



**REGULAR BOARD MEETING**  
**Tuesday, February 24, 2009 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:**

F. Alexander, Chair	P. Keane
J. Courtney ( <i>electronically</i> )	J. Macri (entered at 7 :45 p.m.)
M. DiMenna, Vice-Chair	S. Porcellini
B. Holland	L. Soulliere
C. Janisse	
C. Resendes, Student Trustee	
Rev. L. Brunet, Board Chaplain	

**Regrets:**

N. Lau, Student Trustee

**Administration:**

J. Berthiaume (Resource)	J. Bumbacco
C. Geml	P. Murray
M. Iatonna	C. Norris
P. Picard	S. O'Hagan-Wong

**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 - Trustee Macri entered the meeting at 7:45 p.m. due to a previous business commitment. Trustee Courtney participated electronically. Student Trustee Lau sent regrets due to a previous out of town commitment.
4. Approval of Agenda - Chair Alexander noted that that the two attachments for agenda item *12d Long Term Debenture By-Law* are at trustee places and were previously provided to trustees electronically.

**Amendments:**

- 13b French Immersion Advisory Committee Meeting of February 18, 2009 - A written report request for Board approval of the Committee's Terms of Reference is being provided in addition to the verbal summary of the February 18, 2009 Committee meeting.

- Correction: On page 10 of 45, (Public Salary Disclosure Act, 1996 – Disclosure for 2008) the position title for L. D'Angelo, has been corrected to indicate she is a Department Head and the position title for L. Conte has been corrected to indicate he is a vice principal.

**Moved by Trustee Keane and seconded by Trustee Holland that the February 24, 2009 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. - None.
7. Presentations:
  - a. P.E.E.R. Pals (Peers Establishing Effective Relationships Pals) - Trustees received a student achievement presentation that provided an overview of the implementation plans for the new P.E.E.R. Pals Program designed to provide structured social skills training for children with autism both inside and outside the classroom. The rollout of the P.E.E.R. Pals program will include ten pilot elementary schools, with initial training of school teams taking place on February 26th, and follow-up training in the spring. There will be another half-day training and follow-up with the initial ten schools in May and at that time all of the remaining Healthy Active Living teachers (H.A.L.T.) that were not trained in the first round will receive training. The initial ten pilot schools are Sacred Heart, Notre Dame, W.J. Langlois, Holy Name, St. John (Windsor), St. Rose, Immaculate Conception, Holy Cross, St. Louis and St. Gregory.
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, February 10, 2009  
**Moved by Trustee DiMenna and seconded by Trustee Janisse that the minutes of the Committee of the Whole Board In-Camera meeting of February 10, 2009 be adopted as corrected. Carried.**
    - ii) Minutes of Regular Meeting, February 10, 2009  
**Moved by Trustee Keane and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of February 10, 2009 be adopted as distributed. Carried.**
  - b. Items from the In-Camera Meeting of February 24, 2009

Vice Chair DiMenna reported the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on February 24, 2009 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, labour relation matters, and other matters permitted or required to be kept private and confidential under the Freedom of

Information and Protection of Privacy Act. Trustees Keane and Porcellini declared a conflict of interest during the In-Camera Session and excused themselves from the relevant discussion items.

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of February 24, 2009 be approved. Carried.**

Vice Chair DiMenna made the following announcements:

- receipt of the Administrative Staff Report, dated February 24, 2009
- the appointment of Arlene Davis to the position of Interim Secondary Vice-Principal - Safe Schools, effective February 23, 2009
- the appointment of Jeremy Schiller to the position of *Acting* Administrator at Cardinal Carter Catholic Secondary School, effective February 23, 2009

10. Communications:

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

b. Internal (Reports from Administration):

i) Report: Administrative Staff Report

**Moved by Trustee DiMenna and seconded by Trustee Holland that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated February 24, 2009 for information. Carried.***

ii) Report: Public Salary Disclosure Act, 1996 – Disclosure for 2008

Trustees received the Record of Employees' 2008 Salaries and Benefits, in accordance with the Ontario Public Sector Salary Disclosure Acts 1996 that requires employers receiving public funding from the Government of Ontario to disclose annually the names, position titles, salaries and taxable benefits of their employees who are paid \$100,000 or more in a year. Administration indicated two corrections will be made to the official report prior to submission to the Ministry.

**Moved by Trustee DiMenna and seconded by Trustee Holland that the Board receive the *Public Sector Salary Disclosure Act, 1996 – Disclosure for 2008 report as information. Carried.***

iii) Report: Employee Purchasing Cards Use 2007-08

In accordance with Board Procedure PR A:27 Purchasing Cards, trustees received a report summarizing Board purchasing cards (P-Cards) use for the 2007-08 budget year.

**Moved by Trustee Holland and seconded by Trustee Janisse that the Board receive the *Employee Purchasing Cards Use 2007-08 report as information. Carried.***

- iv) Report: Ministry of Education School Board Operational Review

Trustees received a report indicating that the Ministry of Education is in a three-year process of conducting operational reviews of all 72 school boards in the Province. The Ministry recently advised that the Windsor-Essex Catholic District School Board has been scheduled for review in the spring of 2009.

**Moved by Trustee Soulliere and seconded by Trustee Holland that the Board receive the report on the Ministry of Education School Board Operational Review as information. Carried.**

- v) Report: Compensation for Use of Auto - Annual Review of Mileage Rate

Trustees received a report indicating that, pursuant to the most recent review of the mileage rate for automobile use, no change in the rate be considered at this time.

**Moved by Trustee Janisse and seconded by Trustee Soulliere that the Board receive the report on Compensation for Use of Auto - Annual Review of Mileage Rate as information. Carried.**

11. Unfinished Business:

- a. Notice of Motion from February 10, 2009: Trustee Porcellini - *“At the next Regular Board meeting, I will move or cause to be moved that the Board establish an Ad Hoc Committee to examine opportunities for system-wide and magnet programming to attract enrolment, and that the committee report back to the Board with recommendations by January 26, 2010.”*

Trustee Porcellini stated it was her intent when she tabled this Notice of Motion to begin a discussion about moving the Board forward into the twenty-first century so that every Catholic child in our community would have opportunity to attain the Catholic education they are entitled to. However, it has come to her attention that the conversation that would ensue would likely devolve into a discussion that would centre on staffing, and as such she would be in conflict with her own motion, due to the employment of her husband. Therefore, Trustee Porcellini withdrew the motion.

12. New Business:

- a. Field Trips:

- i) Holy Names Catholic High School - New York

**Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board approve the Holy Names Catholic High School field trip to Carnegie Hall, New York City from Friday, April 24, 2009 – Monday, April 27, 2009. Carried.**

*Trustee Macri entered the meeting at 7:45 p.m.*

- b. Report: Board Policy Amendments H:07 Selection Process - Principals and Vice Principals and H: 15 Transfer of Principals and Vice Principals (*for approval in principle*)

Trustees received a report outlining proposed amendments to Board Policies H: 07 Selection Process Principals and Vice-Principals, and H: 15 Transfer of Principals and Vice-Principals that were reviewed by a Policy Working Subcommittee as part of a scheduled policy review.

Considerable discussion and debate occurred around the implications of the proposed language amendments and the continuing role of trustees in the appointment and transfer process for principals and vice-principals. The proposed draft documents were deferred to the March 10, 2009 meeting in order to allow time for administration to consult legal counsel on specific requirements under the *Education Act* and *Employment Standards Act*. In the meantime, the “Specific Directives” of each draft policy will be further amended to include reference to trustee input and an additional directive requiring that the selection and placement procedures be open, accountable and transparent.

**Moved by Trustee Porcellini and seconded by Trustee Holland that Board approval in principle of Board Policy Amendments H:07 Selection Process - Principals and Vice Principals and H: 15 Transfer of Principals and Vice Principal be deferred to the Regular Board Meeting of March 10, 2009. Carried.**

- c. Report: Canada Day Designation 2009

Trustees received this annual report for approval, which is required in order to comply with the collective agreement with CUPE Local 1358.1 that outlines their members are paid for the holiday on the last scheduled day of work in June.

**Moved by Trustee Holland and seconded by Trustee Janisse that the Board approve the designation of July 1, 2009 as Canada Day with the exception of CUPE Local 1358.1 which would be June 26, 2009. Carried.**

- d. Report: Long Term Debenture By-Law - Good Places to Learn Phases 2 and 3 *A handout providing attachments pertaining to the report was distributed and previously provided to trustees electronically.*

Trustees received a report indicating that, as of August 31, 2008, the Board has expended all of its allocation from the Ministry of Education for Good Places to Learn Stage 2 (GPL2) and a portion of its allocation for Good Places to Learn Stage 3 (GPL3). The Ministry of Education has now provided a mechanism for the Board to transition these capital expenditures to long term financing through the Ontario Financing Authority (OFA).

**Moved by Trustee Janisse and seconded by Trustee Macri that the Board approve the execution of By-Law 2009-1 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 \$5,467,882 for the long term financing of expenditures incurred up to August 31, 2008 related to Good Places to Learn Stages 2 and 3. Carried.**

BY-LAW NUMBER 2009-1

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$5,468,082 pursuant to a loan agreement under section 12 of Ontario Regulation 466/97

WHEREAS subsection 247 (1) of the Education Act R.S.O. 1990, c. E.2, as amended (the “Education Act”) and the regulations made thereunder, provides that, subject to any other provision of the Education Act and, specifically, the regulations made under subsections 242 (1) and 247 (3) of the Education Act, a district school board may by by-law borrow money or incur debt for permanent improvements and may issue debentures or issue or execute any instrument prescribed under clause 247 (3) (f) of the Education Act in respect of the money borrowed or the debt incurred;

AND WHEREAS section 12 of Ontario Regulation 466/97, as amended by Ontario Regulation 462/06 (the “Regulation”), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan from the Ontario Financing Authority with an initial maturity of more than one year and that (2) a board that obtains a loan mentioned in subsection 12 (1) shall ensure that the proceeds of it are used for permanent improvements;

AND WHEREAS the Windsor-Essex Catholic District School Board (the “Board”), which under the Education Act constitutes a district school board, has undertaken urgent and high priority renewal projects at schools of the Board listed in any one or more of: (i) Appendix B of the document entitled “Good Places to Learn: Stage 1 Funding Allocation”; (ii) Appendix C of the document entitled “Good Places to Learn: Stage 2 Funding Allocation”; and (iii) Appendix B of the document entitled “Good Places to Learn: Stage 3 Funding Allocation”, some of which projects are described in Schedule “A” attached to the Loan Agreement, as hereinafter defined (individually a “GPL Eligible Project”, collectively the “GPL Eligible Projects”) and pursuant to Ontario Regulation 85/08, each GPL Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the Education Act. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the Loan Agreement in respect of a single GPL Eligible Project, the term “GPL Eligible Projects” means that GPL Eligible Project;

AND WHEREAS the GPL Eligible Projects are collectively referred to as the “Eligible Projects”. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the Loan Agreement in respect of a single Eligible Project, the term “Eligible Projects” means that Eligible Project;

AND WHEREAS before the Board authorized each of the Eligible Projects and before authorizing additional cost amounts in respect of the Eligible Projects (if any), the Treasurer of the Board updated the Board’s most recent annual debt and financial obligation and liability limits as determined in accordance with the provisions of Ontario Regulation 472/98 and determined that the estimated annual amount payable by the Board in respect of each Eligible Project and each such additional cost amount (if any), would not cause the Board to reach or exceed its updated limits, with the result that the Board authorized each Eligible Project and each such additional cost amount (if any) without the prior approval of the Minister of Education referred to in section 4 of the Regulation;

AND WHEREAS the Board has financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account and the Board intends to borrow money from the Ontario Financing Authority for the purpose of financing the Eligible Projects on a

long-term basis, and in this connection the Board intends to borrow by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority the principal amount of \$5,468,082 (the "Loan") pursuant to a loan agreement in the form attached hereto as Schedule "A" (the "Loan Agreement") which Loan Agreement constitutes an instrument prescribed under clause 247 (3) (f) of the Education Act and which sets out the terms and conditions on which the Ontario Financing Authority will make the Loan available to the Board;

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

1. The Board hereby authorizes the Loan that is to be made available to the Board pursuant to the Loan Agreement on the basis that it constitutes a loan under section 12 of the Regulation and that the Loan Agreement constitutes an instrument prescribed under clause 247(3)(f) of the *Education Act*.
2. The Board is hereby authorized to enter into the Loan Agreement pursuant to which the Loan will be made available to the Board and the Chair of the Board and the Treasurer of the Board are hereby authorized to execute for and on behalf of the Board the Loan Agreement which provides for instalments of combined (blended) principal and interest as hereinafter set forth, substantially in the form of Schedule "A", with such changes thereto as may be suggested by the Ontario Financing Authority and as such authorized officials of the Board shall approve.
3. The Director of Education of the Board, the Treasurer of the Board and any other financial officer of the Board are hereby each individually authorized generally to do all things and execute all other documents, instruments and agreements in the name of the Board in order to give effect to the Loan Agreement.
4. The Loan shall be paid in instalments of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in the amortization schedule attached as Schedule "B" to the Loan Agreement with the first interest payment on May 15, 2009 and thereafter semi-annual instalments to November 15, 2033 with the final payment on March 13, 2034 in each of the years during the currency of the Loan as set forth in such schedule. The Loan shall bear interest at the rate of 5.062% on the outstanding principal amount owing thereunder from time to time from the date thereof, which interest shall be payable in arrears as part of the equal instalments of combined (blended) principal and interest payable on such days in each year of currency of the Loan as are set out in Schedule "B" to the Loan Agreement.
5. In accordance with the provisions of the *Education Act* and the regulations made thereunder, during the currency of the Loan, the Board shall provide in its estimates for each fiscal year for setting aside out of its general revenue in the fiscal year the amount necessary to pay the principal and interest coming due on the Loan in the fiscal year and, on or before each due date in each such year, the Board shall pay out of its general revenue the principal and interest coming due on the Loan in the year. Such sums of principal and interest payable on the Loan shall be provided for in accordance with subsection 247(5) of the *Education Act*. Subject to the foregoing, on or before each due date in each year during the currency of the Loan, the Board shall pay out of its general revenue the amount necessary to pay the specific sums of principal and interest payable on the Loan shown for the respective year as set forth

in Schedule “B” to the Loan Agreement; but such amount shall be paid out of the Board’s general revenue only to the extent required after taking into account funds available from other sources.

6. Any amounts payable by the Board in respect of the Loan including interest on overdue principal and interest in respect of the Loan together with fees and other amounts payable by the Board under the Loan Agreement, if applicable, shall be paid out of the Board’s general revenue or any other available funds.
7. The proceeds of the Loan, shall be used to finance the Eligible Expenditures, as defined in the Loan Agreement, in respect of the Eligible Projects on a long-term basis and for no other purpose except as permitted by the *Education Act* and the regulations made thereunder.

13. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Minutes of January 15, 2009  
**Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the Minutes of the January 15, 2009 Special Education Advisory Committee meeting as information. Carried.**
- b. Verbal Report: French Immersion Advisory Committee Meeting of February 18, 2009 (*A handout report was distributed and previously provided to trustees electronically.*)

Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board approve the Terms of Reference for the French Immersion Advisory Committee as presented. (*Motion was deferred.*)

Discussion occurred on specific sections of the draft Terms of Reference that were provided in the distributed report. The draft Terms of Reference were deferred to permit further review by the Committee.

**Moved by Trustee Porcellini and seconded by Trustee Holland that the approval of the French Immersion Advisory Committee’s draft Terms of Reference be deferred to the Regular Board Meeting of March 10, 2009. Carried.**

14. Notice of Motion - None.

15. Remarks and Announcements:

- a. Chairperson Alexander remarked on the February 20th roundtable discussion with members of the Governance Review Committee in London, provided comment on his meeting today with Bishop Daniels and the Director of Education, and encouraged fellow trustees to read the Ontario Catholic Schools Trustees’ Association Response to Consultation Paper concerning Ontario School Board Governance for the 21st Century.
- b. Director of Education Berthiaume provided comment on recent professional development provided to staff in support of student achievement, including: Schools Helping Schools, Conflict Management, OFIP - PLC, Differentiated Instruction for Secondary School Teams, PEER Pals Training, and Teacher Leadership Program. In addition, School Student Success



Teams will receive Ministry In-service on March 4. Members of Student Success Teams include: the Principal/Vice-Principal, Guidance Counsellors, Student Success Teacher, Literacy Success Teacher, School-to-Work Cooperative Education Teacher, and Special Education Department Head. Director Berthiaume commented on his attendance at the Social Justice Workshop for students recently held at the University of Windsor and his meeting with the Chair and Bishop Daniels. Director Berthiaume expressed his appreciation to OECTA Secondary leaders for working with the Board to achieve an agreement in principle on the continuing education program at Rhodes Campus.

- c. Board Chaplain Fr. Brunet reflected on the upcoming season of Lent and reminded everyone of this important opportunity for spiritual renewal with prayer, fasting and alms giving.

16. Remarks/Questions by Trustees

- Trustee Janisse inquired into the registration numbers for the St. Mary French Immersion program.
- Trustee Soulliere commented on the first meeting of the Safe Schools Subcommittee.
- Trustee Keane commented on the note received from the Chair providing an update on City of Windsor Boundary Review and suggested the Board look at the possibility of “at large” trustee representation for the 2010 Municipal elections. Trustee Keane reminded everyone that the deadline for submitting a letter to officials regarding the new international border is this Friday.
- Trustee DiMenna congratulated the staff and students of St. Anthony Catholic Elementary school for receiving the Windsor-Roseland Rotary Peace School Designation for 2009 and congratulated two specific students for capturing first place in a recent Special Olympics bowling fundraiser event.
- Trustee Porcellini reported that the concept of “at large” representation was discussed with the City of Windsor consultant and it was indicated that all communities may not be represented due to voter turnout in elector areas, and suggested that if trustees want to start considering that concept a committee needs to be formed to look at all of the implications.
- Trustee Macri commented that ideas such as changing the voting procedure is not appropriately introduced under trustee comments and that it needs to go forward through a Board motion.
- Student Trustee Resendes provided an overview of the recent Ottawa OSTA Board Council Conference and reported that the next Student Senate meeting is scheduled for tomorrow.

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, 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 February 24, 2009 adjourned at 9:04 p.m.

*Approved.*

***Fred Alexander***  
*Board Chairperson*

***Joseph Berthiaume***  
*Director of Education & Secretary-Treasurer*