



**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, October 28, 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 (*electronically*)

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

Others: Rev. L. Brunet sends his regrets

Recorder: B. Marshall

1. Call To Order – Supervisor Griffore called the meeting to order at 7:05 pm.
2. Opening Prayer – Trustee Alexander opened the meeting with a prayer.
3. Recording of Attendance – Trustees Alexander, Courtney, Macri, Mastromattei, McMahon, Soulliere and Student Trustees Ellepola and Dellosa. Trustee DiMenna participated electronically. Trustee Favot arrived at 7:26 pm.

4. Approval of Agenda

AMENDMENTS:

- Deferred: Item 9b(i) The Enrolment Projection Board Report and Handout
- Item 9b(iii) – Enrolment/Staffing Report: Due to a clerical error, Appendix D has been revised. Hard copies have been distributed.
- Due to a conflict of schedules, Watson & Associates Economists Ltd. presentation and was presented after item 9b(ii) to item 12d.

That the October 28, 2013 Co-Management Board meeting agenda be approved as amended.

Approved by Supervisor Griffore

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: No Disclosures

6. Presentations:

a. 2013 Education Quality and Accountability Office (EQAO) Results

Associate Director Geml and Curriculum Consultant Heather Best presented the 2013 EQAO results and reviewed the programs/initiatives implemented to assist teachers and students in all facets of learning.

After the presentation, Chair Holland welcomed members of the Special Education Advisory Committee to the meeting.

b. Ontario Catholic School Trustees' Association (OCSTA) Faith in Our Future Campaign Video

As part of OCSTA Faith in Our Future Campaign, Chairperson Barbara Holland and Student Trustee Madeline Ellepola were invited to participate in a unique video series promoting the positive impact of Catholic education on the life of this province. The video was filmed at St. John Vianney Catholic Elementary school and includes students and staff. OCSTA expects to release the final versions of the videos in November.

c. Engaging Our Future, Part 6 – Building Public Confidence

Ministry appointed Supervisor Janine Griffore, Chairperson Barbara Holland and Vice Chair Mary DiMenna presented a synopsis of the Engaging Our Future, Part 6 – Building Public Confidence report. The report is designed as a tool for administrators and Board members to enhance the development of an internal and external communications system to complement effective community outreach and media relations program.

Supervisor Griffore thanked Trustees Holland and DiMenna for their collaboration with the report.

d. Watson & Associates Economists Ltd.- Demographic and Enrolment Trends (*This item was presented after items 7 to 12d*)

Jack Ammendolia, Associate Director of Watson & Associates Economists Ltd., presented the demographics and enrolment trends affecting the Windsor-Essex Catholic District School Board and the province in general.

The Watson & Associates detailed report will be presented at a future board meeting and an executive summary of the report will be provided to the Accommodation Review Committees.

7. Delegations: No Delegations this evening.

8. Action Items:

a. Approval of Minutes

- i) Minutes of Co-Management In-Camera Meeting, September 23, 2013

The minutes of the approved Co-Management In-Camera meeting of September 23, 2013 be adopted as distributed.

Approved by Supervisor Griffore

- ii) Minutes of Co-Management Board Meeting, September 23, 2013

The minutes of the approved Co-Management Board meeting of September 23, 2013 be adopted as distributed.

Approved by Supervisor Griffore

b. Items from the convened Co-Management In-camera meeting of October 28, 2013

The Windsor-Essex Catholic District School Board convened a Supervised Co-Management in-camera meeting on October 28, 2013 pursuant to the Education Act - Section 207, to consider specific personnel, pupil, property, litigation and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

9. Communications:

a. External (Associations, OCSTA, Ministry):

- i) Ontario Catholic School Trustees' Association (OCSTA) Memorandum dated October 10, 2013: 2014 Annual General Meeting Conference Resolutions

That the Board receive the Ontario Catholic School Trustees' Association (OCSTA) Memorandum dated October 10, 2013: 2014 Annual General Meeting Conference Resolutions as information.

Received by Supervisor Griffore

b. Internal (Reports from Administration)

- i) Report: Enrolment Projection Report - **DEFERRED**

- ii) Report: 2013 EQAO Assessments of Reading, Writing and Mathematics, Primary Division (Grades 1-3) and Junior Division (Grades 4-6) and the Grade 9 Assessment of Mathematics and OSSLT Results

Issue:

Highlights of Windsor-Essex Catholic District School Board EQAO Results for 2012-2013.

Decision:

That the Board receive the 2012-2013 EQAO Assessments of Reading, Writing and Mathematics: Primary Division (Grades 1-3) and Junior Division (Grades 4-6), the Grade 9 Assessment of Mathematics and the Ontario Secondary School Literacy Test (OSSLT) report as information.

Rationale:

To provide to the public the WECDSB EQAO 2012-13 results for information.

- iii) Report: Enrolment/Staffing School Organization Information for Elementary and Secondary Schools September 2013

Chair Holland requested next year's Enrolment/Staffing report to include retention rates from grade 8 to grade 9.

Issue:

In cooperation with the Business Department, our school principals and the Human Resources Department, the schools are staffed in accordance with Ministry Regulations and the relevant collective agreements.

Decision:

That the Board receive the report Enrolment/Staffing School Organization Information of our Elementary/Secondary Schools – September 2013 as information.

Rationale:

All legislated and contractual requirements for school staffing and organization were met for the new academic year.

- iv) Report: 2012-13 Property Disposition and Acquisition Summary

Issue:

To provide a summary of real property transactions completed during the 2012-13 fiscal year.

Decision:

That the Board receive the 2012–13 Property Disposition and Acquisition Summary as information.

Rationale:

Properties listed are in various stages of the disposition process in accordance with *O. Reg. 444/98 Disposition of Surplus Real Property*.

10. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Minutes of June 20, 2013

SEAC prepared letters to the Honourable Ted McMeekin and the Honourable Teresa Piruzza regarding the discontinuation of Special Services at Home (SSAH) funding for individuals over the age of 18. As a member of SEAC, Trustee Souilliere requested trustees receive a copy of the letter.

Issue:

Special Education Advisory Committee is an advisory committee mandated through the Education Act as a standing committee of each school board. All minutes of the SEAC are to be received by the Board.

Decision:

That the Board receive the Minutes of the June 20, 2013 Special Education Advisory Committee meeting as information.

Rationale:

In accordance with Regulation 464/97.

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

12. New Business:

a. Report: Annual Honoraria Review

Issue:

To establish honoraria for Trustees to take effect starting December 1, 2013 to November 30, 2014.

Decision:

That the Board approve the honoraria for Board Members for the period from December 1, 2013 to November 30, 2014 in the amounts of \$10,293.60 for Trustees, \$13,309.79 for Vice-Chair and \$16,325.98 for Chair.

Rationale:

In accordance with the *Education Act* and Ontario Regulation 357/06 *Honoraria for Board Members* and Board Policy T:06 Honoraria for Trustees.

b. Report: Snow Removal Services

Issue:

To extend the term of the purchase order agreements for an additional 1 year period for the 2013-14 snow season.

Decision:

That the Board approve the extension of the existing 2-year arrangement with Landscape Effects Group, Quality Turf, and 2175636 Ontario Limited (previously Riverside Auto Spa) for the provision of snow removal services for an additional one year term beginning with the 2013-14 snow season, with an option for a fourth and fifth year upon Board approval, as a charge to Snow Removal account 000-40-430032-6-000.

Rationale:

The snow removal service provided by the vendors has been satisfactory, therefore approval granted for an additional one year term. Also, administration has identified funds should the actual costs exceed the budget allotment.

c. Report: Transportation Separate Legal Entity Resolutions

Administration will provide trustees with the number of reported transportation disputes.

Issue:

This report provides a recommendation for the approval of resolutions pertaining to the transportation separate legal entity.

Decision:

BE IT RESOLVED that the Windsor-Essex Catholic District School Board designates and authorizes the Director of Education of the Windsor-Essex Catholic District School Board as a member of SERVICE DE TRANSPORT DES ÉLÈVES - WINDSOR-ESSEX - STUDENT TRANSPORTATION SERVICES, and the Director of Education or the Director of Education's designate, is hereby authorized and directed for and on behalf of and in the name of the Windsor-Essex Catholic District School Board to do all things which may be necessary or desirable to give full effect to the foregoing

including, without limitation, to execute and deliver under corporate seal of the Windsor-Essex Catholic District School Board or otherwise all instruments, documents and agreements and all such instruments, documents and agreements comply with and are authorized by this resolution.

BE IT RESOLVED that the Executive Superintendent of Corporate Services or his or her designate as designated by the Windsor-Essex Catholic District School Board is hereby authorized and designated by and on behalf of the Windsor-Essex Catholic District School Board to act as a director and hold such offices of **SERVICE DE TRANSPORT DES ÉLÈVES - WINDSOR-ESSEX - STUDENT TRANSPORTATION SERVICES** as determined by the board of directors of **SERVICE DE TRANSPORT DES ÉLÈVES - WINDSOR-ESSEX - STUDENT TRANSPORTATION SERVICES** and in accordance with the by-laws of the said board of directors and any membership agreements pertaining thereto.

BE IT RESOLVED that the Windsor-Essex Catholic District School Board agrees to indemnify and save harmless all representatives of the Windsor-Essex Catholic District School Board who are acting as members of the board of directors of **SERVICE DE TRANSPORT DES ÉLÈVES - WINDSOR-ESSEX - STUDENT TRANSPORTATION SERVICES** from any and all claims, actions or causes of action, or any and all costs or liabilities of any kind or manner whatsoever as a result of the representatives acting as members of the board of directors of **SERVICE DE TRANSPORT DES ÉLÈVES - WINDSOR-ESSEX - STUDENT TRANSPORTATION SERVICES**, and that the Director of Education be authorized to execute any appropriate form of written indemnity and/or certified copy of this resolution.

Rationale:

The above resolution was recommended by the Ministry and supported by their legal firm Keel Cottrelle.

d. Report: Engaging Our Future – Part 6, Building Public Confidence

Issue:

One of the key priorities of the Co-Management team is to help restore public confidence in the operations of the Board.

Decision:

The following recommendations are brought forward for approval subject to relevant Board By-Laws and Procedures:

- 1. That administration be directed to create a Chief Information Officer position through internal capacity building and training, through the Board's normal hiring process or through third party executive search;**
- 2. That the Chief Information Officer be directed to develop a strategic communications plan and take managerial responsibility for the monitoring of both internal and external communications;**
- 3. That the Chief Information Officer develop a customer service training program to facilitate community engagement; and**
- 4. That administration develops a communications network to assist the Chief**

Information Officer in the development of the strategic plan and ongoing communication with the Board's Catholic Education community partners.

Rationale:

The recommendations brought forward are in line with the Engaging the Future, Part 6 – Building Public Confidence report and will begin the process of enhancing the Board's public confidence.

13. Notice of Motion: *None*

14. Remarks and Announcements:

Chairperson Holland commented on the Parent Involvement Committee's recent initiatives and is looking forward to attending the St. Joseph Catholic Secondary school recognition award in Toronto.

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

Catholic Faith Formation: The Bishop's Dinner will be held this Wednesday, October 30th; School Council Commissioning Ceremony November 27th; and Student Senate Faith Day November 28th.

Employee Development and Student Achievement Initiatives: Secondary Literacy Session October 31; and Full Day Kindergarten Sessions from November 6th to 8th; and thanked Curriculum Consultant Heather Best for her presentation and invaluable skills.

Community Engagement and Partnerships: Planning for Success – Family Information Evening on November 6th from 4:00 to 9:00 pm; Transition Planning – Family Night on November 20th from 5:00 to 9:00 pm; and Parent Involvement Committee Workshop entitled Navigating Your Path to Post Secondary School will be held November 21st from 6:30 to 10:00 pm. Assumption High School Grade 8 night on November 18th and St. Joseph High School Grade 8 night on November 28th.

Celebrating Achievements: St. Joseph's Catholic High School will receive the Dr. Bette M. Stephenson Recognition of Achievement Award. This recognition program was established by the EQAO board of directors in 2009 as a tribute to Dr. Stephenson's lifelong commitment and contribution to education and public service. The Principal and staff members of the school, the Chair and the Director will attend the ceremony in Toronto November 6, 2013 to recognize St. Joseph's High School as one of top five achievers in the province.

Employee Recognition: October 2nd was National Custodial Workers Day; October 30th is the 13th Annual Child Care Worker and Early Childhood Educator Appreciation Day. Thank you to both groups for your tremendous support in Catholic education. The Annual Employee Long Service Awards and Banquet has been scheduled for Friday, November 8th at the Ciociaro Club. Trustees are encouraged to attend to share in this important celebration of our employees' milestones.

Board Chaplain was absent.

15. Remarks/Questions by Trustees

Trustee McMahan congratulated and thanked the teachers and high school student leaders who attended Muskoka Woods.

Trustee Mastromattei commented that Dr. Bette M. Stephenson was instrumental in changing the wording in the Education Act from Board's *may* provide to *must* provide special education to students.

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

17. Closing Prayer – Trustee Alexander closed the meeting with a prayer.

18. If required, adjourn to Co-Management In-Camera meeting, if required: *Not Required*

19. Adjournment - There being no further business, the Co-Management Board meeting of October 28, 2013 adjourned at 9:30 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