,000
L.A. Desmarais	Replace floor finishes	79,461
Holy Names Secondary	Replace carpet in auditorium	7,500
Sub-Total Flooring		\$ 96,961
MECHANICAL-HVAC		
St. John	Replace exhaust systems	\$ 15,750
St. Joseph Elementary	Replace exhaust systems	36,750
St. Louis	Replace exhaust systems	52,500
Cardinal Carter	Replace expansion tank	52,500
Stella Maris	Replace terminal & package units - complete building	80,000
St. Thomas of Villanova	Replace HVAC pumps	26,750
St. Thomas of Villanova	Replace terminal & package units - greenhouse	6,300
Sub-Total Mechanical-Plumbing		\$ 270,550
MECHANICAL-PLUMBING		
Christ the King	Renovate washrooms (south)	\$ 50,000
F.J. Brennan	Renovate washrooms	50,000
St. Louis	Renovate washrooms	70,000
Sub-Total Mechanical-Plumbing		\$ 170,000

**2013-14 BUDGET ESTIMATES****School Renewal**

SCHOOL	PROJECT DESCRIPTION	2013-14 Budget Estimates
WINDOWS & DOORS		
St. Thomas of Villanova	Replace exterior windows (stairwell)	\$ 131,250
Cardinal Carter	Replace exterior & interior doors & hardware (keying)	136,500
Queen of Peace	Replace exterior windows	264,600
Sub-Total Windows & Doors		\$ 532,350
TECHNOLOGY RENEWAL		
Various Schools	Wireless network in school sites	\$ 190,000
Various Schools	MTEL Phone system upgrades	110,000
Sub-Total Technology Renewal		\$ 300,000
OTHER		
Various Schools	Address accessibility issues	\$ 40,000
Various Schools	Wall cladding	75,521
St. Louis	Replace wall finishes	36,750
Sub Total Other		\$ 152,271
Provision for Interest on Unsupported Debt		\$ 275,000
Unassigned (To be determined)		306,994
TOTAL PROJECTS		\$ 2,552,626

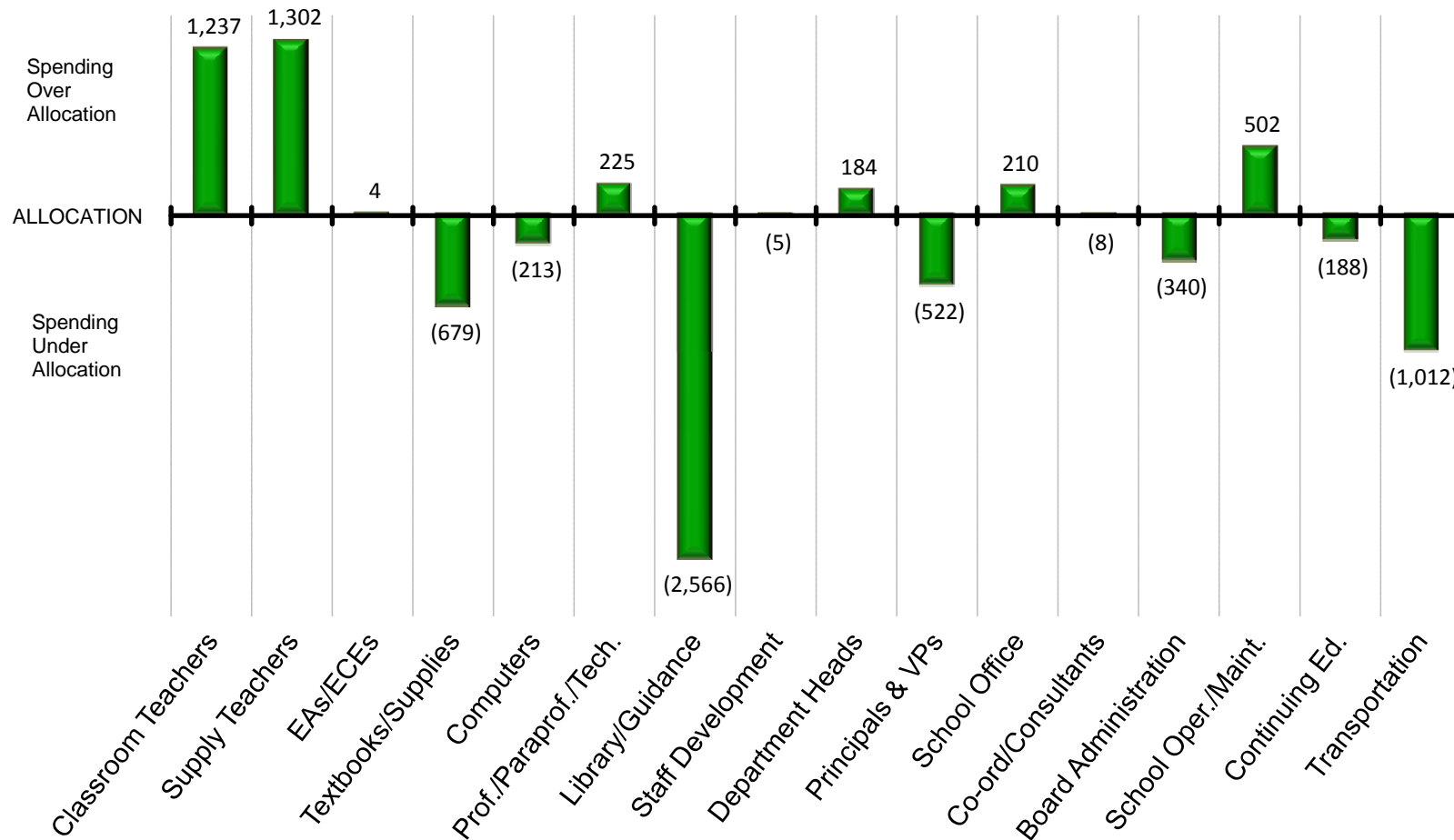
**2013-14 BUDGET ESTIMATES****School Condition Improvement**

SCHOOL	PROJECT DESCRIPTION	2013-14 Budget Estimates
ROOFING		
St. Michael's (Tuscarora)	Roof Replacement - Phase 1	\$ 220,000
St. Rose	Roof Replacement - Phase 1	415,000
Sub-Total Roofing		\$ 635,000
PAVING		
St. Bernard	New asphalt senior end	\$ 200,000
St. Louis	Re-asphalt playground	350,000
Cardinal Carter	Re-asphalt parking lot	400,000
Sub-Total Roofing		\$ 950,000
UNASSIGNED	To be determined	\$ 116,175
TOTAL PROJECTS		\$ 1,701,175

Operating Spending and Allocation Comparison

2013-14 Estimates

Estimated Spending (Under) / Over Allocation (\$000s)





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

**Supervised
Meeting Date:
June 17, 2013**

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, April 18, 2013**

RECOMMENDATION:

**That the Minutes of the Thursday April 18, 2013 Special Education
Advisory Committee meeting be received 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 May 30, 2013 at the Catholic Education Centre.

APPENDICES:

- Special Education Advisory Committee Minutes of Thursday April 18, 2013.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: June 10, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: June 10, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: June 10, 2013



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

**SPECIAL EDUCATION ADVISORY COMMITTEE MEETING
Thursday April 18, 2013 – 6:00 P.M.
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor**

MINUTES

Present:

Melanie Allen	IEWS (Chair)
Joseph Colella	Learning Disabilities Association
John Riberdy	Principal Representative
Mary Dimenna	Trustee
Lisa Soulliere	Trustee
Rose Lamug	Autism Ontario Windsor-Essex (V-Chair)
Trudy Richards	Autism Ontario Windsor-Essex
John McMahon	Community Living
Cathy Geml	Associate Director of Education (ex-officio)
Terri Maitre	Recorder

1. Call to Order – Melanie Allen
2. Opening Prayer – Melanie Allen
3. Welcome – Cathy Geml, introduced the Student Support Service Team consisting of Rosemary Lo Faso, Vice Principal Safe Schools, Marylou Cortese, Student Mental Health Consultant, Dr. Rob Clark, School & Community Support Supervisor
4. Recording of Attendance: Regrets: Michelle Friesen
5. Approval of Agenda - April 18th, 2013

Motion by Rose Lamug and seconded by Lisa Soulliere 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 – February 21, 2012

Motion by Mary DiMenna and seconded by Rose Lamug that the Minutes be approved as printed and circulated. *Carried*

9. Business Arising - None

10. Information Items

- (a) Presentation by Student Support Service Team (New Service Delivery Model). Cathy Geml gave an overview of the new Mental Health Service Model. (Kids at Risk). Dr. Rob Clark explained both his role and Dr. Erin Picard's role in the Service Delivery Model. Marylou Cortese reviewed the particular initiatives, programs, and resources working throughout the system. Rosemary Lo Faso gave an overview of her role on the team as Vice Principal of Safe Schools.

The board has been allotted two Ministry funded nurses stationed at Catholic Central High School as part of a Mental Health initiative.

- (b) Ontario Brain Injury Association – Letter to SEAC regarding awareness and support. (Book included as resource).
- (c) Thames Valley DSB – Letter to the Honourable L. Sandals regarding funding of services for people with developmental disabilities.
- (d) Trillium Lakelands DSB – Letter to the Honourable L. Sandals, supporting the Special Education Preparatory Course be a mandatory requirement for all teachers graduating from a College of Education in Ontario.
- (e) Upper Grand DSB – Letter to the former Minister of Education (Laurel Broten) supporting the Near North DSB's SEAC concern regarding Fetal Alcohol Spectrum Disorder and supporting the Wellington Catholic DSB's SEAC requesting Special Education Preparatory courses for all Teachers Colleges in Ontario.
- (f) Durham Catholic DSB- Letter to the Honourable T. McMeekin requesting uninterrupted service between the Ministry of Community and Social Services coordinate Special at Home (SSAH) funding and Developmental Services of Ontario Agency(DSO) funding.
- (g) District School Board of Niagara – Letter to the Honourable T. McMeekin regarding cuts to Special Services at Home (SSAH) funding for young adults with disabilities.
- (h) Lakehead DSB – Letter to the Honourable T. McMeekin addressing:
- Termination of Special Services At Home (SSAH)
 - Barriers in applying to the Developmental Services Ontario (DSO)
 - Waiting Lists After School and
 - Inadequate funding for those with severe disabilities
- (i) Lakehead DSB – Letter to the Honourable Liz Sandals supporting Upper Grand DSB's letter regarding Fetal Alcohol Spectrum Disorder and the Wellington CDSB's letter supporting mandatory courses in Special Education.

Motion by Lisa Soulliere and seconded by John McMahon that the Information Items be accepted as information. *Carried*

11. Report from Chair – N/A

12. Report from Trustees – Mary DiMenna brought forward the Report prepared by Supervisor Norbert Hartmann, Engaging the Future. Mary encouraged SEAC member and the community to read the report.

Motion by John McMahon and seconded by Rose Lamug that the report from Trustees be accepted as information. *Carried*

13. Report from Associate Director of Education:

(a) N/A

Motion by N/A and seconded by N/A that the reports from the Associate Director be accepted as information. *Carried*

14. New Business – None

15. Association Reports – Autism Ontario Windsor Essex – Trudy Richard's informed SEAC that a support group is getting off the ground for grandparents who have grandchildren with Autism.

Motion by Joseph Colella and seconded by Mary DiMenna that the reports from the Associations be accepted as information. *Carried*

16. Closing Prayer –

Meeting adjourned: 7:30

Next meeting: Thursday May 30th, 2013 6:00 p.m.



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

**Supervisor
Meeting Date:
June 17, 2013**

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **CHILD CARE ADVISORY COMMITTEE ANNUAL REPORT**

RECOMMENDATION:

That the Child Care Advisory Committee Annual Report be received as information.

SYNOPSIS:

This report is being presented on behalf of the members of the Child Care Advisory Committee detailing the activities of the Child Care Committee during the 2012-2013 school year. This report provides a brief summary of the 2012-2013 committee activities.

BACKGROUND:

In March 2007, the Child Care Advisory Committee was established in accordance with Article 7.1 of Policy A: 21 Child Care. The Child Care Advisory Committee includes:

- Jim McMahon, Trustee
- Rita Pallisco, Principal
- Kelly Riley, Principal
- Rhonda St. John, Parent
- Kelly Vandenburghe, Parent
- Phylis McIntyre, Parent
- Tammy Mullins, Parent
- Meagan Adams, Liason to Facility Services
- Sharon O'Hagan-Wong, Superintendent

The Child Care Advisory Committee reconvened during the 2012-2013 school year to discuss issues surrounding the provision of child care in the Board's facilities and formulating recommendations to the Child Care policy and procedures, which govern these sites. In the fall of 2012, a recruitment strategy was undertaken to expand the parent representation on the Board's Child Care Advisory Committee. As a result, Rhonda St. John

and Kelly Vandenburghe joined the committee as Parent Representatives. In the fall of 2013, it will be necessary to recruit a new Principal Representative as CCAC member Principal Rita Pallisco has announced her retirement. Ms. Pallisco has been a dedicated and vocal supporter of the activities of the CCAC.

The Child Care Committee met on the following dates:

- February 21, 2013
- April 11, 2013
- May 30, 2013

*Additional meetings will take place throughout the month of June and July 2013 in order to facilitate the selection of a "Before and After School" Child Care Program provider for three school communities.

BACKGROUND COMMENTS:

Throughout the course of the year, the Child Care Advisory Committee has formulated recommendations to the Board regarding the provision of Child Care Programs and recommended revisions to the existing lease agreement. A revised lease agreement will be circulated to the Board's current providers for August 2013. The CCAC also informed the process by which surveys are circulated and information is gathered from parents indicating the need to establish additional "Before and After School" Child Care Programs in elementary schools throughout the Board's service area. The CCAC also engaged in dialogue to ensure an approach to early learning and child care in the WECDSB that is focused on quality learning opportunities for children, while reducing barriers and transitions for young children and their families.

FINANCIAL IMPACT:

N/A

TIMELINES:

The Child Care Advisory Committee will reconvene in September 2013.

APPENDICES:

- Minutes - CCAC Minutes – February 2013
- Minutes - CCAC Minutes – April 2013
- Minutes - CCAC Minutes – May 2013

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 10, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 10, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 10, 2013

**Child Care Advisory Committee Meeting
February 21, 2013 at 7:00pm
St. Joseph Meeting Room
Meeting Notes**

Absent: Jim McMahon, Kelly Rilley, Rita Pallisco, Phylis MacIntyre and Tammy Mullins

New Member: Rhonda St. Johns

A recruitment strategy for new Child Care Advisory Committee members has taken place throughout our system. Information messages to recruit new members have been circulated through school websites, newsletters and the Parent Involvement Committee. New members have been identified. This meeting was designed to provide an overview of the WECDSB Early Years Framework and vision which included an update on the following area:

- **Kindergarten**

Registration has been taking place over the past two weeks

We participated in Family Literacy Day which was hosted at Devonshire Mall in January. The Kindergarten Registration package was reviewed.

- **FDELKP**

We are currently meeting in school communities with architects, school administration and child care when necessary.

Information session will be held in 10 school communities who are implementing FDK in September 2013. ECE interviews and gap analysis of resources will take place in May and new equipment will be purchased. We will be building classrooms and re-profiling existing space in a number of sites.

- **Extended Day**

We have held two meetings for Child Care Providers offering Child Care programs in our schools throughout the year. A review of the existing Third Party Agreement and lease were reviewed.

- **Ontario Early Years Centres**

Currently we have Ontario Early Years Centres in six school communities. Information regarding location and vision of the Ontario Early Years Centres was shared. In many of our school communities that host an OEY, meeting room and office space has been identified to allow Speech and Language Pathologists from the "Talk to Me" Program to meet with and work with students who are 0-6 years old.

This year we were able to establish a community hub and Sacred Heart and Holy Name

- **Community Connections**

Our school board is represented at the Windsor-Essex "Best Start" Committee. As the result of some recent re-visioning this committee has recently been renamed – Windsor-Essex Child and Youth Planning Committee. We are also involved with the Early

Literacy Committee of Windsor-Essex, the Steering Committee for Early Childhood Education of St. Clair College and Healthy Families Committee hosted by the WE Health Unit.

New Business: Rhonda expressed an interest in designing opportunities to highlight FDK and Child Care Programs such as Art Shows which would engage parents and provide an opportunity for School Councils to recruit new members. Involving children would be a way of ensuring parents engage in their school community. Rhonda would explore this option in her school community of Sacred Heart.

Child Care Advisory Committee
Sister Rose Marie Durocher Meeting Room
April 11, 2013
7:00pm
Catholic Education Centre
Meeting Notes

Regrets: Phylis McIntyre, Jim McMahon, Tammy Mullins

Sharon opened the meeting with a prayer, welcomed everyone and asked that everyone provide a brief introduction of themselves.

Sharon then provided an update of the Early Years Framework in the WECDSB. The updates included the following information:

Kindergarten

- Registration February 19-March 1, 2013 – Kindergarten Open House held on Wednesday, February 20, 2013
- It has been decided that we would not be establishing a simulated Kindergarten classroom at Devonshire Mall to advertise Kindergarten Registration.
- A suggestion was raised at an FDK Steering Committee meeting table that an excellent opportunity to recruit families in to our Catholic school communities would be the annual Christmas Parade. This year we chose to put a float in the Windsor Parade. CUPE provided a grant which cover the cost of this opportunity. The float was very well received.

Full Day Kindergarten

- Currently 48 FDK Classrooms, 6 SK/1
- September 2013 – Additional 19 Classrooms = 74%
- Additions/Re-profiles

Extended Day

- Our Before and After School Programs will continue to be offered through Third Party Providers
- Currently 22 Before and After School Programs in our school communities
- There is an opportunity to expand school-based child care programs through the EL4 Schools First strategy recently released by the Ministry of Education. Tentative sites include: St. Louis, St. John Vianney. It may be possible for us to reimburse the provider at St. Angela who had incurred substantial costs due to her relocation of her program from ICS to St. Angela

Ontario Early Years Centres

- Currently we have 6 Ontario Early Years Centres in our school communities. The OEY that was in place at St. Alexander has had to close due to the relocation of the school community. Space was not available at WJ Langlois in order to accommodate the relocation. There might be an opportunity to expand in to the Riverside neighborhood if a school has available space.

Community Connections

- Family Literacy Day was held at Devonshire Mall on Friday, January 25, 2013. The WECDSB participated in this event and provided equipment and personnel to be on hand

before and after the school day in order to promote the importance of literacy in the development of young children.

- “Beating the Winter Blues” – We participated in a one day conference held at St. Clair College on Saturday, February 23, 2013. Michelle Chevalier and Sharon O’Hagan-Wong presented a workshop entitled “Literacy in the Full Day Kindergarten Classroom”.
- “Curious About Kindergarten” Parent Information Sessions in April/May 2013 in ten school communities.
- Best Start – WE Child and Youth Planning Committee – the WECDSB is taking a lead role in the implementation of our community’s first Community Screening event for 4 and 5 year olds. The event entitled “Calling All Two and Three Year Olds” will provide an opportunity for us to

Lease Agreements: Sharon informed the group that our current Child Care lease agreements will expire as of August 31, 2013. It is necessary for us to examine the existing agreements to make recommendations regarding amendments to Executive Council. Conversation ensued indicating that the playground structures clause may require modification. Principals have recently been informed that is now necessary for them to conduct daily playground inspections prior to the school day. There will also be the need to include a clause regarding reporting requirements as a result of Safe Schools protocol.

New Business

Rita Pallisco suggested that we embed a consent for the sharing of information between an on-site Child Care provider and school in the Student Registration package. This process would ensure that the team of professionals working with young children and their families are communicating with one another resulting in a more seamless day for children.

Rhonda raised the concern that closing child care programs for the last two weeks of the summer is very challenging for families. She also suggested that notifying parents as soon as possible of this procedure provides parents the time required in order to make alternative arrangements. Sharon shared that this year Child Care Programs in schools would be required to close one week before school resumes.

Child Care Advisory Committee Meeting
St. Joseph Conference Room
May 30, 2013
Meeting Notes

Present: Jim McMahon, Kelly Vandenburg, Rhonda St. John, Rita Pallisco, Kelly Rilley, Sharon O'Hagan-Wong

Sharon opened the meeting with the prayer - St. Theresa's Prayer. A welcome and introduction was extended to new parent representatives: Kelly Vanderberghe – St. Bernard and Rhonda St. John – Sacred Heart. Kelly presented her current concerns regarding transportation being discontinued to the Before and After School Program offered at ABC for students at St. Jules.

Sharon presented updates on the Windsor-Essex Catholic District School Board Framework which included the following information:

Full Day Kindergarten

- 1511 students in September 2013 – 67 classrooms
- ECE interviews completed
- Gap Analysis and tender for purchase of equipment has been completed. We are hopeful of that the new resources will be delivered to school communities by the first week of July.
- Parent Information Session in the ten Phase Four school communities introducing Full Day Kindergarten in September were held throughout the month of April and May. Most of these sessions took place in the evening.
- A learning opportunity for teachers involved in Phase Four implementation will take place on May 5, 2013.
- FDK Educator Teams will also participate in sessions scheduled in May 2013. These sessions have been focused on self regulation in the kindergarten classroom.
- Collaborative Inquiries have taken place in several FDK classrooms this year. The collaborative inquiries have focused on appropriate assessment, making learning visible and inquiry.
- On August 27, 2013 we will be co-hosting a conference to be held at St. Clair College for our Registered Early Childhood Educators and Kindergarten teachers. The sessions offered will focus on numeracy and literacy in the kindergarten program, documentation, self-regulation and inquiry based learning.

Extended Day Programs

- In our Phase 1,2,3,4 – no providers currently meeting the threshold for an “Extended Day Program” however 22 of our schools will continue to offer a Before and After School Program through a third party provider. These sites enter into a lease agreement with the WECDSB.

- We have hosted two meetings for our Child Care Providers. We have discussed best practices in the school community, data collection of projected enrollments and tentative amendments to the current lease agreements.
- Surveys for Before and After Child Care Programs – Three school communities currently indicating interest in establishing a new Before and After School Program: St. Anne's, St. Maria Goretti, St. Jules
- Interest at St. Anthony had been expressed however survey results at this time indicate very limited interest. Initially it was thought that we might consider relocating a community child care to St. Anthony however the existing empty space would be a barrier.

EL4 Schools First

The Ministry of Education is providing school boards with the opportunity to invite off-site child care providers to relocate their Child Care Programs in to school communities where space and viability is demonstrated. This year two sites have been identified for this purpose: St. Louis and St. John Vianney. In working with the Children's Services, City of Windsor providers were given the opportunity to express an interest in a particular neighborhood in which they could relocate their Child Care Program. We conducted an assessment of our current school buildings in order to determine where we could accommodate the relocation of a Child Care Program.

- After the environmental scan was complete the two school communities had been identified. Meetings were held with the Gerry Racine-Project Manager, Shannon Hyatt-Representative from Children's Services – City of Windsor, Chris Rayner, Inspector from the Ministry of Community and Social Services, Leah Hills – Sundowners and Audrey Fittler –Audrey's Playhouse - Child Care Program Operator, Elise Daragon, Kelly Rilley - Principals and Sharon O'Hagan-Wong – FDK Lead for the Windsor-Essex Catholic District School Board. We are hopeful that these projects which include refurbishing of existing space will take place over the next three months and will be complete for the program to be put in place for September 2013
- At St. Louis the child care operator will offer an infant, toddler, preschool and before and after school program
- At St. John Vianney the child care operator will offer a preschool and before and after school program.

Discussion ensued regarding the interest indicated for establishing Before and After School Programs at St. Jules, St. Maria Goretti, St. Anne and St. Anthony. Sharon shared with those present the process that is undertaken each year in school communities to determine the interest in Before and After School child care.

- Parents are invited to indicate their interest in Before and After School Programs by filling out an electronic form posted on the Board Website.
- Principals are provided paper surveys to circulate to their school communities in order to identify interest in Before and After School child care.
- Information is circulated to our new families through the Kindergarten Registration.

- Information is also shared at Parent Information sessions when a school is entering in to Full Day Kindergarten.

Once interest is established in a school community a RFP (Request for Proposal) process will take place. Preliminary inspection of the site will take place by Chris Rayner, Ministry of Community and Social Services, a tour of the site for interested child care providers will be embedded in the process. Once proposals are received we will then establish a committee to look at the proposals and short list successful candidates. An interview at the site will then take place with a representative from the school community, the principal of the school and a representative from the Board. It is our hope that the successful Child Care Program provider will be identified by the end of June. Sharon surveyed those present to determine if anyone is interested in serving on the committee to assess the proposals.

Kelly Vandenburg expressed worry about what will take place at St. Jules due to the cancellation of transportation between ABC Child Care and St. Jules. Sharon has agreed to meet with parents on June 4, 2013 at 7:00pm in order to discuss the current situation at that school.

Lease Agreements

Lease Agreement Amendments were discussed. Sharon shared that it is hoped that lease agreement amendments will be presented to the Board in a Board Report – June 17, 2013. The following amendments were discussed:

Amendment One

Safe Schools

- As outlined in Regulation 221/11, “Extended Day and Third Party Programs” made under the Education Act, reporting requirements are required for Early Childhood Educators offering board-operated Extended Day programs as well as third party operators offering Extended Day and Before and After School Programs.

We would suggest that a clause be added indicating:

We will provide third party operators the reporting requirements and process which will include “Safe Schools Incident Reporting Form – Part One” in order to report an incident of a serious nature that has occurred outside of the traditional school day in a before and after school program or an extended day program. This information is provided to third-party operators in hard copy, electronic copy at a Third Party Operator meeting hosted by the school board on an annual basis.

Amendment Two

Playground Equipment

- In conference with our CMSM it was determined that playground structures are no longer funded through our CMSM (Children’s Services, City of Windsor) and is not required in the existing Day Nursery Act. Alternatives to playground structures are recommended due to the onerous safety inspection regulations and risk of injury. Currently in the existing lease agreement the Licensee is required to notify the Board before installing playground equipment.

We would suggest amending this clause to read:

“The Licensee shall not replace or install playground equipment upon the licensed premises”.

New Clause**Sharing of Information**

- By May 15th of the preceeding school year, every board must submit the following information to the Minister: A list of the schools in which the board will ensure the operation of a third party program in the upcoming school year, the name of the third party operating at the schools and the fees that the third party has advised the board that it will charge.

We would suggest that a clause be included in the lease agreement that would indicate: “licensee will survey parents each February to determine the projected enrollment of kindergarten students for September. Annually the third party provider will provide information to the board indicating projected enrollment and fees.

New Clause

- Many Child Care Programs will operate in schools throughout the course of the summer. It is imperative for our Facility Services Department have access to the hallways, gymnasium, washrooms the last week of the summer in order to adequately prepare the school for the new school year.

We would suggest that we include a clause stipulating:

All Child Care Programs will close the week prior to the start of the new school year, unless appropriate arrangements have been made with our Facility Services Department prior to the summer.

New Business -

Sharon shared with the group that the Child Care Providers would like to have a representative sit on the Child Care Advisory Committee. Trustee McMahon clarified that Sharon’s role as a board representative allows for her to bring forward the information, suggestions, concerns to the Child Care Advisory Committee. It was agreed that we would ask the Child Care operators to provide to the CCAC a written report after each Child Care provider meeting detailing information shared, questions and concerns.

We also engaged in conversation around the Board Policy and procedures and agreed that it is necessary for us to review the policy and procedures in the new school year – 2013-2014.

The Ministry of Health Promotion offers free after-school programs in four school communities in the WECDSB – St. Jules, St. Bernard, St. James and St. John. These programs are very valuable in these school communities however often present a barrier to the viability of a provider offering a “Before and After School Program” for a fee. The committee requested a report regarding the success and future of this strategy in our community. Sharon will be in touch with Denise Simpson to garner this information.

Next Meeting – A meeting will be held before the end of the school year in order to offer recommendations regarding the naming a the successful Child Care programs for St. Maria Goretti, St. Jules and St. Anne.



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

**Supervisor
Meeting Date:**
June 17, 2013

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **JOINT HEALTH AND SAFETY COMMITTEE (JHSC)
2013 ANNUAL REPORT**

RECOMMENDATION:

**That the Joint Health and Safety Committee (JHSC) 2013 Annual Report
be received as information.**

SYNOPSIS:

This annual report is being presented in accordance with Board Policy H:06 Health and Safety of Employees.

BACKGROUND COMMENTS:

The Board has one central Joint Health and Safety Committee (JHSC) which operates under a "Minister's Order". This order is generated by the Ontario Ministry of Labour, which is the authority having jurisdiction for workplace health and safety. This order sets out specific guidelines as to how the committee operates.

Organizational Structure of JHSC:

This committee is comprised of seven "worker" representatives and seven "management" representatives. The meetings are "co-chaired", the worker and management co-chair alternate chairing these meetings.

Worker members of the committee are comprised of the following:

- two representatives from CUPE
- two representatives from CAW
- one representative from OECTA Secondary
- one representative from OECTA Elementary
- one representative from OECTA Occasional

Management members of the committee are comprised of the following:

- one representative from Human Resources
- three representatives from the Principal Association
- one representative from the Administrative Assistants Group
- two representatives from Facilities Services Department

A secretary is assigned to the committee to take minutes.

The Joint Health and Safety Committee meets monthly from September to June. The committee reviews accident reports, workplace inspection issues and programs and forwards recommendations to management on various ways to improve health and safety in the workplace.

During the 2012-2013 school year, the committee assisted the Board in the following areas:

- Providing annual training of workplace site safety representatives.
- Ongoing formalization of a monthly workplace inspection forms that are generated by school principals and forwarded to the Health and Safety Department. Enhanced a new form and electronic folder which allows for easy access as well as the ability to archive the inspection reports.
- Finalized and distributed the reworked workplace “scent free” program and brochure which highlights safe practices.
- Worked in the implementation of a staff First Class folder that hosts various documents related to staff health and safety.
- Assisted in the creation of a Board Key plan, which will be the standard on how all WECDSB schools are keyed.
- Assisted in the development of a WECDSB Defensive Driving guide.
- Assisted in the development of a school key sign out procedure which will be used for Occasional Teachers as well as itinerant staff.
- Assisted in development of a “Heat Stress Hot Weather Safety Plan” which should assist our staff/students that may have to work during very hot days.

FINANCIAL IMPACT:

N/A

TIMELINES:

The next Annual Report will be submitted in June 2014.

APPENDICES:

N/A

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 10, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 10, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 10, 2013