



REGULAR BOARD MEETING
Tuesday, January 15, 2008 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander	C. Janisse
J. Courtney, Vice-Chair	P. Keane
M. DiMenna	J. Macri, Chair
B. Holland	L. Soulliere
Rev. L. Brunet, Board Chaplain	
N. Bradley, Student Trustee	
C. Resendes, Student Trustee	

Regrets:

S. Porcellini

Administration:

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

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:43 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - Trustee Porcellini sent regrets due to a family commitment.
4. Approval of Agenda - It was noted that the handout pertaining to agenda item 12g Report: Financial and Operational Plan was at trustee places and was previously emailed to trustees.
Moved by Trustee Holland and seconded by Trustee Soulliere that the January 15, 2008 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. - None.
7. Presentations
 - a. Recognition of Darlene Kennedy's Induction into the National Academy of Canada's Outstanding Principals

Trustees recognized Ms. Darlene Kennedy, Principal of Catholic Central High School for her induction, along with 32 other selected principals from across Canada, into the National Academy of Canada's Outstanding Principals. Ms. Kennedy has been recognized for her unique and crucial contribution as "an exceptionally dedicated principal of a publicly funded school". The honour acknowledges "the extraordinary contributions made by a principal to the students and local community in helping to ensure quality education for Canada's young people".

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, December 11, 2007
Moved by Trustee DiMenna and seconded by Trustee Janisse that the minutes of the Committee of the Whole Board In-Camera meeting of December 11, 2007 be adopted as distributed. Carried.
 - ii) Minutes of Regular Meeting, December 11, 2007
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of December 11, 2007 be adopted as distributed. Carried.
 - iii) Minutes of Special In-Camera Meeting, January 8, 2008
Moved by Trustee Alexander and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board Special In-Camera meeting of January 8, 2008 be adopted as distributed. Carried.
 - b. Items From Special In-Camera Meeting of January 8 and In-Camera Meeting of January 15, 2008

Vice-Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a special closed Committee of the Whole Board meeting on January 8, 2008 pursuant to the Education Act - Section 207, to consider specific personnel, labour relations and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act; and, convened a closed Committee of the Whole Board meeting on January 15, 2008 pursuant to the Education Act - Section 207, consider specific personnel, real

property matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Courtney, Macri and Porcellini declared a conflict of interest during the January 15, 2008 In-Camera Session and excused themselves from the relevant discussion items.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of January 15, 2008 be approved. Carried.

Vice-Chair Courtney made the following announcements:

- the receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff dated January 15, 2008 for information
- the appointment of **Jolayne Conte** as Special Education Department Head at Holy Names Catholic High School, effective February 1, 2008
- the appointment of **Marisa Lipari** as Guidance Department Head at St. Anne Catholic High School, effective February 1, 2008
- the secondment of **Patrick Murray** to the position of *Acting* Academic Supervisor - Facilities Services, effective January 21, 2008 for a period of at least six months
- the assignment of **Randal Sasso** as principal at St. Pius X Catholic Elementary School, effective January 21, 2008
- the approval of a two (2) year extension, to March 31, 2010, of the existing legal services agreement with Shibley Righton LLP based on revised terms

10. Communications

a. External (Associations, OCSTA, Ministry)

- i) Memorandum from the Ontario Catholic Schools Trustees' Association (OCSTA) dated January 7, 2008 re: Provincial Pre-Budget Consultations

Director Berthiaume reported that the Ontario Catholic Schools Trustees' Association (OCSTA) is representing school board financial concerns at the provincial level as far as common issues, such as the provincial trends in declining enrolments and its impact on school board funding.

Moved by Trustee Janisse and seconded by Trustee Soulliere that the Memorandum from the Ontario Catholic Schools Trustees' Association (OCSTA) dated January 7, 2008 re: Provincial Pre-Budget Consultations be received as information. Carried.

- ii) OCSTA Brief to the Minister of Education Regarding Education Funding, dated December 4, 2007

Administration will report back to the board with regard to OCSTA's recommendation 10, in as far as how changes in legislation regarding the treatment of non-friable/friable asbestos materials impact the board's capital funding, and the local process, along with who is responsible, for tracking asbestos inventory in buildings throughout the board.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Ontario Catholic Schools Trustees' Association (OCSTA) Brief to the Minister of Education Regarding Education Funding, dated December 4, 2007 be received as information. Carried.

- iii) Correspondence from the District School Board of Niagara, dated December 7, 2007 re: Ministry Funding for High Needs Amount of Special Education

This correspondence will be placed on the next Special Education Advisory Committee meeting agenda.

Moved by Trustee Janisse and seconded by Trustee Soulliere that the Correspondence from the District School Board of Niagara, dated December 7, 2007 re: Ministry Funding for High Needs Amount of Special Education be received as information. Carried.

b. Internal (Reports from Administration)

- 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 January 15, 2008 for information. Carried.

- ii) Report: 2007 - 2008 Budget Status Report

Trustees received an administrative report that highlighted the variances identified between the estimated 2007 - 2008 budget and the projected year end expenditures. Major variances are present in the following areas: Occasional/Supply Teachers (\$2.136 million); educational assistants (\$10,000); and principals/vice-principals (\$135,500). The total projected variance at this fiscal year end is (\$2.0 million). The financial and operational plan to address the year end expenditures is being provided in a separate report later this evening. The Audit Committee will review the report format and content prior to the next submission to the board.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the 2007-08 Budget Status Report as information. Carried.

- iii) Report: Legal Services - October 2007

Moved by Trustee Alexander and seconded by Trustee Holland that the Board receive the report Legal Services – October 2007 as information. Carried.

11. Unfinished Business

- a. Report: Cafeteria Services Request for Proposal (RFP) Process
(deferred from December 11, 2007)

Means of electronic payments for cafeteria purchases will be explored through the Request for Proposal process.

Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve the request for proposal (RFP) process for cafeteria services and that administration proceed with the RFP in the month of February 2008. Carried.

12. New Business

a. Field Trips:

i) St. Thomas of Villanova Catholic High School - Chicago

Moved by Trustee Alexander and seconded by Trustee Janisse that the Board approve the St. Thomas of Villanova Catholic High School field trip for the Music Department, Sr. & Jr. Concert Band, Jazz Band and Vocalists to Chicago, Ill. to perform and take in the rich culture of the city from May 15 to 18, 2008. Carried.

ii) Cardinal Carter Catholic High School - Montreal

Moved by Trustee Alexander and seconded by Trustee Janisse that the Board approve Cardinal Carter Catholic High School Field Trip to Montreal, Quebec from February 21 to 24, 2008. Carried.

iii) Holy Names Catholic High School - New York City

Moved by Trustee Alexander and seconded by Trustee Janisse that the Board approve the Holy Names High School Field Trip to New York City, April 21 – 25, 2008. Carried.

Administration will review the Board's Field Trip policy in relation to addressing procedures to be followed in emergent or dangerous situations, in light of the recent incident in New Brunswick.

b. Report: Board Policy Amendment (for final approval) - Draft Policy F:01 Donations/Sponsorships/Partnerships

Draft Policy F:01 Donations/Sponsorships/Partnerships was approved in principle at the December 11 meeting. Since there have been no amendments made to the draft policy that was approved in principle, the draft as approved in principle is recommended for final approval. Procedure Pr F: 01 Donations/Sponsorships/Partnerships was prepared in order to provide clear guidelines establishing who has authority to accept donations or enter into sponsorships/partnerships on behalf of the Board.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board provide final approval to draft Policy F: 01 Donations/ Sponsorships/Partnerships;

and, that the Board revoke existing Board Policy SC: 06 Corporate Sponsorship;

and, that the Board receive as information Procedure Pr F: 01 Donations/ Sponsorships/Partnerships. Carried.

- c. Report: Board Policy Amendment (for final approval) - Draft Policy B: 01 Smoke Free Schools and Sites

Draft Policy B: 01 Smoke Free Schools and Sites was approved in principle at the December 11 meeting. Since there have been no amendments made to the draft policy that was approved in principle, the draft as approved in principle is recommended for final approval. Procedure Pr B: 01 Smoke Free Schools and Sites was prepared after a review of existing procedure to ensure compliance with the Smoke Free Ontario Act, which came into effect on May 31, 2006.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board provide final approval to draft Policy B: 01 Smoke Free Schools and Sites;

and, that the Board receive as information Procedure Pr B: 01 Smoke Free Schools and Sites. Carried.

- d. Report: Board Policy Amendments (for approval in principle) - Draft Policy ST:05 Student Discipline Policy; Draft Policy SC:15 Code of Conduct; and, Draft Policy SC:18 Bullying Prevention and Intervention

Superintendent Staudt reported that Bill 212, an Act to amend the Education Act in respect of behaviour, discipline and safety, and its related regulations, come into effect February 1, 2008. The new legislation impacts on a number of existing Board Policies.

Moved by Trustee Alexander and seconded by Trustee Janisse that the Board approve in principle Draft Policy ST: 05 Student Discipline Policy. Carried.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve in principle Draft Policy SC: 15 Code of Conduct. Carried.

Moved by Trustee Courtney and seconded by Trustee Soulliere that the Board approve in principle Draft Policy SC: 18 Bullying Prevention and Intervention. Carried.

- e. Report: Board Plan to Support the Implementation of Bill 212 and the Ministry of Education's Safe Schools Strategy

Superintendent Staudt reported that the Windsor-Essex Catholic District School Board has received dedicated funding (\$415,212.00) for the 2007-2008 school year to support the implementation of Bill 212: Education Amendment Act (Progressive Discipline and School Safety) and the Ministry of Education's Safe School Strategy. Transportation assistance will be provided on a case by case basis for students who are involved in programs for expelled or long term suspensions.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the plan to support the board implementation of Bill 212 and the Ministry of Education Safe Schools Strategy effective February 1, 2008. Carried.

f. Report: Budget Report for the Fiscal Year Ended August 31, 2007

Trustees received an administrative report that provided an overview of the Financial Statements for the fiscal year ending August 31, 2007 and the accompanying external Auditors' Report. The drawdown of reserves requires Board approval and the transfer of \$395,050 reduces the Working Fund Reserve to a \$0 balance. The Board's external Auditor's Report confirms a 2006-07 fiscal year-end variance with an operating fund deficit of \$4,771,246. The financial and operational plan to address the year end expenditures is being provided in a separate report later this evening.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the Budget Report for the fiscal year ended August 31, 2007;

and, approve the transfer of \$395,050 from the Working Fund Reserve. Carried.

g. Report: Financial and Operational Plan (*A handout was distributed and previously provided to trustees electronically.*)

Superintendent Iatonna reported that a draft financial and operational plan has been developed to address the major financial issues the board is facing, these being the 2006-07 operational budget variance, the 2007-08 projected variance, and the board's portion of the long-term capital financing requirements which has yet to be determined with the Ministry. Superintendent Iatonna indicated that the plan would first focus on addressing the 2007-08 budget variance of \$2.0 million during the current budget year through in-year budget reductions, and the 2006-07 budget variance of \$4,771,245 in the following two budget years with half the amount addressed in 2008-09 and the other half in 2009-10. The impacts of the long term capital financing debt were considered in the development of the proposed financial and operational plan with the understanding that adjustments may be necessary once long-term financing and the Good Places to Learn - Phase 3 grants are finalized.

Director Berthiaume provided an overview of the factors that attributed to the budget variances including the affect of declining enrolment on funding, fixed costs, optimistic enrolment projections vs. actual enrolments, depletion of accessible reserves and anticipated revenues that did not come to fruition.

The 2007 - 2008 budget will be adjusted with reductions as follows:

- **\$655,000 (20.4%) Reduction in Capital Renewal** - This may be mitigated somewhat by proceeding with eligible Good Places to Learn projects.

- **\$625,000 (25%) Reduction in School Budgets** - It was noted the approximately 20% of school budget dollars were not expended last year.

- **\$200,000 Reduction in Professional Development** - To be targeted at areas not specifically funded by the Ministry or not otherwise required to meet regulatory requirements.

- **\$100,000 (3.3%) Reduction in Supply Teachers** - To be accomplished through improvements to staff deployment procedures.

- **\$50,000 (12.6%) Reduction in Replacement Furniture and Equipment** - The inventory is relatively sound and the reduction should have limited impact.
- **\$25,000 (25%) Reduction in Computer Technology Repairs** - This budget has traditionally been underspent.
- **50,000 Reduction in Overtime** - This is a reduction in all areas of the Board's operations.
- **\$20,000 (1.6%) Reduction in Computers** - This is a nominal amount to be achieved though various means to be identified throughout the balance of the school year.
- **\$275,000 Reduction in Miscellaneous Accounts** - This reduction will be determined by identifying items throughout the balance of the school year, with these items to be reported to the Board.

Based on these initial recommended items, the total proposed budget adjustments for 2007-08 fiscal year is \$2,000,000. Any future unforeseen or emergency expenditure will require review and adjustment of the plan and any annual surpluses that may be realized will be used to offset expenditures. A recommended process and timetable for the development of the 2008 - 2009 budget will be submitted to the Board for approval at the January 29 Board meeting.

Moved by Trustee Janisse and seconded by Trustee Holland that the Board approve the Financial and Operational Plan;

and, that the plan and revised estimates be submitted to the Ministry of Education.

Carried.

- h. Report: Board Meeting Schedule for March and April 2008

Trustees considered the following amendments to the upcoming Board Meeting Schedule: the rescheduling of the February 26, 2008 Board Meeting to March 4, in order to allow trustees and members of senior administration the opportunity to attend Ms. Kennedy's induction on February 26 in Toronto; the cancellation of the March 11 and March 25 Board meetings due to the timing of March Break and observance of the Easter holidays; and, the rescheduling of April 8 Board Meeting to April 1.

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the revised Regular Board Meeting Schedule as presented. Carried.

- i. Report: Board Resolution for Temporary Borrowing

Trustees received an administrative 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.

RESOLUTION FOR TEMPORARY BORROWING:

WHEREAS the Windsor-Essex Catholic District School Board (hereinafter called the “Board”) considers it necessary to borrow the amount of up to \$70,000,000 to meet, until current revenues are collected, the current expenditures of the Board for 2008.

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.

1. The Chairperson, Vice-Chairperson or Secretary of the Board and the Treasurer of the Board are hereby authorized to borrow from time-to-time by way of Promissory Note a sum or sums not exceeding the aggregate \$70,000,000 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 or Vice-Chairperson of the Board and the Treasurer 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.

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 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.

Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve the Board Resolution for Temporary Borrowing (deemed to be read three times) authorizing the Board to borrow up to \$70,000,000 to meet, until current revenues are collected, the current expenditures of the Board for 2008. Carried.

13. Committee Reports: Nil.
14. Notice of Motion - None.
15. Remarks and Announcements
 - a. Chairperson Macri noted that a listing of Trustee Committee Appointments for 2008 is at trustee places.

- b. Director of Education Berthiaume congratulated Darlene Kennedy for being recognized as one of 33 outstanding principals from across Canada and commented that Minister Wynne spoke at the OCSTA Chairs, Vice-Chairs and Directors conference last week indicating that the Ministry will be working with boards and employee groups in the development of provincial frameworks for the upcoming the collective bargaining discussions.
- c. Board Chaplain Rev. Brunet - No comments this evening.
16. Remarks/Questions by Trustees
- Trustee Janisse congratulated Darlene Kennedy for her induction into the National Academy of Canada's Outstanding Principals.
 - Trustee Courtney congratulated Trustee Porcellini and her husband on their recent family addition.
 - Student Trustee Resendes reported that the next Student Senate meeting has been scheduled for February 5.
 - Student Trustee Bradley congratulated Darlene Kennedy on her induction into the National Academy of Canada's Outstanding Principals and provided a brief overview of the agenda for the upcoming Student Senate meeting.
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, January 29, 2008
 - Tuesday, February 12, 2008
 - **Tuesday, March 4, 2008 (NEW DATE)**
 - **Tuesday, April 1, 2008 (NEW DATE)**
 - Tuesday, April 22, 2008
 - Tuesday, May 13, 2008
 - Tuesday, May 27, 2008
 - Tuesday, June 10, 2008
 - Monday, June 23, 2008
20. Closing Prayer - Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of January 15, 2008 adjourned at 8:35 p.m.

Approved.

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer