

**MINUTES OF BOARD MEETING
#13/11 HELD NOVEMBER 8, 2011
12:30 P.M. BOARD OFFICE**

PRESENT: Trustee: Sharon Arsenault, Chair
 Carol Barnes
 Shirley Dunville
 Marline Ilijow
 Bill McKay
 Lawrence McParland
 Art Szczepaniak
 Judy Wawia

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

 Guest: Katie Maenpaa

ABSENT: Trustee: Hugh McCorry (Excused Absence)

 Recorder: Colleen Winters

OPENING PRAYER

The meeting commenced at 12:47 p.m. with opening and Holy Souls In Purgatory prayers and with special prayers for Remembrance Day. This was followed with a reading of the Board's Values.

APPROVAL OF AGENDA

Resolution #94/11

Moved By: Trustee Dunville
Seconded By: Trustee Szczepaniak

THAT the agenda for Board Meeting #13/11 being held on November 8, 2011 be accepted as amended. Additional personnel items were added to the committee of the whole meeting.

CARRIED

Resolution #95/11

Moved By: Trustee McKay
Seconded By: Trustee McParland

THAT the Board acknowledges and accepts the excused absence of Trustee McCorry from attending Board Meeting #13/11 held November 8, 2011.

CARRIED

APPROVAL OF MINUTES

Resolution #96/11

Moved By: Trustee Wawia
Seconded By: Trustee Dunville

THAT the minutes for Board Meeting #12/11 held October 19, 2011, be accepted as presented.

CARRIED

DECLARATION OF PECUNIARY INTEREST

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

PRESENTATIONS

1) E-Learning Contact Teacher

Katie Maenpaa joined the meeting to present an overview of her responsibilities as the E-Learning Contact Teacher for our system. This is the first year that the Board has received funding for this position. Ms. Maenpaa informed the Trustees that our schools will begin this year by learning about Blended Learning, Homework Help and Ministry Provided Resources. In addition to being the E-Learning teacher, she is also the regional E-Learning representative.

Ms. Maenpaa gave an on-line demonstration of where Grade 7 and 8 students can go for homework help. There is an 'Ask The Tutor' section, which allows students to interact with tutors who are qualified teachers. She then explained that Blended Learning is a combination of on-line and face-to-face learning. At this time, only 25% of our students can access the Learning Management System. Three of our schools are registered; St. Martin, Holy Angels and Our Lady of Lourdes. We will not be accessing the e-Portfolio system until sometime in January.

It was noted that Ms. Maenpaa's focus has not been on the Ministry Provided Digital Resources, as yet. Her focus has been on ensuring that students are registered to access E-Learning systems and to in-service teachers and parents about the benefits of this project. However, this web site is easily accessible for teachers and students to search for material. Ms. Maenpaa distributed several articles about E-Learning to the Trustees and was thanked for her interesting presentation.

2) Superintendent of Education

- **Board Leadership Development Strategy** - In October, a number of sessions were held with principals and aspiring leaders, which gave them an opportunity to collaborate and learn from each other. There are currently 12 participants in the Aspiring Leaders program.

- **MISA Research Proposal** - This proposal will involve two teachers implementing a DRA research project. Students will be tested in a different format than simply asking them to read and remember an article. Instead, the article would be read by the teacher to the student and then the student would answer questions about the story, orally. Mrs. Baker explained that a core team of teachers, principals and senior administrators, lead the Schools In The Middle project and determine system priorities.
- **Travel** - Mrs. Baker shared a list of her travel plans up to and including November 8th.

3) Acting Assistant To The Director

- **Student Success** - The Ministry has extended the deadline date to apply for a Speaking Up grant, to November 11th. As of today, three schools have submitted a proposal to Mrs. Visintin.
- **Transitions & Cross Panel Teams** - At the recent SEAC meeting, members discussed some of the difficulties special needs students experience when moving onto secondary schools. Meetings are scheduled in Thunder Bay for Student Success cross panel teams to discuss this process.
- **Schools In The Middle & Distributive Leadership Forum** - Diagnostic Reading Assessments were completed in September and will be done again in January. This will allow administrators to see if effective strategies have produced positive results for our students.
- **Student Well Being** - Mrs. Visintin noted that Stephanie Stewart from Child Care Resources, has been hired to work with all schools supporting students, staff and families with their well-being. In addition, our communities have access to the web site www.SuperiorModel.ca, a directory of support services available. Costs will be covered through the ABA funding received both last and this year and will cover this position until the end of June.
- **Travel** - Mrs. Visintin shared her travel plans for the next few weeks.

4) Manager of Operations

- **Fuel Oil Tenders** - Mr. Bourgeault noted that completed tenders have not yet been received.
- **Capital Renewal/Energy Efficiency** - Final plans will be available at the December board meeting.
- **Health & Safety** - Minor problems have been identified at the schools by the H & S team. The principal group has requested the Health and Safety team to review the dress code policy, in particular footwear, and to give their input.
- **Photo Voltaic Project Our Lady of Lourdes School** - The system was activated on November 2nd and Mr. Bourgeault shared the production results to date. He noted that peak production time will be during the spring and summer months. It is not known at this time, if the solar panels will require snow clearing.

5) **Manager of Finance**

- **OCSTA Resolution Re Executive Office Cut-backs** - Mr. Adams has drafted a letter to be sent to the Assistant Deputy Minister, addressing our Board's concerns. Trustees fully supported the letter being sent as the central office cannot continue to function efficiently with further cut-backs.

Resolution #97/11

Moved By: Trustee Ilijow
Seconded By: Trustee Barnes

WHEREAS: the Ministry of Education has imposed a 10% reduction in Executive Office expenses over a two-year period as a result of directions from the Ministry of Finance; and

WHEREAS: the Executive Office reductions are not to be offset by an increase to administration expenses; and

WHEREAS: the Executive Office reductions do not result in any savings in total expenditures; and

WHEREAS: Administration is burdened by many initiatives and cannot operate effectively with the imposition of the Executive Office reductions;

THEREFORE BE IT RESOLVED THAT:

OCSTA petition the Ministry of Education and the Ministry of Finance to revoke the Executive Office reductions imposed upon school boards; OR

Extend degrees of flexibility to boards highly impacted by the Executive Office reductions.

CARRIED

- **Year-End** - Mr. Adams is in the process of completing the year-end process. Members of the Audit Committee will be contacted later in the month, to discuss and approve the financial statements.

COMMITTEE OF THE WHOLE

Resolution #98/11

Moved By: Trustee Szczepaniak
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 #99/11

Moved By: Trustee Ilijow
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 extending Donna Borg's full-time occasional teaching position at St. Edward School, to May 4, 2012.

THAT the Board approves Courtney Currie's revised request for a maternity leave from her full-time teaching position at St. Edward School, effective November 9, 2011 to November 8, 2012.

THAT the Board approves Courtney Currie's revised request for an unpaid extended leave from her full-time teaching position at St. Edward School, effective November 9, 2012 to January 6, 2013.

THAT the Board approves the recall of Sharon Giles, to a full-time permanent teaching position at Holy Saviour School, effective November 14, 2011.

THAT the Board approves extending Kylie Rohner's appointment as a half-time (0.5) occasional teacher at Holy Saviour School, until June 27, 2012.

THAT the Board approves the following teachers to be added to the occasional teaching list:

- | | |
|--------------------|----------------------------|
| Amanda Gamerschlag | - Geraldton/Longlac/Nakina |
| Tara McAllen | - Geraldton/Longlac/Nakina |
| Christina Crozier | - Geraldton/Longlac/Nakina |
| Gregory Blake | - Geraldton/Longlac/Nakina |
| Raymond Atwood | - Geraldton/Longlac/Nakina |
| Barbara Benwell | - Geraldton/Longlac/Nakina |
| Sarah Sarrasin | - Geraldton/Longlac/Nakina |
| Lea Mask | - Geraldton/Longlac/Nakina |
| Michelle Ferring | - Geraldton/Longlac |
| Tara Ruberto | - Terrace Bay/Schreiber |
| Ashley Sandberg | - Red Rock/Nipigon |
| Christina Murphy | - Red Rock/Nipigon |
| Kim Fortin | - Red Rock/Nipigon |

THAT the Board approves the Agreement For Provision of Contracted Services between Andrew Bramham and the Superior North Catholic DSB, effective October 15, 2011 to November 14, 2011, with the option to extend the contract on terms mutually agreed upon.

THAT the Board approves hiring Mary Keyter as a full-time occasional teacher at St. Martin School, effective December 5, 2011 to June 27, 2012.

CARRIED

[Mr. Adams, Mr. Bourgeault and Mrs. Visintin left the meeting at this time.]

MATTERS REQUIRING DECISION OR ACTION

1) Board Policies

Resolution #100/11

Moved By: Trustee Barnes
Seconded By: Trustee McParland

THAT the Board approves the following revised draft policy and administrative regulation for distribution and input from stakeholders:
GP206/AR206 Trustees Code of Conduct

CARRIED

2) Resolution #101/11

Moved By: Trustee Barnes
Seconded By: Trustee Ilijow

THAT the Board approves the following draft policy and administrative regulation for distribution and input from stakeholders:
BSR310/AR310 Catholic Leadership, Succession Planning And Talent Development

CARRIED

DISCUSSION ITEMS

1) **Trustees' Professional Development Seminar**

The Director and Trustees Arsenault, Dunville, Szczepaniak, Ilijow and McParland indicated that they will be attending this seminar. Those attending will send their flight choices into the board office as soon as possible.

2) **Strategic Leadership Conference (Chairs/Vice-Chairs)**

The Director and Trustee Arsenault will be attending this conference. The Chair will confirm whether Trustee McCorry as the Vice-Chair of the Board, is able to attend. If this is not possible for him, Trustee Dunville will attend as his alternate.

INFORMATION ITEMS

1) **Operational Review Update**

Trustees were provided with an updated list of board policies that have either been reviewed or newly implemented. The Director received the final draft report from the Operational Review Team yesterday. In the report, the summary recognizes that administrative personnel have made substantial progress in implementing the team's recommendations. A printed copy of the report will be sent to the Trustees.

- HR Department Plans - Trustees were provided with the Human Resources Department Plan, prepared by Mrs. Kay. The plan listed a number of projects that were completed this past year and what is being proposed for the 2011-2012 school year.
- School Operations & Facilities - Mr. Bourgeault as Manager of Operations, provided an annual department plan for 2011-2012. A majority of his goals are in progress at this time.

2) OCSTA

- Travel Accident Insurance Policy - In keeping with past practice, all Trustees have been enrolled in the travel accident insurance policy with OCSTA. A more detailed summary of benefits will be received, once all registrations have been processed.
- FACE Project Update - Lou Rocha has resigned from his position as Project Manager.
- Survey of Shared Services - Mr. Adams has completed the survey OCSTA has sent out to boards, requesting a list of shared services (other than transportation) and the savings estimated due to that sharing practice.

3) Communications Update


Mrs. Pichette provided a chart of how often the schools send out newsletters and/or calendars. In addition, Trustees were given a template and flow chart of how the communication process works throughout our communities. She noted that administration is considering setting up a communication tree and having a communication postcard contest for our students.

ADJOURNMENT

THAT we do now adjourn at 4:00 p.m.



Chair of the Board



Secretary of the Board