



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

REGULAR BOARD MEETING
Tuesday, February 14, 2012 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees: F. Alexander J. Macri
J. Courtney (*entered at 7:08 pm*) B. Mastromattei
M. DiMenna, Vice-Chair J. McMahon
F. Favot L. Soulliere
B. Holland, Chair

J. Najem, Student Trustee
Rev. L. Brunet, Board Chaplain

Regrets: Student Trustees Tavares

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

Recorder: B. Marshall

1. Call To Order - Chair Holland called the meeting to order at 6:58 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance –Student Trustee Tavares sent regrets due to a prior commitment. Trustee Courtney arrived at 7:08 pm.
4. Approval of Agenda

Amendments:

- Agenda item 10b(i) under the Hiring section, add the first name **Gilda** after DiPonti

- Agenda item 12a) should read **2012** Temporary Borrowing Resolution – Annual Expenditures
- Agenda item 12b) should read **2012** Temporary Borrowing Resolution – Permanent Improvements

Moved by Trustee Macri and seconded by Trustee McMahon that the February 14, 2012 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: *None*
8. Delegations: *None*
 - a. Delegation Regarding Items Not on the Agenda
 - b. Delegations Regarding Items On the Agenda
9. Action Items:
 - a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, January 31, 2012

Moved by Trustee Alexander and seconded by Trustee Macri that the minutes of the Committee of the Whole Board In-Camera meeting of January 31, 2012 be adopted as distributed. Carried

- ii) Minutes of Regular Board Meeting, January 31, 2012

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the Regular Board meeting of January 31, 2012 be adopted as distributed. Carried

- b. Items from the convened in-camera meeting of February 14, 2012

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on February 14, 2012 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.

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 14, 2012 be approved. Carried

Vice Chair DiMenna made the following announcements:

From the February 14, 2012 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 February 14, 2012
- denied an application for a Study/Research Development Leave Plan

10. Communications:
 - a. External (Associations, OCSTA, Ministry): *None*
 - b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report

Under the Hiring section, add the first name Gilda to DiPonti.

Moved by Trustee Macri and seconded by Trustee McMahon that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated February 14, 2012. Carried

- ii) Report: 2011-12 First (1st) Interim Financial Report

Executive Superintendent Iatonna explained the first and future interim financial reports will follow the same format provided by the Ministry. The second report is expected in April. Executive Superintendent Iatonna indicated the February submission to the Ministry forecasted a \$2.7M deficit and changes implemented to offset the deficit will be reflected in the second interim report. He also mentioned Appendix B provides a percentage risk assessment compared to prior year percentage increase or decrease. Administration decided the forecast pressure point to be point five percent (0.5%).

Trustees enquired on the measures implemented to address the increasing deficit, the ability to incorporate more current figures, occasional teachers, principal replacements, and addressing the special education budget.

Moved by Trustee Favot and seconded by Trustee Macri that the Board receive the 2011-12 1ST Interim Financial Report as information. Carried

11. Unfinished Business: *None*

12. New Business:

- a. Report: 2012 Temporary Borrowing Resolution – Annual Expenditures

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 Alexander and seconded by Trustee Macri that the Board approve the 2012 Temporary Borrowing Resolution (deemed to be read three times) authorizing the Board to borrow up to \$53,975,000 to meet, until current revenues are collected, the current expenditures of the Board for 2012. Carried

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2012 TEMPORARY BORROWING RESOLUTION – ANNUAL EXPENDITURES**

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 14th day of February 2012.

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 \$53,975,000 to meet, until current revenues are collected, the current expenditures of the Board for 2012.

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, Secretary of the Board or 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 \$53,975,000 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, Vice-Chairperson, Secretary of the Board or Treasurer of the Board 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 plus 100 basis points.

2. The 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 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.

WE HEREBY CERTIFY that the foregoing is a true and complete copy of a Resolution passed at a meeting of the Board duly called and held as aforesaid, which resolution remains in full force and effect unamended on the date hereof.

AS WITNESS, the Corporate Seal of this Board this 14th day of February 2012.

- b. Report: 2012 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 \$23,975,000 to bridge financing until a debenture is issued.

Moved by Trustee DiMenna and seconded by Trustee Macri that the Board approve the 2012 Temporary Borrowing Resolution – Permanent Improvements (deemed to be read three times) authorizing the Board to borrow \$23,975,000 to bridge finance the permanent improvements of the Board for 2012. Carried

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2012 TEMPORARY BORROWING RESOLUTION – PERMANENT IMPROVEMENTS**

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 14th day of February 2012.

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 in the amount of \$23,975,000;
- 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, Secretary of the Board or Treasurer of the Board are hereby authorized on behalf of the Board to borrow \$23,975,000 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, Secretary of the Board or 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.

WE HEREBY CERTIFY that the foregoing is a true and complete copy of a Resolution passed at a meeting of the Board duly called and held as aforesaid, which Resolution remain in full force and effect unamended on the date hereof.

AS WITNESS, the Corporate Seal of this Board this 14th day of February 2012.

- c. Report: Policy Development and Proposal for Public Consultation: Policy H: 03 Hiring and Promotion

Manager of Human Resources and Policy Development Colleen Norris explained the board currently has a policy for the hiring of teachers and a policy for the hiring of administration and support staff. This revised policy incorporates the two to guide in the hiring of all employees. Two policy procedures will be developed to address the hiring of teachers and the hiring of administration and support staff.

Administration's intent to bring forward the Hiring and Promotion policy prior to the thirty day (30) consultation period is to notify and solicit input from public stakeholders. The policy will follow the normal policy review process and will be posted on the board's website.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive as information Draft Policy H: 03 Hiring and Promotion which is being proposed for public consultation. Carried

13. Committee Reports: *None*

14. Notice of Motion: *None*

15. Remarks and Announcements:

- a. Chairperson Holland mentioned the board received a thank you card from former trustee Patrick Keane for the recent Blessing of the Plaque in his honour. She also thanked Assumption College principal Joe Ibrahim, Religion Consultant Betty Brush and Campus Minister Linda Presello for their input during the blessing. Trustee Holland thanked trustees, teachers and administration involved in the Accommodation Review Committees (ARC) and thanked Trustees McMahan and Mastromattei for their involvement in the boundary reviews.
- b. Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
Catholic Faith Formation: Both secondary and elementary students will be involved in a Social Justice forum next week, and Ash Wednesday, the first day of Lent, is February 22. This day marks the first day of our forty day liturgical period of prayer and fasting.
Employee Development and Student Achievement Initiatives: Workshops for the following programs: New Teacher Induction Program; Principal's mentoring; and Grade 9 Applied Math. Also, various Subject Council meetings will occur within the next two weeks.
Community Engagement and Partnerships: The Accommodation Review, Boundary and Program Adjustment public meetings continue. Please refer to the Board's website for dates, time and locations. Also, echoed Chair Holland's remarks on the amount of work and time

involved for trustees, administration and executive assistants towards the ARC's.
Miscellaneous: Registration for Junior and Senior Kindergarten has begins this week.
Elementary schools will be hosting an Open House tomorrow night from 5:00 to 7:00 p.m.

- c. Board Chaplain Brunet likes how the Director begins his remarks with faith development. Also, mentioned that February 22nd is Ash Wednesday, the first day of Lent which should be a time of spiritual renewal. Rev. Brunet encourages all to include quiet reflective time during this Lenten season.

16. Remarks/Questions by Trustees

Trustee DiMenna mentioned the Little Shop of Horrors is playing at Cardinal Carter Catholic Secondary school Thursday to Saturday, February 16 to February 18.

Trustee Alexander enquired on the Commission on the Reform of Ontario's Public Services, commonly known as the Drummond Report, that is expected to be released tomorrow. Director Picard mentioned that Strategic Planning and Communications Officer Al Maghnieh has been closely monitoring the situation and invited Mr. Maghnieh to speak. Mr. Maghnieh reported the next couple of years will be difficult. Some of the Drummond recommendations dealing with education include the cap on class sizes will be removed, the suggestion of eliminating Full Day Early Learning, reforms for compensation for senior executives, and many others. He cautions trustees that the Drummond report is only recommendations presented to the government and it will be decision of the government to implement, disregard or expand on the recommendations but also encourages trustees to prepare themselves, reforms are imminent.

Trustee Soulliere echoed Chair Holland's comments and also thanked administration and trustees but especially community members and parish priests for the time, effort, and dedication towards ARC process.

Student Trustee Najem mentioned that he and fellow Student Trustee Tavares attended the Ontario Student Trustees' Association conference in Ottawa. He thanked trustees, administration, and Mr. Tavares for giving them the opportunity to develop further by gaining knowledge and insight from other students and guest speakers.

17. Pending Items

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

Chair Holland indicated the above deferred report is expected to be received within eight (8) weeks.

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, February 28, 2012
- ~~Tuesday, March 13, 2012~~ (**CANCELLED due to March Break**)
- Tuesday, March 27, 2012

- Tuesday, April 10, 2012
- Tuesday, April 24, 2012
- Tuesday, May 8, 2012
- Tuesday, May 22, 2012
- Tuesday, June 12, 2012
- **MONDAY**, June 25, 2012

20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of February 14, 2012 adjourned at 7:48 p.m.

Approved

Barbara Holland
Board Chairperson

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