



**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, December 13, 2016 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. Presentation: --
Faith Formation..... A Year Ahead (E. Byrne)
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 --
November 8, 2016
 - ii) Minutes of the Special Committee of the Whole Board In-Camera Meeting of --
November 22, 2016
 - iii) Minutes of the Regular Board Meeting of November 22, 2016 1-5
 - iv) Minutes of the Organizational Meeting of the Board of December 6, 2016 6-8
 - b. Items from the re-convened Special Committee of the Whole Board In-Camera --
meeting November 22, 2016 meeting and Special Committee of the Whole Board
In-Camera meeting of December 13, 2016.

9. Communications:
 - a. External (Associations, OCSTA, Ministry)
 - i) Report: Board Resolutions To Present to the Ontario Catholic School Trustees' Association Annual General Meeting Committee (B. Holland) 9-13
 - b. Internal (Reports from Administration):
 - i) Verbal Report: Capital Projects Update (T. Lyons) --
10. Committee Reports: *None*
11. Unfinished Business: *None*
12. New Business:
 - a. Report: New Policy: A:34 Flag Protocol, *approval in principle* (T. Lyons) 14-18
 - b. Report: 2017 Temporary Borrowing Resolution – Annual Expenditures (P. King) 19-22
 - c. Report: 2017 Temporary Borrowing Resolution – Permanent Expenditures (P. King) 23-25
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, January 31, 2017
 - Tuesday, February 28, 2017
 - Tuesday, March 28, 2017
 - Tuesday, April 25, 2017
 - Tuesday, May 23, 2017
 - Tuesday, June 13, 2017
 - **Monday**, June 26, 2017

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
Tuesday, November 22, 2016 at 7:00 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

S. Benjamin, Student Trustee
L. Zovko, Student Trustee
Rev. L. Brunet, Board Chaplain

Regrets: Chair Holland and Trustee Alexander

Administration: P. Picard (Resource) D. Fister R. Lo Faso
T. Lyons S. Fields G. McKenzie
E. Byrne J. Ibrahim M. Seguin
P. King J. Ulicny

Recorder: B. Marshall

1. Call To Order – In the absence of Chair Holland and in accordance with Board By-Law 7:01 Presiding Officer, Vice-Chair DiMenna called the meeting to order at 7:23 pm.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – Chair Holland sent her regrets due to a personal matter. Trustee Alexander sent his regrets due to his vacation.
4. Approval of Agenda

ADDITION:

Item 8b) Also include items from the Special Committee of the Whole Board In-Camera meeting of November 22, 2016

Item 12a) **WALK-ON** Report: Amended Regular Board Meetings for the 2016-2017 School Year

Moved by Trustee Costante and seconded by Trustee Soulliere that the November 22, 2016 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. Previous Meeting Minutes
 - i) Minutes of the Committee of the Whole Board In-Camera Meeting of October 11, 2016

Moved by Trustee Mastromattei and seconded by Trustee DiTomasso that the Minutes of the Committee of the Whole Board In-Camera meeting of October 11, 2016 be adopted as distributed. *Carried*

- ii) Minutes of the Emergency Committee of the Whole Board In-Camera Meeting of October 25, 2016

Moved by Trustee Soulliere and seconded by Trustee DiTomasso that the Minutes of the Emergency Committee of the Whole Board In-Camera meeting of October 25, 2016 be adopted as distributed. *Carried*

- iii) Minutes of the Regular Board Meeting of October 25, 2016

Moved by Trustee Valentinis and seconded by Trustee Soulliere that the Minutes of the Regular Board meeting of October 25, 2016 be adopted as distributed. *Carried*

- b. Items from the Committee of the Whole Board In-Camera meeting of November 8, 2016 and Special Committee of the Whole Board In-Camera meeting of November 22, 2016

Trustee Soulliere reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board in-camera meeting on November 8, 2016 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.

In addition, the Board convened a Special Committee of the Whole Board in-camera meeting on November 22, 2016 pursuant to the Education Act - Section 207, to consider 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.

Trustee DiTomasso declared a conflict of interest during the November 8th and November 22nd In-Camera Sessions and excused himself from the relevant discussion

items.

Moved by Trustee Soulliere and seconded by Trustee Costante that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of November 8, 2016 and the Special Committee of the Whole Board in-camera meeting of November 22, 2016 be approved. Carried

From the November 8, 2016 Committee of the Whole Board in-camera meeting:

- Approved the Surplus Property Disposition of the Former Site of Our Lady of Lourdes Catholic Elementary School, 4130 Franklin St., Windsor

From the November 22, 2016 Special Committee of the Whole Board in-camera meeting:

- Approved the ratification of the Unifor Local 2458 Custodians/Maintenance, Office, Clerical, Technical and Campus Ministers Tentative Collective Agreement dated November 17, 2016.

9. Communications:

- a. External (Associations, OCSTA, Ministry)
- b. Internal (Reports from Administration):
 - i) Report: Summer Learning Program – 2016 and Presentation

The 2016 Summer Learning Program requires the Board to organize and offer summer classes for student instruction in literacy and/or numeracy, which can include blended literacy according to the funding provisions and allocation of classes as specified in this letter of agreement with the Literacy/Numeracy Secretariat (LNS) and the Council of Ontario Directors of Education (CODE).

Presenters Heather Best, Maggie Dorion, Cassia Pulleyblank and Stephanie Hage provided an overview of the Summer Learning Program. The presenters thanked and acknowledged teachers Emily Limarzi, Paolo Scalzo, Dana Capaldi, Doug McMahon, Justin Goddins, and Vince Francia and site leader Mona Taouil.

Next year if funding permits, a Summer Learning Program will be established in the county.

Moved by Trustee Costante and seconded by Trustee Tope that the Board receive the Summer Learning Program 2016 as information. Carried

- ii) Report: 2015-2016 Audit Committee Annual Report to Ministry of Education

Moved by Trustee Costante and seconded by Trustee Mastromattei the Audit Committee's 2015-16 Annual Report to the Ministry of Education be received as information and submitted to the Ministry of Education as required by Ontario Regulation 361/10 - Audit Committees. Carried

- iii) Report: 2015-2016 Property Disposition and Acquisition Summary

Trustee Costante requested administration to review the Ministry's initiative to

support community hubs in the schools and report back to the board.

Moved by Trustee DiTomasso and seconded by Trustee Valentinis the Board receive the 2015–16 Property Disposition and Acquisition Summary as information. Carried

10. Committee Reports:
 a. Report: Special Education Advisory Committee (SEAC) Minutes of September 16, 2016

Moved by Trustee Costante and seconded by Trustee Tope the Special Education Advisory Committee (SEAC) Minutes of September 16, 2016. Carried

11. Unfinished Business: *None*

12. New Business:
 a. **WALK-ON** Report: Amended Regular Board Meetings for the 2016-2017 School Year

Moved by Trustee DiTomasso and seconded by Trustee Soulliere that the Board approve the rescheduling of the November 29, 2016 Organizational meeting to December 6, 2016 and the January 24, 2017 Regular Board Meeting to January 31, 2017. Carried

13. Notice of Motion: *None*

14. Remarks and Announcements:
 a. Vice Chair DiMenna - No comments this evening.
 b. Director Picard publically welcomed employee groups who have returned subsequent to work stoppage and encouraged all employees to begin the journey of healing to enhance student achievement.
 c. Board Chaplain – No comments this evening.

15. Remarks/Questions by Trustees
 Trustee Soulliere informed Trustees of her intent to submit to OCSTA two resolutions; Calls to Motion: Truth and Reconciliation and Secondary Busing. The Resolutions are expected to be received by the Board in December.

Trustee DiTomasso mentioned the addition at Stella Maris Catholic Elementary School is complete and students are in their classrooms.

Student Trustee Benjamin commented that the high schools during Bullying Awareness Week hosted activities to increase awareness of bullying.

Student Trustee Zovko mentioned the Halloween for Hunger Campaign, Brennan's improved student involvement and the rescheduling of the Student Faith Day.

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, December 6, 2016 – *Trustee Organizational Meeting, 7:00pm start*
 - Tuesday, December 13, 2016
 - Tuesday, January 31, 2017
 - Tuesday, February 28, 2017
 - Tuesday, March 28, 2017
 - Tuesday, April 25, 2017
 - Tuesday, May 23, 2017
 - Tuesday, June 13, 2017
 - **Monday**, June 26, 2017
- 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: The Board reconvened to the Committee of the Whole Board in-camera meeting following adjournment.
19. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
20. Adjournment – There being no further business, the Regular Board meeting of November 22, 2016 adjourned at 8:05 p.m..

Not Approved

Mary DiMenna
Chair Pro-Tem 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

ORGANIZATIONAL MEETING OF THE BOARD

Tuesday, December 6, 2016 at 7:00 p.m.
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor
(Prayer Service at 7:00 p.m.)

MINUTES

Prayer Service began at 7:05 pm.

PRESENT

Trustees:

F. Alexander	Bernie Mastromattei
F. Costante	L. Soulliere
M. DiMenna (<i>Vice-Chair</i>)	S. Tope
F. DiTomasso	F. Valentinis
B. Holland (<i>Chair</i>)	

L. Zovko, Student Trustee
Rev. L. Brunet, Board Chaplain

Regrets: S. Binjamin, Student Trustee

Administration:

P. Picard (Resource)	S. Fields	R. Lo Faso
T. Lyons	G. McKenzie	M. Seguin
E. Byrne	J. Ibrahim	J. Ulicny
P. King		

Recorder: B. Marshall

1. Call To Order - In accordance with Section Two of the Board By-Laws of the Windsor-Essex Catholic District School, Paul Picard, Director of Education called the meeting to order at 7:15 p.m. and presided over the meeting until the election of the Chair.
2. Welcome: The Director of Education welcomed everyone to this evening's meeting to elect a Chair and Vice-Chair of the Board for the third year of a four-year term.
3. Commissioning Ceremony - Fr. Brunet led a commissioning prayer reaffirming Trustees' commitment to the provision of Catholic education.

4. Recording of Attendance – All Trustees present.
5. Election of Chair

The Director of Education asked Trustees to approve the appointment of two scrutineers.

Moved by Trustee DiMenna and seconded by Trustee DiTomasso that the Board approve the appointment of Fr. Brunet and Executive Superintendent Lyons as scrutineers. Carried

As Presiding Officer, Director Picard invited Trustees who wished to serve as Chair to stand and declare their candidacy. The following Trustee(s) declared their candidacy:

- Trustee Holland

After three requests by Director Picard inviting those who wished to stand to do so, there were no further declarations and the Director called that nominations be closed.

Moved by Trustee Soulliere and seconded by Trustee Valentinis that nominations for the position of Chair be closed. Carried

Trustee Holland was acclaimed to the position of Chairperson of the Windsor-Essex Catholic District School Board.

At this point, Trustee Holland assumed the Chair and proceeded with election of the Vice-Chair.

6. Election of Vice-Chair

Chair Holland invited Trustees who wished to serve as Vice-Chair to stand and declare their candidacy. The following Trustee(s) rose and declared their candidacy:

- Trustee DiMenna
- Trustee Soulliere

After three requests by the Chair inviting those who wished to stand to do so, there were no further declarations and the Chair called that the nominations be closed.

Moved by Trustee Mastromattei and seconded by Trustee DiTomasso that nominations for the position of Vice-Chair be closed. Carried

In accordance with the provisions of the Board By-Laws, Trustees DiMenna and Soulliere provided comments to the assembly in support of their respective candidacies.

Scrutineers Father Brunet and Executive Superintendent Lyons distributed ballots, polled and tallied the results and presented to Chair Holland.

Chair Holland announced that Trustee DiMenna would serve as Vice-Chair of the Board.

Moved by Trustee DiTomasso and seconded by Trustee Costante that the ballots for the election of the Vice-Chair of the Windsor-Essex Catholic District School Board be destroyed.
Carried

Vice Chair DiMenna addressed the Board.

Vice Chair DiMenna thanked trustees for placing their confidence in her once again. Vice Chair DiMenna thanked all members of the Board; Director, Education Assistants, Teachers, Principals, custodians and Board staff for their diligent work. Vice Chair DiMenna commented on the board resources directed towards student spiritual growth, academic success and emotional and physical safety and wellness.

7. Chairperson's Address

Chair Holland addressed the Board and thanked her colleagues for their continued support and endorsement. Chair Holland commented on the accomplishments of the Board over the last term and outlined some of the challenges for Catholic education in Windsor and Essex County for the upcoming year. Chair Holland thanked the entire board staff for their dedication and contributions to making Catholic education such a success in Windsor and Essex County.

8. Establishment of Committees – Trustees will receive a list of current committee appointments tomorrow to review and advise the Chair of their preferred membership. Appointments to committees will be confirmed at a future board meeting.

9. Next Regular Meeting of the Board: Tuesday, December 13, 2016 at 7:00 pm.

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

11. Adjournment – There being no further business, the Organizational Meeting of December 6, 2016 adjourned at 7:41 p.m. at the call of the Chair.

Not approved

Barbara Holland
Board Chairperson

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



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

Meeting Date:
December 13, 2016

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Trustee Committee - OCSTA Resolution

SUBMITTED BY: Paul A. Picard, Director of Education

SUBJECT: **BOARD RESOLUTIONS TO PRESENT TO THE ONTARIO
CATHOLIC SCHOOL TRUSTEES' ASSOCIATION (OCSTA)
ANNUAL GENERAL MEETING COMMITTEE – APRIL 2017**

RECOMMENDATION:

That the Board approve the enclosed resolutions presented by the Trustee Ad Hoc OCSTA Resolution Committee; and

That the Board grant approval to submit the resolutions to be considered and voted, on at the OCSTA Annual General Meeting in April 2017.

SYNOPSIS:

The Trustee Ad Hoc OCSTA Resolution Committee seeks approval to submit two resolutions: Transportation Funding and Honouring the Truth, Reconciling the Future to be presented and voted on at the OCSTA Annual General Meeting in April 2017.

BACKGROUND COMMENTS:

Ontario Catholic School Trustees' Association, a provincial voice for Catholic Education, has assisted Catholic Boards in safeguarding and promoting the interests of Catholic education in Ontario for more than 81 years. OCSTA is a central source of information about government funding and initiatives affecting Catholic education. As the sole provincial association for Ontario's 29 English Catholic District School Boards, OCSTA represents the needs and perspectives of Catholic school boards to the provincial government and, when necessary, the federal government. Annually, OCSTA offers an opportunity for delegates to consider and vote on all resolutions received by OCSTA members. The resolution process provides member boards with the opportunity to bring important issues, which have provincial implications, to the attention of all trustees in the province. The processing of all resolutions is a fundamental responsibility of the Association. This year's Annual General Meeting is held in Toronto April 27th to April 29th,

2017. The Conference Committee will study the resolutions and offer recommendations on the best way to meet their intent.

The OCSTA Resolution committee consists of Trustees Soulliere, DiTomaso, Tope and Holland. Committee members corresponded via email to develop and approve the attached resolutions.

FINANCIAL IMPACT:

Not applicable.

TIMELINES:

The OCSTA deadline for receipt of resolutions is 12:00pm January 31, 2017.

APPENDICES:

Appendix A: Proposed 2017 Resolutions presented by the Trustee Ad Hoc OCSTA Resolution Committee.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	OCSTA Resolution Committee Members:	Review Date:	December 6, 2016
<input checked="" type="checkbox"/>	Chair of the Board:	Approval Date:	December 6, 2016

Windsor-Essex Catholic District School Board**Moved by:****Seconded by:****Topic: Transportation Funding**

Whereas: The Ministry of Education established current transportation funding grants in 1998 at the time of amalgamation of school boards;

And Whereas: Transportation funding levels were based on transportation spending by school boards prior to amalgamation;

And Whereas: Amalgamation resulted in combining rural and urban boards whose transportation needs and models were different at the time of amalgamation;

And Whereas: The difference in transportation services in rural and urban areas of boards has now created a perception of inequity of service within boards;

And Whereas: Urban infrastructure provides for public transportation services that also struggle to build and maintain ridership to sustain public transportation services.

Now Therefore be it resolved that:

OCSTA establish a committee to study, evaluate and propose changes to the transportation grant system currently provided by the Ministry of Education; and

The committee established also evaluate opportunities to lobby the Ministry of Transportation to partner with the Ministry of Education to provide funding to boards interested in collaborating with public transportation services to address student transportation needs while building ridership for public transportation services.

REVISED**Windsor-Essex Catholic District School Board****Moved by:****Seconded by:****Topic: Honouring the Truth, Reconciling the Future**

Whereas: The Truth and Reconciliation Commission of Canada in its final report made the following recommendations regarding education:

“62. We call upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators, to:

- i. Make age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples’ historical and contemporary contributions to Canada a mandatory education requirement for Kindergarten to Grade Twelve students.
- ii. Provide the necessary funding to post-secondary institutions to educate teachers on how to integrate Indigenous knowledge and teaching methods into classrooms.
- iii. Provide the necessary funding to Aboriginal schools to utilize Indigenous knowledge and teaching methods in classrooms.
- iv. Establish senior-level positions in government at the assistant deputy minister level or higher dedicated to Aboriginal content in education.

63. We call upon the Council of Ministers of Education, Canada to maintain an annual commitment to Aboriginal education issues, including:

- i. Developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools.
- ii. Sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history.
- iii. Building student capacity for intercultural understanding, empathy, and mutual respect.
- iv. Identifying teacher-training needs relating to the above.

64. We call upon all levels of government that provide public funds to denominational schools to require such schools to provide an education on comparative religious studies, which must include a segment on Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.

65. We call upon the federal government, through the Social Sciences and Humanities Research Council, and in collaboration with Aboriginal peoples, post-secondary institutions and educators, and the National Centre for Truth and Reconciliation and its partner institutions, to establish a national research program with multi-year funding to advance understanding of reconciliation.”

And Whereas: It is essential that the recommendations of the committee be implemented to ensure education of students on the issues highlighted by the above recommendations to build student capacity for intercultural understanding, empathy, and mutual respect and to advance Canadian cultural development;

And Whereas: Catholic schools deliver religion curriculum as developed by ICE.

Now Therefore be it resolved that:

OCSTA engage our Catholic curriculum partners to further support the implementation of recommendations #62(i) and (ii) to develop age-appropriate Catholic curriculum on residential schools, Treaties, and Aboriginal peoples’ historical and contemporary contributions to Canada for Kindergarten to Grade Twelve students and to develop and deliver the professional development programs necessary to enable teachers to deliver the curriculum effectively to elementary and secondary students.

OCSTA engage our Catholic curriculum partners to further support the implementation of recommendation #64 including revisions to the religion curriculum on comparative religious studies, to include a segment on Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.

OCSTA convey to the Ontario Ministry of Education, the support of Catholic Boards for the above recommendations and actively lobby the Ministry to provide the funding necessary for ICE to develop the Catholic curriculum necessary to advance the recommendations as above noted.

OCSTA continue to educate its members to advance the recommendations of the Truth and Reconciliation Commission as above noted.



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

Meeting Date: December 13, 2016

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: **NEW DRAFT POLICY A: 34 FLAG PROTOCOL**
RECOMMENDATION:

That the Board approve in principle New Draft Policy A: 34 Flag Protocol.

SYNOPSIS:

The new draft Policy A:34 Flag Protocol is recommended for approval in principle, to be returned for final approval January 31, 2017, subject to amendment arising out of the public consultation process.

BACKGROUND COMMENTS:

This policy was initiated by the Chair of the Board having received a request, in June 2016, from a grade 12 student to fly the Pride (Rainbow) Flag the Board's high schools during Pride Month (June).

Currently the schools and administrative sites follow the guidelines in accordance with Regulation 298 of the *Education Act* and the Government of Canada – *Rules for flying the National Flag of Canada* with no set Board policy in place.

Source and Rationale for the Proposals:

The objective of this policy is to establish a flag protocol, including "half-mast" procedure for schools and board facilities.

The Board will continue to adhere to the guidelines in accordance with Regulation 298 of the *Education Act* and the Government of Canada – *Rules for flying the National Flag of Canada* as outlined in the policy and procedure.

Results of Public Consultation Process:

The new draft policy has been posted to the Board's web site. Stakeholders, including principals/vice-principals, association/union representatives, school councils, and members of the Parent Involvement Committee have been invited to provide feedback. The draft

policy and procedure has also been forward to the former Grade 12 student and the President of Windsor Pride Fest. The Policy Review Subcommittee will report on the results of the consultation process when the policy is returned for final approval in January.

Impact On Other Policies and Procedures:

The draft policy proposal is consistent with existing board policy and procedure.

Timetable For Implementing Policy and Procedure:

The Flag Protocol Policy and Procedure will be implemented upon final approval.

Benefits of the Policy Proposals:

The Flag Protocol Policy and Procedure provides direction on:

- displaying the National Flag of Canada as per the Department of Canadian Heritage – *Rules for flying the National Flag of Canada* both externally and internally;
- the order when displaying the National Flag of Canada with other flags;
- half-mast system-wide lowering of Flags and site specific lowering of Flags.
- replacement and destruction of Flags.
- protocol for display of special purpose flags within schools.

Risks of Policy Direction and Mitigation Strategies:

N/A

Impact on Stakeholders and Plan For Communicating the Policies:

The new draft policy will be communicated to all stakeholders and shall be posted to the Board's public web site.

FINANCIAL IMPACT:

N/A

TIMELINES:


A report recommending final approval of the new policy proposal, subject to amendments that may arise from the consultation process, will be presented at the Regular Board Meeting in January.

APPENDICES:

- New Draft Policy A:34 Flag Protocol

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Approval Date:	December 6, 2016
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	December 6, 2016
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	December 6, 2016



Windsor-Essex Catholic District School Board

Section: ADMINISTRATION

POLICY

A: 34 Flag Protocol

NUMBER:	A: 34
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2025-2026

DRAFT

1.0 OBJECTIVE:

- 1.1 To establish a flag protocol, including a "half-mast" procedure for schools and board facilities.

2.0 DEFINITIONS:

- 2.1 **Half-Mast:** Historically, half-mast was reserved for nautical use; half-staff for flags flown on land. The *Education Act* and the Government of Canada – *Rules for flying the National Flag of Canada*, use half-mast. For consistency, the Board will also apply the term half-mast when positioning the flag as a sign of mourning.

3.0 GUIDING PRINCIPLES:

- 3.1 The Windsor-Essex Catholic District School Board adheres to the guidelines regarding the flying of flags in accordance with Regulation 298 of the *Education Act* and the Government of Canada Department of Canadian Heritage – *Rules for flying the National Flag of Canada*.

R.R. O. 1990, Regulation 298 , s. 5(1)(2) – Education Act
Flag

s. 5 (1) Every school shall fly both the National Flag of Canada and the Provincial Flag of Ontario on such occasions as the Board directs.

s. 5 (2) Every school shall display in the school the National Flag of Canada and the Provincial Flag of Ontario.

- 3.2 The National Flag of Canada as well as the flags of the provinces and territories are symbols of honour and pride for all Canadians. They should be treated with respect.
- 3.3 The half-mast of national flags is a well-established procedure whereby countries bestow an honour and express a collective sense of sorrow. Given that such flags are recognized as paramount symbols of their nations, the act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all their citizens.

DRAFT POLICY A: 34 Flag Protocol

4.0 SPECIFIC DIRECTIVES:

- 4.1 Each school/facility of the Windsor-Essex Catholic District School Board shall fly on an external flagpole the National Flag of Canada. New schools/facilities will be equipped with an exterior flagpole at the time of construction. Any existing schools/facilities not so equipped, shall be provided with an exterior flagpole.
- 4.2 National Flag of Canada should always be flown on its own mast; flag protocol states that it is improper to fly two or more flags on the same mast (for example, one beneath the other).
- 4.3 A second flagpole, if available, shall be reserved for the Provincial Flag of Ontario or the appropriate municipal flag.
- 4.4 Each school/facility of the Windsor-Essex Catholic District School Board shall attempt to fly the National Flag of Canada inside the school/facility. If more than one flagpole is available, the Provincial Flag of Ontario and/or the appropriate municipal flag or Papal flag shall be flown.
- 4.5 All Windsor-Essex Catholic District School Board schools and board facilities will follow the procedures for displaying the National Flag of Canada provided by the Government of Canada Department of Canadian Heritage.

5.0 RESPONSIBILITY:

- 5.1 The Director shall ensure operational procedures are implemented to support this policy.
- 5.2 The school Principal or the immediate supervisor is responsible for implementing local procedures in compliance of this policy at their respective school and administrative sites.

6.0 REVIEW AND EVALUATION:

- 6.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.
- 6.2 This policy will be reviewed in the 2025-2026 policy review cycle.

7.0 REFERENCES:

Education Act, Regulation 298, s. 5(1) and 5 (2).
Bill 180 - Workers Day of Mourning Act (2016)
B:05 Property Damage/Vandalism/Theft
B:06 Facility Maintenance

Web sites:

Government of Canada – Rules for flying the National Flag of Canada:
<http://canada.pch.gc.ca/eng/1444133232495>
Government of Canada – National Flag of Canada Etiquette:

DRAFT POLICY A: 34 Flag Protocol

<http://canada.pch.gc.ca/eng/1444133232507>

Government of Canada - Position of honour of the National Flag of Canada:

<http://canada.pch.gc.ca/eng/1444133232532>

Department of Canadian Heritage: <https://www.canada.ca/en/canadian-heritage.html>.



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

Meeting Date:
December 13, 2016

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul Picard, Director of Education
 Terry Lyons, Executive Superintendent of Corporate Services/Associate Director
 Penny King, Executive Superintendent of Business
SUBJECT: **2017 TEMPORARY BORROWING RESOLUTION
 – ANNUAL EXPENDITURES**

RECOMMENDATION:

That the Board approve the 2017 Temporary Borrowing Resolution (deemed to be read three times) authorizing the Board to borrow up to \$79,984,146 to meet, until current revenues are collected, the current and capital expenditures of the Board for 2017.

SYNOPSIS:

A Temporary Borrowing Resolution is approved annually authorizing a limit that the Board may borrow to finance the calendar year's expenditures.

BACKGROUND COMMENTS:

Short-term loans are required, in part, to bridge finance the Board's capital expenditures that will ultimately be funded by the Ministry of Education at a later date. As of January 1, 2017, the Board will have approximately \$9,399,000 of previous capital expenditures that are not permanently financed. Further, in 2017, the Board may borrow amounts not exceeding authorized amounts, resulting from the capital programs identified on the following page.

Program	Authorized Amount
Capital Priority – Major capital (new elementary school)	\$8,900,040
School Condition Improvement	\$7,870,575
School Consolidation Capital	\$8,789,726
Full Day Kindergarten	\$518,998
Capital Priority – Major capital (New Catholic Central secondary school)	\$26,255,807
TOTAL	\$52,335,146

The Capital Priority Major Capital, School Condition Improvement, School Consolidation Capital and Full Day Kindergarten capital programs operate on a modified grant payment process, with payments flowing to boards on a bi-annual basis to reimburse expenditures incurred at March 31st and August 31st. Short-term borrowing is required to finance the capital investments between these two payment dates.

The limits represented in the attached by-law do not necessarily reflect what the Board plans to borrow on a short-term basis in 2017, but rather the entire Ministry of Education approval and allocation limits for the various categories of capital spending, as required by CIBC.

In addition, short-term loans are also required to finance operations when expenses exceed revenues. This situation may occur at the end of every calendar quarter due to the time lag in receiving the tax levy payments from municipalities. In the past calendar year (2016), the Board did not need to use the main operating line of credit at all. The 2017 expected maximum exceedance has been established at \$18,250,000.

Therefore, the 2017 total temporary borrowing limits are estimated to be \$79,984,146 broken down as follows:

Particulars	Amount
Previous Capital Spending, Not-Permanently Financed	\$9,399,000
Maximum 2017 Capital Spending (New Schools, School Condition Improvement, School Consolidation Capital and Full Day Kindergarten)	\$52,335,146
Tax Levies and Ministry Transfers	\$18,250,000
Total Temporary Borrowing Limit	\$79,984,146

FINANCIAL IMPACT:

As noted in Background Comments section.

TIMELINES:

The Temporary Borrowing Resolution - Annual Expenditures is approved annually.

APPENDICES:

- 2017 Temporary Borrowing Resolution – Annual Expenditures

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	December 6, 2016
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	December 6, 2016
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	December 6, 2016

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2017 TEMPORARY BORROWING RESOLUTION – ANNUAL EXPENDITURES**

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 13th day of December 2016.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (the “Board”) considers it necessary to borrow the amount of up to \$79,984,146 to meet, until current revenues are collected, the current and capital expenditures of the Board for 2017.

AND WHEREAS the total amount borrowed pursuant to this Resolution together with the total of any similar borrowing is not to exceed the uncollected balance of estimated revenues of the Board.

THEREFORE, BE IT RESOLVED THAT:

1. The Chairperson, Vice-Chairperson, Secretary, or Board Business Administrator(s) are hereby authorized on behalf of the Board to borrow from time-to-time by way of Promissory Note a sum or sums not exceeding the aggregate \$79,984,146 to meet the current and capital expenditures of the Board until the current revenues have been received and to give on behalf of the Board a Promissory note or notes under the corporate seal of the Board signed by the Chairperson or Vice-Chairperson of the Board and the Secretary, or Board Business Administrator(s) for the monies borrowed hereunder;

Provided, however, that the interest and any other charges connected therewith do not exceed the interest that would be payable at the prime lending rate on the date of borrowing of banks listed in Schedule 1 to the Bank Act minus 0.25% per annum.

2. The Board Business Administrator is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies comprising the current revenues of the Board hereafter received.
3. The Board Business Administrator is hereby authorized and directed to deliver to the bank from time-to-time upon request a statement showing the total amount of unpaid previous borrowings of the Board for current and capital expenditures together with debt charges, if any, and also the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenues already collected.

WE HEREBY CERTIFY that the foregoing is a true and complete copy of a Resolution passed at a meeting of the Board duly called and held as aforesaid, which resolution remains in full force and effect unamended on the date hereof.

AS WITNESS, the Corporate Seal of this Board this 13th day of December 2016.

Chairperson, Barbara Holland

Witness

Secretary, Paul A. Picard

Witness



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

Meeting Date:
December 13, 2016

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul Picard, Director of Education
 Terry Lyons, Executive Superintendent of Corporate Services/
 Associate Director
 Penny King, Executive Superintendent of Business
SUBJECT: **2017 TEMPORARY BORROWING RESOLUTION
 – PERMANENT IMPROVEMENTS**

RECOMMENDATION:

That the Board approve the 2017 Temporary Borrowing Resolution – Permanent Improvements (deemed to be read three times) authorizing the Board to borrow up to \$61,734,146 to bridge finance the permanent improvements as detailed of the Board for 2017.

SYNOPSIS:

A Temporary Borrowing Resolution authorizing the Board to borrow money pursuant to the provisions of Section 247 of the Education Act to finance capital expenditures is required by the Board's banker, the Canadian Imperial Bank of Commerce (CIBC).

BACKGROUND COMMENTS:

On December 13, 2016, the Board is expected to approve a Temporary Borrowing Resolution for \$79,984,146 as a line of credit to finance the Board's expenditures for the calendar year 2017. A separate resolution is required to segregate the capital portion of the borrowing. The maximum bridge financing requirements for 2017 for the total cost of permanent improvements made by the Board is detailed on the following page.

Particulars	Amount
Capital Priority – Major Capital (new elementary school)	\$8,900,040
School Condition Improvement	\$7,870,575
School Consolidation Capital	\$8,789,726
Full Day Kindergarten	\$518,998
Capital Priority – Major Capital (new Catholic Central secondary school)	\$26,255,807
Sub-Total	\$52,335,146
Previous Capital Spending, Not-Permanently Financed	\$9,399,000
TOTAL	\$61,734,146

The Capital Priority Major Capital, School Condition Improvement, School Consolidation Capital and Full Day Kindergarten capital programs operate on a modified grant payment process, with payments flowing to boards on a bi-annual basis to reimburse expenditures incurred at March 31st and August 31st. Short-term borrowing is required to finance the capital investments between these two payment dates.

The limits represented in the attached by-law do not necessarily reflect what the Board plans to borrow on a short-term basis in 2017, but rather the entire Ministry of Education approval and allocation limits for the various categories of capital spending, as required by CIBC.

FINANCIAL IMPACT:

Bridge financing in the amount of \$61,734,146 will be required in 2017 until Ministry of Education funding is received to permanently finance the capital expenditures.

TIMELINES:

The Temporary Borrowing Resolution - Permanent Improvements is approved annually.

APPENDICES:

- 2017 Temporary Borrowing Resolution – Permanent Improvements

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	December 6, 2016
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	December 6, 2016
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	December 6, 2016

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD 2017 TEMPORARY BORROWING RESOLUTION – PERMANENT IMPROVEMENTS

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 13th day of December 2016.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (the “Board”) is permitted to borrow money pursuant to the provisions of Section 247 of the Education Act (the “Act”) for the raising of funds to finance certain permanent improvements as more particularly described in this Resolution.

AND WHEREAS:

- A. The Board has authorized the permanent improvements in the amount of \$61,734,146;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce (“CIBC”) for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the permanent improvements is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education.

THEREFORE, BE IT RESOLVED THAT:

- 1. The Chairperson, Vice-Chairperson, Secretary or Board Business Administrator(s) are hereby authorized on behalf of the Board to borrow \$61,734,146 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
- 2. The Chairperson, Vice-Chairperson, Secretary or Board Business Administrator(s) are hereby authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to the Resolution.

WE HEREBY CERTIFY that the foregoing is a true and complete copy of a Resolution passed at a meeting of the Board duly called and held as aforesaid, which Resolution remain in full force and effect unamended on the date hereof.

AS WITNESS, the Corporate Seal of this Board this 13th day of December 2016.

Chairperson, Barbara Holland

Witness

Secretary, Paul A. Picard

Witness