



# Windsor-Essex Catholic District School Board

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John Macri, Board Chairperson

## REGULAR BOARD MEETING Tuesday, January 16, 2007 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

### MINUTES

#### PRESENT

##### **Trustees:**

J. Courtney, Vice-Chair	P. Keane
M. DiMenna	J. Macri, Chair
B. Holland	S. Porcellini
C. Janisse	L. Soulliere
Rev. L. Brunet, Board Chaplain	
L. Willson, Student Trustee	

##### **Regrets:**

F. Alexander

##### **Administration:**

J. Berthiaume (Resource)	R. Limarzi
M. Iatonna	P. Littlejohns
P. Marchini	P. Picard
M. Seguin	K. Gignac
C. Geml	

##### **Recorder:**

D. Steffens

1. Call To Order – Chair Macri called the meeting to order at 7:15 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – Trustee Alexander sent regrets.
4. Approval of Agenda

#### Amendments:

- Chair Macri noted that a revised board report for item 12d *Aramark Canada Contract* is at trustee places and was previously emailed to trustees.
- ADDITION: 8b(i) Delegations Regarding Items On the Agenda: Holy Names High School Neighbourhood Delegation to speak to agenda item 12b School Boundary and Consolidation Review – Watson & Associates
- ADDITION: 12e WALK ON Report: Appointments to Special Education Advisory Committee (SEAC) (*report is at trustee places and previously emailed to trustees*)

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the January 16, 2007 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
    - i. Holy Names High School Neighbourhood Delegation – Mr. Chuck Peterson spoke on behalf of the Holy Names High School Neighbourhood Delegation regarding agenda item 12b School Boundary and Consolidation Review – Watson & Associates. The delegation, consisting of concerned rate payers in the area of the school, brought forward concerns regarding the location of a four-classroom portable that was placed on the property to accommodate student enrolment. The delegation petitioned the board to immediately conduct a boundary study of the board’s secondary schools, to assess student accommodation needs and to investigate permanent solutions for student accommodation at Holy Names Catholic High School.
9. Action Items
  - a. Approval of Minutes
    - i) Minutes of Committee of the Whole Board In-Camera Meeting, December 12, 2006  
**Moved by Trustee Janisse and seconded by Trustee Holland that the minutes of the Committee of the Whole Board In-Camera meeting of December 12, 2006 be adopted as corrected. Carried.**
    - ii) Minutes of Regular Meeting, December 12, 2006  
**Moved by Trustee Janisse and seconded by Trustee Keane that the minutes of the Regular Board meeting of December 12, 2006 be adopted as distributed. Carried.**
  - b. Items From In-Camera Meeting of January 16, 2007

Vice Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on January 16, 2007 pursuant to the Education Act - Section 207, 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 Soulliere that the recommendations and directions of the Committee of the Whole Board at its In-Camera meeting of January 16, 2007 be approved. Carried.**

Vice-Chair Courtney made the following announcements:

- The execution of a personal services contract between the Board and Superintendent of Education Cathy Geml
- The appointment of **Sharon O'Hagan-Wong** to the position of Acting Supervisor, Learning Support pending the review of the Senior Administrative structure
- The appointment of **Randy Sasso** to the position of Acting Supervisor, Faith Development and Child Care pending the review of the Senior Administrative structure
- The appointment of **Jim Nehmetallah** to the position of Department Head Technological Studies at St. Anne Catholic High School
- The following elementary school administration transfers and placements:
  - **Louise St. Pierre:** from vice principal at Holy Name Elementary to Acting Principal at St. John the Evangelist Elementary
  - **Brian Marenchin:** from teacher at Immaculate Conception Elementary to Acting Administrator at Immaculate Conception Elementary
  - **Camela Casalena:** from teacher at L. A. Desmarais Elementary to Vice Principal at Holy Name Elementary
  - **Dan Laporte:** from Vice Principal Immaculate Conception Elementary to Acting Principal at St. Francis Elementary
  - **Gary Frigon:** from Principal at St. Francis Elementary to Principal at L. A. Desmarais Elementary
  - **Louie Urso:** from Principal at L. A. Desmarais Elementary to Principal at St. John the Baptist Elementary

## 10. Communications

### a. External (Associations, OCSTA, Ministry)

- i) Letter to the Minister of Education from Superior-Greenstone District School Board dated December 5, 2006 re Regulation 357/06 Honoraria for Board Members

A letter supporting the Superior-Greenstone District School Board's petition and encouraging the ministry to revisit the funding formula for trustee honorarium will be sent to the Minister of Education.

**Moved by Trustee Soulliere and seconded by Trustee Janisse that the Letter to the Minister of Education from Superior-Greenstone District School Board dated December 5, 2006 re Regulation 357/06 Honoraria for Board Members be received as information. Carried.**

### b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report  
**Moved by Trustee DiMenna and seconded by Trustee Holland that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated January 16, 2007 for information. Carried.**

- ii) Report: Year-End Financial Statements for the Year Ended August 31, 2006

Trustee Soulliere reported that the Audit Committee reviewed the draft audited statements with the external auditors on December 1, 2006 and provided a brief summary of the discussion.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the year-end financial statements for the fiscal year ended August 31, 2006 as information. Carried.**

- iii) Report: Report on Trustee Expenses 2005 - 2006

**Moved by Trustee Keane and seconded by Trustee Janisse that the Board receive the Report of Trustee Expenses 2005-2006 as information. Carried.**

- iv) Report: 2007 Budget Report

**Moved by Trustee Janisse and seconded by Trustee Soulliere that the Board receive the 2007 Budget Report as information. Carried.**

- v) Report: Legal Services – October 2006

Director Berthiaume indicated that information involving the current legal services agreement with Shibley Righton LPP will be provided to trustees.

**Moved by Trustee Janisse and seconded by Trustee Holland that the report *Legal Services – October 2006* be received as information. Carried.**

## 11. Unfinished Business

- a. Deferred Motion from October 24, 2006: 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.”*

Trustee Porcellini indicated that the purpose of this notice of motion was to generate debate on the direction we see the board going with respect to the board governance model versus more involvement in the management and oversight of the operations of the. Trustee Porcellini withdrew the motion and indicated she will bring forward a reworded notice at a future date.

## 12. New Business

- a. Field Trips:

- i) St. Gabriel Catholic Elementary School - Chicago

**Moved by Trustee Janisse and seconded by Trustee Keane that the Board approve St. Gabriel Catholic Elementary School’s field trip to Chicago, Illinois for June 6 - 7, 2007. Carried.**

- ii) Catholic Central High School – Quebec City  
**Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board approved the field trip for Catholic Central High School to Quebec City, from April 26 to 29, 2007. Carried.**

- b. Report: School Boundary and Consolidation Review – Watson & Associates

Senior Financial Analyst Marchini reported that Ministry memorandum 2006:B12 Pupil Accommodation Review Guidelines provides that boards are requested to pass a resolution approving an accommodation review policy by March 31, 2007 or prior to the announcement of an accommodation review whichever is earlier. Watson and Associates have provided input to the Ministry of Education in the drafting of Pupil Accommodation Review Guidelines and their input in the forming of a policy for the board would be very beneficial. It would be prudent that in conjunction with the drafting of a new accommodation policy that the board undertake an independent review of existing school boundaries. Since the board has not reviewed its school boundaries from the time of amalgamation, it is recommended that Watson and Associates assist the board in a comprehensive boundary study. Senior Financial Analyst Marchini reported that a brief outlining the scope, timelines and cost of the review had been received today. A report will be brought to the January 30 board meeting for further consideration of the Board.

**Moved by Trustee Holland and seconded by Trustee Soulliere that the Board appoint Watson and Associates to review and provide comment on a board “draft” Accommodation Review Policy to be submitted to the Ministry of Education by March 31, 2007;**

**and, that the Board direct administration to approach Watson and Associates to undertake a comprehensive review of school boundaries and bring a report outlining the scope and cost to the Board for final approval to proceed. Carried.**

- c. Report: Ontario Association of Parents in Catholic Education (OAPCE) Annual Membership Fees

**Moved by Trustee Holland and seconded by Trustee Courtney that the Board approve payment of the Ontario Association of Parents in Catholic Education (OAPCE) 2007 annual membership fees for 41 elementary school councils and 8 secondary school councils in the amount of \$60.00 per school. Carried.**

- d. Report: Aramark Canada Contract (*A revised report was distributed.*)

Senior Financial Analyst Marchini reported that the current Aramark term of agreement for the provision of food services at secondary schools within the Board dated June 23, 2003 and expired in 2006. The agreement included a clause that if both parties agreed the contract could be extended for an additional two-year period. The board has received an average of \$300,000 annually from Aramark of which \$50,000 is retained centrally by the board for repairs and maintenance of board owned food service equipment. The balance of the commissions is returned to the schools on a quarterly basis.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the attached letter of agreement between the Windsor-Essex Catholic District School board and Aramark Canada Ltd (Aramark) extending the contract dated June 25, 2003 to June 30, 2008.

Discussion ensued regarding the proposed length of extension, the timing for re-tendering the service and the need for additional information on the current contract provisions. Administration will provide a report detailing the current provisions of the agreement with Aramark, feedback on the services that are currently provided, including input from the student senate, how the services addresses healthy food choices and the feasibility of the board's own food services classes providing the service.

Trustee Porcellini moved that the letter of agreement between the Windsor-Essex Catholic District School board and Aramark Canada Ltd (Aramark) extending the contract dated June 25, 2003 to June 30, 2008 be deferred to the end of May pending pending a detailed report from administration. There was no seconder.

**Amended Motion:**

**Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board approve the attached letter of agreement between the Windsor-Essex Catholic District School board and Aramark Canada Ltd (Aramark) extending the contract dated June 25, 2003 to June 30, 2007 and that administration provide a detailed report to the Board in March with recommendations for options for September 2007. Carried.**

- e. WALK-ON Report: Appointments to Special Education Advisory Committee  
**Moved by Trustee Soulliere and seconded by Trustee Holland that the Board approve the following members and alternate members to the Special Education Advisory Committee (SEAC) for the four year term, December 1, 2006 to November 30, 2010:**

<b>ASSOCIATION</b>	<b>MEMBER</b>	<b>ALTERNATE</b>
<b>Down Syndrome Parent Association</b>	<b>Paula Nantais-Murphy</b>	<b>Michelle Mastellotto</b>
<b>Learning Disabilities Association</b>	<b>Bev Clarke</b>	
<b>High School Council</b>	<b>Claudio Del Duca</b>	<b>Michelle Del Duca</b>
<b>Maryvale Adolescence &amp; Family Svs.</b>	<b>Tom Aymar</b>	

*Carried.*

13. Committee Reports

- a. Report: Elementary School Council Meeting Notes of November 21, 2006  
**Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board receive the notes from the Elementary School Council dated November 21, 2006, as information. Carried.**
- b. Report: Audit Committee Report – Notes from the Meetings of December 1 and December 12, 2006  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the notes from the Audit Committee dated December 1 and December 12, 2006 as information. Carried.**

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson Macri noted that the 2007 Trustee Committee appointments are at trustee places.
- b. Director of Education Berthiaume reminded trustees of the system wide professional development day tomorrow and commented on his opportunity to attend the Ontario Catholic Schools Trustees' Association (OCSTA) New Trustee Seminar last week.
- c. Board Chaplain Fr. Brunet left the meeting at 8:10 p.m.

16. Remarks/Questions by Trustees

- Trustee Keane commended administration and those responsible for the JK/SK registration and grade 8 information nights communications. Trustee Keane also congratulated the staff and students from Catholic Central High School on the excellent quality of the school newspaper that was recently distributed.
- Trustee DiMenna also congratulated the staff and students of Catholic Central High School on the excellent quality of the school newspaper.
- Trustee Courtney commented that she recently attended the “Africa in Us” presentation held at St. Thomas Villanova of Villanova Catholic High School and congratulated all the staff and students involved in the outstanding production.

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 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 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 with a prayer.

21. Adjournment - There being no further business, the Regular Board Meeting of January 16, 2007 adjourned at 8:30 p.m.

*Approved.*

**John Macri**  
*Board Chairperson*

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