



1325 California Avenue
Windsor, ON N9H 2P1
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

**REGULAR BOARD MEETING
Tuesday, June 12, 2007 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 | |
| L. Willson, Student Trustee | |

Administration:

| | |
|--------------------------|-----------------|
| J. Berthiaume (Resource) | J. Bumbacco |
| C. Geml | K. Gignac |
| M. Iatonna | R. Limarzi |
| P. Picard | P. Littlejohns |
| M. Seguin | R. Mousaly |
| L. Staudt | S. O'Hagan-Wong |

Others:

2007 – 2008 Student Trustees Bradley/Resendes

Recorder:

D. Steffens

1. Call To Order – Chair Macri called the meeting to order at 7:23 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:

- Deletion: 7a Racing Against Drugs Presentation
- Addition: 8b(ii) Delegations Regarding Items On the Agenda – Phil Haddad, Riverside Sports re: Community Use of Schools

Moved by Trustee Holland and seconded by Trustee DiMenna that the June 12, 2007 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 11a *Report: Community Use of Schools – Additional Information* and 11b *Deferred Board Policy Amendments A:03 Community Use of Schools* due to her employment and did not participate in the discussion or vote on any question raised on the items.
7. Presentations
 - a. Race Against Drugs Presentation RCMP Cst. Wally Silver – This item was deleted from the agenda.
 - b. Student Trustee Award Plaque for Leadership and Service Presentation to Student Trustee Luke Willson

Student Trustee Luke Willson was presented with an honorarium in appreciation of his commitment and dedication to his role as a Catholic leader within our student body and the broader school communities. He was also presented with a plaque of appreciation for his exceptional student representation during the 2006-2007 school-year.
 - c. Catholic School Student Council Leadership Award Presentation to Sara Tontodonati, Prime Minister St. Thomas of Villanova Catholic Secondary School

Chair Macri presented Sara Tontodonati, Prime Minister at St. Thomas of Villanova Catholic Secondary School with the 2006 – 2007 Catholic School Student Council Leadership Award in recognition of overall efforts and dedication to their school, excellence in performance of duties, leadership, relationship with fellow students and involvement with the community.
 - d. Outstanding School Council Chairperson Award Presentation to Chassidy Bondy, Chair, Our Lady of Lourdes Catholic Elementary School

Chair Macri presented Chassidy Bondy, School Council Chair from Our Lady of Lourdes Catholic Elementary School with the 2006 –2007 Catholic School Council Chairperson Award in recognition of overall efforts and dedication to their school and school system, excellence in performance of duties, leadership, relationship with fellow council members, administration, teachers and students, and involvement with the community
8. Delegations
 - a. Delegation Regarding Items Not on the Agenda – None.
 - b. Delegations Regarding Items On the Agenda
 - i. Ed Switalski (Riverside Sports Jr. Badminton Club/Windsor Badminton) re: Agenda Item 11b Board Policy Amendments: Community Use of Schools

Ed Switalski (Riverside Sports Jr. Badminton Club/Windsor Badminton Club), was present to address proposed amendments to the Community Use of Schools policy to limit community access on weekends and how enforcement of the proposed policy will affect the badminton community in Windsor and Essex County.

- ii. Phil Haddad (Riverside Sports) re: re: Agenda Item 11b Board Policy Amendments: Community Use of Schools

Phil Haddad, Chairman of the Board for Riverside Sports, was present to provide clarification on the nature of the Riverside Sports organizational structure in relation to independent non-profit status and encouraged trustees to reconsider expanded weekend use on a cost-recovery basis with the higher costs resulting from custodial overtime being shared by all community users regardless of the day the facilities are used.

9. Action Items

a. Approval of Minutes

- i) Minutes of In-Camera Meeting, May 22, 2007

Moved by Trustee Janisse and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of May 22, 2007 be adopted as distributed. Carried.

- ii) Minutes of Regular Meeting, May 22, 2007

Moved by Trustee Holland and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of May 22, 2007 be adopted as distributed. Carried.

b. Items From In-Camera Meeting of June 12, 2007

Vice-Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on June 12, 2007 pursuant to the Education Act - Section 207, to consider specific personnel and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee Courtney and seconded by Trustee DiMenna that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of June 12, 2007 be approved. Carried.

Vice-Chair Courtney made the following announcements:

- The appointment of Andrew Spurdza and Kathy Gallagher as Centrally Employed – Elementary Literacy and Numeracy Teachers for a two-year term with the opportunity for renewal at the discretion of the Board.
- The appointment of Doug Sadler as the Information Communication Technology (ICT) Consultant for a three-year term with the opportunity for renewal at the discretion of the Board.
- The appointment of Suzanne Garneau as the Literacy/Numeracy Consultant for a 3 year term with the opportunity for renewal at the discretion of the Board.

Secondary Principal/Vice-Principal Transfers and Placements as follows:

- **Sherrilynn Colley-Vegh** from Vice-Principal St. Michael's Alternate High School to Principal, Assumption College Catholic High School
- **David LaBute** from teacher at St. Thomas of Villanova Catholic Secondary School to Vice-Principal at F. J. Brennan Catholic High School
- **Ron Innocente** from Vice-Principal at F. J. Brennan Catholic High School to Vice-Principal Catholic Central High School
- **Kathy Furlong** from Vice-Principal at Catholic Central High School to Vice-Principal at St. Anne Catholic High School
- **Amy Lofaso** from Vice-Principal St. Anne Catholic High School to Vice-Principal St. Michael's Alternate High School

10. Communications

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

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee Courtney and seconded by Trustee Janisse that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated June 12, 2007 for information. Carried.*

ii) Report: Legal Services – February and March 2007

Superintendent Iatonna indicated that, given that the current contract for the provision of legal services expires in 2008, administration will develop a fall board report to provide a comprehensive review of various legal services delivery models available to the board, including the option of hiring a full time solicitor, and bring recommendations forward regarding a request for proposal process.

Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the report *Legal Services – February and March 2007 as information. Carried.*

iii) Report: Detroit River International Crossing Status Report

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the *Detroit River International Crossing Status report as information. Carried.*

iv) Report: School Boundary and Consolidation Review – Watson and Associates Status Report

Moved by Trustee Holland and seconded by Trustee Alexander that the Board receive as information the *status report on the School Boundary and Consolidation Review being undertaken by Watson and Associates. Carried.*

v) Director's Annual Report to the Community 2006

Moved by Trustee Soulliere and seconded by Trustee Alexander that the Board receive the *Director's Annual Report to the Community 2006 as information. Carried.*

11. Unfinished Business

a. Report: Community Use of Schools – Additional Information

At its meeting held on May 22, 2007, the Board deferred consideration of Policy A:03 Community Use of Schools in order for Administration to undertake and report on meeting with applicants for this year's summer use, alternative fee schedules for cost recovery, a review of minor wording amendments in the draft policy to address redundancy and to provide information on exempted agreements as noted within the draft policy document. Superintendent Iatonna reported that meetings were held with three of the applicants for summer use and administration is prepared to recommend that the current practice for summer use under the present Community Use Policy be continued for this summer with terms to be negotiated on this basis between Board staff and each applicant. Pursuant to meaningful discussion with several weekend Community a user group, a workable consensus also seems to have evolved regarding weekend use. Administration will follow-up on a recent Ministry announcement regarding additional funding provided to Toronto boards with respect to community use.

Moved by Trustee Holland and seconded by Trustee Alexander that the Board confirm the current practice for summer use under the present Community Use Policy be continued for this summer with terms to be negotiated between Board Administration and each applicant in accordance with the policy and past practice and subject to the final approval of the Director of Education.

and, that the Board approve the effective date of September 1, 2007 for the new Community Use Policy when the policy is adopted by the Board. Carried.

b. Report: DEFERRED Board Policy Amendments

Director Berthiaume indicated that the recommendations contained within the above report will be incorporated into the Community Use of Schools policy and brought back to the board for final approval on June 25.

It was suggested that clause 2.4 of the Administrative Procedure A:03 Community Use of Schools be amended to delete the wording "*outside of these times.*" The forms will also be reviewed to ensure clarity.

i) Board Policy A:03 Community Use of Schools (*Approval in Principle*) and Draft Administrative Procedure A:03 Community Use of Schools (*Receipt*)

Moved by Trustee Holland and seconded by Trustee Alexander that the Board approve in principle the amendments to (Administration) Policy A:03 Community Use of Schools;

and, that the Board receive Procedure A:03 Procedure For The Community Use of Schools, as information. Carried.

12. New Business

a. Field Trips:

- i) F. J. Brennan Catholic High School – Cedar Point
Moved by Trustee Holland and seconded by Trustee Alexander that the Board approve the field trip for F. J. Brennan Catholic High School to Cedar Point, Ohio, on June 26, 2007. Carried.
- ii) Holy Names Catholic High School - Costa Rica
Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board approve Holy Names Catholic High School Field Trip to Monteverde, Costa Rica field trip for March 29 to April 5, 2008. Carried.
- iii) St. Thomas of Villanova Catholic Secondary School - Costa Rica
Moved by Trustee Courtney and seconded by Trustee DiMenna that the Board approve the St. Thomas of Villanova Catholic Secondary School Field Trip to Monteverde, Costa Rica Destination Program from May 16 to 23, 2008. Carried.

b. Report: Board Policy Amendments

- i) Board Policy ST:11 Medication Administration at School (*Final Approval*)
- ii) Board Policy ST:11(A) Anaphylaxis Policy (*Final Approval*)
- iii) Administrative Procedure ST:11(A) Anaphylaxis (*Receipt*)

Administrative Procedure ST:11(A) Anaphylaxis will be amended to address the issue raised around the delineation of teacher responsibilities.

Moved by Trustee Alexander and seconded by Trustee Janisse that the Board provide final approval to the amendments to (Students) ST: 11 Medication Administration At School (including Epi-Pen);

and, that the Board provide final approval to draft Policy ST:11A Anaphylaxis;

and, that the Board receive as information Procedure ST:11A Anaphylaxis.
Carried.

c. Report: Board Policy Amendments

- i) A:05 School Closure (*Revoke*)/ Pupil Accommodation Review (*Approval in Principle*)

On October 31, 2006, through Ministry Memo 2006:B12, the Ministry of Education issued new Pupil Accommodation Review Guidelines. Administration established a Policy Working Subcommittee, pursuant to the Board's policy development process, to review the existing Board policy to ensure compliance with the new guidelines. The Ministry Guidelines requested that Boards have their Pupil Accommodation Review Policies approved and posted to their public web sites by March 31, 2007. To allow for proper public consultation administration has requested that the time

frame be extended and has informed the Ministry of the intent to have this policy to the Board for approval in principle on June 12, 2007 and for final approval on June 25, 2007. A representative of the clergy will be asked to provide input into the development of the Generic School Valuation Framework document prior to finalization.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve in principle Draft Policy A: 05 Pupil Accommodation Review;

and, that the Board revoke Policy A:05 School Closure. Carried.

d. Report: Board Policy Amendments

i) A:21 Child Care (*Approval in Principle*)

Supervisor O'Hagan-Wong reported that the Child Care Advisory Committee worked with the Coordinator of Policy Development over the past few months to review Board Policy A: 21 Child Care. After careful consideration and public consultation, the Committee is recommending the amended draft policy to be in place for the 2007-2008 school year.

Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board approve in principle amendments to Board Policy A:21 Child Care. Carried.

e. Report: Board Policy Amendments

i) A:28 Advertising Expenditures (*Approval in Principle*)

ii) A:29 Advocacy Expenditures (*Approval in Principle*)

Administration will review clause 3.5(c) of Policy A:28 Advertising Expenditures and clause 3.4 of Policy A:29 Advocacy Expenditures to ensure consistency.

Moved by Trustee Holland and seconded by Trustee Porcellini that the Board approve in principle draft (Administration) Policy A:28 Advertising Expenditures;

and, that the Board approve in principle draft (Administration) Policy A: 29 Advocacy Expenditures. Carried.

f. Report: Board Policy Amendments

i) F:04 Sweatshop Free Purchasing (*Approval in Principle*)

A Board motion was passed on May 8, 2006; wherein it was directed that the trustees with the assistance of administration create a policy that "will comprehensively outline our Board's commitment to the purchase of clothing that is manufactured solely in fair-labour factories. The policy would also include our expectations from area suppliers, with an understanding that any retailer who does not provide authentic documentation to verify that their merchandise is "sweat-free" would not have their contract renewed." Administration will explore into a pilot project involving several Catholic school boards contracting with the Workers Rights Consortium to monitor fair labour practices of suppliers' factories.

Moved by Trustee Porcellini and seconded by Trustee Courtney that the Board approve in principle the draft (Finance) Policy F: 04 Sweatshop Free Purchasing. Carried.

g. Report: Board Policy Amendments

i) H:19 Violence Prevention in the Workplace (*Approval in Principle*)

The Risk Management Steering Committee is recommending the approval of draft policy H:19 Violence Prevention in the Workplace to address the concern that employees of the Windsor-Essex Catholic District School Board may face varying degrees of risk of exposure to violence in the workplace. The Risk Management Steering Committee is currently, in consultation with the Joint Health and Safety Committee, developing of a Violence Prevention in the Workplace Program that includes employee training. It is anticipated that the program will be implemented in the 2007-2008 school year.

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board approve in principle draft (Human Resources) Policy H:19 Violence Prevention in the Workplace. Carried.

h. Report: System-Wide Telephone Systems

Superintendent Iatonna reported that the existing telephone systems across the district consist of a variety of brands with varied versions of firmware and an average age of about ten years. It is recommended that the telephone system be upgraded and standardized to one system and that the projected cost of \$490,684 be considered in the 2007-2008 budget to allow for the completion of this rollout in a twenty-four month period.

Moved by Trustee Holland and seconded by Trustee Alexander that the Board approve the proposed system-wide telephone standardization and the implementation of First Class voice mail for all staff;

and, that the Board refer the proposed upgrading of the system to the 2007-2008 budget deliberations. Carried.

i. Report: 2006 – 2007 Play Structure Report

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board grant approval to repair and / or remove the play structures as indicated in the 2006/2007 Play Structure report. Carried.

j. Report: Recommended Procedure to Follow for Request for Proposal on Realty Representation

Superintendent Iatonna reported that, at the meeting of May 22, 2007, the Board requested information on a process for the selection of Realty Representation.

Moved by Trustee Keane and seconded by Trustee DiMenna that the Board approve the procedures of Policy F:03 Appointment of Architect for other similar type of service requirements, such as Realty Representative, Banking, Audits, Legal Representation, etc.

Moved by Trustee Holland and seconded by Trustee Alexander that the recommended procedure to follow for Request for Proposal on Realty Representation by deferred to the fall for development in conjunction with other purchasing and service procurement policies. Carried.

13. Committee Reports

a. Report: Audit Committee Notes of May 23, 2007

Trustee Soulliere indicated the next Audit Committee meeting has been scheduled for Monday, June 18 at 6:00 p.m.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the Notes from the Audit Committee dated May 23, 2007 as information. Carried.

14. Notice of Motion – None.

15. Remarks and Announcements

a. Chairperson Macri reminded trustees of the June 15 Employee Retirement Celebration.

b. Director of Education Berthiaume commended staff and students on the success of the 50th Anniversary Celebrations recently held at St. James Catholic Elementary School.

c. Board Chaplain Fr. Brunet - No comments this evening.

16. Remarks/Questions by Trustees

- Trustee Porcellini thanked members of the Child Care Advisory Committee for their work on the proposed amends to the Child Care policy and congratulated St. Michael's campus communities on the success of their graduation ceremonies.
- Trustee Janisse requested a meeting with administration and the St. Anne High School Parents Club. Trustee Janisse congratulated the St. Anne High School community on their school site closing ceremonies of June 2. Trustee Janisse send his regrets for the June 25 Board meeting due to a family commitment.
- Trustee Keane provided a brief overview of the activities undertaken by the Safety Patrol Committee and student Safety Patrollers over the past year and thanked employees of the board who are very active with the Windsor Essex Safety Patrol Association. Trustee Keane congratulated St. Francis Catholic Elementary School for being awarded the Canadian Intramural and Recreation Association (CIRA) Ontario's Outstanding Intramural Achievement Award. Trustee Keane congratulated the St. James school community for the outstanding success of the St. James 50th Anniversary Celebration and Mass.
- Trustee Alexander reported on his attendance at the 2007 Canadian Catholic Schools Trustees' Association (CCSTA) conference recently held in Sault Ste. Marie.
- Trustee DiMenna congratulated the staff and students of Cardinal Carter Catholic Secondary School who organized the recent Day of Champions.

- Trustee Courtney congratulated Luke Willson and Sara Tontodonati for the leadership awards they received this evening.
 - Student Trustee Willson expressed his appreciation for the leadership award he received this evening and provided a brief overview of the Student Senate discussions related to the proposed sweatshop free and community use of schools policies. Student Trustee Willson reported on his attendance at the 2007 Ontario Student Trustee Association (OSTA–AÉCO) AGM held last week in Toronto.
17. Pending Items – None.
 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)
 - **Monday**, June 25, 2007
 - Tuesday, August 28, 2007
 20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
 21. Adjournment - There being no further business, the Regular Board meeting of June 12, 2007 adjourned at 9:40 p.m.

Approved.

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer