



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

REGULAR BOARD MEETING
Tuesday, November 8, 2011 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander, Chair	J. Macri
J. Courtney	B. Mastromattei
M. DiMenna, Vice-Chair	J. McMahan
F. Favot	L. Soulliere
B. Holland	
J. Najem, Student Trustee	
N. Tavares, Student Trustee	
Rev. L. Brunet, Board Chaplain	

Regrets:

Administration:

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

Recorder: B. Marshall

1. Call To Order- Chair Alexander called the meeting to order at 7:18 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present.
4. Approval of Agenda - Chair Alexander noted that the handout for agenda item 12d Tender Approval – Snow Removal Services is at trustee places and was previously provided to trustees electronically.

Moved by Trustee Holland and seconded by Trustee Macri that the November 8, 2011 Regular Board meeting agenda be approved as distributed. *Carried*

5. Questions Pertaining to Agenda: *None*

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act:

Trustee Courtney disclosed interest in relation to agenda item 10c) 2010-11 Property Disposition and Acquisition Summary due to her employment and did not participate in the discussion or vote on any question raised on that item.

7. Presentations:

a. Launch of the DVD "*Did You Know?*"

As part of the Parents Reaching Out Regional Grant Initiative, the Windsor-Essex Catholic District School Board and Ensemble produced a video to be used as a training tool to assist teachers, support staff and administrators in recognizing the stresses, hurdles, challenges and issues that families encounter throughout their child's life.

b. Special Education Program Update

Associate Director Geml and Program Specialist Diane Tope-Ryan updated trustees on the iPod pilot project introduced to supplement academics, transitions and lifeskills. During the past school year, data was collected and the results were presented.

8. Delegations:

a. Delegation Regarding Items Not on the Agenda

i) Delegation Patricia Holland, President of CUPE 1358 and Behavioural Specialist Brad Carter, voiced CUPE members' displeasure of trustees' enquiries on Educational Assistants absences and the media coverage that followed the October 25, 2011 Regular board meeting.

b. Delegations Regarding Items On the Agenda: *None*

9. Action Items:

a. Approval of Minutes

i) Minutes of In-Camera Meeting, October 25, 2011

Moved by Trustee Macri and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of October 25, 2011 be adopted as amended. *Carried*

ii) Minutes of Regular Board Meeting, October 25, 2011

Moved by Trustee DiMenna and seconded by Trustee Courtney that the minutes of the Regular Board meeting of October 25, 2011 be adopted as distributed. *Carried*

b. Items from the convened in-camera meeting of November 8, 2011

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a Committee of the Whole Board in-camera meeting on November 8, 2011 pursuant to the Education Act - Section 207, to consider specific personnel, and other matters

permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Macri declared a conflict of interest during the In-Camera Session and excused himself from the relevant discussion item.

Moved by Trustee DiMenna and seconded by Trustee McMahon that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of November 8, 2011 be approved. Carried

Vice Chair DiMenna made the following announcements:

From the November 8, 2011 Committee of the Whole Board in-camera meeting

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated November 8, 2011;
- the appointment of Mona Taouil as Centrally Employed Elementary Student Work Study Teacher effective November 1, 2011 to June 30, 2012.

10. Communications:

a. External (Associations, OCSTA, Ministry):

- i) Canadian Catholic School Trustees' Association (CCSTA) Justice James Higgins Award (Outstanding Leadership in Catholic Education in Canada)

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board receive the CCSTA Justice James Higgins Award procedures as information. Carried

b. 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 November 8, 2011 as information. Carried

c. Report: 2010-11 Community Use of Schools Annual Report

Due to the lack of Ministry funding, Community Use of Schools continues to exceed the budget allocation. A number of boards are experiencing the same difficulties and are in discussion with the Ministry.

Moved by Trustee Favot and seconded by Trustee McMahon that the Board receive the 2010-11 Community Use of Schools Annual Report as information. Carried

d. Report: 2010-11 Property Disposition and Acquisition Summary

Moved by Trustee Macri and seconded by Trustee DiMenna that the Board receive the 2010 – 11 Property Disposition and Acquisition Summary as information. Carried

11. Unfinished Business: *None*

12. New Business:

- a. Field Trips:
i) Report: St. Thomas of Villanova Catholic Secondary School field trip to England, France, Italy March 6-18, 2012

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the Board approve the St. Thomas of Villanova Catholic Secondary School field trip to England, France and Italy, from Tuesday, March 6, 2012 to Sunday, March 18, 2012. Carried

- ii) Report: St. Anne Catholic Secondary School field trip to Orlando, Florida May 2-6, 2012

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the Board approve the St. Anne Catholic Secondary School's field trip to Orlando, Florida, May 2 to 6, 2012. Carried

- b. Deferred Report: Board Policy Review (*final approval*) Draft Policy F:05 Fees for Learning Materials and Activities

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board provide final approval to Draft Board Policy F: 05 Fees for Learning Materials and Activities;

and, that the Board receive Administrative Procedure Pr F: 05 Fees for Learning Materials and Activities. Carried

- c. Report: Long-Term Debenture By-Law – New Pupil Places and Capital Priority Program

**Windsor-Essex Catholic District School Board
BY-LAW NUMBER 2011-1**

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$2,022,853 pursuant to a loan agreement under section 7 of Ontario Regulation 41/10

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 subsection 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 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 7 of Ontario Regulation 41/10 (the "Regulation"), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority and that(2) a board that obtains a loan described in section 7 of the Regulation shall ensure that the proceeds of it are used for permanent improvements;

AND WHEREAS the Windsor-Essex Catholic District School Board, which under the *Education Act* constitutes a district school board (the "Board"), has undertaken capital

projects involving capital projects to provide for construction projects described in Column 3 of Table 22.1 of Ontario Regulation 155/09, in the municipalities set out in Column 2 of that Table opposite the name of the Board, and under the CP Program has undertaken projects, some of which projects are described in Schedule “A-5” attached to the Loan Agreement, as hereinafter defined (individually a “CP Eligible Project”, collectively the “CP Eligible Projects”) and each CP 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 said Loan Agreement in respect of a single CP Eligible Project, the term “CP Eligible Projects” means that CP Eligible Project;

AND WHEREAS the Board, has received funding under the program referred to as the New Pupil Places Program to fund capital projects with respect to instructional spaces at existing elementary and secondary schools, and to construct new elementary and secondary schools for the board, some of which projects are described in Schedule “A-7” attached to the Loan Agreement, as hereinafter defined (individually a “NPP Eligible Project”, collectively the “NPP Eligible Projects”) and each NPP 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 said Loan Agreement in respect of a single NPP Eligible Project, the term “NPP Eligible Projects” means that NPP Eligible Project;

AND WHEREAS the CP Eligible Projects and the NPP 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 said Loan Agreement in respect of a single Eligible Project, the term “Eligible Projects” means that Eligible Project;

AND WHEREAS the Board has in part financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account of the Board 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 \$2,022,853 (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 on the basis that it constitutes a loan under section 7 of the Regulation and authorizes the entering into of the Loan Agreement that is prescribed for the purposes of 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 interest only and 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 interest only and of combined (blended) principal and interest in the amounts and on the dates specified in Schedule "B" to the Loan Agreement with the final payment on November 15, 2036. The Loan shall bear interest at the rate of 3.970% 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 instalments of interest only and of combined (blended) principal and interest payable on such days in each year of the 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 the 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.

READ AND FINALLY PASSED this 8th day of November, 2011.

Moved by Trustee Macri and seconded by Trustee Soulliere that the Board approve the execution of By-Law 2011-1 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 \$2,022,853.00 for the long term financing of expenditures incurred under both the New Pupil Places and Capital Priority programs.
Carried

- d. Report: Tender Approval– Snow Removal Services (*Handout*)

Moved by Trustee Macri and seconded by Trustee McMahon that the Board approve the award of tender and the issuance of three purchase order contracts for Snow Removal Services to Landscape Effects Group, Quality Turf, and Riverside Auto Spa for a two year term beginning with the 2011-12 snow season through the 2012-13 snow season, with an option for a third, fourth and fifth year upon Board approval as a charge to Snow Removal account 000-40-430032-6-000. Carried

13. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Minutes of September 15, 2011

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the Minutes of the Thursday, September 15, 2011 Special Education Advisory Committee meeting as information. Carried

- b. Report: French Immersion Advisory Committee (FIAC) Minutes of March 31, 2011

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the Board receive the Minutes of the March 31, 2011 French Immersion Advisory Committee meeting as information. Carried

14. Notice of Motion: *None*

15. Remarks and Announcements:

- a. Chairperson Alexander had no comments this evening.
- b. Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
Catholic Faith Formation: Superintendent Seguin, Religion Consultant Brush and the Director met with one of the Episcopal Vicars to begin the process of faith audits.
Employee Development And Student Achievement Initiatives: Spoke to the participants enrolled in the Support Staff Leadership Program; A series of Professional Development workshops will be offered November through to May; The Grade 10 Cross Curricular Literacy Support PLC session was held last week to support Applied Science, History and Religion; In-Service for Career Studies November 22; November 18th is a Professional Activity day for both elementary and secondary schools. As a follow up to last year's Student Mental Health and Well Being webcast, a second webcast has been planned to focus on *Next Steps – What can we do within our existing role?*; and Standard First Aid and CPR Training for all staff next week.
Celebrating Achievements: A reminder that the Long Service Banquet is occurring on November 11th, trustees are encouraged to attend.
Miscellaneous: On Friday, Remembrance Day celebrations will occur throughout the system.
- c. Board Chaplain Brunet mentioned on Remembrance Day let us not forget those living survivors who have lost someone.

16. Remarks/Questions by Trustees

Trustee Holland thanked the Board for supporting the Bishop's dinner.

Trustee Favot commented on the significance of Remembrance Day for him as family members were soldiers and also mentioned the first Accommodation Review Committee meeting for the Amherstburg area was held Monday, November 9th.

Student Trustee Najem attended When Faith Meets Pedagogy and commented favourably on the facilitators; Student Senate meeting is scheduled for November 21st at Holy Names Catholic Secondary school and Student Faith Day is December 15th.

Student Trustee Tavares expects representatives from all of the Catholic high schools to attend the Student Senate Meeting; commented on When Faith Meets Pedagogy, upcoming semi-formals and the haunted house at F. J. Brennan Catholic Secondary school.

17. Pending Items

a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*)

18. Continuation of In-Camera, if required. - 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 with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*

- Tuesday, November 22, 2011
- Tuesday, December 6, 2011 – **Organizational Meeting 7:30 pm**
- Tuesday, December 13, 2011
- Tuesday, January 17, 2012
- Tuesday, January 31, 2012

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

21. Adjournment - There being no further business, the Regular Board meeting of November 8, 2011 adjourned at 9:14 p.m.

Approved

Fred Alexander
Board Chairperson

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