



# Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education John Macri, Board Chairperson

## REGULAR BOARD MEETING Tuesday, January 25, 2005 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

### MINUTES

#### **PRESENT**

##### **Trustees:**

F. Alexander	P. Keane
M. DiMenna	J. Macri, Chair
B. Holland	S. Porcellini
C. Janisse	L. Soulliere
Rev. L. Brunet, Board Chaplain	

##### **Regrets:**

J. Courtney, Vice-Chair  
Student Trustee Deschamps  
Student Trustee (Alternate) Limarzi

##### **Administration:**

M. Moher (Resource)	P. Littlejohns
J. Berthiaume	T. Robins
P. Marchini	K. Goetz
J. Ouellette	G. McKenzie

##### **Recorder:**

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:15 p.m.
2. Opening Prayer - Father Brunet opened the meeting with a prayer.
3. Recording of Attendance – Trustee Courtney, Student Trustee Deschamps and Student Trustee (Alternate) Limarzi sent regrets.
4. Approval of Agenda - Chair Macri indicated that the handout pertaining to agenda item 10b (iv) *Capital Strategic – Blueprint for the Future – 2004 - 2006* was previously couriered to trustees.

**Moved by Trustee DiMenna and seconded by Trustee Holland that the January 25, 2005 Regular Board meeting agenda be approved as distributed. Carried.**

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

## 7. Presentations

- a. H. J. Lassaline Catholic Elementary School Webpage (D. Baggio)

Principal Doris Baggio, Head Teacher Janice Semeniuk and Educational Assistant/ Web Master Linda Parchoma were present to provide an overview of H. J. Lassaline Catholic Elementary School webpage. The webpage highlights the school's catholicity and faith initiatives and serves as a communication tool to provide parent information, school history and current events affecting the school community.

## 8. Delegations

- a. Delegation Regarding Items Not on the Agenda – None.
- b. Delegations Regarding Items On the Agenda – None.

## 9. Action Items

- a. Approval of Minutes

- i) Minutes of the In-Camera Meeting, January 11, 2005

**Moved by Trustee Keane and seconded by Trustee Porcellini that the minutes of the In-Camera meeting of January 11, 2005 be adopted as distributed. Carried.**

- ii) Minutes of the Regular Meeting, January 11, 2005

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the minutes of the regular meeting of January 11, 2005 be adopted as distributed. Carried.**

- b. Items From In-Camera Meeting of January 25, 2005

Trustee DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole meeting on January 25, 2005, pursuant to the Education Act - Section 207, to consider specific personnel and real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Trustees Alexander, Porcellini and Keane declared a conflict of interest in the In-Camera Session and excused themselves from the relevant discussion items.

**Moved by Trustee DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its meeting of January 25, 2005 be approved. Carried.**

Trustee DiMenna made the following announcement:

- o Extension of retirement for one additional school year for W. Clemens in accordance with Board Policy H:12

## 10. Communications

a. External (Associations, OCSTA, Ministry) – None.

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated January 25, 2005 for information. Carried.**

ii) Report: Emergency Response Program

Superintendent Marchini reported that Gary McKenzie, Health and Safety Officer, in cooperation with administration from the St. Clair Catholic District School Board and the Lambton Kent District School Board, developed a comprehensive manual to be used as a reference guide for school administrators when dealing with various school emergencies. Training of school teams will start as soon as possible so that within the next year the program will be completely implemented. Mr. McKenzie responded to trustee questions regarding the emergency response to catastrophic events and the need for on-going training due to staff movement.

**Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board receive the report *Emergency Response Program* as information. Carried.**

iii) Report: Trustee Attendance – June to December 2004

**Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the report *Trustee Attendance – May 2004 to December 2004* as information. Carried.**

iv) Report: Capital Strategic – Blueprint for the Future – 2004 - 2006

Director Moher presented the report *Capital Strategic – Blueprint for the Future – 2004 – 2006* that provides an annual administrative review of the Board's capital needs and commitments. From this administrative review, the Board determines whether or not further action is required to address accommodation issues for particular planning areas. Superintendent Marchini indicated that, since the closure of seven elementary schools in June 2001, the Board has completed or approved twenty capital projects. The estimated total costs of the twenty projects, including St. Anne High School, St. Joseph High School and St. Anthony Elementary School are \$141,502,966.

Superintendent Marchini provided an overview of the New Pupil Place Grant (NPPG) Revenue Schedule (Appendix A) and indicated the Board is bringing in enough revenue to meet the debenture costs as we have committed to for the next 25 years. However, unless financial conditions change (e.g., Ministry funding formulas and foundation grants) or enrolment projections increase, the Board is not in a financial position to add new major capital projects.

Moved by Trustee Janisse and seconded by Trustee Porcellini defer receipt of the Capital Strategy – Blueprint for the Future - 2004- 2006 for one month to study the document and have more input. *Motion withdrawn.*

After further discussion, Trustees agreed to schedule a Study Session prior to the end of March to review the planning document in-depth.

**Moved by Trustee Keane and seconded by Trustee Soulliere that the Capital Strategy – Blueprint for the Future - 2004- 2006 be received as information. Carried.**

11. Unfinished Business – None.

12. New Business

- a. Notice of Motion: Trustee Alexander (from December 14, 2004) - Trustee Alexander indicated that he is withdrawing this notice of motion after discussion with the School Council Chair who indicated the parents and stakeholders would like more time to be involved in the process.
- b. Notice of Motion: Trustee Porcellini (from January 11, 2004) - Trustee Porcellini withdrew the notice of motion in light of the study session which will be scheduled to discuss the *Capital Strategic – Blueprint for the Future – 2004 – 2006.*
- c. Report: Replacement of Maintenance Vehicles

Tim Robins, Controller of Facilities Services reported that the Facilities Services department, with the assistance of an external expert in vehicle fleet management, recently conducted a review of the Board's vehicles. The resulting Fleet Vehicle Assessment report recommended a replacement strategy of five vehicles for the 2005 fiscal year.

**Moved by Trustee Alexander and seconded by Trustee Porcellini that the Board approve the replacement of five (5) maintenance vehicles; and that funding to purchase the new vehicles, in the estimated amount of \$200,000.00, be funded through the Board's Working Fund Reserve. Carried.**

- d. Report: Energy Conservation Plan

Tim Robins, Controller of Facilities Services and Karen Goetz, Coordinator of Energy and Building Systems, provided an update on the implementation of the Board's Energy Conservation Plan. The initial plan, approved by Trustees in April 2004, followed the National Resources Canada (NRCAN) requirement of a phased approach. Since then, NRCAN has lifted its two-phase approach requirement and is allowing organizations the flexibility of completing the projects in any order within the allotted time frame.

The facility renewal project involves completing the installation of building management systems throughout the system over the next eight months. In addition, with the implementation of the building management system, the Board will have the necessary infrastructure and opportunity to

upgrade school security by implementing access card entry. September 2005 is the targeted completion date.

**Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve the expenditure of approximately \$400,000.00 to complete the Building Management Systems – Automated Controls project and that funding be taken from the Board’s Working Fund Reserve. Carried.**

- e. Report: Board Meeting Schedule for Remainder of 2004- 2005 School Year  
**Moved by Trustee Keane and seconded by Trustee DiMenna that the Board reschedule the Regular Board meeting of Tuesday, March 22 to Tuesday, March 29, 2005 and the Regular Board meeting of Tuesday, June 28 to Monday, June 27, 2005. Carried.**
- f. Report: Report: Boundary Change: Cardinal Carter and St. Thomas Of Villanova Catholic High Schools

Superintendent Ouellette reported that a small boundary adjustment between St. Thomas of Villanova and Cardinal Carter would enable the entire town of Essex and therefore most of the students of Holy Name to be directed to Cardinal Carter which has space, rather than St. Thomas of Villanova which is over crowded. The boundary change will take place immediately and will affect the 2005 grade 8 graduating class from Holy Name Catholic Elementary School. A public consultation process was conducted with parents from Holy Name, which included an initial meeting to explain the change and a follow-up meeting to address any concerns.

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the boundary change for Cardinal Carter and St. Thomas of Villanova Catholic high schools as outlined below (Appendices A and B.) Carried.**

- g. Field Trip:
  - i) Catholic Central High School – Chicago, IL  
**Moved by Trustee Holland and seconded by Trustee Janisse that the Board approve the Catholic Central High School – Chicago, Illinois Trip re performances by Catholic Central High School music ensembles for May 12 – 15, 2005. Carried.**

13. Committee Reports – None.

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson Macri indicated that he had no comments this evening.
- b. Director of Education Moher thanked employees and students of the Board who have collected a total of \$91,828 for the Tsunami relief effort. Director Moher also reported that JK/SK Kindergarten registration activities would occur from February 14 to 25<sup>th</sup>.

- c. Board Chaplain Brunet echoed comments by Director Moher regarding the generosity and caring of our Catholic school community in their outreach to the victims of the Tsunami in South Asia.

16. Remarks/Questions by Trustees

- Trustee Holland congratulated Director Moher on the enrolment presentation he provided at the OCSTA Conference for Chairs, Vice-Chairs and Directors.
- Trustee DiMenna reminded trustees to provide feedback on the discussion paper related to the importance of Special Education Advisory Committees.
- Trustee Porcellini requested elementary enrolment figures in Ward 3 for the period of 1999 to 2003 including schools that no longer exist and requested a list of upcoming major reports to the Board. Trustee Porcellini congratulated Catholic Central High School basketball teams on remaining undefeated.
- Trustee Janisse sought clarification on the criteria to implement an education development charge and asked that documentation be available for discussion at the upcoming Study Session. Trustee Janisse asked that trustees be provided adequate time to review large documents prior to being presented at Board meetings.

17. Pending Items

- a. Notice of Motion (deferred from September 28, 2004)  
Trustee Courtney: "At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the board approve the immediate appointment of a campus minister at St. Michael's Alternate High School and its satellite campuses; in keeping with past and current practice of employing Campus Ministers in all our secondary schools."

18. Continuation of In-Camera – Not required.

19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)

- Tuesday, February 8, 2005 - 7:00 p.m.
- Tuesday, February 22, 2005 – 7:00 p.m.
- Tuesday, March 8, 2005 – 7:00 p.m.
- Tuesday, March 29, 2005 – 7:00 p.m. (**NOTE NEW DATE**)
- Tuesday, April 12, 2005 – 7:00 p.m.
- Tuesday, April 26, 2005 – 7:00 p.m.
- Tuesday, May 10, 2005 – 7:00 p.m.
- Tuesday, May 24, 2005 – 7:00 p.m.
- Tuesday, June 14, 2005 – 7:00 p.m.
- Monday, June 27, 2005 – 7:00 p.m. (**NOTE NEW DATE**)

20. Closing Prayer – Father Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Meeting of the Board of January 25, 2005 adjourned at 10:10 p.m. at the call of the Chair.

*John Macri*  
*Board Chairperson*

*Michael Moher*  
*Director of Education & Secretary*