

**HALTON CATHOLIC DISTRICT SCHOOL BOARD**

**Regular Meeting of the Board**

Tuesday, November 18, 2008 – 8:00 p.m.  
Board Room, 802 Drury Lane,  
Burlington, ON

Members present: A.A. LeMay, Chair of the Board  
A. Danko R. Palmieri  
P. Houlahan B. Van de Vrande  
A. Iantomasi E. Viana  
J. Matters, Vice Chair Father D. Wilhelm

Student Trustees: P. Cockburn C. Restivo

Student Trustee  
Excused: N. Bourque

Staff present: M. Pautler, Director of Education  
L. Clifford P. McMahon  
G. Corbacio J. O'Hara  
J. Langill S. Rossini  
R. MacDonald J. Rowles  
F. Mazzetti C. Tobin

Also present: J. Allan, Associate Partner, KPMG  
E. Bakaic, Principal, St. Anthony of Padua  
K. Boyd, President, OECTA Secondary  
R. Brock, President, OECTA Elementary  
C. Clarke, Watson & Associates  
B. Santucci, Curriculum Consultant  
L. Stocco, Communications Officer

Recording Secretary: D. Ross

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1. **CALL TO ORDER**

The Chair welcomed guests to the Board Meeting.

1.1 **Opening Prayer**

The meeting opened at 8:05 p.m. with a prayer led by Kandy James, Chaplaincy Leader, Holy Trinity Catholic Secondary School. Trustees were asked to remember in the prayers: Maureen Rea, mother of Betty McCormick, Office Assistant at Sacred Heart of Jesus Catholic Elementary School, Burlington, and mother-in-law of Hilary Rea, Educational Assistant at Our Lady of Peace Catholic Elementary School, Oakville who died on Monday, November 17, 2008. Leon Kutis, father of Mary Ann Morris, Child & Youth Counsellor at Corpus Christi Catholic Secondary School, Burlington who died on Wednesday, November 12, 2008; Ronald Arthur Collingridge, father of Ashley Collingridge, Library Technician at Sacred Heart of Jesus Catholic Elementary School, Burlington who died on Friday, October 31, 2008 and John Catlin, father of Steven Catlin, teacher at St. Thomas Aquinas Catholic Secondary School, Oakville who died on Monday, November 3, 2008.

1.2 **Motions Adopted in Camera**

J. Matters read the motions adopted in camera:

**IC - # 169/08**

*Moved by: P. Houlahan*

*Seconded by: Father D. Wilhelm*

**RESOLVED**, that the Halton Catholic District School Board ratify the Memorandum of Settlement dated November 5<sup>th</sup> 2008 between the Board and Halton OECTA Secondary Teachers to be effective September 1, 2008 and to expire August 31, 2012.

**IC - # 170/08**

Moved by: P. Houlahan  
 Seconded by: Father D. Wilhelm

**RESOLVED**, that the Halton Catholic District School Board ratify the Memorandum of Settlement dated November 3<sup>rd</sup> 2008 between the Board and CUPE Local 5200 to be effective September 1, 2008 and to expire August 31, 2012.

**IC - # 171/08**

Moved by: P. Houlahan  
 Seconded by: A. Iantomasi

**RESOLVED**, that the Halton Catholic District School Board ratify the Memorandum of Settlement dated November 3<sup>rd</sup> 2008 between the Board and the Association of Professional Student Services Personnel to be effective September 1, 2008 and to expire August 31, 2012.

**IC - # 172/08**

Moved by: A. Iantomasi  
 Seconded by: E. Viana

**RESOLVED**, that the Halton Catholic District School Board receive as information the retirement of John Kennedy effective January 30, 2009 and the retirement of Jane Taylor effective December 31, 2008.

**IC - # 173/08**

Moved by: A. Iantomasi  
 Seconded by: E. Viana

**RESOLVED**, that the Halton Catholic District School Board as information the appointment of Virginia Truyens as (Temporary) School Chaplaincy Leader effective November 17, 2008.

## 2. APPROVAL OF AGENDA

**# 177/08**

Moved by: Father D. Wilhelm  
 Seconded by: A. Danko

**RESOLVED**, that the agenda be approved as presented.

**CARRIED**

## 3. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

## 4. PRESENTATIONS

### 4.1 Board Quilt

L. Clifford introduced and recognized E. Bakaic, Principal at St. Anthony of Padua and B. Santucci, Consultant, Curriculum Services, two significant contributors to the Quilt project. He explained that the initiative was intended to unify the Board and bring to everyone's attention the history of Catholic Education in Halton. E. Bakaic spoke of the process and the vision, described the design and commented on the schools' involvement. B. Santucci elaborated on the Board's relationship with the Burlington Fibre Arts Guild. She recognized the work of Sandy Simmelink, textile artist and Master Quilter who prepared the concept sketch which utilized the image of a tree to signify the growth of our Board and depicts the theme "Rooted in Christ". She extended her thanks and gave Sandy a small token of appreciation. B. Santucci and E. Bakaic thanked L. Clifford for his leadership on this project.

L. Clifford commented that the quilt was displayed at the Parent Conference and will continue to be displayed at various public events.

On behalf of the Board, the Chair thanked all those involved in the project.

#### 4.2 Long-Term Capital Plan 2008 (Long-Term Accommodation Requirements)

Mr. McMahon noted that this is the second in a series of five proposed presentations on the Long Term Capital Plan which addresses the Long Term accommodation requirements and begins to analyze the Board in terms of its pre-determined review areas.

C. Clarke prefaced her presentation by providing information on updating the Long Term Capital, a 15 year time frame addressing accommodation needs in Halton. She reviewed the changes to the Capital Funding support for 2008-2009, indicating that one of the most significant is a potential commitment on the part of the Ministry to provide support for full day learning for 4 and 5 year olds. C. Clarke addressed a number of issues including program perspectives province-wide, requirements to update the Board's Capital Plan, housing and demographic trends as well as a summary of enrolment perspectives. She elaborated on each elementary and secondary review area, specifically the projected surplus/deficit in pupil places and presented observations/recommendations for each. In her concluding remarks, C. Clarke reviewed the next steps and listed a number of areas that will require new schools, additions to existing schools or consolidations of a number of schools. She referenced a list of priority capital projects submitted to the Ministry on October 31<sup>st</sup> on the Board's behalf. The next presentation will address the financial impact analysis.

In response to questions, C. Clarke provided clarification regarding the establishment of review areas. In terms of the full day learning for 4 and 5 year olds, she explained that the analysis assumes that the program will be fully funded and implemented in 2010-2011. M. Pautler noted that the report from Dr. Pascal is expected in the spring of 2009 and although the report has not been released, there is sufficient evidence of a possible phased-in approach to the introduction of full day programming, leaving some discretion with boards in terms of the timing as well as their respective overall economic situation.

The Chair thanked C. Clarke for her presentation.

#### 5. DELEGATIONS

There were no delegations.

#### 6. APPROVAL OF MINUTES

##### 6.1 Regular Board Meeting – November 4, 2008

# 178/08	Moved by: E. Viana Seconded by: J. Matters
<b>RESOLVED</b> , that the minutes of the November 4, 2008 Regular Board Meeting be approved as presented. <b>CARRIED</b>	

#### 7. BUSINESS ARISING FROM PREVIOUS MEETINGS

##### 7.1 Summary of Outstanding Items from Previous Meetings

# 179/08	Moved by: E. Viana Seconded by: A. Danko
<b>RESOLVED</b> , that the summary of outstanding items from previous meetings be received as information. <b>CARRIED</b>	

#### 8. ACTION ITEMS

##### 8.1 Recommendation on Appointment of the Chair of the Internal Audit Committee

Trustee B. Van de Vrande nominated P. Houlahan as Chair of the Internal Audit Committee, seconded by Father D. Wilhelm. There were no other nominations.

# 180/08	Moved by: J. Matters Seconded by: A. Iantomasi
<b>RESOLVED</b> , that the nominations be closed. <b>CARRIED</b>	

# 181/08

Moved by: B. Van de Vrande  
 Seconded by: Father D. Wilhelm

**RESOLVED**, that P. Houlahan be nominated as Chair of the Internal Audit Committee.

**CARRIED**

## 8.2 2007-2008 Draft Audited Financial Statements

P. McMahon elaborated on the year-end process and the results contained in the draft audited financial statements. He pointed out that the statements received an unqualified audit opinion and are compliant with all Ministry of Education defined expenditure enveloping provisions. P. McMahon reviewed the content of the report and made a number of observations. He reported that the classroom reserve at the end of 2007-2008 is \$1.2 million, \$800,000 more than projected and that the Special Education expenditures exceed revenues by \$2.6 million. Trustees were informed that all boards in Ontario, including the HCDSB will be subjected to the operational reviews being conducted by the Ministry. He thanked S. Zucker and F. Gibson for their notable efforts in completing the year-end audit. P. McMahon introduced J. Allan, Associate Partner for KPMG and J. Cabral, Audit Manager from KPMG.

# 182/08

Moved by: E. Viana  
 Seconded by: P. Houlahan

**RESOLVED**, that the Halton Catholic District School Board approve the 2007-2008 Draft Audited Financial Statements

Trustees asked questions with regards to several observations made by the auditors in the Management Letter on Control Deficiencies provided in their audit findings report. There were a number of issues and concerns raised by trustees regarding school generated funds, and more specifically the outstanding balances; whether or not schools are complying with Board policies and most especially to the Board's Purchasing Card Policy and the Fundraising Policy as well as funds raised through cafeteria and vending machines.

Members of senior staff responded to the concerns raised. The following is a synopsis of the responses:

- **School Generated Funds:** P. McMahon noted that School Generated Funds Guidelines are being revised and will be circulated to the whole system. They will be reviewed in detail with principals, vice principals and secretaries. The Board has chosen to adopt the guidelines as generally accepted practices. J. Langill commented on the level of accountability that principals must abide by in the area of finances. He assured trustees that school budgets are carefully examined when Academic Superintendents conduct their regular visits. M. Tessari further noted that schools establish budget committees which include representation from school councils as well as teachers and are moving toward aligning budgets to their school improvement plans.
- **Use of Purchasing Cards not Issued by the Board:** P. McMahon acknowledged that the card will be investigated and if it should not have been in place, it will be cancelled. A survey will be circulated to all principals, vice principals, secretaries and financial clerks to ensure that if its use is inappropriate, that this is not repeated in other schools. Staff will put more effort in this particular area to ensure that schools understand and comply with the Board's Purchasing Policy and Administrative Procedure.
- **Fundraising Policy:** J. Langill provided information regarding the principles and requirements of the Fundraising Policy. P. McMahon noted that the goal of fundraising activities is not to make a profit. Staff commented on the nature of the expenditures generated from fundraising activities.
- **Cafeteria and Vending Machines:** F. Mazzetti and S. Zucker elaborated on the existing practice for expending funds generated from the cafeteria and vending machines. P. McMahon commented that these funds are specifically designated to the schools based on existing contracts with vendors.

During discussion, P. McMahon elaborated on the intent of the operational reviews being conducted by the Ministry. He indicated that there has been a suggestion that perhaps boards like ours, who are short of funds, could perhaps use internal auditors on a part time basis to assist auditors at year end.

J. Allan, Associate Partner for KPMG clarified several concerns raised and addressed a number of observations contained in the report.

With regards to the schools with a significant cash balance at the end of the year, rather than arbitrarily adopting a course of action that governs school generated funds and vending/cafeteria funds, M. Pautler indicated that staff would review on a case by case basis and satisfy themselves that there is a good and reasonable explanation for the accumulating funds. As indicated, in some cases, it's simply a matter of timing or cash flow; in other cases, there might be a large scale project understood in the community. If there are specific instances where it seems that the fundraising is more aggressive than required to meet the needs, the Superintendents will follow up as appropriate with Principals. On the issue of Special Education, M. Pautler noted that there is no indication that the Board could anticipate a significant adjustment in the revenues that would be prescribed to Special Education.

B. Van de Vrande suggested that the Internal Audit Committee, although not its original purpose, might be an appropriate forum to address a number of concerns raised. He also suggested that the schools' expenses for the past two years be made available to trustees.

J. Matters commented that valid concerns and questions had been raised and in the spirit of wanting to improve transparency and accountability, suggested a need to respond appropriately to the concerns and possibly addressing a number of them on the Internal Audit Committee agenda.

The Chair called for a vote and the motion **CARRIED**.

### 8.3 **Minor Revisions to Board Operating Policy I-32 – Use of Personal Electronic Devices**

J. Langill commented that the changes and revisions have been the result of a few factors: changes to recent legislation regarding the requirements of the Safe School Code of Conduct, upcoming provincial legislation regarding the use of Personal Electronic Devices and amendments regarding the use of Personal Electronic Devices by students.

**# 183/08**

*Moved by: P. Houlahan*

*Seconded by: A. Iantomasi*

**RESOLVED**, that Board Policy I-32 Use of Personal Electronic Devices be approved as amended.

J. Langill, in response to questions, acknowledged that blackberries are covered under the application and scope and are considered as exclusion. He also elaborated on the protocol in the event of an emergency lockdown.

The Chair called for a vote and the motion **CARRIED**.

### 8.4 **Minor Revisions to Board Operating Policy II-19 – Educational Field Trips**

J. Langill commented on the changes to the policy which focus on cancellation insurance as well as the use of Personal Electronic Devices by students, specifically cell phones and digital cameras, while on field trips. He reviewed the changes to the policy which were bolded for ease of identification.

**# 184/08**

*Moved by: B. Van de Vrande*

*Seconded by: E. Viana*

**RESOLVED**, that Board Policy II-19 Educational Field Trips be approved as amended.

B. Van de Vrande suggested several minor amendments to the wording of the policy. He spoke in support of the principle that students should not have cell phones on day trips but questioned whether or not the rule would be appropriately and consistently enforced. Discussion which ensued focused on whether or not the expectations should be applicable for both elementary and secondary students attending field trips.

Following discussion, B. Van de Vrande suggested that the motion be tabled in order to allow staff to look at the use of cell phones for elementary and secondary day trips.

<b># 185/08</b>	<i>Moved by: B. Van de Vrande Seconded by: P. Houlahan</i>
<b>RESOLVED</b> , that the motion (# 184/08) be tabled to the December 2 <sup>nd</sup> Board Meeting. <b>CARRIED</b>	

#### 8.5 **Grade 4 Religious Assessment: Notice of Motion from the November 4<sup>th</sup> Board meeting**

A. Danko indicated that the motion is intended to better understand how well the Board and its students are doing in learning basic elements and tenets of our faith. The wording to the motion was slightly amended at the suggestion of A.A. LeMay.

<b># 186/08</b>	<i>Moved by: A. Danko Seconded by: J. Matters</i>
<b>Whereas</b>	<i>the teaching of religious knowledge is part of our mandate as a Roman Catholic school system, in partnership with home and parish;</i>
<b>Whereas</b>	<i>Catholic schools wish to have a greater understanding of their effectiveness in the transmission of religious knowledge to their students by gathering reliable data to assess;</i>
<b>Whereas</b>	<i>a Religious Knowledge test for Grade 4 has been developed by the Toronto Catholic District School Board, <b>reviewed</b> by the Institute for Catholic Education (ICE) and administered in <b>a portion of</b> the Toronto Catholic District School Board to successfully gather data to study the effectiveness of its religious education programs;</i>
<b>Whereas</b>	<i>the Toronto Catholic District School Board Religious Knowledge test is based on Canadian Conference of Catholic Bishops/Ontario Conference of Catholic Bishops (CCCCB/OCCB) approved catechetical curriculum materials currently used in Halton Catholic District School Board religious education courses;</i>
<b>Be it Resolved</b> , that the Halton Catholic District School Board direct staff to report back to the Board by the first meeting in January 2009 with recommendations on a range of methodologies to assess the effectiveness of its religious education programs, including a study of the recent Toronto Catholic District School Board experience with religious knowledge assessment.	

There was a brief discussion in terms of whether or not the proposed motion warranted debate regarding the potential impact and commitment on the part of staff.

Speaking to the intent of the motion, M. Pautler acknowledged that the timeline to turn it around is tight but that staff could successfully gather the kind of information that is being requested. The report will look at the merit of the kinds of testing that was implemented in the Toronto Catholic District School Board and might also present a variety of other options or approaches to assessment. Staff will endeavour to bring forth a recommendation in terms of what it believes would best fit its current practice.

The Chair called for a vote and the motion **CARRIED**.

9. **STAFF REPORTS**

There were no staff reports.

10. **INFORMATION**

10.1 **Update from Student Trustees**

P. Cockburn provided information regarding a meeting being held on Tuesday, November 25<sup>th</sup> at the Halton District School Board in order to plan the Halton Youth Leadership Symposium.

10.2 **Reporting Entity Workgroup Newsletter**

10.3 **Approved Educational Field Trips**

10.4 **Policy & Procedures – Review and Implementation**

J. Matters thanked J. Langill for providing a clear, concise spread sheet of what can be expected in terms of policies and procedures in the coming year.

B. Van de Vrande asked whether or not the policy around the appointment of consultants should be included on the schedule. In response, M. Pautler noted that this would most likely entail a review of the administrative procedure rather than the policy and would be considered in Section 6.

At the suggestion of R. Palmieri, a review of a procedure for the Architect Selection Committee will be added to the list under the area "To be Determined". When asked how a policy or procedure is added to the schedule, J. Langill explained that the list might be amended as a result of changes to legislation, requests of trustees and/or senior staff or through systematic reviews.

When asked about the new Multiculturalism and Community Liaison Principal's position, M. Tessari explained that the position is funded by the Federal Government as well as by the Ministry of Citizenship and Immigration. Information regarding the duties and responsibilities of the principal appointed to the position will be provided to trustees

**# 187/08**

Moved by: E. Viana  
Seconded by: J. Matters

**RESOLVED**, that the information items 10.1 to 10.5 be received.

**# 188/08**

Moved by: E. Viana  
Seconded by: A. Danko

**RESOLVED**, that the meeting continue beyond 10:30 p.m.

11. **CORRESPONDENCE**

12. **OPEN QUESTION PERIOD**

13. **IN CAMERA**

14. **RESOLUTION re ABSENTEES**

The Chair indicated that N. Bourque had a previous commitment and was unable to attend.

**# 189/08**

Moved by: E. Viana  
Seconded by: A. Iantomasi

**RESOLVED**, that N. Bourque be excused.

15. **ADJOURNMENT/CLOSING PRAYER**

<p><b># 190/08</b></p> <p><i>Moved by: E. Viana</i> <i>Seconded by: A. Iantomasi</i></p> <p><b>RESOLVED</b>, that the meeting adjourn.</p>	<p><b>CARRIED</b></p>
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The meeting adjourned at 10:33 p.m. with a closing prayer led by L. Clifford.

CERTIFIED CORRECT:

APPROVED:

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Secretary of the Board

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Chair