



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6  
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Joseph Berthiaume, Interim Director of Education John Macri, Board Chairperson

## REGULAR BOARD MEETING Tuesday, June 13, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

### MINUTES

#### PRESENT

##### **Trustees:**

F. Alexander	P. Keane
J. Courtney, Vice-Chair	J. Macri, Chair
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
C. Janisse	
J. Devos, Student Trustee (Alternate)	
L. Willson Student Trustee (Designate)	

##### **Regrets:**

A. Kishek, Student Trustee  
Rev. L. Brunet, Board Chaplain

##### **Administration:**

J. Berthiaume (Resource)	R. Limarzi
P. Marchini	P. Littlejohns
J. Ouellette	C. Marier
M. Seguin	P. Picard
L. Staudt	E. Poirier
S. Freeman	W. Wong
C. Geml	

##### **Recorder:**

D. Steffens

1. Call To Order – Chair Macri called the meeting to order at 7:20 p.m.
2. Opening Prayer – The meeting opened with a prayer.
3. Recording of Attendance – All trustees present. Student Trustee Kishek sent regrets.
4. Approval of Agenda

##### Amendments:

- Renumber 7d Catholic Education Centre Art Project to 7e
- Addition: 7d Catholic School System Achievement Award
- Addition: 8b(i) Delegations Regarding Items On the Agenda: Shawn Lappan, Co-Chair New St.

- Bernard School Committee to speak on item 12e 2006 Capital Plan Project Priorities
- Addition: 10a(i) External Communications - Letter from the Minister of Education re Joint Team Review, dated June 8, 2006 and the response from the Chair of the Board
  - Addition: 10a(ii) External Communications - Letter from St. John the Baptist Church, Amherstburg, dated June 1, 2006
  - Addition: 10a(iii) External Communications - Letter from URS Canada Inc., re the Detroit River International Crossing Environmental Assessment Study, dated June 9, 2006
  - Addition: 10a(iv) External Communications - Canadian Catholic Schools Trustees' Association (CCSTA) 2006 Convention – Verbal Report by Trustee Keane

**Moved by Trustee Janisse and seconded by Trustee Keane that the June 13, 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 declared an interest in item 12d *Employee Assistant Program (EAP) Services Provider* at the point of discussion due to her husband's employment and did not participate in a vote on the matter.
7. Presentations

- a. Cinderella Theatrical Production – Notre Dame Catholic Elementary School

Students of Notre Dame Catholic Elementary School performed a stimulating rendition of their upcoming Cinderella theatrical play under the supervision and direction of the Notre Dame Drama Club teacher Tina Radigan, educational assistant Kristi Couture and parent Linda Presello.

- b. Catholic School Student Council Leadership Awards

Chair Macri presented the following students with the 2005 – 2006 Catholic School Student Council Leadership Award in recognition of overall efforts and dedication to their school, excellence in performance of duties, leadership, relationship with fellow students and involvement with the community:

- **Dylan Montcalm**, Deputy Prime Minister, Holy Name Catholic Elementary School
- **Ashley Stasko**, Prime Minister, Cardinal Carter Catholic High School

- c. Outstanding School Council Chairperson Awards

Chair Macri presented the following individuals with the 2005 –2006 Catholic School Council Chairperson Award in recognition of overall efforts and dedication to their school and school system, excellence in performance of duties, leadership, relationship with fellow council members, administration, teachers and students, and involvement with the community:

- **Nina Cacciavillani and Lily DiCocco**, Co-Chairs, Queen of Peace Catholic Elementary School
- **Kristin Schram**, Chair, L. A. Desmarais Catholic Elementary School

- d. (Walk-On) Catholic School System Achievement Award – Chair Macri presented **Dolores Reid, Human Resources Assistant**, Catholic Education Centre with the Catholic School System Achievement Award. This award recognizes a support employee of the Board whose overall efforts demonstrate their dedication to the school system, who exhibits excellence in the performance of their duties, and whose leadership, attitude, cooperation and relationship with co-workers exemplifies Catholicity.
- e. Catholic Education Centre Art Project – Elaine Carr provided an update on the student Public Art Project that was initiated for the Catholic Education Centre last year. Highlights of the presentation included: the clay “Creation Mural” created by students of Catholic Central High School; “This is Where We Live,” installation by St. Thomas of Villanova High School; Acrylic on Canvas Rights of the Child – “What We Need to be Healthy and Strong,” created by students of Our Lady of Lourdes Catholic Elementary School; and, the “Freedom and Justice Project” print making project jointly created by five high schools. An Opening Exhibition to celebrate the students work will take place on June 23 from 6:00 p.m. to 8:00 p.m.

## 8. Delegations

- a. Delegation Regarding Items Not on the Agenda – None.
- b. Delegations Regarding Items On the Agenda
  - i) Shawn Lappan, Co-Chair - St. Bernard New School Committee, spoke on behalf of the Committee with regard to the initiative started in March 2005 to identify a new St. Bernard school facility as a top priority of the school board. Since that time, the Board has applied to the Ministry for a prohibitive to repair designation. Mr. Lappan indicated that the school community is concerned by recent media reports on the perception of cost overruns on the two new high schools, the impact escalating construction costs may have on the new school project as time continues to pass and the continuing state of disrepair as the Board awaits Ministry approval of the prohibitive to repair designation. Superintendent Marchini provided an update from technical briefing on the 2006-2007 Grants for Students Needs (GSN) held on June 12. Mr. Marchini reported that the Ministry’s list of prohibitive to repair schools has grown from 120 to 200. The Minister of Education indicated the Ministry would move very quickly on the identified schools and that the Ministry would issue a memo to boards in the near future that will provide additional guidelines.

## 9. Action Items

- a. Approval of Minutes
  - i) Minutes of In-Camera Meeting, May 23, 2006  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the minutes of the In-Camera meeting of May 23, 2006 be adopted as distributed. Carried.**
  - ii) Minutes of Regular Meeting, May 23, 2006  
**Moved by Trustee Keane and seconded by Trustee Janisse that the minutes of the Regular Board Meeting of May 23, 2006 be adopted as distributed. Carried.**

- iii) Minutes of Special In-Camera Meeting, May 31, 2006  
**Moved by Trustee DiMenna and seconded by Trustee Porcellini that the minutes of the Special In-Camera Meeting of May 31, 2006 be adopted as corrected.**  
*Carried.* Opposed: Trustee Soulliere

b. Items From Special In-Camera Meeting of May 31 and In-Camera Meeting of June 13, 2006

Vice Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a special closed Committee of the Whole meeting on May 31, 2006 and a closed Committee of the Whole meeting on June 13, 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.

**Moved by Trustee Courtney and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its meetings of May 31, 2006 and June 13, 2006 be approved.** *Carried.*

Vice Chair Courtney made the following announcements.

From the May 31, 2006 Special In-Camera Committee of the Whole meeting:

- Execution of Personnel Services contracts for Director Berthiaume and Superintendents of Education Michael Seguin and Linda Staudt
- Direction was given to administration and the Board Solicitor to develop an open letter to ratepayers clarifying with respect to the cost of the St. Joseph and St. Anne's Catholic High School projects and to send correspondence to the Ministry of Education explaining the same.

From the June 13, 2006 In-Camera Committee of the Whole meeting:

- The extension of Elise Daragon's appointment as Literacy/Numeracy Consultant for an additional two years with the opportunity for one renewal period of two years effective September 2006.
- The Appointment of Michael Carosella as Science Department Head at Catholic Central High School.
- The appointment of Kris Procyk as Catholic Studies Department Head at F. J. Brennan Catholic High School.
- The appointment of Laura Beltran as Business / Social Science Department Head at St. Joseph Catholic High School.

10. Communications

a. External (Associations, OCSTA, Ministry)

- i) (Walk-On) Letter from the Minister of Education re Joint Team Review, dated June 8, 2006 and the response from the Chair of the Board, dated June 9, 2006  
**Moved by Trustee Alexander and seconded by Trustee Keane that the letter from the Minister of Education re Joint Team Review, dated June 8, 2006 and the response from the Chair of the Board, dated June 9, 2006 be received as information.** *Carried.*

- ii) (Walk-On) Letter from St. John the Baptist Church, Amherstburg dated June 1, 2006  
**Moved by Trustee Janisse and seconded by Trustee Courtney that the letter from St. John the Baptist Church, Amherstburg dated June 1, 2006 be received and that the Board direct administration to send a letter in support of their application for funding from the Trillium Foundation. Carried.**
- iii) (Walk-On) Letter from URS Canada Inc., re the Detroit River International Crossing Environmental Assessment Study, dated June 9, 2006

Discussion occurred with respect to trustee participation in the School Councils Advisory Group of the Detroit River International Crossing (DRIC) Environmental Assessment Study and the possibility of a presentation by URS Canada Inc. who has been retained by the governments of the Border Transportation Partnership to assist them in the undertaking of the environmental assessment study. The study team is collecting public feedback to assist in determining a single preferred third crossing by mid-2007. Discussion occurred around proceeding with an addition at Our Lady of Mount Carmel Catholic Elementary School given the potential impact of the final transportation route on that property. Representatives from Senior Administration will follow-up with respect to the potential impact on school properties in the area of analysis and provide periodic updates to the Board.

**Moved by Trustee Porcellini and seconded by Trustee Holland that the letter from URS Canada Inc., re the Detroit River International Crossing Environmental Assessment Study, dated June 9, 2006 be received as information. Carried.**

- iv) (Walk-On) Canadian Catholic Schools Trustees' Association (CCSTA) 2006 Convention – Verbal Report by Trustee Keane

Trustee Keane reported on his attendance at the Canadian Catholic Schools Trustees' Association (CCSTA) 2006 Convention held in St. John's Newfoundland. Keynotes speakers and workshop leaders focussed on the role of trustees in the preservation of Catholic education and provided insights into the loss of publicly funded Catholic education in that province. Trustee Keane provided an overview of the workshops and indicated that he has a copy of the handouts available for perusal.

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the Administrative Staff Report on retirement of staff dated June 13, 2006 for information. Carried.**
- ii) Report: Senior Administration Organizational Chart

Interim Director Berthiaume indicated that the proposed Academic Superintendent of Education structure would allow for additional school supervision, opportunities for leadership mentoring and provide time to more fully respond to school community issues. The final implementation phase of the new structure is anticipated to occur in

January 2007. Interim Director Berthiaume indicated that the current vacant position of Controller of Facilities Services would be advertised as Superintendent of Facilities Services and filled by a person qualified as a Business Supervisory Officer.

**Moved by Trustee Alexander and seconded by Trustee Holland that the Board receive the report: Senior Administration Organizational Chart as information. Carried.**

- iii) Report: Update - Implementation of Learning Support Team Model of School Organization for 2006/07

Superintendent Ouellette provided an update on the implementation of the Learning Support Team Model of School Organization for 2006/07 which was first brought to the Board at the April 11, 2006 meeting. Meetings have been held with elementary school principals as a whole group and in individual clusters by school size to develop staffing plans for each school. Every school will have a minimum of three Learning Support Services Teachers (LSST) who will be assigned by division (Primary, Junior, Intermediate). All LSST teachers will have a minimum of Special Education Part 1 qualifications by June of 2007. In addition, 13 specialty teachers have been assigned to schools in a variety of roles, including Music, Healthy Active Living and Arts.

**Moved by Trustee Holland and seconded by Trustee Soulliere that the Board receive the report Update Implementation of Learning Support Team Model of School Organization for 2006/07 as information. Carried.**

- iv) Report: Fiscal 2006 Special Education Budget Report

Superintendent Marchini provided an overview of the Fiscal 2006 Special Education Budget Report that summarized the projected expenditures and grant allocations for the Special Education program. A deficit of \$171,526 is projected for the 2006 fiscal year. However, the Ministry has not finalized the grant regarding the Net New Needs any changes to this grant would affect the program's financial status. The 2005 fiscal year ended with a Special Education surplus of \$175,168 which will be used to offset this year's deficit. Superintendent Marchini provided clarification on the fringe benefits under the paraprofessional envelope and will provide additional details on the expenses related to classroom teacher supply costs.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the Fiscal 2006 Special Education Budget report as information. Carried.**

- v) Report: Elementary School Retreats

Superintendent Ouellette reported that a review of grade eight elementary retreat opportunities took place to develop consistency in retreat presentations and ensure that all elementary students have the opportunity to attend a retreat. The resulting plan proposes that the board financially support a one day retreat at Holy Family Retreat House in Oxley at a cost of approximately \$32,500 which would include the use of the Retreat House, a facilitator and transportation. Administration will inform parishes of the elementary school retreats initiative to assist with their planning.

**Moved by Trustee Janisse and seconded by Trustee Keane that the Board receive the Elementary School Retreats report as information. Carried.**

11. Unfinished Business

- a. Deferred Notice of Motion from May 23, 2006: Trustee Soulliere: *“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that a Special Committee of Trustees be established and immediately convene to review the provisions of the upcoming audit engagement, review the sufficiency of same, and report to the Board.”*

Trustee Soulliere indicated that she will defer the notice of motion.

- b. Deferred Motion from February 28, 2006: *Moved by Trustee Alexander and seconded by Trustee Holland 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.”*

Trustee Alexander withdrew the notice of motion due to the pending business review.

12. New Business

- a. Notice of Motion from May 23, 2006 – Trustee Porcellini: *“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that the Elementary School Profile process be eliminated.”*

Trustee Porcellini provided the rationale for her notice of motion indicating that the current Elementary School Profile is unfair to the system and does not reflect the criterion for school closures that were presented in Good Places to Learn document received in February 2005.

**Moved by Trustee Porcellini and seconded by Trustee Holland that the Elementary School Profile process be eliminated. Carried.**

- b. Report: Tender – Best Start Program Renovations

Discussion occurred with respect to the Best Start Project Calculations provided in the appendix of the report. The budget approved by the Board on April 11, 2006 was \$774,000. The project costs for the four schools in Phase I is \$771,619 which will be financed from the Best Start Initiatives Grant Phase I. Clarification was provided that the actual architectural fees are approximately \$99,000 which includes work done to prepare for Phases II and III. Superintendent Ouellette reported that Phases II and III are no longer proceeding due to federal government direction. The Province has provided assurance that all costs related to Best Start implementation planning will be reimbursed by the Best Start Project Grant.

**Moved by Trustee Holland and seconded by Trustee Keane that the Board approve the tender bid from Trillium Contracting of \$685,714.00 for renovations at four**

**elementary schools: Sacred Heart, St. Pius X, L. A. Desmarais and Our Lady of Mount Carmel; and, that purchase order contracts be issued upon board approval; and, that a detailed report of the total Best Start Project costs be provided at the next meeting.**  
*Carried.*

- c. Report: Regular Board Meetings for the months of July and August 2006 and for the 2006 – 2007 School Year

Interim Director Berthiaume noted a clerical correction to meeting date Tuesday, November 14, 2006. Superintendent Marchini indicated that a special budget meeting will be arranged during the month of July depending on when access to the Ministry templates is obtained. The projected deadline to submit the budget to the Ministry is July 31.

**Moved by Trustee Janisse and seconded by Trustee Keane that the Board meetings for the months of July and August be held at the call of the Chair; and, that the Board adopt the attached schedule of Regular Board meetings for the 2006 – 2007 School Year.** *Carried.*

- d. Report: Employee Assistant Program (EAP) Services Provider

Superintendent Seguin and Paulette Littlejohns, Manager of Human Resources, provided an overview of the Employee Assistant Program (EAP) Services Provider report indicating that the current contract with WarrenShepell expires on September 30, 2006. Administration is recommending that the contract be extended for an additional three (3) years (to expire September 20, 2009) at which time the services would be tendered.

*Trustee Porcellini declared an interest at this point due to her husband's employment and did not participate in the vote.*

**Moved by Trustee Keane and seconded by Trustee DiMenna that the Board extend the contract with WarrenShepell for an additional three (3) years (to expire September 30, 2009) at which time the EAP services will be tendered.** *Carried.*

- e. Report: 2006 Capital Plan Project Priorities

Superintendent Marchini reported that, further to the 2006 Capital Plan that was presented at the May 2, 2006, Board meeting, Assistant Deputy Minister Ben Levin indicated it would be beneficial to prioritize the system needs for the purposes of capital funding. Superintendent Marchini clarified that all the listed projects do not require Ministry approval, but the Board can submit for grant funding to help cover capital costs. Discussion occurred with regard to the method utilized to determine the numerical ranking of project priorities, the significance of the ranking and the need for trustee input into the process.

**Moved by Trustee Alexander and seconded by Trustee Holland that the 2006 Capital Plan Projects Priorities report be deferred to the next board meeting to provide for additional trustee review and discussion.** *Carried.*



13. Committee Reports – None.

14. Notice of Motion

- Trustee Porcellini: *“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that the Board defer the award of the tender for the construction of “Our Lady of Mount Carmel Four Classroom Addition” until Administration can develop and present the Board with a report discussing the potential impact the Detroit River International Crossing’s (DRIC) activities (including timelines and accommodation for construction) on this school.”*
- Trustee Soulliere: *“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that the Board establish a policy to provide for an Internal Audit Committee consisting of a minimum of three trustees and that the policy details the responsibilities of the Committee.”*

15. Remarks and Announcements

- a. Chairperson Macri congratulated Fr. Brunet upon receiving the Western Region Catholic Principals’ Council of Ontario Award for Spiritual Leadership and Trustee Keane upon receiving the Western Region Catholic Principals' Council of Ontario award for Advocacy for Catholic Education in the Community.
- b. Director of Education – Interim Director Berthiaume thanked the coaches and organizers of the track meets held last week and congratulated Jeanelle Spratt, teacher at St. Michael’s High School, who has been proclaimed by Time Magazine as a Canadian hero in recognition of her work in launching a project to free slave children in Haiti.
- c. Board Chaplain – Not present this evening.

16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated this evening’s award recipients for their leadership and contributions to the system and to Catholic education. Trustee Porcellini reminded trustees that Rosemary Limarzi will be participating in the Crime Stoppers Jail or Bail fundraiser this Friday. Trustee Porcellini congratulated grade 8 students of St. Anne’s French Immersion Catholic Elementary School on the design of their new school logo. Trustee Porcellini inquired into a possible administrative report to prioritize school heating and cooling needs prior to allotting the next phase of Good Places to Learn funding. Trustee Porcellini asked for clarification on the reimbursement for expenses for parents to attend a School Council session in London.
- Trustee Janisse asked that additional information be provided prior to the next meeting that details how the amounts were arrived at for the capital projects listed in the 2006 Capital Plan Project Priorities.
- Trustee Keane reported that he attended the recent graduation exercises for the St. Michael’s Adult Education program and congratulated the graduates, administration and teaching staff.
- Trustee Alexander inquired into the transition to the new employee benefits consultant and sought clarification on the media report of a higher than projected drop in enrolment of

secondary students in the second semester. Superintendent Marchini indicated that projected enrolment for the second semester was off by approximately 90 students which resulted in a loss of approximately \$1.0 million in foundation grants. The loss will be offset by additional revenues from the benefit rebate and other areas.

- Trustee Soulliere sought clarification on the practice of cash advances on board issued credit cards and requested information on specific purchases made by Superintendent Marchini. Superintendent Marchini will review the documentation and respond at the next meeting.
- Trustee Holland inquired into the initial findings of school boundary study and sought clarification of the process for the purchase of school instructional supplies.
- Trustee DiMenna thanked and congratulated the staff and students of Cardinal Carter Catholic High School for their successful Day of Champions and congratulated this evening's award recipients.
- Trustee Courtney expressed her concern around parental and student expectations for elaborate school field trips when other closer alternatives are available. Trustee Courtney inquired into the guidelines or policies on covering the windows in the classroom doors. Trustee Courtney asked that trustees be provided a copy of the legal opinion that was received with respect to Freedom of Information.
- Student Trustee (Alternate) Devos congratulated the Holy Names Catholic High School soccer team on their recent silver medal performance at OFSA and congratulated members of the Student Councils who received awards this evening. Student Trustee Devos thanked the Board for allowing Student Trustees to attend the various Ontario Student Trustee Association events during the year and thanked Trustees who attempted to come out to the Catholic Stewards Day.
- Student Trustee (Designate) Willson thanked the Board for opportunity to attend the recent OSTA-AÉCO Annual General Meeting.

#### 17. Pending Items

- a. 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.”*
- b. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*

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)

- Monday, June 26, 2006
- Tuesday, August 29, 2006

20. Closing Prayer – The meeting closed with a prayer.
21. Adjournment - There being no further business, the Regular Board Meeting of June 13, 2006 adjourned at 10:12 p.m. at the call of the Chair.

*Approved.*

***John Macri***  
*Board Chairperson*

***Joseph Berthiaume***  
*Interim Director of Education & Secretary*