

REGULAR BOARD MEETING

Tuesday, May 25, 2004

4:00 p.m.

Minutes

Trustees Present: Chairperson - N. Bethune Vice-Chairperson - W. Goetz
Members - S. Finnie, F. Gross, T. Roote, D. Slosser, J. Vanhaelemeesch
Board Officials: P. Cureton, C. Colton, B. MacPherson, P. Morley, S. White
Student Trustees: U. Byrne, S. Goetz
Recording Secretary: A. Dietz

- A. 1) The meeting commenced with prayer led by Jules Vanhaelemeesch.
2) Adoption of the Agenda

04-093 Motion By: *Sam Finnie* and seconded by *Dave Slosser* that the Agenda for the Regular Board Meeting on May 25, 2004 be accepted as printed.
Carried

- 3) **Conflict of Interest** ~ *None were declared*

B. Approval of Minutes

04-094 Motion By: *Francis Gross* and seconded by *Jules Vanhaelemeesch* that the Minutes of the Regular Board Meeting held on April 20, 2004 be approved as printed.

Carried

C. Committee of the Whole Report

04-095 Motion By: *Bill Goetz* and seconded by *Dave Slosser* that the Board approve the Staff Report S.W. 2004-05-11 and the recommendations contained therein.

Carried

04-096 Motion By: *Bill Goetz* and seconded by *Francis Gross* that the Board approve the Staff Report S.W. 2004-05-25 and the recommendations contained therein.

Carried

D. **DELEGATIONS / SUBMISSIONS / EDUCATIONAL PRESENTATIONS**

1. **Policy on Employment Equity (motion)** *Patrick Cureton*
- this policy, written in 1991 as Employment Equity for Women, is now being reviewed to address all employees

04-097 *Motion By:* *Dave Slosser* and seconded by *Francis Gross* that the Board approve the revisions to the Policy on Employment Equity, as presented.
Carried

2. **Policy on Professional Exchange/Leave Programmes (motion)** *Patrick Cureton*
- addition of section 6 regarding premature termination of leave/exchange

04-098 *Motion By:* *Sam Finnie* and seconded by *Jules Vanhaelemeesch* that the Board approve the revisions to the Policy on Professional Exchange/Leave Programmes, as presented.
Carried

3. **Policy on Leaves (motion)** *Patrick Cureton*
- changes to section 6, Pregnancy/Parental Leaves, and section 7, Jury Duty

04-099 *Motion By:* *Sam Finnie* and seconded by *Jules Vanhaelemeesch* that the Board approve the revisions to the Policy on Leaves, as presented.
Carried

4. **Policy on Workplace Harassment (motion)** *Patrick Cureton*
- this policy has been in place since 1988 and required some changes in wording

04-100 *Motion By:* *Francis Gross* and seconded by *Dave Slosser* that the Board approve the revisions to the Policy on Workplace Harassment, as presented.
Carried

5. **Policy on Wage Loss Replacement Plan (motion)** *Patrick Cureton*
- presented with no changes, simply re-numbering

04-101 *Motion By:* *Dave Slosser* and seconded by *Sam Finnie* that the Board approve the revisions to the Policy on Wage Loss Replacement Plan, as presented.
Carried

6. **Policy on Criminal Background Checks-Employees (motion)** *Patrick Cureton*
- amended to remove the deadline for original submission of CBC

04-102 *Motion By:* *Francis Gross* and seconded by *Sam Finnie* that the Board approve the revisions to the Policy on Criminal Background Checks/Vulnerable Sector Screening for Employees, as presented.
Carried

7. **AP on Criminal Background Checks-Employees** *Patrick Cureton*
- includes consequences of non-compliance – suspended without pay pending submission of the CBC
8. **Special Education Update** *Bruce MacPherson*
- ISA 1 Equipment – on May 10 we rec'd our approval letter from the Ministry for equipment over \$6000
 - Bruce listed the ISA equipment that has been ordered at a cost of \$120,000
 - on June 30th the Ministry will audit our ISA claims
 - Patricia mentioned that we have recently been providing our ISA 1 students with portable Sound Field systems. Perhaps at a future meeting we can demonstrate how the equipment works.
 - Another program we use is the Kurzweil Program. This is a computer program using a scanner and printer to help students with difficulty in some form of reading. We have received tremendous feedback about this software.
 - ISA 2 and 3
 - currently waiting for news with respect to holdback of \$300,000 for ISA 2 & 3 claims
 - communication from Carole Devine states that 24 of 29 Catholic school boards reported a total of more than \$37 million in ISA 2 & 3 claims for which they have received no funding
 - Unlocking the Future
 - Bruce mentioned that we are very excited about the upcoming Forum being held at Talisman
 - we have 46 presenters lined up and 32 different workshops
 - we are expecting 200 participants
 - David Hasbury, Graphic Artist, will be taking notes through a graphic organizer
 - each board will receive a copy of David's graphic organizer - he will be attending 4 workshops each day
 - each participant will receive a CD with the various presentations
9. **Anti-Bullying Update** *Bruce MacPherson*
- a full day work session was held on May 17
 - the committee divided into 3 groups: prevention, intervention and discipline
 - the 3 groups compiled information and resources to deal with reducing bullying
 - the committee will develop a resource pkg for each school
 - In-service will take place in September
 - October is "Safe Schools Month" with bullying as one of the key areas to be addressed
10. **Policy on School Generated Funds** *Cathy Colton*
- this is a brand new policy
 - school generated funds will be consolidated into the Board's Financial Statements
 - the policy includes direction to schools regarding Corporate Sponsorship (section 5)
- 04-103** *Motion By:* *Francis Gross* and seconded by *Jules Vanhaelemesch* that the Board approve the Policy on School Generated Funds for implementation in September 2004, as presented.

Carried
11. **AP on School Generated Funds** *Cathy Colton*
- no amendments to previous distribution
 - provides "nuts and bolts" of day to day procedures

12. **Cheque Register, April 2004 (motion)** *Cathy Colton*

04-104 *Motion By: Jules Vanhaelemeesch* and seconded by *Bill Goetz* that the Cheque Register to April 30, 2004 be approved as printed.
Carried

13. **Policy on Criminal Background Checks - Service Providers (motion)** *Patrick Cureton*
- this policy basically being renumbered and brought into HR section

04-105 *Motion By: Dave Slosser* and seconded by *Francis Gross* that the Board approve the revisions to the Policy on Criminal Background Checks for Service Providers, as presented.
Carried

14. **AP on Criminal Background Checks - Service Providers** *Patrick Cureton*
- change from OESC, who provides service providers with an ID card – cost is \$35 and criminal background check is done every 3 years
 - service providers who have an OESC card with an expiry date of Dec 2004 will be extended an additional two years

15. **Policy on Inclement Weather, Snow Days and Salary Deductions (motion)** . . . *Patrick Cureton*
- if an employee cannot come to work due to weather, the absence may be deducted from sick leave account

04-106 *Motion By: Sam Finnie* and seconded by *Jules Vanhaelemeesch* that the Board approve the revisions to the Policy on Inclement Weather, Snow Days and Salary Deductions, as presented.
Carried

16. **Policy on the Retirement of Staff (motion)** *Patrick Cureton*
- may be subject to change if gov't changes legislation regarding retirement age

04-107 *Motion By: Dave Slosser* and seconded by *Francis Gross* that the Board approve the revisions to the Policy on the Retirement of Staff, as presented.
Carried

17. **Policy on Administrative Support Staff (motion)** *Patrick Cureton*
- revisions made to bring paid holiday schedules in-line with administrators
 - all salaries for non-union employees are tied to teachers grid

04-108 *Motion By: Jules Vanhalemeesch* and seconded by *Francis Gross* that the Board approve the revisions to the Policy on Administrative Support Staff, as presented.
Carried

18. **Policy on Secretarial Assistance to Schools (motion)** *Patrick Cureton*
- amended to reflect current staffing levels
 - SMHS staff will be increased to 3 full-time secretaries rather than 2

- small changes to hours of work

04-109 ***Motion By:** Dave Slosser and seconded by Sam Finnie* that the Board approve the revisions to the Policy on Secretarial Assistance to Schools, as presented.

Carried

E. INFORMATION and REPORTS

–For Information Only:

1. Correspondence from OCSTA:

- OCSTA Letter to Minister Kennedy re ISA Funding
- OECTA/OCSTA ~ approval of Fall/Winter 2004 Religious Education Course

2. Miscellaneous Correspondence:

- Windsor-Essex CDSB ~ Request for Funding Ontarians with Disabilities Act, 2001
- St. Clair CDSB ~ petition the Ministry to eliminate EQAO testing
- Durham CDSB ~ Goods & Services Tax
- Durham CDSB ~ Energy Cost Pressures

3. Internal Reports:

- Excursion, Field Trips, Outdoor Education Trips, April 1-30, 2004

4. Letters of Appreciation / Thank You Notes:

- Expressions of Sympathy ~ *Mike Kirby, Marlene deCarrion & family*
- People Reaching Out ~ commending our students

F. QUESTIONS / COMMENTS by TRUSTEES

Norm commended our students who participated in the Canada-wide Science Fair held in Newfoundland. Of the three projects our students submitted, two received awards: Alina Reid (SMHS) received a gold medal and a cash award for her project entitled “ABS to the Rescue”, and Katie Glasier from Holy Family School in Hanover received an Honourable Mention and a cash award for her project “Rubbing Salt in the Wound”.

G. NOTICES OF MOTION

H. CHAIR’s REMARKS

- Patrick and Norm will be heading to Toronto tomorrow to meet with the Minister of Education
- Tour of Schools begins at St. Basil’s tomorrow at 9:00 a.m.

I. FUTURE BUSINESS

Maintenance Tour of Schools: May 26, 2004 and June 1, 2004

Next Meeting: **June 8, 2004**

~ Committee of the Whole @ 2:30 p.m.

June 29, 2004

~ Committee of the Whole and Regular Board Meeting

J. ADJOURNMENT

04-110 Motion By: *Francis Gross* and seconded by *Jules Vanhaelemeesch* that the Regular Board Meeting be adjourned at 5:15 p.m.

Carried

Norm Bethune
Chairperson of the Board

Patrick Cureton
Director of Education and Secretary