

REGULAR BOARD MEETING

Tuesday, June 24, 2003

4:00 p.m.

Minutes

Trustees Present: Chairperson - W. Goetz Vice-Chairperson - Norm Bethune
Members - M. Lemme, D. Slosser, J. Vanhaelemeesch, C. Zettel

Student Trustees: C. Breckon, U. Byrne

Regrets: S. Goetz (*Student Trustee*)

Board Officials: P. Cureton, C. Colton, B. MacPherson, P. Morley, J. Sheppard

Recording Secretary: A. Dietz

- A. 1) The Board was led in prayer by Jules Vanhaelemeesch.
- 2) Adoption of the Agenda

03-110 *Motion By:* Mike Lemme and seconded by Dave Slosser that the Agenda for the Regular Board Meeting on June 24, 2003 be accepted as printed.
Carried

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

B. Approval of Minutes

03-111 *Motion By:* Jules Vanhaelemeesch and seconded by Dave Slosser that the Minutes of the Regular Board Meeting held on May 27, 2003 be approved as printed.
Carried

C. Committee of the Whole Report

03-112 *Motion By:* Norm Bethune and seconded by Mike Lemme that the Board approve the Staff Report J.S. 2003-06-10 and the recommendations contained therein.
Carried

03-113 *Motion By:* Norm Bethune and seconded by Jules Vanhaelemeesch that the Board approve the Staff Report P.C. 2003-06-24 and the recommendations contained therein.
Carried

03-114 *Motion By:* Norm Bethune and seconded by Dave Slosser that the Board approve the Staff Report J.S. 2003-06-24 and the recommendations contained therein.
Carried

D. DELEGATIONS / SUBMISSIONS / EDUCATIONAL PRESENTATIONS

1. **Sacred Heart High School - Girls' OFSAA Hockey Champions** *Patrick Cureton*
 - Patrick introduced Dave Johnson, one of the coaches of the SHHS Girls Hockey Team, who recently won their first ever OFSAA Championship. Accompanying Dave were the Captain and Assistant Captains of the team.
 - Dave extended his appreciation to the Board for their support. He mentioned that this being SHHS's first official championship, a team sweater has been placed in the Hockey Hall of Fame, and the team has been to Toronto to view the sweater in the showcase.
 - The team captain also thanked the Board for their financial support which allowed them to participate in the competition and to purchase jackets for the team.
 - As a token of appreciation, Team Captain presented Chairperson Bill with a framed photograph of the winning team.
 - Bill thanked the team for the photo and extended congratulatory wishes to them on their outstanding success.

2. **2003-04 Budget** *Cathy Colton*
 - Over the last few months, Cathy has reviewed the budget document, section by section, with the Board of Trustees.
 - Today, prior to seeking approval of the balanced 2003-04 Budget, Cathy would like to provide a quick overview of the former presentations, talk about the budget process, look at the highlights and list some of the challenges that will face the Board in the next year.
 - the overall projected Enrolment is down 1.8% (the result of a decrease at the elementary level and an increase at the secondary level). It looks like most of the grade 8 grads will be entering our secondary schools in the fall.
 - With an increase of 7.6% in grants and taxes, the total overall revenue shows an increase of 7.9%. Ministry Allocations for 2003-04 equate to \$8,228 per student, an increase of \$553 per student over last year.
 - Operating Expenditures increased by 7.9%. Salaries and Benefits account for 74% of the budget expenditures while 60.9% is spent directly in the classroom. Transportation expenditures are projected to exceed the allocation by \$193,000.
 - Some of the areas of success over the past year include Faith Formation, Learning for Life and the Communications Plan.
 - Challenges for the upcoming year are to monitor enrolment (particularly trends with respect to the elimination of OAC), addition/renovation to St. Mary's High School, the need to update our 5-year plan in light of changing information and all collective agreements will expire at end of August 2004.
 - Pending Announcements: Rural Education Strategy (September 2003) and Transportation Funding Model (September 2004)

<p>03-115 <i>Motion By: Norm Bethune</i> and seconded by <i>Dave Slosser</i> that the Estimated Revenue and Expenditures for 2003-04 be approved as presented.</p> <p style="text-align: right;"><i>Carried</i></p>
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3. **Cheque Register** *Cathy Colton*

<p>03-116 <i>Motion By: Mike Lemme</i> and seconded by <i>Jules Vanhaelemeesch</i> that the Cheque Register to May 31, 2003 be approved as printed.</p> <p style="text-align: right;"><i>Carried</i></p>

4. **Student Accident Insurance** *Cathy Colton*
- as in the past, Cathy is recommending a 2 year renewal on Student Accident Insurance
 - based on total enrolments, we have good participation by parents in this insurance
 - parents pay the cost of premiums

03-117 **Motion By:** *Norm Bethune* and seconded by *Mike Lemme* that the proposal from “Reliable Life Insurance Company” to provide Student Accident Insurance be renewed for a two-year term, 2003-04 and 2004-05.
Carried

5. **Transportation Rates, 2003-04** *Cathy Colton*
- The Ministry increased transportation funding by 3.32%
 - Cathy and Kevin Juffs recently met with the Bus Operators to offer them this same increase, and they have accepted the offer.

03-118 **Motion By:** *Dave Slosser* and seconded by *Mike Lemme* that the Board approve the Transportation Rates for 2003-2004, as presented.
Carried

6. **Board Special Education Plan - Revised** *Bruce MacPherson*
- as outlined previously, we are submitting our Board’s updated Special Education Plan
 - Bruce briefly outlined the areas where changes have been made
 - SEAC has approved the Special Education Plan 2003 and has recommended board approval

03-119 **Motion By:** *Mike Lemme* and seconded by *Norm Bethune* that the Bruce-Grey Catholic District School Board approve the 2003-2004 Special Education Board Plan to be submitted to the Minister of Education.
Carried

7. **Safe Disposal of Hazardous Wastes - Policy** *Jim Sheppard*
- although we do not have a lot of hazardous waste in the schools, we do have to follow procedures to pick up this material
 - Jim presented the policy statement for Hazardous Waste and mentioned that he is still working on the Administrative Procedures for this policy

03-120 **Motion By:** *Dave Slosser* and seconded by *Jules Vanhaelemeesch* that the Board approve the Policy on Safe Disposal of Hazardous Wastes, as presented.
Carried

8. **Criminal Background Checks for Service Providers - Policy** *Jim Sheppard*
- As per Regulation 521, boards are mandated to collect criminal background checks or police checks for service providers and employees of service providers who are identified by the Board as potentially coming into direct and regular contact with students.

03-121 **Motion By:** *Norm Bethune* and seconded by *Jules Vanhaelemeesch* that the Board approve the Policy on Criminal Background Checks for Service Providers, as presented.
Carried

9. **Criminal Background Checks for Services Providers - AP** *Jim Sheppard*
- to support the policy statement, we have prepared a set of procedures which outlines who would be considered to be a service provider
 - we are contracting with Ontario Education Services Corporation (OESC) to collect and adjudicate police record checks on all Service Providers and employees of Service Providers
 - Service Providers must provide an Identification Card and suitable photo ID when requested. Without this ID, the Service Provider cannot have access to students, without exception.
10. **Report from the Communications Advisory Committee** *Jim Sheppard*
- Jim is very pleased with the progress made in the Communications Initiative
 - we have relied on the services of Kim Denstedt and we are learning a lot as we go along
 - we are working on a consistent look – displaying the board’s vision statement along the left hand side of brochures, the annual report and board newsletters
 - we have a tentative plan for next year which includes some carry over items plus some new items
 - Jim advised of a press release that will hit the media on Wednesday this week. It speaks to the fact that students and communities in Bruce & Grey have raised \$100,000 for charitable causes this year, e.g. Terry Fox Run, Cops for Cancer, Heart and Stroke, etc.
 - Principals are to congratulate staff and students on this worthwhile venture
11. **Report on the Leadership Development Program** *Jim Sheppard*
- as part of Jim’s practicum for his Supervisory Qualification, he chose to create a Leadership Development Program.
 - purpose of the program was to identify teachers interested in pursuing leadership and to determine if leadership is for these people.
 - some of the activities included engaging in discussions and explorations of leadership in the Catholic school system, to learn about principals’ role in school and community, to talk about key leadership skills, to provide opportunities for networking, to create supportive mentoring relationships, to address concerns/questions of the group, to prepare for next group of system leaders
 - the program consisted of 9 modules. A total of 23 teachers participated in the program with 14 of these participants being currently involved in PQP at SHHS under the leadership of Jerry Casey
 - Jim thanked the following people for their help and support with the project: Nola Collins, Jerry Casey, Steve Peck, Patrick Cureton, Patricia Morley, Kim Denstedt, CPCO and Marg Lang.
 - plans for 2003-2004 – to have 1 or 2 full day sessions in each of the Fall and the Spring – Jim is working on a list of possible topics
12. **Policy on the Role of the Superintendent of Business** *Patrick Cureton*
- Patrick presented revisions to the policy which reflects changes in job description and modifications in responsibilities, giving a more concise and accurate policy

<p>03-122 <i>Motion By: Dave Slosser</i> and seconded by <i>Mike Lemme</i> that the Board approve the Policy on the Role of the Superintendent of Business, as presented. <i>Carried</i></p>
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13. **Policy on the Role of the Superintendent of Human Resources** *Patrick Cureton*
- revisions to this policy reflect a change in the title and includes a number of additional responsibilities to more accurately reflect duties involved

03-123 *Motion By: Norm Bethune* and seconded by *Mike Lemme* that the Board approve the Policy on the Role of the Superintendent of Human Resources, as presented.

Carried

E. INFORMATION and REPORTS

–For Information Only:

1. Correspondence from Other School Boards/Organizations:

- Greater Essex County DSB ~ special education budget and admin costs re ISA process
- Huron-Superior CDSB ~ concerns about efficacy of Teacher Advisor Program
- Natural Resources Canada ~ in recognition of efforts to reduce gas emissions

2. Internal Correspondence/Reports/Thank You Notes:

- St. Joseph's School ~ Art & Music Matters
- News from Our Schools ~ June 2003
- Thank You Notes:
 - ~ for invitation to Awards Dinner ~ Sheila Long, Mary Jane Low
 - ~ for supporting Canada Wide Science Fair ~ Bridget Schrempf
 - ~ for kindness shown to the Brulotte family

F. QUESTIONS / COMMENTS by TRUSTEES

G. NOTICES OF MOTION

H. CHAIR's REMARKS

- This being Chela's last meeting, Bill thanked Chéla for her participation and hoped she has enjoyed her stay with us and extended our best wishes in her endeavours in North Bay.
- Bill wished everyone a good summer.

I. FUTURE BUSINESS

Next Committee of the Whole Meeting and Regular Board Meeting

August 26, 2003 @ 2:30 p.m.

J. ADJOURNMENT

03-124 *Motion By: Dave Slosser* and seconded by *Norm Bethune* that the Regular Board Meeting be adjourned at 5:25 p.m.

Carried

William Goetz
Chairperson of the Board

Patrick Cureton
Director of Education and Secretary