

**MINUTES OF BOARD MEETING #4/11  
HELD MONDAY, MARCH 21, 2011  
12:30 P.M., BOARD OFFICE**

PRESENT: Trustee: Sharon Arsenault, Chair  
Carol Barnes (via teleconference)  
Shirley Dunville (via teleconference)  
Marline Ilijow  
Hugh McCorry  
Bill McKay  
Lawrence McParland  
Artur Szczepaniak  
Judy Wawia

Administration: Val Pichette  
Scott Adams  
Joy Brenzavich

Recorder: Colleen Winters

**OPENING PRAYER**

The meeting commenced at 12:36 p.m. with Trustee Szczepaniak leading the reading of the Spirit of Justice prayer, provided by OCSTA. This was followed with a reading of the Board's Vision Statement.

**APPROVAL OF AGENDA**

Resolution #21/11

Moved By: Trustee McCorry  
Seconded By: Trustee Wawia

THAT the agenda for Board Meeting #4/11 being held on Monday, March 21, 2011 be accepted as amended.

CARRIED

**APPROVAL OF MINUTES**

Resolution #22/11

Moved By: Trustee McKay  
Seconded By: Trustee Ilijow

THAT the minutes for Board Meeting #2/11 held February 14, 2011, be accepted as presented.

CARRIED

Resolution #23/11

Moved By: Trustee McCorry  
Seconded By: Trustee McParland

THAT the minutes for Special Board Meeting #3/11 held March 7, 2011, be accepted as presented.

CARRIED

**DECLARATION OF PECUNIARY INTEREST**

There was no declarations of any pecuniary interest from the Board members.

**PRESENTATIONS**

**1) Director of Education**

- Aboriginal Education - Mrs. Pichette commented on the on-going progress made within the Aboriginal portfolio. The second meeting of the Aboriginal Education Advisory Committee was held with eight members in attendance. The Board has purchased the book 'Shinchi's Canoe', as a resource for each of the schools.
- Parent Engagement - The five schools who received Parents Reaching Out grants, will determine how they will allocate the funds in their home schools. Our PIC Chair, Rita Rabcaniak will be attending and presenting at the PIC symposium being hosted by the Ministry of Education in April.
- Friends & Advocates of Catholic Education (FACE) - The first meeting of the FACE committee was held on March 2<sup>nd</sup>. The Board has again purchased all the class books referred to in the OCSTA Catholic Education Week celebration. Mrs. Pichette will also be giving each principal, a copy of 'Auditing Our Schools'. This book will assist the principals in determining which resources they should have in their schools.
- Commitments - The Director's commitments from January to March were noted for the Trustees' information.

**2) Superintendent of Education**

- Proposed Staffing - Mrs. Baker was unable to attend today's meeting, therefore Mrs. Pichette presented her draft proposed teacher staffing report. Except for St. Brigid School, no schools will have triple grades. The summary projects a decrease of five and a half teaching positions in total. We are not eligible to receive funding for another Early Learning Program in the 2011-2012 school year, but will be implementing the program in Manitouwadge the following year. At that time, we will determine if an Early Childhood Educator will be hired for the program.

Trustees would like to review the technology support and resources (SAT position and Promethean Boards), at the next board meeting. Mr. Adams noted that the IT committee will be meeting soon, and the recommendations of the committee will be brought to the Trustees at their April meeting.

**3) Assistant To The Director**

- Special Education - Mrs. Brenzavich reported that ABA training is planned for Principals, Special Education Teachers and Educational Assistants. In addition, teachers will be attending assistive technology training sessions and sharing what they learned with the other special education teachers.
- Differentiated Instruction - A differentiated instruction presentation was held during the MISA meeting on March 4<sup>th</sup> in Thunder Bay. Mrs. Visintin attended this session with Mrs. Brenzavich.
- Student Discipline - At a previous meeting, Trustee McKay had inquired why the suspension form did not have the wording 'being under the influence of drugs' as one of the offences that would result in a suspension. Mrs. Brenzavich has confirmed with the Ministry of Education that our suspension policy is accurate, as it is difficult to prove that someone is under the influence of a drug, compared to alcohol.
- Students On The Move - Mrs. Brenzavich provided Trustees with a summary of the students who reached Levels 3 and 4 in the EQAO scores for reading, writing and math. In the summaries, schools in the east are Terrace Bay, Marathon and Manitouwadge, in the west are Nipigon, Red Rock and Schreiber, and in the north are Longlac, Geraldton and Nakina. The Board can generate various reports (ie. gender comparisons, students with IEP's, etc.) which can be used to identify areas where support and improvements are needed. It was noted that MISA is working towards an access portal which will be more teacher friendly.

**4) Manager of Operations**

- Snow Removal - Mr. Bourgeault was unable to attend today's meeting, but provided Mr. Adams with the snow removal data. Mr. Adams noted that some schools have had a savings and others have not. With this year's snowfall, it seems that none of the schools will experience a savings.
- Renewable Energy Funding - The Board has received funding approval for the Solar PV project at Our Lady of Lourdes School (\$139,000). The tender for this project will be going out by the end of March or early April.
- OSBIE Audit - Mr. Bourgeault will report on the audit findings at the April meeting.

**5) Manager of Finance**

- Financial Report - Mr. Adams presented a financial summary as of March 10<sup>th</sup>. We have 45% of our budget remaining, the instructional budget has 51% remaining, and overall 50% of our budget is unspent.
- Audit Committee External Members Update - Trustee McKay has removed himself from the committee and Trustee Arsenault will take his place. Paul Paradis and Heather Gordon have volunteered to be the external members of the committee.

- BPS Expenses Directive Comparison (Travel) - Boards are required to update their travel expense policies by April 1<sup>st</sup>. Mr. Adams provided a summary comparing the Board's policy, the Broader Public Sector (BPS) expenses directives and the Ontario Public Service (OPS) directives. Trustees commented that the cost of gas and meals in the north are far higher than those in a city and travel options (ie. shuttle service) are very limited. Mr. Adams and Mrs. Pichette will prepare a draft travel policy, for the April board meeting. Trustees were requested to review the information provided, and to pay particular attention to the areas of alcohol purchases, the mileage rate and meal allowances. Mr. Adams will also provide a mileage summary of what other boards in this area, and possibly some of the municipalities, are allowing. Trustees should be prepared to discuss this policy at the 11:00 a.m. meeting on April 11<sup>th</sup>.
- Transportation Procurement Update - The Ministry mandated all boards to competitively procure their transportation contracts, using a very specific criteria. Our transportation consortium followed the procedures and sent out a call for tenders to bus providers. Tenders were independently ranked and scored by a team and five year contracts were awarded to the successful operators. In one area this potentially results in a savings over a five year term, of approximately half a million dollars. Two current operators were not awarded new contracts; one in Geraldton and the other in Nipigon/Red Rock. The Ministry does not allow boards to take local situations into consideration, when awarding the contracts.

**COMMITTEE OF THE WHOLE**

Resolution #24/11

Moved By: Trustee Wawia  
Seconded By: Trustee Ilijow

THAT we resolve into Committee of the Whole with Trustee Arsenault 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 #25/11

Moved By: Trustee McCorry  
Seconded By: Trustee Szczepaniak

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

THAT the Board approves the appointment of Tania Watson as a full-time Acting Administrator at Holy Saviour School, effective January 3, 2011.

THAT the Board approves the appointment of Kim Figliomeni as a full-time Acting Administrator at Holy Angels School, effective March 21, 2011.

THAT the Board approves Helene Blain's request for maternity leave from her full-time teaching position at Our Lady of Fatima School, effective March 11, 2011 to March 12, 2012.

- THAT the Board approves Chelsea McAllen's request for maternity leave from her full-time teaching position at St. Brigid School, effective September 1, 2011 to August 31, 2012.
- THAT the Board approves hiring Katie Maenpaa as a full-time occasional teacher at Holy Angels School, effective March 21, 2011 to June 29, 2011.
- THAT the Board approves hiring Donna Borg as a half-time permanent teacher at St. Joseph School, effective March 21, 2011.
- THAT the Board approves hiring Kayla Grecco as a full-time occasional teacher at Holy Saviour School, effective March 21, 2011, pending her OCT certification.
- THAT the Board approves hiring Nancy Beaulieu as a full-time occasional teacher on a Letter of Permission, at Our Lady of Fatima School effective March 11, 2011 to June 29, 2011. This assignment is approved with the understanding that the Ministry of Education will approve a Letter of Permission for Ms. Beaulieu.
- THAT the Board approves the following teacher to be added to the occasional teaching list:  
Joanne Ryan - Nipigon/Red Rock
- THAT the Board approves increasing Maria Cashman's Educational Assistant position at Our Lady of Lourdes School, to full-time, effective February 15, 2011.

CARRIED

**MATTERS REQUIRING DECISION OR ACTION**

**1) Board Policies**

Resolution #26/11

Moved By: Trustee Ilijow  
Seconded By: Trustee Wawia

THAT the Board approves the following *revised* policies and administrative regulations for distribution: **V138/AR138 Bullying Prevention & Intervention**  
**EL403/AR403 Purchasing**

CARRIED

Future policies will be presented with minor revisions in red. If more than half of the policy has changed, an asterisk at the side of the page will indicate the revised area.

**2) OCSTA**

- Secure Site - OCSTA has posted the January 14<sup>th</sup> professional development seminar on its web site. Trustees can access the presentation through the Members' Centre page.
- Sample Church Presentation - OCSTA has provided a presentation to be read at Mass during Catholic Education Week. Trustees and Principals can decide who will do the reading.

- Trustee Award of Merit & Special Award - Mr. Bernard Murray has been awarded the Trustee Award of Merit and Archbishop Thomas Collins will be receiving the Special Award at the OCSTA AGM in April.
- Court Case Final Decision - The Ontario Superior Court has ruled that Mr. Peter Jones' application to nullify the October Trustee elections for Brant Haldimand Norfolk CDSB, is rejected. OCSTA will be preparing a province-wide set of procedures to be used where there is a dispute of a potential candidate's Catholicity.
- Appointment as Proxy - Trustees Ilijow and Wawia signed over their proxy votes to Trustees McCorry and McKay, to represent them at the annual AGM in April.
- P. Peroni Leave of Absence - The Past President is running for a member of parliament and therefore has taken a leave of absence from OCSTA.
- Table Reports – Keeping The Promise - This report was given out to the Trustees who attended the training session in January. It is a collation of all the comments and concerns collected at the conference.
- New Monthly Communication Packets - This new resource from OCSTA will be photocopied and provided to the Trustees, as a separate package from the agenda.

**MATTERS REQUIRING DECISION OR ACTION**

**3) Audit Committee**

Resolution #27/11

Moved By: Trustee Szczepaniak  
Seconded By: Trustee Ilijow

THAT the Board approves the addition of Sharon Arsenault and the removal of Bill McKay to the Audit Committee, effective January 31, 2011.

CARRIED

The selection committee composed of the Board Chair, Director of Education and Senior Business Official, has identified the following as potential candidates for appointment to the Audit Committee: Heather Gordon and Paul Paradis.

Resolution #28/11

Moved By: Trustee Dunville  
Seconded By: Trustee Szczepaniak

THAT the Board appoints the following non-Board members to the Audit Committee, effective January 31, 2011 to June 30, 2013: Heather Gordon and Paul Paradis.

CARRIED

Resolution #29/11

Moved By: Trustee McCorry  
Seconded By: Trustee Wawia

THAT the Board approves Policy GP201/AR201 Travel Expenses (Personnel) will also apply to non-Board members of the Audit Committee.

CARRIED

Resolution #30/11

Moved By: Trustee Ilijow  
Seconded By: Trustee McParland

THAT the Board approves policy GP205/AR205 Board Member (Trustee) Honoraria and Expenses, will also apply to Board members of the Audit Committee.

CARRIED

**INFORMATION ITEMS**

- 1) NOEL/York (Compass For Success) - All eight NOEL Boards and the York Region DSB are involved in this project. Other boards are looking at ways they can manage their information and want to access our data base and have been purchasing services for the Compass For Success. Mrs. Pichette will share more information regarding the decision on whether or not to approve the incorporation at the June board meeting. There are now so many boards involved and such large amounts of funds generated, that the Compass For Success wish to incorporate as an independent business. This would exclude the founding boards (NOEL and York) of any possible future liabilities.
- 2) Faith Day 2011 - Our system-wide Faith Day will be held on Friday, September 23<sup>rd</sup>, 2011 at St. Joseph Catholic School and St. Theresa's Church in Geraldton. Our presenter will be Father Ray Carey for the day.
- 3) Strategic Planning Priorities - The compiled list of priorities as noted by the members of the Board, was shared with the Trustees.
- 4) Faith Ambassadors - Mrs. Pichette noted that volunteers at each school but one, have been confirmed. Their first meeting is scheduled for April 18<sup>th</sup> with Father Donnelly leading the session. They will attend a commissioning mass and will be given a Board pin identifying them as a Faith Ambassador.
- 5) Board Meetings - The next two board meetings will be held on April 11<sup>th</sup> and May 9<sup>th</sup>. Trustees will meet at 11:00 a.m. informally, lunch will be served at 12:00 noon and the meeting will begin at 12:30 p.m.
- 6) Weather Conditions - Trustee McKay expressed his concerns with members of the Board travelling in severe weather conditions and poor road conditions, to be at a meeting. The Chair of the Board confirmed that should a Trustee not feel safe travelling to a meeting, they are welcome to participate via teleconference. If a Trustee is not going to be able to travel, they are requested to phone the board office by 9:00 a.m. to notify the staff of their situation.

**ADJOURNMENT**

THAT we do now adjourn at 3:25 p.m.



Chair of the Board



Secretary of the Board