



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Barbara Holland
 DIRECTOR OF EDUCATION: Paul A. Picard

**CO-MANAGEMENT
 BOARD MEETING
 Monday, August 26, 2013 at 7:00 p.m.
 Windsor Essex Catholic Education Centre
 John Paul II Board Room**

A G E N D A

I	Co-Management In-Camera Meeting – 6:00 p.m.	Page #
II	Co-Management Board Meeting – 7:00 p.m.	
1.	Call To Order	
2.	Opening Prayer	
3.	Recording of Attendance	
4.	Approval of Agenda	
5.	Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u>	
6.	Presentations: <i>None</i>	
7.	Delegations:	
8.	Action Items:	
	a. Previous Meeting Minutes	
	i) Minutes of Supervised In-Camera Meeting of July 17, 2013	--
	ii) Minutes of Supervised Delegation Meeting of July 17, 2013	1-5
	b. Items from the Co-Management In-Camera meeting of August 26, 2013	--
9.	Communications:	
	a. External (Associations, OCSTA, Ministry): <i>None</i>	--
	b. Internal (Reports from Administration)	
	i) Report: Phase Two – Working Towards a Co-Management Model (J. Griffore)	6-7
10.	Unfinished Business: <i>None</i>	--

11. New Business:
a. Report: 2013 Capital Plan (M. Iatonna) 8-13
12. Committee Reports: *None*
13. Remarks and Announcements:
14. Pending Items: *None*
15. Continuation of In-Camera, if required.
16. Future Delegation Meetings: *Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the Public Session beginning at 7:00 p.m.*
- Tuesday, September 24, 2013
 - Tuesday, October 22, 2013
 - Tuesday, November 26, 2013
 - Tuesday, December 3, 2013 – *Organizational Meeting at 7:30 pm*
 - Tuesday, December 17, 2013 (Third Tuesday of the month due to Christmas holiday)
17. Closing Prayer
18. Adjournment

Janine Griffore
Supervisor of the Board

Paul A. Picard
Director of Education & Secretary of the Board

Barbara Holland
Chairperson of the Board

Mary DiMenna
Vice Chair of the Board



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

**SUPERVISED
DELEGATION MEETING
Wednesday, July 17, 2013 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room**

MINUTES
(Revised)

PRESENT

Supervisor N. Hartmann

Administration: P. Picard (*Resource*) J. Bumbacco
C. Geml M. Iatonna

Recorder: B. Marshall

1. Call To Order – Supervisor Hartmann called the meeting to order at 7:00 p.m.
2. Opening Prayer – Executive Superintendent Bumbacco opened the meeting with a prayer.
3. Recording of Attendance – All Present

4. Approval of Agenda:

That the July 17, 2013 Supervised Delegation meeting agenda be approved as distributed.

Approved by Supervisor Hartmann

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: *None*
6. Presentations: *None*
7. Delegations: *None*

8. Action Items:

a. Previous Meeting Minutes

- i) Minutes of Supervised In-Camera Meeting of June 17, 2013

That the minutes of the Supervised In-Camera meeting of June 17, 2013 be adopted as distributed.

Approved by Supervisor Hartmann

ii) Minutes of Supervised Delegation Meeting of June 17, 2013

That the minutes of the Supervised Delegation meeting of June 17, 2013 be adopted as distributed.

Approved by Supervisor Hartmann

b. Items from the Supervised In-Camera meeting of July 17, 2013

Supervisor Hartmann reported that the Windsor-Essex Catholic District School Board convened a closed in-camera meeting on July 17, 2013 pursuant to the Education Act - Section 207, to consider specific personnel and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Supervisor Hartmann indicated that the following recommendations were approved at the in-camera session:

- Issue:
Management responsibility for financial operations.
Decision:
Formalized the appointment of Penny King to the position of Acting Superintendent of Business, effective July 17, 2013, subject to confirmation of eligibility for appointment by the Minister of Education.
Rationale:
Has been performing the duties associated with the position and is a qualified supervisory officer.
- Issue:
Provision of child care at WECDSB schools.
Decision:
Approval be given to enter into a three (3) year Before and After School Child Care license agreement with YMCA of Windsor and Essex County for St. Jules and St. Maria Goretti Catholic Elementary Schools commencing September 2013; and also granted approval to enter into a three (3) year Before and After School Child Care license agreement with Delta Chi Beta Early Childhood Centre for St. Anne French Immersion Catholic Elementary School commencing September 2013.
Rationale:
Proper procedures were followed to ensure Before and After School Child Care license agreements to schools who indicated an interest.
- Issue:
Implementation of Amendments to Memorandum of Understanding (MOU) with OECTA.
Decision:
Directed staff to enter into discussions with OECTA to append the following agreement to amend to the existing collective agreement.

AGREEMENT TO APPEND**BETWEEN:****WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**

("the Board")

And

THE ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION

("OECTA")

Appended to the 2012-2014 Collective Agreement between OECTA and the (Board) as an Addendum are the following provisions of the updated Memorandum of Understanding dated May 17, 2013 between the Minister of Education, and the Ontario English Catholic Teachers' Association (hereinafter "OECTA MOU #2"):

- . Maternity Benefits
- . Voluntary Unpaid Leave of Absence Program for All Bargaining Units
- . Unpaid Days and Offsetting Measures for Teacher Bargaining Units
- . Sick Leave/Short Term Sick Leave and Disability Plan
- . Non-Vested Retirement Gratuity for Teachers.

The Board agrees to implement these provisions as though they were part of the 2012-2014 collective agreement between the Board and the OECTA, conditional and contingent upon, the incorporation of full funding for these provisions into the funding model by the Ministry of Education/Government of Ontario.

Where there is a conflict between any term or provision of the collective agreement between the OECTA and the (Board), the terms and provisions of OECTA MOU #2 shall supersede the collective agreement provision or provisions and shall govern.

Notwithstanding the foregoing, nothing contained in the July 5, 2012 MOU or the May 17, 2013 updated MOU #2 shall modify, abridge, diminish, or derogate from the denominational rights of the (Board) as a Catholic District School Board with respect to the interviewing, hiring or assignment of teachers to long-term or new or vacant teaching positions with the Board.

DATED at Windsor, Ontario, this day of July, 2013

Rationale:

The agreement to append implements the recent changes negotiated by the Ministry to the MOU. Secondly, it protects the Board's denominational rights in the hiring process and thirdly, it's fiscal provisions ensure the amending agreement is consistent with financial plan tabled on April 27, 2013 and newly approved Board By-Laws.

9. Communications: *None*
 - a. External (Associations, OCSTA, Ministry)
 - b. Internal (Reports from Administration)
10. Unfinished Business: *None*
11. New Business:
 - a. Report: Tender Approval – Window Replacements: Stella Maris, St. Gabriel and Our Lady of Mount Carmel Catholic Elementary Schools

Issue:

Window Replacements at Stella Maris, St. Gabriel and Our Lady of Mount Carmel Elementary Schools.

Decision:

That approval be given to the award of tender and the issuance of multiple purchase order contracts for Window Replacements at Stella Maris Catholic Elementary School, St. Gabriel Catholic Elementary School and Our Lady of Mount Carmel Catholic Elementary School to Alwind Industries Ltd. at the submitted bid amount of \$251,092.00 plus applicable taxes to be funded from the 2012-13 School Condition Improvement accounts 199-71-580865-6-000, 198-71-580843-6-000, and 197-71-580828-6-000.

Rationale:

The window replacement budget of \$375,000 for the above mentioned schools was to be funded from the approved 2012-13 School Condition Improvement Budget. Sufficient funds are available to cover the cost of the final bid amount of \$251,092.

- b. Report: St. John the Evangelist Catholic Elementary School Joint Use Agreement With the Woodslee Community Association and Deferral of School Closure

Issue:

Although Administration continues to see the benefit of the joint use agreement with the Woodslee Community Association (WCA), they must address concerns that have now been raised with the current enrolment numbers and how that decline, projected forward, may affect the Board's primary responsibility to deliver viable educational programming at the school.

Decision:

That approval be given to defer the closure of St. John the Evangelist School, originally scheduled for June 2013 to June 2017; and

That approval be given to defer the boundary review for the Woodslee/Essex/Belle River area, including St. John the Evangelist, Holy Name (Essex), St. William and St. John the Baptist, originally scheduled in the 2012-2013 school year, to the 2015-2016 school year; and

That, upon examination of the results of the boundary review on or before May 31, 2016, including the utilization rates and population for St. John the Evangelist, Holy Name (Essex), St. William and St. John the Baptist, consideration be given to a possible further deferral of the closure of St. John the Evangelist or to confirm the closing of the school and allow for the establishment of a Joint Integration Committee, to facilitate the transition of the St. John Evangelist students into the St. John the Baptist Elementary School community by September 2017; and

That the executed license agreement between the Windsor-Essex Catholic District School Board and the Woodslee Community Association (WCA) for the use of portions of St. John the Evangelist School by the WCA, be received as information.

Rationale:

As discussed with the Woodslee Community Association and the St. John the Evangelist Catholic School Council, administration received correspondence from WCA indicating the community understands the Board's primary responsibility and that a reconsideration of the scheduled closure date and boundary review was required to move forward.

12. Committee Reports:
 a. Report: Special Education Advisory Committee (SEAC) Meeting of Thursday, May 30, 2013

That the Special Education Advisory Committee (SEAC) meeting of Thursday, May 30, 2013 be received as information.

Received by Supervisor Hartmann

13. Remarks and Announcements: *None*
14. Pending Items: *None*
15. Continuation of In-Camera, if required.: *Not Required*
16. Future Delegation 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.*
- **Monday**, August 26, 2013
 - Tuesday, September 24, 2013
 - Tuesday, October 22, 2013
 - Tuesday, November 26, 2013
 - Tuesday, December 3, 2013 – *Organizational Meeting at 7:30 pm*
 - Tuesday, December 17, 2013 (Third Tuesday of the month due to Christmas holiday)
17. Closing Prayer – Executive Superintendent Bumbacco closed the meeting with a prayer.
18. Adjournment – There being no further business, the Supervised Delegation meeting of July 17, 2013 adjourned at 7:13 p.m.

Original signed by N. Hartmann and P. Picard

Norbert Hartmann
Supervisor of the Board

Paul A. Picard
Director of Education & Secretary of the Board



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

**Co-Management
Meeting Date:**
August 26, 2013

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Janine Griffore, Supervisor for the Windsor-Essex Catholic District School Board

SUBMITTED BY: Janine Griffore, Supervisor

SUBJECT: **PHASE TWO – WORKING TOWARDS A NEW CO-MANAGEMENT MODEL**

RECOMMENDATION:

That the current report be submitted for information purposes as we move towards a new co-management model within the context of the Supervision of the Windsor-Essex Catholic District School Board.

SYNOPSIS:

This report provides an overview of the next phase of Supervision, the co-management model. Co-management is the first step towards returning decision-making authority to the Board. Under this co-management model, the Chair and Vice-Chair will participate in the decision-making process and provide advice to the Supervisor. The intention is to build consensus on decisions coming forward to the Board.

BACKGROUND COMMENTS:

One of the key priorities of the co-management team will be to help restore public confidence in the operations of the Board and to rebuild relationships. Procedural enhancements and revised By-laws supporting long term financial stability will play a significant role in achieving this outcome. The new Supervisor and Trustees will work collaboratively with the Windsor-Essex Catholic District School Board communities to help ensure that the necessary structures are in place to support meaningful and respectful relationships with all stakeholders.

KEY ACCOMPLISHMENTS:

There have been a number of achievements at WECDSD under the supervision of Mr. Norbert Hartmann. One of the greatest outcomes was the Board's ability to put in place a plan to address its \$15.5M capital deficit and \$2.3M operating deficit. The Board was able to improve its internal budget process to be more timely and accurate. The progress the

Board has made will help ensure financial stability going forward. To ensure continued success, the Board revised several Board By-laws including the requirement that a balanced budget be approved no later than June 30th of each year, the provision of a 'money bill' requiring trustees and staff wishing to implement new programs or services, or alter existing ones, to identify the source of funding for the specific proposal, and the requirement that the budget plan include an annual contingency amount of no less than 0.5% of operating revenues be set.

MOVING FORWARD:

On July 19, 2013, Minister Sandals announced the transition to a co-management model at WECDSCB. Under the *Education Act*, supervision will end when Cabinet is satisfied that the affairs of the Board no longer need to be administered by the Ministry, or the audited financial statements show the budget is balanced.

TIMELINES:

As the new Supervisor has just been put in place, no timelines or reports have been committed to at this point.

APPENDICES:

N/A

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	
<input type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	August 20, 2013



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

**Co-Management
Meeting Date:
August 26, 2013**

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Mario Iatonna, Executive Superintendent of Corporate Services
SUBJECT: 2013 CAPITAL PLAN

RECOMMENDATION:

That the Board approve the 2013 Capital Plan and that the identified capital priorities and business cases be submitted to the Ministry of Education by October 31, 2013; and

That the actions prescribed in the Plan proceed immediately as follows:

Catholic Central Secondary School

- **Secure funding from the Ministry of Education for the construction of a new school building opening in 2016-17 to replace the existing aging building, which is prohibitive to repair and which no longer provides an appropriate learning environment for students.**

St. John Catholic Elementary School

- **Secure funding from the Ministry of Education to retrofit the Catholic Education Centre to facilitate the relocation of the entire student population to that site for the 2014-15 school year.**

SYNOPSIS:

The Board's Capital Plan was last updated on May 22, 2012. The Ministry of Education has requested all school boards to update their capital plans and to submit their capital priorities to the Ministry. This report provides information regarding the Board's capital priorities and recommends approval for submission of the priorities to the Ministry.

BACKGROUND COMMENTS:

By letter dated June 14, 2013, the Ministry of Education requested school boards to update their capital priorities for projects that need to be completed up to and including the 2016-17 school year. School boards have been asked by the Ministry to submit funding requests and associated business cases by October 31, 2013.

Boards have the opportunity to identify up to 30 capital priority projects, but only the 8 highest priority projects will be considered for funding. The Ministry is asking school boards to focus on their highest and most urgent accommodation priorities that meet one of more of the needs noted as follows:

Accommodation Pressures: Scenarios where enrolment is projected to persistently exceed capacity at a school or within a group of schools for the next 10 years.

Facility Condition: Projects that involve the replacement or major retrofit of schools that have high renewal needs relative to the cost of an appropriately sized new facility.

School Consolidations: Projects that enable the reduction in excess pupil place capacity to better focus resources.

As part of ongoing practice, the Ministry reviews the availability of space in neighbouring schools, in both elementary and secondary panels, when assessing business cases. The capital priority funding does not apply to projects previously funded by the Ministry or the school board, projects that should be funded through School Renewal and projects that are solely intended to meet Full-Day Kindergarten requirements.

Based on the above parameters, the proposed 2013 Capital Plan has been developed and is attached. It is being recommended that the Plan be approved and that the Plan and required business cases be submitted to the Ministry of Education by October 31, 2013.

FINANCIAL IMPACT:

This is provided in the attached 2013 Capital Plan document.

TIMELINES:

The 2013 Capital Plan and associated business cases for projects to open by 2016-17 are due to the Ministry of Education by October 31, 2013.

APPENDICES:

2013 Capital Plan

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	August 20, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	August 20, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	August 20, 2013



2013 CAPITAL PLAN

1. INTRODUCTION

At its meeting held on May 22, 2012, the Board approved the 2012 Capital Plan, which confirmed the Board's two highest priority projects being (1) the construction of a new Catholic Central Secondary School building and (2) the retrofit of the Catholic Education Centre to facilitate the relocation of the entire St. John Catholic Elementary School student population to that site. Following submission of the 2012 Capital Plan to the Ministry of Education, the Ministry did not approve funding for either of the two projects.

Pursuant to a request from the Ministry of Education by memorandum dated June 14, 2013, the Board's Capital Plan has been reviewed and updated to ensure that planned projects intended to be opened and operating before and by the 2016-17 school year are reflected. This 2013 Capital Plan along with updated business cases to be developed for the Board's top capital priorities for funding consideration are to be submitted to the Ministry by October 31, 2013.

2. ACCOMODATION CRITERIA

A number of items have been previously identified that are impacting on the future capital needs of the Board and these are summarized as follows.

2.1 Enrolment

- The Board continues to experience an overall decline in enrolment with only isolated areas of growth.
- The long term trend is for overall enrolment to continue to decrease over time.
- The lag in the recovery of the local economy is further exacerbating the enrolment forecast.

2.2 School Utilization

- Overall utilization of schools has also been in decline with 46% of schools currently below the 85% Ministry threshold when funding is reduced.
- The future trend is for overall utilization of available capacity to continue to decrease over time.
- The lag in the recovery of the local economy and its resultant impact on enrolment is further exacerbating school utilization.



2.3 Operations & Renewal

- While the Board has a number of newer buildings, school operations and school renewal needs are expected to increase over time as facilities age and as the cost of maintenance continues to escalate.
- There is an ongoing need for the Board to protect the investment in its facilities by implementing timely maintenance and renewal.

3. CAPITAL PLAN CONSIDERATIONS

Previous discussions with the Ministry led to the recommendation of a phased approach to the implementation of capital projects extending over several years. This is necessary for a number of reasons as follows.

3.1 Accommodation Review Process

- Significant efforts are needed to ensure adherence to the Board's approved accommodation review process.
- Public consultation is an essential component of this process and the required timelines are necessary to ensure appropriate public input.

3.2 Funding

- The Board's ability to fund all of its capital priorities is contingent on approvals of grants from the Ministry.
- Upon consideration of each board's updated capital plan, the Ministry will determine the timing of funding for projects, noting that the Ministry has previously suggested a multi-year phasing of projects to be prudent.

3.3 Projections

- The projection of enrolments into future years is being complicated, not only by known changes in birth rates and immigration patterns, but also by local economic factors.
- Whether the economic trend will continue is uncertain, however a multi-year implementation of projects will allow for adjustments to be made, if necessary, based on how all of these trends play out into the future.



4. CAPITAL PLAN PHASING

Based on the noted criteria and considerations, the recommended phasing of the capital plan, not including any recommendations that may arise out of current and future accommodation review processes, is provided as follows:

4.1 Windsor – South Central

2016-17 Secure funding from the Ministry of Education for the construction of a new school building opening in 2016-17 to replace the existing, aging Catholic Central High School building, which is prohibitive to repair and which no longer provides an appropriate learning environment for students.

4.2 Windsor – West

2014-15 Secure funding from the Ministry of Education to retrofit the Catholic Education Centre to facilitate the relocation of the entire student population of St. John Catholic Elementary School to that site for the 2014-15 school year.

4.3 Miscellaneous Projects

Post 2016-17 Construct an 8 classroom addition at Holy Names Secondary school to replace portables.

Construct a 9 classroom addition at existing St. Anne French Immersion site to replace portables.

Construct a 4 classroom addition at St. Peter to replace portables.

Construct a track and a football field at Holy Names Secondary School.

Construct a new LaSalle Elementary School, if and when enrolment warrants.



5. CAPITAL PLAN PROJECTS AND COSTING

PROPOSED SCHOOL YEAR OPENING	PROJECT	ESTIMATED COST (\$)
2016-17	Construct a new high school to replace Catholic Central.	35,000,000
2014-15	Retrofit the Catholic Education Centre to accommodate students from St. John (Windsor).	1,500,000
Post 2016-17 (To Be Determined)	Construct an 8 classroom addition at Holy Names Secondary School to replace portables.	4,000,000
Post 2016-17 (To Be Determined)	Construct a 9 classroom addition at St. Anne French Immersion to replace portables.	4,500,000
Post 2016-17 (To Be Determined)	Construct a 4 classroom addition at St. Peter to replace portables.	2,000,000
Post 2016-17 (To Be Determined)	Construct track and football field at Holy Names Secondary School.	2,000,000
Post 2016-17 (To Be Determined)	Construct new LaSalle Elementary School.	13,000,000
	TOTAL	\$62,000,000

Note: Cost estimates are for planning purposes only. Specific funding to be determined by Ministry of Education at time of approval.