



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

**SUPERVISED  
DELEGATION MEETING  
Tuesday, November 27, 2012 at 7:00 p.m.  
Windsor Essex Catholic Education Centre  
John Paul II Board Room**

**MINUTES**

**PRESENT**

**Supervisor** N. Hartmann

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

**Recorder:** B. Marshall

1. Call To Order – Supervisor Hartmann called the meeting to order at 7:00 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All present
4. Approval of Agenda

**That the November 27, 2012 Regular Board meeting agenda be approved as distributed.**

***Approved by Supervisor Hartmann.***

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: *None*
6. Presentations: *None*
7. Delegations: *None*

8. Action Items:

a. Previous Meeting Minutes

- i) Minutes of Supervised In-Camera Board Meeting, October 23, 2012

**Supervisor received the Minutes of the Supervised In-Camera Board Meeting of October 23, 2012 as distributed.**

- ii) Minutes of Supervised Board Meeting, October 23, 2012

**Supervisor received the Minutes of the Supervised Board Meeting of October 23, 2012 as distributed.**

b. Items from the Supervised In-Camera meeting of November 27, 2012

Supervisor Hartmann reported that the Windsor-Essex Catholic District School Board convened a closed in-camera meeting on November 27, 2012 pursuant to the Education Act - Section 207, to consider specific personnel, real property 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.

**Supervisor Hartmann approved the recommendations and directions of the In-Camera meeting of November 27, 2012.**

From the November 27, 2012 Supervised 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 November 27, 2012;
- reports on pending arbitration summaries pertaining to employee bargaining units.

9. Communications:

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

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report

Issue:

To provide an overview of staff changes at WECDSB.

Decision:

**That the Administrative Staff Report on hiring, retirement and resignation of staff dated November 27, 2012 be received for information.**

Rationale:

All hiring, retirements and resignations followed board policies, procedure and legislative requirements and requires no further action or decision.

- ii) Report: Status - Implementation of Pupil Accommodation Review Decisions

Issue:

To provide an overview of the impact of school closure decisions taken by the Board in June 2012.

Decision:

**1. That the status report on the implementation of the pupil accommodation review decisions respecting the Fontainebleau, Lakeshore, and**

**Amherstburg families of schools be received for information.**

- 2. That staff continue to monitor the success of integration of students at the newly amalgamated schools and bring forward a status update on the Lakeshore area in December 2012.**

Rationale:

The closure decision taken by the Board have been implemented in the Fontainebleau and Amherstburg areas. Discussions for a potential shared use agreement at St. John the Evangelist with the Town of Lakeshore are underway.

- iii) Report: 2012 Summer Programs, Focus on Youth, and Summer School

Issue:

To provide an overview of programs offered in the summer through the Focus on Youth Grant and regular summer school programs.

Decision:

- 1. That the Summer Programs: Focus on Youth and Summer School report be received as information.**
- 2. That staff continue to develop further opportunities for summer programming for 2013.**

Rationale:

The Focus on Youth program provide summer activities at fifteen (15) sites and the regular summer school had an enrolment of 1082 students, both record numbers for the Board. Success and satisfaction rates in both programs were extremely high.

- iv) Report: Annual Status Report on Policy Review 2012-13

Issue:

To provide a plan for policy development, review and approval for 2012-2013.

Decision:

- 1. That the Annual Status Report for Policy Review 2012-2013 be received for information and distribution to stakeholders through the Board website.**
- 2. That staff bring forward the Play Structure and Surface policy at the earliest opportunity.**

Rationale:

In order to provide for stakeholder involvement in the policy process, the public must be fully aware of policies to be developed or reviewed and the timeline for them.

- v) Report: Enrolment/Staffing School Organization Information of Elementary and Secondary Schools, September 2012

Issue:

To provide an overview of school organization by school, grade level and program for 2012-13.

Decision:

**That the report on School Organization - September 2012 be received for information.**

Rationale:

All legislated and contractual requirements for school staffing and organization were met for the new academic year.

- vi) Report: Employee Attendance Support Program

Issue:

To develop an attendance support program for employees of WECDSB.

Decision:

1. **That the Board receive the School Boards' Cooperative Inc. (SBCI) Needs Assessment for information.**
2. **That the Board enter into an agreement with SBCI for the provision of attendance support services at a cost in 2012-13 of \$36,339.42 plus applicable taxes, with the extension of the program in future years to be subject to annual budget approval.**

Rationale:

Attendance management, disability management and wellness programs help create a stable work environment and promote wellness among employees. SBCI has successfully implemented in a cost effective manner in thirty (30) school boards in the province. Savings of approximately \$895,000 could be realized.

- vii) Report: 2011-12 Property Disposition and Acquisition Summary

Issue:

To provide an overview of Board properties available for disposition.

Decision:

1. **That the 2011–12 Property Disposition and Acquisition Summary be received for information.**
2. **That staff bring forward a further report on the disposition of each property as market conditions warrant.**

Rationale:

Current market conditions and disposition timelines need to be monitored to realize the great possible benefit for WECDSB.

- viii) Report: Facility Partnership – Report on Potential Spaces Available

Issue:

To provide an overview of properties currently available for potential community partnerships.

Decision:

**That the report on potential spaces available for Facility Partnerships be received and that Administration share this information with community partners.**

Rationale:

St. John the Evangelist school is available for potential partnerships. The new school planned for the consolidation of St. Bernard (Windsor) and Our Lady of Lourdes may also have potential for community partnerships.

- ix) Report: 2012-2013 Strategic Plan Priorities for the Director of Education and Senior Administrative Staff

Issue:

To provide a plan for the strategic priorities that will guide the Board for 2012-13.

Decision:

1. **That the 2012-2013 Strategic Priorities for the Director of Education be received for information.**

**2. That the Strategic Priorities Plan be integrated into the long term process for Engaging the Future.**

Rationale:

Priorities may need to be modified and/or enhanced as long term strategic directions are developed through the Engaging our Future process.

- x) Report: Ministry of Education Reviews – Status Report on Previous Recommendations

Issue:

To provide an update on the status of recommendations made to the Board through reviews undertaken from 2006-2012.

Decision:

- 1. That the status reports on recommendations implemented pursuant to previous operational reviews by the Ministry of Education be received.**
- 2. That a progress report on the recommendations that are partially completed or still in the implementation process be presented August 2013.**

Rationale:

Of the 132 recommendations made to the Board, 65% have been successfully implemented. Work on the most recent recommendations is underway.

10. Unfinished Business: *None*

11. New Business:

- a. Report: New Policy A:32 Copyrights – Fair Dealings (*approval in principle*)

Issue:

To provide a draft policy that incorporates revisions to the Copyright Act passed in June 2012.

Decision:

- 1. That the Draft Board Policy A:32 Copyrights – Fair Dealings be approved in principle.**
- 2. That a report on the public consultation for the new Copyright policy be presented in December 2012.**

Rationale:

A new policy which incorporates fair dealings provisions of the Copyright Act will facilitate the use of short excerpts by teachers and provide savings of \$5.14 per Full Time Equivalent pupil annually.

- b. Report: Ontario School Boards' Insurance Exchange (OSBIE) Insurance Premium – Year 2013

Issue:

To seek approval for the payment of premiums for Liability, Property, Fleet Crime, and Boiler and Machinery Insurance.

Decision:

- 1. That the payment in the amount of \$701,103.68, including tax, for the Ontario School Boards' Insurance Exchange Insurance Premium for the year 2013 be approved.**
- 2. That the premium for the January 1, 2013 to August 31, 2013 be charged to the 2012-13 budget.**

**3. That sufficient funds to cover the balance of the premium for 2013 be included in the 2013-14 budget.**

Rationale:

OSBIE premiums for the calendar year ending December 31, 2013 have increased by 0.8%. Sufficient funds exist in the 2012-13 budget for the payment required from January 1 – August 31, 2013.

c. Report: Ontario Association of Parents in Catholic Education (OAPCE) 2013 Annual Membership Fees

Issue:

To seek approval for payment of OAPCE annual membership fees.

Decision:

**1. That the payment of the Ontario Association of Parents in Catholic Education (OAPCE) 2012-13 annual membership fees for 38 elementary school councils and 8 secondary school councils in the amount of \$68.00 per school (\$3,128.00 total) be approved.**

**2. That the payment of these fees be charged to the Parent Engagement Account.**

Rationale:

OAPCE provides an important voice for Catholic parents. Funds for membership are included in the 2012-13 budget.

d. Report: Natural Gas Supply Contract

Issue:

To seek approval for a fixed price natural gas supply contract.

Decision:

**1. That a fixed price natural gas supply contract through Shell Energy for up to 50% of the Board's needs for the period from November 1, 2012 to November 1, 2013 with the option to extend for a further one year period based on pricing be approved.**

**2. Facilities Service Department be given authority to accept pricing confirmation for up to 50% of requirements on the spot market throughout the term.**

Rationale:

The Board purchases its natural gas through a combination of fixed price contracts with the Greater Essex Consortium and the spot market. These arrangements have mitigated price risk.

e. Report: Annual Honoraria Review

Issue:

To set the annual honoraria for Board members.

Decision:

**That the December 1, 2012 to November 30, 2013 honoraria for Board members, student trustees, and Board Chaplain be frozen at the previous year's level.**

Rationale:

The regulation governing Board member honoraria stipulate that amounts for the 2012-13 period cannot represent an increase from the previous period.

12. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Minutes of September 20, 2012

**That the Minutes of the Thursday September 20, 2012 Special Education Advisory Committee meeting be received.**

13. Remarks and Announcement:

***Catholic Faith Formation:*** This year's Board Employee Retreat is being held at Holy Family Retreat House on December 7<sup>th</sup>. The response was overwhelming, with twice as many employees registering for a limited number of spots. In this Year of Faith, it is important for our employees to have opportunities to search deeper into their faith. Therefore, all employees who registered will attend; First Sunday of Advent is December 2<sup>nd</sup>. Our Religious Consultant Betty Brush continues to forward resources for staff to share with students, parents or for their personal or classroom use; Ontario Catholic School Trustees' Association has launched a "Faith in Our Future" Catholic education campaign. The public awareness campaign is to promote the value of Catholic education in Ontario. More information will be forthcoming; Student Faith Day will occur December 5<sup>th</sup>.

***Employee Development And Student Achievement Initiatives:***

Workshops for the following programs have or will occur: Hearing Awareness, Literacy Support Teachers, Grade 9 and 10 Applied and Academic Math, Geography and History PLC, Grades 7, 8 and 9 LSA, Numeracy PD, Science PLC, and FSL.

The following forums and training sessions also occurred: Transition after High School; Students as Researchers; Behaviour Management Sessions; Friends for Life; Young Workers Awareness Program; Primary Reading Sessions; Full Day Kindergarten Implementation; Occasional Teacher Orientation; and School-Work Co-op; Both Academic and Support Leadership Programs begin another year as well as the Principal Mentoring Program. As there are far too many initiatives and achievements to mention at one sitting, the Student Achievement K-12 Fall 2012 Report will be attached to the Board Highlights and posted on website and forward to our schools.

***Community Engagement And Partnerships:*** Partnership with United Way continues; A Community Integration Forum was held; Catholic School Council Commissioning Ceremony was held November 6<sup>th</sup>; and Meetings with members of the Best Start Program occurred. To begin our journey to engage our future, internationally recognized faith-based leadership expert Bob Upgren spoke to school council members, support staff, principals, vice-principals, CARE committee, priests, trustees, Parent Involvement Committee, SEAC members, and senior administration to inspire and motivate all of us to actively engage our future by becoming all God intended us to be.

14. Pending Items: *None*

15. Continuation of In-Camera, if required: *Not Required*

16. Future Delegation 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, December 18, 2012
- Tuesday, January 29, 2013
- Tuesday, February 26, 2013

- Tuesday, March 26, 2013
- Tuesday, April 23, 2013
- Tuesday, May 28, 2013
- **MONDAY**, June 24, 2013

17. Closing Prayer: – Fr. Brunet closed the meeting with a prayer.
18. Adjournment - There being no further business, the Regular Board meeting of November 27, 2012 adjourned at 9:02 p.m.

*Approved*

**Norbert Hartmann**  
*Supervisor of the Board*

**Paul A. Picard**  
*Director of Education & Secretary of the Board*