



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone: (519) 253-2481 Fax: (519) 253-0620
Michael B. Moher, Director of Education John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, February 14, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander	P. Keane
M. DiMenna	J. Macri, Chair
B. Holland	S. Porcellini
C. Janisse	L. Soulliere
Rev. L. Brunet, Board Chaplain	
A. Kishek, Student Trustee	
J. Devos, Student Trustee (Alternate)	
L. Willson Student Trustee Designate	

Regrets:

J. Courtney, Vice-Chair

Administration:

M. Moher (Resource)	P. Littlejohns
J. Berthiaume	C. Marier
P. Marchini	P. Picard
J. Ouellette	E. Poirier
S. Freeman	T. Robins
C. Geml	L. Staudt
K. Gignac	

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:30 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – Trustee Courtney sent regrets.
4. Approval of Agenda

Amendments:

- renumber 7 a School Based Music Instruction Pilot Project to 7b
- renumber agenda item 12a – St. Michael's Adult Education Program –Lease Improvements to 7a
- addition: 12 d Secondary School Swimming (B. Holland)

Moved by Trustee Keane and seconded by Trustee Holland that the February 14, 2006 Regular Board meeting agenda be approved as amended. Carried.

5. Questions Pertaining to Agenda – None.

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. – Trustee Porcellini disclosed interest in agenda item 10b(v) *Verbal Report: Request for Proposal – Benefits Consultant* due to her husbands employment and did not participate in the discussion. Trustee Holland disclosed interest in agenda item 10b(v) *Verbal Report: Request for Proposal – Benefits Consultant* and did not participate in the discussion. Trustees Porcellini and Holland also disclosed interest in agenda item 11a *Notice of Motion* and did not participate in the discussion.

7. Presentations

a. Report: St. Michael’s Adult Education Program – Lease Improvements

Superintendent Marchini reported that several renovations are required in order to adequately accommodate the existing St. Michael’s Adult Education Program. Principal Ron Donaldson was present to provide an overview of the current program and anticipated program expansions resulting from additional classroom space, unlimited hours of instruction as well as a new specially designed location for the Board’s Work Matters program. Architect Greg McLean presented the existing and proposed floor plans and responded to specific questions about renovations to the building. Tim Robins, Controller of Facilities Services provided revised timelines for completion of the project. Superintendent Marchini indicated that the renovations will be included in the capital plan and that funding will come from the next debenture issuance.

Moved by Trustee Janisse and seconded by Trustee Keane that the St. Michael’s Adult Education Program, Leasehold Improvements including renovations and furniture and equipment at the Rhodes Campus facility at an estimated cost of \$570,000 be approved. Carried.

b. School Based Music Instruction Pilot Project

Principal Mary Welsh and several music teachers were present to provide an update on the school-based Music Instruction Pilot project that was initiated at St. Therese, St. John the Baptist and St. James Catholic Elementary Schools in June 2005 through the provision of ministry funding for additional specialized teachers in the schools. The pilot program allows all students from junior kindergarten to grade 8 experience first hand an appreciation for music and gain knowledge of different cultures through music.

8. Delegations

a. Delegation Regarding Items Not on the Agenda – None.

b. Delegations Regarding Items On the Agenda – None.

9. Action Items

a. Approval of Minutes

- i) Minutes of Special In-Camera Meeting, January 26, 2006
Moved by Trustee Holland and seconded by Trustee Janisse that the minutes of the Special In-Camera Meeting of January 26, 2006 be adopted as distributed.
Carried.
- ii) Minutes of In-Camera Meeting, January 31, 2006
Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the In-Camera Meeting of January 31, 2006 be adopted as distributed. *Carried.*
- iii) Minutes of Regular Meeting, January 31, 2006

Amendment: Page 6 – 10b(v) Report: Board Health, Dental and Life Benefit Program – Second sentence amended to read: Discussion ensued with regard to the length of term the board approved for the original contract with the existing Benefits Consultant and to the approval process Executive Council utilized for the increase in consultant fees from 1.1% to 1.5%.

Moved by Trustee Janisse and seconded by Trustee DiMenna that the minutes of the Regular Meeting of January 31, 2006 be adopted as amended. *Carried.*

b. Items From In-Camera Meetings of January 26 and February 14, 2006

Trustee DiMenna reported that the Windsor-Essex Catholic District School Board convened closed Committee of the Whole meetings January 26, 2006 and February 14, 2006 pursuant to the Education Act - Section 207, to obtain legal advice, consider specific personnel, real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Soulliere declared a conflict of interest in the February 14, 2006 In-Camera Session and excused herself from the relevant discussion item.

Moved by Trustee DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its meetings of January 26, 2006 and February 14, 2006 be approved. *Carried.*

Trustee DiMenna made the following announcement:

- At the January 26, 2006 Special In-Camera Committee of the Whole meeting, trustees approved an advertisement plan and the process for the selection of the new Director of Education.

10. Communications

a. External (Associations, OCSTA, Ministry)

- i) Email from Oliver Carroll, Chair Toronto Catholic District School Board, dated February 3, 2006
Moved by Trustee Holland and seconded by Trustee DiMenna that the email from Oliver Carroll, Chair Toronto Catholic District School Board, dated February 3, 2006 be received as information. Carried.
- ii) Open letter from Minister of Education Gerald Kennedy, dated February 3, 2006
Moved by Trustee Janisse and seconded by Trustee Holland that the Open letter from Minister of Education Gerald Kennedy, dated February 3, 2006 be received 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 February 14, 2006 for information. Carried.
- ii) Report: High School Council – November 24, 2005 Meeting

Superintendent Marchini will provide trustees with a copy of the Trust Licence Agreement noted on page 2 of the meeting notes.

Moved by Trustee Keane and seconded by Trustee Porcellini that the Board receive the minutes of the High School Council dated November 24, 2005, as information. Carried.
- iii) Report: Annual Playground Equipment Inspection & Repair Program – Interim Report

At the Board Meeting held on October 25, 2005 Administration presented a report to the Board outlining the annual playground equipment inspection and repair program. All identified Hazard “A” repairs were immediately addressed following the Board Report of October 25, 2005. A Request For Quotation (RFQ) was undertaken to complete the repairs for Hazard “B & C” based on priorities 1 & 2 as indicated in the October 25, 2005 report. Tim Robins, Controller of Facilities Services responded to questions with respect to the use of a consultant firm to assist with the annual inspection and the procurement of the necessary equipment repairs for the board to meet CSA legal standards and insurance requirements.

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board approve the repairs to the playground equipment received from the original equipment manufacturers for a total value of \$67,663.00 including g.s.t., and the pilot program for addressing pea gravel surfaces. Carried.

iv) Report: Legal Services – December 2005
Moved by Trustee Alexander and seconded by Trustee Holland that the report Legal Services – December 2005 be received as information. Carried.

v) Verbal Report: Request for Proposal – Benefits Consultant

Superintendent Marchini reported that a draft Request for Proposal has been completed and forwarded to legal council for review. The report will come to the Board following a final review by Executive Council.

11. Unfinished Business

- a. Notice of Motion - Trustee Alexander (amended motion deferred from the January 31, 2006 meeting): *“At the next Board meeting, I shall move or cause to be moved that the Windsor-Essex Catholic District School Board invite submissions from interested consultants regarding the delivery of its total benefits package; and, that this invitation will be in the form of a detailed RFP and is to be widely circulated and further that a minimum of two trustee representatives sit on this committee.”*

Trustees Porcellini and Holland disclosed interest at this point and did not participate in the discussion.

Moved by Trustee Alexander and seconded by Trustee Janisse that that the Windsor-Essex Catholic District School Board invite submissions from interested consultants regarding the delivery of its total benefits package; and, that this invitation will be in the form of a detailed RFP and is to be widely circulated and further that a minimum of two trustee representatives sit on this committee. Carried.

Trustee Alexander volunteered to sit on the Committee.

- b. Notice of Motion - Trustee Porcellini: *“At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Board approve the expenditure of funds to cover the conference registration fees only, for two parent council representatives from each family of schools (to a maximum of 16 representatives) to attend the annual general meeting of the Ontario Association of Parents in Catholic Education (OAPCE) yearly, to a maximum expenditure of \$4,000 annually.”*

Moved by Trustee Porcellini and seconded by Trustee Holland that that the Board approve the expenditure of funds to cover the conference registration fees only, for two parent council representatives from each family of schools (to a maximum of 16 representatives) to attend the annual general meeting of the Ontario Association of Parents in Catholic Education (OAPCE) yearly, to a maximum expenditure of \$4,000 annually. Carried.

- c. Notice of Motion - Trustee Porcellini: *“At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Board immediately suspend our protocol on Fifth Disease, and develop a policy or policies regarding this disease that will be circulated for comment to all our stakeholders and presented to the Board for approval, as per our normal procedure for policy development and review.”*

Trustee Porcellini relayed her concerns about the current protocol in place that outlines the course of action to prevent potential exposure to Fifth Disease in the schools and offices. Trustee Porcellini indicated that she believes the protocol, as it now stands, asks employees to choose between the health of their baby and the financial health of their families by having to take a medical leave without pay once sick leave credits are expired. Superintendent Berthiaume reported that the current protocol was developed with input from the Board’s Health & Safety officer, the local health officials, Ontario Medical Officer of health, employee groups and Union representatives.

Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board immediately suspend our protocol on Fifth Disease, and develop a policy or policies regarding this disease that will be circulated for comment to all our stakeholders and presented to the Board for approval, as per our normal procedure for policy development and review.

Discussion occurred about the advisability of suspending the current protocol with nothing else in place, the possibility of including reference to a protocol within the existing Board Policy A19 – Communicable Diseases, contractual implications, and potential impact on the Board’s financial stability.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the notice of motion be deferred to allow administration sufficient time review the issue and to review and improve the existing Board policy A19 Communicable Diseases to address the issue of Fifth Disease. *Defeated.*

Amended Motion: Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board immediately develop a policy or policies regarding Fifth Disease that will be circulated for comment to all our stakeholders and presented to the Board for approval, as per our normal procedure for policy development and review. *Carried.*

- d. Notice of Motion – Trustee Porcellini: *“At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Board send a letter to the Prime Minister-elect indicating our support for the previously announced national child care funding initiatives, known as the Best Start program in our region, indicating as well that we as a Board consider this initiative to be of paramount importance in the educational development of the children in our community and therefore beyond the scope of party politics, and urging the Prime Minister-elect to honour the funding commitments of the initiative.”*

Amended Motion: Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board send a letter to the Prime Minister Harper indicating our support for the previously announced national child care funding initiatives, known as the Best Start program in our region, indicating as well that we as a Board consider this initiative to

be of paramount importance in the educational development of the children in our community and urging the Prime Minister Harper to honour the funding commitments of the initiative;

and, that the letter be sent to the Ontario Catholic Schools Trustees' Association (OCSTA) along with a request that they distribute to other boards asking for their support. Carried.

12. New Business

- a. Report: St. Michael's Adult Education Program – Lease Improvements – This item was renumbered and discussed under 7a.
- b. Report: Canada Day Designation
Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve designation of the following days as Canada Day:
- Ten-Month Support Staff Employees - June 30, 2006
- Twelve-Month Employees – July 3, 2006. Carried.
- c. Report: School Year Calendar 2006 – 2007
Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board approve the School Year Calendar - 2006-2007 for the Windsor-Essex Catholic District School Board. Carried.
- d. Walk-On: Secondary School Swimming (Trustee Holland) – Discussion occurred around the decision by the Windsor Essex County Secondary School Athletic Association (WECSSAA) to change the playing regulations for this season's swim meets as they relate to point collection of high school trained and club swimmers. Clarification was also provided on the process for determining the seating capacity at last weekend's swim meet held at the University of Windsor where several spectators were denied entrance due to capacity restrictions placed by the Fire Marshall. Superintendent Berthiaume will provide additional background information to trustees later this week.

13. Committee Reports – None.

14. Notice of Motion

- Trustee Alexander: *At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the administration prepare a comprehensive report detailing the process and procedures that all vendors, contractors, must use in order to become pre-qualified to be eligible to provide goods and/or services to the Windsor-Essex Catholic District School Board; and further, that the report will be complete with detailed recommendations outlining a system-wide protocol that must be used by all departments in order to maintain or employ these goods and services.*

15. Remarks and Announcements

- a. Chairperson Macri announced that a tentative agreement had been reached with the CAW Local 2458, which includes the Office, Clerical & Technician staff as well as the Custodial and Maintenance staff. The agreement is expected to be ratified by the Board and the Union in the near future.
- b. Director of Education Moher reminded trustees of the JK/SK Registration and Open House that is scheduled at all elementary schools on Wednesday, February 15 from 5:00 p.m. to 7:00 p.m.
- c. Board Chaplain – No comments this evening.

16. Remarks/Questions by Trustees

- Trustee Porcellini thanked Superintendent Ouellette for information on activities held across the system to observe Black History month and congratulated St. Thomas of Villanova specifically for the events planned at that school.
- Trustee Alexander commended the staff involved in the development of the JK/SK DVD that was provided to trustees at the last board meeting. Trustee Alexander also thanked Superintendent Ouellette for her leadership on JK/SK recruitment and thanked all the consultants, co-ordinators, principals and teachers who volunteered to promote Catholic education at the Devonshire Mall display.
- Trustee Soulliere reported the she and the Director of Education will be attending this week's County Council meeting to support the possibility of improved ambulance services in Lakeshore. Trustee Soulliere asked that the two letters provided to trustees through mail, be formally received as information on the next Board agenda.
- Trustee Holland commended staff involved in the JK/SK promotion, particularly the radio spots promoting Catholic education.
- Trustee DiMenna congratulated St. Anne and St. Joseph High Schools and Queen of Peace Elementary School for their successful applications to receive funding under the "Boys and Literacy" initiative. Trustee DiMenna also congratulated former student Meghan Agosta on her accomplishments at the Olympics.
- Student Trustee Kishek thanked the Board for reaching a tentative agreement with CAW and clarified her comments about the mandate of the Fair Labour Uniform Committee, which is a subcommittee of the English Catholic Board Council of the Ontario Student Trustee Association. Student Trustee Kishek indicated that the Student Senate Newsletter is expected to be ready for circulation next week and thanked everyone who contributed to its development.

17. Pending Items

- a. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*
- b. Deferred for six months from October 25, 2005: Motion by Trustee Soulliere and seconded by Trustee DiMenna *"that the Board add two (2) more psychologists to its psychology department for a total of four (4), and that the cost be applied to the general budget to offset the cost of educational assistant lunch supervision to the Special Education budget."*

18. Continuation of In-Camera – The Board reconvened to In-Camera Committee of the Whole meeting following adjournment.
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)
 - Tuesday, February 28, 2006
 - Tuesday, March 28, 2006
 - Tuesday, April 11, 2006
 - Tuesday, April 25, 2006
 - Tuesday, May 9, 2006
 - Tuesday, May 23, 2006
 - Tuesday, June 13, 2006
 - Monday, June 26, 2006
20. Closing Prayer – Father Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board Meeting of February 14, 2006 adjourned at 9:25 p.m. at the call of the Chair.

Approved as amended.

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary

Amendment Page 2: Item 6 Disclosure of Interest – To provide clarification that Trustee Alexander did not disclose interest, the last line amended to read: Trustees Porcellini and Holland also disclosed interest in agenda item 11a *Notice of Motion* and did not participate in the discussion.