



1325 California Avenue  
Windsor, ON N9H 2P1  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**REGULAR BOARD MEETING**  
**Tuesday, April 24, 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	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)	P. Littlejohns
M. Iatonna	C. Marier
M. Seguin	S. O'Hagan-Wong
L. Staudt	P. Picard
C. Geml	E. Poirier
K. Gignac	R. Sasso
R. Limarzi	C. Norris
J. Bumbacco	

**Recorder:**

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:28 p.m.
2. Opening Prayer - Jesse Manibusan, a singer and songwriter who has been scheduled at several faith events across the school system, lead the opening prayer "Being Present."
3. Recording of Attendance – All trustees present.
4. Approval of Agenda

**Amendments:**

- Addition: 12a Field Trip: St. Thomas of Villanova Catholic High School – Amended Itinerary (report is at trustee places and previously emailed to trustees)

**Moved by Trustee Janisse and seconded by Trustee DiMenna that the April 24, 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 – None.
9. Action Items

a. Approval of Minutes

i) Minutes of In-Camera Meeting, April 10, 2007

**Moved by Trustee Soulliere and seconded by Trustee Janisse that the minutes of the Committee of the Whole Board In-Camera meeting of April 10, 2007 be adopted as distributed. Carried.**

ii) Minutes of Regular Meeting, April 10, 2007

**Moved by Trustee Janisse and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of April 10, 2007 be adopted as distributed. Carried.**

b. Items From In-Camera Meetings of April 24, 2007

Vice Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on April 24, 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. Trustees Porcellini and Courtney declared a conflict of interest during the April 24, 2007 In-Camera Session and excused themselves from the relevant discussion items.

**Moved by Trustee DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its In-Camera meeting of April 24, 2007 be approved. Carried.**

Vice-Chair Courtney made the following announcements:

- The appointment of Mario Iatonna to the position of Superintendent of Business, subject to the approval of the Minister of Education.
- The recruitment for the position of Superintendent of Facilities Services will begin immediately.

## 10. Communications

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

b. Internal (Reports from Administration)

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i) Report: Administrative Staff Report

**Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated April 24, 2007 for information. Carried.***

ii) Report: Update – Pupil Accommodation Review Policy

Superintendent Iatonna reported that the Ontario Catholic School Business Officials' Association hosted a workshop on Friday, March 23, 2007 to provide information to Boards to assist in developing their own policies. The Board's Policy Coordinator and Acting Superintendent of Business attended the workshop as well as Ministry representatives. At the conclusion of the workshop, the Ministry representatives indicated that not many boards had completed their policies to date. In addition, they indicated that many boards have asked for an extension of the March 31, 2007 deadline. This Board has submitted a formal request to the Ministry requesting an extension of the deadline. Given the policy development process this board has in place, it is anticipated the policy will come to the board for approval in principle on June 12 and final approval on June 25.

**Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board receive the report *Update – Pupil Accommodation Review Policy as information. Carried.***

iii) Verbal Report: St. Bernard (Windsor) Prohibitive to Repair Status

Superintendent Iatonna provided a briefing on a teleconference with Ministry officials regarding the prohibitive to repair status of St. Bernard Elementary School. The Ministry has received 500 applications from across the province and it is anticipated that approximately 100 schools will receive funding. Boards will be contacted within the next few weeks to submit a business case only if their school has been selected for further consideration. Superintendent Iatonna reported that the Ministry indicated the final list will be announced by the end of June. Further updates regarding the status of St. Bernard's prohibitive to repair application will be provided as information becomes available.

## 11. Unfinished Business

a. Deferred Report (*deferred from March 27, 2007*): Our Lady of the Annunciation Catholic Elementary School – Facility Condition Report

Further to the March 27 meeting, discussion continued on the need and timing of conducting a comprehensive facility audit of Our Lady of the Annunciation Catholic Elementary School to determine if the condition meets the Ministry threshold of "prohibitive to repair." Administration recently met to discuss system-wide school capital needs and would like to wait until the CN Watson School Accommodation report has been completed in order to provide a consolidated list

of capital needs and proceed with any required comprehensive facility audits at the same time. Superintendent Iatonna noted that the 2002 ReCAPP data is in significant need of updating. Due to staff turnover, several facilities services staff will receive training in the database software as soon as possible in order to proceed with updating the data.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the report on the facility condition of Our Lady of the Annunciation Catholic Elementary School for information. Carried.**

- b. Deferred Notice of Motion (*deferred from April 10, 2007*): Trustee Soulliere - “*At the next regular scheduled meeting of the Board, I will move or cause to be moved, that the comprehensive facility review be completed for Our Lady of the Annunciation Catholic Elementary School.*”

Moved by Trustee Soulliere and seconded by Trustee Holland that the comprehensive facility review be completed for Our Lady of the Annunciation Catholic Elementary School and that the review be done as soon as possible.

Trustee Courtney proposed an amendment to the motion to include the funding will be provided from the \$51,000 earmarked for this school already. *No seconder.*

Debate continued on the condition of the Our Lady of the Annunciation Catholic Elementary School facility, the likelihood of the Ministry continuing the “prohibitive to repair” (PTR) program beyond the current process that is no longer accepting new PTR submissions, and the implications proceeding with capital repairs would have on a future “prohibitive to repair” application. Superintendent Iatonna indicated that without Prohibitive to Repair funding the board does not have a funding mechanism to replace schools. Capital improvements costing approximately \$70,000 are required to address the immediate safety concerns such as washrooms and brick work regardless of how the improvements would affect the Ministry’s Facility Condition Index. Various funding options for conducting a comprehensive faculty review were discussed including the use of GPL2 funding and part of the \$51,000 currently allotted to the school for Capital Renewal expenditures.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the matter be deferred for two weeks in order to receive additional information from administration on funding options. Carried.**

- c. Report: Board Policy Amendments

- i) Policy A:04 Travel, Meal, Professional Development and Compensation for Auto (Final Approval)

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board provide final approval of the amendments to (Administration) Policy A:04 Compensation for Use of Auto. Carried.**

- ii) Policy A:27 Purchasing Cards (Final Approval)

**Moved by Trustee Holland and seconded by Trustee Porcellini that the Board provide final approval of the new Draft Policy A: 27 Purchasing Cards. Carried.**

- iii) Deferred Policy T:02 Conventions, Meetings and Out-of-Pocket Expenses (Approval in Principle)  
**Moved by Trustee Soulliere and seconded by Trustee DiMenna that that the Board approve amendments, in principle, to (Trustee) Policy T:02 Conventions, Meetings, Out of Pocket Expenses. Carried.**
- iv) Policy A:06 Out of District Expenses and Policy A: 25 Conventions/Conferences/Seminars (To be Revoked)  
**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board revoke Policy A:06 Out of District Expenses, and Policy A: 25 Conventions/Conferences/Seminars. Carried.**
- v) Deferred Procedure T:02 Conventions, Meetings and Out-of-Pocket Expenses (For Receipt)

Clause 2.5: Discussion occurred and clarification was provided on expenses related to “extending hospitality.” Any proposals for reimbursement for “hospitality” beyond normally accepted expenses would require approval of the board.

Clauses 3.3 and 3.4: Debate occurred on deleting both clauses and the developing separate policies to address issues related to “legal fees” and “political contributions” as they are not typically classified as “out-of-pocket” expenses. It was determined that both clauses would be retained within this procedure until such time individual policies have been developed with their respective set of procedures.

Clause 2.9: Clarification was provided on the definition of communications with constituencies, in that it does not pertain to reimbursement for expenses related to election materials or campaign expenses. Administration will review the format of the expense submission forms for reporting adequacy and develop an electronic form for ease of use.

Clause 2.8: Discussion occurred around the necessity of this exception clause pertaining to reimbursement of meal expenses in excess of the limits provided by this procedure.  
**Moved by Trustee Porcellini and seconded by Trustee Soulliere that clause 2.8 of the T:02 Conventions, Meetings and Out-of-Pocket Expenses procedures be deleted in its entirety. Carried.**

Clause 2.3(h): Lengthy discussion and debate occurred over the proposed deletion of provision for reimbursement of loss of wages due to trustee attendance at extraordinary meetings. The information requested at the April 10 meeting in relation to practices used by similar school boards and local municipalities for reimbursement of lost wages was provided within the board report for discussion and consideration.

**Moved by Trustee Porcellini and seconded by Trustee Courtney that the wording pertaining to the reimbursement of lost wages be reinstated in procedure 2.3(h) until such time that a policy and procedure concerning lost wages can be instituted. Carried.**

**Moved by Trustee Soulliere and seconded by Trustee Holland that the Board direct administration to draft a separate policy addressing reimbursement of lost wages in terms of reporting requirements such as T4’s, CPP, and other deductions as soon as possible. Carried.**

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the amended Procedure T:02 Conventions, Meetings, Out of Pocket Expenses as information. Carried.**

12. New Business

- a. Field Trips: WALK-ON: St. Thomas of Villanova Catholic High School – Amended Itinerary

**Moved by Trustee Courtney and seconded by Trustee Janisse that the Board approve the amended field trip for St. Thomas of Villanova Catholic High School to Ireland from May 14 – 23, 2007. Carried.**

- b. Report: Tender – New Chiller at Holy Names High School

**Moved by Trustee Keane and seconded by Trustee Soulliere that the Board approve the successful tender bid from Fahrhall Mechanical, \$381,388.00 for a new chiller for Holy Names High School and that a purchase order contract be issued upon Board approval;**

**and, that the work be funded through an allocation of \$162,850 from the approved budget under Good Places to Learn Grant – Stage 2 (GPL2) and an allocation of \$218,538 from the additional \$488,843 Good Places to Learn Stage 2 funding confirmed by the Ministry of Education on February 12, 2007. Carried.**

- c. Report: County Elementary French Immersion – Enrolment Status

Superintendent Geml reported that the board must determine the feasibility of initiating an additional grade one class at Holy Name Elementary School. As of April 17, there are 20 students tentatively enrolled for this class. Of these, only three of the twenty currently attend other schools; one from each, St Mary, Holy Cross and Queen of Peace. From past experience, not all who originally expressed their intent to enrol their children actually materialized. Debate and discussion occurred on continuing the program with another grade one class to show the community the board is committed to following through on programs that have been initiated, to build a strong French Immersion program at that school and to further study community interest and financial viability for additional locations in the County for the program given that Catholic students are attending elsewhere to receive French Immersion instruction.

Original Motion: Moved by Trustee Janisse and seconded by Trustee Holland that the Board review this report and continue to offer French Immersion solely for the current group of Grade One students enrolled in the program at Holy Name Elementary School;

*and*, that the Board direct administration to begin examining the feasibility of establishing an alternative site for a French Immersion program in the county, with the possibility of beginning in September 2008.

Trustee Soulliere requested that the above motion be addressed separately.

Amendment #1 to the first part of the original motion: Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board review this report and continue to offer French Immersion to the students enrolled in the program at Holy Name Elementary School. (*further amended*)

**Amendment #2 to the first part of the original motion: Moved by Trustee DiMenna and seconded by Trustee Porcellini that the Board review this report and continue to offer French Immersion at Holy Name Elementary School. *Amendment agreed to and carried.***

**Amendment to the second part of the original motion: Moved by Trustee DiMenna and seconded by Trustee Janisse that the motion be amended to read: That the Board direct administration to begin examining the feasibility of establishing additional sites for a French Immersion program in the county, with the possibility of beginning in September 2008. *Amendment agreed to and carried.***

13. Committee Reports

- a. Report: City and School Boards Liaison Meeting – Minutes of March 28, 2007

Administration will provide a follow-up report pertaining to discussion item *9.1 Border Crossing*.

**Moved by Trustee Courtney and seconded by Trustee Soulliere that the Board receive the draft Minutes of the March 28, 2007 City and School Boards Liaison Committee Meeting as information. *Carried***

- b. Report: Windsor Citizens' Crime Prevention Committee  
**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board receive the report on the Windsor Citizens' Crime Prevention Committee, as information. *Carried.***
- c. Report: High School Council Meeting of February 8, 2007  
**Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board receive the report of the High School Council dated February 8, 2007, as information. *Carried.***

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson Macri – No comments this evening.
- b. Director of Education Berthiaume congratulated Mario Iatonna on his new position as Superintendent of Business and congratulated Elaine Poirier on her two-year secondment to the Literacy And Numeracy Secretariat. Director Berthiaume invited trustees to attend some of the numerous Education Week Activities at our schools. Director Berthiaume reminded trustees of the celebration for the graduates of the Leadership Program for Support Staff on May 1, which begins with a Celebration of the Liturgy at 4:00 p.m. followed by dinner.
- c. Board Chaplain Brunet – no comment

16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated Mario Iatonna and Elaine Poirier on their new assignments. Trustee Porcellini thanked those in administration responsible for making the arrangements in

bringing Jesse Manibusan back to lead faith development sessions throughout the school system. Trustee Porcellini thanked fellow members of the Child Care Committee and reported that additional meetings will be held on May 2 and May 9 to discuss the draft Child Care Policy and procedure. Trustee Porcellini congratulated Teachers Have Heart on their successful gala fundraiser. Trustee Porcellini invited trustees to attend Catholic Central's 3<sup>rd</sup> Annual Indoor Yard Sale this Saturday. Trustee Porcellini thanked the teachers, support staff and principal at Catholic Central for organizing the Catholic Central Bursary Fund Raising Dinner and Silent Auction on May 17.

- Trustee Keane congratulated Elaine Poirier and the literacy and numeracy teachers for their outstanding work on the Writing on Wireless school open houses. Trustee Keane invited fellow trustees to the Celtic Concert that Assumption College is hosting on May 6 as a fundraiser to purchase sound equipment.
- Trustee Soulliere reported that the Audit Committee met this evening and a follow-up meeting has been scheduled for May 9 at 5:30 p.m.
- Trustee DiMenna indicated that she has attended two Writing on Wireless school presentations and was very impressed with parental turnout and the improvement of students.
- Student Trustee Willson provided an updated on the 2007 – 2008 student trustee elections. Student Trustee Willson reported that he attended the grade 11 faith based retreat today with Jesse Manibusan and that has received nothing but positive feedback from fellow students.

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, May 8, 2007
- Tuesday, May 22, 2007
- Tuesday, June 12, 2007
- Monday, June 25, 2007

20. Closing Prayer - Father Brunet closed the meeting with a prayer.

21. Adjournment - There being no further business, the Regular Board meeting of April 24, 2007 adjourned at 10:25 p.m.

*Approved.*

**John Macri**  
*Board Chairperson*

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