

REGULAR BOARD MEETING
Tuesday, March 30, 2021 at 7:00 p.m.
VIRTUAL - Google Meet

LiveStream link is located on the Board's website at:

https://www.wecdsb.on.ca/about/board_meetings

A G E N D A

Page

1. Call To Order
2. Opening Prayer
3. Land Acknowledgment
4. Recording of Attendance
5. Approval of Agenda
6. Disclosure of Pecuniary Interest - Pursuant to the Municipal Conflict of Interest Act.
7. Presentations: None
8. 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.
9. Action Items:
 - a. Previous Meeting Minutes
 - i) Minutes of the Committee of the Whole Board In-Camera meeting of February 9, 2021 --
 - ii) Minutes of the Special Committee of the Whole Board In-Camera Meeting of February 16, 2021 --

iii)	Minutes of the Emergency Committee of the Whole Board Meeting of March 16, 2021	--
iv)	Minutes of the Regular Board Meeting of February 23, 2021	1-6
v)	Minutes of the Emergency Regular Board Meeting of March 16, 2021	7-10
b.	Items from the Emergency Committee of the Whole Board Meeting of March 16, 2021 and Committee of the Whole Board Meeting of March 30, 2021	--
10.	Communications:	
a.	External (Associations, OCSTA, Ministry): None	
b.	Internal (Reports from Administration):	
i.	Verbal Report: New Catholic Central Secondary School: +VG Architects Presentation (T. Lyons)	--
ii.	Report: 2020-21 Second Quarter Procurement Report (P. King)	11-12
iii.	Report: 2021-22 Budget Consultation Survey (P. King)	13-26
iv.	Report: 2021-22 Budget Pressure and Challenges (P. King)	27-36
v.	Report: Appointment of Student Trustees for the 2021-22 School Year (E. Byrne)	37-38
11.	Committee Reports:	
a.	Report: Parent Involvement Committee Executive Minutes of the January 6, 2021 Meeting (E. Byrne)	39-42
b.	Report: Special Education Advisory Committee Minutes of January 21, 2021 (E. Byrne)	43-46
12.	Unfinished Business:	
a.	Trustee Bouchard's Notice of Motion from the January 26, 2021 Regular Board Meeting (Postponed from the February 23, 2021 Regular Board meeting):	
	<i>On behalf of the student trustees, at the next regular board meeting I shall move, or cause to be moved, that the Board investigate providing free menstrual hygiene products in designated washrooms in all WECDsB elementary and secondary schools.</i>	
b.	Trustee Soulliere's Notice of Motion from the February 23, 2021 Regular Board Meeting:	
	After attending the School Board Leadership seminars on anti-racism, Trustee Soulliere thought it was necessary to bring forward the following motion:	
	<i>In the interest of fostering a more inclusive school and learning environment for students, I move, or cause to be moved, that at the next regular Board meeting, a committee, comprised of Trustees, Student Trustees, Administration and interested committee members, be established to review the Board's existing committees to determine which committees should be restructured to add a position for a member of Student Senate and to further provide direction on establishing a process to appoint members of Student Senate to each committee. I further move that the</i>	

committee provide their report to the Board for consideration no later than the end of the current school year.

13. New Business:
 - a. Report: Draft Amended Policy H:03 Hiring and Promotion and Draft Amended Policy A:12 Code of Ethics/Conflict of Interest, *approval in principle* (J. Ulicny) 47-57
 - b. Report: Tender Approval: Stella Maris: Early Years Program Child Care Addition (T. Lyons) 58-60
 - c. Report: RFP# 2021-02 Approval – Roof Replacements – Sacred Heart, Notre Dame, Christ the King French Immersion and St. Mary French Immersion Catholic Elementary Schools (T. Lyons) 61-64
14. Notice of Motion:
15. Remarks and Announcements:
 - a. Chairperson of the Board
 - b. Director of Education
 - c. Board Chaplain
16. Remarks/Questions by Trustees
17. Pending Items: None
18. 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, April 27, 2021
 - Tuesday, May 25, 2021
 - Tuesday, June 8, 2021
 - **Tuesday, June 15, 2021**

Committee of the Whole Board In-Camera Meetings will be held on the second Tuesday of the month at 6:00 pm (closed sessions).
19. Adjourn to In-Camera meeting, if required:
20. Closing Prayer
21. Adjournment

Fulvio Valentinis
Chairperson of the Board

Terry Lyons
Director of Education & Secretary of the Board



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons

REGULAR BOARD MEETING
Tuesday, February 23, 2021 at 7:00 p.m.
VIRTUAL - Google Meet

DRAFT MINUTES

PRESENT

Trustees:	F. Alexander M. DiMenna F. DiTomasso M. Heath	B. Mastromattei T. Polifroni L. Soulliere, <i>Vice-Chair</i> F. Valentinis, <i>Chair</i>
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J. Malott, Student Trustee
R. Oglan, Student Trustee

Regrets: Trustee Bouchard

Administration:	T. Lyons (Resource) E. Byrne P. King J. Ulicny	S. Fields M. Farrand J. Ibrahim R. Lo Faso	G. McKenzie C. Norris J. Tawil
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Board Chaplain: Rev. L. Brunet

Others:

Recorder: B. Marshall

1. Call To Order – Chair Valentinis called the meeting to order at 7:03 pm.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Land Acknowledgment

While it is a well-traveled land, we would like to respectfully acknowledge that the land on which we gather today is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, the Odawa, and the Potawatomi Peoples. We are grateful to work, learn and live in this area.

4. Recording of Attendance – Trustee Bouchard sent her regrets due to a death in the family. All other Trustees were present and participated electronically.
In accordance with amended O. Reg. 463/97 Electronic Meetings and Meeting Attendance, all Trustees and the Director of Education participated electronically.

Please keep Trustee Bouchard and her family in your prayers.

5. Approval of Agenda – One amendment this evening.

AMENDMENT:

Item 12a) Unfinished Business: Trustee Bouchard's Notice of Motion postponed to the next Regular Board meeting.

Moved by Trustee Mastromattei and seconded by Trustee Polifroni that the February 23, 2021 Regular Board meeting agenda be approved as amended. *Carried*

6. Disclosure of Pecuniary Interest - Pursuant to the Municipal Conflict of Interest Act: None
7. Presentations: None
8. Delegations: None
9. Action Items:
- a. Previous Meeting Minutes
 - i) Minutes of the Regular Board Meeting of January 26, 2021

Moved by Trustee DiMenna and seconded by Trustee Heath that the Minutes of the Regular Board meeting of January 26, 2021 be adopted as distributed. *Carried*

- ii) Minutes of the Special Regular Board Meeting of February 9, 2021

Moved by Trustee DiTomasso and seconded by Trustee Soulliere that the Minutes of the Special Regular Board meeting of February 9, 2021 be adopted as distributed. *Carried*

- b. Items from the Committee of the Whole Board Meeting of February 16, 2021

Vice Chair Soulliere reported that the Windsor-Essex Catholic District School Board convened a Special Committee of the Whole Board in-camera meeting on February 16, 2021 pursuant to the Education Act - Section 207, to consider specific personnel and other matters permitted or required to be kept private and confidential under the Municipal Freedom of Information and Protection of Privacy Act.

Items from the February 16, 2021 in-camera meeting:

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the recommendation exempt from access under Personnel Matters, item 8a). *Carried.*

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

11. Committee Reports:
 - a. Report: Special Education Advisory Committee Minutes of December 17, 2020

Moved by Trustee Soulliere and seconded by Trustee DiTomasso that the Board receive the Special Education Advisory Committee Minutes of December 17, 2020 as information.
Carried

- b. Report: French Immersion Advisory Committee Minutes of November 26, 2020

Moved by Trustee Mastromattei and seconded by Trustee Heath that the Board receive the French Immersion Advisory Committee Minutes of November 26, 2020 as information.
Carried

- c. Report: Indigenous Education Advisory Committee Minutes of October 29, 2020

Moved by Trustee Polifroni and seconded by Trustee Soulliere that the Board receive the Indigenous Education Advisory Committee Minutes of October 29, 2020 as information.
Carried

12. Unfinished Business:
 - a. Trustee Bouchard's Notice of Motion from the January 26, 2021 Regular Board Meeting:
POSTPONED TO THE NEXT REGULAR BOARD MEETING.
On behalf of the student trustees, at the next regular Board meeting I shall move, or cause to be moved, that the Board investigate providing free menstrual hygiene products in designated washrooms in all WECDSE elementary and secondary schools.

13. New Business: None

14. Notice of Motion:

After attending the School Board Leadership seminars on anti-racism, Trustee Soulliere thought it was necessary to bring forward the following motion:

In the interest of fostering a more inclusive school and learning environment for students, I move, or cause to be moved, that at the next regular Board meeting, a committee, comprised of Trustees, Student Trustees, Administration and interested committee members, be established to review the Board's existing committees to determine which committees should be restructured to add a position for a member of Student Senate and to further provide direction on establishing a process to appoint members of Student Senate to each committee. I further move that the committee provide their report to the Board for consideration no later than the end of the current school year.

15. Remarks and Announcements:

a. Chairperson Valentinis provided the following comments:

- This week Trustees Bouchard, Soulliere and I attended Part Two of the *Intensive Human Rights Program for School Board Leaders*. The program's focus was Indigenous rights and legal issues that arise in relation to anti-Indigenous racism. As usual this program was very well done. Osgoode Professional Development does an excellent job on programming and delivery and I encourage trustees to participate in future seminars.

b. Director of Education Lyons provided the following comments:

Looking back on our successes...

On February 8 schools welcomed students who had previously opted for in-person learning back into our schools. Thank you to all of staff members who are working tirelessly throughout these very challenging times to provide safe, healthy learning environments for our students.

Virtual Kindergarten Open Houses were held on February 17 and more than 3,200 people visited school websites created for parents to learn more of the wonderful opportunities our schools have to offer. Thank you to those who participated in the virtual open houses and thank you to those who worked behind the scenes to provide this information to our prospective students and their parents.

Our kindergarten registration period continues until February 26 and we are hopeful that many parents will continue to choose Catholic education for their children.

Looking ahead.....

International Women's Day is on March 8, and this year's theme is *Choose to Challenge*. At the Windsor-Essex Catholic District School Board we are very proud of that fact that a considerable number of very talented, intelligent, faithful, hard-working, dedicated women have risen to important positions of leadership within our organization.

Twenty-four (24) of the 46 Principals, 29 of 42 Vice Principals and six (6) of the nine (9) members of our senior administrative team are women.

We are extremely grateful for the contributions that these women, and countless others in our schools and our offices, have made towards the betterment of the lives of our students and their families.

As you are aware Trustees, the Ministry of Education has recently implemented target testing in school boards. Under this new approach, school boards will undertake asymptomatic targeted testing in at least 5% of the elementary and secondary schools within their jurisdiction each week. Schools will be selected in consultation with the Windsor-Essex County Health Unit. Community transmission rates as well as individual schools that have experienced high cases of numbers or outbreaks will be considered. At this point, we are in the initial planning stage. Once plans are finalized the next step would be to communicate with families and staff. As of right now we do not have an exact date for the testing to begin.

- c. Board Chaplain Brunet mentioned beginning next week Pope Francis is leaving for a pilgrimage to Iraq for a apostolic visit. Iraq is place on our planet where Abraham was called to provide a significant role with our religion. Due to unrest, the Chaldean Catholic population is dwindling. Let us prayer for a safe and successful journey for our beloved Pope.

16. Remarks/Questions by Trustees

Trustee Polifroni sent his heart felt prayers to the Bouchard family and prayers for the soul of the deceased.

Trustee Heath is looking forward to receiving the outcome of JK registrations.

Vice Chair Soulliere commented on the workshops she recently attended on anti-racism. The workshops were expertly prepared and delivered on very challenging topics. Often, when student trustees present at Board meetings it is the most powerful messages we receive. A number of students attended the workshops and read their letters on their racism experienced in schools. As well, the Catholic Board Council of the Ontario Student Trustees Association (OSTA-AECO) presented a succinct paper on Nurture and Inclusivity. These documents will be shared with Trustees.

Friday's session focused on anti-Indigenous racism, again a very well structured session. The breakout sessions provided an opportunity for Trustees to share their board's successes and progress stemming from the recommendations provided by the Truth and Reconciliation commission.

After the session, informally discussed with Trustee Bouchard a past experience when the religion curriculum changed drastically Trustees received and read a set of the books and talked amongst themselves about the new curriculum. This discussion lead to an idea to create an informal "book club" for Trustees and administration. The focus would be to read books by Indigenous authors and perhaps socially meet to review and discuss this important topic. Another source for material would be the Grade 11 English program.

Trustees, if interested, contact Vice Chair Soulliere.

Student Trustee Malott provided the following Student Senate and high school events:

- Student Trustee Oglan and I had the opportunity to attend the 2021 OSTA-AECO virtual Board Council Conferences this weekend, and we had a great time! It was full of networking opportunities and Catholic Board Council breakouts where we were able to learn what fellow student trustees in other areas of Ontario are doing to maximise the volume of the voices of students. Roman and I are also part of working group within OSTA where we are working on some projects such as creating student handbooks that address racism and mental wellness activities created for students province-wide. Although we have not met anyone in person, we have begun to form some great friendships that we are sure will last even when our term ends.
- St. Joseph's and Brennan are both adopting school houses in order to encourage more participation and school spirit amongst their student bodies. The house activities, such as yoga and dance tutorials led by members of student council, will be offered in-between synchronous learning classes.
- Assumption is hosting weekly 'wellness Wednesdays'. To assist in making high school friends, students can join virtually to participate in yoga sessions, workouts, and cooking

events while integrating the social media app ‘Tik Tok’. Grade nine representatives will host virtual games for their peers during lunch breaks.

- Cardinal Carter piloted a Black History Month project where they shone light on prominent black figures throughout history. Students were encouraged to share a photo of someone who made an impact in black culture and pick a word to define the difference they made.
- St Anne has prepared activities to celebrate Lent. Though social media posts encourage random acts of kindness and share daily bible verses to their student body. For Valentine’s Day, student council worked hard to send out personalised virtual ‘rose grams’ to over 300 students, which was a hit among friend groups.

Student Trustee Oglan provided the following comments:

- On behalf of Student Trustee Malott and I, we are proud to report that Student Senate Faith Day was a huge success. Earlier this month, 150 students participated virtually to gather and focus on leadership, advocacy and of course our faith. Through the open panel and breakout activities, students learned about this year’s initiative ‘*recovering through faith and service*’. Feedback from students and teachers has been nothing but positive. Thank you to Mrs. Brush, Mr. Ibrahim, Mr. DiMarco, Mr. Haggart, all of the guest speakers, the teacher advisors and of course the students for helping make the evening so engaging and enjoyable. We could not have done it without all of your consistent efforts. Jada and I are excited to support student councils as they discuss ways that they can continue to help our community to recover through our faith and service.

17. Pending Items: *None*

18. 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, March 30, 2021
- Tuesday, April 27, 2021
- Tuesday, May 25, 2021
- Tuesday, June 8, 2021
- **Tuesday, June 15, 2021**

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

19. Adjourn to In-Camera meeting, if required: Not Required

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

21. Adjournment – There being no further business, the Regular Board meeting of February 23, 2021 adjourned at 7:31p.m.

Draft for Approval

Fulvio Valentinis
Chairperson of the Board

Terry Lyons
Director of Education & Secretary of the Board



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons

**EMERGENCY
REGULAR BOARD MEETING
Tuesday, March 16, 2021 at 7:00 p.m.
VIRTUAL - Google Meet**

DRAFT MINUTES

PRESENT

Trustees:	F. Alexander K. Bouchard M. DiMenna F. DiTomasso M. Heath	B. Mastromattei T. Polifroni L. Soulliere, <i>Vice-Chair</i> F. Valentinis, <i>Chair</i>
	J. Malott, Student Trustee R. Oglan, Student Trustee	

Regrets:

Administration:	T. Lyons (Resource) E. Byrne P. King J. Ulicny	S. Fields M. Farrand J. Ibrahim R. Lo Faso	G. McKenzie C. Norris J. Tawil
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Board Chaplain: Rev. L. Brunet

Others:

Recorder: B. Marshall

1. Call To Order – Chair Valentinis called the meeting to order at 7:08 pm.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Land Acknowledgment

While it is a well-traveled land, we would like to respectfully acknowledge that the land on which we gather today is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, the Odawa, and the Potawatomi Peoples. We are grateful to work, learn and live in this area.

4. Recording of Attendance – All Trustees were present and participating electronically.
The March 18, 2020 amended Ontario Regulation 463/97 permits all Trustees to participate electronically.
5. Approval of Agenda – No amendments this evening.

Moved by Trustee DiMenna and seconded by Trustee Polifroni that the March 16, 2021 Emergency Regular Board meeting agenda be approved as distributed. Carried

6. Disclosure of Pecuniary Interest - Pursuant to the Municipal Conflict of Interest Act: None
7. Presentations: None
8. Delegations: None
9. Action Items: None
10. Communications:
 - a. External (Associations, OCSTA, Ministry): None
 - b. Internal (Reports from Administration): None
11. Committee Reports: None
12. Unfinished Business: None
13. New Business:
 - a. Report: Tender Approval – New Catholic Central Secondary School

Executive Superintendent King provided the following comments:

- The report before you seeks approval for the award of tender and issuance of a purchase order contract to Oscar Construction Company Limited for the construction of a new secondary school to replace the current Catholic Central High School.
- A tender was issued on January 22, 2021. Five prequalified general contractors were invited to bid on the work. One general contractor withdrew their submission prior to the formal tender opening.
- The bid results are summarized in Appendix A of the report.
- As outlined in the table, the low total bid price meeting specifications is Oscar Construction.
- Oscar Construction's bid is within the approved funding, and have indicated a completion date for construction of August 2022, which would allow for the new school to open for the 2022-23 school year.

Moved by Trustee Mastromattei and seconded by Trustee Heath that approval be given to the award of tender and the issuance of a purchase order contract for the construction of a new Catholic Secondary School at 2465 McDougall Avenue, Windsor to Oscar Construction Company Limited in the amount of \$26,661,974.26 plus HST. Carried

14. Notice of Motion: None

15. Remarks and Announcements:
- Chairperson of the Board Valentinis commended administration on this long journey in reaching this important step in the project.
 - Director of Education – no comments this evening.
 - Board Chaplain Brunet thanked administration for the tremendous work over the past few years to bring this project to this level.

16. Remarks/Questions by Trustees

Trustee Alexander mentioned he was a teacher at Catholic Central when it first opened. This tender approval is a profound moment for the Catholic Central community, past and present.

Trustee Mastromattei acknowledged former Director Paul Picard, Director Lyons, Executive Superintendent King, and Senior Manager of Facilities Services McKenzie for their commitment and dedication to this project. He is looking forward to celebrating with the Catholic Central community at the groundbreaking ceremony.

Trustee Polifroni wished all those involved in the Catholic Central project the best and continued prayers for victims of COVID-19.

Trustee Heath thanked all those involved in the Catholic Central project and is looking forward to setting foot in the new school.

Trustee DiMenna thanked all involved and is happy this project has come to fruition especially for the Catholic Central community and Trustee Mastromattei.

Trustee DiTomaso thanked Director Lyons and his team for an outstanding job.

17. Pending Items: None

18. 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, March 30, 2021
- Tuesday, April 27, 2021
- Tuesday, May 25, 2021
- Tuesday, June 8, 2021
- **Tuesday, June 15, 2021**

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

19. Adjourn to In-Camera meeting, if required: Not Required

20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment – There being no further business, the Emergency Regular Board meeting of March 16, 2021 adjourned at 7:22 p.m.

Draft for Approval

Fulvio Valentinis
Chairperson of the Board

Terry Lyons
Director of Education & Secretary of the Board



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons

Meeting Date:
March 30, 2021

BOARD REPORT

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☒ Approval ☐

PRESENTED BY: Senior Administration

SUBMITTED BY: Terry Lyons, Director of Education
Penny King, Executive Superintendent of Business

SUBJECT: 2020-21 SECOND QUARTER PROCUREMENT REPORT

RECOMMENDATION:

That the 2020-21 Second Quarter Procurement Report be received as information.

SYNOPSIS:

This report is being presented to provide a summary of the procurements awarded in excess of \$100,000, including taxes, for the quarter ending February 28, 2021.

BACKGROUND COMMENTS:

Pursuant to section 3.9 of Administrative Procedure: Pr F:02 *Purchasing/Disposal of Assets*, a quarterly report shall be presented to the Board of Trustees for information for all procurements accepted with a value in excess of \$100,000 including taxes.

FINANCIAL IMPACT:

All procurements presented in the attached activity report were conducted in accordance with the Board's Purchasing Policy within approved budget limits.

TIMELINES:

The procurements listed in the attached report are for the period December 1, 2020 to February 28, 2021. A third quarterly procurement report for the period March 1, 2021 to May 31, 2021, will be presented to the Board in June.

APPENDICES:

- Procurement Activity Report for the Period December 1, 2020 to February 28, 2021.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date:	March 16, 2021
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	March 16, 2021
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	March 16, 2021

APPENDIX

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD PROCUREMENT ACTIVITY REPORT FOR THE PERIOD December 1, 2020 - February 28, 2021 (IN EXCESS OF \$100,000 INCLUDING HST)		
PROCUREMENT	AWARDED VENDOR	VALUE (INCLUDING HST)
1 OECM Agreement - PO 866210015328 <u>Description</u> : 500 Chromebooks and licenses.	Northern Micro Inc.	\$158,200.00
2 OECM Agreement - PO 866210015487 <u>Description</u> : 2 portable classrooms - one at St. Joseph Catholic Elementary School and one at Immaculate Conception Elementary School.	NRB Inc.	\$233,446.70
3 Kinetic GPO - PO 805210015479 <u>Description</u> : Replacement of 22 classroom heat pumps at St. Anne's High School.	Trane Canada ULC	\$170,517.00



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons

Meeting Date:
March 30, 2021

BOARD REPORT

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☒ Approval ☐

PRESENTED BY: Senior Administration

SUBMITTED BY: Terry Lyons, Director of Education
Penny King, Executive Superintendent of Business

SUBJECT: **2021-22 BUDGET CONSULTATION SURVEY**

RECOMMENDATION:

That the report on the 2021-22 Budget Consultation Survey be received as information.

SYNOPSIS:

This report has been prepared to provide information on the 2021-22 Budget Consultation Survey results.

BACKGROUND COMMENTS:

The Board is committed to ensuring that sufficient communication and consultation with the community exists regarding 2021-22 budget development. The community has been invited to provide input at an early stage of budget development through a formal budget consultation survey. The intent of the survey is to inform the Board's budget development and assist in formulating and affirming Board priorities as the Board works to promote excellence in education within a Faith-centered learning environment.

The Board utilized School Messenger to perform a phone survey of all student families. In addition, parents/guardians and students were contacted by email and provided a link to the on-line survey tool that was available to all stakeholders on the Board's website.

Availability of the on-line survey was advertised in the Windsor Star, and communicated formally to certain stakeholders including Principals and Vice-Principals, the Parent Involvement Committee, the Special Education Advisory Committee, the French Immersion Advisory Committee, the Indigenous Education Advisory Committee, the Audit Committee, the Equity & Inclusiveness Committee, Catholic School Advisory Councils, employee groups (OECTA, Unifor, CUPE, Non-Union), the Student Senate, and employees via the internal email system and Google Communities.

In addition, the Director of Education formally communicated to the Pastoral Team informing them of the survey and requesting their assistance in notifying their parish communities of the opportunity to provide input.

As of the original March 5, 2021 submission deadline, 4,932 survey responses were received. By comparison, 2,049 survey responses were received for the 2020-21 Budget Consultation Survey. Responses were received from stakeholder groups as follows:

Respondent	2020-21 Results	2021-22 Results	Change
Parent/Guardian	1,882	3,434	1,552
Student	72	1,424	1,352
Other	95	74	(21)
Total	2,049	4,932	2,883

Responses to the 2021-22 Budget Consultation Survey are summarized in Appendix A for the Board's information and consideration. Future opportunities for community consultation continue to exist through the budget development process.

FINANCIAL IMPACT:

N/A

TIMELINES:

The 2021-22 Budget Survey was posted on the Board website on February 1, 2021. The final draft Budget is scheduled to be tabled with the Board of Trustees at its meeting of Tuesday, June 8, 2021, with final deliberation and approval on Tuesday, June 15, 2021.

APPENDICES:

Appendix A: WECDSB 2021-22 Budget Consultation Survey Results

Appendix B: WECDSB 2021-22 Online Budget Consultation Survey

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 16, 2021
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 16, 2021
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 16, 2021



Appendix A

2021-22 Budget Consultation Survey Results

As of March 5, 2021



2021-22 Budget Consultation Survey Overview

As part of our Budget consultation process, the Windsor-Essex Catholic District School Board (WECDSB) invites its stakeholders to provide input into the development of the 2021-22 Budget.

The survey will remain open and if responses received subsequent to March 5 significantly change the results, the changes will be reported in the final draft budget which is expected to be tabled with the Board of Trustees at its meeting of June 8, 2021 with final deliberation and approval on June 15, 2021.

We thank all stakeholders who took the time to participate in the budget consultation process.



Budget Consultation Survey Process

Responses

Collection period: February 1 to March 5, 2021 (5 weeks)



- ☐ **Total: 4932**
- ☐ Phone Survey: 1945 (39.4%)
- ☐ Website Survey 2987 (60.6%)

Targeted Questions



- ☐ To determine budget priorities
- ☐ Based on Board & Ministry priorities
- ☐ Aim is to include relevant questions to impact budget

Consideration for Budget

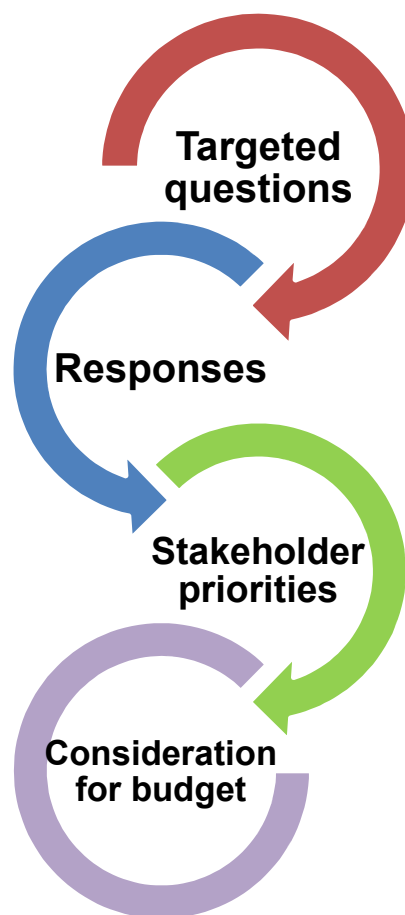


- ☐ Feedback received for budget development
- ☐ Summarized and presented to Trustees for consideration

Stakeholder Priorities

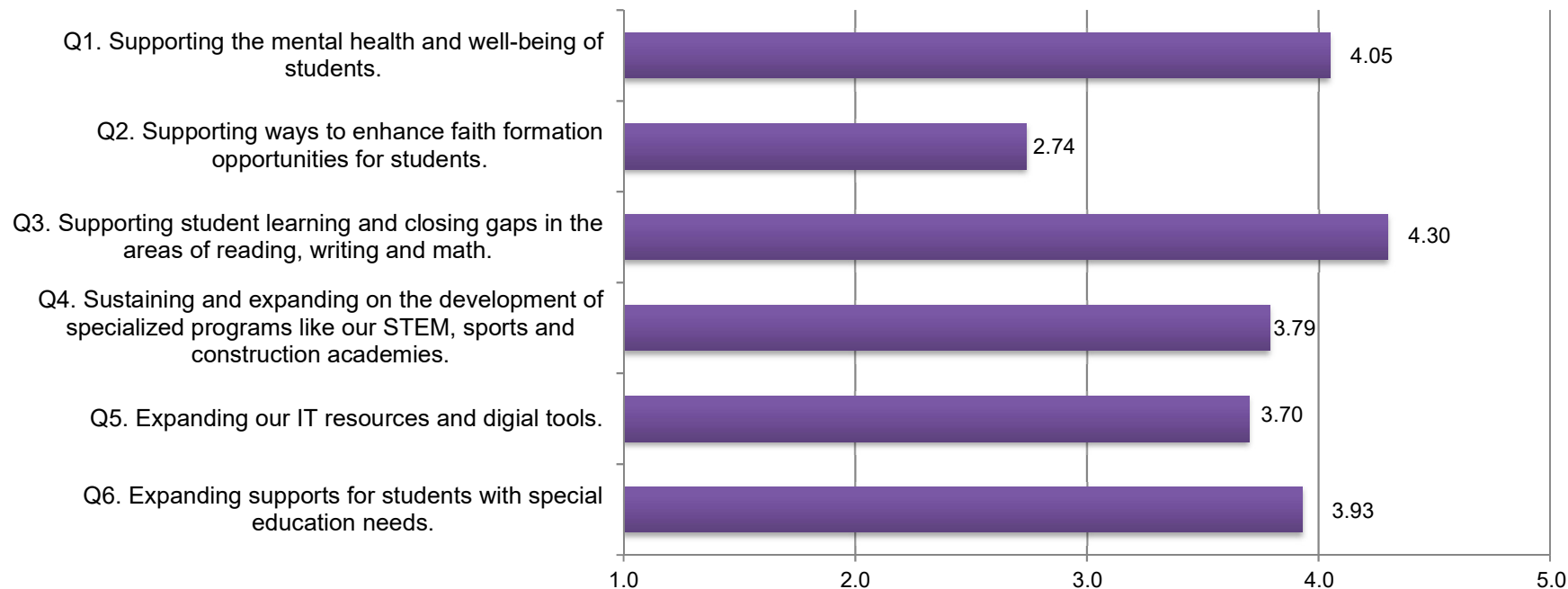


- ☐ School Messenger utilized for phone survey and distribution of email with link to survey on Board website
- ☐ Board website format available for all stakeholders
- ☐ Priorities identified through survey responses



Budget Consultation Survey – Overall Results

Windsor-Essex Catholic District School Board's Vision statement "Building communities of faith, hope and service" continues to identify the beliefs, principles and core purpose of the Board. This Vision is incorporated into all aspects of our organization. In order to align the Board's resources fully with our Vision, please rate the following in terms of how much of the Board's limited resources should be allocated to these areas: a 5 being the highest amount and a 1 being the least amount of resources allocated.



Results are representative of an average rating of importance.

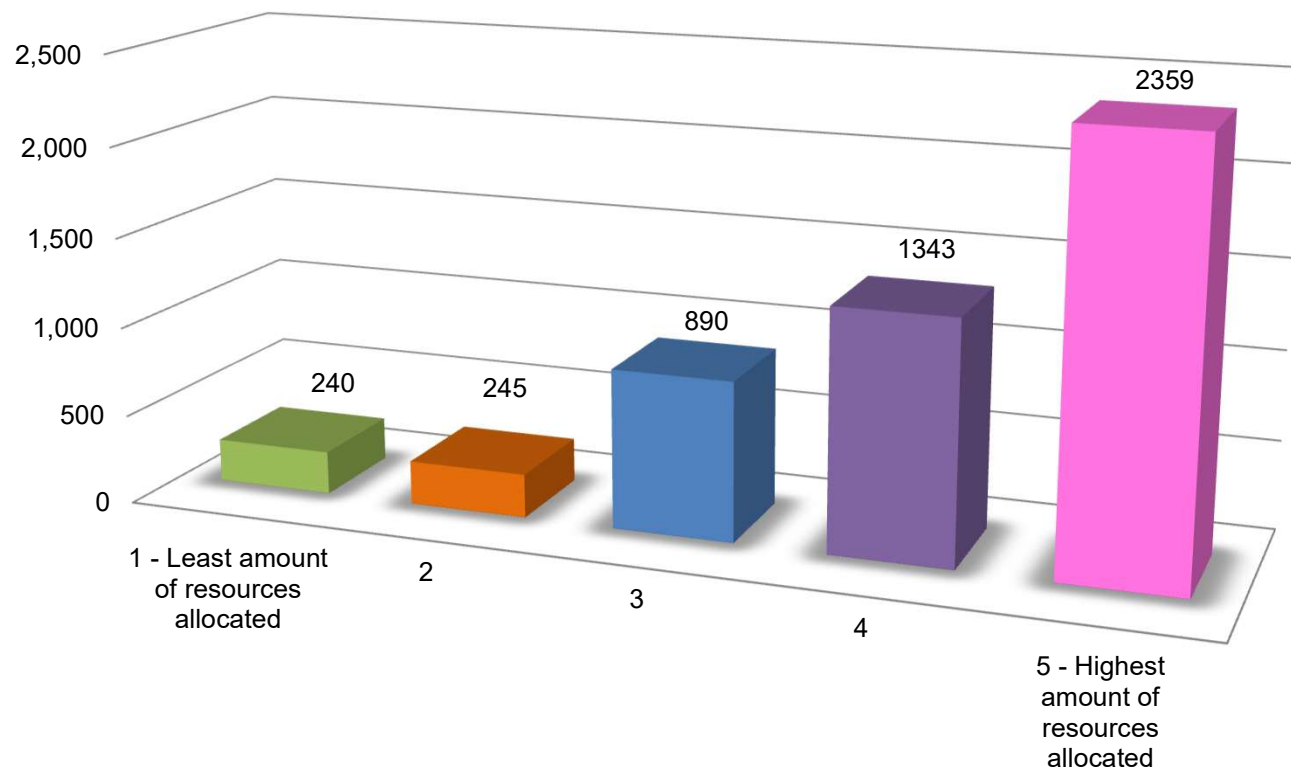
Consideration for budget

Stakeholders identified supporting "student learning and closing gaps in the areas of reading, writing and math", as well as, "the mental health & well-being of students" as being most important for resource allocation.

Budget Consultation Survey - Question 1 Details

Q1. Supporting the mental health and well-being of students.

Respondents selected “1” if they thought the least amount of resources should be allocated to this area through to “5” for the highest amount of resources to be allocated.



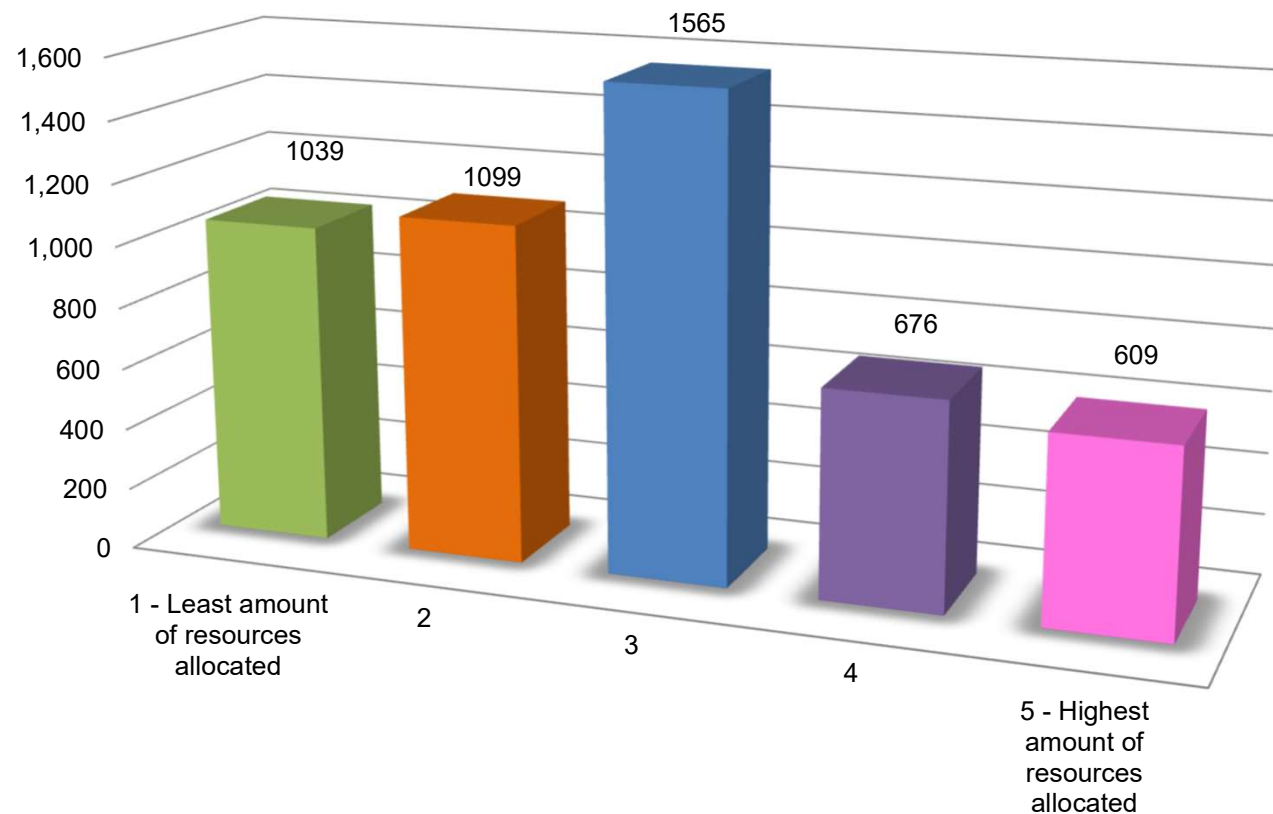
The family of schools that had the highest rankings in this category were Holy Names and Assumption.

Results are representative of the number of responses.

Budget Consultation Survey - Question 2 Details

Q2. Supporting ways to enhance faith formation opportunities for students.

Respondents selected “1” if they thought the least amount of resources should be allocated to this area through to “5” for the highest amount of resources to be allocated.



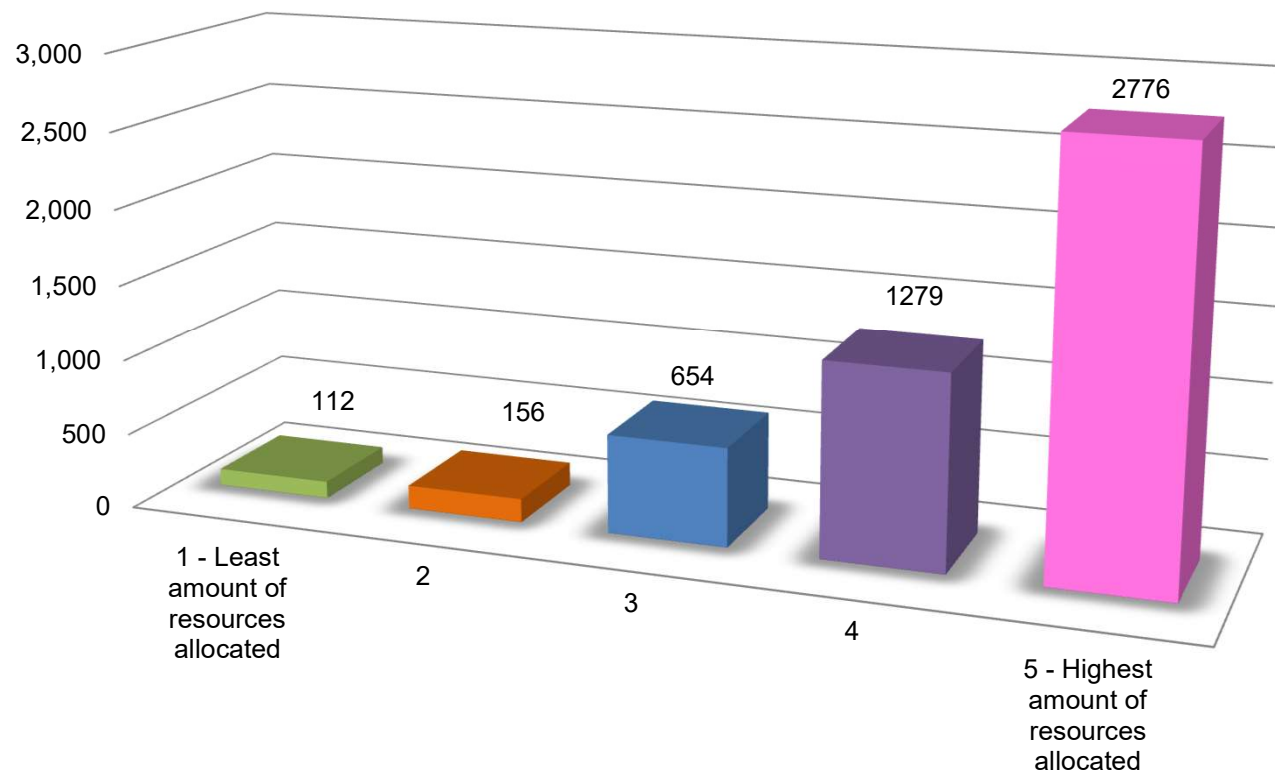
The family of schools that had the highest rankings in this category were St. Michael's and Assumption.

Results are representative of the number of responses.

Budget Consultation Survey – Question 3 Details

Q3. Supporting student learning and closing gaps in the areas of reading, writing and math.

Respondents selected “1” if they thought the least amount of resources should be allocated to this area through to “5” for the highest amount of resources to be allocated.



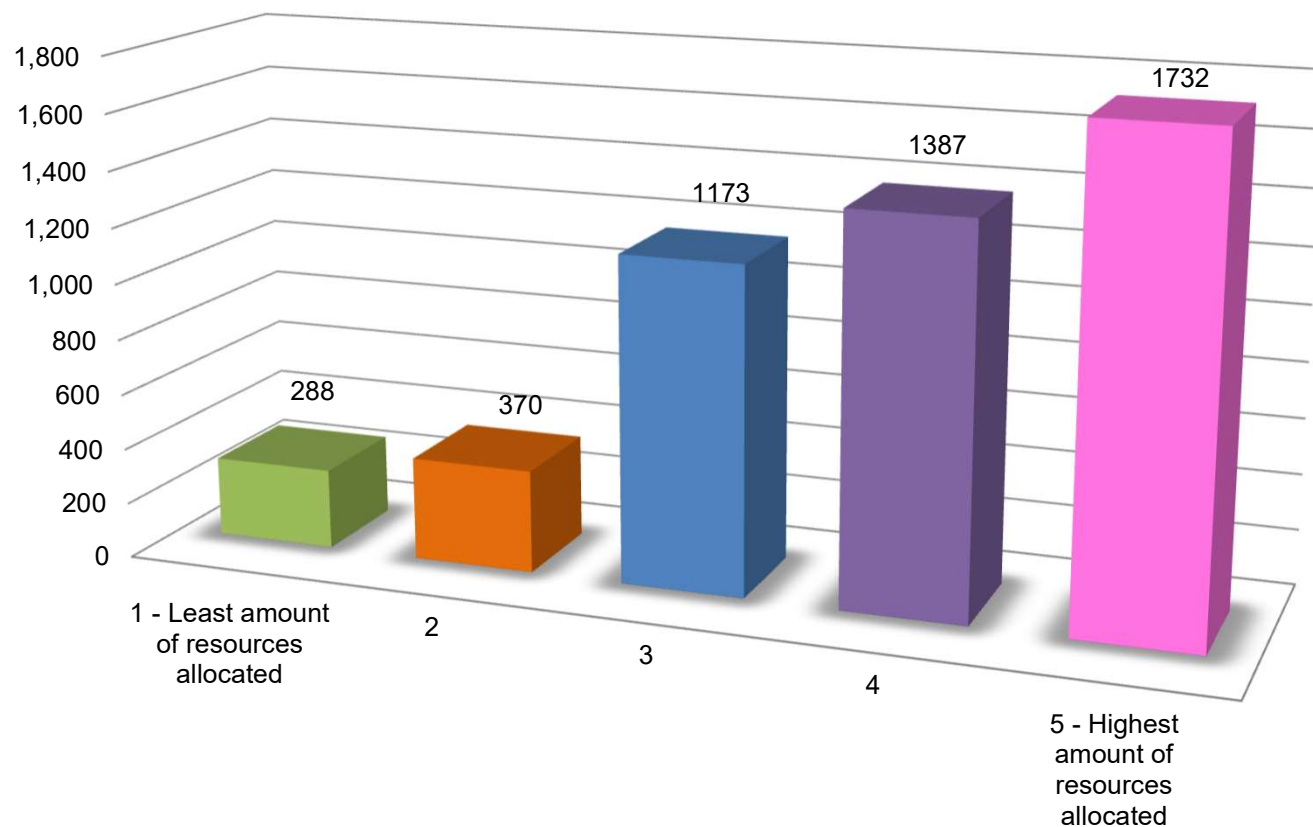
The family of schools that had the highest rankings in this category were St. Thomas of Villanova and Cardinal Carter.

Results are representative of the number of responses.

Budget Consultation Survey – Question 4 Details

Q4. Sustaining and expanding on the development of specialized programs like our Science, Technology, Engineering and Math (STEM), sports and construction academies.

Respondents selected “1” if they thought the least amount of resources should be allocated to this area through to “5” for the highest amount of resources to be allocated.



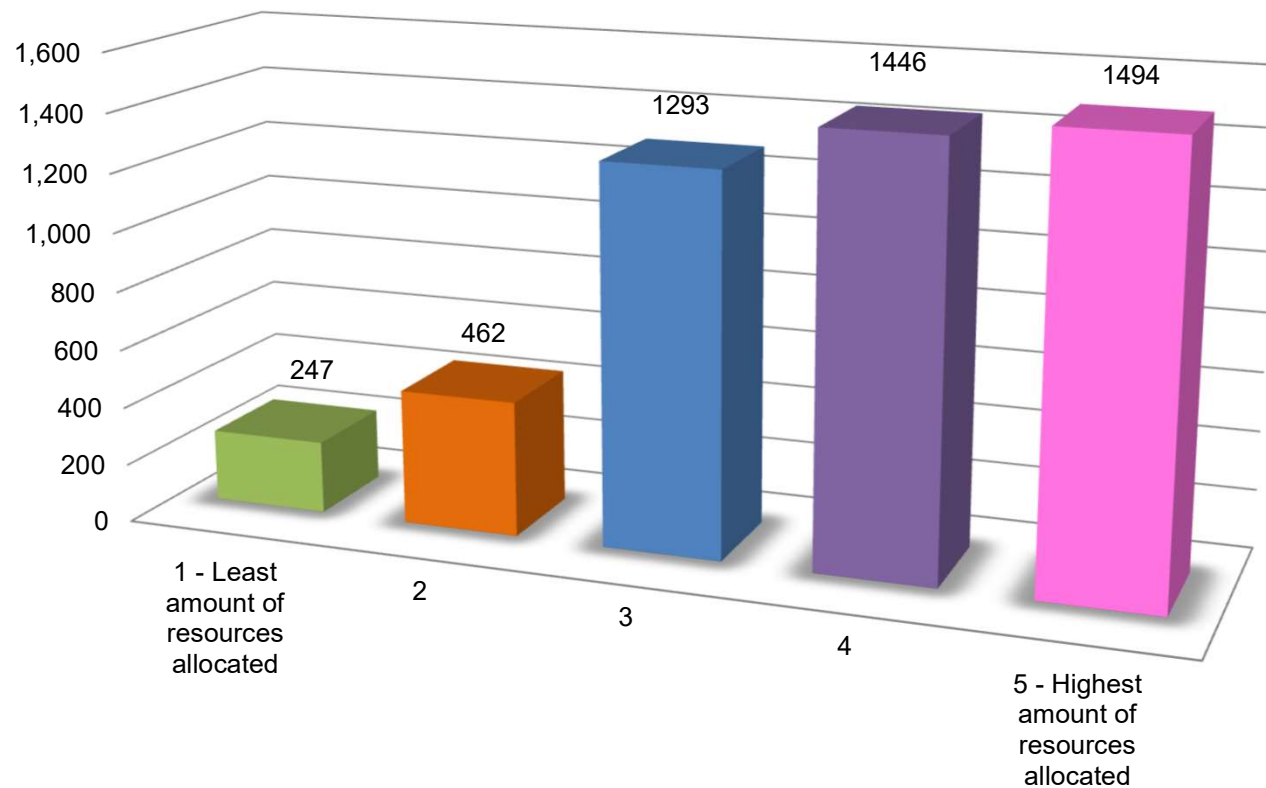
The family of schools that had the highest rankings in this category were Assumption and St. Michael's.

Results are representative of the number of responses.

Budget Consultation Survey – Question 5 Details

Q5. Expanding our information technology (IT) resources and digital tools.

Respondents selected “1” if they thought the least amount of resources should be allocated to this area through to “5” for the highest amount of resources to be allocated.



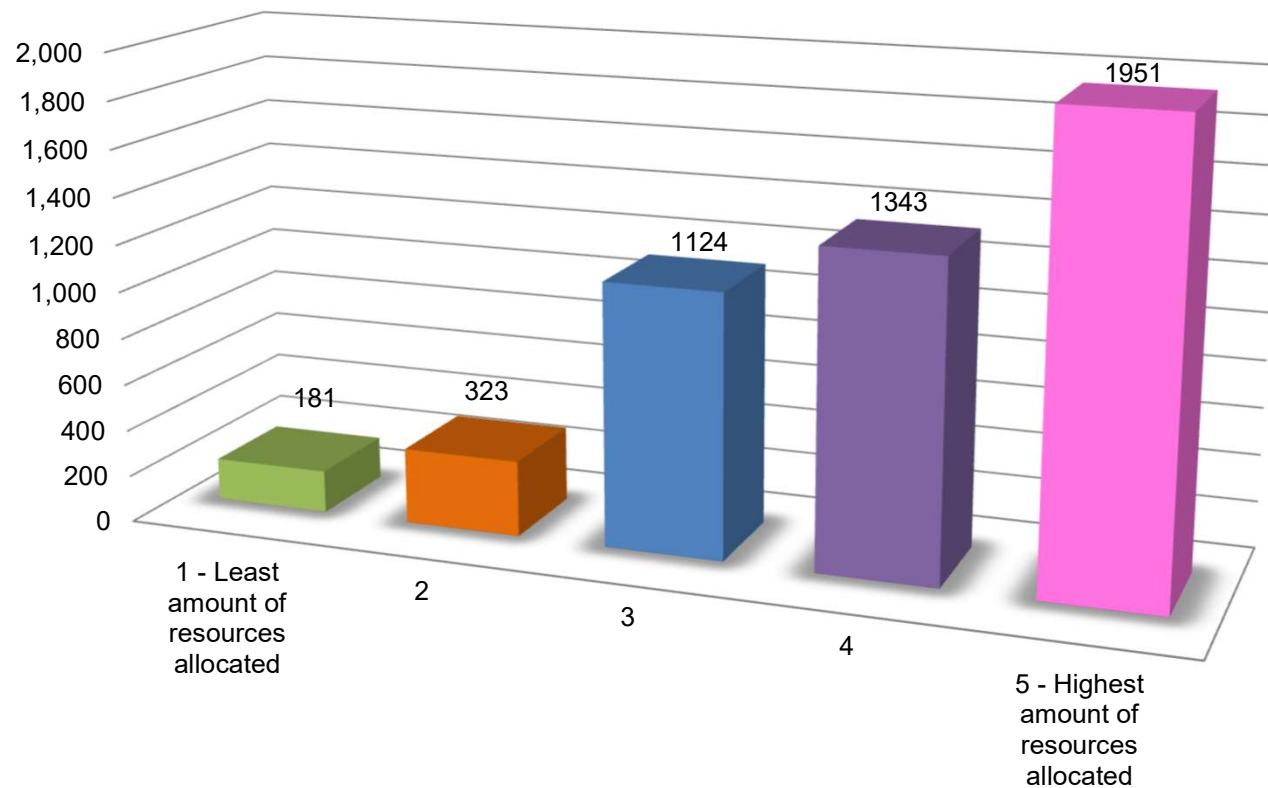
The family of schools that had the highest rankings in this category were Assumption and St. Joseph.

Results are representative of the number of responses.

Budget Consultation Survey – Question 6 Details

Q6. Expanding supports for students with special education needs.

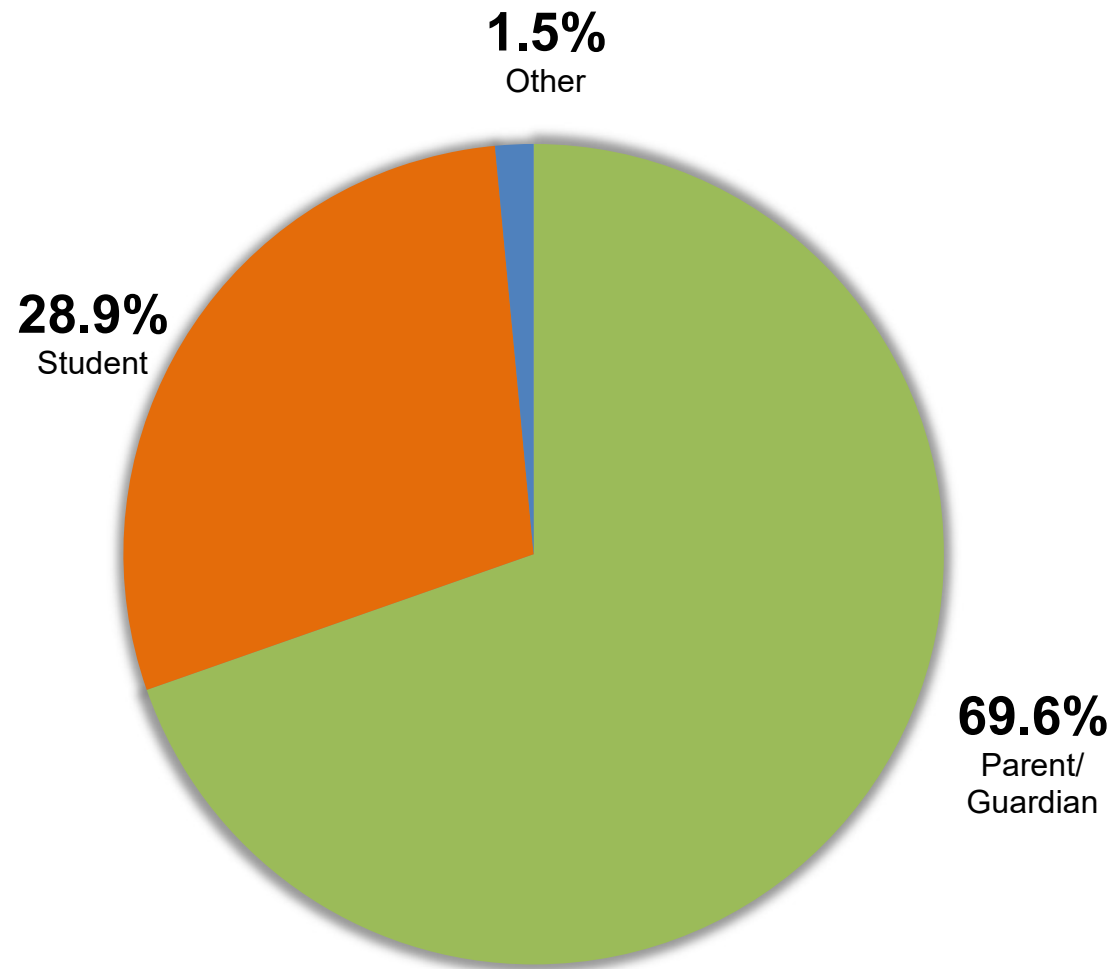
Respondents selected “1” if they thought the least amount of resources should be allocated to this area through to “5” for the highest amount of resources to be allocated.



The family of schools that had the highest rankings in this category were St. Thomas of Villanova and St. Michael's.

Results are representative of the number of responses.

These survey results were completed by:





Budget Consultation Survey 2021-2022

Windsor-Essex Catholic District School Board's Vision statement "Building communities of faith, hope and service" continues to identify the beliefs, principles and core purpose of the Board. This Vision is incorporated into all aspects of our organization. In order to align the Board's resources fully with our Vision, please rate the following in terms of how much of the Board's limited resources should be allocated to these areas: a 5 being the highest amount and a 1 being the least amount of resources allocated.

Supporting the mental health and well-being of students.

Least amount \$ 1 2 3 4 5 Highest amount \$\$\$\$\$

Supporting ways to enhance faith formation opportunities for students.

Least amount \$ 1 2 3 4 5 Highest amount \$\$\$\$\$

Supporting student learning and closing gaps in the areas of reading, writing and math.

Least amount \$ 1 2 3 4 5 Highest amount \$\$\$\$\$

Sustaining and expanding on the development of specialized programs like our Science, Technology, Engineering and Math (STEM), sports and construction academies.

Least amount \$ 1 2 3 4 5 Highest amount \$\$\$\$\$

Expanding our information technology (IT) resources and digital tools.

Least amount \$ 1 2 3 4 5 Highest amount \$\$\$\$\$

Expanding supports for students with special education needs.

Least amount \$ 1 2 3 4 5 Highest amount \$\$\$\$\$

What is your relationship to the Board?

- ☐ Parent Guardian
- ☐ Student
- ☐ Other: _____

Submit



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons

Meeting Date:
March 30, 2021

BOARD REPORT

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☒ Approval ☐

PRESENTED BY: Senior Administration

SUBMITTED BY: Terry Lyons, Director of Education
Penny King, Executive Superintendent of Business

SUBJECT: 2021-22 BUDGET PRESSURES AND CHALLENGES

RECOMMENDATION:

That the report on 2021-22 Budget Pressures and Challenges be received as information.

SYNOPSIS:

The Windsor-Essex Catholic District School Board (WECD SB), like all school boards, is required to approve and submit its annual budget in June for the coming school year. In order to enhance communication and consultation with the community with respect to the Board's progress in budget development and in order to bring budget parameters to the attention of the Board early in the budget process, this report identifies the Provincial and local contexts in which the 2021-22 budget is being developed and outlines the pressures and challenges that must be considered in bringing a balanced budget to the Board.

BACKGROUND COMMENTS:

The Board's strategic plan is key to its sustainability. Just as important to the Board's long-term sustainability is its budget. In fact, the development of the Board's annual budget is one of the most strategic, but also the most time consuming and labour intensive functions undertaken by Administration. Further, budgeting does not solely belong to business departments. In the Ministry of Education's Financial Orientation for Trustees (December 2014), the Ministry notes that, "Directors, Superintendents and other senior program staff must be involved in the planning processes and be held accountable for budget performance".

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

PROVINCIAL CONTEXT:

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

- **Provincial Outlook:**

In the 2018 general election, Doug Ford's Progressive Conservative Party of Ontario was elected based largely on promises to balance the budget and sustain provincial finances. Since then, the COVID-19 virus and the resulting public health and economic crises has caused a sharp decline in revenue and a significant increase in program spending, resulting in a significant budget deficit increase from \$8.7 billion in 2019-20 to a record \$35.5 billion in 2020-21.

In response to the pandemic, Ontario's program spending in 2020-21 is projected to grow by 14.7 per cent, the largest increase since 2009-10. Most of this increase is driven by temporary COVID-19 spending. Excluding temporary COVID-19 measures, base program spending growth is expected to slow, with spending growth in key sectors including health and education to lag the demand for public services. As stated in the *Economic and Budget Outlook, Winter 2021*, Education sector spending is projected to grow at an average annual place of 1.6 per cent, slower than the 2.9 per cent annual growth projected for the number of school-age children and price inflation.

With a recent announcement that the Province will deliver the 2021 Ontario Budget on March 24th, the Minister of Finance has indicated that the government will continue to focus on protecting people's health and jobs through the COVID-19 pandemic. Since the *2020 Budget, Ontario's Action Plan: Protect, Support, Recover*, Ontario has invested an additional \$2.6 billion to protect and support people's health and economic well-being.

- **Provincial Priorities:**

The Ministry of Education believes all students deserve to have every opportunity to reach their full potential and succeed personally and academically, with access to rich learning experiences that provide a strong foundation of confidence that continues throughout their lives. As the province responds to the COVID-19 outbreak, the government is committed to student learning and the safety and well-being of all staff and students. The priorities continue to be keeping schools open and safe. WECDSD must consider these goals in its own budget development process, and has begun modelling budget scenarios in anticipation of the 2021-22 Grants for Student Needs (GSN).

- **Education Funding Consultations:**

As in previous years, the government remains committed to discussing education funding reform in Ontario with education stakeholders through a consultation process that allows stakeholders to provide the benefit of their expertise, experience and ideas.

In December 2020, the Ministry of Education released the *2021-22 Education Funding Guide* structured around the following eight areas:

- COVID-19 Outbreak Response
- Online Learning Adjustment
- Priorities and Partnerships Fund (PPF)
- Reducing Administrative Burden and Red Tape
- School Board Administration and Governance Grant
- Managing Information for Student Achievement (MISA)

- Census data
- Secondary Class Size Compliance

The Ministry plans to use the feedback to inform the development of the 2021-22 GSN.

- **Grant for Student Needs:**

The Grant for Student Needs (GSN) provided by the Province is the primary source of revenue for school boards, allocating the overwhelming majority of school board annual revenues. It provides the financial foundation for the delivery of education programs and services to the students of Ontario, allowing school boards a degree of flexibility in how they use the funding, within an overall accountability framework.

In 2020-21, the GSN included targeted new investments to support school boards in responding to the COVID-19 outbreak and to address the unique learning needs of students, including a new Supports for Students Fund. Changes also included additional support for sick leave, increased enrolment, and other regular updates to the GSN. The GSN also reflected the implementation of ratified central agreements including changes in compensation, class size and online learning based on nine ratified central collective agreements.

New in 2020-21, the Supports for Students Fund (SSF) provided flexible funding to support the learning needs of students, special education, mental health and well-being, language instruction, Indigenous education and STEM programming. Note that in the CUPE agreements this investment is referred to as Investments in System Priorities (ISP).

The Ministry has not yet communicated updates relating to the 2021-22 GSN, other than advising boards to take a cautious approach in planning given the uncertainty in enrolment and to adjust accordingly for one-time funding that was provided in 2020-21.

The Ministry has acknowledged the importance of releasing the annual Grants for Student Needs funding and Priorities and Partnership Funding in a timely manner so that school boards have all the necessary financial information to prepare and plan their budgets. As a result, the Ministry is planning to return to a traditional spring release. It should be cautioned that this board report, and the calculations and comments contained within it, were written and published in advance of the 2021-22 GSN announcement. As such, this report contains broad estimates of funding pressures, which will continue to be refined as the budget development process progresses.

LOCAL CONTEXT:

Enrolment

One of the most impactful metrics affecting the development of the 2021-22 budget is the projection of student enrolment for that year. A preliminary enrolment forecast has been developed for 2021-22. Enrolment projections were established based on historical data, updated for current circumstances. The projections have been reviewed and approved by Executive Council for use in 2021-22 budget development. The projected full-time equivalent (FTE) enrolment for 2021-22, with a comparison to 2020-21, is as follows:

	2020-21 Estimates (FTE ¹)	2020-21 Revised Estimates (FTE)	2021-22 Estimates (FTE)	Change 2020-21 Rev.Est. to 2021-22 Estimates
Elementary (ADE ²)	13,200.0	13,099.5	13,150.0	50.5
Secondary (ADE) < 21 yrs	7,000.0	7,049.5	7,000.0	(49.5)
TOTAL DAY SCHOOL ENROLMENT	20,200.0	20,149.0	20,150.0	1.0
Total High Credit	9.2	8.6	8.6	0.0
Adult Pupils (ADE) > 21 yrs	180.0	147.1	200	52.9
Total Visa Pupils	75.0	62.0	85.0	23.0

Notes: (1) FTE = Full-Time Equivalent

(2) ADE = Average Daily Enrolment

For the purposes of the 2021-22 budget estimates, there is minimal change from the current 2020-21 level of enrolment, maintaining the total enrolment at 20,150 pupils. Adult and VISA pupils are all projected to increase slightly from current forecast levels while High Credit pupils remain consistent.

Based on the enrolment identified above, a preliminary funding forecast has been prepared. As noted earlier in this report, the final GSN announcement has not yet been made and as such, the funding forecast contained herein is based on applying the projected enrolment to the current year's (i.e. 2020-21) funding formulas, adjusted for any 2021-22 grant changes known at the time the report was authored. The Business Department will revise the funding forecast and communicate any changes to impacted departments and ultimately to the Board when the 2021-22 GSN changes are released.

The financial position reflected in the 2020-21 Revised Estimates is being used as the base for 2021-22 budget development. With approximately two-thirds of education funding based on enrolment, the projected net increase in total enrolment offset by a reduction in the declining enrolment grant, is estimated to result in approximately \$295K of reduced grant revenues (based on 2020-21 funding formulas). This result is before any 2021-22 grant changes, and before any changes in academic staffing costs, which are the costs most variable with changes in enrolment.

Budget Outlook

At this point in the year, the discussions on budget are complicated by uncertainty as to the exact amount and nature of provincial funding expected in 2021-22. Notwithstanding this uncertainty, the development of forecasts for 2021-22 has begun based on 2020-21 funding formulas and certain, known funding changes. Based on the Ministry of Education's recent direction, schools boards should take a cautious approach in planning given the uncertainty in enrolment and adjust accordingly for one-time funding that was provided in 2020-21. A preliminary budget outlook has been developed. The table below summarizes the projected fiscal challenges for the upcoming academic year:

Preliminary Forecast	2021-22 Increase/ (Decrease) (\$MILLIONS)
Current forecast deficit position for 2020-21 (without contingency reserve)	(3.107)
Projected 2021-22 contingency reserve, required per By-Law at 0.5% of operating allocation	(1.161)
Grant changes due to change in declining enrolment adjustment and other enrolment changes from 2020-21 Revised Estimates	(0.295)
2020-21 board funded COVID-19 expenditures	2.087
Increase in VISA tuition revenue	0.277
Potential Funding Changes:	
GSN Stabilization Funding—one-time funding to end August 31, 2021	(1.353)
Projected net change in other funding (i.e. retirement gratuity, supports for students and other)	(0.174)
TOTAL REDUCTIONS REQUIRED	(3.726)

It is important to note that the \$3.726M reduction target identified reflects reduced revenue due to the elimination of the one-time GSN Stabilization Funding provided in 2020-21 and changes in enrolment. In addition, there were \$2.087M board funded COVID-19 expenditures in 2020-21 not included in the 2021-22 budget outlook. The reality is that the board will likely face challenges in keeping schools open in 2021-22 without additional and continued investments to manage the pandemic response.

The projected reduction target identified could be adjusted based on increases in enrolment, should they occur, as WECDSB progresses through the budget development cycle. This would generate incremental revenue for the board to alleviate some of the pressures. In addition, as the budget development process progresses and further information becomes available regarding the 2021-22 GSN funding model, the budget outlook will be refined and updates provided to Trustees.

Achieving required reductions without the use of Accumulated Surplus

Each year, boards are required under Section 231 of the Education Act to have balanced budgets, where estimated expenditures do not exceed estimated revenues. The Education Act contains provisions that allow for an in-year deficit for a fiscal year of up to 1% of the Board's operating revenue, provided it does not exceed the Board's accumulated surplus of the preceding year. In 2020-21 only, school boards were allowed to incur an in-year deficit up to 2% of their operating allocation to be used to support the safe reopening of schools. This amendment is expected to end as of August 31, 2021. For WECDSB, 1% of operating revenue equals approximately \$2.4M. Therefore, the Board can use a certain amount of its accumulated surplus (historically referred to as reserves) as part of balancing revenues with expenditures.

With an accumulated surplus available, some may argue that the Board should look to its current reserve balance to partially meet the reduction target identified earlier, instead of finding

new savings. In fact, this strategy has been adopted over the past several year's budgets to support improvements in learning, allowing WECDSD to make important investments to support students and staff and to keep schools safe.

The continuation of this approach however is not a strategy recommended by Administration. Using the 1% or \$2.4M limit allowed would provide a one-time budget savings in the 2021-22 year that is not sustainable in future years. Paying for current expenses with reserves prevents the Board from adjusting its cost structures to align with anticipated reduced Ministry funding. This problem compounds from one year to the next as permanent savings not found in the current year carry forward to the next year as a budget pressure. Also, a portion of the Board's accumulated surplus is internally appropriated for other items and not available, and the portion that is unrestricted is needed, in part, to continue to offset the balance of the Board's capital deficit.

In addition, reliance on accumulated surplus to aid in balancing the budget can raise the risk profile of the Board from the Ministry's perspective. Consequences of ineffective budgeting can be high, and ultimately could lead to budget decision making powers being suspended by the Ministry.

Pressures and Challenges

- **COVID-19 Pressures:**

Given the circumstances, the 2021-22 budget outlook has been developed with uncertainty with respect to what form of learning will occur in the fall of 2021, or the incremental COVID-19 related costs that boards may be responsible for.

Items critical to support the safety of staff and students in 2020-21 included:

- Masks and personal protective equipment (PPE)
- Added cleaning supplies
- Extra health and safety training
- Additional staffing (ie. Custodians)
- Incremental transportation support (altered routes, cleaning supplies and PPE)
- Supports for students with special needs
- Technology investments
- Mental health supports
- Additional supply costs

The majority of these incremental COVID-19 costs were funded through PPFs in 2020-21. Due to the uncertainty with respect to the pandemic, the learning model and the volume of PPE and other critical supports that may be required, this initial budget outlook is based on the assumption that school will resume as normal commencing September 2021, without any unfunded costs for the potential incremental items noted above. As mentioned previously, the reality is that the board will likely face challenges in meeting the requirements of keeping schools open in 2021-22 without additional and continued investments to manage the pandemic response.

Additionally, the Ministry has communicated that boards should take a cautious approach in planning given the uncertainty in enrolment and adjust accordingly for one-time funding that was provided in 2020-21.

- **Staff Absences and Replacement Costs:**

Sick leave plans in the education sector changed during the 2012 central bargaining process. Previously, teachers were allowed 20 sick days per year paid at 100% and

could bank unused days up to a maximum of 200 days that would be paid out upon retirement as a retirement gratuity. Now, all school board employees are allowed 11 sick days paid at 100% and an additional 120 sick days paid at 90%.

While WECDSB has lower absences than some other boards, the Board has historically experienced budget pressures in this area that could continue into 2021-22. Despite WECDSB's attendance support processes that effectively promote employee well-being and regular attendance, there exists a growing concern over sick leave usage and the associated costs, especially in light of the current COVID-19 pandemic.

It is important to recognize the impact that COVID-19 has on staff absences and replacement costs, namely increases in sporadic absenteeism, and long-term absences. The costs associated with supply teachers will be problematic for school boards as the full effect of the pandemic and decisions made by local health units are not factors that can be controlled by any individual school board.

- Information Technology (I.T.):

In 2020-21, the Ministry of Education along with the federal government provided new funding for extraordinary costs related to the COVID-19 outbreak including supports for technology-related costs. These valuable investments have assisted boards in replacing older devices and support the procurement of additional devices for school boards to loan to students. While having additional funding for devices is advantageous, this may result in budget pressures in future years due to additional maintenance and support required.

In 2021-22, the Board will continue to rely on the GSN's Pupil Foundation Grant for I.T. related learning materials and classroom computers. This funding, which compensates for things such as instructional hardware and software, technology supporting distance education, internet expenses, classroom computers and associated network costs, was reduced by \$25M in 2009-10 and has not been reinstated since. It remains to be seen whether GSN funding will be restored or further investments made to enrich the learning experience for students and educators.

- Capital Deficit:

Under prior administrations, the Board undertook the construction of school facilities not fully supported by New Pupil Place Grant revenues. As a result, there is unsupported debt, meaning capital debt that is not supported with grant revenues from the Province to meet principal and interest payments. This debt affects the Board each year in the form of unsupported amortization expense, which is approximately \$722K per year. In the 2019-20 Financial Statements, \$1.045M of accumulated surplus remains internally appropriated to pay down WECDSB's capital deficit on land. The balance of debt remaining will need to be funded from a combination of areas including proceeds of disposition from surplus property sales, future operating savings and school renewal grant encumbrances.

While Administration is aggressively working to reduce the balance of the capital deficit, it continues to crowd out spending that could be used for other priorities. Continued fiscal prudence is necessary in the development of the 2021-22 budget in order to preserve the accumulated surplus, such that more is available to fully offset the capital deficit and build a balance that is unappropriated for operations.

- Special Education:

WECDsB's inclusive model of Special Education service delivery expresses its commitment to educate each child to the maximum extent appropriate in the classroom he or she attends. It involves bringing the support services to the child rather than moving the child to the services. This model however causes budget pressures as the number of students with special needs continues to increase each year. The majority of Catholic school boards (WECDsB included) are running deficits in special education funding and experiencing significant challenges in funding the education, psychological and support needs of its exceptional students. Each year, costs continue to exceed the funding, and WECDsB must use other allocations to augment its special education funding.

WECDsB's total annual special education expenditures since 2011-12 have increased by \$5.3M or 19% while the annual grant allocation has only increased by \$1.5M or 5%. Therefore, a continuation of funding (assuming no increase in expenses) will simply serve to prevent the current gap between funding and expenses from widening in the 2021-22 fiscal year, but will not help alleviate the structural fiscal pressure in this area.

- Faith Formation:

Integrating faith into the curriculum and promoting faith formation of students and staff are critical to fulfilling the mission of Catholic Education and preserving the Catholic identity. This is an area however for which there is no direct funding source to support the costs and as such the Board must carve out funding from other grants or find savings elsewhere to fund this priority.

- Non-Grant Revenue Impact:

Historically, the Ministry of Education has targeted additional funding to school boards for specific programs or initiatives. These transfer payments are referred to as PPFs (Priorities and Partnerships Funding), and are provided to school boards outside of the regular operating grants. PPFs are often provided in the form of separate contractual agreements that require specific reporting of expenditures within set timelines. School boards are required to spend these grants for their intended purposes and the Ministry can take back any unspent funds.

Over the last year the government made available over \$1.6 billion provincially in temporary resources to support the safe reopening of schools. Most of these additional funding amounts were provided through PPFs. These resources allowed school boards to hire additional staff for the 2020-21 school year including principals and vice-principals, teachers, EAs, mental health workers, ECEs, professional/paraprofessional staff, custodians and other staff. In Ministry Memorandum 2021:B04, the Ministry indicated that 2021-22 staffing assumptions should be based on the assumption that any 2020-21 COVID-19 funding supports are one-time in nature.

Another component of non-grant revenue is generated through the International Education program. This program is anticipated to produce revenue of approximately \$1.1M in 2021-22. It is important to keep in mind that this revenue has an inherent risk if political climates or major incidents, such as the COVID-19 pandemic, continue to deter students from travelling abroad.

Although non-grant revenues represent a relatively small amount of the financial resources received by the Board, they are extremely important to the activities they support. Without this additional revenue, the Board would be required to reduce expenditures to balance the budget.

- **Other:**

There have been limited budget increases over the past few years and each year discretionary expenses have been reviewed to identify decreases where necessary. While Administration continues to review these expenses for further savings, each year it becomes more and more difficult to identify the deeper reductions that are needed to maintain the prior year's level of educational programs and services. There is constant pressure to maintain gains in student achievement when resources and Ministry funding are reduced. Each year presents less and less room to absorb pressures.

Furthermore, approximately 79.5% of the total Board budget consists of salaries and benefits, with a significant portion of the remaining expenses either being mandatory (e.g. amortization, debenture interest, contractual fees, etc.) or revenue neutral (e.g. Priorities and Partnerships Funding (PPF) expenses with corresponding funding sources, etc).

Going Forward

Discussions have begun internally with a view to identifying expenditure reductions which could be implemented next year, with a goal of finding reductions in areas that have minimal impact on students. In areas where resources must be reduced, it will be challenging to mitigate the possible negative impacts. When reductions are required, Administration typically looks to identify budget options for Trustees to consider, should certain recommended reductions not be acceptable. However, as a result of several difficult budget years, the Board has not been in a position to discuss or provide for trade-offs. As Administration works to align scarce budget resources to the strategic objectives and priorities of the Board, additions to certain areas of the budget may be required. Where additions are needed, offsetting reduction proposals will be necessary.

Risk Assessment

As noted earlier, the information presented in this report is very preliminary. Actual 2021-22 grant changes announced in the spring are likely to change the budget outlook. A major risk factor in budget preparation lies in enrolment projections. Even if actual enrolment remains as projected on a system wide basis, large school-by-school variances can create staffing pressures in the fall. The challenges that the global pandemic has presented continue to be of concern. Maintaining two modes of learning for both elementary and secondary schools is not sustainable within the current funding model. School boards are experiencing declining enrolment due to lower immigration levels, homeschooling, and families opting not to register students for kindergarten. Additionally, increasing supply costs and other lost revenue from international student tuition are risk factors for all school boards.

Summary

All of the above is being provided for the information of the Board at this time. Administration will continue to develop the 2021-22 budget with due consideration to the factors that have been identified.

Strategic choices and difficult decisions need to be made to deal with the financial realities facing the Board and to ensure the Board remains fiscally sustainable over the long term.

FINANCIAL IMPACT:

Discussed throughout the report.

TIMELINES:

The detailed 2021-22 budget process, including timelines, has previously been submitted to the Board. A further update report is anticipated to be provided to the Board in late April. The final budget is due for submission to the Ministry of Education by June 30, 2021.

APPENDICES:

N/A

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 23, 2021
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 23, 2021
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 23, 2021



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons

BOARD REPORT

Meeting Date:
March 30, 2021

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☒ Approval ☐

PRESENTED BY: Senior Administration

SUBMITTED BY: Terry Lyons, Director of Education
Emelda Byrne, Executive Superintendent of Student Achievement

SUBJECT: **APPOINTMENT OF STUDENT TRUSTEES
FOR THE 2021-2022 SCHOOL YEAR**

RECOMMENDATION:

That the Board receive as information the appointment of Jada Malott from St. Joseph's Catholic High School and Gina Touma from Assumption College Catholic High School as Student Trustees for the 2021-2022 school year.

SYNOPSIS:

In accordance with Bill 78, the Education Statute Law Amendment Act (Student Performance), 2006, Regulation 07/07 – Student Trustees and Board Policy T:01 Student Trustees, an election was held to select two Student Trustees for the 2021-2022 school year.

BACKGROUND COMMENTS:

Students elected to the position of Student Senate Representative from their respective high schools attended a virtual retreat and reflection on Wednesday, March 10, 2021 facilitated by Betty Brush, Religion and Family Life Consultant and Joseph Ibrahim, Superintendent of Human Resources/Education. At the conclusion of the retreat, an election was held to select two Student Trustees for the coming school year. According to Board Policy T:01 Student Trustees:

- 3.8 *The term of office for Student Trustees shall be August 1 in the year of election, to July 31 of the following year, with the Student Trustees commencing office following their election by the student senate and approval by the Board. Student Trustees shall normally occupy the position for a one-year term. A Student Trustee can, however, stand for re-election for an additional term providing they continue to meet all qualifying requirements.*

Elected as Student Trustees for the 2021-2022 school year were Jada Malott (re-elected for a second term) from St. Joseph's Catholic High School and Gina Touma from Assumption College Catholic High School.

The two current Student Trustees, Jada Malott and Roman Oglan will serve as mentors to assist in preparing Gina to assume this responsibility.

FINANCIAL IMPACT:

Each Student Trustee receives an honorarium of \$2,500 annually. If a student has not served for a full year (from August 1 to July 31), the amount is prorated. A budget has been provided for student trustees in order to provide financial resources for attendance at provincial conferences and professional development opportunities. Students will be reimbursed for travel and miscellaneous out of pocket expenses up to an amount of \$5,000.

TIMELINES:

The Student Trustees will serve a one-year term from August 1, 2021 to July 31, 2022.

APPENDICES:

None.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 16, 2021
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 16, 2021
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 16, 2021



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons

Meeting Date:
March 30, 2021

BOARD REPORT

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☒ Approval ☐

PRESENTED BY: Senior Administration

SUBMITTED BY: Terry Lyons, Director of Education
Emelda Byrne, Associate Director of Education,
Student Achievement K-12

SUBJECT: **PARENT INVOLVEMENT COMMITTEE (PIC)**
EXECUTIVE MEETING ON January 6, 2021

RECOMMENDATION:

That the Board receive the Minutes of the Parent Involvement Committee (PIC) Executive Meeting held on January 6, 2021 as information.

SYNOPSIS:

This report is intended to provide an update to the Windsor-Essex Catholic District School Board of Trustees on the activities of the Parent Involvement Committee (PIC) members that was established pursuant to *Ontario Regulation 612/00 School Councils and Parent Involvement Committees*. The Parent Involvement Committee is submitting the Minutes of its January 6, 2021 Executive Meeting as information.

BACKGROUND COMMENTS:

The revised Terms of Reference (Bylaws) governing the conduct of the PIC's affairs, were approved by the Board of Trustees at the meeting of May 8, 2017. Then Senior Manager of Human Resources and Policy Development reviewed the amendments for compliance with *Ontario Regulation 612/00 School Councils and Parent Involvement Committees*.

As per Article 15.1 of said Terms of Reference, PIC shall formally submit a copy of all approved Executive Meeting Minutes to the Board through a report that is to be received at a public board meeting.

FINANCIAL IMPACT:

N/A

TIMELINES:

The Parent Involvement Committee (PIC) approved the Minutes of the January 6, 2021 Executive Meeting at the most recent Executive Meeting held on March 3, 2021.

APPENDICES:

- Appendix A: Minutes of the Parent Involvement Committee Executive Meeting – January 6, 2021.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 9, 2021
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 9, 2021
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 9, 2021



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons
Telephone: 519-253-2481 FAX: 519-253-7548

PARENT INVOLVEMENT COMMITTEE - EXECUTIVE

Wednesday, January 6, 2021, 6:30 p.m.

Online - Google Meet

Trustees

Kim Bouchard – Trustee Member
Lisa Soulliere – Trustee Member (alternate)

Administration

Melissa Farrand – Superintendent of Education K-12

Executive Members

Heather McAuley – Chair
Dana Tonus – Vice Chair
Julie St. John – Community Representative
Deacon Paul Bezaire – Diocese Representative

Katie Cervini – Elementary Representative
Lisa Burningham – Events Coordinator
Jennifer Garner – Events Coordinator
Melanie Boismier – Grants Coordinator
Joanna Zeiter – High School Representative
Steve Blain – Middle School Representative
Mike Silvaggi – Post-Secondary Representative
TBA – Secretary
Samantha Pascoe-Thomas – Social Media Coordinator
Andriana Pitre – Treasurer
Pam Prsa – Elementary Principal Representative
Amy Lo Faso – Secondary Principal Representative

1. **Call to Order**
Heather McAuley called the meeting to order at 6:32 p.m. Opening Prayer – Heather McAuley opened the meeting with prayer
2. **Recording of Attendance**
Present: Trustee Kim Bouchard, Trustee Lisa Soulliere, Executive Superintendent John Ulicny, Superintendent Melissa Farrand, Heather McAuley, Dana Tonus, Deacon Paul Bezaire, Lisa Burningham, Jennifer Garner, Melanie Boismier, Joanna Zeiter, Steve Blain, Mike Silvaggi, Jillian Fenech, Samantha Pascoe-Thomas, Andriana Pitre
Regrets: Pam Prsa, Amy Lo Faso, Katie Cervini, Julie St. John
3. **Approval of Minutes** from November 4, 2020
Motion by Melanie Boismier, seconded by Dana Tonus that the Minutes of November 4, 2020, be approved. **Carried**
4. **Approval of Agenda**
Motion by Lisa Burningham, seconded by Andriana Pitre that the Agenda be approved. **Carried**
5. **Disclosure of Interest** - None
6. **Report from Chair, Heather McAuley**
 - a. Postpone Danny Pehar due to COVID
 - b. [Parent Involvement Committee Presentation - November 2020 ENG.pdf](#)
 - c. [Parent Involvement Committee Meeting Summary ENG – November 2020.pdf](#)
7. **Director or Designate Report, Melissa Farrand and John Ulicny**
 - a. Middle School Virtual Open Houses
 - i. Corpus Christi Middle School – January 26, 2021
 - ii. Cardinal Carter Middle School – January 27, 2021
 - iii. Assumption Middle School – January 28, 2021
 - b. Kindergarten Registration
 - i. February 16 – February 26, 2021
 - ii. Virtual Open House – February 17, 2021
 - c. Secondary – Quad 3 begins February 3, 2021
 - d. Elementary First Term Report Cards go home on February 8th and Parent/Teacher Contact Night is scheduled for February 11th. Due to the high number of COVID cases within our community a decision has been made to delay the Elementary Declaration date. Originally parents were going to be asked to declare their intention to change modes of learning by January 18th for a switch date of February 1st. More details to follow shortly.
 - e. February is Black History Month - new organization called Family Fuse has been established to help black Canadian families to navigate the educational system. They will be offering free workshops and coaching to those interested. More information click here www.familyfuse.ca
 - f. Welcome Executive Superintendent, John Ulicny
 - i. Student registrations for the Sports Academies 2021-2022 are up from this time last year
 - ii. Sports Academies – Virtual Open House TBA – more information forthcoming
 - iii. WECDSB is now committed to the “quadmaster” model for the remainder of the school year unless otherwise notified by the Ministry of Education
 - iv. Ministry of Education is implementing a new math program starting September 2021 – Destreaming Math
 - v. Waiting on information from the Ministry of Education re: eLearning grade 9 students opting out from the mandatory two eLearning courses needed to graduate
 - vi. Question 1 from Heather McAuley – OSSLT Grade 10 Exam
 - o Requirement is waived for current grade 12 students to graduate

- o Waiting to hear from the Ministry of Education whether grade 10 students will need to write the OSSLT
- vii. Question 2 from Heather McAuley - When will conversations start around graduation ideas?
 - o Each school will start the planning process soon and each school will undoubtedly create multiple plans to adhere to pending COVID restrictions
- viii. Request for Information 1 from Dana Tonus - "destreaming math"
 - o New program starts in September 2021 for grade 9 students only – it is a broader approach with the likelihood of adding different levels – changes to the program are needed due to racial bias and inequity
- ix. Request for Information 2 from Dana Tonus - Update on the Academic Academies
 - o WECDSB is looking at ways to grow the STEM program
 - o Construction Academy is having great success and looking at how to expand this program which includes: carpentry, masonry, electrical and plumbing
- x. Co-Op Program
 - o On pause at the moment unless parents, students and employers are all in agreement for the student to return to the work environment and if so, student is allowed to return to work
 - o Paid co-ops are still ongoing
 - o Instructors are completing assessments virtually

8. Report from Trustee, Kim Bouchard and Alternate Trustee, Lisa Soulliere

- a. Received confirmation from the transportation department that all students on buses must wear a mask
- b. Enrolled in professional development programs including: Intensive Human Rights for School Board Leaders and Anti-Indigenous Racism
- c. Attending the OCSTA Conference which include workshops ie: Caring for our Common Home (EcoSchools)
- d. Currently in a "holding pattern" due to COVID therefore not much "new" news

9. Correspondence – OAPSE

- a. Dana Tonus will email OAPSE correspondence to the PIC Executive Committee

10. Updates/Reports

- a. Diocesan Report
 - i. COVID is impacting the parishes in a large way
 - ii. Some services are continuing on ie: baptisms, weddings, funerals and burials with a maximum of 10 attendees
 - iii. The Bishop's dispensation for not attending mass will stay in place until at least Easter
 - iv. No public masses are allowed
 - v. Most parish sponsored school programs are not operating
 - vi. Some children programs are running online ie: Little Saints – run by Assumption Parish and Story Time sponsored by Assumption Cares (story telling for children)
 - vii. Sacramental preparation is going forward for Confirmation – all online until the end of COVID at which time the candidates will receive the sacrament
 - viii. First Communion is on hold until further notice
 - ix. Families in need of food can reach out to Saint Vincent DePaul – Forgotten Harvest is providing fresh vegetables every Friday morning to 300 people
 - x. Families of Parishes – 3 new families formed for Windsor-Essex County
 - o St. Anne Parish will join with Good Shepherd, St. Jerome and St. Simon / St. Jude
 - o Visitation Parish will join with St. Francis Xavier / St. Peter's Immaculate Conception
 - o Corpus Christi will join with Our Lady of Mount Carmel, St. Phil and St. Anne (Vietnamese) and St. Yu Jin-Gils (Korean)
 - o Fr. Bombardier, currently the Episcopal Vicar for Windsor-Essex County is transferring to London
 - o Fr. Parent is retiring from Mount Carmel and Frs. Beneteau and Pert will continue on as pastors
 - xi. Assumption Cares takes donations
- b. Finance Report – same amount from the November 4, 2020 Exec PIC Meeting - \$13 000 and additional funds from this year as well
- c. Grant Updates – Melanie Boismier to send grant letter to Superintendent, Melissa Farrand for distribution to principals – applications to be reviewed at the next two Executive PIC meetings
- d. Post-Secondary – Mike Silvaggi
 - i. February 1, 2021 is Equal Consideration date for all Ontario colleges where the college make offers to students for the upcoming school year
 - ii. Mike Silvaggi agrees with Executive Superintendent, John Ulicny that the WECDSB apprenticeship programs are in need locally – St. Clair College is currently "flat lined" in these programs and would take any assistance from WECDSB to promote their trades programs including robotics
 - iii. Open houses start in March – dates TBA
 - iv. Suggestion for 2021 graduation – [Marching Order "Amazing Graduation Ceremonies"](#)
 - v. Art Barron – Director of Student Services – Dual Credit being creative in credit recovery
 - vi. If a student has an IEP please reach out to a St. Clair College Learning Commons
- e. PIC Events – Lisa Burningham / Jennifer Garner and Heather McAuley to discuss in February the Post-Secondary fund raising event which will offer parents information on: scholarships, OSAP, grants and financial aid

11. Action Items

- a. Forward ideas to Heather McAuley for the upcoming two PIC General Meetings ie: mental health, new math curriculum

12. New Business - None

13. Next Meeting Dates – March 3, 2021 and May 5, 2021 - incorporate a round table discussion into the next general meeting

14. Adjournment & Closing Prayer – Heather McAuley at 7:43pm.



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CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons

BOARD REPORT

Meeting Date:
March 30, 2021

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☒ Approval ☐

PRESENTED BY: Special Education Advisory Committee – Trustee Members

SUBMITTED BY: Terry Lyons, Director of Education
Emelda Byrne, Associate Director of Education Student Achievement K-12

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)
MINUTES OF THE JANUARY 21, 2021 MEETING**

RECOMMENDATION:

**That the Board receive the Minutes of the Thursday, January 21, 2021
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 January 21, 2021 SEAC minutes were approved at the February 18, 2021 meeting. The next SEAC meeting is scheduled for March 25, 2021.

APPENDICES:

- Special Education Advisory Committee Minutes of Thursday, January 21, 2021.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date: March 2, 2021
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date: March 2, 2021
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: March 2, 2021



Windsor-Essex Catholic District School Board

1325 California Ave., Windsor, ON N9B 3Y6

Phone: (519) 253-2481 Fax: (519) 253-0620

SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

DATE: Thursday January 21, 2021 TIME: 6:00 p.m.

VIRTUAL: GoogleMeet

Trustees

Lisa Soulliere - Trustee Member

Mary DiMenna - Trustee Member

Administration

Melissa Farrand - Superintendent of Education K-12

Principal's Association

John Riberdy, Principal

Ministry of Education

Joy Antoniuk - Education Officer

Association Representatives

Melanie Allen - VIEWS

Jillian Fenech, Chair - Autism Ontario Windsor-Essex

Joanna Zeiter - Easter Seals

Colleen Switzer - Community Living Essex County / Windsor

Anne Marie Domsic - Learning Disabilities Association

Sarah Stanton - Up About Down (Windsor-Essex Down Syndrome Association)

RoseMarie Lamug, Vice Chair - Integration Action for Inclusion in Education and Community (Ontario)

MINUTES

1. Call to order and Opening Prayer 6:05 pm
2. Recording of Attendance
Present: Trustee Lisa Soulliere; Superintendent Melissa Farrand; Principal John Riberdy; Vice-Chair RoseMarie Lamug; Melanie Allen; Joanna Zeiter; Colleen Switzer; Anne Marie Domsic, Sarah Stanton
Regrets: Trustee Mary DiMenna; Chair Jillian Fenech
3. Approval of Agenda
Motion by Joanna Zeiter and seconded by Anne Marie Domsic to approve the SEAC January 21, 2021 meeting agenda as distributed. Carried.
4. Welcome/Introductions – none
5. Disclosure of Pecuniary Interest – none
6. Approval of December 17, 2020 Minutes - Joanna Zeiter should be “regrets”; Item 12 - change “trustee report” to “superintendent report”.
Motion by Colleen Switzer and seconded by Melanie Allen to approve the SEAC December 17, 2020 meeting minutes with amendments. Carried.
7. Business Arising – none
8. Information Items – none
9. Report from Chair - none

10. Report from Trustees - Trustee Soulliere summarized highlights of the January 12, 2021 Board Meeting.
Motion by Joanna Zeiter and seconded by Colleen Switzer to accept the Trustee's Report as information. Carried.

11. Report from Superintendent of Education

The Ministry of Education announced the pivot from in-person to remote learning for the first week of January. It has since been extended to February 10, 2021 in southern Ontario. A majority of special education students are being accommodated remotely according to their IEP. Some students with complex special education needs who were previously attending in-person are still attending school in-person. All COVID safety protocols are being followed.

Full day child care remains open for both stand-alone and those in schools. Emergency child care (20 sites in Windsor/Essex) is free for those who are eligible. The City of Windsor's Children's Services website has the list of emergency child care centres. Early-ON remains closed to in-person but supporting virtually.

February 16-26, 2021 is Kindergarten registration. Virtual open houses are available on each school's website. Parents can register online or they can request a paper registration package.

Jillian Fenech has given her notice of resignation from SEAC effective immediately. Autism Ontario's elected alternate, Livia Congi, will attend in her absence until a representative can be elected from Autism Ontario.

Motion by Joanna Zeiter and seconded by Sarah Stanton to accept the Superintendent of Education's Report as information. Carried.

12. New Business

Vice-Chair, Rose Lamug turned the meeting over to Superintendent Melissa Farrand for the purpose of electing the positions of chair and vice chair for the term January 2021 to December 2021.

RoseMarie Lamug nominated Lisa Soulliere for the position of Chair. Joanna Zeiter seconded the nomination. Trustee Soulliere accepted the nomination. No other nominations for the position of Chair were received. Trustee Soulliere is acclaimed as Chair of the Special Education Advisory Committee for the term from January 2021 to December 2021.

Sarah Stanton nominated herself for the position of Vice-Chair. Anne Marie Domsic seconded the nomination. No other nominations for the position of Vice-Chair were received. Sarah Stanton is acclaimed as Vice-Chair of the Special Education Advisory Committee for the term from January 2021 to December 2021.

Superintendent Melissa Farrand turned the meeting over to Chair, Trustee Lisa Soulliere.

13. Association Reports

VIEWS for the Visually Impaired - no report

Autism Ontario - no report

Easter Seals - no report

Community Living Windsor / Essex - Colleen Switzer gave an update of recent fundraising results, various community partnerships and activities.

Learning Disabilities Association of Windsor-Essex - Anne Marie Domsic shared that Best Foundations starts next week via google meet. Contact LDAWE.CA for information.

UP ABOUT DOWN - no report

Integration Action for Inclusion in Education and Community - RoseMarie Lamug shared the School Entry Events taking place on January 28, 2021 and February 2, 2021. Contact inclusionontario.ca for information.

Motion by RoseMarie Lamug and seconded by Joanna Zeiter to accept the Association Reports as information. *Carried.*

14. Closing Prayer

15. Adjournment - 6:35pm



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons

Meeting Date:
March 30, 2021

BOARD REPORT

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☐ Approval ☒

PRESENTED BY: Senior Administration

SUBMITTED BY: Terry Lyons, Director of Education
John Ulicny, Executive Superintendent of Education/Human Resources

SUBJECT: **DRAFT AMENDED POLICY H:03 HIRING AND PROMOTION
AND DRAFT AMENDED POLICY A:12 CODE OF ETHICS /
CONFLICT OF INTEREST**

RECOMMENDATION:

That the Board approve in principle Draft Amended Policy H:03 Hiring and Promotion and Draft Amended Policy A:12 Code of Ethics / Conflict of Interest

SYNOPSIS:

Draft Amended Policy H:03 Hiring and Promotion and Draft Amended Policy A:12 Code of Ethics / Conflict of Interest is recommended for approval in principle, to be returned for final approval April 27, 2021 subject to amendments arising out of the public consultation process.

BACKGROUND COMMENTS:

Proposed Changes to Existing Policy/Procedure:

The Ministry of Education Policy/Program Memorandum No. 165 dated February 22, 2021 directs that every school board must adopt teacher hiring policies and processes that are fair, consistent, and transparent, and include a process for addressing conflicts of interest. The PPM identifies the required components of a teacher hiring policy that boards are expected to approve, as well as recommended effective practices. The Policy Working Subcommittee recommends revisions to existing Policy H: 03 Hiring and Promotion, and Policy A: 12 Code of Ethics/Conflict of Interest, to facilitate compliance with the directives of the Ministry PPM.

Board Policy H: 03 Hiring and Promotion has been revised to include the required components set out within PPM 165 as follows:

- a) Qualifications and Merit
- b) Diversity, Equity, and Human Rights
- c) Employment Mobility
- d) Fairness and Transparency, including Conflict of Interest
- e) Monitoring and Evaluation

Board Policy A: 12 Code of Ethics/Conflict of Interest has been revised to include the requirements of a Conflict of Interest Policy as prescribed within PPM 165. Although the PPM is directed to the Conflict of Interest in the hiring of teachers, the Policy Working Subcommittee recommends that it be extended to apply to all board employees.

Source and Rationale for the Proposals:

Ministry of Education Policy/Program Memorandum No. 165 dated February 22, 2021.

Results of Public Consultation Process:

As part of the consultation process, the Draft Amended Policies H:03 and A:12 was forwarded to Principals and Vice Principals as well as Union Presidents and copied to Board of Trustees, Catholic Education Centre, Supervisory Officers and the Director of Education. The draft policies were also posted to the Board's public web site for feedback.

To date there were no suggested amendments to the draft policies.

Timetable For Implementing Policy and Procedure:

It is proposed that the final draft policies be presented for final approval at the next Board meeting, at which time supporting procedures will be presented as information.

Benefits of the Policy Proposals:

To develop a policy with a clear objective and with guiding principles that will govern all administrative procedures developed to support this policy.

Risks of Policy Direction and Mitigation Strategies:

N/A

Impact on Stakeholders and Plan For Communicating the Policies:

Upon final approval, the policy will be communicated to Principals and Vice Principals and Union Presidents. The policies and any supporting procedures will also be posted to the Board's public web site.

FINANCIAL IMPACT:

N/A

TIMELINES:

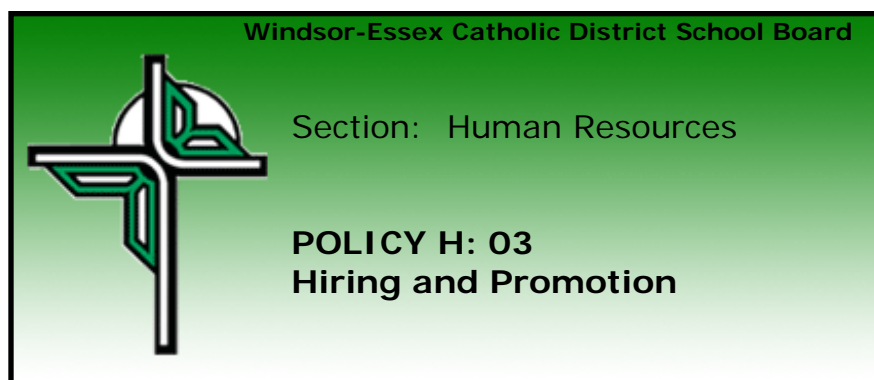
Public consultation:	March 9 to April 14, 2021
Board Approval in Principle:	March 30, 2021
Board Final Approval:	April 27, 2021

APPENDICES:

- Draft Amended Policies H:03 Hiring and Promotion and A:12 Code of Ethics/Conflict of Interest

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 23, 2021
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 23, 2021
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 23, 2021



NUMBER:	H: 03
EFFECTIVE:	June 12, 2012
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	H: 03 Hiring of Teachers and H:05 Hiring Procedures – Admin and Support Staff
REVIEW DATE:	<u>2017-2018</u> <u>2026-2027</u>

DRAFT AinP

1.0 OBJECTIVE:

- 1.1 The Windsor-Essex Catholic District School Board recognizes that its staff is its most important resource. The board believes that the quality of the staff is a major component of an effective, productive system and shall make every effort to attract and retain the best, qualified personnel.
- 1.2 The Windsor-Essex Catholic District School Board considers witness to our faith as a key premise in recruiting, hiring and promoting teachers, early childhood educators, campus ministers and any other employee whose position includes dealing with students in situations involving instruction, counseling, providing guidance or imparting curriculum. The board will strive to recruit, hire and promote such employees who are practicing Catholics and who hold the highest professional qualifications and abilities in order to maintain and enhance the quality of Catholic education in its schools. It is an expectation that board staff who are non-Catholic will respect and support the Catholic vision and mission of the board and its schools.

2.0 DEFINITIONS:

- ~~2.1 “Relative” for the purpose of this policy shall include parents, grandparents, grand-parents in-law, spouses, children, step children, siblings, brothers in-law, sisters in-law, nieces, and nephews.~~

**Included in Pr A:12 Conflict of Interest Procedure

3.0 GUIDING PRINCIPLES:

- 3.1 The board believes in equal employment opportunities subject to its denominational rights and shall hire staff in accordance with the Ontario Human Rights Code and Board Policy A: 14 Promoting and Supporting Equity and Inclusion within a Catholic Community.
- 3.2 The board shall strive to provide the highest quality Catholic educational services to the Catholic community.

POLICY H: 03 Hiring and Promotion Policy

- 3.3 The Director of Education is the sole employee of the elected Board of Trustees, and reports directly to the Board. All authority of the Board to hire staff is delegated through the Director of Education. All hiring decisions (with the exception of the position of Director), including appointments to positions of responsibility, are operational matters and therefore, are the responsibility of the Director or designate.
- 3.4 Criteria and qualifications for positions will be established in a fair, consistent, transparent and objective manner. Recruitment for positions will be done as widely as is appropriate to ensure that all qualified applicants have the opportunity to apply.
- 3.5 Promotion will be based on demonstrated ability, skill, knowledge and the expertise required to perform the duties of the position and, in the case of employees assigned to positions involving interaction with students, the spiritual commitment to promote the Catholic education system and its gospel values.
- 3.6 The board recognizes that the needs and priorities of the system must be the primary criteria for decisions with respect to hiring and promotion.
- 3.7 ~~The Board will not discriminate in its hiring and promotions practices on the basis that the qualified applicant is related to a current or former employee. An individual may be hired, notwithstanding the applicants relationship to current or former employees provided the following issues will be considered prior to selecting a candidate:~~
- a) ~~That the employee shall not be in a direct supervisory reporting relationship to a relative (i.e. within the same department or school);~~
 - b) ~~That staff do not partake in the interviews or any part of the hiring process where a candidate is a relative;~~
 - e) ~~That staff who are involved in the hiring procedures and who have more than a professional relationship with the candidate (ex. Friends or a friend's relative, past or present colleague, past or present student) shall declare that relationship to the Superintendent of Human Resources. Should the Superintendent have any such relationship, he or she shall declare to the Director of Education.~~

****Included in Pr A:12 Conflict of Interest Procedure**

- 3.7 The Windsor-Essex Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all board policies, programs, guidelines, operations and practices.

4.0 SPECIFIC DIRECTIVES FOR THE HIRING OF ALL BOARD STAFF:

- 4.1 The Director of Education shall establish procedures for the hiring of academic and support staff in accordance with this policy.
- 4.2 To support a fair and transparent process, all those participating in the hiring process must abide by board policy A:12 Code of Ethics/Conflict of Interest.

POLICY H: 03 Hiring and Promotion Policy

- 4.3 The ~~Executive~~ Superintendent of Human Resources will ensure that the recruitment and selection procedures are administered in accordance with the requirements of the appropriate collective agreements, or the terms and conditions of employment for the non-union group. Where this policy is in conflict with a current collective agreement negotiated between the Board and any of its employee associations or unions, the collective agreement will prevail.
- 4.4 The Superintendent of Human Resources will ensure that practices are in place to maintain the confidentiality of applications and documents of all candidates and employees of the Windsor-Essex Catholic District School Board. ~~Applications and documents of all candidates and employees of the Windsor-Essex Catholic District School Board will be maintained in a confidential file in the Human Resources Department~~
- 4.5 This policy shall not be applied retroactively to alter or disrupt any current work assignments.

SPECIFIC DIRECTIVES FOR THE HIRING OF TEACHERS

- 4.6 The Director of Education shall address the following principles and directives within teacher hiring procedures:

A. Diversity, Equity and Human Rights

The promotion of human rights and equity is vital to achieving a diverse and representative teacher workforce to meet needs of an increasingly diverse student body. There is a positive effect on the educational experience and outcomes of historically under-served students when teachers reflect their identities. The way to achieve a diverse and representative workforce is to:

- ensure all employment practices are non-discriminatory;
- work to intentionally identify and remove barriers for marginalized groups at each stage of the hiring process. This involves examining each part of the process – from setting job requirements and employment conditions to establishing the recruitment, application, screening, interview, and selection processes, all steps – to ensure that no stage creates a barrier for candidates from under-represented backgrounds.

B. Qualifications and Merit

Teacher hiring practices must adhere to the qualification requirements set out in Regulation 298, “Operation of Schools – General”, but the following should also be considered in the development of selection and evaluation criteria:

- valuing applicants' demonstrated experience and commitment to creating a safe, inclusive, equitable, accessible, and high-quality learning environment; providing the best possible program as determined by the principal, and considering applicants demonstrated:
 - teaching commitment;
 - experience or time spent in a particular school; and
 - suitability for a particular assignment.

POLICY H: 03 Hiring and Promotion Policy

- valuing applicants' additional experiences, skills, backgrounds, lived and work experience; and
- responding to school and board priorities based on clearly defined criteria, including qualifications.

The board acknowledges the importance of supporting renewal in the teacher workforce and hiring practices should provide career pathways for newly qualified teachers, including those who have been on long-term assignments for a number of years and have not yet secured a permanent position.

The hiring of newly qualified teachers presents:

- an opportunity to introduce new talent and skills to the school system;
- a way to increase diversity; and
- an opportunity to strengthen pathways to the teaching profession and invest in the people who will be the experienced teachers of the future.

C. Employment Mobility

The Board will provide equal opportunity to all Ontario College of Teachers certified teachers to apply for any position (occasional, long-term occasional, or permanent) for which they are qualified regardless of where they are currently employed.

D. Fairness and Transparency

To support a fair and transparent process for candidates, teacher hiring practices should include:

- a conflict of interest disclosure procedure;
- a process for adherence to the bona fide or “legitimate” job requirements and qualifications through the hiring process, while following the requirements outlined in Regulation 298, “Operation of Schools – General”;
- a process and criteria for all aspects of teacher hiring – setting job requirements, postings, outreach and recruitment, application, screening, interview, and selection processes, including the communication of these;
- a process for tracking and communicating with applicants;
- processes to promote demographically diverse hiring panels that draw on the different experiences, skill sets, and educational and professional backgrounds in the board;
- criteria for evaluating candidates based on more than one source;
- provisions for structured evaluation criteria, questions and tools that prevent interview and selection bias;
- a process for providing constructive interview feedback for candidates, upon request;
- a process for providing accommodation based on needs related to the Human Rights Code; and
- a process for the disclosure of information to the appropriate bargaining units.

E. Monitoring and Evaluation

Board administration shall develop a monitoring and evaluation plan to review the effectiveness of their teaching hiring practices and shall make adjustments as necessary.

POLICY H: 03 Hiring and Promotion Policy

5.0 RESPONSIBILITY:

- 5.1 The Director of Education and the ~~Executive~~ Superintendent of Human Resources shall be responsible for the implementation of this policy.
- 5.2 The Director of Education shall establish procedures for the hiring of academic, administrative and support staff in accordance with this policy.

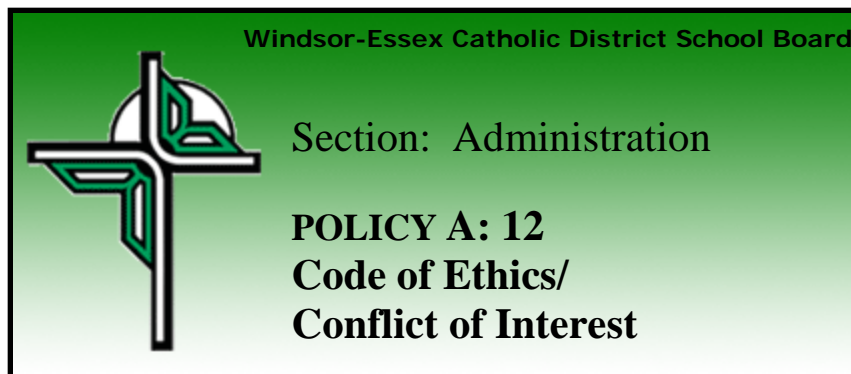
6.0 REVIEW AND EVALUATION:

- 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 ~~2017-2018~~ 2026-2027 policy review cycle.

7.0 REFERENCES:

Education Act Section 1 (4) Constitutional Rights and Privileges
 Ontario Human Rights Code
 Canadian Charter of Rights and Freedoms, Section 23
 Constitution Act, Section 93
 Bill 177 An Act to Amend the Education Act with respect to Student Achievement, School Board Governance and Certain Other Matters
O.Reg 274/12 – Revoked October 29, 2020 and replaced with O.Reg 576/20.
Reg. 298 Revised Regulation of Ontario, 1990 – Operations of Schools-General, made under the Education Act.

Other related policies of the Board which support this policy are:
 Pr H: 03 Procedures for the Hiring of Administrative and Support Staff
 Pr H: 03A Procedures for the Hiring of Teachers
 H: 07 Selection Process Principals and Vice-Principals
 H: 04 Criminal Reference Checks
A: 12 Code of Conduct / Conflict of Interest
Pr A:12 Conflict of Interest Procedure



NUMBER:	A: 12
EFFECTIVE:	April 25, 2000
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2005 <u>2026-2027</u>

1.0 OBJECTIVE:

DRAFT AinP

- 1.1 ~~The Windsor-Essex Catholic District School Board shall comply with all Federal and Provincial laws, specifically the Education Act of the Province of Ontario.~~

To facilitate Board Employees' ability to maintain the highest business and ethical standards, and to facilitate the protection of the integrity of Employees in the course of completing their employment responsibilities.

2.0 GUIDING PRINCIPLES

- 2.1 The Board shall expect all Trustees and Employees of the Board to:
- Maintain an unimpeachable standard of integrity in all business relationships both inside and outside this organization.
 - Optimize the use of resources for which they are responsible so as to provide maximum benefit to the students in the school system.
 - Comply with the letter and spirit of:
 - the laws of the Education Act and any other Acts pertaining to school boards standards for conducting business; and
 - contractual obligations.
 - Be dedicated to the highest ideals of honour and integrity in all public and personal relationships in order that they may merit the respect and confidence of the elected and non-elected officials, and of the public.
- 2.2 Employees must not permit relationships with others or external business activities to conflict, or appear to conflict, with the interests of the Board.

3.0 SPECIFIC DIRECTIVES

Section 217 of the Education Act

- 3.1 All Employees shall be aware of and abide by section 217 of the Education Act as follows:
- No teacher, supervisory officer or other employee of the Board or of the Ministry shall, for compensation of any kind other than ~~his/her~~ their salary as such employee, promote, offer for sale or sell, directly or indirectly, any book or other teaching or learning materials, equipment, furniture, stationery

POLICY A:12 CODE OF ETHICS/CONFLICT OF INTEREST

or other article to any Board, provincial school or teachers' college, or to any pupil enrolled therein.

- ii. Subsection (i) does not apply to a teacher, supervisory officer or any other employee in respect of a book or other teaching or learning materials of which ~~he/she~~ they are is an author where the only compensation that ~~he/she~~ they receives in respect thereof is a fee or royalty thereon.
- iii. No person or organization or agent thereof shall employ a teacher, supervisory officer or other employee of a Board or of the Ministry to promote, offer for sale or sell, directly or indirectly, any book or other teaching or learning materials, equipment, furniture, stationery or other article to any Board, provincial school or teachers' college, or to any pupil enrolled therein, or shall directly or indirectly give or pay compensation to any such teacher, supervisory officer or employee for such purpose.
- iv. Every person who contravenes any provision of subsection (i) or (iii) is guilty of an offence and on conviction is liable to a fine of not more than ~~\$500.00.~~ \$1,000.

3.2 Breach of any of the provisions detailed in the aforementioned sections of the *Education Act* shall be considered grounds for possible disciplinary action up to and including dismissal, as the Board deems to be appropriate.

~~3.3 No Trustee or employee of the Board shall accept any gift or payment that exceeds beyond the bounds of "normal social courtesies" that is connected to any person, firm or corporation interested either as Principal or agent in any sale or supply of services.~~

Private use of Board facilities or supplies

3.3 The private use of Board facilities or supplies by any ~~Trustee or~~ Employee shall be covered under existing policies/procedures of the Board. Payment for such use must be made by the employee upon the rendering of an account as per the applicable Board policy or procedure.

Conflict of Interest

3.4 The Director of Education shall develop and implement procedures to define and address potential, apparent and actual conflicts of interest. The procedures shall provide guidance to Employees so that conflicts of interest are recognized and either avoided or resolved expeditiously through appropriate disclosure and management.

4.0 REVIEW AND EVALUATION:

- 4.1 The effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.
- 4.2 This policy will be reviewed in the 2026-2027 policy review cycle.

POLICY A:12 CODE OF ETHICS/CONFLICT OF INTEREST

5.0 REFERENCES:

A:03 Community Use of Schools
F:02 Purchasing/Disposal of Assets
T:07 Trustee Code of Conduct



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons

Meeting Date:
March 30, 2021

BOARD REPORT

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☐ Approval ☒

PRESENTED BY: Senior Administration

SUBMITTED BY: Terry Lyons, Director of Education

SUBJECT: **TENDER APPROVAL – STELLA MARIS:
EARLY YEARS PROGRAM CHILD CARE ADDITION**

RECOMMENDATION:

That approval be given to the award of tender and the issuance of purchase order contract for the Child Care Addition at Stella Maris Catholic Elementary School in the amount of \$1,764,356 plus HST to Alliance General Contracting of Windsor Inc., to be funded from the Early Years Capital Program funding for the project.

SYNOPSIS:

This report is submitted to the Board with the tender results for of the approved child care addition at the school site.

BACKGROUND COMMENTS:

The Ministry of Education approved capital funding for Early Years Capital Program (EYCP) at Stella Maris Catholic Elementary School in the amount of \$2,117,516 for a four-room childcare addition.

In accordance with the Ministry of Education capital approval process, the EYCP project at Stella Maris Catholic Elementary School was approved to proceed to tender on January 6, 2020.

As per the Board's Purchasing Policy, Tender #685 was issued to nine (9) prequalified general contractors for the EYCP project at Stella Maris Catholic Elementary School on February 3rd, 2021.

Electronic tenders were received on March 16th, 2021 in accordance with the tendering instructions issued for the project. Tenders were reviewed by Erika Timmons (Manager of Purchasing and Capital) and recorded. All electronic tender submissions were reviewed and determined to be in compliance with the required process and documentation.

FINANCIAL IMPACT:

A total of eight (8) tenders were submitted for this project. The bid results are summarized in the table below.

Bidder	Base Bid Amount (excludes taxes)	Alternate Price #1: 3 ply Built-up Roof	Separate Price #1: Add. Window Shades
Alliance General Contracting Inc.	\$1,749,262.00	+\$12,499.00	\$2,595.00
Aveiro Constructors Ltd.	\$2,118,900.00	+\$1,608.80	\$2,075.43
Fortis Group Inc.	\$2,227,000.00	+\$15,000.00	\$7,500.00
Front Construction Industries Inc.	\$1,974,700.00	+\$13,750.00	\$2,200.00
Oscar Construction Co.	\$2,036,789.89	+\$13,750.00	\$2,000.00
Sterling Ridge Group Inc.	\$1,835,660.00	+\$14,500.00	\$1,850.00
Vince Ferro Construction Ltd.	\$1,855,423.00	+\$13,225.00	\$2,200.00
Wincon Construction Ltd.	\$2,082,976.00	+\$14,438.00	\$2,137.00

The Base Bid Amount includes allowances for contingency, permit, testing and controls.

Sfera Architects, the project architect, confirmed received bids are competitive and in accordance with the budget estimate submitted to the Ministry of Education for the approved project.

Given the availability of approved budget funds, administration is recommending awarding the project to the low bidder, Alliance General Contracting of Windsor Inc., in the amount of \$1,764,356 + HST.

TIMELINES:

The contractor, Alliance General Contracting of Windsor Inc., is proposing to commence work as early as April 6th, 2021 and complete the project by November 30th, 2021.

APPENDICES:

Appendix A - Tender Summary- Tender #685 – Child Care Addition at Stella Maris Catholic Elementary School.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date:	March 23, 2021
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	March 23, 2021
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	March 23, 2021

APPENDIX A

TENDER EVALUATION REPORT							
Project Name:	Windsor-Essex Catholic District School Board -Roofing Replacement/Restoration						
	WECDSB Tender No. 685						
Project No.:	Child Care Addition at Stella Marais Catholic Elementary School						
Contractor	TOTAL BID PRICE (STIPULATED SUM) (includes \$172,000 of Allowances)	Alternate Price 1	Separate Price 1	Bid Bond	Total Base Bid plus Alternate and Separate Prices (excluding HST)	Duration	
						To Commence	To Complete
Alliance General Contracting	\$ 1,749,262.00	\$ 12,499.00	\$ 2,595.00	\$200,000.00	\$1,764,356.00	3/29/2021	11/30/2021
Averio Constructors Limited	\$ 2,118,900.00	\$ 1,608.80	\$ 2,075.43	\$200,000.00	\$2,122,584.23	32 weeks to complete	
Fortis Construction Group Inc.	\$ 2,227,000.00	\$ 15,000.00	\$ 7,500.00	\$200,000.00	\$2,249,500.00	40 weeks to complete	
Front Construction Industries Inc.	\$ 1,974,700.00	\$ 13,750.00	\$ 2,200.00	\$200,000.00	\$1,990,650.00	5/15/2021	12/20/2021
Oscar Construction	\$ 2,036,789.89	\$ 13,750.00	\$ 2,000.00	\$200,000.00	\$2,052,539.89	4/5/2021	11/30/2021
Sterling Ridge Group Inc.	\$ 1,835,660.00	\$ 14,500.00	\$ 1,850.00	\$200,000.00	\$1,852,010.00	30 weeks to complete	
Vince Ferro Construction Limited	\$ 1,855,423.00	\$ 13,225.00	\$ 2,200.00	\$200,000.00	\$1,870,848.00	3/29/2021	11/30/2021
Wincon Construction 1986 Limited	\$ 2,082,976.00	\$ 14,438.00	\$ 2,137.00	\$200,000.00	\$2,099,551.00	Apr-21	21-Dec

Notes:

1. Tender Includes the following allowances:

- Provisional Allowance - \$98,000
- Testing Allowance - \$4,000
- BMS Addition Allowance - \$18,000
- BMS Existing Building Allowance - \$40,000
- Permit Allowance \$12,000



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons
Telephone: (519) 253-2481 FAX: (519) 974-8556

Meeting Date:
March 30, 2021

BOARD REPORT

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☐ Approval ☒

PRESENTED BY: Senior Administration

SUBMITTED BY: Terry Lyons, Director of Education

SUBJECT: RFP# 2021-02 APPROVAL – ROOF REPLACEMENTS –
SACRED HEART, NOTRE DAME, CHRIST THE KING FRENCH
IMMERSION AND ST. MARY FRENCH IMMERSION CATHOLIC
ELEMENTARY SCHOOLS

RECOMMENDATION:

That approval be given to the award of project and the issuance of multiple purchase order contracts for roof replacements at Sacred Heart Catholic Elementary School in the amount of \$379,950 plus HST to Rauth Roofing & Siding, Notre Dame Catholic Elementary School in the amount of \$423,000 plus HST to Accent Roofing Inc., Christ the King French Immersion Catholic Elementary School in the amount of \$429,800 plus HST to Horizon Roofing Ltd. and St. Mary French Immersion Catholic Elementary School in the amount of \$412,969 to Kingsville Roofing Ltd. all to be funded from the approved 2020-21 School Condition Improvement Budget.

SYNOPSIS:

This report provides a summary of the proposed roof replacement projects at Sacred Heart, Notre Dame, Christ the King French Immersion and St. Mary French Immersion Catholic Elementary Schools.

BACKGROUND COMMENTS:

At its meeting of August 11, 2020, the Board approved a budget of \$10,369,000 for the School Condition Improvement program for the 2020-21 fiscal year of which \$1,800,000 was allocated to roofing projects. The School Condition Improvement budget has, in recent years, been the funding source for roof replacements, among other capital projects.

A standing offer (SO) is an offer from a supplier that allows for the purchase of goods and/or services, as and when requested, during a specific period of time. A standing

offer is not a contract but an administrative means to provide for the efficient supply of goods and services from suppliers at pre-arranged prices or pricing methods. A Request for Standing Offer (RFSO) is the procurement method used to solicit offers for standing offer methods of supply.

In conjunction with the Purchasing Department, RFSO #19-03 (Roofing Supplies and Services, Waterproofing & Related Products & Services) was pursued for roof restorations through Kinetic GPO at the above-mentioned properties on January 21, 2021 under RFP #2021-02.

Kinetic GPO is a cooperative purchasing solution for the Canadian broader public sector, established with the specific purpose of reducing procurement cost by leveraging the purchasing power of group buying. It conducts its procurements in accordance with high standards of openness, fairness and transparency, and in accordance with the requirements of domestic and international trade agreements.

FINANCIAL IMPACT:

A total of nine (9) bidders submitted for these projects. All submissions were reviewed and accepted with exceptions to Semple Gooder Roofing Corporation, whose bid was disqualified as their bid bond amount did not meet the RFP instruction criteria, nor did Semple Gooder Roofing Corporation provide acknowledgement of addendum on the Form of Proposal, or provide estimated project completion dates. The bid results are summarized in Appendix 1 – RFP Evaluation Report.

A summary of the low bidders meeting specifications for each of the projects is provided below and is inclusive of contingency and cash allowances:

Bidder	Project	Bid Amount (Total Stipulated Sum excluding taxes)
Rauth Roofing Ltd. 7830 McHugh St Windsor, ON N8S 2B8	Sacred Heart RFSO19-03-350008 ContractNo.5044528 Partial Replacement Sections F, G1, G2, and G3	\$379,950
Accent Roofing & Siding 2998 Grand Marais Rd E#1 Windsor, ON N8W 1W4	Notre Dame RFSO19-03-350007 Contract No. 5044527 Partial Replacement Sections A1, A3 and A4.1/A4.2	\$423,000
Horizon Roofing Ltd. 3735 County Rd 42 Windsor, ON N9A 6J3	Christ the King RFSO19-03-350006 Contract No. 5044526 Partial Replacement Sections B1, B2 and B3	\$429,800
Kingsville Roofing Ltd. 12 County Rd 27 Cottam, ON N0R 1B0	St. Mary RFSO19-03-350009 Contract No. 5044575 Partial Replacement Sections B and C.	\$412,969
Total		\$1,645,719

As the Board approved School Condition Improvement budget for roof replacements for the 2020-21 fiscal year is \$1,800,000 and the total estimated cost of the roofing replacements is \$1,645,719 (plus HST), there are sufficient funds available for the projects noted above. Given the availability of approved budget funds and given the time constraints to get this work completed before school begins in September, administration is recommending proceeding with the work.

TIMELINES:

The contractors (Rauth Roofing Ltd., Accent Roofing & Siding, Horizon Roofing Ltd. and Kingsville Roofing Ltd.) are available to commence work at the end of the school year and upon issuance of purchase orders. All sites are scheduled to be completed prior to September 8, 2021.

APPENDICES:

- Appendix 1 – RFP Evaluation Report

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 16, 2021
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 16, 2021
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 16, 2021

APPENDIX A

RFP EVALUATION REPORT					
Project Name:	Windsor-Essex Catholic District School Board -Roofing Replacement for Various Schools				
Project No.:	WECD SB RFP 2021-02				
	Sacred Heart	Notre Dame	Christ the King	St. Mary	
Contractor	TOTAL BID PRICE (STIPULATED SUM) (includes Cash and Contingency Allowances)	TOTAL BID PRICE (STIPULATED SUM) (includes Cash and Contingency Allowances)	TOTAL BID PRICE (STIPULATED SUM) (includes Cash and Contingency Allowances)	TOTAL BID PRICE (STIPULATED SUM) (includes Cash and Contingency Allowances)	Separate Price (St. Mary)
Accent Roofing	\$ 403,450.00	\$ 423,000.00	\$ 433,150.00	\$ 352,825.00	\$ 98,000.00
Atlas-Apex Roofing (London) Inc.	\$ 481,843.00	\$ 496,919.00	\$ 479,440.00	\$ 454,013.00	\$ 127,582.00
Flynn Canada	\$ 588,914.00	\$ 622,347.00	\$ 639,841.00	\$ 534,075.00	\$ 196,526.00
Gillette Roofing	\$ 422,579.00	\$ 469,218.00	\$ 471,400.00	\$ 342,325.00	\$ 101,250.00
Horizon Roofing	\$ 391,400.00	\$ 426,900.00	\$ 429,800.00	\$ 325,325.00	\$ 105,200.00
Kingsville Roofing (2011)	\$ 389,400.00	\$ 442,850.00	\$ 444,250.00	\$ 319,295.00	\$ 93,674.00
Rauth Roofing	\$ 379,950.00	\$ 429,850.00	\$ 434,990.00	\$ 322,725.00	\$ 95,000.00
Semple Gooder Roofing Corporation	Disqualified	Disqualified	Disqualified	Disqualified	Disqualified
Smith-Peat Roofing and Sheet Metal Ltd.	\$ 423,400.00	\$ 463,000.00	\$ 451,500.00	\$ 354,325.00	\$ 106,500.00
Notes:					

1. RFP includes contingency allowance of \$10,000 + HST per location