



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Paul A. Picard

**REGULAR BOARD MEETING**  
**Tuesday, February 8, 2011 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:**

F. Alexander, Chair	J. Macri
J. Courtney	B. Mastromattei
M. DiMenna, Vice-Chair	J. McMahan
F. Favot	L. Soulliere
B. Holland	
M. Colman, Student Trustee	
L. Limarzi, Student Trustee	
Rev. L. Brunet, Board Chaplain	

**Regrets:**

**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 7:29 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present.
4. Approval of Agenda - Chair Alexander noted that the handouts for the following agenda items are at trustee places and was previously provided to trustees electronically.

**Handouts:**

- Item 12e) Field Trips and Potential Risks
- Item 12f) Request for Proposal - Dell Refurbished Computers
- Item 12g) Request for Proposal - Engineering Services - Assumption College Catholic School Heating Upgrade

Amendment:

Addition: Walk-On Delegation Request: Jan Murphy, retired board employee, speaking on item 11a Notice of Motion.

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the request from Jan Murphy, retired board employee, to speak as a delegation on agenda item 11a Notice of Motion be granted and added to the agenda as item 8b(i). Carried**

**Moved by Trustee Favot and seconded by Trustee McMahon that the February 8, 2011 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. Rosemary Limarzi's Memorial  
The unveiling of a commemorative plaque for the late Rosemary Limarzi, former Communications Coordinator/Diocesan Liaison for the Windsor-Essex Catholic District School Board.
8. Delegations:
  - a. Delegation Regarding Items Not on the Agenda
  - b. Delegations Regarding Items On the Agenda
    - i) Retired board employee, Jan Murphy to speak about item 11a) Trustee Holland's Notice of Motion - Ms. Murphy supports the motion and thanked trustees and administration for considering a Windsor-Essex Catholic District School Board Retiree Association.
9. Action Items:
  - a. Approval of Minutes
    - i) Minutes of In-Camera Meeting, January 25, 2011

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of January 25, 2011 be adopted as distributed. Carried**

- ii) Minutes of Regular Board Meeting, January 25, 2011

**Moved by Trustee Mastromattei and seconded by Trustee McMahon that the minutes of the Regular Board meeting of January 25, 2011 be adopted as distributed. Carried**

- b. Items from the convened In-camera meeting February 8, 2011

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on February 8, 2011 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, potential 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 Macri and McMahon declared a conflict of interest during the In-Camera Session and excused themselves from the relevant discussion item.

**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 February 8, 2011 be approved. Carried**

Vice Chair DiMenna made the following announcements:

from the February 8, 2011 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 February 8, 2011
- A summary of secondary principal placement, effective March 21, 2011, is as follows:
  - Pat Hickson, Vice Principal at St. Anne Catholic Secondary School to Acting Principal, at St. Thomas of Villanova Catholic Secondary School.
  - Sue Patterson, Teacher at St. Anne Catholic Secondary School to Acting Administrator at St. Anne Catholic Secondary School
- Approval of amended terms and conditions of Supervisory Officers' Personal Service Contracts in compliance with the Public Sector Compensation Restraint to Protect Public Services Act, 2010 (Bill 16)
- Approval of Senior Administrative Organizational Restructuring:
  - Cathy Geml, Superintendent of Education - Student Achievement K-12 to Associate Director of Education - Student Achievement K-12
  - Mario Iatonna, Superintendent of Business to Executive Superintendent of Business and pending Ministry approval, Treasurer of the Board
  - Jamie Bumbacco, Superintendent of Human Resources to Executive Superintendent of Human Resources
  - Emelda Byrne, Assistant Superintendent of Education to Superintendent of Education
  - Sharon O'Hagan-Wong, Assistant Superintendent of Education to Superintendent of Education
  - JoAnne Shea, Assistant Superintendent of Education to Superintendent of Education
  - Michael Seguin, Acting Assistant Superintendent of Education to Acting Superintendent of Education
  - John Ulicny, Acting Assistant Superintendent of Education to Acting Superintendent of Education
  - Patrick Murray, Assistant Superintendent of Human Resources to Superintendent of Human Resources

10. Communications:

- a. External (Associations, OCSTA, Ministry)
- b. Internal (Reports from Administration):
  - i) Report: Administrative Staff Report

**Moved by Trustee Holland and seconded by Trustee Soulliere that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated February 8, 2011 as information. Carried**

11. Unfinished Business:

- a. Notice of Motion: Trustee Holland: *“At the next meeting of the Board, I shall move or cause to be moved, that the Board strike a committee to study the feasibility of an Association comprised of Windsor-Essex Catholic District School Board Retirees, formulate terms of reference and return to the board with a report no later than May 10th, 2011.”*

**Moved by Trustee Holland and seconded by Trustee Soulliere that the Board strike a committee to study the feasibility of an Association comprised of Windsor-Essex Catholic District School Board Retirees, formulate terms of reference and return to the board with a report no later than May 10th, 2011. Carried**

Trustee Holland mentioned five board retirees have expressed an interest to initiate a Windsor-Essex Catholic District School Board Retiree Association. The Association would comprise of retirees and one trustee with limited administration involvement.

- b. Report: Policy Development and Review re: Draft Amended Policy: ST:11 Student Health Support (Including Medication Administration at School) (C. Geml)  
*(Reference: October 12, 2010 Deferred Motion by Trustee Porcellini - Diabetes)*

**Moved by Trustee Macri and seconded by Trustee Holland that the Board receive as information Amended Draft Policy ST:11 Student Health Support (Including Medication Administration at School) and the proposed consultation plan. Carried**

12. New Business:

- a. Field Trips: None
- b. Report: Board Policy Review (*final approval*) Amended Policy SC:05 Blessing and Official Opening of Schools and Major Additions

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board provide final approval to Draft Amended Board Policy SC:05 Blessing and Official Opening of Schools and Major Additions; and, that the Board receive Administrative Procedure Pr SC:05 Blessing and Official Opening of Schools and Major Additions as information. Carried**

- c. Report: Board Policy Review (*approval in principle*) Deferred Report: Amended Policy H:07 Selection Process of Principals and Vice Principals

**Moved by Trustee Soulliere and seconded by Trustee Favot that the Board approve, in principle, Draft Amended Board Policy H: 07 Selection Process Principals and Vice-Principals. Carried**

- d. Report: Tender Approval - Supply Only of Carrier Heat Pumps

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the award of tender and the issuance of a purchase order contract for the supply only of Carrier Heat Pumps for Cardinal Carter Catholic Secondary School and St. Thomas of Villanova Catholic Secondary School to Carrier Canada at the submitted bid amount of \$126,540.00 plus applicable taxes to be funded from the Good Places to Learn Stage 3 (GPL3) accounts 082-76-580802-6-000-0 and 083-76-580809-6-000-0. Carried**

- e. Report: Field Trips and Potential Risks (*Handout at trustee places and was previously provided to trustees electronically*).

**Moved by Trustee Macri and seconded by Trustee Courtney that the Board strike a committee to provide input towards the revision of Policy SC: 04 Field Trips/Excursions. Pursuant to the suggestions of the Committee, a revised policy will be brought forward in compliance with the Development and Review Process. Carried**

- f. Report: Request for Proposal - Dell Refurbished Computers (*Handout at trustee places and was previously provided to trustees electronically*).

**Moved by Trustee Macri and seconded by Trustee Soulliere that the Board approve the retention of Dell Canada pursuant to the Request For Proposal (RFP) for Dell Refurbished Computers for the purchase of 500 Refurbished Computers for the Board at the submitted bid amount of \$109,500 (\$219 per unit) plus applicable taxes to be funded from Computer Central Purchases account 10-502002-6-000. Carried**

- g. Report: Request for Proposal - Engineering Services - Assumption College Catholic School Heating Upgrade (*Handout at trustee places and was previously provided to trustees electronically*).

**Moved by Trustee Holland and seconded by Trustee Mastromattei that the Board approve the retention of Stantec Consulting Ltd. pursuant to the Request For Proposal (RFP) for Engineering Services for Assumption College Catholic High School Heating Upgrade at the submitted proposal of 5% of the cost of construction to be funded from Good Places to Learn Stage 4 (GPL4) account 078-76-580800-6-000-0. Carried**

13. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Meeting of October 25, 2010

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the October 25, 2010 Special Education Advisory Committee meeting as information. Carried**

14. Notice of Motion: None

15. Remarks and Announcements:

- a. Chairperson Alexander wished Director Picard a happy birthday.

- b. Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;

*Catholic Faith Formation: Religion Course Retreat January 29<sup>th</sup> at the CEC.*

*Employee Development And Student Achievement Initiatives: School visits continue, February 11<sup>th</sup> PD Day, Academic Leadership was January 26<sup>th</sup>, Health & Safety Certification for Principals, Epi-Pen Training for Occasional Teachers, New Teachers Initiation Program (NTIP) focus on Safe Schools, FSL Workshop February 18.*

*Miscellaneous: JK/SK Registration Dates -- February 14 to 25th, Devonshire Mall Dates February 10-12th, Open House at all schools on February 16th from 5:00 p.m. to 7:00 p.m. More information can be located on the board's website.*

c. Board Chaplain - no comment

16. Remarks/Questions by Trustees

Trustee McMahon commended the Director on his decision to close schools on February 2, 2011 due to inclement weather for the safety and well-being of students and staff. Trustee McMahon also thanked those staff members who attended their schools to ensure no student was present.

Due to the increase in out of town conferences, Trustee Holland requested administration to consult with the Ministry regarding the possibility of video conferencing.

Trustee Courtney questioned the Annual Policy Review Plan and policy review priorities. Trustee Courtney also questioned whether the schools, parishes or combination of both taught First Eucharist preparation.

Student Trustee Limarzi commented on the upcoming Student Mental Health and Well Being Initiative held Friday, February 11. She also thanked administration for her mother's memorial.

17. Pending Items

a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*)

18. Continuation of In-Camera, if required. - *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 with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*

- Tuesday, February 22, 2011
- Tuesday, March 8, 2011
- Tuesday, March 29, 2011
- Tuesday, April 12, 2011
- Tuesday, April 26, 2011
- Tuesday, May 10, 2011
- Tuesday, May 24, 2011
- Tuesday, June 14, 2011
- **Monday**, June 27, 2011

20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.

21. Adjournment - There being no further business, the Regular Board meeting of February 8, 2011 adjourned at 8:43 p.m.

*Approved*

**Fred Alexander**  
Board Chairperson

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