



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

**SUPERVISED  
DELEGATION MEETING  
Tuesday, February 26, 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 M. Iatonna  
C. Geml

**Recorder:** B. Marshall

1. Call To Order – Supervisor Hartmann called the meeting to order at 7:11 p.m.
2. Opening Prayer – Executive Superintendent Iatonna opened the meeting with a prayer.
3. Recording of Attendance - All present

*Statement from Supervisor Hartmann:*

As you are aware the plan for the Supervision of the Board was designed as a seven stage process:

- initial consultations with stakeholders on design of an open and transparent decision-making process
- progress report of initiatives to strengthen organizational capacity, financial reporting and controls
- stakeholder input on issues that need to be addressed to ensure financial stability and restore public confidence
- Environmental Scan of the Board
- discussion paper on Alternative Futures
- public consultation
- budget plan to support future directions

The first four elements have been completed. This month we were scheduled to deliver the discussion paper on Alternative Futures. At the request of the Deputy Minister of Education we have postponed the finalization and release of this document until such time as the new Minister has had an opportunity to

familiarize herself with the issues at Windsor-Essex Catholic District School Board and consider policy alternatives that may need to be addressed provincially in moving this process forward. I will keep you apprised of the new time frame as soon as possible.

4. Approval of Agenda – Director Picard noted that the Handout report for agenda item 11a) Long-Term Financing Arrangements for Ministry Support Not Permanently Financed Capital Debt has been distributed and provided electronically.

**WITHDRAWN:**

- Item 9b(iv) Public Salary Disclosure Act, 1996 – Disclosure for 2012

**That the February 26, 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:
  - a. Mental Health and Summary of Initiatives

Mental Health Team members, Associate Director Geml, Dr. Erin Picard, Consultant of Student Mental Health Mary-Lou Cortese, and Vice Principal of Safe Schools Rosemary Lo Faso presented a summary of the three year mental health initiatives implemented thus far.

The Supervisor congratulated staff on the development of an integrated community focused support system for identifying and addressing mental health issues for WECDSB students.

7. Delegations: *None*

8. Action Items:
  - a. Previous Meeting Minutes
    - i) Minutes of Supervised In-Camera Meeting of January 29, 2013

**That the minutes of the Supervised In-Camera meeting of January 29, 2013 be adopted as distributed.**

***Received by Supervisor Hartmann***

- ii) Minutes of Supervised Delegation Meeting of January 29, 2013

**That the minutes of the Supervised Delegation meeting of January 29, 2013 be adopted as distributed.**

***Received by Supervisor Hartmann***

- b. Items from the Supervised In-Camera meeting of February 26, 2013

Supervisor Hartmann reported that the Windsor-Essex Catholic District School Board convened a closed Supervised in-camera meeting on February 26, 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 February 26, 2013 be approved.**

*Approved by Supervisor Hartmann*

Supervisor Hartmann indicated that the following items were considered at the in-camera session:

- receipt of the Administrative Staff Report on hiring, leave of absences, return from leave of absences, retirement and resignation of staff, dated February 26, 2013;
- approved the Essex Civic Centre 2013 Building Operating Fund budget;
- approved the Parking Lease Agreement for Christ the King Elementary School – 1201 Grand Marais Road West, Windsor.

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 February 26, 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: 2013-14 Budget Schedule

Issue:

In order to provide an orderly process for the preparation of the 2013-14 Budget, a proposed schedule has been developed.

Decision:

**That the report on the 2013-14 Budget Schedule be received for information.**

Rationale:

As recommended by a Ministry review, a budget schedule has been prepared to assist in the development of the 2013-14 budget that is consistent with the supervision process and provides for significant levels of public engagement.

- iii) Report: 2011-12 Employee Purchase Card Use

Issue:

In accordance with Board Procedure PR A: 27 Purchasing Cards, this report summarizes Board purchasing cards (P-Cards) use for the 2011-12 budget year.

Decision:

**That the Employee Purchasing Card Use 2011-12 report be received for information.**

Rationale:

Questions pertaining to purchase cards versus purchase orders, credit limits, and significant variations of employee use indicated that appropriate safe guards and controls related to the use of purchase cards are in place and that they provide an effective manner of responding to

immediate needs for supplies and services.

- iv) **WITHDRAWN FROM THE AGENDA: Handout Report:** Public Salary Disclosure Act, 1996 – Disclosure for 2012

10. Unfinished Business: *None*

11. New Business:

- a. **Handout Report:** Long-Term Financing Arrangements for Ministry Supported Not Permanently Financed Capital Debt

Issue:

The Ministry requires all school boards to participate in the long-term capital financing arrangements for the Good Places to Learn (GPL) Renewal and Capital Priority (CP) programs through Ontario Financing Authority (OFA).

Decision:

**That the execution of By-Law 2013-01 deemed to be read three times pertaining to the loan agreement between the Ontario Financing Authority and the Windsor-Essex Catholic District School Board in the amount of \$1,425,226.00 for the long term financing of expenditures incurred up to August 31, 2012 under both the Good Places to Learn Renewal and Capital Priority programs be approved.**

Rationale:

The Good Places to Learn (GPL) program was launched by the Ontario government in 2005 to address the backlog of urgent school renewal needs and the need for new schools around the province. Projects included building new schools and expanding and retrofitting existing school facilities. The financing for this capital renewal program has been accomplished through debenture issues under the OFA. To date, the Board has long-term financed a total of \$18,746,934 of GPL expenditures.

- b. Report: Draft Policy A:32 Integrated Accessibility Standards, *final approval*

Issue:

The Integrated Accessibility Standards passed under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, require the establishment of Board policy and procedure 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 receive final approval; and That the supporting Administrative Procedure Pr A: 32 Integrated Accessibility Standards be received for information.**

Rationale:

The above draft policy and procedure followed Board Policy Procedures. During the public consultation period, the Board's sign language interpreters provided input and their suggestions will be considered in the implementation process.

- c. Report: Draft Policy B:09 Playgrounds and Playground Equipment, *final approval*

Issue:

This policy development proposal is recommended to recognize the need to promote positive play experiences within a safe school environment; to address the budget implications of increasing maintenance costs of play structures/structure surfaces; and to incorporate sound risk management practices relating to playground equipment.

Decision:

**That the Draft New Board Policy B: 09 Playgrounds / Playground Equipment receive final approval.**

Rationale:

The above draft policy followed Board Policy Procedures. Concerns were received by elementary principals, which was reviewed by the Policy Working Subcommittee and addressed.

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

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 following draft amended policies receive final approval:**

- **ST: 05 Student Discipline (as approved in principle, subject to amendment, as per draft attached);**
- **SC: 15 Code of Conduct (as approved in principle);**
- **SC: 18 Bullying Prevention and Intervention (as approved in principle);**

**and That the amended administrative procedure Pr ST: 05 Student Discipline be received for information.**

Rationale:

The above draft policy and procedure followed Board Policy Procedures. As noted, amendments to Policy and Procedure to ST: 05 Student Discipline from the January 29, 2013 approval in principle were incorporated.

12. Committee Reports:

- a. Report: French Immersion Advisory Committee (FIAC) – Minutes of December 3, 2012

**That the French Immersion Advisory Committee meeting - Minutes of the December 3, 2012 be received for information.**

***Received by Supervisor Hartmann***

13. Remarks and Announcements:

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

***Catholic Faith Formation:*** The Employee Lenten retreat will be held at Holy Family Retreat House in Oxley on March 1<sup>st</sup>; and Salt & Light T.V. production will be filming a new segment about the Rosary

on March 7th and will include students from Assumption College High School Rosary Club.

**Employee Development And Student Achievement Initiatives:** Principals' Technology Workshop on February 28<sup>th</sup>; Primary and Junior Reading sessions took place during the month of February for our principals and teachers involved in Schools in the Middle; The Collaborative Inquiry Learning in Math initiative involving students and teachers continues in grades 3-6 in nine of our sites, problem solving at its best; Two Student Achievement Officers from the Ministry of Education: Literacy, Numeracy Secretariat (LNS) were not only present at one of our Catholic schools on February 15th, but also videotaped and highlighted our Catholic board's work related to Student Work Study by acknowledging our Study Work Study Teacher, principals from Our Lady of Mount Carmel, H.J. Lassaline, St. Pius X and St. Angela as well as twelve teachers from the respective schools. St. Angela hosted the event, also showcasing our work with students in Mr. McMahan's grade 6 class.

**Community Engagement and Partnerships:** Last Friday morning, February 22, students from six secondary schools attended the Six-String Nation project concert in conjunction with the Windsor Symphony. This project combines music, media, community-building, Canadian history and multicultural identity to invite the many voices and perspectives that together define the spectrum of Canada. Students from Catholic Central had the opportunity to have their picture included in the Canadian story and as the project continues their faces will be woven into the story of Canada; and a Parent Forum hosted by EQAO was offered in Windsor last Saturday, February 23rd and ten of our parents were in attendance.

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, March 26, 2013
  - Tuesday, April 23, 2013
  - Tuesday, May 28, 2013
  - **MONDAY**, June 24, 2013
17. Closing Prayer – Executive Superintendent Iatonna closed the meeting with a prayer.
18. Adjournment - There being no further business, the Supervised Delegation meeting of February 26, 2013 adjourned at 8:27 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*