



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

**SUPERVISED  
DELEGATION MEETING  
Tuesday, January 29, 2013 at 7:00 p.m.  
Windsor Essex Catholic Education Centre  
John Paul II Board Room**

**MINUTES**

**PRESENT**

**Supervisor:** N. Hartmann

**Regrets:**

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

**Other:** Rev. L. Brunet, Board Chaplain

**Recorder:** B. Marshall

1. Call To Order – Supervisor Hartmann called the meeting to order at 7:03 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All present
4. Approval of Agenda – Director Picard noted that the Walk-On reports for agenda items 11e) and 11f) have been distributed and provided electronically.

**ADDITIONS:**

- **Item 11e) WALK-ON Report:** Deferral of the Closure of St. John the Evangelist Catholic Elementary School and the Boundary Review for the Woodslee/Essex/Belle River Area.
- **Item 11f) WALK-ON Report:** Amended Board Policies – ST:05 Student Discipline, SC:15 Code of Conduct, and SC:18 Bullying Prevention and Intervention

**That the January 29, 2013 Supervised Delegation meeting agenda be approved as amended.**

***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 Meeting of December 18, 2012

**That the minutes of the Supervised In-Camera meeting of December 18, 2012 be adopted as distributed.**

***Received by Supervisor Hartmann***

- ii) Minutes of Supervised Delegation Meeting of December 18, 2012

**That the minutes of the Supervised Delegation meeting of December 18, 2012 be adopted as distributed.**

***Received by Supervisor Hartmann***

- iii) Minutes of Supervised Emergency Meeting of January 11, 2013

**That the minutes of the Supervised Emergency meeting of January 11, 2013 be adopted as distributed.**

***Received by Supervisor Hartmann***

- a. Items from the Supervised In-Camera meeting of January 29, 2013

Supervisor Hartmann reported that the Windsor-Essex Catholic District School Board convened a closed Supervised in-camera meeting on January 29, 2013 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.

**That the recommendations and directions of the Supervised in-camera meeting of January 29, 2013 be approved.**

***Approved by Supervisor Hartmann***

Supervisor Hartmann 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 January 29, 2013;
- approved the extension of the existing arrangement with Buckingham Realty (Windsor) Ltd. for a further two year period from April 2, 2013 to April 2, 2015 for the provision of realty representation.

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 Windsor-Essex Catholic District School Board.

Decision:

**That the Administrative Staff Report on hiring, retirement and resignation of staff dated January 29, 2013 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: Community Use of Schools 2011-12 Annual Report

Issue:

In accordance with the reporting requirements of Board Policy A: 03 Community Use of Schools, an annual report is provided to include the charges to the Community Use of Schools Grant as of August 31, 2012.

Decision:

**That the 2011-12 Community Use of Schools Annual Report be received as information.**

Rationale:

Senior Manager of Facilities and Support Services Littlejohns indicated an increase in community use of schools reflects the accessibility and availability for non profit organizations.

- iii) Report: 2011-12 Annual Report on Trustee Expenses

Issue:

This report presents an annual summary of the expenses of each trustee for the 2011-12 fiscal year, in accordance with Board Policy *T02 Conventions, Meetings, Out of Pocket Expenses*.

Decision:

**That the 2011-12 Annual Report on Trustee Expenses be received as information.**

Rationale:

An amount of \$30,600 was provided for expenses in the 2011-12 Revised Budget. The actual total expenses of \$25,432 are \$5,168 (17%) below the approved budget.

- iv) Report: Engaging Our Future – Foundations of Faith and Learning, An Environmental Scan

Supervisor Hartmann congratulated staff on this comprehensive scan on the Board's history, mission, mandates, and successes and indicated the scan is part of a seven step process, in particular, to assist in the development of a Discussion Paper.

Director Picard noted the scan's areas of focus. He also indicated copies of *Engaging Our Future* will be distributed to schools and their Catholic School Councils, Parent

Involvement Committee members, Special Education Advisory Committee members, Bishop Fabbro, Parishes, Board Trustees, Student Trustees, Federation/Union and Non-Union Leaders. Electronic version is also located on the Board's website.

Issue:

The purpose of this document is to provide a data driven frame of reference in order to develop a shared vision towards the future.

Decision:

**That the Windsor-Essex Catholic District School Board Engaging Our Future, Foundations of Faith and Learning, An Environmental Scan, be received as information.**

Rationale:

The Engaging Our Future scan will assist administration to assemble the data to provide clarification and understanding in order to move forward and provide the public a comprehensive overview of the operations and issues faced by the Board.

10. Unfinished Business: *None*

11. New Business:

a. Report: Draft Policy A:32 Integrated Accessibility Standards, *approval in principle*

Issue:

Integrated Accessibility Standards passed under the Accessibility for Ontarians with Disabilities Act, 2005, (AODA) require the establishment of Board policy to address the needs of people with disabilities in accessing Board services, including those related to information and communication, employment, and student transportation.

Decision:

**That the Draft New Board Policy A:32 Integrated Accessibility Standards be approved in principle.**

Rationale:

The draft Board policy complies with the requirements of the Accessibility for Ontarians with Disabilities Act and is consistent with the Mission, Vision, Values, and Goals of the Windsor-Essex Catholic District School Board. Input from various stakeholders will be considered prior to final approval.

b. Report: Draft Policy B:09 Playgrounds and Playground Equipment, *approval in principle*

Issue:

The draft policy B: 09 Playgrounds/Playground Equipment is recommended for approval, in principle, in compliance with the April 10, 2012 Board resolution and recommendation.

Decision:

**That the Draft New Board Policy B: 09 Playgrounds/Playground Equipment be approved in principle.**

Rationale:

The draft amended policy is consistent with the April 10, 2012 Board resolution and recommendation. All input received was and will be considered prior to final approval.

c. Report: 2013 Temporary Borrowing Resolution – Annual Expenditures

Issue:

A Temporary Borrowing Resolution is approved annually authorizing a limit that the Board may borrow to finance the calendar year's expenditures.

Decision:

**That the 2013 Temporary Borrowing Resolution (deemed to be read three times) authorizing the Board to borrow up to \$50,048,000 to meet, until current revenues are collected, the current expenditures of the Board for 2013.**

Rationale:

Short-term loans are required to finance operations when expenses exceed revenues. The total amount required is less than in previous years and interest rates are favourable, therefore approval is granted.

d. Report: 2013 Temporary Borrowing Resolution – Permanent Improvements

Issue:

A Temporary Borrowing Resolution authorizing the Board to borrow money pursuant to the provisions of Section 247 of the Education Act to finance capital expenditures is required by the Board's banker, the Canadian Imperial Bank of Commerce.

Decision:

**That the 2013 Temporary Borrowing Resolution – Permanent Improvements (deemed to be read three times) authorizing the Board to borrow \$20,048,000 to bridge finance the permanent improvements as detailed of the Board for 2013 be approved.**

Rationale:

Bridge financing in the amount of \$20,048,000 is required until debentures are issued or Ministry of Education funding is received to permanently finance the capital expenditures.

e. **WALK-ON Report:** Deferral of the Closure of St. John the Evangelist Catholic Elementary School and the Boundary Review for the Woodslee/Essex/Belle River Area.

Issue:

Due to the proposed joint use agreement between the Board and Woodslee Community Association (WCA), a recommendation has been made to defer the closure of St. John the Evangelist school and a boundary review in the Woodslee/Essex/Belle River area.

Decision:

**That approval be given to the negotiation and execution of an agreement between the Windsor-Essex Catholic District School Board and the proposed Woodslee Community Association (WCA), for the joint use of St. John the Evangelist Catholic Elementary School; and**

**That, subject to and upon execution of the agreement, approval be given to the following:**

- **Deferral of the closure of St. John the Evangelist from June 2013 to June 2019; and**
- **Deferral of the boundary review for the Woodslee/Essex/Belle River area, including St. John the Evangelist, Holy Name (Essex), St. William and St. John**

**the Baptist, from the 2012-13 school year to the 2017-18 school year; and**

**That, upon examination of the results of the boundary review on or before May 31, 2018, including the utilization rates and population forecasts for St. John the Evangelist, Holy Name (Essex), St. William and St. John the Baptist, consideration be given to a possible further deferral of the closure of St. John the Evangelist or to confirm the closing of the school and allow for the establishment of a Joint Integration Committee, to facilitate the transition of the St. John Evangelist students into the St. John the Baptist Elementary School community by September 2019.**

Rationale:

This has been a difficult decision. The issues that needed to be weighed were integrity of the Accommodation Review Committee (ARC) process, equity and the best interest of the students, community and Board. The acceptance of a partnership with the Woodslee Community Association is not unique. The Board was prepared to enter into an almost identical contract with the Town of Lakeshore until the latter decided against the investment. Although it does not cover the full cost of the operation, it meets the Ministry goals of expanding community partnership, retains a Catholic presence in the community, and serves the needs of student and families without disruptions at four other school communities. It also provides sufficient time to assess the reality of the townships projected growth before final decision on the school is made.

- f. **WALK-ON Report:** Amended Board Policies – ST:05 Student Discipline, SC:15 Code of Conduct, and SC:18 Bullying Prevention and Intervention

Issue:

On June 5, 2012, Bill 13, the Accepting Schools Act, was passed, amending the Education Act effective September 1, 2012. The new legislation and Policy/Program Memorandums (PPMs) issued by the Ministry of Education pursuant to that legislation require the Board to review and amend current Policy ST: 05 Student Discipline, SC: 15 Code of Conduct, and SC: 18 Bullying Prevention and Intervention.

Decision:

**That the Board approve, in principle, draft amended policy ST: 05 Student Discipline;**

**That the Board approve, in principle, draft amended policy SC: 15 Code of Conduct; and**

**That the Board approve, in principle, draft amended policy SC: 18 Bullying Prevention and Intervention.**

Rationale:

The policies are in compliance with Bill 13, Accepting Schools Act, the new legislation and Policy/Program Memorandums.

12. Committee Reports: *None*

13. Remarks and Announcements:

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

***Catholic Faith Formation:*** First Day of Lent is February 13<sup>th</sup>. Please join us for an Ash Wednesday mass at Assumption Chapel.

**Employee Development And Student Achievement Initiatives:** During the months of January and February, the following training sessions: French as a Second Language Elementary and Secondary, Schools in the Middle Network, Principal's mentoring, Young Worker Awareness Program from February 4<sup>th</sup> to 7<sup>th</sup>, Professional Learning Cycles for Grade 10 Applied Math, Grade 9 and 10 Applied History and Geography, and Grade 9 and 10 Applied Science.

**Community Engagement and Partnerships:** The 9th Annual Social Justice Forum for Grade 8 students will be held on February 21, 2013. This forum is put on by the Holocaust Education Committee of the Windsor Jewish Community Centre, CAW Local 200 Human Rights Committee, and the Centre for Studies in Social Justice of the University of Windsor. Approximately 120 Grade 8 students from both our Board and the public board will be in attendance. The students will be involved in several workshops dealing with various social justice issues. It is a wonderful way to introduce our Catholic Social teachings to our elementary schools; Our grade 12 students will be traveling to Assumption University to hear Vicki Thorn speak on the "The Imperfect Art of Dating." Vicki started Project Rachel, has her psychology degree from the University of Minnesota and also has her credentials as a trauma counsellor and a facilitator in bereavement loss and parental loss; A Deanery meeting is scheduled for February 20<sup>th</sup>.

**Celebrating Achievements:** W.J. Langlois Open House was a huge success. Congratulations to the parents, staff and students from that community.

**Miscellaneous:** And last week, I attended the Council of Directors of Education Conference with Associate Director Geml and Executive Superintendent Iatonna in Toronto to keep current with initiatives.

Director Picard shared the following story:

A letter was received at the Board office after the Christmas holidays from a woman living in Texas who shared the following story about her husband, who is now 82 years of age. When her husband was in Grade 7, attending De La Salle Catholic School he was taught by the Brothers (founded by St. John the Baptist De La Salle). A visiting priest asked the Grade 7 students to write an essay on "The Proof of the Existence of God." A rosary was promised to the winner of the contest. Her husband's essay won and the priest read it to the class but for some reason the priest left and he never received the rosary. She explained that her husband never forgot about the rosary and throughout his life he often spoke about winning the essay contest but never receiving the rosary, which evidently bothered him. In her letter she asked if there was anything we could do for her husband.

Director Picard is pleased to report a package was forward to the couple with a letter from the Director, a beautiful rosary that has been blessed by His Holiness, Pope Benedict XVI, two Board pins, and two copies of our Board prayer. The rosary was donated by Fr. Thomas Rosica who recently returned from attending Synod on *The New Evangelization* at the Vatican. The letter thanked her husband for his contribution to the history of our Board and assured him that it is individuals such as himself, who exemplify Windsor-Essex Catholic District School Board's motto – "Learning together in faith and service".

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, 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 Supervised Delegation meeting of January 29, 2013 adjourned at 8:31 p.m.

*Approved*

*Original signed by Norbert Hartmann and Paul Picard*

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

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