



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**REGULAR BOARD MEETING**  
**Tuesday, April 1, 2008 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:**

M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
P. Keane	
Rev. L. Brunet, Board Chaplain	
N. Bradley, Student Trustee	
C. Resendes, Student Trustee	

**Regrets:**

F. Alexander, C. Janisse, J. Courtney (Vice-Chair) and J. Macri (Chair)

**Administration:**

J. Berthiaume (Resource)	E. Byrne
C. Geml	K. Gignac
M. Iatonna	P. Littlejohns
P. Picard	P. Murray
L. Staudt	C. Norris
J. Bumbacco	S. O'Hagan-Wong

**Recorder:**

D. Steffens

1. Call To Order - In the absence of the Chair and Vice-Chair, and in accordance with Board By-Law 7:01 *Presiding Officer*, trustees elected Trustee Holland to preside at the meeting. Trustee Holland assumed the Chair and called the meeting to order at 7:33 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with the reading of intentions and a prayer.
3. Recording of Attendance - Trustees Alexander and Macri sent regrets due to their vacation schedules. Trustee Courtney sent regrets due to illness. Trustee Janisse sent regrets due to employment obligations.
4. Approval of Agenda - The handout for agenda item 10b (iii) Tabling of the 2008 - 2009 Budget was provided at trustee places.  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the April 1, 2008 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 Porcellini disclosed interest in agenda item 12d *Notice to Bargain - Ontario English Catholic Teachers' Association (OECTA) - Secondary Unit* due to her husband's employment and did not participate in the discussion or vote on any question raised on that item.
7. Presentations
  - a. Learning Support Services Update - Superintendent Geml reported that throughout the 2007-2008 school-year, the Learning Support Services Department of the Windsor-Essex Catholic District School Board has introduced several initiatives, involving students and teachers, designed to increase student achievement and academic excellence. Sharon O'Hagan-Wong, Suzanne Garneau, Kelly Power and Dr. Erin Picard highlighted initiatives that included collaboration between classroom teachers and Board Strategy Team members embedded in the board's Ontario Focused Intervention Partnership (OFIP) and Council of Ontario Directors of Education (CODE) initiatives; the work of the Learning Support Services (LSST) teachers in the Peer Assisted Learning Strategies (PALS) program; and the forward momentum of principals and their School Achievement Teams as a result of the board's School Effectiveness Framework and the newly introduced Student Tutoring Achieving Results (S.T.A.R.) Tutoring Program.
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 4, 2008  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of March 4, 2008 be adopted as distributed. Carried.**
    - ii) Minutes of Regular Meeting, March 4, 2008  
  
Amendments:
      - Amendment to Page 6 agenda item 12c *Upgrade to Wide Area Network - Report on Telephone Survey* - The formal recording of the telephone survey will be amended to include the results of the recorded vote.  
  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the Regular Board meeting of March 4, 2008 be adopted as amended. Carried.**

b. Items From Reconvened In-Camera Meeting of March 4, 2008 and In-Camera Meeting of April 1, 2008

Trustee Soulliere reported the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on March 4, 2008 pursuant to the Education Act - Section 207, consider specific real property matters, labour relations matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Porcellini declared a conflict of interest during the March 4, 2008 In-Camera Session and excused herself from the relevant discussion item.

In addition, the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on April 1, 2008 pursuant to the Education Act - Section 207, consider specific property matters.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the recommendations and directions of the Committee of the Whole Board at its reconvened in-camera meeting of March 4, 2008 and at its in-camera meeting of April 1, 2008 be approved. Carried.**

Trustee Soulliere made the following announcements from the reconvened meeting of March 4, 2008:

- the approval of the contractual terms and conditions of an Joint Use Agreement between the University of Windsor and the Windsor-Essex Catholic District School Board
- the receipt of the Audit Committee In-Camera Report, dated March 4, 2008

10. Communications

a. External (Associations, OCSTA, Ministry)

- i) Correspondence from Sundowners Day Care and Resource Centre, dated March 3, 2008, re: Notice of Discontinuation of Program at St. Angela Catholic Elementary School effective June 25, 2008

**Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Correspondence from Sundowners Day Care and Resource Centre concerning the notice of discontinuation of the child care program at St. Angela Catholic Elementary School effective June 25, 2008, be received as information. Carried.**

- ii) Memorandum from the Ontario Catholic Schools Trustees' Association, dated March 7, 2008 re: Resolutions to be Considered at the 2008 AGM (*package previously provided to trustees*)

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Memorandum from the Ontario Catholic Schools Trustees' Association, dated March 7, 2008 re: Resolutions to be Considered at the 2008 AGM be received as information. Carried.**

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated April 1, 2008 for information. Carried.***

- ii) Report: 2007 - 2008 Budget Status Report as of March 24, 2008

Trustees received a budget status report projecting a deficit of \$1,143,300 at fiscal year-end. Anticipated variances were reported in the areas of occasional (supply) teachers, and school operations and maintenance funding envelopes. Superintendent Iatonna reported that a thorough review of the occasional teachers' envelope has been completed and a significant year-end deficit is projected based on the expenditure trends for this fiscal year. A detailed report will be presented at the next Audit Committee meeting.

**Moved by Trustee DiMenna and seconded by Trustee Porcellini that the Board receive the 2007 - 2008 Budget Status as of March 24, 2008 as information. Carried.**

- iii) Report: Tabling of the 2008 - 2009 Budget

Trustees received a handout of a draft preliminary 2008 - 2009 budget proposal. Superintendent Iatonna indicated that a more detailed report will be provided to the Audit Committee and the draft budget will be distributed for public consultation and feedback.

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the 2008 - 2009 Draft Preliminary Budget as information. Carried.**

- iv) Verbal Report: Long Term School Accommodation and Boundary Study - Status Report

Superintendent Iatonna reported that trustees and senior administration have received a *draft* long term accommodation report and that the study continues to be a work in progress. Additional trustee and administration questions have been forwarded to the consultant in terms of data supporting enrolment projections and calculations for the projected school operation costs.

- v) Report: Appointment of Student Trustees for the 2008 - 2009 School Year  
**Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board receive the appointment of Nils Lau of Assumption College School and the re-appointment Chynna Resendes of St. Thomas of Villanova Catholic High School as Student Trustees for the 2008 – 2009 school year as information. Carried.**

- vi) Report: Administrative Procedure PR H:06A Procedure for the Disposal of Sharps  
**Moved by Trustee Soulliere and seconded by Trustee Keane that the Board receive as information administrative Procedure Pr H: 06A Procedure for the Disposal of Sharps. Carried.**

- vii) Report: Administrative Procedure PR SC:04 Field Trips/Excursions Procedure  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive as information amended administrative Procedure Pr SC: 04 Field Trips/Excursions. Carried.**

11. Unfinished Business:

- a. Report: Children's Safety Village of Windsor and Essex County

Trustees received a report that provided additional information requested by trustees on January 29, 2008 to consider a donation to the Children's Safety Village.

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board approve ongoing support for the Children's Safety Village in the form of continued attendance by students with donations to the Village to be provided by attending school classes on a voluntary basis. Carried.**

12. New Business

- a. Field Trips:

- i) St. Theresa Catholic Elementary School - Bark Lake

**Moved by Trustee Keane and seconded by Trustee DiMenna that the Board approve the St. Theresa Catholic Elementary School field trip to Bark Lake Leadership & Conference Centre in Haliburton, Ontario from May 20 to May 23, 2008. Carried.**

- ii) St. Joseph's Catholic High School - New York

**Moved by Trustee Keane and seconded by Trustee DiMenna that the Board approve the St. Joseph's Catholic High School New York Cultural Experience from May 15 to May 18, 2008. Carried.**

- b. Report: Board Policy Amendments (for final approval): A: 19 Communicable Diseases

On February 12, 2008, the Board approved in principle amendments to Policy A: 19 Communicable Diseases. No amendments were made to the Policy, as approved in principle.  
**Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board provide final approval to the draft amended Policy A: 19 Communicable Diseases;**

**and, that the Board receive as information Procedures, Pr A: 19 Communicable Diseases and Pr A: 19A Fifth Disease. Carried.**

- c. Report: Board Policy Amendments (for final approval): ST:13 Safe Arrival - Elementary

On February 12, 2008, the Board approved, in principle, amendments to Policy ST: 13 Safe Arrival – Elementary. No amendments were made to the Policy, as approved in principle.  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board provide final approval to amendments to Policy ST: 13 Safe-Arrival;**

**and, that the Board receive as information Procedure Pr ST: 13 Safe Arrival Procedures for Elementary Schools. Carried.**

- d. Report: Notice to Bargain - Ontario English Catholic Teachers' Association (OECTA) - Windsor-Essex Secondary Unit  
**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board enter into negotiations with the Ontario Catholic English Teachers' Association (OECTA) Windsor-Essex Secondary Teachers Bargaining Unit. Carried.**

- e. Report: School Year Calendar 2008 - 2009

Trustees received a report providing the 2008 2009 school year calendar which was developed in collaboration with the coterminous boards in order to avoid additional transportation costs.

**Moved by Trustee Keane and seconded by Trustee DiMenna that the Board approve the School Year Calendar – 2008-2009 for the Windsor-Essex Catholic District School Board. Carried.**

- f. Report: Appointment to Special Education Advisory Committee (SEAC)  
**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the following alternate member to the Special Education Advisory Committee for the balance of the four-year term, December 1, 2006 to November 30, 2010: Sonia Sovran representing the Learning Disabilities Association of Ontario. Carried.**

13. Committee Reports:

- a. Report: High School Council Meeting Notes of January 17, 2008  
**Moved by Trustee Keane and seconded by Trustee Porcellini that the Board receive the report for the January 17, 2008 High School Council meeting as information. Carried.**

- b. Report: Elementary School Council Meeting of February 25, 2008  
**Moved by Trustee Soulliere and seconded by Trustee Keane that the Board receive the report for the February 25, 2008, Elementary School Council – Umbrella Group meeting as information. Carried.**

- c. Verbal Report: Ad Hoc County Elementary French Immersion Committee - Initial Report

Trustee DiMenna, Chair of the Ad Hoc County Elementary French Immersion Committee reported that an initial meeting took place on March 4, 2008 to review board bylaws as they pertain to Board Committees and to review the draft authority and mandate document. Additional stakeholders to participate on the Ad Hoc Committee will be determined as the Committee moves through the process.

- d. Report: Child Care Advisory Committee - Mid-Year Report  
**Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board receive the Child Care Advisory Committee Mid-year Report as information. Carried.**

- e. Report: City and School Boards Liaison Committee Meeting of January 31, 2008  
**Moved by Trustee Keane and seconded by Trustee Porcellini that the Board receive the Minutes of the January 31, 2008 City and School Boards Liaison Committee Meeting as information. Carried.**

14. Notice of Motion - None.

15. Remarks and Announcements

- a. Presiding Officer, Trustee Holland commented on attending a dinner at Holy Names High School. She indicated that the music provided by the secondary students was outstanding and suggested that a discussion occur on the provision of the music program at secondary schools.
- b. Director of Education Berthiaume reported that he recently met with Ministry officials about the Board's Student Success programs and congratulated Superintendent Staudt and her team for their excellent work. Director Berthiaume indicated that he continues to make school visits and he is very impressed with the work of the school administrators, teachers and support staff. Director Berthiaume commented on the recent funding announcements and indicated information will be brought forward after the technical papers have been reviewed by the finance staff and senior administration. Director Berthiaume thanked the staff who supported students in the Windsor Regional Science, Technology and Engineering Fair and congratulated the two Assumption College students who will be representing the board at the Canada Wide Science Fair in Ottawa.
- c. Board Chaplain Father Brunet commented on the April 11 Parish and Elementary School Liaison event in inquired into the planning process and luncheon costs.

16. Remarks/Questions by Trustees

- Trustee Porcellini commented on her attendance at the Odyssey of the Mind Regional Championships as a judge and inquired into receiving historical information regarding Education Development Charges for the Board.
- Trustee Keane commented on attending Mass today at Assumption Church with St. Francis school and congratulated the teaching staff for the work they are doing with Sacramental preparation of these younger students.
- Trustee DiMenna commented on her experience as a judge at the recent Odyssey of the Mind Regional Championships and suggested that the board's schools be encouraged to participate in future years.
- Trustee Soulliere commented on the Odyssey of the Minds Championship and the impact the program had on her son when he participated.
- Student Trustee Resendes commented on the recent retreat held for newly elected student senate representatives and reminded trustees of the Student Senate Social Awareness Day on Friday, April 4.
- Student Trustee Bradley commended on the March 26 Student Senate meeting and on her attendance at the recent Ontario Student Trustees' Association Executive meeting in Toronto.

17. Pending Items - None.
18. Continuation of In-Camera - The Board reconvened to In-Camera Committee of the Whole meeting following adjournment.
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 22, 2008
  - Tuesday, May 13, 2008
  - Tuesday, May 27, 2008
  - Tuesday, June 10, 2008
  - Monday, June 23, 2008
20. Closing Prayer - Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of April 1, 2008 adjourned to resume the Committee of the Whole Board In-Camera at 9:00 p.m.
22. Committee of the Whole Board Rise and Report to the Re-Convened Regular Board Meeting: **Moved by Trustee DiMenna and seconded by Trustee Porcellini that the Windsor-Essex Catholic District School Board resume the Regular Board meeting of Tuesday, April 1, 2008 at 11:12 p.m. in order to rise and report on action items. Carried.**

Trustee Soulliere reported the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on April 1, 2008 pursuant to the Education Act - Section 207, consider specific personnel, real property matters, labour relations matters, litigation matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Porcellini declared a conflict of interest during the April 1, 2008 In-Camera Session and excused herself from the relevant discussion item.

**Moved by Trustee Soulliere and seconded by Trustee Holland that the recommendations and directions of the Committee of the Whole Board at its reconvened in-camera meeting of April 1, 2008 be approved. Carried.**

Trustee Soulliere reported the following action items from the resumed Committee of the Whole Board In-Camera meeting of April 1, 2008:

- the receipt of the Administrative Staff Report, dated April 1, 2008
- the receipt of the Facilities Services Department Interim Organization
- the receipt of the draft Long Term School Accommodation and Boundary Study Report from Watson & Associates
- the approval of a Non-Union Job Evaluation Review
- the change of Sharon O'Hagan-Wong's supervision authority for the School Effectiveness Framework from Supervisor to Acting Assistant Superintendent of the School Effectiveness Framework, effective immediately to August 31, 2008



- the Board directed administration to meet with St. Anne French Immersion and St. Angela elementary school communities to present that option for St. Anne's primary division, or parts of it, being moved to St. Angela's as a short-term solution to enrolment pressures at St. Anne's French Immersion and report back to trustees.

Fr. Brunet closed the meeting with prayer and comments of reflection.

23. Adjournment - There being no further business, the reconvened Regular Board meeting of April 1, 2008 adjourned at 11:15 p.m.

*Approved.*

***Barbara Holland***  
*Presiding Officer*

***John Macri***  
*Board Chairperson*

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