

REGULAR BOARD MEETING

Tuesday, December 16, 2003

4:00 p.m.

Minutes

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

- A. 1) Commissioning of Trustees, led by Father S. LaCroix and Charlotte Lahey, will follow a bit later on the Agenda.
2) Adoption of the Agenda

Additions:

Re-order Agenda – Start with item #3, then follow along

- D. 8) Occupational Health & Safety ~ Policy
9) Occupational Health & Safety ~ Administrative Procedures

<p>03-236 Motion By: <i>Sam Finnie</i> and seconded by <i>Dave Slosser</i> that the Agenda for the Regular Board Meeting on December 16, 2003 be accepted as amended. <i>Carried</i></p>
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- 3) **Conflict of Interest** ~ *None were declared*

B. Approval of Minutes

<p>03-237 Motion By: <i>Jules Vanhaelemesch</i> and seconded by <i>Bill Goetz</i> that the Minutes of the Regular Board Meeting held on November 25, 2003 be approved as printed. <i>Carried</i></p>
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C. Committee of the Whole Report

Staff Report

<p>03-238 Motion By: <i>Bill Goetz</i> and seconded by <i>Dave Slosser</i> that the Board approve the Staff Report P.C. 2003-12-16 and the recommendations contained therein. <i>Carried</i></p>
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D. **DELEGATIONS / SUBMISSIONS / EDUCATIONAL PRESENTATIONS**

1. **Commissioning of Trustees** *Charlotte Lahey / Rev. S. LaCroix*
Fr. Steve and Charlotte delivered a very meaningful and thought provoking prayer service entitled “Build Bethlehem Everywhere”. The Advent candles representing Life, Faith, Redemptive Love and Life in the Spirit were lighted. Trustees of the Board individually received the Commissioning Rite and accepted a candle in recognition of their service to Catholic education.
Norm thanked Fr. Steve and Charlotte for a very impressive prayer service.

2. **Chair’s Inaugural Address** *Norm Bethune*

- First of all, Chairperson Norm thanked the trustees for placing their trust and confidence in him for the next year.
- Norm aims to promote excellence in Catholic Education in Bruce-Grey – he feels we have reason to have a sense of hope and optimism following the commitment to education by the provincial government in the recent throne speech.
- Norm stressed the importance of working together as a team to provide the best possible Catholic education for our children.
- Trustees have a representative role; children and local communities will, more than ever before, need advocates to speak on their behalf.
- Norm would like to revisit the Board’s Strategic Plan – to update, evaluate and create a new direction for next 3-5 years
- Norm would also like to expand on the Board’s vision statement and always keep communication a top priority in the system.
- Norm welcomed new trustees, Francis Gross and Sam Finnie, and offered his support whenever possible.

3. **Travel Allowance - Annual Review (motion)** *Cathy Colton*

- Annually, Cathy assesses the cost of operating a vehicle and uses the results to determine if an adjustment is required in the rates paid to staff who travel on board business
- based on results of this year’s review, Cathy recommended that the rates remain at 35 cents per kilometre

<p>03-239 <i>Motion By: Francis Gross</i> and seconded by <i>Jules Vanhaelemesch</i> that the Board approve the Travel Allowance Annual Review, as presented. <i>Carried</i></p>

4. **Elementary Class Size Report** *Cathy Colton*

- this report is prepared annually and there is a requirement that, by Dec 15, school boards make public their elementary school average
- the board’s average class size for JK-3 is 21.56 while the education act requirement states the average cannot exceed 24
- the board’s average class size for JK-8 is 22.72 and falls within the education act requirement of 24.5
- the secondary class size report will be presented in May

5. **2002-03 Financial Statements (motion)** *Cathy Colton*

- Cathy presented an excerpt from the entire package of Financial Statements that is sent to the Ministry annually. She stated that Dennis Kramer from BDO will be attending the January meeting to provide a review of the Audit and to answer any questions trustees may have.

- a brief overview of our financial performance for the year shows that we have met all legislated requirements and have reserve funds clearly marked for future use
- actual enrolment is down slightly from last year, but up significantly from budget projections. Changes in Revenue are the result of the increase in enrolment and the increase in funding following Education Equality Task Force Report
- Expenditures - we adjusted salaries as required and we were able to put additional money aside in Reserves
- 57% of budget is spent in classroom, 13% in non-classroom
- Capital Reserves - at the end of the year we had \$980,000 set aside for St. Mary's project
- Working Funds Reserve - helps cash flow
- Other Non-capital reserves \$3.8 million earmarked
- net change in reserves \$859,481

03-240 *Motion By: Dave Slosser* and seconded by *Jules Vanhaelemesch* that the Board accept the Financial Statements for the year ended August 31, 2003 and approve the changes in Reserve Funds, as presented.

Carried

6. **2003-04 Revised Estimates (motion)** *Cathy Colton*

- the Board's fiscal year is Sept 1 to August 31
- In June the Board approved a budget for this fiscal year
- due date for Revised Estimates is January 8, 2004
- what has changed since June - enrolment (up 1.8% overall), salary & benefits, additional staffing, staffing reallocation, adjustments due to Rural Education Strategy
- we have included an additional Literacy Resource Teacher (as of Dec 3) – the gov't announced additional funds coming from the cancellation of private school tax fund – our board will receive approx. \$24,000
- we now have a full time principal in each elementary school
- changes in reserves that are not reflected - changes in Capital with respect to St. Mary's Addition/Renovation and final adjustments in Reserves to be approved with 2003-04 Financial Statements
- Highlights: enrolment has increased 1.8% from original estimates, increase in funding of 3.6%, increase in expenditure of 3.6%, we are compliant with expenditure envelopes and have surplus/deficit projected

03-241 *Motion By: Francis Gross* and seconded by *Sam Finnie* that the Board approve the 2003-04 Revised Estimates, as presented.

Carried

7. **Cheque Register, November 2003 (motion)** *Cathy Colton*

03-242 *Motion By: Jules Vanhaelemesch* and seconded by *Sam Finnie* that the Cheque Register to November 30, 2003 be approved as printed.

Carried

Additions:

8. **Occupational Health & Safety ~ Policy (motion)** *Patrick Cureton*

- policy (handout)
- presented at November meeting by Joyce Benninger to comply with legislation

03-243 *Motion By: Dave Slosser and seconded by Jules Vanhaelemeesch* that the Board approve the Policy on Occupational Health and Safety, as presented.

Carried

9. **Occupational Health & Safety ~ AP** *Patrick Cureton*
 • no change from November presentation

E. INFORMATION and REPORTS

–For Information Only:

1. **Correspondence from OCSTA**
 - Funding Announcement for Ontario Students
 - 2004 New Trustees’ Seminar ~ January 16 & 17, 2004 - International Plaza Hotel, Toronto

2. **Internal Reports:**
 - October 2003 Enrolment Summary
 - Excursions and Field Trips ~ November 2003
 - News From Our Schools ~ November 2003

3. **Letters of Appreciation / Thank You Notes:**
 - Knights of Columbus ~ commending staff of local schools
 - Christine Zettel ~ Retirement Gift
 - Teresa Kurt ~ Oliver Goll Scholarship
 - Rita Murray & family ~ bereavement

F. QUESTIONS / COMMENTS by TRUSTEES

- Norm shared a card that was addressed to staff and trustees re compassion shown to family of the late Maurice Lippert from Patricia Morley
- Norm also notified Trustees that they had received Christmas greetings from the Mayor of Owen Sound

- Steven Goetz noted that he has had the pleasure of chairing the OSTA-AECO Survey Committee that prepared a report entitled **Struggling to Hold On: Ontario’s Education Deficit** and he also co-authored the Report.
- the Report is meant to provide a better understanding of how the students of Ontario are reacting to our newly renovated education system and to address the growing concern that Ontario is not properly investing into its public education.
- the Report also offers eleven recommendations addressing issues such as re-evaluating the TAG/TAP program, lower tuition rates in Ontario and increased transportation funding

- Dave mentioned that he feels we are very fortunate to have Steven and Ultan as our Student Representatives and he would like to hear more from them as to their involvement in their schools and beyond.

G. NOTICES OF MOTION

H. CHAIR’s REMARKS

I. FUTURE BUSINESS

Next meeting: January 13, 2004
Committee of the Whole @ 2:30 p.m.
Regular Board Meeting @ 4:00 p.m.

J. ADJOURNMENT

03-244 Motion By: *Francis Gross* and seconded by *Jules Vanhaelemeesch* that the Regular Board Meeting be adjourned at 5:33 p.m.

Carried

Norm Bethune
Chairperson of the Board

Patrick Cureton
Director of Education and Secretary