



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

**REGULAR BOARD MEETING**  
**Tuesday, April 12, 2011 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**A G E N D A**

		Page #
I	In-Camera Meeting – 5:30 p.m.	
II	Regular Meeting of the Board - 7:00 p.m.	
1.	Call To Order	
2.	Opening Prayer	
3.	Recording of Attendance	
4.	Approval of Agenda	
5.	Questions Pertaining to Agenda	
6.	Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u>	
7.	Presentations:	
	a. Principal’s Report - St. Bernard Catholic Elementary School (Amherstburg) (C. Geml)	--
	b. Commissioning Ceremony of the 2011-12 Student Trustee Designates (C. Geml)	--
8.	Delegations:	
	a. Delegation Regarding Items <u>Not</u> on the Agenda	
	<i>3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be no longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.</i>	--
	b. Delegations Regarding Items <u>On</u> the Agenda	
	<i>3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.</i>	--
9.	Action Items:	
	a. Approval of Minutes	
	i) Minutes of In-Camera Meeting, March 29, 2011	--
	ii) Minutes of Regular Board Meeting, March 29, 2011	1-8

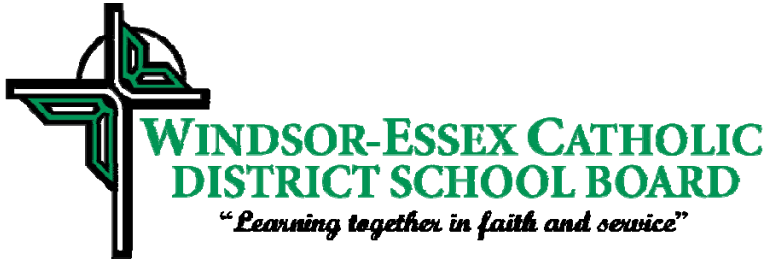
- b. Items from the re-convened In-Camera meeting of March 29, 2011 and the In-Camera meeting of April 12, 2011 --
10. Communications:
- a. External (Associations, OCSTA, Ministry)
- b. Internal (Reports from Administration):
- i) Report: Administrative Staff Report (J. Bumbacco) 9-10
- ii) Deferred Report: Ontario Catholic School Trustees' Association – 2011 Annual General Meeting and Conference Resolutions (P. Picard) 11
11. Unfinished Business: *None*
12. New Business:
- a. Field Trips:
- i) Report: Rescind March 8, 2011 Board Approved Assumption College Catholic Secondary School field trip to Europe August 1-16, 2011 (C. Geml) 12-13
- b. Report: Board Policy Review (*approval in principle*) Amended Policy ST:11 Student Health Support (Including Medication Administered at School) (C. Geml) 14-19
- c. Report: Board Policy Review (*approval in principle*) Amended Policy ST:11A Anaphylaxis Policy (C. Geml) 20-25
13. Committee Reports: *None*
14. Notice of Motion
15. Remarks and Announcements:
- a. Chairperson
- b. Director of Education
- c. Board Chaplain
16. Remarks/Questions by Trustees
17. Pending Items
- a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*) --
18. Continuation of In-Camera, if required.
19. Future Board 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, April 26, 2011
  - Tuesday, May 10, 2011
  - Tuesday, May 24, 2011
  - Tuesday, June 14, 2011
  - **Monday, June 27, 2011**

20. Closing Prayer

21. Adjournment

*Fred Alexander*  
*Board Chairperson*

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



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

**REGULAR BOARD MEETING**  
**Tuesday, March 29, 2011 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:** F. Alexander, Chair (*participated electronically*) J. Macri  
J. Courtney (*participated electronically*) B. Mastromattei  
M. DiMenna, Vice-Chair J. McMahon  
F. Favot L. Soulliere  
B. Holland (*entered at 6: pm*)  
M. Colman, Student Trustee  
L. Limarzi, Student Trustee

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

**Administration:** C. Geml (Resource) P. King  
J. Bumbacco P. Murray  
J. Braido M. Seguin  
P. Littlejohns J. Ulicny  
E. Byrne

**Recorder:** B. Marshall

1. Call To Order – Due to Chair Alexander participating electronically, Vice Chair DiMenna (Pro Tem) called the meeting to order at 7:30 p.m.
2. Opening Prayer – Due to Fr. Brunet’s absence, Trustee Mastromattei opened the meeting with a prayer.
3. Recording of Attendance - All trustees present. Trustees Alexander and Courtney participated electronically. Fr. Brunet sent regrets due to a prior commitment. Director Picard sent regrets due to an unavoidable conflict. Associate Director of Education Geml provided administrative resource.
4. Approval of Agenda

**ADDITION:**

- Item 13d Field Trips/Excursions Policy Extension

**Moved by Trustee Mastromattei and seconded by Trustee Holland that the March 29, 2011 Regular Board meeting agenda be approved as amended. *Carried***

5. Questions Pertaining to Agenda: None
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.

Trustee Courtney disclosed interest in relation to agenda item 12c 2009-10 Fiscal Year-End Financial Statements due to her daughter's employment and did not participate in the discussion or vote on any questions raised on that item.

Trustee Macri disclosed interest in relation to agenda item 12c 2009-10 Fiscal Year-End Financial Statements and 10b(v) 2010-11 Revised Estimates due to his son's employment and did not participate in the discussion or vote on any questions raised on that item.

Trustee Mastromattei disclosed interest in relation to agenda item 12c 2009-10 Fiscal Year-End Financial Statements and 10b(v) 2010-11 Revised Estimates due to his daughter and daughter-in-law's employment and did not participate in the discussion or vote on any questions raised on that item.

Trustee Favot disclosed interest in relation to agenda item 12c 2009-10 Fiscal Year-End Financial Statements due to his employment and did not participate in the discussion or vote on any questions raised on that item.

7. Presentations:
  - a. Principal's Report - St. Rose Catholic Elementary School
 

Focusing on 21<sup>st</sup> Century skills, Principal Kelly Riley presented strategies and initiatives employed at St. Rose Catholic Elementary School to promote and improve student achievement.
  - b. Student Achievement K-12 - Homework Help
 

Superintendent John Ulicny and e-Learning Consultant Joe Sisco presented Learning in an Online Environment. Students from the Windsor-Essex Catholic District School Board have access to online courses and Homework Help, an interactive online resource assisting grade 7 to 10 students in Math.
8. Delegations:
  - a. Delegation Regarding Items Not on the Agenda
  - b. Delegations Regarding Items On the Agenda
9. Action Items:
  - a. Approval of Minutes
    - i) Minutes of In-Camera Meeting, March 8, 2011

**Moved by Trustee Macri and seconded by Trustee McMahon that the minutes of the Committee of the Whole Board In-Camera meeting of March 8, 2011 be adopted as distributed. *Carried***

- ii) Minutes of Regular Board Meeting, March 8, 2011

**Moved by Trustee Mastromattei and seconded by Trustee Favot that the minutes of the Regular Board meeting of March 8, 2011 be adopted as distributed. Carried**

- b. Items from the re-convened In-Camera meeting of March 8, 2011 and the In-Camera meeting of March 29, 2011

Trustee Holland reported that the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on March 8, 2011 pursuant to the Education Act - Section 207, to consider other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

In addition, the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on March 29, 2011 pursuant to the Education Act - Section 207, to consider specific personnel, pupil matters, labour relations matters, litigation matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Trustees Courtney, Favot, Macri, Mastromattei, and McMahon declared a conflict of interest during the March 29, 2011 In-Camera Session and excused themselves from the relevant discussion items.

**Moved by Trustee Holland and seconded by Trustee Favot that the recommendations and directions of the Committee of the Whole Board at its re-convened in-camera meeting of March 8, 2011 and the Committee of the Whole Board in-camera meeting of March 29, 2011 be approved. Carried**

From the March 8, 2011 Committee of the Whole Board in-camera meeting

- Early Learning Sites - Phase 3 Capital Additions

From the March 29, 2011 Committee of the Whole Board in-camera meeting

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated March 29, 2011
- Declining Enrolment meetings of January 24 and March 3, 2011

10. Communications:

- a. External (Associations, OCSTA, Ministry): *None*
- b. Internal (Reports from Administration):
- i) Report: Administrative Staff Report

**Moved by Trustee Soulliere and seconded by Trustee Macri that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated March 29, 2011 as information. Carried**

- ii) Report: Appointment of Student Trustees for the 2011-12 School Year

**Moved by Trustee Macri and seconded by Trustee Soulliere that the Board receive the appointment of Nilo Tavares of F. J. Brennan Catholic Secondary School and Joseph Najem of Cardinal Carter Catholic Secondary School as Student Trustees for the 2011 - 2012 school year as information. Carried**

- iii) Report: 2009-10 Annual Report on Trustee Expenses

**Moved by Trustee Soulliere and seconded by Trustee Holland that the Board receive the 2009-10 Annual Report on Trustee Expenses as information. Carried**

- iv) Report: Employee Purchasing Card Use 2009-10

**Moved by Trustee Macri and seconded by Trustee McMahon that the Board receive the Employee Purchasing Card Use 2009-10 report as information. Carried**

- v) Report: 2010-11 Revised Estimates

Trustee Soulliere requested administration to report on the actual dollar amount incurred due to the financial statements submitted past the Ministry deadline.

**Moved by Trustee Holland and seconded by Trustee Mastromattei that the Board receive the administration report on the 2010-11 Revised Estimates as information. Carried**

11. Unfinished Business: *None*

12. New Business:

- a. Field Trips:

- i) Report: Cardinal Carter Catholic Secondary School field trip to Canada's Wonderland May 13, 2011

**Moved by Trustee Holland and seconded by Trustee McMahon that the Board approve the Cardinal Carter Catholic Secondary School field trip to Canada's Wonderland on Friday, May 13, 2011. Carried**

- ii) Report: Assumption College Catholic School field trip to Canada's Wonderland May 31, 2011

**Moved by Trustee Holland and seconded by Trustee McMahon that the Board approve the Assumption College Catholic School field trip to Canada's Wonderland Tuesday, May 31, 2011. Carried**

- iii) Report: St. Thomas of Villanova Catholic Secondary School field trip to the 2011 International Career Development Conference in Orlando, Florida April 29 to May 5, 2011

**Moved by Trustee Holland and seconded by Trustee McMahon that the Board approve the St. Thomas of Villanova Catholic Secondary School field trip to the 2011 International Career Development Conference in Orlando, Florida, Friday April 29 to Thursday, May 5, 2011. Carried**

- iv) Report: Holy Names Catholic Secondary School field trip to Cedar Point, June 2, 2011

**Moved by Trustee Holland and seconded by Trustee McMahon that the Board approve the Holy Names Catholic High School Field trip to Cedar Point in Sandusky, Ohio scheduled for Thursday, June 2, 2011. Carried**

- v) Report: Twenty-seven Elementary Schools and One Secondary School field trip to Canada's Wonderland Music Festivals May and June 2011

**Moved by Trustee Holland and seconded by Trustee McMahon that the Board approve the field trips to Canada's Wonderland to participate in the Canada's Wonderland Music Festivals as follows:**

**Catholic Elementary Schools:**

**May 24:** Christ the King, Notre Dame, Our Lady of Perpetual Help, Immaculate Conception, W. J. Langlois, and Sacred Heart

**May 26:** St. John the Baptist

**May 30:** St. Peter and St. William

**June 1:** St. William, Our Lady of Mt. Carmel, L. A. Desmarais, St. Angela, St. Jules, and St. Bernard (W)

**June 3:** St. Maria Goretti, St. John the Evangelist and Holy Cross

**June 9:** St. Theresa

**June 14:** Holy Name, Our Lady of the Annunciation, Queen of Peace, St. John de Brebeuf, St. Louis, St. James, St. John

**June 22:** St. Gabriel

**Catholic Secondary School:**

**June 14:** Assumption College

*Carried*

- b. Report: 2010-11 School Renewal Program

Trustee Soulliere requested a list of the principals' school renewal requests.

**Moved by Trustee Holland and seconded by Trustee Macri that the Board approve the 2010-11 School Renewal Program. *Carried***

- c. Report: 2009-10 Fiscal Year-End Financial Statements

Trustees congratulated the finance department for their diligence on achieving a reported surplus. Trustees did find the financial statements difficult to decipher realizing a number of factors contributed to the reporting. Trustees requested financial information to be received on a regular basis.

**Moved by Trustee Holland and seconded by Trustee Alexander that the Board approve the 2009-10 Fiscal Year-End Financial Statements. *Carried***

- d. Report: Tender Approval – Grass Cutting and Trimming

Trustees were assured contracts include unsatisfactory performance clause.

**Moved by Trustee Mastromattei and seconded by Trustee Favot that the Board approve the award of tender and the issuance of four purchase order contracts for Grass Cutting and Trimming to Quality Turf, Dukes Groundskeeping Inc., TLC (Total Lawn Care) and Garlatti Landscaping Inc. for a three year term beginning with the 2011 season through 2013 season,**



**with an option for a fourth and fifth year upon Board approval, as a charge to Groundskeeping accounts 000-40-430031-1-000 and 000-40-430031-4-000. Carried**

- e. Report: Ontario Catholic School Trustees' Association – 2011 Annual General Meeting and Conference Resolutions

**DEFERRED: Moved by Trustee Holland and seconded by Trustee Soulliere that the Board defer the Ontario Catholic School Trustees' Association 2011 Annual General Meeting and Conference Resolutions as received under separate cover. Carried**

13. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Minutes of January 20, 2011

**Moved by Trustee Holland and seconded by Trustee Soulliere that the Board receive the Minutes of the January 20, 2011 Special Education Advisory Committee meeting as information. Carried**

- b. Report: Elementary School Council Umbrella Group Meeting of March 1, 2011

**Moved by Trustee McMahon and seconded by Trustee Favot that the Board receive the report of the March 1, 2011, Elementary School Council – Umbrella Group meeting as information. Carried**

- c. Report: French Immersion Advisory Committee (FIAC) Meeting of June 7, 2010

**Moved by Trustee McMahon and seconded by Trustee Mastromattei that the Board receive the Minutes of the June 7, 2010 French Immersion Advisory Committee meeting as information. Carried**

- d. Verbal Report: Field Trips/Excursions Extension (*Addition to the agenda*)

At the February 8, 2011 board meeting, a resolution for the development of a Field Trip Committee to review and submit an amended Field Trips/Excursions Policy due the start of the 2011-12 school year. The committee realizes the need for further consultation and requests an extension.

**Moved by Trustee Courtney and seconded by Trustee Favot that the Board approved the extension of the revised Field Trips/Excursions Policy (SC:04) to the September 27, 2011 board meeting for final approval. Carried**

14. Notice of Motion: *None*

15. Remarks and Announcements:

- a. Chairperson DiMenna (Pro Tem) mentioned the two elementary schools in Leamington are performing drama productions utilizing Cardinal Carter Catholic Secondary school's stage and encourages this type of collaboration between elementary and secondary schools.
- b. Associate Director Geml provided comment on recent activities supporting the Board's strategic priorities namely;  
*Catholic Faith Formation*: Continuing to reflect on Lent and thank you to the board's Religion Consultant Betty Brush for her daily scripture/prayers; Thanked Assumption

College Catholic School for inviting board employees to participate in their masses.

*Employee Development And Student Achievement Initiatives:* Religion Course, Mentoring for Newly Appointed School Leaders and Principal mentoring continues.

*Community Engagement and Partnerships:* Teachers Have Heart Charity Gala is April 9th in support of the Jumpstart Student Nutrition Program and John McGivney Children's Centre; Thanks to the Windsor and Essex County Emergent Literacy Network, a successful Play & Literacy in the Early Years workshop was held at the Catholic Education Centre this past Saturday; Windsor Regional Science, Technology and Engineering Fair, April 2<sup>nd</sup> and 3rd hosted by St. Clair College; Ontario Catholic Supervisory Officers Association Conference April 13-15 hosted by our Board at Caesars Hotel and Conference; The New Canadian Centre for Excellence, located on Ouellette St., acknowledged the approval and support of trustees on the re-location of the Newcomer Reception Centre, formerly on Ottawa St., to their facility.

c. Board Chaplain - absent

16. Remarks/Questions by Trustees

Trustee Favot commented on the recent media coverage of the Fraser Institute ranking of schools and felt the media misrepresented schools that are socio-economically challenged.

Student Trustee Colman thanked the board for allowing student representatives to attend the Ontario Catholic Student Leadership Conference 2011 in Niagara Falls, Ontario.

Student Trustee Limarzi also thanked the board for allowing eleven students to attend the conference and mentioned 130 student leaders across the province will gather to talk about the importance of Catholic education.

17. Pending Items

a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*)

18. Continuation of In-Camera, if required - The Board reconvened to In-Camera Committee of the Whole meeting following adjournment.

19. Future Board 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, April 12, 2011
- Tuesday, April 26, 2011
- Tuesday, May 10, 2011
- Tuesday, May 24, 2011
- Tuesday, June 14, 2011
- **Monday, June 27, 2011**

20. Closing Prayer – In Fr. Brunet absence, Trustee Mastromattei close the meeting with a prayer.

21. Adjournment - There being no further business, the Regular Board meeting of March 29, 2011 adjourned at 8:53 p.m.

*Not Approved*

**Mary DiMenna**  
*Chair (Pro Tem)*

**Cathy Geml**  
*Associate Director of Education*  
*(Administrative Resource)*

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



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

**Meeting Date:**  
 April 12, 2011

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education  
 Jamie Bumbacco, Executive Superintendent of Human Resources  
 Patrick Murray, Superintendent, Human Resources  
 Colleen Norris, Manager of Human Resources & Policy Development

**SUBJECT:** ADMINISTRATIVE STAFF REPORT

**RECOMMENDATION:**

**That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated April 12, 2011 for information.**

**SYNOPSIS:**

**BACKGROUND COMMENTS:**

**FINANCIAL IMPACT:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated April 12, 2011

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	April 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	April 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	April 2011

April 12, 2011

**Windsor-Essex Catholic District School Board  
Administrative Staff Report  
Public**

Employee Name	Position	Date
---------------	----------	------

**HIRING**

<b>RETIREMENT:</b>	Comiskey, Catherine	Secondary Teacher	April 30, 2011
	Ellig, Mary	Elementary Teacher	June 30, 2011
	Paterson, Paul	Elementary Teacher	June 30, 2011
<b>RESIGNATION:</b>	Arbour-Dokuchic, Carolyn	Occasional Teacher	March 23, 2011
	Beaudoin, Kimberly	Elementary Teacher	June 30, 2011
	Nohavicka, Kristine	Secondary Teacher	June 30, 2011
	Sanders, Samantha	Occasional Teacher	March 9, 2011
	Scaddan, Nicole	Occasional Teacher	March 23, 2011
	Sykes, Christa	Occasional Teacher	March 24, 2011



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

## DEFERRED BOARD REPORT

<b>Meeting Date:</b> March 29, 2011 <b>Deferred Date:</b> April 12, 2011
-----------------------------------------------------------------------------------

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education

**SUBJECT:** **ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION –  
2011 Annual General Meeting and Conference Resolutions**

**RECOMMENDATION:**

**That the Board receive, under separate cover, the Ontario Catholic School Trustees' Association 2011 Annual General Meeting and Conference Resolutions as information.**

**SYNOPSIS:** Annually, trustees receive the Ontario Catholic School Trustees' Association (OCSTA) Resolutions to be considered and voted upon at the OCSTA Annual General Meeting (AGM) and Conference. This year, OCSTA requested each trustee receive a copy of the resolutions and appendices and to ensure the resolutions are reviewed at a board meeting prior to the OCSTA AGM. Due to the number of pages (119) trustees received the package under separate cover.

**BACKGROUND COMMENTS:** The resolution process provides member boards with the opportunity to bring important issues, which have provincial implications, to the attention of all trustees in the province. Resolutions are an opportunity to address problems, solutions or concerns, which affect Catholic education in Ontario. A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution. The processing of member board resolutions is a fundamental responsibility of the Association.

**FINANCIAL IMPACT:** N/A

**TIMELINES:** Prior to OCSTA AGM (April 28, 2011)

**APPENDICES:** Received under separate cover

**REPORT REVIEWED BY:**

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:
<input type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: April 4, 2011



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

## BOARD REPORT

**Meeting Date:**  
April 12, 2011

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul Picard, Director of Education  
Cathy Geml, Associate Director – Student Achievement K-12  
Sharon O’Hagan Wong, Superintendent of Education

**SUBJECT:** **RESCIND ASSUMPTION COLLEGE CATHOLIC SCHOOL  
Field Trip to Europe August 1-16, 2011**

### RECOMMENDATION:

**That the Board rescind the March 8, 2011 board approved Assumption College Catholic School field trip to Europe from Monday, August 1 to Tuesday, August 16, 2011.**

---

**SYNOPSIS:** Secondary schools scheduling field trips during the summer months raise concerns with administration. Consideration should be given to a number of factors. Students are not enrolled during the summer months and therefore are not considered pupils of the board consequently they will not be covered under the board’s insurance company, the Ontario School Boards’ Insurance Exchange (OSBIE). Secondly, potential labour issues could arise due to staff chaperoning students during non school days. Lastly, as both staff and students are acting on behalf of the board, administration believes field trips should occur during the school calendar year. After careful deliberation, administration requests the board to rescind the March 8, 2011 board approved Assumption College field trip to Europe August 1 to August 16, 2011.

**BACKGROUND COMMENTS:** As other summer field trip requests were forward to superintendents, a decision was made to deny all field trips scheduled during the summer months.

**FINANCIAL IMPACT:** N/A

**TIMELINES:** N/A

**APPENDICES:** N/A

**REPORT REVIEWED BY:**

- EXECUTIVE COUNCIL
- EXECUTIVE SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: April 4, 2011  
Approval Date: --  
Approval Date: April 4, 2011





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

**Meeting Date:**  
April 12, 2011

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education  
Cathy Geml, Associate Director - Student Achievement K-12  
Gary McKenzie, Risk Assessment Manager  
Colleen Norris, Manager of Human Resources & Policy Development

**SUBJECT:** **POLICY DEVELOPMENT AND REVIEW:**  
– **AMENDED POLICY ST:11 STUDENT HEALTH SUPPORT  
(Including Medication Administration at School)**

### RECOMMENDATION:

**That the Board approve, in principle, Draft Amended Board Policy ST:11 STUDENT HEALTH SUPPORT (Including Medication Administration at School).**

---

**SYNOPSIS:** Draft Policy ST:11 Student Health Support (Including Medication Administration at School) amends existing Board Policy *ST:11 Medication Administration At School (Including Epi-Pen)*, and is recommended for approval in principle.

**BACKGROUND COMMENTS:** Board Policy *ST:11 Medication Administration At School (Including Epi-Pen)* was first approved by the Board on October 26, 1999, with amendments in 2000, and 2007. The policy was scheduled again for review in the 2009/2010 policy review cycle.

On October 12, 2010, a motion was adopted by the Board of Trustees for the establishment of a consistent policy and procedure for dealing with students who have diabetes and other chronic diseases.

**Source and Rationale for the Proposals:** In accordance with the Board's policy review process, a Policy Working Subcommittee consisting of Cathy Geml, Associate Director - Student Achievement K-12; Gary McKenzie, Risk Assessment Manager; and, Colleen Norris, Manager of Human Resources & Policy Development undertook a comprehensive review of the policy. In conducting the review, the Policy Working Subcommittee examined best practices of school boards from across the province, considered information presented

by delegations appearing at public Board meetings who advocated additional health support specific to students with diabetes, feedback through the public consultation process and input received from the Board of Trustees.

**Proposed Changes to Existing Policy/Procedure:** Extensive amendments and new language contained within the draft policy:

- affirm that parents/guardians of a student, in conjunction with trained medical personnel, have the primary responsibility for the administration of health support procedures;
- recognize that there are students with serious medical conditions (including, but not limited to, diabetes, asthma, epilepsy, haemophilia, heart conditions) who are at high risk with respect to life-threatening situations; and,
- provide for supporting those students through the development of health support accommodations that enable the continued education, well-being and dignity of those students.

The draft policy calls for the input of parents and medical practitioners in formulating an individual health support plan for each student with diagnosed conditions who require health support at school, including health services provisions that will allow the student to care for their condition while at school and an emergency action plan specific to his or her condition.

In addition, as part of an implementation plan, administration proposes providing, through the Board's public website, access to resources or links to various organizations that have the knowledge and expertise to support students, parents/guardians and school staff in addressing a student's condition within the school setting.

*NOTE: Sections of the attached draft policy are underlined for highlighting purposes to reflect new wording or ~~struck-out~~ to highlight wording that will be removed upon final Board approval.*

**Results of Public Consultation Process:** On February 22, 2011, the draft policy and draft administrative procedure were forwarded to principals and vice principals, with a request to forward to school council chairs and staff for their suggestions and comments. The drafts were also forwarded to union and association representatives, trustees, student trustees, Catholic Education Centre staff, the Windsor-Essex Student Transportation Services, the Windsor Essex County Health Unit and posted to the Board's website for public input.

Valuable input was received from parents whose children have been diagnosed with Type 1 Diabetes. Their suggestions came from extensive knowledge acquired in the care of their children and the Policy Working Subcommittee was pleased to incorporate most of those suggestions and felt that they were instrumental in defining a comprehensive policy. In balancing staff and health and safety issues, where the Committee was unable to recommend a few of the suggestions as expressed, it did consider the suggestions in clarifying the draft policy.

The complete text of the draft policy and supporting draft administrative procedures will remain posted to the website to allow further opportunity for input until the policy has received final approval by the Board of Trustees.

**Impact On Other Policies and Procedures:** The Policy Working Committee reviewed this policy in conjunction with board policy *ST:11A Anaphylaxis Policy* with a view to consolidate all directives pertaining to the emergency administration of epinephrine auto-injectors (e.g.,

Epi-Pen®, Epi-Pen Jr.®, Twinject®) for the emergency treatment of severe allergic reactions including anaphylaxis, within Policy/Procedure ST:11A.

Draft policy ST:11 Student Health Support (Including Medication Administration at School) is consistent with existing board policy and procedure and must be administered in conjunction with the objectives and guiding principles of policy A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community.

**Timetable For Implementing Policy and Procedure:** The draft policy will be presented for final Board approval at the April 26, 2011 Regular Board Meeting following an additional period of public consultation, and shall be implemented upon final approval.

**Benefits of the Policy Proposals:** The proposed amendments to the policy reinforce the Board's commitment to supporting students with serious medical conditions through the development of health support accommodations that consider their continued education, well-being and dignity.

**Risks of Policy Direction and Mitigation Strategies:** – N/A

**Impact on Stakeholders and Plan For Communicating the Policies:** Upon final approval, the policy and administrative procedures will be forwarded to Principals/Vice-Principals and union representatives for communication to Board employees and school councils, and made available on the Board's public website. Copies will be provided to the Windsor-Essex Student Transportation Services and the Windsor Essex County Health Unit via the Manager of Human Resources & Policy Development.

**FINANCIAL IMPACT:** N/A

**TIMELINES:** Immediate implementation


**APPENDICES:**

- Draft Amended Policy ST:11 Student Health Support (Including Medication Administration at School)

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 4, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 4, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 4, 2011

**Windsor-Essex Catholic District School Board**



Section: Students

**POLICY ST: 11**  
**Student Health Support**  
**(Including Medication**  
**Administration at School)**

NUMBER:	ST: 11
EFFECTIVE:	Oct. 26, 1999
AMENDED:	Oct. 24, 2000 June 12, 2007 Sept. 25, 2007
RELATED POLICIES:	See References
REPEALS:	
<b>DRAFT as at Mar. 31/11</b>	

**NOTE: PLEASE SEE POLICY/PROCEDURE ST:11A ANAPHYLAXIS  
FOR THE DEVELOPMENT OF A PLAN FOR A STUDENT  
WITH A LIFE-THREATENING ALLERGY.**

**1.0 OBJECTIVE:**

- 1.1 To recognize and provide for those occasions when employees of the Windsor-Essex Catholic District School Board may be required to provide health support (including the administration of prescribed medication) for students who are diagnosed with a medical condition, to support their immediate safety, long term well-being, and optimal academic performance.

**2.0 GUIDING PRINCIPLES:**

- 2.1 The Windsor-Essex Catholic District School Board (the Board) believes that parents/guardians are primarily responsible for the administration of medication to their children.
- 2.2 The Board recognizes that a designated staff member(s) appointed by the Principal, shall be entitled to administer prescription medication when necessary and on an on-going basis according to the following regulations applicable administrative procedures.
- 2.3 The Board believes that parents/guardians of a student, in conjunction with trained medical personnel, have the primary responsibility for the administration of health support procedures.
- 2.4 The Board recognizes that there are students with serious medical conditions (including, but not limited to, diabetes (i.e., Type 1, Type 2 and Gestational), asthma, epilepsy, haemophilia, heart conditions) who are at high risk with respect to life-threatening situations and is committed to supporting those students through the development of health support accommodations that consider their well-being and dignity.
- 2.5 The Board recognizes that each student diagnosed with a medical condition is unique and requires an individual plan of action.
- 2.6 This Policy shall be administered in conjunction with the objectives and guiding principles of A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community.

**POLICY ST: 11 Student Health Support (Including Medication Administration at School)**  
**DRAFT**

---

**3.0 SPECIFIC DIRECTIVES:**

- 3.1 Administration shall establish procedures to be followed by Principals in the development of individual plans of action for students with diagnosed conditions who require health support. The procedures shall include provision for the updating of the plans and for communication of information to the appropriate staff as necessary.
- 3.2 Administration shall maintain a section on the Board's public website containing links to various health care organizations/associations that may provide up-to-date and relevant information on various health conditions affecting students.
- 3.3 Administration shall establish procedures to be followed for administration of prescribed medication to students where it is necessary during the school day.

**4.0 RESPONSIBILITY :**

- 4.1 Parents/guardians have the primary responsibility for administration of medication to their children.
- 4.2 Parents/guardians of a student, in conjunction with trained medical personnel, have the primary responsibility for the administration of health support procedures.
- 4.3 Parents/guardians are responsible:
  - i. for notifying the Principal of their child's diagnosed condition and prescribed health support needs;
  - ii. for completing and updating an individual health support plan in conjunction with their child's family physician and with input from the principal;
  - iii. for providing the necessary supplies/equipment to support the plan.
- 4.4 The Principal (or designate) is responsible for assisting the parents/guardians in preparing and maintaining a health support plan, including an emergency action plan, for those students with a diagnosed condition who require health care support at school. Action plans are to be consistent with the roles and responsibilities outlined in Ministry of Education policy addressing health support services and the *Education Act*.
- 4.5 The Principal has the responsibility to communicate the plan as necessary to appropriate staff, including transportation services, itinerant and occasional staff, educational assistants and those working directly with the student on a regular basis.
- 4.6 Staff working directly with the student must be aware of and follow the health support plan to the best of their ability.
- 4.7 A designated staff member appointed by the Principal may administer prescription medication to students provided all Board policies, procedures and regulations are followed.

**POLICY ST: 11 Student Health Support (Including Medication Administration at School)**  
**DRAFT**

---

**5.0 REVIEW AND EVALUATION:**

- 5.1 The effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.
- 5.2 This policy will be reviewed during the ~~2009—2010~~ 2014-2015 policy review cycle.

**6.0 REFERENCES:**

Sabrina's Law, 2005

Education Act and its Regulations

Ministry of Education PPM 81 Provision of Health Support Services in School Settings

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Personal Health Information Protection Act (PHIPA)

Ontario Student Record (OSR) Guidelines

Procedure ST:11 Student Health Support (Including Medication Administration at School)

Policy A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community

Policy A:30 Privacy

Procedure PR H06A Procedure for the Disposal of Sharps

Policy SC:04 Field Trips

Policy SC:13 Release of Student Information

Policy ST: 11A Anaphylaxis Policy

Procedure ST: 11A Anaphylaxis Procedure (Including Administration of Emergency Medication)

Policy ST: 15 Accidents/Students

Policy ST:20 Collection of Personal Information



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

**Meeting Date:**  
April 12, 2011

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education  
Cathy Geml, Associate Director - Student Achievement K-12  
Gary McKenzie, Risk Assessment Manager  
Colleen Norris, Manager of Human Resources & Policy Development

**SUBJECT:** **POLICY DEVELOPMENT AND REVIEW:**  
– **AMENDED POLICY ST:11A ANAPHYLAXIS POLICY**

### RECOMMENDATION:

**That the Board approve, in principle, Draft Amended Board Policy ST:11A ANAPHYLAXIS POLICY.**

---

**SYNOPSIS:** Draft Policy *ST:11A Anaphylaxis Policy* amends existing Board Policy *ST:11A Anaphylaxis Policy*, and is recommended for approval in principle.

**BACKGROUND COMMENTS:** Board Policy *ST:11A Anaphylaxis Policy* was first approved by the Board on June 12, 2007. The policy was scheduled for review in the 2010/2011 policy review cycle. This is the first review since the original Board approval date.

**Source and Rationale for the Proposals:** The policy review was conducted in conjunction with a review of board policy *ST:11 Medication Administration At School (Including Epi-Pen)* with a view to consolidate all directives pertaining to the emergency administration of epinephrine auto-injectors (e.g., Epi-Pen®, Epi-Pen Jr. ®, Twinject®) for the emergency treatment of severe allergic reactions including anaphylaxis, within Policy/Procedure ST:11A.

In accordance to the Board's policy review process, a Policy Working Subcommittee consisting of Cathy Geml, Associate Director - Student Achievement K-12; Gary McKenzie, Risk Assessment Manager; and, Colleen Norris, Manager of Human Resources & Policy Development undertook a comprehensive review of the policy. In conducting the review, the Policy Working Subcommittee researched best practices of school boards from across the province and consulted with the Windsor Essex County Health Unit.

**Proposed Changes to Existing Policy/Procedure:**

- Addition: Definition 2.2 - This draft policy amendment is recommended due to the introduction of two additional types of epinephrine auto-injectors (Epi-Pen Jr. ®, Twinject®) since the original approval of the policy. In addition, while employees of the Board are able to administer a second dose of both the Epi-Pen® and Epi-Pen Jr.®; they are not trained to administer the second dose (needle) of the two dose Twinject®.
- Addition: Guiding Principles 3.2 - Reaffirms the Board's expectations that its policies shall be administered in conjunction with the objectives and guiding principles of *A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community*.
- Addition: 7.0 References - The reference list has been updated to ensure currency.

*NOTE: Sections of the attached draft policy are underlined for highlighting purposes to reflect new wording or ~~struck-out~~ to highlight wording that will be removed upon final Board approval.*

**Results of Public Consultation Process:** On February 22, 2011, the draft policy and draft administrative procedure were forwarded to principals and vice principals, with a request to forward to school council chairs and staff for their suggestions and comments. The drafts were also forwarded to union and association representatives, trustees, student trustees, Catholic Education Centre staff, the Windsor-Essex Student Transportation Services, the Windsor Essex County Health Unit and posted to the Board's website for public input.

After her review, the representative of the Windsor Essex Health Unit indicated that she felt the draft policy was very comprehensive and made some valuable suggestions for clarification which were incorporated into the draft. To date, no further suggestions for additional amendments have been received.

The complete text of the draft policy and supporting draft administrative procedures will remain posted to the website to allow further opportunity for input until the policy has received final approval by the Board of Trustees.

**Impact On Other Policies and Procedures:** The Policy Working Committee reviewed this policy in conjunction with a review of board policy *ST:11 Medication Administration At School (Including Epi-Pen)* with a view to consolidate all directives pertaining to the emergency administration of epinephrine auto-injectors (e.g., Epi-Pen®, Epi-Pen Jr. ®, Twinject®) for the emergency treatment of severe allergic reactions including anaphylaxis, within Policy/Procedure ST:11A, and to ensure consistency between the two closely related policies.

Draft policy *ST:11A Anaphylaxis Policy* is consistent with other existing board policies and procedures.

**Timetable For Implementing Policy and Procedure:** The draft policy will be presented for final Board approval at the April 26, 2011 Regular Board Meeting following an additional period of public consultation, and shall be implemented upon final approval.

**Benefits of the Policy Proposals:** The proposed amendments to the policy reinforce the Board's commitment to supporting students who have potentially life threatening allergies. The consolidation of policy and directives pertaining to the emergency administration of



epinephrine auto-injectors into one policy/procedure will provide easier access to specific procedures should the need for the emergency treatment of severe allergic reactions occur.

**Risks of Policy Direction and Mitigation Strategies:** – N/A

**Impact on Stakeholders and Plan For Communicating the Policies:** Upon final approval, the policy and administrative procedures will be forwarded to Principals/Vice-Principals and union representatives for communication to Board employees and school councils, and made available on the Board’s public website. Copies will be provided to the Windsor-Essex Student Transportation Services and the Windsor Essex County Health Unit via the Manager of Human Resources & Policy Development.

**FINANCIAL IMPACT:** N/A

**TIMELINES:** Immediate implementation upon final approval.


**APPENDICES:**

- Draft Amended Policy ST:11A Anaphylaxis Policy

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 4, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 4, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 4, 2011

**Windsor-Essex Catholic District School Board**



Section: Students

**POLICY ST: 11A**  
**Anaphylaxis Policy**

NUMBER:	ST: 11A
EFFECTIVE:	June 12, 2007
AMENDED:	DRAFT
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	DRAFT

**DRAFT as at Mar. 31/11**

## 1.0 OBJECTIVE:

- 1.1 In keeping with the Windsor-Essex Catholic District School Board's (the Board's) mission of providing a safe and nurturing learning environment, the Board wishes to adopt a policy, which creates allergen-aware environments in its schools. The Board will adopt policy and procedure that will assist in protecting students who have potentially life threatening allergies.

## 2.0 DEFINITIONS:

- 2.1 ***Anaphylaxis*** – means a severe systemic allergic reaction, which can be fatal, resulting in circulatory collapse or shock and “anaphylactic” has a corresponding meaning. Sabrina’s Law, 2005, S.O.,c. 7,s.1.
- 2.2 ***Epinephrine Auto-Injectors*** - for the purposes of clarification, one dose epinephrine auto-injectors, for example the EpiPen® or EpiPen Jr.®, and the first dose of a two dose epinephrine auto-injector, for example the Twinject®, are acceptable. Employees of the Board do not administer the second dose (needle) of the two dose epinephrine auto-injector.

## 3.0 GUIDING PRINCIPLES:

- 3.1 The Anaphylaxis Policy and Procedure are intended to reduce the risk of exposure to allergens and to ensure school staff and others in contact with anaphylactic students who have an anaphylactic allergy are prepared to handle an emergency situation.

Neither the Board nor the school can be expected to create an allergen-free environment, but they are, with the cooperation of parents/guardians, responsible for reducing risk, and having a plan in place that allows the school community to react appropriately when an emergency occurs.

- 3.2 This Policy shall be administered in conjunction with the objectives and guiding principles of A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community.

#### 4.0 SPECIFIC DIRECTIVES:

- 4.1 The Director of Education will develop ~~The Board will adopt~~ procedures to meet ~~its~~ this policy's objectives that include the following:
- a) Strategies that reduce the risk of exposure to anaphylactic causative agents in classrooms and common school areas.
  - b) A communication plan for the dissemination of information on life-threatening allergies to parents, ~~pupils~~ students and employees as may be directed through Administrative Procedure.
  - c) ~~Regular~~ Annual training on dealing with life-threatening allergies for all employees and others who are in direct contact with ~~pupils~~ students on a regular basis.
  - d) A requirement that every school principal develop an individual plan for each ~~pupil~~ student who has an anaphylactic allergy.
  - e) A requirement that every school principal ensure that, upon registration, parents, guardians and ~~pupils~~ students shall be asked to supply information on life-threatening allergies.
  - f) A requirement that every school principal maintain a file for each ~~anaphylactic pupil~~ pupil student having an anaphylactic allergy of current treatment and other information, including a copy of any prescriptions and instructions from the ~~pupil's~~ student's physician or nurse and a current emergency contact list.
- 4.2 An individual plan for a ~~pupil~~ student with an anaphylactic allergy shall be consistent with the Board's policy and shall include:
- a) Details informing employees and others who are in direct contact with the ~~pupil~~ student on a regular basis of the type of allergy, monitoring and avoidance strategies and appropriate treatment.
  - b) A readily accessible emergency procedure for the ~~pupil~~ student, including emergency contact information.
  - c) Storage for epinephrine auto-injectors, where necessary.
- 4.3 Employees of the Board may be preauthorized to administer medication or supervise a ~~pupil~~ student while he or she takes medication in response to an anaphylactic reaction (provided the student is able to self-administer and understanding that often a student suffering from an anaphylactic reaction will not have the ability to self-administer), provided the school has treatment information that is updated at least once yearly and the consent of the parent, guardian, or ~~pupil~~ student, as applicable.
- 4.4 It is the obligation of the ~~pupil's~~ student's parent or guardian and the pupil to ensure that the information in the pupil's file is kept up-to-date with the medication that the ~~pupil~~ student is taking.
- 4.5 If an employee has reason to believe that a ~~pupil~~ student is experiencing an anaphylactic reaction, the employee may administer an epinephrine auto-injector or other medication prescribed to the ~~pupil~~ student for the treatment of an anaphylactic reaction, even if there is no preauthorization to do so.

## **5.0 RESPONSIBILITY:**

- 5.1 All Board employees and others in regular contact with ~~pupils~~ students should be familiar with the School Board's Anaphylaxis Policy and Procedure and abide by their provisions.
- 5.2 ~~Anaphylactic~~ Students who have an anaphylactic allergy and parents/guardians are responsible for ensuring the information in the ~~pupil's~~ student's file is updated at least once yearly.
- 5.3 Students and parents/guardians in the school community are asked to cooperate in abiding by the Board's policies and procedures as well as the school's anaphylactic plan.

## **6.0 REVIEW AND EVALUATION:**

- 6.1 The effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.
- 6.2 The policy will be reviewed during the ~~2010-2011~~ 2014 - 2015 policy review cycle.

## **7.0 REFERENCES:**

Sabrina's Law, 2005

Municipal Freedom of Information and Protection of Privacy Act

Ontario Student Record (OSR) Guidelines

Ministry of Education PPM 81 Provision of Health Support Services in School Settings

Anaphylaxis: A Handbook for School Boards - Canadian School Boards Association, 2001

Anaphylaxis in Schools and other settings © 2005, 2009

Canadian Society of Allergy and Clinical Immunology

Procedure ST:11A Anaphylaxis Procedure (Including Administration of Emergency Medication)

Policy ST:11 Student Health Support (Including Medication Administration at School)

Procedure ST:11 Student Health Support (Including Medication Administration at School)

Policy A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community

Policy A:30 Privacy

Procedure PR H:06A Procedure for the Disposal of Sharps

Policy SC:04 Field Trips

Policy SC:13 Release of Student Information

Policy ST: 15 Accidents/Students

Policy ST:20 Collection of Personal Information