



# Windsor-Essex Catholic District School Board

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Joseph Berthiaume, Director of Education

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John Macri, Board Chairperson

## REGULAR BOARD MEETING Tuesday, December 12, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

### MINUTES

#### PRESENT

##### **Trustees:**

F. Alexander	C. Janisse
J. Courtney, Vice-Chair	P. Keane
M. DiMenna	S. Porcellini
B. Holland ( <i>electronically</i> )	L. Soulliere
L. Willson, Student Trustee	

##### **Regrets:**

J. Macri, Chair  
Rev. L. Brunet, Board Chaplain

##### **Administration:**

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

##### **Recorder:**

D. Steffens

1. Call To Order – Vice Chair Courtney assumed the Chair in Trustee Macri's absence and called the meeting to order at 7:12 p.m.
2. Opening Prayer – The meeting opened with a prayer.
3. Recording of Attendance – Trustee Macri and Fr. Brunet sent regrets. Trustee Holland participated electronically.
4. Approval of Agenda

##### Amendments:

- Addition: 12a(ii) WALK-ON Field Trip: Assumption College Catholic High School – Quebec  
(*report was previously e-mailed to trustees and at trustee places*)

- Hand-out pertaining to agenda item 12 b Budget Report for the Fiscal Year Ended August 31, 2006 regarding the Schedule of Capital Fund 2005 – 2006 (*handout was previously e-mailed to trustees and at trustee places*)

**Moved by Trustee Keane and seconded by Trustee Soulliere that the December 12, 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. – None.
7. Presentations – None.
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 In-Camera Meeting, November 28, 2006  
**Moved by Trustee Soulliere and seconded by Trustee Janisse that the minutes of the In-Camera meeting of November 28, 2006 be adopted as amended. Carried.**
    - ii) Minutes of Regular Meeting, November 28, 2006  
**Moved by Trustee DiMenna and seconded by Trustee Keane that the minutes of the Regular Board Meeting of November 28, 2006 be adopted as distributed. Carried.**
    - iii) Minutes of Special In-Camera Meeting, December 1, 2006  
**Moved by Trustee Janisse and seconded by Trustee DiMenna that the minutes of the Special In-Camera meeting of December 1, 2006 be adopted as distributed. Carried.**
    - iv) Minutes of Organizational Meeting, December 5, 2006  
**Moved by Trustee Keane and seconded by Trustee Janisse that the minutes of the Organizational Meeting of December 5, 2006 be adopted as distributed. Carried.**
  - b. Items From In-Camera Meetings of November 28 (Re-convened), December 1 (Special) and December 12, 2006

Trustee DiMenna reported that the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on November 28, 2006 and convened a Special Committee of the Whole Board on December 1, 2006, pursuant to the Education Act - Section 207, to obtain legal advice and to consider specific personnel issues required to be kept private and confidential under the Freedom of Information and Protection

of Privacy Act. The Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on December 12, 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 DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its Special In-Camera Meeting of December 1, 2006 and its In-Camera meeting of December 12, 2006 be approved. Carried.**

Vice-Chair Courtney made the following announcements:

- The acceptance of the retirement from Peter Marchini effective June 30, 2007
- The appointment of Joseph Berthiaume as Secretary-Treasurer of the Board
- The appointment of Cathy Geml to the position of Superintendent of Education effective January 8, 2007 pending approval from the Minister of Education
- The appointment of Brian Steer as Healthy Active Living Consultant effective January 2007 for a three-year term with the opportunity for renewal at the discretion of the board.

#### 10. Communications

a. External (Associations, OCSTA, Ministry) – None.

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

**Moved by Trustee DiMenna and seconded by Trustee Keane that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated December 12, 2006 for information. Carried.***

ii) Report: Special Education Budget Report for the Year Ended August 31, 2006

Superintendent Marchini will provide a copy of the report to the Special Education Advisory Committee (SEAC) for information.

**Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the Special Education Budget Report for the year ended August 31, 2006 as information. Carried.**

iii) Report: Annual Policy Review Plan 2006 - 2007

Director Berthiaume reported that, pursuant to Policy A:01 Policy Development, Approval and Review Process approved on June 26, 2006, the Director is to provide the Board with an annual plan for policy review for each year. The reviews for the policies identified in the Annual Policy Review Plan 2006 – 2007 shall be conducted over the course of the 2006-2007 school year and a report, with recommendations on each policy, shall be filed with the Board on completion. Colleen Norris, Coordinator of

Policy Development was present to respond to trustee questions regarding the status of policies that have been referred by the Board for development or review and the new processes that are in place.

**Moved by Trustee Holland and seconded by Trustee Janisse that the Board receive the report, Annual Policy Review Plan 2006-2007, as information. Carried.**

iv) Report: Legal Services – September 2006

**Moved by Trustee Alexander and seconded by Trustee DiMenna that the report Legal Services – September 2006 be received as information. Carried.**

## 11. Unfinished Business

a. Deferred Report: St. Anne Catholic High School – Move to New Location (*Deferred from November 28*)

Superintendent Ouellette reported that following the deferral of this report from the November 28 meeting, additional information has been provided related to staffing, insurance, security, utility and bussing expenses. A letter from the St. Anne High School Parents' Club supporting Option Three was also provided to the Board.

Patricia Machina, St. Anne's School Council Chair and Parents' Club President, and John Byrne, Principal were present on behalf of the school community to convey support for a move at the end of this school year. Discussion occurred on the three options presented with regard to the timing, possible loss of instructional time, bussing costs, security issues, and the ability to identify deficiencies in a timely manner if the building is not fully occupied. Administration will contact the Ontario School Board Insurance Exchange to receive written confirmation of no additional insurance costs if the building is not occupied until the end of the school year.

**Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board approve the plan for the move to the new St. Anne High School in June, July and August 2007. Carried.**

**Recorded vote:** In favour: Trustees Porcellini, Janisse, Keane, Soulliere and DiMenna.  
Opposed: Trustees Alexander and Holland. Absent: Trustee Macri.

## 12. New Business

a. Field Trips:

i) St. Thomas of Villanova – New York City, NY

**Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board approve the field trip for St. Thomas of Villanova Catholic Secondary School to travel to New York, N. Y. from May 17 to May 20, 2007. Carried.**

ii) WALK-ON: Field Trip: Assumption College Catholic High School – Quebec (*report was previously e-mailed to trustees and at trustee places*)

**Moved by Trustee Keane and seconded by Trustee Janisse that the Board approve**

**the field trip for Assumption College Catholic High School to travel to Quebec City from January 31 to February 3, 2007. Carried.**

- b. Report: Budget Report for the Fiscal Year Ended August 31, 2006

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the Budget Report for the fiscal year ended August 31, 2006;**

**and, that the Board approve the transfer of the year-end surplus of \$416,988 to the Reserve for Working Funds;**

**and, that the Board approve the transfer of \$610,685 from the Working Fund Reserve to the school budgets for fiscal 2007. Carried.**

- c. Report: Primary Class Size Space Needs

Superintendent Marchini reported that the initial Ministry Primary Class Size (PCS) capital funding approved for the Board was 494 pupil spaces resulting in an annual grant of \$555,000. Through the negotiation process that occurred this past summer, the final Ministry approval has been adjusted to 552 spaces or \$620,000 in annual grants for twenty-five years. The annual increase of \$65,000 will fund an additional \$1,000,000 in facility needs. The board's final grant of \$620,000 annually will cover the cost of the \$9M in construction needs associated with the PCS program. Administration will review the on-going accommodation needs of schools that are expanding at the lower grades and bring recommendations to the Board to address requirements for schools that have limited classroom space and land expansion availability.

**Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the report Primary Class Size Space Needs as information;**

**and, that the Windsor-Essex Catholic District School Board resolve to use the Primary Class Size Capital funding for only those projects that address the Primary Class Size space requirements. Carried.**

### 13. Committee Reports

- a. Report: Special Education Advisory Committee Minutes of September 28, 2006  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the September 28, 2006 Special Education Advisory Committee meeting as information. Carried.**
- b. Report: Elementary School Council Meeting Notes of June 6, 2006  
**Moved by Trustee Janisse and seconded by Trustee Keane that the Board receive the notes from the Elementary School Council dated June 6, 2006 as information. Carried.**
- c. Verbal Report: Audit Committee Meetings of December 1, 11 and 12, 2006

Trustee Soulliere briefly reported on the recent Audit Committee meetings. The Audit Committee met on December 1 with external auditors to review their engagement to provide

an audit for last fiscal year, to discuss a reasonable schedule for reviewing administrative financial reports for next year, and to begin discussions on board policy for the procurement of architects. The Audit Committee met on December 11 with the external auditors to review the draft audited 2005-2006 financial statements. The Audit Committee met on December 12 met with representatives from PricewaterhouseCoopers for a briefing of the process for the upcoming business practices review. The next meeting of the Audit Committee will be December 18 at 6:00 p.m.

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson – In the absence of Chair Macri, Vice-Chair Courtney congratulated Cathy Geml upon her appointment to Superintendent of Education and wished her colleagues a holy and blessed Christmas season.
- b. Director of Education Berthiaume reported that advertising for grade eight parent information nights and JK/SK registration plans have begun. Director Berthiaume thanked Superintendent Marchini for his over 31 years of service to the Board and expressed his appreciation to Superintendent Marchini for agreeing to act as a resource and to assist with the transition over the next few months. Director Berthiaume welcomed Cathy Geml to the senior management team in her new role as Superintendent of Education, thanked Steve Freeman and the organization team on success of the Together in Faith day and congratulated Trustee Keane on the results of the recent election vote recount.
- c. Board Chaplain – Sent regrets this evening.

16. Remarks/Questions by Trustees

- Trustee Holland congratulated Trustee Keane on the results of the recent recount of election votes and wished everyone a peaceful and restful holiday season.
- Trustee Porcellini congratulated Cathy Geml on her appointment and thanked Superintendent Marchini for all the work he has done for the school community over the past 31 years.
- Trustee Janisse thanked Superintendent Ouellette for her service to Catholic education, congratulated Trustee Keane on the election recount, welcomed Cathy Geml to her new position, congratulated the St. Anne's girls; basketball team for making it to the gold medal game at OFSAA and wished fellow trustees and administration a very merry Christmas.
- Trustee Alexander asked everyone to remember Carol and Michael Moher in their prayers as they deal with the tragic loss of their niece. Trustee Alexander asked that reports being prepared for trustees be as accurate as possible and inquired into the matter of teacher liability in transporting students. Superintendent Marchini will send out a reminder to staff of their insurance coverage requirements.
- Trustee DiMenna congratulated all members of the Dancology production that was recently held at Cardinal Carter Catholic High School, the St. John de Brebeuf school community on the success of their pasta night fundraiser and wished all staff and trustees a peaceful Christmas.
- Student Trustee Willson wished everyone a merry Christmas.

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 Motion from October 24, 2006 to January 16, 2007: Trustee Porcellini: *“Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board establish a series of oversight committees, chaired by trustees, not limited to budget, capital, etc., to report regularly to the Board in public session.”*
- c. Deferred Motion from October 24, 2006 to February 27, 2007: *“Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board, in adherence with Policy A:21 Child Care, require all daycare service providers housed in Board schools to be not-for-profit, and further, that the Board encourage those daycare service providers that are currently for profit and housed in our system, to complete the conversion process prior to March 31, 2007, after which all contracts for the provision of daycare services by any for profit providers will be terminated and subject to tender, for award and installation by July 1, 2007.”*

18. Continuation of In-Camera - Not required.

19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)

- Tuesday, January 16, 2007
- Tuesday, January 30, 2007
- Tuesday, February 13, 2007
- Tuesday, February 27, 2007
- Tuesday, March 13, 2007 (tentative due to March Break)
- Tuesday, March 27, 2007
- Tuesday, April 10, 2007
- Tuesday, April 24, 2007
- Tuesday, May 8, 2007
- Tuesday, May 22, 2007
- Tuesday, June 12, 2007
- Monday, June 25, 2007

20. Closing Prayer – The meeting closed with a prayer.

21. Adjournment - There being no further business, the Regular Board Meeting of December 12, 2006 adjourned at 8:55 p.m.

*Approved.*

**Joan Courtney**  
*Board Vice-Chairperson*

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