



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

"Learning together in faith and service"

1325 California Avenue
Windsor, ON N9B 3Y6

CHAIRPERSON: Fred Alexander

INTERIM DIRECTOR OF EDUCATION: Paul A. Picard

**REGULAR BOARD MEETING
Tuesday, October 12, 2010 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom**

MINUTES

PRESENT

Trustees:

F. Alexander, Chair	C. Janisse
J. Courtney	P. Keane
M. DiMenna, Vice-Chair	S. Porcellini
B. Holland	L. Soulliere
M. Colman, Student Trustee	
L. Limarzi, Student Trustee	
Rev. L. Brunet, Board Chaplain	

Regrets:

Trustee Macri

Administration:

P. Picard (Resource)	E. Byrne
J. Bumbacco	P. Murray
C. Geml	C. Norris
M. Iatonna	S. O'Hagan-Wong
J. Braido	J. Shea
P. Littlejohns	M. Seguin
	J. Ulicny

Recorder:

B. Marshall

1. Call To Order - Chair Alexander called the meeting to order at 7:13 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - Trustee Macri was not in attendance.
4. Approval of Agenda

Amendments:

- **ADDITION:** 8b(i) Delegation - Sandra Dennison, Registered Nurse and Certified Diabetes Educator, to speak about 11a) Unfinished Business - Trustee Porcellini's notice of motion that the board establish a policy and procedure to deal with students who have diabetes.

- **ADDITION:** 8b(ii) Delegation - Marc Beneteau and Nicole Cozad to speak about item 11a) Unfinished Business - Trustee Porcellini's notice of motion that the board establish a policy and procedure to deal with students who have diabetes.
- **REPLACEMENT:** Item 10b(ii) Enrolment/Staffing School Organization Information for Elementary and Secondary Schools September 2010 replace pages 31-32 Elementary Combined Classes and pages 35-36 Elementary Pupil Teacher Ratios. St. Anne Catholic Elementary French Immersion was omitted in the original documents. Copies are at trustees' places.
- **DELETION:** Item 12a(iii) Cardinal Carter Catholic Secondary School field trip to Toronto Science Centre October 28-30, 2010.
- **DELETION:** Item 12a(v) Assumption College Secondary School field trip to Quebec City February 2-5, 2011

Moved by Trustee DiMenna and seconded by Trustee Keane that the October 12, 2010 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.

As a matter of record, Trustee Courtney disclosed interest on September 28, 2010 agenda item 10b(iii) Enrolment/Staffing and Budget Overview 2010 due to her daughter's employment and further indicated she was not present at the meeting.

7. Presentations:
 - a) System Staffing and Initiatives - Student Achievement K-12

Superintendent Geml introduced staff members from the following areas: Program Specialists, Discrete Trial Trainers, Behaviour Specialists, Safe Schools Team and Continuous Intake Cooperative Education Teacher.

- b) Youth Engagement Proposal - Mayor's Youth Advisory Committee and Windsor-Essex County Health Unit

A partnership with the Windsor-Essex County Health Unit and the Mayor's Youth Advisory Committee (MYAC) provides an opportunity to engage youth and raise awareness for a Tobacco Free Sports and Recreation initiative. MYAC members, Jennifer Luu and Trese MacNeil seek approval from the board to engage youth in grades 6 to 12 to respond and complete a one page questionnaire survey. The statistics from this survey will lend support to the findings and will be utilized for the presentation to organized sports groups. In addition, the results will contribute to the final presentation to Windsor City Council for consideration to change the Parks and Recreation policy and bylaw.

Trustees instructed Assistant Superintendent Ulicny to move forward with MYAC's request.

Trustee Porcellini left the meeting at 7:41 pm and returned at 7:44 pm.

c) Service Canada Centre for Youth

Letitia Hope-Hukezalie and Kyle Brown, Student Ambassadors for Service Canada Centre for Youth would like principals to be aware of the workshops and services provided to secondary students. These include, but are not limited to, information sessions on resume and cover letter writing, interview skills, job search techniques, Canada Student Loans, and Summer Experience programs. Information will be forward to Superintendent Geml.

d) Facility Partnerships Public Announcement

In compliance with *Ministry Memorandum 2010: B1 Encouraging Facility Partnerships*, dated February 11, 2010 and the *Ministry of Education's Facility Partnerships Guideline*, the board held its first annual public meeting in order to exchange information with interested community partners regarding available spaces and/or potential co-build projects and community needs. Presently there is no available space in any of our schools for the purposes identified in the policy. If this changes in the future, appropriate notification will be provided.

8. Delegations: None

a. Delegation Regarding Items Not on the Agenda

b. Delegations Regarding Items On the Agenda

i) Delegation Sandra Dennison was present to speak to agenda item 11a Unfinished Business, Trustee Porcellini's notice of motion that the board establish a policy and procedure for students with diabetes - As a community nurse and certified diabetes educator, Ms. Dennison petitioned the board to develop a policy and procedure for students with Type 1 Diabetes.

ii) Delegations Marc Beneteau and Nicole Cozad was present to speak to agenda item 11a Unfinished Business, Trustee Porcellini's notice of motion that the board establish a policy and procedure for students with diabetes - As parents of children with Type 1 Diabetes, Mr. Beneteau and Ms. Cozad petitioned the board to develop a policy and procedure for students with Type 1 Diabetes.

9. Action Items:

a. Approval of Minutes

i) Minutes of In-Camera Meeting, September 28, 2010

Moved by Trustee Janisse and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of September 28, 2010 be adopted as distributed. Carried

ii) Minutes of Regular Board Meeting, September 28, 2010

Moved by Trustee Keane and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of September 28, 2010 be adopted as distributed. Carried

b. Items from the convened In-camera meeting October 12, 2010

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on October 12, 2010 pursuant to the Education Act - Section 207, to consider specific personnel and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Courtney and Porcellini declared a conflict of interest during the In-Camera Session and excused themselves from the relevant discussion item.

As a matter of record, Trustee Courtney disclosed interest in an item discussed at the September 14, 2010 In-Camera Session and further indicated she did not participate in the discussion.

Also, Trustee Courtney and Porcellini disclosed interest in an item discussed at the September 28, 2010 and were not in attendance during the discussion.

Moved by Trustee DiMenna and seconded by Trustee Holland that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of October 12, 2010 be approved. Carried

Vice Chair DiMenna made the following announcements:

from the October 12, 2010 Committee of the Whole Board in-camera meeting

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated October 12, 2010
- the following placements:
 - Aldo Bertucci as Acting Administrator at St. Joseph Catholic Secondary School to Secondary Vice Principal at St. Joseph Catholic Secondary School
 - Michael Naicker as Teacher at Catholic Central Secondary School to Acting Administrator at Catholic Central Secondary School
- a review of the Ministry of Education School Board Operational Review - Follow-up report

10. Communications:

a. External (Associations, OCSTA, Ministry)

- i) Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum, dated September 27, 2010 re: 2011 AGM & Conference Resolutions

Moved by Trustee Porcellini and seconded by Trustee Holland that the Board receive the Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum, dated September 27, 2010 re: 2011 AGM & Conference Resolutions as information. Carried.

- ii) Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum, dated September 27, 2010 re: OCSTA Trustee Award of Merit

Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board receive the Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum, dated September 27, 2010 re: OCSTA Trustee Award of Merit as information. Carried.

- b. Internal (Reports from Administration):
i) Report: Administrative Staff Report

Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated October 12, 2010 for information. Carried*

- ii) Report: Enrolment/Staffing School Organization Information for Elementary and Secondary Schools September 2010

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board receive the report *Enrolment/Staffing School Organization Information of our Elementary/Secondary Schools – September 2010 as information. Carried*

- iii) Report: 2010 Summer Programs - Focus on Youth and Summer School

Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board receive the *Summer Programs: Focus on Youth and Summer School report as information. Carried*

- iv) Report: 2010 Education Quality and Accessibility Organization (EQAO) Assessments of Reading, Writing and Mathematics, Primary Division (Grades 1-3) and Junior Division (Grades 4-6), and the Grade 9 Assessment of Mathematics

Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board receive the *2010 EQAO Assessments of Reading, Writing and Mathematics: Primary Division (Grades 1-3) and Junior Division (Grades 4-6), and the Grade 9 Assessment of Mathematics report as information. Carried*

11. Unfinished Business:

Deferred Notice of Motion: (*Deferred from September 14, 2010*)

Moved by Trustee Porcellini and seconded by Trustee Macri that the Board establish a consistent policy and procedure for dealing with students who have diabetes and that the policy be brought to the Board for discussion and debate by January 2011.

- a. Verbal Report: Amended Policy ST:11 Medication Administration at School

Administration requested to defer the motion to January 2011 to provide time to implement correct policy procedures and explore the viability of some of the options suggested by tonight's delegations.

Following lengthy discussion and debate on the intent and effectiveness of a deferral, and the type of additional data required from administration, Trustee Porcellini reiterated delegations' request for the development and implementation of a standard set of protocols for students with Type 1 Diabetes. Administration cautions the development of specific illness protocols and suggest to amend the current Board Policy ST:11 Medication Administration at School to encompass all illness/diseases reflecting consistency and guidelines for staff.

The discussion continued an amended motion was presented and approved by the mover and seconder.

Moved by Trustee Porcellini and seconded by Trustee Courtney that the Board establish a consistent policy and procedure for dealing with students who have diabetes and that the policy be brought to the Board for discussion and debate by January 2011. (Motion amended)

AMENDED MOTION: Moved by Trustee Janisse and seconded by Trustee Holland that the board establish a consistent chronic diseases policy and procedure for dealing with students who may have diabetes and other chronic diseases. The policy would be brought to the board for discussion and debate by January 2011. Carried

Trustee Porcellini left the room at 9:17 p.m.

12. New Business:

a. Field Trips:

- i) Report: Holy Names Catholic Secondary School - Field Trip to Cleveland, Ohio -Our Bodies Within Exhibit October 25, 2010

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the Holy Names Catholic Secondary School field trip to Cleveland, Ohio – Our Bodies Within Exhibit on October 25, 2010. Carried

- ii) Report: St. Thomas of Villanova Catholic Secondary School - Field Trip to Quebec City February 11-15, 2011

Moved by Trustee Courtney and seconded by Trustee Holland that the Board approve the St. Thomas of Villanova Secondary School field trip to Quebec City, from Friday, February 11, 2011 to Tuesday, February 15, 2011. Carried

- iii) Report: Cardinal Carter Catholic Secondary School - Field Trip to Toronto Science Centre, Toronto, Ontario October 28-30, 2010

DELETED from the Agenda

- iv) Report: St. Anne Catholic Secondary School - Field Trip to France, Belgium, Netherlands, Germany April 1-10, 2011

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board approve the St. Anne Catholic Secondary School's field trip to Europe, April 1 to 10, 2011. Carried

- v) Report: Assumption College Secondary School - Field Trip to Quebec City February 2-5, 2011

DELETED from the Agenda

- vi) Report: Assumption College Secondary School - Field Trip to Monteverde Costa Rica
June 5-12, 2011

Moved by Trustee Keane and seconded by Trustee Janisse that the Board approve the Assumption College Secondary School field trip to Monteverde Costa Rica, Sunday June 5, 2011 to Sunday June 12, 2011. Carried

- b. Report: Board Policy Review (*final approval*) Amended Policy T:06 Honoraria for Trustees

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board provide final approval to Draft Amended Board Policy T:06 Honoraria for Trustees. Carried

- c. Report: Board Policy Review (*approval in principle*) Amended Policy A:08 Board Name and Corporate Status

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board approve, in principle, Draft Amended Board Policy A: 08 Board Name and Corporate Status. Carried

- d. Report: Board Policy Review (*approval in principle*) Amended Policy A:11 Naming of Schools

Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board approve, in principle, Draft Amended Board Policy A: 11 Naming of Schools. Carried

- e. Report: Request for Proposal (RFP) – Digital Photocopier Equipment, Service Maintenance and Supplies

Moved by Trustee Keane and seconded by Trustee Soulliere that the Board approve the retention of Advance Business Systems (Windsor) Inc. pursuant to the Request For Proposal (RFP) for Digital Photocopier Equipment, Service Maintenance and Supplies for a 60 month period starting October 2010 up to and including October 31, 2015. Carried

13. Committee Reports:

- a. Report: Appointment of Maureen O’Halloran, Alternative Representative Community Living Essex County to Special Education Advisory Committee

Moved by Trustee DiMenna and seconded by Trustee Keane that the Board approve the appointment of Maureen O’Halloran, alternate representative, Community Living Essex County to the Special Education Advisory Committee (SEAC) for the balance of the four-year term, December 1, 2006 to November 30, 2010. Carried

14. Notice of Motion: None

15. Remarks and Announcements:
- a. Chairperson Alexander mentioned tonight is the last meeting before the Municipal Election and wished all candidates the best of luck.
 - b. Interim Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
Faith Development: Attending the Bishop's Dinner on October 21st and the Catholic Board Directors will be meeting with Bishop Fabbro tomorrow in London. Fr. Cullen's Memorial Mass is being held October 18th at Assumption Church.
Employee Development and Student Achievement: Special High Skills Majors teams met October 4th to share new information pertaining to the delivery of the SHSM programs at the schools; Principal's retreat in Oxley today and tomorrow; and Fall Muskoka Woods Leadership camp begins this week until Sunday.
 - c. Board Chaplain Brunet informed trustees of Bishop Fabbro's 30th anniversary as a priest and Bishop Sherlock's 60th anniversary, both celebrating Thursday, October 14th in London.

Trustee Porcellini entered the room at 9:24 p.m.

16. Remarks/Questions by Trustees

Trustee Porcellini encouraged her colleagues to continue the process of the development of the chronic diseases policy.

Trustee Soulliere inquired as to the Superintendent responsible for reporting on the Special High Skills Majors meeting. (*Assistant Superintendent Ulicny*)

Trustee Courtney requested administration to report on the progress status of the International Baccalaureate Program, specifically on enrolment numbers and projections, succession planning, mentoring of new teachers, space availability for the program in the next five years, and what is currently being done to attract new and qualified teachers to the program. The report should include what is working, what needs to be improved, and what is being done to attract new students.

Student Trustee Colman commented on the Faith Development Day scheduled for December 10th with guest speaker Chris D'Souza. Schools began fundraisers for Students Helping Students program.

Student Trustee Limarzi wished the trustees well in the upcoming election and mentioned she will be attending Muskoka Woods as a leader.

17. Pending Items

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

18. Continuation of In-Camera, if required. - 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, October 26, 2010
 - Tuesday, November 9, 2010
 - Tuesday, November 23, 2010
 - Tuesday, December 7, 2010 (*Mass at 6:45 p.m., Organizational Meeting - 7: 30 p.m.*)
 - Tuesday, December 14, 2010
20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of October 12, 2010 adjourned at 9:29 p.m.

Approved

Fred Alexander
Board Chairperson

Paul A. Picard
Interim Director of Education & Secretary-Treasurer