



Windsor-Essex Catholic District School Board

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John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, April 10, 2007 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 (<i>entered at 7:13 p.m.</i>)	J. Macri, Chair
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
C. Janisse	
Rev. L. Brunet, Board Chaplain	
L. Willson, Student Trustee	

Administration:

J. Berthiaume (Resource)	K. Gignac
M. Iatonna	R. Limarzi
M. Seguin	P. Littlejohns
L. Staudt	C. Norris
C. Geml	P. Picard
J. Bumbacco	E. Poirier
I. Fregonese	R. Sasso

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:02 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All trustees present. Trustee Courtney entered the meeting at 7:13 p.m.
4. Approval of Agenda
Moved by Trustee Holland and seconded by Trustee DiMenna that the April 10, 2007 Regular Board meeting agenda be approved as distributed. Carried.
5. Questions Pertaining to Agenda – None.

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. - Trustee Keane disclosed interest in agenda item 10b(iii) Report: Municipal Election Recount English Separate Ward 2 – Cost Summary since it concerns costs associated with an election recount held within his electoral ward and did not participate in the discussion or vote on any question raised on that item.

7. Presentations

a. Sustaining a Culture of Academic Excellence

Superintendent Linda Staudt and Kelly Power, Assessment & Evaluation Consultant provided an overview of the data that resulted from an analysis of last year's Education Quality and Accountability Office (EQAO) primary, junior and intermediate assessments. Primary students from the Windsor-Essex Catholic District School Board continue to exceed the provincial average in all three areas of reading, writing and math. Junior students are maintaining a similar pattern with the province in that reading is slightly below provincial results, writing is meeting provincial results and math is exceeding provincial results. Significant improvements have been achieved in both English Language Learners and Students with Special Needs.

Trustee Courtney entered the meeting at 7:13 p.m.

Intermediate students tested in the grade 9 math assessment show consistent growth over time and mirror the province achievement average in the academic program. Students in the applied program are 6% over the provincial average. Intermediate students are maintaining a similar pattern with the provincial assessment average for the grade ten *Ontario Secondary School Literacy Test* (OSSLT). 84% of our students passed the OSSLT the first time they wrote it. Students who were unsuccessful are provided with intense support so that they are successful the second time. Key intervention strategies to assist students and the Board in sustaining a “culture of excellence” include, but are not limited to: teacher in-service focussing on effective strategies for teaching and assessing reading, speciality teachers, writing and math in the primary division, collaboration among departments, classroom assessments, Writing on Wireless initiative, Student Success initiative, differentiated instruction and cross-curricular strategies. Superintendent Staudt briefly described the board's initiatives and strategies used to support students in successfully completing 16 credits by the end of Grade 10, including Student Success Teams, Curriculum Connections, Credit Recovery and Credit Rescue, Early Intervention Strategies and various Transition Activities.

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, March 27, 2007

Moved by Trustee Soulliere and seconded by Trustee Janisse that the minutes of the Committee of the Whole Board In-Camera meeting of March 27, 2007 be adopted as distributed. Carried.

ii) Minutes of Regular Meeting, March 27, 2007

Amendments:

- Amend Page 1 to record that Superintendent Seguin was present.
- Amend Page 2 Item 6 – Trustee Soulliere clarified the nature of her declaration of conflict regarding the “Grass Cutting Services / 2007” was due to her employment.
- Question on Page 7 Item 12 b Cafeteria Service Report – Superintendent Iatonna confirmed that the proposed process for the Request for Proposal will be provided in the early fall for trustee review and comment.
- Amend Page 7 Item 12 c Tender “Grass Cutting Services / 2007” to delete reference to Trustee Soulliere leaving the room due to her disclosure of interest. The conflict is noted on Page 2 under item 6.

Moved by Trustee Holland and seconded by Trustee Keane that the minutes of the Regular Board meeting of March 27, 2007 be adopted as amended. Carried.

b. Items From In-Camera Meeting of April 10, 2007

Vice-Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on April 10, 2007 pursuant to the Education Act - Section 207, to 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 DiMenna that the recommendations and directions of the Committee of the Whole Board at its In-Camera meeting of April 10, 2007 be approved. Carried.

10. Communications

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

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee Alexander and seconded by Trustee Janisse that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated April 10, 2007 for information. Carried.

ii) Report: Legal Services – December 2006

Moved by Trustee Holland and seconded by Trustee Soulliere that the report Legal Services – December 2006 be received as information. Carried.

iii) Report: Municipal Election Recount English Separate Ward 2 – Cost Summary

Superintendent Iatonna provided a report on the board costs for the Municipal Election Recount - English Separate Ward 2 of ballots cast in the Municipal Election that was held on December 11, 2006. The total cost to the Board for activities related the recount was

\$13,791.89, which included \$10,406.89 paid to the City of Windsor as a reimbursement of their costs and \$3,385.00 to the board's solicitor's Shibley Righton, LLP for their legal work and an outside opinion on the Board's legal authority to pay a candidate's legal costs for the recount.

Moved by Trustee Alexander and seconded by Trustee Holland that the report *Municipal Election Recount – English Separate Ward 2 – Cost Summary* be received as information.

Amended motion:

Moved by Trustee Alexander and seconded by Trustee Holland that the report *Municipal Election Recount – English Separate Ward 2 – Cost Summary* be received as information; and, that a letter be sent to the Province requesting consideration that the election recount costs incurred by the Board be reimbursed as permitted under the Municipal Elections Act, 1996, S.O. 1996, Chapter 32. Carried.

- iv) Verbal Report: Update - Recruitment Process for Superintendent of Business - Superintendent Seguin reported that the competition closed on April 2 with several applications received. Trustees are asked to contact Superintendent Seguin if they are interested in participating in the interview panel.

11. Unfinished Business

- a. Notice of Motion from March 27, 2007 – 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.*” - Trustee Soulliere deferred this notice of motion.
- b. Deferred from March 27, 2007: Board Policy Amendments

Colleen Norris, Coordinator of Policy Development provided background and an overview of the process used to develop the proposed draft policies and procedures pertaining to employee and trustee expenses. On October 24, 2006, trustees received a proposed board action plan presented by Senior Administration to address concerns raised in the Ministry of Education Review Team report of October 10, 2006. Under the action plan, it was proposed that board policies A:04, A:06 and A: 25 be condensed into one comprehensive policy incorporating amendments to address Ministry concerns. The action plan also proposed the development of a policy to provide for the use of Board Purchasing Cards. On December 5, 2006 the Ministry of Education issued *School Board Expenditure Guidelines* intended to address (1) use of corporate credit cards, (2) travel, meals and hospitality, (3) advertising and (4) advocacy. The resulting policies, if approved in principle at this meeting, will be brought back to the April 24 Board meeting for final approval in accordance with the Board's policy development process.

Policy A:04 Travel, Meal, Professional Development and Compensation for Use of Auto

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve amendments, in principle, to (Administration) Policy A:04 Travel, Meal, Professional Development and Compensation for Use of Auto.

Discussion occurred on the rationale for the inclusion of clause 3.4. Concern was raised that the clause allows board policy to be negated through the negotiation process. Clarification was

provided that the inclusion of an “exemption” clause would permit some flexibility in negotiating employee contracts while acknowledging it would ultimately come before the Board for final approval.

Moved by Trustee Porcellini and seconded by Trustee Courtney that the draft policy be amended to delete 3.4 in its entirety. *Withdrawn.*

Moved by Trustee Alexander and seconded by Trustee Holland that the draft policy be amended to read “An Alternative process specified in any “existing” collective agreement or personal service contract shall be an exception to this policy.” *Defeated.*

Lengthy debate occurred on the requirements of clause 3.9, including the proposed language change from “allotment” to “expense” and the requirement for receipts along with supporting documentation for the expense; the increased reporting requirements for employees; and, the opportunities available for trustees input new policy development process.

Moved by Trustee Soulliere and Trustee Holland that the Board approve amendments, in principle, to (Administration) Policy A:04 Travel, Meal, Professional Development and Compensation for Use of Auto.

Moved by Trustee Courtney and seconded by Trustee Porcellini that the report be deferred for further review and discussion at a public workshop. *Defeated.*

Moved by Trustee Soulliere and Trustee Holland that the Board approve amendments, in principle, to (Administration) Policy A:04 Travel, Meal, Professional Development and Compensation for Use of Auto. *Carried.*

Policy T:02 Conventions, Meetings, Out of Pocket Expenses

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board approve amendments, in principle, to (Trustee) Policy T:02 Conventions, Meetings, Out of Pocket Expenses.

Discussion occurred on clause 2.2 with respect to the proposed deletion of the phrase “and/or losses to,” as related to reimbursement of lost wages incurred by trustee attendance at meetings. Colleen Norris, Coordinator of Policy Development reported that both the Ministry guidelines and Education Act provide little guidance with respect to the issue of lost wages in attending to the duties of trustee. Administration will further research the issue and report back on current practices employed by coterminous boards and local municipalities.

Moved by Trustee Janisse and seconded by Trustee Courtney that approval, in principle, of Policy T:02 Conventions, Meetings, Out of Pocket Expenses be deferred for two weeks to allow time for Administration to review the issue of reimbursement of lost wages and report back on the policies of coterminous boards and local municipalities. *Carried.*

Procedure T:02 Conventions, Meetings, Out of Pocket Expenses

Moved by Trustee Janisse and seconded by Trustee Courtney that the receipt of the Procedure T:02 Conventions, Meetings, Out of Pocket Expenses be deferred for two weeks for review in conjunction with the deferral of Policy T:02 Conventions, Meetings, Out of Pocket Expenses. *Carried.*

Policy A:27 Purchasing Cards

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board approve, in principle, new Draft Policy A: 27 Purchasing Cards. Carried.

Procedure A:04 Travel, Meal, Professional Development & Compensation for Use of Auto

Discussion occurred on clause 4.1 and rationale was provided for the increase in reimbursement of meal expenses incurred outside of the County of Essex. Discussion occurred on 4.2 and the practicability of receiving prior approval for meal expenses outside of the course travel.

Moved by Trustee Janisse seconded by Trustee Courtney that 4.2 be amended to read as follows: “There may be occasion where it becomes necessary in the course of conducting board business for an employee to incur meal expenses outside of the course of travel, particularly for the purposes of extending hospitality. Employees may be reimbursed for reasonable expenses incurred while conducting such Board business. Approval and authorization for payment is obtained as follows: a) Academic and non-academic staff from their respective Superintendent upon recommendation from their immediate supervisor. b) Superintendents from Director. Carried.

Moved by Trustee Holland and seconded by Trustee DiMenna that that the Board receive the following as information: Procedure A:04 Travel, Meal, Professional Development and Compensation for Use of Auto. Carried.

Procedure A: 27 Purchasing Cards

Discussion occurred on clause 3.7 concerning the frequency and timing of the reporting process.

Moved by Trustee Janisse and seconded by Trustee DiMenna that the reporting frequency be amended to semi-annually. Defeated.

It was determined that the reporting period will correspond with the fiscal year ending in August with the annual report coming to the Board in either October or November.

Moved by Trustee Soulliere and seconded by Trustee Janisse that that the Board receive the following as information: Procedure A: 27 Purchasing Cards. Carried.

12. New Business

a. Field Trips:

i) Catholic Central High School – Cedar Point

Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board approve the Catholic Central High School Field Trip to Cedar Point for May 21, 2007. Carried.

ii) St. Theresa Catholic Elementary School – Bark Lake

Moved by Trustee Courtney and seconded by Trustee DiMenna that the Board approve the St. Theresa Catholic Elementary School field trip to Bark Lake on May 22 – 25, 2007. Carried.

- b. Report: School Year Calendar 2007 – 2008
Moved by Trustee Holland and seconded by Trustee Porcellini that the Board approve the School Year Calendar - 2007-2008 for the Windsor-Essex Catholic District School Board. Carried.

- c. Report: Call Centre Services – Request for Proposals

Superintendent Seguin reported that the Board has been utilizing the services of KelCom since amalgamation (and previously with the predecessor Essex Board for several years) as a Call Centre for our teaching staff as well as some support staff groups to report their absence and arrange for replacement. The current contract expires in May 2007.

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board extend the current contract with KelCom to June 30, 2007 and immediately proceed with a Request for Proposals for these services. Carried.

- d. Report: Good Places to Learn Borrowing Resolution
Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board approve the Borrowing Resolution, deemed to be read three times, to secure a capital loan for expenditures under Stage 2 of the Good Places to Learn Program. Carried.

BORROWING RESOLUTION - A RESOLUTION AUTHORIZING THE BORROWING OF MONEY BY WAY OF CAPITAL LOAN.

WHEREAS the Windsor-Essex Catholic District School Board (hereinafter called the board) finds it necessary to borrow a sum up to \$4,684,843 by way of bank capital loan for major school repair expenditures under Stage 2 of the Good Places to Learn Program.

AND WHEREAS the estimated current revenues of the board have not yet been received or fully received and such revenues hereafter to be received are sufficient to repay all unpaid sums borrowed hereunder and interest thereon.

AND WHEREAS the total cost of the projects is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE the council of the board enacts as follows:

1. The Chairperson and Secretary-Treasurer are hereby authorized on behalf of the board, pursuant to the orders to borrow by way of promissory note or credit agreement, a sum or sums not exceeding the aggregate of \$4,684,843 to meet capital expenditures of the board for school purposes and are hereby authorized to give, on behalf of the board, to the lender a promissory note or credit agreement signed by the Chairperson and the Secretary-Treasurer for the monies borrowed hereunder with interest and other charges that may be agreed upon from time to time with the bank.
2. The Secretary-Treasurer of the board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies comprising of current revenue of the board hereafter received.

13. Committee Reports

- a. Report: Elementary School Council Notes of February 26, 2007
Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board receive the notes from the Elementary School Council dated February 26, 2007, as information.
Carried.
- b. Report: Special Education Advisory Committee Meeting Minutes of February 22, 2007
Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the February 22, 2007 Special Education Advisory Committee (SEAC) meeting as information. *Carried.*

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson Macri – No remarks this evening.
- b. Director of Education Berthiaume commented on a meeting with Episcopal Vicars Goyeau and Roche regarding open communications with the Deaneries and a review the Pastor Reference procedure. Director Berthiaume thanked trustees for approving the policies this evening that will assure our ratepayers and supporters of the openness and transparency of our expenditures. Director Berthiaume thanked Kelly Powers for the presentation on sustaining a culture of excellence this evening. Director Berthiaume advised trustees of this Friday's school/parish day in the elementary school system. Secondary teachers will be attending professional development workshops at St. Thomas of Villanova. Director Berthiaume conveyed his thanks to the University of Windsor Lancers for providing two summer basketball camp vouchers for students at St. James and St. Francis schools.
- c. Board Chaplain Brunet commented on the upcoming school and parish day that has been scheduled for elementary schools on April 13.

16. Remarks/Questions by Trustees

- Trustee Porcellini asked that the verbal report on the status of the School Accommodation Policy be placed on the next agenda for discussion. Trustee Porcellini commented on the upcoming St. Angela Elementary School garage sale fundraiser and congratulated the staff and students of Immaculate Conception upon the success of their health fair held the evening of parent interviews. Trustee Porcellini extended her appreciation to the Windsor Essex Principals and Vice Principals Association for sponsoring "An Evening with Barbara Coloroso."
- Trustee Keane asked for confirmation that Acting Interim Superintendent of Business Iatonna was attending the OCSTA/OCSBOA Finance Seminar on April 26.
- Trustee Holland inquired into a report on the March 28 City Board Liaison meeting. Trustee Holland briefly commented on her attendance at the Ontario Forum of the *Canadian Coalition of Municipalities Against Racism and Discrimination* and asked that a letter of commendation be sent to the two students of the board who attended as part of the Mayor's Youth Advisory Committee.

- Trustee DiMenna indicated that she wanted to clarify her comments from the last board meeting regarding the provision of French Immersion in county schools. Trustee DiMenna indicated that in no way does she support the removal of the French Immersion program currently in place at Holy Name Elementary School. She does, however, support implementation of the program at other locations in the county where Catholic students have enrolled in schools outside of the board in order to receive instruction in the French Immersion program. Trustee DiMenna also commented on her attendance at the Evening with Barbara Coloroso.
- Trustee Courtney inquired into receiving information on the level of involvement between our schools and their community parishes.
- Student Trustee Willson provided an update on the new student trustee election process.

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 Report: Our Lady of the Annunciation Catholic Elementary School – Facility Condition Report (*Deferred from March 27, 2007 to April 24, 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, April 24, 2007
- Tuesday, May 8, 2007
- Tuesday, May 22, 2007
- Tuesday, June 12, 2007
- Monday, June 25, 2007

20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.

21. Adjournment – There being no further business, the Regular Board meeting of April 10, 2007 adjourned at 10:05 p.m.

Approved.

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer