



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

"Learning together in faith and service"

1325 California Avenue
Windsor, ON N9B 3Y6

CHAIRPERSON: Barbara Holland

DIRECTOR OF EDUCATION: Paul A. Picard

**REGULAR BOARD MEETING
Tuesday, September 22, 2015 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room**

AGENDA

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.
6. Presentations:
 - a. Faith Formation... The year ahead (C. Geml)
7. Delegations:

By-Law 3:09: Any person(s) wishing to appear before the BOARD and speak to an item appearing on the agenda of the BOARD meeting has until noon the day before the BOARD meeting to make a request to the SECRETARY. They shall explain briefly the matter on which the presentation is to be made, the organization or interested parties to be represented, the identity, and if applicable, the authority of the spokesperson. A Delegation Form, located on the BOARD's website, must be completed and forward to the SECRETARY.
8. Action Items:
 - a. Previous Meeting Minutes
 - i) Minutes of the Committee of the Whole Board In-Camera Meeting of June 9, 2015 --
 - ii) Minutes of the Special Committee of the Whole Board In-Camera Meeting of July 9, 2015 --
 - iii) Minutes of the Regular Board Meeting of June 22, 2015 1-9
 - iv) Minutes of the Special Regular Meeting of July 9, 2015 10-12
 - b. Items from the Committee of the Whole Board In-Camera meeting of September 8, 2015 --

9. Communications:
 - a. External (Associations, OCSTA, Ministry):
 - b. Internal (Reports from Administration):
 - i) Report: Trustee Attendance January 1 to July 2015 (P. Picard) 13-14
 - ii) Verbal Report: Enrolment/Staffing Organization Information for Elementary and Secondary Schools September 2015 (T. Lyons) --
10. Committee Reports:
 - a. Report: Special Education Advisory Committee (SEAC) Minutes of May 21, 2015 (C. Geml) 15-18
11. Unfinished Business: *None*
12. New Business:
 - a. Report: Tender Approval – Bus Bay for Our Lady of Mount Carmel Catholic Elementary School (M. Iatonna) 19-20
 - b. Report: Amended Draft Policy T:02 and PR T:02 Trustee Expenses and Board Services, *final approval* (T. Lyons) 21-30
 - c. Report: Amended Draft Policy A:05 Pupil Accommodation Review, *final approval* (T. Lyons) 31-45
 - d. Report: Amended Draft Policy B:08 Community Planning and Partnership, *approval in principle* (T. Lyons) 46-50
 - e. Report: Revised Regular Board Meeting Schedule of 2015-2016 (P. Picard) 51-53
13. Notice of Motion:
14. Remarks and Announcements:
 - a. Chairperson of the Board
 - b. Director of Education
 - c. Board Chaplain
15. Remarks/Questions by Trustees
16. Pending Items: *None*
17. Future Regular Board Meetings: *Unless stated otherwise, all meetings will be held on the fourth Tuesday of the month at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*
 - Tuesday, October 27, 2015
 - Tuesday, November 24, 2015
 - Tuesday, December 1, 2015 (Organizational Meeting – 7:45 pm start)
 - Tuesday, December 15, 2015
 - Tuesday, January 26, 2016
 - Tuesday, February 23, 2016
 - Tuesday, March 29, 2016
 - Tuesday, April 26, 2016

- Tuesday, May 24, 2016
- **MONDAY**, June 27, 2016

Committee of the Whole Board In-Camera Meetings will be held on the second Tuesday of the month at 6:00 pm (closed sessions).

18. Adjourn to In-Camera meeting, if required:
19. Closing Prayer
20. Adjournment

Barbara Holland
Chairperson 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

REGULAR BOARD MEETING
Monday, June 22, 2015 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room

MINUTES

PRESENT

Trustees: F. Alexander B. Mastromattei
F. Costante L. Soulliere
M. DiMenna, Vice-Chair F. Valentinis
F. DiTomasso
B. Holland, Chair

K. Dumlao, Student Trustee
V. Gaspard, Student Trustee
Rev. L. Brunet, Board Chaplain

Regrets: Trustee Tope

Administration: P. Picard (Resource) S. Fields S. O'Hagan-Wong
C. Geml P. King S. Swiatoschik
M. Iatonna R. Lo Faso J. Ulicny
C. Norris

Recorder: B. Marshall

1. Call To Order – Chair Holland called the meeting to order at 7:08 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – Trustee Tope sends her regrets due to a graduation ceremony.
4. Approval of Agenda – No amendments this evening.

Moved by Trustee Mastromattei and seconded by Trustee DiMenna that the June 22, 2015 Regular Board meeting agenda be approved as distributed. Carried

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: None

6. Presentations:

- a. Representatives from Windsor Goodfellows Club, Gil Barichello, Deacon Gary Coyle and George Robillard informed trustees of the collaboration with Goodfellows and our schools. Thank you to the Goodfellows organization for their generous donations over the past several years.
- b. Catholic Character Development Initiative Awards “Our Journey to Holiness” – Elementary and Secondary

Associate Director Geml presented 2015 Director’s “Our Journey to Holiness” Awards to the following recipients:

- o Goodness, Kindness, Belonging, Gratitude and Faithfulness to Bianca-Rose Meloche, grade 2 student at St. Joseph Catholic Elementary school;
- o Compassion, Respect and Knowledge to Brianna DiMarco, grade 6 student at Stella Maris Catholic Elementary school;
- o Wisdom and Courage to Natalie and Olivia Lutfallah, grade 7 students at Holy Cross Catholic Elementary school;
- o Integrity and Discipleship to Jonathan Ozorak, grade 9 student at Assumption College Catholic High School;
- o Humility and Justice to Bethany Viray, grade 11 student at Assumption College Catholic High School.

- c. Outstanding Student Council Leadership Award

Associate Director Geml presented Outstanding Catholic Student Council Leadership awards to Christen Chahine from St. Anne Catholic Secondary School and Madeleine Chang from St. Gabriel Catholic Elementary School who was absent due to her grade 8 Graduation.

- d. Outstanding Catholic School Council Leadership Award

Associate Director Geml presented Outstanding Catholic School Council Leadership awards to Sara Broderick from Our Lady of Annunciation Catholic Elementary School and Shannon Porcellini from St. Anne French Immersion Catholic Elementary School.

- e. Introduction and Commissioning of Incoming 2015-2016 Student Trustees

Associate Director Geml introduced the Incoming 2015-2016 Student Trustees Jeremiah Bowers from Holy Names Catholic Secondary School and Maddie Diab from St. Thomas of Villanova Catholic Secondary School. Rev. Brunet led the student trustees through the Commissioning ceremony.

- f. Recognition of Outgoing 2014-2015 Student Trustees

Associate Director Geml presented plaques to Student Trustees Kyla Dumlao from St Joseph’s Catholic Secondary School and Valere Gaspard from Cardinal Carter Catholic Secondary School recognizing their contribution as Student Trustees for the

2014-2015 year.

7. Delegations: *None*

8. Action Items:

a. Previous Meeting Minutes

- i) Minutes of the Committee of the Whole Board In-Camera Meeting of May 12, 2015

Moved by Trustee Valentinis and seconded by Trustee DiTomasso that the Minutes of the Committee of the Whole Board In-Camera meeting of May 12, 2015 be adopted as distributed. Carried

- ii) Minutes of the Regular Board Meeting of May 26, 2015

Moved by Trustee DiMenna and seconded by Trustee Costante that the Minutes of the Regular Board meeting of May 26, 2015 be adopted as distributed. Carried

- iii) Minutes of the Special Regular Board Meeting of June 9, 2015

Moved by Trustee Soulliere and seconded by Trustee Mastromattei that the Minutes of the Special Regular Board meeting of June 9, 2015 be adopted as distributed. Carried

- b. Items from the Committee of the Whole Board In-Camera meeting of June 9, 2015

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on June 9, 2015 pursuant to the Education Act - Section 207, to consider specific personnel, pupil, real property matters, labour relations matters, potential litigation matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of June 9, 2015 be approved. Carried

9. Communications:

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

b. Internal (Reports from Administration):

- i) Report: Summer Jobs and Focus on Youth Program 2015

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive as information, the listing of Summer Jobs and Focus on Youth Program for students, 2015. Carried

- ii) Report: Communications Coordinator's 2014-2015 Annual Report

Moved by Trustee Valentinis and seconded by Trustee DiTomasso that the Communications Coordinator's 2014-15 Annual Report be accepted as information. Carried

10. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Minutes of February 19, 2015

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the Thursday, February 19, 2015 Special Education Advisory Committee meeting as information. Carried

- b. Report: French Immersion Advisory Committee (FIAC) Minutes March 31, 2015

Moved by Trustee Soulliere and seconded by Trustee DiTomasso that the Board receive the Minutes of the March 31, 2015 French Immersion Advisory Committee meeting as information. Carried

- c. Report: Parent Involvement Committee (PIC) Minutes of March 9, 2015

Moved by Trustee Costante and seconded by Trustee DiMenna that the Board receive the Minutes of the March 9, 2015, Parent Involvement Committee (PIC) Meeting as information. Carried

- d. Report: Parent Involvement Committee (PIC) Annual Report on Activities 2014-2015

Moved by Trustee DiMenna and seconded by Trustee Costante that the Board receive the 2014-2015 annual report on the activities of the Parent Involvement Committee. Carried

- e. Report: Child Care Advisory Committee (CCAC) Annual Report – 2014-2015

Moved by Trustee DiTomasso and seconded by Trustee Alexander that the Child Care Advisory Committee 2014-2015 Annual Report be received as information. Carried

- f. Report: Joint Health And Safety Committee (JHSC) 2015 Annual Report

Moved by Trustee DiMenna and seconded by Trustee Costante that the Board receive the Joint Health and Safety Committee (JHSC) 2015 Annual Report as information. Carried

11. Unfinished Business: *None*

12. New Business:

- a. Report: Tender Approval – Roof Replacements – Queen of Peace, St. Joseph, and St. John Vianney Catholic Elementary Schools and St. Thomas of Villanova Catholic Secondary School

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the action of administration in approving the award of tender and the issuance of multiple purchase order contracts for roof replacements at Queen of Peace Catholic Elementary School in the amount of \$125,348 plus HST to Gillett Roofing, at St. Joseph Catholic Elementary School and St. John Vianney Catholic Elementary School in the amount of \$449,700 plus HST to Horizon Roofing, at St. Thomas of Villanova Catholic Secondary School in the amount of \$46,970 plus HST to Kingsville Roofing all to be funded from the approved 2014-15 School Condition Improvement Budget be confirmed and ratified. *Carried*

- b. Report: Tender Approval – Roof Replacements – St. John the Baptist Catholic Elementary School

Moved by Trustee Soulliere and seconded by Trustee Costante that the action of administration in approving the award of tender and the issuance of purchase order to Horizon Roofing for roof replacement at St. John the Baptist Catholic Elementary School in the amount of \$463,800 plus HST to be funded from the approved 2014-15 School Condition Improvement Budget be confirmed and ratified. *Carried*

- c. Report: Tender Approval Paving Projects – St. Mary, St. Christopher and St. John the Baptist Catholic Elementary Schools

Moved by Trustee DiMenna and seconded by Trustee Costante that approval be given to the award of tender and the issuance of a purchase order for paving projects at St. Mary, St. Christopher and St. John the Baptist Catholic Elementary Schools to Trillium Contracting Inc. in the amount of \$211,659 plus HST to be funded from the approved 2014-15 School Condition Improvement Budget. *Carried*

- d. Report: New Draft Policy T:07 Trustee Code of Conduct, *approval in principle*

Trustees questioned Schedule A #35, #37 and #58. Prior to receiving final approval in September, Administration will consult with the Board solicitor to clarify inquiries.

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the New Draft Policy T: 07 Trustee Code of Conduct be approved in principle. *Carried*

- e. Report: Draft Amended Policy T:02 Trustee Expenses and Board Services, *approval in principle*

Moved by Trustee DiMenna and seconded by Trustee DiTomasso that Draft Amended Policy T: 02 Trustee Expenses and Board Services be approved in principle. *Carried*

- f. Report: Draft Amended Policy A:05 Pupil Accommodation Review, *approval in principle*

Moved by Trustee DiMenna and seconded by Trustee Costante that Draft Amended Policy A: 05 Pupil Accommodation Review be approved in principle. Carried

- g. Report: 2015-2016 Final Budget Approval

Moved by Trustee Soulliere and seconded by Trustee Costante that the 2015-16 Final Budget Estimates be approved and that administration be directed to submit the Budget Estimates to the Ministry of Education by the June 30, 2015 due date as required. Carried

13. Notice of Motion: *None*

14. Remarks and Announcements:

- a. Chairperson of the Board

- Trustees will be attending High School Graduations and bringing forward congratulations to the graduates.
- Congratulated outgoing student trustees Kyla Dumlao and Valere Gaspard for their outstanding contribution to the board room. Monthly high school reports were informative, inspiring and thought provoking. Such reports demonstrated your willingness to collaborate with peers. Chair Holland also thanked the student trustees for remaining within their professional development budget.
- Wished everyone a safe and restful summer.

- b. Director of Education Picard provided comments on recent activities supporting the Board's strategic priorities namely; Director Picard supported Chair Holland's student trustee comments and thanked Kyla and Valere for bringing forward each month events and activities occurring in the high schools. Such information provided insight at the administrative level.

Catholic Faith Formation: End of the year masses continue throughout our schools.

Development and Student Achievement Initiatives: During June to October of this year, events to commemorate 400 years of French presence in Ontario will occur in our schools. Resources have been provided to our French as a Second Language teachers.

Celebrating Achievements: Congratulations to the Kit Lacasse Award Recipients of 2015, Raven Trayner from St. Gabriel, Jonathan Abraham from Queen of Peace, Jasmine Ankamah from W.J. Langlois and Nicholas Irvine from Holy Names High School. The awards are presented annually to exemplary graduating students with special needs, who have demonstrated strength to overcome their challenges and have been an inspiration to others; Congratulations to Associate Director Cathy Geml, the 2015 J. F. Johnson Outstanding Educator Award Recipient; Congratulations Evan Tanovich from Assumption on his appointment to the 2015-2016 Minister's Student Advisory Council; The First annual Pucks4Bucks ice hockey tournament and road hockey challenge was held last Saturday. Fr. Brunet was on hand to present the Father

Larry Cup. The event raised approximately \$4,200 which will be used to help students from financially vulnerable families register in the F.J. Brennan Centre of Excellence and Innovation's sports academies. It was a great day that really showcased the best of what Catholic education has to offer. Thank you to organizers Joe Plante and Kevin Hamlin; Attended the Retirement Mass and Celebration Dinner on Friday, June 12, best wishes to all the retirees on this next phase of their life; and Congratulations to both elementary and secondary school graduates.

Miscellaneous: The Board's Employee Assistance Program once again will be hosting this year's summer break event at Colasanti's on Tuesday, June 30th. All are welcome to attend.

Director Picard wished everyone a safe and restful summer break.

- c. Board Chaplain Brunet thanked student trustees Kyla Dumlao and Valere Gaspard for their contributions to each meeting; Congratulated new appointees to the Superintendent of Education Pool, Joseph Ibrahim, Melissa Farrand and Colleen Norris; and Thanked the organizers of the Puck4Bucks tournament for naming the cup in his honour.

15. Remarks/Questions by Trustees

Trustee Alexander wished everyone a pleasant and restful summer and thanked the outgoing student trustees.

Trustee Tope requested the Chair of the Board to read the following on her behalf: *Due to a family graduation I was not able to attend tonight but wanted to extend my gratitude to my family of schools, parent councils, administration and fellow trustees for their support during my first year. I look forward to much success in the future. Have a safe and enjoyable summer.*

Trustee Mastromattei congratulated St. John Vianney and St. William Catholic Elementary schools for their Community Living Inclusionary awards and wished everyone a safe summer.

Trustee Costante also thanked outgoing student trustees Kyla Dumlao and Valere Gaspard for the diligence and welcomed incoming student trustees Jeremiah Bowers and Maddie Diab.

Trustee Valentinis requested a brief report on the status of a property request on Randolph Avenue.

Trustee Valentinis thanked outgoing student trustees for the much appreciated high school events and activity reports. The reports provided a critical role in keeping trustees informed and in touch with the schools; Congratulated this evenings award recipients and all graduates within our system.

Trustee Soulliere thanked senior administrative team, in particular Associate Director Geml for meeting with the St. John the Baptist Catholic School Council to clarify program adjustments occurring in September.

Trustee DiTomasso also thanked outgoing student trustees Kyla Dumlao and Valere

Gaspard for serving the Board well; Congratulated award recipients; Thanked Principal Hickson at St. Thomas of Villanova Catholic High School for the Villy Lipdub 2015 video; and wished all a great vacation.

Trustee DiMenna remarks: “We have come a long way as a system, this year we have had many good news stories. None of this could have been accomplished without the excellent staffs we have in all our buildings. Their dedication to the students and Catholic education is very much appreciated by this Board. Also, thank you to fellow Trustees as well as our two student trustees for a great year. Wished everyone a safe and enjoyable summer break. Looking forward to seeing everyone back in September.”

Student Trustee Dumlao’s remarks: *“I hope this year we have provided the board with more insight in our representation of the student body. When first elected I felt under qualified, was shy and unprepared for this role but since becoming a student trustee the role has helped me to expand and grow. Thank you for this incredible opportunity as it is an important role in our education system. I especially would like to thank Trustees for the work you do for students. What you give to the community is inspiring and empowering and often goes unnoticed. Please know students care about the future and the legacy they will leave behind. Lastly thank you God for touching my heart this year.”*

Student Trustee Valere’s remarks: *“I would like to share some thoughts of my time serving our Board. To begin, it has been a pleasure serving alongside all of you. The experiences that I have gained in this room and in my role a Student Trustee will last a lifetime. I have learned many things about organization, procedure, leadership and working for our school board community in faith and service. To our Trustees, to the members of administration and to my Co-Trustee Kyla, you have provided invaluable opportunities to promote my own growth and development as well as for our students. I wish our new Student Trustees much success in their new role and the very best in all of their endeavours.”*

Student Trustees Dumlao and Gaspard provided the following high school reports:

Assumption: Muscular Dystrophy Walk; Senior Day last week; BBQ dress down and awards; 145th graduating class; Munchy Monday; and Cups of Ice Cream.

St. Joseph’s: Dress Down Days; No Spirit Week; End of school year mass; Graduation mass and BBQ; Boys Soccer team won OFSSA; Student elections; and a successful blood drive.

F.J. Brennan: Graduation week consists of breakfast, movies, scavenger hunt, staff/student basketball game, BBQ and Prep rally; No spirit week; and Sponsor-Child fundraiser.

Holy Names: 30th Graduating class; Tulips and Challenge Day; Tug of War event; Mini Walk-a-thon; Elections and interviews; Capture the flag and freezies; Student Choice Awards, Spirit Day; and Graduation Day.

Catholic Central: Recognition Assembly; Ice Cream Social; Hoops for Hope fundraiser; and Graduation Week.

St. Anne’s: Senior Day where grade 12’s were able to go to Belle River park to eat and participate in various activities; Spirit Week consisting of various dress down days, a multicultural day and a Pep rally.

Cardinal Carter: Spirit Week which consisted of multiple themed events and final pep rally of the year; Student Council Elections and Day of Champions.

St. Thomas of Villanova: Road Hockey Tournament; Spirit Week; A week long Dress Down Day raised \$3,500 to benefit the Students Helping Students program; and Successful LipDub video on YouTube with 37,000 views.

16. Pending Items: *None*
17. Future Regular Board Meetings: *Unless stated otherwise, all meetings will be held on the fourth Tuesday of the month at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*
- Tuesday, September 22, 2015
 - Tuesday, October 27, 2015
 - Tuesday, November 24, 2015
 - Tuesday, December 1, 2015 (Organizational Meeting – 7:45 pm start)
 - Tuesday, December 15, 2015
 - Tuesday, January 26, 2016
 - Tuesday, February 23, 2016
 - Tuesday, March 29, 2016
 - Tuesday, April 26, 2016
 - Tuesday, May 24, 2016
 - **MONDAY**, June 27, 2016

Committee of the Whole Board In-Camera Meetings will be held on the second Tuesday of the month at 6:00 pm (closed sessions).

18. Adjourn to In-Camera meeting, if required: *Not required*
19. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
20. Adjournment – There being no further business, the Regular Board meeting of June 22, 2015 adjourned at 8:55 p.m.

Not Approved

Barbara Holland
Chairperson 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

SPECIAL REGULAR BOARD MEETING
Thursday, July 9 2015 at 3:45 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room

MINUTES

PRESENT

Trustees: F. Costante B. Mastromattei
M. DiMenna, Vice-Chair L. Soulliere
F. DiTomasso S. Tope
B. Holland, Chair F. Valentinis

Rev. L. Brunet, Board Chaplain

Regrets: Trustee Alexander

Administration: P. Picard (Resource) E. Byrne C. Norris
C. Geml S. Fields S. O'Hagan-Wong
M. Iatonna P. King M. Seguin
T. Lyons R. Lo Faso J. Ulicny

Recorder: B. Marshall

1. Call To Order – Chair Holland called the meeting to order at 4:48 pm.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – Trustee Alexander sent his regrets due to a prior commitment.
4. Approval of Agenda

ADDITION:

Action Item 8a) Items from the Special Committee of the Whole Board In-Camera meeting of July 9, 2015.

Moved by Trustee DiTomasso and seconded by Trustee Costante that the July 9, 2015 Special Regular Board meeting agenda be approved as amended. Carried

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: None

6. Presentations: *None*

7. Delegations: *None*

8. Action Items:

- a. Items from the Special Committee of the Whole Board In-Camera meeting of July 9, 2015

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on June 9, 2015 pursuant to the Education Act - Section 207, to consider 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.

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the recommendations and directions of the Special Committee of the Whole Board in-camera meeting of July 9, 2015 be approved. *Carried*

Vice Chair DiMenna made the following announcements:

From the July 9, 2015 Special Committee of the Whole Board in-camera meeting

- Approval of the 2016-2017 Projects within the 2015 Capital Plan; and
- Deferred property transfer agreement with Diocese of London pending further legal review.

9. Communications:

- a. External (Associations, OCSTA, Ministry): *None*
 b. Internal (Reports from Administration): *None*

10. Committee Reports: *None*

11. Unfinished Business: *None*

12. New Business:

- a. Report: Special Education Plan Amendments – 2015

Trustee Soulliere and DiMenna commended the members of the Special Education Advisory Committee.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the amendments to the Special Education Plan 2015; *and,*

That the amendments be submitted to the Ministry of Education. *Carried*

- b. Report: 2015 Capital Priorities

Moved by Trustee Mastromattei and seconded by Trustee Tope that approval be given to the 2015 Capital Priorities and to submission of these priorities and

business cases to the Ministry of Education by July 15, 2015. Carried

13. Notice of Motion: *None*

14. Remarks and Announcements:

Director Picard welcomed newly appointed Executive Superintendent of Human Resources Terry Lyons.

15. Remarks/Questions by Trustees: *None*

16. Pending Items: *None*

17. Future Regular Board Meetings: *Unless stated otherwise, all meetings will be held on the fourth Tuesday of the month at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*

- Tuesday, September 22, 2015
- Tuesday, October 27, 2015
- Tuesday, November 24, 2015
- Tuesday, December 1, 2015 (Organizational Meeting – 7:45 pm start)
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- Tuesday, March 29, 2016
- Tuesday, April 26, 2016
- Tuesday, May 24, 2016
- **MONDAY**, June 27, 2016

Committee of the Whole Board In-Camera Meetings will be held on the second Tuesday of the month at 6:00 pm (closed sessions).

18. Adjourn to In-Camera meeting, if required: *Not required*

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

20. Adjournment – There being no further business, the Special Regular Board meeting of July 9, 2015 adjourned at 4:58 p.m.

Not Approved

Barbara Holland
Chairperson 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

Meeting Date:
 September 22, 2015

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul Picard, Director of Education
SUBJECT: **TRUSTEE ATTENDANCE – JANUARY TO JULY 2015**

RECOMMENDATION:

That the Board receive the report *Trustee Attendance – January to July 2015* as information.

SYNOPSIS:

In accordance with the Board motion of December 16, 2003, this report provides a summary of trustee and student trustee attendance at regularly scheduled board meetings during the months of January to July 2015.

BACKGROUND COMMENTS:

Six regularly scheduled Board meetings and three Special regular Board meetings for a total of nine (9) meetings were held during the period of January to July 2015. Student Trustees were not expected to attend the Special meetings.

The chart provided below summarizes attendance during the reporting period.

Trustee	Meetings Attended
Fred Alexander	6
Fabio Costante	9
Mary DiMenna	9
Frank DiTomasso	8
Barbara Holland	8
Bernie Mastromattei	8
Lisa Soulliere	9
Susan Tope	8
Fulvio Valentinis	9

Student Trustee 2014-15	Meetings Attended (excluding Special Meetings)
Kyla Dumlao	6
Valere Gaspard	6

FINANCIAL IMPACT:

Not applicable.

TIMELINES:

The report on Trustee attendance for the period of January 2015 to July 2015 will be submitted to the Board at its September 22, 2015 meeting.

APPENDICES:

- None

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	August 25, 2015
<input type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	- -
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	August 25, 2015



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

Meeting Date:
 September 22, 2015

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: SEAC Committee – Trustee Members

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

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**
Meeting of Thursday May 21, 2015

RECOMMENDATION:

**That the Board receive the Minutes of the Thursday May 21, 2015
 Special Education Advisory Committee meeting as information.**

SYNOPSIS:

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

BACKGROUND COMMENTS:

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

FINANCIAL IMPACT:

N/A

TIMELINES:

The next SEAC meeting will occur on Wednesday June 24, 2015 at the Catholic Education Centre.

APPENDICES:

- Special Education Advisory Committee Minutes of Thursday May 21, 2015.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date: August 25, 2015
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date: August 25, 2015
<input type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: August , 2015



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

SPECIAL EDUCATION ADVISORY COMMITTEE MEETING
Thursday May 21, 2015 – 6:00 P.M.
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor

MINUTES

Present:

Shelley Lavoie	Learning Disabilities Association
John Riberdy	Principal
Lisa Soulliere	Trustee
Mary DiMenna	Trustee (Vice Chair)
Melanie Allen	IEWS
Joanna Zeiter	Easter Seals
Rosemary LoFaso	Superintendent of Education K-12
Cathy Geml	Associate Director of Education
Terri Maitre	Recorder

1. Call to Order – Mary DiMenna
2. Opening Prayer – SEAC members
3. Welcome – Mary DiMenna welcomed SEAC to the meeting.
4. Recording of Attendance – Regrets: Cindy Tracey, Rose Lamug, John McMahon
5. Approval of Agenda -

Motion by Lisa Soulliere and seconded by Melanie Allen that the Agenda be approved as revised and circulated. *Carried*

6. Agenda Questions from Observers – None
7. Disclosure of Pecuniary Interest - None
8. Approval of Minutes -

Motion by Lisa Soulliere and seconded by John Riberdy that the Minutes be approved as revised and circulated. *Carried*

9. Business Arising - None

10. Information Items – The following items were reviewed by the committee.
- (a) Letter to the Honourable Liz Sandals from the Renfrew County DSB SEAC supporting the Simcoe Muskoka CDSB regarding Regulation 274. Ministry of Education’s hiring process for teachers.
 - (b) Letter to the Honourable Liz Sandals from the Grand Erie DSB SEAC regarding Regulation 274. Ministry of Education’s hiring process for teachers.
 - (c) Letter to the Honourable Liz Sandals from the Thames Valley DSB SEAC regarding Regulation 274. Ministry of Education’s hiring process for teachers.
 - (d) Letter to the Honourable Liz Sandals and the Honourable Brad Duguid from the Upper Grand DSB SEAC regarding supporting mandatory Special Education preparatory courses for all teachers graduating from teacher education programs in Ontario.
 - (e) Letter to Michael Barrett, President Ontario Public School Boards’ Association from the Upper Grand DSB’s SEAC regarding raising awareness and lobbying for funding with regard to Fetal Alcohol Spectrum Disorders.
 - (f) Letter to the Honourable Liz Sandals from the Lakehead DSB’s SEAC regarding the preparation and comprehensive strategy for identifying and supporting all students in Ontario with FASD.
 - (g) Letter to Mr. Michael Barrett, President Ontario Public School Boards’ Association from the Lakehead DSB’s SEAC supporting Thames Valley DSB in regard to the preparation and comprehensive strategy for identifying and supporting all students in Ontario with FASD. (Thames Valley DSB’s letter attached). (Support letter above).
 - (h) Letter to the Honourable Liz Sandals from the Greater Essex County DSB’s SEAC regarding Regulation 274 Ministry of Education’s hiring process for teachers.
 - (i) Letter from the Honourable Liz Sandals to the Windsor-Essex Catholic DSB’s SEAC congratulating your collaborative efforts and your work supporting the achievement and well-being of students with special education needs in the community.
 - (j) VIEWS NEWS letter April 2015.
 - (k) WECDSB diagnostic flow chart provided to SEAC as information as per the February SEAC meeting.

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

- 11. Report from Vice Chair – Information items above.
- 12. Report from Trustees – Trustee Soulliere

At the Public board meeting of April 28, 2015-05-22 the following items were received for information:

2014-2015 Second Interim Financial Variance Report
The report covers the six month period from September 1, 2014 to February

3

28, 2015. The forecasted in year surplus is \$1.588 M. Administration continues to monitor the budget. Interim financial reports are provided quarterly to the Board of Trustees.

2015-2015 Budget Development and Budget Outlook Update

The budget outlook shows a better financial picture that originally presented at \$12.3M. Six million is now the anticipated reductions. Administration plans to present the recommended budget at the June 9th, 2015 public board meeting.

The Trustees received the following items for approval:

The proposed boundary adjustment for St. John de Brebeuf and Queen of Peace/St. Louis Catholic Elementary schools

The school year calendar for 2015-16 was approved.

Motion by Shelley Lavoie and seconded by Melanie Allen that the report from Trustees be accepted as information. *Carried*

13. Report from Associate Director of Education –

Associate Director Cathy Geml gave a brief explanation of Bill 274 to SEAC. Several letters have been forwarded to the Minister of Education regarding the hiring process of teachers, which several SEACs feel has a negative affect on all children in the province and in particular students with special needs.

The 2015-2016 budget is to be presented on June 9th, 2015. Reductions in staffing will be addressed at the meeting.

Motion by Melanie Allen and seconded by Joanna Zeiter that the report from the Associate Director be accepted as information. *Carried*

14. New Business - None

15. **Association Reports - N/A**

16. Closing Prayer – SEAC members
Meeting adjourned: 6:25 p.m.
Next meeting: Thursday June 18, 2015 at 6:00 p.m.



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

Meeting Date:
September 22, 2015

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 Corporate Services
SUBJECT: **TENDER APPROVAL - BUS BAY – OUR LADY OF MOUNT
 CARMEL CATHOLIC ELEMENTARY SCHOOL**

RECOMMENDATION:

That the action of Administration in approving the award of tender and the issuance of a purchase order to SLR Contracting for construction of a bus bay at Our Lady of Mount Carmel Catholic Elementary School in the amount of \$479,000 plus HST as a charge to the approved 2014-15 School Condition Improvement Budget be confirmed and ratified.

SYNOPSIS:

This report provides a summary of the bus bay construction at Our Lady of Mount Carmel Catholic Elementary School.

BACKGROUND COMMENTS:

The Facilities Services Department has previously identified that Our Lady of Mount Carmel Catholic Elementary School requires a bus bay. The bus bay is to ensure student safety during drop off and pick up of students.

The City of Windsor has a bus bay grant for school boards. This grant provides school boards with a portion of the cost of bus bays. In the case of the subject project, \$100,000 is being provided to complete the bus bay.

In accordance with the Board's Purchasing Policy and Procedures, a tender (Tender No. 615) was issued June 9, 2015 for the bus bay.

A formal tender opening was held on June 23, 2015 at the Catholic Education Centre with Shannon Ficon (Manager of Purchasing and Payroll), Julie Di Domenico (Technical Supervisor – Facilities Services), Gerry Racine (Construction Project Manager), Sebastian Martincic (Haddad Morgan & Associates) and representatives of Alliance General Contracting of Windsor, Amico Infrastructure, and SLR Contracting in attendance.

FINANCIAL IMPACT:

A summary of the submitted bus bay tender bids are provided below:

Contractor	Total Bid Price (excluding HST)
SLR Contracting	\$479,000
Amico Infrastructure Inc.	\$482,100
Intrepid General Limited	\$563,900
Alliance General Contracting of Windsor Inc.	\$720,000

All submissions were reviewed and found to be in order. The lowest bidder meeting specifications was SLR Contracting. Due to timing considerations in getting the work completed for the start of school in September, a purchase order was issued to this contractor. It is noted, that since the low bid is in excess of the \$100,000 threshold of the Purchasing Policy/Procedures requiring Board approval, this report is being submitted for the actions of Administration to be confirmed and ratified by the Board.

The bus bay will be funded from a combination of sources including, (1) the approved 2014-15 School Condition Improvement Budget, which currently contains a provision of \$200,000 for this project, and (2) from the City of Windsor contribution of \$100,000. Since total costs are estimated to exceed the \$300,000 combined budget allotment and City contribution, the resulting net balance, \$179,000, is to be funded from \$314,902 of unassigned funds in the School Condition Improvement Budget.

TIMELINES:

The contractor, SLR Contracting, commenced work on July 21, 2015 and the project is scheduled to be completed by August 25, 2015.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	September 1, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	September 1, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	September 1, 2015



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

Meeting Date:
 September 22, 2015

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Terry Lyons, Executive Superintendent of Human Resources
SUBJECT: **DRAFT AMENDED POLICY T: 02 TRUSTEE EXPENSES AND BOARD SERVICES – FINAL APPROVAL**

RECOMMENDATION:

That the Board provide final approval for Draft Amended Policy T: 02 Trustee Expenses and Board Services; and

That the Administrative Procedure T: 02 Trustee Expenses and Board Services be received as information.

SYNOPSIS:

A Policy Working Subcommittee, including the Superintendent of Business, Manager of Accounting and Capital, and Senior Manager of Human Resources and Policy Development, in consultation with Board staff, conducted a review of existing Board Policy T: 02 Conventions, Meetings, and Out of Pocket Expenses. The attached draft amended policy was developed from that review and received approval in principle at the June 22, 2015 Board meeting and is recommended for final approval.

BACKGROUND COMMENTS:

Policy T: 02 Conventions, Meetings, Out of Pocket Expenses was last reviewed and amended in 2007. Effective April, 2011, provincial directives governing the regulation of broader public sector expenses (BPS Directives) were issued under the *Broader Public Sector Accountability Act, 2010*. The Policy Working Subcommittee has reviewed the existing Board policy for compliance with the directives; for consistency with other Windsor-Essex Catholic District School Board policies, including Policy A: 04 Expense Reimbursement for Employees/Consultants/Contractors; and for consistency with best school board practices.

The amended policy and supporting administrative procedures was communicated to all stakeholders. The draft amended policy was posted to the Board’s public web site and

circulated for stakeholder feedback. The draft was approved in principle on June 22, 2015, and has remained posted as part of the consultation process.

There was no feedback received respecting provisions of the draft policy, and the policy as approved in principle, is recommended for final approval.

Out of the consultation process, clarifying amendments were made to the original draft revised procedure. To simplify and ensure consistency in payment of reimbursable gratuity amounts, administration has included an amendment to provision 2.3 (e), revising reimbursable gratuity amounts from 15% of pre-tax amounts to 15 % of after tax amounts, recognizing that many automated payment devices at restaurants calculate percentage based on after tax amounts.

Similar amendments will be made to the administrative procedure governing expense reimbursement for employees/consultants/contractors.

FINANCIAL IMPACT:

While it is difficult to quantify the additional costs that may be incurred or savings that may be realized from the recommended changes in this policy, it is anticipated that these costs and/or savings will not be material in nature.

Expenses may be incurred only if sufficient budget exists to do so. The responsibility rests with the approving authority to manage activities within the existing budget as already established by the Board of Trustees.

TIMELINES:

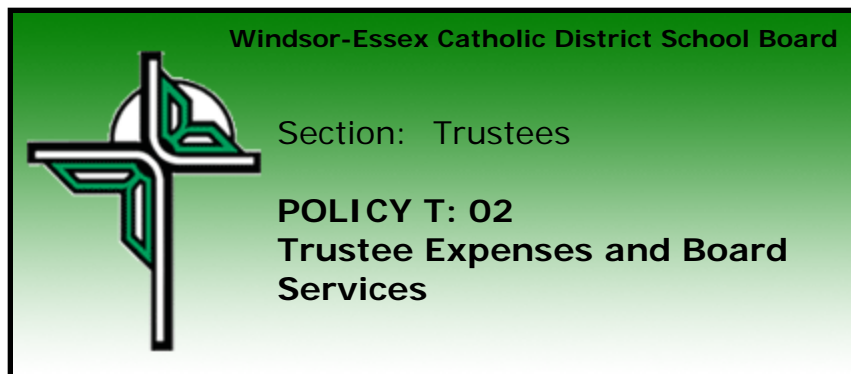
For immediate implementation.

APPENDICES:

- Draft Amended Policy T: 02 Trustee Expenses and Board Services
- Draft Administrative Procedures T: 02 Trustee Expenses and Board Services

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	September 15, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	September 15, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	September 15, 2015



DRAFT

NUMBER:	T: 02
EFFECTIVE:	June 9, 1998
AMENDED:	May, 2007 April 13, 2004
RELATED POLICIES:	A: 04 Pr A: 04 Pr T: 02 T: 01, T: 07
REPEALS:	
REVIEW DATE:	2018-2019

1.0 OBJECTIVE:

- 1.1 To set out the circumstances in which expenses incurred by Trustees may be reimbursed by the Board and to establish services to be provided by the Board in supporting the work of Board Trustees.

2.0 DEFINITIONS:

- 2.1 “Hospitality” for the purposes of this policy is the provision of food, accommodation, transportation, token gifts, and other amenities paid out of public funds to individuals who are not engaged to work for the Board (i.e. would not include trustees, employees, consultants/contractors).

3.0 GUIDING PRINCIPLES:

- 3.1 The Windsor-Essex Catholic District School Board shall be accountable for public funds used to reimburse travel, meal, professional development and hospitality expenses and shall ensure that all expenses support the Board’s business objectives.
- 3.2 The procedures for authorizing and/or reimbursing expenses shall be clear, easily understood and transparent to all stakeholders.
- 3.3 Taxpayer dollars shall be used prudently and responsibly. Plans for travel, meals, accommodation, professional development and hospitality must be necessary and economical with due regard for health and safety.
- 3.4 Legitimate authorized expenses incurred during the course of Board business shall be reimbursed.
- 3.5 The Windsor-Essex Catholic District School Board approves and encourages the attendance of Trustees at conventions, seminars, symposia etc., which relate to the responsibilities that they bear towards the ratepayers and their children.
- 3.6 The Board recognizes that it must schedule meetings of Trustees, which may require out-of-pocket expenses by Trustees who wish to attend such meetings.
- 3.7 The Board recognizes the importance of assisting Trustees in communicating with Board

POLICY T: 02 Trustee Expenses and Board Services

administration and with their individual constituencies.

4.0 SPECIFIC DIRECTIVES:

- 4.1 The Board shall set aside in its annual budget an amount to support this policy.
- 4.2 All Trustee claims for reimbursement are to be approved by the Chair of the Board and the Director of Education, with confirmation for procedural compliance from the Superintendent of Business. The Chair of the Board shall seek approval from the Vice Chair and the Director of Education, with confirmation for procedural compliance from the Superintendent of Business.
- 4.3 Trustees shall be reimbursed for those expenses detailed in this Policy and any applicable supporting Procedure provided all provisions of the Policy and Procedure are followed, all required authorizations are obtained, and the expenses are incurred within budgeted limits.
- 4.4 Administration shall develop procedures that support the principles of this policy and that address the following directives:
 - i) The establishment of a clear accountability framework where the authority for appropriate expense approvals is clear.
 - ii) There shall be no reimbursement for the purchase of alcoholic beverages.
 - iii) Reimbursement for hospitality must never be offered solely for the benefit of those working for the Board (i.e. trustees, employees, consultants/contractors). Examples of such non-reimbursable expenses would include costs of office social events, retirement parties, holiday lunches.
 - iv) Reimbursed expenses are subject to examination by the Business Department, the Regional Internal Audit Team and/or the Board's external auditors and should be completed with care and accuracy and supported by the appropriate original invoices and/or receipts.
- 4.5 Any request for expenditure reimbursement that is not in compliance with the spirit of this policy as determined by the Board's Business Department may be denied or alternatively reported to the Director of Education for decision.

5.0 RESPONSIBILITY:

- 5.1 It is the responsibility of each Trustee to determine the appropriateness of any travel and/or professional development conventions, conferences, seminars, or the necessity of any out-of-pocket expenses.
- 5.2 The Director of Education shall ensure that administrative procedures are developed that are in compliance with the principles and directives of this policy, and with the Broader Public Sector Guidelines.

POLICY T: 02 Trustee Expenses and Board Services

5.3 ~~It is the responsibility of the Board's Business Department to ensure all documentation is complete before reimbursement or advance is made.~~

5.3 It is the responsibility of the Board's Business Department to publish an annual report summarizing the expenses of each Trustee's ~~and detailing~~ out-of-district travel, professional development, conventions, conferences and seminars attended by each Trustee.

6.0 REVIEW AND EVALUATION

6.1 The effectiveness of this policy shall be accessed through Trustee, staff and community satisfaction measures.

6.2 This Policy shall be reviewed during the 2018-2019 policy review cycle.

7.0 REFERENCES:

Education Act s.191

Ontario Regulation 357/06

The Broader Public Sector Accountability Act, 2010

Broader Public Sector Expenses Directive


Procedure T: 02 Trustee Expenses and Board Services

Policy T: 01 Student Trustee

Policy T: 07 Trustee Code of Conduct

Policy A: 04 Expense Reimbursement for Employees/ Consultants/Contractors

Procedure A: 04 Expense Reimbursement for Employees/Consultants/Contractors



Windsor-Essex Catholic District School Board

Section: Trustees

**Administrative Procedure
PR T: 02 Trustee Expenses
and Board Services**

PROCEDURE:	Pr T:02
EFFECTIVE:	May 8,2007
AMENDED:	May 15,2007
RELATED POLICIES:	A:04, Pr A:04, T:02,T:01
REPEALS:	
REVIEW DATE:	2018-2019

DRAFT

1.0 OBJECTIVE

1.1 To establish a procedure to provide reimbursement for expenses incurred by Trustees, and to establish services to be provided by the Board in supporting the work of Board Trustees.

2.0 PROFESSIONAL DEVELOPMENT/OUT OF POCKET EXPENSES

2.1 Trustees may attend the conventions of O.C.S.T.A. and C.C.S.T.A.. Trustees may also attend other conferences, seminars, and courses, special sessions and out of district meetings.

2.2 The Board shall allocate to each Trustee a \$5,000 Professional Development Allowance. To access those funds the Trustee must submit the required forms as prescribed by administration, and must file with the supporting documentation attached prior to having expenses considered for reimbursement.

2.3 The Board will pay the following from the Professional Development Allowance:

- a) Registration fees.
- b) The Board shall pay for the full hotel room accommodation when such request is accompanied by the original receipt. Corporate, government and conference rates shall be utilized wherever possible. Personal purchases charged to the room will not be reimbursed (non- reimbursable expenses would include movies and mini-bar charges).
- c) Meal expenses incurred while traveling outside the county of Essex on a per meal basis to a maximum of \$15 for breakfast, \$25 for lunch and \$50 for supper. The maximum meal expenses to be claimed per day shall not exceed \$90 per person. Meal expenses shall only be reimbursed upon submission of receipts with supporting documentation, including details as to whose expense is being claimed and the reason for the breakfast/lunch/dinner. A credit card slip will not be considered sufficient supporting documentation for meal expenses.
- d) Where meal packages are available as part of the convention, the Board shall pay either the value of the meal package or reimburse on a per meal basis as set out above at the discretion of the Trustee. Where the registration fee includes a meal package, the Board shall reimburse only for those meals not provided through the package, to the maximums set

ADMINISTRATIVE PROCEDURE PR T:02 Trustee Expenses and Board Services

- out above. Meal expenses will not be reimbursed when supplied on planes and trains and included in the price of the ticket.
- e) Reimbursable gratuity amounts are capped at 15% of after-tax amounts.
 - f) Reimbursement at the rate of \$0.46 per kilometer established by the Board's Executive Council each September, and in accordance with the current "WECDSB Mileage Chart", for the use of a Trustee's personal vehicle while traveling to conventions, seminars, board meeting business, etc outside of the County of Essex.
 - g) The cost of plane or train fare when accompanied by the receipts, a boarding pass for a flight or a ticket stub for rail travel. The means of travel chosen should be the most economical and practical, keeping in mind the time required for travel, cost of transportation and accommodation requirements for each alternative. Where air or train fare can be obtained at less cost than the mileage allowance, when all costs are considered (e.g. taxis), those methods of transportation shall be used, subject to time and availability. Economy (coach) class shall be the standard option, with express approval required for any other type of fare (e.g. business class or VIA1). Considerations for making decisions should be based on circumstances such as accommodation, length of travel, health and safety concerns etc. The costs for upgrades to first class or business class travel are at the Trustee's personal expense.
 - h) The Board shall pay the actual costs of miscellaneous expenses when accompanied by the receipts up to a maximum of \$30 per day (Examples may include: one telephone call home per day, coin laundry, public transit, taxi, meter parking, internet access fees. Examples of incidentals not reimbursed include snacks between meals, souvenirs, spectator events etc. For allowable expenses, receipts must be submitted whenever they are available to the traveler).
 - i) Expenses incurred for childcare resulting from the need to attend meetings of the Board, conventions or to conduct other Board business, shall be reimbursed in accordance with the provisions within Policy T: 02 and this supporting Procedure. Details of such expenses (including receipts when available) shall be submitted to the Board in writing in order to be eligible for reimbursement.
 - j) The cost of books, periodicals (i.e. Catholic Register subscription) and computerized learning materials relevant to the Trustee's professional development provided such claims are supported by receipts.
- 2.4 When the spouse accompanies the Trustee at a conference or convention, the Board shall not incur any additional costs as a result of Accommodation, Meals or Travel.
- 2.5 There may be occasion where it becomes necessary in the course of conducting Board Business for a Trustee to incur meal expenses outside of the course of travel, particularly for the purposes of extending hospitality. Trustees may be reimbursed the reasonable expenses incurred while conducting such Board business within the County of Essex provided receipts and supporting documentation are filed, including details as to whose expense is being claimed and the purpose of the meal. These meal expenses shall be reimbursed on a per meal/per person basis to a maximum of \$15 for breakfast,

ADMINISTRATIVE PROCEDURE PR T:02 Trustee Expenses and Board Services

\$20 for lunch and \$30 for supper. These expenses shall be drawn from the Professional Development Allowance.

- 2.6 The Board may, at its discretion, reimburse employees for business meal expenses in excess of the limits specified in section 2.5 above provided:
- a. the expense was reasonable and necessary;
 - b. approval is obtained from the Approving Authority; and
 - c. documentation is filed, including original receipts and supporting documentation detailing the persons for whom the meal was purchased and the purpose of the meal.
- 2.7 Trustees shall be reimbursed for certain reasonable out of pocket expenses incurred for the purpose of extending hospitality. Hospitality can include the provision of food, accommodation, transportation, token gifts, and other amenities that are extended in an economical, consistent and appropriate way when it will facilitate board business ~~or~~ and is considered desirable as a matter of courtesy or protocol. Hospitality expense claims must be accompanied with names of individuals entertained and the purpose of the hospitality. These expenses shall be drawn from the Professional Development Allowance.
- 2.8 Trustees will be reimbursed reasonable expenses to facilitate communications with administration and their constituencies. The following will be covered:
- a) ~~Basic cell phone package~~ Cell phone allowance
 - b) Computer supplies and Board-approved software
 - c) Stationery, letterhead, business cards, office supplies.
 - d) ~~Internet connection~~ allowance
- These expenses will be reimbursed through the Professional Development Allowance.
- 2.9 Each Trustee will be provided at the beginning of their term of office with a lap top computer and a fax/printer/copier/scanner. All equipment will be returned to the Board at the end of the Trustee's term.
- 2.10 Trustee travel to and from Board meetings within the County of Essex will be reimbursed at the rate of ~~\$.46/kilometer~~ established annually by the Board's Executive Council, and will not be drawn from the individual Trustee's \$5,000 Professional Development Allowance. It will be accounted for separately and the Board will establish an annual budget amount to account for these expenditures.

3.0 RESTRICTED EXPENSES

- 3.1 Reimbursement shall not be provided for alcoholic beverages.

ADMINISTRATIVE PROCEDURE PR T:02 Trustee Expenses and Board Services

- 3.2 Functions involving only people who work for the Board (trustees, employees, consultants, contractors), shall not be considered legitimate “hospitality” expenses appropriate for reimbursement.
- 3.3 Cash advances will be kept to a minimum and will be limited to unusual circumstances where appropriate prior approvals are obtained. Hotel costs may be advanced (must attach statement from hotel establishing total amount payable). Requests for cash advances, with the required documentation as prescribed by Administration, signed by the appropriate Approving Authority should be delivered to Accounts Payable at least two (2) weeks prior to the convention, conference or seminar.
- 3.4 There shall be no reimbursement of political contributions or fund raising activities for political parties.
- 3.5 There shall be no reimbursement of legal fees unless pre-approved by the Board.

4.0 APPROVAL PROCESS

- 4.1 All Trustee claims for reimbursement are to be approved by the Chair of the Board and the Director of Education. The Chair of the Board shall seek approval from the Superintendent of Business and the Director of Education.
- 4.2 The Chair of the Board is prohibited from approving his/her own travel or authorizing reimbursement of his/her own expenses.
- 4.3 Those approving travel and authorizing reimbursement of expenses must:
- Provide approval only for expenses that were necessarily incurred in the performance of Board business.
 - Provide approval only for claims that include all appropriate documentation and that are filed in accordance with Policy T: 02 and the provisions of this supporting procedure.
- 4.4 All claims for reimbursement of expenses must be submitted to the approver in the form prescribed by the Board’s Business Department within thirty (30) days of the expenses being incurred. Cash advances resulting in amounts owed back to the Board must be returned with the expense report. Any advances not supported by the required documentation will be repaid by the Trustee.
- 4.5 Where the forms have not been duly completed, are not submitted within prescribed time period, or the approver is of the opinion that the claim is outside of the provisions of Policy/Procedure T: 02, the approver is authorized and obligated to deny the claim. The rationale for denial will be provided to the Trustees prior to denial of the claim.

ADMINISTRATIVE PROCEDURE PR T:02 Trustee Expenses and Board Services

5.0 NON-MATERIAL ADMINISTRATIVE DEVIATION

5.1 A non-material administrative deviation from this policy/procedure requires written documentation and explanation by the requestor and approval by the normal Approving Authority. Examples of non-material deviations would include:

- First occurrence of a lost receipt (less than \$50);
- A cash advance required more than two (2) weeks in advance; or
- If business meal costs are greater than the maximum amounts detailed within the procedure.



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

Meeting Date:
 September 22, 2015

BOARD REPORT

	Public <input checked="" type="checkbox"/>	In-Camera <input type="checkbox"/>	
PRESENTED FOR:	Information <input type="checkbox"/>	Approval <input checked="" type="checkbox"/>	
PRESENTED BY:	Senior Administration		
SUBMITTED BY:	Paul A. Picard, Director of Education Terry Lyons, Executive Superintendent of Human Resources		
SUBJECT:	DRAFT AMENDED POLICY A: 05 PUPIL ACCOMMODATION REVIEW – FINAL APPROVAL		

RECOMMENDATION:

That the Board provide final approval for Draft Amended Policy A: 05 Pupil Accommodation Review; and

That the Administrative Procedures A: 05 Pupil Accommodation Review be received as information.

SYNOPSIS:

Current Board Policy A: 05 Pupil Accommodation Review has been reviewed and amended for compliance with the revised Ministry of Education Pupil Accommodation Review Guidelines. The attached draft amended policy received approval in principle at the June 22, 2015 Regular Board meeting and is recommended for final approval.

BACKGROUND COMMENTS:

The Ministry issued revised Pupil Accommodation Review Guidelines in March 2015. The recommended amendments to Policy A: 05 Pupil Accommodation Review ensure compliance with revised Ministry Guidelines and further both the Ministry and Board’s commitment to making pupil accommodation decisions with the involvement of an informed community, based on a broad range of criteria regarding the quality of the learning experience for students.

The draft amended policy and supporting proposed administrative procedure has been posted to the public website for stakeholder feedback. The draft was approved in principle on June 22, 2015 and has remained posted as part of the consultation process.

There was no feedback received respecting provisions of the draft policy and the policy as approved in principle, is recommended for final approval.

Upon final approval, all accommodation planning and accommodation review will be conducted in accordance with revised policy and procedure.

FINANCIAL IMPACT:

N/A

TIMELINES:

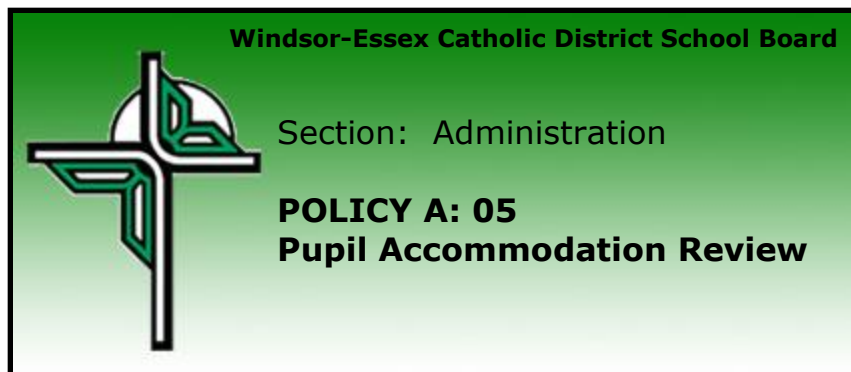
For immediate implementation.

APPENDICES:

- Draft Amended Policy A: 05 Pupil Accommodation Review
- Draft Administrative Procedure A: 05 Pupil Accommodation Review

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	September 15, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	September 15, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	September 15, 2015



NUMBER:	A: 05
EFFECTIVE:	June 25, 2007
AMENDED:	March 9, 2010
RELATED POLICIES:	See References
REPEALS:	A:05 School Closure
REVIEW DATE:	DRAFT

DRAFT

1.0 OBJECTIVE:

- 1.1 To implement the updated Pupil Accommodation Review Guidelines released by the Ministry of Education on March 25, 2015 ~~October 31, 2006 and revised in June 2009~~, and to ensure that the planning and accommodation review process encourages public participation and open decision-making within the context of the teachings of the Catholic Faith.

2.0 GUIDING PRINCIPLES:

- 2.1 The Windsor-Essex Catholic District School Board is committed to achieving the greatest good for the greatest number of its students and their families. All planning decisions will be implemented in keeping with the Board's mission and will be mindful of the best and most prudent use of all of the resources available to the Board.
- 2.2 The pupil accommodation review process shall focus on student well-being; academic achievement; and school board financial viability/sustainability.
- 2.3 The Board is required to operate schools that are educationally advantageous and economically efficient. Various factors beyond the Board's control will impact on this commitment. These include declining, increasing and shifting populations, current funding and operational realities, changing educational objectives, and physical limitations.
- 2.4 To fulfill the Board's commitment to providing the highest quality educational programs and services, administration shall continuously monitor all factors and plan for pupil accommodations.
- 2.5 There may be occasion where the Board must consolidate school enrolments and accommodations by changing boundaries and adding or deleting pupil spaces in accordance with established Ministry procedures, regulations and guidelines. This may include constructing new schools or closing existing schools.

3.0 SPECIFIC DIRECTIVES:

- 3.1 The Director shall put in place administrative procedures that implement the Pupil Accommodation Review Guidelines and that fulfill the objectives of this policy.

POLICY A: 05 Pupil Accommodation Review

3.2 The following are not actions to which this Policy applies:

- a) Where a replacement school is to be rebuilt by the Board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the Board's existing policies; (e.g., replacement of a rural school within its existing rural community)
- b) where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction;
- c) When a lease is terminated.
- d) When the Board is planning the relocation in any school year or over a number of school years of a grade or grades, or a program, where the enrolment constitutes less than 50% of the enrolment of the school. This calculation is based on the enrolment at the time of the relocation or the first phase of a relocation carried over a number of years.
- e) When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations.
- f) Where a facility has been serving as a holding school for a school community whose permanent school is over capacity and/or under construction or repair.
- g) Where there are no students enrolled at the school at any time throughout the school year.

In these circumstances, the Board will consult with local school communities about proposed accommodation options for students in advance of any decision made by the Board.

3.3 The Board will engage in a long-term enrolment, staffing and capital planning process that will provide the context for accommodation review processes and decisions, and assist the Board in using its facilities and capital resources efficiently and effectively.

3.4 A copy of the Pupil Accommodation Review Guidelines, and the Ministry document entitled "Administrative Review of the Accommodation Review Process" along with this Policy will be posted on the Board's website and will be made available at the head office of the Board.

4.0 RESPONSIBILITY:

4.1 The Board is responsible for ensuring that all provisions of the Ministry's Pupil Accommodation Review Guidelines and the requirements contained within Board Policy

POLICY A: 05 Pupil Accommodation Review

and Procedure are followed when the Board conducts an Accommodation Review.

- 4.2 The Director is responsible for assisting the Board in the process of long-term accommodation planning, in order to monitor enrolment trends, school capacity, address provincial policy initiatives, and implement new capital projects accordingly. This planning should take into account opportunities for partnerships with other school boards, parishes, local municipalities, and ~~appropriate public organizations~~ other community partners that are financially sustainable, safe for students and protect the values and objectives of the Board.
- 4.3 An Accommodation Review Committee (ARC) formed at the direction of the Board must follow the requirements set out in the Ministry's Pupil Accommodation Review Guidelines and Board Policy / Procedure ~~and its Terms of Reference~~ when carrying out its mandate.

5.0 REVIEW AND EVALUATION:

- 5.1 The effectiveness of this policy shall be assessed through Trustee, staff, and community satisfaction measures.
- 5.2 This Policy shall be reviewed during the 2017-2018 policy review cycle.

6.0 REFERENCES:


Pupil Accommodation Review Guidelines, Ministry of Education, ~~October 31, 2006 and revised June 26, March 26, 2015~~

Administrative Review of the Accommodation Review Process, Ministry of Education, dated October 31, 2006

Board Policy A: 22 School Boundary

Board Policy B: 08 Community Planning and Partnership

Administrative Procedure PR A:05 Pupil Accommodation Review



Windsor-Essex Catholic District School Board

Section: Administration

**ADMINISTRATIVE PROCEDURE:
PR A: 05 Pupil Accommodation
Review**

NUMBER:	PR A: 05
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	
REPEALS:	
REVIEW DATE:	DRAFT

DRAFT

1.0 OVERVIEW OF PROCEDURE:

1.1 The Windsor-Essex Catholic District School Board’s Pupil Accommodation Review Procedure shall involve the following five stages:

- a) Stage One – Planning Prior to an Accommodation Review
- b) Stage Two – Identification
- c) Stage Three – Review and Analysis through Standard Accommodation Review Process OR
Stage Three – Review and Analysis through Modified Process
- d) Stage Four - Decision by the Board
- e) Stage Five - Implementation

1.2 Timelines for a Standard Pupil Accommodation Review Process

- a) Following the date of the Board of Trustees’ approval to conduct a pupil accommodation review, Board administration will provide written notice of the Board of Trustees’ decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the Board’s initial staff report. Administration shall also notify the Director(s) of Education of the coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
- b) Beginning with the date of the Board of Trustees’ approval to conduct a pupil accommodation review, there must be no fewer than 30 business days before the first public meeting is held.
- c) There must be a minimum period of 40 business days between the first and final public meetings.
- d) The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the recommended option(s) in the School Board’s initial

ADMINISTRATIVE PROCEDURE PR A:05 Pupil Accommodation Review

staff report before the final public consultation meeting.

- e) The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.
- f) From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.
- g) There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

1.3 Timelines for a Modified Accommodation Review Process

- a) Following the date of the Board of Trustees' approval to conduct a pupil accommodation review, Board administration will provide written notice of the Board of Trustees' decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the Board's initial staff report. Administration shall also notify the Director(s) of Education of the coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
- b) The Board must hold at least one public meeting. Beginning with the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, there must be no fewer than 30 business days prior to the meeting.
- c) The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the modified pupil accommodation review, must provide their response on the recommended option(s) in the School Board's initial staff report before the final public consultation meeting.
- d) The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.
- e) From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.
- f) There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

2.0 STAGE ONE – PLANNING PRIOR TO AN ACCOMMODATION REVIEW:

- 2.1 As detailed within the Ministry of Education's *Community Planning and Partnerships Guidelines*, prior to engaging in a pupil accommodation review, Board administration shall undertake long-term capital and accommodation planning, informed by any relevant information obtained from local municipal governments, local parishes, and other community partners, which takes into consideration long-term enrolment projections and

ADMINISTRATIVE PROCEDURE PR A:05 Pupil Accommodation Review

planning opportunities for the effective use of excess space in all area schools.

3.0 STAGE TWO - IDENTIFICATION:

- 3.1 The Director of Education may proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s), which would include the sharing of information and seeking feedback from local municipalities, local parishes, and other community partners as prescribed within the Ministry of Education's *Community Planning and Partnerships Guidelines*.
- 3.2 Wherever possible, schools should only be subject to a pupil accommodation review once in a five-year period, unless there are circumstances determined by the school board, such as a significant change in enrolment.
- 3.3 Prior to establishing a pupil accommodation review, the initial staff report to the Board of Trustees must contain one or more options to address the accommodation issue(s). Each option must have a supporting rationale. There must be a recommended option if more than one option is presented. The initial staff report must also include information on actions taken by School Board staff prior to establishing a pupil accommodation review process and supporting rationale as to any actions taken or not taken.
- 3.4 The option(s) included in the initial staff report must address the following:
- summary of accommodation issue(s) for the school(s) under review;
 - where students would be accommodated;
 - if proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
 - identify any program changes as a result of the proposed option;
 - how student transportation would be affected if changes take place;
 - if new capital investment is required as a result of the pupil accommodation review, how the school board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available; and
 - any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.
 - a timeline for implementation.

4.0 STAGE THREE – REVIEW AND ANALYSIS – STANDARD ACCOMMODATION REVIEW PROCESS

Establishing an Accommodation Review Committee

Role

- 4.1 As part of the Board's standard accommodation review process, an Accommodation Review Committee (ARC) must be established to represent the school(s) under review and act as the official conduit for information shared between the school board and the school communities. The ARC may comment on the initial staff report and may, throughout the pupil accommodation review process, seek clarification of the initial staff report. The ARC may provide other accommodation options than those in the initial staff report; however, it

ADMINISTRATIVE PROCEDURE PR A:05 Pupil Accommodation Review

must include supporting rationale for any such option.

- 4.2 The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.
- 4.3 School Board staff resources assigned to the ARC are required to compile feedback from the ARC as well as the broader community in the community consultation section of the final staff report to be presented to the Board of Trustees.

Membership

- 4.4 Members of the ARC shall include:
- School Superintendent(s) as designated by the Director of Education, functioning in a resource capacity;
 - Three parents from each school community, as chosen by their respective communities;
 - A student representative from each secondary school under review;
 - The Director of Education may appoint a third party facilitator as a resource to serve as Chair of the ARC.
- 4.5 The ARC may invite individuals, including members of Board administration, to act as resources to the Committee.

Formation

- 4.6 The ARC is to be formed following the Board of Trustees' consideration of the initial staff report but prior to the first public meeting.

Terms of Reference (Appendix A)

- 4.7 Board Administration will provide each ARC member a copy of the Committee's Terms of Reference and will invite ARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, minimum number of meetings and procedures of the ARC.

School Information Profile

- 4.8 Board administration is required to develop School Information Profiles (SIPs) as orientation documents to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP provides an understanding of and familiarity with the facilities under review.
- 4.9 The SIP is to include data for each of the following two considerations about the school(s) under review:
- value to the student; and
 - value to the school board.
- 4.10 A SIP will be completed by Board administration for each of the schools under review. Each school under review will have a SIP completed at the same point-in-time for comparison purposes and shall be completed prior to the commencement of a pupil accommodation review.

ADMINISTRATIVE PROCEDURE PR A:05 Pupil Accommodation Review

- 4.11 While the ARC may request clarification about information provided in the SIP, it is not the role of the ARC to approve the SIP.
- 4.12 The following are the minimum data requirements and factors that are to be included in the SIP:
- Facility Profile:
 - School name and address.
 - Site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.
 - School attendance area (boundary) map.
 - Context map (or air photo) of the school indicating the existing land uses surrounding the school.
 - Planning map of the school with zoning, Official Plan or secondary plan land use designations.
 - Size of the school site (acres or hectares).
 - Building area (square feet or square metres).
 - Number of portable classrooms.
 - Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.).
 - Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g., tracks, courts for basketball, tennis, etc.).
 - Ten-year history of major facility improvements (item and cost).
 - Projected five-year facility renewal needs of school (item and cost).
 - Current Facility Condition Index (FCI) with a definition of what the index represents.
 - A measure of proximity of the students to their existing school, and the average distance to the school for students.
 - Percentage of students that are and are not eligible for transportation under the school board policy, and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
 - School utility costs (totals, per square foot, and per student).
 - Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
 - Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e., barrier-free).
 - On-the-ground (OTG) capacity and surplus/shortage of pupil places.
 - Instructional Profile:
 - Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.
 - Describe the course and program offerings at the school.
 - Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
 - Current grade configuration of the school (e.g., junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
 - Current grade organization of the school (e.g., number of combined grades, etc.).

ADMINISTRATIVE PROCEDURE PR A:05 Pupil Accommodation Review

- Number of out of area students.
 - Utilization factor/classroom usage.
 - Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
 - Current extracurricular activities.
 - Other School Use Profile:
 - Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery.
 - Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
 - Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
 - Availability of before and after school programs or services (e.g., child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
 - Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
 - Description of the school's suitability for facility partnerships.
- 4.13 Administration may introduce additional items that could be used to reflect local circumstances and priorities which may help to further understand the school(s) under review

Consultation with Local Municipal Governments

- 4.14 Following the Board of Trustees' approval to undertake a pupil accommodation review, Board administration must invite affected single and upper-tier municipalities as well as other community partners that expressed an interest prior to the pupil accommodation review to discuss and comment on the recommended option(s) in the school board's initial staff report.
- 4.15 The invitation for this meeting will be provided through a written notice, and will be directed through the Clerks Department (or equivalent) for the affected single and upper-tier municipalities.
- 4.16 The Board will provide affected single and upper-tier municipalities, as well as community partners that expressed an interest prior to the pupil accommodation review, with advance notice of the date of the final public meeting for community consultation. The municipalities and community partners must provide their response on the recommended option(s) in the school board's initial staff report before the meeting.
- 4.17 Board administration is to document their efforts to meet with the affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from this meeting as part of the final staff report to the Board of Trustees.

Public Meetings

- 4.18 The Board shall conduct a minimum of two public meetings for broader community

ADMINISTRATIVE PROCEDURE PR A:05 Pupil Accommodation Review

consultation on the initial staff report, and Board administration is to facilitate the public meetings to solicit broader community feedback on the recommended option(s) contained in the initial staff report.

- 4.19 The public meetings are to be announced and advertised publicly through an appropriate range of media as determined by Board administration.
- 4.20 The first public meeting must include the following:
- an overview of the ARC orientation session;
 - presentation of the initial staff report with recommended option(s); and
 - a presentation of the SIPs.

5.0 STAGE 3 – REVIEW AND ANALYSIS - MODIFIED ACCOMMOATION REVIEW PROCESS

- 5.1 The Board may elect to proceed with a modified accommodation review process where two or more of the following conditions exist:
- The utilization rate of at least one school of the group of schools being considered for study is below seventy-five per cent;
 - The enrolment falls below 250 students (elementary) or 500 students (secondary) in at least one of the schools in the group of schools being considered for study;
 - At least two of the schools in the group of schools being considered for study are within 10 kilometres of each other; or
 - The Board is planning the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment (the enrolment calculation being based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years)
- 5.2 The initial staff report is to include an explanation of the rationale for exempting the school(s) from the standard pupil accommodation review process, and shall include the information as set out in provisions 3.3 and 3.4 (above).
- 5.3 An Accommodation Review Committee will not be required to support the modified accommodation review process.
- 5.4 School Information Profiles shall be developed by Board administration in accordance with provisions 4.7 through 4.12 (above).
- 5.5 Following the Board of Trustees' approval to undertake a pupil accommodation review, Board administration is to consult with local municipalities and community partners as provided within provisions 4.13 through 4.16 (above).
- 5.6 The Board is to conduct a minimum of one public meeting for broader community consultation on the initial staff report, and Board administration is to facilitate the public meeting to solicit broader community feedback on the recommended option(s) contained in the initial staff report.

ADMINISTRATIVE PROCEDURE PR A:05 Pupil Accommodation Review

- 5.7 The public meetings are to be announced and advertised publicly through an appropriate range of media as determined by Board administration.
- 5.8 The public meeting shall include presentation of the following:
- the initial staff report with recommended option(s); and
 - the Student Information Profiles.

6.0 STAGE FOUR – DECISION OF THE BOARD

Final Staff Report

- 6.1 At the conclusion of the pupil accommodation review process (both standard and modified), Board administration will submit a final staff report to the Board of Trustees. The report must include a community consultation section that contains feedback from the ARC (in the standard process) and any public consultations, as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.
- 6.2 Board Administration may choose to amend their proposed option(s) included in the initial staff report. The recommended option(s) must also include a proposed accommodation plan, prepared for the decision of the Board of Trustees, which contains a timeline for implementation.

Delegations to the Board of Trustees Meeting

- 6.3 Once School Board staff submits the final staff report to the Board of Trustees, the Board must allow an opportunity for members of the public to provide feedback on the final staff report through public delegations to the Board of Trustees.
- 6.4 After the public delegations, School Board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

Decision of the Board of Trustees

- 6.5 The Board of Trustees will be provided with the final staff report, including the compiled feedback from the public delegations, when making its final decision regarding the pupil accommodation review.
- 6.6 The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.

7.0 STAGE FIVE – IMPLEMENTATION

Transition Planning

- 7.1 Following the decision to consolidate and/or close a school, administration is to establish a separate committee to address the transition for students and staff, and the transition of students is to be carried out in consultation with parents/guardians and school staff.



APPENDIX "A"

ACCOMMODATION REVIEW COMMITTEE - TERMS OF REFERENCE

MANDATE:

The Accommodation Review Committee (ARC) is established to support meaningful community consultation in a pupil accommodation review process that focuses on the following education and pupil accommodation objectives:

- Student well-being, academic achievement, and Board financial viability/sustainability;
- The achievement of the greatest good for the greatest number of students and their families, with all planning decisions being implemented in keeping with the Board's mission and being mindful of the best and most prudent use of all of the resources available to the Board;
- The operation of schools that are educationally advantageous and economically efficient

The Accommodation Review Committee (ARC) shall act as the official conduit for information shared between the school board and the school communities. The ARC may comment on the initial staff report initiating the accommodation review process and may, throughout the process, seek clarification of the initial staff report.

The ARC may provide other accommodation options than those in the initial staff report; however, it must include supporting rationale for any such option.

An ARC must follow the requirements set out in the Ministry's Pupil Accommodation Review Guidelines, Board policy/procedure, and fulfill its mandate in the manner set out in the ARC's Terms of Reference.

MEMBERSHIP:

Members of the ARC shall include:

- School Superintendent(s) as designated by the Director of Education, functioning in a resource capacity;
- Three parents from each school community, as chosen by their respective communities;
- A student representative from each secondary school under review;

The Director of Education may appoint a third party facilitator, as a resource, to serve as Chair of the ARC.

The ARC may invite individuals, including members of Board administration to act as resources as necessary.

ACCOMMODATION REVIEW COMMITTEE - TERMS OF REFERENCE (DRAFT)

The ARC will be deemed to be properly constituted whether or not all of the listed members are willing and able to participate.

The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.

PROCEDURES:

- The ARC will conduct working meetings, as may be required, within the timelines established in the Board's pupil accommodation review policy/procedure, in order to discuss the accommodation process, and to present feedback from the affected school communities. At a minimum the ARC will conduct four such working meetings, at least two of which shall be public meetings to solicit community feedback. During the first meeting, Board administration will provide an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.
- As part of the orientation session, administration will present the ARC with School Information Profiles (SIPs), to assist the ARC and the community in understanding the context surrounding the decision to include specific school (s) in the review. While the ARC may request clarification about information provided in the SIP, it is not the role of the ARC to approve the SIP.
- The ARC Chair will convene and chair meetings, and will, in cooperation with the Superintendent(s), ensure that the ARC successfully carries out its obligations under the pupil accommodation review policy and procedure.
- The ARC may comment on the initial staff report and may, throughout the pupil accommodation review process, seek clarification of the initial staff report.
- The ARC may provide other accommodation options than those in the initial staff report; however, it must include supporting rationale for any such option.
- The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.
- The school board's staff resources assigned to the ARC are required to compile feedback from the ARC as well as the broader community in the community consultation section of the final staff report to be presented to the Board of Trustees.



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

Meeting Date:
 September 22, 2015

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Terry Lyons, Executive Superintendent of Human Resources
SUBJECT: **DRAFT AMENDED POLICY B:08 COMMUNITY PLANNING AND PARTNERSHIP – APPROVAL IN PRINCIPLE**

RECOMMENDATION:

That Draft Amended Policy B:08 Community Planning and Partnership be approved in principle.

SYNOPSIS:

Current Board Policy B: 08 Facility Partnership has been reviewed and amended for compliance with the revised March 2015 Ministry of Education Facility Partnership Guideline. *Board Policy B: 08 Facility Partnerships*, now referenced as the *Community Planning and Partnership Guidelines*, is presented for approval in principle.

BACKGROUND COMMENTS:

The Ministry issued revised Guidelines in March 2015, which include the following highlighted amendments:

- The added objective of supporting effective planning with community partners regarding land-use and green space/park planning;
- The requirement to share capital planning information with community partners so that potential partners may have sufficient time to respond to presented opportunities;
- Additions to the notification list for sharing of planning information and partnership opportunities;
- Where the Board was obligated under existing guidelines to hold a public meeting once a year to discuss potential partnerships, the new guidelines now require holding at least one meeting annually;
- Addition of the option to conduct additional staff-level meetings to discuss potential planning and partnership opportunities with relevant entities;
- Addition of the requirement to share specific capital planning information at the annual meeting or during the optional staff-level meeting;

- Requirement for entities on the notification list to bring to meetings relevant planning information, population projections, growth plans, community needs, land-use and green space/park requirements; and
- Added requirement to engage in discussions with municipalities and other community organizations to explore partnership options prior to undertaking an accommodation review process.

Results of Public Consultation Process:

The draft amended policy and supporting proposed administrative procedure has been posted to the public website. Stakeholders, including principals/vice-principals, association/union representatives, school councils, and members of the Parent Involvement Committee have been invited to provide feedback. Administration will report on the results of the consultation process when the policy is returned for final approval in October.

Timetable For Implementing Policy and Procedure: Amendments to the policy and procedure will be implemented upon final approval of the policy.

Risks of Policy Direction and Mitigation Strategies: N/A

Impact on Stakeholders and Plan For Communicating the Policies: The amended policy and supporting administrative procedures will be communicated to all stakeholders. Upon final approval, all facility planning and partnership will be conducted in accordance with revised policy and procedure.

FINANCIAL IMPACT:

N/A

TIMELINES:

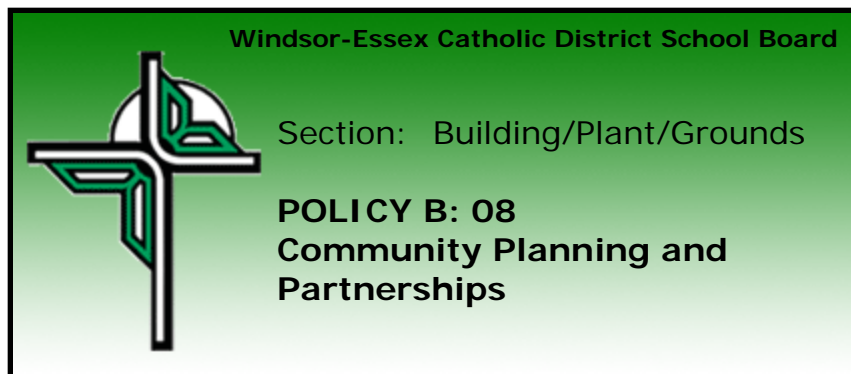
A report recommending final approval of the new policy proposals, subject to amendments that may arise from the consultation process, will be presented at the Regular Board Meeting October 27, 2015.

APPENDICES:

- Draft Amended Policy B:08 Community Planning and Partnership

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	September 15, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	September 15, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	September 15, 2015



NUMBER:	B: 08
EFFECTIVE:	Sept. 28, 2010
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	B:08 Facility Partnerships
REVIEW DATE:	2019-2020

DRAFT

1.0 OBJECTIVE:

- 1.1 To establish guidelines for the development of facility partnership opportunities with community partners whose missions enhance and respect the autonomy and denominational rights of the Catholic school system.
- 1.2 To support effective planning with community partners regarding land-use and green space/park planning.

2.0 DEFINITIONS:

- 2.1 ***Facility Partnerships:*** Partnerships between the Windsor-Essex Catholic District School Board and community partners to share facilities to benefit the board, students and the community, and to optimize the use of public assets owned by the school board. Partnerships may involve co-built facilities, lease, license, and joint-use agreements to utilize part of a school facility specifically during school hours, in new and existing school facilities where students are being taught.

3.0 GUIDING PRINCIPLES:

- 3.1 The Windsor-Essex Catholic District School Board shall operate its school buildings and property for the primary purpose of providing a suitable learning environment for the delivery of educational programs to support student achievement and safety of students.
- 3.2 The Board recognizes that cooperative and collaborative partnerships are part of the foundation of a strong, vibrant and sustainable publicly funded educational system and that effective partnerships must respect the core values of each partner.
- 3.3 The Board is open to consideration of joint capital ventures where they are demonstrated to be in the best interest of the Board. When considering a facility partnership, the health and safety of students must be protected and the partnership must be appropriate for the school setting.
- 3.4 The intent of entering into a facility partnership is to:
 - a) Improve services and supports available to students;
 - b) Strengthen relationships between the Board, community partners and the public;

POLICY B: O8 Community Planning and Partnerships

- c) Maximize the use of public infrastructure;
- d) Reduce facility operating costs;
- e) Provide opportunities for new and/or additional sources of funds for financing building improvements and program delivery;
- f) Provide a foundation for improved service delivery for the community.

4.0 SPECIFIC DIRECTIVES:

4.1 This policy does not apply:

- a) where the Board has declared space surplus in compliance with *Ontario Regulation 444/98*, which grants priority treatment to coterminous boards and other public entities when disposing of surplus property through sales or leases.
- b) under the Community Use of Schools program which encourages community partners to use school facilities outside of school hours.

4.2 In addressing the future needs of students, the Board shall identify within its capital plan areas of growth and decline, enrolment projections, school capacity, renewal needs, potential consolidations and construction of new schools or additions, including significant renovations.

4.3 Through the planning process, the Board will identify facilities that may be suitable for facility partnerships with respect to new construction and unused space in Board facilities, as well as opportunity to consider potential surplus properties in which community partners may be interested.

4.4 The Board shall share planning information with community partners so that external entities may have sufficient time to respond to presented opportunities.

4.5 Administration shall develop procedures for planning, identification of potential partnership opportunities, community notification, selection of appropriate community partners, and formalizing of partnership agreements that protect the best interests of the Board.

5.0 RESPONSIBILITY:

5.1 It is the role and responsibility of the Board to determine what facilities are suitable and not suitable for partnerships, what entities are suitable and not suitable facility partners, and when to enter into a partnership.

5.2 The Board is responsible for ensuring proper legal agreements that respect the *Education Act* and protect its rights.

5.3 The Director is responsible for the development of procedures that further the objectives of

POLICY B: O8 Community Planning and Partnerships

this policy and for assisting the Board in the process of long-term accommodation planning, in order to monitor enrolment trends, school capacity, address provincial policy initiatives, and implement new capital projects accordingly. This planning should take into account opportunities for facility partnerships.

- 5.4 The Director shall designate a member of senior administration to be responsible for formalizing Facility Partnership agreements.
- 5.5 The Board's Outreach Coordinator shall be responsible for ensuring information is provided as required under this policy and for addressing facility partnership inquiries received from the Ministry of Education and/or the community.

6.0 REVIEW AND EVALUATION:

- 6.1 The effectiveness of this policy shall be assessed through Trustees, staff, and community satisfaction measures.
- 6.2 This Policy shall be reviewed during the 2019-2020 policy review cycle.

7.0 REFERENCES:

Ontario Education Act
Ontario Regulation 444/98 - Disposition of Surplus Properties
Community Planning and Partnerships Guideline, Ministry of Education, March, 2015
Pupil Accommodation Review Guidelines, Ministry of Education, March, 2015

Board Policy References:

A:03 Community Use of Schools
 A:05 Pupil Accommodation Review
A: 14 Promoting and Supporting Equity and Inclusion within a Catholic Community
 A: 22 School Boundary
 A:31 Accessibility Standards for Customer Service
A: 32 Integrated Accessibility Standards
 B:01 Smoke Free Schools and Sites
 B:03 Vehicles on School Property During School Hours
 B:04 Keys to Schools
 B:05 Property Damage/Vandalism/Theft
 B:06 Facility Maintenance
 B:06 Access to School Premises
 SC:11 Trespassing



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

Meeting Date:
 September 22, 2015

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Barbara Holland, Chairperson of the Board
SUBMITTED BY: Paul Picard, Director of Education
 Mario Iatonna, Executive Superintendent of Corporate Services
SUBJECT: **AMENDED REGULAR BOARD MEETINGS FOR THE
 2015-2016 SCHOOL YEAR**

RECOMMENDATION:

**That the Board approve an additional Regular Board meeting during the
 2015-2016 School Year to accommodate the Budget process.**

SYNOPSIS:

Administration is requesting an additional Regular Board meeting on June 14, 2016 to accommodate Budget timelines in order to meet Ministry deadlines. This meeting will follow the Committee of the Whole Board in-camera meeting.

BACKGROUND COMMENTS:

As per the Board By-Laws, a special Board motion is required to change the regular meeting schedule of the Board.

In order to avoid scheduling a Special Regular Board meeting, administration is requesting, in advance, to amend the 2015-2016 Regular Board Meeting schedule to include an additional meeting to be held on June 14, 2016.

FINANCIAL IMPACT:

None

TIMELINES:

An additional Regular Board meeting during the 2015-2016 school year: June 14, 2016.

APPENDICES:

- Revised Regularly Scheduled Board Meetings – 2015-2016 School Year

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	September 15, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	September 15, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	September 15, 2015



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
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REVISED
REGULARLY SCHEDULED BOARD MEETINGS
2015-2016 School Year

Presented for Approval: September 22, 2015

Tuesday, September 22, 2015
Tuesday, October 27, 2015
Tuesday, November 24, 2015
Tuesday, December 1, 2015 (Organizational Meeting – 7:30 p.m.)
Tuesday, December 15, 2015
Tuesday, January 26, 2016
Tuesday, February 23, 2016
Tuesday, March 29, 2016
Tuesday, April 26, 2016
Tuesday, May 24, 2016
Tuesday, June 14, 2016
MONDAY, June 27, 2016

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.

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

The closed sessions of the Committee of the Whole Board in-camera meetings are scheduled for the second Tuesday of the month.