



**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

*"Learning together in faith and service"*

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.

*Approved*

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

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

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