

**MINUTES OF BOARD MEETING #13/10  
HELD MONDAY, NOVEMBER 8, 2010  
12:30 P.M., BOARD OFFICE**

PRESENT: Trustee: Sharon Arsenault, Chair  
Carol Barnes  
Shirley Dunville  
Heather Gordon  
Marline Ilijow  
Hugh McCorry  
Bill McKay  
Judy Wawia

Administration: Val Pichette  
Scott Adams  
Mary Anne Baker  
Dan Bourgeault

ABSENT: Trustee: Kim Figliomeni (Excused Absence)  
Recorder: Colleen Winters

**OPENING PRAYER**

The meeting commenced at 12:40 p.m. with an opening prayer, a reflection provided by Trustee McCorry and the reading of Our Values.

**APPROVAL OF AGENDA**

Resolution #95/10

Moved By: Trustee McKay  
Seconded By: Trustee Ilijow

THAT the agenda for Board Meeting #13/10 being held on Monday, November 8, 2010 be accepted as amended.

CARRIED

Resolution #96/10

Moved By: Trustee Dunville  
Seconded By: Trustee McCorry

THAT the Board acknowledges and accepts the excused absence of Trustee Figliomeni from attending Board Meeting #13/10 held November 8, 2010.

CARRIED

**APPROVAL OF MINUTES**

Resolution #97/10

Moved By: Trustee Wawia  
Seconded By: Trustee Gordon

THAT the minutes for Board Meeting #12/10 held October 18, 2010, be accepted as presented.

CARRIED

**DECLARATION OF PECUNIARY INTEREST**

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

**PRESENTATIONS**

**1) Superintendent of Education**

- Board Leadership Development Strategy - Mrs. Baker noted that the Board had received an amount of \$24,000, to incorporate a mentorship program for aspiring leaders. A plan of action has been submitted to the Ministry for this initiative and we will develop clear expectations of leaders within the system.
- Early Learning Program - The second potential site for this program to be implemented in 2012, will be Manitouwadge. Administration has a job description in place for the Early Childhood Educator position and the ELKP team from Holy Saviour School, will be attending a training session in Thunder Bay on November 16<sup>th</sup> and 17<sup>th</sup>.
- Board Improvement Planning - Ministry personnel met with our Director and Superintendents at the board office, to review our plan. Schools are completing their individual improvement plans, which connect with the Board Improvement Plan. Mrs. Baker provided a schedule of school effectiveness support visits planned for the schools.
- Collaborative Inquiry Learning - This mathematics project will involve five of our schools receiving training with their public coterminous schools, and then working among themselves in their own communities.

**2) Superintendent of Education**

Today, Mrs. Brenzavich was attending the EQAO session in Toronto on behalf of the Board. St. Edward School staff are being recognized for their EQAO achievements at the conference.

- Special Education - We have received a Ministry grant to hire an Applied Behaviour Analysis Consultant (ABA). All school staff will receive training from two ABA specialists and they are scheduled to visit the schools who have been identified with a need for their services.

- Growing Success - Principals will be attending an assessment learning session on November 23<sup>rd</sup>. This session will assist the schools in meeting their SMART goals identified in the school and board improvement plans.
- MISA - All principals recently attended a NOEL data training session. This will result in school teams being able to access student data more effectively.
- Keeping Our Kids Safe At School - On the November 12<sup>th</sup> PA day, school staff will review Bill 157 material.
- Equity & Inclusive Education - Two Trustees can participate in an equity symposium being held in Toronto on January 26<sup>th</sup> and 27<sup>th</sup>. Any Trustees interested in attending this session, were requested to contact Mrs. Brenzavich before the end of November.
- Student Success - A team of four will be attending a training session on adolescent literacy in Thunder Bay on December 3<sup>rd</sup>. This session will expand our understanding of research and instruction for adolescent literacy.
- Parents Reaching Out Grants - Five school projects have been approved for this grant.
- Catholic Education - Mrs. Brenzavich provided the Trustees with a list of activities at St. Joseph School that demonstrates their faith-based commitment.

**3) Manager of Operations**

- Fuel Oil Tenders - Results of the fuel oil tenders were shared with the Trustees.
- Snow Plow Costs - Mr. Bourgeault shared a spreadsheet of snow removal costs incurred the last two years. Savings experienced from the 2009-2010 school year were carried over into the next year.
- Capital Renewal/Energy Efficiency - Trustees were provided with the 2010-2011 Capital Renewal plan developed by Mr. Bourgeault, which reflected a budget of \$555,400. The Energy Efficient Plan was reviewed and when discussing the lighting upgrades scheduled at the schools, it was discovered that a local business in Terrace Bay, will accept old florescent bulbs and have them recycled. Mr. Bourgeault is going to investigate whether this option is available, in our other school communities.
- Health & Safety - During the inspections carried out by the health and safety committee members, it was noted that when the power goes off, there are no lights in the childrens' washrooms at some of our schools. This problem is being rectified.

**4) Manager of Finance**

- Financial Statements Update - Mr. Adams reported that our audit is not complete yet. We have not received the approved capital wrap-up template from the Ministry and the Township of Terrace Bay has not provided information regarding tax revenues owed to the Board. He suggested that the budget committee members meet with the auditors in December and that they present their findings at the January board meeting. At this time, Mr. Adams is projecting a very slight budget surplus.
- Operational Review - Copies of the operational review report have been left in the Trustee mailboxes.

**COMMITTEE OF THE WHOLE**

Resolution #98/10

Moved By: Trustee Ilijow  
Seconded By: Trustee Barnes

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 #99/10

Moved By: Trustee Dunville  
Seconded By: Trustee Ilijow

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 following teachers to be added to the occasional teaching list:  
Tammy Robinson - Marathon  
Timothy Todesco - Nipigon

CARRIED

**MATTERS REQUIRING DECISION OR ACTION**

1) **Board Policies**

Resolution #100/10

Moved By: Trustee Barnes  
Seconded By: Trustee McKay

THAT the Board approves the following *revised* policies and administrative regulations for distribution: **V117/AR117 Violence In The Workplace**  
**BSR304/AR304 Performance Appraisal of Experienced Teachers**

CARRIED

One of the requirements of the Violence In The Workplace policy, is that the Manager of Operations assess the risks of workplace harassment in our schools and the board office. As a result, a survey has been distributed to our employees, to complete the assessment. Results of the survey will be shared with the Health and Safety Committee. All schools and the board office, will post the Violence In The Workplace policy and administrative regulation, on the health and safety boards in their buildings.

Resolution #101/10

Moved By: Trustee McCorry  
Seconded By: Trustee Wawia

THAT the Board approves the following **new** policies and administrative regulations for distribution:

|                     |  |
|---------------------|--|
| <b>V146/AR146</b>   | <b>Environmental Education</b>               |
| <b>V147/AR147</b>   | <b>Religious Accommodation</b>               |
| <b>V148/AR148</b>   | <b>Equity &amp; Inclusive Education</b>      |
| <b>BSR308/AR308</b> | <b>Performance Appraisal of New Teachers</b> |

CARRIED

At the next board meeting, Mrs. Brenzavich will share a letter received from the Catholic Bishops of Ontario, regarding equity and inclusive education and how it impacts our policy.

Resolution #102/10

Moved By: Trustee Ilijow  
Seconded By: Trustee McCorry

THAT the Board approves the following **draft** policy and administrative regulation for distribution: **V103/AR103 Student Discipline (Formerly Safe Schools)**

CARRIED

A lengthy discussion was held on this draft policy and different situations that present themselves at the schools. It was suggested that administration look into posting draft policies on our board web site. This would encourage and allow parents to post their comments, before a policy is finalized.

**DISCUSSION ITEMS**

**1) OCSTA Trustees' Professional Development Seminar**

The Director noted that there are seminars/conferences planned for 2010 and 2011, above the normal number held previously. Each Trustee has a modest budget of approximately \$3,000 for professional development. They are therefore, being encouraged to choose which events to attend that they feel will be of most benefit to them. Mr. Adams will provide a spreadsheet each month, of how much is spent on professional development, for each individual Trustee, the Superintendents and the Director. In addition, at the next board meeting, Mr. Adams will share information on how much was allocated for professional development for the Trustees for the past two years, and whether their funds were totally spent.

**2) Trustee Orientation Session**

The Ministry is hosting a Trustee orientation session in Thunder Bay on November 23<sup>rd</sup>. The Board will be partially subsidized for travel and accommodation costs. As usual, the Trustees who attend this seminar, will share what they learned at the December board meeting with the other members.

**3) Policy Review**

Trustees Arsenault, McKay and Wawia represent the Policy Review Committee. The Director noted that this committee will be obligated to allocate a great deal of time to reviewing our policies in the new year. It was suggested that the Travel Expense Policy and Administrative Regulation be considered a priority, as we may want to consider reimbursing employees on actual expenses incurred, rather than a per diem schedule. The Ministry does not fully reimburse the Board for employee professional development sessions and the difference is taken out of the system's budget.

**4) Strategic Planning**

The Director plans to share the 'Shepherd Leadership' model with the Trustees, at the December board meeting. Unfortunately, the key person the Director contacted to lead our strategic planning sessions was not available. After a discussion, it was determined that: (1) the Director will establish whether Mr. K. Debnam is available to be the lead; (2) Trustees would like specific goals established; and (3) it is not necessary to review the mission statement, vision statement or values. The Director will report on progress in this area at the next board meeting.

**5) Other Matters**

- School Foundation Grant - Trustee Dunville shared information she had accessed through the school foundation grants. More specifically, her interest was in the fact that schools with more than 50.0 FTE students, receive funding for a full-time principal. Trustee Dunville is in support of full-time principals for both St. Martin and St. Hilary Schools. The Director explained that St. Hilary School does not have 50.0 full-time equivalent students as the Ministry recognizes both Junior Kindergarten and Senior Kindergarten students, as half-time only. This means the Board is already supplementing these schools, by providing full-time teachers for these classrooms. She also noted that this same information was given out at a previous board meeting. Mr. Adams will explain how the funding works in this area, at the December board meeting.
- Succession Training - Trustees would like the Director to provide information on how she plans to provide succession training for our senior administrative positions, as well as board office staff. Mrs. Pichette noted that the Ministry's operational review report did not comment on this area although it was discussed throughout the process. Also, an above average percentage of our budget is allocated to teacher costs, while we are well below the provincial average for administrative costs. This matter will be discussed further, at another meeting.
- Leadership Strategy - The Director will present her written goals at the January board meeting and the Trustees will be given a working copy, prior to the meeting. Trustees also requested the Superintendents to note in their monthly reports, the various conferences/meetings they have or will be attending during that particular month. Although it is preferred that the Superintendents attend all board meetings, that is not always possible as the Ministry requires their attendance at various sessions.
- St. Joseph School - The Director noted that a former classroom that was converted into a large storage area, is being renovated to accommodate the Native Language program.

**INFORMATION ITEMS**

**1) Aboriginal Education Advisory Committee Meeting**

The first meeting of this committee, was held at St. Hilary School on October 26<sup>th</sup>. Several First Nations were represented at the meeting. The next meeting is scheduled for February 28, 2011 at Holy Angels School. Members may also participate via teleconference.

**2) Inaugural Meeting**

The next meeting will be held on December 6, 2010 at the board office. Mass and the Commissioning Service for the Board of Trustees will be held before the meeting.

**ADJOURNMENT**


Resolution #103/10

Moved By: Trustee Ilijow  
Seconded By: Trustee Barnes

THAT we do now adjourn at 4:13 p.m.

CARRIED

  
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Chair of the Board

  
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Secretary of the Board