



1325 California Avenue  
 Windsor, ON N9H 2P1  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**REGULAR BOARD MEETING**  
**Tuesday, April 24, 2007 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:**

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

**Administration:**

- |                          |                 |
|--------------------------|-----------------|
| J. Berthiaume (Resource) | P. Littlejohns  |
| M. Iatonna               | C. Marier       |
| M. Seguin                | S. O’Hagan-Wong |
| L. Staudt                | P. Picard       |
| C. Geml                  | E. Poirier      |
| K. Gignac                | R. Sasso        |
| R. Limarzi               | C. Norris       |
| J. Bumbacco              |                 |

**Recorder:**

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:28 p.m.
2. Opening Prayer - Jesse Manibusan, a singer and songwriter who has been scheduled at several faith events across the school system, lead the opening prayer “Being Present.”
3. Recording of Attendance – All trustees present.
4. Approval of Agenda

**Amendments:**

- Addition: 12a Field Trip: St. Thomas of Villanova Catholic High School – Amended Itinerary (report is at trustee places and previously emailed to trustees)

**Moved by Trustee Janisse and seconded by Trustee DiMenna that the April 24, 2007 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
  - 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, April 10, 2007  
**Moved by Trustee Soulliere and seconded by Trustee Janisse that the minutes of the Committee of the Whole Board In-Camera meeting of April 10, 2007 be adopted as distributed. *Carried.***
    - ii) Minutes of Regular Meeting, April 10, 2007  
**Moved by Trustee Janisse and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of April 10, 2007 be adopted as distributed. *Carried.***
  - b. Items From In-Camera Meetings of April 24, 2007

Vice Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on April 24, 2007 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. Trustees Porcellini and Courtney declared a conflict of interest during the April 24, 2007 In-Camera Session and excused themselves from the relevant discussion items.

**Moved by Trustee DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its In-Camera meeting of April 24, 2007 be approved. *Carried.***

Vice-Chair Courtney made the following announcements:

- The appointment of Mario Iatonna to the position of Superintendent of Business, subject to the approval of the Minister of Education.
- The recruitment for the position of Superintendent of Facilities Services will begin immediately.

## 10. Communications

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

b. Internal (Reports from Administration)

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i) Report: Administrative Staff Report

**Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated April 24, 2007 for information. Carried.***

ii) Report: Update – Pupil Accommodation Review Policy

Superintendent Iatonna reported that the Ontario Catholic School Business Officials' Association hosted a workshop on Friday, March 23, 2007 to provide information to Boards to assist in developing their own policies. The Board's Policy Coordinator and Acting Superintendent of Business attended the workshop as well as Ministry representatives. At the conclusion of the workshop, the Ministry representatives indicated that not many boards had completed their policies to date. In addition, they indicated that many boards have asked for an extension of the March 31, 2007 deadline. This Board has submitted a formal request to the Ministry requesting an extension of the deadline. Given the policy development process this board has in place, it is anticipated the policy will come to the board for approval in principle on June 12 and final approval on June 25.

**Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board receive the report *Update – Pupil Accommodation Review Policy as information. Carried.***

iii) Verbal Report: St. Bernard (Windsor) Prohibitive to Repair Status

Superintendent Iatonna provided a briefing on a teleconference with Ministry officials regarding the prohibitive to repair status of St. Bernard Elementary School. The Ministry has received 500 applications from across the province and it is anticipated that approximately 100 schools will receive funding. Boards will be contacted within the next few weeks to submit a business case only if their school has been selected for further consideration. Superintendent Iatonna reported that the Ministry indicated the final list will be announced by the end of June. Further updates regarding the status of St. Bernard's prohibitive to repair application will be provided as information becomes available.

## 11. Unfinished Business

a. Deferred Report (*deferred from March 27, 2007*): Our Lady of the Annunciation Catholic Elementary School – Facility Condition Report

Further to the March 27 meeting, discussion continued on the need and timing of conducting a comprehensive facility audit of Our Lady of the Annunciation Catholic Elementary School to determine if the condition meets the Ministry threshold of "prohibitive to repair." Administration recently met to discuss system-wide school capital needs and would like to wait until the CN Watson School Accommodation report has been completed in order to provide a consolidated list

of capital needs and proceed with any required comprehensive facility audits at the same time. Superintendent Iatonna noted that the 2002 ReCAPP data is in significant need of updating. Due to staff turnover, several facilities services staff will receive training in the database software as soon as possible in order to proceed with updating the data.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the report on the facility condition of Our Lady of the Annunciation Catholic Elementary School for information. Carried.**

- b. Deferred Notice of Motion (*deferred from April 10, 2007*): Trustee Soulliere - “*At the next regular scheduled meeting of the Board, I will move or cause to be moved, that the comprehensive facility review be completed for Our Lady of the Annunciation Catholic Elementary School.*”

Moved by Trustee Soulliere and seconded by Trustee Holland that the comprehensive facility review be completed for Our Lady of the Annunciation Catholic Elementary School and that the review be done as soon as possible.

Trustee Courtney proposed an amendment to the motion to include the funding will be provided from the \$51,000 earmarked for this school already. *No seconder.*

Debate continued on the condition of the Our Lady of the Annunciation Catholic Elementary School facility, the likelihood of the Ministry continuing the “prohibitive to repair” (PTR) program beyond the current process that is no longer accepting new PTR submissions, and the implications proceeding with capital repairs would have on a future “prohibitive to repair” application. Superintendent Iatonna indicated that without Prohibitive to Repair funding the board does not have a funding mechanism to replace schools. Capital improvements costing approximately \$70,000 are required to address the immediate safety concerns such as washrooms and brick work regardless of how the improvements would affect the Ministry’s Facility Condition Index. Various funding options for conducting a comprehensive faculty review were discussed including the use of GPL2 funding and part of the \$51,000 currently allotted to the school for Capital Renewal expenditures.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the matter be deferred for two weeks in order to receive additional information from administration on funding options. Carried.**

- c. Report: Board Policy Amendments
- i) Policy A:04 Travel, Meal, Professional Development and Compensation for Auto (Final Approval)  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board provide final approval of the amendments to (Administration) Policy A:04 Compensation for Use of Auto. Carried.**
- ii) Policy A:27 Purchasing Cards (Final Approval)  
**Moved by Trustee Holland and seconded by Trustee Porcellini that the Board provide final approval of the new Draft Policy A: 27 Purchasing Cards. Carried.**

- iii) Deferred Policy T:02 Conventions, Meetings and Out-of-Pocket Expenses (Approval in Principle)  
**Moved by Trustee Soulliere and seconded by Trustee DiMenna that that the Board approve amendments, in principle, to (Trustee) Policy T:02 Conventions, Meetings, Out of Pocket Expenses. Carried.**
- iv) Policy A:06 Out of District Expenses and Policy A: 25 Conventions/Conferences/Seminars (To be Revoked)  
**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board revoke Policy A:06 Out of District Expenses, and Policy A: 25 Conventions/Conferences/Seminars. Carried.**
- v) Deferred Procedure T:02 Conventions, Meetings and Out-of-Pocket Expenses (For Receipt)

Clause 2.5: Discussion occurred and clarification was provided on expenses related to “extending hospitality.” Any proposals for reimbursement for “hospitality” beyond normally accepted expenses would require approval of the board.

Clauses 3.3 and 3.4: Debate occurred on deleting both clauses and the developing separate policies to address issues related to “legal fees” and “political contributions” as they are not typically classified as “out-of-pocket” expenses. It was determined that both clauses would be retained within this procedure until such time individual policies have been developed with their respective set of procedures.

Clause 2.9: Clarification was provided on the definition of communications with constituencies, in that it does not pertain to reimbursement for expenses related to election materials or campaign expenses. Administration will review the format of the expense submission forms for reporting adequacy and develop an electronic form for ease of use.

Clause 2.8: Discussion occurred around the necessity of this exception clause pertaining to reimbursement of meal expenses in excess of the limits provided by this procedure.  
**Moved by Trustee Porcellini and seconded by Trustee Soulliere that clause 2.8 of the T:02 Conventions, Meetings and Out-of-Pocket Expenses procedures be deleted in its entirety. Carried.**

Clause 2.3(h): Lengthy discussion and debate occurred over the proposed deletion of provision for reimbursement of loss of wages due to trustee attendance at extraordinary meetings. The information requested at the April 10 meeting in relation to practices used by similar school boards and local municipalities for reimbursement of lost wages was provided within the board report for discussion and consideration.

**Moved by Trustee Porcellini and seconded by Trustee Courtney that the wording pertaining to the reimbursement of lost wages be reinstated in procedure 2.3(h) until such time that a policy and procedure concerning lost wages can be instituted. Carried.**

**Moved by Trustee Soulliere and seconded by Trustee Holland that the Board direct administration to draft a separate policy addressing reimbursement of lost wages in terms of reporting requirements such as T4’s, CPP, and other deductions as soon as possible. Carried.**

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the amended Procedure T:02 Conventions, Meetings, Out of Pocket Expenses as information. Carried.**

12. New Business

- a. Field Trips: WALK-ON: St. Thomas of Villanova Catholic High School – Amended Itinerary

**Moved by Trustee Courtney and seconded by Trustee Janisse that the Board approve the amended field trip for St. Thomas of Villanova Catholic High School to Ireland from May 14 – 23, 2007. Carried.**

- b. Report: Tender – New Chiller at Holy Names High School

**Moved by Trustee Keane and seconded by Trustee Soulliere that the Board approve the successful tender bid from Fahrhall Mechanical, \$381,388.00 for a new chiller for Holy Names High School and that a purchase order contract be issued upon Board approval;**

**and, that the work be funded through an allocation of \$162,850 from the approved budget under Good Places to Learn Grant – Stage 2 (GPL2) and an allocation of \$218,538 from the additional \$488,843 Good Places to Learn Stage 2 funding confirmed by the Ministry of Education on February 12, 2007. Carried.**

- c. Report: County Elementary French Immersion – Enrolment Status

Superintendent Geml reported that the board must determine the feasibility of initiating an additional grade one class at Holy Name Elementary School. As of April 17, there are 20 students tentatively enrolled for this class. Of these, only three of the twenty currently attend other schools; one from each, St Mary, Holy Cross and Queen of Peace. From past experience, not all who originally expressed their intent to enrol their children actually materialized. Debate and discussion occurred on continuing the program with another grade one class to show the community the board is committed to following through on programs that have been initiated, to build a strong French Immersion program at that school and to further study community interest and financial viability for additional locations in the County for the program given that Catholic students are attending elsewhere to receive French Immersion instruction.

Original Motion: Moved by Trustee Janisse and seconded by Trustee Holland that the Board review this report and continue to offer French Immersion solely for the current group of Grade One students enrolled in the program at Holy Name Elementary School;

*and*, that the Board direct administration to begin examining the feasibility of establishing an alternative site for a French Immersion program in the county, with the possibility of beginning in September 2008.

Trustee Soulliere requested that the above motion be addressed separately.

Amendment #1 to the first part of the original motion: Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board review this report and continue to offer French Immersion to the students enrolled in the program at Holy Name Elementary School. *(further amended)*

**Amendment #2 to the first part of the original motion: Moved by Trustee DiMenna and seconded by Trustee Porcellini that the Board review this report and continue to offer French Immersion at Holy Name Elementary School. Amendment agreed to and carried.**

**Amendment to the second part of the original motion: Moved by Trustee DiMenna and seconded by Trustee Janisse that the motion be amended to read: That the Board direct administration to begin examining the feasibility of establishing additional sites for a French Immersion program in the county, with the possibility of beginning in September 2008. Amendment agreed to and carried.**

13. Committee Reports

- a. Report: City and School Boards Liaison Meeting – Minutes of March 28, 2007

Administration will provide a follow-up report pertaining to discussion item *9.1 Border Crossing*.

**Moved by Trustee Courtney and seconded by Trustee Soulliere that the Board receive the draft Minutes of the March 28, 2007 City and School Boards Liaison Committee Meeting as information. Carried**

- b. Report: Windsor Citizens' Crime Prevention Committee  
**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board receive the report on the Windsor Citizens' Crime Prevention Committee, as information. Carried.**
- c. Report: High School Council Meeting of February 8, 2007  
**Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board receive the report of the High School Council dated February 8, 2007, as information. Carried.**

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson Macri – No comments this evening.
- b. Director of Education Berthiaume congratulated Mario Iatonna on his new position as Superintendent of Business and congratulated Elaine Poirier on her two-year secondment to the Literacy And Numeracy Secretariat. Director Berthiaume invited trustees to attend some of the numerous Education Week Activities at our schools. Director Berthiaume reminded trustees of the celebration for the graduates of the Leadership Program for Support Staff on May 1, which begins with a Celebration of the Liturgy at 4:00 p.m. followed by dinner.
- c. Board Chaplain Brunet – no comment

16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated Mario Iatonna and Elaine Poirier on their new assignments. Trustee Porcellini thanked those in administration responsible for making the arrangements in

bringing Jesse Manibusan back to lead faith development sessions throughout the school system. Trustee Porcellini thanked fellow members of the Child Care Committee and reported that additional meetings will be held on May 2 and May 9 to discuss the draft Child Care Policy and procedure. Trustee Porcellini congratulated Teachers Have Heart on their successful gala fundraiser. Trustee Porcellini invited trustees to attend Catholic Central's 3<sup>rd</sup> Annual Indoor Yard Sale this Saturday. Trustee Porcellini thanked the teachers, support staff and principal at Catholic Central for organizing the Catholic Central Bursary Fund Raising Dinner and Silent Auction on May 17.

- Trustee Keane congratulated Elaine Poirier and the literacy and numeracy teachers for their outstanding work on the Writing on Wireless school open houses. Trustee Keane invited fellow trustees to the Celtic Concert that Assumption College is hosting on May 6 as a fundraiser to purchase sound equipment.
- Trustee Soulliere reported that the Audit Committee met this evening and a follow-up meeting has been scheduled for May 9 at 5:30 p.m.
- Trustee DiMenna indicated that she has attended two Writing on Wireless school presentations and was very impressed with parental turnout and the improvement of students.
- Student Trustee Willson provided an updated on the 2007 – 2008 student trustee elections. Student Trustee Willson reported that he attended the grade 11 faith based retreat today with Jesse Manibusan and that has received nothing but positive feedback from fellow students.

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)*

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, May 8, 2007
- Tuesday, May 22, 2007
- Tuesday, June 12, 2007
- Monday, June 25, 2007

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

21. Adjournment - There being no further business, the Regular Board meeting of April 24, 2007 adjourned at 10:25 p.m.

*Not approved.*

**John Macri**  
Board Chairperson

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





# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6  
Telephone (519) 253-2481 Fax: (519) 253-0620

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
May 8, 2007

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
M. Seguin, Superintendent of Human Resources  
P. Littlejohns, Manager of Human Resources  
J. Bumbacco, Acting Supervisor of Human Resources, Academic

**SUBJECT:** ADMINISTRATIVE STAFF REPORT

**RECOMMENDATION:**

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated May 8, 2007 for information.

**BACKGROUND:**

**FINANCIAL:**

**COMMENTS:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated May 8, 2007

May 8, 2007

**Windsor-Essex Catholic District School Board  
Administrative Staff Report**

<b>Employee Name</b>	<b>Position</b>	<b>Location</b>	<b>Date</b>
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**HIRING:****RESIGNATION:**

<b>RETIREMENT:</b>	Jennifer Beaudoin	Elementary Teacher	Our Lady of Perpetual Help	June 29, 2007
	Kevin Flynn	Continuing Ed Teacher	St. Michael's	April 17, 2007
	Daphne Fuerth	Elementary Teacher	St. John the Baptist	April 30, 2007
	Carol Santelli	Elementary Teacher	St. John Vianney	June 30, 2007
	Richard Tolmie	Elementary Principal	St. Gregory	June 30, 2007

<b>Teacher Retirements - Upcoming</b> <b>*Have given notice; have yet to retire</b>	<b>Elementary: 15</b>	<b>Secondary: 4</b>	<b>Total: 19</b>
<b>Teacher Retirements - Year to Date</b> <b>** Have retired as of this date</b>	<b>Elementary: 8</b>	<b>Secondary: 4</b>	<b>Total: 12</b>
<b>Teacher Resignations - Upcoming</b>	<b>Elementary: 0</b>	<b>Secondary: 0</b>	<b>Total: 0</b>
<b>Teacher Resignations - Year to Date</b>	<b>Elementary: 1</b>	<b>Secondary: 1</b>	<b>Total: 2</b>



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## BOARD REPORT

<b>Meeting Date:</b> May 8, 2007
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**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Linda Staudt, Superintendent of Education  
Randal Sasso, Supervisor, Faith Development  
Luke Willson, Student Trustee

**SUBJECT:** **APPOINTMENT OF STUDENT TRUSTEES  
- FOR THE 2007 – 2008 SCHOOL YEAR**

### RECOMMENDATION:

**That the Board receive the appointment of Nerissa Bradley of Holy Names Catholic High School and Chynna Resendes of St. Thomas of Villanova Catholic High School as Student Trustees for the 2007 – 2008 school year as information.**

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**BACKGROUND:** On June 1, 2006, Bill 78, the Election Statute Law Amendment Act (Student Performance), 2006, amended the Education Act to provide a number of new laws in relation to student trustees. These laws have been in effect since July 7, 2006, when the provisions governing student trustees were proclaimed in force.

On January 15, 2007 the government filed Regulation 7/07 – Student Trustees which contained provisions in two major areas: honoraria for student trustees and matters relating to the election of student trustees. Subsequently, on February 27, 2007, the Board approved policy T:01 Student Trustee which was amended to ensure the board's processes comply with the requirements outlined in Regulation 7/07.

**FINANCIAL:** Each Student Trustee receives an honorarium of \$2,500 annually. If a student has not served for a full year (from August 1 to July 31), the amount is prorated. A budget has been provided for student trustees in order to provide financial resources for attendance at provincial conferences and professional development opportunities. In addition, students will be reimbursed for travel and miscellaneous out of pocket expenses. In the past, the budgeted amount was \$5,000.

**COMMENTS:** Those elected to the position of Student Senate Representative from their respective high school, attended a retreat on Thursday, April 26, 2007. At the conclusion of the retreat, an election was held to select two Student Trustees to serve for the 2007-2008 school year.

**TIMELINES:** The Student Trustees will serve a one-year term from August 1, 2007 to July 31, 2008. For the remainder of the present school year, these students will serve as "Student Trustee Designates" and will **only** attend Board Meetings open to the public. The current Student Trustee will act as a mentor for the Student Trustee Designates and assist them in preparing to assume their role as the next Student Trustees.

**APPENDICES:** None.



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John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
 May 8, 2007

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario latonna, Superintendent of Business  
**SUBJECT:** **LEGAL SERVICES – January 2007**

**RECOMMENDATION:**

**That the Board receive the report *Legal Services – January 2007* as information.**

**BACKGROUND:**

By the terms of the agreement with the Board the Board’s solicitors, Shibley Righton LLP is requested to report fees and services on a regular basis.

This report is supported by documentation that has been provided to and reviewed by Senior Administration. Records provided indicate hourly rates, time billed, description of services and total amount invoiced.

**FINANCIAL:**

For the month of January 2007 legal fees submitted as follows:

*Real Estate and Property Matters	\$6,380.00
*Labour (incl. Negotiations, contract administration and arbitration)	\$460.00
*Litigation (inc. OLRB Hearings, Spec Ed., Human Rights and Safe School Issues)	\$0.00
*Other Misc. (On-going legal advice and consultation)	\$45,735.00
<b>Total</b>	<b>\$52,575.00</b>

The above fees do not include disbursements and GST.

**COMMENTS:**

A portion of the real estate fees (\$160.00) will be charged to the St. Joseph's Catholic High School project.

**TIMELINES:**

February 2007 Report - June Board Meeting.

**APPENDICES:**

- None



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John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
 May 8, 2007

**PRESENTED FOR:**      **Public**                        **In-Camera**              
    **Information**                        **Approval**           

**PRESENTED BY:**      Senior Administration

**SUBMITTED BY:**      Joseph Berthiaume, Director of Education  
    Mario Iatonna, Superintendent of Business  
    Paul Picard, Acting Controller, Facilities Services

**SUBJECT:**              **OUR LADY OF ANNUNCIATION FACILITY CONDITION**

**RECOMMENDATION:**

**That the Board receive the Administrative Report on the planned process and timelines for addressing the facility condition of Our Lady of Annunciation Catholic Elementary School as information.**

**BACKGROUND:**

At its meeting held on April 24, 2007, the Board considered a report regarding the facility condition of Our Lady of Annunciation School (OLOA) and requested administration to provide a further report on a plan to address the facility.

**FINANCIAL IMPLICATIONS:**

It is noted that the approved budget allocation for Our Lady of Annunciation in 2006/2007 is as follows:

Energy controls	\$ 3,000	GPL2 – (completed)
Lighting	\$ 8,000	Capital Renewal (not yet completed)
Playground	\$10,000	Capital Renewal (not yet completed)
Exterior Brick	\$30,000	Capital Renewal (not yet completed)

All of the above work not yet completed, has been placed on hold pending review by the Board of the proposed action plan for Our Lady of Annunciation.

A further estimated amount of \$40,000 would be required to enhance the extent of the exterior brickwork and to upgrade the washrooms in the school. Funding for this additional work could be allocated through a deferral of other previously approved Capital Renewal work at other facilities, or as a first charge to the 2007/2008 Capital Renewal Budget. This will be reviewed and a recommendation made as part of the upcoming 2007/2008-budget consideration.

A comprehensive facility condition review has been estimated at \$11,000. Funding for this review will similarly be assessed and a recommendation made as part of the upcoming 2007/2008-budget consideration.

At the April 24, 2007 meeting, a question was raised respecting GPL2 funding criteria. In an announcement dated February 12, 2007, the Ministry of Education Good Places to Learn – Stage 2 Funding Allocation – Eligible GPL Stage 2 Projects stated that school boards must apply the GPL Stage 2 funding to facilities which are expected to be open and operating for the next ten (10) years. Further this allocation must be applied to those projects, which are considered to be capital in nature that meets the criteria in the document School Board and School Authority Tangible Capital Assets.

The energy controls, previously completed, have been approved as an allocation against GPL2. To avoid any future difficulties with GPL2 requirements, the cost of this work will be re-allocated against Capital Renewal in 2007/2008.

**COMMENTS:**

A proposed action plan to address the Our Lady of Annunciation (OLOA) facility condition is as follows:

1. Administration to receive the interim draft strategy report of the system-wide Boundary Study currently in process through CN Watson & Associates. (Projected completion date end of June 2007)
2. Administration to review the interim draft strategy report in terms of potential impact of draft recommendations on Our Lady of Annunciation and assess advisability of proceeding with comprehensive facility condition review and/or short-term improvements. (Projected completion date July 2007)
3. If advisable, determine timeline and budget allocation for a comprehensive facility condition review and/or short-term improvements and proceed to complete accordingly. (Projected completion date end of August 2007)
4. Receive final report of the system-wide Boundary Study. (Projected completion date September 2007)
5. Review the Boundary Study final report in terms of impact of final recommendations on Our Lady of Annunciation. (Projected completion date October 2007)



6. Determine timeline and budget allocation for resolving long-term Our Lady of Annunciation facility issues. (Projected completion date October 2007)
7. Proceed with resolution of long-term Our Lady of Annunciation facility issues, depending on parameters of resolution adopted. (Projected completion date to be determined)

**TIMELINES:**

Provided in the 'Comments' section.

**APPENDICES:**

None.



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John Macri, Board Chairperson

## BOARD REPORT

<b>Meeting Date:</b> May 8, 2007
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**Public**       **In-Camera**   
**PRESENTED FOR:** Information       Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
                           Cathy Geml, Superintendent of Education  
**SUBJECT:**            **FIELD TRIP - F. J. BRENNAN CATHOLIC HIGH SCHOOL**  
                           **- Cedar Point, Ohio**

### RECOMMENDATION:

**That the Board approved the field trip for F. J. Brennan High School to Cedar Point, Ohio, on May 17, 2007.**

### BACKGROUND:

This trip is in relation to the Physics curriculum in Grade 12.

### FINANCIAL:

The personal cost per student is \$61.00

### COMMENTS:

This field trip request is in compliance with the Field Trip Policy (SC:04). All procedures with regard to the policy have been followed.

### TIMELINES:

May 17, 2007

### APPENDICES:

- SC:04 Form A - Request for Approval of Field Trip
- Information and Consent Form
- Relationship to Curriculum

/psh/C08



# Windsor-Essex Catholic District School Board

## Request for Approval of Field Trip

Wednesday, May 02, 2007 11:40:31 AM

From: Pat Hickmott  
**Steve Pellarin**

Send

**SC:04 Form A**

Subject: Approval for Field Trip Form

2007 v.3

To: **Debi Steffens**

School:  Mode of Transportation:

Departure Date:  Return Date:

Name of Carrier:

Destination Name:

Travel Company Involved:

Time of Departure from School:  Approximate Time of Return to School:

Number of Male Students:  Number of Female Students:

Total Cost Per Student:  Personal Cost Per Student:

Grade of Students:  Number of Supervisors: Male:  Female:

### Educational Rationale

Name of Teacher:  Purpose of Trip:

Relationship to Students' Program/Course:

Pre-Trip Preparation(s) by Students:

Follow-up Activities Planned:

If Activity is Occuring over a Weekend  
 Indicate Plans for Students to Attend a  
 Eucharistic Celebration

Date Submitted:  Teacher:

Approval Date:  Principal:

Approval Date:  Superintendent:

Approval Date:  Trustee (per SO):

For Same Day Local/Regional Trips, submit request to Principal 2 weeks prior to trip. For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips. For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1980.



**FIELD TRIP INFORMATION AND CONSENT FORM**

**PART 1 TRIP INFORMATION (To be retained by Parent/Guardian)**

To the Parent/Guardian  
 Permission has been granted by the Principal (and Superintendent or Board if applicable) for the students to participate in the Field Trip described below. To have your son/daughter participate in the trip, please complete **Part 2** below and return it to the school as soon as possible.

<b>School</b>	<b>Date(s) of Trip</b>	<b>Mode of Transportation</b>
F.J. Brennan Catholic High	Thursday, May 17 2007	Coach Canada charter bus
<b>Destination Name and Phone#</b>	<b>Cost per Student</b>	
Cedar Point Amusement Park, Sandusky , Ohio , USA	\$61.00	
<b>Time of Departure from School</b>	<b>Approximate Time of Return to School</b>	
7:00 am	10:00 pm	
<b>No. Of Students</b>	<b>No. of Supervisors</b>	
46	2	
<b>Purpose/Relationship to program</b>		
To learn about the physics behind the technology of amusement park rides and to apply concepts of		
<b>Students should come prepared with</b> Data collection tools built in class, appropriate clothing, money/lunch		

Parent/Guardian to cut-off from here and Retain Part 1; **Part 2 below to be returned to the school**

**Part 2 PARENT/GUARDIAN CONSENT to be returned to the school at least 3 days prior to the trip**

To the Windsor-Essex Catholic District School Board and the Principal of  Catholic School.

As the Parent(s)/Guardian(s) of (print name in full)

We hereby request that the above-named student be permitted to participate in the trip to (Note destination)

I/We are aware that the Mode of Transportation noted in Part 1 above indicates that the students may travel to/from the destination by use of private motor vehicle. I/We hereby give permission for the above-name student to be transported in a vehicle driven by another **student/parent**.

**Signature(s)**  **Student Health Card #**

**Medical Condition (if any) or Prescribed Medication**

**Date**  **Signature of Parent(s) or Guardian(s)**

**Student Home Telephone #**  **Emergency Contact Name**

**Emergency Phone Number**

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1989.



**F. J. BRENNAN CATHOLIC HIGH SCHOOL**  
Windsor-Essex Catholic District School Board  
910 Raymo Road, Windsor, ON N8Y 4A6  
Phone (519) 945-2351 Fax (519) 945-8240  
"Learning together in Faith and Service"



**Mr. R. Innocente**  
Vice Principal

**Ms. D. Deziel**  
Principal

**Mr. L. Conte**  
Vice Principal

To: Cathy Geml  
From: Steven Pellarin  
Physics Teacher  
F.J. Brennan Catholic High School

Re: Justification for Approval of Field Trip to Cedar Point Amusement Park

Dear Cathy:

I'm writing to request your permission (or that of the Board Administration) for a field trip for a group of my grade 12 physics students to attend a day of investigation and learning at Cedar Point Amusement Park in Sandusky Ohio. Every year, Cedar Point organizes a special day for physics classes to get special access to the rides and engineers who design them. They offer an opportunity for students to talk to the scientists who have built the equipment so that the students can understand the concepts of force and motion that make the rides behave as they do. The students also have the opportunity to use instruments that they construct themselves to collect data on the rides so that they can apply some of the theory that they have learned in class to realistic situations. It has been my experience that the fun that the students have on this day motivates them to engage in a deeper level of thinking about what they have experienced on the rides and they always develop into great discussions when we return to the classroom. I hope you can see value in this type of trip and consent to our request.

Thanks for your time!

Sincerely,

Steven Pellarin



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6  
 Telephone: (519) 253-2481 Fax: (519) 253-0620

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

<b>Meeting Date:</b> May 8, 2007
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**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Colleen Norris, Coordinator of Policy Development

**SUBJECT:** **BOARD POLICY AMENDMENTS**

### RECOMMENDATION:

**That the Board provide final approval of the amendments to (Trustee) Policy T:02 Conventions, Meetings, Out of Pocket Expenses.**

**BACKGROUND:** At its meeting of April 24, 2007, the Board approved, in principle, amendments to (Trustee) Policy T:02 Conventions, Meetings, Out of Pocket Expenses.

There were no suggested amendments made and no further feedback has been received with respect to the Policy since its approval in principle on April 24, 2007

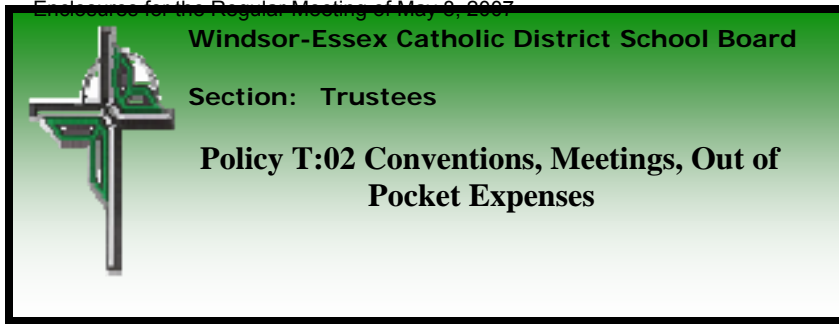
**FINANCIAL:** Financial issues are addressed within the attached drafts and procedures.

**COMMENTS:** Draft Policy T:02 was approved in principle without amendment. Procedure T:02 Conventions, Meetings, Out of Pocket Expenses was received as information with amendments. Upon final approval of Policy T:02, both the policy and procedure will be posted to the Board's public web site.

**TIMELINES:** The Minister of Education directed correspondence dated February 19, 2007 referencing the new Ministry Guidelines for expenditures specifically those addressing trustee expenses, including the use of corporate credit cards, travel, meals and hospitality. The Minister reinforced the deadline for Boards to have such policies available on their public websites by March 31, 2007.

### APPENDICES:

- Draft Policy T:02 Conventions, Meetings, Out of Pocket Expenses.



<b>POLICY:</b>	T:02
<b>EFFECTIVE:</b>	June 9, 1998
<b>AMENDED:</b>	April 13, 2004
<b>RELATED POLICIES:</b>	A:04 Pr A:04 Pr T:02 T:01
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2007-2008

**DRAFT**

**1.0 Objective**

To set out the circumstances in which expenses incurred by Trustees may be reimbursed by the Board.

**2.0 Guiding Principles**

- 2.1 The Windsor-Essex Catholic District School Board approves and encourages the attendance of Trustees at conventions, seminars, symposia etc., which relate to the responsibilities that they bear towards the ratepayers and their children.
- 2.2 The Board recognizes that it must schedule meetings of Trustees, which may require out- of- pocket expenses by Trustees who wish to attend such meetings.
- 2.3 The Board recognizes the importance of assisting Trustees in communicating with Board administration and with their individual constituencies.

**3.0 Specific Directives**

- 3.1 The Board shall set aside in its annual budget an amount to support this policy.
- 3.2 All Trustee claims for reimbursement are to be approved by the Chair of the Board and the Director. The Chair of the Board shall seek approval from the Superintendent of Business.
- 3.3 Trustees shall be reimbursed for those expenses detailed in this Policy and any applicable supporting Procedure provided all provisions of the Policy and Procedure are followed, all required authorizations are obtained, and the expenses are incurred within budgeted limits.

**4.0 Responsibility**

- 
- 4.1 It is the responsibility of each Trustee to determine the appropriateness of any travel and/or professional development conventions, conferences, seminars, or the necessity of any out-of-pocket expenses.
  - 4.2 It is the responsibility of each Trustee to provide the necessary documentation to support the expenses.
  - 4.3 It is the responsibility of the Board's Business Department to ensure all documentation is complete before reimbursement or advance is made.
  - 4.4 It is the responsibility of the Board's Business Department to publish an annual report summarizing the expenses of each Trustee and detailing out of district travel, professional development, conventions, conferences and seminars attended by each Trustee.

## **5.0 Review and Evaluation**

- 5.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.
- 5.2 This Policy shall be reviewed during the 2007 – 2008 policy review cycle.

## **6.0 References**

Education Act s.191  
Ontario Regulation 357/06  
Procedure T:02 Conventions, Meetings, Out of Pocket Expenses  
Policy T:01 Student Trustee  
Policy A:04 Travel, Meal, Professional Development, and Compensation for Use of Auto.  
Procedure A:04 Travel, Meal, Professional Development, and Compensation for Use of Auto.





# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6  
 Telephone: (519) 253-2481 Fax: (519) 253-8397

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

<b>Meeting Date:</b> May 8, 2007
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**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education

**SUBJECT:** **BOARD BY-LAW AMENDMENTS - 3.10 Student Trustees**

### RECOMMENDATION:

**That the Board adopt the proposed amendment to Board By-Law 3.10 relating to student trustees as follows:**

***A STUDENT TRUSTEE shall have all the rights, but only the rights with respect to attendance at and participation in meetings of the Board or Committees of the Board as are mandated by the Education Act or the regulations, as amended from time to time, Guidelines established by the Minister of Education under the authority of paragraph 8(1)3.5 of the Act, and the limitations and obligations set out in legislation or Ministerial guidelines.***

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**BACKGROUND:** On April 19, the Minister of Education released guidelines with respect to the new role of student trustees that address the issues of meeting attendance and conflict of interest. (see attachment) For board members, these matters are addressed in legislation. The guidelines were created with the intention of having the same principles that apply to board members under the *Municipal Conflict of Interest Act* and the *Education Act* apply to student trustees.

**FINANCIAL:** n/a

**COMMENTS:** Under the *Education Act* student trustees are not considered members of the board. As a result, they are not covered by the *Municipal Conflict of Interest Act* and are not subject to the same conflict of interest and attendance criteria that apply to board members.

**Attendance:** A student trustee must resign from their position if they are absent from three consecutive regular meetings of the board without being authorized by a resolution of the Board. Authorizations by resolution must be provided to student trustees in the same

manner as they are to board members and must be recorded in the meeting minutes. Student trustees are considered present at a meeting in which they participate through teleconferencing, videoconferencing or other electronic means.

**Conflict of Interest:** A conflict of interest arises when a student trustee (or a student trustee's parent, spouse or child) has a direct or indirect financial interest in a matter being discussed at a board or committee meeting.

An indirect financial interest arises when a student trustee (or a student trustee's parent, spouse or child): 1) owns shares or is a senior officer in a privately-held company, 2) has a controlling interest or is a senior officer of a publicly-held corporation, or 3) is the member of a body that has a financial interest in the matter being discussed at a board or committee meeting.

For there to be a conflict, the financial interest must be of such a nature that it could reasonably be regarded as likely to exert influence over the student trustee.

When a student trustee realizes he or she is in a conflict of interest, the student trustee must declare this conflict to the board or the committee. The declaration must be recorded in the minutes of the meeting. During discussion of the matter that gives rise to a conflict, the student trustee cannot participate in the discussion, cannot attempt to influence the vote of board members, is not entitled to a recorded vote and cannot suggest a motion.

In the event that there is a conflict of interest at a closed meeting, the student trustee must leave the meeting during the time that the matter giving rise to the conflict is being discussed. When a student leaves for this reason, this must be recorded in the minutes of the meeting.

**By-Law Amendment:** The Board's legal counsel has reviewed the By-Laws of the Board in order to determine whether amendments are necessary with respect to the provisions which relate to student trustees as a result of the Guidelines issued by the Minister of Education, dated April 13, 2007. The suggested By-Law amendment to paragraph 3.10 Student Trustee is as follows (change is underlined):

***A STUDENT TRUSTEE shall have all the rights, but only the rights with respect to attendance at and participation in meetings of the Board or Committees of the Board as are mandated by the Education Act or the regulations, as amended from time to time, Guidelines established by the Minister of Education under the authority of paragraph 8(1)3.5 of the Act, and the limitations and obligations set out in legislation or Ministerial guidelines.***

The amendment captures the attendance and conflict of interest requirements and is worded broadly rather than specifically so that possible future changes to Ministry policy as reflected in future guidelines will be captured without the need for future amendments to the By-Laws.

**TIMELINES:** An Addendum to the By-Laws will be distributed following Board approval. The amendment will be incorporated into the By-Law document upon the next review cycle.

**APPENDICES:**

- Correspondence from Kathleen Wynne, Minister of Education, dated April 19, 2007



















