

**MINUTES OF BOARD MEETING #14/10
HELD MONDAY, DECEMBER 6, 2010
12:30 P.M., BOARD OFFICE**

PRESENT: Trustee: Sharon Arsenault, Chair
Shirley Dunville
Marline Ilijow
Hugh McCorry
Bill McKay
Artur Szczepaniak
Judy Wawia

Administration: Val Pichette
Scott Adams
Mary Anne Baker
Dan Bourgeault
Joy Brenzavich

ABSENT: Trustee: Carol Barnes (Excused Absence)

Recorder: Colleen Winters

OPENING LITURGY

A mass and a commissioning service was held at St. Martin Church at 10:30 a.m. Trustees then gathered at the board office for their Declaration & Oath of Allegiance. The meeting commenced at 12:55 p.m. with an opening prayer and a reading of the Board's Vision Statement.

INAUGURAL SESSION

The meeting was called to order by the Director of Education, Val Pichette. Trustee Dunville reported on the results of the nominating committee's findings. A tentative list of the Trustee committees, was established. As we are waiting for the results of the Schreiber bi-election, the committee memberships will be looked at again at the January board meeting.

Trustee Dunville nominated Sharon Arsenault as Chair of the Board. This was seconded by Trustee Wawia. Trustee Arsenault was acclaimed as Chair of the Board. Trustee Ilijow nominated Hugh McCorry as Vice-Chair of the Board. This was seconded by Trustee McKay. Trustee McCorry was acclaimed as Vice-Chair of the Board. Trustee Arsenault assumed the position of Chair of the Board and continued with the meeting agenda.

APPROVAL OF AGENDA

Resolution #104/10

Moved By: Trustee Ilijow
Seconded By: Trustee Dunville

THAT the agenda for Board Meeting #14/10 being held on Monday, December 6, 2010 be accepted as amended.

CARRIED

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Resolution #105/10

Moved By: Trustee McCorry
Seconded By: Trustee Mckay

THAT the Board acknowledges and accepts the excused absence of Trustee Barnes from attending Board Meeting #14/10 held December 6, 2010.

CARRIED

APPROVAL OF MINUTES

Resolution #106/10

Moved By: Trustee Dunville
Seconded By: Trustee Wawia

THAT the minutes for Board Meeting #13/10 held November 8, 2010, be accepted as presented.

CARRIED

DECLARATION OF PECUNIARY INTEREST

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

COMMITTEE OF THE WHOLE

Resolution #107/10

Moved By: Trustee McCorry
Seconded By: Trustee Dunville

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 #108/10

Moved By: Trustee McCorry
Seconded By: Trustee Wawia

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 Joy Brenzavich's request for maternity leave from her Assistant To The Director position, effective April 20, 2011 to October 20, 2011.

THAT the Board rescinds resolution #C102/10 of Board Meeting #12/10 held October 18, 2010.

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- THAT the Board accepts Miriam Ziolkowska's resignation as a full-time teacher at St. Martin School, effective October 1, 2010.
- THAT the Board approves Annick DeMars appointment as a half-time Student Work Study Teacher, effective December 1, 2010 to June 29, 2011.
- THAT the Board approves the following teacher to be added to the occasional teaching list:
David Leslie - Nipigon/Red Rock
- THAT the Board approves hiring Aaron Baker as a half-time permanent teacher at Our Lady of Lourdes School, effective December 6, 2010.
- THAT the Board approves hiring Toby Mattson as a half-time occasional teacher at Our Lady of Lourdes School, effective December 6, 2010 to June 29, 2011.
- THAT the Board approves the transfer of \$21,984 from operations to the School Activities Reserve in 2009-2010. (Carry-over of unspent school budgets and unspent principal PD.)
- THAT the Board approves the transfer of \$55,483 from the School Activities Reserve to operations in 2009-2010. (Unspent school budgets and unspent principal PD carried over from 2008-2009 used to supplement 2009-2010.)
- THAT the Board approves the transfer of \$8,212 from the Labour Cost Reserve to operations in 2009-2010. (Fund benefits of retired Directors.)
- THAT the Board approves the transfer of \$444,050 from the Capital Financing Debt Reserve to operations in 2009-2010. (Transfer funds from capital financing debt reserve to capital projects reserve. Capital wrap-up has removed need.)
- THAT the Board approves the transfer of \$444,050 from operations to the Capital Projects Reserve in 2009-2010. (Transfer funds from capital financing debt reserve. Capital wrap-up has removed need.)
- THAT the Board approves the transfer of \$88,025 from the Capital Projects Reserve to operations in 2009-2010. (Transfer funds from capital projects reserve to Best Start PADR reserve. Capital wrap-up process has identified.)
- THAT the Board approves the transfer of \$88,025 from operations to the Best Start PADR Reserve in 2009-2010. (Transfer funds from capital projects reserve to Best Start PADR Reserve. Capital wrap-up process has identified.)
- THAT the Board approves the transfer of \$6 from operations to the Best Start PADR Reserve in 2009-2010. (Excess of Best Start NPP allocation over debt charges. Capital wrap-up process.)
- THAT the Board approves the transfer of \$88,321 from the Best Start PADR Reserve to operations in 2009-2010. (Transfer total funds, including interest, from Best Start PADR reserve to pupil accommodation debt reserve. Capital wrap-up process.)
- THAT the Board approves the transfer of \$88,321 from operations to the Pupil Accommodation Debt Reserve in 2009-2010. (Transfer total funds, including interest, from Best Start PADR reserve to pupil accommodation debt reserve. Capital wrap-up process.)

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- THAT the Board approves the transfer of \$147,074 from operations to the Pupil Accommodation Debt Reserve in 2009-2010. (Excess of new pupil places allocation over debt charges. Capital wrap-up process.)
- THAT the Board approves the transfer of \$1,133,644 from operations to the School Renewal PADR Reserve in 2009-2010. (Transfer funds from capital projects reserve to school renewal PADR reserve. Capital wrap-up process has identified.)
- THAT the Board approves the transfer of \$1,133,644 from the Capital Projects Reserve to operations in 2009-2010. (Transfer funds from capital projects reserve to school renewal PADR reserve. Capital wrap-up process has identified.)
- THAT the Board approves the transfer of \$47,505 from the Pupil Accommodation Debt Reserve to operations in 2009-2010. (Transfer funds from pupil accommodation debt reserve to school renewal PADR reserve. Capital wrap-up process has identified.)
- THAT the Board approves the transfer of \$47,505 from operations to the School Renewal PADR Reserve in 2009-2010. (Transfer funds from pupil accommodation debt reserve to school renewal PADR reserve. Capital wrap-up process has identified.)
- THAT the Board approves the transfer of \$46,688 from operations to the School Renewal PADR Reserve in 2009-2010. (Excess of school renewal allocation over actual expenditures. Capital wrap-up process.)
- THAT the Board approves the transfer of \$681,116 from the Pupil Accommodation Debt Reserve to operations in 2009-2010. (Pupil accommodation debt reserve used to offset receivable from Ministry for supported capital debt. Capital wrap-up process.)

CARRIED

PRESENTATIONS

1) Director's Report/Update

- Aboriginal Education - Mrs. Pichette reported on the progress with the Aboriginal Education Advisory Committee and the Aboriginal projects, approved for Ministry funding. The next date the committee is scheduled to meet is February 28, 2011 at Holy Angels School in Schreiber.
- Parent Engagement - Mrs. Rita Rabcaniak will continue as our Catholic Parent Involvement Committee Chair (CPIC). In addition, school council chairs represent our CPIC. A Trustee is needed to sit on this committee. Our CPIC must establish its operating by-laws by October 1, 2011.
- Friends & Advocates of Catholic Education - A regional seminar was held on November 25th. Directors and Chairs met to discuss the importance of a Catholic Education system. Parents and students are pleased with our schools and want to continue to have access to a Catholic Education.
- Travel Commitments - In order to clarify how much information Trustees want from senior administration on travel obligations to conferences and meetings, it was agreed that Trustees would speak to the Chair of the Board.

2) Superintendent of Education Update

- Board Improvement Plan - Mrs. Baker presented her monthly update at the meeting. Trustees were given a copy of the Board Improvement Plan and their individual School Improvement Plans. This year's focus is on learning goals established at the beginning of the school day. At the end of the day, the students and teacher can determine if their goals were accomplished, or if the material should be reviewed again.
- Collaborative Inquiry Learning - OLO Fatima is now included in this project. Trustees expressed their concerns how the Ministry is forcing us to work with our coterminous board (ie. co-teaching of our students). Mrs. Baker will give a more detailed update after her in-service meeting next week, at the January board meeting.
- Religious Education Part 1 Qualifications - Mrs. Baker shared last year's and this year's statistics of how many teachers have completed Religious Education Part 1. Distance education offered this course and now a larger percentage of teachers have been able to complete it.
- Morning Announcements - The Ministry requires that we have 100 minutes of a literacy block up until Grade 6 and morning intercom announcements break up this time. Schools have been directed to have their morning prayer and national anthem in their individual classes at an appropriate time at the very beginning of the day. It has been Mrs. Baker's observance of some classrooms, that prayers have become more personal when incorporated into the classroom. Trustees requested that they be made more aware of system changes before they are implemented in case they receive phone calls from parents.

3) Assistant to the Director Update

- Special Education - Mrs. Brenzavich noted that we have a significant number of special education students within our system, and that they are achieving above the provincial average. Professional learning for EA's is a priority at Holy Angels and Holy Saviour as they are dealing with high-needs students that could potentially become a physical threat to the staff and students.
- Growing Success - The principal team has identified areas for improvement in the form of success criteria for school-based PLC's, to ensure increased achievement for all students.
- MISA - Our goal is to have our principals more comfortable in analyzing and using MISA data in PLC's. To this end, a web-based session on school improvement planning will be held on December 8th. There is also on-going support through Leadership Forum and Leading Student Achievement.
- Keeping Kids Safe At School - The next step is for Safe School Teams to conduct school climate surveys in January and to plan next steps. Schools will be provided with electronic surveys either through the Ministry or Survey Monkey.
- Teacher-In-Charge - The teachers are looking at banking time in lieu of coverage at lunch time. They are proposing that they be allowed to bank this time and then either take a half or full day off later. Senior administration is verifying with other boards, what process they are following.

- Equity & Inclusive Education - Letters regarding this matter, have been received from the Assembly of Catholic Bishops of Ontario and have been made available to the Trustees.

4) Manager of Operations Update

Mr. Bourgeault commented on a few maintenance projects and/or problems he is dealing with in the schools. He will continue to present a written report when needed.

5) Manager of Finance Update

- Budget Committee Members & Auditors -Trustees McCorry and Wawia will meet on December 10th with the auditors, to review the financial statements. Mr. Adams will do a full presentation at the January Board Meeting.
- Budget For Unscheduled Conferences - Mr. Adams presented a three year (2007 to 2010) summary of funds allocated and spent on Trustee professional development.
- Trustee/Senior Administrators PD Budgets - Each Trustee is allocated \$3058 for professional development. Amounts not spent could be rolled forward to the following year's budget. Trustees will think about how they want to delegate any unspent funds.
- Administration Expenditures - A summary sheet of total administration and professional development expenditures was shared with the Trustees. Although the Director and Superintendent professional development is overspent, there were funds to cover the shortfall. Mrs. Pichette noted that the board office is functioning with less personnel than in previous years. The half-time Student Success duties that were originally the responsibility of a principal, have not been taken over by another person. With the demands expected by the Ministry, it has become very difficult for senior managers to oversee their portfolios.
- School Foundation Funding (Principals) - Mr. Adams confirmed that the average daily enrolment of students determines what funding is available for principal positions. Not only the October, but the March enrolment numbers can impact the average daily enrolment figures, which in turn impact revenue.
- Promethean Boards - Mr. Adams provided a list of promethean boards purchased for the schools in the past five years. It is the board's plan to have a promethean board in every classroom, within the next two or three years.

MATTERS REQUIRING DECISION OR ACTION

1) Legal Representation

Resolution #109/10

Moved By: Trustee McKay
Seconded By: Trustee Ilijow

THAT the Superior North Catholic District School Board appoints the following law firms to represent the Board when required:

Resolution #109/10 (cont'd)

<u>Law Firm</u>	<u>Function</u>
Weiler, Maloney, Nelson	Board Policies, Real Estate Transactions, Financial & Business Transactions, Shared Capital Projects
Mathews, Dinsdale & Clark	Collective Agreements, Labour Law, Litigation
Cheadle, Johnson, Shanks	Labour & Litigation

CARRIED

DISCUSSION ITEMS

1) Strategic Planning Session

- K. Debnam As Facilitator - Mr. Debnam has confirmed that he is not available until May, 2011. As boards are expected to have their strategic plans posted on their web sites in the new year, senior administration will incorporate some temporary updates and post the strategic plan as is, until the sessions are held with the Trustees.
- Shepherd Leadership - Copies of the book 'Shepherd Leadership' were given out to each Trustee. This book introduces us to a new kind of leader by offering a new image of leadership – the leader as shepherd. Trustees will read this book, before attending the strategic planning session.

2) Ministry Trustee Orientation Session (Nov. 23rd)

Four Trustees and the Director attended the Ministry hosted professional development session held in Thunder Bay. Resources such as the book 'Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities', were given to each Trustee. In addition, they received copies of: Reach Every Student – Ministry of Education Goals, Bill 177 and School Board Governance and Early Learning: Transforming Vision Into Action. The Director and Chair will look at the possibility of reviewing sections of the governance book, at board meetings.

3) OCSTA Professional Development Seminar

Trustees who are planning to attend the conference in January 2011, were requested to send in their flight choices by December 8th.

4) Premier's Safe School Awards

The Ministry has announced a new award that recognizes exceptional contributions to safe schools in Ontario. Award recipients will be notified during Education Week in May, 2011.

5) Future Board Meetings

The next four board meetings will be held on January 17th, February 14th, March 21st and April 11th, 2011. All meetings will begin at 12:30 p.m., with lunch provided at 12:00 noon. Trustees will meet at 11:00 a.m. to review the Director's performance review process, prior to the January 17th meeting.

INFORMATION ITEMS

- 1) Ministry Regulation Re Supervisory Officers - Boards must notify the Ministry if a Supervisory Office is either dismissed, suspended or appointed.
- 2) Trustee Letter From Bishop Colli - The Bishop sent a letter congratulating Trustees on their appointments and their responsibility to advance the common good of the whole Catholic district.
- 3) CCSTA Board of Directors' Highlights - Trustees were given a copy of CCSTA's newsletter for the month of October.

ADJOURNMENT

Resolution #110/10

Moved By: Trustee Ilijow
Seconded By: Trustee McCorry

THAT we do now adjourn at 4:54 p.m.

CARRIED



Chair of the Board



Secretary of the Board