



**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

*"Learning together in faith and service"*

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

**CO-MANAGEMENT BOARD MEETING  
Monday, September 23, 2013 at 7:00 p.m.  
Windsor Essex Catholic Education Centre  
John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Co-Management:** Supervisor: J. Griffore  
Chairperson: B. Holland  
Vice Chair: M. DiMenna

**Administration:** P. Picard (Resource) E. Byrne S. O'Hagan-Wong  
C. Geml P. King M. Seguin  
J. Bumbacco P. Murray J. Shea  
M. Iatonna C. Norris J. Ulicny

**Others:** Rev. L. Brunet, Board Chaplain

**Recorder:** B. Marshall

1. Call To Order – Supervisor Griffore called the meeting to order at 7:04 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All present  
Present at the meeting: Trustees Alexander, Favot, Macri, Mastromattei, McMahon and Soulliere. Trustee Courtney, Student Trustees Ellepola and Dellosa were absent due to illness.

4. Approval of Agenda

**That the September 23, 2013 Co-Management Board meeting agenda be approved as distributed.**

Approved by Supervisor Griffore

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: *None*

6. Presentations:  
a. Fighting Island Outdoor Experiential Learning

The Windsor-Essex Catholic District School Board has created a new and innovative partnership with BASF Corporation, allowing students to visit Fighting Island and explore its natural habitats in an outdoor classroom. Superintendent Ulicny introduced BASF representatives Marika Diamond, Peter Israel and Fred DeLisle. Superintendent Ulicny, Arts and Social Science Consultant Elaine Carr and Experiential Learning Consultant Mike St. Pierre stressed Fighting Island was established to provide a unique outdoor learning experience for students of all ages, all abilities and all disciplines.

Chair Holland and Director Picard thanked the representatives of BASF Corporation, in particular Mr. Fred DeLisle for the partnership and stewardship for the program. They highlighted that the students benefit greatly from this innovative program.

7. Delegations: *None*

8. Action Items:

- a. Approval of Minutes  
i) Minutes of Co-Management In-Camera Meeting, August 26, 2013

**That the minutes of the Co-Management In-Camera meeting of August 26, 2013 be adopted as distributed.**

*Approved by Supervisor Griffore*

- ii) Minutes of Co-Management Board Meeting, August 26, 2013

**That the minutes of the Co-Management Board meeting of August 26, 2013 be adopted as distributed.**

*Approved by Supervisor Griffore*

- b. Items from the convened Co-Management In-camera meeting of September 23, 2013

Supervisor Griffore reported that the Windsor-Essex Catholic District School Board convened a supervised Co-Management In-Camera meeting on September 23, 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 Griffore indicated that the following items were approved at the in-camera session:

- a report on pending arbitration summaries pertaining to employee bargaining units.

9. Communications:

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

b. Internal (Reports from Administration)

i) Report: 2013 Summer Programs: Focus on Youth and Summer School

Issue:

The Focus on Youth grant allows the Board, in conjunction with community partners, to offer summer programming to meet the needs of children and youth in Windsor and Essex County. Summer School offered a wide range of programming to students.

Decision:

**That the Board receive the Summer Programs: Focus on Youth and Summer School report as information.**

Rationale:

The Board receives a Focus on Youth Grant to subsidize the programming. Funding for the Summer School program has been provided by the Ministry of Education.

ii) Report: 2011-12 Paid Sick Leave Utilization Study – School Boards’ Co-Operative Inc. (SBCI)

Issue:

The SBCI Utilization Study assists the Board with the implementation and development of an Attendance Support Program (ASP) and Disability Management Program (DMP) to further assist employees with innocent absenteeism.

Decision:

**That the 2011-12 Paid Sick Leave Utilization Study completed by School Boards’ Co-operative Inc. (SBCI) be received as information.**

Rationale:

The intent of this analysis is to develop a program best equipped to: support employee wellness; assist with development of return to work strategies; and most importantly foster a caring relationship between employer and employee. All employee groups will be contacted to provide feedback/input on the programs as well as the communication process.

iii) Report: Status Update on Pupil Accommodation Review Studies, Including Information on Modifications to Accommodation Review Committee Terms of Reference

Issue:

To provide an update on the report presented at the May 28, 2013 Supervised Delegation meeting regarding Accommodation Review Committees (ARC’s) for the East Windsor/Riverside, Tecumseh and Central Windsor areas. Modifications to the ARC Terms of Reference have been implemented to reflect the suggestions provided by Supervisor Norbert Hartmann.

Decision:

**That this status update, including modifications to Accommodation Review Committee Terms of Reference, be received as information.**

Rationale:

The ARC’s will be chaired by a third party facilitator, who will act as a resource to the Committees to ensure that the Board’s Pupil Accommodation Review Policy and the Ministry of Education’s Pupil Accommodation Review Guidelines are applied and followed. The Terms of Reference were modified to reflect a third party judicator. Trustees will continue to participate in the decision making model at the end of the process as per previous ARC’s.

10. Committee Reports: *None*

11. Unfinished Business: (*Includes Deferred and Tabled Reports*): *None*

12. New Business:

a. Report: Audit Committee Report – Internal Audit Planning

Issue:

Audit Committee regulation O. Reg. 361/10 *Audit Committees* requires audit committees to report to the Board either verbally or in writing after each meeting and on an annual basis. Also, the Ontario Regulation 361/10 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.

Decision:

**That approval be given for the 2013-2014 Planned Internal Audits.**

Rationale:

The Audit Committee reviewed the proposed 2012-13 Annual Internal Audit Plan and the 2013-17 Internal Audit Plan with its Regional Internal Audit Manager. The audit priorities were identified through a Risk Assessment process in August 2013 and as per Ontario Regulation 361/10.

b. Report: Long-Term Debenture By-Law For Refinancing of Sinking Fund Debenture (Series 2003-A1) – October 2013 Issue

Issue:

The Ministry requires all school boards to participate in long-term capital financing arrangements through the Ontario Financing Authority (OFA).

Decision:

**That approval be granted for the execution of By-law 2013-02 deemed to be read three times pertaining to the loan agreement between the Ontario Financing Authority and the Windsor-Essex Catholic District School Board in the amount of \$19,092,833 for the refinancing of the principal portion of sinking fund debenture (series 2003-A1), issued by the Ontario School Boards Financing Corporation.**

Rationale:

November 7<sup>th</sup> 2013 will represent the 10<sup>th</sup> and final sinking fund deposit, therefore the Ministry and administration are bringing forward \$19,092,833 to be long-term financed through the OFA. The OFA has scheduled a re-financing issue on October 30, 2013 for this debt. All amounts will be re-financed for a term of fifteen years.

13. Notice of Motion: *None*

14. Remarks and Announcements:

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

**Catholic Faith Formation:** Congratulations to the Together in Faith Day committee for once again providing the system with an outstanding morning. A special thank you to Superintendent Mike Seguin, Religion Consultant Betty Brush, and the Campus Ministers; Our parish priests/lay ministers, principals, Catholic Studies Department Heads from secondary schools, Campus Ministers, and Faith Ambassadors from elementary schools will

meet on October 4<sup>th</sup> at Assumption University to continue to build on the parish/school relationship; Trustees, Directors and Board Chaplains from southwestern Ontario boards attended a mass and reception with the Bishop on September 16<sup>th</sup>; and the Bishop's Dinner is scheduled for October 30<sup>th</sup> at the Ciociaro Club.

**Employee Development And Student Achievement Initiatives:** During the month of October, the following workshops are scheduled: Deaf and Hard of Hearing Workshop for Teachers; Secondary Special Education Training; Behaviour Management Systems training; System Implementation and Monitoring - Primary and Junior training; Principal and Vice Principal half-day training; Principal Mentoring, Support Staff and Teacher Leadership begins this month; and a workshop for the teachers and principals who are participating in the Leading Student Achievement - Cross-Panel Math Project.

**Community Engagement and Partnerships:** Raise a Reader campaign begins this Thursday.

**Celebrating Achievements:** Each year, EQAO profiles 14 secondary schools across the province that use EQAO data to improve teaching and learning. We are pleased to announce that St. Joseph High School has been selected to be profiled; Congratulations to teachers, support staff, principals and vice principals to their commitment to student achievement, evident by the much improved EQAO scores; and some great news to report: The Windsor-Essex Catholic District School Board's enrolment has increased, 319 students more than projected with a 100% retention rate.

**Miscellaneous:** As the Board does not meet again until October 28<sup>th</sup>, I would like to wish everyone a Happy Thanksgiving.

Chairperson Holland commented on the Bishop's mass scheduled for October 30<sup>th</sup> and thanked the Bishop for his dedication to Catholic education; The Ontario Catholic Schools Trustees' Association visited St. John Vianney Catholic Elementary school to interview Chair Holland, Student Trustee Madeline Ellepola and the principal Elise Daragon and to film students in support of OCSTA's Faith in Our Future Campaign.

Vice Chair DiMenna congratulated St. Louis Catholic Elementary school on their 50<sup>th</sup> anniversary celebration being held October 26<sup>th</sup>.

Board Chaplain Brunet complemented the Together in Faith Day committee for a celebratory day and congratulated Trustee Alexander and his wife on their 50<sup>th</sup> wedding anniversary.

15. Future Board Meetings: **While under Ministry Supervision-Co-Management Model, the Board meetings will be held on the fourth MONDAY of the month.**

*Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*

- Monday, October 28, 2013
- Monday, November 25, 2013
- Monday, December 2, 2013 (Organizational Meeting begins at 7:30 pm)
- Monday, December 16, 2013

16. Closing Prayer – Fr. Brunet closed the meeting with a prayer.

17. Adjourn to Co-Management In-Camera meeting, if required: *Not Required*

18. Adjournment - There being no further business, the Co-Management Board meeting of September 23, 2013 adjourned at 8:36 p.m.

*Original signed by J. Griffore, P. Picard, B. Holland and M. DiMenna*

**Janine Griffore**  
*Supervisor of the Board*

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

**Barbara Holland**  
*Chairperson of the Board*

**Mary DiMenna**  
*Vice Chair of the Board*