

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

## REGULAR BOARD MEETING Tuesday, February 28, 2023 at 7:00 p.m. Windsor Essex Catholic Education Centre St. John Paul II Board Room

#### **AGENDA**

		Page
1.	Call To Order	
2.	Opening Prayer	
3.	Land Acknowledgment	
4.	Recording of Attendance	
5.	Approval of Agenda	
6.	Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act</u> .	
7.	Presentation: a. Right to Read & Reading Interventions (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 January 31, 2023  ii) Minutes of the Regular Board Meeting of January 31, 2023	 1-12
	b. Items from the Committee of the Whole Board In-Camera Meeting of February 14, 2023	

- 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 January 19, 2023
     Meeting (M. Farrand)
  - b. Report: Parent Involvement Committee Executive Minutes of the November 9, 2022 Meeting (J. Ulicny)
  - c. Report: Equity and Inclusion Advisory Committee Minutes of the October 12, 22-26 2022 Meeting (M. Farrand)
- 12. Unfinished Business: None
- 13. New Business:
  - a. Report: Regular School Year Calendar 2023-2024 (M. Farrand)
     b. Report: Tender Approval: Phase 1 Building Upgrades at Sacred Heart Catholic Elementary School (E. Byrne)
- 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, March 28, 2023
  - Tuesday, April 25, 2023
  - Tuesday, May 23, 2023
  - Tuesday, June 13, 2023
  - Tuesday, June 20, 2023

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, January 31, 2023 at 7:00 p.m. Windsor Essex Catholic Education Centre St. John Paul II Board Room

#### **DRAFT MINUTES**

**PRESENT** 

Trustees: K. Bouchard J. Lazarus

M. DiMenna, *Vice-Chair*F. DiTomasso
B. Mastromattei
L. Soulliere

M. Heath F. Valentinis, *Chair* 

J. Iacono

M. Mikhael, Student Trustee A. Yonan, Student Trustee

**Regrets:** 

**Administration:** E. Byrne (Resource) M. Adams R. Lo Faso

J. Ulicny S. Bellaire C. Norris P. King K. Bull J. Tawil

M. Farrand S. Fields

**Board Chaplain:** Rev. L. Brunet

Others:

**Recorder:** B. Marshall

- 1. Call To Order Chair Valentinis called the meeting to order at 7:16 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 present. Vice Chair DiMenna participated electronically.
- 5. Approval of Agenda No amendments to the agenda,

Moved by Trustee DiTomasso and seconded by Trustee Heath that the January 31, 2023 Regular Board meeting agenda be approved as distributed. *Carried* 

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

#### 7. Presentation:

a. Recognition of St. Joseph Catholic Elementary School – Third Place Award Winners of the Ontario Catholic School Trustees' Association (OCSTA) "We Are Many – We Are One" Short-Video Contest

Last week, Director Byrne, Trustees Bouchard, Heath, Lazarus as well as Student Trustee Mikhael attended the Ontario Catholic School Trustees' Association in Toronto. On behalf of St. Joseph Catholic Elementary School, Director Byrne and Trustee Heath received their award.

The Ontario Catholic School Trustees' Association encouraged all Catholic school boards to invite students in grades 4 to 12 to participate in the annual OCSTA Short-Video Contest. Participants were asked to create a 2-minute video highlighting acts of Christian Service that give witness to our faith and embody the 2022-2023 Catholic Education Week Theme – "We are Many, We are One."

Executive Superintendent Farrand recognized and congratulated the grade 7 students and staff from St. Joseph Catholic Elementary School who received 3<sup>rd</sup> place in the elementary division.

Thank you to the students and staff at St. Joseph for your wonderful submission and your clear commitment to "place Christ and the teachings of the Catholic Church at the centre" of your school community.

To view the video click here.

Chair Valentinis congratulated Principal Cusinato, Vice Principal Cipparrone, student Matteo LaPosta and Teacher Marco Cian for his assistance. This recognition is not only for the school but also the Board. The background for each segment was impressive and inspiring for both students and staff on a daily basis.

#### b. Adult Education

St. Michael's Catholic Adult Secondary School provides a multitude of options for adult learners. Students may complete their diploma, upgrade courses, attend English as a Second Language (ESL) classes and receive assistance in preparation to integrate into Canada and future employment.

St. Michael's modes of instruction includes face-to-face (day school), hybrid (asynchronous eLearning with teacher availability), virtual learning (synchronous), full eLearning (asynchronous), and correspondence learning (work at your own pace). Prior Learning Assessment and Recognition (PLAR) evaluates student's life experiences with the possibility of receiving credits.

Additional programming includes English Second Language (ESL) night classes.

In partnership with St. Clair College, students are provided the opportunity to earn secondary school credits and college delivered dual credits through the Schools Within a College (SWAC) program.

Lastly, to assist and provide additional supports, St. Michael's partners with Catholic Central High School and the Board Community Ambassador, Unemployed Help Centre Hub of Opportunity, Multicultural Council of Windsor-Essex County, Women's Enterprising Skills Training (WEST) Windsor, YMCA and Windsor Transit.

Trustees provided comments and praise for this wonderful program offered to adult students.

Chair Valentinis commended Doug Sadler, presenter and Principal at St. Michael's as well as St. Michael's staff who attended the Board meeting. It was a beautiful presentation and thank you for the daily work and welcoming of adult students to the school.

- 8. Delegations: None
- 9. Action Items:
  - a. Previous Meeting Minutes
    - i) Minutes of the Special Committee of the Whole Board Meeting of January 17, 2023

Moved by Trustee Lazarus and seconded by Trustee Heath that the Minutes of the Special Committee of the Whole Board In-Camera meeting of January 17, 2023 be adopted as amended. *Carried* 

ii) Minutes of the Special Regular Board Meeting of January 17, 2023

Moved by Trustee Bouchard and seconded by Trustee Iacono that the Minutes of the Special Regular Board meeting of January 17, 2023 be adopted as distributed. *Carried* 

b. Items from the Special Committee of the Whole Board In-Camera Meeting of January 31, 2023

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a Special Committee of the Whole Board in-camera meeting on January 31, 2023 pursuant to the Education Act - Section 207, to consider security property of the board, specific labour relations, and other matters permitted or required to be kept private and confidential under the Municipal Freedom of Information and Protection of Privacy Act.

From the January 31, 2023 in-camera meeting:

Moved by Vice Chair DiMenna and seconded by Trustee Soulliere that the Board approve the recommendation exempt from access under Labour Relations matters, item 12a). *Carried* 

- 10. Communications:
  - a. External (Associations, OCSTA, Ministry): None
  - b. Internal (Reports from Administration):
    - i. Verbal Report: Community Planning and Partnership Annual Announcement

Senior Manager of Facilities Services Adams provided the following:

In March of 2015, the Ministry of Education released Memorandum 2015:B9 the Community Planning and Partnerships Guideline. The main purpose of the memorandum and guideline is to encourage boards to work with community partners in order to share facilities to the benefit of the boards, students and the community and to optimize the use of public assets owned by school boards. Any operation would occur during normal school hours.

The information being conveyed is that the Board currently does not have surplus space, which could be declared for facility partnerships at existing schools.

In accordance with Board Policy B:08 Community Planning and Partnerships, the Application of Interest for Community Facility Partnerships has been added to the board's website for any interested agency looking to submit a potential partnership plan and at any time, potential community partners wishing to discuss further opportunities with the Board can visit the board's website or contact the Board's Facilities Services Department.

Moved by Trustee Iacono and seconded by Trustee DiTomasso that Community Planning and Partnership Annual Announcement be received as information. Carried

ii. Verbal Report: Announcement: Official Opening and Blessing Ceremony of the New Catholic Central High School

Administration is pleased to publicly announce the Official Opening and Blessing Ceremony of the New Catholic Central High School scheduled for Thursday, February 16, 2023 at 9:15am. The Board are honoured to have Most Reverend Bishop Ronald Fabbro preside over the consecration of the Chapel, Prayer Service and Blessing of the School.

Moved by Trustee Mastromattei and seconded by Trustee Heath that the Announcement of the Official Opening and Blessing Ceremony of the New Catholic Central High School be received as information. *Carried* 

iii. Report: 2021-22 Community Use of Schools Annual Report

Addressing Trustee Soulliere's question, Executive Superintendent King indicated any surplus from Community Use of Schools is not rolled over from year to year but included in the overall board surplus.

Moved by Trustee Bouchard and seconded by Trustee Soulliere that the Board receive the 2021-22 Community Use of Schools Annual Report as information. *Carried* 

iv. Report: 2021-22 Annual Report on Trustee Expenses

Moved by Trustee Lazarus and seconded by Trustee DiTomasso that the Board receive the 2021-22 Annual Report on Trustee Expenses as information. *Carried* 

v. Report: Employee Purchasing Card Use 2021-22

Moved by Trustee Iacono and seconded by Trustee Bouchard that the Board receive the Employee Purchasing Card Use 2021-22 report as information. *Carried* 

vi. Report: 2022-23 First Interim Financial Variance Report

The following Trustee questions were addressed:

Trustee Soulliere – Inquired on the actuarial costs pertaining to Post Retirement Benefits. Executive Superintendent King indicated that at each year-end an Actuarial Valuation is prepared by an actuary that projects the benefit expenses and liabilities as of that year-end for the Board. The actuarial valuation also includes updated projections of benefit expenses and liabilities for future years. This is a practice common to all district school boards. When the 2022-23 Budget Estimates were prepared, the most recent projection of actuarially determined benefit expenses and liabilities was used. Subsequent to the development of the Budget Estimates, a new actuarial valuation was prepared for the 2021-22 fiscal year end. This valuation included a revised interest rate forecast which impacted the projection of forecast post-retirement benefit expenses. These revised post-retirement benefit expense forecasts are reflected in the variance report presented to Trustees, and result in variances from the original Budget Estimates.

Trustee Soulliere – For the past six (6) years or so, the board has an accumulated surplus. Realizing the board must retain a certain surplus to offset costs, Trustee Soulliere strongly urged administration to review programs and initiatives and begin allocating surplus funds to support students in areas of need.

Director Byrne mentioned senior administration revisited learning support services in the areas of literacy, numeracy and mental health and did add to the personnel complement. Supports have continued for tutoring in elementary and secondary schools and semester one de-streaming support for teachers will continue in math and science for semester two.

Follow Up: How is administration is supporting students in the post COVID era. Evaluate pre-COVID programs and supports to see if still effective. Find pressures and allocate funds to support and provide resources. Eg. Catholic School Advisory Councils are concerned on how to replace expired Chromebooks.

Director Byrne will review suggestions with senior administration but reiterated often personnel to support students are not available.

Trustee DiMenna – How much money is allowed to draw from reserves without receiving Ministry of Education approval?

In accordance with Ministry guidelines, boards are limited to a 1% deficit of the central allocation of funds to schools. For our board the amount is \$2.5M.

Student Trustee Mikhael mentioned that she and many other students benefitted from the after school tutoring program and supports the program extension to the end of the year.

Trustee Mastromattei supports the idea of allocating surplus funds to further support students but within parameters.

Trustee Bouchard inquired on the status of Child and Youth Workers (CYW) in the board's middle schools.

Superintendent Bull indicated all board high schools have CYW supports. The middle schools are attached to the High schools and if require CYW support, can access from the high school. Should the CYW not be available, system CYW will be referred. Superintendent Bull also commented on a pilot program Social Emotional Learning and

will provide data to Trustees upon completion of the program.

Trustee Bouchard inquired whether school renewal allocation funds are carried forward from previous years.

Executive Superintendent King confirmed school renewal funds are carried forward to the following year's allocation.

Follow Up: Can the board use these funds for beautification of schools and if so, what is the amount?

There are two (2) components to the school renewal; capital and operating in nature. The operating component is through the Facilities Services budget. The amount will be provided to Trustees.

Trustee Bouchard inquired on the Education Assistant complement.

Executive Superintendent King mentioned in September an additional 9.5 EAs based on new registrations of students with special needs.

Trustee Bouchard requested a report on the International Education Student Dormitory specifically how students are settling in, recreational activities, etc.

Director Byrne indicated after school programs and peer programs with high school students are offered.

Trustee Soulliere inquired on the International Education tuition.

International Education tuition is currently \$1400/month or \$14,000/year. The student dormitory is \$2200/month for long stay, \$1500-\$1600/month for short stay. The costs are comparable in other areas and affordable and management for families.

Trustee Iacono supports International Education and the student dormitory as it is not only beneficial to the international student but the non-tuition paying students as well. A cultural mosaic within our schools teaches all students many facets of life.

# Moved by Trustee Heath and seconded by Trustee Lazarus that the 2022-23 First Interim Financial Variance Report be received as information. *Carried*

vii. Report: 2023-24 Budget Schedule

Trustee Soulliere noticed when completing the survey, it captures the email address and thought the survey was confidential.

Communication Coordinators Fields will investigate.

# Moved by Trustee Iacono and seconded by Trustee Soulliere that the 2023-24 Budget Schedule be received as information. *Carried*

At this point in the meeting Chair Valentinis welcomed Michael Regis, the board's newly hired Equity, Diversity and Inclusion Advisor. Mr. Regis was sitting in the audience.

viii. Report: Windsor Essex Student Transportation Services (WESTS) Annual Report for the Year Ended August 31, 2022

Moved by Trustee Lazarus and seconded by Trustee Mastromattei that the 2021-22 Annual Report from Windsor-Essex Student Transportation Services (WESTS) be received as information. *Carried* 

ix. Report: Director of Education's Annual Report to the Community for 2022

Moved by Trustee Mastromattei and seconded by Trustee Heath that the Director's Annual Report to the Community for 2022 be received as information. *Carried* 

#### 11. Committee Reports:

a. Report: Child Care Advisory Committee Minutes of the October 13, 2022 Meeting

The Child Care Advisory Committee minutes states a target date for the opening of the St. Teresa of Calcutta day care is January 9, 2023. Trustee Soulliere wondered if the day care is open.

Senior Manager of Facilities Services Adams mentioned due to the delay of parts, which arrived this week, the day care was unable to open January 9. The installation of the parts will occur shortly with an expected opening 4 to 6 weeks. The day care provider is on board with the timeline.

Moved by Trustee Iacono and seconded by Trustee Soulliere that the Board receive the Minutes of the October 13, 2022 Child Care Advisory Committee meeting as information. *Carried* 

b. Report: French Immersion Advisory Committee Minutes of October 18, 2022

Moved by Trustee Mastromattei and seconded by Trustee Heath that the Board receive the Minutes of the October 18, 2022 French Immersion Advisory Committee meeting as information. *Carried* 

c. Report: Special Education Advisory Committee Minutes of November 17, 2022

Moved by Trustee Soulliere and seconded by Trustee Iacono that the Board approve the Minutes of the Thursday, November 17, 2022 Special Education Advisory Committee Meeting. *Carried* 

d. Report: Special Education Advisory Committee Minutes of December 15, 2022

Moved by Trustee Iacono and seconded by Trustee Lazarus that the Board receive the Minutes of the Thursday, December 15, 2022 Special Education Advisory Committee Meeting as information. *Carried* 

e. Report: Indigenous Education Advisory Committee Minutes of the October 18, 2022 Meeting

Moved by Trustee Soulliere and seconded by Trustee Bouchard that the Board receive the Minutes of the October 18, 2022 Indigenous Education Advisory Committee meeting as information. *Carried* 

- 12. Unfinished Business: None
- 13. New Business: **None**
- 14. Notice of Motion: None
- 15. Remarks and Announcements:
  - a. Chairperson Valentinis provided the following comments:

Family Day this year is February 20. To trustees and all staff, please relax and enjoy this day with family and friends.

b. Director Byrne provided the following comments:

#### Looking back at our successes

The first set of Boundary Review public consultations for the St. Teresa of Calcutta/St. Rose and St. John Vianney/St. Pius X Catholic Elementary schools have begun and will continue in February. Parents from the Sacred Heart Catholic Elementary school received the parent survey expressing interest on the Program Enhancement for French Immersion at the school. The community also had the opportunity to learn more about the program and provide feedback at a public consultation meeting. Thank you to the Trustees and administrators involved in this process.

Assumption and Corpus Christi Middle schools open houses occurred last week and due to weather Cardinal Carter was postponed to this week.

Congratulations to our high school students on the completion of the first semester with a return to a "traditional" setting including writing exams. Second semester begins February 2<sup>nd</sup>.

#### Looking ahead

As Chair Valentinis mentioned, Family Day is on Monday, February 20 and we hope all of our students, staff and their families get to enjoy some quality time together.

First Day of Lent, Ash Wednesday is February 22. This is an important celebration in our Catholic community. Thank you to our staff and students for the preparation of masses and celebrations.

Kindergarten registration period runs from February 20 to March 3, with open houses on Thursday, February 23rd at 5 pm. Our Catholic elementary schools have been working hard on their presentations, and we certainly hope parents will check in to learn more about all of the wonderful opportunities that our Catholic schools offer.

c. Board Chaplain Brunet had no comments this evening.

#### 16. Remarks/Questions by Trustees

Trustee Bouchard mentioned it was a pleasure to attend the grade 6 open house at Corpus Christi Middle School with Trustee Lazarus. It was wonderful to experience the grade 7 leadership at the school. Tomorrow is Winter Walk Day. She encouraged parents and students to walk to school. Lastly, Trustee Bouchard is looking forward to attending the Bishop's Retreat this weekend.

Trustee Iacono welcomed Michael Regis, newly hired EDIA and congratulated him on his video that summarized his experience and expectations. He too, is also looking forward to the Bishop's Retreat.

Trustee Mastromattei is looking forward to the next couple of weeks at Catholic Central High School.

Trustee Soulliere – no comments this evening.

Trustee Heath mentioned several fellow Trustees attended the Ontario Catholic School Trustees' Association (OCSTA) session in Toronto last Friday and Saturday and thanked the Director for joining them. The theme was Placing Christ at the Centre. She was particularly struck by David Wells, Keynote Speaker. Each of us have to nurture our faith and keep Christ at the centre.

Trustee Lazarus also enjoyed the OCSTA session especially the last speaker on how students will adapt to the new world and create what our Catholic graduates will look like. He also commented on the large turnout out for the Corpus Christi open house. Trustee Lazarus praised the boundary reviews that bring the conversation to parents for an open discussion.

Trustee DiTomasso congratulated St. Joseph Catholic Elementary school on the OCSTA Short Video contest 3<sup>rd</sup> place win.

Vice Chair DiMenna – no comments this evening.

Student Trustee Mikhael provided the following high school events:

Hello Everyone! I would like to begin by discussing the OCSTA conference that I had the pleasure of attending this month! First, a big thank you to Mrs. Marshall for organizing everything for myself and my family, we greatly appreciated it! Second, I would like to thank Director Byrne and Trustees Bouchard, Lazarus and Heath for guiding me through the conference. I had the opportunity to meet so many wonderful student trustees from all over Ontario. Learning from them and seeing that there are still youth dedicated to Catholic education like myself and Adrian was truly uplifting. Throughout the conference, we had the opportunity to listen to many guest speakers where we were able to ask questions and gain valuable insights on various aspects of Catholic education. I learned that almost 80% of our jobs will be operated by robots by 2030, but don't worry, trustees were not on the list! I'll start with our reports.

#### Assumption

Assumption held their annual can drive and Christmas basket fundraiser. For the annual can drive, they raised approximately 20 000 cans and a little more than \$9 000 for our Christmas baskets. The cans were donated to St Vincent de Paul while students had the opportunity to go to the mall and shop for their classroom families. These baskets were then donated to each family. Additionally, the band is raising money so that all members can attend the annual band competition in New Orleans later this year. They are raising money by hosting the annual Mardi Gras at the Caboto Club for dinner and music. The school also had the opportunity to have a student vs teacher dodgeball and karaoke!

#### Catholic Central

Catholic Central has officially moved into their new building! They are looking forward to planning their official opening which is when the school will be blessed and grade eight open house!

#### Cardinal Carter

Cardinal Carter created an amazing initiative to get students involved in Student Council and to lift the Christmas spirit. They called it vlogmas! Each council member got a turn to film a vlog of their day along with their peers! They also held numerous found raisers such as; fill the bus, which is a toy fundraiser for kids in need; a peanut butter drive, which is one of the most needed items in food backs all year long; and a fill the bottle fundraiser which is an opportunity for students to get rid of their loose change and give back to the Our Lady of Guadalupe house to help pregnant young woman who have nowhere else to go. Additionally, a \$2 dress down prior to exams where half of the money was donated to St John's Ambulance while the other half went towards a jack.org initiative within their school.

#### Holy Names

The Holy Names student council has decided to lift their students' spirits up prior to exams by handing out hot chocolate to all students as well as pencils with motivational quotes attached and motivational stickers!

Student Trustee Yonan provided the following high school events:

Hello everyone, I will now resume with the second part of the Student Trustee report, beginning with St. Joseph's.

St. Joseph's had an exceptional December and January. The Lasers kicked off the month of December with a can drive, collecting over 10,000 cans and non-perishables, followed by a Christmas gift drive for families in our community in need. Their Christmas Spirit Week was the final week of school before the holiday break, and it was packed with activities and dress-down days. Although the Catholic Cup was cancelled, it has been rescheduled for February 24th, and we are very excited. Student Council put off organizing events so that students could focus on studying for exams and teachers could deliver last-minute material without interruption.

#### F.J. Brennan

Brennan's December was extremely busy, with a week full of students from nearby schools coming to visit them to learn what it's really like to be a Cardinal and what the meaning of Caritas is. The campus ministry kicked off their annual Operation Christmas for Caritas by asking students to bring in canned goods for those in need. Brennan's music department held a bake sale to raise money for an upcoming competition.

#### St. Anne

The Student Council at St. Anne and members of their boy's soccer team organized a class buyout for the Canada vs. Morocco World Cup game. On this day, students were encouraged to wear Canadian pride shirts and jerseys. St. Anne hosted an Open House Night for Grade 8 students. It was a fantastic night that highlighted the school's programs, clubs, teams, and academics. After exams, Student Council will provide students with the opportunity to demonstrate their school spirit through the Saints Spirit Squad. These students will be in charge of promoting school spirit throughout the school.

#### St. Thomas of Villanova

Villanova's annual Open House was a huge success. A sneak preview performance from their upcoming musical "High School Musical" opened the open house. Capri Pizza collaborated with Villanova so that any Villanova student or staff member who ordered pizza directly helped raise funds for the school. Villanova students came together to collect over 1200 pounds of gently used clothing for the Saint Vincent de Paul Society. Villanova's Mayor's Cup took place on December 22nd! Their female hockey team faced Sandwich Secondary School, and despite an intense game. Villanova won!

#### Closing

Despite the fact that students and teachers are in the midst of exam season and the end of the first semester, our Student Councils are still motivated to promote school spirit throughout their schools. As we approach the second semester, we are so proud of our Student Senate and how we have come together in faith and service, and we are excited to see what the next semester will bring us and the opportunities our students will be able to experience. That concludes our Student Trustee report, Thank You!

- 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, February 28, 2023
  - Tuesday, March 28, 2023
  - Tuesday, April 25, 2023
  - Tuesday, May 23, 2023
  - Tuesday, June 13, 2023
  - Tuesday, June 20, 2023

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 January 31, 2023 adjourned at 9:05p.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: February 28, 2023

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

**PREPARED BY:** Melissa Farrand, Executive Superintendent of Education,

Student Achievement K-12

Kelly-Ann Bull, Superintendent of Education,

Student Achievement K-12

SUBJECT: SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

**MINUTES OF THE JANUARY 19, 2023 MEETING** 

#### **RECOMMENDATION:**

That the Board receive the Minutes of the Thursday, January 19, 2023 Special Education Advisory Committee Meeting as information.

#### SYNOPSIS:

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

#### **BACKGROUND COMMENTS:**

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

#### FINANCIAL IMPACT:

N/A

#### **TIMELINES:**

The January 19, 2023 SEAC Minutes were approved at the February 16, 2023 meeting. The next SEAC meeting is scheduled for March 23, 2023.

#### **APPENDICES:**

Special Education Advisory Committee Minutes of Thursday, January 19, 2023

## **REPORT REVIEWED BY:**

$\boxtimes$	EXECUTIVE COUNCIL:	Review Date:	February 21, 2023
$\boxtimes$	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 21, 2023
$\boxtimes$	DIRECTOR OF EDUCATION:	Approval Date:	February 21, 2023



## Windsor-Essex Catholic District School Board

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

# SPECIAL EDUCATION ADVISORY COMMITTEE MEETING DATE: Thursday, January 19, 2023 TIME: 6:00 p.m. Catholic Education Centre

**Trustees** 

Mary DiMenna, Chair Lisa Soulliere

**Administration** 

Kelly-Ann Bull, Superintendent of Education - Student Achievement K-12

**Principal's Association** 

John Riberdy, Principal

**Ministry Of Education** 

Virginia Rutledge, Education Officer

**Association Representatives** 

Tera Kimball, Vice-Chair - Autism Ontario

Sharon O'Hagan-Wong - Community Living-Essex, Community

Living-Windsor

RoseMarie Lamug - Inclusion Action in Ontario

Anne Marie Domsic - Learning Disabilities Association of

Windsor-Essex

Melinda Meunier-Bishop - Parents for Children's Mental Health

Cindy Nantais - Up About Down

#### **MINUTES**

1. Call to Order: Vice-Chair Tera Kimball called the meeting to order at 6:01pm.

2. Opening Prayer

Lord Jesus, teach us solidarity. Teach us to serve you as you deserve; to give and not to count the cost; to struggle and not to mind the inconvenience; to toil and not to seek for rest; to labour and not to seek reward, except that of knowing that we do your will.

Amen.

3. Recording of Attendance

Regrets: Sharon O'Hagan Wong, RoseMarie Lamug

4. Approval of Agenda

Motion to approve the agenda made by Anne Marie Domsic; seconded by Lisa Soulliere. Carried

- 5. Welcome/Introductions: Cherie Sulyak, alternate member for Parents for Children's Mental Health, Susan Swiatoschik, Sr. Manager of Finance
- 6. Presentation Susan Swiatoschik Special Education Funding
- 7. Disclosure of Pecuniary Interest: None
- 8. Action Items
  - o Approval of the December 15, 2022 Minutes

Motion to approve the minutes of December 15, 2022 made by Lisa Soulliere; seconded by Mary DiMenna. *Carried*.

- 9. Communications
  - External: None
  - Internal: None

#### 10. Chair's Report: None

#### 11. Trustees' Reports

- Trustee Mary DiMenna: Unifor reached an agreement with the Trustees Association for their contract.
- Trustee Lisa Soulliere: The Board approved the following proposed Boundary reviews & Program review
  - St. John Vianney and St. Pius X (boundary review)
  - St. Teresa of Calcutta and St. Rose (boundary review)
  - Proposed expansion of French Immersion program at Sacred Heart (program review)
  - Public consultation meetings will begin as part of the Boundary Review process
- 12. Superintendent of Education, Student Achievement K-12 Report Kelly-Ann Bull
  - Plan to update the SEAC Orientation Guide
  - January 20, 2023 Elementary Professional Activity Day
    - o Principals will be meeting with EA teams to discuss programs and update student profiles
    - o Behaviour Management System (BMS) Training for Educational Assistants (EA)
  - Pilot project for Social Emotional Learning Classroom Champions for Grades K-8 beginning at Assumption Middle School, St. James, Corpus Christi MS, St. Teresa of Calcutta, Cardinal Carter Middle School, St. Louis, St. John the Baptist
    - This pilot project focuses on grades 4-8
    - Collaborative project which includes a face-to-face connection with a local Olympian Melissa Bishop
  - Brain Injury Association of Windsor-Essex County offers programs for middle and secondary schools
    which provides awareness of brain injury and aligns with our concussion protocol. Schools reach out for
    presentations.
  - The February 17, 2023 Professional Activity Day will include sessions on Policy/Program Memorandum 161 (PPM161) Supporting children and students with prevalent medical conditions (anaphylaxis, asthma, diabetes, and/or epilepsy) in schools.
- 13. Unfinished Business: None
- 14. New Business Special Education Plan Review Section 17
  - The Board's Special Education Advisory Committee
  - Update the SEAC Orientation Guide
  - Review sections 1 and 17 of the Special Education Plan for repetitiveness (eg: Roles and Responsibilities)
- 15. Association Reports
  - o Autism Ontario: No report
  - Community Living Windsor and Essex presented by Superintendent Kelly-Ann Bull on behalf of Sharon O'Hagan Wong

Community Living Essex County UPDATE - JANUARY 2023

On January 04, 2023 Derek Nardini, Ministry of Community and Social Services provided an overview of the Developmental Services Reform that is taking place in the Ministry at this time. The reform is seated in a desire for individuals with challenges to "belong and live inclusive lives", ensuring health, well-being and safety. The Ministry is launching a Workforce Strategy designed to build a stable, diverse workforce, building capacity to provide an attractive place to work and build a career as well as improving recruitment.

Staffing continues to be a concern for Community Living Essex County (CLEC).

CLEC was nominated by a family and is the successful recipient of a Creative Foundation Grant of \$20,000.

CLEC is forecasting a balanced budget for 2023.

Two recent fundraisers - Giving Tuesday and the Gift Wrapping kiosk at Devonshire Mall were both successful fundraising endeavours for our organisation.

#### o Inclusion Action in Ontario: No report

#### Learning Disabilities Association of Windsor-Essex

Winter programs are underway. Please check the website <a href="https://www.ldawe.ca/services/programs">https://www.ldawe.ca/services/programs</a>

#### o Parents for Children's Mental Health

PCMH provided a synopsis of their services for families in Windsor/Essex <a href="https://www.cymha.ca/en/index.aspx">https://www.cymha.ca/en/index.aspx</a>

#### Up About Down

Dance on February 17, 2023; reading program is launching soon March 21,2023 is World Down Syndrome Day

- 16. Next Meeting Date February 16, 2023
- 17. Closing Prayer Our Father
- 18. Adjournment Meeting adjourned 8:00pm



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

> Meeting Date: February 28, 2023

#### **BOARD REPORT**

Public ⊠ In-Camera □

PRESENTED FOR: Information □ Approval ⊠

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

**PREPARED BY:** John Ulicny, Executive Superintendent of Education / Human

Resources

SUBJECT: PARENT INVOLVEMENT COMMITTEE EXECUTIVE (PIC) –

**MINUTES OF THE NOVEMBER 9, 2022 MEETING** 

#### **RECOMMENDATION:**

That the Board receive the Minutes of the November 9, 2022 Parent Involvement Committee Executive meeting 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 Executive is submitting the Minutes of its November 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 November 9, 2022 Executive Meeting at the most recent Executive Meeting held on February 1, 2023.

#### **APPENDICES:**

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

## **REPORT REVIEWED BY:**

$\boxtimes$	EXECUTIVE COUNCIL:	Review Date:	February 7, 2023
$\boxtimes$	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 7, 2023
$\boxtimes$	DIRECTOR OF EDUCATION:	Approval Date:	February 7, 2023



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, November 9, 2022, 6:00 p.m. St. John Paul II Room – Catholic Education Centre

#### **Trustees**

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

#### <u>Administration</u>

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

#### **Executive Members**

Andriana Pitre – Chair
Lisa Burningham – Vice Chair
Joanna Cerchie – Elementary Representative
Amanda Qaqish – Events Coordinator
Samantha Pascoe-Thomas – Grants Coordinator
Dana Tonus – High School Representative
Tania Mask – Middle School Representative
Melanie Boismier – Secretary
Connie Lepore – Treasurer

#### 1. Call to Order

Andriana Pitre called the meeting to order at 6:04 p.m. Opening Prayer - Andriana Pitre

#### 2. Recording of Attendance

Regrets: Kim Bouchard, Samantha Pascoe-Thomas, Dana Tonus

#### 3. Approval of Agenda

Motion by Lisa Burningham, seconded by Joanna Cerchie that the Agenda be approved. Carried

#### 4. Approval of Minutes from May 17, 2022

Motion by Tania Mask, seconded by Amanda Qagish that the Minutes of May 17, 2022, be approved. Carried

#### 5. Disclosure of Interest - None

#### 6. Director or Designate Report, John Ulicny

- a. Grade 8 registration packages for 2023 / 2024 going out on November 21, 2022
- b. Grade 8 open houses start November 10, 2022 (Assumption HS) and the remaining are in December more detailed information can be found on each school's website
- c. Middle school open houses will take place in January for our grade 6 students whose school is part of the "Family of Schools" for Corpus Christi MS and Cardinal Carter MS
- d. Parent / Teacher interviews rescheduled dates:
  - i. Elementary November 23, 2022
  - ii. Secondary November 22, 2022
- e. NEW Student Information System (SIS) due to challenges while importing data the parent / teacher interviews are rescheduled (see dates above)
- f. Secondary fall sports season is winding down St. Anne SS and St. Joseph's HS will be hosting the girls OFFSA basketball on November 23, 24, and 25, 2022
- g. Invitations to the School Council Commissioning Ceremony have been sent out December 5, 2022 / CEC (St.JPII Room) mass at Assumption Chapel, followed by guest speaker Father Beneteau dinner will be served after they speak Holy Names HS culinary students will be catering the event

#### 7. Report from Trustee, Kim Bouchard and Alternate Trustee, Lisa Soulliere

- a. Board Meeting November 1, 2022
  - i. Recognized Fred Alexander for his 22 years of service as a Trustee (did not seek re-election)
  - ii. Tony Polifroni thanked for his service as Trustee (did not seek re-election)
  - iii. Received the school organization report spells out how many teachers, LLSTs, etc WECDSB has at each school / class
  - iv. A number of policies were finalized for public consultation

- v. One policy was deferred (Blessing and Official Opening of Schools and Major Additions) and will be discussed again in November 29, 2022
- vi. The new Board of Trustees term begins on November 15, 2022 two new Trustees; Jason Lazarus and Joe Iacono
- vii. All Trustee Committees will be reviewed and trustees will be appointed accordingly

#### 8. Updates/Reports

- a. Finance Report No changes
- b. Grant Updates No changes
- c. PIC Events -No changes
- d. OAPCE No changes

#### 9. New Business

- a. Send your suggestions for upcoming PIC events to Andriana looking for ideas that would be beneficial to the school communities
- b. \$17 000 budget (minus the Commissioning Ceremony) and grant funds
- c. Previous Post-Secondary Night was well received discussions around OSAP / RESPs / bursaries in past years the event took place in January or February
  - i. In agreement that the event should take place and in-person
  - ii. Andriana will look into possible dates
  - iii. Cost is limited keep in mind there is no cost for guest speakers
  - iv. St. Clair College would be presenting and are eager to promote their programs including what programs are going to be introduced to support the community and upcoming jobs

#### d. Parent EXPO

- Booth suggestions include: LaSalle Hang Out for Youth, Dino Marcus Community Centre, nutritionist, Windsor Police, fire department, YMCA, City of Windsor libraries, Learning Disabilities of Windsor, Regional Children's Centre, New Canadian Centre, Youth Diversion, UHC, Transwellness Ontario
- ii. Suggestion for the event to take place in a WECDSB high school
- iii. More details to follow re: Parent EXPO night (need to schedule an organizational meeting)
- e. Topics for upcoming PIC General meetings: destreaming and discussion around math / science, Safe Schools, bullying, grad coach, mental health, physical & mindfulness wellness
- f. Discussion around the PIC Executive Meetings to be hybrid or in-person (no conclusion)
- g. PIC General Meetings should be in-person in order to better read the room
- 10. Next Meeting Dates PIC Executive Committee Meeting January 18, March 22, May 31 2023
- 11. Adjournment & Closing Prayer 7:08 pm



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

> Meeting Date: February 28, 2023

#### **BOARD REPORT**

	Public	$\boxtimes$	In-Camera	
PRESENTED FOR:	Information	$\boxtimes$	Approval	

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

PREPARED BY: Melissa Farrand, Executive Superintendent of Education, Student

Achievement K-12

Rosemary Lo Faso, Superintendent of Human Resources/Education

SUBJECT: EQUITY AND INCLUSION ADVISORY COMMITTEE -

MINUTES OF THE OCTOBER 12, 2022 MEETING

#### **RECOMMENDATION:**

That the Board receive the Minutes of the October 12, 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 October 12, 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 October 12, 2022 Minutes at their meeting held on February 1, 2023. Minutes of the February 1, 2023 meeting will be received by the Board following the Committee's approval at its next meeting.

## **APPENDICES:**

• Equity and Inclusion Advisory Committee Minutes of October 12, 2022.

## **REPORT REVIEWED BY:**

$\boxtimes$	EXECUTIVE COUNCIL:	Review Date:	February 7, 2023
$\boxtimes$	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 7, 2023
$\boxtimes$	DIRECTOR OF EDUCATION:	Approval Date:	February 7, 2023



1325 California Avenue Windsor, ON N9B 3Y6 CHAIRPERSON: Fulvio Valentinis DIRECTOR OF EDUCATION: Emelda Byrne Telephone: (519) 253-2481 FAX: (519) 253-4819

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

Wednesday, October 12, 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
Rick Frias, Religion Studies, Religion & Family Life Consultant
Fred Macpagal, Elementary Principal
Sydnie Moore, Graduation Coach for Black, African and Caribbean Students
Marsaydees Ferrell, Graduation Coach for Black, African and Caribbean Students
Christina Nakhle, Student Senate Member
Jen Cote, Acting Executive Assistant – Recorder

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

Superintendent Rosemary Lo Faso called the meeting to order at 4:00 p.m. and read the opening prayer.

#### 2. Recording of Attendance

Regrets: Colleen Norris, Danielle Desjardins-Koloff

#### 3. Approval of Previous Meeting Minutes

Moved by Trustee Alexander and seconded by Michael Naicker that the minutes from the May 11, 2022 meeting be approved. *Carried* 

#### 4. Approval of Agenda

Moved by Trustee Alexander and seconded by Michael Naicker that the agenda for the October 12, 2022 meeting be approved. *Carried* 

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

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

- a) Student Senate Member Introduction
  - i. Christina Nakhle was introduced as the new student senate committee member.
- b) Equity, Diversity and Inclusion Advisor
  - i. The Equity, Diversity and Inclusion Advisor position recruitment continues.

#### c) Data Collection

i. The voluntary student self-identification survey will run system wide from November 7 – November 17, 2022. Parents of students in Grade JK – 8 will complete the online survey on their child/children's behalf. Students in Grade 9-12 will have the opportunity to complete the online survey during class time.

#### d) Professional Development

i. November 18, 2022 system wide equity, diversity and inclusion professional development session for all educators is planned.

#### 7. Committee Member Reports

- a) Marisa Wismer, Elementary Principal at H.J. Lassaline Catholic Elementary School
  - i. During the summer months, there were many new families and newcomers that registered their children.
  - ii. For National Day of Truth and Reconciliation, the Indigenous contact teacher hosted a Google Meet for classes that focused on what the day means in an age appropriate way.
  - iii. Working closely with Mathew House Refugee Centre of Windsor, which provides a temporary residence to newcomers, in order to help support these new families transition at school and in the community.
- b) Michael Naicker, Secondary Vice-Principal at Catholic Central High School
  - i. Enrolment continues to increase.
  - ii. Settlement Workers in Schools (SWIS) are back in the building daily.
  - iii. Supports are in place for students such as various homework clubs and tutoring opportunities.
- iv. The new Catholic Central High School is scheduled to open on January 9, 2023.
- c) Fred Macapagal, Principal at Immaculate Conception School
  - i. Enrolment continues to increase. A portable has been opened to accommodate the increase in student population.
  - ii. United Way Ignite program and tutoring supports are available for students.
  - iii. Settlement Workers in Schools (SWIS) back in the school every day.
- d) Sydnie Moore/Marsaydees Ferrell, Graduation Coaches for Black, African and Caribbean Students
  - i. The graduation coaches are currently working with 220 students on a regular basis.
  - ii. There is an Equity and Inclusion committee at St. Anne's Catholic High School with approximately 30 students and a Diaspora club at Assumption College Catholic High School with 56 students.
  - iii. Partnership with Dr. Allen from the University of Windsor will assist with more equitable and inclusive initiatives and programming.
- e) Angela Staley-Klassen, Special Education Co-ordinator
  - i. Continue to work on programming with students.
  - ii. Training administrators and LSSTs on special education modules within Aspen.
- f) Darlene Marshall, Indigenous Education Lead
  - i. There are self-identified Indigenous students in every school within the Board.
  - ii. In June 2022, over 250 students and 30 staff attended the Pow Wow at St. Clair College.

iii. For National Day of Truth and Reconciliation on September 30, 2022, each school was given age appropriate materials to help promote truth and healing. Upon request, each school was also given a cedar tree to symbolize the day.

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

Trustee Alexander welcomed Christina Nakhle and Rick Frias to the committee. He confirmed that this would be his last meeting with the equity committee, commenting that it has been a pleasure working with the committee.

Superintendent Lo Faso thanked Trustee Alexander for his support and work within the committee. Michael Naicker also thanked Trustee Alexander for his advocacy and support regarding the new Catholic Central High School.

- 9. Action Items None
- **10**. **New Business** None
- 11. Correspondence None
- **12.** Next Meeting Date November 23, 2022
- **13. Adjournment –** Closing Prayer Superintendent Lo Faso Adjournment 4:48 p.m.



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

## **BOARD REPORT**

Meeting Date: February 28, 2023

Public ⊠ In-Camera □

PRESENTED FOR: Information □ Approval ⊠

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

PREPARED BY: Melissa Farrand, Executive Superintendent of Education - Student

Achievement, K-12

Journana Tawil, Superintendent of Education – Student

Achievement K-12

SUBJECT: REGULAR SCHOOL YEAR CALENDAR – 2023-2024

#### **RECOMMENDATION:**

That the Board approve the Regular School Year Calendar – 2023-2024 for the Windsor-Essex Catholic District School Board.

#### **SYNOPSIS:**

The school year must include a minimum of 194 school days per regulation. Seven (7) days are professional activity days, three (3) of which are specific provincial education priorities as outlined in the Policy/Program Memoranda 151.

#### **BACKGROUND COMMENTS:**

For 2023-2024, there are 194 possible school days between September 1, 2023 and June 30, 2024. The minimum number of school days required in a school year calendar is 194. As per Policy/Program memoranda 151, school boards must dedicate three (3) PA days to provincial education priorities and may dedicate up to four (4) additional PA days per school year. The seven (7) PA days are identified in the attached Elementary and Secondary School Year Calendar Outline 2023-2024.

The proposed calendar meets all requirements of Policy/Program Memoranda 151 and Ontario Regulation 304.

#### FINANCIAL IMPACT:

The professional activity days were chosen in collaboration with our coterminous boards to minimize additional transportation costs.

#### **TIMELINES:**

September 1, 2023 to June 30, 2024

#### **APPENDICES:**

- Ministry Elementary School Year Calendar 2023-2024
- Ministry Secondary School Year Calendar 2023-2024
- School Year Calendar Outline 2023-2024

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

☑ EXECUTIVE COUNCIL:
 ☑ EXECUTIVE SUPERINTENDENT:
 ☑ DIRECTOR OF EDUCATION:
 Review Date:
 Approval Date:
 February 21, 2023
 Approval Date:
 February 21, 2023

Date Created

Dec 12, 2022

First Day Students

Sep 05, 2023

# Ontario School Year Calendar 2023-2024

Panel

Elementary

Last Day Students

Jun 27, 2024



Ministry of Education

Calendar Title 97620049: WECDSB ELEMENTARY 2023-2024 School Calendar

End of School Year

Jun 28, 2024

**Board Name** 

Start of School Year

Sep 05, 2023

Windsor-Essex CDSB

Calendar Description WECDSB Elementary School Year Calendar

17

Calendar Type

Total PA Days

Regular

Calendar Status

Total Instr. Days

Total Exam Days

0

Draft

187

**LEGEND** 

- H Statutory Holiday
- Scheduled Examination Day
- Board Directed PA Day
- PA Day Devoted to Provincial
- B Board Designated Holiday

1	Half Dav
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MONTH		Fir	st We	eek			Sec	ond V	Veek			Thi	rd W	eek			Fou	rth V	/eek			Fif	th We	eek		PA Days	Instr. Days	Exam Days
	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F			
August 2023		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	0	0
September 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22 P	25	26	27	28	29	1	18	0
October 2023	2	3	4	5	6	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27 P*	30	31				1	20	0
November 2023			1	2	3	6	7	8	9	10	13	14	15	16	17 P*	20	21	22	23	24	27	28	29	30		1	21	0
December 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 B	26 B	27 B	28 B	29 B	0	16	0
January 2024	1 B	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19 P	22	23	24	25	26	29	30	31			1	17	0
February 2024				1	2	5	6	7	8	9	12	13	14	15	16 <b>P</b> *	19 H	20	21	22	23	26	27	28	29		1	19	0
March 2024					1	4	5	6	7	8	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29 H	0	15	0
April 2024	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				0	21	0
May 2024			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31	0	22	0
June 2024	3	4	5	6	7 P	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 P						2	18	0
July 2024	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
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Date Created

Dec 12, 2022

First Day Students

Sep 05, 2023

# Ontario School Year Calendar 2023-2024

Panel

Secondary

Last Day Students

Jun 27, 2024



Ministry of Education

Calendar Title
97621185: WECDSB SECONDARY 2023-2024
School Year Calendar

End of School Year

Jun 28, 2024

**Board Name** 

Start of School Year

Sep 05, 2023

Windsor-Essex CDSB

Calendar Description
DRAFT - WECDSB SECONDARY 2023-2024 School Year Calendar

Calendar Status

Total Instr. Days

Total Exam Days

10

Draft

177

Calendar Type

Total PA Days

Regular

**LEGEND** 

- H Statutory Holiday
- E Scheduled Examination Day
- P Board Directed PA Day
- PA Day Devoted to Provincial Priorities\*
- B Board Designated Holiday

1	Half Dav
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MONTH	MONTH First Week				Second Week					Third Week					Fourth Week					Fifth Week					Instr. Days	Exam Days		
	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F			
August 2023		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	0	0
September 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22 P	25	26	27	28	29	1	18	0
October 2023	2	3	4	5	6	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27 P*	30	31				1	20	0
November 2023			1	2	3	6	7	8	9	10	13	14	15	16	17 P*	20	21	22	23	24	27	28	29	30		1	21	0
December 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 B	26 B	27 B	28 B	29 B	0	16	0
January 2024	1 B	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 E	29 E	30 E	31 E			0	14	4
February 2024				1 E	2 P	5	6	7	8	9	12	13	14	15	16 P*	19 H	20	21	22	23	26	27	28	29		2	17	1
March 2024					1	4	5	6	7	8	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29 H	0	15	0
April 2024	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 P	29	30				1	20	0
May 2024			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31	0	22	0
June 2024	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21 E	24 E	25 E	26 E	27 E	28 P						1	14	5
July 2024	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
																								TC	DTAL	7	177	10

## Windsor-Essex Catholic District School Board School Year Calendar 2023-2024 Proposed DRAFT Outline

The topics and themes for the Professional Activity Days for the 2023-2024 School Year Calendar are to be determined based on Ministry directives.

Holidays		
Labour Day	Monday, September 4, 2023	
Thanksgiving Day	Monday, October 9, 2023	
Christmas Break	Monday, December 25, 2023 to January 5, 2024	
Family Day	Monday, February 19, 2024	
March Break	Monday, March 11 to March 15, 2024	
Easter Break	Good Friday, March 29, 2024	
	Easter Monday, April 1, 2024	
Victoria Day	Monday, May 20, 2024	
Elementary Schools		
Classes Commence	Tuesday, September 5, 2023	
P. A. Day	Friday, September 22, 2023	
P. A. Day	Friday, October 27, 2023	
P. A. Day	Friday, November 17, 2023	
P. A. Day	Friday, January 19, 2024	
P. A. Day	Friday, February 16, 2024	
P. A. Day	Friday, June 7, 2024	
Last Day of Regular Classes	Thursday, June 27, 2024	
P. A. Day	Friday, June 28, 2024	

## Windsor-Essex Catholic District School Board School Year Calendar 2023-2024 Proposed DRAFT Outline

The topics and themes for the Professional Activity Days for the 2023-2024 School Year Calendar are to be determined based on Ministry directives.

Secondary Schools	
Classes Commence	Tuesday, September 5, 2023
P. A. Day	Friday, September 22, 2023
P. A. Day	Friday, October 27, 2023
P. A. Day	Friday, November 17, 2023
Semester One Examinations/Evaluations	Friday, January 26 to Thursday, February 1, 2024
P. A. Day	Friday, February 2, 2024
Semester 2 Begins	Monday, February 5, 2024
P. A. Day	Friday, February 16, 2024
P. A. Day	Friday, April 26, 2024
Last Day of Regular Classes	Thursday, June 20, 2024
Semester Two Examinations/Evaluations	Friday, June 21 to Thursday, June 27, 2024
P. A. Day	Friday, June 28, 2024



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

### **BOARD REPORT**

Meeting Date: February 28, 2023

Public ☐ In-Camera ☐

PRESENTED FOR: Information ☐ Approval ☐

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

PREPARED BY: Meagan Adams, Senior Manager of Facilities Services

SUBJECT: TENDER APPROVAL – PHASE 1 BUILDING UPGRADES AT

SACRED HEART CATHOLIC ELEMENARY SCHOOL

#### **RECOMMENDATION:**

That approval be given to the award of tender and the issuance of a purchase order contract for phase 1 building upgrades at Sacred Heart Catholic Elementary School in the amount of \$1,490,800.00 plus HST to Adine Builders Ltd. to be funded from the School Condition Improvement budget.

#### SYNOPSIS:

This report provides a summary of the proposed phase 1 building upgrades at Sacred Heart Catholic Elementary School.

#### **BACKGROUND COMMENTS:**

At its meeting of June 21, 2022, the Board approved a budget of \$14,773,000 for the School Condition Improvement program for the 2022-23 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 accordance with the Board's Purchasing Policy, Tender #733 was issued on December 15, 2022 requesting proposals from pre-qualified general contractors to replace two (2) exterior door assemblies, provide an upgrade to the HVAC systems, windows and building automation system in ten (10) classrooms.

On January 10, 2023, a mandatory site visit was held at Sacred Heart Catholic Elementary School with Julie Di Domenico (Manager of Technical Services & Operations) along with our Board Consultant from Archon Architects Inc., Smith + Andersen and seven (7) pre-qualified general contractors.

Electronic tender submittals were received by Sarah Livingston (Supervisor of Purchasing Administration) on January 26, 2023. Tenders were reviewed by Erika Timmons (Manager of Purchasing and Capital) and recorded.

#### **FINANCIAL IMPACT:**

A total of six (6) bidders submitted for this project. The bid results are summarized in the table below. All submissions were reviewed and determined to be in compliance with the tender specifications.

Bidder	Base Bid Amount (Total Stipulated Sum excluding taxes)	Separate Price 1: Replacement of two exterior door sets (excluding HST)	Separate Price 2: Complete removal of obsolete exhaust fans (excluding HST)	Separate Price 3: Improved lighting control in ten classrooms (excluding HST)	Project total (excluding taxes)
Adine Builders Ltd.	\$1,405,600.00	\$60,300.00	\$13,200.00	\$11,700.00	\$1,490,800
Alliance General Contracting of Windsor Inc.	\$1,722,904.00	\$69,682.00	\$23,377.00	\$23,005.00	\$1,838,968
Front Construction Industries Inc.	\$1,533,300.00	\$67,355.00	\$18,950.00	\$12,260.00	\$1,631,865
Lester Construction Group Inc.	\$1,542,415.00	\$48,810.00	\$22,740.00	\$13,225.00	\$1,627,190
Sterling Ridge General Contracting Inc.	\$1,496,773.00	\$65,592.00	\$14,458.00	\$14,747.00	\$1,591,570
Vince Ferro Construction Ltd.	\$1,513,712.00	\$51,682.00	\$38,800.00	\$15,975.00	\$1,620,169

The low bidder meeting specifications is Adine Builders Ltd. with a total bid of \$1,490,800 plus HST. Based on the information provided, there is sufficient funds remaining in the School Condition Improvement budget for the fiscal year 2022-23 to complete this project. Given the availability of approved budget funds, administration is recommending awarding the noted project to lowest bidder Adine Builders Ltd.

#### TIMELINES:

Upon approval, the contractor is available to commence work on June 30, 2023 and is expected to be completed by September 1, 2023.

#### **APPENDICES:**

N/A

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

$\boxtimes$	EXECUTIVE COUNCIL:	Review Date:	February 14, 2023
$\boxtimes$	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 14, 2023
$\boxtimes$	DIRECTOR OF EDUCATION:	Approval Date:	February 14, 2023