



**REGULAR BOARD MEETING**  
**Tuesday, January 13, 2009 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:**

F. Alexander, Chair	P. Keane
J. Courtney	J. Macri
M. DiMenna, Vice-Chair	S. Porcellini
C. Janisse	L. Soulliere
C. Resendes, Student Trustee	
N. Lau, Student Trustee	
Rev. L. Brunet, Board Chaplain	

**Regrets:**

B. Holland

**Administration:**

J. Berthiaume (Resource)	J. Bumbacco
C. Geml	E. Byrne
M. Iatonna	P. King
P. Picard	P. Littlejohns
L. Staudt	P. Murray

**Recorder:**

D. Steffens

1. Call To Order - Chair Alexander called the meeting to order at 7:23 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer, reading of intentions and a reflection.
3. Recording of Attendance - Trustee Holland sent regrets due to illness.
4. Approval of Agenda - Chair Alexander noted that a revised page 53 of 63 pertaining to Agenda Item 12b Financial Statements for the Fiscal Year Ended August 31, 2008 was at trustee places.

**Moved by Trustee Janisse and seconded by Trustee DiMenna that the January 13, 2009 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:

- a. OECTA/OCSTA Additional Qualifications Religious Education Course Presentation: "Learning Together in Faith and Service"

Trustees received a presentation providing an overview of the local OECTA/OCSTA Additional Qualifications Religious Education Course: "Learning Together in Faith and Service." The Ontario English Catholic Teachers' Association (OECTA), in collaboration with the Ontario Catholic Schools Trustees' Association (OCSTA), provide Additional Qualification courses in religious education in Ontario. These courses leading to specialist certification are available for Catholic teachers throughout the province during the fall, spring and summer terms pending the interest and support of the local school boards.

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, December 16, 2008

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of December 16, 2008 be adopted as distributed. Carried.**

- ii) Minutes of Regular Meeting, December 16, 2008

**Moved by Trustee Keane and seconded by Trustee Macri that the minutes of the Regular Board meeting of December 16, 2008 be adopted as distributed. Carried.**

- b. Items from the In-Camera Meeting of January 13, 2009

Vice-Chair DiMenna reported the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on January 13, 2009 pursuant to the Education Act - Section 207, to consider specific personnel other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

**Moved by Trustee DiMenna and seconded by Trustee Macri that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of January 13, 2009 be approved. Carried.**

Vice-Chair DiMenna made the following announcements:

- receipt of the Administrative Staff Report, dated January 13, 2009
- the following elementary principal and vice principal placements effective February 2, 2009:
  - **Velma Cocchetto-Picco**, Principal, from St. Peter School to Our Lady of Lourdes School
  - **Joe Iacono**, Principal, from Stella Maris School to St. John the Baptist School
  - **Jean Pierre Beauregard**, Principal, from Holy Name School to St. Peter School
  - **Joni Ouellette**, Principal, from St. Alexander School to Holy Name School

- **Kelly Riley**, *Acting* Principal at St. Rose School to Principal at St. Rose School
- **Bill Vaillancourt**, Vice Principal at Immaculate Conception School to *Acting* Principal at St. Alexander School
- **Bridget Russo**, Vice Principal at Our Lady of Perpetual Help School to *Acting* Principal at Stella Maris School
- **Mike Cusinato**, Teacher at Notre Dame School to Vice Principal at Immaculate Conception School
- **Fred Macapagal**, Teacher at Our Lady of Perpetual Help School to Vice Principal at Our Lady of Perpetual Help School
- the following secondary principal and vice principal placements effective January 29, 2009:
  - **Jim Minello**, Principal at Holy Names High School to St. Anne's High School
  - **Kevin Hamlin**, Vice Principal at Holy Names High School to Principal at Holy Names High School
  - **Laura (Porfilio) Guglietta**, Teacher at St. Michael's Alternative Secondary School to Vice Principal at Holy Names High School.

10. Communications:

a. External (Associations, OCSTA, Ministry):

- i) Letter from the Ministry of Education, dated December 22, 2008 re: Invitations to Chairs to attend Governance Review Committee Meeting  
**Moved by Trustee Porcellini and seconded by Trustee Soulliere that the correspondence from the Ministry of Education, dated December 22, 2008 re: Invitations to Chairs to attend Governance Review Committee Meeting be received as information. Carried.**
- ii) Memorandum from the Ontario Catholic Schools Trustees' Association, dated January 7, 2009 re: Impact on Trustee Candidates - Initial Proposed Accessible Information and Communications Standard  
**Moved by Trustee Porcellini and seconded by Trustee Courtney that the correspondence from the Ontario Catholic Schools Trustees' Association, dated January 7, 2009 re: Impact on Trustee Candidates - Initial Proposed Accessible Information and Communications Standard be received as information. Carried.**

b. Internal (Reports from Administration):

- i) Report: Administrative Staff Report  
**Moved by Trustee Janisse and seconded by Trustee Macri that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated January 13, 2009 for information. Carried.**
- ii) Report: Legal Services - November 2008  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the report Legal Services – November 2008 as information. Carried.**

iii) Report: Fundraising Principal Reporting Compliance

Trustees received an administrative report providing a summary of compliance by principals to the reporting requirements of Board Policy SC:02 Fund Raising. A further report will be provided that will include additional information about the various reporting methods.

**Moved by Trustee Janisse and seconded by Trustee Soulliere that the Board receive the report on Fundraising Principal Reporting Compliance as information. Carried.**

11. Unfinished Business:

- a. Notice of Motion Trustee Porcellini (Deferred from December 16, 2008) - Trustee Porcellini reported that following deferral of the initial notice of motion at the December 16 Board meeting and discussion with members of administration, she reworded the motion as follows:

**Moved by Trustee Porcellini and seconded by Trustee Soulliere that the By-Law Review Committee, as part of the upcoming review of the Board By-Laws - Respecting the Operational Procedures of the Board, consider revisions to the provisions of Section 3:04 Emergency Meetings, to ensure, wherever possible, that emergency electronic votes, as ruled by the Chair, be preceded by opportunity for substantive debate by and between Trustees and that public notice, as is practicable in the circumstances, of such emergency electronic vote be posted on the Board website prior to the vote to provide notice to the public and opportunity for comment; and, that, in conjunction with the By-Law Review, Board Policy T:04 Electronic Participation in Board Meetings be referred for review through the Board's Policy Review process to ensure conformity with the Board By-Laws and current legislative requirements. The policy review is to include input from members of the Board By-Law Review Committee. Carried.**

12. New Business:

- a. Field Trips:
- i) Stella Maris Catholic Elementary School - Bark Lake Leadership & Conference Centre, Haliburton
- Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board approve the Stella Maris Catholic Elementary School field trip to *Bark Lake Leadership and Conference Centre* in Haliburton, Ontario from May 20 to May 22, 2009. Carried.**
- b. Report: Financial Statements for the Fiscal Year Ended August 31, 2008 - *A revised page 53 of 63 was provided.*

Trustees received the audited Financial Statements for the fiscal year ending August 31, 2008 and the Auditors' Report that indicated the audit of the 2007-08 financial statements revealed no material concerns with the statements as prepared by Board administration. Administration will be providing follow-up reports concerning special education and specific financial implications at a future date.

**Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board receive the Financial Statements for the fiscal year ended August 31, 2008 as information. Carried.**

- c. Report: Trustee Group Accident Insurance 2009  
**Moved by Trustee DiMenna and seconded by Trustee Keane that the Board approve payment in the amount of \$570.24, including PST, to Industrial Alliance Pacific Insurance and Financial Services Inc. for the Trustee Group Accident Insurance, including Student Trustees, for the year 2009. Carried.**

- d. Report: Computerized Maintenance Management System - Request for Proposal Process

Superintendent Iatonna reported that the board currently lacks a comprehensive computerized management system for the tracking of inventory components, maintenance activities and work order history for its buildings and major equipment. It is recommended to issue a request for proposal (RFP) in order to seek a third-party, web-based system for this purpose and an RFP be issued immediately upon approval to proceed by the Board. Depending on the number of submissions and the scheduling of system demonstrations, it is anticipated that a recommendation would be provided to the Board in Spring 2009. Administration will inquire into the possibility of obtaining additional Ministry funding to assist with the information technology costs of implementing the tracking and recording of tangible capital assets as part of its financial responsibilities.

**Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board approve proceeding with a Computerized Maintenance Management System Request for Proposal. Carried.**

13. Committee Reports:

- a. Verbal Report: Audit Committee Meeting of January 7, 2009 - Superintendent Iatonna reported that the Audit Committee met on January 7, 2009 to receive the Audit Report from the external Auditors. Minutes of the meeting will be presented at a later date.
- b. Report: Special Education Advisory Committee (SEAC) Meeting Minutes of October 23, 2008  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the October 23, 2008 Special Education Advisory Committee meeting as information. Carried.**
- c. Verbal Report: Ad Hoc Elementary French Immersion Study Committee - Status Report

Trustee DiMenna, Chair of the Ad Hoc Elementary French Immersion Study Committee reported that the public meetings held on January 5 and 6 were well attended by the school community. A full report will be presented at the January 27, 2009 public meeting.

14. Notice of Motion: None.

15. Remarks and Announcements:

- a. Chairperson Alexander commented on the Premier's Awards for Teaching Excellence recognizing educators and staff who excel at unlocking the potential of Ontario's young people and encouraged the Catholic community to submit nominations for worthy individuals in their Catholic schools. Chairperson Alexander indicated the 2009 Trustee Committee appointment listing was at trustee places.

- b. Director of Education Berthiaume provided comment on the following activities that support the four pillars of the Board's strategic plan: student achievement initiatives, Catholic faith formation, community partnerships, and employee development. Director Berthiaume congratulated principals D. Kennedy, B. Rivait and J. Shea on being appointed to the Deputy Minister of Education's Principal Congress, and congratulated members of Learning Support Services and Student Success on their new monthly newsletter "*With Student Learning in Mind*" that focuses on various areas of curriculum planning.
- c. Board Chaplain Fr. Brunet - No comments this evening.
16. Remarks/Questions by Trustees:
- Trustee Porcellini reported that planning is in process for the 3rd Annual Catholic Central High School Bursary Dinner that will be held in May.
  - Trustee Courtney congratulated student artists at St. Joseph Catholic Elementary School for their art work that is on display in the school hallways, and asked that an issue concerning custodial supplies be followed up at Holy Cross school.
  - Student Trustee Resendes wished secondary students good luck during their upcoming exams.
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 at 7:00 p.m.)
- Tuesday, January 27, 2009
  - Tuesday, February 10, 2009
  - Tuesday, February 24, 2009
  - Tuesday, March 10, 2009
  - Tuesday, March 31, 2009
  - Tuesday, April 14, 2009
  - Tuesday, April 28, 2009
  - Tuesday, May 12, 2009
  - Tuesday, May 26, 2009
  - Tuesday, June 9, 2009
  - **Monday**, June 22, 2009
20. Closing Prayer - Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of January 13, 2009 adjourned at 8:27 p.m.

*Approved.*

***Fred Alexander***  
*Board Chairperson*

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