



**REGULAR BOARD MEETING  
Tuesday, April 28, 2009 at 7:00 p.m.  
Windsor Essex Catholic Education Centre  
John Paul II Boardroom**

**A G E N D A**

- |  | Page # |
|--|--------|
| I In-Camera Meeting – 6:00 p.m.  |        |
| II Regular Meeting of the Board - 7:00 p.m.  |        |
| 1. Call To Order   |        |
| 2. Opening Prayer - Education Week Prayer Led by Our Lady of Perpetual Help Catholic Elementary School   | - -    |
| 3. Recording of Attendance   |        |
| 4. Approval of Agenda  |        |
| 5. Questions Pertaining to Agenda  |        |
| 6. Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u>   |        |
| 7. Presentations:  |        |
| a. Urban and Priority High Schools Funding (L. Staudt)   | - -    |
| 8. Delegations:  |        |
| a. Delegation Regarding Items <u>Not</u> on the Agenda   |        |
| <i>3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.</i> |        |
| b. Delegations Regarding Items <u>On</u> the Agenda  |        |
| <i>3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.</i>   |        |

9. Action Items:
  - a. Approval of Minutes
    - i) Minutes of In-Camera Meeting, April 14, 2009 --
    - ii) Minutes of Regular Meeting, April 14, 2009 1 - 6
  - b. Items from the In-Camera Meeting of April 28, 2009 --
  
10. Communications:
  - a. External (Associations, OCSTA, Ministry): Nil. --
  - b. Internal (Reports from Administration):
    - i) Report: Administrative Staff Report (P. Picard) 7 - 8
    - ii) Report: 2008 - 09 Budget Status (M. Iatonna) *Handout*
    - iii) Report: 2008 - 09 School Budget Status (M. Iatonna) 9 - 15
    - iv) Report: 2008 - 09 Budget Schedule - Revised (M. Iatonna) 16 - 17
    - v) Report: 2008 - 09 Play Structure, Play Surface and Playfield Annual Inspection Report (P. Picard) 18 - 20
    - vi) Verbal Report: City of Windsor Ward Boundary Review Update (M. Iatonna) --
    - vii) Verbal Report: Ad Hoc Safe Schools Sub-Committee - Recommendations on Best Practices (L. Staudt) --
  
11. Unfinished Business: Nil.
  
12. New Business:
  - a. Field Trips:
    - i) Holy Names Catholic High School - Cedar Point (L. Staudt) 21 - 26
    - ii) St. Theresa Catholic Elementary School - Canada's Wonderland (C. Geml) 27 - 28
  - b. Report: Board Policy Amendments F:02 Purchasing / Disposal of Assets (*for final approval*) (M. Iatonna) 29 - 48
  - c. Report: Computerized Maintenance Management System (M. Iatonna/P. Picard) 49 - 51
  - d. Report: Regular Board Meetings for the months of July and August 2009 and the 2009 - 10 School Year (J. Berthiaume) 52 - 54
  - e. Report: Play Surface Material Standard - Rubber (P. Picard) 55 - 60
  - f. Report: Provision of a "Before and After" Child Care Program at St. John the Evangelist, St. Louis and St. Rose Catholic Elementary Schools (C. Geml) 61 - 62
  
13. Committee Reports:
  - a. Report: High School Council Meeting Notes of March 5, 2009 (L. Staudt) 63 - 69
  
14. Notice of Motion
  
15. Remarks and Announcements:
  - a. Chairperson
  - b. Director of Education
  - c. Board Chaplain

16. Remarks/Questions by Trustees
17. Pending Items
  - a. Draft Board Policy H:07 Selection Process - Principals and Vice Principals (*deferred March 10, 2009*) - -
18. Continuation of In-Camera, if required.
19. Future Board Meetings: (*Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*)
  - Tuesday, May 12, 2009
  - Tuesday, May 26, 2009
  - Tuesday, June 9, 2009
  - **Monday**, June 22, 2009
20. Closing Prayer
21. Adjournment

***Fred Alexander***  
*Board Chairperson*

***Joseph Berthiaume***  
*Director of Education & Secretary-Treasurer*



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**REGULAR BOARD MEETING**  
**Tuesday, April 14, 2009 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:**

F. Alexander, Chair	P. Keane
J. Courtney( <i>electronically</i> )	J. Macri
M. DiMenna, Vice-Chair	S. Porcellini
B. Holland ( <i>electronically</i> )	L. Soulliere
C. Janisse	
C. Resendes, Student Trustee	
N. Lau, Student Trustee	
Rev. L. Brunet, Board Chaplain	

**Administration:**

J. Berthiaume (Resource)	J. Bumbacco
C. Geml	E. Byrne
M. Iatonna	P. Littlejohns
P. Picard	P. Murray
L. Staudt	S. O'Hagan-Wong

**Recorder:**

D. Steffens

1. Call To Order - Chair Alexander called the meeting to order at 7:00 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present. Trustees Courtney and Holland participated electronically.
4. Approval of Agenda – The Chair indicated that a handout for agenda item 8a(ii) Delegation Windsor and District Labour Council – National Day of Mourning was at trustee places and previously provided to trustees electronically.

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the April 14, 2009 Regular Board meeting agenda be approved as distributed. Carried.**

5. Questions Pertaining to Agenda – None.
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. – None.
7. Presentations:

- a. Introduction of the 2009-10 Student Trustee Designates

2009-10 Student Trustees Nadia Timperio and Joanna Wolinski were formally introduced to the Board of Trustees. The current Student Trustees will mentor the new Student Trustee designates until their term officially begins on August 1, 2009.

8. Delegations:

- a. Delegation Regarding Items Not on the Agenda

- i) Gilbert Barichello – Regarding Italian Studies Program/University of Windsor

Trustees received a delegation regarding the Italian Studies Program/University of Windsor. Gilbert Barichello was present to speak on behalf of the leaders of five local Italian-Canadian clubs to: thank the Board for what it has done in the past and present with regard to Italian language classes; seek Board support in promoting Italian studies at the secondary level; and, to continue a strong partnership between the University of Windsor and the school board to enhance interest in post secondary Italian studies.

- ii) Windsor and District Labour Council – National Day of Mourning

Trustees received a delegation regarding the April 28 National Day of Mourning which commemorates workers who have been killed, injured or suffered illness due to workplace related hazards and incidents. Rolland Marentette, representative from the Windsor and District Labour Council, provided an overview of the annual observance and petitioned the Board to share the importance of recognizing this day with school communities.

- b. Delegations Regarding Items On the Agenda – None.

9. Action Items:

- a. Approval of Minutes

- i) Minutes of In-Camera Meeting, March 31, 2009

**Moved by Trustee Janisse and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of March 31, 2009 be adopted as distributed. Carried.**

- ii) Minutes of Regular Meeting, March 31, 2009

**Moved by Trustee DiMenna and seconded by Trustee Macri that the minutes of the Regular Board meeting of March 31, 2009 be adopted as distributed. Carried.**

b. Items from the In-Camera Meeting of April 14, 2009

Vice-Chair DiMenna reported the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on April 14, 2009 pursuant to the Education Act - Section 207, to consider specific personnel, labour relations matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Trustees Porcellini, Macri and Courtney declared a conflict of interest during the In-Camera Session and excused themselves from the relevant discussion items. As a matter of record, Trustee Courtney disclosed interest in an item discussed at the March 31, 2009 In-Camera Session and further indicated she was not in attendance during the discussion.

**Moved by Trustee DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of April 14, 2009 be approved. Carried.**

Vice-Chair DiMenna made the following announcements:

- receipt of the Administrative Staff Report, dated April 14, 2009
- appointment of Chris Strong to the position of Foreperson – Maintenance Services, effective April 14, 2009

10. Communications:

a. External (Associations, OCSTA, Ministry):

- i) City of Windsor Council Report re: Ward Boundary Review, dated April 6, 2009  
**Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board receive the City of Windsor Council Report re: Ward Boundary Review, dated April 6, 2009 as information. Carried.**

b. Internal (Reports from Administration):

- i) Report: Administrative Staff Report  
**Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated April 14, 2009 as information. Carried.**
- ii) Report: Legal Services – February 2009  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the report Legal Services – February 2009 as information. Carried.**

11. Unfinished Business – None.

## 12. New Business:

## a. Field Trips:

- i) Catholic Central High School - Cedar Point  
**Moved by Trustee Macri and seconded by Trustee Porcellini that the Board approve the Catholic Central High School Field trip to Cedar Point scheduled for Monday, May 18, 2009. Carried.**
- ii) St. Anne Catholic High School - Mansfield Ohio  
**Moved by Trustee Macri and seconded by Trustee Porcellini that the Board approve St. Anne's Catholic High School Field Trip to Mansfield, Ohio from Thursday, April 16, 2009 to Saturday, April 18, 2009. Carried.**

b. Report: Board Policy Amendments F:02 Purchasing / Disposal of Assets (*for approval in principle*)

Superintendent Iatonna reported that Board Policy F: 02 Purchasing of Furniture, Equipment, Supplies and Services was reviewed by a Policy Working Subcommittee as part of a scheduled policy review. As part of the policy review, the Policy Working Subcommittee reviewed three existing policies: F: 02 Purchasing of Furniture, Equipment, Supplies and Services, F: 03 Appointment of Architect for Major Projects, and A: 10 Disposal of Assets. The draft policy will be presented for final approval at the April 28, 2009 Regular Board meeting.

**Moved by Trustee Macri and seconded by Trustee Soulliere that the Board approve in principle Draft Amended Policy F: 02 Purchasing/Disposal of Assets. Carried.**

## c. Report: School Year Calendar 2009 – 10

Superintendent Staudt reported that, as outlined in the Education Act, the school year must include a minimum of 194 school days of which two days must be designated as professional activity days with respect to specific provincial education priorities and up to four extra days may be designated by the board as professional activity days. This year, in order to meet the provincial regulation requirement of 194 days, two professional development days have been scheduled prior to September 7th. The professional development days were chosen in collaboration with our coterminous boards to avoid additional transportation costs.

**Moved by Trustee Macri and seconded by Trustee Keane that the Board approve the School Year Calendar – 2009-2010 for the Windsor-Essex Catholic District School Board. Carried.**

## d. Report: Grass Cutting Services 2009

**Moved by Trustee Janisse and seconded by Trustee Keane that the Board approve a one year extension to the previous one year contracts for Grass Cutting Services at the same contract prices and that Purchase Order Contracts be issued upon Board approval to Ambassador Movers for \$61,005.00 and to SKZ Landscaping for \$63,378.00. Carried.**

## 13. Committee Reports:

- a. Report: City School Board Liaison Draft Minutes of the January 29, 2009 Meeting  
**Moved by Trustee Porcellini and seconded by Trustee Soulliere that the Board receive the draft Minutes of the January 29, 2009 City and School Boards Liaison Committee Meeting as information. Carried.**
- b. Report: Elementary School Council Notes of the March 24, 2009 Meeting  
**Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board receive the report for the March 24, 2009, Elementary School Council – Umbrella Group meeting as information. Carried.**
- c. Verbal Report: French Immersion Advisory Committee Meeting of April 8, 2009

Trustee Porcellini, Chair of the French Immersion Advisory Committee, reported that approved Minutes from the April 8, 2009 meeting will be forwarded to the Board at a meeting in May.

- d. Verbal Report: Ad Hoc East Windsor Accommodation Review Committee (ARC) Meeting of April 1, 2009

Trustee Holland, Chair of the Ad Hoc East Windsor Accommodation Review Committee (ARC), briefly reported on the activities of the East Windsor ARC. Trustees were provided with a copy of the proposed accommodations options the ARC intends to consider.

- e. Verbal Report: Ad Hoc West Windsor Accommodation Review Committee (ARC) Meeting of March 30, 2009

Trustee DiMenna, Chair of the Ad Hoc West Windsor Accommodation Review Committee (ARC), briefly reported on the activities of the West Windsor ARC. Trustees were provided with a copy of the proposed accommodation options the ARC intends to consider.

## 14. Notice of Motion – None.

## 15. Remarks and Announcements:

- a. Chairperson Fred Alexander briefly commented on the City of Windsor's Ward Boundary Review and encouraged trustees to attend one of the two public consultation meetings scheduled for this week by the City of Windsor.
- b. Director of Education Joseph Berthiaume provided comment on recent activities supporting the Board's strategic priorities: student achievement and faith development, congratulated student Daniel P. who earned a gold medal in the recent Windsor Regional Science, Technology and Engineering Fair and will represent the board at the Canada Wide Science Fair.
- c. Board Chaplain Rev. Brunet extended birthday wishes to Director Berthiaume and Student Trustee Resendes.



## 16. Remarks/Questions by Trustees

- Trustee Keane congratulated the International Baccalaureate students of Assumption College Catholic High School who will be exhibiting their art work at the Lebel Gallery, University of Windsor from April 15 to 17 as part of their IB examination and commended Fr. Brunet on the recent media coverage concerning Good Friday.
- Trustee Porcellini congratulated and welcomed 2009-10 Student Trustees Wolinski and Timperio and commented on a media article concerning a parent who is battling breast cancer.
- Trustee Holland commended Fr. Brunet for his spiritual leadership to the Board and thanked school principals for their Easter messages on their school signage.
- Trustee Courtney announced the arrival of her ninth grandchild.
- Student Trustee Resendes welcomed 2009-10 Student Trustees Wolinski and Timperio and indicated she is looking forward to working with them in their new role.
- Student Trustee Nils commented on the Student Senate meeting scheduled for tomorrow and the Media Violence Seminar following.

## 17. Pending Items

- a. Draft Board Policy H:07 Selection Process - Principals and Vice Principals (*deferred March 10, 2009*)

## 18. Continuation of In-Camera - Not required.

19. Future Board Meetings: (*Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*)

- Tuesday, April 28, 2009
- Tuesday, May 12, 2009
- Tuesday, May 26, 2009
- Tuesday, June 9, 2009
- **Monday**, June 22, 2009

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

## 21. Adjournment - There being no further business, the Regular Board meeting of April 14, 2009 adjourned at 8:26 p.m.

*Not approved.*

**Fred Alexander**  
Board Chairperson

**Joseph Berthiaume**  
Director of Education & Secretary-Treasurer



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 April 28, 2009

**BOARD REPORT**

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 P. Picard, Superintendent of Human Resources  
 J. Bumbacco, Assistant Superintendent, Human Resources  
 P. Littlejohns, Manager of Human Resources

**SUBJECT:** ADMINISTRATIVE STAFF REPORT

**RECOMMENDATION:**

**That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated April 28, 2009 for information.**

**SYNOPSIS:**

**BACKGROUND COMMENTS:**

**FINANCIAL IMPACT:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated April 28, 2009

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	April 20, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	April 21, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	April 21, 2009

April 28, 2009

**Windsor-Essex Catholic District School Board  
Administrative Staff Report**

	<b>Employee Name</b>	<b>Position</b>	<b>Date</b>
<b>HIRING:</b>			
<b>RESIGNATION:</b>	Jackie Mason	Elementary Teacher	June 30, 2009
<b>RETIREMENT:</b>	Leo Clark	Secondary Principal	June 30, 2009
	Mona Massad	Elementary Teacher	August 31, 2009
	Marg Pleva	Elementary Secretary	July 6, 2009

**OTHER:**



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Joseph Berthiaume

## HANDOUT BOARD REPORT

**Meeting Date:**  
April 28, 2009

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario latonna, Superintendent of Business  
**SUBJECT:** **2008-09 BUDGET STATUS AS OF MARCH 31, 2009**

**RECOMMENDATION:**

**That the Board receive the 2008-09 Budget Status as of March 31, 2009 as information.**

**SYNOPSIS:**

In order to ensure appropriate monitoring of the budget, regular status reports are to be submitted to the Board. The current projection indicates that the Board will have an estimated surplus of \$378,000 at year-end.

**BACKGROUND COMMENTS:**

The 2008-09 Budget Status Report as at March 31, 2009 is provided in the attached table.

**FINANCIAL IMPLICATIONS:**

Provided in the attached table.

**TIMELINES:**

Not applicable.

**APPENDICES:**

2008-09 In-Year Variance Report for the Period Ending March 31, 2009.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	April 27, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	April 27, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	April 27, 2009

Windsor-Essex Catholic District School Board  
2008-09 In-Year Variance Report  
For the Period Ending March 31, 2009  
58% of the Year Elapsed

Expenditure Category	2008-09 Annual Gross Expenditure Budget	2008-09 Commitments	2008-09 YTD Actual at Mar. 31st (Including Commitments)	2008-09 YTD Variance (at Mar. 31st)	YTD % Committed (100%)	Projected Year-End Surplus/ (Deficit)	% of 2008-09 Gross Expenditure Budget
Classroom Teachers	\$128,231,215	\$0	\$77,191,371	\$51,039,844	60%	\$436,000	0.3%
Supply Teachers	\$4,007,100	\$0	\$3,223,437	\$783,663	80%	(\$600,000)	-15.0%
Teacher Assistants	\$12,992,500	\$0	\$8,800,143	\$4,192,357	68%	\$415,000	3.2%
Computers / Supplies	\$750,000	\$0	\$444,180	\$305,820	59%	\$0	0.0%
Textbooks / Supplies	\$5,389,468	\$235,843	\$3,641,442	\$1,748,026	68%	\$0	0.0%
Professional / Paraprof. & Tech.	\$5,149,000	\$1,284	\$2,725,406	\$2,423,594	53%	\$228,000	4.4%
Library / Guidance	\$3,721,900	\$0	\$2,477,887	\$1,244,013	67%	\$180,000	4.8%
Staff Development	\$70,000	\$170	(\$1,186)	\$71,186	(2%)	\$0	0.0%
Teacher Consultant	\$1,189,100	\$0	\$782,350	\$406,750	66%	\$75,000	6.3%
Principals & Vice-Principals	\$9,938,000	\$0	\$7,115,614	\$2,822,386	72%	(\$245,000)	-2.5%
School Office	\$5,537,972	\$0	\$3,235,474	\$2,302,498	58%	\$230,000	4.2%
Con. Ed. / Summer School / Int'l Language	\$1,442,800	\$1,273	\$849,778	\$593,022	59%	(\$24,000)	-1.7%
Trustees	\$168,300	\$0	\$80,060	\$88,240	48%	\$30,000	17.8%
Director & S.O.	\$943,140	\$0	\$614,770	\$328,370	65%	(\$115,000)	-12.2%
Board Admin	\$6,122,564	\$57,960	\$3,753,946	\$2,368,618	61%	(\$338,000)	-5.5%
Department Head	\$585,000	\$0	\$408,757	\$176,243	70%	\$0	0.0%
Transportation	\$8,329,700	\$599	\$5,450,104	\$2,879,596	65%	\$176,000	2.1%
Facilities Services	\$21,634,357	\$66,107	\$12,028,189	\$9,606,168	56%	\$0	0.0%
New Pupil Places	\$6,734,186	\$0	\$3,384,681	\$3,349,505	50%	\$0	0.0%
Debt Interest	\$496,336	\$0	\$110,809	\$385,527	22%	\$0	0.0%
Good Places to Learn Interest Payments	\$783,925	\$0	\$848,285	(\$64,360)	108%	(\$70,000)	-8.9%
Other Debt Interest Payments	\$36,292	\$0	\$36,292	\$0	100%	\$0	0.0%
Add PSAB Adjustment - Accrued Interest							
<b>GRAND TOTAL OPERATING BUDGET</b>	<b>\$224,252,855</b>	<b>\$363,236</b>	<b>\$141,765,055</b>	<b>\$82,487,800</b>	<b>63%</b>	<b>\$378,000</b>	<b>0.2%</b>



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 April 28, 2009

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario latonna, Superintendent of Business  
**SUBJECT:** **2008-09 SCHOOL BUDGET STATUS**

**RECOMMENDATION:**

**That the Board receive the report on 2008-09 School Budget Status as information.**

**SYNOPSIS:**

This report provides the 2<sup>nd</sup> quarter status of school budgets and projected variances to year-end.

**BACKGROUND COMMENTS:**

During approval of the annual budget, the Board approved a 25% reduction in school budgets for 2008-09. A listing of all school budgets reflecting this reduction is provided in the appended table. The table includes approved budgets, expenditures and commitments to date, as well as projected surpluses or deficits to year-end. Principals have been requested to provide comments regarding their projections and these have been reflected in the table accordingly.

On balance, the projections for all schools show a \$49,584 or 2.3% surplus to year-end. In accordance with current Board practice, year-end school surpluses will roll-over to individual schools in the following year. Similarly, year-end school deficits will remain the responsibility of the individual schools in 2009-10.

In those cases where schools are experiencing difficulty in meeting the reduced budget, the Business Department is working with the particular principals to establish appropriate expenditure restraint plans based on the specific circumstances. Where necessary, multi-year approaches are being considered. While administration is still in the early stages of budget development, if feasible, a recommendation will be made to restore school budgets to 100% of past levels for the 2009-10 school year.

**FINANCIAL IMPLICATIONS:**

Provided in the Background and Comments section.

**TIMELINES:**

Not applicable.

**APPENDICES:**

- Appendix A – 2008 - 09 In-Year School Variance Report for the Period Ending February 28, 2009

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	April 20, 2009
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	April 21, 2009
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 21, 2009

Windsor-Essex Catholic District School Board  
 2008-09 In-Year School Variance Report  
 For the Period Ending February 28, 2009  
 50% of the Year Elapsed

Percent of the year elapsed at: Feb. 28, 2009 = 50%								
Expenditure Category	2008-09 Annual Gross Expenditure Budget	2008-09 Commitments	2008-09 YTD Actual at Feb. 28th (Including Commitments)	2008-09 YTD Variance (at Feb. 28th)	YTD % Expended (100%)	Description & Mitigating Steps	Projected Year-End Surplus/ (Deficit)	% of 2008-09 Gross Expenditure Budget
<b>ELEMENTARY SCHOOLS</b>								
Christ the King	\$26,421	\$272	\$12,988	\$13,433	49%	No specific comments.	\$4,630	17.5%
L.A. Desmarais	\$23,466	\$860	\$8,380	\$15,086	36%	Potential purchases of primary furniture, tables and chairs, as wells as tv stand and one caddy rack may reduce the projected surplus.	\$9,406	40.1%
Holy Cross	\$47,484	\$5,914	\$98,939	(\$51,455)	208%	A significant portion of the variance is due to the prior year deficit and an agreement with the Town of Lasalle regarding cost sharing for the running track in the adjacent Town park, for which there is a Board resolution.	(\$65,127)	-137.2%
Holy Name	\$35,168	\$1,936	\$26,531	\$8,637	75%	No specific comments.	(\$9,344)	-26.6%
Immaculate Conception	\$21,512	\$385	\$5,201	\$16,311	24%	No specific comments.	\$12,787	59.4%
W. J. Langlois	\$17,807	\$2,919	\$14,552	\$3,255	82%	In the 07-08 school year, a 25% deduction was made to the school budget. This was not a planned deduction and therefore a deficit was incurred. W. J. Langlois exists in a community that does not have the means to fundraise large sums of money. The school budget is heavily relied upon in order to obtain necessary school items. The 08-09 school year began with 25% less funds and less the deficit from the 07-08 school year. This school cannot feasibly operate with 25% less funds when it does not have the ability to fundraise and purchase items of need as is the case in many other school communities. This is a "have not" school community which relies heavily on donations. It has had to solicit the support of the church and local businesses to pay for things in the school. To ensure the school stays within budget, it shops/compares prices very carefully and only spends where absolutely necessary. Teachers have been put on paper and school material restrictions. Staff and administration are spending their own money for the extras to support student learning without reimbursement.	(\$6,609)	-37.1%
H.J. Lassaline	\$27,286	\$3,400	\$15,184	\$12,102	56%	No specific comments.	\$1,811	6.6%
Notre Dame	\$29,895	\$687	\$15,559	\$14,336	52%	No specific comments.	\$3,790	12.7%
Our Lady of Mount Carmel	\$34,560	\$1,603	\$13,363	\$21,197	39%	No specific comments.	\$12,139	35.1%
Our Lady of Lourdes	\$17,071	\$1,388	\$5,991	\$11,080	35%	No specific comments.	\$7,020	41.1%



Windsor-Essex Catholic District School Board  
 2008-09 In-Year School Variance Report  
 For the Period Ending February 28, 2009  
 50% of the Year Elapsed

Percent of the year elapsed at: Feb. 28, 2009 = 50%								
Expenditure Category	2008-09 Annual Gross Expenditure Budget	2008-09 Commitments	2008-09 YTD Actual at Feb. 28th (Including Commitments)	2008-09 YTD Variance (at Feb. 28th)	YTD % Expended (100%)	Description & Mitigating Steps	Projected Year-End Surplus/ (Deficit)	% of 2008-09 Gross Expenditure Budget
Our Lady of Perpetual Help	\$28,770	\$1,931	\$10,964	\$17,806	38%	No specific comments.	\$10,376	36.1%
Our Lady of the Annunciation	\$13,773	\$1,180	\$7,136	\$6,637	52%	No specific comments.	\$1,800	13.1%
Queen of Peace	\$27,155	\$2,361	\$11,221	\$15,934	41%	No specific comments.	\$8,329	30.7%
Sacred Heart	\$35,553	\$5,513	\$11,907	\$23,646	33%	No specific comments.	\$15,576	43.8%
Stella Maris	\$19,892	\$2,023	\$16,311	\$3,581	82%	No specific comments.	(\$4,235)	-21.3%
St. Alexander	\$21,906	\$2,274	\$4,254	\$17,652	19%	No specific comments.	\$14,768	67.4%
St. Angela	\$21,892	\$1,783	\$33,314	(\$11,422)	152%	St. Angela has been consistently over budget given the 'difficult' economic times. The school has not conducted any fundraising, as it would have been too onerous on the school community with the PAC fundraising. They are also attempting to pay for \$50,000 worth of musical instruments. Many of the families come to the school for assistance of all types (financial, food, etc). Board administration is working with the school on a longer term plan to address the financial situation.	(\$34,001)	-155.3%
St. Anne French Immersion	\$27,093	\$1,344	\$25,462	\$1,631	94%	Board administration is working with the school to address the projected deficit.	(\$15,627)	-57.7%
St. Anthony	\$18,323	\$116	\$6,266	\$12,057	34%	No specific comments.	\$7,810	42.6%
St. Bernard - Windsor	\$19,302	\$766	\$13,258	\$6,044	69%	Many cuts have been made to date in paper and copying. Largest expenditure is at the beginning of the year for installments for madatory Instrumental Music. Anticipate deficit of \$1,000, as the school subsidizes needy students' field trips and additional costs for paper and copying costs.	(\$1,000)	-5.2%
St. Bernard - Amherstburg	\$18,694	\$1,918	\$7,837	\$10,857	42%	No specific comments.	\$5,546	29.7%
St. Christopher	\$32,454	\$4,848	\$20,352	\$12,102	63%	The school is carefully monitoring the budget each month and only ordering the necessities for the remainder of this school year. It is not expected to be in a deficit position by the end of June.	\$0	0.0%
St. Francis	\$13,275	\$346	\$1,915	\$11,360	14%	No specific comments.	\$10,062	75.8%
St. Gabriel	\$31,328	\$1,071	\$4,232	\$27,096	14%	No specific comments.	\$24,227	77.3%

Windsor-Essex Catholic District School Board  
 2008-09 In-Year School Variance Report  
 For the Period Ending February 28, 2009  
 50% of the Year Elapsed

Percent of the year elapsed at: Feb. 28, 2009 = 50%								
Expenditure Category	2008-09 Annual Gross Expenditure Budget	2008-09 Commitments	2008-09 YTD Actual at Feb. 28th (Including Commitments)	2008-09 YTD Variance (at Feb. 28th)	YTD % Expended (100%)	Description & Mitigating Steps	Projected Year-End Surplus/ (Deficit)	% of 2008-09 Gross Expenditure Budget
St. Gregory	\$27,366	\$3,008	\$12,322	\$15,044	45%	No specific comments.	\$6,693	24.5%
St. James	\$18,433	\$895	\$3,078	\$15,355	17%	No specific comments.	\$13,269	72.0%
St. John	\$17,664	\$100	\$8,215	\$9,449	47%	No specific comments.	\$3,880	22.0%
St. John the Evangelist	\$15,256	\$1,905	(\$3,343)	\$18,599	(22%)	No specific comments.	\$20,865	136.8%
St. John de Brebeuf	\$29,034	\$1,637	\$10,541	\$18,493	36%	No specific comments.	\$11,349	39.1%
St. John the Baptist	\$31,348	\$2,170	\$16,009	\$15,339	51%	The only projected expense that will be incurred other than the day-to-day items is the purchase of school spirit wear/sports wear. The order is in and it is projected to spend approximately \$2300.	\$4,489	14.3%
St. John Vianney	\$35,639	\$3,835	\$27,198	\$8,441	76%	No specific comments.	(\$9,994)	-28.0%
St. Joseph	\$28,473	\$3,133	\$14,784	\$13,689	52%	No specific comments.	\$3,669	12.9%
St. Jules	\$21,366	\$23	\$10,556	\$10,810	49%	No specific comments.	\$3,655	17.1%
St. Louis	\$24,949	\$683	\$12,910	\$12,039	52%	No specific comments.	\$3,290	13.2%
St. Maria Goretti	\$21,028	\$237	\$7,040	\$13,988	33%	No specific comments.	\$9,216	43.8%
St. Mary	\$12,482	\$0	\$5,132	\$7,350	41%	No specific comments.	\$3,872	31.0%
St. Peter	\$28,756	\$618	\$11,410	\$17,346	40%	No specific comments.	\$9,612	33.4%
St. Pius X	\$38,921	\$7,574	\$25,501	\$13,420	66%	No specific comments.	(\$3,865)	-9.9%
St. Rose	\$20,712	\$1,146	\$22,474	(\$1,762)	109%	The Principal has submitted a proposed interim budget for St. Rose since arriving in January. That budget shows the school in the red in the amount of (\$7,664.91), plus the amount over budget that St. Rose was before January. Measures have been taken to ensure that St. Rose can make it to the end of the year within the new budget amount. Board administration is working with the school on longer term plan to address the financial situation.	(\$16,994)	-82.0%

Windsor-Essex Catholic District School Board  
 2008-09 In-Year School Variance Report  
 For the Period Ending February 28, 2009  
 50% of the Year Elapsed

Percent of the year elapsed at: Feb. 28, 2009 = 50%								
Expenditure Category	2008-09 Annual Gross Expenditure Budget	2008-09 Commitments	2008-09 YTD Actual at Feb. 28th (Including Commitments)	2008-09 YTD Variance (at Feb. 28th)	YTD % Expended (100%)	Description & Mitigating Steps	Projected Year-End Surplus/ (Deficit)	% of 2008-09 Gross Expenditure Budget
St. Theresa	\$14,164	\$85	\$4,826	\$9,338	34%	No specific comments.	\$6,066	42.8%
St. William	\$37,567	\$527	\$34,788	\$2,779	93%	With a prior year surplus of \$10,915.00, this means the possible shortfall will be only around \$10,000 should spending continue. All spending was done last fall to get necessities and have not been on a regular basis.	(\$10,000)	-26.6%
<b>Total Elementary Schools</b>	<b>\$1,033,238</b>	<b>\$74,412</b>	<b>\$614,557</b>	<b>\$418,681</b>	<b>59%</b>		<b>\$73,206</b>	<b>7.1%</b>

Windsor-Essex Catholic District School Board  
 2008-09 In-Year School Variance Report  
 For the Period Ending February 28, 2009  
 50% of the Year Elapsed

Percent of the year elapsed at: Feb. 28, 2009 = 50%								
Expenditure Category	2008-09 Annual Gross Expenditure Budget	2008-09 Commitments	2008-09 YTD Actual at Feb. 28th (Including Commitments)	2008-09 YTD Variance (at Feb. 28th)	YTD % Expended (100%)	Description & Mitigating Steps	Projected Year-End Surplus/ (Deficit)	% of 2008-09 Gross Expenditure Budget
<b>SECONDARY SCHOOLS</b>								
Assumption	\$86,842	\$300	\$68,785	\$18,057	79%	No specific comments.	(\$28,565)	-32.9%
F. J. Brennan	\$109,546	\$2,998	\$70,833	\$38,713	65%	No specific comments.	(\$9,296)	-8.5%
Catholic Central	\$103,123	\$3,371	\$31,119	\$72,004	30%	After reviewing the variance report, the school has projected purchases still remain, with little to no surplus for this year's budget.	\$0	0.0%
Cardinal Carter	\$123,532	\$62	\$48,604	\$74,928	39%	This school has been holding off on expenditures and does not expect to have a significant surplus when the year is completed.	\$41,985	34.0%
Holy Names	\$148,729	\$5,601	\$118,848	\$29,881	80%	No specific comments.	(\$50,672)	-34.1%
St. Joseph	\$161,013	\$5,031	\$47,712	\$113,301	30%	Of the balance projected to be remaining at the end of the school year, \$42,187 is money that has restrictions on its use because it is part of 3 distinct grants and cannot be used for other needs. They are the Specialist High Skills Major Grant, the SpeakUp Grant and the Healthy Living Grant.	\$80,963	50.3%
St. Anne	\$204,243	\$4,928	\$128,766	\$75,477	63%	No specific comments.	(\$11,798)	-5.8%
St. Thomas of Villanova	\$141,825	\$11,567	\$109,162	\$32,663	77%	A freeze on purchasing has just been implented at Villanova and it is not anticipated the year-end deficit to be at the estimated level of (\$41,325).	(\$41,325)	-29.1%
St. Michael's Victoria Ave. Campus	\$35,157	\$113	\$14,604	\$20,553	42%	No specific comments.	\$10,655	30.3%
St. Michael's Adult & Continuing Ed Campus	\$0	\$1,203	\$9,280	(\$9,280)		No specific comments.	(\$15,570)	
<b>Total Secondary Schools</b>	<b>\$1,114,010</b>	<b>\$35,175</b>	<b>\$647,714</b>	<b>\$466,296</b>	<b>58%</b>		<b>(\$23,622)</b>	<b>-2.1%</b>
<b>TOTAL ALL SCHOOLS</b>	<b>\$2,147,248</b>	<b>\$109,587</b>	<b>\$1,262,271</b>	<b>\$884,977</b>	<b>59%</b>		<b>\$49,584</b>	<b>2.3%</b>



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
April 28, 2009

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario latonna, Superintendent of Business  
**SUBJECT:** **2009-10 BUDGET SCHEDULE – REVISED**

**RECOMMENDATION:**

**That the Board receive the report on the 2009-10 Budget Schedule - Revised as information.**

**SYNOPSIS:** A proposed schedule for the 2009-10 Budget development had been presented to the Board at its February 10, 2009 meeting for information. That schedule was subject to change and a revised schedule is now being proposed.

**BACKGROUND COMMENTS:** The proposed 2009-10 Budget Schedule - Revised is outlined in the attached Appendix A. It still maintains steps for soliciting input from school councils, committees and the general public. It also still maintains required consideration by the Audit Committee and the Board prior to ultimate approval of the budget by the Board.

**FINANCIAL IMPLICATIONS:** Not applicable

**TIMELINES:** Revised timelines are noted in the attached Appendix A.

**APPENDICES:**

- Appendix A – 2009-10 Budget Schedule - Revised

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	April 20, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	April 21, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	April 21, 2009

**APPENDIX A****2009-10 BUDGET SCHEDULE - REVISED**

(Revised: April 19, 2009)

- March 23, 2009** - commencement of budget preparation by administration (originally February 2, 2009)
- May 4, 2009** - submission of initial draft budget to Executive Council for review and comment (originally March 23, 2009)
- May 8, 2009** - provision of the revised draft budget to individual Trustees for review and comment (originally April 1, 2009)
- May 11, 2009** - consideration of the draft budget by the Audit Committee (originally April 7, 2009)
- approval by the Audit Committee to provide the draft budget to the Special Education Advisory Committee, school councils and the general public to solicit input (originally April 7, 2009)
- a special meeting of SEAC will be held to review the budget as may be deemed appropriate by the committee.
- May 29, 2009** - final day for receiving comments from all parties on the budget
- June 9, 2009** - consideration of the final draft budget by the Board
- June 23, 2009** - approval of the final budget by the Board
- June 26, 2009** - submission of the budget to the Ministry of Education
- October 31, 2009** - compilation of actual enrolments to be used in providing revised budget estimates to the Ministry of Education
- November 27, 2009** - submission of revised budget estimates, based on October 31, 2009 actual enrolments, to the Ministry of Education

**NOTES:**

1. Dates are tentative and are subject to change.
2. The Ministry has now set the timelines for submissions by Boards and these have been reflected in the dates above.
3. The Ministry of Education has now announced its grants for student needs and budget targets. The time required to address these targets has been accommodated in the steps above.



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

<b>Meeting Date:</b> April 28, 2009
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## BOARD REPORT

**Public**       **In-Camera**   
**PRESENTED FOR:** Information       Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario latonna, Superintendent of Business  
 Paul Picard, Superintendent of Human Resources  
**SUBJECT:**            **2008-09 PLAY STRUCTURE, PLAY SURFACE AND PLAY FIELD INSPECTION ANNUAL REPORT**

**RECOMMENDATION:**

**That the Board receive the 2008-09 Playstructure, Playsurface and Playfield Annual Inspection Report as information.**

**SYNOPSIS:**

The Board undertakes formal annual inspections of its play spaces to ensure compliance with applicable standards. This report provides a summary of the 2008-09 inspections.

**BACKGROUND COMMENTS:**

Ontario School Board Insurance Exchange (OSBIE), the Board’s insurance carrier, recommends the use of the Canadian Standards Association (CSA), “Children’s Play spaces and Equipment” standard as the best practice for inspection and maintenance of the play structures and play surfaces. The Board inspects and endeavours to maintain its play structures and play surfaces following the CAN/CSA-Z614 standard.

The Board retained the services of Playchek Services Inc. to undertake the 2008-09 Annual Play Structure, Play Surface and Play Field inspections.

It is noted that the Childcare Centers, under the terms of the lease agreement and licensing agents (Ministry of Children and Youth Services), are responsible for the inspection and corrective actions of all Childcare owned play space equipment on Windsor-Essex Catholic School Board property.

In September 2008, Playcheck was directed to commence the 2008-09 annual play spaces inspection. For the Board controlled spaces, the scope of work to complete the repairs identified by Playcheck was divided into three components as follows: Play Structures, Play Surfaces and Play Field Items.

### PLAY STRUCTURES (Original Equipment Manufacturers (OEM) & Non-OEM)

Facility Services is in the process of receiving the quotations for the items identified for repair. Purchase Requisitions and Work Orders have been generated to repair those items documented in the Playchek Report. It is expected that all of the high priority items, will be resolved in the spring of 2009.

### PLAY SURFACES

#### Rubber-Surfacing

The rubber surface at St. Jules has been vandalized and repaired on numerous occasions. Due to the age of this material, further repairs (cost vs. value) would continue to reduce the value of this component. A new replacement surface is recommended. In order to mitigate liabilities to the Board, a fence has been erected around the perimeter of this play structure. The balance of the schools with rubber surfacing had no compliancy issues at the time of the Playchek Report.

#### Wood Fibre

Play surfaces with issues identified had corrective work performed.

#### Pea Stone

Forty-eight (48) sites were identified as "not likely" to pass the test for surface compliancy. These sites were treated to a one-time roto-tilling in October 2008. In the spring of 2009, these sites will be re-tested. Those sites failing the test will remain closed.

### PLAY FIELD ITEMS

Through a combination of internal resources and external contractors, the rectification of non-conforming issues identified by Playchek is currently in progress and all issues are expected to be resolved in the near future.

## **FINANCIAL IMPACT:**

There is no specific allocation in the 2008-09 operating budget for the cost of repairs to the play structures, play surfaces and play field items. The \$45,000 total estimated cost for this work is being tracked, with corresponding reductions to be identified in other Facilities Services budget line items to fund these needed repairs. Estimated costs for the components are being apportioned as follows:

### PLAY STRUCTURES

The estimated costs are \$10,000.

### PLAY SURFACES

#### Rubber

There are no costs.



Wood Fibre

Two (2) sites were topped up with Wood Fibre at an estimated cost of \$2,000.

Pea Stone

Forty-eight (48) sites were roto-tilled at an estimated cost of \$16,000. Furthermore, five (5) additional sites which have failed the test will be roto-tilled this spring at an estimated cost of \$2,000.

PLAYFIELD ITEMS

The estimated cost is \$15,000.

**TIMELINES:**

Provided in the Background Comments Section.

**APPENDICES:**

None.

**REPORT REVIEWED BY:**

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date:	April 20, 2009
Approval Date:	April 20, 2009
Approval Date:	April 20, 2009



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 April 28, 2009

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Linda Staudt, Superintendent of Education

**SUBJECT:** **FIELD TRIP: HOLY NAMES CATHOLIC HIGH SCHOOL  
 - Cedar Point, Sandusky, Ohio**

**RECOMMENDATION:**

**That the Board approve the Holy Names Catholic High School Field trip to Cedar Point in Sandusky, Ohio scheduled for Wednesday, June 3, 2009.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks board approval for approximately 90 secondary students to attend a day-trip to Sandusky, Ohio.

**BACKGROUND COMMENTS:** This trip is a culminating curriculum activity in the Grade 12 Physics Curriculum.

**FINANCIAL IMPACT:** Cost per student is approximately \$75.00.

**TIMELINES:** Wednesday, June 3, 2009

**APPENDICES:**

- Request for approval of Field Trip – Form A
- Rationale Letter

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: April 14, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: April 14, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: April 28, 2009

C DiPonio

Monday, April 06, 2009 2:24:24 PM

Title: **Field Trip/Excursion Approval Form : Windsor-Essex CDSB**

Page 1

**Windsor-Essex Catholic District School Board Field Trip Approval Form**

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From:  **C DiPonio**  
Kevin Hamlin  
F MancinaTo:  **D Steffens**  
Linda Staudt

Teacher: F Mancina

School: Holy Names Secondary

Destination Name: Cedar Point

Name of Carrier: Badder

Mode of Transportation: Coach

Travel Company Involved: none

Departure Date: Wed, Jun 03, 2009 Return Date: Wed, Jun 03, 2009 

Time of Departure from School: 7:00 am

Approximate Time of Return to School: 8:00 pm

Number of Male Students: 50

Number of Female Students: 40

Total Cost Per Student: \$75 CD

Personal Cost Per Student: \$ for food

Grade of Students: 12

Number of Supervisors: Male: 4 Female: 2

Purpose of Trip/Excursion: Physics field trip

Relationship to Students' Program/Course: *Maximum 200 characters.*

The trip will further investigation on the two major topics in the grade 12 University preparation Physics course. (Forces and Motion: Dynamics and Energy and Momentum)

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Lessons about Forces and Motion: Dynamics and Energy and Momentum will be ongoing throughout the semester. With the students conducting labs such as examining the effects of the angle of incline, etc

Follow-up Activities Planned: *Maximum 200 characters.*

More labs will be conducted in class supporting the physics behind amusement parks. The students will see questions pertaining to their trip on various tests. See attached sheet for full package.

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Date Submitted: Fri, Apr 03, 2009

 Teacher: F Mancina

Approval Date: Fri, Apr 03, 2009

 Principal: Kevin Hamlin

Approval Date: Mon, Apr 06, 2009

 Superintendent: Linda Staudt

Approval Date:

 Trustee (per SO):

**For Same Day Local/Regional Trips/Excursions, submit request to Principal 2 weeks prior to trip/excursion. For Multiple Days Local/Regional Trips/Excursions, submit request to Superintendent 4 weeks prior to trips/excursions. For Special Trips/Excursions, submit request to Superintendent for Board approval 8 weeks prior to trip/excursion.**

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.

## **RELATIONSHIP TO STUDENT'S PROGRAM/COURSE**

The trip will discuss further investigation on the two major topics in the grade 12 University preparation Physics course. The units “ Forces and Motion: Dynamics and Energy and Momentum” encompass approximately sixty percent of the entire course.

The following are overall and specific expectations taken from the Ministry of Education government document “The Ontario Curriculum; Grades 11 and 12 ; Science 2000”

### **Forces and Motion: Dynamics**

#### Overall Expectations

- Analyze ways in which an understanding of the dynamics of motion relates to the development and use of technological devices, including terrestrial and space vehicles and enhancement of recreational activities and sports equipment. (Ontario Curriculum; Physics, Grade 12, University Preparation SPH4U, pg. 103)
- Investigate motion in a plane, through experiments or simulations, and analyze and solve problems involving the forces acting on an object in linear, projectile and circular motion. (Ontario Curriculum; Physics, Grade 12, University Preparation SPH4U, pg. 103)

#### Specific Expectations

- define and describe the concepts and units related to dynamics. (Pg. 103)
- analyze and predict, in quantitative terms, and explain the linear motion objects in horizontal, vertical and inclined planes. (Pg. 103)
- analyze and predict, in quantitative terms, and explain uniform circular motion in the horizontal and vertical planes with reference to the forces involved. (Pg.103)
- distinguish between inertial and accelerating (non-inertial) frames of reference, and predict velocity and acceleration in a variety of situations. (Pg. 103)

### **Energy and Momentum:**

#### Overall Expectations

- Demonstrate an understanding of the concepts of work, energy, momentum, and the laws of conservation of energy and of momentum for objects moving in two dimensions, and explain them in qualitative and quantitative terms.
- Investigate the laws of conservation of momentum and of energy through experiments or simulations and analyze and solve problems involving these laws. (Pg. 5)

#### Specific Expectations

- Define and describe the concepts and units related to momentum and energy (eg. Momentum, impulse, work-energy theorem, gravitational potential energy and kinetic energy) (Pg. 5)
- Analyze and explain common situations involving work and energy, using the work-energy theorem.

## **REQUEST FOR APPROVAL OF CEDAR POINT FIELD TRIP**

### **RATIONALE FOR TRIP**

An amusement park is one large physics lab for the students. Amusement park rides are designed to thrill and entertain. By providing us with situations vastly different from our everyday experiences, they allow us to safely experience velocities and accelerations that we would otherwise be unable to attain. For some passengers aboard a roller coaster, the parabolic shape of the track combined with the proper velocity creates the thrill of a free falling projectile. Motion analysis allows students to discover where to sit on the train (front, middle, rear) to experience the effect. The following are concepts that are taught in class and observed in the amusement park:

#### **How does a roller coaster work?**

What you may not realize as you're cruising down the track at 60 miles an hour is that the coaster has no engine. The car is pulled to the top of the first hill at the beginning of the ride, but after that the coaster must complete the ride on its own. You aren't being propelled around the track by a motor or pulled by a hitch. The conversion of potential energy to kinetic energy is what drives the roller coaster, and all of the kinetic energy you need for the ride is present once the coaster descends the first hill..

#### **acceleration**

Objects that are changing their speed or their direction are said to be accelerating. The rate at which the speed or direction changes is referred to as acceleration. Some amusement park rides (such as roller coasters) are characterized by rapid changes in speed and or direction. These rides have large accelerations. Rides such as the carousel result in small accelerations; the speed and direction of the riders change gradually.

#### **balanced and unbalanced forces**

A balanced force results whenever two or more forces act upon an object in such a way as to exactly counteract each other. As you sit in your seat at this moment, the seat pushes upward with a force equal in strength and opposite in direction to the force of gravity. These two forces are said to balance each other, causing you to remain at rest. If the seat is suddenly pulled out from under you, then you experience an unbalanced force. There is no longer an upward seat force to balance the downward pull of gravity, so you accelerate to the ground.

#### **centripetal force**

Motion along a curve or through a circle is always caused by a centripetal force. This is a force that pushes an object in an inward direction. The moon orbits the earth in a circular motion because a force of gravity pulls on the moon in an inward direction toward the center of its orbit. In a roller coaster loop, riders are pushed inwards toward the center of the loop by forces resulting from the car seat (at the loop's bottom) and by gravity (at the loop's top).

#### **energy**

Energy comes in many forms. The two most important forms for amusement park rides are kinetic energy and potential energy. In the absence of external forces such as air resistance and friction (two of many), the total amount of an object's energy remains constant. On a coaster ride, energy is rapidly transformed from potential energy to kinetic energy when falling and from kinetic energy to potential energy when rising. Yet the total amount of energy remains constant.

**force**

A force is a push or a pull acting upon an object. Forces result from interactions between two objects. Most interactions involve contact. If you hit the wall, the wall hits you back. The contact interaction between your hand and the wall results in a mutual push upon both objects. The wall becomes nicked (if hit hard enough) and your hand hurts. Bumper cars experience mutual forces acting between them due to contact during a collision. Some forces can act from a distance without actual contact between the two interacting objects. Gravity is one such force. On a free fall ride, there is a force of gravitational attraction between the Earth and your body even though the Earth and your body are not in contact.

**friction**

Friction is a force that resists the motion of an object. Friction results from the close interaction between two surfaces that are sliding across each other. When you slam on your brakes and your car skids to a stop with locked wheels, it is the force of friction that brings it to a stop. Friction resists the car's motion.

**g**

A g is a unit of acceleration equal to the acceleration caused by gravity. Gravity causes free-falling objects on the Earth to change their speeds at rates of about 10 m/s each second. That would be equivalent to a change in speed of 32 ft/s in each consecutive second. If an object is said to experience 3 g's of acceleration, then the object is changing its speed at a rate of about 30 m/s every second.

**kinetic energy**

Kinetic energy is the energy possessed by an object because of its motion. All moving objects have kinetic energy. The amount of kinetic energy depends upon the mass and speed of the object. A roller coaster car has a lot of kinetic energy if it is moving fast and has a lot of mass. In general, the kinetic energy of a roller coaster rider is at a maximum when the rider reaches a minimum height.

**momentum**

Momentum pertains to the quantity of motion that an object possesses. Any mass that is in motion has momentum. In fact, momentum depends upon mass and velocity, or in other words, the amount of "stuff" that is moving and how fast the "stuff" is moving. A train of roller coaster cars moving at a high speed has a lot of momentum. A tennis ball moving at a high speed has less momentum. And the building you are in, despite its large mass, has no momentum since it is at rest.

**Newton's First Law of Motion**

An object at rest or in uniform motion in a straight line will remain at rest or in the same uniform motion unless acted upon by an unbalanced force. This is also known as the law of inertia.

**Newton's Second Law of Motion**

The acceleration of an object is directly proportional to the total unbalanced force exerted on the object, and is inversely proportional to the mass of the object (in other words, as mass increases, the acceleration has to decrease). The acceleration of an object moves in the same direction as the total force. This is also known as the law of acceleration.

**Newton's Third Law of Motion**

If one object exerts a force on a second object, the second object exerts a force equal in magnitude and opposite in direction on the object body. This is also known as the law of interaction.

**period**

A motion that repeats itself in cyclic fashion is said to be periodic. The time for one complete cycle is known as the period of the motion. The motion of a second hand has a period of 60 seconds. The periodic rotation of the earth about its axis is 24 hours. The periodic motion of an amusement park pendulum ride may have a period as high as 10 or 15 seconds.

**potential energy**

Potential energy is the energy possessed by an object because of its height above the ground. The amount of potential energy possessed by an object depends on its mass and its height. A roller coaster car is initially hauled by a motor and chain system to the top of a tall hill, giving it a large quantity of potential energy.

**speed**

Speed is a measurement of how fast an object is moving. Fast-moving objects can cover large distances in a small amount of time. They are said to have a high speed. A roller coaster car moving at 60 miles per hour would be able to cover a distance of 60 miles in one hour if it could maintain this pace.

**velocity**

The velocity of an object refers to the speed and direction in which it moves. If you drive north to your work place and your speedometer reads 35 miles per hour, then your velocity is 35 miles per hour in a northward direction. Velocity is speed with a direction and is important in understanding bumper car collisions.

**weight**

Weight is a measurement of the gravitational force acting on an object. The weight of an object is expressed in pounds in the U.S. A 180-pound person is experiencing a force of gravitational attraction to the earth equal to 180 pounds.

**weightlessness**

Amusement park rides often produce sensations of weightlessness. These sensations result when riders no longer feel an external force acting upon their bodies. At the top of the tower of a free-fall ride, a 100-pound rider would feel 100 pounds of force from the seat pushing as an external force upon her body. The rider feels her normal weight. Yet, as she falls from the tower, the seat has fallen out from under her. She no longer feels the external force of the seat and subsequently has a brief sensation of weightlessness. She has not lost any weight, but feels as though she has because of the absence of the seat force. In this context, weightlessness is a sensation and not an actual change in weight.



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 April 28, 2009

**BOARD REPORT**

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Cathy Geml, Superintendent of Education

**SUBJECT:** **ST. THERESA CATHOLIC ELEMENTARY SCHOOL**  
**-Field Trip to Canada’s Wonderland, Toronto, Ontario**

**RECOMMENDATION:**

**That the Board approve the St. Theresa Catholic Elementary School field trip to *Canada’s Wonderland* on June 1, 2009.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 45 grades 6, 7 and 8 music band students to attend Canada’s Wonderland to be professionally adjudicated by a panel of professional musicians. Students will be performing songs at Canada’s Wonderland in front of a panel of professional musicians. Afterward, they will take in the park activities. This field trip request is in compliance with the Field Trip policy.

**BACKGROUND COMMENTS:** Students are learning various styles of different songs for the performance, and plan to perform the band pieces at a future assembly. This has become a yearly field trip event for the band.

**FINANCIAL IMPACT:** Approximately \$95.00 per student.

**TIMELINES:** June 1, 2009

**APPENDICES:**

- Request for Approval of Field Trip - Form

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	April 20, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	April 20, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	April 20, 2009





**Windsor-Essex Catholic District School Board Field Trip Approval Form**

Friday, January 09, 2009 4:05:44 PM

**SC:04 Form A** 2008 v.1

Subject: Field Trip/Excursion Approval Form  
To: **S Lira**

From: **Cathy Geml**  
 Greg Jolicoeur  
 A Ferrara

Teacher: Mrs. A. Beneteau School: St. Theresa School  
Destination Name: Paramount Canada's Wonderland Name of Carrier: Highway Coach  
Mode of Transportation: Couch Travel Company Involved: None  
Departure Date: Mon, Jun 01, 2009  Return Date: Mon, Jun 01, 2009   
Time of Departure from School: 5:45 AM Approximate Time of Return to School: 10:30 PM  
Number of Male Students: 15 Number of Female Students: 30  
Total Cost Per Student: \$95.00 Personal Cost Per Student: \$95.00  
Grade of Students: Grades 6, 7, and 8 Number of Supervisors: Male: 2 Female: 4  
Purpose of Trip/Excursion: To be adjudicated by a panel of professional musicians.

Relationship to Students' Program/Course: *Maximum 200 characters.*

This is a music band trip to a music festival in Paramount Canada's Wonderland in Toronto.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Students will prepare 4 songs in 2 different styles (rock and classical). We will be asked to play 3 of the 4 selections at the music festival.

Follow-up Activities Planned: *Maximum 200 characters.*

We plan on performing these songs at a future assembly.

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Date Submitted: Fri, Jan 09, 2009	<input type="button" value="v"/>	Teacher:	Mrs. A. Ferrara-Beneteau
Approval Date: Fri, Jan 09, 2009	<input type="button" value="v"/>	Principal:	Mr. G. Jolicoeur
Approval Date: Fri, Jan 09, 2009	<input type="button" value="v"/>	Superintendent:	Cathy Geml
Approval Date:	<input type="button" value="v"/>	Trustee (per SO):	

**For Same Day Local/Regional Trips/Excursions, submit request to Principal 2 weeks prior to trip/excursion. For Multiple Days Local/Regional Trips/Excursions, submit request to Superintendent 4 weeks prior to trips/excursions. For Special Trips/Excursions, submit request to Superintendent for Board approval 8 weeks prior to trip/excursion.**

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

<b>Meeting Date:</b> April 28, 2009
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## BOARD REPORT

**Public**       **In-Camera**   
**PRESENTED FOR:**    Information       Approval   
**PRESENTED BY:**     Senior Administration  
**SUBMITTED BY:**    Joseph Berthiaume, Director of Education  
                               Mario Iatonna, Superintendent of Business  
                               Colleen Norris, Coordinator of Policy Development  
**SUBJECT:**            **DRAFT POLICY AMENDMENTS**  
                               - Board Policy F: 02 Purchasing / Disposal of Assets

**RECOMMENDATION:**

**That the Board provide final approval to Draft Amended Policy F: 02 Purchasing/Disposal of Assets;**  
  
**and, that the Board revoke Policy F: 03 Appointment of Architect for Major Projects;**  
  
**and, that the Board revoke Policy A: 10 Disposal of Assets;**  
  
**and, that the Board receive as information Administrative Procedure Pr F: 02 Purchasing/Disposal of Assets.**

**SYNOPSIS:** Final approval is requested of Draft Policy F: 02 Purchasing/Disposal of Assets, as approved in principle on March 31, 2009. Procedure Pr F: 02 Purchasing/Disposal of Assets is provided as information to the Board and will be implemented upon final approval of the Policy. Draft Policy F: 02 and the supporting procedure incorporates the objectives and principles of existing Board Policy F: 03 Appointment of Architect for Major Projects and A: 10 Disposal of Assets, and it is recommended that Draft Policy F: 02 revoke and replace Board Policies F: 03 and A: 10.

**BACKGROUND COMMENTS:** The draft policy was approved in principle on March 31, 2009. Several questions were raised by the Trustees with respect to certain clauses within the policy and with respect to the provisions of the supporting procedure. Administration's responses to those questions are set out in the attached document titled Response to Purchasing Policy Questions From April 14, 2009 Meeting.

There have been no amendments made to the Draft Policy as approved in principle and the draft policy is recommended for final approval.

The Draft Procedure Pr F: 02 Purchasing/Disposal of Assets, as attached, was posted to the public web site and circulated to Principals, Vice-Principals, Supervisors, Managers, Federation/Union Leaders, and Trustees on February 20, 2009, inviting feedback. From input received and after further consideration the following amendments were made to the original draft procedure:

- i. The second objective (section 1.2) was added to correspond with the objectives of the Policy.
- ii. In section 17.3 (Disposal of Assets), parishes were added to those who should be forwarded with the list of surplus assets in May of each year.

It is proposed that the Procedure as amended above be implemented upon final approval of the Policy.

**FINANCIAL IMPACT:** N/A


**TIMELINES:** Immediate implementation

**APPENDICES:**

- Draft Policy F: 02 Purchasing/Disposal of Assets;
- Response to Purchasing Policy Questions From April 14, 2009 Board Meeting;
- Procedure Pr F: 02 Purchasing/Disposal of Assets.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	April 20, 2009
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	April 22, 2009
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 22, 2009



**Windsor-Essex Catholic District School Board**

Section: Finance

**Policy: F: 02**  
**Purchasing/Disposal of Assets**

**DRAFT**

<b>POLICY:</b>	F:02
<b>EFFECTIVE:</b>	
<b>AMENDED:</b>	
<b>RELATED POLICIES:</b>	PrF:02,A:04,PrA:04, A:12,A:27, PrA:27,A:28,A29, F:01,PrF:01, F:04,SC02,T:02, PrT:02
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2011-2012

**1.0 Objective**

- 1.1 To ensure the acquisition of goods and services is undertaken in an open and transparent manner in accordance with sound business practices in order to provide the best value to the Board.
- 1.2 To ensure that Board assets are properly identified when they are no longer of suitable benefit to the Board or are deemed surplus, obsolete or beyond repair, and that such assets are disposed of through an open and transparent process that returns the maximum value possible to the Board.

**2.0 Guiding Principles**

- 2.1 The Windsor-Essex Catholic District School Board shall strive to purchase goods and services that meet the requirements of the Board at the lowest overall cost from approved vendors.
- 2.2 In keeping with Catholic social teaching, the Board recognizes that the overall cost may include consideration of non-monetary costs, such as environmental impact, energy efficiency and labour practices.
- 2.3 The Board shall utilize sound business practices, consistent with its educational goals, to purchase all goods and services required for the continuing operation of all schools, buildings, and departments.
- 2.4 The Board shall support and participate in cooperative purchasing with other school boards and governmental agencies when in the best interests of the Board.

**3.0 Specific Directives**

- 3.1 The Board will undertake all purchasing and disposal of assets in compliance with all applicable legislation and regulations.

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**F: 02 Purchasing/Disposal of Assets**

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- 3.2 The Board will undertake all purchasing and disposal of assets in accordance with this policy and all other related Board policies and procedures.
- 3.3 Purchases made by Board Trustees or by employees of the Board outside of the provisions of this policy shall be the sole responsibility and sole obligation of the person making the purchase and shall not be the obligation of the Board.
- 3.4 There shall be no undue influence exercised by Board Trustees or by employees of the Board to obtain preferential treatment for themselves, or for any vendor, or for any other individual or organization.
- 3.5 Administration shall develop procedures necessary to implement this policy.

**4.0 Responsibility**

- 4.1 The Director of Education shall be responsible for the implementation of this policy.
- 4.2 The Superintendent of Business shall be responsible for the administration of any procedures arising specifically out of this policy.

**5.0 Review and Evaluation**

- 5.1 The policy shall be reviewed during the 2011 – 2012 policy review cycle.

**6.0 References**

A: 04 Travel, Meal, Professional Development and Compensation for Use of Auto Policy  
Pr A: 04 Travel, Meal, Professional Development and Compensation for Use of Auto Procedure  
A: 12 Code of Ethics/Conflict of Interest  
A: 27 Purchasing Card Policy  
Pr A: 27 Purchasing Card Procedure  
A: 28 Advertising Expenditures Policy  
A: 29 Advocacy Expenditures Policy  
F: 01 Donations/Sponsorships/Partnerships Policy  
Pr F: 01 Donations/Sponsorships/Partnerships Procedure  
F: 04 Sweatshop Free Purchasing Policy  
SC: 02 Fundraising Policy  
T: 02 Conventions, Meetings, Out of Pocket Expenses Policy  
Pr T: 02 Conventions, Meetings, Out of Pocket Expenses Procedure



## **RESPONSE TO PURCHASING POLICY QUESTIONS FROM APRIL 14, 2009 BOARD MEETING**

### **Clause 3.1 – Compliance with legislation and regulations**

Question: Are the compliance provisions going to be spelled out in the procedure?

Answer: Each prevailing law or regulation has not been specifically documented in the procedure. However, the procedures have been written to identify specific processes and limits on authority that are in keeping with best practices and prevailing law.

### **Clause 3.3 – Purchases outside of procedure**


Question: What does this clause really mean and how will this be identified when it happens?

Answer: This clause has been included in the policy to make it clear that only purchases that are approved by the Board or by persons in authority, as determined by the Board, can be made. Upon further review, the clause has been deemed appropriate as worded. It does indicate that if any Board member or any employee of the Board makes a purchase without the necessary approval, then that Board member or that employee is solely responsible for the costs and implications of having made that purchase. The procedure sets out very clearly the levels of authority at which purchases must receive approval before being transacted.

### **Clause 3.4 – Undue influence or preferential treatment**

Question: Are there parameters and consequences for this identified in the procedure?

Answer: Clauses 18.7 and 18.8 in the procedure reference undue influence, unfair advantage and conflict of interest as it pertains to purchases made under the purchasing policy. Neither the policy nor the procedure points to any consequences to Board members or employees, since such consequences would be covered under legislation, regulation or other policies of the Board.



**Windsor-Essex Catholic District School Board**

Section: Finance

**Procedure: Pr F: 02**  
**Purchasing/Disposal of Assets**

<b>PROCEDURE:</b>	Pr F:02
<b>EFFECTIVE:</b>	
<b>AMENDED:</b>	
<b>RELATED POLICIES:</b>	F:02,A:04,PrA:04, A:12A:27, PrA:27,A:28,A29, F:01,PrF:01,F:03, F:04,SC02,SC06, T:02,Pr T:02
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2011-2012

**1.0 Objective**

- 1.1 To establish procedures to be followed for the acquisition of goods and services in an open and transparent manner in accordance with sound business practices in order to provide the best value to the Board.
- 1.2 To establish procedures to be followed for the disposal of Board assets through an open and transparent process that returns the maximum value possible to the Board.

**2.0 Definitions**

- 2.1 **Bid** is a written submission from a vendor in response to a formal solicitation of bids by the Board and includes responses to requests for quotations, tender calls and requests for proposals and other similar solicitations.
- 2.2 **Bid Bond** is a form of security provided by a bonding agent to guarantee that the successful bidder enters into a contract with the Board.
- 2.3 **Bid Deposit** is a certified cheque or bank draft provided by a bidder to guarantee that the successful bidder enters into a contract with the Board.
- 2.4 **Blanket Purchase Order** is a document issued to a vendor pursuant to a bid or quotation, which requires the vendor to supply specified item(s) or service(s) at a quoted price over a set period of time.
- 2.5 **Contract** is a formal written agreement for the purchase of goods or services.
- 2.6 **Disposal** is the transfer of ownership of an asset from the Board to another party by means of sale, trade-in, alternative use or destruction.
- 2.7 **Expression of Interest** is a process by which the Board solicits vendor(s) to advise the Board as to their ability and intent to provide goods or services.
- 2.8 **Performance Bond** is a form of security provided by a bonding agent to guarantee that the successful bidder fully undertakes the requirements of a specific contract.

- 2.9 **Progress Payment** is an interim payment made in accordance with the terms of a contract prior to completion.
- 2.10 **Purchase Order** is a document issued to a vendor pursuant to a bid or quotation, which requires the vendor to supply goods or services.
- 2.11 **Quotation** is a written submission from a vendor in response to a written or verbal request from the Board for the supply of goods or services.
- 2.12 **Request for Pre-Qualification** is a process by which the Board formally solicits written submissions from vendors as to the vendors' capabilities, including but not limited to professional qualifications, experience, expertise and resources, to provide specific goods or services.
- 2.13 **Request for Proposal** is a process by which the Board formally solicits written submissions from vendors as to their specific proposals to provide goods or services to the Board, where the method for provision of the stated goods or services is not clearly known or is flexible.
- 2.14 **Request for Quotation** is a process by which the Board solicits written submissions from vendors without a formal tender call process and without sealed bids.
- 2.15 **Tender** is a written offer from a vendor in response to a formal tender call for the provision of goods or services.
- 2.16 **Tender Call** is the notification by the Board to vendors by various means, including but not limited to advertising and letters, requesting the submission of tenders for the provision of goods or services.

### 3.0 Approval Authority

- 3.1 Except for emergency purchases as set out in section 10.0, approval of the Board of Trustees for purchases shall be required for any of the conditions as follows:
- a) The purchase is greater than \$100,000, not including the Goods and Services Tax (GST).
  - b) The recommended bid exceeds the approved budget.
  - c) The purchase is not being recommended to the lowest bid that has met all of the required specifications.
  - d) Specific approval of the Ministry of Education or other government body is required.
  - e) Specific financing or leasing arrangements are applicable to the purchase.
- 3.2 Subject to section 3.1, The Director of Education is authorized to approve purchase requisitions up to \$100,000 in value, not including GST. Subject to section 3.1, Superintendents are authorized to approve purchase requisitions up to \$50,000, not including GST.



- 3.3 Superintendents may not delegate their authority for approving requisitions to other management staff within their respective areas without the written approval of the Director of Education. The Superintendent of Business is responsible for maintaining a list of approved signatories for each area with the corresponding expenditure levels for which they are authorized to sign.
- 3.4 Superintendents are responsible for ensuring that all purchases for their respective areas are in compliance with the Purchasing Policy and Procedure and that sufficient funds are included within the Board approved budget for which they are accountable.
- 3.5 The Superintendent of Business, or designate, is responsible for ensuring that the requirements of the Purchasing Policy and Procedure have been satisfied before authorizing the issuance of any purchase order or the execution of any contract or other agreement.

#### **4.0 Purchase Process - Petty Cash**

- 4.1 Superintendents, or designates, are authorized to use petty cash for purchases up to \$300 in value, not including GST, only in those instances when it is not feasible to use a purchasing card.
- 4.2 The petty cash fund shall not exceed \$300 for each elementary school or administrative work location as determined by the Director of Education.
- 4.3 The petty cash fund shall not exceed \$2,000 for each secondary school.

#### **5.0 Purchase Process - Up To \$3,000**

- 5.1 Superintendents, or designates, are authorized to make purchases up to a value of \$3,000, not including GST.
- 5.2 Purchases may be made utilizing purchasing cards in accordance with the Purchasing Card Policy and Procedure or by purchase order issued by the Superintendent of Business, or designate.

#### **6.0 Purchase Process - Over \$3,000 Up To \$10,000**

- 6.1 Superintendents, or designates, are authorized to solicit quotations for goods and services valued over \$3,000 up to \$10,000, not including GST.
- 6.2 The process for soliciting quotations shall be in writing and shall include specific details of the goods or services to be provided and the specific details of the method and criteria to be used in evaluating the quotations.
- 6.3 Quotations shall be solicited from vendors on the Board's vendors list. Where a sufficient number of listed vendors willing to submit quotations is not available, then additional vendors not on the list shall be sought.

- 6.4 A minimum of three, but preferably more, written quotations shall be obtained, with the lowest cost bid meeting specifications to be awarded the work. Where it is not possible to obtain three quotations, documentation must be submitted to the Director outlining the valid reason why the required number of quotations could not be obtained. The purchase shall be subject to the Director's approval.
- 6.5 Superintendents, or designates, shall forward all quotations received to the Business Department, along with a purchase requisition, so that a purchase order can be issued.

## **7.0 Purchase Process - Over \$10,000 up to \$50,000**

- 7.1 For purchases valued over \$10,000 up to \$50,000, not including GST, Superintendents, or designates, shall submit in writing to the Business Department a detailed description of the goods or services to be purchased pursuant to a requisition. The description shall include any specifications, terms and conditions as may be applicable.
- 7.2 The Business Department shall review the request and, if in order, shall solicit quotations from vendors on the Board's vendors list that have been identified to provide the goods or services. Where a sufficient number of listed vendors willing to submit quotations is not available, then additional vendors not on the list shall be sought.
- 7.3 A minimum of three, but preferably more, written quotations shall be obtained, with the lowest cost quotation meeting specifications to be awarded the work. Where it is not possible to obtain three quotations, documentation must be submitted to the Director outlining the valid reason why the required number of quotations could not be obtained. The purchase shall be subject to the Director's approval.
- 7.4 Superintendents, or designates, shall forward a requisition to the Business Department, so that a purchase order can be issued.

## **8.0 Tender Call Process - Over \$50,000**

- 8.1 A formal tender call shall be required for purchases that are estimated to exceed \$50,000 in value, where three or more potential bidders capable of providing the goods or services have been identified and where the tender submissions can be evaluated against clearly defined criteria.
- 8.2 The Request for Proposal/Tender Call form, as provided in Appendix A, must be completed and signed by the applicable Superintendent and submitted, with all of the required documentation, to the Superintendent of Business for his signed authorization to proceed with the tender call.
- 8.3 Where it may be appropriate as determined by the Director of Education, a request for pre-qualification process may precede the tender call process.
- 8.4 The Superintendent of Business, or designate, shall administer the tender call process.

- 8.5 All tender calls shall, at a minimum, be posted to the Board's website and advertised in the Windsor Star. It is the responsibility of prospective vendors to review these media to ascertain when tender calls are made. In addition to these media and at the discretion of the Superintendent of Business, direct mailings to vendors on the Board's vendors list and advertising by other means may be utilized where deemed appropriate to solicit bids.
- 8.6 All tender calls shall require the submission of sealed bids. The Superintendent of Business, or designate, shall receive all tender submissions prior to the specified closing date and time. No tender submission shall be received after the specified closing date and time.
- 8.7 The Superintendent of Business, or designate, shall conduct a public opening of the tender submissions. The date and time of the public opening shall be advertised in accordance with clause 8.5 at the time of advertising the tender call. All Trustees shall be specifically notified of the date and time of the public opening and are invited to attend along with all bidders and any member of the public.
- 8.8 At the public opening and immediately prior to opening the bids, all tender call submissions that have been received shall be initialed, prior to being opened, by at least one Trustee, only if present, or by another witness and by the Superintendent of Business, or designate. The Superintendent of Business, or designate, will then proceed to open and announce each bid.
- 8.9 The applicable Superintendent and Superintendent of Business, or designates, shall review the submissions and prepare a joint report to the Director of Education for approval of the tender, said report to contain full financial details including funding sources, allocation of revenues and other relevant financial matters.
- 8.10 For tenders up to \$100,000 in value, not including GST, and subject to section 3.1, the Director of Education is authorized to award the work to the lowest cost bidder meeting specifications.
- 8.11 For tenders over \$100,000 in value, not including GST, and subject to section 3.1, a report shall be submitted to the Board of Trustees for approval of the tender, said report to contain full financial details including funding sources, allocation of revenues and other relevant financial matters.
- 8.12 Upon approval, the Superintendent of Business shall issue a purchase order, contract or agreement to the vendor as may be applicable.

## **9.0 Request for Proposal Process**

- 9.1 A formal request for proposal may be called for purchases of goods and services, where the definitive specifications cannot be identified, where the vendors are requested to submit solutions to a problem, where the selection of vendor is based on the effectiveness of the proposed solution and not on price alone, or where negotiations with one or more of the proponents may be required.

- 9.2 The Request for Proposal/Tender Call form, as provided in Appendix A, must be completed and signed by the applicable Superintendent and submitted, with all of the required documentation, to the Superintendent of Business for his signed authorization to proceed with the request for proposal.
- 9.3 The criteria to be used to evaluate submissions shall be specifically established and documented prior to advertising the request for proposal. Where feasible, such criteria shall be provided to vendors to assist in the preparation of their submissions.
- 9.4 Where it may be appropriate as determined by the Director of Education, a request for pre-qualification process may precede the request for proposal process.
- 9.5 The Superintendent of Business, or designate, shall administer the request for proposal process.
- 9.6 All requests for proposal shall, at a minimum, be posted to the Board's website and advertised in the Windsor Star. It is the responsibility of prospective vendors to review these media to ascertain when requests for proposals are made. In addition to these media and at the discretion of the Superintendent of Business, direct mailings to vendors on the Board's vendors list and advertising by other means may be utilized where deemed appropriate to solicit bids.
- 9.7 All requests for proposal shall require the submission of sealed bids. The Superintendent of Business, or designate, shall receive all request for proposal submissions prior to the specified closing date and time. No request for proposal submission shall be received after the specified closing date and time.
- 9.8 There shall be no public opening of submissions pursuant to a request for proposal. The Superintendent of Business and the applicable area Superintendent, or designates, and one other witness shall initial each submission immediately prior to opening and then shall jointly open the submissions.
- 9.9 The Superintendent of Business and applicable Superintendent, or designates, shall review the submissions. If deemed necessary, individual vendors may be contacted to seek additional information in order to clarify the submissions and negotiations may be undertaken with the vendor whose submission appears to provide the best value to the Board. Thereafter, a joint report shall be submitted to the Director of Education for approval of the recommended vendor, said report to contain full financial details including funding sources, allocation of revenues and other relevant financial matters.
- 9.10 For requests for proposal up to \$100,000 in value, not including GST and subject to section 3.1, the Director of Education is authorized to award the work to the lowest cost bidder meeting specifications.
- 9.11 For requests for proposal over \$100,000 in value, not including GST and subject to section 3.1, a report shall be submitted to the Board of Trustees for approval of the recommended vendor, said report to contain full financial details including funding sources, allocation of revenues and other relevant financial matters.

- 9.12 Upon approval, the Superintendent of Business shall issue a purchase order, contract or agreement to the vendor as may be applicable.

## **10.0 Emergency Purchases**

- 10.1 Where, in the opinion of the Director of Education or a Superintendent, an emergency arises that requires the immediate purchase of goods or services, the Director or Superintendent may make purchases as may be required to address the emergency, even though said purchases may not be in strict compliance with the Purchasing Policy or Procedure.
- 10.2 A Superintendent has the authority to approve emergency purchase requisitions up to \$50,000 in value, not including GST. The Director has the authority to approve emergency purchase requisitions over \$50,000, not including GST, provided that where an emergency purchase is to exceed \$100,000 in value, not including GST, the Director shall consult with the Chair of the Board on such purchase. In this latter case, a report to the Board of Trustees shall be provided as information at the Board's next scheduled meeting.
- 10.3 Emergency purchases may be undertaken pursuant to any of the following:
- a) There is an imminent or actual danger to the life or health and safety of a person or persons.
  - b) There is an imminent or actual danger of damage or destruction to real or personal property.
  - c) There is a spill of a material requiring attention under the provisions of the Environmental Protection Act.
  - d) There are circumstances that may result in financial losses and/or have the potential of interfering with staff and students occupying a Board facility or with the delivery of a program.
- 10.4 As soon as possible after the emergency purchase is made, the Director or Superintendent, as applicable, shall prepare and submit a written report to the Superintendent of Business detailing the emergency and the specific purchases that were made as a result, for audit purposes.
- 10.5 The Superintendent of Business, or designate, shall confirm all emergency purchases by the issuance of a purchase order, contract or agreement to the vendor as soon after the emergency as is practical.

## **11.0 Professional Services**

- 11.1 The acquisition of professional services, such as consulting, legal, banking, auditing, architectural, engineering and similar services, will follow the same processes as identified for other goods and services in this procedure, except as modified by section 11.0

- 11.2 Ongoing services, such as legal, banking and auditing, shall be subject to a tender call or a request for proposal process, as may be appropriate, at least once every 5 years.
- 11.3 All professional services shall be acquired in accordance with the two envelope system. Each vendor will be required to submit technical and qualitative information in one sealed envelope and pricing information in a second sealed envelope. The review process will commence with the first envelope being opened and the technical and qualitative information being evaluated. This will be done to ensure that the evaluation will not be influenced by prior knowledge of the price submission. The second envelopes are opened only for those submissions deemed capable of performing the service. The vendor with the lowest price meeting specifications shall be awarded the work.
- 11.4 The criteria to be used to evaluate submissions shall be specifically established and documented prior to advertising the tender call or request for proposal. Where feasible, such criteria shall be provided to vendors to assist in the preparation of their submissions.
- 11.5 As part of the submissions, vendors shall be required to disclose any potential conflict of interest, which information shall be used as part of the evaluation of the submissions.
- 11.6 Unopened pricing envelopes shall be retained until the issuance of a purchase order, contract or agreement to the recommended vendor. Thereafter, all unopened envelopes shall be returned to the respective vendors.
- 11.7 The authorization for approval of the recommended vendor shall be in accordance with section 3.0 of this procedure except as follows:
- a) Ongoing services to be awarded for a period of 2 or more years shall be subject to the approval of the Board of Trustees.
  - b) Professional services related to assignments or projects where the assignment or project value, excluding the value of professional services and excluding all GST, is in excess of \$100,000 shall be subject to the approval of the Board of Trustees.
- 11.8 Upon approval, the Superintendent of Business, or designate, shall issue a purchase order, contract or agreement to the vendor as may be applicable.

## **12.0 Sole Source Purchases**

- 12.1 Sole source purchases shall not be permitted except as follows:
- a) For purchases up to a value of \$3,000, not including GST.
  - b) For emergency purchases as identified under section 10.0 of this procedure.
  - c) For purchases over \$3,000 in value, excluding GST, where the compatibility to existing equipment or facilities is essential and only upon

the prior approval of the Director of Education or Board of Trustees, as directed under this procedure.

- d) For purchases over \$3,000 involving confidentiality related to security, police matters and other similar circumstances and only upon the prior approval of the Director of Education or Board of Trustees, as directed under this procedure
- e) Upon the approval of the Director under sections 6.4 and 7.3

12.2 The approval authority limits as provided in section 3.0 of this procedure shall apply to sole source purchases, except where otherwise amended by the conditions contained in clause 12.1.

12.3 Upon approval, the Superintendent of Business, or designate, shall issue a purchase order, contract or agreement to the vendor as may be applicable.

### **13.0 Blanket Purchases**

13.1 Blanket purchases may be utilized in cases where the repetitive acquisition of specific goods or services is anticipated in advance of a certain time period, where the actual demand is unknown at the outset and where the specific goods or services are to be acquired as the need arises.

13.2 Blanket purchases shall comply with all of the requirements of the Purchasing Procedure.

13.3 For the purposes of determining approval authority under section 3.0 of this procedure for blanket purchases, an estimated demand and associated cost, not including GST, is to be identified in advance of the purchase.

13.4 Upon approval, the Superintendent of Business, or designate, shall issue a blanket purchase order, contract or agreement to the vendor as may be applicable.

### **14.0 Evaluation of Submissions**

14.1 Submissions will be automatically rejected if they contain any irregularities as follows:

- a) Late submissions, noting that they are to be returned unopened to the bidder.
- b) Unsealed envelopes.
- c) Lack of a bid bond or other financial security as may be required.
- d) Submissions completed or signed in an erasable medium.
- e) Incomplete submissions unless, in the opinion of the Superintendent of Business, or designate, the omission is minor and does not affect the order of the bids.
- f) Changes to the submitted documents which are not initialed unless, in the opinion of the Superintendent of Business, or designate, the changes are minor and do not affect the order of the bids.

- g) Submissions on other than the required Board forms as may be stipulated.
- h) Submissions where all addenda have not been acknowledged.
- i) Submissions qualified or otherwise restricted beyond the terms set out by the Board, unless in the opinion of the Superintendent of Business, or designate, the qualification or restriction is not significant and does not affect the order of the bids.

14.2 Bidders will be given 48 hours from the time of notification to correct, initial and return submissions if they contain any irregularities as follows:

- a) Obvious minor mathematical or clerical errors.
- b) Missing corporate seal or signature.

14.3 Where two or more equal bids are received, the names of the tied bidders will be written on a piece of paper, placed into a suitable container and one piece of paper shall be drawn randomly from the container by the Superintendent of Business, or designate. The tender shall be awarded to the bidder whose name appears on the piece of paper drawn. The tied bidders shall be invited to attend the draw at their discretion. The Board of Trustees shall also be invited to attend. The Superintendent of Business, or designate, shall ensure that there are at least two witnesses to the draw, consisting of either Board Trustees or Board employees or both.

14.4 Where less than three bids are received, actions may be considered as follows:

- a) Where in the opinion of the Superintendent of Business, or designate, that additional bids could be secured, the received bids shall be returned unopened to the bidders and the bid process may be undertaken again in a manner so as to encourage additional submissions.
- b) Where in the opinion of the Superintendent of Business, or designate, that additional bids are unlikely to be secured or that timing or other factors make it in the Board's interest not to repeat the bid process, the bid(s) received may be opened and considered.
- c) Where in the opinion of the Superintendent of Business, or designate, that it is in the Board's interest to so do, the bid process may be abandoned entirely.

14.5 Where all of the bids received are deemed unacceptable by the Superintendent of Business, or designate, for reasons that all of the bids exceed budget or all of the bids do not represent fair value or all of the bids do not meet the Board's stipulated requirements, actions may be considered as follows:

- a) Where in the opinion of the Superintendent of Business, or designate, that additional bids could be secured or that an acceptable bid may be otherwise obtained, the bid process may be undertaken again in a manner so as to encourage additional or revised submissions acceptable to the Board.
- b) Where in the opinion of the Superintendent of Business, or designate, that additional bids are unlikely to be secured or that timing or other factors make it in the Board's interest not to repeat the bid process, negotiations may be commenced with the lowest bidder, only upon approval of the



Board of Trustees or Director of Education, as may be applicable, in order to secure agreement on changes to the submission that would be consistent with the general intent of the bid solicitation and that would result in an acceptable bid.

- c) Where in the opinion of the Superintendent of Business, or designate, that it is in the Board's interest to so do, the bid process may be abandoned entirely.

- 14.6 Notwithstanding anything else contained in this Procedure, the Superintendent of Business, or designate, may at any time abandon the bid process up to the time of awarding the bid.

## **15.0 Risk Management and Insurance Requirements**

- 15.1 Superintendents, or designates, are responsible for ensuring that all risk management and insurance considerations are appropriately addressed prior to processing any purchase requisition for which they have budget responsibility.

- 15.2 Superintendents, or designates, shall consult with the Manager of Risk Management on all risk management, health and safety matters and shall obtain sign-off from the Manager as may be required.

- 15.3 Superintendents, or designates, in consultation with the Manager of Risk Management, shall ensure the following:

- a) That the selected vendor is knowledgeable with all of the requirements of the Occupational Health and Safety Act and that the vendor is committed to complying with all of the requirements of the Act.
- b) That the selected vendor shall be held responsible for any and all violations of the Occupational Health and Safety Act and shall indemnify and hold harmless the Board for any and all violations of the Act.
- c) That the selected vendor shall submit a Certificate of Clearance from the Workplace Safety and Insurance Board prior to commencing any work.

- 15.4 Superintendents, or designates, shall consult with the Coordinator of Policy Development on all insurance matters and shall obtain sign-off from the Coordinator as may be required.

- 15.5 Superintendents, or designates, in consultation with the Coordinator of Policy Development, shall ensure the following:

- a) That the selected vendor provides written confirmation of insurance prior to commencing any work.
- b) That the Board be named as an additional insured in the vendor's insurance policy and that the policy contains a cross-liability and separation clause.
- c) That the minimum insurance amounts to be provided by the vendor shall be \$2 Million for general liability, automobile liability, professional errors and omissions liability, fire and theft liability and \$5 Million for

environmental pollution liability, with increased amounts being required where deemed appropriate by the Coordinator of Policy Development.

- d) That the vendor's insurance policy shall not be altered in any way or cancelled without written notification by registered mail to the Board by the vendor to be received at least thirty (30) calendar days in advance of the alteration or cancellation.

## **16.0 Vendor Requirements**

- 16.1 The Superintendent of Business, or designate, shall establish and maintain a documented inventory of vendors and the inventory shall be utilized to identify vendors eligible to undertake work or provide services for the Board.
- 16.2 The Superintendent of Business, or designate, shall establish and maintain a documented contracted services program to ensure that all contractors retained by the Board meet minimum health, safety, security, insurance and procedural requirements as stipulated by the Board.
- 16.3 The Superintendent of Business, or designate, shall establish and maintain a documented vendor performance management program.
- 16.4 If in the opinion of any Superintendent, or designate, that the documented past performance or non-performance by a vendor is contrary to Board requirements, then that Superintendent may deem such vendor ineligible for a period of up to two years from undertaking any Board work. Before being deemed ineligible, a vendor will be provided an opportunity to address the matter of performance. If evidence is provided to the satisfaction of the applicable Superintendent, the vendor may not be deemed ineligible.
- 16.5 In addition to the circumstances set out in section 16.4, a vendor will be deemed ineligible to undertake any work or provide any services for the Board due to any of the following:
  - a) If a vendor intentionally and knowingly fails to comply with the requirements of the Purchasing Policy or Purchasing Procedure.
  - b) If a vendor is engaged directly or indirectly in any actual, pending, or threatened suits, actions, litigation proceedings, arbitrations, alternative dispute resolutions, investigations or claims by or against or otherwise involving the Board, its Trustees, or its employees. The vendor may also be required, at the discretion of the Board, to sign a certificate in a form satisfactory to the Board confirming that the vendor is not associated with any entity involved in any claim or claims with the Board, its Trustees, or its employees.
- 16.6 A vendor will be deemed ineligible to provide the Board with school apparel if the vendor is unable to comply with the requirements of the Board's Sweatshop Free Purchasing Policy.

## **17.0 Disposal of Assets**

The Superintendent of Business and his/her delegates shall be solely authorized to dispose of any and all Board assets. The following process shall be followed in disposing of any Board asset:

- 17.1 Superintendents, or designates, shall identify assets from which suitable benefit can no longer be derived or which are deemed surplus, obsolete or beyond repair and are to advise the Superintendent of Business, or designate, accordingly on, at minimum, an annual basis.
- 17.2 The Superintendent of Business, or designate, is authorized to arrange for the appropriate disposal of any assets which are deemed obsolete or beyond repair.
- 17.3 The Superintendent of Business, or designate, shall maintain a list of surplus assets and shall circulate such list, on or about May of each year, to all Superintendents, School Principals, School Council Chairs and Parishes, who may request the retention of specific assets. The distribution of any such requested assets shall be at the sole discretion of the Superintendent of Business, or designate.
- 17.4 After the actions pursuant to clause 17.3, the Superintendent of Business, or designate, is authorized to dispose of any remaining surplus assets through auction, public sale or by other appropriate means. Consideration may be given to the donation of surplus assets to educational, charitable or other community agencies, upon the approval of the Director of Education.
- 17.5 Board Trustees or Board employees shall not be permitted to purchase or otherwise acquire any assets to be disposed by the Board, unless such purchase or acquisition is made in accordance with the purchasing policy and procedure.

## **18.0 General Requirements**

- 18.1 Superintendents, or designates, are responsible for preparing, signing and submitting to the Superintendent of Business, or designate, any and all required forms, specifications and other documents necessary to process any purchase requisition for which they have budget responsibility.
- 18.2 Superintendents, or designates, are responsible for ensuring that appropriate bid bonds, performance bonds or labour and material payment bonds are submitted where deemed appropriate to protect the interests of the Board. It is noted that other forms of financial security may be specified for these purposes in lieu of bonds, including certified cheques, bank drafts and irrevocable letters of credit.
- 18.3 A bid bond or other specified financial security shall be required and included in the bid submission envelope for all construction projects, maintenance projects, demolition projects and for other work or services where deemed appropriate by the applicable Superintendent, or designates.

- 18.4 In accordance with established Federal and Provincial legislation, preference shall not be given to local vendors in the acquisition of goods or services by the Board.
- 18.5 A division or adjustment of the quantity or price of goods or services shall not be undertaken in order to circumvent the provisions of the Purchasing Policy or Procedure.
- 18.6 If an arrangement for the acquisition of good or services extends beyond the term of the current Board of Trustees, then provisions shall be made to mitigate any potential impacts in the event that the future Board of Trustees approves to discontinue funding or approves to terminate the arrangement.
- 18.7 Board Trustees or Board employees shall not undertake any action that would provide an unfair advantage or disadvantage to any vendor in the administration of any provision of the Purchasing Policy or Procedure.
- 18.8 A conflict of interest exists when a trustee, employee, or parent volunteer will derive a direct or indirect pecuniary benefit by influencing a decision or outcome. Trustees, employees and parent volunteers shall abide by the provisions of the Board's code of ethics/conflict of interest policies. A trustee, employee, or parent volunteer with a conflict of interest may not participate in the purchasing process except where they declare a conflict publicly to the Board, participate in a competitive bidding process, and abstain from influencing the process or selection in any manner.



**Appendix "A"**  
**Pr F: 02**

**APPROVAL FORM**  
**TENDER / REQUEST FOR PROPOSAL**

**DATE:** \_\_\_\_\_

**TO:** Manager of Payroll/Purchasing

**FROM: (Name)** \_\_\_\_\_

(Dept.) \_\_\_\_\_

**TYPE: (Check One)** Tender  Request For Proposal

**DESCRIPTION OF WORK/SERVICES/EQUIPMENT/MATERIALS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TENDER / RFP CLOSING DATE:** \_\_\_\_\_

**DOCUMENTS AVAILABLE ON:** \_\_\_\_\_

**ESTIMATED COST:** \_\_\_\_\_

**SUFFICIENT BUDGET FUNDS:** Yes  No

Available Amount \_\_\_\_\_

**ACCOUNT NO:** \_\_\_\_\_

**BID BOND AMOUNT:** \_\_\_\_\_

**LIABILITY INSURANCE AMOUNT:** \$2,000,000

**ADVERTISE:** Windsor Star (Check one): Yes  No

Other (specify) \_\_\_\_\_

**ADVERTISEMENT DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
Superintendent of Requesting Department      Superintendent of Business



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 April 28, 2009

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario latonna, Superintendent of Business  
 Paul Picard, Superintendent of Education/Human Resources

**SUBJECT:** **COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM**

### RECOMMENDATION:

**That the Board approve the purchase of the WEB WORK Computerized Maintenance Management System from Tero Consulting.**

**SYNOPSIS:** The Board currently lacks a comprehensive computerized management system for the tracking of inventory components, maintenance activities and work order history for its buildings and major equipment. At its meeting of January 13, 2009, the Board approved proceeding with a Computerized Maintenance Management System (CMMS) Request for Proposal (RFP). This report summarizes the RFP results.

### BACKGROUND COMMENTS:

An RFP for a web-based CMMS for Facilities Services (F.S.) purposes was advertised in the Windsor Star on Saturday, January 31, 2009. Proposals were received from 4 vendors as follows:

- Tero Consulting, Ltd. - Coquitlam BC
- AIT Systems Inc. - Windsor ON/Detroit MI
- DMS Technologies Inc. - St. Catharines, ON
- Megamation Systems Inc. - Oakville ON

The submissions are summarized in the attached Appendix A. Each vendor was required to make a presentation as part of the RFP evaluation process. Those in attendance at the presentations included Wilfred Wong, Gerry Racine and Sam Papaefthimiou. Megamation did not provide a presentation and therefore did not proceed further in the process. The company did not give a reason for not providing a presentation. A scoring system was utilized during the presentation by each of the remaining vendors to determine the best product and value to the Board. Based on the evaluation criteria, the recommended vendor was Tero Consulting with its WEB WORK product.

Subsequent to the primary evaluation for F.S., the Information Technology (I.T.) Department had an additional presentation of the WEB WORK product to assess its suitability for I.T. purposes. Those in attendance at that presentation were Rose Mousaly and Sam Papaefthimiou. The I.T. Department has resolved that WEB WORK would be beneficial as an I.T. solution as well.

**FINANCIAL IMPACT:**

Help Desk by Computer Associates is currently serving F.S. and I.T. with a total shared annual cost of approximately \$16,730.00. If WEB WORK is approved, the current Help Desk System and all associated costs will be phased out.

Annual cost for WEB WORK based on the RFP	\$6,000.00
Annual cost for the I.T. component of WEB WORK	\$2,400.00
Annual cost for I.T. users license (6 @ \$60.00*12 months)	<u>\$4,320.00</u>
<b>Total Annual Cost of WEB WORK System</b>	<b>\$12,720.00</b>
 Current annual cost for the Computer Associates Help Desk	 <u>\$16,730.00</u>
 <b>Projected Annual Savings</b>	 <b><u>\$ 4,010.00</u></b>

There is a one-time cost of \$7,200.00, plus travel expenses for the training component for the WEB WORK system. Implementation of WEB WORK is projected to have a payback of less than three years, not including the benefits to be realized from the significantly greater functionality in moving to this more sophisticated system.

**TIMELINES:**

Implementation of the system is to be commence upon purchase.

**APPENDICES:**

- Appendix A – Computerized Maintenance Management System Comparison of Request for Proposal Submissions.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: April 20, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: April 20, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: April 20, 2009

## APPENDIX A

### COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM COMPARISON OF REQUEST FOR PROPOSAL SUBMISSIONS

#### **Tero Consulting, Ltd. - Coquitlam BC**

- Company established in 1979 with Web Work software first developed in 1995.
- Other users include the University of Windsor, London Catholic District School Board, Government of Alberta, Government of Northwest Territories, twenty school boards in British Columbia and other organizations.
- Web-based system with data stored on the vendor's server.
- No additional Board I.T. requirements beyond internet connection.
- Ability for end users to create their own reports without additional I.T. support.
- \$6,000 annual base cost for Facilities Services requirements including maintenance and support.

#### **AIT Systems Inc. - Windsor ON/Detroit MI**

- Company has been offering mobile software solutions and barcode data collection systems since 1996.
- Other clients include Ventureforth, Inc. (Atlanta Ga.), VISA International, various U.S. Blood Banks, QED Information Systems (California)
- Proposes customized web-based solution using the framework of its MTrack system.
- Timeline for development is approximately 5 months.
- Proposed three year contract with costs of \$123,867 for first year and \$56,227 for each of subsequent two years.

#### **DMS Technologies Inc. - St. Catharines, ON**

- Company has been offering facilities management software and services to school boards in Ontario since 1995 with its eBASE software now in its fifth revision.
- Other users include Grand Erie, Niagara Catholic and Brant Haldimand Norfolk District School Boards.
- Web-based or on-site system.
- \$39,000 annual subscription fee includes all of their existing modules

#### **Megamation Systems Inc. - Oakville ON**

- Company has over 25 years experience and has been offering its DirectLine software for over 12 years.
- Other users include 13 school boards in Ontario with 500 other clients worldwide.
- Web-based solution.
- \$11,880 annual base cost for 600 hours per month.





1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 April 28, 2009

## BOARD REPORT

**Public**            **In-Camera**        
**PRESENTED FOR:**    Information            Approval        
**PRESENTED BY:**      Senior Administration  
**SUBMITTED BY:**      Joseph Berthiaume, Director of Education  
**SUBJECT:**              **REGULAR BOARD MEETINGS FOR THE MONTHS OF  
 JULY/AUGUST 2009 AND FOR THE 2009 – 2010 SCHOOL YEAR**

**RECOMMENDATION:**

**That meetings of the Board of Trustees for the months of July and August be held at the call of the Chair;**

**and, that the Board adopt the attached schedule of Regular Board meetings for the 2009 – 2010 School Year as presented.**

**SYNOPSIS:** The first recommendation provides for the calling of special or emergency board meetings during the summer recess in the event that meetings are necessary for trustees to address critical matters. The second recommendation is intended to establish the Regular Board Meeting Schedule for the 2009-10 school year.

**BACKGROUND COMMENTS:** In the past, Board meetings over the summer school break have been held at the call of the Chair. Typically, Regularly Scheduled Board meetings resume prior to the start of the new school year, usually beginning on the last Tuesday in August. For the remainder of the school year, the Board By-Laws stipulate that regularly scheduled meetings will occur on the second and fourth Tuesdays of each month.

As per the Board By-Laws, a special Board motion is required to change the regular meeting schedule of the Board. The following variances to the Regular Board meeting schedule as prescribed within the By-laws are proposed:

**First Meeting of the School Year:** It is proposed that: the first regularly scheduled meeting be held on Tuesday, September 1, 2009, since Labour Day falls late this year. The first meeting of September normally scheduled on the second Tuesday of the month would be eliminated. The last Regular Meeting in September would be held on September 22, the last Tuesday of the month as per usual practice.

**March 2009:** It is proposed that: the last Regular meeting be scheduled for Tuesday, March 30 in order to accommodate vacations that traditionally are scheduled during the March Break.

**June 2009:** It is proposed that: the second Regular meeting in June be scheduled for Monday, June 21 in order to avoid scheduling conflicts with several secondary school graduation exercises.

**Special Board Meetings:** In addition, the Board is in process of two pupil accommodation reviews; specifically, the school communities of West Windsor and East Windsor. In accordance with Board Policy A:05 Pupil Accommodation Review and its administrative procedures, the Board must hold a special meeting to receive public input prior to the meeting where a vote on the recommendations will be conducted. This provides an opportunity for the public to make formal presentations to the Board concerning the Director's report and the matters that are addressed in it as well as in the Ad Hoc Accommodation Review Committees' School Valuation Report. Accordingly, these Special Board Meetings have been scheduled for **Monday, September 28** and **Tuesday, September 29**. The times are yet to be finalized.

**FINANCIAL IMPACT:** --

**TIMELINES:** July 2009 through June 2010

**APPENDICES:**

- Proposed Regularly Scheduled Board Meetings – 2009 – 2010 School Year

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	April 20, 2008
<input type="checkbox"/>	SUPERINTENDENT	Approval Date:	--
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 20, 2008



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**PROPOSED**  
**REGULARLY SCHEDULED BOARD MEETINGS**  
**2009 – 2010 School Year**  
As of: April 28, 2009

Tuesday, September 1, 2009  
Tuesday, September 22, 2009  
**Monday, September 28, 2009** (Special Board Meeting - ARC)  
**Tuesday, September 29, 2009** (Special Board Meeting - ARC)  
Tuesday, October 13, 2009  
Tuesday, October 27, 2009  
Tuesday, November 10, 2009  
Tuesday, November 24, 2009  
**Tuesday, December 2, 2009** (Organizational Meeting – 7:30 p.m.)  
Tuesday, December 8, 2009  
Tuesday, January 12, 2010  
Tuesday, January 26, 2010  
Tuesday, February 9, 2010  
Tuesday, February 23, 2010  
Tuesday, March 9, 2010  
Tuesday, March 30, 2010  
Tuesday, April 13, 2010  
Tuesday, April 27, 2010  
Tuesday, May 11, 2010  
Tuesday, May 25, 2010  
Tuesday, June 8, 2010  
**Monday**, June 21, 2010

Unless indicated otherwise, all Regularly Scheduled meetings will be held in the John Paul II Board Room at the Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor, Ontario.

Closed Session: 6:00 p.m.  
**Public Session: 7:00 p.m.**

*The agenda and supporting documentation will be available electronically on the Board's website the Friday preceding the scheduled meeting at: [www.wecdsb.on.ca](http://www.wecdsb.on.ca)*



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 April 28, 2009

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario Iatonna, Superintendent of Business  
 Paul Picard, Superintendent of Human Resources

**SUBJECT:** **PLAY SURFACE MATERIAL STANDARD - RUBBER**

### RECOMMENDATION:

**That the Board approve the use of rubber play surface material as a standard in all new play structure installations.**

**SYNOPSIS:** There are currently a variety of play surface materials installed throughout the school board community. The objective of this report is to recommend a consistent standard for play surface material that will improve safety and performance, while mitigating liability for the Board. The rubber surface is expected to reduce the annual maintenance costs for play surfaces on a go-forward basis.

**BACKGROUND COMMENTS:** The existing inventory for play surface material consists of 61 sites with pea-stone, 2 of wood fibre, and 5 of rubber. Based on the Board's ongoing experience and pursuant to research of alternative surfaces available, rubber play surfaces are being recommended as a standard for future installations. Rubber play surfaces will:

- Result in a reduction of play structure closures due to non-compliant surfaces of other materials.
- Provide for a "visually friendlier" inspection for the Principal when performing the daily surface inspections for loose garbage, debris, broken glass and animal droppings.
- Have a longevity of approximately 15 years.
- Have lower "wear and tear" characteristics.
- Will not migrate as do other materials to other surfaces or onto children's clothing.
- Will not fall outside of a containment area and become trip hazards on asphalt playgrounds or sidewalks.
- Be less likely affected by mould or other microbial bacteria.
- Not require a drainage layer.

- Dry in 30-60 minutes of a rain.
- Provide a wheelchair accessible surface.
- Have a low maintenance cost.

**FINANCIAL IMPACT:**

An analysis of the financial impact of moving to this rubber surface standard is provided in the attached Appendix 1. While the life cycle cost for this standard is approximately \$450 to \$500 per installation per year higher than for the other surfaces, the identified advantages in terms of improved safety and maintenance are deemed to be worth the additional expenditure.

**TIMELINES:**

Not applicable.

**APPENDICES:**

- Appendix 1 - Cost Comparisons of Play surfaces dated May 1, 2007

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	April 20, 2009
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	April 20, 2009
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 20, 2009

## Appendix 1

May 1, 2007  
Trustee Alexander

### **SUBJECT: Cost Comparison of Play-surfaces**

---

Enclosed per your request is a report on the comparison of costs for pea-stone play-surfaces versus rubberized play-surfaces. The Facilities Services Department has included other play-surfaces as comparators including their relative Capital and Operational costs.

For the school system the total number of protective surfacing play-spaces is 78

72 play-spaces with loose-fill pea-stone surfacing  
2 play-spaces with loose-fill wood fibre surfacing (Notre Dame, St Therese)  
2 play-spaces with unitary manufactured rubber tiles (St. Maria Goretti, St. Pius)  
2 play-spaces with unitary poured in place rubber (St Jules)

The following costs are estimates and are submitted for budgeting purposes only:

#### **Pea-stone**

In the case of pea-stone surfaces, the school funds the initial capital cost of the \$5,000 installation expense. (Based on 1200 sq ft) The Facilities Services Department funds the Preventative Maintenance costs of **\$11,500 (per site) over 10 years**. This cost does not include the costs for recommended semi-annually roto-tilling and power washing. The funding source for this maintenance is typically from the yearly Capital Renewal Budget.

Estimated cost this year for the maintenance of all of the Board's pea-stone surfaces is estimated to be **\$210,000**. The frequency to have the pea-stone roto-tilled and power-washed is estimated to be semi-annually. The frequency of roto-tilling and power washing may increase if the sites fail the "Drop Ball Test". These typical costs are incurred yearly and are incurred in perpetuity with the current pea-stone surfaces.

#### **Advantages**

- Does not easily support microbial growth
- Not attractive to animal contamination

#### **Disadvantages**

- Difficult to procure a quality pea-stone source in the Essex County
- Limestone particles break down over time and contribute to the hardpan layer in high traffic areas.
- Material can be displaced from areas of high use (these areas could fail the drop – ball test if not raked daily).
- Difficult to contain
- When wet, or frozen the surface is more likely to fall out of compliance with the drop ball test
- Easily migrates outside of the containment area

- Is not considered “accessible” to children with limited motor abilities and is not wheel-chair accessible.
- Can be thrown by children
- Can attract insect contamination
- Hides trash, excrement, broken glass, etc
- Un-even surface
- Should be raked daily
- Extremely high annual maintenance cost: raking, perimeter sweeping, loosening, rototilling, and washing.
- Pea-stone surfaces are a challenge to maintain on a daily basis

### **Wood Fibre**

In the case of wood fibre surfaces, the school funds the initial capital cost of the \$10,000 installation expense. (Based on 1200 sq ft) This cost may dramatically increase from 50% to 100% depending on the site topography and available storm drain services. The Facilities Services Department funds the Preventative Maintenance costs of **\$ 6,500 (per site) over 10 years**. The funding source for maintenance is typically from the yearly Capital Renewal Budget.

### **Advantages**

- Manufactured from virgin wood and engineered for a particular playground use
- May or may not be attractive to animal contamination

### **Disadvantages**

- Moderately high annual maintenance costs: rake levelling, topping up
- Material can be displaced from areas of high use (these areas could fail the drop-ball test if not raked daily)
- Heavy winds may displace and blow away the fibre (depth reduction)
- Difficult to contain
- Proper and adequate drainage is a critical factor that has a profound effect on the life expectancy of the product.
- Once wet for a pro-longed period of time, microbial fungus growth starts and cannot be stopped
- If the drainage layer fails, a rapid mould and fungal growth can occur necessitating removal of the wood fibre and repair/replacement of the drainage system
- Can become slimy, and stain clothes
- Can be transported into the school
- De-composes over time and combines with dirt
- Can attract insect contamination
- Hides trash, excrement, broken glass, etc
- When wet, or frozen the surface is more likely to fall out of compliance with the drop ball test
- There may be children who may have a reaction to the wood fibre.
- Can be thrown into a child’s eyes
- The surface is uneven to the footing
- This surface is not wheel chair accessible.
- Should be raked daily
- Wood fibre surfaces are a challenge to maintain on a daily basis
- Wood fibre surfaces could potentially escalate maintenance cost.

### **Unitary Rubber Tile**

In the case of a rubberized surface, the school funds the initial capital cost of the \$12,000 - \$18,000 installation expense. (based on 1200 sq ft) The Board funds the Preventative

Maintenance costs of **\$5,000 over 10 years**. The funding source for maintenance is typically from the yearly Capital Renewal Budget.

#### Advantages

- Typically engineered for a specific playground fall height
- Extremely low maintenance costs: simple sweeping, washing, vacuuming
- Provides a wheelchair accessible surface
- Provides warranty-supported compliant fall-height impact properties
- May be installed by local contractor (installation is less in comparison to poured in place rubber)
- Material not displaced during play
- Provides a consistent height, stable surface, for children to land or step on.
- Not attractive to animal/insect contamination
- Dry surface after 30 minutes of rain
- Free from weeds
- Free from buried debris
- Does not rot or de-compose
- Easy to replace damaged tile
- Use of re-cycled materials
- 10-15 years product life

#### Disadvantages

- Higher initial expense
- Surface could be subject to vandalism
- There are more finger breaks associated with this surface
- Will lose impact properties over time and binding agent deteriorates with conditions and usage



**Cost Comparison Estimate over 10-year life expectancy***(based on 1,200 sq. ft. surfacing area with 2.4m (8') fall height)*

<b>Timeline</b>	<b>Task</b>	<b>PEASTONE</b> <i>(12" depth)</i>	<b>WOOD-FIBER</b> <i>(9" compressed depth)</i>	<b>UNITARY RUBBER</b> <i>(either tile or pip)</i>
Initial	Site Preparation	not applicable	not applicable	\$1,000
Initial	Retaining Wall (140')	\$2,000	\$2,000	not applicable
Initial	Drainage Layer	not applicable	\$2,500	not applicable
Initial	Compacted Base Layer	not applicable	not applicable	\$5,000
Initial	Supply/Installation	\$3,000	\$4,000	\$10,000
	<b>Subtotals:</b>	<b>\$5,000</b>	<b>\$8,500</b>	<b>\$16,000</b>
	<b>Maintenance</b>	<b>PEASTONE</b>	<b>WOOD-FIBER</b>	<b>UNITARY RUBBER</b>
2 <sup>nd</sup> year	Levelling	\$500	\$500	not applicable
3 <sup>rd</sup> year	Loosening-Roto-tilling	\$1,000	not applicable	not applicable
3 <sup>rd</sup> year	cleaning	not applicable	not applicable	\$500
4 <sup>th</sup> year	Loosening-Roto-tilling	\$1,000	not applicable	not applicable
4 <sup>th</sup> year	Topping-Up	not applicable	\$1,500	not applicable
5 <sup>th</sup> year	Replacement	\$3,000	not applicable	not applicable
5 <sup>th</sup> year	Repairs/Cleaning	not applicable	not applicable	\$2,000
6 <sup>th</sup> year	Loosening-Raking	\$500	not applicable	not applicable
6 <sup>th</sup> year	Topping-Up	not applicable	\$1,500	not applicable
7 <sup>th</sup> year	Loosening-Roto-tilling	\$1,000	not applicable	not applicable
7 <sup>th</sup> year	Topping-Up	not applicable	not applicable	\$500
8 <sup>th</sup> year	Loosening-Roto-tilling	\$1,000	not applicable	not applicable
8 <sup>th</sup> year	Topping-Up	not applicable	\$1,500	not applicable
9 <sup>th</sup> year	Replacement	\$3,000	not applicable	not applicable
9 <sup>th</sup> year	Repairs/Cleaning	not applicable	not applicable	\$2,000
10 <sup>th</sup> year	Loosening-Raking	\$500	not applicable	not applicable
10 <sup>th</sup> year	Topping-Up	not applicable	\$1,500	not applicable
	<b>Maintenance Subtotals:</b>	<b>\$11,500</b>	<b>\$6,500</b>	<b>\$5,000</b>
	<b>Initial Subtotals:</b>	<b>\$5,000</b>	<b>\$8,500</b>	<b>\$16,000</b>
	<b>Gross Totals:</b>	<b>\$16,500</b>	<b>\$15,000</b>	<b>\$21,000</b>

Cc Trustees  
Joseph Berthiaume  
Paul Picard



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 April 28, 2009

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Cathy Geml, Superintendent of Education  
 Mario Iatonna, Superintendent of Business

**SUBJECT:** **PROVISION OF A “BEFORE AND AFTER” CHILD CARE PROGRAM AT ST. JOHN THE EVANGELIST CATHOLIC ELEMENTARY SCHOOL IN WOODSLEE, ST. LOUIS CATHOLIC ELEMENTARY SCHOOL IN LEAMINGTON AND ST. ROSE CATHOLIC ELEMENTARY SCHOOL IN WINDSOR**

**RECOMMENDATION:**

**That the Board approve the provision of a “Before and After” School Child Care Program at St. John the Evangelist, St. Louis and St. Rose Catholic Elementary Schools effective September 2009.**

**SYNOPSIS:** The school communities of St. John the Evangelist, St. Louis and St. Rose have expressed an interest in securing a “Before and After” School Child Care Program to meet the needs of the families in their school community. As stipulated in the Procedures A: 21, the school principals prepared and circulated a community survey, identified the proposed space for use, confirmed that the identified space is licensable under the provisions in the Day Nursery Act and costs to the Board have been investigated. At St. Louis and St. Rose interest for a child care program that is complimentary to the JK/SK Program was also expressed.

**BACKGROUND COMMENTS:** Throughout the course of 2008-2009, the Board was contacted by parents as well as Child Care providers in the school communities of St. John the Evangelist, St. Louis and St. Rose requesting that a child care program be established in these schools. Interest for the establishment of such programs was confirmed through surveys circulated during the evening of JK Registration as well as to families currently registered in the schools. Survey results indicated that there was enough interest in these communities to sustain the establishment of “Before and After” School Child Care Programs. In the school communities of St. Rose and St. Louis some families also expressed an interest in the establishment of a Child Care Program that would support a

seamless transition to the JK/SK program in existence at these schools. The feasibility of expanding the "Before and After" School Child Care Program to include programming for a complimentary JK/SK program will be confirmed and pursued if necessary.

Some modifications to the existing spaces may be needed, such as the installation of an intercom system. In addition, the installation of a triple sink or dishwasher and counter may be necessary in order to meet the specifications set out by the Health Unit to ensure safe food handling. However, the provider would incur these costs.

**FINANCIAL IMPACT:** The Board would supply the space for this program at its cost, with the provider paying a nominal fee as previously stipulated by the Board for programs of this nature.

**TIMELINES:** Circulation of an RFP in May 2009, with the Before and After School Child Care Program in place for September 2009.

**APPENDICES:** None.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	April 20, 2009
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	April 21, 2009
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 21, 2009



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
April 28, 2009

**BOARD REPORT**

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Linda Staudt, Superintendent of Education

**SUBJECT: HIGH SCHOOL COUNCIL MEETING OF MARCH 5, 2009**

**RECOMMENDATION:**

**That the Board receive the report for the March 5, 2009 High School Council meeting as information.**

**SYNOPSIS:** The High School Council meets several times during each school year. All reports of the High School Council are to be received by the Board.

**BACKGROUND COMMENTS:** Every school in the Windsor-Essex Catholic School Board has a school council, a group made up of parents, school staff and community representatives to offer advice to principals and the board on various topics. In addition, a High School Council, that includes school council representation from the board's high schools, provides an opportunity for high school council parent members and principals to discuss matters of regional concern or interest with each other and their area superintendent. These meetings also offer the chance to share successes and solutions from their school councils and "best practices" followed at their schools.

**FINANCIAL IMPACT:** n/a

**TIMELINES:** High School Council meetings are tentatively scheduled for 7 p.m. on the third Thursday of each month during the school year with the exception of December and March.

**APPENDICES:**

- High School Council Report of March 5, 2009

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	April 27, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	April 21, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	April 21, 2009



## WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

### HIGH SCHOOL COUNCIL MEETING

March 5, 2009

~ Catholic Central High School ~

7:04 p.m.

### REPORT

#### PRESENT

##### Parent Representatives

Assumption  
Brennan  
Cardinal Carter  
Catholic Central

Sam Boglitch  
Kathy Wilson  
Cynthia Casagrande, Pat Moyneur  
Janice Bennett, Lisa Stabile, Jennifer Soulard,  
Katherine Melanson, Teresa O'Halloran  
Cathy Perich (Campus Minister)  
Rev. Ray Mady – Deacon  
Sherri Zorzit  
Joe Bachmeier – Chair of HS Council  
Barbara Dettlinger  
Greg Farrah

Holy Names  
St. Anne's  
St. Joseph's  
St. Thomas of Villanova

##### SEAC Representative

Claudio Delduca

##### Student Trustee

Chynna Resendes, St. Thomas of Villanova  
Nils Lau, Assumption College High School

Principal  
Superintendent of Education  
Recording Secretary

Darlene Kennedy  
Linda Staudt  
Celeste DiPonio

#### REGRETS

St. Anne's  
Trustee

Jeannine Shaloub  
Barbara Holland, Shannon Porcellini

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

Nils Lau, student trustee led the group in prayer.

#### 2. Introduction of Members and Roll Call

Joe Bachmeier extended the regrets of Barb Holland, Shannon Porcellini and Jeannine Shaloub. He then asked everyone to introduce themselves.

#### 3. Approval of Agenda/Amendments to Agenda

Moved by: Greg Farrah  
Seconded by: Sherri Zorzit  
THAT the agenda be approved. All in favour. CARRIED.

*High School Council  
Minutes March 5, 2009 at Catholic Central High School*

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#### **4. Approval of Minutes – November 20, 2008**

Moved by: Greg Farrah

Seconded by: Sherri Zorzit

THAT the minutes of the November 20, 2008 meeting be approved. All in favour. CARRIED.

#### **5. Tour of Catholic Central**

#### **6. Business Arising from the Minutes**

**ACTION ITEM#1: - Insurance Coverage** – page 1 – Discussion ensued and it was conveyed by Joe Bachmeier that this has been discussed as far back as 2006. He noted Paul Picard assured that the school councils are covered under the existing board insurance as entities of the board when attending board related functions. Separate carrier insurance is not required. The concern arose mainly for elementary schools that could not afford paying the additional coverage.

**ACTION ITEM#2: – page 2 – item 7 question #3 – The question was regarding the feedback consultation process** – Superintendent Linda Staudt indicated consultation took place with respect to the Board Strategic Plan and System Priorities. The documents were sent to the school council members for input and a final document has been completed and approved with two foundations – Faith and Student Achievement.

**ACTION ITEM #3 – page 4 – example: model at St. Clair Catholic Board where funds are pooled at the board level and then schools apply for the funds out of that pool of money.**

Discussion took place on the many avenues Catholic Central has tried for fundraising with very little success in raising sufficient funds to help out their students. Most present were agreeable it was a good idea to run a specific fundraiser especially for a pool of monies that would then be dispersed by the individual school council at their discretion. It was further suggested that these fund raisers could be student led. Superintendent Staudt suggested running it similar to the way the high schools handle the dispersement of funds from the Dr. Phyllis Bradshaw Bursary. All felt that as Catholics, we lead by example and *“how can we not share with one another.”*

**Moved by:** Joe Bachmeier that each member of the council proposes to their own school council prior to the next meeting of the High School Council on April 16<sup>th</sup> the following three questions:

- 1) What is the interest in a student led fundraiser to go to a pool?
- 2) What is the interest in a Regional Council lottery where we share a prize board?
- 3) What is the interest to an outright donation to a pool?

**Seconded by:** Sam Boglitch

**All in favour. CARRIED**

**ACTION ITEM #4 – page 5 – Board Retention Question** – Greg Farrah asked of the 41 elementary schools in our system, what are the figures of those grade 8 students continuing to a Catholic High School. Superintendent Staudt responded that the retention rate was very good; except in areas where there is no Catholic high school in the community. Linda reiterated that our goal to keep our Catholic students in our Catholic system.

**ACTION ITEM #5 – page 6 – Spirit Teams** – Sam Boglitch asked what the board's policy was. Superintendent Staudt indicated that it is up to each school and principal.

#### **7. Greg Farrah – Governance Meeting**

Mr. Farrah reported that he attended the Governance Meeting in London on February 20, 2009. He noted that the basis of the meeting was to review the education act with respect to guidelines and policies for school boards. He noted the changes that occurred since 1998 and the importance of noting evidence of student achievement. The Ministry spoke of the lack of clarity, roles and responsibilities and the concerns that some board members across the province are encountering. He stated topics/questions were put forth to them. He was pleased that he was able to answer most of the questions. They also asked the question of what they felt school boards should be accountable for and the *main answer was student achievement.* They also

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asked what the role of directors and trustees? One of the questions that many parents and people did not understand was identifying effective governance practices. All in all, it was a wonderful session and he was grateful for the opportunity to attend.

## **8. Superintendent's Report – Linda Staudt**

- 1) **System Foundations** – She noted earlier in the year revamping our **Board Strategic Plan** –the 4 pillars that have been in place from 2001 to 2006. A new committee had been struck to develop a Board Strategic Plan that will take the board from 2009 to 2014 and feedback consultation took place. The board has consolidated the 4 pillars to two (***Faith and Student Achievement***) with five main points in each area. She presented the final product to everyone and noted that this will be sent out to all of our schools in May. She also stated the poster would be in all classrooms for the next school year.
- 2) **Proposed school year calendar** - She noted every eight years we run into the problem of not having enough instructional days between Labour Day and the end of the year. The minimum of 194 days this year is not possible with Labour Day starting so late, therefore only 192 instructional days available. To solve this problem, a draft calendar has been put together with two PD days prior to Labour Day in September
- 3) **Specialist High Skills Major (SHSM)** – Presently in four of our high schools. Schools decide based on needs of the community what they specialize in and allows students interested in those areas to receive a diploma and seal that they are specialists in this particular field. There are approximately 10 to 15 students a grade level pursuing this. This is an excellent Ministry initiative designed to assist students in pursuing their career goals.
- 4) **Directors' Annual Report** – She noted the report highlights some of the programs that are going on in our schools and profiles a lot of the things we are doing. As well, the report has all of the data for the provincial testing.
- 5) **April 2 – OSSLT (Ontario Secondary School Literacy Test) is being written.**
- 6) **Numeracy Teacher** – A teacher has been hired to assist teachers in the area of Numeracy. She noted how fortunate and pleased they are as the Ministry has given additional monies at the end of December in order to assist in paying for additional resources in Math.
- 7) **Library Investment** - The board has received additional monies to help purchase extra resources in literacy.

## **9. Student Senate Report –Nils Lau, Assumption College High School & Chynna**

- Chynna and Nils gave an overview of the various activities the student senate has been involved in over the past few months.
- Nils and Chynna both attended OSTA-AECO conference two weekends ago in Ottawa and noted that speakers were very well received. A soup kitchen was the highlight for part of the day to promote awareness and Catholic values for those less fortunate.
- Chynna noted that Nils did a great job in revising the English Catholic School Board constitution amendments.
- Student trustee elections are coming up Monday, March 9<sup>th</sup>. They have spoken to other student and answered their questions on becoming a student trustee.
- Chynna spoke of a program to empower women and how to build a resume and promote skills.
- They both shared the challenges faced by the United Way with respect to volunteers.
- The student senate will have a "Social Awareness Day" in conjunction with Catholic education week. This week will include some of the following initiatives: Peace Day, Environmental Day, Anti-bullying Day, Virtual Volunteer Day, Poverty day, etc.
- They had a meeting with N. Bertram of the Mayor's office regarding summer Olympics this summer and they have asked for support of the student senate to help raise funds to bring athletes. They noted that the video was quite touching.
- Nils commented on the wonderful opportunity he had to attend an Environmental Symposium with three teachers on Feb. 25, 26/09. He noted the unique opportunity for him to speak to other students about the environment.

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## **10. SEAC Report – Claudio DelDuca, SEAC Representative**

He spoke of two dynamic speakers at the last SEAC Meeting:

- 1) **Mary Broga** – She is part of a Student Support Leadership Initiative with the Ministry of Education and the Ministry of Children and Youth Services. He noted that the ministry would be investing 9 million dollars. Mary is the leader of the Cluster 6 group. There are over 29 clusters in Ontario, which must meet the three provincial goals as identified by the ministries in order to make the model work. The three goals are to foster leadership, build and enhance partnerships between the Windsor and Essex County School boards and community agencies and make effective and appropriate referrals for students and their families. The Windsor-Essex Catholic District School Board is the banker board for Cluster 6 and plans must be submitted to the Ministry of Education to access funding. This partnership ensures that information is shared, a process for joint decision making and improved access to existing services followed and supports for students and their families.
- 2) **Diane Tope-Ryan** – He stated that Diane is a wonderful individual and also an Autism specialist. Our board hired her this February as a Program Specialist. Her role is to assist students in utilizing the Applied Behaviour Analysis Program (ABA). She has been well received by the principals. She made a presentation on PEER Pals (*Peers Establishing Effective Relationships*). Effective February 2009, Phase one of the Pilot Program involves ten schools. This program has been developed to guide educators in teaching social skills, creating opportunities to use the skills and generalizing them from the classroom to other environments throughout the school day. The program's objective is to enhance school-wide disability awareness, encourage leadership skills and promote sustainability from school year to school year. Phase two will include training for an additional ten schools in the spring of 2009. Phase three will take place pending further funding for the remaining elementary schools for the 2009-10 school years. The program will be a collaboration of trained individuals – School Principal, Special education Coordinators, Healthy Active Living teacher and the rest of the school teaching team. The PEER Pals Program has proven to be a very powerful approach to enabling students to teach students with exceptionalities, social interaction through specific skills training.

## **11. Chairperson's Report/Comments**

No report.

## **12. New Business/Other Comments**

### **Shannon Porcellini – Trustee (READ BY JOE BACHMEIER)**

- She apologized that she was not able to attend the meeting.
- Junior Kindergarten enrolment at both Immaculate Conception and St. Angela are up significantly.
- She attended a meeting with a consultant for the city of Windsor who is looking at ward boundaries. He is suggesting that his preliminary report will be done by the end of March and the city will have two public sessions to get comments. Whatever is adopted will impact the students of the board. The top two options seem to be 5 wards with 2 part time councillors (same as now) but with adjusted boundaries, or 8 wards.
- Waiting for the Ministry to release monies for capital, although the board did get the go ahead to participate in a debenture issue for building repair this spring (the repairs are already done, including repairs at Catholic Central). She expects that the ministry will issue the monies by the end of March.

### **Kathy Wilson- Parent Council Chair – F. J. Brennan High School**

- The play: "The Wizard of Oz" was presented in February and March and was well attended. The play received rave reviews from all who were there.
- Reel Canada was held at Brennan in November and was a great success.
- They placed second in a robotics competition.
- Specialist High Skills Major is really working out wonderfully and showing up in all that they do.



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**Janice Bennett – Parent Council Chair – Catholic Central High School**

- Christmas dinner went very well, even with the bad weather. She expressed their heartfelt thanks to those schools that so generously supported CCH to make this happen.
- As suggested by this council, CCH held a raffle for Christmas with 9 items. They sold tickets for three weeks at lunch every day and made a total of \$210.00.
- Sr. Boys basketball won all city WECSSAA last week, went on to win SWOSSAA and are now going to OFSAA. Catholic Central will be hosting the OFSAA next Monday, Tuesday and Wednesday.
- Track and Field and Soccer will be starting soon.
- Their GREASE performance finished last weekend. They were sold out every night. The PAC held 50/50 draws at these events. With the 4 showing they made a total of \$251.00.
- The "ArtsFest" which is an annual showcase of CCH artistic talent will be held on April 30<sup>th</sup> (periods 3 and 4) as well as at 7:00 p.m. for a public performance and again on May 1<sup>st</sup> for period three and four.
- Their music ensembles will be going to Chicago from May 7<sup>th</sup> to 9<sup>th</sup>.
- The Bursary Gala and Silent Auction will be on May 14<sup>th</sup>. This is a fundraiser to assist students in need to further their education beyond high school. The theme is: "A Red Carpet Affair" and tickets are \$35.00 per person. Donations are greatly appreciated.
- The spring music concert will be on May 21<sup>st</sup> at 7:00 p.m.
- The "practice" literacy test was today.
- Grade 9 Megan Chau was selected to the first all city team girls basketball team.

**Cynthia Casagrande and Pat Moyneur – Co-Chairs – Cardinal Carter Secondary School**

- She noted that there is a Literacy Blitz going on. All month, the teachers are highlighting special literacy activities to be better prepared for the upcoming grade 10 Literacy test, which is scheduled for April 2<sup>nd</sup>.
- The "Drop Everything and Read" (DEAR) program occurs during fourth period.
- Pictures appeared in the Leamington Post newspaper highlighting the dragster car races the grade 8 feeder schools build at Cardinal Carter.
- Spirit Assembly honouring all winter student athletes took place. Thunder sticks were sold as a fundraiser.
- The Cougar of the Month is going well and helps to promote school spirit. This is where staff nominates a student from each grade to be a Cougar of the Month and receive a small token.
- Ms. Ruth Knight of the Windsor-Essex County Health Unite presented – "Help, There's a Teenager in my House."
- Ms. Carol Mueller of ALIVE! CANADA to present "Suicide Awareness" at the next PAC meeting on April 8<sup>th</sup> at 7:30 p.m. All are welcome to attend.

**Sam Boglitch – Regional Representative, Assumption College High School**

- Christmas celebrations went well and 23 food baskets within the school community and 34 to St. Michael's were delivered. Over 25,000 cans were collected and 4,000 went to St. Michael's and the rest to the St. Vincent de Paul Society.
- Grade 8 parents evening for feeder schools and IB info night were held in December.
- Grade Nine trip to Quebec at the end of January was fun and snow-filled.
- Special thanks to Diane Nehmetallah for her coordination of the various food fundraisers (e.g. Pasta Lunch) that has allowed the recent purchase of numerous computer labs.
- Student-designed hoodies (approved as part of the uniform) are now on sale.
- Parent Council decided to run a lottery in the spring to help raise money for a much-needed speaker system for school masses and student assemblies. Alumni will secure the licensing fees and \$5000 prize table.
- The Fundraising committee will solicit \$50 for Advertisements in the school Year Book.
- Successful dinner fundraiser by the Band for new instruments was attended by 130 people on Feb. 13 at Fogolar Furlan.
- The band is also going to Montreal in May.
- There will be a school play this year April 30-May2 "Leader of the Pack".
- The Science dept. has a trip to Costa Rica scheduled for Mar. 28-Apr. 4.
- The Special Ed. dept. is working the Thames Valley for field trips.
- Sports: Swimming and Wrestling teams off to SWOSSA; Sr. Girls Volleyball 7th overall, Jr. 9th; Sr. Boys were 3rd; Jr. 4th; Boys Hockey team in the finals for WECSSA.

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- Student Council purchased 2 new microwaves.
- Debate Team has been very successful in tournaments held at the University of Windsor.
- The Accommodation Review Committee will be meeting on Mon. Feb. 24th at 7pm at Assumption to review the viability of the 3 current feeder catholic elementary schools.
- Cedar Point trip will be May 18th.
- Next meeting April 15th.

**Joe Bachmeier – Parent Council Rep – St. Anne’s High School**

- He noted the positive feedback from the Media Violence workshop. The next workshop will take place on April 15<sup>th</sup> at Holy Names High School at 7 p.m. and then on April 22<sup>nd</sup> at St. Thomas of Villanova, also at 7 p.m.

**Sherri Zorzit, Chairperson – Holy Names High School**

- Musical: Oliver completed a successful week of 8 performances.
- Jr. Girl’s volleyball team lost in the 5<sup>th</sup> set of the city championship
- Jr. Boy’s basketball won the city championship, played SWOSSA vs. Sarnia and won
- 11 swimmers qualified for OFSAA. Kelsey Shincariol won a Gold medal
- 13 wrestlers have left for OFSSA
- Curling team is also competing in OFSAA
- Girl’s Hockey team has won WECSSA
- They said goodbye to their principal Mr. Jim Minello. He was transferred to St. Anne’s High School and they wish him all the best
- Mr. Kevin Hamlin, formerly one of our Vice Principals, was promoted to Principal to replace Mr. Minello. It’s been a very smooth transition and he’s picked up where Mr. Minello left off.
- The Holy Names Choir was selected to perform at Carnegie Hall in April, under the direction of Mrs. Rose Jobin

**Greg Farrah, St. Thomas of Villanova – Parent Council Chair**

- The Wildcat Lottery was most successful and they are deciding on what to spend the proceeds on.

**Claudio Delduca, SEAC Representative**

- He noted he is happy to have his email posted to the minutes so that anyone needing to speak to him about SEAC issues and other issues can do so. His email address is: [cdeIduca@cogeco.ca](mailto:cdeIduca@cogeco.ca)

**Darlene Kennedy, Principal – Catholic Central High School**

- She thanked everyone for attending the meeting at her school.
- She distributed the flyer – The Joseph the Worker Association Bursary Event. She noted the diversity of the students at Catholic Central and the challenges they face. She noted every penny raised from this fundraiser goes strictly to bursary funds to assist students in furthering their education. She pointed out that the items for the silent auction and the door prizes are all donated and she would be glad to accept any donations. The Gala bursary event this year is on Thursday, May 14<sup>th</sup>, 2009

**13. Next Meeting:**

**Remainder of the year scheduled meeting dates are:**

April 16 – F. J. Brennan  
 May 21 – St. Thomas of Villanova  
 June 18 – Assumption College High School  
 Beginning of next school year – Holy Names High School

**14. Closing Prayer and Adjournment**

Meeting adjourned at – 9:05 p.m.

Moved by: Sherri Zorzit

Seconded by: Greg Farrah

All in favour. CARRIED