



## BOARD MEETING MINUTES

### PRESENT

#### Trustees:

- Hugh McCorry, Chair
- Marline Ilijow
- Shirley Jean
- Bill McKay (via teleconference)
- Lawrence McParland
- Lilliana McPherson
- Amanda Monks
- Judy Wawia, Vice-Chair

#### Administration:

- Alexa McKinnon
- Rod McKinnon
- Jody Weller
- Scott Adams

#### Guests:

- Maria Vasanelli, Human Resources Advisor
- Father Terry Sawchuk, Guest

#### Recorder

- Deana Figliomeni

#### Absent:

- Trustee Carol Barnes (Excused Absence)
- Kerry Desjardins, Superintendent of Education

## **Opening Prayer**

- Opening Prayer was lead by Father Terry Sawchuk. SNCDSB Mission statement was read by all and Trustee Wawia read the Identification of Traditional Territories.

## **Approval of Agenda**

### Resolution #6/17

Moved By: Trustee Wawia  
Seconded By: Trustee McParland

THAT the agenda for Board meeting #2/17 being held on February 6, 2017 be accepted as presented.

Carried.

### Resolution #7/17

Moved By: Trustee McPherson  
Seconded By: Trustee Illijow

THAT the Board acknowledges and accepts the excused absence of Trustee Barnes from attending Board Meeting #2/17 held February 6, 2017.

Carried.

## **Approval of Minutes**

### Resolution #8/17

Moved By: Trustee Illijow  
Seconded By: Trustee Jean

THAT the minutes for Board Meeting #1/17 held January 9, 2017 be accepted as presented.

Carried.

## **Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

## **Presentations**

### **1. Director of Education**

- Mrs. McKinnon and Father Sawchuk updated the Trustees on Father's role to support our Board. Goals and Hopes include; supporting our staff at CEC and schools in their vocation as educators; strengthen the link between the parish community and the wider school community, support the work of the SNCDSB committees when required; be our guide to link our mission with the message of the gospels in all nine schools; lead our liturgical celebrations both at the church and with our leadership teams.
- Mass will be scheduled for our next Board meeting at 11:30 am at the Catholic Education Centre.

### **New Evangelization Summit - May 12-13, 2017**

- Father shared with Trustees information regarding the New Evangelization Summit that will take place May 12-13, 2017. St. Martin School in Terrace Bay will be a host-site for this event happening in Ottawa, ON. The Board will support this event through promotion and linking the event to our social media pages. An event log will be created and shared with Father and Catholic Education Centre staff.

### **2. Student Achievement**

- Ms. Weller shared the Student Achievement Departmental Plan and monthly reports. Highlights included the communication of learning for Kindergarten, French as a Second Language, Mental Health and Indigenous Education and the Wellness Steering Committee.

### **Experience Superior North**

- Ms. Weller reviewed the planning template for the upcoming Experience Superior North Visit. There will be forty students from Toronto Catholic DSB and ten students from Crescent School. Google hangouts are being planned with the schools and our students to be in March and April. These Google hangouts will include the Walk a Mile and cultural teachings. All Trustees are invited and encouraged to attend the Experience Superior North Visit. Dr. Sean Lessard will be attending for a parent engagement session through the PRO grant. Exact dates of Dr. Lessard's visits are to be determined.

### **3. Supervising Manager of Finance**

- Finance departmental plan was included in Mr. Adams monthly Finance report. The next audit committee meeting will be held on February 21,

2017 at the Catholic Education Centre. Updates from the internal audit will be given during this meeting.

- Projected budget for Trustees was distributed to all in attendance at the meeting. The goal of our Board is involvement and learning of our Trustees and our vision for Trustee learning will be reviewed.

Resolution #9/17

Moved By: Trustee McKay  
Seconded By: Trustee Ilijow

THAT the Board does hereby guarantee payment to the Bank of Montreal of all present and future debts and liabilities now or at any time and from time to time due owing to said Bank by way of BMO Corporate MasterCard Account for the SUPERIOR NORTH CATHOLIC DISTRICT SCHOOL BOARD up to a limit of eighty thousand dollars (\$80,000) at any one time, the whole in the terms set out in for MasterCard of the Bank of Montreal submitted to this meeting, and that the undersigned, Alexa McKinnon and Scott Adams are hereby authorized to sign and execute such form and deliver the same to the Bank of Montreal.

Carried.

4. Supervising Manager of Plant & Information Technology

- Mr. McKinnon presented the Operational Department Plan. Appraisals in the operations and plant department have been complete. Mr. McKinnon shared the learning from the professional activity day held February 3, 2017 for the custodians and administrative assistants for eBase. Mr. McKinnon demonstrated to Trustees how to login and submit IT tickets as well as what else ebase will be used for.
- The capital plan was presented and reviewed by Mr. McKinnon. He indicated that we are waiting for some information from VFA and this information will assist with the forecast of the spending.
- Learning Commons for all schools will start in small increments starting with St. Martins School.

Recommendation - NOT MOVED

THAT the Board approves the 2017-18 Capital Renewal Plan, as presented.

The 2017-18 Capital renewal plan will be brought back to the March 2017 Board meeting.

5. Human Resources

- Mrs. Vasanelli reviewed the new format of the policy protocol and review dates. The policy protocol was reviewed.
  - a. Policy is developed or updated.
  - b. Policy reviewed by policy committee.
  - c. Reviewed by Executive Council.
  - d. Passed by Board of Trustees at Meeting
  
- Policies are now filed under seven categories:

100	Governance
200	Curriculum & Program
300	Equity and Safety
400	Finance
500	Human Resources
600	Operations
700	Technology

Resolution #10/17

Moved By: Trustee Monks  
Seconded By: Trustee McPherson

THAT the Board approves the revised policies and Administrative Procedures for distribution:

**P-HR410 Employee Attendance During Inclement Weather and Workplace Closure**  
**P-0 601 Accessibility Standards Policy**  
**AP-0 601 Accessibility Administrative Procedure**

Carried.

Resolution #11/17

Moved By: Trustee Jean  
Seconded By: Trustee McParland

THAT the Resolution No.11/17 to provide for mandatory membership in the OMERS primary pension plan (“Primary Plan”), and the retirement compensation arrangement that provides benefits for members and former members of the Primary Plan (“RCA”), in respect of the employees identified herein.

Whereas pursuant to subsection 6(1) of the Primary Plan an employer who is eligible under the Ontario Municipal Employees Retirement System Act, 2006 (“OMERS Act, 2006”) to participate in the Primary Plan and the RCA may, by by-law or resolution, participate in the Primary Plan and the RCA and pay to the funds for the Primary Plan and the RCA the total of the employer and member contributions, and has all of the powers necessary and incidental thereto.

And whereas **Superior North Catholic District School Board** (“Employer”) previously enacted Resolution **44/99** and elected to participate in the Primary Plan and the RCA.

And whereas it is deemed desirable to modify the conditions for membership in the Primary Plan and the RCA for Specified OTCFT Employees (as defined below).

Therefore the **Board** of the Employer enacts as follows:

**Mandatory Membership for Specified OTCFT Employees:**

1. The Employer approves mandatory memberships in the Primary Plan and the RCA for each person who is employed by the Employer on other than a continuous full-time basis (“OTCFT Employee”) who is employed in the following class(es) (“Specified OTCFT Employees”): All 10 month employees who work full time hours.
2. Every person who becomes a Specified OTCFT Employee on or after the date of this by-law as set out below, shall, as a condition of employment, become a member of the Primary Plan and the RCA, or if such person is already a member, resume contributions to the Primary Plan and the RCA on the date so employed.

Carried.

**Discussion Items**

- OCSTA Communications & OCSTA Website
  - The OCSTA community forum and log-in information was shared with Trustees.

- AGM Resolution Package
  - The AGM Resolution package was distributed to all Trustees to review prior to attending the OCSTA AGM in April.
- Governance Modules Update
  - Trustees are to forward Deana Figliomeni an updated list of Trustee modules they have completed.
- Multi Year Strategic Planning Review
  - Multi Year Strategic Planning was reviewed with Trustees. The Destination: Renewal Board Evidence Indicators document was distributed to Trustees to fill out and return at the next Board meeting.
- Travel Check Ins
  - Trustees discussed the importance of checking in with each other during travel. A check in plan will be established with all members to ensure the safety of everyone travelling, especially in the winter months.
- CCSTA Registration June 1 - 3rd
  - CCSTA Annual Conference will be held in Niagara Falls this year. Trustees McCorry, Wawia, Monks, Ilijow and McPherson will be attending.

### **Closing Prayer**

- The meeting commenced with a closing prayer read by all in attendance.

### **Adjournment**

- THAT we do now adjourn at 2:45 p.m.