



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

REGULAR BOARD MEETING
Tuesday, January 17, 2012 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander	J. Macri
J. Courtney (<i>participated electronically</i>)	B. Mastromattei
M. DiMenna, Vice-Chair	J. McMahan
F. Favot	L. Soulliere
B. Holland, Chair	
J. Najem, Student Trustee	
N. Tavares, Student Trustee	
Rev. L. Brunet, Board Chaplain	

Regrets:

Administration:

P. Picard (Resource)	E. Byrne
J. Bumbacco	P. Murray
C. Geml	C. Norris
M. Iatonna	S. O'Hagan-Wong
P. Littlejohns	J. Shea
A. Maghnieh	M. Seguin
	J. Ulicny

Recorder: B. Marshall

1. Call To Order - Chair Holland called the meeting to order at 7:26 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present. Trustee Courtney participated electronically.
4. Approval of Agenda

Amendments:

- Agenda item 12a) Boundary Adjustments, the resource person should reflect P. Picard and not C. Geml.

Moved by Trustee Macri and seconded by Trustee Favot that the January 17, 2012 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: *None*
7. Presentations:
 - a. Principal's Presentation: St. John de Brebeuf Catholic Elementary School

Principal Nancy Sarkis and Vice Principal Tania Sorge were present to provide an overview of the strategies and initiatives in place at St. John de Brebeuf School to support faith development and student achievement.

8. Delegations: *None*
 - 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, December 13, 2011

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the minutes of the Committee of the Whole Board In-Camera meeting of December 13, 2011 be adopted as distributed. *Carried*

- ii) Minutes of Regular Board Meeting, December 13, 2011

Moved by Trustee McMahon and seconded by Trustee Soulliere that the minutes of the Regular Board meeting of December 13, 2011 be adopted as distributed. *Carried*

- b. Items from the re-convened in-camera meeting of December 13, 2011 and the convened in-camera meeting of January 17, 2012

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on December 13, 2011 and a convened closed Committee of the Whole Board meeting on January 17, 2012 pursuant to the Education Act - Section 207, to consider specific personnel, labour relations matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Macri declared a conflict of interest during the In-Camera Session and excused himself from the relevant discussion item.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its re-convened in-camera meeting of December 13, 2011 and convened in-camera meeting of January 17, 2012 be approved. *Carried*

Vice Chair DiMenna made the following announcements:

From the December 13, 2011,

- supported the continued allocation of funds to maintain the position of Communication Coordinator.

From the January 17, 2012 meeting

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated January 17, 2012.

10. Communications:

a. External (Associations, OCSTA, Ministry): *None*

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee Macri and seconded by Trustee Alexander that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated January 17, 2012. Carried

ii) Report: Trustee Attendance August to December 2011

Moved by Trustee Macri and seconded by Trustee Soulliere that the Board receive the report Trustee Attendance – August to December 2011 as information. Carried

iii) Verbal Report: Director's Annual Report to the Community

Director Picard reported that upon approval from the Ministry of Education, the Director's Annual Report to the Community will be posted on the Board's website by January 31, 2012.

iv) Report: Absence Report – All Windsor-Essex Catholic District School Board Employees

A lengthy discussion ensued. Trustees' comments included, but were not limited to:

- Whether the report should be discussed in-camera;
Administration's response: The report is presented as information to engage trustees and employee groups to move forward. As the board is a public entity, stakeholders should be aware of the report.
- Did the report include long term illnesses and maternity leaves;
Administration's response: No, the report did not include long term illnesses and maternity leaves.
- Has absenteeism been discussed with union groups;
Administration's response: In the past and as early as today, union groups met with administration to discuss. As trustees clearly indicated, administration will endeavour to meet with all employee groups to address the issue and provide next steps. Executive Superintendent Bumbacco suggested the implementation of an Absence Support Program.

- Support and respect for all employee groups;
Administration's response: Could not agree more and is not the intent to target any group or groups but to bring to the attention of trustees, as requested, in order to address the issue and then meet with employee groups to find a solution.
- Alienation and morale of non-abusers;
Administration's response: Understand but absenteeism is and has been an ongoing concern. The data does not reflect individual absences but each employee group indicating a system wide problem that needs to be addressed.
- Absences in the classroom and its effect on student achievement especially with special needs students;
Administration's response: Definitely a concern, absenteeism has an effect on the entire school. Consistency in the classroom is the key to student achievement.
- Lack of Ministry funding for absences and the financial strain on the Board;
Administration's response: Due to the Board deficit of \$2.4M, administration reviewed many areas to reduce the budget. Absenteeism is an area where if addressed, cost savings can be realized.

During the discussion, trustees stressed their respect and admiration to all employees for their dedication, commitment and hard work, and trust, that in consultation with all employee groups, a solution will be found.

ORIGINAL MOTION: Moved by Trustee Macri and seconded by Trustee Soulliere that the Board receive as information the Absence Report of the various employee groups of the Windsor-Essex Catholic District School Board.

AMENDED MOTION: Moved by Trustee Alexander and seconded by Trustee McMahon that the Board receive as information the Absence Report of the various employee groups of the Windsor-Essex Catholic District School Board;

and That administration prepare, in consultation with all employee groups, a follow up report to include next steps;

and That administration report back within one month. Carried

11. Unfinished Business: *None*
12. New Business:
 - a. Report: Boundary Adjustments

Manager of Human Resources and Policy Development, Colleen Norris reviewed and addressed trustees' inquiries. Director Picard indicated boundary adjustments are necessary for Immaculate Conception and St. Angela Elementary schools to achieve acceptable capacity thresholds.

Moved by Trustee Macri and seconded by Trustee DiMenna that the Board receive as information and approve in principal, subject to public consultation the proposed boundary adjustment options for; F.J. Brennan Catholic Secondary School, St. Joseph Catholic Secondary School, Immaculate

Conception Catholic Elementary School and St. Angela Catholic Elementary School;

and That the Board allow both Catholic Central and Brennan to become open access schools;

and That the Board approve the establishment of a Boundary Review Committee to study the proposed recommendations of Senior Administration and to hear from the affected stakeholders. Carried

- b. Report: Board Meeting Schedule for March Break 2012

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the revised Regular Board Meeting Schedule for the month of March 2012. Carried

- c. Report: Policy Review: Board Policies H:06 Health and Safety of Employees, H:08 Workplace Harassment and H:19 Violence Prevention in the Workplace

Moved by Trustee Macri and seconded by Trustee Favot that the Board provide approval to affirm existing Board Policies; H: 06 Health and Safety of Employees (with amendments for formatting purposes), H: 08 Workplace Harassment and H: 19 Violence Prevention in the Workplace;

and That the Board approve the establishment of new review dates for the above listed policies;

and, That the Board receive as information a revised Program for Violence Prevention in the Workplace. Carried

13. Committee Reports: *None*

14. Notice of Motion: *None*

15. Remarks and Announcements:

- a. Chairperson Holland thanked trustees and administration for the candid dialogue during the Employee Absences discussion.
- b. Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
Catholic Faith Formation: The Religion Qualification course continues and attended an Inaugural meeting with the Deanery today to discuss the implementation of Faith scans in schools similar to Learning scans.
Employee Development And Student Achievement Initiatives: Family of schools meetings begin again at the end of the month; Educational Assistant and Early Childhood Educators Orientations are scheduled for this month; Elementary EA's will receive a refresher session on Behavioural Management Systems Training this week; and both Support and Academic Leadership courses continue.

Community Engagement and Partnerships: Accommodation Review Committees and Program and Boundary Adjustment public meetings are scheduled for January and February. Please refer to the Board's website for the dates; Annually, United Way hosts an *I Believe in My Community Awards* ceremony. I'm happy to report that our Board won the *Community Partnership Award* in the 500+ employee category. This award is designed to recognize and celebrate the many public and private businesses, organizations and employee groups, who consistently embody their involvement, contributions and leadership during their annual campaign; The Chair, vice chair and senior administration will be meeting with the other boards and the ministry on Thursday to discuss strategic planning and I am meeting with the Council of Ontario Directors of Education and Ontario Superintendents of Business next week; and an emergent literacy network of Windsor Essex County has scheduled a fun filled day for families with preschoolers entitled *Journey to Learning*. Stories, songs and games with special guests have been scheduled for Friday, January 27th at the Devonshire Mall between 9:30 am and 8:00 pm. More information can be found on the website familyliteracyday.ca.

Celebrating Achievements: Geraldine Olivito began full-time work for the Windsor Separate School Board when she was 19 years old. In her 40+ years of service, Gerry has served in the capacity of a Consultants' secretary in special education (Student Services) and Religious Studies. After all of her years of service, Gerry has made the decision to retire on January 31st. Please join us in recognizing Gerry for her dedication at an Open House on January 30th, from 3:00-5:00p.m. in the board room at the CEC. Incredible life of service to catholic education to our special students.

c. Board Chaplain had no comment this evening.

16. Remarks/Questions by Trustees

Trustee Macri inquired on the International Education Program. Executive Superintendent Iatonna mentioned an updated report will be received in the near future.

Trustee Favot is selling ticket for the St. John Catholic Elementary school fundraiser and reunion. Please contact him if you would like to support the school.

Trustee Courtney enquired on the pending item Play Surface Material and whether school councils should purchase playground equipment. Director Picard indicated school councils should consult with their principal on the maintenance of surface materials which can be very costly and must adhere to frequent regulation changes.

Trustee Soulliere requested the Employee Absence report be forward to the next Special Education Advisory Committee meeting and mentioned her attendance at an Ontario Catholic School Trustees' Association conference where trustees received training on various issues but of particular interest is the upcoming module on the Catholic dimension on what it is like to be a trustee. Trustee Soulliere indicated trustees should consider some of the workshops offered to further enhance their efficiency as a trustee.

Trustee Mastromattei mentioned he worked with retiring employee Geraldine Olivito for many years and wished her well on her retirement.

Student Trustee Najem commented on Holy Name Catholic Secondary school's prep rally, fashion show and semi-formal as well as the Christmas cards presented to the disabled. He also mentioned Assumption College school collected 35,000 cans during their annual canned food drive; Cardinal Carter Secondary school student versus teacher hockey game; the next Student Senate meeting at St. Joseph Catholic Secondary school; and in February attending a student trustee conference in Ottawa.

Student Trustee Tavares hoped everyone had a wonderful holiday and break. He mentioned St. Thomas of Villanova Catholic Secondary school's recent grade 8 night was a success; St. Joseph Catholic Secondary school fundraisers; F. J. Brennan's annual Fr. Zakoor Cup, a hockey game between Brennan and St. Joseph; Brennan's Valentine's Day *Heart Attack* fundraiser; and mentioned United Way will present at the next Student Senate meeting.

17. Pending Items
 - a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*)
18. Continuation of In-Camera, if required. - *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 with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*
 - Tuesday, January 31, 2012
 - Tuesday, February 14, 2012
 - Tuesday, February 28, 2012
 - Tuesday, March 13, 2012 (**TENTATIVE – MARCH BREAK**)
 - Tuesday, March 27, 2012
 - Tuesday, April 10, 2012
 - Tuesday, April 24, 2012
 - Tuesday, May 8, 2012
 - Tuesday, May 22, 2012
 - Tuesday, June 12, 2012
 - **MONDAY**, June 25, 2012
20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of January 17, 2012 adjourned at 9:19 p.m.

Approved

Barbara Holland
Board Chairperson

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