

**BOARD MEETING – PUBLIC SESSION  
TUESDAY, NOVEMBER 21, 2017  
BOARD ROOM  
451 Park Street West, Windsor  
4:45 P.M.**

**A G E N D A**

**Pages**

A. CALL TO ORDER

B. ATTENDANCE

C. APPROVAL OF AGENDA

C.1 Agenda

D. CONVENE TO PRIVATE SESSION

**PUBLIC SESSION WILL RECONVENE AT 7:00 P.M.**

E. DECLARATION OF CONFLICT OF INTEREST

F. ACTIONS OF BOARD MEETING PRIVATE SESSION

1-6 G. APPROVAL OF MINUTES

G.1 Minutes of the Public Board Meeting of 2017-10-21

**ENCLOSURE**

H. BUSINESS ARISING FROM THE MINUTES

I. PRESENTATIONS

I.1 Student Trustee Presentation

J. DELEGATIONS

Nil.

K. SPEAKER'S LIST

L. NEW BUSINESS

L.1 Draft Audited Financial Statements for the Year Ended August 31, 2017

*Statements were not available at the time of agenda prep.*

**HANDOUT**

7-8

L.2 Energy Contract Position

**ENCLOSURE**

**RECOMMENDATION:**

**THAT THE BOARD OF TRUSTEES APPROVE AN ENERGY CONTRACT POSITION, RESPONSIBLE FOR THE FOR THE MANAGEMENT OF THE BUILDING AUTOMATION SYSTEMS, AND THAT THIS POSITION BE ON A YEARLY RENEWABLE CONTRACT BASIS FOR A THREE-YEAR TERM.**

**M. REPORTS (TO BE RECEIVED)**

- |      |   |           |
|------|---|-----------|
|      | M.1 Report of the Director of Education   | ORAL      |
|      | M.2 Report of the OPSBA Delegate  | ORAL      |
| 9-22 | M.3 Conversion of Roseville Public School and Sandwich West Public School Into Traditional Closed Concept Schools | ENCLOSURE |
|      | M.4 Annual Report to the Board of Trustees for the Year Ended August 31, 2017                                     | HANDOUT   |
|      | M.5 Chair's Report  | ORAL      |

**N. TRUSTEE QUESTION PERIOD  
(9:10 p.m. to 9:50 p.m.)**

**O. NOTICES OF MOTION  
(9:50 P.M. TO 9:55 P.M.)**

**P. ANNOUNCEMENTS  
(9:55 p.m. to 10:00 p.m.)**

**Q. ADJOURNMENT**

**DISTRIBUTION**

- |       |   |
|-------|---|
| 23-26 | 1. Response letter from Minister of Education |
| 27-28 | 2. Change in SEAC Representation              |

**NEXT SCHEDULED MEETINGS:**

**Organizational Meeting of the Board, December 5, 2017, 7:00 p.m.  
Board Meeting Public Session Tuesday, December 12, 2017**

**MINUTES OF THE PUBLIC MEETING OF THE GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD HELD ON TUESDAY, OCTOBER 17, 2017 IN THE BOARD ROOM, 451 PARK STREET WEST, WINDSOR, ONTARIO.**

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**PRESENT: TRUSTEES:**  
K. McKinley (Chairperson) R. Le Clair (via teleconference)  
C. Buckler J. Burgess  
T. Kilpatrick C. Lovell  
J. Sartori G. Simko-Hatfield  
D. Taves

**STUDENT TRUSTEES:**  
M. Bondy  
L. Bannon

**REGRETS: A. Halberstadt**

**ADMINISTRATION:**  
E. Kelly (Director of Education)  
P. Antaya T. Awender  
J. Hillman C. Howitt  
J. Howitt V. Houston  
C. Lynd L. McLaughlin  
S. Pyke

**RECORDER: M. LeBoeuf**

**A. CALL TO ORDER**

Chairperson McKinley called the meeting to order at 5:00 p.m.

**B. ATTENDANCE**

Chairperson McKinley noted Trustee Halberstadt has sent regrets and Trustee Le Clair is attending via teleconference.

**C. APPROVAL OF AGENDA**

C.1 Approval of Agenda

Moved by Trustee Taves  
Seconded by Trustee Kilpatrick

**THAT THE AGENDA BE APPROVED AS AMENDED.**

The vote was called and it

**CARRIED UNANIMOUSLY.**

**D. CONVENE TO PRIVATE SESSION**

Moved by Trustee Lovell  
Seconded by Trustee Sartori

**TO MOVE INTO PRIVATE**

The vote was called and it

**CARRIED UNANIMOUSLY.**

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**SPECIAL ORDER OF THE DAY**

The Director read a heartfelt tribute to:

Laura Drake, former teacher from Leamington District Secondary School;  
Hussein Kadhum, former student from Prince Edward Public School;  
Lynda Smith, former teacher from Westview Freedom Academy;  
Sadia Mohammed, former SWIS Worker; and  
Krista Oliver, former teacher from Queen Victoria

**E. DECLARATION OF CONFLICT OF INTEREST**

Nil.

**F. ACTIONS OF COMMITTEE OF THE WHOLE PRIVATE SESSION**

Moved by Trustee Lovell  
Seconded by Trustee Burgess

That items F.1, F.2 AND F.3 from the October 17, 2017 Private Session meeting be approved.

Moved by Trustee Simko-Hatfield  
Seconded by Trustee Taves

That item F.4 from the October 17, 2017 Private Session meeting be approved.

The vote was called and it

**CARRIED.**

**G. APPROVAL OF MINUTES**

Moved by Trustee Simko-Hatfield  
Seconded by Trustee Sartori

**G.1 THAT THE MINUTES OF SEPTEMBER 19, 2017 PUBLIC BOARD MEETING BE APPROVED AS PRESENTED.**

The vote was called and it

**CARRIED.**

**H. BUSINESS ARISING FROM THE MINUTES**

Nil.

**I. PRESENTATIONS**

**I.1 Student Trustee Presentation**

Student Trustee Bannon noted that the month of October has been full of energy with great things happening around every corner of our schools. Student Senate met on October 10<sup>th</sup> filled with enthusiasm and ready to make the month the best it can be!

We had the pleasure of hearing a presentation from Dr. Sharon Pyke on the importance of teens getting enough sleep, and how the quality of sleep can greatly affect a teenager's school and work performance. Student Senate will work alongside Dr. Pyke to create a foundation of information which will be provided to students.

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Coming up next on the Student Senate agenda is SafeTalk suicide prevention training, a subject that is viewed as extremely important by the Student Senate members. Mrs. Pawley will train us in SafeTalk on October 19<sup>th</sup>.

Student Senate has put together a dedicated sub- committee for Random Act of Kindness Day and we have decided to volunteer at the Downtown Mission to provide a helping hand for our RAK Day activity. Student Senate also discussed later bell times for secondary schools and many pros and cons arose from this conversation. Students mainly were in favor of keeping bell times as is and were concerned later start times will cause a disturbance in after school activities such as sports and clubs, part-time jobs and babysitting younger siblings.

Finally, Student Senate has given their input on the Student Leadership Conference which will be held October 24<sup>th</sup> at the Ciociaro Club. Student leaders from all our secondary school will meet to be inspired, share ideas and best practices, and learn how to make the student experience the best it can be.

Student Trustee Bondy noted that the Student of the Month for October is Brian Neufeld, a Grade 12 student at Essex District High School. Brian is a spirited and well-known student at Essex. He has maintained more than an 80% average for the past three years of high school and he is a member of the volleyball and track and field teams.

Brian established a business as a DJ and has formed many professional relationships with clients within the community. His entrepreneurial spirit continues to shine as he was chosen to do a presentation at the University of Windsor about a business venture.

Brian recently completed a mission trip to Jamaica over the summer to help children in orphanages learn life skills in a classroom setting. When he wasn't teaching, he was helping to build a new school so more children will have the opportunity to learn. Upon his return to Essex in the fall, Brian said that this trip changed his life and he hopes to do it again in the future.

Congratulations Brian for being selected by Student Senate as the Student of the Month for October.

**J. DELEGATIONS**

Nil.

**K. SPEAKER'S LIST**

Nil.

**L. NEW BUSINESS**

**L.6 Notice of Motion – Trustee Buckler**

**Moved by Trustee Buckler  
Seconded by Trustee Burgess**

**THAT THE GECDSB PILOT A SECONDARY SCHOOL WITH LATER BELL TIME FOR THE 2018/2019 SCHOOL YEAR.**

- As the mover of the motion, Trustee Buckler noted that she has shared data that supports the fact that there is a cyclical clock for teenagers. Their brains are firing on a different timetable. The research shows that it is good for student achievement and well-being.

**Moved by Trustee Taves  
Seconded by Trustee Kilpatrick**

**THAT ADMINISTRATION COMPILE A COMPREHENSIVE REPORT ADDRESSING THE CONSIDERATIONS REGARDING THE GECDSB PILOTING A SECONDARY SCHOOL WITH LATER BELL TIMES.**

- It was noted that Trustees need to consider the following:
  - Input from students and parents;
  - affect on bussing;
  - affect on academics;
  - input from labour;
  - impact on after school activities, day care arrangements for younger siblings, student jobs etc.; and
  - include a recommendation of where it could be piloted.

**Trustee Kilpatrick put forward a friendly amendment to include ... and that the report be presented at the January Board meeting.**

- Student Trustee Bannon noted that students should be well rounded. With a later start time students will be limited when it comes to athletics, extra-curricular and jobs. There needs to be a fine balance.
- Concern was expressed that we are not following our procedure we have in place where there is a timeline already in place and the principal brings forward a report to Director's Council. The Director noted that principals will be on the committee.

**Moved by Trustee Simko-Hatfield  
Seconded by Trustee Kilpatrick**

**THAT THE CHAIR CALL THE QUESTION.**

**The vote was called and it**

**CARRIED.**

**The amended motion as it reads:**

**THAT ADMINISTRATION COMPILE A COMPREHENSIVE REPORT ADDRESSING THE CONSIDERATIONS REGARDING THE GECDSB PILOTING A SECONDARY SCHOOL WITH LATER BELL TIMES AND THAT THE REPORT BE PRESENTED AT THE JANUARY BOARD MEETING.**

**That vote was called an it**

**CARRIED.**

**M. REPORTS (TO BE RECEIVED)**

**M.1 Report of the Director of Education**

Director Kelly provided an overview of the 2017-18 Operational Plan of the Board.

- It was noted that administration has many initiatives they are working on this year. With the motion passed this evening, does administration feel they will be able to meet the January deadline? The Director noted that administration will make every effort to bring the report forward in January.

Director Kelly presented a PowerPoint highlighting a number of students, staff, school and community events over the past school year.

**M.2 Report of the OPSBA Delegate**

Trustee Lovell referenced her report.

**M.3 Chair's Report**

Chairperson McKinley referenced her report.

**N. TRUSTEE QUESTION PERIOD**

- Trustee Buckler questioned if administration has heard from teachers that EQAO scores are not reflective of what they see in their classroom leading people to believe that EQAO scores are not accurate. Peel DSB has asked for a suspension of EQAO for one year. Is this something our board should consider as well? Superintendent C. Howitt noted that there is discrepancy at times. When teachers evaluate in the classroom, they consider more than just a test to determine performance. The purpose of EQAO is to determine if there is an understanding of the curriculum. What happens in the classroom is not always measured in the test.
- Trustee Burgess pointed out that discussion at Peel with respect to the suspension of EQAO was trustee's opinion, not administration's. Trustee Taves noted that we value EQAO differently. We look at it as a diagnostic tool. To be reactionary would change our direction.
- Trustee Simko-Hatfield questioned if we have students on the bus as early as 6:00 a.m. Superintendent Lynd noted that she would check and confirm.

**O. NOTICES OF MOTION**

Nil.

**P. ANNOUNCEMENTS**

Trustee Taves reminded everyone of the Celebration of Construction for Leamington District Secondary School was taking place on Monday, October 23<sup>rd</sup>.

Student Trustee Bondy noted that she and Student Trustee Bannon will be attending the OSTA/AECO conference November 2-5<sup>th</sup>.

Trustee Lovell noted that OPSBA is currently looking for student artwork to hang in their central office.

Trustee Burgess noted that a selection committee will be reviewing and appointing members of the GECPIC executive. There were 70 applicants.

Trustee Buckler noted that the annual Vista for Cure event raised almost \$30,000 for a total of over \$200,000 raised since the event started.

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Chairperson McKinley noted that she has dropped off leaf bags at six South Windsor schools who will be participating in the 15<sup>th</sup> Annual Cereal Box Challenge.

**Q. ADJOURNMENT**

There being no further business before the Board, Chairperson McKinley adjourned the meeting at 8:25 p.m.

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**K. MCKINLEY**

**CHAIRPERSON OF THE BOARD**

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**E. KELLY**

**DIRECTOR OF EDUCATION**





# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

## MEMORANDUM

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**DATE:** November 21, 2017

**TO:** The Chairperson and Trustees of the  
Greater Essex County District School Board

**FROM:** C. Lynd  
Superintendent of Business

A. Cook  
Manager of Facility Services

**SUBJECT:** Energy Contract Position

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**AIM:**

To seek Board approval to establish a contract position to assist in energy management activities with a focus on the Board's Building Automation System infrastructure.

**BACKGROUND:**

Since 2007, Facility Services has faced challenges and increased workload to ensure compliance with legislation including:

- 2007, Regulation under the Safe Drinking Water Act which requires annual testing for lead and flushing of plumbing fixtures and end trunks
- 2008 – 2014, Compliance with Ministry of the Environment regulations with respect to sewage treatment plants
- 2011, Green Energy Act requirement to publish energy data annually and maintain an Energy Conservation and Demand Management Plan with specific energy reduction targets

Recognizing the complexity and increased workload of implementing and ensuring compliance to the above legislation, the Board hired an Energy and Environmental Officer in 2012 to manage the legislation and focus attention towards both energy conservation and environmental compliance.

Since 2012, this position's primary focus has been on environmental compliance involving the Board's five sewage treatment plants, the implementation of the Green Energy Act and the Safe Drinking Water Act requirements. In 2017, new legislation involving the "cap and trade" program for greenhouse gas emissions and changes to the Safe Drinking Water Act have increased compliance requirements.

**THE GAP:**

The Building Automation System (BAS) controls heating and cooling throughout all Board buildings and allows for effective energy management by ensuring efficient operation of these type of systems. The efficient operation of a building will contribute 30% of the total energy savings realized. The BAS infrastructure was installed in the 1990's and is, by its nature, a complex control system of equipment and detailed programming strategies worth millions of dollars. The BAS controls boilers, air handling units, chillers, lighting, cameras and card access systems.



# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

## MEMORANDUM

Energy Management and Conservation, particularly in the area of building operations and controls, is not the focus of current positions.

The future plans for six new schools, along with the \$40 million in School Condition Improvement Projects and a required \$1 million upgrade to the current Building Automation System, limits the ability of Facility Services staff to further manage this critical infrastructure component.

This gap in available resources is critical:

- Oversight of the Building Automation System would increase
- Response to heating and cooling calls would be better managed to effectively address the issues creating many school complaints
- Opportunity exists for engineering specifications and drawings which include Building Automation Systems to be more thoroughly reviewed to help efficiencies

### **THE REQUEST:**

Facility Services is requesting the addition of a contract position to support the Board's Energy and Environmental Officer by implementing Energy Conservation measures related to the Building Automation System.

This position would report to the Coordinator of Engineering and have the following duties:

- Perform Energy Audits to identify energy conservation measures that align with the Board's Energy Conservation and Demand Management Plan
- Work with the Energy and Environmental Officer to prioritize Energy Conservation projects related to the BAS
- Utilize and enhance the existing BAS infrastructure to ensure operational efficiencies
- Work with the Coordinator of Engineering to review specifications and drawings for new construction and renovations to ensure operational efficiencies in new building systems
- Monitor for anomalies and ensure the maintenance of the BAS
- Assist trades and contractors as required to operate the BAS for trouble shooting and repairs
- Provide training and support to all Facility and School staff regarding the operation of the heating and cooling systems in schools

Administration believes that this position would be funded through the savings realized from energy conservation and would not result in any increased cost to the Board.

### **RECOMMENDATION:**

**THAT THE BOARD OF TRUSTEES APPROVE AN ENERGY CONTRACT POSITION, RESPONSIBLE FOR THE FOR THE MANAGEMENT OF THE BUILDING AUTOMATION SYSTEMS, AND THAT THIS POSITION BE ON A YEARLY RENEWABLE CONTRACT BASIS FOR A THREE-YEAR TERM.**



# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

## MEMORANDUM

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**DATE:** November 21, 2017

**TO:** The Chairperson and Trustees of the  
Operations & Finance Committee

**FROM:** C. Lynd  
Superintendent of Business

A. Cook  
Manager of Facility Services

**SUBJECT:** Conversion of Roseville Public School and Sandwich West Public School Into Traditional  
Closed Concept Schools

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### AIM:

To provide the Board information outlining the costs related to the conversion of Roseville Public School and Sandwich West Public School into traditional closed concept schools.

### BACKGROUND:

#### **Motion**

The following motion was approved at the September 19, 2017 Board meeting:

*Be it resolved, that Administration undertake and complete a report outlining the costs related to the conversion of Roseville and Sandwich West Schools into traditional closed concept schools and further that costs be reported on a per school basis, and further that the report detail the steps required for said conversions and the detailed report be presented to the Board of Trustees within 90 days of the adoption of said motion.*

#### **Reports**

The firm of JP Thomson Architects Ltd. was tasked to investigate the conversion of both Roseville and Sandwich West Public Schools into closed concepts and provide high-level cost estimates.

- The estimated cost related to convert Roseville Public School is \$850,000 plus HST and includes the necessary renovations, professional fees and construction contingency.
  - In addition the estimated cost for additional windows totals \$94,000 plus HST.
- The estimated cost related to convert Sandwich West Public School is \$2.18 million plus HST and includes the necessary the renovations, professional fees and construction contingency.
  - In addition, the estimated cost for additional windows totals \$110,000 plus HST.

#### **Comments**

- Both schools would have classrooms measuring approximately 690 to 695 square feet, which is less than the Board's new designs, which typically encompass 750 square feet.
- The "windows option" cost relates to adding windows for those classrooms on an exterior wall that currently have no windows or limited windows.



# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

## MEMORANDUM

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- The Sandwich West budget includes roof repairs of \$20,000 due to the possibility of requiring a redesigned mechanical system, which may include multiple roof top units in lieu of the one multi-zone roof top air handler. These changes would require a new roof opening and repairs to the existing roof deck and membrane.
- The project will affect the acoustic ceiling layout and this work has been costed at \$3.50 per square foot for Sandwich West PS and \$2.80 per square foot for Roseville PS
  - Sandwich West PS would need a new ceiling tile and suspension system.
  - Roseville PS would need a new suspension system but the scope of work and costs include the reuse of the existing acoustic tile.
- A new electrical service has been budgeted for the Sandwich West PS project, while Roseville PS's electrical service has been deemed adequate to handle the additional capacity requirements.



Date: October 2, 2017

**Partitioning of Open Concept Report and Estimate  
for  
Roseville Public School  
6265 Roseville Gardens  
Windsor, ON, N8T 3B9  
for  
The Greater Essex County District School Board**

Owner: Greater Essex County District School Board  
451 Park Street West  
Windsor, Ontario  
N9A 6K1

Attention: Giuliana Hinchliffe

**1. SCHOOL DESCRIPTION**

The construction of Roseville Public School was completed in 1973.

The current total square footage of Sandwich West Public school is 34,000 square feet (3,160 square meters).

The original open concept area of the school is approximately 14,000 square feet (1,580 square meters). The classrooms are defined with moveable millwork and chalkboard. There has been little to no change in the school from original construction from an architectural perspective.

**2. REPORT DELIVERABLES**

J.P. Thomson Architects Ltd. consulted with Arencon Inc. for Building Code Compliance and EXP for HVAC (Heating, Ventilating, Air Conditioning) and Electrical considerations.

The following are bullet points of which the report and budget will be considering.

1. Building Code Review.
2. Impact on travel distance to exits.
3. Classroom Partition Schematic Design.
3. Impact on corridor to classroom fire separation.
4. Noise/sound transfer considerations. Classroom to corridor and classroom to classroom.
5. Abuse resistance of wall surface. Emphasis on the corridors.
6. Consideration for the lack of windows to the classrooms.
7. Mechanical, HVAC considerations. Distribution, both from a supply air and return air perspective. Controls within individual classrooms.
8. Overall Mechanical System delivering air volumes/outside air changes relative to current standards.

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9. Electrical considerations for balance lighting and lighting controls within the rooms and corridors, fire detection, communications, general power, emergency lighting etc.
10. General features within a normal classroom design. Additional tackboard, whiteboard, sinks etc.
11. Impact on existing ceilings and wall built-ins, chalkboards etc.
12. Budget Estimate of probable cost of construction.

The Building Code Review has an important and necessary requirement that will dictate the final scope of work to obtain occupancy of the renovated space.

The work of 'Partitioning' the open concept area of the school falls with Part 11 Renovation, of the Ontario Building Code(OBC), with the proposed renovations complying with Section 11.3. The performance level of the building as impacted by the renovations is required. Compensating construction, as identified, shall be undertaken in accordance with OBC Section 11.4.

Corridor walls are required to be constructed as 45 minutes fire separations should the travel distance from any part of the floor area to the nearest exit exceeds 98'-0" (30 meters).

The scope of work is such that 11.3.3.2 Extensive Renovation may apply, dependent on the interpretation of the code by the Chief Building Official review of the documents from which a building permit will be issued. For the purpose of this report we conclude that no sprinkler system would be required.

The result of compliance with 11.3 would require the existing school to have upgrades that would therein comply with an A2 Occupancy (School) and OBC Part 3 Fire Protection, Occupancy Safety, Accessibility and Part 6 Heating, Ventilating and Air-Conditioning.

The Part 6 HVAC would reference 6.2.2 Ventilation, subsection 6.2.2.1.2 stating the rates at which outdoor air is supplied shall not be less than the rates required by ANSI/ASHRAE 62.1, "Ventilation for Acceptable Indoor Air Quality". For the purpose of this report the Budget Estimate will be based on the implementation of the existing Constant Air volume (CAV) air handling system.

All partitions, drywall and metal stud with sound attenuating batt insulation would be constructed floor to underside of roof deck for sound attenuation purposes. Drywall exposed within corridors would be specified as abuse resistant.

All ceilings would be removed and reinstated in its entirety to permit the installation of classroom ductwork distribution, VAV boxes, electrical distribution etc. The reuse of existing light fixtures is anticipated. All life safety considerations for detection, emergency lighting, exiting etc. would be implemented based on the final layout of the classrooms.

The partitions installation would accommodate electrical power distribution, communication wiring/devices, lighting controls etc. The reworking of sinks and additional sinks have been considered. Millwork, whiteboard and tackboard would simulate that which would be standard for current school designs. Final painting of all surfaces.

The mechanical system was replaced in the summer of 2017. The open concept area is served by a single Constant Air volume (CAV) rooftop air handling unit reusing the original ductwork and supply diffusers. There is no boiler plant or hydronic heating system. Exterior zone heating is electric heat.

For the purposes of this report the recommendation would be to retrofit the existing Constant Air volume (CAV) air handling system to accommodate a Variable Air volume (VAV) System. There would be a VAV box installed for each classroom, with 4 ceiling supply diffusers and one return grille. Each classroom would have thermostatic control to the VAV box. This would provide maximum comfort and energy efficiency.



Minimal changes would be required from the existing electrical service and distribution panels. New panels will be utilized for the renovated area to accommodate receptacles, light switching etc. Fire alarm bells, smoke detectors and public address speakers will be added in the new corridors.

Attached is a schematic design of the floor plan as well as the Budget Estimated of Probable Cost of Construction.

Hoping this meets with your approval,  
Mark Beaulieu, Principal

# BUDGET ESTIMATE

## J.P. Thomson Architects Ltd.

2001 Provincial Road, Unit 6A, Windsor, Ontario, N8W 5V7  
 TELEPHONE: 519-256-3131 Fax 519-256-0663

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DATE: October 2, 2017

### Project: Partitioning Open Concept Roseville Public School for the GECSB

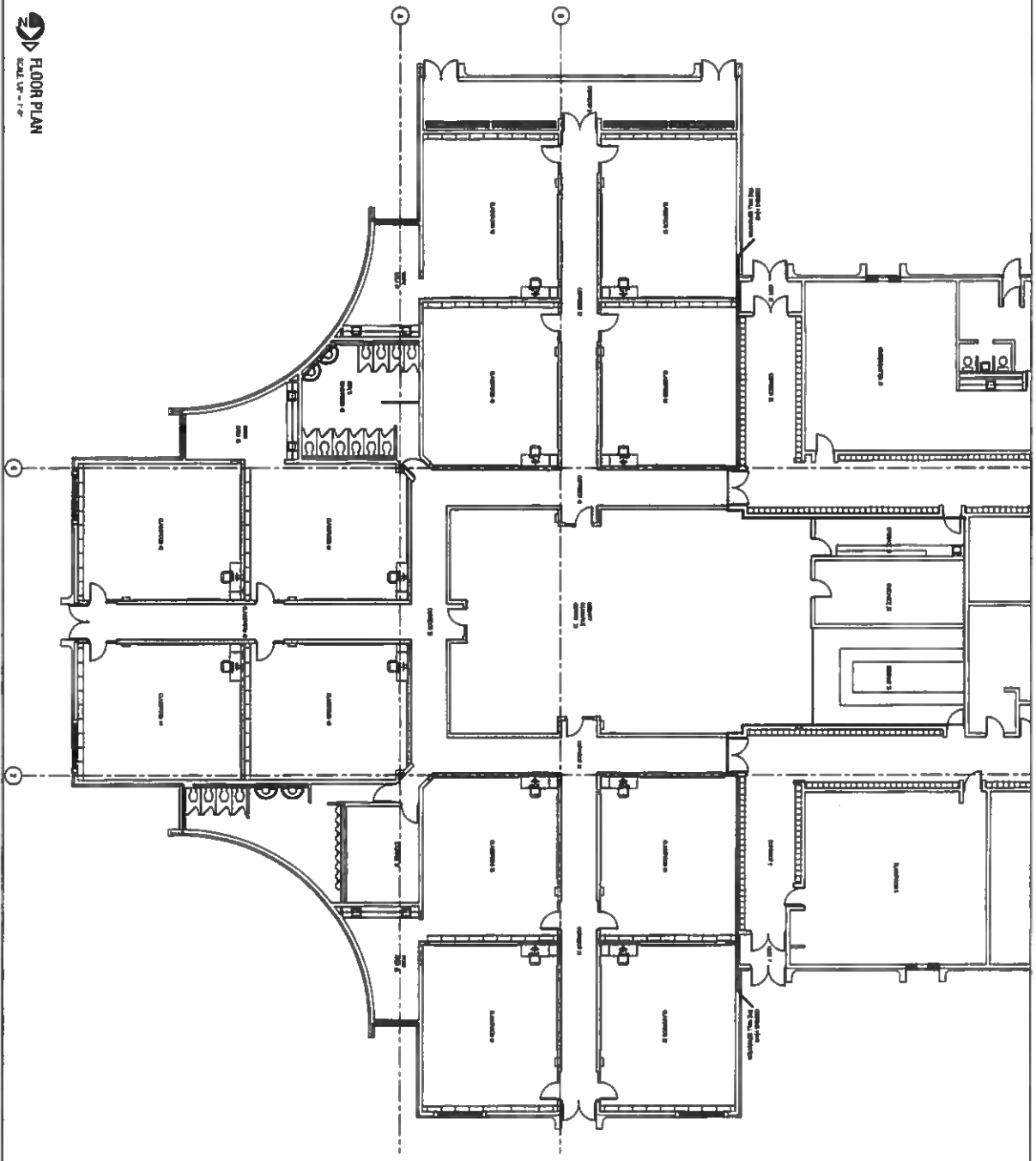
ITEM DESCRIPTION	QUANTITY		UNIT PRICE	EXTENSION
<b>1. PARTITIONS</b>				
<b>DIVISION 2 - SITE CONSTRUCTION</b>				
MOBILIZATION	1	LUMP SUM	\$5,000.00	\$5,000.00
SITE BARRIERS & SAFETY CONSIDERATIONS	1	LUMP SUM	\$5,000.00	\$5,000.00
REMOVAL OF EXISTING PARTITIONS	1	LUMP SUM	\$500.00	\$500.00
REMOVAL OF EXISTING CEILING TILE AND GRID	1	LUMP SUM	\$20,000.00	\$20,000.00
ELECTRICAL DEMOLITION	14,200	SF	\$2.00	\$28,400.00
MECHANICAL - HVAC DEMOLITION	14,200	SF	\$2.00	\$28,400.00
<b>DIVISION 6 - CARPENTRY</b>				
MILLWORK	12	CLASSROOMS	\$8,000.00	\$96,000.00
<b>DIVISION 7 - MOISTURE PROTECTION</b>				
ROOF REPAIRS	N/A			
SMOKE AND FIRESTOPPING	800	LF	\$15.00	\$12,000.00
CAULKING	1	LUMP SUM	\$5,000.00	\$5,000.00
<b>DIVISION 8 - DOORS &amp; WINDOWS</b>				
INTERIOR DOORS & FRAMES	14	DOORS	\$1,200.00	\$16,800.00
<b>DIVISION 9 - FINISHES</b>				
DRYWALL PARTITION TYPE I-CORRIDOR/CLRM	630	LF	\$160.00	\$100,800.00
DRYWALL PARTITION TYPE II-CLRM/CLRM	160	LF	\$150.00	\$24,000.00
VCT FLOORING - REPAIRS - RUBBER BASE	1	LUMP SUM	\$4,500.00	\$4,500.00
ACOUSTIC TILE CEILING	14,200	SF	\$2.80	\$39,760.00
PAINT	16,000	SF	\$1.80	\$28,800.00
<b>DIVISION 10 - SPECIALTIES</b>				
WHITE BOARD - TACK BOARDS	2,200	SF	\$18.00	\$39,600.00
<b>DIVISION 23 - MECHANICAL</b>				
MECHANICAL RENOVATION - VAV	14,200	SF	\$10.00	\$142,000.00

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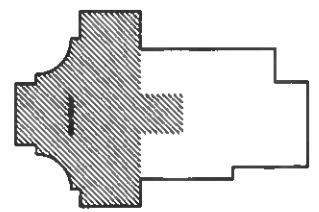


PAGE 2				
<b>DIVISION 16 - ELECTRICAL</b>				
RE-INSTATING EXISTING LIGHTING	14,200	SF	\$2.00	\$28,400.00
POWER AND LIGHT SWITCHING	14,200	SF	\$4.00	\$56,800.00
TOTAL				\$681,760.00
ESTIMATE CONTIGENCY				\$68,240.00
BONDS, INSURANCE, PERMITS				\$20,000.00
OVERHEAD AND PROFIT				\$80,000.00
<b>1. PARTITIONS - BUDGET ESTIMATE</b>				<b>\$850,000.00</b>
<b>2. WINDOWS - OPTIONAL</b>				
<b>DIVISION 2 - SITE CONSTRUCTION</b>				
REMOVAL OF BRICK & BLOCK C/W SHORING	6	WINDOWS	\$3,500.00	\$21,000.00
<b>DIVISION 4 - MASONRY</b>				
BRICK & BLOCK REPAIRS	6	WINDOWS	\$2,500.00	\$15,000.00
<b>DIVISION 5 - STRUCT'L &amp; MISC. STEEL</b>				
STEEL LINTELS AT BLOCK & BRICK	6	WINDOWS	\$800.00	\$4,800.00
<b>DIVISION 8 - DOORS &amp; WINDOWS</b>				
ALUMINUM WINDOWS	384	SF	\$80.00	\$30,720.00
<b>DIVISION 9 - FINISHES</b>				
PAINT	6	WINDOWS	\$400.00	\$2,400.00
CAULKING	6	WINDOWS	\$200.00	\$1,200.00
<b>DIVISION 10 - SPECIALTIES</b>				
WINDOW BLINDS	6	WINDOWS	\$600.00	\$3,600.00
FINAL CLEAN-UP	1	LUMP SUM	\$2,200.00	\$2,200.00
TOTAL				
ESTIMATE CONTIGENCY				\$80,920.00
BONDS, INSURANCE, PERMITS				\$4,080.00
OVERHEAD AND PROFIT				\$9,000.00
<b>2. WINDOWS OPTION - BUDGET ESTIMATE</b>				<b>\$94,000.00</b>
<b>NOT INCLUDED:</b>				
1. HST				
2. PROFESSIONAL FEES				
3. CONSTRUCTION CONTINGENCY				

**FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



**KEY PLAN**  
SCALE: 1/8" = 1'-0"



		37 PROSPECT AVENUE, SUITE 101 WILMINGTON, MA 01890 TEL: 617.251.1111 FAX: 617.251.1112	
<b>PROJECT:</b> Greater Essex County District School Board 2011-2012		<b>PROJECT NO.:</b> 17-119	
<b>DATE:</b> 08/11/11		<b>SCALE:</b> AS SHOWN	
<b>PROJECT:</b> Riverside Public School Open Concept Project 1000 Riverside Dr. Woburn, MA 01897		<b>PROJECT NO.:</b> A-201	
<b>FLOOR PLAN</b>			



Date: October 2, 2017

**Partitioning of Open Concept Report and Estimate  
for  
Sandwich West Public School  
2055 Wyoming Ave.  
Windsor, ON, N9H 1P6  
for  
The Greater Essex County District School Board**

Owner: Greater Essex County District School Board  
451 Park Street West  
Windsor, Ontario  
N9A 6K1

Attention: Giuliana Hinchliffe

**1. SCHOOL DESCRIPTION**

The construction of Sandwich West Public School was completed in 1971.

A Full Day Kindergarten (FGK) addition was constructed in 2012.

The current total square footage of Sandwich West Public school is 60,400 square feet (5,611 square meters).

The original open concept area of the school is approximately 17,000 square feet (1,580 square meters). The classrooms are defined with partial height partitions having no doors to the individual classroom spaces. The original locker area has been removed and renovated to facilitate two (2) additional Kindergarten classroom spaces, an extension of the FDK 2012 addition.

**2. REPORT DELIVERABLES**

J.P. Thomson Architects Ltd. consulted with Arencon Inc. for Building Code Compliance and Chorley + Bisset for HVAC (Heating, Ventilating, Air Conditioning) and Electrical considerations.

The following are bullet points of which the report and budget will be considering.

1. Building Code Review.
2. Impact on travel distance to exits.
3. Classroom Partition Schematic Design.
3. Impact on corridor to classroom fire separation.
4. Noise/sound transfer considerations. Classroom to corridor and classroom to classroom.
5. Abuse resistance of wall surface. Emphasis on the corridors.
6. Consideration for the lack of windows to the classrooms.
7. Mechanical, HVAC considerations. Distribution, both from a supply air and return air perspective. Controls within individual classrooms.



8. Overall Mechanical System delivering air volumes/outside air changes relative to current standards.
9. Electrical considerations for balance lighting and lighting controls within the rooms and corridors, fire detection, communications, general power, emergency lighting etc.
10. General features within a normal classroom design. Additional tackboard, whiteboard, sinks etc.
11. Impact on existing ceilings and wall built-ins, chalkboards etc.
12. Budget Estimate of probable cost of construction.

The Building Code Review has an important and necessary requirement that will dictate the final scope of work to obtain occupancy of the renovated space.

The work of 'Partitioning' the open concept area of the school falls with Part 11 Renovation, of the Ontario Building Code(OBC).

The scope of work is such that 11.3.3.2 Extensive Renovation may apply, dependent on the interpretation of the code by the Chief Building Official review of the documents from which a building permit will be issued.

The result of compliance with 11.3.3.2 Extensive Renovation would require the existing school to have upgrades that would therein comply with an A2 Occupancy (School) and OBC Part 3 Fire Protection, Occupancy Safety, Accessibility and Part 6 Heating, Ventilating and Air-Conditioning.

With reference to Part 3, item 3.2.2.26 Group A, Division 2, up to 2 Storeys, Increased Area, Sprinklered would apply. This requirement therein stipulates the school must have a sprinkler system installed.

The Part 6 HVAC would reference 6.2.2 Ventilation, subsection 6.2.2.1.2 stating the rates at which outdoor air is supplied shall not be less than the rates required by ANSI/ASHRAE 62.1, "Ventilation for Acceptable Indoor Air Quality". For the purpose of this report the Budget Estimate will be based on the implementation of unit ventilators to serve the individual classrooms. Other viable options can be utilized and will be reviewed should the project proceed to contract documents for construction.

The introduction of the sprinkler system will permit a travel distance from within the general area of a classroom or other space to an exit to be 45 meters or 147'-0". As well the partition between classroom and corridor will not be required to be a fire separation and doors/frames not requiring a rating.

All partitions, drywall and metal stud with sound attenuating batt insulation would be constructed floor to underside of roof deck for sound attenuation purposes. Drywall exposed within corridors would be specified as abuse resistant.

All ceilings would be removed and reinstated in its entirety to permit the installation of sprinkler systems, ductwork distribution, wet heat piping, electrical distribution etc. The reuse of existing light fixtures is anticipated. All life safety considerations for detection, emergency lighting, exiting etc. would be implemented based on the final layout of the classrooms.

The partitions installation would accommodate electrical power distribution, communication wiring/devices, lighting controls etc. The reworking of sinks and additional sinks have been considered. Millwork, whiteboard and tackboard would simulate that which would be standard for current school designs. Final painting of all surfaces.

Attached is a schematic design of the floor plan as well as the Budget Estimated of Probable Cost of Construction.

Hoping this meets with your approval,  
Mark Beaulieu, Principal

BUDGET ESTIMATE - DRAFT FOR REVIEW

**J.P. Thomson Architects Ltd.**

2001 Provincial Road, Unit 6A, Windsor, Ontario, N8W 5V7  
 TELEPHONE: 519-256-3131 Fax 519-256-0663

17-119B

DATE: October 2, 2017

**Project: Partitioning Open Concept  
 Sandwich West Public School  
 for the GECSB**

ITEM DESCRIPTION	QUANTITY		UNIT PRICE	EXTENSION
<b>1. PARTITIONS</b>				
<b>DIVISION 2 - SITE CONSTRUCTION</b>				
MOBILIZATION	1	LUMP SUM	\$5,000.00	\$5,000.00
SITE BARRIERS & SAFETY CONSIDERATIONS	1	LUMP SUM	\$5,000.00	\$5,000.00
REMOVAL OF EXISTING PARTITIONS	1	LUMP SUM	\$25,000.00	\$25,000.00
REMOVAL OF EXISTING CEILING TILE AND GRID	1	LUMP SUM	\$20,000.00	\$20,000.00
ELECTRICAL DEMOLITION	17,000	SF	\$2.00	\$34,000.00
MECHANICAL - HVAC DEMOLITION	17,000	SF	\$2.00	\$34,000.00
<b>DIVISION 6 - CARPENTRY</b>				
MILLWORK	17	CLASSROOMS	\$8,000.00	\$136,000.00
<b>DIVISION 7 - MOISTURE PROTECTION</b>				
ROOF REPAIRS	1	LUMP SUM	\$20,000.00	\$20,000.00
SMOKE AND FIRESTOPPING	950	LF	\$15.00	\$14,250.00
CAULKING	1	LUMP SUM	\$6,000.00	\$6,000.00
<b>DIVISION 8 - DOORS &amp; WINDOWS</b>				
INTERIOR DOORS & FRAMES	17	DOORS	\$1,200.00	\$20,400.00
<b>DIVISION 9 - FINISHES</b>				
DRYWALL PARTITION TYPE I-CORRIDOR/CLRM	900	LF	\$160.00	\$144,000.00
DRYWALL PARTITION TYPE II-CLRM/CLRM	310	LF	\$150.00	\$46,500.00
VCT FLOORING - REPAIRS - RUBBER BASE	1	LUMP SUM	\$7,000.00	\$7,000.00
ACOUSTIC TILE CEILING	55,000	SF	\$3.50	\$192,500.00
PAINT	25,000	SF	\$1.80	\$45,000.00
<b>DIVISION 10 - SPECIALTIES</b>				
WHITE BOARD - TACK BOARDS	3,000	SF	\$18.00	\$54,000.00



<b>PAGE 3</b>				
<b>2. WINDOWS - OPTIONAL</b>				
<b>DIVISION 2 - SITE CONSTRUCTION</b>				
REMOVAL OF BRICK & BLOCK C/W SHORING	7	WINDOWS	\$3,500.00	\$24,500.00
<b>DIVISION 4 - MASONRY</b>				
BRICK & BLOCK REPAIRS	7	WINDOWS	\$2,500.00	\$17,500.00
<b>DIVISION 5 - STRUCT'L &amp; MISC. STEEL</b>				
STEEL LINTELS AT BLOCK & BRICK	7	WINDOWS	\$800.00	\$5,600.00
<b>DIVISION 8 - DOORS &amp; WINDOWS</b>				
ALUMINUM WINDOWS	450	SF	\$80.00	\$36,000.00
<b>DIVISION 9 - FINISHES</b>				
PAINT	7	WINDOWS	\$400.00	\$2,800.00
CAULKING	7	WINDOWS	\$200.00	\$1,400.00
<b>DIVISION 10 - SPECIALTIES</b>				
WINDOW BLINDS	7	WINDOWS	\$600.00	\$4,200.00
FINAL CLEAN-UP	1	LUMP SUM	\$2,200.00	\$2,200.00
<b>TOTAL</b>				
ESTIMATE CONTIGENCY				\$94,200.00
BONDS, INSURANCE, PERMITS				\$5,800.00
OVERHEAD AND PROFIT				\$10,000.00
<b>2. WINDOWS OPTION - BUDGET ESTIMATE</b>				<b>\$110,000.00</b>





**Ministry of Education**

Minister

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2

**Ministère de l'Éducation**

Ministre

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2



Ontario

October 19, 2017

Ms. Kim McKinley  
Chairperson of the Board  
Greater Essex County District School Board  
451 Park Street West, P.O. Box 210  
Windsor ON N9A 6K1

Dear Ms. McKinley,

Thank you for your letter regarding your board's 2017–18 Budget Estimates as well as concerns about funding for sick leave, special education, and mental health and well-being for newcomers. I appreciate the opportunity to respond to your concerns.

**Sick Leave:**

As you know, sick leave plan changes were negotiated as part of the 2012–2014 Provincial Discussion Tables, and the government committed to fund school boards for the use of an additional sick day and for expanded eligibility for sick leave. In addition, school boards were encouraged to develop attendance support processes to effectively promote employee well-being, manage absenteeism and reduce the associated costs. Reducing absenteeism will help to ensure that students have a more predictable learning environment in which to excel.

Historically, the ministry has not tracked school board absenteeism data. Given school boards' growing concern over sick leave usage, the ministry will begin working with the trustees' association and the school boards to collect sick leave data to gain a better understanding of sick leave impacts on school boards.

**Special Education:**

As you know, the ministry provides Ontario's publicly funded school boards with additional funding through the Special Education Grant (SEG) for students with special education needs. This funding supports the incremental costs of the additional programs, services, and equipment required to meet their educational needs and to support positive outcomes.

.../2

It is important to note that school boards have flexibility in how they use funding for program delivery. Thus, while the ministry is responsible for setting the funding policy that directs allocation of funds to schools boards, it is up to school boards to allocate resources for each school or program according to local needs.

The SEG is projected to increase to approximately \$2.86 billion in 2017–18. This represents an increase of approximately \$69.2 million or 2.5 percent over 2016–17; and \$1.23 billion or 75.8 percent since 2002–03. SEG funding is enveloped for special education programs, services and equipment. Any unspent special education funding must be treated as deferred revenue for special education.

In the case of Greater Essex County District School Board, its total SEG funding is projected to be almost \$49.6 million in 2017–18. This represents an increase of over \$20.1 million or 68.5 per cent since 2002–03; during the same period the board's overall enrolment declined by over 2,200 students or 6 per cent.

As you know, the new DSENA allocation (formerly the High Needs Amount) was introduced in 2014–15 to better reflect the variation among boards with respect to students with special education needs and boards' ability to meet these needs, thus making the DSENA allocation more fair and equitable.

The new DSENA allocation uses three components to reflect this variation: the Measures of Variability, the Special Education Statistical Prediction Model and a Base Amount for Collaboration and Integration. Ministry staff have engaged with stakeholders on the evolution of the DSENA allocation, and we will continue to do so over the coming school year.

As a result, the Greater Essex County District School Board has benefited from the change to the new DSENA allocation. Its DSENA allocation is projected to be \$18.5 million in 2017–18. This represents an increase of over \$2.2 million or 13.5 per cent since 2014–15.

In addition, as a result of the education sector labour negotiations, the ministry has agreed to establish a Local Priorities Fund (LPF) of \$218.9 million province-wide in 2017–18. The LPF will allow boards to address a range of priorities including more special education staffing to support children in need, "at-risk" students and adult education. These funds could support about 875 full-time equivalent (FTE) teachers and about 1,600 to 1,830 FTE education workers province-wide. The actual staffing will vary depending on specific agreements, local discussions and compensation specific to each board, as well as job security provisions, staffing reductions related to declining enrolment and other exceptions. Greater Essex County District School Board is projected to receive over \$3.7 million in LPF funding for 2017–18.

### **Support for Newcomers:**

As a government sponsored Resettlement Assistance Program (RAP) site, Greater Essex County DSB has received and continues to welcome newcomers on an ongoing basis. The ministry recognizes that students who are newcomers to Canada may require additional supports from schools to address language proficiency needs and a wide range of other needs in areas such as extraordinary special education, social work, mental health and translation/interpreters.

As you know, your board received a one-time payment of almost \$430,000 to support the extraordinary costs incurred during the 2015–16 school year for newcomers, including those costs related to special education, social work, mental health and translation/interpreters. The 2016–17 GSN reflected any increases in enrolment, including newcomer students. This means that those new students are generating more funding for the board, including funding for professionals, such as social workers and psychologists, which are funded through the Pupil Foundation Grant. One example of a visible increase in funding for the Greater Essex County DSB is through the English as a Second Language/English Literacy Development (ESL/ELD) allocation, which contains components that generate funding for both immigrant students and Canadian-born students who speak a language other than English at home. Your board's funding through ESL/ELD has increased from \$3.1 million in 2015–16 to a projected \$7.3 million in 2017–18.

In the future, any newcomer students who enter Canada and are enrolled in schools during the 2017–18 school year are expected to attract full year GSN funding for 2017–18. Boards can apply the GSN funding they generate to address the needs of those students, including mental health and well-being.

You may be aware that the Learning Opportunities Grant (LOG) provides dedicated funding for a mental health leader position in every school board. Through the LOG, funding supports a range of programs to help students who are at greater risk of poor academic achievement. In 2017–18, the LOG allocation for the Greater Essex County DSB is projected to be \$13.0 million. Included in the LOG allocation is funding for the salary and benefits of a dedicated mental health leader. This funding is enveloped to ensure that each school board has at least one mental health leader. As you know, the board has the flexibility to make decisions about staffing and program delivery to best serve its students.

School districts also have the opportunity to apply for specific funding to support professional learning for staff through the *Support for English Language Learners Policy and Program Implementation Projects*; and summer programming for newcomer students with a refugee background through the *Summer Learning Programs for English Language Learners (ELLs) with a newcomer/refugee background at the early stages of language acquisition*.

Thank you for taking the time to write. I trust you will find this information helpful.

Sincerely,

A handwritten signature in blue ink, appearing to read 'MH', is positioned above the typed name.

Mitzie Hunter, MBA  
Minister



**GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD  
MEMORANDUM**

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**TO:** Erin Kelly, Director of Education

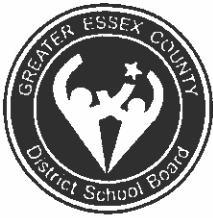
**FROM:** Lynn McLaughlin  
Superintendent of Education/Special Education Services

**SUBJECT:** Change in SEAC representation – Autism Ontario

**DATE:** October 25, 2017

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Autism Ontario has informed us of a change in SEAC representation. Jan Matte-Gasparovic will now be representing Autism Ontario. The alternate representative will be Livia Congi.



**GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD  
MEMORANDUM**

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**TO:** Erin Kelly, Director of Education

**FROM:** Lynn McLaughlin  
Superintendent of Education/Special Education Services

**SUBJECT:** Change in SEAC representation – Brain Injury Association of Windsor  
& Essex County

**DATE:** October 25, 2017

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The Brain Injury Association of Windsor & Essex County has informed us of a change in SEAC representation. Anna Jurak will now be representing the Brain Injury Association. The alternate representative, Elsie Galbraith, will remain the same.