



Windsor-Essex Catholic District School Board

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John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, March 28, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

MINUTES

PRESENT

Trustees:

M. DiMenna	J. Macri, Chair
B. Holland	S. Porcellini
C. Janisse	L. Soulliere
P. Keane	
Rev. L. Brunet, Board Chaplain	
A. Kishkek, Student Trustee	
J. Devos, Student Trustee (Alternate)	
L. Willson Student Trustee Designate	

Regrets:

F. Alexander, J. Courtney, P. Marchini

Administration:

M. Moher (Resource)	R. Mousaly
J. Berthiaume	P. Picard
J. Ouellette	E. Poirier
S. Freeman	T. Robins
C. Geml	L. Staudt
P. Littlejohns	W. Wong

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:43 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – Trustees Alexander and Courtney sent regrets.
4. Approval of Agenda

Amendments

- Renumber 12b Acquisition of Data Warehouse/Business Intelligence Tool, and Demographic Planning, Enrolment Projection and Development Tracking Software to 7b
- Renumber 11a Deferred Motion to 17c Pending Items

- A revised Board Report and revised pages 4, 28 and 30 of the attachment 2006 Capital Plan were distributed (previously emailed to trustees.)

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the March 28, 2006 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 Porcellini disclosed interest in agenda item(s) 10b(vii) *Action Plan for Bill 78* as it pertains to the New Teacher Induction Program.
7. Presentations

- a. Holy Names Catholic High School – Anti- Racism Video “The Vaccine”

Principal Jim Minello, teacher Luis Alvirez and students Jake Morris, Shaheera Afzal, Treesa Parekunnel and Varsha Padmanabhan were in attendance to present their anti-racism video “The Vaccine.” The video was selected as one of ten winners in the 2006 *Racism. Stop it!* National Video Competition sponsored by the Government of Canada – Canadian Heritage Multiculturalism, as part of their national campaign against racial discrimination. All 2006 winning videos can be viewed online at www.march21.gc.ca. Trustee Holland congratulated the Holy Names school community for the planning and organization of the recent faith event that featured Christian rock star and Juno Award nominee Janelle.

- b. Acquisition of Data Warehouse/Business Intelligence Tool, and Demographic Planning, Enrolment Projection and Development Tracking Software

Rose Mousaly, Chief Information Officer and Kelly Power, Consultant – Assessment and Evaluation, reported on the progress of the Ministry of Education’s Managing Information for Improving Student Achievement (MISA) initiative which is intended to build local capacity for the collection and use of data to improve student achievement. The board submitted a three-year plan to the Ministry at the end of August 2005, which focussed on technology, data management, human resources and training. The board’s MISA Committee, in conjunction with the sixteen boards of the London District MISA network issued a “Request for Information” to six vendors who offer the electronic tools needed to meet the Ministry’s requirements around MISA. Paradigm Shift’s Data Warehouse and Cognos’ Business Intelligence tool were chosen as the best products to meet the board’s needs.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the report: Acquisition of Data Warehouse/Business Intelligence Tool; and, that a purchase order contract be issued upon approval of the successful bid from Cognos/Paradigm Shift of \$ 214,820.00. Carried.

8. Delegations

- a. Delegation Regarding Items Not on the Agenda – None
- b. Delegations Regarding Items On the Agenda – None.

9. Action Items

a. Approval of Minutes

- i) Minutes of Special In-Camera Meeting, February 23, 2006
Moved by Trustee Soulliere and seconded by Trustee Janisse that the minutes of the Special In-Camera Meeting of February 23, 2006 be adopted as distributed. Carried.
- ii) Minutes of In-Camera Meeting, February 28, 2006
Moved by Trustee Holland and seconded by Trustee DiMenna that the minutes of the In-Camera Meeting of February 28, 2006 be adopted as corrected. Carried.
- iii) Minutes of Regular Meeting, February 28, 2006
Moved by Trustee Keane and seconded by Trustee Janisse that the minutes of the Regular Meeting of February 28, 2006 be adopted as distributed. Carried.

b. Items From In-Camera Meetings of February 23 and March 28, 2006

Trustee DiMenna reported that the Windsor-Essex Catholic District School Board convened closed Committee of the Whole meetings February 23 and March 28, 2006 pursuant to the Education Act - Section 207, to obtain legal advice, consider specific personnel, real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its meetings of February 23 and March 28, 2006 be approved. Carried.

Trustee DiMenna made the following announcements from the March 28, 2006 In-Camera Committee of the Whole meeting:

- appointment of Joseph Berthiaume as Director of Education following the retirement of Michael Moher
- appointment of Joseph Berthiaume as Acting Treasurer of the Board
- appointment of Wilfred Wong as Acting Controller, Facilities Services
- extension of retirement for one additional school year for Earl Skidmore
- ratification of a three year Collective Agreement (2006 – 2008) between the Board and CUPE Locals 1358.1 Educational Assistants and 1358.2 Special Services Unit

10. Communications

a. External (Associations, OCSTA, Ministry)

- i) Memorandum from the Ontario Catholic School Trustees' Association re: Resolutions to be Considered at the 2006 AGM (*original document provided to trustees previously*)

Moved by Trustee Keane and seconded by Trustee Janisse that the Memorandum from the Ontario Catholic School Trustees' Association re: Resolutions to be Considered at the 2006 AGM be received as information.

Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Memorandum from the Ontario Catholic School Trustees' Association re: Resolutions to be Considered at the 2006 AGM be deferred to the next meeting to allow trustees additional time for review. Carried.

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated March 28, 2006 for information. Carried.*

- ii) Report: High School Council Minutes of January 19, 2006

Superintendent Ouellette and Ken Gignac, Controller of Finance to provide school councils with clarification on the liability coverage available through the board's Ontario School Boards' Insurance Exchange (OSBIE) insurance policy.

Moved by Trustee Keane and seconded by Trustee DiMenna that the Board receive the minutes of the High School Council dated January 19, 2006, as information. Carried.

- iii) Report: Corporate Credit Cards and Purchasing Cards (*deferred from Feb. 28, 2006*)

Ken Gignac, Controller of Finance provided a general overview of the Corporate Credit Cards and Purchasing Cards report which summarizes the amounts spent on two (2) credit cards and fifty-five corporate Purchasing Cards that have been issued to members of administration. Trustees sought clarification on credit card interest rates and service charges, documentation requirements to support claims for GST refunds, the use of cash advances, reconciliation processes and the audit process used by the external auditor.

Superintendent Berthiaume provided clarification on the internal processes in responding to the recent Freedom of Information request related in part to this item. Timeline difficulties were primarily due to the recent passing of the staff member who had been trained to handle the Freedom of Information portfolio.

After discussion, the report's recommendation was amended to include a review of the current practices as part of the Ad Hoc Policy Committee's review of the purchasing policy.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the report Corporate Credit Cards and Purchasing Cards as information.

and, that Ad Hoc Policy Committee consider the current procedures for credit and purchasing cards for inclusion in a new purchasing policy for the Board. Carried.

- iv) Report: Public Sector Salary Disclosure Act, 1996 – Disclosure for 2005
Superintendent Berthiaume reported that all employees reported on the salary disclosure list received retroactive pay during 2005 and several employees received pay-outs for unused vacation days which artificially increased the annual salary.

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive the Public Sector Salary Disclosure Act, 1996 – Disclosure for 2005 report as information. Carried.

- v) Report: Campus Ministry Program Review

Superintendent Ouellette and Steve Freeman, Supervisor of Faith Development, indicated that this report was prepared in response to the Board motion of August 30, 2005 to explore the expansion of the Campus Ministry program in our Catholic secondary schools including special accommodations for St. Michael's Alternate High School. As part of the review, three half-day meetings were held with the Campus Ministers employed by the Windsor-Essex Catholic District School Board to obtain their feedback on the current practices and suggestions for improvement. Recommendations from the review include: the addition of one full-time Campus Minister to St. Michael's Alternative High School that will be shared among the three sites, consistent format for secondary retreats, funding for secondary retreats will be added and enveloped into the school budgets on a per capita basis, and a committee of elementary principals/vice principals along with the Religion Consultant and Supervisor of Faith Development to develop a consistent plan for retreat opportunities for elementary students including the amount of support required from the Board.

Moved by Trustee Holland and seconded by Trustee Keane that the Board receive the report Campus Ministry Program Review as information. Carried.

- vi) Report: St. Joseph's Catholic High School Move to New Location

Superintendent Ouellette provided an overview of the plans to close the existing St. Joseph Catholic High School and move into the new school for September 2006.
Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the following plan for St. Joseph's Catholic High School altered School Calendar to accommodate the move to the new location as information. Carried.

- vii) Report: Board Action Plan – Bill 78 Proposed Legislation to Boost Student Performance

Superintendent Berthiaume reported that the Ministry recently released information on Bill 78, *Education Statute Law Amendment Act (Student Performance)* which proposes several amendments to the Education Act, the Ontario College of Teachers Act, 1996 and certain other statutes relating to education. Trustees were provided with an overview of the board action plan, which is intended to address the changes if the Bill receives royal assent later this year.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the attached Board Action Plan re Bill 78 – Proposed Legislation to Boost Student Performance as information. Carried.

- viii) Report: Legal Services – January 2006

Moved by Trustee Holland and seconded by Trustee DiMenna that the report *Legal Services – January 2006* be received as information. Carried.

- ix) Report: Funding for Student Transportation 2005 – 06

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board receive the report *Funding for Student Transportation 2005 - 06* as information. Carried.

- x) Report: County Elementary French Immersion Program – Enrolment Status

Superintendent Ouellette indicated that the report was prepared as a follow-up to the January 31, 2006 board motion that endorsed the timelines and expansion of the Elementary French Immersion program at Holy Name Catholic Elementary School. Twenty-one “Intent to Enrol” forms have been received to date. Of which, all but one comes from within the Board’s current enrolment. First year transportation charges are estimated to be \$88,504. Superintendent Ouellette will follow-up with the student transportation department to identify potential savings.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the *County Elementary French Immersion Program - Enrolment Status* report as information. Carried.

- xi) Report: 2006 Capital Plan (Revised Board Report was distributed as well as revisions to the 2006 Capital Plan – pages 4, 28 and 30)

Director Moher indicated that the 2006 Capital Plan provides a list of recommended capital and pupil accommodation needs that have been identified over the past year through input from board stakeholders including trustees, administrative staff, school council representatives and school principals. Tim Robins, Controller Facilities Services, provided a brief overview of the immediate (five years) elementary and secondary capital needs identified in the administrative report.

Ken Gignac, Controller of Finance reported that the Ministry will receive the information contained in the 2006 Capital Plan as part of the Board's first step in developing a long-term Capital Plan which will include further review and additional public consultations. Director Moher reported that the Ministry of Education's capital and school renewal funding model has changed from the previous method used over recent years. However, the Ministry has released very little information as to the mechanisms boards will need to use to obtain funding for "unfunded" capital projects.

Moved by Trustee Porcellini and seconded by Trustee Janisse that the 2006 Capital Plan report be deferred for further review and discussion at a Special Meeting of the Board. Carried.

11. Unfinished Business

- a. Deferred Motion from February 28, 2006 – This item was renumbered to 17c.
- b. Notice of Motion – Trustee Porcellini:
Moved by Trustee Porcellini and seconded by Trustee DiMenna that the administration prepare a report indicating the number of Ontario School Boards that utilize Policy Governance, which boards those are, how long they have utilized this form of governance, and best practices regarding policy governance. The report should also indicate the current Ministry of Education position on the use of policy governance by school boards. Carried.

12. New Business

- a. Fieldtrips:
 - i) St. Anne Catholic High School – Chicago
Moved by Trustee Keane and seconded by Trustee Holland that the Board approve the St. Anne Catholic High School field trip to Chicago, Illinois on May 2 – 3, 2006. Carried.
 - ii) St. Anne Catholic High School – Tennessee
Moved by Trustee Keane and seconded by Trustee Holland that the Board approve the St. Anne Catholic High School field trip to the Knoxville, Tennessee Volunteer Outdoor Track Meet on April 20 – 22, 2006. Carried.
 - iii) Stella Maris Catholic Elementary School – Bark Lake Leadership Camp
Moved by Trustee Keane and seconded by Trustee Holland that the Board approve the Stella Maris Catholic Elementary School field trip to Bark Lake Leadership and Conference Centre on May 3rd to 5th, 2006. Carried.
- b. Report: Acquisition of Data Warehouse/Business Intelligence Tool, and Demographic Planning, Enrolment Projection and Development Tracking Software – This item was renumbered and discussed under 7b.

c. Report: Long Term Financing of Construction Projects – Debenture Issue

Ken Gignac, Controller of Finance reported that, on June 27, 2005, the Board authorized its participation in a debenture issue to the Ontario School Board Financing Corporation (OSBFC) in an amount not to exceed \$63,000,000. The Windsor-Essex Catholic District School Board did not participate in any debenture issues during 2005 and the Board requires approval of another Resolution to participate during the 2006 calendar year.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the attached Resolution 2006:01 (deemed to be read three times) authorizing its participation in one or more of the 2006 Offerings by the issue of debentures over a maximum term of 25 years in the maximum principal amount of \$63,000,000 to the Ontario School Boards Financing Corporation (OSBFC.) Carried.

RESOLUTION 2006:01

WHEREAS Ontario School Boards Financing Corporation (“**OSBFC**”) has been incorporated as a non-share capital not-for-profit special purpose corporation to purchase debentures and other prescribed instruments issued by Ontario school boards (“**Boards**”) and to sell undivided co-ownership interests in such debentures and other prescribed instruments;

AND WHEREAS CIBC World Markets Inc. (“**CIBC World Markets**”) has been appointed to assist OSBFC in connection with OSBFC’s offerings from the date hereof to the end of the 2006 calendar year of undivided co-ownership interests in debentures issued by Boards and the proceeds, payments and property received therefrom (individually a “**2006 Offering**”, collectively the “**2006 Offerings**”);

AND WHEREAS in connection with the 2006 Offerings various Boards (individually a “**Participating School Board**”, collectively the “**Participating School Boards**”) have authorized or are expected to authorize the issue of debentures having a maximum 25 year term;

AND WHEREAS the net amounts to be received by OSBFC in connection with the 2006 Offerings, from the sale of undivided co-ownership interests in the debentures issued by the Participating School Boards (the “**Deposited Securities**”), and the proceeds, payments and property received therefrom (after the payment of the fees to the agent pursuant to the agency agreement entered into in respect of each of the 2006 Offerings), will be applied to pay in full the purchase price payable by OSBFC for the Deposited Securities;

AND WHEREAS the net proceeds from the sale of the Deposited Securities by the Participating School Boards to OSBFC will be used to fund capital works in respect of which Boards are authorized to apply funds from the pupil accommodation allocation reserve fund (the “**Authorized Purposes**”);

AND WHEREAS Windsor-Essex Catholic District School Board (the “**Board**”) has resolved to participate in one or more of the 2006 Offerings by the issue of debentures over a maximum term of 25 years in the maximum principal amount of \$63,000,000 to OSBFC,

or, at the sole and absolute discretion of the Treasurer, in such lesser principal amount as the Treasurer in writing advises CIBC World Markets is appropriate;

AND WHEREAS in order to facilitate the purposes aforesaid, CIBC World Markets has suggested that the Board pass this resolution as hereinafter set forth;

NOW THEREFORE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD RESOLVES AS FOLLOWS:

1. The Board hereby resolves that it may participate in the 2006 Offerings by the issue of debentures, in accordance with the applicable legislation from time to time, in the maximum principal amount of **\$63,000,000** to OSBFC in respect of the Authorized Purposes and in the case of any one 2006 Offering, the Board may participate in the maximum principal amount, or at the sole and absolute discretion of the Treasurer, in such lesser principal amount as the Treasurer in writing advises CIBC World Markets is appropriate.
 2. The Board hereby resolves that at any time before the end of the 2006 calendar year, any two of the officers of OSBFC (the “**Officers**”) may negotiate and settle, on the Board’s behalf with CIBC World Markets as a part of any one or more of the 2006 Offerings, subject to the provisions hereof, the terms and conditions in respect of the debentures to be issued, including, without limitation, the applicable rate(s) of interest, the term(s) over which the debentures will be issued, the type(s) of debentures and any other aspect relating to the pricing of the debentures, all as such Officers consider appropriate and expedient, provided that the average annual rate of interest in respect of the debentures shall not exceed 6.50% per annum.
 3. The Board hereby resolves that its Chair and Treasurer be authorized to execute for each 2006 Offering in respect of which the Board constitutes a Participating School Board, an agency agreement between the Board, the other Participating School Boards, OSBFC, and the agent and any other documents that may be required.
 4. The Board hereby resolves that it shall, at least two business days, prior to the fixed date for the completion of the sale of the debentures for each 2006 Offering in respect of which the Board constitutes a Participating School Board, upon the negotiated terms and conditions in accordance with section 2 hereof, pass a debenture by-law for each series of debentures, which provides for the authorization by the Board of the issue of the relevant series of debentures in respect of the particular 2006 Offering.
- d. Report: Bridge Financing for Capital Projects

Ken Gignac, Controller of Finance reported that, on February 28, 2006, the Board approved a Resolution for Temporary Borrowing for an amount of \$40,000,000 to meet the current expenditures for the calendar year 2006. At that time, it was anticipated that a debenture issue of \$63,000,000 (which was approved by the Board on June 27, 2005) would be made in the early part of the year; however, the issue has been delayed and may not be issued until May 2006.

In the meantime, the Canadian Imperial Bank of Commerce (CIBC) has requested that the Board approve a separate resolution to authorize borrowing money to bridge finance the permanent improvements as detailed in Schedule “A” attached to the bylaw. Bylaw 2006:02 authorizes the borrowing of \$25,000,000 to finance our capital projects.

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board approve the attached Resolution 2006:02 (deemed to be read three times) authorizing the Board to borrow \$25,000,000 to bridge finance the permanent improvements as detailed in Schedule A to Resolution 2006:02. Carried.

RESOLUTION 2006:02

WHEREAS:

- A. The Board has authorized the permanent improvements as detailed in Schedule “A” attached to this Resolution;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce (“CIBC”) for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the project is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE, BE IT RESOLVED as follows:

1. The Director and the Treasurer of the Board are authorized on behalf of the Board to borrow \$25,000,000 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
 2. The Director and the Treasurer are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to the Resolution.
13. Committee Reports – None.
14. Notice of Motion
- Trustee Porcellini *“At the next regular meeting of the Board, I will move or cause to be moved, that the Board direct Administration to revise policy “ST:11 Medication Administration at School (including Epi-Pen),” and the attached “Safe and Healthy School Protocol for Anaphylactic Students,” to include regular anaphylactic “drills” in schools, either each semester or each term depending on how the school is administered.”*
15. Remarks and Announcements
- a. Chairperson Macri congratulated both bargaining team committees for their spirit of cooperation in working toward the CUPE contract agreements. Chair Macri congratulated Tim Robins on his new position as Controller of Facilities Services at Durham Catholic District School Board and thanked him for all he has done for the betterment of Catholic education in Windsor and Essex County.

- b. Director of Education Moher congratulated Tim Robins on his new position and thanked him for the significant difference he has made in our school system. Director Moher wished Wilfred Wong well in his role as Acting Controller of Facilities Services.
- c. Board Chaplain – Fr. Brunet left the meeting prior to this time.

16. Remarks/Questions by Trustees

Trustees indicated their individual thanks to Tim Robins for his exceptional service to the board and wished him and his family the best in his new endeavour.

- Trustee Porcellini urged parents to participate in a petition to Stephen Harper and the provincial premiers urging them to honour the federal-provincial agreements on Best Start child-care (www.buildchildcare.ca). Trustee Porcellini requested information on the catering services provided for workshops and other events during the school year and the specific financial services provided by the board current financial services provider.
- Trustee Janisse welcomed Joseph Berthiaume in his future role as Director and thanked Michael Moher for providing his support and guidance during the transition period.
- Trustee Keane provided an update on the International Baccalaureate program at Assumption College Catholic High School and requested that the Ministry's mini discussion paper "Respect for Ontario School Trustees" be placed on the next agenda for public information and discussion.
- Trustee Soulliere indicated her notice of motion that was deferred from October 25, 2005 will soon be ready to be re-tabled for additional discussion.
- Trustee Holland congratulated Diane Bédard for her recent article that was published in the February edition of Teacher Librarian. Trustee Holland requested information about the new OMERS structure, the anticipated costs to the board and the rotating representative for school boards.
- Student Trustee Kishek provided a brief overview of the Ontario Student Trustees' Association – English Catholic Board Council (ECBC) Conference that was recently held in Ottawa. Trustee Kishek provided an update on the upcoming Lionel Davis presentation and Student Senate Involvement Day.
- Student Trustee (Alternate) Devos provided a brief overview of the Faith Formation Day that was held following the Ontario Student Trustees' Association – English Catholic Board Council (ECBC) Conference.

17. Pending Items

- a. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*
- b. Deferred for six months from October 25, 2005: Motion by Trustee Soulliere and seconded by Trustee DiMenna "that the Board add two (2) more psychologists to its psychology department for a total of four (4), and that the cost be applied to the general budget to offset the cost of educational assistant lunch supervision to the Special Education budget."
- c. Renumbered from 11a - Deferred from February 28, 2006 until an Administrative Report has been received: Moved by Trustee Alexander and seconded by Trustee Holland that the administration prepare a comprehensive report detailing the process and procedures that all

vendors, contractors, must use in order to become pre-qualified to be eligible to provide goods and/or services to the Windsor-Essex Catholic District School Board; and further, that the report will be complete with detailed recommendations outlining a system-wide protocol that must be used by all departments in order to maintain or employ these goods and services.

18. Continuation of In-Camera – 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)
 - Tuesday, April 11, 2006
 - Tuesday, April 25, 2006
 - Tuesday, May 9, 2006
 - Tuesday, May 23, 2006
 - Tuesday, June 13, 2006
 - Monday, June 26, 2006
20. Closing Prayer – The meeting closed with a prayer.
21. Adjournment - There being no further business, the Regular Board Meeting of March 28, 2006 adjourned at 10:57 p.m. at the call of the Chair.

Approved

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary