



**REGULAR BOARD MEETING**  
**Monday, June 23, 2008 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
C. Janisse	L. Soulliere
N. Bradley, Student Trustee	C. Resendes, Student Trustee
Rev. L. Brunet, Board Chaplain	N. Lau, Student Trustee Designate

**Regrets:**

B. Holland

**Administration:**

J. Berthiaume (Resource)	P. Picard
C. Geml	L. Staudt
M. Iatonna	P. Littlejohns

**Recorder:**

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:22 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - Trustee Holland sent regrets due to an employment commitment. Trustee Janisse entered the meeting at 7:32 p.m. Student Trustee Bradley entered the meeting at 7:32 p.m.
4. Approval of Agenda - Chair Macri noted that hand-out reports pertaining to agenda items *10b(ii) 2007-08 Budget Status Report* and *12i Request for Proposal - Selection of Child Care Providers 2008*, and a revised page for agenda item *12c 2008-09 Budget Approval* replacing page 18 of 21, were at trustee places.

**Moved by Trustee Keane and seconded by Trustee Soulliere that the June 23, 2008 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 Courtney disclosed interest in relation to agenda item *12b(i) Board Policy Amendments A:03 Community Use of Schools Final Approval* due to her employment and did not participate in the discussion or vote on any question raised on that item.

At the point of discussion, Trustee Porcellini disclosed interest in relation to agenda item *12b(iii) Board Policy Amendments H:01 Staff Performance Management Final Approval*, as it pertains to receipt of the Administrative Procedure PR H:01C Performance Management for Teachers, due to her husband's employment and did not participate in the discussion or vote on receipt of that item.

At point of discussion, Trustee Courtney disclosed interest in relation to *12c 2008-09 Budget Approval* due to her daughter's employment and did not participate in the discussion or vote on any question raised on that item. At point of discussion, Trustee Porcellini disclosed interest in relation to *12c 2008-09 Budget Approval* due to her husband's employment and did not participate in the discussion on items that pertained to classroom or teacher expenditures.

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, June 10, 2008  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of June 10, 2008 be adopted as distributed. Carried.**
    - ii) Minutes of Regular Meeting, June 10, 2008  
**Moved by Trustee Keane and seconded by Trustee Soulliere that the minutes of the Regular Board meeting of June 10, 2008 be adopted as distributed. Carried.**
  - b. Items from the Reconvened In-Camera Meeting of June 10 and the In-Camera Meeting of June 23, 2008  

Vice-Chair Courtney reported the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on June 10, 2008 pursuant to the Education Act - Section 207, to consider specific 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. Trustees Courtney, Keane and Porcellini declared a conflict of interest during the June 10, 2008 reconvened In- Camera Session and excused themselves from

the relevant discussion items.

In addition, the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on June 23, 2008 pursuant to the Education Act - Section 207, to 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.

**Moved by Trustee Courtney and seconded by Trustee DiMenna that the recommendations and directions of the Committee of the Whole Board at its reconvened in-camera meeting of June 10, 2008 and its in-camera meeting of June 23, 2008 be approved. Carried.**

Vice-Chair Courtney reported the following action items:

- receipt of the Administrative Staff Report, dated June 23, 2008
- termination of employment for cause of employee # 14906
- appointment of Maurice Bottos as Science Department Head at Assumption College Catholic High School, effective September 1, 2008
- appointment of Andrea Rice as English Department Head at Catholic Central High School, effective September 1, 2008
- appointment of Joe Sisco as Mathematics Department Head at Catholic Central High School, effective September 1, 2008
- appointment of John Bacic as Mathematics Department Head at Holy Names Catholic High School, effective September 1, 2008
- receipt of an updated Organizational structure to centrally support Faith Formation
- receipt of a status report on the Business Practices Review Recommendations
- following receipt of Notice to Bargain, formally resolved to enter into negotiations with the Canadian Union of Public Employees (CUPE) Local 1358

10. Communications

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

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

**Moved by Trustee Courtney and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated June 23, 2008 for information. Carried.**

ii) Report: 2007 - 08 Budget Status Report (*Handout provided and previously provided by email to trustees.*)

Trustees received a report indicating that, as at June 21, 2008, the projected Board budget to year-end continues to reflect a negative variance of \$845,000.

**Moved by Trustee Soulliere and seconded by Trustee Courtney that the Board receive the 2007-08 Budget Status as of June 21, 2008 as information. Carried.**

- iii) Report: 2007 - 08 Capital Renewal Program - Status Report  
**Moved by Trustee Soulliere and seconded by Trustee Courtney that the Board receive the 2007-08 Capital Renewal Program - Status Report as information. Carried.**

- iv) Report: Joint Health and Safety Committee 2008 Annual Report

Trustees received the Joint Health and Safety Committee 2008 annual report in accordance with Board Policy H:06 Health and Safety of Employees. Future reports will identify major issues brought before the Committee over the course of the year.

**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board receive the Joint Health and Safety Committee (JHSC) 2008 Annual Report as information. Carried.**

- v) Report: 2008 – 09 Special Education Budget

Trustee Soulliere, Special Education Advisory Committee (SEAC) Chair, reported that draft versions of the 2008-09 Special Education Budget have been presented for review by SEAC on two separate occasions during the budget development process. At its June 12, 2008 meeting, SEAC gave its approval by consensus to the Special Education Budget.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the 2008-09 Special Education Budget as information. Carried.**

*Trustee Janisse and Student Trustee Bradley entered the meeting at 7:32 p.m.*

- vi) Report: Legal Services - April 2008

**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board receive the report Legal Services – April 2008 as information. Carried.**

11. Unfinished Business: None.

12. New Business

- a. Field Trips:

- i) Holy Names Catholic High School - Monteverde Research Station, Costa Rica

**Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board approve Holy Names Catholic High School Field Trip to Monteverde, Costa Rica from March 28 – April 4, 2009. Carried.**

- b. Board Policy Amendments:

*At this point, Trustee Porcellini disclosed interest in 12b(iii) H:01 Staff Performance Management - Final Approval due to her husband's employment.*

- i) A:03 Community Use of Schools - Final Approval

**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board provide final approval to draft amended policy A: 03 Community Use of Schools as approved in principle and subject to the amendment noted within this report; and, that the Board receive as information procedure Pr ST: 05 Procedure for the Community Use of Schools, as amended. Carried.**

ii) ST:23 K - 12 Assessment and Evaluation - Final Approval  
**Moved by Trustee Janisse and seconded by Trustee Keane that the Board provide final approval to draft policy ST: 23 K – 12 Assessment and Evaluation as approved in principle. Carried.**

iii) H:01 Staff Performance Management - Final Approval  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board provide final approval to Draft Policy H: 01 Staff Performance Management, as approved in principle;**

**and, that the Board revoke policy H: 01 Principal Supervision and Evaluation and H: 16 Teacher Performance Appraisal Process;**

**and, that the Board receive as information Pr H: 01A Performance Management for Superintendents, Pr H: 01B Performance Management for Principals and Vice-Principals, Pr H: 01C Performance Management Processes for Teachers, Pr H: 01D Performance Management for Union Staff, and Pr H: 01E Performance Management for Non-Union Staff. Carried.**

iv) H:20 Performance Management Director of Education - Final Approval  
**Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board provide final approval to draft policy H: 20 Performance Management – Director of Education as approved in principle. Carried.**

c. Report: 2008 – 09 Budget Approval (A revised page 18 of 21 was provided and previously emailed to trustees.)

*At this point, Trustee Porcellini disclosed interest in page 19 Academic Staffing and the attached schedule A in the portions pertaining to Classroom and Occasional Teachers and did not participate in discussion on those portions due to her husband's employment. At this point, Trustee Courtney disclosed interest in relation to the 2008-09 Budget Approval due to her daughter's employment and did not vote on any question raised on the matter.*

Superintendent of Business Iatonna advised that the administrative recommendation as presented in the original report was amended to reflect discussions with Ministry financial representatives. Superintendent Iatonna reported that the proposed budget complies with the requirements under the Education Act in that the Board must submit a balanced budget to the Ministry of Education prior to each fiscal year. Administration responded to specific budget line matters raised and provided points of clarification on the new report format.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the 2008-09 Budget;**

**and, that administration be directed to submit the Budget to the Ministry of Education by the June 30, 2008 deadline, noting that, in accordance with the Financial and Operational Plan approved by the Board on January 15, 2008, the Budget contains adjustments necessary to fully address the 2006-07 year-end deficit over the next two budget years by means of a surplus amount of \$2.38M in 2008-09 and a similar surplus to be targeted in 2009-10. Carried.**

d. Report: 2008 – 09 Capital Renewal Program  
**Moved by Trustee Janisse and seconded by Trustee Soulliere that the Board approve the 2008-09 Capital Renewal Program. Carried.**

e. Report: Good Places to Learn - Stage 3

Trustees received a report providing a list of projects for the Board's allocation of \$5,249,917 for Good Places to Learn – Stage 3 (GPL3) funding.

**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board approve the Good Places to Learn - Stage 3 projects. Carried.**

f. Report: Peastone Playsurfaces Maintenance

**Moved by Trustee Courtney and seconded by Trustee Janisse that the Board approve the proposed program for Peastone PlaySurfaces Maintenance to be funded from the Operations Budget as funds may become available. Carried.**

g. Report: Special Education Plan Amendments 2008

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board approve the amendments to the Special Education Plan;**

**and, that the amendments be submitted to the Ministry of Education for approval. Carried.**

h. Report: Regular Board Meetings for the Months of July and August 2008 and the 2008 – 09 School Year

**Moved by Trustee Keane and seconded by Trustee Janisse that meetings of the Board of Trustees for the months of July and August be held at the call of the Chair;**

**and, that the Board adopt the attached schedule of Regular Board meetings for the 2008 – 2009 School Year as corrected. Carried.**

i. Report: Request for Proposal - Selection of Child Care Providers 2008 (*Handout provided was previously emailed to trustees.*)

**Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board enter into a three (3) year license agreement with Latch Key Day Care & Learning Center for Our Lady of the Annunciation Catholic Elementary School commencing September, 2008 with a Board option to extend the contract;**

**and, that the Board enter into a three (3) year license agreement with A Place to Grow Child Care Center for St. Angela Catholic Elementary School commencing September, 2008 with a Board option to extend the contract. Carried.**

### 13. Committee Reports

a. Report: Special Education Advisory Committee (SEAC) Meeting Minutes of May 15, 2008

**Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board receive the Minutes of the May 15, 2008 Special Education Advisory Committee meeting as information. Carried.**

- b. Report: Audit Committee Meeting Notes of June 3, 2008  
**Moved by Trustee Courtney and seconded by Trustee Janisse that the Board receive the Notes from the Audit Committee Meeting of June 3, 2008 as information. Carried.**
- c. Report: Employee Benefits Committee Meeting Notes of June 16, 2008  
**Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the Notes from the Employee Benefits Committee Meeting of June 16, 2008 as information. Carried.**
- d. Report: Child Care Advisory Committee Annual Report  
**Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board receive the Child Care Advisory Committee Annual Report as information. Carried.**
14. Notice of Motion - None.
15. Remarks and Announcements
- a. Chairperson Macri commented on his attendance at the Employee Retirement Celebration and thanked outgoing student trustees for their efforts over the past school year.
- b. Director of Education Berthiaume wished everyone a safe and happy summer, congratulated teacher G. Malloy upon having received the OFSAA Provincial Pete Beach Award and congratulated principal K. Mulvey upon receiving the OFSAA Leadership in School Sport Award.
- c. Board Chaplain Fr. Brunet - No comments this evening.
16. Remarks/Questions by Trustees
- Trustee Porcellini congratulated elementary school graduates, thanked S. O'Hagan-Wong for all the time spent on the child care portfolio and commented on her participation at a recent roundtable discussion hosted by Scaledown Windsor.
  - Trustee Janisse wished everyone a happy summer.
  - Trustee Keane congratulated Student Trustees Bradley and Resendes for their dedication to the position of student trustee and for the leadership they provide to all our secondary students. Trustee Keane commented on upcoming high school graduations and on his attendance at the recent principal and vice-principal retirement event. Trustee Keane congratulated G. Malloy and K. Mulvey on their OFSAA recognition and wished everyone a safe and happy summer.
  - Trustee Alexander wished everyone a happy and safe summer.
  - Trustee Soulliere thanked members of senior administration for their leadership over the past school year.
  - Trustee DiMenna thanked staff, parents and students for their dedication to this school system and provided a reminder of the upcoming family evening planned by the Employee Wellness Committee.
  - Trustee Courtney wished everyone a happy summer and thanked the director and superintendents for their commitment over the past school year.

- Student Trustee Resendes thanked everyone for their support and congratulated members of the Student Senate for their efforts this school year.
  - Student Trustee Bradley commented on her experience as a Student Trustee and thanked everyone for their support.
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, August 26, 2008
  - Tuesday, September 9, 2008
  - Tuesday, September 23, 2008
  - Tuesday, October 14, 2008
  - Tuesday, October 28, 2008
  - Tuesday, November 11, 2008
  - Tuesday, November 25, 2008
  - **Tuesday, December 9, 2008 (Organizational Meeting - 7:30 p.m./Mass - 6:45 p.m.)**
  - Tuesday, December 16, 2008
  - Tuesday, January 13, 2009
20. Closing Prayer - Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of June 23, 2008 adjourned at 8:20 p.m.

*Approved.*

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

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