



February 5, 2018

Catholic Education Centre, Terrace Bay, ON

## BOARD MEETING MINUTES

### Trustees:

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

### Administration:

- Barb Spadoni, Acting Director of Education
- Kerry Desjardins, Superintendent of Education
- Rima Mounayer, Superintendent of Education
- Dan Kazymyrskiy, Supervising Manager of Finance
- Barry Biggs, Plant & Field Services Manager
- Maria Vasanelli, Human Resources Advisor (via teleconference)

## Guests

- Sr. Stephanie Romiti, Faith Formation & Catholicity Lead
- Dr. Mary Beth Minthorn Biggs, Inclusive Education Clinician
- Father Terry Sawchuk, Board Chaplain

## Recorder

- Deana Figliomeni

Meeting was called to order at 12:35 pm with Hugh McCorry in the Chair.

## Opening Liturgy

Opening Prayer was lead by Sister Stephanie Romitti. The School Board Mission Statement was read by all those in attendance. Identification of Ancestral Territories for Speaking Engagements was read by K. Desjardins.

Trustee McCorry welcomed Barbara Spadoni back to Superior North Catholic District School Board.

## Approval of Agenda

Resolution #5/18

Moved by Trustee McParland

Seconded by Trustee Jean

THAT the agenda for Board meeting #2/18 being held on February 5, 2018 be accepted as presented.

Carried.

Resolution #6/18

Moved by Trustee McPherson

Seconded by Trustee McKay

THAT the Board acknowledges and accepts the excused absence of Carol Barnes from attending Board Meeting #2/18 held February 5, 2018.

Carried.

## Approval of Minutes

Resolution #7/18

Moved by Trustee Jean

Seconded by Trustee Monks

THAT the minutes for Board Meeting #1/18 held January 12, 2018 be accepted as presented.

Carried.

## Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

## Presentations

### 1. Barbara Spadoni, Acting Director of Education

B. Spadoni submitted an outline of her activities to date. The phone systems have now been updated. The message now lists all board employees, their position and their extension number. Reception will ensure that the phone will be answered at all times. A reception office will be created at the front of the Catholic Education Centre.

### 2. Student Achievement

#### a. K. Desjardins, Superintendent of Education Monthly Report

K. Desjardins report highlighted SNCDSB preliminary registration numbers for Kindergarten. The Board will continue to promote all the strong, academic programming we are offering in our schools. Trustees asked for clarification regarding Early On programs. Early ON is the new name for Best Start. There are separate Indigenous programs across the region are part of Early ON.

#### b. R. Mounayer, Superintendent of Education Monthly Report

R. Mounayer report highlighted the support offered to our schools during tragic events and this support is based on the need of the Principal. EAP (Employee Assistance Program) Behaviour Science Centre presented to Catholic Education Centre and provided information for support if required.

[Trustee Illijow joined the meeting via teleconference at 1:15 pm]

There were no questions regarding the School Board Climate Survey Results, Data Analysis Template and the Safe Schools Action Plan.

### **3. Catholic Achievement System Support Team Monthly Reports**

#### **a. Sr. Stephanie Romiti, Faith Formation & Catholicity Coordinator**

Sister School retreats are being planned and will be scheduled for staff after Faith Day. These retreats would be offered after hours and on a volunteer basis. A daily staff prayer is sent to the entire Board office from Sister Stephanie each day. Lenten materials have been ordered for the classrooms. Music for school student masses is being ordered to create more enthusiasm and encourage our children to attend mass. Catholic Graduate Expectations posters will be made for all schools to have in the learning common area.

David Wells has been confirmed for Faith Day. D. Wells is an excellent speaker and will be a positive experience for our staff. S. Romitti shared that Faith Day next fall will include a teaching mass for the staff. Practising songs and responses before each mass was thought to be a good idea.

Currently, Grade 1-4 have the religion program, and grade 5 program is being rolled out this year. In the next few years the program should be available for all grades. Carleo.com has a ton of good resources for teachers to use in their classrooms to support the teaching of religion and family life. Kindergarten program is "In God's Image" and resources for the program should be available in all classes.

#### **b. C. Sheriff, Student Community Engagement Lead**

On February 8, the first "Experience-Superior North" skyping session will take place. Leadership teams within our schools will be created to take part in these skype sessions, and these leadership teams will bring it back to the classroom students. The goal is to ensure that our students take leadership of the program. Budget for Experience-Superior North is allocated from the Indigenous Budget. A budget will be brought to the March Board meeting. The program will be reevaluated for 2018/19 school year.

- c. S. Clowes, Technology Enabled Learning Teacher
- d. N. Jankowski, Technology Enabled Learning Teacher

No questions regarding Technology Enabled Learning Teachers reports.

- e. Dr. Mary-Beth Minthorn Biggs, Inclusive Education Clinician

A DRAFT Guideline for Suicide Intervention and Prevention was presented to Trustees. M.B. Biggs indicated this guide has been submitted to the Ministry and Bruce Ferguson, Provincial Mental Health Support Lead in draft form. A go to document is required to be created to assist teachers and staff and will be created by M.B. Biggs. S. Romitti suggested a spiritual component be included in the guide to represent us as a Catholic Board. Feedback from Trustees is requested. It is important that this guide aligns with the Crisis Response Plan for all schools and it is important that sister schools are involved in the process.

SNAP program looking at social emotional regulation is currently being rolled out at three of our schools. Assessment tools are required to be purchased to be able to properly assess our students

BMS training was provided to 17 Educational Assistants on February 2, 2018. The training was successful and the feedback was positive.

- f. T. Bryson, Positive Behaviour Support Lead
- g. A. Baker and P. Kutok, Math Leads

T. Bryson, A. Baker and P. Kutok reports were accepted as received.

#### **4. Finance**

Mr. Dan Kazymyrskiy, Manager of Finance Monthly Report and Financial Report was accepted as presented.

D. Kazymyrskiy shared his learning from the CEO (Chief Executive Officer) Conference he attended in January 2018 in Toronto. D. Kazymyrskiy shared the importance of updating the Board's Accounting System. H. McCorry recommended that D. Kazymyrskiy go ahead and look into the price of Sparks Book to make the system more efficient.

[Trustee Monks left the meeting at 2:30 pm]

#### **5. Plant & Field Services Report - Mr. Barry Biggs, Plant & Field Services Manager**

Custodians and cleaners gathered on February 2nd at the Catholic Education Centre in Terrace Bay. This was a great opportunity to meet and work together.

Mr. Biggs updated Trustees on the Catholic Education Centre (CEC). A Class C estimate has been received. The Board is a Public Funded Organization, and the CEC addition plan was created to meet accessibility standards.

St. Martin Catholic School - Structural issue - A draft report was received and highlights the deficiencies in the building. Once the final version of the report is received on February 9, 2018 a teleconference will be arranged with Trustees and Director and then a decision be made to seek legal advice and next steps.

At this time the St. Martin Catholic School conversion to propane is being postponed, as other work is being done with air quality. B. Biggs noted this is a worthwhile project to look into in the future to drop operational costs.

Resolution #8/17

Moved by Trustee McCorry

Seconded by Trustee Wawia

THAT the Superior North Catholic District School Board of Trustees have given direction to Plant and Services to postpone moving forward with the construction to the expansion of the Catholic Education Centre.

Carried.

VFA report is due to the Ministry on February 15, 2018 and we will meet the deadline for this report. These reports are due two times per year. VFA is a good tool to use moving forward and accessibility is also included in these reports.

Greenhouse Gas Reduction Grant has to be spent by the end of March 2018. Holy Saviour Catholic School air quality project is looking at being a project to go under this grant. The grant money will be utilized before the end of March.

Transgender washroom signage will be implemented in all of our schools. B. Biggs will move forward and complete the installation of the signs for the transgender washrooms at all of our schools.

### Committee of the Whole

Resolution #9/18

Moved by Trustee McPherson

Seconded by Trustee Jean

THAT we resolve into Committee of the Whole with Trustee McCorry in the chair and that the meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act (R.S.O., 1980).

Carried.

Resolution #10/18

Moved by Trustee Jean

Seconded by Trustee Ilijow

THAT the Board moves out of Committee of the Whole and reconvenes as a Board in public session and accepts all recommendations contained therein.

THAT the Board of Trustees for the Superior North Catholic District School Board approve the hiring of the following Educational Assistants at:

Our Lady of Lourdes (0.5)

Holy Saviour (1.0)

St. Martin (0.5)

Holy Angels (1.0)

St. Edward (0.5)

St. Hilary (1.0)

St. Joseph (1.0)

Total - 5.5

Carried.

### **Matters Requiring Decision or Action**

Resolution #11/18

Moved by Trustee McPherson

Seconded by Trustee Wawia

THAT the Board approves the 2018-19 school year calendar with the following professional activity days, to be submitted to the Ministry of Education for approval, as presented:

**Start Date for Students:** Wednesday, September 5, 2018.

**Last Day of School for Students:** Friday, June 28, 2019.

### Professional Activity Days

1. Tuesday September 4, 2018 - SIPI School Improvement/Health & Safety
2. Friday, September 28, 2018 - Achieving Excellence in Numeracy
3. Friday, October 19, 2018 - Faith Day
4. Friday, November 23, 2018 - Achieving Excellence in Literacy
5. Friday, February 1, 2019 - Reporting Day
6. Friday, May 3, 2019 - Awareness Day for Indigenous Culture, History & Traditions
7. Friday, June 7, 2019 - Reporting Day

### Christmas and March Break

**Christmas Holidays:** December 24, 2018 – January 4, 2019.

**March Break:** March 11 – 15, 2019.

Carried.

### Policies:

Resolution #12/18

Moved by Trustee McPherson

Seconded by Trustee Wawia

THAT the Board approves the following revised policies and administrative procedures for distribution:

P - F 405 Travel Expenses

AP - F 405 Travel Expenses

AP- F- 405 In-Lieu Accommodation Form

P - GL-107 Performance Appraisal Director of Education

AP - GL-107 Performance Appraisal Director of Education

P - ES-301 Antiracism and Ethnocultural Equity

AP - ES-301 Antiracism and Ethnocultural Equity

HR 510 Inclement Weather

HR 516 Performance Appraisal of Experience Teachers

HR 517 Performance Appraisal of New Teachers

Carried.

## Discussion and Informational Items

OCSTA Travel Insurance Confirmation Letter and Summary of Benefits was given to Trustees.

## Closing Prayer

Prayer for Safe Travel was read by all Trustees.

## Adjournment

Recommendation to adjourn at

- THAT we do now adjourn at 5:07 p.m.

*Originally signed by:*

Hugh McCorry, Chair of the Board

Barb Spadoni, Secretary of the Board