



**REGULAR BOARD MEETING
Monday, June 22, 2009 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom**

MINUTES

PRESENT

Trustees:

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

Regrets:

B. Holland, C. Janisse

Administration:

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

Recorder:

D. Steffens

1. Call To Order - Chair Alexander called the meeting to order at 7:47 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - Trustee Janisse sent regrets due to an employment commitment. Trustee Holland sent regrets due to illness.
4. Approval of Agenda - Chair Alexander indicated that handouts have been previously provided to trustees for agenda items 10b(x) *2009 - 2010 Draft Special Education Budget*, 12c *2009 - 2010 Budget for Final Approval*, 12g *Special Education Plan Amendments 2009* and 13b *Special Education Advisory Committee Meeting Minutes of April 9, 2009*.

Amendments:

- Deferral: 7a United Way - Employee Recognition - This item will be rescheduled to a meeting in September (date to be determined)

- Addition: 12i Report: 2008 – 09 Capital Renewal Program - Revised Project List as of June 19, 2009

Moved by Trustee Macri and seconded by Trustee Soulliere that the June 22, 2009 Regular Board meeting agenda be approved as amended. Carried.

5. Questions Pertaining to Agenda - Nil.
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.

Trustee Porcellini disclosed interest in relation to agenda items 10b(iii) *Joint Health and Safety Committee 2009 Annual Report*; 10b(x) *2009 - 10 Draft Special Education Budget*; 12c *2009 - 10 Budget Approval*; and, 12g *Special Education Plan Amendments 2009* due to her husband's employment and did not participate in the discussion or vote on any question raised on that item.

Trustee Courtney disclosed interest in relation to agenda items 10b(x) *2009 - 10 Draft Special Education Budget* and 12c *2009 – 10 Budget - Final Approval* due to her daughter's employment and did not participate in the discussion or vote on any question raised on that item. As a matter of record, Trustee Courtney indicated she was not present at the June 9, 2009 Regular Board Meeting and disclosed interest in June 9 agenda item 10b(ii) *Preliminary 2009 – 10 Budget* due to her daughter's employment.

Trustee Keane disclosed interest in relation to agenda items 10b(x) *2009 - 10 Draft Special Education Budget*; 12b *Board Policy Amendment A: 31 Privacy*; 12c *2009 – 10 Budget - Final Approval*; 12d *2009 - 10 Capital Renewal Program*; and, 12h *Natural Gas Supply Contract* due to his son and daughter's employment and did not participate in the discussion or vote on any question raised on that item.

Trustee Macri disclosed interest in relation to agenda items 10b(x) *2009 - 10 Draft Special Education Budget* and 12c *2009 – 10 Budget - Final Approval* due to his son's employment and did not participate in the discussion or vote on any question raised on that item. As a matter of record, Trustee Macri indicated he was not present at the June 9, 2009 Regular Board Meeting and disclosed interest in June 9 agenda item 10b(ii) *Preliminary 2009 – 10 Budget* due to his son's employment.

7. Presentations:
 - a. United Way - Employee Recognition - This agenda item will be rescheduled to a meeting in September 2009.
8. Delegations:
 - a. Delegation Regarding Items Not on the Agenda - Nil.
 - b. Delegations Regarding Items On the Agenda - Nil.

9. Action Items:

a. Approval of Minutes

i) Minutes of In-Camera Meeting, June 9, 2009

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of June 9, 2009 be adopted as distributed. Carried.

ii) Minutes of Regular Meeting, June 9, 2009

Moved by Trustee Keane and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of June 9, 2009 be adopted as distributed. Carried.

b. Items from the In-Camera Meeting of June 22, 2009

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on June 22, 2009 pursuant to the Education Act - Section 207, to consider specific personnel, pupil, real property matters, security of the property of the Board 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. Trustees Courtney, Keane, Macri and Porcellini declared a conflict of interest during the June 22, 2009 In-Camera Session and excused themselves from the relevant discussion items. As a matter of record, Trustee Courtney disclosed interest in items discussed at the May 26 and June 9, 2009 In-Camera Sessions and further indicated she was not in attendance at the meetings. As a matter of record, Trustee Macri disclosed interest in an item discussed at the June 9, 2009 In-Camera Session and further indicated he was not in attendance at the meeting.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of June 22, 2009 be approved. Carried.

Vice Chair DiMenna made the following announcements:

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated June 22, 2009
- the following Secondary Principal and Vice Principal Placements for September 2009:
 - **John Ulicny**, Vice Principal at F. J. Brennan High School to Principal at Cardinal Carter Secondary School
 - **Arlene Davis**, Vice Principal at St. Anne High School to Vice Principal Special Assignment, Safe Schools
 - **Marisa Lipari**, Vice Principal at Cardinal Carter to Vice Principal at St. Anne High School
 - **Rosemary LoFaso**, Teacher/Department Head of English at St. Joseph's High School to Vice Principal at Cardinal Carter Secondary School
 - **Dwayne Brunet**, Teacher at Holy Names High School to Vice Principal at F. J. Brennan High School
- receipt of a status report on the Communications Coordinator / Diocesan Liaison position

- approval of a Request for Proposal process for security and monitoring systems at two secondary schools
- receipt of a report summarizing Freedom of Information Statistics Reports for 2007 and 2008
- a report on the Performance Management of the Director of Education in accordance with Board Policy H: 20 Performance Management - Director of Education

10. Communications:

a. External (Associations, OCSTA, Ministry): Nil.

b. Internal (Reports from Administration):

i) Report: Administrative Staff Report

Moved by Trustee Macri and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated June 22, 2009 as information. Carried.*

ii) Report: Ontario Secondary School Literacy Test (OSSLT) Test Results

Trustees received a report providing an overview of school-by-school student achievement results of the Ontario Secondary School Literacy Test (OSSLT) Test administered in April 2009. 85% of students taking the test for the first time were successful, compared to 81% in 2004. This is the fifth straight year student achievement results were 80% or higher.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the *Windsor-Essex Catholic District School Board: Ontario Secondary School Literacy Test (OSSLT) Results 2009 report as information. Carried.*

iii) Report: Joint Health and Safety Committee 2009 Annual Report

Trustees received the Joint Health and Safety Committee annual report in accordance with Board Policy H:06 Health and Safety of Employees.

Moved by Trustee Macri and seconded by Trustee Keane that the Board receive the *Joint Health and Safety Committee (JHSC) 2009 Annual Report as information. Carried.*

iv) Report: Summer Jobs and Focus on Youth Program 2009

Moved by Trustee DiMenna and seconded by Trustee Porcellini that the Board receive as information, the listing of Summer Jobs and Focus on Youth Program for students, 2009. Carried.

v) Verbal Report: Board By-Laws Review - Director Berthiaume reported that the 2009 review of the Board By-Laws and Operational procedures will proceed once the provincial governance legislation has received royal assent.

- vi) Report: Legal Services - April 2009
Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the report Legal Services – April 2009 as information. Carried.

- vii) Report: Specialist High Skills Major (SHSM) Programs

Trustees received an administrative report outlining the Specialist High Skills Major Programs that are part of the Board's student success initiatives. The programs allow students to focus on knowledge and skills that are of particular importance in certain economic sectors, and to obtain certifications recognized in those sectors as they work towards meeting the requirements for an Ontario Secondary School Diploma.

Moved by Trustee Macri and seconded by Trustee Keane that the Board receive the Specialist High Skills Major (SHSM) Programs report as information. Carried.

- viii) Report: Ad Hoc Safe Schools Sub-Committee - Recommendations on Best Practices

Further to Board direction at the meeting of December 16, 2008, a sub-committee of the existing Safe Schools Committee was established to review current practices, programs and procedures with respect to smoking, alcohol and drug abuse and to provide feedback to the Board with recommendations. The sub-committee along with a Working Committee comprised of board staff and community partners developed a comprehensive system-wide Alcohol and Drug Strategy Action Plan for the 2009-10 school year. The Action Plan includes new and existing programs and interventions with a specific focus on prevention and harm reduction. The plan will be amended to include an annual review provision.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the Ad Hoc Safe Schools Sub-Committee – Recommendations on Best Practices report as information. Carried.

- ix) Report: 2009 Electricity Supply Contract

Trustees received an administrative report providing an update on the status of the Board's participation in the Catholic School Board Services Association (CSBSA) Electricity Program and information with respect to current group contract pricing.

Moved by Trustee Macri and seconded by Trustee Soulliere that the Board receive the report on the 2009 Electricity Supply Contract as information. Carried.

- x) Report: 2009 – 10 Draft Special Education Budget (*Handout previously provided.*)

Trustees received a report indicating the proposed 2009-10 Special Education Budget reflects an estimated deficit of \$540,436 that is being offset by a transfer from the Special Education Reserve Fund, which currently has a balance of \$862,331. The transfer will leave a balance in the Special Education Reserve Fund at year-end of \$321,895.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the 2009-10 Special Education Budget as information. Carried.

11. Unfinished Business: Nil.

12. New Business:

a. Field Trips:

i) St. Joseph's Catholic High School - Europe

Moved by Trustee Keane and seconded by Trustee DiMenna that the Board approves St. Joseph's Catholic High School Field Trip to Europe: France and Italy from March 10 – 21, 2010. Carried.

b. Report: Board Policy Amendment A: 31 Privacy (*for final approval*)

Moved by Trustee Soulliere and seconded by Trustee Courtney that the Board provide final approval of Draft Policy A: 30 Privacy. Carried.

c. Report: 2009 – 10 Budget - Final Approval (*Handout previously provided.*)

Superintendent Iatonna reported that the 2009-10 Budget as presented complies with the requirements under the Education Act that the Board submit a balanced budget to the Ministry of Education prior to each fiscal year. The 2009-10 Final Budget Estimate is \$235,314,972.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the 2009-10 Final Budget Estimates and that administration be directed to submit the Budget Estimates to the Ministry of Education by June 30, 2009 as required. Carried.

d. Report: 2009 - 10 Capital Renewal Program

Superintendent Iatonna reported the Ministry has provided an allocation to the Board for the 2009-10 Capital Renewal Program in the amount of \$3,071,917. An amount of \$600,000.00 is being budgeted for "Long Term Debenture Financing" and is reflected in the attached Program. The proposed 2009 - 10 Capital Renewal Program has been prepared on the basis of proposed projects amounting to approximately \$2,417,917 with the amount over and above this amount being shown as a transfer to the New Pupil Places Grant Reserve.

Moved by Trustee Macri and seconded by Trustee Soulliere that the Board approve the 2009-10 Capital Renewal Program. Carried.

e. Report: Tender - Roofing for St. William and St. Gabriel Catholic Elementary Schools

Moved by Trustee Porcellini and seconded by Trustee Macri that the Board approve the successful tender bids from Kingsville Roofing \$184,453.50, including GST for St. William Elementary School and Rauth Roofing \$467,182.80, including GST for St. Gabriel Elementary School, and the issuance of Purchase Order Contracts, with the total combined bid sum of \$651,636.30 to be funded in the amount of \$600,000 from the previously approved allocation from Good Places To Learn – Stage 4, \$38,000 from a reduction in the approved roofing projects for St. Pius X and St. Peter Elementary Schools allocated in Good Places to Learn – Stage 4, and \$13,636 from a reduction in the approved HVAC project at Catholic Central High School allocated in Good Places to Learn – Stage 4. Carried.

- f. Report: Selection of a “Before and After” Child Care Program at St. John the Evangelist, St. Louis and St. Rose Catholic Elementary Schools
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board enter into a three (3) year lease agreement with YMCA to provide a child care program for the students of St. Rose commencing on September 8, 2009 with a Board option to extend the contract;

and, that the Board enter into a three (3) year lease agreement with Discovery School-Based Child Care Program to provide a child care program for the students of St. Louis commencing September 8, 2009 with a Board option to extend the contract;

and, that the Board enter into a three (3) year lease agreement with Little Blessings Child Care to provide a child care program for the students of St. John the Evangelist commencing on September 8, 2009 with a Board option to extend the contract. Carried.

- g. Report: Special Education Plan Amendments 2009 (*Handout previously provided.*)

Moved by Trustee Soulliere and seconded by Trustee Macri 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: Natural Gas Supply Contract

Moved by Trustee Macri and seconded by Trustee DiMenna that the Board approve a fixed price natural gas supply contract through Shell Energy for up to 50% of the Boards needs for the period November 1, 2009 –November 1, 2011 with the option to extend to November 1, 2012 based on pricing. Carried.

- i. WALK-ON Report: 2008 – 09 Capital Renewal Program - Revised Project List as of June 19, 2009 (*Handout distributed and previously provided to trustees electronically.*)

Trustees considered a report providing a listing of recommended projects that can be undertaken with unallocated funds from the 2008–09 Capital Renewal Program. Recommended capital renewal projects included: St. Thomas of Villanova parking lot (\$150,000.00); Former Basilian residence roof (\$150,000.00); Former Basilian residence windows (\$150,000.00); and, Andover and Delta controls (\$150,556.00). Completion of the projects will be dependent upon receipt of pricing and availability of contractors.

Moved by Trustee Macri and seconded by Trustee Porcellini that the Board approve the revised project list for the 2008-09 Capital Renewal Program as of June 19, 2009. Carried.

13. Committee Reports:

- a. Report: French Immersion Advisory Committee Meeting of May 13, 2009

Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board receive the Minutes of the May 13, 2009 French Immersion Advisory Committee meeting as information. Carried.

- b. Report: Special Education Advisory Committee (SEAC) Meeting Minutes of April 9, 2009
(*Handout previously provided.*)
Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the April 9, 2009 Special Education Advisory Committee meeting as information. Carried.

14. Notice of Motion - Nil.

15. Remarks and Announcements:

- a. Chairperson Alexander commented on his attendance at the recent Employee Retirement Banquet and Celebration and thanked Student Trustees for their dedication to Catholic education over the last school year.
- b. Director of Education Berthiaume provided comment on recent activities supporting the Board's strategic priorities: faith development and student achievement. Director Berthiaume commented on his attendance at the recent Employee Retirement Banquet and Celebration, congratulated the staff and students of St. Christopher Catholic Elementary School upon being provincially recognized in the *Schools on the Move: Lighthouse Program* and reported on a new agreement between the University of Windsor, the Greater Essex County District School Board and our board, wherein the partners commit to expanding the in-service and certification options for teachers.
- c. Board Chaplain Fr. Brunet - No comments this evening.

16. Remarks/Questions by Trustees

- Trustee DiMenna extended her appreciation to the all staff in the system for the work they do for system and students and wished everyone a safe and healthy summer.
- Trustee Porcellini commented on her attendance at the recent Ontario Center for Governance Conference, congratulated elementary and secondary students upon their graduation and wished Principal Pagliaroli well in her retirement.
- Trustee Macri extended his appreciation to all staff for their dedication and commitment to our students.
- Trustee Courtney commented on her attendance the CCSTA Annual Conference in Victoria and inquired into the Board's policy in terms of student attendance reporting and safe arrival procedures at elementary schools.
- Student Trustee Resendes and Lau provided a brief overview of their activities as student trustees over the past school-year.

17. Pending Items:

- a. Draft Board Policy H:07 Selection Process - Principals and Vice Principals (*deferred March 10, 2009*)
- b. Deferred Report (*Deferred from April 28, 2009*): Play Surface Material Standard – Rubber

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 with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.)*
- Tuesday, September 1, 2009
 - Tuesday, September 15, 2009
 - **Monday**, September 28, 2009 Special Meeting
(Windsor East Accommodation Review Report at F. J. Brennan Catholic High School)
 - Tuesday, September 29, 2009 Special Meeting
(Windsor West Accommodation Review Report at Assumption College Catholic High School)
 - Tuesday, October 13, 2009
 - Tuesday, October 27, 2009
 - Tuesday, November 10, 2009
 - Tuesday, November 24, 2009
 - Tuesday, December 1, 2009 (Mass at 6:45 p.m. and Organizational Meeting at 7:30 p.m.)
 - Tuesday, December 8, 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 22, 2009 adjourned at 9:03 p.m.

Approved.

Fred Alexander
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer