



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

Telephone: (519) 253-2481
Michael B. Moher, Director of Education

Fax: (519) 253-0620
John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, January 17, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

AGENDA

I	In-Camera Meeting – 6:00 p.m.	Page #
II	Regular Meeting of the Board - 7:00 p.m.	

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Questions Pertaining to Agenda
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act
7. Presentations
 - a. Introduction of 2005 – 2006 Student Trustee Designate (J. Berthiaume/
L. Staudt/ P. Picard)
 - b. St. Joseph Catholic Elementary School – Winning Student Essay Contests and
the Message in a Bottle Community Awareness Campaign (J. Berthiaume/
L. Pagliaroli/V. Pelaccia)
8. Delegations
 - a. Delegation Regarding Items Not on the Agenda
3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.

b. Delegations Regarding Items On the Agenda

3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.

9. Action Items

a. Approval of Minutes

i) Minutes of In-Camera Meetings, December 1, 2005 (*deferred item*)

ii) Minutes of Organizational Meeting, December 6, 2005

1 – 4

iii) Minutes of In-Camera Meeting, December 13, 2005

iv) Minutes of Regular Meeting, December 13, 2005

5 – 12

b. Items From In-Camera Meetings of December 1, 2005 and January 17, 2006

10. Communications

a. External (Associations, OCSTA, Ministry)

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report (J. Berthiaume)

13 – 14

ii) Report: Retiree Benefits Report (P. Marchini/K. Gignac)

15 – 16

iii) Report: Legal Services – October 2005 (P. Marchini)

17 – 18

iv) Report: Legal Services – November 2005 (P. Marchini)

19 - 20

11. Unfinished Business

a. Notice of Motion - Trustee Holland (*deferred from December 13, 2005*): “*At the next Board meeting, I shall move or cause to be moved that the Board strike a Committee to re-examine the role of the Board Chaplain in consultation with the Bishops of the Diocese of London.*”

b. Establishment of Committees (J. Macri)

12. New Business

a. Fieldtrips:

i) St. Anthony Catholic Elementary School – Muskoka Woods Sports Resort

21 - 22

ii) St. Jules Catholic Elementary School – Mount Brighton, Michigan

23 - 24

iii) Notre Dame Catholic Elementary School - Mount Brighton, Michigan

25 - 26

13. Committee Reports

14. Notice of Motion

15. Remarks and Announcements

a. Chairperson

b. Director of Education

c. Board Chaplain

16. Remarks/Questions by Trustees

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)*
- b. Deferred for six months from October 25, 2005: Motion by Trustee Soulliere and seconded by Trustee DiMenna “*that the Board add two (2) more psychologists to its psychology department for a total of four (4), and that the cost be applied to the general budget to offset the cost of educational assistant lunch supervision to the Special Education budget.*”

18. Continuation of In-Camera, if 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 31, 2006
- Tuesday, February 14, 2006
- Tuesday, February 28, 2006
- Tuesday, March 28, 2006
- Tuesday, April 11, 2006
- Tuesday, April 25, 2006
- Tuesday, May 9, 2006
- Tuesday, May 23, 2006
- Tuesday, June 13, 2006
- Monday, June 26, 2006

20. Closing Prayer

21. Adjournment

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



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

ORGANIZATIONAL MEETING

Tuesday, December 6, 2005 at 7:30 p.m.
(Mass Assumption Chapel at 6:45 p.m.)
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander
J. Courtney, Vice-Chair
M. DiMenna
B. Holland
C. Janisse (*participated electronically until 7:50 p.m. – arrived at the meeting at 8:03 p.m.*)

P. Keane
J. Macri, Chair
S. Porcellini
L. Soulliere

Rev. L. Brunet, Board Chaplain
A. Kishek, Student Trustee
J. Devos, Student Trustee (Alternate)

Administration:

M. Moher (Resource)
J. Berthiaume
J. Ouellette
S. Freeman
C. Geml
T. Halford

P. Littlejohns
C. Marier
R. Mousaly
P. Picard
E. Poirier
T. Robins
L. Staudt

Recorder:

D. Steffens

1. Call To Order – In accordance with Section Two of the Board By-laws, Michael Moher, Director of Education called the meeting to order at 7:33 p.m. and presided over the meeting until the election of the Chair.
2. Opening Prayer – Rev. Larry Brunet, Board Chaplain opened the meeting with prayer. Afterwards, trustees recited a commissioning prayer reaffirming their commitment to the provision of Catholic education.
3. Welcome – The Director of Education welcomed everyone to this evening's meeting to elect a Chair and Vice-Chair of the Board for the final year of a three-year term.

4. Recording of Attendance – All trustees present. Trustee Janisse participated electronically from 7:33 p.m. to 7:50 p.m. and entered the meeting in person at 8:03 p.m.
5. Election of Chair

The Director of Education read the bylaws and procedures pertaining to election of the Chair. Trustees were asked to approve the appointment of two scrutineers.

Moved by Trustee Keane and seconded by Trustee Macri that the Board approve the appointment of Father Brunet and Superintendent Berthiaume as scrutineers.

A Point of Order was raised with respect to the compliance of a telephone vote to procedures outlined within Board By-Law 2.0 Organizational Meeting, specifically By-law 2.6 *Procedures of Election of the Chair*. Discussion occurred around trustee voting rights under By-Law 3.11 *Electronic Meetings* and By-Law 10.0 *Voting*.

Presiding Officer Moher called a ten-minute recess at 7:50 p.m. in order to contact the Board Solicitor to obtain legal advice. Trustee Janisse then informed the recording secretary that he would arrive in person at the meeting within 10 minutes. The meeting recessed until the arrival of Trustee Janisse.

Trustee Janisse entered the meeting at 8:03 p.m.

The meeting resumed at 8:05 p.m.

Presiding Officer Moher invited trustees who wished to serve as Chair to stand and declare their candidacy. The following trustees declared their candidacy:

- Trustee Macri
- Trustee Holland

After three requests by Director Moher inviting those who wished to stand to do so, there were no further declarations and the Director called that nominations be closed.

Moved by Trustee Porcellini and seconded by Trustee DiMenna that nominations for the position of Chair be closed.

Candidates Macri and Holland provided their comments to the assembly in support of their respective nominations.

Scrutineers Father Brunet and Superintendent Berthiaume distributed the ballots and tallied the results. Director Moher announced that Trustee Macri would continue to serve as Chair of the Board.

Moved by Trustee Courtney and seconded by Trustee Porcellini that the ballots for the election of the Chair of the Windsor-Essex Catholic District School Board be destroyed.

At this point, Trustee Macri assumed the Chair and proceeded with election of the Vice-Chair.

6. Election of Vice-Chair

Chair Macri invited trustees who wished to serve as Vice-Chair to stand and declare their candidacy. The following trustees rose and declared their candidacy:

- Trustee Holland
- Trustee Courtney

After three requests by the Chair inviting those who wished to stand to do so there were no further declarations and the Chair called that the nominations be closed.

Moved by Trustee Keane and seconded by Trustee DiMenna that nominations for the position of Vice-Chair be closed.

Candidates Holland and Courtney provided their comments to the assembly in support of their respective nominations.

Scrutineers Father Brunet and Superintendent Berthiaume distributed the ballots and tallied the results. The Chair announced that Trustee Courtney would continue to serve as Vice-Chair of the Board.

Moved by Trustee Porcellini and seconded by Trustee Keane that the ballots for the election of the Vice-Chair of the Windsor-Essex Catholic District School Board be destroyed.

Vice-Chair Courtney indicated that she would share comments at the next Board meeting.

Trustee Alexander exited the meeting at 8:20 p.m.

7. Chairperson's Address

Chair Macri expressed his appreciation to his fellow trustees for their vote of confidence and trust. Chair Macri highlighted some of the Board's accomplishments over the past year and commented on the challenges of the new coming year. On behalf of the board of trustees, the Chair thanked board personnel, administration, teachers, administration and support staff for their dedication and commitment to ensure our students receive the finest Catholic education possible.

8. Establishment of Committees

Chair Macri asked trustees to review the present list of Committee appointments and to contact him with their preferences as soon as possible. Committee appointments will be confirmed at a later meeting.

9. Next Regular Meeting of the Board

- Tuesday, December 13, 2005 – 7:00 p.m.

10. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
11. Adjournment – There being no further business, the meeting adjourned at 8:27 p.m. at the call of the Chair.

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



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REGULAR BOARD MEETING Tuesday, December 13, 2005 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 (entered at 8:56 p.m.)
B. Holland	L. Soulliere
C. Janisse	
A. Kishek, Student Trustee	
J. Devos, Student Trustee (Alternate)	

Regrets:

Rev. L. Brunet, Board Chaplain

Administration:

M. Moher (Resource)	P. Littlejohns
J. Berthiaume	C. Marier
J. Ouellette	R. Mousaly
S. Freeman	P. Picard
C. Geml	E. Poirier
K. Gignac	T. Robins
	L. Staudt

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:53 p.m.
2. Opening Prayer – The meeting opened with a prayer.
3. Recording of Attendance – Fr. Brunet sent regrets. Trustee Porcellini entered the meeting at 8:56 p.m.
4. Approval of Agenda

Moved by Trustee Keane and seconded by Trustee Holland that the December 13, 2005 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. Queen of Peace Catholic Elementary School – Theatrical Production “Cinderella”

Students of Queen of Peace Elementary School performed a rousing rendition of their upcoming Cinderella theatrical play under the supervision and direction of teacher Antonia Reive and Cardinal Carter Catholic High School grade 11 student director Jaclyne Reive.

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 Meetings, November 22, 2005 and December 1, 2005
Moved by Trustee Holland and seconded by Trustee Janisse that the minutes of the In-Camera meeting of November 22, 2005 be adopted as distributed. Carried.

Approval of the Minutes of the December 1, 2005 In-Camera meeting was deferred.

- ii) Minutes of Regular Meeting, November 22, 2005
Moved by Trustee Janisse and seconded by Trustee Courtney that the minutes of the Regular Meeting of November 22, 2005 be adopted as distributed. Carried.

- b. Items from In-Camera Meetings of December 1 and December 13, 2005
(The report of the December 1, 2005 In-Camera meeting was deferred until the approval of the minutes.)

Vice-Chair Courtney reported the Windsor-Essex Catholic District School Board convened closed Committee of the Whole meeting on December 13, 2005, pursuant to the Education Act - Section 207, to obtain legal advice, 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 Soulliere declared a conflict of interest in the December 13, 2005 In-Camera Session and excused herself from the relevant discussion item.

Moved by Trustee Courtney and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its meeting of December 13, 2005 be approved. Carried.

Vice-Chair Courtney made the following announcement: The Board received formal notice of retirement of Michael Moher, Director of Education effective June 30, 2006.

10. Communications

- a. External (Associations, OCSTA, Ministry) – None.
- b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report
Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report* on hiring and retirement of staff dated December 13, 2005 for information. Carried.
 - ii) Report: High School Council – Minutes of October 20, 2005
Moved by Trustee Keane and seconded by Trustee Janisse that the Board receive the minutes of the High School Council dated October 20, 2005, as information. Carried.
 - iii) Report: Elementary School Council – Notes of November 29, 2005
Moved by Trustee Janisse and seconded by Trustee Soulliere that the Board receive the minutes of the Elementary School Council dated November 29, 2005, as information. Carried.
 - iv) Report: Fiscal 2005 Special Education Budget Report

Ken Gignac, Controller of Finance responded to trustee questions about the application of specific rules under the Education Act with respect to how special education funding is spent, preparation time, LET teacher allocation, budgeted allocations for the psychology department, the use of special education funding for fund lunchtime supervision through the use of educational assistants and the use of the Learning Opportunities Grant (LOG) to supplement the special education budget. The receipt of the report was deferred so that Superintendent Marchini can respond to specific questions and provide further clarification.

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive the Fiscal 2005 Special Education Budget Report as information.

Moved by Trustee Soulliere and seconded by Trustee Holland that the receipt of the Fiscal 2005 Special Education Budget Report be deferred to the next Board meeting. Carried.

- v) Report: Provincial-Federal Funding Agreement For French-Language Education And French-As-A-Second Language Instruction
Moved by Trustee Soulliere and seconded by Trustee Courtney that the Board receive the report Provincial-Federal Funding Agreement For French-Language Education And French-As-A-Second Language Instruction as information. Carried.

11. Unfinished Business – None.

12. New Business

- a. Notice of Motion - Trustee Holland: *“At the next Board meeting, I shall move or cause to be moved that the Board strike a Committee to re-examine the role of the Board Chaplain in consultation with the Bishops of the Diocese of London.”*

Trustee Holland deferred this item to the next meeting so that Father Brunet can be present at the discussion.

Trustee Porcellini entered the meeting at 8:56 p.m.

- b. Report: 2005 Fiscal Year End Financial Statements

Ken Gignac, Controller of Finance responded to trustee questions about the audited financial statements specifically in regard to the government's new finance reporting requirements, including contractual obligations/liabilities that will affect the board's future financial position such as retirement gratuities and Retirement Life Insurance and Health Care Benefits; new reporting processes and documentation requirements for School Council fundraising; and, compliance with ministry requirements as it pertains to the reporting of educational assistant lunchtime supervision within the special education funding.

Administration will provide a full report on the retirement life insurance and health care benefits to include current life time benefits costs to the board, the last time the Board went to market for a service provider and consultant fees.

Moved by Trustee Soulliere to defer the 2005 Fiscal Year End Financial Statements until clarification can be obtained on the Ministry's requirements for Special Education spending. *No seconder.*

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive the Fiscal 2005 Year End Financial Statements;

and, that the year-end surplus of \$257,756 be transferred to the Reserve for Working Funds. Carried.

Recorded vote: Trustee Alexander – opposed. Trustee Soulliere – opposed. Trustee Holland – opposed. Trustee DiMenna – opposed. Trustee Courtney – in favour. Trustee Porcellini - in favour. Trustee Janisse – in favour. Trustee Keane – in favour. Trustee Macri - in favour.

- c. Report: Good Places to Learn Borrowing Resolution

On April 26, 2005, the Board approved the Revised Good Places to Learn – Stage 1 Plan, for urgent and high needs projects with an estimated expenditure of \$8,002,222. While waiting for the Province to issue a debenture, the Board must approve a separate Borrowing Resolution in order to secure bridge financing for the Good Places expenditures. Ken Gignac confirmed that the resolution complies with the Board's usual practice for signing authorities.

Moved by Trustee Keane and seconded by Trustee DiMenna that the Board approve the following Borrowing Resolution to secure a capital loan for expenditures under Stage 1 of the Good Places to Learn Program deemed to be read three times:

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY BY WAY OF CAPITAL LOAN

WHEREAS the Windsor-Essex Catholic District School Board (hereinafter called the board) finds it necessary to borrow a sum up to \$8,002,222 by way of bank capital loan for major school repair expenditures under Stage 1 of the Good Places to Learn Program.

AND WHEREAS the estimated current revenues of the board have not yet been received or fully received and such revenues hereafter to be received are sufficient to repay all unpaid sums borrowed hereunder and interest thereon.

AND WHEREAS the total cost of the projects is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE the council of the board enacts as follows:

- 1. The Chairperson and Treasurer are hereby authorized on behalf of the board, pursuant to the orders to borrow by way of promissory note or credit agreement, a sum or sums not exceeding the aggregate of \$8,002,222 to meet capital expenditures of the board for school purposes and are hereby authorized to give, on behalf of the board, to the lender a promissory note or credit agreement signed by the Chairperson and the Treasurer for the monies borrowed hereunder with interest and other charges that may be agreed upon from time to time with the bank.**
- 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 comprising of current revenue of the board hereafter received.**

Carried.

- d. Report: Tender St. William School – Site Drainage

Tim Robins, Controller of Facilities Services, briefed trustees on circumstances surrounding the drainage problems at St. William Catholic Elementary School that is affecting the gymnasium floor and the play structure area. Administration is exploring the possibility of partial cost recovery. Claude Marier, Manager of Purchasing and Administrative Services, responded to questions related to the quotation process utilized for the site drainage work.

Moved by Trustee DiMenna and seconded by Trustee Holland that the Board approve the tender bid from LaSalle Backhoe Services for the St. William Catholic Elementary School site drainage, that a purchase order contract be issued upon Board approval, and that funding comes from the Board's Working Fund Reserve account. *Carried.*

- e. Report: Ontario Association Of Parents In Catholic Education (OAPCE) – 2006 Annual Membership Fees

Administration will inquire into a discount in annual membership fees that is offered to School Councils that meet at a district level.

Moved by Trustee Keane and seconded by Trustee Courtney that the Board approve payment of the Ontario Association of Parents in Catholic Education (OAPCE) 2006 annual membership fees for 41 elementary school councils and 8 secondary school councils in the amount of \$60.00 per school. Carried.

- f. Report: Trustee Group Accident Insurance
Moved by Trustee Alexander and seconded by Trustee Janisse that the Board re -new the current trustee group accident insurance policy for elected trustees, one student trustee, one alternate student trustee and one student trustee designate. Carried.

- g. Report: Appointment of Student Trustees to the Board for the 2006 – 2007 School Year

Student Trustee Kishek briefed the trustees on the recent interviews for the selection of Student Trustee for the 2006-2007 school year. Luke Willson will serve an orientation period as Student Trustee Designate for the remainder of this school year prior to commencing his duties as Student Trustee in August 2006.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board appoint Luke Willson of St. Thomas of Villanova Catholic High School as Student Trustee for the 2006 – 2007 school year. Carried.

- h. Fieldtrips:

- i) St. Thomas of Villanova Catholic High School – Costa Rica
Moved by Trustee Holland and seconded by Trustee Courtney that the Board approve St. Thomas of Villanova Catholic High School field trip to Monteverde, Costa Rica for May 21 to 27, 2006. Carried.

13. Committee Reports – None.

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson – Chair Macri expressed his sympathy to the family of Tim Halford. Chair Macri thanked Mr. Moher for his hard work and dedication to the Board and wished him well in his upcoming retirement. Chair Macri indicated the By-Law Review Committee will meet in January to conduct a review of the Board By-Laws.
- b. Director of Education Moher recognized Board employees for their generosity towards this year's United Way fundraising campaign. Director Moher expressed his deepest sympathy to the family of Tim Halford.

c. Board Chaplain – Sent regrets this evening.

16. Remarks/Questions by Trustees - Individual trustees expressed their condolences and sympathy to the friends and family of Tim Halford as they deal with this great loss and commented on his many contributions to the community and to Catholic education.
- Trustee Porcellini congratulated the St. Angela school community on their rendition of Leader of the Pack and for the wonderful turkey dinner provided to the students.
 - Trustee Keane encouraged School Councils to consider assisting other schools in the area who have children who require nutrition from the breakfast program and winter clothing.
 - Trustee Alexander commented briefly on the Director's announcement to retire and thanked him for the leadership and vision he has brought to the board over the past six years.
 - Trustee Soulliere wished Director Moher well in his upcoming retirement and thanked him for his commitment to Catholic education.
 - Trustee Holland express appreciation to Director Moher for all that he has done in ensuring the viability of Catholic education in this school community and across the province and wished him the best in his upcoming retirement.
 - Trustee DiMenna congratulated the staff and students of Cardinal Carter Catholic High School Dancology event.
 - Student Trustee Kishek provided a brief update on recent Student Senate activities and future plans.
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)*
 - b. Deferred for six months from October 25, 2005: Motion by Trustee Soulliere and seconded by Trustee DiMenna *“that the Board add two (2) more psychologists to its psychology department for a total of four (4), and that the cost be applied to the general budget to offset the cost of educational assistant lunch supervision to the Special Education budget.”*
18. Continuation of In-Camera – The Board reconvened to In-camera Committee of the Whole meeting following adjournment.
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 17, 2006
 - Tuesday, January 31, 2006
 - Tuesday, February 14, 2006
 - Tuesday, February 28, 2006
 - Tuesday, March 28, 2006
 - Tuesday, April 11, 2006
 - Tuesday, April 25, 2006
 - Tuesday, May 9, 2006
 - Tuesday, May 23, 2006
 - Tuesday, June 13, 2006

- Monday, June 26, 2006

20. Closing Prayer – The meeting closed with a prayer.

21. Adjournment - There being no further business, the Regular Board Meeting of December 13, 2005 adjourned at 9:50 p.m. at the call of the Chair.

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
January 17, 2006

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

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
J. Berthiaume, Superintendent of Education
P. Littlejohns, Manager of Human Resources
P. Picard, 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 January 17, 2006 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated January 17, 2006

January 17, 2006

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

	Employee Name	Position	Location	Date	Reason
HIRING:	Denise Cortis	Occasional Teacher	Supply	December 2, 2005	
	Bradley Evon	Part-Time Custodian	Supply	December 8, 2005	
	Lynn Kummer	Elementary Teacher	St. Peter	January 9, 2006	
	Jennifer Logronio	Elementary Teacher	St. Jules	January 9, 2006	
	Abby Parungao	Occasional Teacher	Supply	December 12, 2005	
	Cindy Sealy	Occasional Teacher	Supply	December 1, 2005	
	Agnieszka Sikorski	Occasional Teacher	Supply	December 6, 2005	
	Leana Wawrow	Occasional Teacher	Supply	December 1, 2005	
RETIREMENT:	Lou Quaglia	Secondary Teacher	F. J. Brennan Secondary	January 31, 2006	
	Jean Stacyszyn	Elementary Teacher	St. Joseph Elem. (On Leave)	February 28, 2006	
RESIGNATION:	Chris Legebow	Occasional Teacher	Supply	December 20, 2005	
OTHER:	Tim Halford	Communications Serv. Co-Ord.	Catholic Education Centre	December 9, 2005	
Teacher Retirements - Upcoming		Elementary: 2	Secondary: 3	Total: 5	
*Have given notice; have yet to retire					
Teacher Retirements - Year to Date		Elementary: 2	Secondary: 1	Total: 3	
** Have retired as of this date					
Teacher Resignations - Upcoming		Elementary: 0	Secondary: 0	Total: 0	
Teacher Resignations - Year to Date		Elementary: 3	Secondary: 0	Total: 3	



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
January 17, 2006

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Peter S. Marchini, Superintendent of Business

SUBJECT: RETIREE BENEFITS – BOARD ANNUAL COST

RECOMMENDATION:

That the Board receive the report Retiree Benefits – Board Annual Cost as information.

BACKGROUND: This report is provided as a follow-up to Trustee request for information on the cost to the board in providing Life and Health benefits to retirees.

Schedule A (attached) provides the annual benefit costs for the six retiree employee groups. Retired teachers by contract language pay 100% of the premium costs for Life and Health benefits.

FINANCIAL: The annual cost of \$975,355 is not funded through the current grant formulas. The board to date has been able to fund this expenditure through efficiencies in the applicable employee or other expenditure envelopes.

COMMENTS: On an annual basis approximately 10 - 15 new retirees are added to the six employee groups at an average annual board cost of \$55,000 - \$60,000.

TIMELINES:

APPENDICES:

- Schedule A – Life and Health Retiree Benefits – Board Annual Cost.

**Schedule A
Life & Health Retiree Benefits - Board Annual Cost**

Employee Group	Retirees	Health	Life	Total
1 Director & Superintendents	15	\$56,335	\$5,975	\$62,310
2 Non Union	20	\$71,420	\$8,400	\$79,820
3 CAW - Custodians	115	\$491,370	\$22,385	\$513,755
4 CAW - Office & Clerical	58	\$276,300	\$10,045	\$286,345
5 CUPE 1 - Educational Assistants	4	\$15,910	\$465	\$16,375
6 CUPE 2 - Special Services	<u>5</u>	<u>\$15,100</u>	<u>\$1,650</u>	<u>\$16,750</u>
TOTAL	217	\$926,435	\$48,920	\$975,355

Notes:

1. Non Union employees retiring after 1999 pay 15% of the monthly premiums
2. CAW - Custodians and Office & Clerical - surviving spouses pay 25% of monthly premiums
3. CUPE 1 - Retirees pay 5% of monthly premiums. After age 65 retirees pay 100% of monthly premiums.
4. CUPE 2 - Retirees pay 10% of monthly premiums. After age 65 retirees pay 100% of monthly premiums.



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BOARD REPORT

Meeting Date:
January 17, 2006

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Michael B. Moher, Director of Education
Peter S. Marchini, Superintendent of Business
SUBJECT: **LEGAL SERVICES – October 2005**

RECOMMENDATION:

That the report *Legal Services – October 2005* be received as information.

BACKGROUND:

By the terms of the agreement with the board the board's solicitors, Shibley Righton LLP are 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 October 2005 legal fees submitted are as follows:

* Real Estate and property matters	\$4,958
* Labour, incl. Negotiations, contract administration and arbitration	\$14,295
* Litigation (incl. OLRB hearings, Spec. Ed., Human Rights and Safe School issues).	\$3,775
* Other Misc. (on-going legal advice and consultation)	<u>\$41,289</u>

TOTAL	\$64,317.00
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COMMENTS: A portion of the October fees for real estate (\$4,090.00) will be charged to New Pupil Place Grant capital project accounts

TIMELINES:

December 2005 Report – February 2006 Board meeting.

APPENDICES:

- None



Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
January 17, 2006

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Michael B. Moher, Director of Education
Peter S. Marchini, Superintendent of Business
SUBJECT: **LEGAL SERVICES – November 2005**

RECOMMENDATION:

That the report *Legal Services – November 2005* be received as information.

BACKGROUND:

By the terms of the agreement with the board the board's solicitors, Shibley Righton LLP are 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 November 2005 legal fees submitted are as follows:

* Real Estate and property matters	\$788
* Labour, incl. Negotiations, contract administration and arbitration	\$30,040
* Litigation (incl. OLRB hearings, Spec. Ed., Human Rights and Safe School issues).	\$1,500
* Other Misc. (on-going legal advice and consultation)	<u>\$40,929</u>

TOTAL	\$73,257.00
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COMMENTS:

TIMELINES:

December 2005 Report – February 2006 Board meeting.

APPENDICES:

- None



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John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
January 17, 2006

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Michael B. Moher, Director of Education
Joseph Berthiaume, Superintendent of Education
SUBJECT: **ST. ANTHONY CATHOLIC ELEMENTARY SCHOOL**
- Muskoka Woods Sports Resort - May 2 to 5, 2006

RECOMMENDATION:

That the Board approve St. Anthony Catholic Elementary School field trip to Muskoka Woods Sports Resort, May 2 to 5, 2006.

BACKGROUND:

This trip is in relation to the students' program/courses.

FINANCIAL: None.

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:

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A



Request for Approval of Field Trip

School	<input type="text" value="St. Anthony School"/>	Date of Trip	<input type="text" value="05/02-05/2006"/>
Destination	<input type="text" value="Muskoka Woods Sport's Resort"/>	Mode of Transportation	<input type="text" value="Motor Coach"/>
School Departure Time	<input type="text"/>	Name of Carrier	<input type="text"/>
# of Male Students	<input type="text" value="15"/>	Grade of Students	<input type="text" value="8"/>
# of Female Students	<input type="text" value="16"/>	Number of Supervisors	Female <input type="text" value="2"/> Male <input type="text" value="1"/>
Total Cost Per Student	<input type="text" value="\$350.00"/>	Personal Cost Per Student	<input type="text"/>
		Travel Company Involved	<input type="text"/>

EDUCATIONAL RATIONALE

Name of Teacher	<input type="text" value="Joal McMahon, Janice Kuzniar"/>
Purpose of Trip	<input type="text" value="End of year Gr. 8 trip"/>
Relationship to Students' Program/Course	<input type="text" value="Team Building/Physical Fitness/Drama/Journal Writing"/>
Pre-Trip Preparation(s) by Students	<input type="text" value="To prepare a presentation and writing activities"/>
Follow-Up Activities Planned	<input type="text" value="Discussion of Journal activities"/>
If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration	<input type="text"/>

Date Submitted	<input type="text"/>	Name of Teacher	<input type="text" value="Janice Kuzniar"/>
Approval Date	<input type="text" value="11/21/2005"/>	Name of Principal	<input type="text" value="Sean Schultert"/>
Approval Date	<input type="text"/>	Name of Superintendent	<input type="text" value="Joseph Berthiaume"/>
Approval Date	<input type="text"/>	Board of Trustees Approval (per Superintendent)	<input type="text"/>

For Same Day Local/Regional Trip, 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.



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
January 17, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Janet Ouellette, Superintendent of Education

SUBJECT: **ST. JULES CATHOLIC ELEMENTARY SCHOOL**
Field Trip to Mount Brighton, Michigan

RECOMMENDATION:

That the Board approve the St. Jules' Catholic Elementary School field trip to Mount Brighton, Michigan on February 2, 2006.

BACKGROUND:

This trip is in relation to the students' program/courses.

FINANCIAL: None.

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:

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A



Request for Approval of Field Trip

School	St. Jules		Date of Trip	Ex. mm/dd/yyyy 02/02/06	
Destination	Mount Brighton, Michigan		Mode of Transportation	Bus	
School Departure Time	8:30 am	School Arrival Time	5:30 pm	Name of Carrier	Shoreline/Laidlaw
# of Male Students	23	Grade of Students	7 & 8	Number of Supervisors	Female <input type="text" value="2"/> Male <input type="text" value="1"/>
# of Female Students	29	Personal Cost Per Student	\$50.00	Travel Company Involved	
Total Cost Per Student	\$75.00				

EDUCATIONAL RATIONALE

Name of Teacher Mr. Mike Veitch, Mrs. Pat Mulveney

Purpose of Trip Physical Education

Relationship to Students' Program/Course Extension of Physical Education Curriculum

Pre-Trip Preparation(s) by Students Physical Education/Classroom Instruction

Follow-Up Activities Planned Yes; Physical Education/Classroom

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

Date Submitted	12/20/2005	Name of Teacher	Mike Veitch
Approval Date	12/20/2005	Name of Principal	K. Drago
Approval Date	01/09/2006	Name of Superintendent	J. Ouellette
Approval Date		Board of Trustees Approval (per Superintendent)	

For Same Day Local/Regional Trip, 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.

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BOARD REPORT

Meeting Date:
January 17, 2006

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Michael B. Moher, Director of Education
Joseph Berthiaume, Superintendent of Education
SUBJECT: **NOTRE DAME CATHOLIC ELEMENTARY SCHOOL**
- Field trip to Mount Brighton - February 9, 2006

RECOMMENDATION:

That the Board approve Notre Dame Catholic Elementary School field trip to Mount Brighton, February 9, 2006.

BACKGROUND:

This trip is in relation to the students' program/courses.

FINANCIAL: None.

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:

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A



Request for Approval of Field Trip

School	<input type="text" value="Notre Dame"/>		Date of Trip	<input type="text" value="02/09/2006"/>	
Destination	<input type="text" value="Mount Brighton, Michigan"/>		Mode of Transportation	<input type="text" value="Bus"/>	
School Departure Time	<input type="text" value="8 am"/>	School Arrival Time	<input type="text" value="6 pm"/>	Name of Carrier	<input type="text" value="Laidlaw"/>
# of Male Students	<input type="text" value="62"/>	Grade of Students	<input type="text" value="7,8"/>	Number of Supervisors	Female <input type="text" value="3"/> Male <input type="text" value="3"/>
# of Female Students	<input type="text" value="55"/>	Personal Cost Per Student	<input type="text" value="\$45.00"/>	Travel Company Involved	<input type="text" value="NA"/>
Total Cost Per Student	<input type="text" value="\$45.00"/>				

EDUCATIONAL RATIONALE

Name of Teacher	<input type="text" value="Jamie Bumbacco"/>				
Purpose of Trip	<input type="text" value="Physical Education (skiing, snowboarding lesson and practice of this new skill)"/>				
Relationship to Students' Program/Course	<input type="text" value="Extension of phys. ed. curric."/>				
Pre-Trip Preparation(s) by Students	<input type="text" value="Ski/Snowboard safety video and lesson"/>				
Follow-Up Activities Planned	<input type="text" value="Journal"/>				
If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration	<input type="text" value="NA"/>				
Date Submitted	<input type="text" value="12/12/2005"/>	Name of Teacher	<input type="text" value="Jamie Bumbacco"/>		
Approval Date	<input type="text" value="12/12/2005"/>	Name of Principal	<input type="text" value="Jamie Bumbacco"/>		
Approval Date	<input type="text"/>	Name of Superintendent	<input type="text" value="Joseph Berthiaume"/>		
Approval Date	<input type="text"/>	Board of Trustees Approval (per Superintendent)	<input type="text"/>		

For Same Day Local/Regional Trip, 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.

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