



Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, August 31, 2004 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

MINUTES

PRESENT:

Trustees:

F. Alexander	P. Keane
M. DiMenna	J. Macri, Chair
B. Holland	S. Porcellini
C. Janisse	L. Soulliere
Rev. L. Brunet, Board Chaplain	
Natalie Deschamps, Student Trustee	
Emily Limarzi, Student Trustee (Alternate)	

Regrets:

J. Courtney

Administration:

M. Moher, Resource	T. Halford
J. Berthiaume	T. Robins
J. Ouellette	C. Geml
P. Marchini	C. Marier
	K. Gignac
	E. Poirier

Recorder:

D. Steffens

1. Call To Order - Chair John Macri called the meeting to order at 7:26 p.m.
2. Opening Prayer – Father Brunet led the opening prayer.
3. Recording of Attendance – Trustee Courtney sent her regrets due to a family matter.
4. Approval of Agenda

Additions to the agenda:

- 10 a (iii) Correspondence from the Minister of Finance dated August 19, 2004 re GST Rebate
- 12 b – Report: Refurbished Dell Computers - 2004

Moved by Trustee Keane and seconded by Trustee Holland that the August 31, 2004 Regular Board meeting agenda be approved as amended. Carried.

5. Questions Pertaining to Agenda – None.
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.

Trustee Porcellini declared a potential interest in agenda items 10 b(ii) *Report: Primary Class Size Reduction Plan For 2004-2005* and 11 b *Report: 2004/2005 Fiscal Year Budget – Final Approval* as they pertain to the hiring of new teachers due to her husband's employment.

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 the In-Camera Meeting, June 21, 2004
Moved by Trustee Keane and seconded by Trustee Janisse that the minutes of the In-Camera meeting of June 21, 2004 be adopted as distributed. Carried.
 - ii) Minutes of the Special In-Camera Meeting, August 10, 2004
Moved by Trustee DiMenna and seconded by Trustee Janisse that the minutes of the In-Camera meeting of August 10, 2004 be adopted as distributed. Carried.
 - iii) Minutes of the Regular Meeting, June 21, 2004
Moved by Trustee Soulliere and seconded by Trustee Porcellini that the minutes of the regular meeting of June 21, 2004 be adopted as distributed. Carried.
- b. Items From In-Camera Meetings of August 10 and 31, 2004

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its meetings of August 10, 2004 and August 31, 2004, be approved. Carried.

Trustee DiMenna reported that the Windsor-Essex Catholic District School Board convened closed Committee of the Whole meetings on August 10, 2004 and August 31, 2004, pursuant to the Education Act - Section 207, to consider specific personnel and 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.

Trustee DiMenna made the following announcements:

- The Board accepts with regrets the resignation of Ron McNamara, Principal of St. Louis Catholic Elementary School, Leamington. Mr. McNamara has accepted a position as Superintendent at the Peterborough, Victoria, Northumberland and Clarington Catholic District School Board.

- The appointment of Ardra Kepran as Acting Principal at St. Louis Catholic Elementary School.
- The appointment of Joe Iacono as Acting Vice-Principal at Our Lady of Perpetual Help Catholic Elementary School.
- The appointment of Elise Daragon as Literacy/Numeracy Consultant for a term of two (2) years with the opportunity for one renewal period of two (2) years effective September 2004.
- The appointment of Michele Bodde and Suzanne Garneau as the Board Literacy Teachers for a term of three (3) years effective September 2004 with the option one renewal period of one (1) year.

10. Communications

a. External (Associations, OCSTA, Ministry)

- i) Letter to the Minister of Education dated August 16, 2004 re: Special Education Funding

Superintendent Marchini reported that the government recently announced school boards across the province will lose approximately 95 – 98% their special education reserves through a “clawback” to the Ministry. This action by the government will reduce the Board’s revenues by approximately \$2.5 million. The reserve funds had been earmarked for use in the implementation of a long-range service delivery plan that was developed in response to the expert panel review of the Board’s special education services conducted in early 2003. Trustees indicated it is very important that the community realises the Ministry has taken money from students who need it most.

Moved by Trustee Soulliere and seconded by Trustee Janisse that the letter to the Minister of Education be received as information. *Carried.*

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board obtain a legal opinion on the on the government’s authority to “clawback” the special education reserve funding under *the Education Act* and whether or not the Board has legal recourse to retain the Special Education Fund Reserves. *Carried.*

- ii) Ontario Catholic Schools Trustees’ Association (OCSTA) Memorandum dated August 19, 2004 re: OCSTA Fall Regional Meetings
Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board receive the memorandum from the Ontario Catholic Schools Trustees’ Association regarding the Fall Regional meeting as information. *Carried.*
- iii) Letter from the Minister of Finance dated August 19, 2004 re: GST Rebate
Moved by Trustee DiMenna and seconded by Trustee Janisse that the letter from Ralph Goodale, Minister of Finance be received as information. *Carried.*

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee Soulliere and Trustee Janisse that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated August 31, 2004 for information. Carried.*

ii) Report: Primary Class Size Reduction Plan For 2004-2005

Superintendent Berthiaume and Elaine Poirier, Supervisor of Curriculum presented the Primary Class Size Reduction Plan. The purpose of this new funding is to allow all school boards to achieve *a measure* of class size reduction in the primary grades in 2004-05 leading to full implementation by the 2007-08 school year.

The Board's allotment of \$1,211,000 will be used to lower the pupil to teacher ratio (PTR) in all of the Junior Kindergarten and Senior Kindergarten classes and to add one primary staff in schools that have been identified as requiring the greatest need of support to improve student success. A total of nine FTE teachers will be added for the primary grades during the 2004/2005 school year. The plan will be available to the public on the Board's website.

Moved by Trustee Janisse and Trustee Soulliere that the Board receive the report: *Primary Class Size Reduction Plan for 2004 – 2005 that will be submitted to the Ministry of Education for the allocation of funds for the 2004-2005 school year. Carried.*

iii) Report: Legal Services – April, May and June 2004

Superintendent Marchini presented the Legal Services report for the months of April to June 2004. Mr. Marchini will provide Trustees with clarification of miscellaneous expenditures and of charges to the New Pupil Place Grants.

Moved by Trustee Alexander and Trustee Holland that the Board receive the report *Legal Services – April, May and June 2004 as information. Carried.*

iv) Report: Facilities Services Project List – Summer 2004

Tim Robins, Controller of Facilities Services provided a brief overview of the approved building and construction projects across the system. Administration will explore the costs of connecting urban schools that still utilize septic systems to municipal water mains and of installing air conditioning in newly refurbished gymnasiums. A follow-up report on the status of the construction projects will be provided at a future meeting.

Moved by Trustee Keane and Trustee DiMenna that the Board receive the report *Facilities Services Project List - Summer 2004 as information. Carried.*

11. Unfinished Business

- a. Report: Holy Cross Catholic Elementary School, LaSalle – Four (4) Classroom Addition - Formal Record of Tender Approval

On June 21, 2004, the Board approved a four-classroom addition to Holy Cross Catholic Elementary School in LaSalle. A tender process was initiated and the successful bid was approved by telephone on July 15. The report is being presented at this time to formally enter the approved motion as part of the official Board record.

Moved by Trustee Porcellini and seconded by Trustee Keane that the report content be amended to read “Trustee Porcellini did not vote since she does not feel that a telephone survey allows an opportunity for public input.” Carried.

Moved by Trustee Alexander and seconded by Trustee Holland that the following Board motion be entered into the Minutes as a matter of record: “That the Board approve the successful tender bid from Gulf Construction of \$760,652 for Holy Cross Catholic Elementary School four classroom addition and that a purchase order contract be issued upon board approval and, that the Board approve the project cost of \$817,808 to be debentured and financed through New Pupil Place Grants (NPPG)”.
Carried.

- b. Report: 2004/2005 Fiscal Year Budget – Final Approval

Superintendent Marchini provided an overview of the draft 2004/2005 Fiscal Year Budget. The estimate of \$203,951,854 includes a revenue increase of \$12.3 million over last year and an overall working reserve of \$347,023. Superintendent Marchini noted a reduction in special education revenues of approximately \$2.5 million due to the provincial clawback on the Board’s special education reserve fund. The reduction will result in a deficit of \$202,000 within the special education envelope. Trustee Soulliere brought forward the budgetary input from the Special Education Advisory Committee (SEAC) for the Board’s consideration. Trustees agreed to defer final approval of the budget until a legal opinion is obtained on the province’s authority to take back special education reserves.

Trustees provided input with regard to addressing of the four system priorities of the Board: student achievement, communication, employee development and faith development; implementation of the special education services plan; and, capital renewal needs.

Moved by Trustee Soulliere and seconded by Trustee Porcellini to defer the report: 2004/2005 Fiscal Year Budget – Final Approval for two weeks in order to take input from the community and to obtain a legal opinion with regard to special education reserves. Carried.

- c. Notice of Motion - Trustee Soulliere

Trustee Soulliere indicated that the intention of the motion is to review schools where growth needs have been addressed by portables, and to determine whether or not the existing portables are needed for a temporary time or if a permanent solution is required for the

school community. Director Moher indicated that administration would prepare a report identifying schools that have port-a-paks, the type of construction and the length of time they have been on the school site.

Moved by Trustee Soulliere and seconded by Trustee Porcellini that administration provide a report addressing the issue of port-a-paks/portables at all schools in the system and that the report form part of the Capital Strategy Plan review. Carried.

12. New Business

- a. Report: School Boards' Co-Operative Inc. – Proposed Workers' Compensation Assistance Program

Resolution 2004:03 - Approval to Participate in the Assistance Programme of the School Boards' Co-operative Inc.

Read a first, second and third time.

WHEREAS the Windsor-Essex Catholic District School Board is a member of School Boards' Co-operative Inc. (SBCI");

AND WHEREAS SBCI has established an assistance programme (the "Assistance Programme") to provide, on a fully-discretionary basis, financial and other assistance to members of SBCI that choose to participate in the Assistance Programme ("Participating Members") in respect of benefit claims made by their employees pursuant to the *Workplace Safety and Insurance Act* (Ontario);

NOW THEREFORE, ON MOTION duly made, seconded and unanimously carried, it was RESOLVED that:

1. the Windsor-Essex Catholic District School Board participate in the Assistance Programme and to apply to SBCI to become a Participating Member for the period January 1, 2005 to December 31, 2009;
2. the Director of Education of the Windsor-Essex Catholic District School Board is hereby authorized and directed to complete and to execute the application form (the "Application Form") to become a Participating Member and to deliver such completed and executed Application Form to SBCI;
3. the Windsor-Essex Catholic District School Board observe and perform its obligations, covenants and agreements provided for in the Application Form upon and in accordance with the terms and conditions thereof; and
4. the Director of Education of the Windsor-Essex Catholic District School Board is hereby authorized, for and on behalf of the Windsor-Essex Catholic District School Board to execute [,whether under the seal of the Windsor-Essex Catholic District School Board or otherwise,] and deliver and/or file all such documents, agreements and instruments as may be necessary or desirable to give effect to the intent and purpose of this resolution.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board approve Resolution 2004:03 “Approval to Participate in the Assistance Programme of the School Boards’ Co-operative Inc.” Carried.

- b. Report: Tender – Refurbished Dell Computers – 2004 (Walk On Item)

Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve the successful tender bid from CDIE for \$369.00 per refurbished computer and that a purchase order contract be issued upon Board approval for 1000 computers totalling \$424, 350.00. Carried.

13. Committee Reports

- a. Report: Special Education Advisory Committee Minutes – May 27, 2004

Trustee Soulliere presented the Special Education Advisory Committee Minutes of May 27, 2004 and noted the recommendations related to funding allocated to lunchtime supervision, the International Baccalaureate Program and the development of a screening process for gifted students.

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board receive the Minutes of the May 27, 2004 Special Education Advisory Committee meeting. Carried.

14. Notice of Motion

Trustee Soulliere – At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Board establish an internal Expert Kindergarten Program Panel of no more than four members to:

- evaluate the existing program based on student success rates;
- survey our community and take input from focus groups within the system;
- make recommendations to the Board on its kindergarten programs;
- report progress bi-monthly to the Board until the panel’s final report can be provided to the Board; and,
- that the financial impacts be considered.

15. Remarks and Announcements

- a. Chairperson – Chair Macri commended staff for their work on the new Catholic Education Centre.
- b. Director of Education – Director Moher indicated that a workshop will be held in the early fall for trustees and administration to review the Capital Strategy: Blueprint for the Future.
- c. Board Chaplain – Father Brunet encouraged all Trustees and staff to become involved in the Diocesan Pastoral Plan at the ir parish levels.

16. Remarks/Questions by Trustees

- Trustee Alexander conveyed his disappointed in the motion made by the Special Education Advisory Committee with regard to their lack of support for the International Baccalaureate program.
- Trustee Soulliere inquired into the status of the St. Michael's Alternative High School campus site on Manning Road. Superintendent Ouellette reported that the campus has been relocated to the former site of Holy Names Elementary School in Essex (leasing part of the building from the Town of Essex.)
- Trustee Porcellini commended the Information Technology staff for their efforts in co-ordinating the electronics move to the new Catholic Education Centre and Facilities Services staff on the success of their development day. Trustee Porcellini commented on the reuse of architectural reprints for new schools and proposed an administrative report on the rotaring of primary grades.
- Trustee Keane thanked employees for their efforts in co-ordinating the move to the new Catholic Education Centre and extended his congratulations to Ron McNamara upon his appointment.
- Trustee DiMenna congratulated all staff involved in the summer institute staff development activities.
- Student Trustee Deschamps indicated that she is looking forward to a great year serving as Student Trustee.
- Alternate Student Trustee Limarzi extended a welcome the Board on the re-location on behalf of the students of Assumption College Catholic High School.

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)

- Tuesday, September 14 – 7:00 p.m.
- Tuesday, September 28 – 7:00 p.m.
- Tuesday, October 12 – 7:00 p.m.
- Tuesday, October 26 – 7:00 p.m.

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

21. Adjournment - There being no further business, the meeting adjourned at 10:43 p.m. at the call of the Chair.

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary