



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

"Learning together in faith and service"

1325 California Avenue
Windsor, ON N9B 3Y6

CHAIRPERSON: Barbara Holland

DIRECTOR OF EDUCATION: Paul A. Picard

**REGULAR BOARD MEETING
Monday, June 23, 2014 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room**

MINUTES

PRESENT

Trustees:

F. Alexander
J. Courtney
M. DiMenna, Vice-Chair
F. Favot
B. Holland, Chair

J. Macri
B. Mastromattei
J. McMahan
L. Soulliere

M. Ellepola, Student Trustee
F. Dellosa Student Trustee
Rev. L. Brunet, Board Chaplain

Regrets:

Administration:

P. Picard (Resource)
J. Bumbacco
C. Geml
M. Iatonna

E. Byrne
P. King
P. Murray
C. Norris
S. O'Hagan-Wong
J. Ulicny

Recorder:

B. Marshall

1. Call To Order – Chair Holland called the meeting to order at 7:01 pm.
2. Opening Prayer – Fr. Brunet will open the meeting with a prayer.
3. Recording of Attendance – All present.
4. Approval of Agenda – Chair Holland noted the handouts for agenda items 12d) Tender Approval – Roof Replacements and 12e) Tender Approval – HVAC Upgrades at Holy Names Catholic Secondary School is at trustee places and was previously provided to trustees electronically.

AMENDMENTS:

ADDITION

- WALK-ON Item 8a(iv) Minutes of the Special Board Meeting of June 10, 2014. (Minutes at trustee places and previously provided to trustees electronically).

DELETION:

- Item 12f) Handout report: Tender Approval - HVAC Upgrades at St. Thomas of Villanova Catholic Secondary School.

Moved by Trustee Favot and seconded by Trustee McMahon that the June 23, 2014 Regular Board meeting agenda be approved as amended. *Carried*

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.

Trustee Courtney disclosed interest in relation to agenda item 12k) 2014-15 Final Budget Approval due to her daughter's employment and did not participate in the discussion or vote on any question raised on that item.

Trustee Macri disclosed interest in relation to agenda item 12k) 2014-15 Final Budget Approval due to his sons' employment and did not participate in the discussion or vote on any question raised on that item.

Trustee McMahon disclosed interest in relation to agenda item 12k) 2014-15 Final Budget Approval due to his daughter, son and daughter-in-law's employment and did not participate in the discussion or vote on any question raised on that item.

6. Presentations:

a. Catholic Character Development Initiative Awards "Our Journey to Holiness" – Elementary and Secondary

Associate Director Geml presented 2014 Director's "Our Journey to Holiness" Awards to the following recipients:

- Goodness, Kindness, Belonging, Gratitude and Faithfulness to Michael Raffoul, SK student at St. Louis Catholic Elementary school;
- Compassion, Respect and Knowledge to Luca Quenneville, grade 6 student at St. John de Brebeuf Catholic Elementary school;
- Wisdom and Courage to Crystall Warner, grade 7 student at St. James Catholic Elementary school;
- Integrity and Discipleship to Morgan Pannunzio, grade 9 student at Cardinal Carter Catholic High School;
- Humility and Justice to Mitchel Desmaris, grade 12 student at F.J. Brennan Catholic Secondary School.

b. Outstanding Student Council Leadership Award

Associate Director Geml presented Outstanding Catholic Student Council Leadership award to Fadi Mansour from St. Joseph's Catholic Secondary School.

c. Outstanding Catholic School Council Leadership Award

Associate Director Geml presented Outstanding Catholic School Council Leadership awards to Wendy Daniel from St. Gregory Catholic Elementary School and Kelly Rosaasen from St. Anne Catholic Secondary School.

d. Recognition of Outgoing 2013-2014 Student Trustees

Associate Director Geml presented plaques to Student Trustees Francis Dellosa from Assumption College School and Madeline Ellepola from F.J. Brennan Catholic Secondary School recognizing their contribution as Student Trustees for the 2013-14 year.

e. Introduction and Commissioning of Incoming 2014-2015 Student Trustees

Associate Director Geml introduced the Incoming 2014-15 Student Trustees Kyla Dumlao from St. Joseph's Catholic Secondary School and Valere Gaspard from Cardinal Carter Catholic Secondary School. Rev. Brunet led the student trustees through the Commissioning ceremony.

7. Delegations: *None*

8. Action Items:

a. Previous Meeting Minutes

- i) Minutes of the Committee of the Whole Board In-Camera Meeting of May 13, 2014

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Minutes of the Committee of the Whole Board In-Camera meeting of May 13, 2014 be adopted as distributed. *Carried*

- ii) Minutes of the Regular Board Meeting of May 26, 2014

Moved by Trustee Alexander and seconded by Trustee Macri that the Minutes of the Regular Board meeting of May 26, 2014 be adopted as distributed. *Carried*

- iii) Minutes of the Regular Board Meeting of May 27, 2014

Moved by Trustee Courtney and seconded by Trustee DiMenna that the Minutes of the Regular Board meeting of May 27, 2014 be adopted as distributed. *Carried*

- iv) WALK-ON Minutes of Special Regular Board Meeting of June 10, 2014

Moved by Trustee McMahan and seconded by Trustee Soulliere that the Minutes of the Special Regular Board meeting of June 10, 2014 be adopted as distributed. *Carried*

- b. Items from the Committee of the Whole Board In-Camera meeting of June 10, 2014

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board in-camera meeting on June 10, 2014 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of June 10, 2014 be approved. Carried

The following items were approved at the June 10, 2014 Committee of the Whole Board in-camera meeting:

- External Audit Services – Agreement Extension to BDO Canada LLP for a period of one (1) year.

9. Communications:

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

b. Internal (Reports from Administration)

i) Report: Summer Jobs and Focus on Youth

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive as information, the listing of Summer Jobs and Focus on Youth Program for students, 2014. Carried

ii) Verbal Report: Business Review Canada Article (*reference material enclosed*)

Director Picard presented the Business Review Canada article for information purposes. The article can be accessed at the following link:
<http://www.wecdsb.on.ca/pdf/news/2014/06-24-2014a.pdf>.

iii) Verbal Report: Faith Development of the Board

A bi-monthly report, Director Picard provided recent faith developments of the Board.

10. Committees Reports:

a. Report: Special Education Advisory Committee (SEAC) Meeting of Thursday, February 13, 2014

Moved by Trustee DiMenna and seconded by Trustee Favot that the Board receive the Minutes of the Thursday February 13, 2014 Special Education Advisory Committee meeting as information. Carried

b. Report: French Immersion Advisory Committee (FIAC) Meeting of March 26, 2014

Moved by Trustee Soulliere and seconded by Trustee McMahon that the Board receive the Minutes of the March 26, 2014 French Immersion Advisory Committee meeting as information. Carried

- c. Report: Child Care Advisory Committee Annual Report

As per Trustee DiMenna's request, by the end of the week, administration will inform Queen of Peace Catholic Elementary School parents that transportation is provided to Audrey's Clubhouse Latchkey located at St. Louis Catholic Elementary School for before and after school day care. In the fall, Queen of Peace parents will receive additional information regarding the after school program Access.

Moved by Trustee Soulliere and seconded by Trustee McMahon that the Child Care Advisory Committee Annual Report be received as information. Carried

- d. Report: Parent Involvement Committee Annual Report on Activities – 2013-2014

Moved by Trustee Soulliere and seconded by Trustee Favot that the Board receive the 2013-2014 annual report on the activities of the Parent Involvement Committee as information. Carried

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

Moved by Trustee DiMenna and seconded by Trustee Macri that the Board receive the Joint Health and Safety Committee (JHSC) 2014 Annual Report as information. Carried

11. Unfinished Business: *None*

12. New Business:

- a. Report: Appointment of Shelley Lavoie, Representative, Learning Disabilities Association Windsor-Essex to the Special Education Advisory Committee (SEAC)

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the appointment of Shelley Lavoie, representative, Learning Disabilities Association of Windsor-Essex to the Special Education Advisory Committee (SEAC) for the balance of the four-year term, December 1, 2010 to November 30, 2014. Carried

- b. Report: Special Education Plan Amendments

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the amendments to the Special Education Plan 2014; and,

That the amendments be submitted to the Ministry of Education. Carried

- c. Report: Request for Proposal – Before and After School Child Care Program (L.A. Desmarais Catholic Elementary School)

Moved by Trustee Mastromattei and seconded by Trustee McMahon that approval be given to enter into a three (3) year Before and After School Child Care license agreement with Delta Chi Beta Early Childhood Centres for L.A. Desmarais Catholic Elementary School commencing September 2014. Carried

- d. HANDOUT Report: Tender Approval – Roof Replacements

Moved by Trustee Soulliere and seconded by Trustee Macri that approval be given to the award of tender and the issuance of multiple purchase order contracts for Roof Replacements at St. Bernard (Amherstburg) Catholic Elementary School, Queen of Peace Catholic Elementary School, St. Angela Catholic Elementary School, St. Louis Catholic Elementary School, F. J Brennan Catholic Secondary School, and Holy Names Catholic Secondary School to Kingsville Roofing Rauth Roofing, Horizon Roofing, Gillett Roofing at the total combined submitted bid amount of \$996,063 plus applicable taxes to be funded from the 2013-14 School Condition Improvement accounts 039-71-580839-6-000, 040-71-580830-6-000, 041-71-580835-6-000, 042-71-580853-6-000, 043-71-580801-6-000 and 044-71-580804-6-000. Carried

- e. HANDOUT Report: Tender Approval – HVAC Upgrades at Holy Names Catholic Secondary School

Moved by Trustee Macri and seconded by Trustee Alexander that approval be given to the award of tender and the issuance of a purchase order contract for HVAC upgrades for the gymnasium at Holy Names Catholic Secondary School to Haller Mechanical Contractors Inc. at the submitted bid amount of \$195,550 plus applicable taxes to be funded from the 2013-14 School Renewal Budget account 045-72-580804-6-000. Carried

- f. **DELETED** - HANDOUT Report: Tender Approval – HVAC Upgrades at St. Thomas of Villanova Catholic Secondary School

- g. Report: Tender Approval – Full Day Kindergarten Phase 5 Construction (St. Gregory Catholic Elementary School)

Executive Superintendent Iatonna will provide trustees, via email, the details of Separate Prices A, B and C as outlined in the funding table located on page 108.

Moved by Trustee McMahon and seconded by Trustee Favot that approval be given for an amendment to the award of tender and issuance of purchase order contract to De Angelis Construction Inc. for the Full Day Kindergarten Phase 5 (St. William, St. Gregory, L.A. Desmarais Catholic Elementary Schools) construction, by substituting St. Pius X for St. Gregory, with no change to the originally submitted bid amount of \$1,878,295.68, plus Separate Price A \$43,769.00, Separate Price B \$33,546.00 and Separate Price C \$5,000.00 for a total purchase order amount of \$1,960,610.68 plus applicable taxes to be charged to accounts 000-74-580864-6-313, 000-74-580859-6-313 and 000-74-580818-6-313. Carried

- h. Report: Facility Usage and Program Adjustments – Relocation of St. Michael Alternate Catholic High School to 4130 Franklin Street (Former Our Lady of Lourdes Catholic Elementary School)

Moved by Trustee Soulliere and seconded by Trustee DiMenna that approval be given to the relocation of St. Michael Alternate Catholic High School from its current site at 707-735 Tuscarora Street (former Immaculate Conception Catholic Elementary School) to 4130 Franklin Street (former Our Lady of Lourdes Catholic Elementary School) effective August 1, 2014. Carried

- i. Report: Proposed Request For Proposal (RFP) Process For Legal Services

Trustee Alexander requested administration to consider trustee representation when establishing the RFP Legal Services committee.

Moved by Trustee Soulliere and seconded by Trustee Courtney that the Board approve proceeding with a request for proposal process for the provision of legal services. Carried

- j. Report: Amended Policy T:06 Trustee Honoraria

After considerable discussion, administration will attempt to present the Trustee Honoraria report prior to the deadline of November 1, 2014.

Moved by Trustee McMahon and seconded by Trustee Favot that the Board approve, in principle, Draft Amended Board Policy T: 06 Honoraria for Trustees. Carried

- k. Report: 2014-15 Final Budget Approval

Trustee Soulliere requested administration inform trustees, in advance, the release of the 2015 Budget survey in order to contact and encourage school council members to participate in the survey.

Moved by Trustee Soulliere and seconded by Trustee Alexander that the 2014-15 Final Budget Estimates be approved and that administration be directed to submit the Budget Estimates to the Ministry of Education by the June 30, 2014 due date as required. Carried

13. Remarks and Announcements:

- a. Chairperson of the Board Holland commented on the recent Audit Committee meeting and congratulated outgoing student trustees.
- b. Director of Education Picard provided comments on recent activities supporting the Board's strategic priorities namely;
Catholic Faith Formation: End of the year masses continue throughout our schools. A special prayer to high school students during their week of exams and graduation

ceremonies.

Community Engagement and Partnerships: Focus on Youth Orientation at the end of the month. A 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 2014, Aidan McCandless, Connor McCandless, Julia Lepain, Darious Crosby and Thomas Wood. The awards are presented annually to exemplary graduating students with special needs, who have demonstrated strength to overcome their challenges and have been an inspiration to others; Congratulations to JoAnne Shea, the J. F. Johnston Outstanding Educator Award Recipient for 2014; Congratulations Dominique Mastronardi from Cardinal Carter and Joyce–Annabelle Mugisha from St. Joseph’s Catholic High Schools on their appointments to the 2014-15 Minister’s Student Advisory Council; Congratulations to both elementary and secondary school graduates; Attended the Retirement Mass and Celebration Dinner on Friday, June 13 and best wishes to all the retirees on this next phase of their life; and From administration, a special congratulations to Superintendent JoAnne Shea on her retirement.

Miscellaneous: The Board’s Employee Assistance Program once again will be hosting this year’s summer break event at Colasanti’s on Tuesday, July 1st. All are welcome to attend; Congratulated Student Trustees Francis Dellosa and Madeline Ellepola for their exceptional representation to our student population. Director Picard wished everyone a safe and restful summer break.

- c. Board Chaplain Brunet also congratulated outgoing student trustees and thanked administration and trustees for the tireless efforts during a difficult year. Fr. Brunet encouraged all to take the summer to unwind.

14. Remarks/Questions by Trustees

Trustee Alexander wished everyone a restful summer and congratulated student trustees Francis Dellosa and Madeline Ellepola.

Trustee McMahan wished all a relaxing summer holiday.

Trustee Soulliere also wished everyone a restful summer.

Trustee Mastromattei requested the following statement to be recorded in the minutes “My decision to declare a conflict of interest at the May 27, 2014 Board meeting, addressing the Accommodation Review studies, was due to my granddaughters attending a school effected by the ARC.

Trustee DiMenna wished everyone a safe and healthy summer and thanked staff in the schools for their dedication to Catholic education.

Trustee Courtney thanked administrators and trustees, especially Chair Holland and Vice Chair DiMenna, for their professionalism during a difficult year. Trustee Courtney commented on her grandson’s SK faith based graduation ceremony.

Trustee Favot congratulated Student Trustees Francis Dellosa and Madeline Ellepola on their accomplishments as student trustees.

Trustee Macri wished everyone a safe and restful summer.

Student Trustee Dellosa reported on Student Senate and their involvement throughout the year with United Way, Change the World initiative, Faith Development Day and I Climb initiative (mental health awareness). Student Trustee Dellosa commented that Student Senate is currently developing a student council manual for next year. He also thanked trustees and administration for the overwhelming support.

Student Trustee Ellepola commented on the developing stages of the Province-wide Mass, initiated by the Ontario Student Trustee Association Catholic Board Council and supported by the Ontario Catholic School Trustees' Association, held May 7, 2014 during Catholic Education Week. Student Trustee Ellepola thanked trustees for the opportunity to develop in this leadership role and personally thanked Trustee Favot and Superintendent O'Hagan-Wong.

15. Pending Items: *None*
16. Continuation of In-Camera, if required.: *Not Required*
17. Future Regular Board Meetings: *Unless stated otherwise, all meetings will be held on the fourth Tuesday of the month at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*
 - Tuesday, September 23, 2014
 - Tuesday, October 28, 2014
 - Tuesday, November 25, 2014
 - Tuesday, December 2, 2014 – *Organizational Meeting at 7:30 pm*
 - Tuesday, December 16, 2014 (Third Tuesday of the month due to Christmas holiday)

Committee of the Whole Board In-Camera Meetings will be held on the second Tuesday of the month at 6:00 pm (closed sessions).

18. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
19. Adjournment – There being no further business, the Regular Board meeting of June 23, 2014 adjourned at 8:59 p.m.

Original signed by B. Holland and P. Picard

Barbara Holland
Chairperson of the Board

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