



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

**CO-MANAGEMENT BOARD MEETING**  
**Monday, November 25, 2013 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

Present

**Co-Management** Supervisor: J. Griffore  
Chairperson: B. Holland  
Vice Chair: M. DiMenna

**Other:** Rev. L. Brunet (Board Chaplain)

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

**Recorder:** B. Marshall

1. Call To Order – Supervisor Griffore called the meeting to order at 7:06 pm.

Due to the passing of Director Picard's father, Associate Director Geml will be this evening's administrative resource. Our prayers are with Director Picard and his family.

2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – Present: Trustees Alexander, Favot, Macri, Mastromattei, McMahon, Soulliere. Student Trustees Madeline Ellepola and Francis Dellosa. Trustee Courtney was absent due to illness.
4. Approval of Agenda

**That the November 25, 2013 Co-Management Board meeting agenda be approved as distributed.**

*Approved by Supervisor Griffore*

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

7. Delegations: *None*

8. Action Items:

a. Approval of Minutes

i) Minutes of Co-Management In-Camera Meeting, October 28, 2013

**The Minutes of the Co-Management In-Camera meeting of October 28, 2013 be adopted as distributed.**

*Approved by Supervisor Griffore*

ii) Minutes of Co-Management Board Meeting, October 28, 2013

**The Minutes of the Co-Management Board meeting of October 28, 2013 be adopted as distributed.**

*Approved by Supervisor Griffore*

b. Items from the convened Co-Management In-camera meeting of November 25, 2013

Supervisor Griffore reported that the Windsor-Essex Catholic District School Board convened a closed Co-Management In-camera meeting on November 25, 2013 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 Griffore indicated that the following items were considered at the in-camera session:

- Received the following Catholic elementary school Principal and Vice Principal Placements for January 1, 2014:
  - Sherrilynn Colley-Vegh, Principal of Continuing Education to Chief Communications Officer;
  - Brian Rivait, Principal from St. Bernard (Windsor) to Principal of Continuing Education;
  - Elise Daragon, Principal at St. John Vianney to Principal at St. Bernard (Windsor);
  - LeeAnn Poisson, Principal at St. Bernard (A) to Principal at St. John Vianney;
  - Marissa Wismer, Vice-Principal at St. John the Evangelist to Acting Principal at St. Bernard (A);
  - Mary Reynolds, Vice-Principal at St. John the Baptist to Vice Principal at St. John the Evangelist;
  - Vicky Walker, Vice-Principal at Our Lady Mount Carmel to Vice Principal at St. John the Baptist;
  - Tania Sorge, Vice-Principal at St. Pius to Vice-Principal at Our Lady Mount Carmel;
  - Joumana Tawil, CEC System Position (Elementary Numeracy Teacher) to Vice Principal at St. Pius;
  - Velma Picco, Principal at Our Lady of Lourdes to Vice Principal at Holy Cross;
  - Fran Hall, Vice-Principal at Holy Cross to Vice-Principal at Our Lady of Lourdes site.

9. Communications:
- a. External (Associations, OCSTA, Ministry):
- i) Ontario Catholic School Trustees' Association (OCSTA) Memorandum dated November 4, 2013 – Trustee Award of Merit

**That the Ontario Catholic School Trustees' Association (OCSTA Memorandum dated November 4, 2013 – Trustee Award of Merit be received as information.**  
*Received by Supervisor Griffore*

- b. Internal (Reports from Administration):
- i) Report: 2012-2013 Year-End Budget Variance Report

Trustees commended and congratulated administration and staff on the elimination of the operating deficit and accumulated surplus while not compromising student achievement.

Issue:

To provide a report on the final 2012-2013 budget versus actual expenditures and revenues.

Decision:

**That the 2012-13 Year-end Budget Variance Report be received as information.**

Rationale:

In harmony with the 2012-2013 Fiscal Year-End Financial Statements, the budget variance report provides actual expenditures and revenues incurred during the 2012-2013 fiscal year, for each category. The report provides a transparent and detailed analysis of the Board's financials.

10. Committee Reports:
- a. Report: Appointment of Tina Greco, Representative, Up About Down, Windsor Essex to the Special Education Advisory Committee (SEAC)

Issue:

The Board approves appointments to the SEAC Committee.

Decision:

**That the Board approve the appointment of Tina Greco, representative, Up About Down to the Special Education Advisory Committee (SEAC) for the balance of the four-year term, December 1, 2010 to November 30, 2014.**

Rationale:

In accordance with Subsection 57.1(1) of the Education Act and the *Ontario Regulation 464/97 Special Education Advisory Committee*.

- b. Report: Appointment of Cindy Tracey, Alternate Representative, Up About Down, Windsor Essex to the Special Education Advisory Committee (SEAC)

Issue:

The Board approves appointments to the SEAC Committee.

Decision:

**That the Board approve the appointment of Cindy Tracey, alternate representative, Up About Down to the Special Education Advisory Committee (SEAC) for the balance of the four-year term, December 1, 2010 to November 30, 2014.**

Rationale:

In accordance with Subsection 57.1(1) of the Education Act and the *Ontario Regulation 464/97 Special Education Advisory Committee*.

- c. Report: Special Education Advisory Committee (SEAC) Minutes of September 19, 2013

Issue:

Special Education Advisory Committee is an advisory committee mandated through the Education Act as a standing committee of each school board. All minutes of the SEAC are to be received by the Board.

Decision:

**That the Board receive the Minutes of the September 19, 2013 Special Education Advisory Committee meeting as information.**

Rationale:

In accordance with Regulation 464/97.

- d. Report: French Immersion Advisory Committee (FIAC) Minutes of May 15, 2013

Issue:

The role of the French Immersion Advisory Committee (FIAC) is to promote and support the system-wide French Immersion program, exchange information and points of view about the French Immersion program and provide advice, recommendations and feedback to the Board on French Immersion.

Decision:

**That the Board receive the Minutes of the May 15, 2013 French Immersion Advisory Committee meeting as information.**

Rationale:

In accordance with Board By-Laws, Section 5.0 Committee Reports.

11. Unfinished Business: (*Includes Deferred and Tabled Reports*):

- a. Deferred Report: Enrolment Projection Report (*deferred October 28, 2013*) (The report is expected to be received at the December 16, 2013 Board meeting)

12. New Business:

- a. Report: Amendments to the Constitution of the Secondary School Student Senate

Issue:

The Secondary School Student Senate unanimously approved the proposed amendments to their Constitution and is submitting them for Board approval.

Decision:

**That approval be provided to the Amendments to the Constitution of the Secondary School Student Senate.**

Rationale:

To acknowledge the benefit and valuable resource of a member of the Minister's Student Advisory Council as a non-voting position and increasing membership from two to three representatives from each secondary school will encourage student participation.

b. Report: 2012-2013 Fiscal Year-End Financial Statements

Issue:

Section 253 of the Education Act requires all Boards to undertake an annual audit of their accounts. The WECDSB audited fiscal year-end financial statements are presented to the Board annually.

Decision:

**That the Board receive the audited 2012-2013 Fiscal Year-End Financial Statements.**

Rationale:

The Board's external auditors BDO Canada LLP revealed no material concerns with the statements. Through various cost savings measures, the Board eliminated its \$2.3M deficit and as at August 31, 2013, closed with an operating accumulated surplus of \$5,392,637. The Fiscal Year-End Financial Statements have been submitted to the Ministry.

13. Notice of Motion: *None*

14. Remarks and Announcements:

Chairperson Holland commented on the Parent Involvement Committee recent activities, namely the November 21<sup>st</sup> event "Navigating your Path to Post Secondary". The event was well attended. Chair Holland congratulated PIC on their role as ambassadors for the enhancement of student achievement. Chair Holland reminded trustees of the Catholic School Commissioning ceremony on Wednesday, November 27<sup>th</sup> to honour all parents and she wished Fr. Brunet well on his upcoming surgery and offered him our prayers.

Associate Director Geml provided comments on recent activities supporting the Board's strategic priorities namely;

**Catholic Faith Formation:** First Sunday of Advent is December 1<sup>st</sup>. Our Religious Consultant Betty Brush continues to forward resources for staff to share with students, parents or for their personal or classroom use; Student Faith Day will occur November 28<sup>th</sup> at the Fogolar; and this year's Board Employee Retreat is being held December 10<sup>th</sup>. This is always a wonderful opportunity for staff to search deeper into their faith.

**Employee Development and Student Achievement Initiatives:** Workshops for the following programs will occur: Ontario Association of Children's Aid Society; Students in the Middle Primary Numeracy; Collaborative Inquiry Learning in Mathematics; and Assessment and Evaluation sessions for elementary teachers new to the TwebAE report card application. Principals and Vice Principals hosted an afternoon session with Dr. John Strang regarding self regulation in children and youth.

**Community Engagement and Partnerships:** Administrative staff will be attending the Mayor of Windsor's State of the City Address; Grade 8 Night sessions are beginning at all of our High Schools; Catholic School Council Commissioning Ceremony is scheduled for November 27<sup>th</sup>, trustees are welcome to attend; and the Accommodation Review Committees (ARC's) public meetings continue. The following dates have been scheduled: Riverside area, December 11, 6:00 pm at F.J. Brennan Catholic Secondary School; Central Windsor area, December 9, 6:00 pm at Catholic Central Secondary School; Tecumseh area, to be determined. Parent Involvement Committee (PIC) has invited administration to participate in an information evening regarding assessing report cards scheduled for January 2014 and PIC are also initiating a Special Education Mental Health evening for parents.

**Celebrating Achievements:** The Essex County's "Mathletes" was held November 12<sup>th</sup> at Assumption College Catholic School for grade 8 students.

Board Chaplain no comments this evening.

15. Remarks/Questions by Trustees

Trustee Mastromattei congratulated Director Picard on his commitment to eliminate the operating deficit for the benefit of students in the years to come.

Trustee Macri congratulated all staff, from the Director down, on the recent student achievement results to tonight's announcement of the elimination of the operating deficit and accumulated surplus.

16. Future Board Meetings: **While under Ministry Supervision-Co-Management Model, the Board meetings will be held on the fourth MONDAY of the month.**

*Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*

- Monday, December 2, 2013 (Organizational Meeting begins at 7:30 pm)
- Monday, December 16, 2013

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

18. Adjourn to Co-Management In-Camera meeting, if required: - *Not required.*

19. Adjournment - There being no further business, the Co-Management Board meeting of November 25, 2013 adjourned at 7:50 p.m.

*Original signed by J. Griffore, C. Geml, B. Holland and M. DiMenna*

**Janine Griffore**  
*Supervisor of the Board*

**Cathy Geml**  
*Associate Director of Student Achievement K to 12*

**Barbara Holland**  
*Chairperson of the Board*

**Mary DiMenna**  
*Vice Chair of the Board*