



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

**SUPERVISED
DELEGATION MEETING
Monday, June 17, 2013 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 M. Seguin
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 7:00 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.

Supervisor Hartmann's Remarks:
Welcomed everyone to the meeting.

Supervisor Hartmann mentioned tonight is a special meeting and took the opportunity to acknowledge and thank those who have provided services to the Board and to those who have new positions in September.

He thanked the following recent retirees for their contribution and commitment to Catholic Education:

Mary Amato, Alan Anderson, Randy Beneteau, Laura Browning, Carm Casalena, Peter Catterson, Donna Cormier, Connie Culverwell, Rebecca D'Amore, Mark Daoust, Celeste DiPonio, Hidy Donaldson, Debbie Donaldson, Emilio Fallone, Peggy Fanella, Teresa Gesuale, Nancy Janisse, Greg Jolicoeur, Andrea Jones, Patricia Jones, Katherine Kiss,

Dennis Kolody, Eugene Klymko, Sylvia Lahoud, Ilde L'Eplattenier, Patricia Malandruccolo, Cindy Marras, Denise Matteau, Jim Minello, Elaine Nussey, Rita Pallisco, Mary Piazza, Diane Quenneville, Gerry Racine, Antonia Reive, Ronald Renaud, Linda Rochon, Lucia Sbrocca-Ferrara, Joan Schell, Pam St. Louis, Mary Taylor and Cathy Williams.

Supervisor Hartmann indicated there have been changes in the Executive Council since the last meeting. Paulette Littlejohns, who has served the Board for 25 years is retiring in August. Supervisor Hartmann wished her well and thanked her for her service and welcomed Penny King as the Acting Superintendent of Business.

Supervisor Hartmann also acknowledged and congratulated those who have new positions in September:

Rosemary LoFaso Acting Principal at St. Anne Secondary School;
Genevieve Cano, Principal at St. Mary French Immersion Catholic Elementary School;
Dana Gentili as Executive Assistant to the Executive Superintendent of Human Resources; and
Marianne DiPasquale as Special Education Department Head at St. Anne Secondary.

3. Recording of Attendance – All present
4. Approval of Agenda – Director Picard noted that the following handouts have been received and provided electronically for:
 - Item 9b(iii) Senior Administrative Organizational Structure - 2013-2014
 - Item 11a) Special Education Plan Amendments
 - Item 11g) Tender Approval – Holy Names Catholic Secondary School Wood Athletic Flooring Replacement

That the June 17, 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. Outstanding Student Council Leadership Award

Associate Director Geml presented Outstanding Catholic Student Council Leadership awards to Quinn Conlon from Assumption College Catholic School and Grace Enns from Cardinal Carter Catholic Secondary School.

- b. Outstanding Catholic School Council Leadership Award

Associate Director Geml presented Outstanding Catholic School Council Leadership award to Michelle Gemus from Notre Dame Catholic Elementary School.

- c. Catholic Character Development Initiative Awards “Our Journey to Holiness” – Elementary and Secondary

Superintendent Seguin presented 2013 Director’s “Our Journey to Holiness” Awards to the following recipients:

- Goodness, Kindness, Belonging, Gratitude and Faithfulness to Julia Martin, Grade 1 student at St. Mary French Immersion Catholic Elementary school;
- Compassion, Respect and Knowledge to Dawson Kavanaugh, grade 4 student at St. John Vianney Catholic Elementary school;
- Wisdom and Courage to Marvelous Agbonwaneten, grade 8 student at St. Christopher Catholic Elementary school;
- Integrity and Discipleship to Tiffany Frias, grade 10 student at Cardinal Carter Catholic High School;
- Humility and Justice to Martha Lapain, grade 11 student at Cardinal Carter Catholic Secondary School.

- d. Recognition of Outgoing 2012-2013 Student Trustees

Superintendent Seguin presented plaques to Student Trustees **Joseph Najem and Madeline Ellepola** recognizing their contribution as Student Trustees for the 2012-13 year.

- e. Introduction and Commissioning of 2013-2014 Student Trustees

Superintendent Seguin introduced the 2013-14 Student Trustees, **Madeline Ellepola** from F. J. Brennan Catholic Secondary School and **Francis Dellosa** from Assumption College Catholic School. Rev. Brunet led the student trustees through the Commissioning ceremony.

- f. Integrated Information Technology

Superintendent Ulicny introduced the ET² Team; Douglas Sadler, Joe Sisco, Elizabeth Phair, Paul Haggart and Nizar El-Kadri who presented the Board’s 21st century vision for Integrated Information Technology. This vision allows staff and students to create, curate, collaborate and communicate through digital platforms. The presentation highlighted interactive learning spaces, blended learning, Tools2Go (the Board’s version of Google Apps for Education) and enhanced digital communication methods that deliver anytime, anywhere from any device access.

7. Delegations: None

8. Action Items:

- a. Previous Meeting Minutes
i) Minutes of Supervised In-Camera Meeting of May 28, 2013

That the minutes of the Supervised In-Camera meeting of May 28, 2013 be adopted as distributed.

Approved by Supervisor Hartmann

ii) Minutes of Supervised Delegation Meeting of May 28, 2013

Clerical Error:

Item 11a) Proposed Amendments to Board By-Laws, under Decision a) last sentence “Where a COMMITTEE is composed of all TRUSTEES...” should read “Where a COMMITTEE is composed of TRUSTEES...”.

That the minutes of the Supervised Delegation meeting of May 28, 2013 be adopted as amended.

Approved by Supervisor Hartmann

b. Items from the Supervised In-Camera meeting of June 17, 2013

Supervisor Hartmann reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on June 17, 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.

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

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated June 17, 2013;
- approved the following Principal and Vice Principals Placements for September 1, 2013:
 - Amy Facchinari, as Secondary Vice Principal at Assumption Secondary School to Vice Principal of Alternative Education – (St. Michael Secondary School);
 - Bill Vaillancourt, as Vice Principal at Holy Name Elementary School to Vice Principal at Assumption Secondary School;
 - Rosa Cipparrone as Vice Principal at St. Peter School to Vice Principal at Holy Name Elementary School;
- the current agreement with Kelcom, the Board’s absence placement system for Teachers and Educational Assistants, be renewed for the period from July 1, 2013 to June 30, 2014;
- approval for the retention of ARAMARK Canada Ltd. pursuant to the Request For Proposal (RFP) for Cafeteria and Vending Services for a one (1) year period from September 1, 2013 to August 31, 2014;
- approval for the retention of Mercer (Canada) Limited pursuant to the Request For Proposal (RFP) for Benefits Consultant for a one (1) year period from June 1, 2013 to May 31, 2014.

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 the Windsor-Essex Catholic District School Board.

Decision:

That the Administrative Staff report on hiring, retirement, and resignation of staff dated June 17, 2013 be received as information.

Rationale:

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

- ii) Report: Summer Jobs and Focus on Youth

Issue:

The Focus on Youth grant has allowed the Board, in consultation and partnership with various not-for-profit groups, to hire 99 youth within our community. Leadership opportunities, through Summer Jobs, will employ 10 students.

Decision:

That the listing of Summer Jobs and Focus on Youth Program for students, 2013, be received as information.

Rationale:

The Board approved budget for salary and benefit costs associated with student help in 2012-13 is \$42,125, and therefore this net cost is within the limits of the approved budget. The current year proposed Focus of Youth budget of \$196,110 for student help should be sufficient for the planned 99 student hires.

- iii) Report: Senior Administrative Organizational Structure - 2013-2014 (*Handout*)

Issue:

The Senior Administrative Organizational Structure seeks to outline structural changes relative to the Supervisor's Ensuring Financial Stability and the Director's Elimination of Accumulated Deficit reports and the continued declining enrolment.

Decision:

That the Director of Education's report on the Senior Administrative Organizational Structure for 2013-2014 be received as information.

Rationale:

The new structure responds to declining enrolment, and consistent with the April 30, 2013 report to the Board on the Elimination of the Accumulated Budget Deficit, reduces the staff complement by 9 and results in cost savings of \$1,139,079, of which \$245,312 relates to the Board Administration envelope. With these changes, WECDSB will continue to be among the boards spending less on administration than they are provided for this purpose in Ministry allocation.

10. Unfinished Business: *None*

11. New Business:
a. Report: Special Education Plan Amendments (*Handout*)

Issue:

The Ministry of Education mandates that each school board develop and maintain a Special Education Plan, which is to be reviewed annually. Both the Special Education Advisory Committee (SEAC) and the Board are mandated to approve the amendments to the plan each year.

Decision:

That the amendments to the Special Education Plan 2013 be approved; and, That the amendments be submitted to the Ministry of Education.

Rationale:

The Special Education Plan is in compliance with Regulation 306 under the Education Act, and has been reviewed and approved by the Special Education Advisory Committee.

- b. Report: Child Care Advisory Committee Revised Lease Agreement 2013

Issue:

The Child Care Advisory Committee has formulated recommendations to the Board regarding the provision of Child Care Programs and recommended revisions to the existing lease agreement.

Decision:

That the Child Care Advisory Committee revised Lease Agreement is received as information.

Rationale:

The Lease Agreement between the Windsor-Essex Catholic District School Board (WECDSB) and on-site Child Care Programs has been revised to reflect current changes to the installation of playground equipment, implementation of Safe Schools reporting, the sharing of information between Child Care Programs and the WECDSB, and the closure of Child Care Programs for one week prior to the start of a new school year.

- c. Report: Draft Amended Policy: A:03 Community Use of Schools *final approval*

Issue:

Final approval to the Draft Amended Policy A:03 Community Use of Schools.

Decision:

That Draft Amended Board Policy A: 03 Community Use of Schools receive final approval; and

That Pr A: 03 Procedure for the Community Use of Schools be received as information.

Rationale:

Board Policy Procedure was followed. The Policy Subcommittee reviewed correspondence and suggestions from stakeholders, implementing minor amendments to the policy.

- d. Report: Regular Delegation and Committee of the Whole Board Meetings for the Months of July/August 2013 and for the 2013-14 School Year

Issue:

The first recommendation provides for the calling of special or emergency Regular Delegation or Committee of the Whole Board Closed meetings during the summer recess in the event that meetings are necessary to address critical matters. The second recommendation is intended to establish the Regular Delegation and Committee of the Whole Board Closed meeting schedule for the 2013-14 School Year.

Decision:

1. **That any additional Regular Delegation or Committee of the Whole Board Closed meetings for the months of July and August 2013 be held at the call of the Supervisor. The Supervisor called the following meeting:**
 - **A Delegation meeting for Wednesday, July 17th, 2013; and**
 - **The August Delegation meeting has been changed to Monday, August 26th, 2013.**
2. **That the attached schedule of Regular Delegation and Committee of the Whole Board Closed meetings for the 2013 – 2014 School Year be adopted as presented.**

Rationale:

In compliance with Board By-Laws.

- e. Report: Tender Approval – Full Day Kindergarten Phase 4 and 5 Construction for St. Anne French Immersion Catholic Elementary School and First Child Care Capital Retrofit Plan for St. Louis Catholic Elementary School

Issue:

Tenders submitted to begin the process of Ministry approved capital funding for classroom additions and classroom retrofits.

Decision:

That the Board approve the award of tender and the issuance of a purchase order contract for the Full Day Kindergarten Phase 4 Construction (St. Anne French Immersion, St. Maria Goretti and Stella Maris Catholic Elementary Schools) and the Schools-First Child Care Capital Retrofit Plan (St. Louis Catholic Elementary School) at the submitted bid amount of \$1,744,543.00 and \$45,500.00 for Separate Price A, plus applicable taxes to be charged to accounts 000-74-580836-6-312, 000-74-580854-6-312, 000-74-580865-6-312 and 000-73-580853-6-331.

Rationale:

The budget for the construction cost component of the project is \$1,331,510.00. The base bid for the three FDK projects totals \$1,140,266 including contingency allowance, plus taxes. Therefore, sufficient funds are available to proceed with this work.

- f. Report: Request for Quotation Approval – Pea-Stone Protective Surfacing Replacement

Issue:

The repairing and removal of play structure/spaces at various schools.

Decision:

That approval be given to the issuance of a purchase order contract for Pea-Stone Protective Surfacing Replacement at various Elementary Schools to Quality Turf at the submitted bid amount of \$56.00 per ton plus applicable taxes to be funded from the 2012-13 School Renewal account 175-42-430036-1-000-0.

Rationale:

The Board approved a budget of \$300,000 for play structure/spaces repair and removal at various schools funded from the 2012-13 School Renewal Budget. The cost of the project is \$189,000 excluding taxes, therefore, sufficient funds are available to proceed with this work.

- g. Report: Tender Approval – Holy Names Catholic Secondary School Wood Athletic Flooring Replacement (*Handout*)

Issue:

A project to replace the gym floor at Holy Names Catholic Secondary School.

Decision:

That approval be given to the award of tender and the issuance of a purchase order contract for the Gym Floor (Wood Athletic Flooring) Replacement at Holy Names Catholic Secondary School to Gym-Con Ltd. at the submitted bid amount of \$116,000.00 plus applicable taxes to be funded from the 2012-13 School Renewal account 196-72-580804-6-000.

Rationale:

The Board approved a budget of \$200,000 for the gym floor replacement at Holy Names Catholic Secondary School funded from the 2012-13 School Renewal Budget. The cost of the project is \$116,000 excluding taxes, therefore, sufficient funds are available to proceed with this work.

- h. Report: Tender Approval – Roof Replacements at St. Louis, St. Pius X, Stella Maris Catholic Elementary Schools, Holy Names Catholic Secondary School and St. Michael's Catholic High School – Adult Education

Issue:

Roof replacements required at the above mentioned schools.

Decision:

That approval be given to the award of tender and the issuance of multiple purchase order contracts for Roof Replacements at St. Louis Catholic Elementary School, St. Pius X Catholic Elementary School, Stella Maris Catholic Elementary School, Holy Names Catholic Secondary School and St. Michael's Catholic High School, Adult Education to Kingsville Roofing and Rauth Roofing Limited at the submitted bid amount of \$1,001,561.00 plus applicable taxes to be funded from the 2012-13 School Condition Improvement accounts 193-71-580853-6-000, 192-71-580859-6-000, 195-71-580865-6-000, 194-71-580804-

6-000 and the 2012-13 School Renewal account 190-72-580842-6-000.

Rationale:

The roof replacements budget of \$1,045,000 for the above mentioned schools were approved to be funded from the 2012-13 School Condition Improvement Budget as well as the 2012-13 School Renewal Budget. Sufficient funds are available to cover the cost of the bid amount of \$1,001,561.

- i. Report: 2013-14 Final Budget Approval

Issue:

Recommending approval of the 2013-14 Final Budget Estimates and submission to the Ministry of Education.

Decision:

That the 2013-14 Final Budget Estimates be approved and that administration be directed to submit the Budget Estimates to the Ministry of Education by the June 28, 2013 due date as required.

Rationale:

The budget process followed procedure, specifically providing the means for public input. No correspondence was received and therefore no changes were necessary. The 2013-14 Budget Estimates, as presented at the May 28, 2013, is approved and will be submitted to the Ministry of Education by the June 28, 2013 due date.

12. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Meeting of Thursday, April 18, 2013

That the Minutes of the Thursday April 18, 2013 Special Education Advisory Committee meeting be received as information.

Received by Supervisor Hartmann

- b. Report: Child Care Advisory Committee Annual Report

That the Child Care Advisory Committee Annual Report be received as information.

Received by Supervisor Hartmann

- c. Report: Joint Health and Safety Committee (JHSC) 2013 Annual Report

That the Joint Health and Safety Committee (JHSC) 2013 Annual Report be received as 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: End of the year masses continue throughout our schools as well as graduation ceremonies.

Community Engagement and Partnerships: Focus on Youth Orientation at the end of the

month. Focus on Youth Grant we will be providing summer employment to students enrolled in our Catholic Secondary Schools.

Celebrating Achievements: Congratulations to the Kit Lacasse Award Recipients of 2013, Milan Prsa, Andrew Dass and Serena Mejalli. Awarded annually to exemplary graduating students with special education needs, who have demonstrated strength to overcome their challenges and have been an inspiration to others; Congratulations to Rita Pallisco, the J. F. Johnson Outstanding Educator Award Recipient for 2013; Yesterday, the Holy Names High School Festival Choir sang at Our Lady of Atonement Church in preparation for their visit to Rome where they have been invited to sing at the Vatican; The Elementary Day of Champions was held May 30th at St. Thomas of Villanova and the Secondary Day of Champions was held on Thursday, June 6th at Cardinal Carter; Congratulations to both elementary and secondary school graduates; and attended the Retirement Mass and Celebration Dinner on Friday, June 14th. Best wishes to all the retirees on this next phase of their life and a special congratulation to Paulette Littlejohns, who is attending her last board meeting.

Miscellaneous: The Care Committee has once again organized a year-end Mass and luncheon for staff at the Catholic Education Centre on Wednesday, June 19th, trustees are invited to attend; The Board's Employee Assistance Program once again will be hosting this year's summer break event at Colasanti's on Tuesday, July 2nd. All are welcome to attend. Director Picard wished everyone a safe and restful summer break.

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.*
 - Wednesday, July 17, 2013 – Delegation Meeting
 - **Monday**, August 26, 2013
 - Tuesday, September 24, 2013
 - Tuesday, October 22, 2013
 - Tuesday, November 26, 2013
 - Tuesday, December 3, 2013 – *Organizational Meeting at 7:30 pm*
 - Tuesday, December 17, 2013 (Third Tuesday of the month due to Christmas holiday)
17. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
18. Adjournment- There being no further business, the Supervised Delegation meeting of June 17, 2013 adjourned at 9:08 p.m.

Original signed by N. Hartmann and P. Picard

Norbert Hartmann
Supervisor of the Board

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