

**REGULAR BOARD MEETING  
Tuesday, May 24, 2022 at 7:00 p.m.  
Windsor Essex Catholic Education Centre  
St. John Paul II Board Room**

**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:
  - a. Secondary Pathway Planning (J. Ulicny and M. Farrand) --
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 Special Committee of the Whole Board Meeting of April 26, 2022 --
    - ii) Minutes of the Regular Board Meeting of April 26, 2022 1-8
  - b. Items from the Committee of the Whole Board In-Camera Meeting of May 10, 2022 --  
and Special Committee of the Whole Board In-Camera Meeting of May 24, 2022

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 the March 24, 2022 Meeting (M. Farrand) 9-14
  - b. Report: Equity and Inclusion Advisory Committee Minutes of the March 30, 2022 Meeting (M. Farrand) 15-19
  - c. Report: Child Care Advisory Committee Minutes of the March 23, 2022 Meeting (M. Farrand) 20-22
  - d. Report: French Immersion Advisory Committee Minutes of the March 10, 2022 Meeting (M. Farrand) 23-26
  - e. Report: Parent Involvement Committee Executive Minutes of the March 9, 2022 Meeting (J. Ulicny) 27-30
  - f. Report: Parent Involvement Committee Amendments to Terms of Reference (J. Ulicny) 31-44
12. Unfinished Business: None
13. New Business:
  - a. Report: Amended Draft Policy SC:01 Catholic School Advisory Councils, *final approval* (J. Ulicny) 45-58
  - b. Report: Amended Draft Policy SC:15 Code of Conduct, *final approval* (M. Farrand) 59-69
  - c. Report: Amended Draft Policy T:06 Honoraria for Trustees, *approval in principle* (P. King) 70-73
  - d. Report: 2022 Municipal Election – Establishment of Compliance Audit Committee (P. King) 74-79
  - e. Report: Request for Standing Offer Approval – Roof Replacement at St. Gabriel Catholic Elementary School (E. Byrne) 80-81
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, 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, April 26, 2022 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**St. John Paul II Board Room**

**DRAFT MINUTES**

**PRESENT**

<b>Trustees:</b>	F. Alexander ( <i>virtual</i> ) K. Bouchard M. DiMenna F. DiTomasso M. Heath	B. Mastromattei T. Polifroni ( <i>virtual</i> ) L. Soulliere, <i>Vice-Chair</i> F. Valentinis, <i>Chair</i>
	J. Malott, Student Trustee G. Touma Student Trustee	

**Regrets:**

<b>Administration:</b>	E. Byrne (Resource) J. Ulicny P. King M. Farrand	K. Bull S. Fields 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 7:02 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. Trustee Alexander and Trustee Polifroni participated virtually.
5. Approval of Agenda – No amendments to the agenda.

**Moved by Trustee Soulliere and seconded by Trustee Polifroni that the April 26, 2022 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:
  - a. Aspen Student Information System Rollout

Executive Superintendent John Ulicny introduced Tom Renaud, Senior Manager of Information Technology, Doug Sadler, Principal of St. Michael's Adult and Continuing Education/IT, and Maria Truant, Manager of Student Information Systems who presented the rollout of the new Student Information System (SIS) Aspen. Mr. Renaud mentioned and thanked the specific subject experts involved in the rollout.

Student Information System is one of the most critical systems in the operation of the board handling information from daily attendance to producing OnSIS Reports, which derives funding information to the Ministry of Education. Examples of SIS daily functions are: registration of students, daily attendance, track student achievement, student schedules and incident tracking.

Trillium, the current SIS is being discontinued, the reason for a new system. Aspen, an Ontario product developed for Ontario schools boards, provides access to all staff though the Cloud; anytime, anywhere access on any device with high security. An anticipated improvement from the current system. Aspen will offer all the functionality of Trillium and more.

The highly complex change process to convert and configure Aspen for all stakeholders began in January 2021. The official move to Aspen is August 1, 2022.

8. Delegations: None
9. Action Items:
  - a. Previous Meeting Minutes
    - i) Minutes of the Committee of the Whole Board Meeting of March 29, 2022

**Moved by Trustee DiMenna and seconded by Trustee Heath that the Minutes of the Committee of the Whole Board In-Camera meeting of March 29, 2022 be adopted as distributed. *Carried***

- ii) Minutes of the Regular Board Meeting of March 29, 2022

**Moved by Trustee Mastromattei and seconded by Trustee DiTomaso that the Minutes of the Regular Board meeting of March 29, 2022 be adopted as distributed. *Carried***

## b. Items from the Special Committee of the Whole Board In-Camera Meeting of April 26, 2022

Vice Chair Soulliere reported that the Windsor-Essex Catholic District School Board convened a Special Committee of the Whole Board in-camera meeting on April 26, 2022 pursuant to the Education Act - Section 207, to consider specific pupil, real property, 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 from the April 26, 2022 in-camera meeting.

## 10. Communications:

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

b. Internal (Reports from Administration):

i. Report: 2020-21 Community Use of Schools Annual Report

**Moved by Trustee DiMenna and seconded by Trustee DiTomasso that the Board receive the 2020-21 Community Use of Schools Annual Report as information. Carried**

ii. Report: 2021-22 Second Interim Financial Variance Report

**Moved by Trustee Polifroni and seconded by Trustee Soulliere that the 2021-22 Second Interim Financial Variance Report be received as information. Carried**

## 11. Committee Reports:

a. Report: Child Care Advisory Committee Minutes of the January 19, 2022 Meeting

**Moved by Trustee Heath and seconded by Trustee Bouchard that the Board receive the Minutes of the January 19, 2022 Child Care Advisory Committee meeting as information. Carried**

b. Report: Equity and Inclusion Advisory Committee Minutes of the January 26, 2022 Meeting

**Moved by Trustee Mastromattei and seconded by Trustee DiMenna that the Board receive the Minutes of the January 26, 2022 Equity and Inclusion Advisory Committee meeting as information. Carried**

c. Report: Special Education Advisory Committee Minutes of the January 20, 2022 Meeting

**Moved by Trustee DiMenna and seconded by Trustee Bouchard that the Board receive the Minutes of the Thursday, January 20, 2022 Special Education Advisory Committee meeting as information. Carried**

## 12. Unfinished Business: None

## 13. New Business:

a. Report: Draft Amended Policy ST:19 School Dress Codes, *final approval*

Clerical error: Section 4.1 should read **The** effectiveness of the policy.....

**Moved by Trustee Heath and seconded by Trustee Soulliere that the Board provide final approval to Draft Amended Policy ST:19 School Dress Codes; and**

**That the Board receive as information Draft Amended Administrative Procedure PR ST:19 School Dress Codes. *Carried***

- b. Report: Draft Amended Policy T:08 Use of Board Resources by Board of Trustees Seeking Re-Election, *final approval*

**Moved by Trustee Heath and seconded by Trustee DiMenna that the Board provide final approval of Draft Amended Policy T:08 Use of Board Resources for Trustees Seeking Re-Election; and**

**That the Board receive the Draft Amended Administrative Procedure T:08 Use of Board Resources for Trustees Seeking Re-Election for information. *Carried***

- c. Report: Draft Amended Policy SC:01 Catholic School Advisory Councils, *approval in principle*

**Moved by Trustee Bouchard and seconded by Trustee Alexander that the Board approve in principle Draft Amended Policy SC:01 Catholic School Advisory Councils. *Carried***

- d. Report: Draft Amended Policy SC:15 Code of Conduct, *approval in principle*

**Moved by Trustee Soulliere and seconded by Trustee DiTomasso that the Board approve in principle Draft Amended Policy SC:15 Code of Conduct. *Carried***

- e. Report: Regularly Scheduled Board and Committee of the Whole Board Meetings for July and August 2022 and the 2022-23 School Year

**Moved by Trustee Soulliere and seconded by Trustee DiTomassa that the Board adopt the schedule of the Regular Board meetings for the 2022-2023 School Year as presented; and**

**That any additional meetings of the Board of Trustees for the months of July and August 2022 be held at the call of the Chair and Vice Chair. *Carried***

14. Notice of Motion: None

15. Remarks and Announcements:

- a. Chairperson Valentinis provided the following comments:

Last week I, along with Student Trustee Jada Malott, attended the Ontario Catholic School Trustees' Association 92<sup>nd</sup> Annual General Meeting in Ottawa. I participated in a workshop entitled *Strategies to Address Anti-Black Racism and Promoting a Culture of Inclusion*. The speaker, Tom D'Amico, Director of Education for the Ottawa Catholic District School Board, provided insightful lived experiences to broaden our perspectives and to develop strategies to address Anti-Black Racism. The workshop was well attended and very informative.

The Keynote speaker, Dr. Jean Clinton was exceptional. Her topic Resilience and Empathy in Education emphasized the importance of focusin on resilience for a sense of belonging which, considering the high rates of mental health in children, is more important then learning to read in grade 1. Students need to be comfortable and believe they belong. Chair Valentinis suggested sharing her presentation during a staff professional development day.

Congratulations to Linda DiPasquale, recipient of the Catholic Principals Council of Ontario Principal of the Year Award. This is a great honour for Mrs. DiPasquale and the board.

b. Director of Education Emelda Byrne provided the following comments:

*Looking back on our successes.....*

As Trustees are aware, throughout this school year our focus has been on Building Relationships with our students, staff, families, parishes and communities, and each month we have been asking our schools to submit material demonstrating how they have been doing that.

In this month's Building Relationships video you will see:

- Schools from throughout our board celebrating World Autism Day
- The tech expo and acts of kindness day at St. Rose
- A fundraising drive by staff and students at St. John Vianney to help the Society of St. Vincent de Paul
- Lenten food drives at St. Thomas of Villanova, Holy Name elementary and Our Lady of Mount Carmel
- A visit by Essex Mayor Richard Meloche to the students of Holy Name elementary
- Students from HJ Lassaline celebrating Lent by signing the hymn "He Is Risen"
- Celebrating Organ Donor Awareness Month at St John the Evangelist
- Students at Our Lady of Mount Carmel making cards for the homeless
- Holy Week Stations of the Cross displays at Christ the King, Cardinal Carter and St. Pius X
- A visit to Our Lady of the Annunciation by the OPP's community liaison officer
- Linda DiPasquale who was in Toronto on Friday night to receive her Principal of the Year Award from the Catholic Principals' Council of Ontario

### [Building Relationships Video](#)

*Looking ahead....*

Each year, the Catholic community of Ontario engages in a week-long celebration of the unique identity and distinctive contributions of Catholic education during Catholic Education Week. This year's celebration is entitled, *Rebuild, Restore, Renew Together* and will be celebrated during the week of May 1<sup>st</sup>. The challenges to personal and spiritual well-being posed by the uncertainty and physical isolation of the current global crisis makes the timing and the concerns of CMHA Mental Health Week, which takes place during the same week as Catholic Education Week, all the more relevant. As well as the focus on the Truth and Reconciliation Commission and Inclusion and Equity which resonates with all educators and administrators. Trustees are invited to attend the virtual provincial wide mass on May 4<sup>th</sup>.



The Elementary Day of Champions will be held Thursday, May 12 at St. Thomas of Villanova Secondary School; the Secondary Day of Champions on Friday, June 10 at St. Anne Secondary School. These events promote a sense of community among students, staff members, and volunteers from the Life Skills programs.

Nominations for the J. F. Johnston Outstanding Educator Award, the Lucien (Kit) Lacasse Award, as well as the system-wide awards presented at the June Board meeting are being accepted until May 6.

Applications for the Director's Award – Our Journey to Holiness for both Elementary and Secondary students are now being accepted until May 20. For more information, please refer to the board numbered memos.

- c. Board Chaplain recited a prayer to reflect on our job as witnesses of resurrection through our words and deeds. Witnessing the love of Jesus to serve others.

#### 16. Remarks/Questions by Trustees

Trustee Alexander – Nothing this evening.

Trustee Bouchard commented on how nice it is to be back in the building and see everyone.

Trustee Mastromattei praised the Newcomer video and mentioned the importance of community awareness of the challenges and successes of our newcomer students. He complimented all involved.

Trustee Polifroni mentioned it is wonderful to see students and staff serving our Lord in our community. He also congratulated Linda DiPasquale on her Principal of the Year Award.

Trustee Heath praised the students and staff at St. Pius X for the Passion drama that was organized in 15 days. She also commented that it is fantastic and wonderful to see and visit schools again.

Trustee DiMenna mentioned the Building Relationship videos provides an opportunity for trustees to see not only their own schools but other schools' events and good deeds. She enjoys the videos.

Trustee DiTomasso – Nothing this evening.

Vice Chair Soulliere – Nothing this evening.

Student Trustee Malott provided the following comments:

- I was honored to have attended alongside Chair Valentinis OCSTA's 92nd Annual General Meeting and Conference this past weekend. I met fellow student trustees for the first time in person and also meet various Directors and Board Chairs from Catholic School Boards across the province. One thing that I learned this weekend came from keynote speaker Dr. Jean Clinton, who shared a presentation surrounded around resilience and empathy in education. She said that when referring to students with disabilities, she never refers to them as 'special needs', but rather 'special rights' students, because nothing about our brothers and sisters that require these services should be viewed as 'needy'. Proper education, attention, and inclusion is a human right that through this term "special rights", we are acknowledging. I have since changed

my vocabulary! I also attended a student trustee workshop about equity and inclusion in the classroom, and a workshop about human rights in education with a special focus on the Charter of Rights and Freedoms, which I strongly enjoyed as Law will be my focus of study next year in post-secondary. Thank you Executive Assistant Mrs. Beth Marshall for all of her help in organizing our trip!

- For Earth week, St. Joseph's ran an extremely successful used/broken electronics drive within their school, handing out reusable cups and straws to students who participated in the collection. All electronics will go to Best Buy, who has a recycling program from electronics that ensures these items are not only salvaged for parts to be reused, but properly disposes of the items that cannot be recycled and out of landfills.

Student Trustee Touma provided the following comments:

- Brennan was involved in various charitable fundraisers for the Lent and Easter, including a school wide can drive and a chew-toy crafting event with all toys made being donated to the humane society. For Mother's Day, they will be raising money for the House of Sophrosyne through a cake auction for staff and students. The House of Sophrosyne is an addiction treatment center in Windsor that is geared towards specifically helping women struggling with drug use in our community.
- To celebrate World Down Syndrome Day, Holy Names accepted a minimum \$2 donation for students to be able to dress down in a blue top. All proceeds collected were donated to the Kind Minds organization in Windsor, a group who works to organize healthy active programming for individuals with special rights, including mental health supports and activities. Holy Names has also been selling pizza, candy, and chocolate during their lunch period to raise money for Ukraine relief programs.
- A few weeks ago, Assumption students participated in a spirit day where students were encouraged to bring in donations. The money raised has been donated to the Canadian Cancer Society. The school's social justice club sold scrunchies for \$5, and the proceeds will go to help the children in Ukraine.

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, 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 April 26, 2022 adjourned at 7:58p.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

## BOARD REPORT

**Meeting Date:**  
May 24, 2022

**Public** ☒ **In-Camera** ☐

**PRESENTED FOR:** Information ☒ Approval ☐

**PRESENTED BY:** Special Education Advisory Committee – Trustee Members

**SUBMITTED BY:** Emelda Byrne, Director of Education  
Melissa Farrand, Executive Superintendent of Student Achievement K-12

**SUBJECT:** **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)  
MINUTES OF THE MARCH 24, 2022**

### RECOMMENDATION:

**That the Board receive the Minutes of the Thursday, March 24, 2022  
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 March 24, 2022 SEAC minutes were approved at the April 21, 2022 meeting. The next SEAC meeting is scheduled for May 19, 2022.

### APPENDICES:

- Special Education Advisory Committee Minutes of Thursday, March 24, 2022.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 3, 2022
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 3, 2022
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 3, 2022



## 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, March 24, 2022 TIME: 6:00 p.m.**

**Virtual GoogleMeet**

#### Trustees

**Lisa Soulliere, Chair** - Trustee Member

**Mary DiMenna** - Trustee Member

#### Administration

**Kelly-Ann Bull** - Superintendent of Education K-12

#### Principal's Association

**John Riberdy**, Principal

#### Ministry of Education

**Joy Antoniuk** - Education Officer

#### Association Representatives

**Melanie Allen** - VIEWS (Canadian National Institute for the Blind)

**Joanna Zeiter** - Easter Seals

**Colleen Switzer** - Community Living Essex County / Windsor

**Anne Marie Domsic** - Learning Disabilities Association of Windsor-Essex

**Sarah Stanton, Vice Chair** - Up About Down (Windsor-Essex Down Syndrome Association)

**RoseMarie Lamug** - Inclusion Action in Ontario

**Tera Kimball** - Autism Ontario

### MINUTES

1. Call to order and Opening Prayer - Chair Lisa Soulliere opened the meeting at 6:00pm
2. Recording of Attendance: Regrets - Colleen Switzer
3. Approval of Agenda  
*Motion to approve the SEAC Agenda for March 24, 2022 made by Mary DiMenna; seconded by RoseMarie Lamug. Carried.*
4. Welcome/Introductions - Members introduced themselves and the organization that they represent.
5. Presentation - Susan Swiatoschik - Senior Manager of Finance - 2022/23 Budget Consultation
  - Reviewed the 2021/22 Special Education Budget
  - Highlighted changes to 2022/23 Ministry of Education funding
6. Election of Chair and Vice-Chair

Chair, Lisa Soulliere turned the meeting over to Superintendent Kelly-Ann Bull for the purpose of electing the positions of chair and vice chair for the term February 2022 to December 2022.

**Sarah Stanton** nominated herself for the position of Chair. **Trustee Lisa Soulliere** seconded the nomination. **Sarah Stanton** accepted the nomination. No other nominations for the position of Chair were received. Sarah Stanton is acclaimed as Chair of the Special Education Advisory Committee for the term from February 2022 to December 2022.

Mary DiMenna nominated herself for the position of Vice-Chair. **RoseMarie Lamug** seconded the nomination. No other nominations for the position of Vice-Chair were received. Mary DiMenna is acclaimed as Vice-Chair of the Special Education Advisory Committee for the term from February 2022 to December 2022.

Superintendent Kelly Ann Bull turned the meeting over to outgoing Chair, **Lisa Soulliere**.

7. Disclosure of Pecuniary Interest - none

8. Approval of January 20, 2022 Minutes

***Motion to approve the SEAC Minutes of January 20, 2022 made by Melanie Allen; seconded by Anne-Marie Domsic. Carried.***

9. Business Arising - none

10. Information Items

- a. Waterloo Region District School Board Letter to Minister Lecce regarding Bill 172
- b. Renfrew County Catholic District School Board Letter to Minister Lecce regarding Online Learning Supports and Universal Design for Learning
- c. Algoma District School Board Letter to Minister Lecce regarding Bill 172
- d. Durham District School Board Letter to Minister Lecce regarding Special Incidence Portion funding
- e. Renfrew County Catholic District School Board Letter to Minister Elliott and Minister Lecce regarding nursing support in schools
- f. Durham District School Board Letter to Minister Lecce regarding Bill 172 and change to definition of “disability”
- g. Thunder Bay Catholic District School Board Letter to Minister Lecce regarding Bill 172
- h. Conseil Scolaire Catholique Nouvelon Letter to Deputy Minister Naylor regarding PPM 81
- i. Conseil Scolaire Catholique Nouvelon Letter to Minister Elliott and Minister Lecce regarding nursing support in schools
- j. Dufferin-Peel Catholic District School Board Letter to Minister Lecce regarding changes to the provincial protocols for COVID-19 within Ontario school boards.

***Motion to accept the information items made by Mary DiMenna; seconded by RoseMarie Lamug. Carried.***

11. Report from Chair - no report

12. Report from Trustees - no report

13. Report from Superintendent of Education

Covid Update

- Transition toward lifting restrictions has been going well. 20-30% of staff/students are still wearing masks; staff and students are being respectful of choices

Special Education Team

- Continuing with psychological assessment consultations with families
- Transition meetings for our students coming into JK and SK, transitioning from Grade 8 to 9, as well as transitioning out of high school
- Continuing the conversation and planning professional development around destreaming and what that looks like for students entering into grade 9 including ABA training for EAs and CYWs

After Schools Development Program

- This is the program that Diane Tope-Ryan presented to you a few months back
- The team has just completed their sessions at St. Anne and Assumption
- They have now transitioned to St. Joseph's and FJ Brennan to begin a new rotation
- In 8-10 weeks - St. Thomas of Villanova and Cardinal Carter

PPM 81 - Draft for consultation purposes

- Our team took part in a feedback session regarding the Ministry's draft of changes to PPM 81
- This PPM deals with Provision of Health Support Services in School Settings
- Significant changes were suggested as part of this draft with regards to training and/or direction of some complex health care services and who would be involved in the training as well as delivering the services to the student during the school day (eg. medication administration to more complex medical situations involving feeding tubes, catheterization, suctioning)
- Many boards shared concerns about WHO would train and WHO would administer the procedures
- Collective agreement concerns
- Comfort of staff with these procedures

Ministry announcement about Online Learning requirements

- Begins with the students who entered grade 9 this school year (2021-2022)
- Support development of digital literacy and other important transferable skills
- Must earn a minimum of 2 online learning credits as part of their graduation requirements
- Students working towards a certification are not required to complete this requirement
- Opt out process - form submitted to the school
  - At the request of the parent/guardian
  - At the student's request if over 18

Additional funding announced by the Ministry of Education

- Tutoring training for educators - tutoring is offered during school in the classroom or after school



- Plan for summer learning including special needs systematic evidence based reading programs leading into the summer, during the summer and through to December

14. New Business

15. Association Reports

**VIEWS: No report**

**EASTER SEALS: No report**

**COMMUNITY LIVING ESSEX COUNTY / WINDSOR: No report**

**LDAWE:** We are very excited to get back to in-person programming! We are looking to get feedback from our parents & caregivers for programming during the 2022/2023 school year. Please take this short survey to help us better understand the needs of the children and youth with learning disabilities in our community.

**UP ABOUT DOWN: No report**

**INCLUSION ACTION IN ONTARIO:** March 29, 2022 from 3:00 p.m. to 6:00 p.m. - Inclusive Education as the Foundation for Inclusive Communities: Reflections on the 25th Anniversary of the Eaton Decision and the Future of Inclusive Education in Ontario. There will be captioning and American Sign Language interpretation. Zoom Meeting is a fully accessible platform for the visually impaired. Please let us know at the time of registration if any additional accessibility needs will be required.

School Entry Event in February - successful - good feedback from families regarding Windsor-Essex Catholic District School Board presentation.

February 18, 2022 Professional Development Day was the best to date for mental health - feedback received by RoseMarie Lamug from the Educational Assistants.

**AUTISM ONTARIO:** Preparing packages for April Autism Awareness Month

16. Closing Prayer - Trustee Lisa Soulliere closed the meeting with a prayer.

17. Adjournment 6:58pm



**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

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

**Meeting Date:**  
May 24, 2022

## **BOARD REPORT**

**Public** ☒ **In-Camera** ☐

**PRESENTED FOR:** Information ☒ Approval ☐

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Emelda Byrne, Director of Education  
Melissa Farrand, Executive Superintendent of Student Achievement  
K-12

**SUBJECT:** **EQUITY AND INCLUSION ADVISORY COMMITTEE -  
MINUTES OF THE MARCH 30, 2022 MEETING**

### **RECOMMENDATION:**

**That the Board receive the Minutes of the March 30, 2022 Equity and  
Inclusion Advisory Committee meeting as information.**

### **SYNOPSIS:**

In accordance with the Ministry of Education, the Equity and Inclusion Advisory Committee (EIAC) is submitting to the Board for information, the Minutes of its March 30, 2022 meeting.

### **BACKGROUND COMMENTS:**

Equity and Inclusion Advisory Committee (EIAC) is an advisory committee established pursuant to the Ministry of Education Program & Policy Memorandum Number 119, "Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools". The purpose of the Equity and Inclusion Advisory Committee (EIAC) is to provide advice in developing inclusive policies and practices and safe, caring and inclusive school environments for students, staff, parents and community.

### **FINANCIAL IMPACT:**

N/A

### **TIMELINES:**

EIAC approved the March 30, 2022 Minutes at their meeting held on May 11, 2022. Minutes of the May 11, 2022 meeting will be received by the Board following the Committee's approval at its next meeting.

**APPENDICES:**

- Equity and Inclusion Advisory Committee Minutes of March 30, 2022.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 17, 2022
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 17, 2022
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 17, 2022



**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

**Student Achievement K - 12**

1325 California Avenue

Windsor, ON N9B 3Y6

CHAIRPERSON: Fulvio Valentinis

DIRECTOR OF EDUCATION: Emelda Byrne

Telephone: (519) 253-2481 FAX: (519) 253-0620

## **EQUITY & INCLUSION ADVISORY COMMITTEE MEETING**

Wednesday, March 30, 2022 at 4:00 p.m.

Via Google Meet

### **MINUTES**

Fred Alexander, Trustee

Rosemary Lo Faso, Superintendent - Student Achievement K – 12, Chair

Colleen Norris, Superintendent of Human Resources

Danielle Desjardins-Koloff, Secondary Principal

Darlene Marshall, Indigenous Education Lead

Marisa Wismer, Elementary Principal

Michael Naicker, Secondary Vice-Principal

Angela Staley-Klassen, Special Education Co-ordinator

Betty Brush, Consultant & Vice-Chair

Fred Macpagal, Elementary Principal

Nadia Ghacham, SWIS Worker

Sydney Moore, Graduation Coach for Black, African and Caribbean Students

Marsaydees Ferrell, Graduation Coach for Black, African and Caribbean Students

Jen Cote, Acting Executive Assistant – Recorder

#### **1. Call to Order & Opening Prayer**

Superintendent Rosemary Lo Faso called the meeting to order at 4:04 p.m. and read the opening prayer.

#### **2. Recording of Attendance**

Regrets: Michael Naicker, Fred Macpagal, Colleen Norris

#### **3. Approval of Previous Meeting Minutes**

Moved by Betty Brush and seconded by Trustee Alexander that the minutes from the January 26, 2022 meeting be approved. *Carried*

#### **4. Approval of Agenda**

Moved by Trustee Alexander and seconded by Marisa Wismer that the agenda for the March 30, 2022 meeting be approved. *Carried*

#### **5. Disclosure of Interest – None**

#### **6. Superintendent's Report (Superintendent Rosemary Lo Faso)**

##### **a) Equity, Diversity and Inclusion Advisor Posting**

- i. There was an overwhelming number of responses for the Equity, Diversity and Inclusion Advisor posting. Preliminary interviews will be next week.
- ii. Most school boards already have this position in place to help navigate issues relating to human rights, policy and programming and curriculum objectives.

##### **b) Data Collection**

- i. Ontario Education Services Corporation (OESC) provided a report for the data collection pilot at Assumption and Catholic Central High Schools that outlined areas to focus on improving when the survey goes system wide. One example is continuing communication and education surrounding the benefits of data collection. Based on these results, survey questions and instructions will be modified to

- capture the data in a way that will better support student achievement.
- ii. When implemented system wide, ideally, parents of students from Kindergarten to Grade 8 will complete the survey with their children and students from Grades 9 to 12 will complete the survey on their own with the option that parents are able to opt-out.
- c) Anti-sex / Human Trafficking
  - i. The Ministry of Education has provided a number of professional development opportunities. A session will be held on April 13, 2022 where one administrator from each school will participate in a 1 hour overview.
- d) Teacher Professional Development (PD)
  - i. Secondary PD sessions will be held on April 29, 2022. Anti-racism education will be the focus for English department teachers.
  - ii. Social sciences will be involved in a virtual tour with the Amherstburg Freedom Museum to help promote local awareness and local history.

## 7. Committee Member Reports

- a) Marsaydees Ferrell / Sydnie Moore, Graduation Coaches for Black, African and Caribbean Students
  - i. Marsaydees has been working primarily out of Assumption and St. Joseph's Catholic High Schools.
  - ii. Both Marsaydees and Sydnie, along with students from the diaspora group at St. Joseph's Catholic High School, attended a conference regarding black youth empowerment where students were able to share stories of barriers that they have experienced and how they navigate the educational system.
- b) Danielle Desjardins-Koloff, Secondary Principal at St. Joseph High School
  - i. Agreed that having a graduation coach for Black, African and Caribbean Students in the building is making a positive impact. Focus groups are starting next week to promote positive school culture.
  - ii. The social justice club won \$1,000 for the charity of their choice for Tampon Tuesday. Students chose to donate the money to the Black Women of Forward Action group.
  - iii. The school has also raised money for Ukraine and promoted cancer awareness with daffodil sales.
- c) Angela Staley-Klassen, Special Education Co-ordinator
  - i. There will be a PD opportunity for Learning Support Services teachers, Life Skills teachers and Special Education Department heads. Life skills courses will be reviewed at this time.
  - ii. Special Education Co-ordinators are working with St. Clair College and the University of Windsor to transition graduates. They are also working with daycares to transition upcoming Kindergarten students.
  - iii. Preparations in progress for next year's new de-streamed Grade 9 Math and Science classes.
- d) Marisa Wismer, Elementary Principal at H.J. Lassaline
  - i. The Indigenous contact teacher shared education with school staff following the March 30, 2022 PD session.
  - ii. A multicultural day was held before March Break where students had the opportunity to either dress in a way that was representative of their culture or bring an invaluable item to school. Students were provided the opportunity to voluntarily discuss their culture in class.
- e) Betty Brush, Religion Consultant
  - i. A social justice forum is scheduled at the end of April for Grade 7 and 8 students. The session will be recorded so that teachers can review it with students in their own classrooms.
- f) Darlene Marshall, Indigenous Education Lead
  - i. 40% increase since 2017 of students who self-identify as Indigenous.
  - ii. Several PD sessions taking place with contact teachers and Early Years Educators regarding building cultural competency.
  - iii. There will be a student and alumni Pow Wow at St. Clair College in cooperation with the University of Windsor, our coterminous boards and community partners on June 3 and 4, 2022.
- g) Nadia Ghacham, SWIS Worker
  - i. Settlement Workers in Schools (SWIS) are returning to schools in-person in April.
  - ii. Many families that are currently learning virtually will return to in-person learning in September.

**8. Trustee's Report (Trustee Fred Alexander)**

- a) Kindergarten registration went well.
- b) More students are opting for in-person learning.
- c) The new Catholic Central High School is on schedule. There is a page on the school board website that provides video and photo updates.

**9. Action Items - None**

**10. New Business - None**

**11. Correspondence - None**

**12. Next Meeting Date – May 11, 2022 @ 4pm**

**13. Adjournment – Closing Prayer – Superintendent Lo Faso**

Adjournment 4:55 p.m.



**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

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

## BOARD REPORT

**Meeting Date:**  
May 24, 2022

**Public** ☒ **In-Camera** ☐

**PRESENTED FOR:** Information ☒ Approval ☐

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Emelda Byrne, Director of Education  
Melissa Farrand, Executive Superintendent of Student Achievement K-12

**SUBJECT:** **CHILD CARE ADVISORY COMMITTEE (CCAC) MINUTES OF THE MARCH 23, 2022 MEETING**

### RECOMMENDATION:

**That the Board receive the Minutes of the March 23, 2022 Child Care Advisory Committee meeting as information**

### SYNOPSIS:

The Child Care Advisory Committee (CCAC) is submitting to the Board for information the Minutes of its March 23, 2022 meeting.

### BACKGROUND COMMENTS:

In March 2007, the Child Care Advisory Committee was established in accordance with Article 3.1 of Policy A:21 Child Care. The role of the CCAC shall review the Child Care policy and procedures during the policy review and bring forward suggestions/recommendations when legislation or regulation warrant an amendment.

### FINANCIAL IMPACT:

N/A

### TIMELINES:

The March 23, 2022 CCAC Minutes were approved at the May 12, 2022 meeting.

### APPENDICES:

- Child Care Advisory Committee Minutes of March 23, 2022.

### REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 17, 2022
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 17, 2022
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 17, 2022



**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

## APPENDIX A

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

### CHILD CARE ADVISORY COMMITTEE MEETING

Wednesday, March 23, 2022 at 6:00 p.m.

Via Google Meet

### MINUTES

Kim Bouchard – Trustee, Chair  
Frank Di Tomasso - Trustee  
Joumana Tawil – Superintendent of Student Achievement K-12  
Kelly Rilley – Principal, St. Pius X  
Laura Guglietta – Principal, St. Andre  
Meagan Adams – Manager of Facilities Services  
Tara Bissonnette – Early Years Facilitator  
Marcia Laporte – Site Supervisor, Discovery Child Care  
Denise Peters - Regional Manager, YMCA  
Holly Francottie – Executive Director, Sundowners  
Israa Nadi – Supervisor, Delta Child Care  
Anna Conflitti-Fanelli – Executive Director, Latchkey Childcare Learning Centre  
Kristin Pulcer– Early Years Operations Coordinator, Sundowners  
Michelle DiCarlo – Executive Director, Creative Child Learning Centre  
Dawn Bosco – Manager of Children’s Services, City of Windsor  
Kristie Mann - Supervisor, Creative Child Learning Centre  
Vivian Stajdohar – Program Coordinator, Latchkey  
Rosa Richardson – Director, Once Upon a Time Child Care  
Jen Cote – Acting Executive Assistant, Recorder

#### 1. **Call to Order**

Trustee Kim Bouchard called the meeting to order at 6:00 pm.  
Opening Prayer - Read by Superintendent Joumana Tawil.

#### 2. **Recording of Attendance**

Regrets: Israa Nadi, Michelle DiCarlo, Dawn Bosco, Rosa Richardson

#### 3. **Approval of Agenda**

Motion by Tara Bissonnette and seconded by Kelly Rilley that the agenda of March 23, 2022 be approved.  
*Carried.*

#### 4. **Approval of Minutes**

Motion by Vivian Stajdohar and seconded by Holly Francottie that the minutes of January 19, 2022 be approved.  
*Carried.*



## 5. **Board and Ministry of Education Updates from Superintendent, Joumana Tawil**

### a) Kindergarten Registration

- i. Kindergarten registration took place from February 22 to March 4, 2022 with virtual open houses starting on February 23, 2022.
- ii. Parents can register their child online or request packages be mailed or emailed.
- iii. School administrators are in the process of reaching out to those families who have not yet completed the registration process to assist them.
- iv. We are now able to offer in-person tours and meetings.

### b) Before and After School Child Care

- i. The 3 child care providers that came forward for the Extended Day Program Review are: Sundowners Day Care, Once Upon A Time Child Care Center and Discovery Child Care.
- ii. Superintendent Tawil will be visiting these sites over the next several weeks.

### c) Child Care Policy

- i. Final approval for the Draft Amended Policy A:21 Child Care will be requested at the next public board meeting on March 29, 2022. This was previously approved in principle by the Board of Trustees on February 22, 2022.
- ii. The draft policy and administrative procedure were posted for public input from January 27 to March 11, 2022. There were no suggested changes or feedback received.

### d) New Child Care Update

- i. The new Child Care center is now open at Stella Maris Catholic Elementary School. The service provider is The Creative Child and the center has 1 toddler, 1 infant and 2 preschool rooms.
- ii. The tender has been approved for a new Child Care center at St. Teresa of Calcutta Catholic Elementary school.

### e) Professional Development

- i. Tara Bissonnette shared a presentation regarding an overview on the PD session for Child Care educators. This session will review self-regulation and the 'Just Right! Program' and will be held in April 2022.
- ii. A discussion took place regarding the format of the PD session and how best to remove attendance barriers. It was agreed that the best option at this time may be to offer 2 live virtual sessions that are recorded for convenient access.

### f) Health And Safety

The Windsor Essex Catholic School District School Board and schools will be following the directives from the Ministry of Education. A memo was sent to Child Care Licensees regarding the lifting of health and safety measures.

## 6. **Capital Project Update by Meagan Adams**

- a) The Child Care center at Stella Maris Catholic Elementary is open and thriving.
- b) Construction for the new Child Care center at St. Teresa of Calcutta Catholic Elementary has started.
- c) Waiting on approvals from the Ministry for St. Louis Catholic Elementary.

## 7. **New Business** – The Child Care service agreement was reviewed.

## 8. **Next Meeting** – Thursday, May 12, 2022 @ 6pm.

**Adjournment** 6:39 p.m.



**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

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

**Meeting Date:  
May 24, 2022**

## **BOARD REPORT**

**Public** ☒ **In-Camera** ☐

**PRESENTED FOR:** Information ☒ Approval ☐

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Emelda Byrne, Director of Education  
Melissa Farrand, Executive Superintendent Student Achievement  
K-12

**SUBJECT:** **FRENCH IMMERSION ADVISORY COMMITTEE (FIAC)  
- MINUTES OF THE MARCH 10, 2022 MEETING**

### **RECOMMENDATION:**

**That the Board receive the Minutes of the March 10, 2022 French  
Immersion Advisory Committee meeting as information**

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### **SYNOPSIS:**

In accordance with Board By-Laws, *Section 5:00 Committee Reports*, the French Immersion Advisory Committee (FIAC) is submitting to the Board, for information, the Minutes of its March 10, 2022 meeting.

### **BACKGROUND COMMENTS:**

The French Immersion Advisory Committee came into existence as a result of a recommendation made at a Special Board meeting on February 3, 2009. The role of the French Immersion Advisory Committee is to promote and support the system-wide French Immersion program, exchange information and points of view about the French immersion program and provide advice, recommendations and feedback to the Board on French Immersion.

### **FINANCIAL IMPACT:**

N/A

### **TIMELINES:**

Minutes of the May 4, 2022 meeting will be received by the Board of Trustees following the Committee's approval at its next meeting.

### **APPENDICES:**

- French Immersion Advisory Committee Minutes of March 10, 2022

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 10, 2022
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 10, 2022
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 10, 2022



## FRENCH IMMERSION ADVISORY COMMITTEE (FIAC)

Thursday, March 10, 2022

Virtual Google Meet

### Minutes

**Trustee,** Bernie Mastromattei

**Trustee,** Mary Heath

**Student Representative,** Angelina Hermes

**Superintendent,** Joumana Tawil

**Modern Language Consultant,** Julie Poisson

**Centrally Assigned FSL Teacher,** Jennifer Lariviere (alternate)

#### **School Representatives: Principal / Vice-Principal / Teacher / Parent**

**Cardinal Carter MS:** Nancy Sarkis, Paula Cinicolo, Cassandra Marujo

**Christ the King FI:** Laura Mills, Andrew Di Pietro, Justin Ewane, Kelly Costello

**St. André FI:** Laura Guglietta, Miranda Silvaggi, Cristina Stein, Katie Cada

**St. Anne FI:** Michael Cusinato, Paolo Scalzo, Rony Samia, Dan Di Pietro, Donna Hennesy Cooke, Rosemary Sbrocca Auger

**St. John the Baptist FI:** Kevin Bellaire, Sarah Villella, Andrea Greff

**St. Joseph FI:** Linda DiPasquale, Julia Plourde, Analisa Danayan, Elise Hubley

**St. Louis FI:** Joal McMahon, Lisa Varacalli, Natasha Kovacevich, Kim Williams

**St. Mary FI:** Marta Marazita, Elisa Meo, Danielle Bonnevie, Jeff Stratichuk

**Cardinal Carter SS:** Nancy Sarkis, Elisa Houston, Michael Jraiche, Ida Ricci-Minaudo

**Holy Names HS:** Pat Hickson, Pam Burke, Janice McKinnon

**St. Joseph's HS:** Danielle Desjardins-Koloff, Amy Marion

**St. Anne SS:** Amy Facchineri, Kyle Cowan, Kim Koekstat, Patty Chang

**St. Thomas of Villanova SS:** Laura Beltran, Kim Gilbert, Ryan Coristine, Tony Palermo, Chris Lanoue

1. **Call to Order:** Meeting called to order at 6:01pm – by Trustee, Mary Heath
2. **Opening Prayer:** Angelina Hermes
3. **Recording of Attendance Regrets:** Trustee, Bernie Mastromattei, Nancy Sarkis, Kelly Costello, Katie Cada, Dan Di Pietro, Donna Hennesy Cooke, Kevin Bellaire, Joal McMahon, Kim Williams, Michael Jraiche, Pam Burke, Kyle Cowan, Laura Beltran, Ryan Coristine, Tony Palermo, Chris Lanoue
4. **Approval of Agenda:** motion by Laura Guglietta to approve the March 10, 2022 agenda; second by Kim Koekstat
5. **Approval of Minutes:** motion by Julie Poisson to approve the January 13, 2022 minutes; second by Laura Mills
6. **Action Items:** None
7. **Report from Superintendent, Joumana Tawil:**
  - a. Kindergarten Registration
    - i. Kindergarten registration ran from February 22-March 4 with virtual open houses being made available February 23 - received positive feedback about the virtual open house format
    - ii. Parents have two options for registering their child via mailed or emailed packages
    - iii. School administrators are currently reaching out to families to support them through the registration process and gather information and packages

- iv. More information in terms of JK registration numbers in FI schools at our next meeting.
- b. Principal Series
  - i. Part 2 of our elementary FI principals / vice principals speaker series, with Huron Perth and St. Clair French Catholic District School Boards, took place in February - conversation was centered around the strategies for improved student success in French - next session is in May 2022
- c. DELF
  - i. As of now, we are planning to offer the DELF (Diploma in French Language Studies) which is a certification of French-language abilities by the International Centre for French Studies given to grade 12 students – Julie Poisson will be working with secondary principals and teams on planning this
- d. Tutoring Funds from the Ministry
  - i. As part of the Ministry's Learning Recovery Action plan for 2022-2023, we will be receiving an investment for comprehensive tutoring supports
  - ii. Crafting a plan to support our FI students
  - iii. Ministry's Learning Recovery Action plan stated that the Ministry will provide a digital resource for K to grade 1 students to support the development of oral French-language skills as well as the development of phonological awareness for junior intermediate students whose first language is not French
  - iv. We will have more information on these plans at our next meeting
- 8. Report from Consultant, Julie Poisson:**
  - a. Update for parents who requested Canadian Parents for French - CPA memberships
    - i. The membership application has been submitted and parents will receive confirmation emails
    - ii. A special thank you for your commitment to the French Immersion program as a member of CPF
  - b. DELF
    - i. DELF exam session offered on May 2 ,3, 4, and 5
    - ii. DELF
      - 1. An official international diploma awarded by the French Ministry of Education indicating the CEFR level of proficiency of candidates for whom French is a second language
      - 2. Six (6) levels A1, A2, B1, B2, C1, and C2
      - 3. More details will be sent to the Department Head Teachers after the March break
  - c. A special thank you to our French Immersion schools that continue to support opportunities for our FSL students to improve and apply their French language skills and cultural understanding in authentic situations - teachers have shared many pictures of fun and engaging activities, such as carnival, music, cultural food, etc.
- 9. Highlights from Group Discussion – Oral-French Language Development**
  - a. What are some strategies and resources you use to support oral-French language development in students?
  - b. What have you found effective?
  - c. What challenges have you faced?
  - d. Julie Poisson and Colleen Brian to collate ideas and post on the FIAC website
- 10. Next Meetings: May 4, 2022 – 6:00pm - JPII Room**
- 11. Final Prayer and Adjournment: 6:59pm –Mme. S. Villella – St. John the Baptist – grade 2 class**



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

**Meeting Date:**  
May 24, 2022

## BOARD REPORT

**Public** ☒ **In-Camera** ☐

**PRESENTED FOR:** Information ☒ Approval ☐

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Emelda Byrne, Director of Education  
John Ulicny, Executive Superintendent of Education/  
Human Resources

**SUBJECT:** **PARENT INVOLVEMENT COMMITTEE (PIC)  
EXECUTIVE MEETING ON MARCH 9, 2022**

### RECOMMENDATION:

**That the Board receive the Minutes of the Parent Involvement Committee (PIC) Executive Meeting held on March 9, 2022 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 March 9, 2022 Executive Meeting as information.

### BACKGROUND COMMENTS:

As per Article 15.1 of the Parent Involvement Committee's 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 March 9, 2022 Executive Meeting at the most recent Executive Meeting held on May 17, 2022.

### APPENDICES:

- Appendix A: Minutes of the Parent Involvement Committee Executive Meeting – March 9, 2022.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 18, 2022
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 18, 2022



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

### PARENT INVOLVEMENT COMMITTEE - EXECUTIVE

Wednesday, March 9, 2022, 6:00 p.m.

Online - Google Meet

#### Trustees

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

#### Administration

John Ulicny – Executive Superintendent of  
Education K-12 / Human Resources

#### Executive Members

Andriana Pitre – Chair  
Natasha Tiessen – Vice Chair  
Carly Welsh – Elementary Representative  
Tammy Gayowsky – Events Coordinator  
Katie Cervini – Grants Coordinator  
Steve Blain – High School Representative  
Tania Mask – Middle School Representative  
Marie Pusz – Secretary  
Catia Longo – Treasurer

#### 1. **Call to Order**

Andriana Pitre called the meeting to order at 6:07 p.m. Opening Prayer – Andriana Pitre

#### 2. **Recording of Attendance**

Regrets: Natasha Tiessen, Deacon Paul Bezaire, Tammy Gayowsky, Tania Mask, Mike Silvaggi, Catia Longo, Pam Prsa, Amy Lo Faso

#### 3. **Approval of Minutes** from January 12, 2022

Motion by Marie Pusz, seconded by Samantha Pascoe-Thomas that the Minutes of January 12, 2022, be approved. **Carried**

#### 4. **Approval of Agenda**

Motion by Samantha Pascoe-Thomas, seconded by Marie Pusz that the Agenda be approved. **Carried**

#### 5. **Disclosure of Interest** – None

#### 6. **Principal's Report**

Academic:

- a. Return to four (4) period schedule
- b. Progress Reports - March 10, 2022
- c. EQAO - results for fall write are embargoed
  1. schedule for grades 10 / 11 and cohort D
  2. students to write occurs the last week of April for Secondary School Writers
- d. EQAO Numeracy - scheduled for this semester
- e. Two (2) e-learning courses required for graduation beginning with 2020-2021 grade 9 cohort
- f. Current grade 10s will be grandfathered for one (1) course and will only need one (1) other
- g. There is an exemption process for parents who prefer in-school experience and a principal discretion option exists
- h. Option sheets and scheduling / transition continues in preparation for next year's schedule
- i. Virtual outdoor education field trips are still available for booking
  1. A second option is now being offered - Essex Region Conservation Authority (ERCA) is now willing to provide some programming at the school site in an outdoor setting come spring

Community and Faith:

- a. Vaccination Clinics taking place in a number of community schools after hours
- b. WECHU also offers clinics for vaccines missed for school aged children

*"Building communities of faith, hope and service"*



- c. Development and Peace initiatives are happening across schools
- d. February celebrated Black History Month - school communities celebrated the contributions of black Canadians with features from Amherstburg Freedom Museum, Willows Keys History of McDougall Avenue, and David Wall's presentation on the Underground Railway to name a few
- e. March 2, 2022 - Ash Wednesday - Lenten Celebrations
- f. International Women's Day – March 8, 2022
- g. World Down Syndrome Day – March 21, 2022
- h. The Great Gulp – Water Week – March 22 - 26, 2022
- i. Catholic Education Week – May 2 - 6, 2022

**7. Director or Designate Report, John Ulicny**

- a. March 10, 2022 – Chief Medical Officer of Health, Dr. Kieran Moore, released his press conference on March 9, 2022 re: COVID / pandemic policy changes to the education sector for the province of Ontario including:
  - 1. As of March 14, 2022 – vaccination disclosure policy in the education sector has been revoked
  - 2. As of March 14, 2022 - unvaccinated WECDSE staff will no longer be subject to a Rapid Antigen test three (3) times / week
  - 3. As of March 14, 2022 - gathering and recording of vaccination information for staff no longer required
  - 4. As of March 21, 2022 – mask mandate will be lifted (still a recommendation) for all WECDSE staff and students as well as on school buses
  - 5. As of March 21, 2022 - cohorting in place at elementary schools (lunch and recess) will cease to exist as of March 21, 2022 as well as secondary schools (lunch)
  - 6. As of March 21, 2022 - no longer required to physical distance
  - 7. As of March 21, 2022 - no longer required to have cohorts
  - 8. As of March 21, 2022 - relaxing the essential visitor policy – visitors will no longer have to show their vaccination status
  - 9. As of March 21, 2022 – no active screening for WECDSE staff and students
- b. March 10, 2022 – meeting scheduled with the Principals with regard to the changes
- c. Proms and graduations will move forward
- d. WECDSE will be moving forward with in-person PIC meetings – information forthcoming

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

- a. Waiting on the budget consultation survey results

**9. Correspondence – None**

**10. Updates/Reports**

- a. Diocesan Report – Deacon Paul Bezaire – N/A
- b. Post-Secondary Report – Mike Silvaggi – N/A
- c. Finance Report – No changes
- d. Grant Updates – No changes
- e. PIC Events –No changes
- f. OAPCE - None

**11. Action Items – Motion** by Katie Cervini, seconded by Carly Welsh that the Terms of Reference changes be endorsed and submitted to the Board of Trustees for approval.

**12. New Business – N/A**

**13. Next Meeting Dates – PIC Executive Committee meeting – May 11, 2022**

**14. Adjournment & Closing Prayer – 6:32pm**



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

**Meeting Date:**  
May 24, 2022

## BOARD REPORT

**Public** ☒ **In-Camera** ☐

**PRESENTED FOR:** Information ☐ Approval ☒

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Emelda Byrne, Director of Education  
John Ulicny, Executive Superintendent of Education/Human Resources

**SUBJECT:** **PARENT INVOLVEMENT COMMITTEE -  
AMENDMENTS TO TERMS OF REFERENCE**

### RECOMMENDATION:

**That the Board approve the amended Terms of Reference for the Windsor-Essex Catholic District School Board Parent Involvement Committee.**

### SYNOPSIS:

The Windsor-Essex Catholic District School Board Parent Involvement Committee (PIC) proposed amended Terms of Reference are submitted to the Board of Trustees for approval.

### BACKGROUND COMMENTS:

Pursuant to *Ontario Regulation 612/00 School Councils and Parent Involvement Committees*, the Windsor-Essex Catholic District School Board Parent Involvement Committee (PIC) was established by the Board at its Regular Board meeting of January 25, 2011. The Board directed the Committee to proceed with developing draft Terms of Reference. The original Terms of Reference were approved in May 2011 and amended in 2013 and 2017.

In accordance with Section 16.0 of the PIC Terms of Reference;

- The Terms of Reference will be reviewed on an annual basis;
- Two-thirds of the voting PIC membership is required to change the Terms of Reference; and
- The Terms of Reference are to be submitted to the Board for review and approval.

In consultation with Executive Superintendent, John Ulicny, PIC Executive members reviewed and amended the attached Terms of Reference. The proposed amendments were approved at the PIC Executive meeting of May 11, 2022.

Amendments to the Terms of Reference include, but not limited to:

- The addition of the Past-Chair as an Officer to create a smooth transfer of knowledge between Past-Chair and In-coming Chair;
- In the event that no new candidates have come forward to assume the duties of a position, the current term of office may be extended one additional year; and
- Housekeeping items to reflect current practices.

The PIC Chair and Vice-Chair assume integral leadership roles within the Windsor-Essex Catholic District School Board and are required, similar to Chairs of Catholic School Advisory Councils, to have Catholic School Trustee Qualifications.

#### **FINANCIAL IMPACT:**

N/A

#### **TIMELINES:**

Upon receiving Board approval, the Windsor-Essex Catholic District School Board Parent Involvement Committee Terms of Reference will be effective immediately and shared with PIC members.

#### **APPENDICES:**

- Appendix A: Amendments to the Terms of Reference for the Windsor-Essex Catholic District School Board Parent Involvement Committee

#### **REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 17, 2022
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 17, 2022
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 17, 2022



## WINDSOR-ESSEX CATHOLIC SCHOOLS PARENT INVOLVEMENT COMMITTEE (PIC) TERMS OF REFERENCE (BY-LAWS)



### PREAMBLE

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The Parent Involvement Committee of the Windsor-Essex Catholic District School Board is established under subsection 33 of Ontario Regulation 612/00 School Councils and Parent Involvement Committees made under the Education Act. The Parent Involvement Committee (PIC) is a parent-led committee that is advisory in nature and governed by Ontario Regulation 612/00 School Councils and Parent Involvement Committees made under the Education Act, and the policies and regulations of the Windsor-Essex Catholic District School Board.

Members of the Parent Involvement Committee (PIC) are valued partners of the Windsor-Essex Catholic District School Board. The PIC will champion and demonstrate a commitment to parental engagement at home, school and parish, contribute to effective meetings, participate in sub-committee work, represent the broad parent interest with respect to all PIC work and deliberations, and provide input/feedback and raise issues as a representative of a Board Committee.

### 1.0 MANDATE

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- 1.1 The purpose of the PIC is to support, encourage and enhance parent engagement at the board level in order to improve student faith formation, achievement and well-being.

### 2.0 PURPOSE

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- 2.1 The PIC shall achieve its purpose by:
- providing information and advice on parent engagement to the board;
  - communicating with and supporting school councils of the board;
  - promoting collaborative partnerships between home, school and parish; and
  - undertaking activities to help parents of students of the board support their children's learning at home and at school.
- 2.2 The PIC shall:
- a. develop strategies and initiatives that the Board of Trustees ~~board~~ and the Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student faith formation, achievement and well-being;
  - b. advise the Board of Trustees and the Director of Education on ways to use the strategies and initiatives referred to in 2.2 (a) above;
  - c. communicate information from the Ministry to school councils of schools of the board and to parents of students of the board;
  - d. work with school councils and, through the Director of Education, with employees of the board to:
    - i. share effective practices to help engage parents, especially parents who may

- find engagement challenging, in their children's learning,
  - ii. identify and reduce barriers to parent engagement,
  - iii. help ensure that schools of the board create a welcoming environment for parents of its students, and
  - iv. develop skills and acquire knowledge that will assist the PIC and school councils with their work; and,
- e. participate in the promotion, application and implementation of grant applications and projects funded under the Ministry of Education Parents Reaching Out (PRO) Programs and offer advice in the use of other types of parent involvement funds provided by the Ministry of Education.

### 2.3 Consultation:

- a. **Consultation by Board:** The Board of Trustees may solicit and take into consideration the advice of the PIC with regard to matters that relate to student faith formation, achievement and well-being. The Board of Trustees shall inform the PIC of its response to the advice provided to it by the committee.
- b. **Consultation by Ministry:** The Ministry may solicit and take into consideration the advice of the PIC with regard to student achievement and well-being.
- c. **Consultation by Parent Involvement Committee:** The PIC may solicit and take into consideration the advice of parents of students enrolled in schools of the board with regard to matters under consideration by the committee.

## 3.0 MEMBERSHIP

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### 3.1 GENERAL MEMBERSHIP:

- a. It is expected that the membership of the PIC shall reflect the diversity of the Windsor-Essex Catholic school community. The objective is to create a balanced membership from each school and will therefore reflect an elementary / secondary balance as well as a mix of ethnic / cultural / socio-economic backgrounds.
  - i. The Chair and Vice-Chair shall have Catholic School Trustee qualifications.
    - Catholic School Trustee Qualifications:
    - 1. is a Canadian citizen
    - 2. is Roman Catholic
    - 3. is at least 18 years of age
    - 4. is a separate school board supporter and qualifies as a separate school elector for the English-language district school board.
- b. Parent members shall constitute the majority of the PIC.
  - i. a person is qualified to be appointed as a parent member if ~~she/he is a~~ they are a parent or guardian of a child who is enrolled in a school of the board;
  - ii. a parent member may be an employee of the board and shall at ~~his or her~~ their first PIC meeting, inform the committee of ~~his or her~~ their employment with the board;
  - iii. if unable to attend a meeting, the PIC member should send a representative from their CSAC board in their place.
- c. Community representatives shall not be members or employees of the board. Preference may be given to community representatives who are not parents/guardians of a child enrolled in a school of the board.

- d. One and two-year terms run from September 1 to August 31.

### **3.2 VOTING MEMBERSHIP:**

- a. The voting membership of the PIC will consist of the following:
- A parent member from each school within the board who shall serve a one or two-year term (to ensure continuity the PIC shall strive to have the majority of the Executive serve two-year terms).
    - One representative from each WECDSD School Including one representative of the St. Michael's Continuing Ed/Adult High School Community
  - Three community representatives who shall serve a one-year term renewable:
    - One Diocesan representative
    - One representative from the local post-secondary community
    - One representative from the community "at large"
- b. Positions that are not filled will not be counted against quorum.

### **3.3. NON-VOTING MEMBERSHIP:**

- a. The Board shall appoint the following to the PIC:
- The Director of Education (once appointed the Director of Education may delegate any or all of his their powers to a Supervisory Officer under subsection 46 (1), O. Reg. 612/00);
  - One Trustee and an alternate appointed by authority of the WECDSD Operating By-Laws (once appointed the Trustee may delegate to another trustee under subsection 46 (2), O. Reg. 612/00). The term of office shall be determined by the Board.
- b. The Board may also appoint the following to the PIC:
- One Superintendent of Education (in addition to the Director's delegate, if applicable) to ensure a balance of perspective for Student Achievement K-12;
  - ~~One Vice Principal, preferably the Vice Principal of Safe Schools~~ One Principal or Vice-Principal from both elementary and secondary schools, appointed through the Director of Education/ ~~or Superintendent designate~~.

## **4.0 MEMBERSHIP APPOINTMENT PROCESS**

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### **Voting Parent Involvement Committee Members**

On September 1st, the administration of the school board shall contact each school Principal who is then responsible for notifying the school CSAC Chair and membership of the need to fill their school's PIC position. The deadline for receiving this information is September 30.

### **Appointment Process for Diocesan and Post-Secondary Community Representatives:**

- 4.1 The annual appointment process for Diocesan, At Large Community and Post-Secondary Community representatives shall be coordinated by the Director of Education/ ~~or Superintendent designate~~ prior to the final PIC meeting of the school year. In as much as possible, these representatives will possess the gifts, qualities and

experience articulated under Section 6.9.

- 4.2 The Diocesan representative is to be appointed through the Diocesan Office in consultation with the Director of Education/ ~~or Superintendent~~ designate.
- 4.3 Post Secondary Representative to be appointed through the Office of the Dean / President, preferably alternating representation between the local college and university faculty, in consultation with the Director of Education/ ~~or Superintendent~~ designate.

## 5.0 OFFICERS

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- 5.1 The PIC shall have the following officers. This group shall be known as the Executive:
  - a. **Chair** - only parent members willing to serve a two-year term and who will have Catholic School Trustee qualifications (refer to section 3.1 a.) over the two-year term are eligible to be elected to the position of Chair.
    - i. The Chair shall be elected by a nomination or acclamation process for a two-year term **by the voting members of the PIC** at the first meeting of the committee in each school year that there is a vacancy in the office of Chair.
    - ii. An individual may not serve more than two consecutive terms as Chair of the PIC.
    - iii. An individual who has served one term or two consecutive terms as Chair may be re-elected as Chair of the PIC provided at least one two-year term has elapsed since ~~his or her~~ their last term as Chair.
  - b. **Vice-Chair** - only parent members who will have Catholic School Trustee qualifications over the one year term are eligible to be elected to the position of Vice-Chair
    - i. The Vice-Chair shall be elected by a nomination or acclamation process for a one- year term **by the voting members of the PIC** at the first meeting of the committee in each school year.
    - ii. An individual may not serve more than two consecutive terms as Vice-Chair of the PIC.
    - iii. An individual who has served two consecutive terms as Vice-Chair may be elected to the position of Chair for one term.
    - iv. An individual who has served two consecutive terms as Vice-Chair may be re-elected as vice-chair provided at least one one-year term has elapsed since ~~his or her~~ their last term as Vice-Chair.
  - c. **Past-Chair**
    - i. The Past-Chair will be held for one year to create a smooth transfer of knowledge between Past-Chair and in-coming Chair.
    - ii. The individual will be required to hold this position for one year after they complete the Chair term.
    - iii. The Past Chair is not an elected member of the PIC and has no voting rights on the Executive and shall serve as an ex-officio member.
  - d. **Additional Positions: Secretary, Treasurer, Event Coordinator, Grant Coordinator** - any parent member of PIC is eligible to be elected to these positions.
    - i. The above positions shall be elected by a nomination or acclamation process for a one-year term **by the voting members of the PIC** at the first meeting

- of the committee in each school year.
- ii. An individual may not serve more than two consecutive terms in these positions of the PIC.
- iii. An individual who has served two consecutive terms in any one of these positions may be re-elected to the same position provided at least one one-year term has elapsed since ~~his or her~~ their last term.
- e. **Elementary School, Middle School and High School Members at Large** - any PIC representative with a child/ren in these schools is eligible to be elected to these positions.
  - i. These positions shall be elected by a nomination or acclamation process for a one-year term **by the voting members of the PIC** at the first meeting of the committee in each school year.
  - ii. An individual may not serve more than two consecutive terms in these positions of the PIC.
  - iii. An individual who has served two consecutive terms in any one of these positions may be re-elected to the same position provided at least one one-year term has elapsed since ~~his or her~~ their last term.

Notwithstanding the terms of office identified in any of the positions outlined above, in the event that no new candidates have come forward to assume the duties of a position, the term of office may be extended one additional year.

## 6.0 DUTIES

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### 6.1 The Chair shall:

- a. Act as official spokesperson for the committee in communicating with the Director of Education, the Board of Trustees, and the Ministry of Education;
- b. Plan the agenda of both Executive and General meetings in collaboration with the Director of Education/ ~~or superintendent delegate~~ designate;
- c. Chair the PIC Executive ~~and General meetings; Chair the general PIC meetings; or delegate someone in their place~~ Be diligent in ensuring that any views presented in the capacity of PIC Chair represent fairly the position of the PIC;
- d. Communicate regularly with Catholic School Advisory Councils; and
- e. Liaise with Parent Involvement Committees from other school boards to keep informed about local and provincial issues related to parental engagement.

### 6.2 The Vice-Chair shall:

- a. Assist the Chair in the discharge of ~~his/her~~ their duties and perform such other duties as may be required by the PIC;
- b. In the absence of the Chair or in the event of the Chair's inability to serve, assume the duties of Chair; and
- c. Represent the PIC as the OAPCE (Ontario Association of Parents in Catholic Education) representative.

### 6.3 The Secretary shall:

- a. Take minutes at each ~~executive~~ General meeting; and
- b. ~~Notes at each general meeting;~~
- c. Send minutes/~~notes~~ to all members within 2 weeks of the General meeting.



d. ~~Submit minutes for approval at executive meetings.~~

**6.4** The Treasurer shall:

- a. Work with the Director or Education or delegate to keep track of the PIC spending;
- b. Keep track of all PIC expenses; and
- c. Create a PIC budget by November of each year.

**6.5** The Event Coordinator shall:

- a. Work with each event committee to ensure event success; and
- b. Complete exit survey and/or report after each event.

**6.6** The Grant Coordinator shall:

- a. Work with the PIC to determine the scope of the PRO grant submission;
- b. Create the draft of the grant application;
- c. Submit to PIC Executive and senior administration for approval;
- d. Keep track of grant expenses; and
- e. Submit all reports regarding grants.

**6.7** The Member at Large, Elementary, Middle and High School Representatives shall:

- a. Work with the members of the PIC Executive; and
- b. Sit on committees when applicable.

**6.8** The Chair, Vice-Chair or delegate shall ensure that:

- a. Notice of each meeting is provided to all members of the PIC at least five days before the meeting by delivering a notice to each member by e-mail and by posting a notice on the board's website;
- b. Minutes of all PIC meetings and records of all of its financial transactions are recorded and retained in accordance with the policies of the board;
- c. Formally submit a copy of all approved minutes to the Windsor-Essex Catholic District School Board for placement on the public Board meeting agenda;
- d. Minutes are posted on the board's website for a minimum of four years and distributed electronically to the Chair of each school council of the board;
- e. The logistics and arrangements are made for meeting facilities that the board considers necessary for the proper functioning of the committee; and
- f. A current list of PIC members, including contact information is maintained.

**6.9** All members of the PIC Executive shall:

- a. Demonstrate a firm commitment to Catholic education and support, in action and words, the Philosophy, vision, mission and goals of the board;
- b. Adhere to the Code of Ethics/Guiding Principles illustrated in 12.0;
- c. Champion and demonstrate a commitment to parental engagement;
- d. Contribute to productive meetings;
- e. Participate in sub-committee work;
- f. Represent the broad parent perspective with respect to all PIC work and deliberations;
- g. Provide input/feedback and raise issues as a representative of a Board Committee; and

- h. Attend meetings to the best of their ability.

## 7.0 VACANCIES - DURING A MEMBERS APPOINTED TERM

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- 7.1 Executive vacancies shall be filled at the first meeting in which the vacancy occurs by following the regular election procedures.
- 7.2 In the event that an individual appointed to the PIC General membership under subsection 3.2(i) herein vacates ~~his or her~~ their position during their appointed term, the school which they represent shall appoint another individual to the position for the remainder of the term.
- 7.3 In the event that the individual appointed to the PIC under subsections 3.3(a) herein vacates ~~his or her~~ their position during their appointed term, the Board may appoint another individual to the position.
- 7.4 A vacancy in the membership of the PIC does not prevent the committee from exercising its authority.
- 7.5 An Executive vacancy will require nominations be put forward from the General membership. The General membership shall vote a candidate for the remainder of the term.

## 8.0 MEETINGS

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- 8.1 The PIC shall hold both Executive and General Meetings a minimum of four (4) times per year each between October and June. Executive and General meetings can be held one after the other on the same night, or can be held on separate nights.
- Executive Meeting** - a meeting of the elected Executive.
  - General Meeting** - a meeting of the entire PIC.
- ~~**General** – A “meeting”, in respect of a Parent Involvement Committee, does not include a any meeting involving a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide.~~
- 8.2 An **Executive** meeting of the PIC cannot be held unless:
- There is a quorum in attendance. A quorum is fifty percent (50%) +1 of members, but at all times the majority of those present must be parent members;
  - The Director of Education, or the person designated under subsection 46 (1) of O. Reg. 612/00 is present; and
  - The Board Trustee who sits on the committee, or the person designated under 46 (2) of O. Reg. 612/00 is present.
- 8.3 Notice of each meeting shall be provided to all members of the PIC at least five days before the meeting by delivering a notice to each member by e-mail and by posting a notice on the board's website.

- 8.4** PIC meetings may be held at the Catholic Education Centre or in a location that is open and accessible to the public and where reasonable efforts have been made to enable members to participate fully in meetings of the PIC by electronic means.
- 8.5** The modern edition of “Robert’s Rules of Order” shall govern all procedural matters not specifically referenced in this Terms of Reference.
- 8.6** Additional employees of the board, as determined on a needed basis, may be invited to attend, participate and resource meetings of the PIC in a non-voting capacity through consultation with the Director of Education.
- 8.7** ~~The general group membership shall meet between executive meetings to plan events and follow through with decisions passed at executive meeting.~~  
~~a. All appointed school representatives should attend these meetings, or send a school alternate in their place.~~  
~~b. This meeting does not require the presence of the Director of Education or Board Trustee. Any board representative may attend if available.~~
- 8.8** The Director of Education/designate shall assign a recording secretary to take minutes at each PIC Executive meeting.

## **9.0 SUB-COMMITTEES**

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- 9.1** The PIC may establish sub-committees to make recommendations to the PIC.
- 9.2** A sub-committee of the PIC Executive must include at least one PIC parent member.
- 9.3** A sub-committee may include persons who are not members of the PIC.
- 9.4** Subsections 8.4 to 8.6 above apply, with necessary modifications, to PIC sub-committees.

## **10.0 MEETING AGENDA**

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- 10.1** All meetings will open and close with prayer.
- 10.2** The Chair will plan the agenda of General and Executive meetings in collaboration with the Director of Education/designate ~~or delegate~~.
- 10.3** A PIC member may request an agenda item be included on the agenda no less than seven (7) days prior to a General meeting date.
- 10.4** Agendas and accompanying background material shall be distributed electronically to each PIC member no less than five days prior to the meeting.
- 10.5** The format of the agenda may include:

- a. Opening Prayer and Call to Order
- b. Recording of Attendance
- c. Approval of Agenda
- d. Disclosure of Interest
- e. Approval of Minutes
- f. Presentations / Delegations
  - i. Senior Administration or other Board level positions
  - ii. Community Groups
  - iii. School Principals
  - iv. Other groups of interest
- g. Action Items
- h. Updates/Reports (only placed on agenda as available)
  - i. Parent Engagement Strategies
  - ii. Student Achievement Initiatives
  - iii. Faith Formation and Student Well-Being Initiatives
  - iv. Finance Report
  - v. Family of Schools/Parishes
  - vi. School Activity
- i. Director's Report
- j. Correspondence
- k. Chair's Report
- l. Next Meeting Date(s)
- m. Closing Prayer and Adjournment

## **11.0 DECISION-MAKING AND VOTING**

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- 11.1** Wherever possible, decisions will be reached through discussion and consensus. Consensus is a decision-making process, where members seek to understand other points of view and collaborate to reach common ground.
- 11.2** The Chair, unless an interest as required by the Municipal Conflict of Interest Act has been declared, may vote on all questions which ~~he or she is~~ they are entitled to vote at any time.
- 11.3** In the event of a tie, the motion is defeated.

## **12.0 CODE OF ETHICS/GUIDING PRINCIPLES**

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- 12.1** Members of the PIC will recognize that the Chair will serve as official spokesperson of the PIC in all communications.
- 12.2** Members of the PIC will embrace the objectives and guiding principles of Board Policy A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community by recognizing individual's views and beliefs, engaging in a collaborative process, providing an inclusive, welcoming environment, publicly supporting group decisions, encouraging and fostering healthy relationships, communicating ideas positively, and trusting the intentions and integrity of others.

**12.3** Members of the PIC have a duty to make decisions consistent with Ministry and Board Policy and Procedures and in the best interest of students.

**12.4** Members will comply with the requirements of relevant legislation and regulations, including the **Municipal Conflict of Interest Act**. Members will not act in order to gain financial or other material benefit personally.

A PIC member shall disclose interest at the beginning of each meeting if an item on the agenda presents a conflict of interest for that member. Should an issue or agenda item arise during a meeting where a PIC member is in a conflict of interest situation, ~~he or she~~ they shall disclose interest immediately and shall not discuss or vote on any such resolution relating to the matter.

**12.5** Members will respect the privacy of all individuals in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). When meeting, members shall not be allowed to discuss specific parents, students, school/board trustees, personnel or other committee members.

**12.6** Members will be guided by any additional Codes of Ethics documents approved by the Board of Trustees regarding advisory committees.

**12.7** Breaches to the Code of Ethics/Guiding Principles by members will be investigated by the Chair, in consultation with the Director of Education/designate, and after careful consideration, the following sanctions may be imposed should a breach have occurred:

- a. Censure of the member
- b. Barring a member from PIC meetings and sub-committee meetings
- c. Barring a member from sitting on a committee(s) as a representative of PIC
- d. Any other actions dictated by the Board's Code of Conduct.

### **13.0 INTERNAL CONFLICT RESOLUTION PROCESS**

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**13.1** In the event of a conflict between members, the Chair or designate will make every effort to resolve the dispute by negotiation.

**13.2** Should an internal dispute arise that cannot be resolved by the members of the PIC amongst themselves, the Chair will advise the Director of Education. The Director of Education, in consultation with the Chair, will determine which approach will be utilized in an attempt to resolve the conflict.

### **14.0 REIMBURSEMENT OF EXPENSES INCURRED AS MEMBERS OF COMMITTEE**

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**14.1** A person shall not receive any remuneration for serving as a member of the PIC. (This does not preclude payment of an honorarium under section 191 of the Education Act that takes into account the attendance of a board member at a parent involvement committee meeting.)

**14.2** PIC members may seek reimbursement for reasonable out of pocket expenses incurred as a member of the PIC in accordance with Board policy and procedures. Approved reimbursements will be funded from Ministry funding provided for the purposes of enhancing parent engagement.

**14.3** PIC members' attendance at conferences shall be preapproved by the Chair and reimbursement of expenses provided in accordance with Board policy and procedures.

## **15.0 REPORTING**

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**15.1** The PIC shall formally submit a copy of all approved meeting minutes to the Windsor-Essex Catholic District School Board through a report that will be placed on a public Board of Trustees meeting.

**15.2** The PIC shall annually, following its last meeting of the school year, submit a written summary of the committee's activities to the Chair of the Board and to the Director of Education. The summary of activities shall include a report on how funding, if any, provided under the Education Act for parent involvement described in section 2.1, and subsections in section 2.1, and 2.2 (a) and (d) above were spent.

**15.3** The Director of Education shall provide the summary of activities to the school councils and post the summary of activities on the board's website.

## **16.0 TERMS OF REFERENCE REVIEW**

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**16.1** The PIC Terms of Reference will be reviewed by the Executive every other year and no later than the end of November in the year of the review ~~or on a basis by November of each year.~~

**16.2** Notice of a review of the PIC's Terms of Reference must be provided to members of the PIC at least five (5) days prior to the review meeting.

**16.3** Two-thirds of the voting PIC membership is required to change the Terms of Reference.

**16.4** Terms of Reference are to be submitted to the Board of Trustees for review and approval.

**Original:** May 12, 2011

**Revised:** Board of Trustees approved October 2013

**Revised:** Board of Trustees approved June 26, 2017

**Revised:**

Passed by Parent Involvement Committee Executive motion this 17th day of May, 2022

Signature:



Andriana Pitre,  
Chairperson of the Windsor-Essex Catholic Schools Parent Involvement Committee

Parent Involvement Committee Executive Voting Members :

Andriana Pitre  
Carly Welsh  
Tammy Gayowsky  
Steve Blain  
Tania Mask  
Marie Pusz

Non-Voting Members in attendance:

Trustee Kim Bouchard  
Executive Superintendent John Ulichny

Submitted to the Board of Trustees for approval at the Board Meeting held May 24, 2022.



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

**Meeting Date:**  
May 24, 2022

## BOARD REPORT

**Public** ☒ **In-Camera** ☐

**PRESENTED FOR:** Information ☐ Approval ☒

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Emelda Byrne, Director of Education  
John Ulicny, Executive Superintendent of Education/  
Human Resources

**SUBJECT:** **AMENDED DRAFT POLICY SC:01 CATHOLIC SCHOOL  
ADVISORY COUNCILS**

### RECOMMENDATION:

**That the Board provide final approval to Amended Draft Policy SC:01  
Catholic School Advisory Councils; and**

**That the Board receive as information Amended Draft Administrative  
Procedure PR SC:01 Catholic School Advisory Councils**

### SYNOPSIS:

Final approval is requested for Draft Amended Policy SC:01 Catholic School Advisory Councils (CSAC) as previously approved in principle by the Board of Trustees on April 26 2022, with amendments detailed within the report.

### BACKGROUND COMMENTS:

The policy working sub-committee has reviewed the amended board policy for compliance and current practices.

The draft policy and administrative procedure was circulated to Principals and Vice Principals, Board Trustees, Parent Involvement Committee Executive and Association/Union Presidents. School Principals forward the policy and procedure to their CSAC Chair. The public consultation timeline was from March 31 to May 13, 2022.

As reported at the April 26, 2022 Regular Board meeting, the policy sub-committee received feedback from two members of the Parent Involvement Committee Executive. The sub-committee reviewed both suggestions and amended section 5.2 of the procedure to include: "and/or School Principals" are encouraged to elect/appoint School Council representatives.



Subsequent to the policy receiving approval in principle, the sub-committee received additional feedback from eight (8) parents, from one elementary school community. The parents are questioning the validity of the Chair requiring Catholic School Trustee Qualifications and the necessary requirement that the Chair be Roman Catholic.

In accordance with Ontario Regulation 612 (School Councils and Parent Involvement Committees), the purpose of the school council is, through active participation of parents, to improve student achievement and to enhance the accountability of the education system to parents (section 2. (1)).

As an advisory body in a Roman Catholic school system, Catholic School Advisory Councils also have an obligation to operate according to the philosophy and goals of Catholic education and shall function in accordance with the mission and vision of the Board. Catholic School Advisory Councils promote the mission of Catholic education within the school community and provide support for an education system, which is infused with Gospel values, where religion and family life education is taught, and where the moral and spiritual development of students is integral to school programming.

The Chair of a CSAC is an elected position, in an integral leadership role, who in addition to performing the same duties as other council members, communicates on a regular basis with the Principal, community and when necessary the Board of Trustees to improve student achievement and to enhance the accountability of the Catholic education system to parents. In addition, the CSAC Chair also prepares agendas, chairs council meetings, ensures minutes of council meetings are recorded and maintained, facilitates resolutions of conflict and serves as the spokesperson for the CSAC. The position of Chair is a position of leadership and responsibility within the Windsor-Essex Catholic District School Board.

After careful and thorough review, members of the policy sub-committee, in consultation with the Board's executive council, recommend, consistent with all leadership positions within the Board, the Chair of a Catholic School Advisory Council shall be Roman Catholic. Realizing the diversity in our school communities, and that families may not necessarily be Canadian citizens, the sub-committee recommends the removal of the remaining Catholic School Trustee Qualifications for CSAC Chair.

Administration is bringing forward the policy, as approved in principle, with amendments set out within section 3.1; and the administrative procedure to be received for information.

**FINANCIAL IMPACT:**

N/A

**TIMELINES:**

The draft amended policy SC:01 Catholic School Advisory Councils brought forward for final approval.

Implementation: Upon receiving Board approval, the amended policy and supporting administrative procedure will be communicated to Principals/Vice Principals, Parent Involvement Committee Executive, Catholic School Advisory Councils and posted to the board's public web site.

**APPENDICES:**

- Amended Draft Policy SC:01 Catholic School Advisory Councils
- Amended Draft Administrative Procedure PR SC:01 Catholic School Advisory Councils

**REPORT REVIEWED BY:**☐

EXECUTIVE COUNCIL:

Review Date: --

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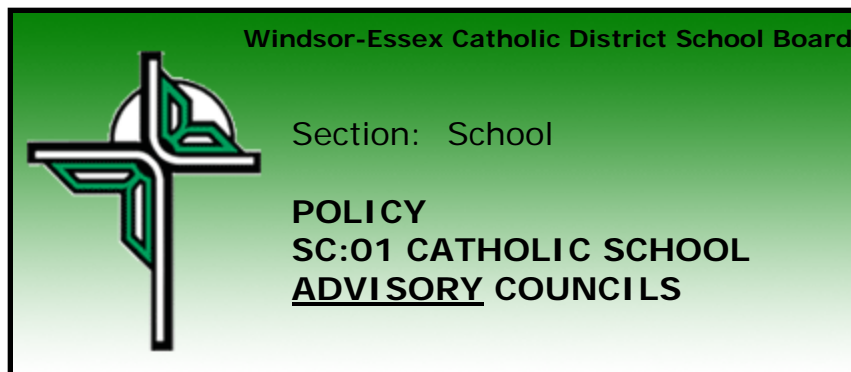
EXECUTIVE SUPERINTENDENT:

Approval Date: May 17, 2022

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DIRECTOR OF EDUCATION:

Approval Date: May 17, 2022



NUMBER:	SC:01
EFFECTIVE:	June 26, 2001
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	<u>2025-2026</u> <u>2027-2028</u>

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## 1.0 OBJECTIVE

- 1.1 The Windsor-Essex Catholic District School Board believes that parents are the primary educators of their children and that Catholic schools extend and complement the educational process begun and continued by parents.
- 1.2 The Windsor-Essex County District School Board's Mission Statement:  
*In keeping with the virtues of our Catholic faith, we are called to know every student, to inspire them to follow the example of Jesus, and empower them with the knowledge and skills they need to live purposeful, meaningful lives.*

The Windsor-Essex County District School Board's Vision Statement:  
*Building communities of faith, hope and service.*

## 2.0 GUIDING PRINCIPLES

- 2.1 The purpose of the Catholic School Advisory Council (CSAC) is, through the active participation of parents, to improve student achievement and to enhance the accountability of the Catholic education system to parents.
- 2.2 Catholic School Advisory Councils shall reinforce the idea of the school as one of the institutions which convey and express the life of the Church and Gospel values.
- 2.3 The Catholic School Advisory Council's primary means of achieving its purpose is by making recommendations in accordance with Regulation 612/00 (School Councils) to the Principal of the school and the board that established the council.
- 2.4 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.

## 3.0 SPECIFIC DIRECTIVES

- 3.1 It is expected that the membership of CSAC shall reflect the diversity of the Catholic school community. All members of the CSAC shall demonstrate a firm commitment to Catholic education and support, in action and words, the philosophy, ~~and~~ goals, vision

## **POLICY SC:01 Catholic School Advisory Councils**

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and mission of the Windsor-Essex Catholic District School Board. A person is qualified to be a parent member of a school council if they are a parent of a student who is enrolled in the school. The elected Chair of the CSAC shall be Roman Catholic. ~~have the following Catholic School Trustee Qualifications.~~

- ~~Is a Canadian citizen;~~
- ~~Is Roman Catholic;~~
- ~~Is at least 18 years old; and~~
- ~~Is a separate school board supporter and qualifies as a separate school elector for the English language district school board.~~

### **4.0 RESPONSIBILITY**

- 4.1 The Director shall be responsible for the implementation of this policy and all supporting procedures.


### **5.0 REVIEW AND EVALUATION**

- 5.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.
- 5.2 This policy will be reviewed in the 2027-2028 policy review cycle.

### **6.0 REFERENCES**

Education Act, Section 170, 17.1  
Ontario Regulation 612/00  
Ontario Regulation 298  
School Councils: A Guide for Members, Revised 2002

Board Policies  
Pr SC: 01 Catholic School Advisory Councils  
A:14 Promoting and Supporting Equity and Inclusion Within a Catholic Community  
SC:02 Fundraising  
SC:09 School Volunteers  
SC:15 Code of conduct



**Windsor-Essex Catholic District School Board**

Section: School

**ADMINISTRATIVE PROCEDURE:**  
**Pr SC: 01 CATHOLIC SCHOOL**  
**ADVISORY COUNCILS**

NUMBER:	Pr SC: 01
EFFECTIVE:	June 26, 2001
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	<del>2025-2026</del> <u>2027-2028</u>

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## 1.0 PURPOSE

1.1 The purpose of this administrative procedure is to provide guidelines to assist parents/guardians, principals, teachers and the school communities of the Windsor-Essex Catholic District School Board to support the Catholic School Advisory Councils.

1.2 The Windsor-Essex County District School Board's Mission Statement:  
*In keeping with the virtues of our Catholic faith, we are called to know every student, to inspire them to follow the example of Jesus, and empower them with the knowledge and skills they need to live purposeful, meaningful lives.*

The Windsor-Essex County District School Board's Vision Statement:  
*Building communities of faith, hope and service.*

## 2.0 MANDATE OF CATHOLIC SCHOOL ADVISORY COUNCILS

2.1 Each member of the Catholic School Advisory Council (CSAC) shall commit to the mission statement of the Windsor-Essex Catholic District School Board. CSACs are advisory bodies which will make recommendations to assist the Principal and, where appropriate, school Board Trustees, in their decision-making on educational issues as outlined in Regulation 612/00. The advice should be based on consultation of the school community, and the best interests of students throughout the school. CSACs must operate within the legislation of the Ministry of Education and board policies and procedures.

## 3.0 MEMBERSHIP, ELECTION AND TERM OF OFFICE

3.1 A Catholic School Advisory Council shall be composed of the following members:

- a) School Principal
- b) Parents and guardians of students enrolled in the school
- c) Teaching representative
- d) Non-teaching representative
- e) Student (elementary and secondary)
- f) Ontario Association of Parents in Catholic Education representative
- g) Parish priest or designate
- h) Community member

## Admin Procedure Pr SC: 01 Catholic School Advisory Councils

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Membership in CSAC shall be determined in the following ways:

### 3.2 School Principal

The school Principal shall be a designated member.

### 3.3 Parents/Guardians

Parents shall be elected by the parents and guardians of students enrolled in the school. A person is qualified to be a parent member of a school council if they are a parent of a ~~pupil~~ student who is enrolled in the school. The number of parents/guardians is expressed in the Council's By-Law. Parent members shall constitute a majority of the members of the CSAC.

### 3.4 Teaching Representative

Teacher representation shall be elected by members of the teaching staff and shall be a teacher that is employed at the school.

### 3.5 Non-Teaching Representative

Non-teaching representation shall be elected by members of the non-teaching staff and shall be a non-teaching representative that is employed at the school.

### 3.6 Elementary Student

Elementary student representation shall be one ~~pupil~~ student selected at the discretion of the Principal in consultation with the CSAC.

### 3.7 Secondary Student

Secondary representation shall be one ~~pupil~~ student appointed by the Student Council; or, if there is no Student Council, one ~~pupil~~ student elected by the student population.

### 3.8 Ontario Association of Parents in Catholic Education

The Ontario Association of Parents in Catholic Education is an association of parents/guardians established to provide an awareness of the role of the student, parent, teacher and clergy in providing the best possible Catholic education. O.A.P.C.E wishes to work in co-operation with Catholic School Advisory Councils to provide support at the local level and as an additional voice at the provincial level.

OAPCE representation shall be one member appointed by the Ontario Association of Parents in Catholic Education if the Association exists in the school.

### 3.9 Community Member

Representation from the community shall be appointed by the Catholic School Advisory Council and not an employee of the school. If the community representative is employed elsewhere by the board, they must inform the CSAC members of their employment prior to appointment.

### 3.10 Parish Priest or designate

Parish representation shall be selected by the local school parish(es).

## Admin Procedure Pr SC: 01 Catholic School Advisory Councils

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### Elections

- 3.11 An election of parent members of a school council shall be held during the first thirty (30) days of each school year, on a date that is fixed by the Chair or Co-Chairs of the school council after consulting with the Principal of the school. At the completion of elections, every effort should be made to have all positions filled. Should position(s) remain vacant, the Council shall have the responsibility to attempt to fill such vacancy (i.e. from within the appropriate groups). A vacancy shall be filled by election or appointment in accordance with the By-law of the Council. A vacancy in the membership of a School Council does not prevent the Council from exercising its authority.

### Term of Office

- 3.12 The term of office for elected and appointed positions shall not exceed one (1) year. Elected and appointed members may seek additional terms, unless otherwise provided by the By-law of the Council.

## 4.0 OPERATIONS

- 4.1 All Catholic School Advisory Council members shall be considered equal partners, with equal voting rights. The Principal of the school is not entitled to vote in votes taken by the School Council or by a committee of the School Council.
- 4.2 The Council shall operate in a manner that uses consensus and compromise as the preferred method for developing recommendations and plans.
- 4.3 The Chair(s) of the Council shall be a member who is also a parent or guardian of students enrolled in the school; shall be Roman Catholic; and shall be elected by the Council. A person who is employed by the board that established the Council cannot be the Chair or Co-Chair of the Council. Further, a Trustee cannot be a member of a School Council established by the Board but are invited to attend CSAC meetings.
- 4.4 The members of Council shall be established annually within the first thirty (30) days of the school year, and a directory of ~~current~~ executive members shall be published and submitted to the appropriate Supervisory Officer.
- 4.5 The Catholic School Advisory Council shall establish a meeting schedule of at least four (4) meetings per school year and publicize these dates. General members of the school community shall be invited to attend the meetings of the Council and to voice their opinions and concerns on all issues appearing on the agenda. All meetings of a School Council shall be open to the public and the School Council is entitled to hold its meetings at the school. A meeting of a School Council cannot be held unless a majority of the current Council members are present at the meeting and a majority of the members of the Council who are present at the meeting are parent members.
- 4.6 A School Council shall keep minutes of all its meetings and shall keep records of all of its financial transactions. The minutes shall be available at the school for examination

## Admin Procedure Pr SC: 01 Catholic School Advisory Councils

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without change by any person. Minutes and records that are more than four (4) years old need not be made available. A School Council shall not be incorporated.

- 4.7 There shall be no honorarium paid to members of the Catholic School Advisory Council.

### 5.0 CONSTITUTION AND BY-LAW

Any provisions of a School Council's constitution or By-laws which are contrary to or inconsistent with the policies of the board shall be deemed invalid and of no effect, and the board's policy shall apply.

~~5.1 School council may make by-laws governing the conduct of its affairs.~~

5.1 Every School Council shall make the following By-law:

- i. A By-law that governs election procedures and the filling of vacancies in the Membership of the School Council.
- ii. A By-law that establishes rules respecting participation in School Council proceedings in cases of conflict of interest.
- iii. A By-law that, in accordance with any applicable policies established by the board that established the Council, establishes a conflict resolution process for internal School Council disputes.

5.2 Individual School Councils and/or Principals ~~are encouraged to shall~~ elect/appoint a School Council representative to the ~~elementary or secondary umbrella school council committee.~~ WECDSB's Parent Involvement Committee.

### 6.0 INTERNAL SCHOOL COUNCIL DISPUTES

6.1 An internal School Council dispute shall be defined as:

- i. any issue on which the voting members of the Council are unable to achieve consensus for the purpose of making a recommendation to the Principal of the school or the board.
- ~~ii. a disagreement as to the powers of the council or the proper procedures to be followed with respect to any matter.~~
- iii. a disagreement among the members of the Council as to the interpretation or application of the Council's By-law, board policies, the Regulation governing School Councils, or the status of any member of the Council at a given time.
- iv. any issue on which the voting members of the Council are unable to achieve consensus with respect to the manner in which funds are to be raised and the purpose(s) for which they are to be used.

6.2 The mechanism for resolving an internal School Council dispute shall be as follows:  
STEP ONE

- i. The issue and a concise summary of the disagreement shall be put in written form by the Principal and School Council Chair and submitted to the Superintendent in charge of the school.



## Admin Procedure Pr SC: 01 Catholic School Advisory Councils

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- ii. The Chairperson of the school council, a parent of the School Council representing the opposing view, the Principal and the Superintendent shall meet to discuss the issue. If consensus is reached on the appropriate resolution of the dispute, the Chairperson of the Council shall report to the School Council.

### STEP TWO

- i. If no consensus is reached at Step One, the issue and a concise summary of the disagreement shall be put in written form by the Superintendent and submitted to the Director.
- ii. The same four individuals as in Step One shall meet with the Director of Education or their designate, and the local School Trustee and the Board Chaplain to discuss the issue. If a consensus is reached on the appropriate resolution of the dispute, the Chairperson of the Council shall report to the School Council.

### STEP THREE

- i. If no consensus is reached at Step Two, the issue and a concise summary of the disagreement shall be put in written form by the Director of Education or their designate to the Chairperson of the School Board.
- ii. The same four individuals as in Step One shall meet with the Trustees to discuss the issue. If a consensus is reached on the appropriate resolution of the dispute, the Chairperson shall report to the School Council. If a consensus is not reached, the Trustees have the right to make a final decision in the matter.

## 7.0 BOARD / COMMUNITY COMMUNICATION PROTOCOL

- 7.1 The Principal shall be the spokesperson for school related issues.
- 7.2 The Catholic School Advisory Council Chairperson shall be the spokesperson for matters outlined in School Council legislation and/or regulations.
- 7.3 At all times, the consultation process shall be facilitated through a consensus building partnership, at the school level by the Principal and the Catholic School Advisory Council Chairperson. The consultative process must reflect strategies that encompass the whole school community (surveys, special meetings, etc).
- 7.4 The Catholic School Advisory Council Chairperson, in consultation with the Principal, shall facilitate the operation of the Catholic School Advisory Council.
- 7.5 Catholic School Advisory Council recommendations/advice shall be ~~referred~~ communicated by the Chairperson to the Principal or to the Board for further action. Referrals Recommendations to the Board should be completed in writing and delivered to the Secretary of the Board.

## 8.0 ROLES AND RESPONSIBILITIES OF THE CATHOLIC SCHOOL ADVISORY COUNCIL

## Admin Procedure Pr SC: 01 Catholic School Advisory Councils

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- 8.1 The Catholic School Advisory Council is an **advisory body**. It shall provide advice to the school Principal and, where appropriate, the Board on any matter.
- 8.2 Catholic School Advisory Council members shall examine all issues from the school standpoint. If members consider themselves in conflict of interest they should excuse themselves from the issue. When meeting, members shall not be allowed to discuss specific parents, students, school/Board Trustees, personnel or other Council members. Members shall be aware of and respect the protections regarding certain matters set out in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- 8.3 The Catholic School Advisory Council shall communicate regularly with parents and other members of the Catholic community to seek their views and preferences in matters being addressed by the Council, and to report on the activities of the Council to the Catholic school community.
- 8.4 The Council shall make every effort to ensure that the views of students, parents, teachers and staff are understood by the Council so that it can benefit from the ideas and expertise of community members.
- 8.5 The Council shall promote the best interest of the entire school community.
- 8.6 The advice of Council shall be communicated only through the Chairperson or their designate. The opinion of individual members cannot constitute the position or advice of the Council and individual members shall have no standing in the Internal School Council Disputes mechanism (Section 6).
- 8.7 Every School Council shall annually submit a written report on its activities to the Principal of the school and to the Board that established the Council. If the School Council engages in fundraising activities, the annual report shall include a report on those activities.

## 9.0 ROLES AND RESPONSIBILITIES OF CATHOLIC SCHOOL ADVISORY COUNCIL MEMBERS

- 9.1 The **Chairperson**, elected by the Catholic School Advisory Council members, shall:

- call Catholic School Advisory Council meetings;
- prepare, in cooperation with the Principal, the agenda for Catholic School Advisory Council meetings;
- chair Catholic School Advisory Council meetings;
- ensure that the minutes of the Catholic School Advisory Council meeting are recorded and maintained;
- participate in information and training programs;
- communicate with the school Principal; and
- ensure that there is regular communication with the Catholic school community; and
- ~~consult with the Board senior staff and trustees, as required; and~~

## Admin Procedure Pr SC: 01 Catholic School Advisory Councils

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- ensure that an annual report on the Council's activities is prepared, circulated to Council members and submitted to the appropriate Supervisory Officer.

### 9.2 Members of the Catholic School Advisory Council shall:

- participate in Council meetings;
- participate in information and training programs;
- act as a link between the Catholic School Advisory Council and the community;
- encourage the participation of parents from all groups and other people within the Catholic school community;
- help set the goals, priorities and procedures of the Council; and
- keep in the forefront the best interests of the entire Catholic school community.

### 9.3 The **Principal** of the school shall:

- communicate and consult with the Chair of the School Council on a regular basis;
- upon request of the School Council, the Principal shall provide relevant information on matters pertaining to the school budget;
- provide for the prompt distribution to each member of the School Council of any materials received by the Principal from the Ministry that are identified by the Ministry as being for distribution to the members of School Councils;
- post any materials distributed to members of the School Council in the school in a location that is accessible to parents (see above);
- in each school year not later than thirty (30) days following the election of parent members of the School Council, make the names of the executive members of the School Council known to the parents of the pupils students enrolled in the school, by publishing ~~those names in a school newsletter or by such other means as is likely to bring~~ the names to the attention of the parents;
- attend every meeting of the School Council, and if unable to attend, unless they are unable to do so by reason of illness or other cause beyond their control and appoint a designate to attend Council meetings., ~~if unable to attend;~~
- act as a resource person to the School Council and shall assist the Council in obtaining information relevant to the functions of the Council, including information relating to relevant legislation, regulations and policies; and
- consider each recommendation made to the Principal by the School Council and ~~shall~~ advise the council of the action taken in response to the recommendation, in a timely manner;
- assist with the electoral/appointment process and prior to the election, review Policy and Procedure SC:01 Catholic School Advisory Councils;
- seek input from the Council in areas for which it has been assigned advisory responsibility;
- act as a resource on laws, regulations, board policies, and collective agreements;
- obtain and provide information required by the Council to enable it to make informed decisions;
- communicate with the Chair of the Council;

## Admin Procedure Pr SC: 01 Catholic School Advisory Councils

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- ensure that copies of the minutes of the Council's meetings are accessible at the school and that copies are sent to the appropriate Supervisory Officer and local Trustees;
- assist the Council in communicating with the school community;
- encourage the participation of parents from all groups and other people within the school community; and
- the Principal shall, on behalf of the School Council, give a copy of the School Council Annual Report to every parent of a ~~pupil~~ student who, on the date that the copy is given, is enrolled in the school.

In addition, the Principal is obligated to solicit the views of the School Council under the *Education Act* and the regulations. The school Principal shall solicit the views of the School Council with respect to the following matters:

- a. The establishment or amendment of school policies and guidelines that relate to ~~pupil~~ student achievement or to the accountability of the education system to parents, including,
  - i. a local code of conduct established under subsection 303 (1) or (2) of the *Act* governing the behaviour of all persons in the school, and
  - ii. school policies or guidelines related to policies and guidelines established by the board under subsection 302 (5) of the *Act* respecting appropriate dress for ~~pupils~~ students in schools within the board's jurisdiction.
- b. The development of implementation plans for new education initiatives that relate to ~~pupil~~ student achievement or to the accountability of the education system to parents, including,
  - i. implementation plans for a local code of conduct established under subsection 303 (1) or (2) of the *Education Act* governing the behaviour of all persons in the school; and
  - ii. implementation plans for school policies or guidelines related to policies and guidelines established by the board under subsection 302 (5) of the *Education Act* respecting appropriate dress for ~~pupils~~ students in schools within the board's jurisdiction.
- c. School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of ~~pupils~~ students, and the communication of those plans to the public.

### 10.0 ROLES AND RESPONSIBILITIES OF THE BOARD

- 10.1 In addition to its other obligations to solicit the views of School Councils under the *Education Act*, every board shall solicit the views of the School Councils established by the board with respect to the following matters:
  - a. The establishment or amendment of board policies and guidelines that relate to ~~pupil~~ student achievement or to the accountability of the education system to parents, including,
    - i. policies and guidelines established under subsection 302 (1) of the *Education Act* with respect to the conduct of persons in schools within the board's jurisdiction;

## Admin Procedure Pr SC: 01 Catholic School Advisory Councils

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- ii. policies and guidelines established under subsection 302 (5) of the *Education Act* respecting;
- iii. appropriate dress for ~~pupils~~ students in schools within the board's jurisdiction;
- iv. policies and guidelines respecting the allocation of funding by the board to School Councils;
- v. policies and guidelines respecting the fund-raising activities of School Councils; and
- vi. policies and guidelines respecting conflict resolution processes for internal School Council disputes.

The board that established a School Council shall consider each recommendation made to the Board by the Council and shall advise the Council of the action taken in response to the recommendation, in a timely manner.

Further, the board shall:

- a. Seek advice from a recognized spokesperson from local Catholic School Advisory Councils.
- b. Solicit the views of School Councils on selection criteria and placement of Principals and Vice-Principals.
- c. Solicit the views of School Councils on board action plans for improvement based on EQAO reports on results of tests.
- d. Circulate pertinent information to Catholic School Advisory Councils as it becomes available that shall enable them to fulfil their role as an advisory body.
- e. Provide the Council with all changes and amendments to legislation regarding Catholic School Advisory Councils sent from the Ministry of Education. ~~and Training~~
- f. Work in partnership with the Catholic School Advisory Councils to provide training and information for Council members.
- ~~g. Develop a Handbook for Catholic School Advisory Councils and ensure that it is available in all our schools.~~
- h. Allocate funding to School Councils for School Council expenses based on funding provided by the Ministry of Education specifically identified for the operation of School Councils.
- i. Allocate funding to School Councils for expense reimbursement for members based on the funding provided by the Ministry of Education specifically identified for legitimate expenses of School Council members.



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

**Meeting Date:**  
May 24, 2022

## BOARD REPORT

**Public** ☒ **In-Camera** ☐

**PRESENTED FOR:** Information ☐ Approval ☒

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Emelda Byrne, Director of Education  
Melissa Farrand, Executive Superintendent of  
Student Achievement K-12

**SUBJECT:** **AMENDED DRAFT POLICY SC:15 CODE OF CONDUCT**

### RECOMMENDATION:

**That the Board provide final approval to Amended Draft Policy SC:15 Code of Conduct and Appendix A: Windsor-Essex Catholic District School Board Code of Conduct**

### SYNOPSIS:

Final approval is requested for Amended Draft Policy SC:15 Code of Conduct as previously approved in principle by the Board of Trustees on April 26, 2022.

### BACKGROUND COMMENTS:

The policy working sub-committee has reviewed the amended board policy for compliance and current practices. The attached draft policy satisfies all requirements.

The draft policy and administrative procedure were circulated and posted for public input on April 6 to May 13, 2022. There has been no suggestions received respecting provisions of the draft policy.

### FINANCIAL IMPACT:

N/A

### TIMELINES:

The amended draft policy SC:15 Code of Conduct is brought forward for final approval.

**Implementation:** Upon receiving Board approval, the amended policy and supporting administrative procedure will be communicated to Principals/Vice Principals, Parent

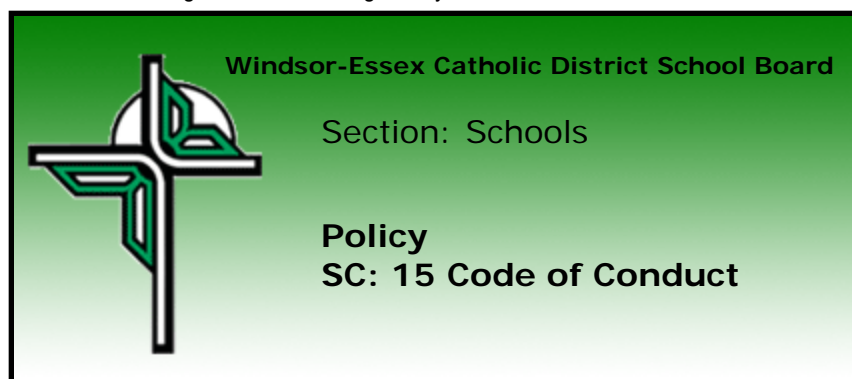
Involvement Executive Committee, Catholic School Advisory Councils and posted to the board's public web site.

**APPENDICES:**

- Amended Draft Policy SC:15 Code of Conduct
- Appendix A: Windsor-Essex Catholic District School Board Code of Conduct

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 17, 2022
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 17, 2022
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 17, 2022



POLICY:	SC: 15
EFFECTIVE:	Jan 29, 2008
AMENDED:	Feb 26, 2013
RELATED POLICIES:	Refer to References
REPEALS:	
REVIEW DATE:	<del>2015-2016</del> <u>2027-2028</u>

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## 1.0 OBJECTIVES

- 1.1 To ensure that the Code of Conduct of the Windsor-Essex Catholic District School Board promotes the mission and vision of the Board and provides a framework for individual schools to follow when reviewing their existing local, school-based codes of conduct.
- 1.2 The objectives of the Provincial Code of Conduct established by the Ministry of Education and the Board's Code of Conduct are the same and include the following:
  - a) To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity;
  - b) To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
  - c) To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
  - d) To encourage the use of non-violent measures to resolve conflict;
  - e) To promote the safety of people in the Board's schools;
  - f) To ~~discourage~~ prevent the use of alcohol, vaping and illegal drugs and, except by a medical cannabis user, cannabis; and
  - g) To prevent bullying in schools.

## 2.0 DEFINITIONS

- 2.1 *School Climate* – may be defined as the learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions. Principles of equity and inclusive education are embedded in the learning environment to support a positive school climate and a culture of mutual respect. A positive school climate is a crucial component of bullying prevention.

## 3.0 GUIDING PRINCIPLES

- 3.1 The Board shall remain faithful to its Vision and Mission Statement, which call students, parents, teachers, staff and the community to work together to Build communities of faith, hope and service. ~~as a partnership of school, family and parish~~



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**Policy SC: 15 Code of Conduct**

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- ~~to provide an education that is rooted in the teachings of Jesus in the Gospel.~~ In keeping with the virtues of our Catholic faith, we are called to know every student, to inspire them to follow the example of Jesus, and to empower them with the knowledge and skills they need to live purposeful, meaningful lives.
- 3.2 A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment.
- 3.3 All students, parents, teachers, and staff members have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate. The promotion of strategies and initiatives such as Student Success and character development, along with the employment of prevention and intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports student achievement and the well-being of all students.
- 3.4 Responsible Christian citizenship involves appropriate participation in the faith and civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- 3.5 School boards have a duty under the Ontario Human Rights Code to provide appropriate accommodations to students and employees of the board, including educators. If a student or other person employed by the board requires the use of a personal mobile device as an accommodation under the Human Rights Code, school boards are obligated to allow such accommodation.
- 3.6 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**

- 4.1 The Principal of each school shall review their school's local code of conduct and modify it where necessary to ensure that it is consistent with the Provincial Code of Conduct and the Board's Code of Conduct.
- 4.2 Appendix A is the WECDSB Code of Conduct. It sets out minimum requirements for each school's local Code of Conduct. These are mandatory for inclusion in each school's local code of conduct and are based on requirements of the Ministry of Education.
- 4.3 The provincial Code of Conduct and the Board's Code of Conduct set clear standards of behaviour that shall be incorporated into each school's local Code of Conduct and shall be applied not only to students, but also to all individuals involved in the publicly funded school system – parents, volunteers, teachers, staff members, and visitors, whether they are during instructional time in the classroom, in a virtual

Policy SC: 15 Code of Conduct

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learning environment, on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

- 4.4 In reviewing and developing the school's local Code of Conduct, the Principal must take into consideration the views of the school council. In addition, ~~he or she~~ they should:
- Seek input from students, staff, parents, and members of the school community;
  - Include procedures and timelines for review. The School's Code of Conduct shall be reviewed at least every three (3) years, in accordance with Board Policy;
  - Develop a communications plan that outlines how these standards of behaviour and the Code of Conduct will be made clear to everyone, including parents whose first language is a language other than English or French (as requested).
- 4.5 Each school's code of conduct shall encourage members of the school community to develop knowledge of God and the teachings of Jesus Christ in a faith atmosphere.
- 4.6 ~~The Principal of a school shall maintain a Principal's Handbook that shall include the School's Code of Conduct.~~
- 4.6 The local codes of conduct shall be ~~communicated to~~ made available by the Principal, to all members of the school community.
- 4.7 To restrict the use of personal mobile devices during instructional time, unless they are required: for health and medical purposes, to support special education needs, or for educational purposes, as directed by an educator.
- 4.8 ~~The Principal shall file with the Superintendent of Education a current copy of the school's local Code of Conduct.~~

**5.0 RESPONSIBILITY**

- 5.1 The Director of Education and the Principal of each school shall be responsible for the implementation of this policy.
- 5.2 The Director of Education (or Designate) shall ensure that where the Board enters into an agreement with a third party with respect to the rental of school space, that a requirement is included in the agreement providing that the third party follow standards that are consistent with the Provincial/Board Code of Conduct.

**6.0 REVIEW AND EVALUATION**

- 6.1 This policy and the Board's Code of Conduct shall be reviewed at least every three years and shall be scheduled for review during the 2025-2026 ~~2015-2016~~ policy review cycle.

**7.0 REFERENCES**

Education Act R.S.O. 1990, c. E.2 Part XIII Behaviour, Discipline and Safety  
 Ontario Regulation 472/07 Suspension and Expulsion of Pupils  
Ontario Regulation 440/20 Suspension of Elementary School Pupils  
 Ontario Regulation 474/07 Access to School Premises  
 Ministry of Education Policy/Program Memorandum No. 141 School Board Programs for Students on Long-Term Suspension  
 Ministry of Education PPM No. 142 School Board Programs for Expelled Students  
 Ministry of Education PPM No. 145 Progressive Discipline and Promoting Positive Student Behaviour  
 Ministry of Education PPM No. 128 The Provincial Code of Conduct and School Board Code of Conduct 2018 and 2019  
 Ministry of Education PPM No. 144 Bullying Prevention and Intervention  
Parent's Guide to the Provincial Code of Conduct  
Cellphones and Other Personal Mobile Devices in Schools- Questions and Answers for Parents and Guardians

Related Board Policies/Procedures:

A: 12 Code of Ethics  
 A: 14 Promoting and Supporting Equity-& Inclusion within a Catholic Community  
 A: 20 Transportation Policy/Procedures  
 A: 31 Accessibility Standards for Customer Service  
 A: 32 Integrated Accessibility Standards  
 B: 06 Access to School Premises  
 B: 01 Smoke Free Schools and Sites  
 B: 05 Property Damage/Vandalism/Theft  
 H: 08 Workplace Harassment  
 H: 19 Violence Prevention in the Workplace and Program for Violence Prevention  
 SC: 03 Acceptable Use of the Internet (students)  
 SC: 04 Field Trips Policy/Procedure  
 SC: 18 Bullying Prevention and Intervention Policy/Procedure  
 ST: 04 Attendance and Punctuality  
 ST: 05 Student Discipline Policy/Procedure  
 ST: 18 Physical Intervention  
 ST: 19 School Dress Codes



**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

1325 California Avenue  
Windsor, ON N9B 3Y6  
Telephone: (519) 253-2481 FAX: (519) 253-4819

**DRAFT**

**APPENDIX A  
SC:15 CODE OF CONDUCT**

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD  
CODE OF CONDUCT**

The following is mandatory for inclusion in each WECDSB school's local code of conduct and is based on the requirements established by the Ministry of Education.

**1.0 GUIDING PRINCIPLES AND PURPOSES OF THE CODE**

- 1.1 The standards of behaviour set out within this code apply not only to students, but also to all individuals involved in the publicly funded school system – parents, volunteers, teachers, staff members, and visitors – whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.
- 1.2 All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
- 1.3 To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community. This includes appropriate representation on digital platforms, appropriate profile icons.
- 1.4 To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- 1.5 To encourage the use of non-violent means to resolve conflict.
- 1.6 To promote the safety of people in the schools.
- 1.7 To ~~discourage~~ prevent the use of alcohol, vaping and illegal drugs and, except by a medical cannabis user, cannabis;
- 1.8 To prevent bullying in schools, including cyberbullying, and activities using electronic devices (recording, distributing);
- 1.9 To help ensure students can focus on learning, the use of cellphones and other personal mobile devices during instructional time be banned, unless they are required: for health and medical purposes, to support special education needs, or for educational purposes, as directed by an educator.

## Appendix A: SC:15 Code of Conduct

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### 2.0 ROLES AND RESPONSIBILITIES

#### 2.1 Parents

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- ~~show that they are~~ become familiar with the provincial code of conduct, the board's code of conduct, and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

#### 2.2 Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others; and
- follows the established rules and takes responsibility for their own actions.

#### 2.3 Principals

Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- empowering students to be positive leaders in their school and community; and
- communicating regularly and meaningfully with all members of their school community.

## Appendix A: SC:15 Code of Conduct

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### 2.4 Teachers and School Staff

Teachers and school staff, under the leadership of their principals, maintain ~~order in the school~~ a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- prepare students for the full responsibilities of citizenship.

### 2.5 Campus Ministers

The campus ministers in secondary schools of the Windsor-Essex Catholic District School Board, under the leadership of their principals, assist in fostering a safe environment when they:

- coordinate activities to promote school unity;
- facilitate communication among varied partners within the school community;
- ~~organize worship celebrations, which include Eucharist and Paraliturgies~~ Liturgies of the Word;
- ~~make available the reception of the sacraments;~~
- ~~facilitate retreats for staff and students;~~
- ~~liaise with local parishes;~~
- provide pastoral counseling for individual staff and students;
- make referrals to other school and community resources;
- strive to incorporate Gospel values in the life of the school community;
- initiate justice and peace issues and coordinate action plans; and
- contribute as a member of each local school's Crisis Response Team

### 2.6 School Board

School Boards provide direction to their schools that ensure opportunity, excellence and accountability in the education system. School boards:

- develop policies that set out how their schools will implement and enforce the Provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, safety and the principles of equity and inclusive education;

## Appendix A: SC:15 Code of Conduct

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- seek input from school councils, their Parent Involvement Committee, their Special Education Advisory Committee, parents, students, staff members, and the school community;
- review these policies regularly with students, staff, parents, volunteers and the community;
- establish a process that clearly communicates the Provincial Code of Conduct and school board codes of conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- ensure an effective intervention strategy and response to all infractions related to the standards for respect, civility, responsible citizenship and safety;
- provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment; and
- wherever possible, boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavour to share effective practices.

### 2.7 Police, Parish and Community Partners

- Through outreach, partnerships already in place may be enhanced and new partnerships with community agencies and members of the community may also be created. Community agencies are resources that the Board can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between the Board and community agencies and of formalizing the relationship between them.
- The police play an essential role in making our schools and communities safer.
- Police investigate incidents in accordance with the protocol developed with the Board. These protocols are based on a provincial model that was revised in ~~2014~~ **2015** by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

## 3.0 STANDARDS OF BEHAVIOUR

### 3.1 Respect, Civility & Responsible Citizenship

All members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;

## Appendix A: SC:15 Code of Conduct

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- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that personal mobile devices are only used during instructional time for the educational and other permitted purposes outlined;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully; and
- not swear at a teacher or at another person in a position of authority.

### 3.2 Safety

All members of the school community must not:

- be in possession of any weapon, including firearms;
- cause injury to any person with an object;
- use any object to threaten or intimidate another person;
- be in possession of, or under the influence of, or provide others with alcohol, vaping, cannabis (unless the individual has been authorized to use cannabis for medical purposes) and illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias; and
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.





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

**Meeting Date:**  
May 24, 2022

## 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:** AMENDED DRAFT POLICY T:06 HONORARIA FOR TRUSTEES

### RECOMMENDATION:

**That the Board approve, in principle, Amended Board Policy T: 06 Honoraria for Trustees.**

### SYNOPSIS:

The Amended Draft Policy T: 06 Honoraria for Trustees is recommended for approval in principle, to be returned for final approval June 21, 2022, subject to amendments, if any, arising out of the public consultation process.

### BACKGROUND COMMENTS:

Pursuant to *Ontario Regulation 357/06 - Honoraria for Board Members*, boards are required to establish a policy with respect to honoraria for board members, on or before October 15 of the calendar year in which a new term of office begins.

### Proposed Changes to Existing Policy/Procedure:

Board Policy T: 06 Honoraria for Trustees was first approved by the Board on October 24, 2006. Amendments and new language contained within the attached draft policy are underlined for highlighting purposes.

### Source and Rationale for the Proposals:

The ad-hoc policy working sub-committee is recommending that the amended policy be implemented in order to be compliant with recent amendments to O. Reg. 357/06.

### Results of Public Consultation Process:

On April 20, 2022, the draft policy was forwarded to Principals and Vice Principals, with a request to forward to school council chairs and staff members for their suggestions and comments. The draft was also forwarded to union and association representatives, trustees, the Parent Involvement Executive Committee and posted to the Board's website.

Suggestions and comments will be received from stakeholders until May 19, 2022, prior to the policy being returned to the Board for final approval on June 21, 2022.

**Impact On Other Policies and Procedures:**

The draft amended policy is consistent with existing board policy.

**Timetable For Implementing Policy and Procedure:**

The policy shall be implemented on November 15, 2022, commencing with the new four-year term of office for the Board of Trustees.

**Benefits of the Policy Proposals:**

The Policy Working Subcommittee recommends approval of the attached draft policy for compliance with legislation.

**Risks of Policy Direction and Mitigation Strategies:**

The existing policy needs to be amended in order to be compliant with recent amendments to Ontario Regulation 357/06 *Honoraria for Board Members*.

**Impact on Stakeholders and Plan For Communicating the Policies:**

Upon final approval, the policy shall be posted to the Board's public web site, and will be communicated with stakeholders under the current communication protocols.

**Measures for Assessing Policy Effectiveness:**

The effectiveness of the policy will be measured through feedback received from various stakeholders. The policy will be reviewed during the 2025-2026 policy review cycle for effectiveness, and to ensure adherence to legislative requirements or earlier as amendments are made to the regulation.

**FINANCIAL IMPACT:**

As indicated in the draft policy.

**TIMELINES:**

A report recommending final approval of the policy proposal, subject to amendments that may arise from the consultation process, will be presented at the Regular Board Meeting on June 21, 2022.

**APPENDICES:**

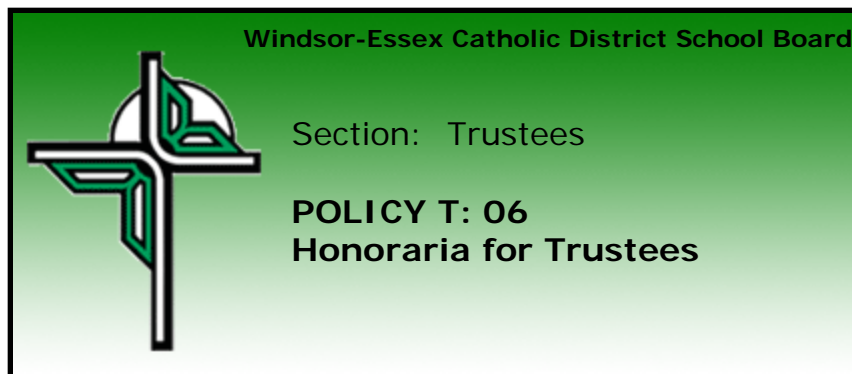
- Amended Draft Policy T:06 Honoraria for Trustees

**ONLINE RESOURCES:**

- Ontario Regulation 367/06 Honoraria for Board Members  
<https://www.ontario.ca/laws/regulation/060357>

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 17, 2022
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 17, 2022
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 17, 2022



<b>NUMBER:</b>	T: 06
<b>EFFECTIVE:</b>	Oct. 24, 2006
<b>AMENDED:</b>	Oct. 12, 2010 Oct 28, 2014 Oct. 23, 2018
<b>RELATED POLICIES:</b>	T:01, T:02
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	On or before <del>Oct. 15, 2022</del> Oct. 15, 2026

## 1.0 OBJECTIVE:

**DRAFT AinP**

- 1.1 To establish levels of honoraria for Trustees.

## 2.0 DEFINITIONS:

- 2.1 **Board Member** as referred to in Ontario Regulation 357/06 shall mean the same as “Trustee” for the purpose of this policy.
- 2.2 **Trustee** shall mean the same as “Board member” and shall not include Student Trustees.

## 3.0 GUIDING PRINCIPLES:

- 3.1 The honorarium for a Trustee, in respect of any year of ~~his or her~~ their term of office, shall consist of the following components:
- a) The base amount for the year.
  - b) The enrolment amount for the year.
- 3.2 ~~A year of a Trustee’s term of office is as follows:~~
- ~~a) In 2018, 2019 and 2020, the year of a member’s term of office begins on December 1 and ends on the following November 30.~~
  - ~~b) In 2021, the year of a member’s term of office begins on December 1 and ends on the following November 14.~~
  - ~~c) Beginning in 2022, a year of a member’s term of office begins on November 15 and ends on the following November 14.~~
- In 2022, 2023, 2024 and 2025, the year of a member’s term of office begins on November 15 and ends on the following November 14.
- 3.3 The Board may, at any time, change this policy such that a component is not paid for a year, the amount of a component is lowered for a year, or the percentage of the enrolment amount limit to be paid is lowered for a year. Should the Board change its policy, it may restore the original policy at any time.
- 3.4 The honorarium for Trustees does not apply to Student Trustees.

## **POLICY T: 06 Honoraria for Trustees**

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- 3.5 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:**

- 4.1 For each year of a term of office beginning on or after ~~December 1, 2018~~, November 15, 2022, the base amount for a Trustee shall be \$5,900.
- 4.2 For each year of a term of office beginning on or after ~~December 1, 2018~~, November 15, 2022, the base amount for the Chair shall be determined by adding \$5,000 to the amount in section 4.1 (above).
- 4.3 For each year of a term of office beginning on or after ~~December 1, 2018~~, November 15, 2022, the base amount for the Vice-Chair shall be determined by adding \$2,500 to the amount in section 4.1 (above).
- 4.4 Trustees shall be paid 100% of the maximum enrolment amount as determined for each year of the term.

### **5.0 RESPONSIBILITY:**

- 5.1 Senior Administration will ensure that the enrolment amount is determined for each year of the term, and that all payments are made in accordance with this policy and Ontario Regulation 357/06.

### **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 on or before October 15, 20226.

### **7.0 REFERENCES:**

Ontario *Education Act* s. 191  
 Ontario Regulation 357/06 *Honoraria for Board Members*  
~~*Public Sector Compensation Restraint to Protect Public Services Act, 2010*~~

Other related policies of the Board which support this policy are:  
 Policy A:14 Promoting and Supporting Equity & Inclusion within a Catholic Community  
 Policy T: 01 Student Trustee  
 Policy T: 02 Trustee Expenses and Board Services  
 Procedure Pr T: 02 Trustee Expenses and Board Services



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

**Meeting Date:**  
May 24, 2022

## 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:** **2022 MUNICIPAL ELECTION – ESTABLISHMENT OF COMPLIANCE AUDIT COMMITTEE**

### RECOMMENDATION:

**That the Board approve the establishment of a Compliance Audit Committee in accordance with the provisions of the Municipal Elections Act, 1996, as amended, to be composed of three members;**

**That the attached Terms of Reference for the 2022 Municipal Election Compliance Audit Committee be approved; and,**

**That administration be directed to solicit applicants for membership on the committee, and to return to the Board, prior to October 1, 2022, with a recommendation on the membership of the Compliance Audit Committee for the term November 15, 2022 to November 14, 2026.**

### SYNOPSIS:

In accordance with the *Municipal Elections Act, 1996 (MEA)*, prior to October 1 of an election year district school boards are required to establish a Municipal Election Compliance Audit Committee. This report provides details regarding this process and recommends the establishment of a Compliance Audit Committee composed of three external members.

### BACKGROUND COMMENTS:

#### Role of a Compliance Audit Committee

Compliance Audit Committees are required by the MEA to consider applications from eligible electors requesting audits of candidates' and registered third party campaign finances in relation to the 2022 Municipal Election, and any by-elections during the 2022-2026 term pursuant to the MEA. Committees may be required to appoint auditors and

determine if legal proceedings are required as a result of the auditors' reports or reports from the clerk of the municipality. The powers and functions of the Committee are set out in Section 88 of the MEA and are in place to ensure that the provisions pertaining to campaign finances have not been contravened and to follow the necessary steps to ensure compliance.

**Term of office**

Members of the Committee serve on an as needed basis for a four year term beginning on November 15, 2022 and ending November 14, 2026.

**Composition**

With respect to the composition of the Committee, the MEA sets out that there shall be no fewer than three and not more than seven members. In accordance with the MEA, the Committee shall not include: employees or officers of the municipality or school board; members of the council or local board; any persons who are candidates in the election for which the committee is established; or, any persons who are registered third parties in the municipality in the election for which the committee is established.

**Eligibility for appointment**

In addition to the above composition criteria, committee members with a background in accounting and audit, academic or legal backgrounds and/or other individuals with knowledge of election campaign finances are preferred. The selection process will be based upon choosing members who meet the following criteria: a demonstrated knowledge and understanding of municipal elections, including campaign financing rules; proven analytical and decision-making skills; experience working on a committee, task force or similar setting; and good oral and written communication skills.

**Recruitment process**

It is recommended that notification of the opportunity be placed on the Board website, along with an advertisement in the Windsor Star to solicit interested applicants for appointment to this committee. A follow-up report to approve the appointment of members to the Committee will be provided at the Regular Board Meeting of September 27.

**FINANCIAL IMPACT:**

Expenses related to the operations of the Committee will be funded from the School Board Administration and Governance Grant. The estimated cost of advertising in the Windsor Star to solicit applications for committee membership is \$350. In addition, the Board is responsible for costs related to the operation of the Committee, and where an auditor has been appointed by the Committee, the Board pays the auditor's costs.

It is further recommended that membership on the Committee be viewed as a public service, and therefore no stipend, per diem or reimbursement of expenses, such as mileage, by members be considered.

**TIMELINES:**

- September 27, 2022: Board approval of committee member appointments

**APPENDICES:**

- Draft 2022 Municipal Election Compliance Audit Committee Terms of Reference

**ONLINE RESOURCE:**

Section 88, Municipal Elections Act, 1996

- <https://www.ontario.ca/laws/statute/96m32#BK141>

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	May 17, 2022
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT	Approval Date:	May 17, 2022
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 17, 2022



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

## 2022 MUNICIPAL ELECTION COMPLIANCE AUDIT COMMITTEE

### TERMS OF REFERENCE (DRAFT)

#### DEFINITIONS

**Board** shall mean the Windsor-Essex Catholic District School Board.

**Candidate** shall mean a person who has been nominated under section 33 of the *Municipal Elections Act, 1996 (MEA)*

**Committee** shall mean the Compliance Audit Committee for the Windsor-Essex Catholic District School Board.

**Committee members** shall mean the members appointed to the Compliance Audit Committee for the Windsor-Essex Catholic District School Board by the Windsor-Essex Catholic District School Board.

**Registered third party** shall mean, in relation to an election in a municipality, an individual, corporation or trade union that is registered under Section 88.6 of the *Municipal Elections Act, 1996 (MEA)*

#### TERM OF OFFICE

The Committee must be established before October 1, 2022. The term of office is from November 15, 2022 to November 14, 2026 to deal with audit applications from the 2022 election and any by-elections during the election term.

#### PRIMARY OBJECTIVES

The powers and functions of the Committee are set out in Section 88 of the *Municipal Elections Act, 1996 (MEA)*. The Committee will perform the duties relating to the compliance audit application process as outlined in the MEA, including:

- consider compliance audit applications for candidates or registered third parties made by electors and decide whether they should be granted or rejected;
- appoint an auditor if the application is granted;
- receive the auditor's report;
- consider the auditor's report and decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- provide the decision of the Committee, and brief written reasons for the decision, to the contributor and to the clerk of the municipality or the secretary of the board, as the case may be.



## COMPOSITION

The Committee will be composed of three (3) members, with membership drawn from the following stakeholder groups:

- a) Accounting and audit: accountants or auditors with experience in preparing or auditing financial statements
- b) Academic: college or university professors with expertise in political science or local government administration
- c) Legal: lawyers, paralegal with experience in the MEA and the *Municipal Act 2001*,
- d) Other individuals with knowledge of the campaign financing rules of the MEA.

## MEMBERSHIP ELIGIBILITY

The Committee shall not include: employees or officers of the municipality or school board; members of the council or local board; any persons who are candidates in the election for which the committee is established; or, any persons who are registered third parties in the municipality in the election for which the committee is established. Should a member accept employment with the municipality or the Board or register as a candidate with the Board, their appointment will be terminated. To avoid a conflict of interest, any auditor or accountant appointed to the Committee must agree in writing to not undertake the audits or preparation of the financial statements of any candidates seeking election to the Board. Failure to adhere to this requirement will result in the individual being removed from the Committee.

## MEMBERSHIP SELECTION

Advertisement for available positions will be placed on the Board's website and in the Windsor Star. Administration may also utilize other targeted communications as deemed appropriate by the Executive Superintendent of Business, such as contacting the membership of the Institute of Chartered Accountants of Ontario, the Law Society of Upper Canada, the University of Windsor and St. Clair College to solicit interest from members or faculty to sit on the Committee. All applicants will be required to submit an Application for Appointment form outlining their qualifications and experience by a specified deadline. If necessary, due to the volume of applications received, a short list of applicants who meet the selection criteria will be prepared by the Executive Superintendent of Business for consideration by Board. Appointments are confirmed by Board resolution.

The selection process will be based upon choosing members who meet the following criteria:

- knowledge and understanding of municipal elections, including the campaign financing rules;
- proven analytical and decision-making skills;
- experience working on committees, task forces or similar settings;
- demonstrated knowledge of quasi-judicial proceedings;
- availability and willingness to attend meetings (day and/or evening); and
- excellent oral and written communication skills.

**REMOVAL OF MEMBERS**

The Board may be required to remove members from the committee for cause or if they:

- become ineligible for membership
- do not attend regular meetings of the committee.

**CHAIR**

The Committee called to hear a request for compliance audit shall select one of its members to act as Chair at the first meeting.

**MEETINGS**

The Committee shall meet as required to process an application for a compliance audit that has been filed in accordance with the MEA. The Committee shall meet within 30 days of receipt of an application to decide whether it should be granted or rejected.

Meetings will be scheduled by the Executive Superintendent of Business, in consultation with the Committee Chair, when a compliance audit application is received. The meetings of the Committee shall be open to the public, but the committee may deliberate in private. The Board's website will be utilized to communicate the meeting notices, agenda and minutes. Meetings will be held at the Windsor Essex Catholic Education Centre, 1325 California Avenue, Windsor, ON.

**REPORTS TO THE BOARD**

When a Compliance Audit is undertaken, a report will be provided to the Board for its information. The Executive Superintendent of Business will act as the main contact between the Committee and the Board, and will report on Committee activity as required.

**BUDGET AND STAFF SUPPORT**

Membership on the Committee is viewed as a public service, and therefore no stipend, per diem or reimbursement of expenses, such as mileage, by members will be considered. The Board is required to pay for any costs of an auditor appointed by the committee to conduct a compliance audit of the candidate's election campaign finances.

The Executive Superintendent of Business will establish administrative practices for the committee and will carry out other duties required under the MEA for the implementation of the Committee's decisions. Board staff will provide administrative support including the preparation/distribution of agenda and minutes. Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

**COMPLETION CRITERIA**

The mandate of the Committee will be considered complete at the end of each four year term of the Board of Trustees, at which time, a successor committee shall be appointed.

**TERMS OF REFERENCE REVIEW DATE**

Before each municipal election.



1325 California Avenue  
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CHAIRPERSON: Fulvio Valentinis  
DIRECTOR OF EDUCATION: Emelda Byrne  
Telephone: (519) 253-2481 FAX: (519) 974-8556

**Meeting Date:**  
May 24, 2022

## BOARD REPORT

**Public** ☒ **In-Camera** ☐

**PRESENTED FOR:** Information ☐ Approval ☒

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Emelda Byrne, Director of Education

**SUBJECT:** **REQUEST FOR STANDING OFFER APPROVAL – ROOF REPLACEMENT AT ST. GABRIEL CATHOLIC ELEMENTARY SCHOOL**

### RECOMMENDATION:

**That approval be given to the award of project and the issuance of a purchase order contract for roof replacement at St. Gabriel Catholic Elementary School in the amount of \$1,144,290 plus HST to Rauth Roofing Ltd., to be funded from the approved 2021-22 School Condition Improvement Budget.**

### SYNOPSIS:

This report provides a summary of the proposed roof replacement at St. Gabriel Catholic Elementary School.

### BACKGROUND COMMENTS:

At its meeting of June 15, 2021, the Board approved a budget of \$12,469,000 for the School Condition Improvement program for the 2021-22 fiscal year. The School Condition Improvement budget is used to revitalize and renew aged building components that have exceeded or will exceed their useful life cycle.

In conjunction with the Purchasing Department, RFSO #19-03 (Roofing Supplies and Services, Waterproofing & Related Products & Services) was pursued for roof replacements through Kinetic GPO at the above-mentioned property on April 12, 2022.

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.

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. To fulfil this SO, Weatherproofing Technologies Canada was contacted.

#### **FINANCIAL IMPACT:**

A total of four (4) bidders submitted for this project. The bid results are summarized in the table below. All submissions were reviewed and accepted.

A summary of the bidders is provided below and is inclusive of contingency allowances:

<b>Bidder</b>	<b>Bid Amount (Total Stipulated Sum excluding taxes)</b>	<b>Separate Alternate Pricing (Excluding Taxes)</b>	<b>/ Bid Amount (Total Stipulated Sum excluding taxes)</b>
Accent Roofing & Siding 2998 Grand Marais Rd E#1 Windsor, ON N8W 1W4	\$1,649,000	\$(288,400)	\$1,360,600
Gillett Roofing Inc. 1916 Setterington Dr Kingsville, ON N9Y 2E5	\$1,487,400	\$339,855	\$1,827,255
Horizon Roofing Ltd. 3735 County Road 42 Windsor, ON N8V 0A5	\$998,500	\$236,800	\$1,235,300
<b>Rauth Roofing Ltd. 7830 McHugh Windsor, ON N8S 2B8</b>	<b>\$954,100</b>	<b>\$190,190</b>	<b>\$1,144,290</b>

The low bidder meeting specifications is Rauth Roofing Ltd., with a total bid of \$1,144,290 plus HST. Based on the information provided, there is sufficient funds remaining in the School Condition Improvement budget for the fiscal year of 2021-22 to complete this project. Given the availability of approved budget funds, administration is recommending awarding the noted project to the lowest bidder Rauth Roofing Ltd.

#### **TIMELINES:**

Upon approval, the contractor, Rauth Roofing Ltd., is available to commence work preparations upon issuance of purchase order. Work is scheduled to be completed by August 26, 2020.

#### **APPENDICES:**

- N/A

#### **REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 17, 2022
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 17, 2022
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 17, 2022