

**REGULAR BOARD MEETING
Tuesday, December 7, 2021 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom**

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 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 Regular Board Meeting of November 23, 2021 1-9
 - b. Items from the Committee of the Whole Board In-Camera Meeting of December 7, 2021 --

10. Communications:
 - a. External (Associations, OCSTA, Ministry): None
 - b. Internal (Reports from Administration):
 - i. Report: 2021-22 First Quarter Procurement Report (P. King) 10-11
11. Committee Reports:
 - a. Report: Audit Committee Public Meeting Minutes of September 22, 2021 (P.King) 12-16
12. Unfinished Business: None
13. New Business:
 - a. Report: 2022 Temporary Borrowing Resolution - Annual Expenditures (P. King) 17-19
 - b. Report: 2022 Temporary Borrowing Resolution - Permanent Improvements (P. King) 20-22
 - c. Report: Cisco Meraki License Renewal (E. Byrne) 23-24
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.*
 - **Monday, January 24, 2022**
 - Tuesday, February 22, 2022
 - Tuesday, March 29, 2022
 - Tuesday, April 26, 2022
 - Tuesday, May 24, 2022
 - **Tuesday, June 14, 2022**
 - **Tuesday, June 21, 2022**

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

Emelda Byrne
Director of Education & Secretary of the Board



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

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

DRAFT MINUTES

PRESENT

Trustees:

F. Alexander	B. Mastromattei
K. Bouchard	T. Polifroni
M. DiMenna	L. Soulliere, <i>Vice-Chair</i>
F. DiTomaso	F. Valentinis, <i>Chair</i>
M. Heath	
J. Malott, Student Trustee	
G. Touma Student Trustee	

Regrets:

Administration:	E. Byrne (Resource)	K. Bull	G. McKenzie
	J. Ulicny	S. Fields	C. Norris
	P. King	J. Ibrahim	J. Tawil
	M. Farrand	R. Lo Faso	

Board Chaplain: Rev. L. Brunet

Others:

Recorder: B. Marshall

1. Call To Order – Vice Chair Valentinis called the meeting to order at 7:00 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 are present and participating electronically.
5. Approval of Agenda – No amendments this evening.

Moved by Trustee DiMenna and seconded by Trustee Polifroni that the November 23, 2021 Regular Board meeting agenda be approved as distributed. Carried

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act: None
7. Presentations:
 - a. Re-engagement Learning Series Part II – Literacy and Numeracy

Part two of a two part Re-engagement Learning Series – Literacy and Numeracy provided an in-depth view on how the board is supporting educators and students in the areas of literacy and numeracy.

Student achievement priorities span from Kindergarten to Grade 12. The cycle of support, beginning with programs offered last year, throughout the summer and this year have a distinct alignment between elementary and secondary schools.

Superintendent Tawil, Consultants Michelle Evon, Ginny Ryckman, Daniela Koppeser and Robin Grondin presented the following areas:

- Tutoring Program;
- Summer Learning Program;
- Summer Reading Program;
- Job embedded support for classroom teachers on the balanced Approach to Literacy and multiple resources purchased to assist students and staff;
- Addition of Literacy and Numeracy Teachers;
- Secondary School Literacy Success Teachers (LST) that supports literacy preparations in the school;
- Digital literacy resources to engage high school students to strengthen reading and writing skills;
- Specialized staff who work collaboratively to support English Language Learners across the board;
- Culturally Responsive and Relevant Pedagogy (CRRP);
- Parent engagement sessions to connect newcomer families to settlement services in our community;
- Implementation of the Ontario new de-streaming Math curriculum in September 2021; and
- Professional Development for Math teachers.

Expanding further on the de-streaming Grade 9 Math, Superintendent Lo Faso provided, through an equity lens, the following information:

- Providing supports to transition and for pathway planning for grades 7 and 8 students as they approach grade 9.

- Working closely with the Elementary Learning Recovery Strategy Teacher, students participated in whole class diagnostics in math, reading and writing, to assist in identifying strengths and areas of need.
- The Indigenous Education team continues to support teachers, students and families in the community that have been adversely affected by the pandemic through Indigenous Education Contact Teachers in every school (K-12) as well as Tutors supporting Indigenous students (literacy and numeracy K-12).
- A new Graduation Coach Program for Black, African and Caribbean students is a targeted initiative that will aid in the support of Black students along with their families with the overall goal of credit accumulation, graduation, and successful transition into the workforce and/or postsecondary pathways.

The board plans to re-engage and support students centered around **knowing** our learners and their lived experiences, **inspiring** them to embrace learning by providing engaging teaching strategies, and **empowering** them to become the best students possible.

Dedicated educators have turned a very challenging time into an opportunity for innovation and growth. The board will continue to closely monitor student academic progress, and be responsive to their ever-changing needs.

Executive Superintendent Farrand thanked Consultants Evon, Ryckman, Koppeser and Grondin for sharing their best practices in the areas of literacy and numeracy.

Addressing Trustee questions, administration provided further explanations regarding opportunities for exceptional students, clarification of Community Ambassadors, de-streaming Grade 9 Math, Peer Assisted Learning Strategies (PALS), diagnostic testing in targeted schools, de-streaming as it relates to Life Skills students, future funding and Graduation Coach.

Vice Chair Soulliere suggested administration review the current resources and practices to further address and enhance special education and mental health programs.

Chair Valentinis thanked Executive Superintendent Farrand, Superintendent Tawil, Superintendent Lo Faso and Consultants Michelle Evon, Ginny Ryckman, Daniela Koppeser and Robin Grondin for enlightening trustees on supports and resources beyond the classroom.

8. Delegations: None

9. Action Items:

a. Previous Meeting Minutes

i) Minutes of the Regular Board Meeting of October 26, 2021

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

b. Items from the Committee of the Whole Board In-Camera Meeting of November 9, 2021

Vice Chair Soulliere reported that the Windsor-Essex Catholic District School Board convened a Committee of the Whole Board in-camera meeting on November 9, 2021 pursuant to the

Education Act - Section 207, to consider specific personnel, pupil, security of the property of the board, real property, labour relations, potential litigation and other matters permitted or required to be kept private and confidential under the Municipal Freedom of Information and Protection of Privacy Act.

No action items to report out from the November 9, 2021 Committee of the Whole Board in-camera meeting.

10. Communications:

a. External (Associations, OCSTA, Ministry):

- i. Ontario Catholic School Trustees' Association Memorandum dated October 19, 2021 re: 2022 AGM Resolutions

Moved by Trustee Bouchard and seconded by Trustee Heath that the Board receive as information the Ontario Catholic School Trustees' Association Memorandum dated October 19, 2021 re: 2022 AGM Resolutions. Carried

b. Internal (Reports from Administration):

- i. Report: 2020-21 Year-End Budget Variance Report

The board's accumulated surplus (2019-20 year-end restated) is \$22.499M with the addition of the 2020-21 In-Year Surplus of \$3.616M, for a total of \$26.115M.

Executive Superintendent King provided an explanation of the committed internal surplus appropriated for Post Retirement Benefits Amortization and Liability Phase-In, Benefits, Board Administration Capital Deficit and Committed Sinking Fund Interest for a total of \$11.6M.

It is important to note, the board must prepare for unforeseen and uncontrollable events, as experienced in the past, such as year-end accruals related to benefit obligations.

At the request of Trustee Mastromattei, Ms. King provided a further explanation and clarification of the Board Administration capital deficit.

Trustee Soulliere suggested administration consider applying surplus funds to further expand and enhance student programming, resources and staff to better support students, especially considering the challenges experienced during the pandemic.

Director Byrne informed Trustees boards normally receive their ministry funding allocation in March or April each year. This year boards received half of the 2021-22 ministry funding last week on November 19, 2021. It has been difficult to prepare a budget with no knowledge of available funding. Administration will continue to review the board's budget to support students in a fiscally responsible manner.

Moved by Trustee Mastromattei and seconded by Trustee Soulliere that the 2020-21 Year End Financial Variance Report be received as information. Carried

11. Committee Reports:

- a. Report: Equity and Inclusion Advisory Committee Minutes of the May 26, 2021 Meeting

Moved by Trustee DiMenna and seconded by Trustee DiTomasso that the Board receive as information the Equity and Inclusion Advisory Committee Minutes of the May 26, 2021 Meeting. Carried

- b. Report: French Immersion Advisory Committee Minutes of the May 12, 2021 Meeting

Moved by Trustee Heath and seconded by Trustee Polifroni that the Board receive as information the French Immersion Advisory Committee Minutes of the May 12, 2021 Meeting. Carried

- c. Report: Parent Involvement Committee Executive Minutes of the June 10, 2021 Meeting

Moved by Trustee DiTomasso and seconded by Trustee Bouchard that the Board receive as information the Parent Involvement Committee Executive Minutes of the June 10, 2021 Meeting. Carried

- d. Report: Special Education Advisory Committee Minutes of September 16, 2021

Moved by Trustee DiMenna and seconded by Trustee Heath that the Board receive as information the Special Education Advisory Committee Minutes of September 16, 2021. Carried

12. Unfinished Business: None

13. New Business:

- a. Report: Annual Honoraria Review

Moved by Trustee Heath and seconded by Trustee DiTomasso that the Board approval be given to establish honoraria for Board Members for the period from December 1, 2021 to November 14, 2022 in the amounts of \$9,842.36 for Trustees, \$12,849.24 for Vice-Chair and \$15,856.11 for Chair; and

That the Board approve maintaining the annual honorarium for the Board Chaplain at the current level of \$4,000. Carried

- b. Report: 2020-21 Fiscal Year-End Financial Statements

Moved by Trustee Alexander and seconded by Trustee Polifroni that the Board approve the audited 2020-21 Fiscal Year-End Financial Statements. Carried

14. Notice of Motion: None

15. Remarks and Announcements:

- a. Chairperson of the Board provided the following comments:

This past weekend a tragic accident took lives of two students. We pray for the students, friends, school and board community. We offer our sincerest condolences to the families at this most

difficult time. On Monday, myself, Trustee Mastromattei, Director Byrne and school/board officials attended a prayer service to honour these two young men. Thank you to Principal Lo Faso and her staff for preparing a beautiful prayer service.

Trustees will be entering their final year of a four-year term beginning December. Each year boards hold an Organizational Meeting to elect a Chair and Vice Chair of the Board for the 2022 year. The virtual Organizational Meeting is scheduled for November 30, 2021 at 7:00pm.

b. Director of Education provided the following comments:

We will continue to keep the Catholic Central High School community, staff, students and families in our prayers. May they have strength and hope during this most difficult time.

Looking back on our successes...

In keeping with our vision of building communities of faith, hope and service we have been focusing our efforts this year on building relationships with our students, staff and communities as they transition back to in-person learning in our schools.

Every month we have been asking our schools to submit photos and video clips so that our Trustees and our community can see examples of how we are building these relationships.

Some highlights from this month's video include:

- Holy Name elementary students writing cards of gratitude to our first responders;
- Friends from Community Living who have been employed as temporary cleaners in our schools;
- Vaccinated students getting back into extracurricular activities like sports, some of which actually resumed yesterday;
- Assumption's "Who Done It" mystery activity;
- The many Remembrance Day tributes that our schools held to honour our veterans;
- Our Bullying Prevention and Awareness Activities that are occurring this week;
- The recent graduation ceremony held at St. Michael's Adult School;
- Our Lady of Annunciation's expression of gratitude to the Society of St. Vincent de Paul and Mucci Farms for their generous donations;
- St Andre's "Where's Waldo" in the Classroom event;
- Holy Name Elementary school's efforts to convince children to walk or bike safely to school; and
- St Teresa of Calcutta's administrative leaders "lifting spirits" throughout the school.

Link to video: [Building Relationships](#)

Looking ahead...

Virtual Grade 8 Open Houses continue. These evenings are great opportunities for senior elementary students to visit our high schools and find out more details on the board's specialized programs, extracurricular activities or the school in general. The dates are posted on the board's web site under each high school.

Sunday, November 28 is the First Sunday of Advent, a time of spiritual reflection and anticipation. Thank you to principals, teachers and staff who through activities, prayer and celebrations prepare our students during this joyous occasion.

- c. Board Chaplain Brunet mentioned part of tonight's presentation was remembrance and looking forward. Fr. Brunet provided a quote from St. James that we should remember to be patient; we should practice patience. His wish during advent is we take the time to slow down, sit and reflect, listen and be patient with each other.

16. Remarks/Questions by Trustees

Trustee Alexander cautioned Trustees on the suggestion to consider spending a portion of the board's surplus and reflect on years past. Trustees should consider a conservative and cautious approach.

Trustee Bouchard inquired on vaccination clinics at the school level.

Superintendent Bull informed Trustees discussions continue with the Windsor Essex County Health Unit regarding school vaccination clinics. Trustees will receive advance notice should a school clinic be scheduled.

Trustee Mastromattei congratulated administration on tonight's presentation and is looking forward to upcoming presentations. Mr. Mastromattei also congratulated Stephen Fields and his communication department for producing the Building Relationships videos.

Trustee Polifroni sends his heartfelt prayers to the Catholic Central High School community and especially to the families at this most difficult time.

Trustee Heath thanked administration for the presentation. She continues to participate virtually in school council meetings but misses visiting the schools, especially the students.

Trustee DiMenna – no comments this evening.

Trustee DiTomasso thanked administration for all their great work and continues to be amazed by their knowledge. Also, thanked Communications Coordinator Fields and participating schools for the Building Relationships videos.

Vice Chair Soulliere – no comments this evening.

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

- The student senate met last week. Our high schools have been busy rekindling school spirit among their peers through their hard work in bringing back special events to their respective schools and re-establishing what it means to truly be a school community!
- The week of Halloween was busy for each of our schools. All schools held spirit weeks where students dressed according to themes like twin day, decades day, and costume day. Some special events were also held on Halloween. St. Joseph's held a pumpkin carving contest, St. Anne hosted carnival games in their learning commons, Holy Names ran a door decorating contest, and Cardinal Carter had a virtual pep rally.

- On Remembrance Day, all schools hosted their own unique commemoration. Assumption history students created a Remembrance Day video; Brennan held a special Remembrance Day service; and St. Anne students collected donations for the Salvation Army.
- Each high school has started to prepare for their grade 8 nights which will be taking place over the next few weeks in an effort to welcome future students, help reduce the stress of the transition from elementary school to high school and ultimately, encourage incoming grade 9's to choose the Windsor-Essex Catholic District School Board for their high school education.

Student Trustee Touma provided the following high school events:

- In recognition of Diabetes Awareness Day, St. Anne collected donations of \$2 to allow students to dress down in full blue attire. All the proceeds to the Juvenile Diabetes Research Foundation.
- Assumption has spent the past six weeks focusing on their mission collections. Students have been encouraged to bring in any loose change as a donation. So far, the school has collected a total of \$4,000. A large fraction of the donations collected will be set aside to purchase gifts for their annual Christmas baskets, distributed to families in need within the community. As well, donations have been made to various causes such as breast cancer awareness, and to a mission in Peru.
- Thanks to their school council, Brennan students are now being greeted with kind messages as they begin their school day. Posters have been created with kind messages and placed at the front of the school to add kindness to the school atmosphere. Continuing with the same theme, the school is introducing 'Friendship Friday's'. This allows students to submit the names of their peers who are thought to be a good friend.
- To support Anti-Bullying Week, Catholic Central created an Anti-Bullying awareness video. The video informed the students about bullying, discussed its various forms, and how to stand up to it. Just yesterday, the school kicked off their "Socks for Sac" and "Toy Drive". For the rest of November and continuing into December, students are encouraged to bring in socks and toys that will be donated to children in need within the community.

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, November 30, 2021 – **Organizational Meeting**
- Tuesday, December 7, 2021
- **Monday, January 24, 2022**
- Tuesday, February 22, 2022
- Tuesday, March 29, 2022
- Tuesday, April 26, 2022
- Tuesday, May 24, 2022
- **Tuesday, June 14, 2022**
- **Tuesday, June 21, 2022**

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 November 23, 2021 adjourned at 8:37 p.m.

Draft for Approval

Fulvio Valentinis
Chairperson of the Board

Emelda Byrne
Director of Education & Secretary of the Board



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

Meeting Date:
December 7, 2021

BOARD REPORT

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☒ Approval ☐

PRESENTED BY: Senior Administration

SUBMITTED BY: Emelda Byrne, Director of Education
Penny King, Executive Superintendent of Business

SUBJECT: 2021-2022 FIRST QUARTER PROCUREMENT REPORT

RECOMMENDATION:

That the 2021-22 First 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 November 30, 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 September 1, 2021 to November 30, 2021. A 2021-22 second quarterly procurement report for the period December 1, 2021 to February 28, 2022, will be presented to the Board in March.

APPENDICES:

- Procurement Activity Report for the Period September 1, 2021 to November 30, 2021.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	November 30, 2021
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	November 30, 2021
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	November 30, 2021

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD PROCUREMENT ACTIVITY REPORT FOR THE PERIOD September 1, 2021 - November 30, 2021 (IN EXCESS OF \$100,000 INCLUDING HST)							
	Budget Holder	Location	Procurement Name and Details	Awarded Vendor	Number of Bids Received	Total Value (including HST)	Funding Source
Board Issued Tenders, RFPs, RFQs							
1.	Facilities Services	St. Joseph Catholic Elementary School	Tender 711 - New Parking Lot and Kiss-N-Ride <i>New parking lot and kiss-n-ride project</i>	Piera Con Enterprises Inc.	7	\$660,546.02	School Condition Improvement
2.	Facilities Services	St. Thomas of Villanova Catholic Secondary School	Tender 710 - Track Surfacing (Phase 2) <i>Resurfacing of the running track</i>	Playteck Enterprises Inc.	3	\$270,618.05	School Condition Improvement
Collaborative Tenders - OECM, Ontario VOR, Kinetic							
1.	Facilities Services	Former St. Anne Secondary School	Kinetic GPO PO 866220017930 <i>Roof replacement</i>	Rauth Roofing Limited	5	\$1,446,874.60	School Condition Improvement



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

Meeting Date:
December 7, 2021

BOARD REPORT

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☒ Approval ☐

PRESENTED BY: Audit Committee – Trustee Members

SUBMITTED BY: Emelda Byrne, Director of Education
Penny King, Executive Superintendent of Business

SUBJECT: **AUDIT COMMITTEE MINUTES –
MEETING OF SEPTEMBER 22, 2021**

RECOMMENDATION:

That the Board receive the Minutes of the September 22, 2021 Audit Committee meeting as information.

SYNOPSIS:

The Audit Committee is submitting to the Board, for information, the Minutes of its September 22, 2021 meeting.

BACKGROUND COMMENTS:

The Audit Committee is a standing committee of each school board as mandated through the *Education Act*. The role of the Audit Committee is to assist the Board of Trustees in fulfilling its responsibilities related to governance and oversight as prescribed by Ontario Regulation 361/10 – Audit Committees. O. Reg. 361/10 requires Audit Committees to meet at least three times each fiscal year. A portion of meetings may be held in-camera in accordance with the *Education Act*.

FINANCIAL IMPACT:

N/A

TIMELINES:

Minutes of the Monday, November 15, 2021 Audit Committee meeting will be received by the Board of Trustees following the Committee's approval at its next meeting.

APPENDICES:

Audit Committee Minutes of September 22, 2021

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	November 30, 2021
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	November 30, 2021
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	November 30, 2021



1325 California Avenue
Windsor, ON N9B 3Y6
BOARD CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Emelda Byrne

**AUDIT COMMITTEE
MINUTES - PUBLIC SESSION**
Wednesday, September 22, 2021 at 6:00 p.m.
Google Meet Virtual Meeting

PRESENT:

Audit Committee Members:

Peter Wasylyk (Community member - Chair) Tony Polifroni (Board member)
Vanessa DaDalt (Community member) - joined at 6:36 p.m. Fulvio Valentinis (Board member)
Mary DiMenna (Board member)

Administrative Resource Personnel:

Penny King, Executive Superintendent of Business
Susan Swiatoschik, Senior Manager of Finance
Dave Lennie, Manager of Finance (A)
Rosemary Lo Faso, Superintendent of Education, Student Achievement K-12 (left at 6:37 p.m.)
Lee Ann Poisson, Principal of Safe Schools (left at 6:37 p.m.)

Representative of Internal Audit Firm:

Christopher O'Connor, PricewaterhouseCoopers LLP (PwC) Partner, Site Leader - Risk Assurance Services, Southwestern Ontario (left at 6:40 p.m.)
Huzaifa Saifee, PricewaterhouseCoopers LLP (PwC) Manager, Risk Assessment Services (left at 6:40 p.m.)

Representative of External Audit Firm:

Ferruccio Da Sacco, CPA, CA, LPA, BDO Canada LLP, Partner (left at 7:01 p.m.)

Recorder: E. Grubestic

1. Call to Order and Opening Prayer - Presiding Officer P. King called the meeting to order at 6:13 p.m. and opened the meeting with prayer.
2. Recording of Attendance - All Committee members were present with the exception of V. DaDalt who joined the meeting at 6:36 p.m. PwC Representatives Christopher O'Connor and Huzaifa Saifee were present to speak to the Internal Audit agenda items. Rosemary Lo Faso and Lee Ann Poisson were present as administration resources to the 2020-21 Internal Audit Report - Student Safety Program Assessment. BDO Canada LLP representative Ferruccio Da Sacco was present to speak to an External Audit agenda item.
3. Election of the 2021-22 Chair

Moved by: M. DiMenna Seconded by: T. Polifroni
THAT Peter Wasylyk be nominated as Chair for the 2021-22 fiscal year term. Carried.

Following three calls for nominations, it was:

Moved by: M. DiMenna Seconded by: T. Polifroni
THAT nominations for the position of Chair for the 2021-22 fiscal year term be closed. Carried.

Moved by: M. DiMenna Seconded by: F. Valentinis
THAT Peter Wasylyk be acclaimed as the Audit Committee Chair for the 2021-22 fiscal year term.

Carried.

At this point, P. Wasylyk assumed the Chair and proceeded with the business of the agenda.

4. Approval of Agenda

Moved by: F. Valentinis

Seconded by: T. Polifroni

THAT the September 22, 2021 Audit Committee meeting agenda be approved as presented.

Carried.

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

6. Annual Written Disclosure of Interest Pursuant to *Ontario Regulation 361/10 Audit Committees*

Committee members were reminded to provide their Annual Written Disclosure of Conflict to administration via email by September 30, 2021.

7. Resolve into Closed Session

Moved by: M. DiMenna

Seconded by: T. Polifroni

THAT the Audit Committee meeting of September 22, 2021 resolve into Closed Session at 6:22 p.m., pursuant to the Education Act – Section 207 to consider security of the property of the board matters, and specific matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. *Carried.*

8. Closed Session

9. Rise and Report into Open Session

Moved by: V. DaDalt

Seconded by: T. Polifroni

THAT the Audit Committee meeting of September 22, 2021 reconvene into Open Session at 7:03 p.m. *Carried.*

Moved by: V. DaDalt

Seconded by: T. Polifroni

THAT the Minutes of the June 16, 2021 Audit Committee Public Session Meeting be approved. *Carried.*

Moved by: M. DiMenna

Seconded by: F. Valentinis

THAT the Audit Committee approve the recommendation regarding a matter exempt from access under Security of the Board, item 8b(i). *Carried.*

Moved by: V. DaDalt

Seconded by: F. Valentinis

THAT the Audit Committee approve the recommendation regarding a matter exempt from access under Protected Information matters, item 8b(ii). *Carried.*

Moved by: M. DiMenna

Seconded by: T. Polifroni

THAT the Audit Committee approve the recommendation to the Board of Trustees regarding a matter exempt from access under Security of the Board, item 8c(i). *Carried.*

Moved by: V. DaDalt

Seconded by: M. DiMenna

THAT the Audit Committee approve the recommendation regarding a matter exempt from access under Security of the Board, item 8d(i). *Carried.*

10. Open Session Items

a) Approval of Minutes - June 16, 2021 Public Session

Moved by: V. DaDalt

Seconded by: T. Polifroni

THAT the Minutes of the June 16, 2021 Audit Committee Public Session Meeting be approved as distributed. Carried.

b) Audit Committee's 2020-21 Annual Report to the Ministry of Education

Moved by: F. Valentinis

Seconded by: V. DaDalt

THAT the Audit Committee's Annual Report to the Board of Trustees and Ministry of Education for the 2020-21 Fiscal Year be approved. Carried.

c) 2020-21 Self-Assessment of the Audit Committee Performance (Assign process)

P. Wasylyk agreed to coordinate the self-assessment process among the committee members, and return a consolidated assessment form to D. Lennie for review and discussion at the November 15, 2021 meeting.

11. Other Open Session Business / Questions – None.

12. Next Meeting Dates / Review of 2021-22 Work Plan

- Monday, November 15, 2021 at 6:00 p.m.
- Wednesday, April 13, 2022 at 6:00 p.m. (*Tentative, only if required*)
- Wednesday, June 15, 2022 at 6:00 p.m.

13. Closing Prayer and Adjournment - The meeting adjourned at 7:11 p.m. at the call of the Chair.



Peter Wasylyk
Audit Committee Chairperson



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

BOARD REPORT

Meeting Date:
December 7, 2021

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☐ Approval ☒

PRESENTED BY: Senior Administration

SUBMITTED BY: Emelda Byrne, Director of Education
Penny King, Executive Superintendent of Business

SUBJECT: **2022 TEMPORARY BORROWING RESOLUTION
– ANNUAL EXPENDITURES**

RECOMMENDATION:

That the Board approve the 2022 Temporary Borrowing Resolution (deemed to be read three times) authorizing the Board to borrow up to \$81,825,541 to meet, until current revenues are collected, the current and capital expenditures of the Board for 2022.

SYNOPSIS:

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

BACKGROUND COMMENTS:

Short-term loans are required, in part, to bridge finance the Board's capital expenditures that will ultimately be funded by the Ministry of Education at a later date. As of January 1, 2022, the Board will have \$5,199,441 of previous capital expenditures that are not permanently financed. Further, in 2022, the Board may borrow amounts not exceeding authorized amounts, resulting from the capital programs identified below.

Program	Authorized Amount
School Condition Improvement (SCI)	\$26,484,964
Capital Priority – Major Capital (Replacement Catholic Central secondary school)	\$24,530,138
Capital Priority – Land (Replacement Catholic Central secondary school)	\$692,696
Capital Priority (St. Louis)	\$3,107,994
Early Years Capital Program (EYCP)	\$3,810,308
TOTAL MAXIMUM 2022 CAPITAL SPENDING	\$58,626,100

The capital grants listed on the previous page operate on a modified grant payment process, with payments flowing to boards on a bi-annual basis to reimburse expenditures incurred at March 31st and August 31st. Short-term borrowing is required to finance the capital investments between these two payment dates.

Prior year unused capital spending allocations have been included in the maximum bridge financing amounts listed in the table above. Also included is a new amount for 2022 for “Capital Priority – Land”, given the Ministry of Education’s approval for additional funding for extraordinary site costs related to the replacement Catholic Central Secondary School.

The limits represented in the attached by-law do not necessarily reflect what the Board plans to borrow on a short-term basis in 2022, but rather the entire Ministry of Education approval and allocation limits for the various categories of capital spending, as required by CIBC.

In addition, short-term loans are also required to finance operations when expenses exceed revenues. This situation may occur at the end of every calendar quarter due to the time lag in receiving the tax levy payments from municipalities. In the past calendar year (2021), the Board did not need to use the main operating line of credit at all. The 2022 expected maximum exceedance has been established at \$18,000,000.

Therefore, the 2022 total temporary borrowing limits are estimated to be \$81,825,541, broken down as follows:

Particulars	Amount
Previous Capital Spending, Not-Permanently Financed	\$5,199,441
Maximum 2022 Capital Spending	\$58,626,100
Tax Levies and Ministry Transfers	\$18,000,000
Total Temporary Borrowing Limit	\$81,825,541

FINANCIAL IMPACT:

As noted in Background Comments section.

TIMELINES:

The “Temporary Borrowing Resolution - Annual Expenditures” is approved annually.

APPENDICES:

- 2022 Temporary Borrowing Resolution – Annual Expenditures

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date:	November 30, 2021
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	November 30, 2021
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	November 30, 2021

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2022 TEMPORARY BORROWING RESOLUTION – ANNUAL EXPENDITURES

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 7th day of December 2021.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (the “Board”) considers it necessary to borrow the amount of up to \$81,825,541 to meet, until current revenues are collected, the current and capital expenditures of the Board for 2022.

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

THEREFORE, BE IT RESOLVED THAT:

1. The Chairperson, Vice-Chairperson, Secretary, or Treasurer are hereby authorized on behalf of the Board to borrow from time-to-time by way of Promissory Note a sum or sums not exceeding the aggregate \$81,825,541 to meet the current and capital expenditures of the Board until the current revenues have been received and to give on behalf of the Board a Promissory note or notes under the corporate seal of the Board signed by the Chairperson or Vice-Chairperson of the Board and the Secretary, or Treasurer for the monies borrowed hereunder;

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

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

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

AS WITNESS, the Corporate Seal of this Board this 7th day of December 2021.

Chairperson, Fulvio Valentinis

Witness

Secretary, Emelda Byrne

Witness



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

BOARD REPORT

Meeting Date:
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PRESENTED FOR: Information ☐ Approval ☒

PRESENTED BY: Senior Administration

SUBMITTED BY: Emelda Byrne, Director of Education
Penny King, Executive Superintendent of Business

SUBJECT: **2022 TEMPORARY BORROWING RESOLUTION
– PERMANENT IMPROVEMENTS**

RECOMMENDATION:

That the Board approve the 2022 Temporary Borrowing Resolution – Permanent Improvements (deemed to be read three times) authorizing the Board to borrow up to \$63,825,541 to bridge finance the permanent improvements as detailed of the Board for 2022.

SYNOPSIS:

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

BACKGROUND COMMENTS:

On December 7, 2021, the Board is expected to approve a Temporary Borrowing Resolution for \$81,825,541 as a line of credit to finance the Board's expenditures for the calendar year 2022. A separate resolution is required to segregate the capital portion of the borrowing.

The maximum bridge financing requirements for 2022 for the total cost of permanent improvements made by the Board is detailed below.

Particulars	Amount
School Condition Improvement	\$26,484,964
Capital Priority – Major Capital (replacement Catholic Central secondary school)	\$24,530,138
Capital Priority – Land (replacement Catholic Central secondary school)	\$692,696
Capital Priority (St. Louis)	\$3,107,994
Early Years Capital Program	\$3,810,308
Previous Capital Spending, Not-Permanently Financed	\$5,199,441
TOTAL	\$63,825,541

The capital grants listed on the previous page operate on a modified grant payment process, with payments flowing to boards on a bi-annual basis to reimburse expenditures incurred at March 31st and August 31st. Short-term borrowing is required to finance the capital investments between these two payment dates.

Prior year unused capital spending allocations have been included in the maximum bridge financing amounts listed in the table above. Also included is a new amount in 2022 for “Capital Priority – Land”, given the Ministry of Education’s approval for additional funding for extraordinary site costs related to the replacement Catholic Central Secondary School.

The limits represented in the attached by-law do not necessarily reflect what the Board plans to borrow on a short-term basis in 2022, but rather the entire Ministry of Education approval and allocation limits for the various categories of capital spending, as required by CIBC.

FINANCIAL IMPACT:

Bridge financing in the amount of \$63,825,541 will be required in 2022 until Ministry of Education funding is received to permanently finance the capital expenditures.

TIMELINES:

The “Temporary Borrowing Resolution - Permanent Improvements” is approved annually.

APPENDICES:

- 2022 Temporary Borrowing Resolution – Permanent Improvements

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	November 30, 2021
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	November 30, 2021
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	November 30, 2021

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD 2022 TEMPORARY
BORROWING RESOLUTION – PERMANENT IMPROVEMENTS**

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 7th day of December 2021.

ON MOTION it was resolved as follows:

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

AND WHEREAS:

- A. The Board has authorized the permanent improvements in the amount of \$63,825,541;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce (“CIBC”) for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the permanent improvements is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education.

THEREFORE, BE IT RESOLVED THAT:

- 1. The Chairperson, Vice-Chairperson, Secretary or Treasurer are hereby authorized on behalf of the Board to borrow \$63,825,541 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
- 2. The Chairperson, Vice-Chairperson, Secretary or Treasurer are hereby authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to the Resolution.

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

AS WITNESS, the Corporate Seal of this Board this 7th day of December 2021.

Chairperson, Fulvio Valentinis

Witness

Secretary, Emelda Byrne

Witness



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

Meeting Date:
December 7, 2021

BOARD REPORT

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☐ Approval ☒

PRESENTED BY: Senior Administration

SUBMITTED BY: Emelda Byrne, Director of Education

SUBJECT: CISCO MERAKI LICENSE RENEWAL

RECOMMENDATION:

That Board of Trustee approval be given to renew an agreement for the licence of Cisco Meraki networking equipment from Applied Computer Solutions for a three (3) year period commencing December 17, 2021.

SYNOPSIS:

The purpose of this report is to seek approval from the Board of Trustees for the renewal of the Cisco Meraki network equipment licenses for a term of three years through the Ontario Education Collaboration Marketplace (OECM). Applied Computer Solutions will supply the licenses as an approved OECM vendor.

BACKGROUND COMMENTS:

In early 2018, the Ministry of Education provided Broadband Modernization Program (BMP) Funding to all district school boards to allow boards to provide access to reliable, fast, secure and affordable internet services to all students and educators in schools across Ontario.

With this funding, and in accordance with the Board's Purchasing Policy, the board sourced an agreement with Applied Computer Solutions through OECM for Cisco Meraki networking equipment, along with supporting licenses. OECM is a Broader Public Sector (BPS), not-for-profit group procurement organization, offering competitively-sourced and priced products and services through collaborative sourcing agreements.

WECDSD utilized this funding to implement a software defined Wide Area Network (SD-WAN) and replace its aging and costly MPLS (Multiprotocol Label Switching) Wide area network. The BMP funding covered the implementation and purchase of the hardware and licenses for the previous three years ending June 2021.

WECD SB chose to procure additional Cisco Meraki equipment and licenses from Applied Computer Solutions such as network switches and wireless access points, thereby allowing the board to extend the licenses to December 16, 2021. The licenses cover the usage and management of 1,650 wireless access points, 258 network switches, and 48 network edge firewalls.

FINANCIAL IMPACT:

The current three year licence agreement with Applied Computer Solutions will expire on December 16, 2021. The cost for a one year license renewal is \$371,554.93 (before tax). If the board selects a three year renewal, the total cost is \$595,616.21 (before tax), thereby providing better value for the board. Inherent in the total three year cost is a financing charge of 1% or \$4,720.69.

The vendor has agreed to invoice the board on a yearly basis for the three (3) year commitment as follows:

Year	Cost (before tax)	Cost (after tax, net of rebate)
2021-22	\$ 237,751.20	\$ 242,886.63
2022-23	237,751.20	\$ 242,886.63
2023-24	120,113.81	\$ 122,708.27
TOTAL	\$ 595,616.21	\$ 608,481.52

Sufficient funds exist in the 2021-22 Board approved budget to cover the year one cost of \$242,886.63. The multi-year nature of this license agreement will result in a base budget approval to the 2022-23 and 2023-24 fiscal year budgets, and as such, if Trustees wish to approve the requested funds, this matter should be viewed as a priority.

TIMELINES:

The current license agreement expires December 16, 2021. Upon receiving Board approval, the three (3) year renewal will commence December 17, 2021.

APPENDICES:

N/A

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	December 1, 2021
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	December 1, 2021