

REGULAR BOARD MEETING
Tuesday, May 28, 2024 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 Pecuniary Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u>	
7. Presentations:	
a. Presentation: Inclusivity Practices - K-Course Development and Implementation (M. Farrand)	--
8. Delegation:	
<i>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.</i>	
9. Action Items:	
a. Previous Meeting Minutes	
i) Minutes of the Committee of the Whole Board In-Camera Meeting of April 16, 2024	--
ii) Minutes of the Regular Board Meeting of April 16, 2024	1-9
b. Items from the Committee of the Whole Board In-Camera Meeting of May 14, 2024	--
10. Communications:	
a. External (Associations, OCSTA, Ministry): None	

- b. Internal (Reports from Administration):
- i. Verbal Report: Community Planning & Partnership Annual Announcement (E.Byrne) --
11. Committee Reports:
- a. Report: Advisory Committee Meeting Minutes (M. Farrand) 10-17
 - b. Report: Parent Involvement Committee Executive (PIC) Annual Report on Activities 2023-2024 (M.Farrand) 18-20
12. Unfinished Business:
- a. Trustee Mastromattei Notice of Motion: The Board reduce the cost of students in the academies starting September 2024 of \$200 to a maximum of \$50,000 per year for the next three years (expires 2027). --
13. New Business:
- a. Report: Tender Approval - Air Handling Unit (Ahu) Replacement Project At St. Thomas Of Villanova Catholic Secondary School (E.Byrne) 21-22
 - b. Report: Tender Approval- St. Anne Catholic Skilled Trades And Learning Centre – Interior Renovations (E.Byrne) 23-24
 - c. Report: Tender Approval – Phase 1 Building Upgrades At F.J. Brennan Catholic Secondary School / Corpus Christi Catholic Middle School (E.Byrne) 25-26
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 11, 2024
 - Tuesday, June 18, 2024
- 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



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

"Building communities of faith, hope and service"

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

**REGULAR BOARD MEETING
Tuesday, April 16, 2024 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* B. Mastromattei
F. DiTomasso L. Soulliere
M. Heath F. Valentinis, *Chair*
J. Iacono

W. Alkhaliel, Student Trustee
A. Hoang, Student Trustee

Regrets:

Administration: E. Byrne (Resource) M. Adams R. Lo Faso
J. Ulicny S. Bellaire C. Norris
P. King K. Bull (*electronically*) L. Poisson
M. Farrand S. Fields J. Tawil

Board Chaplain: Rev. L. Brunet

Others:

Recorder: A. Marentette

1. Call To Order – Chair Valentinis called the meeting to order at 7:28pm.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Land Acknowledgment
While it is a well-traveled land, we would like to respectfully acknowledge that the land on which we gather today is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, the Odawa, and the Potawatomi Peoples. We are grateful to work, learn and live in this area.

4. Recording of Attendance - All trustees are present.
5. Approval of Agenda – One amendment to the agenda.

ADDITION:

WALK-ON Item 13b) Tender Approval – Track Reconstruction Project at F.J. Brennan Catholic High School.

Moved by Trustee Bouchard and seconded by Trustee Iacono that the April 16, 2024 Regular Board meeting agenda be approved as amended. *Carried*

6. Disclosure of Pecuniary Interest - Pursuant to the Municipal Conflict of Interest Act. None
7. Presentations:
 - a. Presentation: Foundational Math Skills

Executive Superintendent Farrand, Superintendent Tawil and Superintendent Bull provided an overview of the current Peer Assisted Learning Support (PALS) literacy program and presented the new structured foundational skills math resource called Do The Math.

In order to further support the Board’s math program and in accordance with a Ministry of Education directive, the board developed a Math Achievement Action Plan which identifies three (3) priority areas. To support the implementation, additional resources have been procured to support the Principal, Teacher and Program Staff.

Beginning in September 2024, 40 minutes of classroom instruction, supported by the Literacy Support Services Teacher (LSST), will deliver foundational math skills for primary students.

Trustee Soulliere asked if students are struggling in reading will there still be support? Superintendent Bull explained that there are still remedial programs available for students who require assistance.

8. Delegation: None
9. Action Items:
 - a. Previous Meeting Minutes
 - i) Minutes of the Committee of the Whole Board In-Camera Meeting of March 26, 2024

Moved by Vice Chair DiMenna and seconded by Trustee Lazarus that the Minutes of the Committee of the Whole Board In-Camera meeting of March 26, 2024 be adopted as distributed. *Carried*

- ii) Minutes of the Regular Board Meeting of March 26, 2024

Moved by Trustee Mastromattei and seconded by Trustee Heath that the Minutes of the Regular Board meeting of March 26, 2024 be adopted as distributed. *Carried*

- b. Items from the Committee of the Whole Board In-Camera Meeting of April 16, 2024

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a Committee of the Whole Board in-camera meeting on April 16, 2024 pursuant to the Education Act - Section 207, to consider specific personnel, pupil, security of the property of the board, real property, labour relations, potential litigation and other matters permitted or required to be kept private and confidential under the Municipal Freedom of Information and Protection of Privacy Act.

From the April 16, 2024 in-camera meeting:

Moved by Vice Chair DiMenna and seconded by Trustee Lazarus that the Board direct administration to proceed with the recommendation exempt from access under Property Matters, item 11a). Carried

10. Communications:
 - a. External (Associations, OCSTA, Ministry): None
 - b. Internal (Reports from Administration):
 - i. Report: 2023-24 Second Interim Financial Variance Report

In regards to Bill 124, the Ministry has updated the funded salary and benefits benchmarks in the Grants for Student Needs (GSN) regulations and provided specific funding amounts for each fiscal year of the three-year agreement period from 2019-2022. The board has forecasted retro salary and benefit payments which respect to Bill 124 for these years and at this time there does not appear to be a material financial impact to the board for the 2019-2022 agreement period.

Moved by Trustee Iacono and seconded by Trustee Heath that the 2023-24 Second Interim Financial Variance Report be received as information. Carried

11. Committee Reports:
 - a. Report: French Immersion Advisory Committee Minutes of the January 17, 2024 Meeting

Moved by Trustee DiTomasso and seconded by Trustee Lazarus that the Board receive the Minutes of the January 17, 2024 French Immersion Advisory Committee meeting as information. Carried

- b. Report: Parent Involvement Committee Executive Minutes of the February 1, 2024 Meeting

Moved by Trustee Bouchard and seconded by Trustee Heath that the Board receive the Minutes of the February 1, 2024 Parent Involvement Committee Executive meeting as information. Carried.

- c. Report: Special Education Advisory Committee Minutes of the February 15, 2024 Meeting

Moved by Vice Chair DiMenna and seconded by Trustee Lazarus that the Board receive the Minutes of the February 15, 2024 Special Education Advisory Committee meeting as information. Carried.

12. Unfinished Business: None

13. New Business:

- a. *Deferred Report*: Draft Policy SC:04 Field Trip/Excursions, final approval
Trustee Soulliere mentioned her gratitude to Senior Administration for attending the Special Education Advisory Committee meeting in regards to this policy. The committee found it very beneficial and appreciated their time.

Moved by Trustee Iacono and seconded by Trustee Soulliere that the Board provide final approval to Draft Policy SC:04 Field Trips/Excursions; and

That the Board receive as information Draft Administrative Procedure PR SC:04 Field Trips/Excursions. Carried

- b. **WALK-ON Report**: Tender Approval – Track Reconstruction Project at F.J. Brennan Catholic High School

Moved by Trustee Bouchard and seconded by Trustee Lazarus that the approval be given to the award of tender and the issuance of a purchase order contract for the Track Reconstruction Project at F.J. Brennan Catholic High School to Valente Contracting Inc. in the amount of \$1,100,195.00 plus HST. Carried

14. Notice of Motion:

Trustee Mastromattei; At the next meeting of the Board, I shall move or cause to be moved that the Board reduce the cost of students in the academies starting September 2024 of \$200 to a maximum of \$50,000 per year for the next three years (expires 2027).

15. Remarks and Announcements:

- a. Chairperson of the Board

Thursday May 2nd to Saturday May 4th a number of Trustees and the Director will be attending the Ontario Catholic School Trustees' Association's Annual General Meeting in Toronto. Former Student Trustee, Luke Willson, will be receive the Student Trustee Alumnus Award designed to recognize the achievements of former student trustees and celebrate the positive impact of Catholic education on their lives and the communities they reach.

- b. Director of Education

Looking back at our successes

On April 5, we celebrated the official opening of the new addition to St. Louis Catholic Elementary School in Leamington. Thanks to MPP Trevor Jones, Leamington Mayor Hilda MacDonald, Chair Valentinis, Vice Chair DiMenna and Trustees Bouchard and Soulliere for being in attendance for this wonderful event.

St. Thomas of Villanova, St. Anne and Holy Names High Schools participated in the FIRST Robotics competition. The Villanova WiredCats qualified for the National First Robotics Championship in Texas. Wishing the team the best of luck in Texas this week.

I attended the board's first Windsor-Essex MUN (WE-MUN) on April 12 where students debated and wrote resolutions and directives on the Refugee crisis and the former situation in El-Salvador. Six schools registered: Assumption, Holy Names, Catholic Central, Cardinal Carter, St. Anne and St. Joseph's with a total of 73 delegates and 6 teacher moderators.

Looking ahead

Students and staff will be attending Muskoka Woods starting from April 27 - May 3. Praying for good weather and safe travels.

Catholic Education Week is scheduled May 6-10. This year's theme is "We are called to love". During Catholic Education Week, we invite all community members, including parents, to participate in the celebrations and activities in our Catholic schools.

Nominations are being excepted until May 3rd for the Elementary and Secondary Leadership Award, Outstanding Catholic School Council Leadership Award, Tim Halford Steward Award and the Catholic School System Achievement Award. Please refer to the board memorandum for more information.

The Elementary Day of Champions will be held on Wednesday May 15th at St. Thomas of Villanova High School. The Secondary Day of Champions is on June 7th at St. Anne High School. These events promote a sense of community among student, staff and volunteers from our Life Skills programs.

Our third Parish and School Collaboration meeting takes place with our Principals and Pastors in Windsor-Essex on May 16th at Holy Name of Jesus Parish.

c. Board Chaplain

Fr. Brunet mentioned it is encouraging to see the work and upgrades that are being done in the Math program. It is a great opportunity for the Parish and Schools Collaborations to meet and make a difference.

16. Remarks/Questions by Trustees

Trustee Bouchard – asked a question regarding food service at Secondary Schools and was wondering if a summary of Secondary Schools Food Services could be provided at the next meeting.

Trustee Iacono – no comment

Trustee Mastromattei – no comment

Trustee Soulliere – no comment

Trustee Heath – The schools in Tecumseh enjoyed a wonderful Holy week. The stations of the cross were portrayed by Grade 1 and 2 drama students and they did an amazing job. The schools are gearing up for Catholic Education Week with masses and special celebrations.

Trustee Lazarus – The Brennan track topic came up at a recent CSAC meeting so the approval to move forward is great news.

Trustee DiTomasso – no comment

Vice Chair DiMenna – The St. Louis open house was a success with a great turnout. Thank you to the Trustees and Director Byrne for attending. Thank you to the parents, students and staff for their patience during this construction time.

Student Trustees Alkhaliel and Hoang presented the following high school events:

Introduction

Hello and thank you, Chair Valentinis and board members, for welcoming Anthony and me back. Last week, we conducted our Senate meeting at F.J. Brennan, and it was wonderful to see Consultant Rick Frias back. We also appreciate Superintendent Steven Bellaire for organizing our meeting with Executive Superintendent Melissa Farrand; it was an honour and a pleasure to hear Mrs. Farrand present and actively listen to our executive SAC members' feedback on the new Student Achievement Plan. We can't express enough how proud we are to represent our school board, and with that, we are so excited to share with you what our schools have been up to!

Assumption

At Assumption, students have been very busy with various activities and events. First, we had a tremendous turnout at our Art Show, which allowed our IB art students to showcase their unique talents to the community. In the science department, students had the opportunity to learn about animal behaviour during the solar eclipse while the school band was preparing for an upcoming trip to Chicago at the end of this week. Additionally, an ACS blog, crafted by one of Assumption's students, was released, providing an accessible outlet for students to stay informed and included in the school's news and events. Our school is also planning a clothing drive, a Lights on Lights Off day, and a family feud game show for Spring Spirit Week, which aims to promote environmental awareness and advocate for sustainable practices. Last but not least, our life skills department is selling frozen yogurt and raffling three prize packs for Autism Awareness Month, each including two movie passes, popcorn, a \$25 Cineplex gift card, and a \$10 Tim's card. Proceeds are going to the Bruce Awad Autism Services Summer Program, where students partake in various daily activities like fitness, arts and crafts, music, food preparation and various community outings like swimming, gymnastics, and visiting splash pads and parks. We are very pleased to support our Special Education Department with the cause and are eager to plan next month's initiatives for our school community.

St. Joseph's

The recent activities at St. Joe's have been nothing short of vibrant and engaging. Our Easter egg hunt garnered significant participation from a vast majority of the student body, fostering a sense of community and excitement. Furthermore, our school had the privilege of hosting an inspiring guest speaker, Sam Demma, whose interactive speeches left a lasting impact on our Lasers. Our Grade 12 retreats at the Holy Family Retreat House provided our seniors with a meaningful opportunity for prayer, reflection, and forging connections. On the sports front, the soccer season kicked off with a strong start, highlighted by the Senior boys' team's impressive tie game against the WECCSA Champs. Meanwhile, anticipation is running high for St. Joe's inaugural UNO Tournament, promising an exciting addition to the school's schedule of events. Lastly, the

successful dance competition for elementary schools not only showcased the talents of the talented competitors but also demonstrated the dedication of student volunteers in making the event truly outstanding. These diverse activities reflect the dynamic spirit and inclusive culture at St. Joe's and we look forward to showcasing this again in May.

Catholic Central

Catholic Central's theme this month is generosity. Their student council has been working hard to plan a variety of events in partnership with many organizations. For example, their SAC team has started a flower sale for Mother's Day in partnership with WE Care for Kids, and the proceeds will go toward purchasing equipment for the pediatric floor at the hospital. In honour of Earth Day, they are looking forward to holding a green and blue shirt day with uniform pants. The school is preparing a blood drive donation event with over 20 SAC students participating in this event. Finally, as they prepare for next month and Catholic Education Week, they are hosting a stigma enigma walk on our new track to promote mental health awareness. It's inspiring to see Catholic Central's student council actively working towards making a positive impact in their community through these charitable events.

F.J. Brennan

Brennan started the month with a dress-down week for students who paid for their activity. Coming up, there's the Hopping It Up event, where classes are asked to donate \$2 to support the Best Buddies program, with additional fundraising through free throw participation. They are also reintroducing a dress-down option for \$10 for five days. Furthermore, Neurodiversity stickers will be distributed on May 12th to raise awareness. Later in the month, there will be an Earth Day celebration with community cleanup activities. Fun Fridays in the cafeteria continue to promote school spirit and excitement is building for May's events.

Holy Names

April was off to a great start at Holy Names! Their students recently enjoyed a half-dress-down day, with blue shirts and uniform bottoms, and their life skills students had a blast participating in an Easter egg hunt. The event was organized in collaboration with their leadership class and challenge and change class, making it that much more special. They also welcomed the start of their soccer teams for senior and junior boys and girls; it's always exciting to see their students bring their best to the field. Their robotics team also had a chance to showcase their skills in a competition and did remarkably well. As always, their student council is working hard to organize events for the month, including Earth Day activities and a yellow daffodil month dress-down pass. This pass will help support the cancer society and is a great opportunity for their students to give back to the community. Overall, Anthony and I are thrilled to hear about the positive energy and enthusiasm their students have shown in April!

St. Anne

This month, St. Anne had a Team Up for Autism dress-down day, where students wore jerseys and donated \$2, with all proceeds going to organizations related to Autism awareness and support. They also celebrated Easter with a week of themed activities including egg hunts, trivia,

scavenger hunts, and lunchtime games, which had high student engagement. Their student council is now focused on organizing activities for their highly anticipated Saints Sore Week in May.

St. Thomas of Villanova

Last month was filled with exciting events at St. Thomas of Villanova. In celebration of World Autism Day, students were encouraged to wear uniform bottoms with a bright-coloured shirt, and at lunchtime, the Best Buddies club set up a fun photo booth where students could capture memories with their friends. As the Easter holidays approached, the school's Jack chapter organized an egg hunt. With a maximum of two eggs per student and eight golden tickets up for grabs, it was a thrilling and competitive event that brought the whole school community together. Additionally, the Robotics team brought great pride to our school by qualifying for the world championships. Their hard work and dedication paid off, and they proved that with teamwork and perseverance, anything is possible. These events truly showcased the creativity, talent, and spirit of Villanova's school community; we can't wait to see what exciting things are in store for them in the future.

Cardinal Carter

In April, the Student Council at Cardinal Carter organized various events, including an Easter Egg Hunt with 10 hidden eggs around the school, engaging many students who found them all. A lucky winner received an Easter basket filled with treats. They also hosted a Talent Show for both high school and middle school students to showcase their creativity. Looking ahead to May, they are planning a pep rally, hyping up events like the Colour House Challenges and Colour Run, with activities such as Family Feud and Spirit Week. The Colour Run, a 5K walk with coloured powder, is being meticulously planned, emphasizing fun and engagement for the student body. Overall, April's focus has been on creating enjoyable experiences while preparing for a busy May.

Closing

In conclusion, throughout April, the high schools across our school board have showcased a remarkable array of activities, from engaging Easter events to impactful community initiatives, reflective times for prayer, and competitive school spirits. These initiatives not only enrich the educational experience but also foster a strong sense of community and belonging among our students. As we look forward to upcoming events, we would like to thank the members of the board for making these opportunities possible. Thank you, and we look forward to seeing everyone again soon.

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 28, 2024
 - Tuesday, June 11, 2024
 - Tuesday, June 18, 2024

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 16, 2024 adjourned at 8:23p.m.

Draft for Approval

Fulvio Valentinis
Chairperson of the Board

Emelda Byrne
Director of Education & Secretary of the Board



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 28, 2024

Public **In-Camera**

PRESENTED FOR: Information Approval

SUBMITTED BY: Emelda Byrne, Director of Education

PREPARED BY: Melissa Farrand, Executive Superintendent of Student Achievement K-12
Lee Ann Poisson, Superintendent of Student Achievement K-12
Joumana Tawil, Superintendent of Student Achievement K-12

SUBJECT: ADVISORY COMMITTEE MEETING MINUTES

RECOMMENDATION:

That the Board receive the Approved Minutes for the following Advisory Committees as information:

Indigenous Education Advisory Committee (IEAC) meeting of February 28, 2024;

Parent Involvement Committee (PIC) Executive meeting of March 20, 2024; and

Special Education Advisory Committee meeting of March 21, 2024.

SYNOPSIS:

The above-mentioned Advisory Committee Meeting Minutes are being submitted to the Board as information.

BACKGROUND COMMENTS:

The Indigenous Education Advisory Committee (IEAC) came into existence in the fall of 2017. The role of the Indigenous Education Advisory Committee is to provide information, recommendations and feedback to the Board on Indigenous Education.

The Parent Involvement Committee 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, as per Article 15.1 of the Parent Involvement Committee’s Terms of Reference.

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 February 28, 2024 IEAC Minutes were approved at the May 1, 2024 meeting.

The March 20, 2024 PIC Executive Minutes were approved at the May 13, 2024 meeting.

The March 21, 2024 SEAC Minutes were approved at the April 18, 2024 meeting.

APPENDICES:

- Indigenous Education Advisory Committee (IEAC) Minutes of February 28, 2024.
- Parent Involvement Committee (PIC) Executive Minutes of March 20, 2024
- Special Education Advisory Committee Minutes of March 21, 2024

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date:	May 21, 2024
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	May 21, 2024
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	May 21, 2024



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Emelda Byrne
Telephone: 519-253-2481 FAX: 519-253-0640

INDIGENOUS EDUCATION ADVISORY COMMITTEE MEETING

Wednesday, February 28th, 2024 at 5:30 p.m.

Catholic Education Centre – Blessed Marie Rose Durocher Meeting Room

Mary Heath, Trustee, Chair	Lisa Soulliere, Trustee
Lee Ann Poisson, Superintendent	Melissa Cavallin, Principal
Daniela Koppeser, Curriculum Consultant	Darlene Marshall, Indigenous Education Lead
Donna Grayer, Michif Nation of Manitoba	Eric Hill, Can-Am Urban Homes
Ian Duckworth, Southern First Nations Secretariat	Tina Jacobs, St. Clair College, Indigenous Learner Advisor
Fawne Lomascolo, Indigenous Success Coach	Colleen Brian, Recording Secretary

- 1) **Call to Order** - Trustee, Mary Heath called the meeting to order at 5:39pm
- 2) **Opening Prayer** - Read by Trustee, Mary Heath
- 3) **Land Acknowledgement** - Read by Daniela Koppeser
- 4) **Recording of Attendance**
 - a) Regrets: Tina Jacobs, Ian Duckworth
- 5) **Approval of Agenda**
Motion by Donna Grayer, seconded by Eric Hill that the agenda of February 28, 2024 be approved. *Carried.*
- 6) **Approval of Minutes from the Meeting on December 4th, 2023**
Motion by Eric Hill, seconded by Donna Grayer that the minutes of December 4, 2023 be approved. *Carried.*
- 7) **Disclosure of Interest** – None
- 8) **Report from Chair** - deferred to Trustee Soulliere
- 9) **Report from Trustee, Lisa Soulliere**
 - a) Ontario Catholic School Trustees' Association Conference - former Chief Cadmus Delorme - discussion around making the Land Acknowledgement more personal
 - b) Suggested a board presentation on Indigenous Education. Superintendent, LeeAnn Poisson to inquire about an Indigenous Education presentation at a public board meeting in the future
 - c) Suggested to have the board and IEAC thank Essex Region Conservation Authority (ERCA) / Kristin Ives' contribution to Indigenous Education with the Nature Near You program
Motion from Trustee Lisa Soulliere, seconded by Donna Grayer that IEAC draft a letter, signed by the Chair of the Board and the Director of Education, expressing their support / appreciation to ERCA as well as Kristin Ives, ERCA Curator / Education Coordinator. Carried
- 10) **Report from Superintendent, Lee Ann Poisson**
 - a) Budget Survey Reminder- on website, closes March 1, 2024

- b) KNA - High School Indigenous K Course, piloted in three (3) schools for Semester 2- St. Anne Secondary School, St. Joseph's High School, and St. Thomas of Villanova Secondary School, paired with Grade 11 English: Contemporary Aboriginal Voices (NBE) course
 - c) Indigenous Success Coach, Fawne Lomascolo was introduced and welcomed
- 11) Indigenous Lead Reports – Lead Teacher, Darlene Marshall & Consultant, Daniela Koppeser**
- a) Statistics on Self-Identified Indigenous students in our board were provided
 - b) Tutor update - looking to hire more tutors
 - c) Eagle Cam - 2023-24 Board Action Plan for Indigenous Education includes a budget for a live cam to be installed at JR Park Homestead where two eagles are nesting, to be live streamed in some of our schools
 - d) Provided examples of *With the Land Learning* in our schools
 - e) Discussed Indigenous Board Action Plan for 2023 / 2024
 - f) Outdoor Learning Certification Program - interactive online course will be offered to our K-12 educators this spring
 - g) Smudging Policy - Superintendent, LeeAnn Poisson to consult with Superintendent, Colleen Norris regarding the process of creating a new policy. Darlene Marshall will send out links to the IEAC committee on sample policies from other school boards
 - h) Darlene Marshall announced her retirement as of March 15, 2024
- 11) Action Items - None**
- 12) New Business - None**
- 13) Correspondence - None**
- 14) Next Meeting - Wednesday - May 1st, 2024**
- 15) Adjournment & Closing Prayer**
- a) Darlene Marshall - closed the meeting with a reflection, *May We Have Enough to Share*
 - b) Adjourned meeting at 7:26pm



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

PARENT INVOLVEMENT COMMITTEE EXECUTIVE MEETING

Wednesday, March 20, 2024 at 6:00 p.m.

Catholic Education Centre – St. John Paul II Board Room

Jason Lazarus, Trustee	Samantha Pascoe-Thomas, Events
Joe Iacono, Trustee	Ashley Bevan, Grants
Joumana Tawil, Superintendent of Education	Elaine Chapman, Elementary Representative
Andriana Pitre, Chair	Cheri Martin, Middle School Representative
Lisa Burningham, Vice Chair	Tania Mask, Secondary Representative
Nicole Sulman, Treasurer	Dana Tonus, Community Representative
Chantelle Linton, Secretary	Cathy Racine, Executive Assistant/Recorder

1) Call to Order

Chair, Andriana Pitre called the meeting to order at 6:12 p.m.

Opening Prayer - Read by Chair, Andriana Pitre

2) Recording of Attendance

Regrets: Joe Iacono, Lisa Burningham, Ashley Bevan, Cheri Martin, Tania Mask

3) Approval of Agenda

Motion by Dana Tonus and seconded by Chantelle Linton that the agenda of March 20, 2024 be approved. Carried.

4) Approval of Minutes from the meeting on February 1, 2024

Motion by Samantha Pascoe-Thomas and seconded by Nicole Sulman that the Minutes of February 1, 2024 be approved. Carried.

5) Disclosure of Interest - None

6) Superintendent Tawil's Report

- a. **Student Achievement Plan** - Currently in the process of developing the plan. As part of the process, stakeholders will be encouraged to provide input. The plan will be shared at the next Parent Involvement Committee (PIC) General meeting.
- b. **EQAO - Grade 3 and Grade 6** - Presently, schools are in the assessment planning process. Testing will be conducted from May 22 to 31, 2024 inclusive.
- c. **Muskoka Woods (Elementary)** - Schools to attend experience April 27 to 30 and April 30 to May 3, 2024.
- d. **Kindergarten Registration** - Open houses were well attended. Schools continue to welcome new families through the registration process.
- e. **Summer Programs:**
 - i. *Reach Ahead* - Credit courses will be offered for current grade 8 students entering grade 9 in September. This program offers students an opportunity to obtain a high school credit over the summer.
 - ii. *Summer School Courses - (Secondary)* - Will be offered this summer. Further information and location are forthcoming.

- iii. *Summer Learning Program - (Elementary)* - The program supports students in literacy and numeracy skills. An overview of the student selection process was provided. Pre and post assessments are conducted. The program has been very viable.
- iv. *Focus on Youth (FOY)* - The program provides employment opportunities for students in grade 11 and 12, who face barriers in finding summer employment. Student placement is matched with community partners.

7) Trustee's Report - Trustee Jason Lazarus

- a. **Request for Proposal (RFP) - Running Track Rehabilitation** (St. Anne Catholic Secondary School and St. Joseph's Catholic High School) - The process has been completed and work will commence in the future.
- b. **Request for Tender (RFT) - F. J. Brennan Catholic High School - Track Reconstruction Project** - Presently out for tender.
- c. **Boundary Review - Immaculate Conception Catholic Elementary School and St. Angela Catholic Elementary School** - The final report will be brought forth at the March 26, 2024 Board meeting.
- d. **2024-2025 Budget Consultation Survey** - Report to be presented at the March 26, 2024 Board meeting.
- e. **2024-2025 School Year Calendar** - Ministry approval has been received.

8) Updates/Report

- i. **Ontario Association of Parents in Catholic Education (OAPCE)** - The annual conference will be held in Toronto on April 13, 2024. A motion to approve two (2) PIC Executive members attend, with a maximum of \$250 per attendee to be paid through the Parents Reaching Out (PRO) Grant funding was brought forward.
Motion by Dana Tanus and seconded by Samantha Pascoe-Thomas to approve the attendance of two (2) PIC Executive Members with a maximum cost of \$250 per attendee to be funded through PRO Grant. Carried.

9) New Business

- a. **PRO Grant Application Summary, Fund Distribution** - 19 schools were approved. Planning continues for PIC Executive members to attend the first PIC General meeting in 2024/2025, to provide further information on the application process.
- b. **PIC Expo Event** - A discussion took place on the possibility of hosting a PIC Expo in the fall. Suggested topics; financing post-secondary education, in demand careers in the Windsor-Essex region, resume preparation, and ways to continue to engage students in STEM and skilled trades. A discussion also took place on the possibility of providing parents with information on summer programs offered in our community.

10) Closing Prayer and Adjournment

Adjournment: 7:12 p.m.



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 21, 2024 TIME: 6:00 p.m.

Catholic Education Centre

Trustees

Mary DiMenna, Chair

Lisa Soulliere

Administration

LeeAnn Poisson, Superintendent

Principal's Association

John Riberdy, Principal

Ministry Of Education

Virginia Rutledge, Education Officer

Recording Secretary

Jeri Linton, Executive Assistant

Association Representatives

Cynthia Burk - Autism Ontario

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

RoseMarie Lamug - Inclusion Action in Ontario

Andrea Catalano - Learning Disabilities Association of Windsor-Essex

Melinda Meunier-Bishop, Vice-Chair - Parents for Children's Mental Health

Cindy Nantais - Up About Down

MINUTES

1. Call to Order - Vice-Chair, Melinda Meunier-Bishop called the meeting to order at 6:02pm
2. Opening Prayer - led by Vice-Chair Melinda Meunier-Bishop
3. Land Acknowledgement - led by Trustee, Lisa Soulliere
4. Recording of Attendance
All Present: Chair, Trustee Mary DiMenna attended the meeting via Google meet.
5. Approval of Agenda - One amendment to the agenda.
Item 15a. Draft Policy SC:04 Field Trips/Excursions will be discussed after item 7. Presentations.
Motion to approve the agenda as amended made by RoseMarie Lamug; seconded by Sharon O'Hagan-Wong. Carried.
6. Welcome/Introductions - Welcome Senior Manager of Finance, Susan Swiatoschik; Superintendent Colleen Norris; Superintendent Steven Bellaire; new member Andrea Catalano
7. Presentations: **Budget - Susan Swiatoschik, Senior Manager of Finance**
2023/2024 budget summary for Special Education Funding was distributed and reviewed.
8. Disclosure of Pecuniary Interest - none
9. Action Items
 - a. Approval of the February 15, 2024 Minutes - Amend item 7: add bullet point- Superintendent Lo Faso will consider focus groups for students with special needs.
Motion to approve the February 15, 2024 minutes as amended made by Cindy Nantais; seconded by RoseMarie Lamug. Carried.
 - b. Change the May 16, 2024 SEAC Meeting Date
Motion to approve changing the date of the May 16, 2024 SEAC meeting to May 30, 2024 made by RoseMarie Lamug; seconded by Lisa Soulliere. Carried.
10. Communications
 - a. External: Durham Catholic District School Board letter to The Honourable Stephen Lecce
 - b. Internal: None
11. Chair's Report - **Mary DiMenna** - At the Thursday, February 27, 2024 Regular Board Meeting, the following items were received and approved: Draft Policy ST:01 Student Admissions - Elementary and Secondary; Regular School Year Calendar for 2024-2025, which is also available on the Board's website. Draft Policy SC:04 Field Trips/Excursions was deferred.

12. Trustee's Report- **Lisa Soulliere** - The agenda package for the Regular Board Meeting of Tuesday, March 26, 2024 is posted on the Board's website.
13. Superintendent's Report - **LeeAnn Poisson**
 - Positive feedback was received from the EA's that attended the Michael Jacques presentation on the February 16 PD Day.
 - Step 2 meetings (team meetings to determine upcoming assessments) are wrapping up.
 - Holy Cross won first place and Holy Names High School won third place in Community Living Ontario's Together We're Better video contest.
 - Elementary Day of Champs will be held on May 15, 2024 at St. Thomas of Villanova Secondary School; Secondary Day of Champs will be held on June 7, 2024 at St. Anne Secondary School
14. Unfinished Business - none
15. New Business
 - a. Draft Policy SC:04 Field Trips/Excursions (C. Norris/S. Bellaire)
 - Superintendent Colleen Norris reviewed the Board's [A:01 Policy Review Process](#). Input is available for Draft Policy SC:04 until March 28, 2024. SEAC members may submit suggestions via email to policy@wecdsb.on.ca either individually or as a committee.
 - Superintendent Bellaire reviewed the sub-committee's process and rationale for changes made to Policy SC:04 Field Trips/Excursions during the policy review
 - Cindy Nantais suggested an edit to 4.2: add "o) Any barriers to the full and complete participation by students with special needs should be identified. Efforts shall be made to prevent and remove those barriers and any ongoing barriers."
 - It was further suggested that Form A Field Trip Approval Form include "express information about: the existence of any barriers; how those barriers will be addressed; and where any barriers to full and complete participation remain, what reasonable efforts have been made to prevent or remove them".
 - Members voted all in favour that the suggestions to Draft Policy SC:04 be submitted on behalf of SEAC directly to Superintendent Colleen Norris, as an exception because she was present.
16. Association Reports
 - a. **Autism Ontario** - Gala was well supported; [World Autism Day - April 2, 2024](#)
 - b. **Community Living Windsor and Essex** - Sharon O'Hagan Wong attended the Community Living Ontario Inclusion Symposium. Upcoming events: [Ontario Agencies Supporting Individuals with Special Needs \(OASIS\) Spring Conference April 24-26, 2024 at Casino Windsor](#); Mayor's Luncheon; May 8, 2024 is Community Living Day at legislature; Michael Jacques will be speaking at the AGM on June 18, 2024; golf tournament to support CLEC at Sutton Creek in July 2024; provincial conference in September 2024. Sharon will provide information to SEAC on Youth Action: Summer Work Program 2024.
 - c. **Inclusion Action in Ontario** - [Free event on April 9, 2024 at the Ciociaro Club featuring Michael Jacques Parent Advocacy with Ed Mahoney - March 25, 2024 \(via zoom\)](#)
 - d. **Learning Disabilities Association of Windsor-Essex** - The Spring Catalogue was emailed to SEAC members; [Introducing the Barton Spelling & Reading Program](#); Preparations have begun for the summer program to be held at W. J. Langlois Catholic Elementary School.
 - e. **Parents for Children's Mental Health** - PCMH is working with school board union groups and agencies to ensure smooth transitions for students returning to school from agency programs. These discussion are aligned with [PPM169 Student Mental Health](#)
 - f. **Up About Down** - Today, March 21, 2024, is World Down Syndrome Day and the theme is End The Stereotypes. A dance-a-thon is scheduled for Sunday, March 24, 2024 at the Windsor Family Credit Union Centre. More information about events can be found [here](#).
17. Next Meeting Date - April 18, 2024
18. Closing Prayer - led by Lisa Soulliere
19. Adjournment - Vice-Chair Melinda Meunier- Bishop closed the meeting at 7:40pm.



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

Meeting Date:
 May 28, 2024

BOARD REPORT

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
 Joumana Tawil, Superintendent of Education, Student Achievement K-12

SUBJECT: **PARENT INVOLVEMENT COMMITTEE EXECUTIVE (PIC) - ANNUAL REPORT ON ACTIVITIES - 2023-2024**

RECOMMENDATION:
That the Board receive the annual report on activities of the Parent Involvement Committee.

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) for 2023-2024, as per Article 15.2 of the Terms of Reference.

BACKGROUND COMMENTS:
 As per Article 15.2 and Article 15.3 of the Terms of Reference, PIC shall annually, following its May meeting, submit a written summary of the committee’s activities to the Chair of the Board of Trustee and the Director of Education. The Director of Education shall provide the summary of activities to the Catholic School Advisory Councils and post the summary on the board’s website.

FINANCIAL IMPACT:
 The Parent Involvement Committee receives grants to specifically fund parent engagement activities annually.

TIMELINES:
 N/A

APPENDICES:

- Appendix A: Parent Involvement Committee - Annual Report on Activities - 2023-2024

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 21, 2024
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 21, 2024
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 21, 2024



PARENT INVOLVEMENT COMMITTEE (PIC) ANNUAL REPORT ON ACTIVITIES FOR 2023-2024



This year has been an adventure filled with great experiences, excellent participation and collaboration as well as informative presentations!

It was an honour to serve as chair for my final year, with the support of Superintendent Tawil as well as Executive Assistant Cathy Racine. Our PIC executive was a group of motivated and dedicated individuals committed to student success and parent involvement. A special thank you also goes to Director Byrne for taking the time to attend a general meeting.

Each year PIC strives to engage greater parent participation at meetings or events. This year's attendance at meetings was back to pre-pandemic levels. It was refreshing to continue in-person meetings after many years of virtual. Executive members were also engaged and had a very supportive committee. PIC was able to bring in speakers to present about the following:

- Student Achievement Plan - Director Byrne and Executive Superintendent Farrand
- School to Work Guide - Tashlyn Teskey, Manager of Research Projects at Workforce Windsor Essex
- Mental Health Plan - Danielle Campo McLeod, Mental Health lead
- “Know Me” student census report - Superintendent Rosemary LoFaso
- Math/Destreaming - Executive Superintendent Melissa Farrand, Superintendent Joumana Tawil, Robin Grondin & Daniela Koppeser

We were also fortunate enough to host an information session on financing post secondary education. Guest speakers were brought in from St. Clair College, the University of Windsor as well as a representative from BMO. Attendance was great and parents were thrilled that we extended the question and answers period to a longer time.

It is important to continue to engage even more parents who are interested and can make a commitment to PIC to advance Catholic education within the board. Although it is very heart-warming to see familiar faces, it is important to engage new audiences as well for future success.

PIC received a block of funds for PRO grant activities this year. We asked for applications from our schools and awarded the money equally between those schools that met the Ministry criteria. This year the applications exceeded all expectations and was the most we ever received! Applications increased from 18 last year to 28 this year.

We know that after a few challenging years now behind us, engaging and re-engaging parents will be of utmost importance. Our general meeting attendance has increased and discussions are vibrant and robust. PIC will continue to strive to provide valuable and relevant information to all in the new year.

Respectfully,

Andriana Pitre
PIC Chair



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

Meeting Date:
 May 28, 2024

BOARD REPORT

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 - AIR HANDLING UNIT (AHU) REPLACEMENT PROJECT AT ST. THOMAS OF VILLANOVA CATHOLIC SECONDARY SCHOOL**

RECOMMENDATION:
That approval be given to the award of tender and issuance of a purchase order contract for the AHU Replacement project at St. Thomas of Villanova Catholic Secondary School to Alliance General Contracting of Windsor Inc., in the amount of \$4,507,765.00 plus HST.

SYNOPSIS:
 This report is submitted to the Board with the results of Tender #751: AHU Replacement Project at St. Thomas of Villanova Catholic Secondary School.

BACKGROUND COMMENTS:
 At its meeting on June 20, 2023, the Board approved a budget of \$16,319,200 for the School Condition Improvement program for the 2023-24 fiscal year.

St. Thomas of Villanova Catholic Secondary School required emergency AHU repairs and as a result, in accordance with the Board’s Purchasing Policy, Tender #751 was issued for the AHU Replacement Project on March 1st, 2024. The project includes the replacement of four major indoor air handling units (AHU), heat pump units, duct work for the AHU and all associated building control updates.

On March 12, 2024, a site visit was held at St. Thomas of Villanova Catholic Secondary School with the Board’s Mechanical Consultant from Dillon Consulting Ltd., Greg Koppeser (Manager of Construction, Engineering & Maintenance), Carl Ranger (Assistant Manager of Facilities Services) and all bidding contractors in attendance.

Electronic tender submittals were received by Sarah Livingston (Supervisor of Purchasing Administration) on April 11th, 2024, reviewed and recorded.

FINANCIAL IMPACT:

A total of three (3) bidders submitted for the project. All submissions were reviewed and determined to be in compliance with the submission requirements. The bid results are summarized in the table below:

Bidder	Base Bid Price * (excludes taxes)
Alliance General Contracting of Windsor Inc. Windsor, ON	\$ 4,507,765.00
Oscar Construction Company Ltd. Oldcastle, ON	\$ 4,596,493.64
Vince Ferro Construction Ltd. Windsor, ON	\$ 4,696,990.00

* The Bid Price is inclusive of a contingency and a building controls allowance.

The lowest bidder meeting specifications is Alliance General Contracting of Windsor Inc., with a bid of \$4,507,765.00 + HST. As this cost exceeds the available 2023-24 School Condition Improvement funds, the proposed funding is detailed below:

2023-24 School Condition Improvement Budget = \$1,007,765.00 plus HST
 2024-25 School Condition Improvement Allocation = \$3,500,000.00 plus HST

Given the current unit is prohibitive to repair and the project will straddle two fiscal years, administration is recommending proceeding with the award of the AHU Replacement Project at St. Thomas of Villanova Catholic Secondary School to Alliance General Contracting of Windsor Inc., in the amount of \$4,507,765.00 plus HST.

TIMELINES:

The contractor, Alliance General Contracting of Windsor Inc., is available to commence work as early as July 2, 2024 and expects to be completed with the project by March 31, 2025.

APPENDICES:

None

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 21, 2024
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 21, 2024
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 21, 2024



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

Meeting Date:
 May 28, 2024

BOARD REPORT

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- ST. ANNE CATHOLIC SKILLED TRADES AND LEARNING CENTRE – INTERIOR RENOVATIONS

RECOMMENDATION:

That approval be given to the award of tender and the issuance of a purchase order contract for the Interior Renovation Project at St. Anne Catholic Skilled Trades and Learning Centre to Vince Ferro Construction Ltd. in the amount of \$631,737.00 plus HST.

SYNOPSIS:

This report is submitted to the Board with the results of Tender #753: Interior Renovation Project at St. Anne Catholic Skilled Trades and Learning Centre.

BACKGROUND COMMENTS:

At its meeting on June 20, 2023, the Board approved a budget of \$4,102,609 for the School Renewal Allocation for the 2023-24 fiscal year.

In accordance with the Board’s Purchasing Policy, Tender #753 was issued for the Interior Renovation Project at St. Anne Catholic Skilled Trades and Learning Centre on April 4th, 2024, to accommodate the sports academy move from Central Park Athletics. The project includes HVAC, Electrical and Plumbing upgrades to the current change rooms and gymnasium as well as interior renovations for a fitness room.

On April 18th, 2024, a site visit was held at St. Anne Catholic Skilled Trades and Learning Centre with the project Architect from Sfera Architectural Associates Inc., Greg Koppeser (Manager of Construction, Engineering & Maintenance), Carl Ranger (Assistant Manager of Facilities Services) and all bidding contractors in attendance.

Electronic tender submittals were received by Sarah Livingston (Supervisor of Purchasing Administration) on May 7th, 2024, reviewed and recorded.

FINANCIAL IMPACT:

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

Proponent	Total Bid Price * (excludes taxes)	Separate Price 1: Painting of Gym (excludes taxes)
Adine Builders Ltd. Oldcastle, ON	\$ 649,913.00	\$ 55,900.00
Greenlight General Contracting Inc. Tecumseh, ON	\$ 639,000.00	\$ 46,800.00
SabCon Inc. Oakville, ON	\$ 715,000.00	\$ 9,845.00
TCI Titan Contracting Inc. Windsor, ON	\$ 683,000.00	\$ 31,200.00
Vince Ferro Construction Ltd. Windsor, ON	\$ 596,547.00	\$ 35,190.00
Wincon Construction 1986 Ltd. Tecumseh, ON	\$ 731,033.00	\$ 44,818.00

* The Total Bid Price is inclusive of a contingency and controls allowance.

The lowest bidder meeting specifications is Vince Ferro Construction Ltd., with a total bid of \$631,737.00 plus HST. Based on the information provided, there is sufficient funds remaining in the School Renewal Allocation for 2023-24 to complete this project. Given the availability of budget funds, administration is recommending proceeding with the award of this project to Vince Ferro Construction Ltd., in the amount of \$631,737.00 plus HST.

TIMELINES:

The contractor, Vince Ferro Construction Ltd., is available to commence work as early as June 1st, 2024 and expects to be completed with the project by August 26th, 2024.

APPENDICES:

None

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date:	May 21, 2024
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	May 21, 2024
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	May 21, 2024



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

Meeting Date:
 May 28, 2024

BOARD REPORT

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 F.J. BRENNAN CATHOLIC SECONDARY SCHOOL / CORPUS CHRISTI CATHOLIC MIDDLE SCHOOL**

RECOMMENDATION:
That approval be given to the award of tender and issuance of a purchase order contract for the Phase 1 Building Upgrades project at F.J. Brennan Catholic Secondary School / Corpus Christi Catholic Middle School to Front Construction Industries Inc., in the amount of \$3,877,216.00 plus HST.

SYNOPSIS:
 This report is submitted to the Board with the results of Tender #754: Phase 1 Building Upgrades project at F.J. Brennan Catholic Secondary School / Corpus Christi Catholic Middle School.

BACKGROUND COMMENTS:
 At its meeting on June 20, 2023, the Board approved a budget of \$16,319,200 for the School Condition Improvement program for the 2023-24 fiscal year.

In accordance with the Board’s Purchasing Policy, Tender #754 was issued for the Phase 1 Building Upgrades project at F.J. Brennan Catholic Secondary School / Corpus Christi Catholic Middle School on April 12th, 2024. The project includes the replacement of boilers, ventilation and civil drainage upgrades, washroom upgrades for accessibility needs, the replacement of windows in three classrooms, the construction of a high school cosmetology technology space, improved roof access for staff and other localized accessibility updates.

On April 26th, 2024, a site visit was held with the Board’s architectural team including Archon Architects Inc., Haddad Morgan & Associates, Smith and Anderson Consulting Engineers, Greg Koppeser (Manager of Construction, Engineering & Maintenance), Carl Ranger (Assistant Manager of Facilities Services) and all bidding contractors in attendance.

Electronic tender submittals were received by Sarah Livingston (Supervisor of Purchasing Administration) on May 8th, 2024 reviewed and recorded.

FINANCIAL IMPACT:

A total of three (3) bidders submitted for this project. All submissions were determined to be in compliance with the submission requirements. The bid results are summarized in the table below:

Bidder	Base Bid Price * (excludes taxes)	Sep Price 1: Washroom Upgrades
Front Construction Industries Inc. Windsor, ON	\$ 3,499,600.00	\$ 377,616.00
Oscar Construction Company Ltd. Oldcastle, ON	\$ 3,658,139.77	\$ 383,588.00
Vince Ferro Construction Ltd. Windsor, ON	\$ 3,703,310.00	\$ 444,562.00

* The Base Bid Price is inclusive of a contingency, permit and building controls allowances. The work in the base bid also includes for boiler water treatment & arc flash analysis for electrical.

The lowest bidder meeting specifications is Front Construction Industries Inc., with a total bid amount of \$3,877,216.00 plus HST. As this cost exceeds the available 2023-24 School Condition Improvement funds, the proposed funding is detailed below:

2023-24 School Condition Improvement = \$1,877,216.00 plus HST
 2024-25 School Condition Improvement = \$2,000,000.00 plus HST

Due to the nature of the project and with the project straddling two fiscal years, administration is recommending proceeding with the award of this project to the lowest bidder, Front Construction Industries Inc., in the amount of \$3,877,216.00 + HST.

TIMELINES:

The contractor, Front Construction Industries Inc., is available to commence work as early as June 28, 2024 and expects to be completed with the project by February 16, 2025.

APPENDICES:

None

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date:	May 21, 2024
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	May 21, 2024
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	May 21, 2024