

**MINUTES OF BOARD MEETING #1/11
HELD MONDAY, JANUARY 17, 2011
12:30 P.M., BOARD OFFICE**

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

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

ABSENT: Trustee: Carol Barnes (Excused Absence)
Judy Wawia (Excused Absence)

Recorder: Colleen Winters

COMMISSIONING SERVICE

The meeting commenced at 12:43 p.m. Mr. Lawrence McParland was sworn in as the new Trustee representing the community of Schreiber, and read and signed a Declaration and Oath of Allegiance.

OPENING PRAYER

This year's Catholic Education theme is 'Celebrating The Spirit'. In keeping with this, it was decided that the Trustees will use the opening prayer, readings and closing prayer provided by OCSTA, for each month of the year. Today's theme 'The Spirit of Understanding' was read by Trustee McKay, who also provided a separate message. Next month's theme is 'The Spirit of Wisdom' and will be led by Trustee McParland. The Board's Mission Statement was then read by the group.

APPROVAL OF AGENDA

Resolution #1/11

Moved By: Trustee Ilijow
Seconded By: Trustee Dunville

THAT the agenda for Board Meeting #1/11 being held on Monday, January 17, 2011 be accepted as amended.

CARRIED

Meeting #1/11
Minutes - Page 2

Resolution #2/11

Moved By: Trustee McCorry
Seconded By: Trustee Ilijow

THAT the Board acknowledges and accepts the excused absence of Trustees Wawia and Barnes from attending Board Meeting #1/11 held January 17, 2011.

CARRIED

APPROVAL OF MINUTES

Resolution #3/11

Moved By: Trustee McCorry
Seconded By: Trustee Dunville

THAT the minutes for Board Meeting #14/10 held December 6, 2010, be accepted as amended.

CARRIED

DECLARATION OF PECUNIARY INTEREST

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

PRESENTATIONS

1) Superintendent of Education

- Early Learning - Mrs. Baker noted that interviews have been held to hire a new Early Childhood Educator for the program at Holy Saviour School. There will be no new site allocated in the 2011-2012 school year. Our Lady of Lourdes Catholic School has been identified as the site for 2012-2013. In addition to Our Lady of Lourdes, a smaller site may be added which will not have the enrolment requirement to generate an Early Childhood Educator. Funding would be provided to support the full day JK/SK program as it currently exists in our schools.
- Collaborative Learning - Due to weather conditions, planned sessions have been delayed. We have however, received very positive comments on the project so far.
- Schools In The Middle - Mrs. Baker and Mrs. Brenzavich both attended a session with Ministry personnel, to discuss future plans for the Schools In The Middle program.
- Student Work Study Teacher - Annick DeMars has attended a training session to assist her work with Holy Saviour and Our Lady of Lourdes Schools.
- Travel - Mrs. Baker shared a list of workshops, meetings and sessions she has attended this past month.

2) Assistant To The Director

- Special Education - Mrs. Brenzavich explained that she will be meeting with the Special Education Resource Teachers later this month, to review the role of the SERT and to clarify their responsibilities.
- MISA - A research grant of \$4,000 is available, which we will use to support the NOEL Aboriginal research project. One school will receive teacher release time, to track strategies that support student achievement.
- Keeping Our Kids Safe At School - The new Student Discipline policy has been reviewed with the principals. The principals will ensure necessary training for their staff and Safe School Teams will review School Climate surveys being completed by our parents, staff and students.
- EQAO - Teachers administering the EQAO assessments will meet on February 17th, to review expectations around administering the test. Trustee Dunville inquired if a more extensive report could be gathered for the Trustees, which might include not only the EQAO scores, but report card data, etc., for all grades. The Director suggested that MISA data could be accessed and a report presented at the March board meeting and again at the October meeting.
- Student Success - The portfolio team hopes to have this document ready by early spring.
- Equity & Inclusive Education - The political implications of this policy have been discussed with our principals. All media inquiries will be directed to the Director of Education. We have received a letter from the Ontario Bishops and OCSTA, that addresses talking points of this issue.
- Travel - Mrs. Brenzavich provided a list of workshops, conferences and meetings she has or will be attending during the months of December and January.

3) Manager of Operations

- Renewal Energy - Mr. Bourgeault visited Our Lady of Lourdes School with the structural engineer responsible for the new solar panel installation. He hopes to bring a picture of the panel to the next board meeting. There will be two meters installed, one which shows what the school consumes, and the other shows what goes back into the hydro system generated by the solar panels. We expect the feasibility and cost report to be ready in the next few weeks.
- Health and Safety - OSBIE will be completing their audits (10 points) at four of our schools and the board office. With a 90% compliance score, the board only has bi-yearly inspections, which is the goal we would like to achieve again.

4) Manager of Finance

- Audit Committee - Every board in Ontario is required to form an audit committee by January 31st. Mr. David Wright, the Regional Internal Audit Team (RIAT) Manager for the Northwestern Ontario group, joined the meeting via teleconference to explain the process. The Audit Committee is a sub-committee of the board, with a membership of three Trustees and two external participants.

The Ministry provided the funding for the RIAT and they are here to help identify school board risks. The process began last week for our board when Mr. Wright and a co-worker, met with board staff. There are 53 audit process items that will be reviewed by the external audit group. Once a risk assessment report has been prepared, the audit committee will become involved. The Ministry has set a target date of June 2011, for completion of risk assessment reports and approval of audit plans.

Training sessions for audit committee members have been scheduled for February 15th and 16th, in Thunder Bay. Mr. Adams has published an advertisement calling for two external candidates in the local and regional newspapers. The closing date for interested candidates is January 28th. Ideally, all members of the audit committee should attend the training session.

Resolution #4/11

Moved By: Trustee McCorry
Seconded By: Trustee Dunville

THAT the term of office for Trustees who are members of the Audit Committee shall be from January 31, 2011 to November 30, 2014.

CARRIED

Resolution #5/11

Moved By: Trustee Szczepaniak
Seconded By: Trustee Ilijow

THAT the term of office of a member of the Audit Committee who is not a Trustee, shall be from January 31, 2011 to June 30, 2013.

CARRIED

- Financial Statements - Each Trustee received a copy of the Financial Statements and the Report to the Audit Committee prepared by the auditing firm of Grant Thornton. Earlier, Mr. Adams, the Director, the Chair and the Budget Committee reviewed the financial statements with the auditors. Mr. Adams walked the board members through the Financial Statements, noting highlights of the Statements and Notes. He also noted highlights from the Report to the Audit Committee.

COMMITTEE OF THE WHOLE

Resolution #6/11

Moved By: Trustee Szczepaniak
Seconded By: Trustee McParland

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 #7/11

Moved By: Trustee McCorry
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 Dan Pella's retirement and resignation as a full-time teacher at Holy Saviour School, effective December 31, 2010, with regret.

THAT the Board approves hiring Derek Wrzeczionek as a full-time occasional teacher at Holy Saviour School, effective January 3, 2011 to February 11, 2011.

THAT the Board approves extending Heidi-Lynn Friedrich's full-time occasional teaching position at Holy Saviour School, to June 29, 2011.

THAT the Board approves hiring Katie Hara as a half-time occasional teacher at St. Martin School, effective January 3, 2011 to June 29, 2011.

THAT the Board approves hiring Jan Miller as a half-time occasional teacher at Holy Angels School, effective December 9, 2010 to December 17, 2010.

THAT the Board approves the following teachers to be added to the occasional teaching list:
Angela Izzo - Nipigon/Red Rock
Mary Blakely - Nipigon (NSL)

THAT the Board approves Holly Ellis' request for maternity leave from her full-time teaching position at Holy Saviour School, effective May 16, 2011 to May 13, 2012 and an extended leave from May 14, 2012 to June 30, 2012.

THAT the Board accepts Katheryne Lloyd's resignation as a full-time Early Childhood Educator at Holy Saviour School, effective December 31, 2010, with regret.

THAT the Board approves hiring Jennifer Simmer as a full-time (6.5 hours/day) Early Childhood Educator at Holy Saviour School, effective January 17, 2011.

CARRIED

MATTERS REQUIRING DECISION OR ACTION

1) **Board Policies**

Resolution #8/11

Moved By: Trustee Ilijow
Seconded By: Trustee Dunville

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

V103/AR103	Student Discipline
V121/AR121	Home Schooling Non-Medical
GP202/AR202	Instructional Time For Classroom Teachers
BSR305/AR305	Principal Leadership Incentive

CARRIED

Mrs. Brenzavich and Mrs. Baker noted the revisions and/or updates to the policies and responded to questions. Trustee McKay inquired as to the reason why the list of offences for a suspension or expulsion, did not include 'being under the influence of drugs'. Mrs. Brenzavich believes that drugs are not on the list, as it can be very difficult to establish whether someone has taken anything. She will seek confirmation for the next board meeting.

2) **Committee/Trustee Representation**

In addition to the regular committees, an Audit Committee and Labour Management Committee were needed to meet legislative requirements. Trustees discussed and formed their committees as required.

Resolution #9/11

Moved By: Trustee McCorry
Seconded By: Trustee Ilijow

THAT the Board approves the Trustee Committee memberships for 2011, as established.

CARRIED

3) **Annual Report**

Resolution #10/11

Moved By: Trustee Ilijow
Seconded By: Trustee Szczepaniak

THAT the Board approves the 2010 Director's Annual Report, as presented.

CARRIED

DISCUSSION ITEMS

1) OCSTA

- Travel Accident Insurance Policy - We have received confirmation that Trustees are covered through OCSTA, while travelling to/from/on OCSTA related business.
- Public Sector Accountability (Bill 122) - Amendments proposed to Bill 122, will eliminate any restriction on school boards paying memberships fees to an association to represent the group and restrictions on OCSTA's lobbying would also be removed.
- AGM & Conference (April 28th to 30th) - Trustees were requested to consider whether they will be attending the OCSTA provincial conference, or the CCSTA conference scheduled from June 2nd to the 4th. In order to be eligible for the OCSTA early bird discount, registrations must be sent in by March 11th.

2) Strategic Plan

- Interim Plan 2012-2015 - Although the Director had prepared an interim plan, Trustees referred to a more current plan prepared by Kevin Debnam who will be the facilitator for the strategic planning process. A copy of 'Shepherd Leadership' has been given to each Trustee and they were requested to read the book to be prepared for the session.
- Involvement of Stakeholders - Mr. Debnam is currently drafting a survey that will seek input from a large stakeholder group associated with the board. The Director explained the intended process for our 'Blueprint for Excellence: Focus on Shepherd Leadership'. The Director will determine how much should be budgeted for to cover costs associated with the strategic planning process. She will share this information with the Trustees at their next meeting.
- Dates - It was confirmed that the strategic planning session will be held on Friday, May 27th, beginning at 10:00 a.m. and will be all day. The remainder of the session will be held the next morning, on Saturday, May 28th. Lunch will be provided both days. Mrs. Pichette will poll the principals to determine if they like the idea of holding the annual Celebration of Excellence on Saturday, May 7th. This is the end of Catholic Education Week and will not conflict with the strategic planning session.

3) Operational Review Spreadsheet/Policy Cycle

The Director has prepared an overview of the action items needed as a result of our Operational Review. A total of 39 recommendations have been reviewed and timelines established to complete these tasks. This is a first draft and the action plan may change as more information is known. Mrs. Pichette, Mrs. Baker and Mrs. Brenzavich have also prepared a timeline schedule for the updating and revisions to board policies. Senior administration plans to present revised and/or updated policies at every board meeting.

4) 2011-2012 School Year Calendar

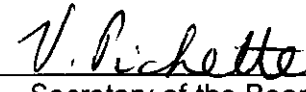
The Director has discussed next year's calendar options with our three coterminous boards. They have agreed on the placement of the professional activity days, however, are meeting again to finalize the dates of the Christmas break. An on-line survey has been posted on the board's web site, which allows staff, parents and trustees to choose from three options. The survey deadline is January 31st. The Director will share the results of the survey at the next board meeting.

ADJOURNMENT

THAT we do now adjourn at 4:05 p.m.



Chair of the Board



Secretary of the Board