



Windsor-Essex Catholic District School Board

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John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, March 27, 2007 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

MINUTES

PRESENT

Trustees:

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

Regrets:

Rev. L. Brunet, Board Chaplain

Administration:

J. Berthiaume (Resource)	K. Gignac
M. Iatonna	R. Limarzi
L. Staudt	C. Marier
C. Geml	R. Sasso
M. Seguin	W. Wong

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:31 p.m.
2. Opening Prayer – The meeting opened with a prayer.
3. Recording of Attendance – All trustees present. Trustee Alexander participated electronically. Board Chaplain Fr. Brunet sent regrets.
4. Approval of Agenda

Amendments:

- Addition: 8b(i) Delegations Regarding Items On the Agenda – Our Lady of the Annunciation Catholic Elementary School Council re: Agenda Item Report: *Our Lady of the Annunciation Catholic Elementary School – Facility Condition Report*
- Addition: 13b Report: Audit Committee Meeting Notes of March 20, 2007 (*handout previously e-mailed to trustees*)
- Renumber agenda item 10b(vi) Report: Our Lady of the Annunciation Catholic Elementary School – Facility Condition Report to 8b(ii)

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the March 27, 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. – Trustee Soulliere disclosed interest in agenda item 12c *Tender - “Grass Cutting Services / 2007”* due to her employment and did not participate in the discussion or vote on any question raised on that item. Trustee Keane disclosed interest in agenda item 11a *Deferred from February 27, 2007: Election Recount – Outstanding Issue* and did not participate in the discussion or vote on any question raised on that item.
7. Presentations
 - a. Launch of Newly Designed Board Web Site

Sam Papaefthimiou, Information Technology Systems Manager, and Paul DiMarco, Jr. Systems Analyst provided an overview of the newly designed Board website and explained new features that are intended to display a positive image to the school community and to provide additional ways for our stakeholders to receive information about the school system. Trustees were invited to submit their feedback to the information technology department.
8. Delegations
 - a. Delegation Regarding Items Not on the Agenda – None.
 - b. Delegations Regarding Items On the Agenda
 - i) Our Lady of the Annunciation Catholic Elementary School Council re: Agenda Item Report: Our Lady of the Annunciation Catholic Elementary School – Facility Condition Report

Sara Broderick, Our Lady of the Annunciation Catholic Elementary School Council Chair and parent Beth Vanier were present to speak on behalf of the school community in response to the administrative report pertaining to the condition of Our Lady of the Annunciation Catholic Elementary School that is being presented at this meeting. The delegation petitioned the Board to use the administrative report as a tool to immediately engage the services of an independent third party to evaluate the condition of the school and to obtain the evaluation report prior to the conclusion of the school accommodation study that the board is currently conducting. The information gained through the external evaluation can be used to determine if a new school for this community can be obtained under prohibitive to repair funding and for further consideration by the Board when it identifies major school renewal projects during its capital planning process. Superintendent Iatonna reported that several of the maintenance issues have been addressed and will continued to be addressed on an ongoing basis within the available operating budget funding, and that the capital renewal projects will also be addressed as funding permits. Superintendent Iatonna indicated that, if the board were to submit an application to declare the school as prohibitive to repair, there would no longer be capital renewal funds available for the school. Superintendent Iatonna reported that the current prohibitive to repair (PTR) application process deadline was November 2006. Therefore, any new PTR application would have to occur during a future

Prohibitive to Repair (PTR) process. It is anticipated that an announcement to school boards with respect to schools successfully selected for PTR funding as part of the last application process is expected in June.

- ii) Report: Our Lady of the Annunciation Catholic Elementary School – Facility Condition Report (*This item was renumbered from 10b(vi) to allow discussion immediately following the delegation who appeared on the matter.*)

Superintendent Iatonna indicated the report is a follow-up to the school council delegation that appeared at the February 27, 2007 board meeting regarding the ability of the facility to effectively meet the needs of the current and future students and their request that the construction of a new school be made part of the Board's capital plan. Superintendent Iatonna reported that the school facility has to date not met the criteria established by the Ministry of Education as being prohibitive to repair (PTR). However, a further detailed review by an independent third party expert, may make the threshold achievable. The facility would then compete with schools across the province for limited funding allocated by the Ministry for school construction. Before undertaking such a detailed facility condition review, it may be prudent to await the outcome of the comprehensive, system-wide school accommodation review currently being conducted by the Board and expected to be completed in June. This would permit time to complete a full facility assessment that would coincide with the next Ministry request for Prohibitive to Repair submissions that is anticipated this November. Administration is planning to provide a system-wide facility report to assist trustees in identifying priorities for schools that may merit prohibitive to repair status and identify allocations for capital planning and capital renewal funding. Superintendent Iatonna will send a list of the schools that may be considered for prohibitive to repair status to trustees and Paul Picard, Acting Controller of Facilities Services will arrange a school tour with trustees and representatives of Our Lady of the Annunciation Catholic Elementary School Advisory Council.

Moved by Trustee Holland and seconded by Trustee Courtney that the Board receive the report on the facility condition of Our Lady of the Annunciation Catholic Elementary School as information. *Deferred.*

Moved by Trustee Soulliere that the Board receive the report on the facility condition of Our Lady of the Annunciation Catholic Elementary School as information and that the Board instruct administration to proceed with engaging an independent assessor to conduct a comprehensive facility review not to exceed the amount of \$10,000. *No seconder.*

Moved by Trustee DiMenna and seconded by Trustee Courtney that the original motion and report be deferred to the second meeting in April in order to allow time for trustees to visit the school. *Carried.*

9. Action Items

a. Approval of Minutes

- i) Minutes of In-Camera Meeting, February 27, 2007

Moved by Trustee Janisse and seconded by Trustee Holland that the minutes of the Committee of the Whole Board In-Camera meeting of February 27, 2007 be adopted as amended. *Carried.*

ii) Minutes of Regular Meeting, February 27, 2007

Amendments:

- Page 8 – Amend Agenda Item 16 Remarks/Questions Under Trustee Keane’s Comments: Amend the sixth sentence to read: Trustee Keane thanked Dr. Erin Picard for speaking at a recent High School Council meeting.

Moved by Trustee DiMenna and seconded by Trustee Janisse that the minutes of the Regular Board meeting of February 27, 2007 be adopted as amended. Carried.

b. Items From In-Camera Meeting of March 27, 2007

Vice-Chair Courtney reported the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on March 27, 2007 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 Keane declared a conflict of interest during the March 27, 2007 In-Camera Session and excused himself from the relevant discussion item.

Moved by Trustee Courtney and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its In-Camera meeting of March 27, 2007 be approved. Carried.

Vice-Chair Courtney made the following announcements:

- The appointment of Jamie Bumbacco as Acting Supervisor, Human Resources – Academic effective April 2, 2007.
- The appointment of Tony Corona as Acting Principal, Notre Dame Catholic Elementary School and the appointment of Michael Cusinato to Acting Administrator at Notre Dame Catholic Elementary School, effective April 2, 2007.
- The appointment of Betty Brush as Catholic Studies, Religion and Family Life Consultant, effective April 11, 2007, for a three year term with the opportunity for renewal at the discretion of the board.

10. Communications

a. External (Associations, OCSTA, Ministry)

i) Ontario Catholic Schools Trustees’ Association – Nomination Form for OCSTA Regional Directors

Moved by Trustee Alexander and seconded by Trustee Janisse that the Board nominate Trustee Holland for the position of Director of the Ontario Catholic Schools Trustees’ Association for the period April 2007 to April 2009. Carried.

Trustee Holland consented to stand for election of the position.

ii) Memorandum from the Ontario Catholic Schools Trustees’ Association (OCSTA), dated March 16, 2007 re: Resolutions to be Considered at the 2007 AGM (*original document provided to trustees previously*)

Moved by Trustee Keane and seconded by Trustee DiMenna that the Board receive the Memorandum from the Ontario Catholic Schools Trustees’ Association (OCSTA), dated March 16, 2007 re: Resolutions to be Considered at the 2007 AGM as information. Carried.

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated March 27, 2007 for information. Carried.
- ii) Report: Public Sector Salary Disclosure Act 1996 – Disclosure for 2006
Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the Public Sector Salary Disclosure Act, 1996 – Disclosure for 2006 report as information. Carried.
- iii) Verbal Report: County Elementary French Immersion Program Update

Superintendent Geml provided a verbal report on the status of the current registrations for the new grade one class for the French Immersion program that was initiated last year at Holy Name Catholic Elementary School in Essex. To date, there have been only ten registrants with nine being current students of the school and one from another school where transportation will not be an issue for the family. A synrevoice message will be sent to parents and feeders school principals will also be reminded of next week's registration deadline. Discussion occurred as to the possible reasons for the low registration in the County French Immersion program. The sixteen students currently enrolled in grade one will move to grade two and the program will continue to be supported for these students as they progress at that school. However, the Board will have to review the new enrolment numbers and evaluate the financial feasibility of expanding the program at that location. An administrative report will be provided in April exploring ways to increase community interest, to identify the costs associated with the program and to explore the level of interest should the program be expanded to include another location in the County.

- iv) Report: 2007 Budget Report

Trustee Soulliere provided an overview of the discussion that occurred at the Audit Committee regarding: the review of the 2007 Budget Report; cost savings for next year's budget; curtailing of expenses for this fiscal budget; short term borrowing needs; and, the need to go forward with a banking services request for proposal in the near future.

Superintendent Iatonna and Ken Gignac, Controller of Finance provided additional information on the variances in salaries and wages in occasional teaching, facilities services, educational assistants and administration, and clarified the benefits rebate process. It is anticipated that the majority of the unfavourable variances, with the exception of occasional teaching and administration, will be offset by favourable variances in other areas. Superintendent Iatonna indicated that amendments to the Community Use of Schools policy should be presented to the Board in the near future for approval.

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

- v) Report: Prohibitive to Repair Update - St. Bernard Catholic Elementary School (Windsor)

Superintendent Iatonna provided an update on the status of the Prohibitive to Repair (PTR) application for St. Bernard Catholic Elementary School in Windsor that was submitted to the Ministry of Education on November 28, 2006. An updated facility audit for the school was completed by Jacques Whitford in November 2006 which indicated recapitalization costs of \$2,712,500. Facilities Services identified some amendments to the report and additional renewal needs of \$648,000. As a result of both the Jacques Whitford and Facilities Services Audit, the renewal needs for St. Bernard total \$3,360,000, which, based on a reconstruction cost of \$4,160,540 for a 28,150 sq. ft. facility at \$130/sq. ft., indicates a Facility Condition Index of 80.8%. The Ministry requirement for PTR is 65%.

Administration is awaiting the Ministry's release of the PTR Memorandum that will provide boards with the requirements and specifics to be included in its PTR business case. Superintendent Iatonna indicated that he will be speaking with Ministry officials within the next week to discuss the particulars required of the business case supporting St. Bernard's PRT application and other items the board may need to move forward.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the Prohibitive to Repair Update – St. Bernard Catholic Elementary School (Windsor) as information. Carried.

- vi) Report: Our Lady of the Annunciation Catholic Elementary School – Facility Condition Report (*This item was renumbered from 10b(vi) to 8b(ii) to allow discussion immediately following the delegation on the matter.*)

11. Unfinished Business

- a. Deferred from February 27, 2007: Election Recount – Outstanding Issue (*documentation was provided in the February 27, 2007 agenda*)

Chair Macri reported that the legal opinion obtained by the board indicated the board lacks lawful authority to pay on Trustee Keane's behalf the invoice pertaining to his retention of legal counsel for the election recount in the amount of \$2,915.00 owing to Mr. Paul Mullins.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the request for payment by the Board of the outstanding bill pertaining to Trustee Keane's retention of legal counsel for the election recount in the amount of \$2,915.00 owing to Mr. Paul Mullins be denied. Carried.

12. New Business

- a. Field Trips:

- i) Holy Names Catholic High School – Cedar Point

Moved by Trustee DiMenna and seconded by Trustee Porcellini that the Board approve the Holy Names Catholic High School field trip to Cedar Point, Ohio for May 30, 2007. Carried.

- ii) 2007 Spring Muskoka Woods Leadership Experience

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the 2007 Spring Muskoka Woods Leadership Experience field trip. Carried.

Trustee Alexander left the meeting at 8:59 p.m.

b. Report: Cafeteria Services Report

Superintendent Iatonna reported that the Board last tendered for cafeteria services in its secondary schools in 2003. Aramark Canada Ltd. was awarded a three-year contract with a renewal clause of a two-year extension at the discretion of the Board. The Board approved a one-year extension to August 31, 2007 pending an administrative report providing details and feedback on the current provisions of the agreement. The contractual arrangements with Aramark Canada Ltd. over the past 3.5 years have been satisfactory and the annual commissions received have been stable at about \$200,000. The healthy food program offered in all the cafeterias has been ongoing successfully for the past 2 ½ years. Aramark Canada Ltd. completed the investment commitment of \$207,135.00 (renovations and improvements) in the first year and a half of the contract. Administration is recommending that the board extend the current contract with Aramark Canada Ltd. through the fifth year to the end of August 31, 2008, and that the tender process begin immediately in order to allow sufficient time for the introduction of a possible new cafeteria service provider for start up September 2, 2008. During that time, an extensive examination of the services will occur including student input and an exploration of including a clause that would not prohibit students enrolled in the Food Services & Hospitality Technology program from participating in student sales as part of their curriculum program.

Moved by Trustee Holland and seconded by Trustee Porcellini that the Board receive the Cafeteria Services Report for 2003 through 2007 as information;

and, that the Board approve the extension of the current contract with Aramark through to the end of August 31, 2008. Carried.

Trustee Courtney left the meeting for the remainder of the evening.

c. Report: Tender - "Grass Cutting Services / 2007"

Superintendent Iatonna reported that a tender opening for "Grass Cutting Services / 2007" took place on Monday, February 26, 2007. Nineteen companies were sent a package with nine closing. Present at the tender opening: Patrick Keane, Paul Picard, Ken Anderson, Ian Gauld, Claude Marier, Debbie Maurice and contractors from various companies. Claude Marier, Manager, Purchasing & Administrative Services provided clarification on the procedure utilized to select the successful bidders and will follow-up on a question pertaining to the recommended bidder in area A5.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve successful tender bids for Grass Cutting Services for the 2007 season and that Purchase Order Contracts be issued upon Board approval to Ambassador for \$39,500.00, RKS Services for \$59,627.00, and to SKZ Landscaping For \$23,829.00. Carried.

d. Report: Board Policy Amendments

A brief discussion was initiated on the policies contained in the Board Policy Amendments Report. It was determined that in order to proceed with approval, trustees would need to have

the draft procedure: T:02 Conventions, Meeting, Out of Pocket Expenses, that was further amended since last circulated, included in the report for cross reference.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board Policy Amendment Report be deferred to the April 10 Regular Board meeting to allow trustees time to further review the proposed revisions made to the T:02 Conventions, Meeting, Out of Pocket Expenses procedures. Carried.

- e. Verbal Report: Board Policy Amendment: School Accommodation - A handout was provided to trustees that summarized the status of the revisions to the Pupil Accommodation Review Policy. This item was not discussed at the Board table.

13. Committee Reports

- a. Report: Special Education Advisory Committee Minutes of January 25, 2007
Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board receive the Minutes of the January 25, 2007 Special Education Advisory Committee meeting as information. Carried.
- b. WALK-ON: Report: Audit Committee Report – Notes of March 20, 2007 (*handout previously e-mailed to trustees*)
Moved by Trustee Holland and seconded by Trustee Soulliere that the Board receive the notes from the Audit Committee dated March 20, 2007 as information. Carried.

14. Notice of Motion

- Trustee Soulliere - *“At the next regular scheduled meeting of the Board, I will move or cause to be moved, that a comprehensive facility review be completed for Our Lady of the Annunciation Catholic Elementary School.”*

15. Remarks and Announcements

- a. Chairperson Macri - No remarks this evening.
- b. Director of Education Berthiaume reported that, on Monday, March 19, Minister of Education, The Hon. Kathleen Wynne, announced the 2007 Grants for Student Needs and commended the government on the timeliness of the announcement. Director Berthiaume reported that he has completed many school visits during the past few months and congratulated all the staff and students for the good work being done in the area of Catholic education. Director Berthiaume congratulated the Catholic Central Comets for being awarded the silver medal at the recent OFSAA AAA senior boys’ basketball tournament in Hamilton. Director Berthiaume commented on the recent Local Team follow-up on the dialogue on Catholic education that occurred at the Institute of Catholic Education (ICE) Symposium held last fall and indicated that this project is considered to be a board priority.

c. Board Chaplain Fr. Brunet sent regrets.

16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated the Catholic Central Comets senior boys' basketball for their outstanding accomplishments. Trustee Porcellini thanked the Windsor-Essex Principals and Vice-Principals' Association for sponsoring an evening with Barbara Coloroso on March 30, 2007. Trustee Porcellini wished students and staff of Immaculate Conception Catholic Elementary School success on their upcoming Community Health Fair. Trustee Porcellini reminded trustees of the Teachers Have Heart Charity Gala on April 14.
- Trustee Janisse indicated that he will be contacting administration to ask about some maintenance issues at St. Anne High School and the St. Gregory Elementary School and Parish relationship.
- Trustee Willson reported on a March Student Senate meeting where the new board policy on Student Trustees was discussed.

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)*

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, 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 prayer.

21. Adjournment - There being no further business, the Regular Board Meeting of March 27, 2007 adjourned at 9:55 p.m.

Approved.

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer