



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone: (519) 253-2481 Fax: (519) 253-0620
Michael B. Moher, Director of Education John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, January 31, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander	P. Keane
J. Courtney, Vice-Chair	J. Macri, Chair
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
C. Janisse	
Rev. L. Brunet, Board Chaplain	
A. Kishek, Student Trustee	
J. Devos, Student Trustee Alternate	
L. Willson Student Trustee Designate	

Administration:

M. Moher (Resource)	P. Littlejohns
J. Berthiaume	C. Marier
P. Marchini	R. Mousaly
J. Ouellette	P. Picard
S. Freeman	E. Poirier
C. Geml	T. Robins
K. Gignac	L. Staudt

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:15 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All trustees present.
4. Approval of Agenda

Amendments:

- A revised Board Report was distributed for agenda item 10b(ii) Trustee Attendance July – December 2005.
- Agenda Items 11 c Notice of Motion Trustee Soulliere and 11 d Report: Fiscal 2005 Special Education renumbered to 11 d and 11 c respectively.

Moved by Trustee DiMenna and seconded by Trustee Holland that the January 31, 2006 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 Porcellini disclosed interest in agenda items 10b(v) *Board Health, Dental and Life Benefit Program*, 8a(i) *Special Education Advisory Committee Delegation*, and 11b *Notice of Motion – Trustee Alexander* due to the employment of husband. Trustee Holland disclosed interest in agenda item 11b *Notice of Motion – Trustee Alexander*. Trustee Courtney disclosed interest in agenda item 10b(v) *Board Health, Dental and Life Benefit Program*.
7. Presentations

- a. Healthy Active Living Program

Vice-Principal Greg Peck and teacher Brian Steer along with several students who are participating in the Health Active Living Pilot Program at St. Francis Catholic Elementary School presented a overview of the program’s goals and an energetic sampling of the activities that students participate in as part of the daily program. The program is intended to complement the upcoming Ministry initiative of providing 20 minutes of physical activity in every school and to help instil a life long commitment towards healthy active living. Trustee Keane congratulated the school on the success of the Healthy Active Living program as well as for recently receiving the first annual Clean Green School Challenge Platinum Award, which was presented by Mayer Francis. Parent volunteer Nancy Knowles was commended for her dedication as environmental club leader at St. Francis Catholic School.

8. Delegations

- a. Delegation Regarding Items Not on the Agenda
 - i. Special Education Advisory Committee (SEAC) Delegation

Jennifer Jaco-McKay, Vice-Chair of the Special Education Advisory Committee (SEAC) was present on behalf of SEAC to bring forward concerns related to fiscal 2005 special education budget report. Specific concerns included the charge of educational assistant lunchtime supervision to the special education budget with no offset received from the Learning Opportunities Grant (LOG) as in past years, provisions in place to support special education children while the educational assistant is assigned to lunchtime supervision, the charge of 100% of social worker salaries to the special education budget when many needs are unrelated to special needs under Ministry definition, and revisions to the 2005 Fiscal Special Education Budget Board Report received in December 2005. Ms. Jaco-McKay also conveyed the Committee’s concern that they have not been able to provide meaningful input into the development of the special education budget for several years and the need to receive special education financial statements on a quarterly basis.

Trustees sought clarification from administration regarding the concerns raised by SEAC. Superintendent Marchini reported the 2005 Fiscal Special Education Budget had

been revised to show an expense adjustment of \$192,312 in supply costs that should have been charged to the FSL program and a revenue allocation increase of \$333,000 due to confirmation received on January 24, 2006 from the Ministry of Education for the Special Education Equipment (ISA I) grant and indicated that the revised report would be presented later in the meeting. Superintendent Marchini also provided a brief overview of the 2006 Fiscal Special Education Budget report that will be presented for the Board's consideration and approval later in the meeting concerning the issue of salary and benefits costs for educational assistants and social workers. Superintendent Marchini indicated that the Board is in compliance with respect to spending all special education revenue on special education expenditures.

Superintendent Berthiaume clarified that the provision of lunchtime supervision by educational assistants and administrators is utilized to meet the legislated requirements for teachers to receive a 40-minute uninterrupted lunch break. Superintendent Ouellette indicated that the hours of work for educational assistants were extended by 20 minutes to ensure that lunchtime supervision does not detract from the allocated time to be spent with special needs children.

Trustee Porcellini declared an interest midway through discussion on this item due to her husband's employment, as the discussion pertains references to lunchtime supervision provisions contained within OECTA contracts.

b. Delegations Regarding Items On the Agenda – None.

9. Action Items

a. Approval of Minutes

i) Minutes of In-Camera Meeting, December 1, 2005 (*deferred item*)

Moved by Trustee Janisse and seconded by Trustee Porcellini that the minutes of the Special In-Camera Meeting of December 1, 2005 be adopted as distributed. Carried.

Recorded Vote: In favour: Trustees Porcellini, Janisse, DiMenna, Courtney and Macri.
Opposed: Trustees Keane, Alexander, Soulliere and Holland.

ii) Minutes of In-Camera Meeting, January 17, 2006

Moved by Trustee Holland and seconded by Trustee Courtney that the minutes of the In-Camera meeting of January 17, 2006 be adopted as amended. Carried.

iii) Minutes of Regular Meeting, January 17, 2006

Amendments:

- Page Six – Agenda Item 16 Remarks/Questions by Trustees – The last sentence of Trustee Soulliere's comments amended to read: Trustee Soulliere inquired into the provision of quarterly financial statements as directed in a Board motion from years past.

Moved by Trustee Janisse and seconded by Trustee Keane that the minutes of the Regular Meeting of January 17, 2006 be adopted as amended. Carried.

b. Items From In-Camera Meeting of January 31, 2006

Vice-Chair Courtney reported the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole meeting January 31, 2006, pursuant to the Education Act - Section 207, to consider specific personnel, 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. Trustee Soulliere declared a conflict of interest and excused herself from the relevant discussion item.

Moved by Trustee Courtney and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its meeting of January 31, 2006 be approved. Carried.

Vice-Chair Courtney made the following announcement:

- o The extension of retirement for Mary-Anne Lucier for one additional school year.
- o The appointment of Mark Gillis to the position of Department Head – Technological Studies at Assumption College Catholic High School effective February 2, 2006.
- o The appointment of Cari Meneghini to the position of Department Head – Modern Languages / Art at F. J. Brennan Catholic High School effective February 2, 2006.

10. Communications

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

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated January 31, 2006 for information. Carried.

ii) REVISED Report: Trustee Attendance July – December 2005

Moved by Trustee Holland and seconded by Trustee Janisse that the Board receive the revised report *Trustee Attendance – July to December 2005* as information. Carried.

iii) Report: Feasibility of Expanding Elementary French Immersion Program to County

Superintendent Ouellette and Rosa Cipparone, Communications Coordinator - Learning Support Services, presented the Feasibility of Expanding Elementary French Immersion Program to County Report, which included a financial analysis, feedback from county principals and a suggested implementation process. Based on extensive review and feedback, administration recommends that, should the expansion be approved, one central site be selected to assist in the sustainability of the program and student transportation dynamics.

Discussion ensued regarding the source of funding to implement the program, the number of students required in order to successfully proceed, transportation costs,

the potential impact on enrolment at other county schools, clarification of additional revenues generated by the expansion, requirement for additional teachers, capital investments related to additional space that will be required within the first few years and costs related to additional learning resource materials.

Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board receive the report Feasibility of Expanding Elementary French Immersion Program to County as information.

and, that the board endorse the timelines and expansion of the program at Holy Name Catholic Elementary School.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the recommendation be amend to cap the program at one class for this coming school year. *Motion withdrawn.*

Director Moher indicated that, since it is difficult to anticipate the level of interest in the program, administration would report back to the board for further direction if enrolment is not sufficient or greatly exceeds the expectations outlined in the report.

Original motion. *Carried.* Recorded Vote: In favour: Trustees Alexander, Soulliere, Holland, DiMenna, Porcellini, Janisse and Keane. Opposed: Trustee Courtney

iv) Report: Health and Dental – Retiree Benefits Participants

Trustee Macri left the meeting at 9:08 p.m. Trustee Courtney assumed the Chair.

Superintendent Marchini presented the report Health and Dental – Retiree Benefits Participants as a follow-up to the January 17, 2006 board report entitled Retire Benefits – Board Annual Cost, which provided the number of former Windsor and Essex Catholic School Board Directors and Superintendents currently enrolled in the Board’s retiree benefit plan.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the report Health and Dental - Retiree Benefits Participants as information. *Carried.*

v) Report: Board Health, Dental and Life Benefit Program

At 9:09 p.m., Trustee Courtney declared an interest and vacated the Chair. Trustee DiMenna assumed Chair. Trustees Holland and Porcellini also did not participate in discussion due to declaration of interest. Trustee Macri re-entered the meeting at 9:11 p.m. and reassumed Chair.

Superintendent Marchini presented the Board Health, Dental and Life Benefit Program which supplements the January 17, 2006 board report entitled Retire Benefits – Board Annual Cost and provides an overview of the costs, the history of the past few years and a recommended timeline to implement a Request for Proposal (RFP) for a Benefit Provider. Discussion ensued with regard to the length of term the board approved for

the original contract with the existing Benefits Consultant and to the approval process Executive Council utilized for the increase in consultant fees from 1.1% to 1.5%. A revised report will be provided at the next Board meeting containing a recommended timeline to implement an RFP for a Benefits Consultant rather than a Benefits Provider.

Moved by Trustee Alexander and seconded by Trustee Janisse that the Board Health, Dental and Life Benefit Program Report be deferred for two weeks and that the report be revised to include a recommended plan to implement a Request for Proposal for a Benefits Consultant. Carried.

11. Unfinished Business

- a. Notice of Motion - Trustee Holland (*deferred from December 13, 2005 and January 17, 2006*): “*At the next Board meeting, I shall move or cause to be moved that the Board strike a Committee to re-examine the role of the Board Chaplain in consultation with the Bishops of the Diocese of London.*”

Trustee Holland indicated that she would withdraw the notice of motion at this time and reintroduce it for consideration in the spring.

- b. Notice of Motion - Trustee Alexander:
Trustees Holland and Porcellini disclosed interest in this item and did not participate in discussion.

Trustee Alexander amended this notice of motion to read:

That the Windsor-Essex Catholic District School Board invite submissions from interested consultants regarding the delivery of its total benefits package; and, that this invitation will be in the form of a detailed RFP and is to be widely circulated and further that a minimum of two trustee representatives sit on this committee.

Following brief discussion, the amended notice of motion was deferred for two weeks to allow for completion of the revised Board Health, Dental and Life Benefit Program Report.

- c. Notice of Motion - Trustee Soulliere: “*At the next Board meeting, I shall move or cause to be moved that a forensic audit of the special education budget be completed to determine what general expenses have been charged to the envelop if any.*”

Trustee Soulliere indicated that the purpose of the notice of motion is to determine if the requirements of the Ministry of Education with respect to special education expenditures have been met.

Moved by Trustee Soulliere and seconded by Trustee Alexander that a forensic audit of the special education budget be completed to determine what general expenses have been charged to the envelop if any. Motion defeated.

- d. Report: Fiscal 2005 Special Education Budget Report (*deferred from December 13, 2005*)

Superintendent Marchini indicated that the report deferred at the December 13, 2005 meeting has been revised to show an expense adjustment of \$192,312 in supply costs that should have been charged to the FSL program and a revenue allocation increase of \$333,000

due to confirmation received on January 24, 2006 from the Ministry of Education for the Special Education Equipment (ISA I) grant. The 2004/2005 fiscal period ended with a Special Education Surplus of \$175,168 to be carried into 2005/2006 in order to cover a projected deficit of \$170,313.

Discussion ensued with respect to the protocol used in presenting the revised report to the Special Education Advisory Committee (SEAC) prior to receipt by the Board, the regulated advisory function of SEAC, variances in specific budget line allocations and actual expenditures, the portion of LET prep-time allocated, and the appropriateness of including of educational assistant lunchtime supervision under the Special Education budget without an offset from the Learning Opportunities Grant. Director Moher indicated that, in his opinion, the full amount of special education grants has been spent on special education expenditures.

Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board accept the report Fiscal 2005 Special Education Budget Report and attachment as information.

Moved by Trustee Soulliere and Trustee Alexander that the Board defer the Fiscal 2005 Special Education Budget Report until a legal opinion can be obtained from the Board Solicitor as to whether or not the Board has met regulatory requirements by charging Educational Assistant lunchtime supervision to special education envelope. *Motion defeated.*

Trustee Holland exited the meeting.

Original motion. *Carried.* Recorded Vote: In favour: Trustees Porcellini, Janisse, Keane, DiMenna and Courtney. Opposed: Trustees Alexander and Soulliere.

12. New Business

a. Report: Fiscal 2006 Special Education Budget Report

Superintendent Marchini provided an overview of the 2005/2006 expenditures and grant allocations by envelope for the Special Education program. The 2005/2006 fiscal year Special Education budget has a projected deficit of \$170,313 which will be offset the 2004/2005 surplus of \$175,168 leaving a net surplus of \$4,855. Recommendations pertaining to prorating of the salary and benefits for Educational Assistants and Social Workers were based on input from the SEAC and discussion at Executive Council.

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive the Fiscal 2006 Special Education Budget Report as information; and, that commencing in the fiscal period 2005/2006 the Special Education Financial Statement be charged with 95% of the salary and benefit cost of Educational Assistants and 80% of the salary and benefit cost of Social Workers and Behavioural Specialists.
Carried.

b. Report: Tender – New/Refurbished Dell Computers

Rose Mousaly, Supervisor of Information Technology provided relevant background and rationale for the selected tender bid.

Moved by Trustee Alexander and seconded by Trustee Porcellini that the Board approve the tender bid from Dell for \$412.85 taxes included per refurbished computer; and, that a purchase order contract be issued upon Board approval for 750 computers totalling \$309,637.50. Carried.

c. Report: Partnership Agreement Between Assumption University and the Windsor-Essex Catholic District School Board

Steve Freeman, Supervisor of Faith Development, reported on recent meetings held between the Director, himself and representatives of Assumption University to enter into a partnership intended to further promote the goals Catholic education as a life long learning process. The agreement runs through April 2008 and then continues from year to year, unless either partner gives written notice of their intention to dissolve the partnership. Director Moher will provide the agreement to the Board Solicitor for review.

Moved by Trustee DiMenna and seconded by Trustee Keane that the Board approve the Partnership Agreement with Assumption University to further mutual goals for Catholic education. Carried.

13. Committee Reports

a. Special Education Advisory Committee (SEAC) Minutes of November 10, 2005

Trustee Soulliere noted recommendations contained on page four of the minutes.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the minutes of the November 10, 2005 Special Education Advisory Committee meeting as information. Carried.

14. Notice of Motion

- Trustee Porcellini: *“At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Board approve the expenditure of funds to cover the conference registration fees only, for two parent council representatives from each family of schools (to a maximum of 16 representatives) to attend the annual general meeting of the Ontario Association of Parents in Catholic Education (OAPCE) yearly, to a maximum expenditure of \$4,000 annually.”*
- Trustee Porcellini: *“At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Board immediately suspend our protocol on Fifth Disease, and develop a policy or policies regarding this disease that will be circulated for comment to all our stakeholders and presented to the Board for approval, as per our normal procedure for policy development and review.”*

- Trustee Porcellini: *“At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Board send a letter to the Prime Minister-elect indicating our support for the previously announced national child care funding initiatives, known as the Best Start program in our region, indicating as well that we as a Board consider this initiative to be of paramount importance in the educational development of the children in our community and therefore beyond the scope of party politics, and urging the Prime Minister-elect to honour the funding commitments of the initiative.”*

15. Remarks and Announcements

- a. Chairperson – No comments this evening.
- b. Director of Education Moher reported that construction of the two new high schools in the East Windsor and Lakeshore areas will affect F. J. Brennan, St. Joseph’s and St. Anne’s high school boundaries. In order to maintain enrolment stability at all three schools, existing school boundaries will continue to be in effect until both new schools have been opened to allow time for a thorough study and community consultation process of all three schools.
- c. Board Chaplain – No comments this evening.

16. Remarks/Questions by Trustees

- Trustee Porcellini thanked St. Angela Catholic Elementary School for inviting her to their recent read-a-thon and congratulated Catholic Central High School basketball team on their performance at the University’s invitational tournament. Trustee Porcellini congratulated Mr. Laforet’s class at Immaculate Conception who were voted AM800’s first “Class of the Week.” Trustee Porcellini indicated she would be attending Windsor City Council on February 7 to speak on the Best Start initiative. Trustee Porcellini inquired into what activities the Board would be doing to celebrate Black History month. Trustee Porcellini indicated that the City of Windsor will convene a Culture Summit on February 23 and hopes that our board will send a representative to participate. Trustee Porcellini asked that information be provided on plans to respond to the Ministry of Education’s new Parent Involvement Policy. Trustee Porcellini indicated that she provided fellow trustees with a copy of the Board’s protocol regarding Fifth’s Disease for their review prior to the next Board meeting.
- Trustee Keane congratulated Emelda Byrne who will join JoAnne Shea in teaching the Principal Qualifications Course. Trustee Keane congratulated Diane Bedard for being honoured with the Ontario Library Association Distinguished Service Award. Trustee Keane asked that letters of commendation be sent to these individuals as well as to Nancy Knowles, parent volunteer at St. Francis Catholic Elementary School. Trustee Keane commented about the veteran cab strike and conveyed his hope for a quick settlement. Trustee Keane indicated that the Ad Hoc Committee members will be meeting next week to discuss the Communications Services Coordinator recruitment process.
- Trustee Alexander asked for a copy of the Director’s comments with regard to maintaining status quo until the new high schools opened prior to making long-term decision on boundaries.
- Trustee Soulliere commented on the issue of charging of LET prep-time to the special education budget and indicated that SEAC may pursue province wide lobbying to have the Ministry review that charge to special education. Trustee Soulliere commented that while the Board is not required by the Ministry to provide documentation on how the Learning Opportunity Grant

funding is spent, the Board may want to consider mandating how the funding is allotted internally. Trustee Soulliere inquired into the status of the Board's Capital Plan and confirmation of the submission date to the Ministry. Trustee Soulliere requested documentation from the Chair.

Moved by Trustee Janisse and seconded by Trustee Porcellini that the meeting continue past 11:00 p.m. Carried.

- Trustee Courtney congratulated St. Francis Catholic Elementary School on their Clean Green School Challenge Platinum Award and commended members of administration who worked on the television advertisement promoting JK/SK Registration.

17. Pending Items

- a. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*
- b. Deferred for six months from October 25, 2005: Motion by Trustee Soulliere and seconded by Trustee DiMenna *“that the Board add two (2) more psychologists to its psychology department for a total of four (4), and that the cost be applied to the general budget to offset the cost of educational assistant lunch supervision to the Special Education budget.”*

18. Continuation of In-Camera - 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)

- Tuesday, February 14, 2006
- Tuesday, February 28, 2006
- Tuesday, March 28, 2006
- Tuesday, April 11, 2006
- Tuesday, April 25, 2006
- Tuesday, May 9, 2006
- Tuesday, May 23, 2006
- Tuesday, June 13, 2006
- Monday, June 26, 2006

20. Closing Prayer – Father Brunet closed the meeting with a prayer.

21. Adjournment - There being no further business, the Regular Board Meeting of January 31, 2006 adjourned at 11:05 p.m. at the call of the Chair.

Approved as amended

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary

Amendment: Page 6 – 10b(v) Report: Board Health, Dental and Life Benefit Program – Second sentence amended to read: Discussion ensued with regard to the length of term the board approved for the original contract with the existing Benefits Consultant and to the approval process Executive Council utilized for the increase in consultant fees from 1.1% to 1.5%.