

BOARD OF TRUSTEES' MEETING

September 15, 2015

MINUTES

Present: Rachee Allen, Chair Marvin Zuker, Vice-Chair Kevin Collins, Trustee
 Terry Coulthard, Trustee Richard Volpe, Trustee

School: Mike O'Keefe, Director of Education; Linda Ward, Principal; Sonia Litner, Vice Principal

Holland Bloorview: Terry Jakobsmeier, Lynda Torneck (Julia Hanigsberg, Regrets)

Guests: Linda Trimble, Heather Fairley, Keitha Lamey

Recorder: Christine Davidson

| Item | | Discussion | Action |
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| 1.0 | Call to Order and Chair's Comments | Rachee Allen called the meeting to order at 5.03 p.m. and welcomed new members, including Linda Ward, the incoming Principal. | |
| 2.0 | Review and Approval | | |
| | 2.1 Agenda for Meeting of September 15, 2015 | <p>Three changes/additions for the agenda were identified:</p> <ul style="list-style-type: none"> 1) Linda Torneck will provide the report for HB in Julia Hanigsberg's absence. 2) Item 8.0: include August 20, 2015 letter from Ombudsman 3) Item 9.0: include discussion on meeting dates for the board and for the Policy Committee <p>It was MOVED by Kevin Collins and SECONDED by Terry Coulthard, "That the agenda for the meeting of September 15, 2015 with 3 changes identified be approved"</p> | |

| Item | | Discussion | Action |
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| | | CARRIED | |
| | 2.2 Minutes for Meeting of May 6, 2015 | <p>It was MOVED Marvin Zuker and SECONDED by Rick Volpe,</p> <p>"That the minutes for the meetings May 6, June 22, July 21 and August 13, 2015 be approved."</p> <p style="text-align: center;">CARRIED</p> | |
| | 2.3 Minutes for Meeting of June 22, 2015 | | |
| | 2.4 Minutes for Meeting of July 21, 2015 | | |
| | 2.5 Minutes for Meeting of August 13, 2015 | | |
| 3.0 | Trustee Declaration of Conflict of Interest | There were no declarations of conflict. | |
| 4.0 | Holland Bloorview Update (Julia Hanigsberg) | Lynda Torneck remarked that Julia has submitted her report and will present it at October's Board meeting. The first meeting for HB after the summer break will be September 16, 2015. | |
| 5.0 | Principal's Report (Linda Ward) | <p>Linda provided a brief bio of her previous work at York Catholic DSB in Markham and in Bruce-Grey (Owen Sound area). Her Principal's update included:</p> <ol style="list-style-type: none"> 1) New staff have been seconded from TDSB; supply position teachers are returning; permanent staff are mentoring new teachers as a positive approach to acclimatizing new teachers 2) Staff have attended in-service events i.e., Brain Day , and received in-service training to increase awareness 3) EAs received training before school began 4) Enrollment: 38 students in resource program / 62 in IET / 6 in Reverse Integration Kindergarten program 5) Staff are writing IEPs 6) Resources teachers have already started family meetings, and supporting students in transition | |

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| | <p>7) The school has hosted visitors from Kobe Shinwa University in Japan, complementing the connection with Jackman ICS. They are impressed with partnership between healthcare and education</p> <p>8) New opportunity “Building a Link” matched with Clare school in Norwich England – a school with children with multiple needs – sharing best practices</p> <p>9) Student placements are taking place in a variety of programs</p> <p>10) Upcoming:</p> <p>a) Terry Fox Walk/Run/Roll – idea to extend partnership with Crescent school for this and future events.</p> <p>b) Sept 30th is curriculum night, with focus on school council building and having opportunity for parent engagement.</p> <p>Linda provided information on how her office communicates with parents: a number of strategies will be used from hard copy letters sent home with students to electronic communications, emails, etc., and exploring new avenues such as Synrevoice technology telephone voice-messaging that can be tailored to whole school or individual classes.</p> <p>Trustees requested to be to be included in communications with respect to school events.</p> | |
| 6.0 | Reports | |
| | <p>6.1 Policies and Procedures (M. O’Keefe)</p> <p>Mike presented a formal report 2015-09-001 regarding policies and procedures. It is recommended that the Board form a formal Policy Committee, to be completely open and transparent, with published dates/times of meetings, and reps from HB to be present as guests.</p> <p>It was MOVED by Rick Volpe and SECONDED by Terry Coulthard,</p> <p>“That the Board will establish a Policy Committee to review and/or develop Policies and Bylaws as needed, and monitor the maintenance and publication of such Policies and Procedures.”</p> | <p>Chair will officially request members to be on the committee.</p> |

| Item | Discussion | Action |
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| | <i>CARRIED</i> | |
| 6.2 Introduction of Board Bylaws (M. O’Keefe) | <p>Report 2015-09-002 relates to the Introduction of draft Board Bylaws, with a recommendation that the procedures outlined in the document’s Appendix A be forwarded to the newly established Policy Committee for consideration.</p> <p>It was MOVED by Marvin Zuker and SECONDED by Kevin Collins,</p> <p>“That the draft Board Bylaws be forwarded to the Policy Committee to review and amend where necessary.</p> <p style="text-align: right;"><i>CARRIED</i></p> | <p>Once Policy Committee is established, procedures in Appendix A to be reviewed.</p> |
| 6.3 Revision of Governance Policy (M. O’Keefe) | <p>Report 2015-09-003 results from Report 2015-09-002. Governance Policy GOV001 will likely have to be modified as new bylaws are created or amended.</p> <p>It was MOVED by Terry Coulthard and SECONDED by Rick Volpe,</p> <p>“That the September 30, 2014 version of Governance Policy (GOV001) be referred to the Policy Committee for consideration and possible revisions.”</p> <p style="text-align: right;"><i>CARRIED</i></p> | <p>Policy Committee to review GOV001</p> |
| 6.4 Strategic Planning Process (M. O’Keefe) | <p>A potential strategic planning process is outlined in Report 2015-09-04</p> <p>Discussion: Minutes of June 22, 2015, Item 7.2 re Board Improvement Plan for Student Achievement, the former principal’s action to collect information on evaluations was not reported to the board. Linda Ward will continue to work on this action item.</p> <p>It was MOVED by Rick Volpe and SECONDED by Marvin Zuker,</p> <p>“That the process regarding the Strategic Plan outlined in Report 2015-09-04 be adopted.”</p> <p style="text-align: right;"><i>CARRIED</i></p> | <p>Principal to check on status of the information collected</p> |
| 6.5 School Council (M. O’Keefe) | <p>Report 2015-09-005 provides information on a draft School Council Policy.</p> <p>Discussion: Mike indicated that Linda is moving forward with plans to form the school council. Officially the policy should be formed before the school council itself;</p> | <p>Principal to continue her work toward establishing a Parent Council</p> |

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| | <p>however, forming the school council is time sensitive, so both activities should move forward at the same time. Many of the policy requirements are dictated by the Ministry's rules and regulations and will not be significantly different from what it outlined in Appendix A – <i>Operating Procedures of the School Council</i>.</p> <p>The goal is to increase parent engagement by having an active parent council. Strategies to increase parent participation in school council were discussed (communications/ advertising/web-presence/child care provisions, etc.). Sonia remarked that parents are oriented by the program services coordinator so communication is key.</p> <p>It was MOVED by Rick Volpe and SECONDED by Marvin Zuker,</p> <p>“That the draft School Council Policy and Procedures be approved on an interim basis and be referred to the Policy Committee for consideration.”</p> <p style="text-align: right;"><i>CARRIED</i></p> | <p>Policy Committee to review draft School Council Policy and make recommendations</p> |
| <p>6.6 Performance Appraisal Policy (M. O’Keefe)</p> | <p>Mike presented Report 2015-09-006, which outlines a draft Performance Appraisal Policy.</p> <p>It was MOVED by Kevin Collins and SECONDED by Rick Volpe,</p> <p>“That the draft Performance Appraisal Policy be referred to the Policy Committee for review and amendment.”</p> <p style="text-align: right;"><i>CARRIED</i></p> | <p>Policy Committee to review draft Performance Appraisal Policy and make recommendations</p> |
| <p>7.0 Finance: Current - (Kevin Collins)</p> | <p>Kevin asked Terry to provide comments on the current financial position.</p> <p>Discussion</p> <p>Terry: Fiscal year end was August 31, 2015. Still much to do to complete the year-end activities – i.e., bank reconciliation is currently underway. Auditors will come in 2nd week of October. A <i>very draft</i> year-end picture shows an approximate \$400K surplus; savings mainly in the area of compensation (did not use as many supply teachers as in other years). Last year’s surplus was around \$350K. Any surplus is returned to the Ministry. The school is not able to overspend on some budget line items, and underspending on budget line items goes back to the Ministry).</p> | |

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| | <p>Kevin: The proposed budget will go forward in November – no difficulties are anticipated. This is the normal timeframe, despite many changes at the Ministry.</p> <p>Mike noted that there are many competing fiscal year ends that can confuse the financial process (i.e., Ministry’s fiscal year is April-March; School Boards are typically September-August).</p> | |

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| 8.0 | Communications: School Year Calendar (to be distributed at meeting) | <p>8.1 School Year Calendar from Ministry of Education presented in hard copy</p> <p>8.2 For information purposes, Mike introduced a letter of August 20, 2015 from the Office of the Ombudsman of Ontario, noting that the office has a new jurisdiction over school boards as of September 1, 2015.</p> | |
| 9.0 | Next Meeting Date Review | <p>The October meeting date was under discussion as many policy/procedure decisions need to be made.</p> <p>Decision: October 13, 2015 will be the next Board Meeting date.</p> <p>Discussion: A <i>Call for Candidates for the Board of Trustees BSA</i> is currently posted on the BSA website (to September 18, 2015). An Appointment Policy for New Trustees was approved within the last year but is not part of the documents in Director’s files. Chair to locate approved policy.</p> <p>Policy Committee meeting dates need to be determined. Chair to initiate Doodle Poll.</p> | <p>Chair: Find copy of approved policy on Appointment of New Trustees.</p> <p>Doodle Poll for Policy Committee meeting dates.</p> |
| 10.0 | Adjournment | <p>“It was MOVED by Rick Volpe and SECONDED by Marvin Zuker, to move to in-camera meeting at 5:55 p.m.”</p> <p style="text-align: right;">CARRIED</p> | |

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| | | <p>Motion to adjourn the meeting at 7:55 PM</p> <p>Moved by Kevin Collins and Seconded by Marvin Zucker</p> <p>CARRIED</p> | |
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