



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**REGULAR BOARD MEETING**  
**Tuesday, August 28, 2007 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**A G E N D A**

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
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 Meeting, June 25, 2007 --
    - ii) Minutes of Regular Meeting, June 25, 2007 1 - 10
  - b. Items From In-Camera Meeting of August 28, 2007
  
10. Communications
  - a. External (Associations, OCSTA, Ministry)
  - b. Internal (Reports from Administration)
    - i) Report: Administrative Staff Report (M. Seguin) 11 – 12
    - ii) Report: Trustee Attendance – January 2007 to June 2007 (J. Berthiaume) 13 – 14
    - iii) Report: Legal Services – April and May 2007 (M. Iatonna) 15 – 16
    - iv) Verbal Report: St. Bernard Catholic Elementary School – Prohibitive to Repair Status Report (M. Iatonna) --
    - v) Verbal Report: 2007 – 2008 Operating Budget Update (M. Iatonna) --
    - vi) Verbal Report: Long Term Accommodation Study (Watson & Associates) – Status Report (M. Iatonna) --
  
11. Unfinished Business
  
12. New Business
  - a. Field Trips: Nil.
  - b. Report: Tender Results for the Heating Upgrade Project at St. Joseph Catholic Elementary School (M. Iatonna) 17 – 18
  - c. Report: Freedom of Information & Protection of Privacy – Designation of the “Head” (J. Berthiaume) 19 - 20
  
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
  
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, September 11, 2007
- Tuesday, September 25, 2007
- Tuesday, October 9, 2007
- Tuesday, October 23, 2007
- Tuesday, November 13, 2007
- Tuesday, November 27, 2007
- Tuesday, December 4, 2007 (Organizational Meeting – 7:30 p.m.)
- Tuesday, December 11, 2007

20. Closing Prayer

21. Adjournment

***John Macri***  
*Board Chairperson*

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



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**REGULAR BOARD MEETING**  
**Monday, June 25, 2007 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:**

F. Alexander	J. Macri, Chair
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
P. Keane	
L. Willson, Student Trustee	

**Regrets:**

Trustee Janisse, Trustee Courtney, Rev. L. Brunet - Board Chaplain

**Administration:**

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

**Others:**

2007 – 2008 Student Trustees Bradley and Resendes

**Recorder:**

D. Steffens

1. Call To Order – Chair Macri called the meeting to order at 7:27 p.m.
2. Opening Prayer – St. Francis Catholic Elementary School Muskoka Woods Leadership Experience - Culminating Faith Activity.
3. Recording of Attendance – Trustee Janisse sent regrets due to a family commitment, Trustee Courtney sent regrets due to a family emergency, and Rev. L. Brunet, Board Chaplain sent regrets due to illness.

## 4. Approval of Agenda

## Amendments:

- Addition: 8b(i) Delegation - Ron Riberdy, CAW Local 2458 Custodians and Maintenance Bargaining Unit re: agenda item 11c Board Policy Amendments: A:21 Child Care
- Addition: 8b(ii) Delegation - Nancy Hannon, Christ the King School Advisory Council re: agenda item 12c 2007 – 2008 Budget Approval
- Addition: 8b(iii) Delegation - Beth Ann Meloche, Discovery School Based Childcare Program of Kingsville Inc re: agenda item 11c Board Policy Amendments: A:21 Child Care
- Distribution of Amended Board Report: Agenda Item 12e Request for Proposal Results – Provision of Call Centre Services

**Moved by Trustee Soulliere and seconded by Trustee Holland that the June 25, 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. – Trustees Porcellini and Holland disclosed interest in agenda item 13c Employee Benefits Committee Meeting of June 11, 2007 and did not participate in the discussion or vote on any question raised on that item.

## 7. Presentations – None.

## 8. Delegations

a. Delegation Regarding Items Not on the Agenda – None.b. Delegations Regarding Items On the Agenda

- i. Ron Riberdy, CAW Local 2458 Custodians and Maintenance Bargaining Unit re: agenda item 11c Board Policy Amendments: A:21 Child Care

Ron Riberdy, Chairperson for CAW Local 2458 Custodians and Maintenance Bargaining Unit, was present to comment on the draft Child Care policy and requested trustees consider utilizing board employees for the responsibility of maintenance and caretaking of the leased child care areas within the schools.

- ii. Nancy Hannon, Christ the King School Advisory Council re: Agenda Item 12(c) 2007 – 2008 Budget Approval

Nancy Hannon was present on behalf of the Christ the King School Advisor Committee to comment on the draft 2007 – 2008 budget and to encourage trustees to consider providing the School Council with financial assistance to construct a separate playground for the junior and senior kindergarten students at Christ the King School.

- iii. Beth Ann Meloche, Discovery School Based Childcare Program of Kingsville Inc re: agenda item 11c Board Policy Amendments: A:21 Child Care

Beth Ann Meloche, Executive Director of Discovery School Based Childcare Program of Kingsville Inc. (Queen of Peace and St. John de Brebeuf Elementary Schools), was present to address proposed amendments to the Child Care policy. Concerns presented by Ms. Meloche included the short length of time provided to child care providers for receipt and input of the draft procedure document which identified the institution of a fee structure, the lack of lead time for the child care providers to build the new fees into their budget for the next school year, and the consideration of a provisions fee forgiveness for first year of operation for new child care sites. Ms. Meloche also asked trustees to consider deferring final approval of the Child Care Policy until providers can meet with the Child Care Advisory Committee to discuss the proposed policy and its impact on child care providers.

## 9. Action Items

### a. Approval of Minutes

- i) Minutes of In-Camera Meeting, June 12, 2007

**Moved by Trustee DiMenna and seconded by Trustee Holland that the minutes of the Committee of the Whole Board In-Camera meeting of June 12, 2007 be adopted as distributed. Carried.**

- ii) Minutes of Regular Meeting, June 12, 2007

**Moved by Trustee Keane and seconded by Trustee Soulliere that the minutes of the Regular Board meeting of June 12, 2007 be adopted as distributed. Carried.**

### b. Items From In-Camera Meeting of June 25, 2007

Trustee DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on June 25, 2007 pursuant to the Education Act - Section 207, to 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 Holland and Porcellini declared a conflict of interest during the June 25, 2007 In-Camera Session and excused themselves from the relevant discussion item.

**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 June 25, 2007 be approved. Carried.**

Trustee DiMenna made the following announcements:

- The appointment of Mary Reynolds as Centrally Assigned Teacher for the Council of Directors of Education (CODE) Elementary Special Education Project, effective September 4, 2007 for a one-year term.
- The appointment of Christine Merritt as Centrally Assigned Teacher as the Ontario Focussed Intervention Partnership (OFIP) Facilitator, effective September 4, 2007 for a one-year term.

- The appointment of Diane Minello-Gyemi as Catholic Studies Department Head at St. Anne Catholic High School, effective September 4, 2007
- The appointment of Antonella Cozzolino-Giorlando as Catholic Studies Department Head at F. J. Brennan Catholic High School, effective September 4, 2007
- The appointment of Norm Innocente as Business Co-op Department Head at F. J. Brennan Catholic High School, effective September 4, 2007
- The appointment of Lorna Baltrusinas as Mathematics Department Head at St. Thomas of Villanova Catholic Secondary School, effective September 4, 2007
- The appointment of Dan Borrelli as Business Co-op Department Head at St. Joseph's Catholic High School, effective September 4, 2007
- The approval of a plan for the Organizational Restructuring of the Business Department

## 10. Communications

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

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

**Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated June 25, 2007 for information. Carried.**

ii) Report: 2006 - 2007 Budget Status Report

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the 2006/2007 Budget Status Report as information. Carried.**

iii) Report: 2007 – 2008 Draft Special Education Budget

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the 2007/2008 Draft Special Education Budget as information. Carried.**

iv) Report: Joint Health & Safety Committee Annual Report

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the report – Annual Joint Health and Safety Committee (JHSC) Report as information. Carried.**

v) Report: Theatrical Curtains – Flame Retardant Treatment

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the report - Theatrical Curtains – Flame Retardant Treatment in the school system as information. Carried.**

vi) Verbal Report: St. Bernard Catholic Elementary School re: Prohibitive to Repair Status Report

Superintendent Iatonna reported that the Ministry is continuing to review province-wide applications for prohibitive to repair school designations and indicated that no final decision has been made by the Ministry at this time.

## vii) Report: Update on Upgrade of Wide Area Network

Superintendent Staudt reported that the existing wide area network that provides connectivity to the board's 54 sites is made up of fibre, DSL and wireless connections. There are 21 sites connected wirelessly, 27 on fibre, and 5 on DSL. Since DSL does not provide the bandwidth that is required to keep up with the ever-increasing load on the board's network, it is recommended that, subject to funding availability, the Windsor-Essex Catholic District School Board wide area network be upgraded as fiber connections become available to the balance of non-fiber school sites.

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive as information the report on the Proposed Upgrading of the Wide Area Network.**  
*Carried.*

## 11. Unfinished Business

## a. Report: Board Policy Amendments

- i) Board Policy A:03 Community Use of Schools (Final Approval)
- ii) Administrative Procedure A:03 Community Use of Schools (for receipt)

Superintendent Iatonna reported that amendments to the draft Board Policy A:03 Community Use of Schools were approved in principle on June 12, 2007. The results of the public consultation process have been considered and incorporated into the Policy as approved in principle and into the Procedure that was received as information on June 12, 2007. Trustees reviewed the proposed fee schedule and clarification was provided in that the weight rooms are not to be part of community use due to liability issues. Implementation of the policy and procedure will begin immediately and will apply to applications for rentals for the 2007- 2008 school year. Administration will provide periodic reports to the Board summarizing usage by community groups and the status of the Ministry grant monies for community use.

**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board provide final approval to amendments to Board Policy A: 03 Community Use of Schools.** *Carried.*

**Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive Procedure Pr A:03 Procedure For The Community Use of Schools, as information.**  
*Carried.*

## b. Report: Board Policy Amendments

- i) Board Policy A:05 Pupil Accommodation Review (Final Approval)
- ii) Administrative Procedure A:05 Pupil Accommodation Review (for receipt)

On June 12, 2007, the Board revoked Board Policy A: 05 School Closure and approved in principle Draft Policy A: 05 Pupil Accommodation Review. The "Generic School Valuation Framework," was prepared with the assistance of a public committee established by administration pursuant to Ministry Guidelines.



**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board provide final approval to Draft Policy A: 05 Pupil Accommodation Review. Carried.**

**Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board receive as information Procedure Pr A: 05 Pupil Accommodation Review. Carried.**

c. Report: Board Policy Amendments

- i) Board Policy A:21 Child Care (Final Approval)
- ii) Administrative Procedure A:21 Child Care (for receipt)

Discussion occurred regarding the rational of using the same fee structure for both profit and non-profit child care providers and debate occurred around a proposed addition of a provision to allow forgiveness of the first year fees for new child care providers.

**Moved by Trustee Porcellini and seconded by Trustee Holland that the Board provide final approval to the amendments to Board Policy A: 21 Child Care;**

**and, that the Board receive as information Procedure Pr A: 21 Child Care. Carried.**

d. Report: Board Policy Amendments

- i) Board Policy A:28 Advertising Expenditures (Final Approval)
- ii) Board Policy A:29 Advocacy Expenditures (Final Approval)

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board provide final approval to draft (Administration) Policy A: 28 Advertising Expenditures. Carried.**

**Moved by Trustee Soulliere and seconded by Trustee Holland that the Board provide final approval to draft (Administration) Policy A:29 Advocacy Expenditures. Carried.**

e. Report: Board Policy Amendments

- i) Board Policy F:04 Sweatshop Free Purchasing (Final Approval)

**Moved by Trustee Alexander and seconded by Trustee Keane that that the Board provide final approval to draft Policy F:04 Sweatshop Free Purchasing. Carried.**

f. Report: Board Policy Amendments

- i) H:19 Violence Prevention in the Workplace (Final Approval)

**Moved by Trustee Soulliere and seconded by Trustee Holland that the Board provide final approval to draft Policy H:19 Violence Prevention in the Workplace. Carried.**

## 12. New Business

a. Field Trips: Nil.

b. Report: Business Practice Review (PricewaterhouseCoopers)

**Moved by Trustee Alexander and seconded by Trustee Holland that the Board receive for information the report on the Business Practice Review from Price Waterhouse Coopers;**

**and, that the Board direct Administration to proceed with the implementation of the recommendations contained in the report for completion by December 2007, including the provision of regular progress updates to the Audit Committee and a final report to the Board when all recommendations have been addressed. Carried.**

c. Report: 2007 – 2008 Budget Approval

Superintendent Iatonna presented an overview of the draft 2007 – 2008 budget indicating that the finalization of the capital long-term financing plan remains outstanding and will have some impact on the proposed budget presented tonight. Other financial concerns and challenges include: declining enrolment, debt service costs, utilization of space and portables, unfunded liability of retirement gratuities, staff absenteeism, grant constraints related to the prescriptive use, infrastructure renewal needs, and a potential 2006 – 2007 school year budget deficit. Discussion occurred on the proposed staff reductions, special education funding, the First Nation Metis and Inuit grant, the impact of imposing spending restrictions on technology items for the next year and the adequacy of the current elementary vice-principal allotments for high need schools. An update on the 2007 – 2008 budget will be provided in August after feedback has been received from the Ministry on the long-term capital financing plan.

**Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve the 2007/2008 Budget. Carried.**

d. Report: Board Resolution for Temporary Borrowing

On May 12, 2007, the Board approved a Borrowing Resolution for \$70,000,000 as a line of credit to bridge finance the capital program and operating expenditures for the calendar year 2007. A separate resolution is required to identify the capital portion of the loans.

**Moved by Trustee Holland and seconded by Trustee Soulliere that the Board approve Resolution 2007:02 (deemed to be read three times) authorizing the Board to borrow \$45,000,000 to bridge finance the permanent improvements as detailed in Schedule A to Resolution 2007:02. Carried.**

#### **WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD RESOLUTION 2007:02**

A Resolution authorizing the Windsor-Essex Catholic District School Board (the “Board”) to borrow money pursuant to the provisions of section 247 of the Education Act (the “Act”) for the raising of funds to finance certain permanent improvements as more particularly described in this By-Law.

**WHEREAS:**

- A. The Board has authorized the permanent improvements as detailed in Schedule “A” attached to this Resolution;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce (“CIBC”) for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the project is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

**THEREFORE, BE IT RESOLVED** as follows:

1. The Director and the Treasurer of the Board are authorized on behalf of the Board to borrow \$45,000,000 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
  2. The Director and the Treasurer are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to the Resolution.
- e. Report: Request for Proposal Results – Provision of Call Centre Services

Superintendent Seguin provided an overview of the request for proposal process for the provision of call centre services and provided rationale for not selecting the lowest bidder.

**Moved by Trustee Alexander and seconded by Trustee Holland that the Board contract Call Centre Services to KelCom Telemessaging effective September 2007 for an initial period of three years with an option to extend the contract if mutually agreeable up to a maximum of two one-year periods. Carried.**

- f. Report: Regular Board Meetings for the Months of July and August, and for the 2007 – 2008 School Year

**Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board meetings for the months of July and August be held at the call of the Chair;**

**and, that the Board adopt the attached schedule of Regular Board meetings for the 2007 – 2008 School Year. Carried.**

- g. Report: 2007 – 2008 Child Care Agreements

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the provision of child care services for 2007/2008 to be undertaken by the current service providers;**

**and, that the Board authorize Administration to proceed with agreements with each of these service providers consistent with the Child Care Policy and Child Care Procedures adopted by the Board. Carried.**

- h. Report: Special Education Plan Amendments 2007  
**Moved by Trustee DiMenna and seconded by Trustee Holland that the Board approve the amendments to the Special Education Plan;**

**and, that the amendments be submitted to the Ministry of Education for approval.**  
*Carried.*

13. Committee Reports

- a. Report: Special Education Advisory Committee (SEAC) Meeting of April 26, 2007  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the April 26, 2007 Special Education Advisory Committee meeting as information.** *Carried.*
- b. Report: High School Council Meeting of May 10, 2007  
**Moved by Trustee Porcellini and seconded by Trustee Keane that the Board receive the report of the High School Council dated May 10, 2007, as information.** *Carried.*
- c. Report: Employee Benefits Committee Meeting of June 11, 2007  
**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board receive the Notes from the Employee Benefits Committee Meeting dated June 11, 2007 as information.** *Carried.*
- d. Report: Audit Committee Meeting of June 18, 2007  
**Moved by Trustee Porcellini and seconded by Trustee Soulliere that the Board receive the Notes from the Audit Committee dated June 18, 2007 as information.** *Carried.*

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson Macri reported on his attendance at the employee retirement dinner last week and thanked the organizers for their work on the event, congratulated this year's student graduates and acknowledged Student Trustee Luke Willson for his dedication in representing students.
- b. Director of Education Berthiaume congratulated this year's graduates, commended Student Trustee Luke Willson for his work over the past year, and thanked trustees, administration, teachers and support staff for another successful school year.
- c. Board Chaplain – Fr. Brunet sent regrets this evening.

16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated Tyrone Crawford upon his second selection as a winner of the Royal Arcanum Award, wished all graduates congratulations, commented on St. Angela's first annual talent show, thanked Student Trustee Luke Willson and acknowledged Elaine Poirier on her secondment to the Literacy and Numeracy Secretariat.

- Trustee Keane wished everyone a safe and happy summer break.
  - Trustee Alexander wished Student Trustee Willson and Elaine Poirier all the best and asked that administration contact him as soon as possible of any news from the Ministry of Education concerning the prohibitive to repair designation for St. Bernard Catholic Elementary School.
  - Trustee Soulliere congratulated the staff and students of St. John the Baptist Catholic Elementary School on their successful family fun night.
  - Trustee Holland commented on the recent Diocese of London announcements concerning church closures in the Riverside area and asked that the entire east end community be kept in trustee thoughts and prayers as they deal with the impact of parish reorganization. Trustee Holland thanked Student Trustee Luke Willson for his hard work and dedication to his role.
  - Trustee DiMenna thanked all staff across the system for a successful year and commended their commitment to Catholic education, thanked Student Trustee Luke Willson for being such an asset to the board and wished everyone a safe and restful summer.
  - Student Trustee Willson thanked everyone for their assistance in his role as 2006-2007 Student Trustee and, on behalf of the student body, thanked everyone for their hard work and dedication to Catholic education. Student Trustee Willson thanked Superintendent Staudt for her time and effort with the Student Senate over the past year.
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, August 28, 2007
  - Tuesday, September 11, 2007
  - Tuesday, September 25, 2007
  - Tuesday, October 9, 2007
  - Tuesday, October 23, 2007
  - Tuesday, November 13, 2007
  - Tuesday, November 27, 2007
  - Tuesday, December 4, 2007 (Organizational Meeting – 7:30 p.m.)
  - Tuesday, December 11, 2007
20. Closing Prayer – The meeting closed with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of June 25, 2007 adjourned at 9:53 p.m.

*Not approved.*

***John Macri***  
*Board Chairperson*

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



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

<p><b>Meeting Date:</b> August 28, 2007</p>
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## BOARD REPORT

**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, 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 August 28, 2007 for information.

**SYNOPSIS:**

**BACKGROUND COMMENTS:**

**FINANCIAL IMPACT:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated August 28, 2007

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: August 20, 2007
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: August 20, 2007
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: August 22, 2007

**August 28, 2007**

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

	<b>Employee Name</b>	<b>Position</b>	<b>Location</b>	<b>Date</b>
<b>HIRING:</b>	Rita Baggio	Secondary Teacher	Catholic Central	September 4, 2007
	Kerry Birch	Part-time Custodian	Supply	July 31, 2007
	Sherri-Lynn Bissonnette	Elementary Teacher	St. Bernard (Windsor)	September 4, 2007
	Nicolina Coppola	Secondary Teacher	Catholic Central	September 4, 2007
	Lisa Corda	Elementary Teacher	St. Anne Fr. Imm.	September 4, 2007
	Daniel DiPietro	Elementary Teacher	St. Anne Fr. Imm.	September 4, 2007
	Mary Francia	Elementary Teacher .5	Holy Name	September 4, 2007
	Katie Gallagher	Secondary Teacher	F. J. Brennan	September 4, 2007
	Catherine Gauthier	Secondary Teacher	St. Michael's Rhodes	September 4, 2007
	Katherine Grylls	Elementary Teacher	St. John de Brebeuf	September 4, 2007
	Jeffrey Hackett	Elementary Teacher .5	Our Lady of Perpetual Help	September 4, 2007
	Giuseppe Idone	Secondary Teacher	St. Anne Secondary	September 4, 2007
	Wayne Janisse	Part-time Custodian	Supply	July 31, 2007
	Lindsay Longpre	Secondary Teacher	Holy Names	September 4, 2007
	Smiljka Mamuzic	Elementary Teacher .5	W. J. Langlois	September 4, 2007
	Erin McMahon	Elementary Teacher .5	Stella Maris	September 4, 2007
	Sonia Piraine	Elementary Teacher	St. Anthony	September 4, 2007
	Eleonora Talerico Vitella	Elementary Teacher .5	St. Angela	September 4, 2007
<b>RESIGNATION:</b>	Ivano Fregonese	Accounting Supervisor	Catholic Education Centre	July 13, 2007
	Lina Maiuri	Occasional Teacher	Supply	July 6, 2007
	Pamela Van Kooten	Occasional Teacher	Supply	July 10, 2007
<b>RETIREMENT:</b>	Norman Gauthier	Custodian	Catholic Central	September 28, 2007
	Patricia Hickmott	Executive Assistant	Catholic Education Centre	August 31, 2007
	Annette Lacroix	Secretary	St. Mike's Alt.	August 31, 2007
	Jo-Anne McCaffrey	Executive Assistant	Catholic Education Centre	August 31, 2007



1325 California Avenue  
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CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
August 28, 2007

## BOARD REPORT

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

**PRESENTED FOR:** Information  **Approval**   
**PRESENTED BY:** Senior Administration

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

**SUBJECT:** **TRUSTEE ATTENDANCE – JANUARY TO JUNE 2007**

### RECOMMENDATION:

**That the Board receive the report *Trustee Attendance – January to June 2007* as information.**

**SYNOPSIS:** In accordance with the Board motion of December 16, 2003, this report provides a summary of trustee and student trustee attendance at regularly scheduled board meetings during the months of January to June 2007.

**BACKGROUND COMMENTS:** Twelve regularly scheduled Board meetings were scheduled during the period of January to June 2007, including the March 13 meeting that was cancelled due to the March Break.

The chart provided below, summarizing attendance during the reporting period, does not include the cancelled March meeting.

Trustee	Meetings Attended
Fred Alexander	10
Joan Courtney	10
Mary DiMenna	10
Barbara Holland	10
Chris Janisse	10
Patrick Keane	11
John Macri	11
Shannon Porcellini	11
Lisa Soulliere	11

Student Trustee	Meetings Attended
Luke Willson	11



**FINANCIAL IMPACT:** Not applicable.

**TIMELINES:** The report on trustee attendance for the period of July to December 2007 will be submitted to the Board at its January 29, 2008 meeting.

**APPENDICES:**

- None

**REPORT REVIEWED BY:**

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: August 20, 2007

Approval Date: --

Approval Date: August 22, 2007



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: John Macri  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
August 28, 2007

**BOARD REPORT**

**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 – April and May 2007**

**RECOMMENDATION:**

**That the Board receive the report Legal Services – April and May 2007 as information.**

**SYNOPSIS:**

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

**BACKGROUND COMMENTS:**

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 IMPACT:**

For the month of April and May 2007 legal fees submitted as follows:

*Real Estate and Property Matters	\$6,300.00
*Labour (incl. Negotiations, contract administration and arbitration)	\$56,204.00
*Litigation (inc. OLRB Hearings, Spec Ed., Human Rights and Safe School Issues)	\$0.00
*Other Misc. (On-going legal advice and consultation)	\$13,985.00

<b>Total</b>	<b><u>\$76,489.00</u></b>
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The above fees do not include disbursements and GST.

**TIMELINES:**

April and May 2007 Report - August Board Meeting.

**APPENDICES:**

None.

**REPORT REVIEWED BY:**

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: --

Approval Date: August 22, 2007

Approval Date: August 22, 2007



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 August 28, 2007

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  **Approval**   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Mario Iatonna, Superintendent of Education  
 Claude Marier, Mgr. of Purchasing & Admin. Services  
**SUBJECT:** **TENDER RESULTS FOR THE HEATING UPGRADE PROJECT  
 AT ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL**

**RECOMMENDATION:**

**That the Board accept the tender submission from Fahrhall Mechanical for the St. Joseph Catholic Elementary School heating upgrade project and that a purchase order contract be issued in the amount of \$409,958.97 (G.S.T. included) upon Board approval, said project to be funded from the approved Good Places to Learn Stage 2 in the amount of \$200,000 and the anticipated Good Places to Learn Stage 3 in the amount of \$209,958.97.**

**SYNOPSIS:**

A tender was undertaken for a heating upgrade project for St. Joseph Catholic Elementary School.

**BACKGROUND COMMENTS:**

The tender closed on August 1, 2007. Three (3) companies were invited to bid with two (2) of the firms closing on the tender. The tender results are as follows:

Fahrhall Mechanical	\$409,958.97 (G.S.T. included)
Lekter Industrial Services	\$430,466.00 (G.S.T. included)

**FINANCIAL IMPACT:**

An amount of \$200,000 was originally included under the Good Places to Learn Stage 2 (GPL 2) funding to undertake this work. This amount reflected a dated budget estimate without benefit of a detailed, comprehensive examination of the system piping and other components.

The tender was called to include all work subsequently identified to be required to appropriately address the system deficiencies. The intent was to fund this work using the GPL 2 allocation, with the balance coming from the GPL 3 funding expected to be announced this fall.

The recommendation to the Board is based on this approval. If GPL 3 funding does not become available, a future recommendation would be made to the Board to re-allocate approved 2007-2008 Capital Renewal funds for this purpose.

**TIMELINES:**

Board approval at the August 28, 2007 Board Meeting, so that work can commence immediately.

**APPENDICES:**

None.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: August 20, 2007
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: August 23, 2007
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: August 23, 2007



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: John Macri  
 DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
 August 28, 2007

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
**SUBJECT:** **FREEDOM OF INFORMATION & PROTECTION OF PRIVACY  
 - DESIGNATION OF THE "HEAD"**

**RECOMMENDATION:**

**That the Board hereby designates the Chair of the Board as "head" for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, effective September 1, 2007;**

**and, that the Board hereby revokes all previous resolutions designating a head.**

**SYNOPSIS:**

This report designates the "head" for the purposes of the Municipal Freedom of Information and Protection of Privacy Act as the Chair of the Board.

**BACKGROUND COMMENTS:**

The *Municipal Freedom of Information and Protection of Privacy Act* came into effect on January 1, 1991 and applies to municipalities and local boards termed "institutions" under the *Act*. This includes school boards.

Under subsection 3(2) of the *Act*, the members elected or appointed to a board, commission or other body that is an institution under the *Act* may designate in writing from among its members an individual or committee of the body to act as head of the institution for the purposes of the *Act*. For the purposes of fulfilling the duties assigned under the *Act*, the Chair of the Board will be designated the responsibilities and powers of performing the duties as the "head" of the institution (Board) within the *Act*.

**FINANCIAL IMPACT:** No financial impact.

**TIMELINES:** Effective September 1, 2007, until revoked by Board resolution.

**APPENDICES:**

- None

**REPORT REVIEWED BY:**

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: August 20, 2007

Approval Date: --

Approval Date: August 23, 2007