

**MINUTES OF BOARD MEETING  
#11/11 HELD SEPTEMBER 12, 2011  
12:30 P.M. BOARD OFFICE**

PRESENT: Trustee: Sharon Arsenault, Chair  
Carol Barnes  
Shirley Dunville  
Marline Ilijow  
Bill McKay  
Lawrence McParland (Via Teleconference)  
Artur Szczepaniak  
Judy Wawia

Administration: Val Pichette  
Scott Adams  
Mary Anne Baker  
Dan Bourgeault  
Tina Visintin

ABSENT: Trustee: Hugh McCorry (Excused Absence)  
Recorder: Colleen Winters

**OPENING PRAYER**

The meeting commenced at 12:35 p.m. with opening and Our Lady of Sorrows prayers. This was followed with a meditation reading and the Board's new Mission statement.

**APPROVAL OF AGENDA**

Resolution #75/11

Moved By: Trustee Ilijow  
Seconded By: Trustee Szczepaniak

THAT the agenda for Board Meeting #11/11 being held on September 12, 2011 be accepted as amended.

CARRIED

The amendment is the addition of three personnel matters in the committee of the whole meeting of the Board.

Resolution #76/11

Moved By: Trustee Szczepaniak  
Seconded By: Trustee McParland

THAT the Board acknowledges and accepts the excused absence of Trustee McCorry from attending Board Meeting #11/11 held September 12, 2011.

CARRIED

**APPROVAL OF MINUTES**

Resolution #77/11

Moved By: Trustee Dunville  
Seconded By: Trustee Wawia

THAT the minutes for Special Board Meeting #10/11 held August 25, 2011, be accepted as presented.

CARRIED

**DECLARATION OF PECUNIARY INTEREST**

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

**PRESENTATIONS**

**1) Director's Annual Board Plan**

- Strategic Plan - Trustees were presented with a 'Developing Plan' template reflecting the areas of the Multi-Year Strategic Plan, Trustees, the Director and Board Teams are responsible for.
- Student Success Through Shepherd Leadership - The Director has prepared a Blueprint for Excellence spreadsheet, noting our goals for the 2011-2012 school year. The goals, actions for Year 1 and SMART goals have been included in the plan. The results will be listed as we move through the school year. Trustees would like to have a status report on our progress in the months of December, March and June.

**2) Superintendent of Education**

Mrs. Baker submitted her monthly report to the Board of Trustees. Highlights she noted were:

- New Teacher Induction Program - Our program is established for this year and administration is researching good sources of professional development for our new teachers.
- Early Learning Kindergarten - The first meeting of the Leadership Team is scheduled to be held soon.
- Ontario Leadership Strategy - We will be focussing on our aspiring leaders but will continue to provide assistance to our Acting Administrators and new Principals.
- Catholic Collective Agreement Resource - This new resource will be a benefit to our Board, when dealing with collective agreements.
- Travel - Unfortunately Mrs. Baker was not able to complete her planned visit to our Longlac and Geraldton schools on September 1<sup>st</sup>. She will be visiting St. Brigid School the day before the Faith Day, to offer her support and assistance.
- Schools In The Middle - We have not received up-to-date information from the Ministry. However, all schools are represented to a certain degree and strategies are spread throughout the system.

**3) Acting Assistant To The Director**

Mrs. Visintin provided the Board of Trustees with her monthly report. She spoke to several items and responded to questions posed by the Trustees.

- Special Education - All schools will or have received ABA support training. In addition, we have purchased a home component for these children. A presentation, and the Premier At Home pamphlet will be available to all parents.
- Police Protocol - We are waiting for Dilico's input and will be moving ahead with this protocol as soon as possible.
- Safe Schools - Arrangements have been made for first aid course training for students from Grades 5 to 8. The rollout of the protocol site will not be until the end of September or the beginning of October.
- Hello Leadership - Grade 7 and 8 were in-serviced last year in this program. We are expanding this further with additional professional development and may also invite parish members to these sessions at the end of September.
- EQAO Results - Each Trustee received a copy of the Board results and their individual school results. Senior administrators, with the principals, will develop a plan of action based on the EQAO and other results. We have improved in all areas in our primary division. However, Grade 6 results were not as positive in reading, writing and math. These areas require improvement this year. The 3-part math lesson will have support for our teachers with additional training. The new e-learning teaching position, may be able to provide additional training by using 'out of the box' techniques.

**4) Manager of Operations**

- Annual School Renewal Projects - Mr. Bourgeault provided an update on the projects completed this past year. He will be presenting a slide show at the next board meeting of various projects, that have improved our facilities. He will also be reporting, from time-to-time, on the energy savings accomplished at the schools during the school year.
- Holy Saviour Sink Hole - The final report will be available for the next board meeting.

**5) Manager of Finance**

- Financial Report - Mr. Adams presented the financial summary for the system, as of August 31, 2011. Our revenues show 0% of the budget remaining. The grand total of expenses is at 0% and there will be some adjustments at the end of the year.

Trustee Dunville inquired as to the status of tuition fees and Trustee Arsenault asked if we had received any information from the Town of Manitouswadge concerning tax revenues owed to the Board. Mr. Adams responded that we will have to reconcile the taxes owed to us by the town at year end. Trustee Ilijow inquired if the Promethean Boards have been ordered for the schools. Mr. Adams noted that prices are being investigated and we should have the boards delivered to the schools in October. Most units being purchased this year are portable and will be easy to install.

**COMMITTEE OF THE WHOLE**

Resolution #78/11

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 #79/11

Moved By: Trustee Barnes  
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 accepts Sarah Traintinger's notice that she will not be able to complete her assignment as a full-time occasional teacher at St. Edward School, effective September 1, 2011 to October 20, 2011.

THAT the Board approves hiring Donna Borg as a full-time occasional teacher at St. Edward School, effective September 1, 2011 to October 20, 2011.

THAT the Board approves the appointment of Tania Watson as a full-time Acting Administrator at Holy Saviour Catholic School, effective September 1, 2011.

THAT the Board requests an extension from the Ministry of Education, for Mary Anne Baker's appointment as Superintendent of Education for the Superior North Catholic District School Board, for the 2011-2012 school year.

THAT the Board approves Joy Brenzavich's request to extend her maternity leave from her Assistant to the Director position, to May 6, 2012.

THAT the Board approves hiring Francine Batog as a half-time permanent Educational Assistant at St. Joseph School, effective September 6, 2011.

THAT the Board approves Shelley Foulds' request for a one year unpaid leave of absence from her full-time Educational Assistant position at St. Hilary School, for the 2011-2012 school year. (MOTION DEFEATED)

THAT the Board approves decreasing the staffing complement at Our Lady of Lourdes School by a half-time (0.5) teaching position, effective January 1, 2012.

CARRIED

**MATTERS REQUIRING DECISION OR ACTION**

1) **Partnerships With External Agencies**

Resolution #80/11

Moved By: Trustee Szczepaniak  
Seconded By: Trustee Wawia

THAT the Board approves PPM149, Partnerships With External Agencies (Appendix C), to be included in the Special Education Plan, effective immediately.

CARRIED

Mrs. Visintin noted that in accordance with Ministry directive, this memorandum will be included in the Board's special education plan, by September 30, 2011. She has drafted a workable form that individual schools can use for services provided by their particular agencies.

2) **Board By-Laws**

Resolution #81/11

Moved By: Trustee Dunville  
Seconded By: Trustee Ilijow

THAT the Board approves the updated/revised Board By-Laws effective September 12, 2011, as presented.

CARRIED

**DISCUSSION ITEMS**

1) **Chair's Conversation With OCSTA President**

Trustee Arsenault noted that boards were being encouraged to attend the Diocesan Conference and the Labour Relations Seminar. OCSTA was inquiring whether they should be sending sensitive political information to all Trustees or just the Chair and Director. Trustee Arsenault's response to this was she had no concerns about all the Trustees receiving this information. This was an opportunity for her to bring our Board's concerns to OCSTA's attention.

2) **Board Evaluation (Module 3 - Job Description of Trustees)**

Trustees were given a copy of this module that can be used as a self-evaluation process, sometime in the future. Mrs. Pichette noted that other boards complete the self-evaluation process and then a firm is hired to state the results. She did not feel that this board would be interested in that process.

**INFORMATION ITEMS**

- 1) Parents Reaching Out Grants (PRO) - Seven schools have received funds for the 2011-2012 school year, for their specific projects.
- 2) Grants - The Chair noted that the Ministry has issued a memorandum listing revisions to the school grants. It appears that we will not be greatly impacted.
- 3) OCSTA – Resolution Re School Bus Safety - The Ministry of Education and Transportation is being solicited to ensure a media campaign for bus safety is out at the end of June, before the students return to school.
- 4) E-Learning Teacher Role/Responsibilities - We have now received information concerning the role of the new E-Learning Teaching position.
- 5) Labour Relation Seminar Travel Arrangements - All response sheets are to be handed in as quickly as possible so that flights can be booked.
- 6) Student Enrolment Numbers - Overall, preliminary numbers indicate that our system is slightly down from June. In some communities, a large number of students graduated to the secondary system.

**ADJOURNMENT**

THAT we do now adjourn at 3:27 p.m.

  
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Chair of the Board

  
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Secretary of the Board