



**MISA Professional Network Centre**  
**Thunder Bay Region MISA PNC Meeting**  
**Thursday, December 7, 2017**  
**12:00 - 4:30 p.m.**  
**12 Noon - Lunch**  
**Boardroom, 2135 Sills Street, Thunder Bay, ON**

## Minutes

### Attendees

Colleen Kappel, MISA Executive Lead  
 Mike Belluz, The Northwest Catholic DSB  
 Chris Denby, Rainy River DSB  
 Nathan Jankowski, Superior North Catholic

Erica Cotton, Superior-Greenstone DSB  
 Martino Perzan, Thunder Bay Catholic DSB  
 Bob Greer, Ministry of Education

### Regrets

Jamey Robertson, Kenora Catholic DSB  
 Jane Lower, Lakehead DSB  
 Keewatin-Patricia DSB

Item	Discussion	Decision / Responsibility
1. Welcome & Introductions	Colleen welcomed everyone and members introduced themselves.	
2. Additions to the Agenda		No additions.
3. Approval of the Agenda		Approved.
4. Approval of the Minutes October 25, 2017	Correction in the minutes (bottom of page 2) change wording to "Chris – Edsby gives assess to all teachers students' information."	Approved as amended.
5. Follow up from the Minutes October 25, 2017	<p>Chris indicated that in Trillium we will be able to use other codes for gender (X-not disclosed, N-neither male nor female) –likely coming out in the spring (March).</p> <p>Chris mentioned that their Privacy Impact Assessment (PIA) doesn't have enough in it. In a case of an information breach, this document is</p>	Chris will email RRDSB's PIA when it is completed and will share the Ministry's PIA (beta version) as well.

Item	Discussion	Decision / Responsibility
	<p>followed to assist in protecting privacy and information of those involved. The Ministry has a PIA as well that is in beta version.</p>	
<p>6. Ontario Education Research Symposium (OERS) February 28-March 2, 2017</p>	<p>Colleen mentioned that a team from Lakehead will be attending to present work on improving attendance.</p> <p>It was agreed that the MISA PNC will cover the cost of accommodation and travel for 8 individuals.</p>	<p>Robin Orr will send out a copy of the OERS invite.</p>
<p>7. Priority #1 – Northern Supports Initiative</p>	<p>Rick Boisvert is exploring possibilities.</p>	
<p>8. Priority #1 – PIM 8.1. Individual Board Updates</p>	<p>Mike: A new assistant to HR has been hired, working out who will have the PIM portfolio.</p> <p>Colleen: may be looking at an administrator guide.</p> <p>Erica: Have special accounts for supply staff. (Chris indicated that the login should be changed every day). Working on cleaning up data entry and Trillium (i.e. training new secretaries to follow board protocols, working on an attendance-coding handbook). Feel that attendance is going to improve dramatically given the change in coding.</p> <p>Chris: The main work is on the Privacy Information Assessment. Also, looking at cleaning up Apps and Google Extensions.</p> <p>Martino: Knows that the board has a PIM Committee. Going through the self-assessment material in the PIM binder. Also, looking at password resetting (for students).</p>	<p>Colleen will ask John to share the coding documents we gave to schools.</p> <p>Erica will share SGDSB attendance guide.</p>



Item	Discussion	Decision / Responsibility
12. Priority #3.1 – Promoting Board / School Participation in PNC Activities both in Region and Provincially		This item was removed from the agenda as it was a repeat of item # 10.
13. Website Development	Colleen shared the website. Additional work needs to be done on the site. It was noted that much information is out of date.	Colleen will book a meeting with Daniel (from Generator) to update the website and post current materials.
14. Budget Update	Colleen ask MISA leads to get their invoices in for reimbursement asap. Colleen clarified the difference between the MISA LBC and MISA PNC dollars.	
15. Next Meeting Date February 28, 2018 in Toronto at OERS	Next meeting during OERS.	
16. Adjournment	Meeting was adjourned at 3:00.	