



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Joseph Berthiaume

**REGULAR BOARD MEETING
Tuesday, December 16, 2008 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom**

MINUTES

PRESENT

Trustees:

F. Alexander, Chair	P. Keane
J. Courtney	J. Macri
M. DiMenna, Vice-Chair	S. Porcellini
B. Holland	L. Soulliere
C. Janisse	
N. Lau, Student Trustee	
Rev. L. Brunet, Board Chaplain	

Regrets:

C. Resendes, Student Trustee

Administration:

J. Berthiaume (Resource)	E. Byrne
C. Geml	P. King
M. Iatonna	C. Norris
P. Picard	S. O'Hagan-Wong
L. Staudt	
J. Bumbacco	

Recorder:

D. Steffens

1. Call To Order - Chair Alexander called the meeting to order at 7:05 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer and reading of intentions.
3. Recording of Attendance - Student Trustee Resendes sent regrets due to illness.
4. Approval of Agenda - Chair Alexander noted that hand-outs pertaining to agenda items 10b(iii) 2007 - 08 Budget Report Year End; 10b(v) Director's Annual Report; and 12g Tender Results for Masonry Wall Repairs at St. John the Evangelist School were at trustee places.

Amendments:

- Walk-On Item: 12a (vii) Field trip: Assumption College to Quebec City (Handout is at trustee places)
- Deferral of item 12f 2007-08 Fiscal Year-end Financial Statements to January 13, 2009 as the audited financial statements are not yet available.

- Correction to the administrative Board Report for agenda item 10b(i) Administrative Staffing (page 18 of 102) - retirement date for Alicia de Souza should read January 31, 2009
- Revised Board Report for agenda item 12h 2009 Temporary Borrowing Resolution - Annual Expenditures

Moved by Trustee Janisse and seconded by Trustee DiMenna that the December 16, 2008 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 Macri disclosed interest in relation to agenda item 10b(i) Administrative Staffing due to his son's employment. As a matter of record, although she was not present at the November 25, 2008 Regular Board meeting, Trustee Courtney disclosed interest in relation to agenda item 10b(ii) Community Use of Schools Summary due to her employment.
7. Presentations
 - a. 2009 Chairperson's Address - Trustee Alexander delivered his inaugural remarks as 2009 Chair of the Board indicating he is honoured and privileged to serve as Chair of the Board. Trustee Alexander reflected on challenges and successes of the past year and expressed his appreciation to the entire school community for their support and dedication to our Catholic school system. A transcript of the address will be provided on the Board's webpage at www.wecdsb.on.ca.
 - b. Cardinal Carter Catholic Secondary School Safe Schools Presentation – Trustees received a presentation from Arlene Davis and Joe Charron, Vice Principals at Cardinal Carter Catholic Secondary School providing an overview of the Drug Awareness Program "Educate, Empower and Eliminate" that is implemented in their school community in partnership with the Greater Essex County District School Board, the local Health Unit and Police Services.
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 In-Camera Meeting, November 25, 2008
Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of November 25, 2008 be adopted as distributed. Carried.
 - ii) Minutes of Regular Meeting, November 25, 2008
Moved by Trustee Keane and seconded by Trustee Janisse that the minutes of the Regular Board meeting of November 25, 2008 be adopted as distributed. Carried.

iii) Minutes of the Organizational Meeting of December 9, 2008

Moved by Trustee Keane and seconded by Trustee DiMenna that the minutes of the Organizational Board meeting of December 9, 2008 be adopted as distributed.

Carried.

b. Items from the Re-Convened In-Camera Meeting of November 25, 2008 and the In-Camera Meeting of December 16, 2008

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on November 25, 2008 pursuant to the Education Act - Section 207, to consider specific matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. In addition, the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on December 16, 2008 pursuant to the Education Act - Section 207, to consider specific personnel, pupil, 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. Trustees Courtney, Keane, Macri and Porcellini declared a conflict of interest during the December 16, 2008 In-Camera Session and excused themselves from the relevant discussion items. Although she was not present, as a matter of record, Trustee Courtney disclosed interest in items discussed at both the November 11 and November 25 In-Camera Sessions.

Moved by Trustee DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its reconvened in-camera meeting of November 25, 2008 and in-camera meeting of December 16, 2008 be approved. Carried.

Vice-Chair DiMenna made the following announcements:

- receipt of the Administrative Staff Report, dated December 16, 2008
- the appointment of **Frances Soulliere** as English as a Second Language (E.S.L.) Department Head at Catholic Central High School, effective January 29, 2009
- the appointment of **Richard Rosaasen** as Business Studies / Co-op Department Head at St. Thomas of Villanova Catholic Secondary School, effective January 29, 2009

10. Communications:

a. External (Associations, OCSTA, Ministry):

i) Ontario Catholic Schools Trustees' Association (OCSTA) - Letter to the Ministry of Education Re Input on New Provincial Guidelines for Trustee Expenses

Moved by Trustee Porcellini and seconded by Trustee DiMenna that the correspondence from the Ontario Catholic Schools Trustees' Association regarding Input on New Provincial Guidelines for Trustee Expenses be received as information.

Carried.

ii) Letter from Kathleen Wynne, Minister of Education dated November 27, 2008 re: Grants for Student Needs (GSN) for the 2009-10 School Year
Moved by Trustee Holland and seconded by Trustee Janisse that the letter from Kathleen Wynne, Minister of Education dated November 27, 2008 re: Grants for Student Needs (GSN) for the 2009-10 School Year. Carried.

iii) Memorandum from the Ontario Catholic Schools Trustees' Association (OCSTA) re Boards' Submissions to OCSTA on Finance Matters
Moved by Trustee DiMenna and seconded by Trustee Macri that the memorandum from the Ontario Catholic Schools Trustees' Association (OCSTA) re Boards' Submissions to OCSTA on Finance Matters. Carried.

b. Internal (Reports from Administration):

i) Report: Administrative Staff Report – It was noted that the report will be corrected to indicate the retirement date of Alicia de Souza as January 31, 2009.

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated December 16, 2008 for information. Carried.

ii) Report: 2008 - 09 Budget Status
Moved by Trustee Macri and seconded by Trustee Porcellini that the Board receive the 2008-09 Budget Status as of December 6, 2008 as information. Carried.

iii) Report: 2007 - 08 Budget Report Fiscal Year-End (*Handout was provided*)
Moved by Trustee Porcellini and seconded by Trustee Soulliere that the Board receive the 2007-08 Budget Report Fiscal Year-End for information with a further report from Administration to be provided at the January 13, 2009 Board meeting. Carried.

iv) Report: 2007 - 08 Property Disposition and Acquisition Summary
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the Property Disposition and Acquisition Summary for 2007-08 as information. Carried.

v) Report: Director's Annual Report to the Community 2008 (*Handout was provided*)

Director Berthiaume reported that the Annual Report to the Community is being provided in draft format at this time and will be distributed in its final version in January. Trustees wishing to provide feedback are asked to do so to the Director in writing by January 9.

Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board receive the Director's Annual Report to the Community 2008 as information. Carried.

vi) Report: Legal Services - September 2008
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the report Legal Services – September 2008 as information. Carried.

vii) Report: Legal Services - October 2008

Moved by Trustee DiMenna and seconded by Trustee Holland that the Board receive the report Legal Services – October 2008 as information. Carried.

11. Unfinished Business:

a. Notice of Motion (*Deferred from November 11, 2008*):

ORIGINAL MOTION: Moved by Trustee Soulliere and seconded by Trustee Holland that the Board establish a multi-disciplinary committee to review current programs, practices and procedures existing within our school communities regarding prevention of smoking, and alcohol and drug abuse and to provide feedback to the Board on current best practices with recommendations for improvements by the end of April 2009.

After lengthy discussion and debate, the motion was amended and adopted as follows:

AMENDED MOTION:

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board establish a sub-committee of the existing Safe Schools Committee, that would include parents, to review current programs, practices and procedures existing within our school communities regarding prevention of smoking, and alcohol and drug abuse and to provide feedback to the Board on current best practices with recommendations for improvements by the end of April 2009. Carried.

b. Notice of Motion from the November 25, 2008 Regular Board Meeting:

Moved by Trustee Porcellini and seconded by Trustee Courtney that policy “T:04 Electronic Participation in Board Meetings” be reviewed to include the requirement that electronic votes be preceded by opportunity for substantive debate by and between Trustees, and that notice of an upcoming electronic vote be posted on the Board website prior to the vote to provide notice to the public and the opportunity for comment.

After discussion on the intended purpose of the motion, it was:

Moved by Trustee Holland and seconded by Trustee Janisse that the matter be deferred to the January 13, 2009 Regular Board meeting to provide Trustee Porcellini the opportunity to confer with members of administration and to provide additional clarification on the content and scope of the motion. Carried.

12. New Business:

a. Field Trips:

i) Cardinal Carter Catholic Secondary School - Quebec City

Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the Cardinal Carter Catholic Secondary School field trip to Quebec City, Quebec from Wednesday, February 4 to Sunday, February 8, 2009. Carried.

- ii) Cardinal Carter Catholic Secondary School - New York City
Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the Cardinal Carter Catholic Secondary School field trip to New York City, New York from Wednesday, April 29 – Sunday, May 3, 2009. Carried.

- iii) St. Thomas of Villanova and St. Anne Catholic High Schools - Europe
Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the St. Thomas of Villanova Secondary School and St. Anne Catholic High School field trip to France, Italy and Spain from Friday, March 13 to Sunday, March 29, 2009. Carried.

- iv) St. John de Brebeuf Catholic Elementary School - 2009 Spring Muskoka Woods Leadership Experience
Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the St. John de Brebeuf Catholic Elementary School 2009 Spring Muskoka Woods Leadership Experience field trip from June 1 to 3, 2009. Carried.

- v) Holy Names Catholic High School - New York City
Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the Holy Names Catholic High School field trip to New York City, New York from Monday, April 27, 2009 – Thursday, April 30, 2009. Carried.

- vi) St. Joseph’s Catholic High School - Quebec City
Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the St. Joseph’s Catholic High School field trip to Quebec City, Quebec from Sunday, February 22 to Wednesday, February 25, 2009. Carried.

- vii) WALK-ON: Assumption College Catholic High School - Quebec City (*Handout*)
Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the Assumption College Catholic High School field trip to Quebec City, Quebec from Wednesday, January 28 to Saturday, January 31, 2009. Carried.

- b. Report: Board Policy Review B: 06 Facility Maintenance (for final approval)
Moved by Trustee Holland and seconded by Trustee Janisse that the Board provide final approval to Draft Policy B: 06 Facility Maintenance as approved in principle;

and, that the Board revoke Board Policy B: 02 Mould – Portable Classrooms. Carried.

- c. Report: Board Policy Review H: 09 Assault on Employee (for final approval) - The associated administrative procedure, as presented, will be amended to include reference to Board Policy SC:18 *Bullying Prevention and Intervention*.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board provide final approval to Draft Policy H: 09 Assault on Employee as approved in principle;

and, that the Board receive as information Procedure Pr H: 09 Assault on Employee. Carried.

- d. Report: Board Policy Review H: 10 Employee Injuries/Illness (for final approval)
Moved by Trustee Janisse and seconded by Trustee Soulliere that the Board provide final approval to Draft Policy H: 10 Employee Injuries/Illness as approved in principle. Carried.
- e. Report: Board Policy Review ST: 24 Special Education Equipment (for final approval)
Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board provide final approval to Draft Policy ST: 24 Special Education Equipment;

and, that the Board receive as information Procedure Pr. ST: 24 Special Education Equipment. Carried.
- f. Report: 2007-08 Fiscal Year-end Financial Statements - This item was deferred to the Regular Board Meeting of January 13, 2009.
- g. Report: Tender Results - Masonry Wall Repairs & Modifications – St. John the Evangelist Catholic Elementary School (*Handout was provided*)
Moved by Trustee Macri and seconded by Trustee Keane that the Board approve the successful bid from Zan-Dall Construction in the amount of \$241,177.65 (includes taxes) for masonry wall repairs and modifications at St. John the Evangelist Catholic Elementary School, and that a Purchase Order Contract be issued. Carried.
- h. Report: 2009 Temporary Borrowing Resolution – Annual Expenditures (*Revised report provided*)

Trustees received a report indicating that a Temporary Borrowing Resolution is approved annually authorizing a limit that the Board may borrow to finance the calendar year's expenditure. The short-term loan is required to bridge finance the Board's capital expenditures that will ultimately be debentured and finance operations when expenses exceed revenues, a situation that occurs at the end of every calendar quarter due to the time lag in receiving the tax levy payments from municipalities.

Moved by Trustee Holland and seconded by Trustee Janisse that the Board approve the 2009 Temporary Borrowing Resolution (deemed to be read three times) authorizing the Board to borrow up to \$77,000,000 to meet, until current revenues are collected, the current expenditures of the Board for 2009. Carried.

2009 TEMPORARY BORROWING RESOLUTION – ANNUAL EXPENDITURES

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 16th day of December 2008.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (the "Board") considers it necessary to borrow the amount of up to \$77,000,000 to meet, until current revenues are collected, the current expenditures of the Board for 2009.

AND WHEREAS the total amount borrowed pursuant to this Resolution together with the total of any similar borrowing is not to exceed the uncollected balance of estimated revenues of the Board.

THEREFORE, BE IT RESOLVED THAT:

1. The Chairperson, Vice-Chairperson or Secretary-Treasurer of the Board are hereby authorized on behalf of the Board to borrow from time-to-time by way of Promissory Note a sum or sums not exceeding the aggregate \$77,000,000 to meet the current expenditures of the Board until the current revenues have been received and to give on behalf of the Board a Promissory note or notes under the corporate seal of the Board signed by the Chairperson or Vice-Chairperson of the Board and the Secretary-Treasurer for the monies borrowed hereunder;

Provided, however, that the interest and any other charges connected therewith do not exceed the interest that would be payable at the prime lending rate on the date of borrowing of banks listed in Schedule 1 to the Bank Act.

2. The Secretary-Treasurer of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies compromising the current revenues of the Board hereafter received.
 3. The Secretary-Treasurer of the Board is hereby authorized and directed to deliver to the bank from time-to-time upon request a statement showing the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and also the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenues already collected.
- i. Report: 2009 Temporary Borrowing Resolution – Permanent Improvements

Trustees received a report indicating that a separate resolution is required to segregate the capital portion of the loans in the amount of \$49,000,000 for bridge financing until a debenture is issued.

Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board approve the 2009 Temporary Borrowing Resolution – Permanent Improvements (deemed to be read three times) authorizing the Board to borrow \$49,000,000 to bridge finance the permanent improvements as detailed in Schedule A of the Resolution. Carried.

2009 TEMPORARY BORROWING RESOLUTION – PERMANENT IMPROVEMENTS

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 16th day of December 2008.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (the “Board”) is permitted to borrow money pursuant to the provisions of Section 247 of the Education Act (the “Act”) for the raising of funds to finance certain permanent improvements as more particularly described in this Resolution.

AND 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 permanent improvements is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE, BE IT RESOLVED THAT:

- 1. The Chairperson, Vice-Chairperson or Secretary-Treasurer of the Board are hereby authorized on behalf of the Board to borrow \$49,000,000 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 Chairperson, Vice-Chairperson or Secretary-Treasurer of the Board are hereby 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.
- j. Report: Provision of a “Before and After” Child Care Program at St. Alexander Catholic Elementary School, Windsor
Moved by Trustee Porcellini and seconded by Trustee Macri that the Board approve the provision of a “Before and After” School Child Care Program at St. Alexander Catholic Elementary School effective January 2009. Carried.

13. Committee Reports:

- a. Verbal Report: Audit Committee Meeting of December 15, 2008 – Superintendent Iatonna advised that the Audit Committee meeting did not take place as the 2007-08 audited financial statements were not ready for review. The meeting will be rescheduled early in January.
- b. Report: High School Council Meeting Notes of October 16, 2008
Moved by Trustee Keane and seconded by Trustee Porcellini that the Board receive the report for the October 16, 2008 High School Council meeting as information. Carried.
- c. Report: Elementary School Council Meeting of November 4, 2008
Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board receive the report for the November 4, 2008, Elementary School Council – Umbrella Group meeting as information. Carried.
- d. Verbal Report: Accommodation Review Status Report – Superintendent Staudt, administrative resource to the Ad Hoc Accommodation Review Committees (ARC), reported that initial meetings were held with both ARC’s in order to discuss the Committee mandates and to review the process is expected to be completed by October 2009.

14. Notice of Motion - None.
15. Remarks and Announcements:
 - a. Chairperson Fred Alexander wished everyone a blessed and peaceful Christmas.
 - b. Director of Education Joseph Berthiaume congratulated Chair Alexander and Vice Chair DiMenna on their new positions and wished everyone a blessed and safe Christmas.
 - c. Board Chaplain Fr. Brunet indicated that he would be unavailable to celebrate Mass with the staff at the Catholic Education Centre and that Fr. Cartier will preside at the Eucharist, and wished everyone a Merry Christmas and restful holiday.
16. Remarks/Questions by Trustees
 - Trustee Janisse wished everyone a Merry Christmas.
 - Trustee Holland thanked Trustees Macri and Courtney for their dedication and leadership as Chair and Vice Chair over the past few years.
 - Trustee Soulliere wished everyone a Merry Christmas.
 - Trustee Keane wished everyone a Merry Christmas, expressed his appreciation to all students, teachers and staff for their efforts in providing for the less fortunate in our communities, and commented on his attendance at the November 28 System-Wide Together in Faith Day.
 - Trustee DiMenna wished everyone a Merry Christmas and thanked Trustees Macri and Courtney for their continued support.
 - Trustee Porcellini thanked the organizing staff at Catholic Central High School for hosting the recent Christmas Dinner for students involved in the English as a Second Language program, congratulated members of the Catholic Central High School Choir, Concert Band and Jazz Ensemble on their performance at the school's annual Christmas Concert, thanked members of the St. Anne French Immersion School Advisory Council for hosting a Christmas meal for almost 500 students, thanked members of Immaculate Conception Choir for their recent performance at the University of Windsor faculty luncheon, and congratulated Chair Alexander and Vice Chair DiMenna on their new roles.
 - Trustee Macri thanked his fellow trustees for their support for the last few years and thanked Trustee Courtney for her years of service as Vice Chair and wished everyone a Merry Christmas.
 - Trustee Courtney inquired into the status of an administrative report on the compliance with the reporting components of the Board's Fund Raising policy, congratulated Trustees DiMenna and Alexander on their new position, thanked Trustee Macri for his support in her position as Vice Chair over the past few years and wished everyone a Merry Christmas.
 - Student Trustee Lau commented on the last Student Senate meeting and wished everyone a Merry Christmas.
17. Pending Items - None.
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 at 7:00 p.m.)

- Tuesday, January 13, 2009
- Tuesday, January 27, 2009
- Tuesday, February 10, 2009
- Tuesday, February 24, 2009
- Tuesday, March 10, 2009
- Tuesday, March 31, 2009
- Tuesday, April 14, 2009
- Tuesday, April 28, 2009
- Tuesday, May 12, 2009
- Tuesday, May 26, 2009
- Tuesday, June 9, 2009
- **Monday**, June 22, 2009

20. Closing Prayer - Fr. Brunet closed the meeting with a prayer.

21. Adjournment - There being no further business, the Regular Board meeting of December 16, 2008 adjourned at 9:10 p.m.

Approved.

Fred Alexander
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer