



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

**SUPERVISED
DELEGATION MEETING
Tuesday, April 30, 2013 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room**

MINUTES

PRESENT

Supervisor N. Hartmann

Administration: P. Picard E. Byrne
C. Geml P. Murray
J. Bumbacco J. Shea
M. Iatonna M. Seguin
P. Littlejohns J. Ulicny

Other: Rev. L. Brunet, Board Chaplain

Recorder: B. Marshall

1. Call To Order – Supervisor Hartmann called the meeting to order at 7:05 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All present
4. Approval of Agenda – Director Picard noted that the handout for agenda items 11f) Tender Approval – Playground Re-pavement and Drainage for Stella Maris Catholic Elementary School and 11g) Tender Approval – Playground Re-pavement and Drainage for St. Bernard (Amherstburg) Catholic Elementary School has been distributed and was previously provided to trustees electronically.

Amendments:

- Item 9b(vi) Elimination of Accumulated Budget Deficit, throughout the document retirement dates should read August 31, 2013.
- Item 11a) Implementing Directions from the Supervisor Report on Ensuring Financial Stability will be presented prior to item 9) Communications.

That the April 30, 2013 Supervised Delegation meeting agenda be approved as amended.

Approved by Supervisor Hartmann

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: *None*
6. Presentations: *None*
7. Delegations: *None*
8. Action Items:
 - a. Previous Meeting Minutes
 - i) Minutes of Supervised In-Camera Meeting of March 26, 2013

That the minutes of the Supervised In-Camera meeting of March 26, 2013 be adopted as distributed.

Approved by Supervisor Hartmann

- ii) Minutes of Supervised Delegation Meeting of March 26, 2013

That the minutes of the Supervised Delegation meeting of March 26, 2013 be adopted as distributed.

Approved by Supervisor Hartmann

- b. Items from the Supervised In-Camera meeting of April 30, 2013

The Windsor-Essex Catholic District School Board convened a closed Supervised In-Camera meeting on April 30, 2013 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, 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.

Supervisor Hartmann indicated that the following items were considered at the in-camera session:

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement, and resignation of staff, dated April 30, 2013;
- received the following Principal and Vice Principal Placements effective September 1, 2013:
 - **Ian Drago**, Principal at Our Lady of the Annunciation Elementary School to Principal at W. J. Langlois Elementary School;
 - **Kevin Bellaire**, Manager of Student Services at the Catholic Education Centre to Principal at Our Lady of Mount Carmel Elementary School;
 - **Pam Prsa**, Principal at St. John the Evangelist Elementary School to Principal at Our Lady of the Annunciation Elementary School;
 - **Rosemary LoFaso**, as Vice Principal of Safe Schools to Acting Principal at St. Anne Secondary School;
 - **Pat Hickson** as Acting Principal to Principal at St. Thomas of Villanova Secondary School;
 - **Diane McKeeve** as Vice Principal at St. John de Brebeuf Elementary School to Vice Principal at Notre Dame Elementary School;
 - **Maggie Dorian** as Vice Principal at St. Christopher School to Vice Principal at

- Sacred Heart Elementary School;
- **Jackie O'Bright** as Vice Principal at Immaculate Conception Elementary School to Vice Principal at St. Angela Elementary School;
- **Brenda Stanley Dauphin** as Vice Principal at Sacred Heart Elementary School to Vice Principal at St. Anne French Immersion Elementary School;
- **Anne Blain** as Vice Principal at Notre Dame Elementary School to Vice Principal at St. Christopher Elementary School;
- **Marisa Wismer** as Vice Principal at St. William Elementary School to Vice Principal at St. John the Evangelist Elementary School;
- **Sophia DiPaolo** as Vice Principal at St. Angela School to Vice Principal at St. John de Brebeuf Elementary School;
- **Mike Pannunzio** as Vice Principal at St. Joseph Elementary School to Vice Principal at St. John Vianney Elementary School;
- **John Fisher** as Vice Principal at St. Gregory Elementary School to Vice Principal at St. Jules Elementary School;
- **Rosa Cipparrone** Vice Principal at Christ the King Elementary School to Vice Principal at St. Peter Elementary School;
- **Kelly Power** Vice Principal at St. Peter School to Vice Principal at St. William Elementary School;
- **Amy Facchineri** Vice Principal at Holy Names Secondary School to Vice Principal at Assumption Secondary School; and
- **Darlene Cossarini** Vice Principal at Assumption Secondary School to Vice Principal at Holy Names Secondary School.
- approval granted for a parking lease agreement at Our Lady of Annunciation Catholic Elementary school;
- received a report on pending arbitration summaries pertaining to employee bargaining units;
- agreed in principle, to proceed with the formation of a transportation separate legal entity, subject to legal review of the proposed agreement;
- deferred the approval of the licence agreement pending the incorporation of the Woodslee Community Association as a legal entity and further public consultation concerning enrolment.

Item 11a) Implementing Directions from the Supervisor Report on Ensuring Financial Stability was discussed prior to the following items.

9. Communications:
 - a. External (Associations, OCSTA, Ministry): *None*
 - b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report

Issue:

To provide an overview of staff changes at the Windsor-Essex Catholic District School Board.

Decision:

That the Administrative Staff report on hiring, retirement, and resignation of staff dated April 30, 2013 be received as information.

Rationale:

All hiring, retirements and resignations followed board policies, procedure and legislative requirements and requires no further action or decision.

- ii) Report: Appointment of Student Trustees for the 2013-14 School Year

Issue:

Two student trustees are elected at the annual Student Senate retreat to serve as Student Trustees for the 2013-14 school year.

Decision:

That the appointment of Madeline Ellepola of F. J. Brennan Catholic Secondary School and Francis Dellosa of Assumption College Catholic Secondary School as Student Trustees for the 2013 - 2014 school year be received as information.

Rationale:

As per Board Policy T:01 Student Trustees, Section 55 of the Education Act, Ontario Regulation 07/07 and Ministry of Education guidelines, an election was held at the annual Student Senate retreat to select two qualified students who will serve as student trustees for the upcoming year.

- iii) Report: Summary of Freedom of Information Statistical Report 2012

Issue:

The report summarizes the annual statistical report filed with the Information and Privacy Commission for the 2012 reporting year.

Decision:

That the report summarizing the Freedom of Information Statistical Report filed with the Information and Privacy Commission for the 2012 Reporting Year be received as information.

Rationale:

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, the Board filed its annual report on February 28, 2013 to the Information and Privacy Commission. The report indicates the Board received eleven requests from various sources but no request to correct personal information.

- iv) Report: 2012-13 School Renewal Program Status as of March 31, 2013

Issue:

The report provides an updated listing of 2012-13 School Renewal projects for approval. It also presents a summary of the status of the 2012-13 School Renewal program as of March 31, 2013.

Decision:

That the status report on the 2012-13 School Renewal Program be received and that approval be given to the updated project list.

Rationale:

Due to rolled over 2011-12 school renewal actual cost being higher than planned, the 2012-13 listed projects was adjusted to remain within the allocated budget.

- v) Report: 2012-13 School Condition Improvement Program Status of March 31, 2013

Issue:

The report provides a summary of the status of the 2012-13 School Condition Improvement Program as of March 31, 2013.

Decision:

That the 2012-13 School Condition Improvement Program Status as of March 31, 2013 be received as information.

Rationale:

Due to the rolled over 2011-12 school condition improvements actual cost being higher than planned, the 2012-13 listed projects was adjusted to remain within the allocated budget.

- vi) Report: Elimination of the Accumulated Budget Deficit

Issue:

As instructed by Supervisor Hartmann in his recently released report “Ensuring Financial Stability”, a report was requested outlining the steps necessary to eliminate the \$791,647 accumulated deficit.

Decision:

That the Director of Education’s report on the Elimination of the Accumulated Budget Deficit be received.

Rationale:

Pursuant to the elimination of post 65 benefits, administration succeeded through attrition and the re-organization of primarily non-union staff, to reduce cost by \$1,139,079, exceeding the \$791,647 projected accumulated deficit.

10. Unfinished Business: *None*

11. New Business:

- a. Report: Implementing Directions from the Supervisor Report on Ensuring Financial Stability
(*This item was discussed prior to item 9) Communications*)

ADDITION to recommendation 2) Changes to the Board By-Laws:

- i) To support future capital asset construction or acquisition, require the following after the current capital deficit is eliminated:
- i. An annual contingency in the budget plan set at no less than 0.5% of the Board’s operating allocation for the budget year being approved;
 - ii. A year-over-year accumulation of the annual contingency to a minimum of 2.5% of the Board’s operating allocation;
 - iii. A withdrawal of no more than 50% of the accumulated amount in any budget year for approved capital expenditures; and
 - iv. The replenishment of the accumulated amount in subsequent years.

Issue:

As outlined in Supervisor Hartmann’s recently released report “Ensuring Financial Stability” several recommendations were suggested providing timelines to assist with the elimination of the accumulated deficit and implementations to achieve a balanced budget in the near future.

Decision:

That the following recommendations be approved:

- 1. The Director of Education take all steps necessary to implement the provincially mandated elimination of post 65 health, dental and life insurance benefits including, but not limited to:**
 - a) informing all employees by registered mail that these benefits will no longer be funded by the Board as of August 31, 2014;**
 - b) working with unions and associations representing affected employees to explore the possibility of establishing self funded plans for these groups; and**
 - c) cooperating with the Greater Essex County District School Board to determine whether there is an interest in and possibility of establishing a joint pool for self funded insurance.**

- 2. That the following changes to the Board By-Laws be approved and incorporated into the revised By-Laws currently being developed:**
 - a) Establish an annual budget process, commencing no later than February 1st of each year that:**
 - i. ensures all community partners have opportunities for meaningful participation; and**
 - ii. requires a balanced budget be approved no later than June 30th of each year.**
 - b) Provide for a “money bill” requiring trustees and staff wishing to implement new programs or services, or alter existing ones, to identify the source of funding for the specific proposal. Four funding sources will be specified in the By-law: additional grants that are being provided by the Province; new revenues raised by the Board; savings generated through reductions in other areas; and budget surpluses once the accumulated operating and capital deficit have been eliminated.**
 - c) Require the Director of Education to present a plan for a balanced budget as part of the annual budget process.**
 - d) Require the budget plan to include an annual contingency amount to be set at no less than 0.5% of the Board’s operating allocation for the budget year being approved.**
 - e) Include a provision for the quarterly reporting of budget variances.**
 - f) Require the Director of Education to present the Board with an in-year expenditure constraint plan when quarterly budget forecasts project a year-end operating deficit.**
 - g) Establish the requirement for an annual system review and strategic planning process.**
 - h) Require the development of approved criteria for the prioritization of capital programs in consultation with the Ministry of Education.**
 - i) To support future capital asset construction or acquisition, require the following after the current capital deficit is eliminated:**
 - i. An annual contingency in the budget plan set at no less than 0.5% of the Board’s operating allocation for the budget year being approved;**
 - ii. A year-over-year accumulation of the annual contingency to a minimum of 2.5% of the Board’s operating allocation;**
 - iii. A withdrawal of no more than 50% of the accumulated amount in any budget year for approved capital expenditures; and**
 - iv. The replenishment of the accumulated amount in subsequent years.**

3. That the Director of Education establish a process to develop strategies for the restoration of public trust and confidence in the Windsor-Essex Catholic DSB and that this report be brought forward for consideration and public consultation no later than November 2013.
4. That the Director of Education develop reports exploring the potential for:
 - a) additional efficiencies that could be implemented in Board operations;
 - b) administrative restructuring at both the school and central office level;
 - c) differentiated models of school organization including, but not limited to, JK-12 facilities and specialized schools;
 - d) alternative models for program delivery at the secondary level;
 - e) possible areas for school consolidation;
 - f) strategies for attracting new enrolment to better utilize excess system capacity;and

that these reports be presented to the Board beginning no later than October 2013 and completed no later than December 2013.

5. The Director of Education also develop a proposal for public consultation on the future directions detailed in the foregoing aforementioned reports and that this consultation process be completed no later than January 2014.
6. That the Director of Education produce a plan for the application of Board surpluses, sale of surplus property, and annual payments from the school renewal fund to eliminate the accumulated capital deficit no later than 2017.
7. That the Director of Education provide a progress report by January 30, 2014 on recommendations to improve management capacity, systems, and controls being implemented.
8. That the Director of Education provide an annual status report on the structural deficit until such time as it is fully eliminated.
9. That the Director of Education forward a letter of thanks to all constituent groups and stakeholders for the suggestions and concerns for improving the operation of the Board.
10. That the Director of Education forward a letter to staff of the Board and the Ministry of Education commending them for their diligence, cooperation, and assistance in the production of the Ensuring Financial Stability report.

Rationale:

As indicated in the Director's report, administration has thoroughly reviewed and is committed to the recommendations and implementations suggested in the *Ensuring Financial Stability* report. The process has already begun with the elimination of post 65 benefits, (affected employees have already been contacted), implemented cost savings to successfully eliminate the accumulated deficit, By-Laws are currently under review to incorporate the suggested changes, and timelines have been developed to meet remaining expectations.

- b. Report: School Year Calendar 2013-14

Decision:

That the School Year Calendar – 2013-2014 for the Windsor-Essex Catholic District School Board be approved.

Rationale:

School Year calendar is in compliance with the prescribed and amended Ontario Regulation 304.

- c. Report: Schools First Child Care Capital Retrofit Program

Issue:

The Ministry requires school boards to submit, jointly with its corresponding Consolidated Municipal Service Managers (CMSMs), a child care retrofit plan identifying schools eligible for capital funding.

Decision:

That approval be given to the 2012-13 Schools-First Child Care Capital Retrofit Plan to include proposed capital retrofit projects totalling \$1,057,063 for the creation of 98 additional child care spaces at St. Louis, St. John Vianney and St. Angela Catholic Elementary Schools; and

That the 2012-13 Schools-First Child Care Capital Retrofit Plan be submitted to the Ministry of Education for approval.

Rationale:

The proposed 98 child care spaces allocated to St. Louis, St. John Vianney, and St. Angela Catholic Elementary schools is projected to remain within the Ministry allocated capital retrofit projects funding.

- d. Report: Audit Committee Report - Internal Audit Planning

Issue:

The audit committee regulation (O. Reg. 361/10 *Audit Committees*) requires that audit committees report to the Board either verbally or in writing after each meeting and on an annual basis. The regulation also requires the regional internal auditor to submit annual and multi-year audit plans to the Audit Committee, in order for the Committee to make recommendations to the Board on the content of the plans and on all proposed major amendments to the plans.

Decision:

That approval be given for the 2012–13 Annual Internal Audit Plan and the 2013 – 2017 Internal Audit Plan.

Rationale:

Since the audit priorities were identified through the 2011-12 Risk Assessment process and the Committee indicated at the time that it was satisfied the plans responded to the findings and recommendations of the assessment, and the release of the Supervisor's report "*Ensuring Financial Stability*", approval is recommended to precede with the Audit plans.

- e. Report: Deferral of the Closure of St. Bernard (Windsor) and Our Lady of Lourdes Catholic Elementary Schools

Issue:

Due to the recent City of Windsor acceptance of the Board's rezoning application for the City owned property, Long Park and anticipated land acquisition by June 2013, the deferral of the closure of St. Bernard (Windsor) and Our Lady of Lourdes Catholic Elementary schools is required.

Decision:

That approval be given to the following:

- **Deferral of the closure of St. Bernard (Windsor) Catholic Elementary School from June 30, 2013 to June 30, 2014;**
- **Deferral of the closure of Our Lady of Lourdes Catholic Elementary School from June 30, 2013 to June 30, 2014; and**
- **That, upon confirmation of the new school's opening date, a Joint Integration Committee be established to facilitate the transition of the students into one consolidated Elementary School community by September 2014.**

Rationale:

On April 8, 2013, the City of Windsor approved the Board's rezoning application to allow the construction of a new elementary school on the current City owned property known as Long Park. This approval will allow negotiations with the City of Windsor to proceed. It is anticipated that a formal recommendation for the land acquisition will be presented for approval in June 2013. Therefore, approval has been granted to defer the closure of St. Bernard (Windsor) and Our Lady of Lourdes Catholic Elementary schools to June 2014 and the establishment of a Joint Integration Committee upon confirmation of the new school's opening date.

- f. Handout Report: Tender Approval – Playground Re-pavement & Drainage for Stella Maris Catholic Elementary School

Issue:

To present the results of the tender and a recommendation for the issuance of a purchase order contract for Playground Re-pavement and Drainage at Stella Maris Catholic Elementary School.

Decision:

That approval be given to the award of tender and the issuance of a purchase order contract for the Playground Area Re-pavement and Drainage at Stella Maris Catholic Elementary School to Fuller Construction (1986) Inc. at the submitted bid amount of \$113,000.00 plus applicable taxes to be funded from the 2012-13 School Condition Improvement account 188-71-586865-6-000-0.

Rationale:

The successful bidder, Fuller Construction (1986) Inc. was awarded the tender with a bid amount of \$113,000.00 excluding taxes, below the \$156,000 budget allocation.

- g. Handout Report: Tender Approval – Playground Re-pavement & Drainage for St. Bernard (Amherstburg) Catholic Elementary School

Issue:

To present the results of the tender and a recommendation for the issuance of a purchase order contract for Playground Re-pavement and Drainage at St. Bernard (Amherstburg) Catholic Elementary School.

Decision:

That approval be given to the award of tender and the issuance of a purchase order contract for the Playground Area Re-pavement and Drainage at St. Bernard Catholic Elementary School to Dalla Bona Construction Inc. at the submitted bid amount of \$131,700.00 plus applicable taxes to be funded from the 2012-13 School Renewal account 187-72-586839-6-000-0.

Rationale:

The successful bidder, Dalla Bona Construction Inc. was awarded the tender with a bid amount of \$131,700.00 excluding taxes, below the \$150,000 budget allocation.

12. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Minutes of February 21, 2013

That the Minutes of the Special Advisory Committee (SEAC) of February 21, 2013 be received as information.

Received by Supervisor Hartmann

13. Remarks and Announcements:

Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;

Catholic Faith Formation: Catholic Education Week is scheduled from May 5-10. This year's theme is "Growing Together in Faith". This theme was deliberately chosen to coincide with our current celebration, Year of Faith. We invite all community members, especially our parents, to participate in the celebrations and activities at our schools.

Employee Development And Student Achievement Initiatives: The following in-service or workshops are scheduled for the month of May: Adolescent Literacy Guide; French as a Second Language; Phase Four, Introduction to Full Day Kindergarten; New Teachers Introduction Program – Structured and Positive Learning Environment; School-Work Co-op; and Professional Learning Communities Grade 9 and 10 Applied Geography and History. The Support Staff's two year Leadership Program graduation is May 6th and the Academic Leadership's two year Program graduation is May 22nd.

Community Engagement and Partnerships: Creating a Culture of Belonging is a three part Equity and Inclusion Series in partnership with Assumption University and the Diocese of London. Workshops are scheduled for April 22nd, May 29th, and June 6th; and Secondary students across our system met today at the University of Windsor for a Social Justice Seminar entitled "Democracy in the Age of Austerity".

Celebrating Achievements: Throughout the year our students have, once again, through the guidance and commitment of their teachers, not only participated in high levels of competition locally and provincially but excelled, receiving numerous awards and often placing in the top three in their category. To me, this is an indicator that our system is not only providing quality education but also that cooperation among all levels of staff to assure our students are nurtured to become future contributing citizens is evident. The Phil Gignac Music Awards were held April 19th at Holy Names High School for our aspiring elementary music students and the All Star Band night will be held on May 15th at St. Joseph's High School.

14. Pending Items: *None*

15. Continuation of In-Camera, if required.: *Not required.*
16. Future Delegation 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, May 28, 2013
 - **MONDAY, June 17, 2013** *Please note change of date.*
17. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
18. Adjournment - There being no further business, the Supervised Delegation meeting of April 30, 2013 adjourned at 8:13 p.m.

Original signed by N. Hartmann and P. Picard

Norbert Hartmann
Supervisor of the Board

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