

**MINUTES OF BOARD MEETING
#12/11 HELD OCTOBER 19, 2011
12:30 P.M. BOARD OFFICE**

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

Administration: Val Pichette
Scott Adams
Dan Bourgeault

ABSENT: Trustee: Art Szczepaniak (Excused Absence)

Recorder: Colleen Winters

OPENING PRAYER

The meeting commenced at 12:42 p.m. with opening and Our Lady of Holy Rosary prayers. This was followed with a reading of the Board's Values.

APPROVAL OF AGENDA

Resolution #82/11

Moved By: Trustee Ilijow
Seconded By: Trustee Barnes

THAT the agenda for Board Meeting #12/11 being held on October 19, 2011 be accepted as amended.

CARRIED

Resolution #83/11

Moved By: Trustee Dunville
Seconded By: Trustee McKay

THAT the Board acknowledges and accepts the excused absence of Trustee Szczepaniak from attending Board Meeting #12/11 held October 19, 2011.

CARRIED

APPROVAL OF MINUTES

Resolution #84/11

Moved By: Trustee Barnes
Seconded By: Trustee Ilijow

THAT the minutes for Board Meeting #11/11 held September 12, 2011, 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

- As Mrs. Baker was participating in a Schools In The Middle training session today, Mrs. Pichette presented her monthly report.
- Enhancements For Funding FSL & Extended French Programs - Although the Board will receive funding for French teachers to attend training sessions, they will not cover travel or accommodation costs. The Ministry has been made aware that this seriously inhibits our schools.
- Full Day Early Learning Kindergarten Program - Kindergarten teachers held their first meeting on September 29th and we will ensure that the new curriculum is applied throughout our schools.
- Board Improvement Planning - Principals will develop their school improvement plans, which will be used by administration to develop the Board plan. In addition to two goals set by the principals, they will be adding a third Catholicity goal.
- Board Leadership Development Strategy - Aspiring leaders attended special sessions at the NOEL conference in Thunder Bay. Each leader is choosing a different project to focus on this year (ie. Aboriginal, attendance).
- Travel - Mrs. Baker provided a list of functions she will or has attended for the past month.

2) Acting Assistant To The Director

- Mrs. Visintin was also attending the Schools In The Middle training session.
- Student Success - Each school chose 15 students to attend a Shepherd Leadership session with Dave Lyle from Hello Leadership. This group will generate a Speaking Up grant submission and will gather again in the Spring.

- Special Education - A new web site has been formed to support the mental health of children, called SuperiorModel.ca. This will be a good resource for staff and lists all available agencies in each community in the north. Information will be shared with the principals who will ensure staff are aware of this resource. Mrs. Visintin will walk the Trustees through the SuperiorModel web site at the next board meeting, to familiarize them with the information provided.

Denise Hogue is taking a leadership role in ensuring that staff are trained in the use of the Premier Program, purchased for special needs students.

3) Manager of Operations

- Fuel Oil Tenders - Mr. Bourgeault reported that two providers have been sent tenders, but the results have not been received yet.
- Snow Removal - We are in the second year of three year contracts and one supplier has increased rates due to higher fuel costs.
- Capital Renewal/Energy Efficiency/Renewable Energy - Mr. Bourgeault may provide the draft annual 5-10 year capital renewal plan for the next board meeting or will have it ready for December's meeting. The solar panels are in place at Our Lady of Lourdes School and are being inspected today.
- Joint Health & Safety Committee - The committee has held their first meeting of the year and will begin school inspections soon. It was noted by Mr. Bourgeault that government inspectors will be visiting our schools in the near future. He has reminded support staff to wear the proper protective equipment when necessary.
- Holy Saviour Sink Hole - The sink hole has been excavated and filled in with a rough gravel. With time, a firmly packed area will be the result, which should not sink again. Mr. Bourgeault will check in the spring and fall, that everything is holding.
- Plant & Maintenance Presentation - Mr. Bourgeault presented a power point display of the numerous upgrades and renovations completed within our system over the past few years. He will make this an annual presentation for the Trustees. It was noted that the Ministry will be assessing schools and the board office, and hopefully this will result in funding to upgrade the board office facility. We have been able to implement many renovations at our schools, due to the GPL and Energy Efficiency funding received from the Ministry, which has left capital renewal money for smaller projects.

4) Manager of Finance

- 2010-2011 Departmental Plan Report - In keeping with the recommendation from the Operational Review, Mr. Adams has prepared a departmental plan for his area. He presented the Trustees with a list of tasks he completed last year, that were not directly linked to financial reporting. In particular, Mr. Adams noted that he submitted the completed School Board Administration Survey to the Ministry of Education. We have not received a response to the survey results yet.

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- 2011-2012 Departmental Plan - Trustees were also provided with next year's plan which listed Mr. Adams' future goals and timelines associated with these objectives. He will attempt to implement some of these items, each year.
- Audit Committee
 - a) School Board Audit Universe - The Audit Committee has completed the first stage of identifying risk areas within our system and has developed a spreadsheet noting high, moderate and low level risk areas. Trustee McKay inquired how 'Ministry reporting' could be classified as a high risk area. Mr. Adams responded that senior staff must be aware of what grants are available as we could miss out on them. Trustee McParland asked why 'supply teachers' were also a high risk area. This area can be easily corrected by ensuring that all unqualified supply teachers have a Ministry Letter of Permission before being assigned a teaching position.
 - b) 5 Year Internal Audit Plan - Mr. Adams provided the Audit Committee's five year audit plan indicating which departmental areas will be reviewed each year. Although this is a five year plan, it is expected that the Ministry will continue with this initiative after the five year term.

Resolution #85/11

Moved By: Trustee Ilijow
Seconded By: Trustee Dunville

THAT upon the recommendation of the Audit Committee, the Board accepts and approves the 5 Year Internal Audit Plan, as presented.

CARRIED

COMMITTEE OF THE WHOLE

Resolution #86/11

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 #87/11

Moved By: Trustee McParland
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.

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Resolution #87/11 (cont'd)

- THAT the Board approves the appointment of Tania Watson as Principal of Holy Saviour School, effective October 20, 2011.
- THAT the Board approves extending Tina Visintin's appointment as Acting Assistant to the Director, to May 4, 2012.
- THAT the Board approves extending Dyann Kreps appointment as full-time Acting Administrator at Holy Angels School, to May 4, 2012.
- THAT the Board approves Courtney Currie's request for a maternity leave from her full-time teaching position at St. Edward School, effective November 21, 2011 to November 20, 2012.
- THAT the Board approves Courtney Currie's request for an unpaid extended leave from her full-time teaching position at St. Edward School, effective November 21, 2012 to January 4, 2013.
- THAT the Board approves hiring Kylie Rohner as a half-time occasional teacher at Holy Saviour School, effective September 6, 2011.
- THAT the Board approves increasing Kayla Greco's half-time occasional teaching position at Holy Saviour School, to a full-time occasional teaching position effective September 1, 2011.
- THAT the Board approves the following teachers to be added to the occasional teaching list:
Matthieu Quirion - Longlac
Juan Gomez - Terrace Bay/Schreiber
- THAT the Board accepts Shelley Foulds resignation as a full-time Educational Assistant at St. Hilary School, effective October 7, 2011, with regret.
- THAT the Board approves the recall of Lisa Copp as a full-time Educational Assistant at St. Hilary School, effective October 11, 2011.
- THAT the Board accepts Andrew Bramham's resignation as a full-time Information Technologist, effective October 14, 2011, with regret.
- THAT the Board approves Cindy Leblanc's request for a maternity leave from her full-time teaching position at St. Martin School, effective December 5, 2011 to December 4, 2012.

CARRIED

MATTERS REQUIRING DECISION OR ACTION

1) **Board Policies**

Resolution #88/11

Moved By: Trustee Ilijow
Seconded By: Trustee Barnes

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

V107/AR107	Catholic School Councils and The Catholic Parent Involvement Committee
V149/AR149	Fees For Learning Materials and Activities
BSR300/AR300	Performance Appraisal of Support Staff Personnel
EL413	Perquisites
EL414/AR414	Video Surveillance

CARRIED

Resolution #89/11

Moved By: Trustee Barnes
Seconded By: Trustee Ilijow

THAT the Board approves the following *revised* policy and administrative regulation for distribution: **EL403/AR403 Purchasing**

CARRIED

Resolution #90/11

Moved By: Trustee Ilijow
Seconded By: Trustee Wawia

THAT the Board approves the following *draft* policy and administrative regulation for distribution: **BSR310/AR310 Performance Appraisal Of Non-Union Board Staff**

CARRIED

[Mr. Adams left the meeting at this time.]

Resolution #91/11

Moved By: Trustee Ilijow
Seconded By: Trustee Dunville

THAT the Board approves the following *re-numbered* policy and administrative regulation for distribution: **EL400/AR400 Instructional Time For Classroom Teachers**

CARRIED

2) **Inaugural Meeting**

Resolution #92/11

Moved By: Trustee Ilijow
Seconded By: Trustee Barnes

THAT the Board holds its Inaugural Board Meeting on December 5, 2011 in Terrace Bay at 11:00 a.m. and that the nominating committee of Trustees Arsenault and Wawia bring forth suggestions for the officers and committees for the Board of Trustees, for the year 2012.

CARRIED

The Director will make arrangements with the Parish Priest and the Principal of St. Martin School, to schedule a combined mass. Lunch will be provided for 12:00 noon at the board office, Mass will be held at 1:00 p.m., followed with the regular board meeting.

[Trustee McParland left the meeting at this time.]

DISCUSSION ITEMS

1) **Recognition of Service In Catholic Education Award/Shepherd Leadership Award**

Administration has prepared the criteria for a Shepherd Leadership Award. After discussing the details, Trustees approved replacing the Service In Catholic Education Award given out at the annual Celebration of Excellence, with this new version. The forms provided will assist our staff in completing a nomination application. The option of having two awards given out in two different geographic areas, will be reviewed after next year's nomination numbers are known.

Resolution #93/11

Moved By: Trustee Barnes
Seconded By: Trustee McKay

THAT the Board approves the following **revised** policy and administrative regulation for distribution and input from stakeholders:

BSR302/AR302 Shepherd Leadership Award

CARRIED

2) **Christmas Card Selection**

Each year the Board of Trustees choose a drawing from a number of entries submitted by our students, for the system's Christmas card. This year's picture was drawn by Latisha Hardy from St. Joseph School.

3) **OCSTA**

- Trustee Award of Merit - The deadline for receipt of nominations for this award is January 6, 2012.

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- 2012 AGM & Conference Resolutions - The Board of Trustees are going to take this opportunity to submit a resolution with provincial implications, regarding executive office cutbacks legislated by the Ministry of Education. A small board such as ours cannot continue to function efficiently when we are already at a bare minimum. Mr. Adams will prepare a draft recommendation and letter for the November 8th board meeting, for Trustee approval. The deadline for resolutions to OCSTA is January 27, 2012.

The Director and Trustees Ilijow, Dunville, Barnes, Arsenault and McKay indicated an interest in attending the 2012 Annual General Meeting to be held in Toronto in April 2012.


- Resolution #9-11 - OCSTA has petitioned the Ministry of Education to address the changing nature of special needs students. The Minister has responded that they will continue to enhance early identification, referrals for treatment and mental health services for these children.
- 2012 Trustees' Professional Development Seminar - Trustees were given the details of the next Trustees' Seminar to be held on January 13th and 14th in Toronto. They will confirm at the next board meeting whether or not they will attend this session and reservations will be made at that time.
- CCSTA Conference - Trustee Wawia indicated that she would like to attend this conference to be held in Sudbury in June of 2012.

INFORMATION ITEMS

- 1) September 30th Enrolment Numbers - Preliminary student numbers were shared with the Trustees at the September board meeting. More recent figures indicate that we have reduced by approximately 22 students in our system.
- 2) Board Meetings - Trustees will continue to meet informally at 11:00 a.m., lunch will be provided at 12:00 noon and meetings will begin at 12:30 p.m. The schedule for the next few months is as follows:
 - Tuesday, November 8th
 - Monday, December 5th
 - Monday, January 23rd
 - Tuesday, February 21st
 - Tuesday, March 20th
 - Tuesday, April 17th

ADJOURNMENT

THAT we do now adjourn at 3:30 p.m.



Chair of the Board



Secretary of the Board