



## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with community and family.

## Board Meeting Agenda

By order of the Chair, Teresa Gallik, the regular meeting of the Kenora Catholic District School Board will be held **Tuesday, April 20, 2021** at the Catholic Education Centre. The meeting will start at 6:30 p.m. virtually via Microsoft Teams. **The public meeting will commence at 7:00 p.m.**

### AGENDA

1. **OPENING PRAYER**

2. **ROLL CALL**

3. **COMMITTEE OF THE WHOLE**

*Recommendation:*

*THAT the Board resolve into Committee of the Whole and the meeting be closed to the public in accordance with the provisions of Section 207 (2) of the Education Act, R.S.O. 1990, c.E.2.*

4. **DECLARATIONS OF PECUNIARY INTEREST**

5. **CONSIDERATION AND APPROVAL OF AGENDA**

*Recommendation:*

*THAT the agenda be approved as presented/amended.*

6. **CONFIRMATION OF MINUTES**

*Recommendation: (P. 1)*

*THAT the minutes of the Regular Board Meeting of the Kenora Catholic District School Board of March 23, 2021 be approved as circulated/amended.*

7. **BUSINESS ARISING FROM THE MINUTES**



## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with community and family.

## Board Meeting Agenda

### 8. **DELEGATIONS AND PRESENTATIONS**

- 8.1 Renewed Vision for Pope John Paul II School – **Tammy Bush and Jamey Robertson**
- 8.2 New French Language Strategy – Engaging Families Through the Pandemic – **Andrea Sachowski and Hilary Aitken**
- 8.3 Indigenous Graduation Coach Program - **Nicole Kurtz and Bob Kowal (P. 8)**
- 8.4 Student Trustee Report – **Julia Tkachuk and Maxwell Froese**

### 9. **POLICY GOVERNANCE**

#### 9.1 **Approval of Minutes**

- 9.1.1 Approval of Minutes

*Recommendation:*

THAT the report of the Policy Governance Committee Meeting of April 6, 2021 be approved as presented / amended.

#### 9.2 **Policy**

- 9.2.1 Policy #10 – Committees of the Board – **Phyllis Eikre (P. 19)**

*Recommendation:*

THAT the Board approve the revisions to Policy #10 – Committees of the Board effective immediately.

#### 9.3 **Personnel**

#### 9.4 **Property**

- 9.4.1 St. John School Site Development Project – **Alison Smith**

*Recommendation:*

THAT the Board approve the tender received from <<>> for site development at St. John School for the total tendered amount of <<>>.

#### 9.5 **Finance**

- 9.5.1 Northwestern Ontario Student Services Consortium Request for Proposal – **Alison Smith**

*Recommendation:*

THAT the Kenora Catholic District School Board approves awarding RFP#2021-01-BUS Transportation Student Services to: First Canada, Areas 1 and 5; Hutchison Bus Lines, Area 2; Schneider Bus Lines, Area 3, pending approval from all NWOSSC member school boards.



## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with community and family.

## Board Meeting Agenda

### 9.6 **Program**

#### 9.6.1 2021 – 2022 School Year Calendar (P. 44)

*Recommendation:*

THAT the Board rescind motion #016 for the approval of the School Year Calendar at the February 16, 2021 Board Meeting, and that the Board approve the 2021 – 2022 School Year Calendar as presented and forward the calendar to the Ministry of Education for approval.

### 9.7 **Negotiations**

### 9.8 **Other**

#### 9.8.1 Catholic Education Week– **Mariette Martineau**

#### 9.8.2 March 26 Special Education Advisory Committee Minutes – **A. Sweeney (P. 45)**

#### 9.8.3 COVID-19 Update – **Alison Smith**

## 10. **COMMITTEE OF THE WHOLE**

*Recommendation:*

THAT the Board accept the report of the Committee of the Whole and all recommendations contained therein.

## 11. **UNFINISHED BUSINESS**

## 12. **NEW BUSINESS**

## 13. **INFORMATION**

## 14. **FUTURE MEETINGS**

### **POLICY GOVERNANCE MEETINGS**

May 4, 2021

June 1, 2021

### **REGULAR BOARD MEETINGS**

May 18, 2021

June 16, 2021

### **CATHOLIC PARENT INVOLVEMENT COMMITTEE**

May 12, at 11:30 AM at the Catholic Education Centre or virtually

June 1, at 5:00 PM School Council and Catholic Parent Council Report to Trustees / Policy Governance Committee Meeting to follow



# Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with community and family.

## Board Meeting Agenda

### SPECIAL EDUCATION ADVISORY COMMITTEE

April 30, at 1:30 PM at the Catholic Education Centre or virtually

### VIRTUAL SCHOOL COUNCIL MEETINGS

- Pope John Paul II School – April 28 at 6:00 PM
- St. Thomas Aquinas High School – May 3 at 6:30 PM
- St. John School – May 5 at 6:00 PM
- St. Louis Living Arts School – May 12 at 6:30 PM
- St. Isidore Virtual School – May 19 at 6:00 PM
- École Ste-Marguerite Bourgeoys – May 19 at 7:00 PM

### TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

- OCSTA 2021 Virtual Annual General Meeting – May 1 from 8:00 AM – 11:00 AM
  - Deadline for Assignment of Proxies (via registration) – April 29, 2021 9:00 AM EDT
- 2021 Ontario Catholic Student Youth (OCSY) Day Conference (May 5, 2021)
- CCSTA Annual General Meeting and Business Seminar in Saskatoon – June 3 – 6, 2021
- Year End Retirement Celebration and Service Awards – June 3 at 7:00 PM

### MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

The ministry has established the following dates for submission of financial reports:

Date	Description
August 19, 2020	School board Estimates for 2020–21
November 13, 2020	School board Financial Statements for 2019–20
November 20, 2020	School board Enrolment Projections for 2021–22 to 2024–25
December 15, 2020	School board Revised Estimates for 2020–21
May 14, 2021	School board Financial Report for September 1, 2020, to March 31, 2021

15. **COMMITTEE OF THE WHOLE**

16. **ADJOURNMENT**

Recommendation:

THAT the meeting adjourn at \_\_\_\_\_ p.m.





# Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

## REGULAR BOARD MEETING <sup>1</sup>

### Meeting Report

March 23, 2021

MEETING DATE:	March 23, 2021
LOCATION OF MEETING:	Catholic Education Center
SUBJECT OF MEETING:	Regular Board Meeting
CHAIR:	Teresa Gallik
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	7:00 p.m. – 8:24 p.m.

### ATTENDED BY:

	INIT	ATTENDANCE	PERSON	TITLE
1.	AS	<input checked="" type="checkbox"/>	Anne Sweeney	Trustee
2.	AS	<input checked="" type="checkbox"/>	Alison Smith	Superintendent of Business Services
3.	MF	<input checked="" type="checkbox"/>	Maxwell Froese	Student Trustee
4.	PE	<input checked="" type="checkbox"/>	Phyllis Eikre	Advisor to the Director
5.	JT	<input checked="" type="checkbox"/>	Julia Tkachuk	Student Trustee
6.	FB	<input checked="" type="checkbox"/>	Frank Bastone	Trustee
7.	JW	<input checked="" type="checkbox"/>	Jeffrey White	Trustee
8.	MF	<input checked="" type="checkbox"/>	Mike Favreau	Vice Chair
9.	PL	<input checked="" type="checkbox"/>	Paul Landry	Trustee
10.	PW	<input checked="" type="checkbox"/>	Paul White	Director of Education
11.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Chair
12.	VB	<input checked="" type="checkbox"/>	Vaughn Blab	Trustee

### AGENDA

- OPENING PRAYER** – Mariette Martineau, Religious Education and Family Life Coordinator opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – All Trustees were present.



## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

<sup>2</sup>  
**REGULAR BOARD MEETING**  
**Meeting Report**  
March 23, 2021

### 3. COMMITTEE OF THE WHOLE

Motion #025 Moved by Paul Landry  
Seconded by Jeffrey White

Recommendation:

*THAT the Board resolve into Committee of the Whole and the meeting be closed to the public in accordance with the provisions of Section 207 (2) of the Education Act, R.S.O. 1990, c.E.2.*

Carried.

### 4. DECLARATIONS OF PECUNIARY INTEREST - NIL

### 5. CONSIDERATION AND APPROVAL OF AGENDA

Motion #026 Moved by Anne Sweeney  
Seconded by Jeffrey White

Recommendation:

*THAT the agenda be approved as presented.*

Carried.

### 6. CONFIRMATION OF MINUTES

Motion #027 Moved by Frank Bastone  
Seconded by Mike Favreau

Recommendation:

*THAT the minutes of the Regular Board Meeting of the Kenora Catholic District School Board of February 16, 2021 be approved as circulated.*

Carried.

Motion #028 Moved by Paul Landry  
Seconded by Anne Sweeney

Recommendation:

*THAT the minutes of the Special Board Meeting of the Kenora Catholic District School Board of February 23, 2021 be approved as circulated.*

Carried.



## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

**3**  
**REGULAR BOARD MEETING**  
**Meeting Report**  
March 23, 2021

### 7. **BUSINESS ARISING FROM THE MINUTES**

### 8. **DELEGATIONS AND PRESENTATIONS**

#### 8.1 Supporting Students with Transitions to St. Thomas Aquinas High School – **Nicole Kurtz**

Principal Nicole Kurtz and the team at St. Thomas Aquinas High School provided a presentation on the various strategies for supporting students with transitions into high school from Grade 6 to Grade 7, as well as from Grade 8 into Grade 9. Information was shared on the virtual Google Classroom established to create a community for Grade 6 students to engage with peers, connect with educators and learn about the high school.

The team also presented information on the Grade 8 Parent Information Night and the variety of opportunities available to help students prepare for the transition into Grade 9.

#### 8.2 New Math Curriculum – **Jordan Temple**

Jordan Temple, Numeracy Lead, provided a report on the new math curriculum, identifying the last time the Ministry of Education updated the curriculum was in 2005 and prior to that, it was 1996. Social-Emotional Learning and Mathematical Processes are the umbrella over the five math strands. The focus is to promote a positive and healthy mathematical identity for students where they value and appreciate mathematics as a discipline and improve their mindset about numeracy. The five strands are Number, Measurement, Algebra, Data, Spatial Sense and Financial Literacy.

#### 8.3 Student Trustee Report – **Julia Tkachuk and Maxwell Froese**

Student Trustees Julia Tkachuk and Maxwell Froese provided a report on the activities and initiatives happening at St. Thomas Aquinas High School during March. Students talked about enjoying more mask breaks outside due to the beautiful weather, that there is only 9 days left in the quadmester, and students are preparing for exams. Grade 12 students are completing applications for scholarships and bursaries.

### 9. **POLICY GOVERNANCE**

#### 9.1 **Approval of Minutes**

##### 9.1.1 Approval of Minutes

Motion #029 Moved by Frank Bastone

Seconded by Anne Sweeney

Recommendation:

*THAT the report of the Policy Governance Committee Meeting of March 2, 2021 be approved as presented.*

*Carried.*



## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

<sup>4</sup>  
**REGULAR BOARD MEETING**  
**Meeting Report**  
March 23, 2021

### 9.2 Policy

#### 9.2.1 Policy #5 – Trustee Code of Ethics – **Phyllis Eikre**

Motion #030 Moved by Paul Landry  
Seconded by Vaughn Blab

Recommendation:

*THAT the Board approve the review of Policy #5 – Trustee Code of Ethics with no revisions at this time.*

*Carried.*

#### 9.2.2 Policy #13 – Appeals regarding Student Matters – **Phyllis Eikre**

Motion #031 Moved by Jeffrey White  
Seconded by Mike Favreau

Recommendation:

*THAT the Board approve the review of Policy #13 – Appeals Regarding Student Matters with no revisions at this time.*

*Carried.*

### 9.3 Personnel

#### 9.3.1 Resignation of Kelly Sundmark – **Jeffrey White**

Trustee Jeffrey White presented summary of Kelly Sundmark's 29-year career at the Kenora Catholic District School Board.

Motion #032 Moved by Paul Landry  
Seconded by Frank Bastone

Recommendation:

*THAT the Board approve the resignation of Kelly Sundmark for the purposes of retirement effective June 30, 2021 with regret.*

*Carried.*

### 9.4 Property

### 9.5 Finance

### 9.6 Program

### 9.7 Negotiations



## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

**5**  
**REGULAR BOARD MEETING**  
**Meeting Report**  
March 23, 2021

### 9.8 **Other**

#### 9.8.1 COVID-19 Update – **Alison Smith**

Alison Smith, Superintendent of Business Services and Kenora Catholic's COVID-19 Lead, shared that the Ministry of Education regional office announced that Shoppers Drug Mart has been identified as a testing partner in the region to offer voluntary asymptomatic testing. There will also be mobile testing available in Red Lake.

Students and staff are doing well, and there are currently no active cases of COVID-19 at the school board.

#### 9.8.2 February 19 Special Education Advisory Committee Minutes – **A. Sweeney**

The minutes of the February 19 Special Education Advisory Committee Meeting were provided in the Trustees' board meeting package.

#### 9.8.3 2021 Ontario Catholic Student Youth Day Conference (May 5, 2021) – **F. Bastone**

Trustee Frank Bastone identified that the 2021 Ontario Catholic Youth Day Conference is being held on May 5, 2021, and school boards can arrange for up to 50 students to participate. The theme is Cultivating Relationships with the sub-theme of Nurturing Hope.

Principal Nicole Kurtz identified that this is an opportunity administration at St. Thomas Aquinas High School are exploring and have various ideas on how to accommodate the conference while remaining within the health and safety protocols and cohorting requirements.

## 10. **COMMITTEE OF THE WHOLE**

Motion #033 Moved by Anne Sweeney  
Seconded by Vaughn Blab

**Recommendation:**

*THAT the Board accept the report of the Committee of the Whole and all recommendations contained therein.*

*Carried.*

## 11. **UNFINISHED BUSINESS**

## 12. **NEW BUSINESS**



## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

**6**  
**REGULAR BOARD MEETING**  
**Meeting Report**  
March 23, 2021

### 13. **INFORMATION**

#### 13.1 OCSTA Student Mental Health and Wellness During a Pandemic: Considerations for Catholic School Board Leaders (March 24, 2021) – **T. Gallik**

Teresa Gallik provided Trustees with a reminder regarding the Ontario Catholic School Trustees' Association Student Mental Health and Wellness During a Pandemic training on March 24. Trustees are encouraged to register for the session.

#### 13.2 OCSTA Assignment of Proxies for April 6 Policy Governance Meeting - **T. Gallik**

Chair Teresa Gallik provided Trustees with a reminder to prepare their proxies if they are not able to attend the May 1, 2021 Ontario Catholic School Trustees' Association Annual General Meeting.

### 14. **FUTURE MEETINGS**

#### **POLICY GOVERNANCE MEETINGS**

April 6, 2021

May 4, 2021

June 1, 2021

#### **REGULAR BOARD MEETINGS**

March 23, 2021

April 20, 2021

May 18, 2021

#### **CATHOLIC PARENT INVOLVEMENT COMMITTEE**

May 12, at 11:30 AM at the Catholic Education Centre or virtually

June 1, at 5:00 PM School Council and Catholic Parent Council Report to Trustees / Policy Governance Committee Meeting to follow

#### **SPECIAL EDUCATION ADVISORY COMMITTEE**

March 26, at 1:30 PM at the Catholic Education Centre or virtually

April 30, at 1:30 PM at the Catholic Education Centre or virtually

#### **VIRTUAL SCHOOL COUNCIL MEETINGS**

St. Isidore Virtual School – March 24 at 6:00 PM

St. John School – April 2 at 6:00 PM

St. Thomas Aquinas High School – April 5 at 6:30 PM

École Ste-Marguerite Bourgeoys – April 6 at 7:00 PM

St. Louis Living Arts School – April 7 at 6:30 PM

Pope John Paul II School – April 28 at 6:00 PM



# Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

### TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA Speaker Series: Student Mental Health and Well-being During the Pandemic – Considerations for School Board Leaders (self-register) – March 24 at 6:00 PM

OCSTA 2021 Virtual Annual General Meeting – May 1 from 8:00 AM – 11:00 AM

- Deadline for Assignment of Proxies (via registration) – April 29, 2021 9:00 AM EDT

2021 Ontario Catholic Student Youth (OCSY) Day Conference (May 5, 2021)

CCSTA Annual General Meeting and Business Seminar in Saskatoon – June 3 – 6, 2021

### MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

The ministry has established the following dates for submission of financial reports:

Date	Description
August 19, 2020	School board Estimates for 2020–21
November 13, 2020	School board Financial Statements for 2019–20
November 20, 2020	School board Enrolment Projections for 2021–22 to 2024–25
December 15, 2020	School board Revised Estimates for 2020–21
May 14, 2021	School board Financial Report for September 1, 2020, to March 31, 2021

15. **COMMITTEE OF THE WHOLE**

16. **ADJOURNMENT**

Motion #034 Moved by Paul Landry  
 Seconded by Frank Bastone  
Recommendation:  
 THAT the meeting adjourn at 8:24 p.m.

Carried.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

# FNMI Grad Coach Introduction

BOB KOWAL




# Role of FNMI Grad Coach

- **Improve Graduation Rates for FNMI Students**
- **Be a liaison between FNMI families and the schools**
- **Support the unique needs of FNMI students**
- **Act as a resource to provide guidance and cultural support for all staff**
- **Help build relationships beyond the school**
- **Support Jordan Principle's EA's and FNMI Liaison Life Coach**



# FNMI Data School Data

	Métis	First Nation	Total FNMI
Grade 7 TA Students	10.7	21.3	32.0
Grade 8 TA Students	9.2	31.0	40.2
Grade 7/8 St. Isidore	16.7	38.8	55.6
Combined Elementary	11.1	27.8	38.9 
<b>Note:</b> Currently, 57.1% of students who self-identify in Grade 8 participate in the program. 😊			
Secondary Students TA	12.1	16.9	29.0
Secondary Students SI	8.8	47.4	56.2
Combined Secondary	11.6	22.1	33.7

# Room 109 FNMI Student Contact

	Academics	Nutrition	Workspace	Other	Total
<b>Grade 7</b>	N/A	N/A	N/A	1	1
<b>Grade 8</b>	10	303	8	6	327
<b>Grade 9 - 10</b>	43	4	3	7	57
<b>Grade 11 - 12</b>	56	9	19	33	117
<b>Non-Indigenous</b>	0	79	1	1	81



# Early Successes

Early student contact is encouraging - starting to build authentic relationships with students.

Enhancing our relationship with several community partners including Métis Nation of Ontario, Nechee Friendship Centre, Wauzhushk Onigam Learning Hub

Tremendous support from administration

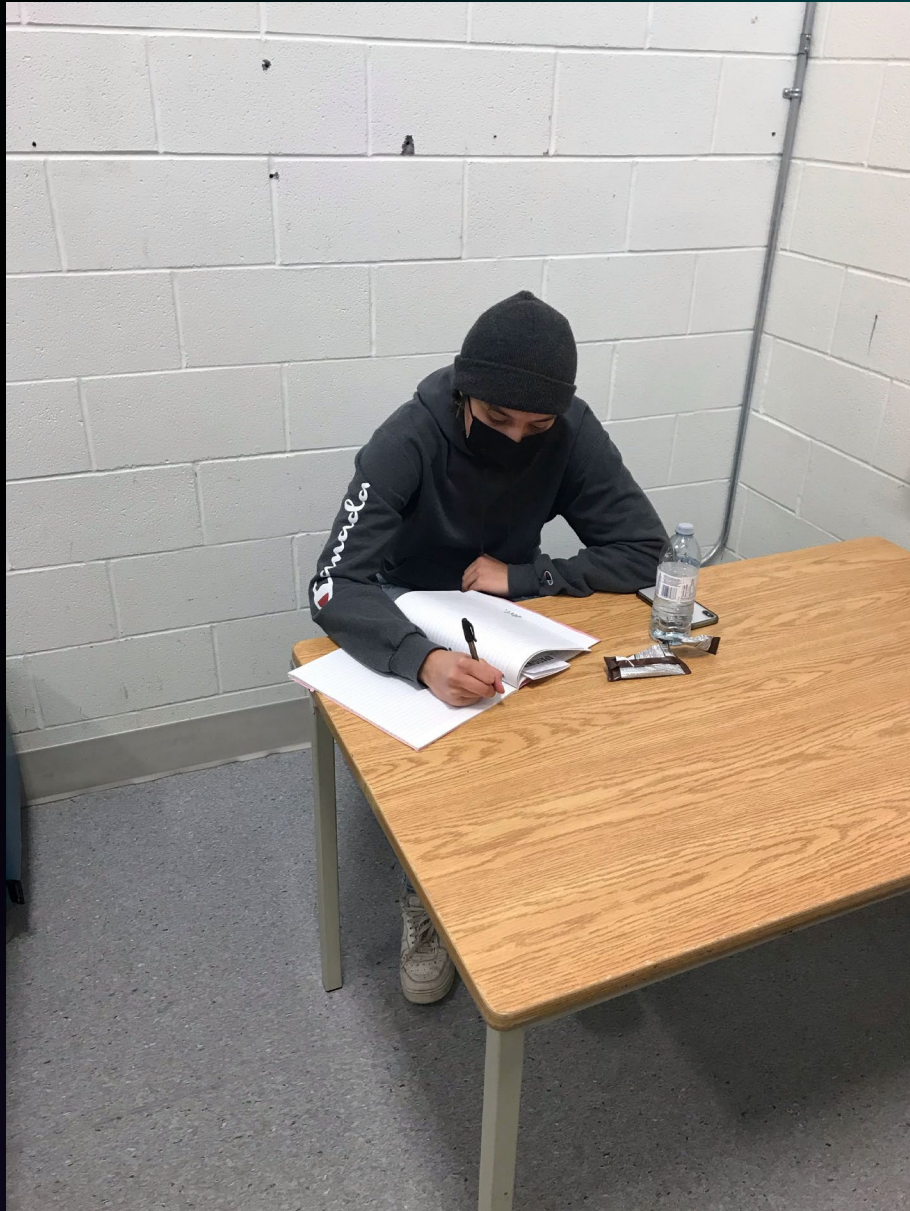
Reacquainting myself with school staff and other system leaders has been very positive

Redefining my role to best support FNMI students and staff

Working with lunch program to access resources together







# Early Challenges

- Covid protocols - it makes it very difficult to use the space as intended - a meeting space, homework support, alternate safe space for students, etc.
- Unable to build additional relationships with students through coaching extracurricular activities
- Learning how to remove barriers for teachers to access Room 109

# Questions?







# Kenora Catholic District School Board

We are a Roman Catholic School System dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

**Meeting Report  
April 6, 2021**

MEETING DATE:	<b>April 6, 2021</b>
LOCATION OF MEETING:	<b>Virtually via Microsoft Teams</b>
SUBJECT OF MEETING:	<b>Policy Governance Committee Meeting</b>
CHAIR:	<b>Teresa Gallik</b>
TRANSCRIBER:	<b>Trina Henley</b>
TIME OF MEETING:	<b>6:00 p.m. – 7:14 p.m.</b>

**ATTENDED BY:**

	INIT	ATTENDANCE	PERSON	TITLE
1.	AS	<input checked="" type="checkbox"/>	Anne Sweeney	Trustee
2.	AS	<input checked="" type="checkbox"/>	Alison Smith	Superintendent of Business Services
3.	DH	<input checked="" type="checkbox"/>	Paul White	Director of Education
4.	FB	<input checked="" type="checkbox"/>	Frank Bastone	Trustee
5.	JW	<input type="checkbox"/>	Jeffrey White	Trustee
6.	MF	<input checked="" type="checkbox"/>	Mike Favreau	Vice Chair
7.	PL	<input checked="" type="checkbox"/>	Paul Landry	Trustee
8.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Chair
9.	VB	<input checked="" type="checkbox"/>	Vaughn Blab	Trustee

### AGENDA

1. **CALL TO ORDER** – Teresa Gallik called the meeting to order at 6:00 PM.
2. **OPENING PRAYER** – Teresa Gallik opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
3. **ROLL CALL** – Trustee Jeffrey White was noted as absent with regret.
4. **DECLARATIONS OF PECUNIARY INTEREST - NIL**
5. **APPROVAL OF AGENDA** – The agenda was approved as presented.
6. **PRESENTATIONS/DELEGATIONS**



## Kenora Catholic District School Board

We are a Roman Catholic School System dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

Meeting Report  
April 6, 2021

### 7. PRESENTATIONS AND REPORTS

#### 7.1 Policy

##### 7.1.1 Policy #9: Board Operations – **Paul White and Phyllis**

Paul White, Director of Education provided the Trustees with information regarding the addition of an Indigenous Student Trustee and proposed amendments to Policy #9 – Board Operations under section #F – Student Representation on the Board. The Indigenous Student Trustee will be elected from the Grade 10 – 12 who self-identify as Indigenous.

Trustees accepted the information as presented, with this item to be added to the May Policy Governance Committee Meeting for further discussion when Trustee Jeffrey White is present.

##### 7.1.2 Policy #10 – Committees of the Board – **Phyllis Eikre**

Phyllis Eikre, Advisor to the Director provided a review of Policy #10 – Committees of the Board. The proposed change was to add an introductory statement at the beginning of the policy to ensure the policy format is consistent. The Trustees accepted the revision as proposed and a motion to accept the changes will be presented at the April Board Meeting.

#### 7.2 Personnel

#### 7.3 Property

#### 7.4 Finance

#### 7.5 Program

##### 7.5.1 Director's Report – **Paul White**

Paul White provided a Director's Report focusing on the Board's Strategic Plan of Growing, Investing and Engaging and reported on various operational initiatives since the March report.

##### 7.5.2 2021 – 2022 School Year Calendar Report – **Phyllis Eikre**

Phyllis Eikre provided an update on the 2021 – 2022 School Year Calendar. Eikre provided the latest revision of the calendar, which reflects the Ministry of Education's recommendation to have three professional development days at the start of the new school year. Administration recommended moving the professional development day of November 29, to September 1 to allow three professional development days at the start of the school year. Students start on September 2 and still end on June 24. The Trustees accepted the report as presented and a motion to accept the changes will be presented at the April 20 Board Meeting.

#### 7.6 Negotiations





## Kenora Catholic District School Board

We are a Roman Catholic School System dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

## POLICY GOVERNANCE COMMITTEE <sup>17</sup>

Meeting Report  
April 6, 2021

### 7.7 Other

#### 7.7.1 COVID-19 Update – **Alison Smith**

Alison Smith, Superintendent of Business Services provided a COVID-19 update. Smith's report included information on voluntary asymptomatic testing, and information regarding vaccination for education workers who provide support to students with complex special education needs.

#### 7.7.2 OCSTA Virtual AGM (May 1) – Assignment of Proxies (via online registration) and Hosting in Boardroom – **Teresa Gallik**

Chair, Teresa Gallik provided information to the Trustees on the Ontario Catholic School Trustees' Association Virtual Annual General Meeting scheduled for May 1. All Trustees were asked to self-register and if any trustee cannot attend, they are to submit their proxy delegate online. Gallik also identified that Trustees will participate in the session virtually from their homes.

### 8. UNFINISHED BUSINESS

### 9. CORRESPONDENCE

### 10. NEW BUSINESS

### 11. INFORMATION

### 12. FUTURE MEETINGS

#### **POLICY GOVERNANCE MEETINGS**

May 4, 2021

June 1, 2021

#### **REGULAR BOARD MEETINGS**

April 20, 2021

May 18, 2021

#### **CATHOLIC PARENT INVOLVEMENT COMMITTEE**

May 12, at 11:30 AM at the Catholic Education Centre or virtually

June 1, at 5:00 PM School Council and Catholic Parent Council Report to Trustees / Policy Governance Committee Meeting to follow

#### **SPECIAL EDUCATION ADVISORY COMMITTEE**

April 30, at 1:30 PM at the Catholic Education Centre or virtually

#### **VIRTUAL SCHOOL COUNCIL MEETINGS**

École Ste-Marguerite Bourgeoys – April 6 at 7:00 PM

St. Louis Living Arts School – April 7 at 6:30 PM



## Kenora Catholic District School Board

We are a Roman Catholic School System dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

Meeting Report  
April 6, 2021

- Pope John Paul II School – April 28 at 6:00 PM
- St. Thomas Aquinas High School – May 3 at 6:30 PM
- St. John School – May 5 at 6:00 PM
- St. Isidore Virtual School – May 19 at 6:00 PM

### TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA 2021 Virtual Annual General Meeting – May 1 from 8:00 AM – 11:00 AM

- Deadline for Assignment of Proxies (via registration) – April 29, 2021 9:00 AM EDT

2021 Ontario Catholic Student Youth (OCSY) Day Conference (May 5, 2021)

CCSTA Annual General Meeting and Business Seminar in Saskatoon – June 3 – 6, 2021

Year End Retirement Celebration and Service Awards – June 3 at 7:00 PM

### MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

The ministry has established the following dates for submission of financial reports:

Date	Description
August 19, 2020	School board Estimates for 2020–21
November 13, 2020	School board Financial Statements for 2019–20
November 20, 2020	School board Enrolment Projections for 2021–22 to 2024–25
December 15, 2020	School board Revised Estimates for 2020–21
May 14, 2021	School board Financial Report for September 1, 2020, to March 31, 2021

13. **COMMITTEE OF THE WHOLE**

14. **ADJOURNMENT** – The meeting adjourned at 7:14 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary



# KENORA CATHOLIC DISTRICT SCHOOL BOARD

## Policy 10: Committees of the Board

---

In response to legislative requirements or local needs the board will give consideration to naming representatives to board committees. Such representation is established by the board to provide a trustee perspective, to make recommendations to the board and to share relevant information with trustees.

### 1. General

- 1.1 The board may establish committees composed of members of the board to make recommendations to the board in respect of education, finance, personnel and property.
- 1.2 The board may establish committees that may include persons who are not members of the board in respect of matters other than those referred to in paragraph 1.1.

### 2. Standing Committees

#### 2.1 Membership

Standing committees of the board shall be those that the board may, from time to time, designate. Standing committees shall comprise up to three trustees. In addition, the chairperson and vice chairperson of the board shall be an ex-officio member of all standing committees, except for the Policy Governance Committee, which is a committee of the whole board.

#### 2.2 Attendance of Trustees Not on the Committee

Members of the board may attend meetings of any committee or sub-committees of the board, of which they are not members and shall with the approval of the chair of the committee have the right and privilege to speak to any issue, but, they shall not be entitled to vote on any question before the committee or count in determining the quorum of the committee.

#### 2.3 Appointment

2.3.1 Members on a standing committee shall be appointed after the annual/inaugural meeting of the board and shall be for a

---

one-year term.

2.3.2 The chair shall appoint or reappoint members of the standing committees.

2.3.3 In the event that any position filled at the annual meeting becomes vacant for any reason during the year, the vacancy shall be filled in the manner prescribed above at the next regular meeting of the board after the vacancy occurs

2.3.4 A resolution of the board establishing a new standing committee shall name the personnel of the committee or shall authorize the chair of the board to name the members of the committee. The resolution shall also indicate the term of office.

## **2.4 Selection of Committee Chair**

The committees shall choose their chair at their annual/inaugural meeting.

## **2.5 Meetings**

2.5.1 It shall be the responsibility of the Director of Education to convene the first meeting of the committees and thereafter the responsibility of the chair of each standing committee to convene meetings of the committee.

2.5.2 A standing committee shall determine its own meeting schedules and agendas in consultation with the director of education.

2.5.3 If, in the opinion of the chair of the committee and the director of education, there is insufficient material to warrant the holding of a scheduled meeting of such committee, the meeting may be cancelled and the members advised thereof.

## **2.6 Quorum**

2.6.1 A majority of the members of a committee shall constitute a quorum for the transaction of any or all business, and the action of a quorum in a regularly scheduled meeting shall be binding upon the committee.

2.6.2 Unless there shall be a quorum present within fifteen minutes after the time fixed for a regular or special meeting, the secretary shall record the names of the members then present and the meeting shall forthwith stand adjourned until the next regular meeting, unless a special meeting is called as provided in

### *Policy 9.*

2.6.3 If in the course of a meeting of a committee, the loss of a quorum should occur, the presiding officer shall forthwith adjourn the meeting and the secretary shall record the names of those present at the time of adjournment.

## **3. Ad Hoc Committees**

- 3.1 By resolution, and as required, the board may establish ad hoc committees to deal with specific matters. The resolution establishing such a committee shall clearly specify the purpose and terms of reference of the ad hoc committee including the date for submission of a final report.
- 3.2 If an ad hoc committee is unable to complete its work by the date specified for submission of a final report, that committee may request of the board an extension beyond the specified date.
- 3.3 No matter, which has been referred to an ad hoc committee, shall be considered by the board until the board has received the committee's report. This provision may be suspended by the vote of two-thirds of all members of the board.
- 3.4 Unless an ad hoc committee is specifically given power to act in the resolution establishing the committee, its recommendations must be approved, amended, or otherwise dealt with, at a subsequent meeting of the board. If given power to act, a report of such action shall be given to the board at its next regular meeting.

## **4. Committee of the Whole Board**

- 4.1 By formal motion and by majority vote, the board may resolve itself into a committee of the whole where more freedom or private debate is desired. Ordinarily such occasions shall be confined to pressing, critical or sensitive matters where it is felt the subject matter is not well digested and/or in suitable form for definite action, or where propriety dictates privacy.
- 4.2 **Subject Matter**
  - 4.2.1 The motion to resolve into committee of the whole shall identify the matter(s) to be taken under consideration.

4.2.2 A meeting of the committee of the whole board may be closed to the public when the subject matter under consideration involves,

- a) the security of the property of the board;
- b) the disclosure of intimate, personal or financial information of the board or committee, an employee or prospective employee of the board or a pupil or the pupil's parent or guardian;
- c) the acquisition or disposal of a school site;
- d) decisions in respect of negotiations with employees of the board,; or
- e) litigation affecting the board.

4.1.3 The chair may rule on the inclusion of any matter(s) on the agenda of a committee of the whole session.

#### **4.3 Presiding Officer**

When the meeting has resolved into committee of the whole, the chair shall relinquish the chair and shall call the vice-chair or, in the latter's absence, another trustee to act as presiding officer.

#### **4.4 Record of Motions**

The secretary shall not record in the minutes the proceedings of the committee of the whole, but shall record the motions approved by the board in committee of the whole.

#### **4.5 Motions Disallowed**

The committee of the whole cannot entertain a motion to refer, to postpone or to table the subject referred to it.

#### **4.6 Vote Disallowed**

A recorded vote shall not be called for in committee of the whole.

#### **4.7 Rules of Order**

Except as noted otherwise in this policy the rules of order as set out in the *Policy 9 Board Operations* shall be observed by the committee of the whole.

#### **4.8 Adjournment**

When the committee of the whole has completed its consideration of the subject referred to it, or if it wishes to adjourn, the committee shall adjourn on a motion to rise and report progress. A motion to rise and report shall be decided without debate.

---

#### 4.9 Report to the Board

When the committee of the whole has completed its consideration of the subject matter referred to it, the presiding officer of the In-camera session shall report to the board or to the board committee, as the case may be, the deliberations and recommendations of the committee of the whole in the next following public session of the board or of the board committee.

### 5. Types of Committees: Statutory

Statutory committees are specifically required by legislation.

#### 5.1 Special Education Advisory Committee

##### 5.1.1 Purpose

The Special Education Advisory Committee (S.E.A.C.) is an advisory committee to the Kenora Catholic District School Board and may make recommendations to the board in any matter affecting the establishment and development of special education programs and services in respect of exceptional students of the board. This committee provides an avenue for community involvement and receives advice and input from the community.

The Special Education Advisory Committee is mandated by *Ontario Regulation 464/97*.

##### 5.1.2 Powers and Duties

- a) To become aware of the special education programs and services of the board that are provided to meet the needs of all exceptional students within the board
- b) To facilitate the exchange of information and ideas among the committee members representing the local associations, the director and/or designates, and the board
- c) To make recommendations to the board about special education programs and services for exceptional students of the board
- d) To provide information to the local associations about the Special Education Advisory Committee (S.E.A.C.)
- e) To recommend to the board the annual review of the special education plan in accordance with Ministry legislation; and
- f) To participate in a special education program review and provide recommendations to the board

##### 5.1.3 Membership

- a) One trustees appointed by the board
-

- 
- 
- b) One representative from each of the local associations, not to exceed twelve, to be nominated by the respective associations and appointed by the board
  - c) One alternate for each representative, nominated by each local association and appointed by the board
  - d) One or more additional community members who are not representatives of a local association

#### 5.1.4 Meetings

The committee shall meet at least ten times in each school year.

### 5.2 Student Disciplinary Committee

5.2.1 The Student Disciplinary Committee shall function in accordance with the terms of Sections 309 and 311 of the *Education Act*. The powers and duties, membership and meeting requirements are as outlined in *Policy 13 Appeals Regarding Student Matters*.

### 5.3 Parent Involvement Committee

#### 5.3.1 Purpose

The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.

#### 5.3.2 Powers and Duties

5.3.3 A parent involvement committee of a board shall,

- a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
- b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);
- c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;
- d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,
  - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,



- 
- 
- (ii) identify and reduce barriers to parent engagement,
  - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and
  - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and
- e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the *Education Act* for parent involvement as described in section 27 and clauses (a) to (d), is to be used.

### **Membership**

5.3.4 A parent involvement committee of a board shall include the following:

1. The number of parent members specified in the by-laws of the committee.
2. The director of education of the board.
3. One member of the board, appointed by the board.
4. The number of community representatives specified in the by-laws of the committee.

5.3.5 Subject to the by-laws of the parent involvement committee, a board may appoint one or more of the following individuals to the parent involvement committee:

1. One principal of an elementary school of the board.
2. One principal of a secondary school of the board.
3. One teacher employed, other than a principal or vice-principal, in an elementary school of the board.
4. One teacher employed, other than a principal or vice-principal, in a secondary school of the board.
5. One person employed by the board, other than a principal, vice-principal or teacher.

### **5.3.6 Meetings**

A parent involvement committee shall meet at least four times in each school year.

### **5.3.7 Supervised Alternative Learning Committee**

---

---

### 5.3.8 Purpose

- a) The Supervised Alternative Learning Committee considers applications made on behalf of students of at least fourteen years of age up to the age of school leaving.
- b) The purpose of supervised alternative learning is to provide pupils who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable the pupil to progress towards obtaining an Ontario secondary school diploma or achieving his or her other education and life goals.
- c) The Supervised Alternative Learning Committee functions in accordance with the terms of *Ontario Regulation 308*.

### 5.3.9 Powers and Duties

After a committee considers a referral the committee shall make a decision as follows:

1. If a plan was submitted to the committee, the committee shall,
  - i. approve participation by the pupil in supervised alternative learning as described in the plan,
  - ii. modify the plan and approve participation by the pupil in supervised alternative learning as described in the plan as modified, or
  - iii. not approve participation by the pupil in supervised alternative learning.
2. If a plan was not submitted to the committee, the committee shall,
  - i. require the principal of the pupil's school to cause a plan to be developed for the pupil in accordance with section 9 and directions of the committee, if any, or
  - ii. not approve participation by the pupil in supervised alternative learning.

### 5.3.10 Membership

A board shall appoint the following individuals to be members of a committee:

1. At least one member of the board.
2. At least one supervisory officer qualified as such as a teacher and employed by the board.

3. At least one individual who is not a member or employee of the board.
4. A supervisory officer appointed under subsection (2) may designate an individual that the supervisory officer considers appropriate to act in his or her place as a member of the committee without the approval of the board.

#### 5.3.11 Meetings

Called upon receipt of an application for a S.A.L. program

### 5.4 Audit Committee

5.4.1 Purpose: The Audit Committee is a statutory committee of the board and its purpose is to assist the board of trustees to oversee and objectively assess the performance of the organization, its management and its auditors. The Audit Committee is mandated by Ontario Regulation 361/10.

#### 5.4.2 Powers and Duties:

- a) Financial Reporting: To review the board's financial reporting processes, including the annual Financial Statements, results of the External Audit, all mandatory reports of the External Auditor, any material issues related to the above and to recommend approval of the Financial Statements,
- b) Internal Controls: Review and assess overall effectiveness of internal controls in conjunction with the internal and external auditors and consider significant financial risks
- c) Internal Audit: To review the structure and reports of the Internal Auditors, to make recommendations to the board on the internal audit plan, to review the completion of the plan and assess performance of the internal auditor.
- d) External Auditor: To review the external auditor's audit plan and the completion of the audit, to assess the external auditor's performance and independence and make recommendations to the board on the appointment, replacement or dismissal of the external auditor.
- e) Compliance Matters: to review the ability of the board to meet compliance with legislative requirements and obtain confirmation that all statutory requirements have been met.
- f) Risk Management: To review the board's risk assessment and risk management.
- g) Report to the board annually on the committee's performance
- h) To post a copy of O.Reg. 361/10.
- i) Powers: To obtain counsel, accountants or other professionals to advise, meet the board, management, external auditor,

---

---

legal council, to exclude any particular board staff or board member from meeting, to require reports of the Internal and External Auditor, and have access to all records of the board available to the Internal or External Auditor.

5.4.3 Membership:

- a) Two trustees appointed by the board
- b) Two external members who are qualified under O.Reg. 361/10 4(1)

5.4.4 Meetings

- a) The Committee shall meet at least three times per year.

## 6. Types of Committees: Standing Committees

Standing committees are established to assist the board with work of an ongoing or recurring nature. The following committees will be designated as standing committees for the Kenora Catholic District School Board.

6.1.1 To foster excellence in programs and services.

Examples of this are;

- a) Information Technology Steering Committee
- b) Scholarship Committees
- c) Employee Assistance Program
- d) Aboriginal Advisory Committee

6.2.1 To foster positive relationships between and among the staff, community, church and government.

Examples of this are;

- a) Board Government Relations
- b) System Retreat
- c) Other celebratory functions

## 7. Types of Committees: Special Committees

From time to time, the board may establish committees for special purposes that may be either ongoing or *ad hoc*. The board may appoint *ad hoc* committees to deal with specific tasks. An *ad hoc* committee serves only until the task is completed, at which time the committee is disbanded.

### 7.1 Director's Review Committee

#### 7.1.1 Purpose

To provide an evaluation for the director of education.

#### 7.1.2 Powers and Duties

- 
- 
- a) To review the annual report(s) of the director on the action the director has taken in the system;
  - b) To review the 3-year plan prepared by the director;
  - c) To use the director's job description and board's strategic plan as the basis for the evaluation; and
  - d) To present an evaluation report for ratification by the board.

#### 7.1.3 Membership

- a) Chair or designate
- b) Vice-chair or designate
- c) One additional Trustee

#### 7.1.4 Meeting:

In the first year of the director's employment and bi-annually following that evaluation.

### 7.2 Other Special Committees

The board will also establish special *ad hoc* committees for the following purposes:

7.2.1 To select a director of education as set out in *Policy 16 Selection of the Director*.

7.2.2 To appoint a trustee when a trustee vacancy occurs as described in *Policy 9 Board Operations, section A: Meetings of the Board, paragraph 1.9*.

## 7. Resource Personnel

The director or the director's designate may appoint resource personnel to work with committees, and shall determine the roles, responsibilities, and reporting requirements of the resource personnel

#### Legal References:

*Education Act* S. 57 Special Education Advisory Committees;  
S. 170-171 Powers of Boards;  
S. 309 (4) Appeal of a Suspension;  
S. 311.3, 311.4, 311.5, 311.6;  
S. 311.7 Appeal of Expulsion  
*Regulation 308 (O. Reg 374/10) Supervised Alternative Learning for Excused Pupils*

---



---

---

*Regulation 464/97 Special Education Advisory Committees*  
*Regulation 612/00 School Councils and Parent Involvement*  
*Committees*  
*Regulation 361/10 Audit Committees*

Approval Date: June 2006  
Date of Latest Review: May 2011, October 2011, April 2013, April 2015,  
April 2017, April 2019  
Date of Latest Revision: May 2011, October 2011, February 2021

## APPENDIX A

### Audit Committee Regulation

## ONTARIO REGULATION 361/10 - AUDIT COMMITTEES

**Consolidation Period:** From September 10, 2010 to the [e-Laws currency date](#).

No amendments.

***This is the English version of a bilingual regulation.***

### Interpretation

- [1. \(1\)](#) This Regulation applies in respect of audit committees established by district school boards under subsection 253.1 (1) of the Act. O. Reg. 361/10, s. 1 (1).
- [\(2\)](#) In this Regulation,

---

“external auditor” means an auditor appointed by a board under subsection 253 (1) of the Act to perform the duties referred to in subsection 253 (4) of the Act; (“vérificateur externe”)

“internal auditor” means a contractor or employee of a board who examines and evaluates a board’s records and procedures related to the board’s risk management, internal controls and governance processes and makes recommendations on ways to improve the board’s risk management, internal controls and governance processes; (“vérificateur interne”)

“reporting entity” means, with respect to a board, an organization that is required to prepare reports for the purposes of the board regarding the organization’s financial affairs and resources; (“entité comptable”)

“senior business official” means a senior business official described in subsection 3 (2) of Regulation 309 of the Revised Regulations of Ontario, 1990 (Supervisory Officers) made under the Act. (“cadre supérieur de l’administration des affaires”) O. Reg. 361/10, s. 1 (2).

### **Establishment of audit committee**

**2. (1)** Subject to subsection (3), every board shall establish an audit committee in accordance with this Regulation no later than January 31, 2011. O. Reg. 361/10, s. 2 (1).

**(2)** The first meeting of an audit committee established under subsection (1) shall be held no later than March 31, 2011. O. Reg. 361/10, s. 2 (2).

**(3)** A board established after the day this Regulation comes into force shall establish an audit committee in accordance with this Regulation no later than October 1 of the school year following the calendar year in which the board’s members are first elected. O. Reg. 361/10, s. 2 (3).

**(4)** The first meeting of an audit committee established under subsection (3) shall be held no later than December 1 of the school year following the calendar year in which the board’s members are first elected. O. Reg. 361/10, s. 2 (4).

### **Composition of audit committee**

**3. (1)** An audit committee of a board shall consist of the following individuals appointed in accordance with the board’s by-laws:

1. If the board has fewer than eight board members, the audit committee shall consist of four members, including two board members and two persons who are not board members.
2. If the board has eight or more board members, but less than fifteen, the audit committee shall consist of five members, including three board members and two persons who are not board members.
3. If the board has fifteen or more board members, the audit committee shall consist of seven members, including four board members and three persons who are not board members. O. Reg. 361/10, s. 3 (1).

- 
- (2) In the absence of a by-law setting out an appointment process, the board shall appoint the members of the audit committee in accordance with paragraphs 1, 2 and 3 of subsection (1). O. Reg. 361/10, s. 3 (2).
  - (3) If the number of persons required by paragraphs 1, 2 and 3 of subsection (1) is not appointed to the audit committee, the Minister may appoint a person to each vacant position. O. Reg. 361/10, s. 3 (3).
  - (4) A person appointed under subsection (3) holds the position until the board appoints another person to the position. O. Reg. 361/10, s. 3 (4).
  - (5) An appointment made under subsection (3) must comply with paragraphs 1, 2 and 3 of subsection (1) and section 4. O. Reg. 361/10, s. 3 (5).

### **Eligibility for appointment of persons who are not board members**

- 4. (1)** A person who is not a board member is eligible to be appointed to the board's audit committee only if he or she,

  - (a) has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the board;
  - (b) is not an employee or officer of the board or of any other board at the time of his or her appointment;
  - (c) does not have a conflict of interest, as described in subsection (2), at the time of his or her appointment; and
  - (d) was identified by the selection committee described in section 5 as a potential candidate for appointment to the audit committee. O. Reg. 361/10, s. 4 (1).
- (2) For the purposes of clause (1) (c), a person has a conflict of interest if his or her parent, child or spouse is employed by the board. O. Reg. 361/10, s. 4 (2).
- (3) Clause (1) (d) does not apply if the person is appointed by the Minister under subsection 3 (3). O. Reg. 361/10, s. 4 (3).

### **Selection committee**

- 5. (1)** Each board shall have a selection committee for the purpose of identifying persons who are not board members as potential candidates for appointment to the board's audit committee. O. Reg. 361/10, s. 5 (1).
- (2) The selection committee shall be composed of,

  - (a) the board's director of education;
  - (b) a senior business official of the board; and
  - (c) the chair of the board or a board member designated by the chair. O. Reg. 361/10, s. 5 (2).

### **Chair of the audit committee**

- 6. (1)** At the first meeting of the audit committee in each fiscal year, the members of the committee shall elect the chair of the committee for the fiscal year of the
-



---

board from among the board members appointed to the committee. O. Reg. 361/10, s. 6 (1).

(2) If at any meeting of the audit committee the chair is not present, the members present may elect a chair for that meeting. O. Reg. 361/10, s. 6 (2).

### **Term of appointment**

7. (1) The term of office of a member of the audit committee who is a board member shall be determined by the board but shall not exceed four years. O. Reg. 361/10, s. 7 (1).

(2) The term of office of a member of the audit committee who is not a board member shall be determined by the board but shall not exceed three years. O. Reg. 361/10, s. 7 (2).

(3) Subject to subsection (4), a member of the audit committee may be reappointed. O. Reg. 361/10, s. 7 (3).

(4) An individual who is not a board member may not be appointed to the audit committee more than twice unless,

- (a) the board advertised the position for at least 30 days; and
- (b) after the 30 days, the selection committee did not identify any potential candidates. O. Reg. 361/10, s. 7 (4).

(5) When the term of a member of the audit committee expires, he or she continues to be a member until a successor is appointed or the member is reappointed. O. Reg. 361/10, s. 7 (5).

### **Vacancies**

8. (1) A member who is a board member vacates his or her position on the audit committee if,

- (a) he or she is convicted of an indictable offence; or
- (b) he or she is absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence. O. Reg. 361/10, s. 8 (1).

(2) A member who is not a board member vacates his or her position on the audit committee if,

- (a) he or she is convicted of an indictable offence;
- (b) he or she is absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence;
- (c) he or she becomes an employee or officer of the board or of any other board; or

(d) it is discovered that he or she had a conflict of interest as described in subsection 4 (2) at the time of his or her appointment and failed to disclose it. O. Reg. 361/10, s. 8 (2).

(3) Despite any by-law of a board, if a position on the audit committee becomes vacant, the position shall be filled as soon as possible in accordance with this Regulation. O. Reg. 361/10, s. 8 (3).

(4) A person who is appointed to fill a vacancy shall hold the position for the remainder of the term of the member whose position became vacant. O. Reg. 361/10, s. 8 (4).

### **Duties of an audit committee**

9. (1) An audit committee of a board has the following duties related to the board's financial reporting process:

1. To review with the director of education, a senior business official and the external auditor the board's financial statements, with regard to the following:
  - i. Relevant accounting and reporting practices and issues.
  - ii. Complex or unusual financial and commercial transactions of the board.
  - iii. Material judgments and accounting estimates of the board.
  - iv. Any departures from the accounting principles published from time to time by the Canadian Institute of Chartered Accountants that are applicable to the board.
2. To review with the director of education, a senior business official and the external auditor, before the results of an annual external audit are submitted to the board,
  - i. the results of the annual external audit,
  - ii. any difficulties encountered in the course of the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information,
  - iii. any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit, and
  - iv. any significant disagreements between the external auditor and the director of education or a senior business official and how those disagreements were resolved.
3. To review the board's annual financial statements and consider whether they are complete, are consistent with any information known to the audit committee members and reflect accounting principles applicable to the board.
4. To recommend, if the audit committee considers it appropriate to do so, that the board approve the annual audited financial statements.
5. To review with the director of education, a senior business official and the external auditor all matters that the external auditor is required to

---

communicate to the audit committee under generally accepted auditing standards.

6. To review with the external auditor material written communications between the external auditor and the director of education or a senior business official.
7. To ask the external auditor about whether the financial statements of the board's reporting entities, if any, have been consolidated with the board's financial statements.
8. To ask the external auditor about any other relevant issues. O. Reg. 361/10, s. 9 (1).

(2) An audit committee of a board has the following duties related to the board's internal controls:

1. To review the overall effectiveness of the board's internal controls.
2. To review the scope of the internal and external auditor's reviews of the board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the board's staff to those findings and recommendations.
3. To discuss with the board's officials the board's significant financial risks and the measures the officials have taken to monitor and manage these risks. O. Reg. 361/10, s. 9 (2).

(3) An audit committee of a board has the following duties related to the board's internal auditor:

1. To review the internal auditor's mandate, activities, staffing and organizational structure with the director of education, a senior business official and the internal auditor.
  2. To make recommendations to the board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.
  3. To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.
  4. To review at least once in each fiscal year the performance of the internal auditor and provide the board with comments regarding his or her performance.
  5. To review the effectiveness of the internal auditor, including the internal auditor's compliance with the document *International Standards for the Professional Practice of Internal Auditing*, as amended from time to time, published by The Institute of Internal Auditors and available on its website.
  6. To meet on a regular basis with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed.
  7. To review with the director of education, a senior business official and the internal auditor,
    - i. significant findings and recommendations by the internal auditor during the fiscal year and the responses of the board's staff to those findings and recommendations,
-

- 
- 
- ii. any difficulties encountered in the course of the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information, and
  - iii. any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit. O. Reg. 361/10, s. 9 (3).

(4) An audit committee of a board has the following duties related to the board's external auditor:

1. To review at least once in each fiscal year the performance of the external auditor and make recommendations to the board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.
2. To review the external auditor's audit plan, including,
  - i. the external auditor's engagement letter,
  - ii. how work will be co-ordinated with the internal auditor to ensure complete coverage, the reduction of redundant efforts and the effective use of auditing resources, and
  - iii. the use of independent public accountants other than the external auditor of the board.
3. To review and confirm the independence of the external auditor.
4. To meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes should be discussed.
5. To resolve any disagreements between the director of education, a senior business official and the external auditor about financial reporting.
6. To recommend to the board a policy designating services that the external auditor may perform for the board and, if the board adopts the policy, to oversee its implementation. O. Reg. 361/10, s. 9 (4).

(5) An audit committee of a board has the following duties related to the board's compliance matters:

1. To review the effectiveness of the board's system for monitoring compliance with legislative requirements and with the board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the board's director of education, supervisory officers or other persons employed in management positions to address the non-compliance.
  2. To review any significant findings of regulatory entities, and any observations of the internal or external auditor related to those findings.
  3. To review the board's process for communicating any codes of conduct that apply to board members or staff of the board to those individuals and the board's process for administering those codes of conduct.
- 
-

- 
4. To obtain regular updates from the director of education, supervisory officers and legal counsel regarding compliance matters.
  5. To obtain confirmation by the board's director of education and supervisory officers that all statutory requirements have been met. O. Reg. 361/10, s. 9 (5).
- (6)** An audit committee of a board has the following duties related to the board's risk management:
1. To ask the board's director of education, a senior business official, the internal auditor and the external auditor about significant risks, to review the board's policies for risk assessment and risk management and to assess the steps the director of education and a senior business official have taken to manage such risks, including the adequacy of insurance for those risks.
  2. To perform other activities related to the oversight of the board's risk management issues or financial matters, as requested by the board.
  3. To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing. O. Reg. 361/10, s. 9 (6).
- (7)** An audit committee of a board shall report to the board annually, and at any other time that the board may require, on the committee's performance of its duties. O. Reg. 361/10, s. 9 (7).
- (8)** An audit committee shall make all reasonable efforts to ensure that a copy of this Regulation is posted on the board's website. O. Reg. 361/10, s. 9 (8).

### **Powers of an audit committee**

- 10.** In carrying out its functions and duties, an audit committee of a board has the power to,
- (a) with the prior approval of the board, retain counsel, accountants or other professionals to advise or assist the committee;
  - (b) meet with or require the attendance of board members, the board's staff, internal or external auditor or legal counsel or representatives from a reporting entity of the board at meetings of the committee, and require such persons or entities to provide any information and explanation that may be requested;
  - (c) where the committee determines it is appropriate, meet with the board's external or internal auditor, or with any staff of the board, without the presence of other board staff or board members, other than board members who are members of the committee;
  - (d) require the board's internal or external auditor to provide reports to the committee; and

- 
- (e) have access to all records of the board that were examined by the internal or external auditor. O. Reg. 361/10, s. 10.

### Meetings

11. (1) An audit committee of a board shall meet at least three times in each fiscal year at the call of the chair of the committee, and at such other times as the chair considers advisable. O. Reg. 361/10, s. 11 (1).
- (2) The first meeting of the audit committee in each fiscal year after the 2011 year shall take place no later than September 30. O. Reg. 361/10, s. 11 (2).
- (3) Each member of the audit committee has one vote. O. Reg. 361/10, s. 11 (3).
- (4) The audit committee shall make decisions by resolution. O. Reg. 361/10, s. 11 (4).
- (5) In the event of a tie vote, the chair is entitled to cast a second vote. O. Reg. 361/10, s. 11 (5).
- (6) A majority of the members of the audit committee that includes at least one member who is not a board member constitutes a quorum for meetings of the committee. O. Reg. 361/10, s. 11 (6).
- (7) The chair of the audit committee shall ensure that minutes are taken at each meeting and provided to the members of the committee before the next meeting. O. Reg. 361/10, s. 11 (7).
- (8) Despite subsection (1), an audit committee of a board is required to meet only twice during the 2010-2011 fiscal year. O. Reg. 361/10, s. 11 (8).

### Codes of Conduct

12. Any code of conduct of the board that applies to board members also applies to members of the audit committee who are not board members in relation to their functions, powers and duties as members of the committee. O. Reg. 361/10, s. 12.

### Remuneration and compensation

13. (1) A person shall not receive any remuneration for serving as a member of the audit committee. O. Reg. 361/10, s. 13 (1).
- (2) Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a board member at an audit committee meeting. O. Reg. 361/10, s. 13 (2).
- (3) A board shall establish policies respecting the reimbursement of members of its audit committee for expenses incurred as members of the committee. O. Reg. 361/10, s. 13 (3).
- (4) A board shall reimburse members of its audit committee for expenses incurred as members of the committee in accordance with the policies referred to in subsection (3). O. Reg. 361/10, s. 13 (4).
-

---

**Declaration of conflicts**

**14. (1)** Every member of an audit committee shall, when he or she is appointed to the committee for the first time and at the first meeting of the committee in each fiscal year, submit a written declaration to the chair of the committee declaring whether he or she has a conflict of interest as described in subsection 4 (2).

O. Reg. 361/10, s. 14 (1).

**(2)** A member of an audit committee who becomes aware after his or her appointment that he or she has a conflict of interest, as described in subsection 4 (2), shall immediately disclose the conflict in writing to the chair. O. Reg. 361/10, s. 14 (2).

**(3)** If a member or his or her parent, child or spouse could derive any financial benefit relating to an item on the agenda for a meeting, the member shall declare the potential benefit at the start of the meeting and withdraw from the meeting during the discussion of the matter and shall not vote on the matter. O. Reg. 361/10, s. 14 (3).

**(4)** If no quorum exists for the purpose of voting on a matter only because a member is not permitted to be present at the meeting by reason of subsection (3), the remaining members shall be deemed to constitute a quorum for the purposes of the vote. O. Reg. 361/10, s. 14 (4).

**(5)** If a potential benefit is declared under subsection (3), a detailed description of the potential benefit declared shall be recorded in the minutes of the meeting. O. Reg. 361/10, s. 14 (5).

**Reporting**

**15. (1)** An audit committee of a board shall submit to the board on or before a date specified by the board an annual report that includes,

- (a) any annual or multi-year audit plan of the board's internal auditor;
  - (b) a description of any changes made to a plan referred to in clause (a) since the last report of the committee;
  - (c) a summary of the work performed by the internal auditor since the last annual report of the committee, together with a summary of the work the auditor expected to perform during the period, as indicated in the plan referred to in clause (a); and
  - (d) a summary of risks identified and findings made by the internal auditor.
- O. Reg. 361/10, s. 15 (1).

**(2)** A board who receives a report under subsection (1) shall submit a copy of it to the Minister in each fiscal year on or before a date specified by the Minister. O. Reg. 361/10, s. 15 (2).

**(3)** An audit committee of a board shall submit a report to the board in each fiscal year on or before a date specified by the board, and at any other time as may be requested by the board, that includes,

- (a) a summary of the work performed by the committee since the last report;
-

- (b) an assessment by the committee of the board's progress in addressing any findings and recommendations that have been made by the internal or external auditor;
  - (c) a summary of the matters addressed by the committee at its meetings;
  - (d) the attendance record of members of the committee; and
  - (e) any other matter that the committee considers relevant. O. Reg. 361/10, s. 15 (3).
16. Omitted (provides for coming into force of provisions of this Regulation).  
O. Reg. 361/10, s. 16.

## APPENDIX B

### COMMITTEES OF THE BOARD

#### Statutory Committees

**Definition:** Statutory committees are specifically required by legislation.

#### Internal Audit Committee

The purpose of the Audit Committee is to assist the board of trustees to oversee and objectively assess the performance of the organization, its management and its auditors. Two (2) trustees are members of this committee. See Policy 10: Committees of the Board, for more detail.

#### Parent Involvement Committee (CPIC)

The Parent Involvement Committee is an advisory group that is a direct link between parents and the Director of Education and trustees. The focus is on items that affect or involve multiple or all schools. This is a parent led committee and the chair/co-chairs are parents. The Director of Education and one (1) trustee are also members. This committee meets four (4) times a year. See Policy 10: Committees of the Board, for more detail.

---



**Special Education Advisory Committee**

The Special Education Advisory Committee (SEAC) is composed of one (1) trustee and representatives of organizations dedicated to furthering the interests and needs of exceptional children and adults. The SEAC has the responsibility to make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services within the board. The SEAC participates in the annual review of the board's special education plan and the board's budget process and financial statements. The committee meets once a month during the school year. See Policy 10: Committees of the Board, for more detail.

**Student Disciplinary Committee (Minimum of 3 trustees)**

The Student Disciplinary Committee acts on behalf of the school board to make the decision on the expulsion of a student of the Kenora Catholic District School Board. This committee consists of a minimum of three (3) trustees. The committee meets as necessary. See Policy 10: Committees of the Board, for more detail.

**Supervised Alternative Learning Committee (SALEP)**

The Supervised Alternative Learning Committee considers applications made on behalf of students of at least fourteen years of age up to the age of school leaving. The purpose of supervised alternative learning is to provide pupils who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable the pupil to progress towards obtaining an Ontario secondary school diploma or achieving his or her other education and life goals. This committee consists of a minimum of one (1) trustee. The committee meets as necessary. See Policy 10: Committees of the Board, for more detail.

**Standing Committees**

**Definition:** Standing committees are established to assist the board with work of an ongoing or recurring nature.

**Board/Government Relations Committee**

This committee has the responsibility to foster positive relationships between local, provincial and federal government and the board. One (1) trustee sits on this committee with the chair and vice-chair. The committee meets as needed. See Policy 10: Committees of the Board, for more detail.

---

**Diocesan Trustees Association Committee**

This is an external committee chaired by the Bishop. This committee functions to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the board and other organizations. One (1) trustee sits on this committee. This committee meets as requested by the Bishop. See Policy 11: Board Representatives, for more detail.

**First Nations, Métis and Inuit Advisory Committee**

The FNMI Committee functions to foster excellence in programs and services. The mandate of the Advisory Council on First Nation, Métis and Inuit Education is to make recommendations to the Board relating to the Catholic education of First Nation, Métis and Inuit students. This committee meets four (4) times a year. One (1) trustee sits on this committee. See Policy 17: Advisory Council on First Nation, Métis and Inuit Education, for more detail.

**Joint Occupational Health and Safety Committee**

The representatives are responsible for implementing safe work practices, reviewing health and safety procedures and identify safety issues. The Joint Occupational Health and Safety Committee meets a minimum of five times per year. One (1) trustee sits on this committee. See Procedures Section 600: Health and Safety Procedures for the Board, for more detail.

**Liaison with Priests Committee**

This committee functions to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the board and our parishes. The chair and vice-chair sit on this committee along with all other trustees as needed. This committee meets as necessary.

**Multi-Year Strategic Planning Committee**

This committee provides leadership and direction for the board's Multi Year Strategic Plan. The board is responsible to direct the development of a multi-year plan that is a plan spanning three or more school years. The committee meets as needed. The chair and vice-chair sit on this committee with the Director of Education and other board staff as necessary. See Multi Year Strategic Planning: Supplementary Resources for School Board Trustees (2017), for more details.

**Transportation Committee**

This is an external committee chaired by staff of the Northwest Student Services Consortium who are responsible for school bus transportation throughout Northwestern Ontario. This committee functions to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the board and other organizations. One (1) trustee sits on this committee. This committee meets as requested by the Northwest Student Services Consortium.

---

## **Ad Hoc Committees**

**Definition:** The board may appoint ad hoc committees to deal with specific tasks. An ad hoc committee serves only until the task is completed, at which time the committee is disbanded.

### **Director's Review Committee**

The Director's Review Committee works to provide an evaluation for the director of education. committee serves only until the task is completed; at which time the committee is disbanded. A new committee is set when this evaluation is needed. The chair or designate) and vice-chair (or designate) and one Trustee form this committee.

## 2021 - 2022 School Year Calendar

SCHOOL HOLIDAY	PD DAY	EXAMS
----------------	--------	-------

<b>20 Instructional Days</b> <b>September 2021</b>	<b>20 Instructional Days</b> <b>October 2021</b>	<b>21 Instructional Days</b> <b>November 2021</b>	<b>13 Instructional Days</b> <b>December 2021</b>	<b>20 Instructional Days</b> <b>January 2022</b>																																																																																																																																																																																																																																								
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr><tr><td></td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Su	M	Tu	W	Th	F	Sa		30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30										<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Su	M	Tu	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr></table>	Su	M	Tu	W	Th	F	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table>	Su	M	Tu	W	Th	F	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table>	Su	M	Tu	W	Th	F	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Su	M	Tu	W	Th	F	Sa																																																																																																																																																																																																																																						
	30	31	1	2	3	4																																																																																																																																																																																																																																						
5	6	7	8	9	10	11																																																																																																																																																																																																																																						
12	13	14	15	16	17	18																																																																																																																																																																																																																																						
19	20	21	22	23	24	25																																																																																																																																																																																																																																						
26	27	28	29	30																																																																																																																																																																																																																																								
Su	M	Tu	W	Th	F	Sa																																																																																																																																																																																																																																						
					1	2																																																																																																																																																																																																																																						
3	4	5	6	7	8	9																																																																																																																																																																																																																																						
10	11	12	13	14	15	16																																																																																																																																																																																																																																						
17	18	19	20	21	22	23																																																																																																																																																																																																																																						
24	25	26	27	28	29	30																																																																																																																																																																																																																																						
31																																																																																																																																																																																																																																												
Su	M	Tu	W	Th	F	Sa																																																																																																																																																																																																																																						
	1	2	3	4	5	6																																																																																																																																																																																																																																						
7	8	9	10	11	12	13																																																																																																																																																																																																																																						
14	15	16	17	18	19	20																																																																																																																																																																																																																																						
21	22	23	24	25	26	27																																																																																																																																																																																																																																						
28	29	30																																																																																																																																																																																																																																										
Su	M	Tu	W	Th	F	Sa																																																																																																																																																																																																																																						
			1	2	3	4																																																																																																																																																																																																																																						
5	6	7	8	9	10	11																																																																																																																																																																																																																																						
12	13	14	15	16	17	18																																																																																																																																																																																																																																						
19	20	21	22	23	24	25																																																																																																																																																																																																																																						
26	27	28	29	30	31																																																																																																																																																																																																																																							
Su	M	Tu	W	Th	F	Sa																																																																																																																																																																																																																																						
						1																																																																																																																																																																																																																																						
2	3	4	5	6	7	8																																																																																																																																																																																																																																						
9	10	11	12	13	14	15																																																																																																																																																																																																																																						
16	17	18	19	20	21	22																																																																																																																																																																																																																																						
23	24	25	26	27	28	29																																																																																																																																																																																																																																						
30	31																																																																																																																																																																																																																																											
<b>19 Instructional Days</b> <b>February 2022</b>	<b>18 Instructional Days</b> <b>March 2022</b>	<b>18 Instructional Days</b> <b>April 2022</b>	<b>21 Instructional Days</b> <b>May 2022</b>	<b>17 Instructional Days</b> <b>June 2022</b>																																																																																																																																																																																																																																								
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td></td><td></td><td></td><td></td><td></td></tr></table>	Su	M	Tu	W	Th	F	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28						<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	Su	M	Tu	W	Th	F	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	Su	M	Tu	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table>	Su	M	Tu	W	Th	F	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></table>	Su	M	Tu	W	Th	F	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																								
Su	M	Tu	W	Th	F	Sa																																																																																																																																																																																																																																						
		1	2	3	4	5																																																																																																																																																																																																																																						
6	7	8	9	10	11	12																																																																																																																																																																																																																																						
13	14	15	16	17	18	19																																																																																																																																																																																																																																						
20	21	22	23	24	25	26																																																																																																																																																																																																																																						
27	28																																																																																																																																																																																																																																											
Su	M	Tu	W	Th	F	Sa																																																																																																																																																																																																																																						
		1	2	3	4	5																																																																																																																																																																																																																																						
6	7	8	9	10	11	12																																																																																																																																																																																																																																						
13	14	15	16	17	18	19																																																																																																																																																																																																																																						
20	21	22	23	24	25	26																																																																																																																																																																																																																																						
27	28	29	30	31																																																																																																																																																																																																																																								
Su	M	Tu	W	Th	F	Sa																																																																																																																																																																																																																																						
					1	2																																																																																																																																																																																																																																						
3	4	5	6	7	8	9																																																																																																																																																																																																																																						
10	11	12	13	14	15	16																																																																																																																																																																																																																																						
17	18	19	20	21	22	23																																																																																																																																																																																																																																						
24	25	26	27	28	29	30																																																																																																																																																																																																																																						
Su	M	Tu	W	Th	F	Sa																																																																																																																																																																																																																																						
	1	2	3	4	5	6																																																																																																																																																																																																																																						
7	8	9	10	11	12	13																																																																																																																																																																																																																																						
14	15	16	17	18	19	20																																																																																																																																																																																																																																						
21	22	23	24	25	26	27																																																																																																																																																																																																																																						
28	29	30	31																																																																																																																																																																																																																																									
Su	M	Tu	W	Th	F	Sa																																																																																																																																																																																																																																						
			1	2	3	4																																																																																																																																																																																																																																						
5	6	7	8	9	10	11																																																																																																																																																																																																																																						
12	13	14	15	16	17	18																																																																																																																																																																																																																																						
19	20	21	22	23	24	25																																																																																																																																																																																																																																						
26	27	28	29	30																																																																																																																																																																																																																																								

**All students begin school on September 2, 2021 and end school on June 24, 2022**

### School Holidays

September 6, 2021	Labour Day
October 11, 2021	Thanksgiving
Dec 20, 2021 - Dec 31, 2021	Christmas Holidays
February 21, 2022	Family Day
March 14-18, 2022	March Break
April 15, 2022	Good Friday
April 18, 2022	Easter Monday
May 23, 2022	Victoria Day

### First Day of School for Students

September 2, 2021

### Last Day of School for Students

June 24, 2022

### Professional Activity Days

August 30, 2021	Professional Development
August 31, 2021	Professional Development
September 1, 2021	Professional Development
November 1, 2021	Professional Development
January 28, 2022	Elementary Report Cards
	Secondary Curriculum
April 22, 2022	Professional Development
June 10, 2022	Elementary Report Cards
	Secondary Curriculum

### Elementary

Progress Report	November 17, 2021
Report Card	February 16, 2022
Report Card	June 24, 2022

### Secondary

<b>Semester 1</b>	August 30 - January 27, 2022
<b>Semester 1 Term 1</b>	August 30 - November 5, 2021
<b>Semester 1 Term 2</b>	November 8 - January 27, 2022
<b>Mid Term Report</b>	November 22, 2021
<b>Exams</b>	January 24, 25, 26, 27, 2022
<b>Final Report</b>	February 8, 2022
<b>Semester 2</b>	January 28 - June 24, 2022
<b>Semester 2 Term 1</b>	January 28 - April 12, 2022
<b>Semester 2 Term 2</b>	April 13 - June 24, 2022
<b>Mid Term Report</b>	April 21, 2022
<b>Exams</b>	June 17, 20, 21, 22, 23, 24, 2022
<b>Final Report</b>	July

## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and Church.

**SPECIAL EDUCATION  
ADVISORY COMMITTEE**

**MEETING MINUTES**

**March 26, 2021**

MEETING DATE:	Friday, March 26, 2021
LOCATION OF MEETING:	Microsoft Teams Meeting & CEC Board Room
SUBJECT OF MEETING:	Special Education Advisory Committee
TIME OF MEETING:	1:30 PM - 2:48 PM
NEXT MEETING:	1:30 PM Friday, April 30, 2021

	ATTENDANCE	PERSON	TITLE
1.	<input checked="" type="checkbox"/>	Norine Schram	Member at Large, Chair
2.	<input checked="" type="checkbox"/>	Diane VanderZande	Member at Large, Vice Chair
3.	<input checked="" type="checkbox"/>	Dianne Griffiths	Member at Large
4.	<input checked="" type="checkbox"/>	Tom Fawcett	Member at Large
5.	<input type="checkbox"/>	Leslie Legros	Member at Large
6.	<input checked="" type="checkbox"/>	Angela Holmstrom	KACL Representative
7.	<input type="checkbox"/>	Joel Willett	FIREFLY Representative
8.	<input type="checkbox"/>	Paul White	Director of Education
9.	<input checked="" type="checkbox"/>	Phyllis Eikre	Advisor to the Director of Education
10.	<input checked="" type="checkbox"/>	Andrea Batters	Special Education Coordinator
11.	<input checked="" type="checkbox"/>	Anne Sweeney	Trustee Representative
12.	<input checked="" type="checkbox"/>	Cathy McQuillan	Recording Secretary

**1. Opening Prayer – Andrea Batters**

**2. Roll Call: Regrets:** Paul White, Joel Willett

**Absent:** Leslie Legros

**Meeting Guest:** Nicole Kurtz, Erin Hercun, Danielle Grosset, Kirsten Dexter, Darlene MacGillivray, Laura Christie

**3. Approval of February 19, 2021 meeting minutes:**

**Accepted by:** Tom Fawcett

**Seconded by:** Dianne VanderZande

**4. Correspondence: Letter from Hastings and Prince Edward District School Board 3**

**Letter from Durham District School Board Letter to Metrolinx and Whitby Transit 4**

Attached

Noted by the SEAC committee

**5. New Business: Nil**

**Kenora Catholic District School Board**

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and Church.

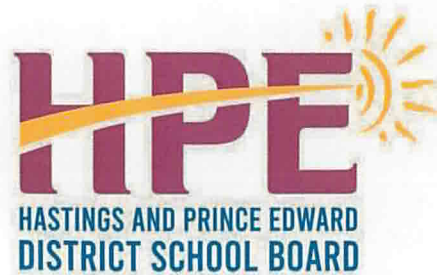
**SPECIAL EDUCATION  
ADVISORY COMMITTEE****MEETING MINUTES****March 26, 2021****6. Professional Development:**

**Confederation College--Community-Integration-Through-Co-Operative Education (CICE) 6 information session – Laura Christie, LOW/Red Lake College Campus Director and Darlene MacGillivray, Integration Facilitator—LOW Campus - Attached**

**7. School Updates – Andrea Batters – Attached 20****8. Business arising from last meeting: Nil****9. Agency Reports**

- **FIREFLY – Joel Willett - Regrets**
- **KACL – Angela Holmstrom - Nothing to report**
- **Other Reports from Members-at-Large**
  - **Tom Fawcett – Nothing to report**
  - **Dianne Griffiths – Nothing to report**
  - **Leslie Legros – Nothing to report**
  - **Diane VanderZande – Nothing to report**
  - **Norine Schram – Norine shared that Andrea Batters had reached out to her daughter Erica to see if she would like to talk to any students who are considering a CICE program. Erica's experience was different then the Confederation College program as she went away to school and was in person learning. She also committed to a program and received a CICE college certificate for that program. She had peer support in her program which made it very inclusive. Norine added there are CICE programs available in colleges throughout the province.**

**10. Trustee Report – Anne Sweeney - Attached 34****11. Coordinator Report – Andrea Batters - Attached 41****12. Next Meeting: Friday, April 30, 2021, 1:30 PM  
Microsoft Teams**



156 Ann Street, Belleville ON K8N 3L3  
613-966-1170 | 1-800-267-4350  
www.HPEschools.ca

**LEARNING TOGETHER**

February 19, 2021

Dr. Piotr Oglaza, Medical Officer of Health  
Hastings Prince Edward Public Health  
179 North Park Street  
Belleville ON K8P 4P1

RECEIVED

MAR 06 2021

Dear Dr. Oglaza:

The Kenora Catholic District  
School Board

**Re: Prioritization of vaccinations during Phase II in support of students with Special Education Needs and their staff**

As staff and students in Hastings and Prince Edward District School Board (HPEDSB) and the rest of the province pivot between face-to-face and remote learning, members of the Special Education Advisory Committee (SEAC) would like to request the Ministry of Health and our local health unit to strengthen its commitment to ensuring the health and safety of students and HPEDSB employees who work directly with students with high special needs, in regional and self-contained placements. Further, we wish to impress upon the Ministry and our local health experts the urgent need to provide students who are of appropriate age and their staff, with access to vaccinations as quickly as possible.

It is important to note that many students within our regional programs are adults and not children. These adult learners often have underlying health conditions, comorbidities (e.g., developmental disabilities such as Down's syndrome, spina bifida etc.) and would benefit from vaccines whether they reside in group home settings, or at home with parents/guardians.

Employees who work on a day-to-day basis within regional classrooms are at high risk for potential infection due to the proximity they must have with students and other staff. Students often routinely require assistance with eating, bathroom support, and transferring or lifting in order to access their programming. Employees are in effect, required to be in close proximity to their students, which adds to the risk of transmission. We value the added responsibilities that these individuals take on and feel they should have access to vaccination programs and information as early as possible.

In conclusion, we stress to the Ministry that, while we understand that there is a phased approach being employed and that resources have been put in place to ensure that vulnerable populations receive their vaccines in a priority sequence, we would also appreciate that our district leaders be informed of procedural steps as soon as possible so that these can be shared with our employees and families.

Sincerely,

*Kelly Allan*

Kelly Allan, Chair,  
Special Education Advisory Committee  
Hastings and Prince Edward District School Board

*Jason Sweet*

Jason Sweet, Vice-chair  
Special Education Advisory Committee  
Hastings and Prince Edward District School Board

c.c. Christine Elliott, Minister of Health  
Stephen Lecce, Minister of Education  
Daryl Kramp, MPP Hastings-Lennox & Addington  
Todd Smith, MPP Bay of Quinte  
Lucille Kyle, Chair of the Board  
Lee-Anne Kerr, Chair, Parent Involvement Committee  
Chairs of all Ontario Special Education Advisory Committees





Durham District School Board  
 400 Taunton Road East  
 Whitby, Ontario L1R 2K6  
 Ph: 905-666-5500  
 1-800-265-3968  
**ddsb.ca**

March 25, 2021

Metrolinx  
 97 Front Street West  
 Toronto, ON. M5J 1E6

Attention: Phil Verster, President and CEO  
 ([ceo@metrolinx.com](mailto:ceo@metrolinx.com))

Karla Avis Birch, Chief Planning Officer  
 ([Karla.Avis-Birch@metrolinx.com](mailto:Karla.Avis-Birch@metrolinx.com))

Heather Platt, Chief Legal Officer  
 ([Heather.Platt@metrolinx.com](mailto:Heather.Platt@metrolinx.com))

Mayor and Members of Council  
 Town of Whitby  
 575 Rossland Road East  
 Whitby, ON L1N 2M8

Attention: Chris Harris, Town Clerk  
 ([harrisc@whitby.ca](mailto:harrisc@whitby.ca))

Ministry of Transportation  
 College Park, 5<sup>th</sup> Floor, 777 Bay Street  
 Toronto, ON. M4A 1Z8

Attention: Honourable Caroline Mulroney  
 ([minister.mto@ontario.ca](mailto:minister.mto@ontario.ca))

Michael Beaton, Chief of Staff  
 ([Michael.Beaton@ontario.ca](mailto:Michael.Beaton@ontario.ca))

Ministry of Seniors and Accessibility  
 College Park, 5th Floor  
 777 Bay Street  
 Toronto, ON M7A 1S5

Attention: Honourable Raymond Cho  
 c/o Emma Lim, Executive Assistant to the  
 Minister ([Emma.Lim@ontario.ca](mailto:Emma.Lim@ontario.ca))

To whom it may concern:

Re: Proposed Transit Mall, Town of Whitby  
 Accessibility Concerns for Students of the Durham District School Board

---

I write on behalf of the Durham District School Board's ("DDSB") Special Education Advisory Committee ("SEAC"). The SEAC at the DDSB is made up of representatives from several local advocacy groups supporting families whose children are identified with a broad-range of disabilities. Many children with disabilities rely on door-to-door pick up and drop off transportation service from the Durham Student Transportation Services ("DSTS"). It is important to note that DSTS provides school bus transportation services to both DDSB and Durham Catholics District School Board students. These children receive this service when their disability prevents them from being reasonably expected to travel from home to a congregate bus stop as other children would. This service is deemed to be a necessary accommodation for these students and failure to provide this service would be a violation of the *Accessibility for Ontarians with Disabilities Act* ("AODA").



It is our understanding that there was a virtual question and answer event hosted by Metrolinx on January 7, 2021, which was attended by DDSB Planning Staff. At that Q & A, it was confirmed that school buses would **NOT** be allowed to travel along this section of Highway #2. This restriction would also apply to school buses serving students with special education needs, including students using wheelchairs and other mobility devices. If this policy stands, students with special needs who live along this section of Highway #2, would no longer be able to receive the necessary door-to-door pick that they currently receive and would then be required to travel outside of this section of Highway #2 to access their bussing. This scenario creates an accessibility barrier for these students in accessing the education that they have a right to in a fair and equitable way, especially in inclement weather.

We note that in regard to accessibility, the Metrolinx webpage states as follows:

“Metrolinx aims to provide the same level of service for all people in an integrated environment, to the greatest degree possible. See how we’re complying with the Accessibility for Ontarians with Disabilities Act.”

We would assert that the position to not allow DSTS School busses catering to students with special needs requiring door-to-door pick up and drop off to travel this corridor on Highway #2 is contradictory to that accessibility statement on the Metrolinx webpage. We further question whether Metrolinx’s position to disallow school busses providing door-to-door service for children with special education needs to travel through this corridor would meet the threshold of undo hardship required to in order be in compliance with AODA.

We ask that you reconsider this position and allow access through this section of Highway #2 to school busses providing door-to-door service to students with special education needs.

Yours truly,



Special Education Advisory Committee  
Durham District School Board

cc: Chairs of all Ontario Special Education Advisory Committees

43977393.1

---



Do you know someone that has always wanted to attend college, but may need extra support in order to be successful?

**If so, the Community Integration Through Cooperative Education (CICE) Program may be the right choice for that person**

# What makes the CICE different then other programs?

- ❑ Building confidence and enjoyment in learning in an academic environment, a sense of belonging to a College community
- ❑ One on one support provided by an Integration Facilitator, program and learning tailored to fit each student's needs
- ❑ Exploring different programs, work placements and subject areas to find out what they enjoy
- ❑ Learning important academic, life and work skills that provides tools for success after College.

# Requirements for the CICE Program

Demonstration of academic needs that require program modification in order to succeed.

Copy of most current formal academic assessment.

Transportation to and from the College and field placement locations.

Willingness to participate fully in the program.

Level of independence that precludes constant support



## Other Requirements

- Attend an informational session at the college with family or other support
- Attend the CICE program pre-interview
- Submitting an advocate reference letter
- Supplying a resume with goals
- Submit a copy of most current individual Educational Plan (if there is one)



### First Semester

- CI 108 Personal Skill Building
- CI 161 Seminar 1-Transition to College
- CI 162 Writing for Success
- CI 170 Navigating Healthy Lifestyles  
1 Program choice course

### Second Semester

- CI 260 Seminar 2-Skills Life & Work
- CI 261 Field Placement 1
- GE General Elective  
2 Program choice courses

### Third Semester

- CI 360 Seminar 3-Person & Prof Growth
- CI 361 Field Placement 2
- GE General Elective  
2 Program choice courses

### Fourth Semester

- CI 460 Transition to Work & Community
- CI 461 Field Placement 3
- GE General Elective  
2 Program choice courses



# Class & Placement Options



? Supported by an Integration Facilitator

? 4 Classes per semester

Including skills for life and work, computers, writing for success, healthy lifestyles and personal and professional growth

? Field Placements

? School Programs, Youth Artistic Classes, Local Businesses

? Electives based on student interest

? Indigenous Learning, Media Communications, Workplace Readiness

# The main role of the Integration Facilitator

Some of the duties and responsibilities of the Integration Facilitator include:

- **Attending classes with the CICE students**
- **Providing classroom supports, including note taking, lab support, group facilitating, and advocating for CICE student concerns**
- **Modifying course outlines, tests, and assignments, and forwarding to faculty for approval**
- **Preparing and supplementing class material**
- **Tutoring students and supporting students while preparing for and taking tests**

# Student Supports

As a Confederation College student you have access to:

**Counselling Services**  
personal/academic  
counseling, mental  
health etc.

**Student Accessibility**  
accommodation  
plans, assistive  
technologies etc.

**Indigenous Navigators**  
transitional and  
cultural support etc.

**Student Success  
Advisors**  
study skill workshops,  
resource referrals etc.

**Tutoring**  
professional/peer  
tutoring etc.

**Ombudsperson**  
conflict resolution etc.

**Library**  
Reference materials,  
Lib Guides etc.

**Student Associations**  
for all things fun!



# Health Plan



- ❓ All full-time domestic post-secondary students at Confederation College are enrolled in the Student Health & Dental Plan.
- ❓ The plan, administered by SUCCI, provides affordable health insurance designed especially for students on fixed incomes.
- ❓ **COVERAGE BEGINS** *September 1st* and **ENDS** *August 31st* **EACH** Academic Year!
- ❓ If you are covered under another comparable health insurance plan, you may opt-out of the SUCCI Extended Health Plan by providing proof of other coverage.
- ❓ Coverage includes: prescriptions, dental, and extended health care.



# Student Associations



## Activities run by the Student Associations

- KAHOOTS (online quiz games)
- Online Paint Sessions
- Wellness Bags
- Free college SWAG!
- 12 Days of Christmas Contest
- Plus more...

Check out your Campus Student Association to become more connected with your college community.



# 15 Various Possible Options for Financial Aid for the CICE Program

Shooniyaa-Wa-Biitong

Metis Nation Of Ontario

NeChee Friendship Centre

Independent First Nation  
Communities



In the past, regional CICE students have received financial support from these organizations.

 **Confederation**  
COLLEGE  
Financial  
Aid/Support

## CICE tuition Costs

Approximately \$3,600 for tuition and fees each academic year

Textbooks & supplies additional  
Approximately \$500-\$750 per semester

Student need to have an ipad for use in the program

Join our Facebook Page!

<https://www.facebook.com/ConfederationKenora/>



Visit our Website!

<https://www.confederationcollege.ca/program/community-integration-through-co-operative-education>





**Lake of the Woods Campus Staff:**

Darlene MacGillivray: Integration Facilitator

Laura Christie: Campus Director

Brenda Chambers- Ivey: Academic Services Assistant

Geraldine Kakeeway: Student Success Advisor

Kathleen Tardi: Academic Services Assistant

Nikki Silva: Pre- Health Sciences Professor

QUESTIONS?

# CONTACT US!

**Laura Christie**

**Director, Lake of the Woods and Red Lake Campuses**

**[Laura.Christie@confederationcollege.ca](mailto:Laura.Christie@confederationcollege.ca)**

**Campus Phone 807-468-3121 ext. 3**

**Darlene MacGillivray**

**Integration Facilitator, Lake of the Woods Campus**

**[Darlene.MacGillivray@confederationcollege.ca](mailto:Darlene.MacGillivray@confederationcollege.ca)**

## **KCDSB February 2021 School SEAC Updates**

### **Ecole Ste-Marguerite Bourgeoys**

Last school year with the school closure due to COVID restrictions we found that many of our students were behind our expected French reading levels coming into their new grade. Many of our students have shown great progress with targeted intervention. This means that most students have met the mid-year achievement levels in reading. We continue to assess and provide intervention to those still struggling.

Our Math Lead Teacher has been supporting the teachers with the new Math curriculum and has provided small group intervention in various classrooms.

Jordan's Principle funding applications are on-going for students whose needs would be better supported with extra services such as a student support worker, Chromebooks, psycho-educational assessments, or sensory items.

### **Pope John Paul II**

-continuing to use Assistive Augmentative Communication with students in the form of low-tech communication boards and ProLoQuo2 on the iPad

-ongoing communication and consultation with the Occupational Therapist and Speech and Language Pathologist from FIREFLY

-weekly online and in-person Speech and Language and Occupational Therapy visits from FIREFLY

-weekly Tiny-Eye online Speech and Language sessions

-ongoing EMPOWER Reading sessions

-daily Literacy intervention

-weekly IST meetings

-ongoing consultation and programming with Sarah Pyzer, PBIS Support Lead, utilizing the ABLLS curriculum

-Jordan's Principle referrals

### **St. Isidore Virtual School**

Here is how our elementary and secondary students are continuing to be supported at St. Isidore Virtual School:

- We maintain regular communication with teachers, parents, and students to assist with student engagement and IEP goals.
- We have weekly IST meetings to discuss next steps for student support.



- Empower: Grades 2-5 spelling and decoding is being offered virtually to elementary students.
- A Google Classroom support space has been created for both elementary and secondary students. Students are provided with small group instruction, or 1:1 assistance as needed, via Google Meet.
- Offline learning packages have been prepared and distributed to students who have been exempt from synchronous learning, or who require supplemental materials to help enhance their learning experiences in the virtual classroom.

### St. John School

We thought that it was important to note that since returning to school in September our students who require external services have been able to participate in regularly scheduled therapy sessions. Physiotherapy, Speech-Language Therapy and Occupational Therapy have all been running consistently, via virtual platforms. We are thankful that our students can participate in these very important services.

### St. Louis Living Arts School

Due to the gaps seen without consistent education from last March to September, back in the fall, we recognized the need to complete school-wide reading benchmarks to establish which students had maintained their reading levels from the previous school year, and which students had lost ground. In September, through transition funding, we completed PM Benchmarks on all our students. With this data, we were able to set reading goals for students and gave time between September and January for them to close identified gaps. We have now refocused our attention on students who have not been making the progress that we had hoped in their language skills, with more targeted intervention through SAL support and F.A.S.T. strategy reading interventions, for these specific students. We will re-assess the effectiveness of these interventions in May, and design individualized next steps for students as appropriate.

### St. Thomas Aquinas High School

**Reading Programs:** The Empower and FAST reading programs are progressing well. Students continue to make gains in their reading. A powerpoint indicating the gains made by the grade 7 & 8 students in the Empower reading programs is attached.

**IEPs:** We have worked as a team to plan for and review the OSSLT Field test that many of our high school students will be taking. We've reviewed the online platform, discussed the best ways to support our special education students and continue to ensure that the assessment accommodations will be in place for them to take this test. Next week we will be reviewing exam accommodations for quad 3 exams and will be updating IEPs to reflect quad 4 courses.

**IPRCs:** We have been completing virtual IPRC meetings as they come up.

**Assessments:** We have been completing in-school assessments such as the KTEA-Brief and Key Math, and Kirsten is being trained by Phyllis on other assessments. Referral packages are also being completed as we plan for Sullivan and Associates' second visit at the end of April to complete reassessments and assessments. Referrals continue to occur for Firefly services.

**Transitions:** We continue to stay in close communication with Mark Richards and Sommer Kennedy to ensure consistent support for students switching between in-person and virtual learning. Discussions regarding pathway options for Grade 8 students moving to grade 9 and planning of courses for high school next year have been occurring. Next month we will be hosting transition meetings with the elementary schools to ensure supports are in place for grade 6 students moving into grade 7.

**Collaboration:** We continue to work closely with board and outside service providers and are looking forward to attending today's presentation regarding the CICE program.

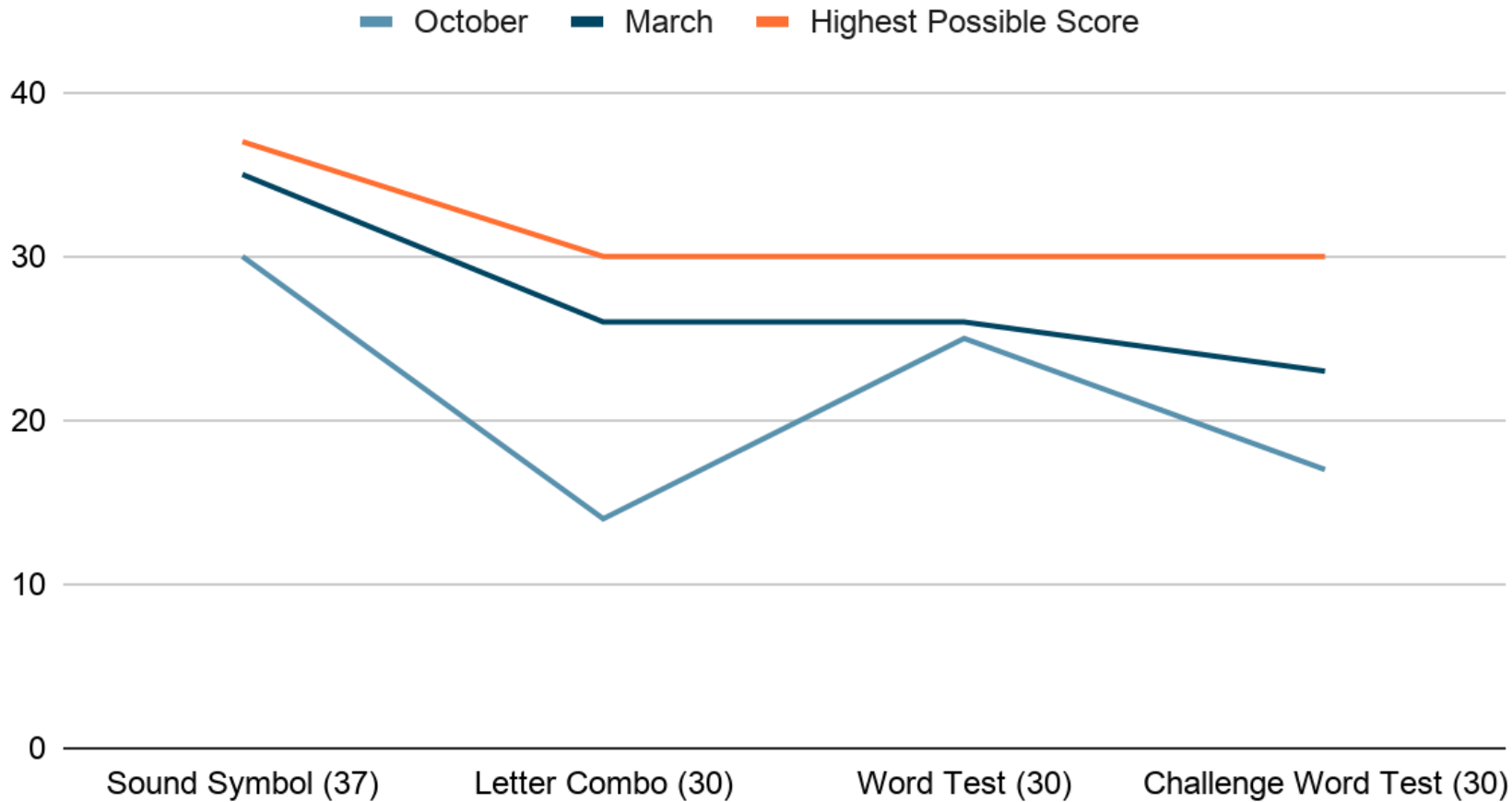
# Empower Growth Charts

## Grade 7

Pre & Mid Assessments  
October 2020- March 2021

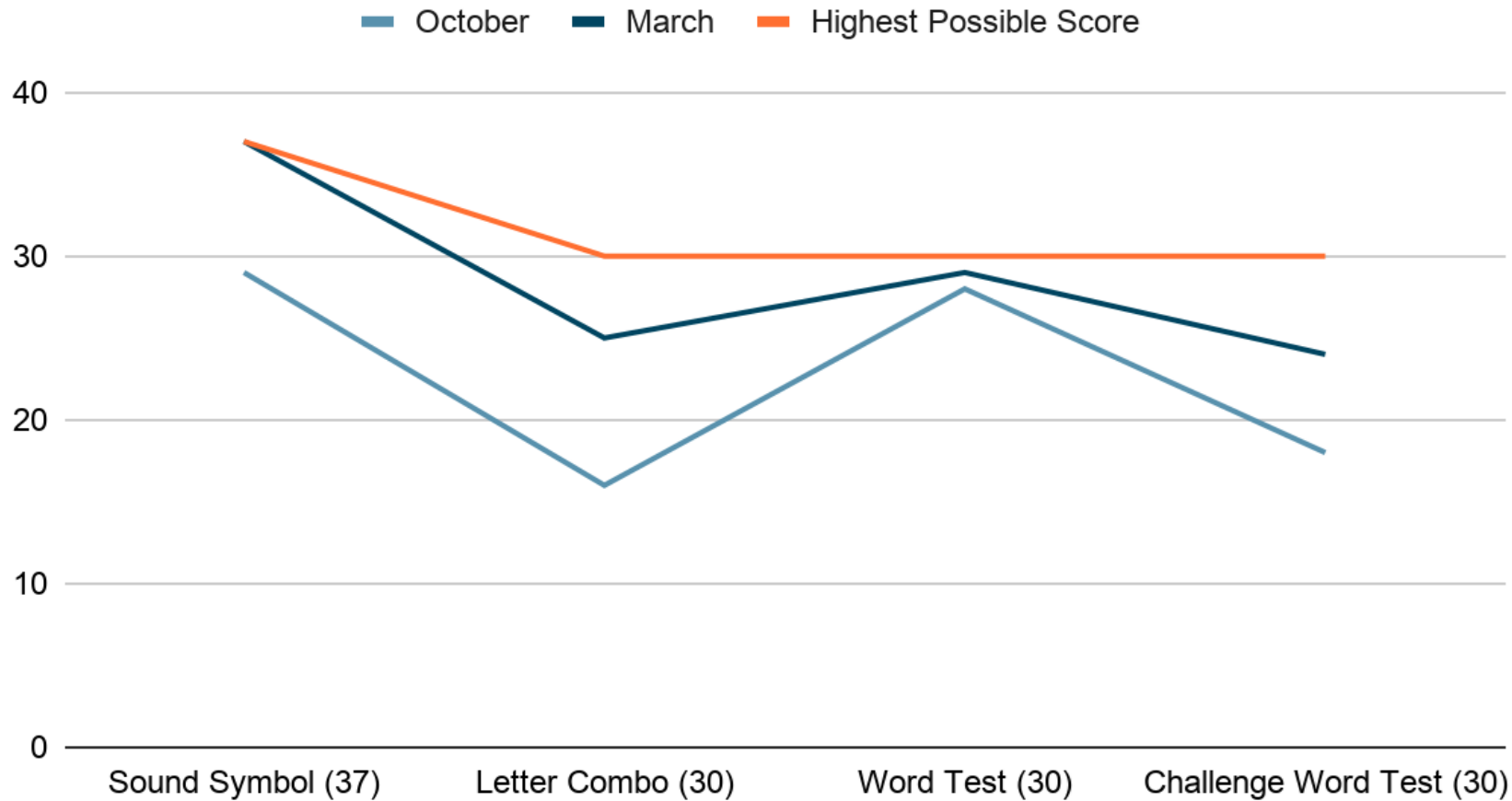
# Student #1

68



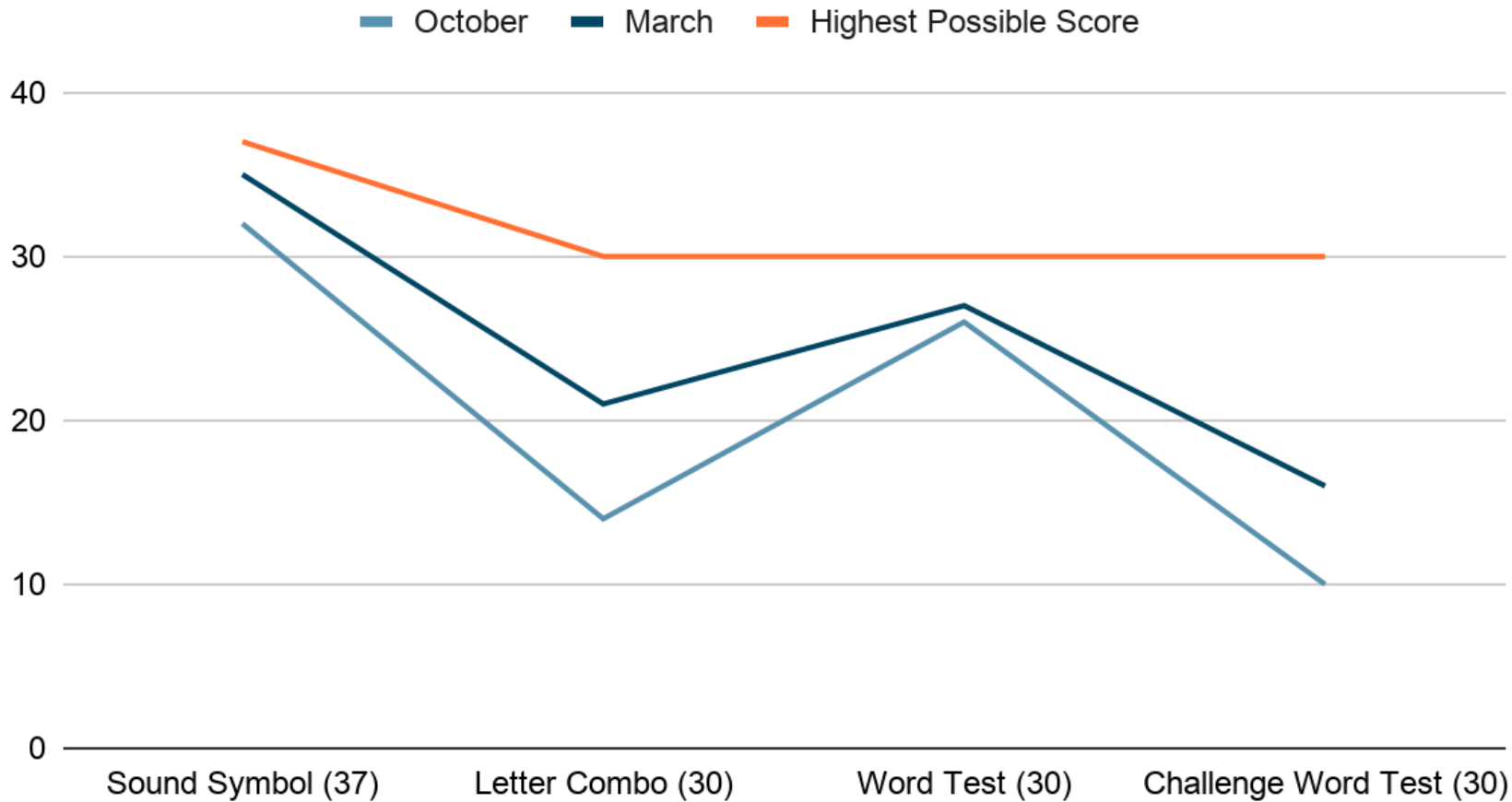
# Student #2

69



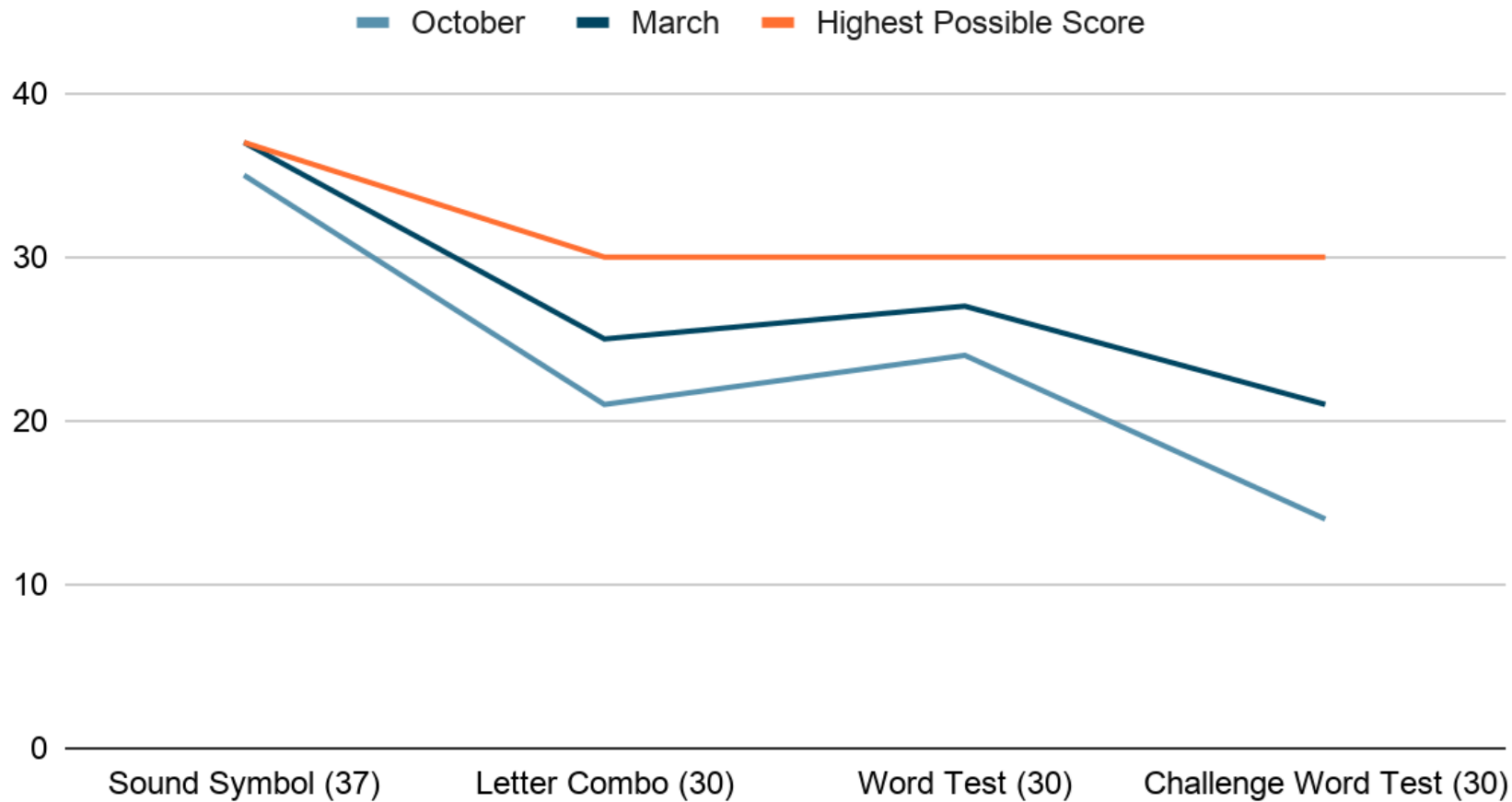
# Student #3

70



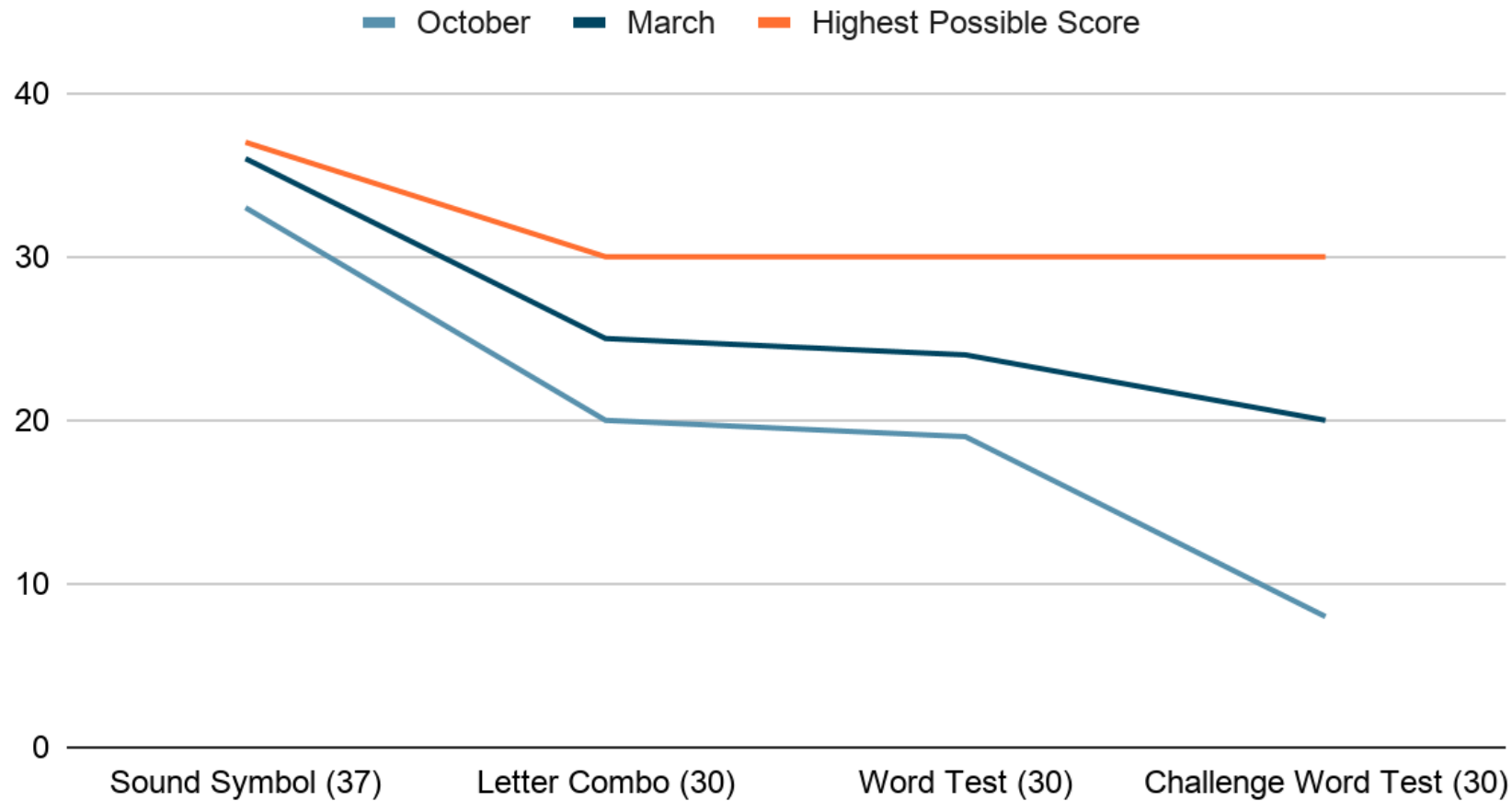
# Student #4

71



# Student #5

72





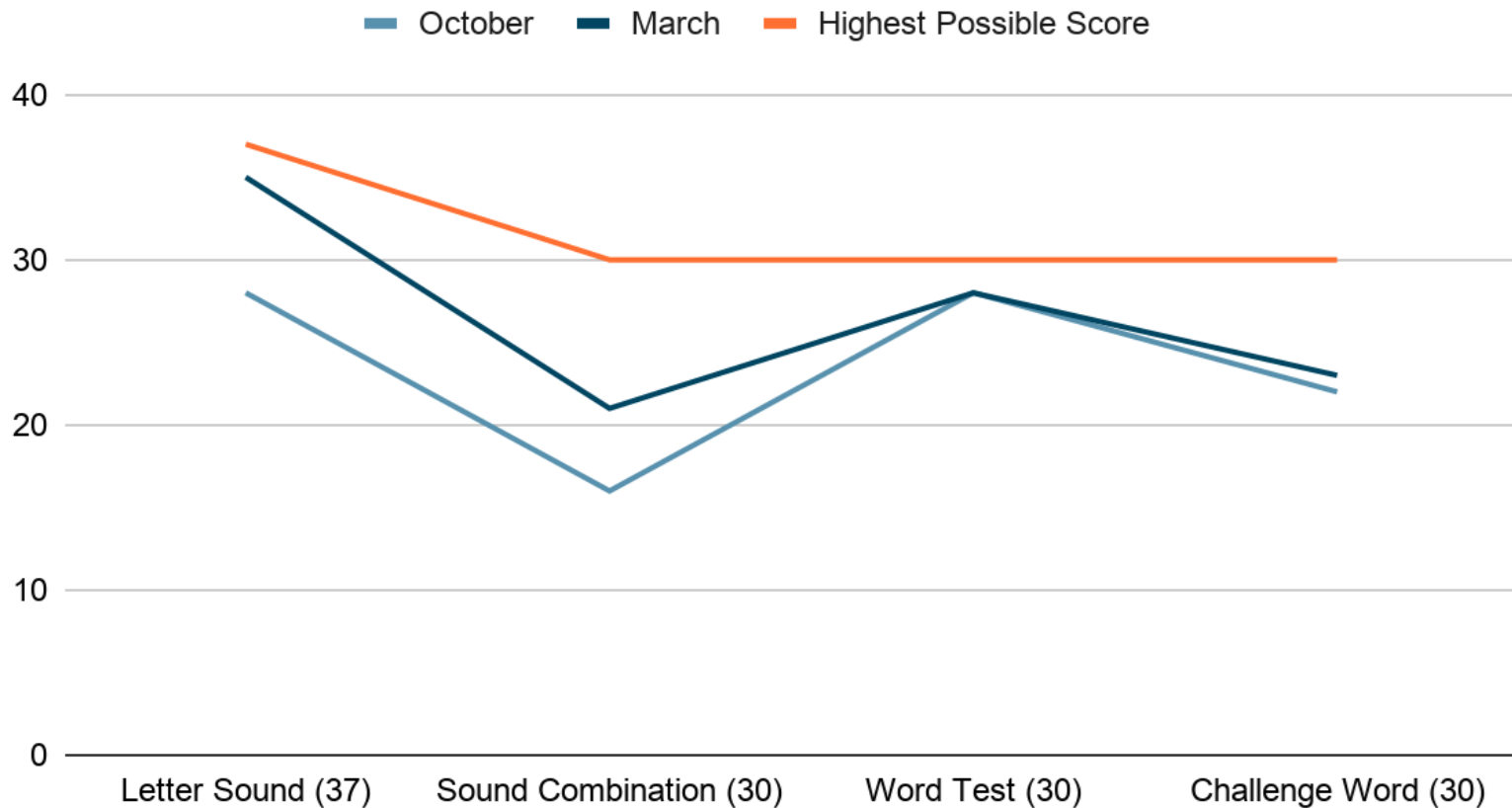
# Empower Growth Charts

## Grade 8

Pre & Mid Assessments  
October 2020- March 2021

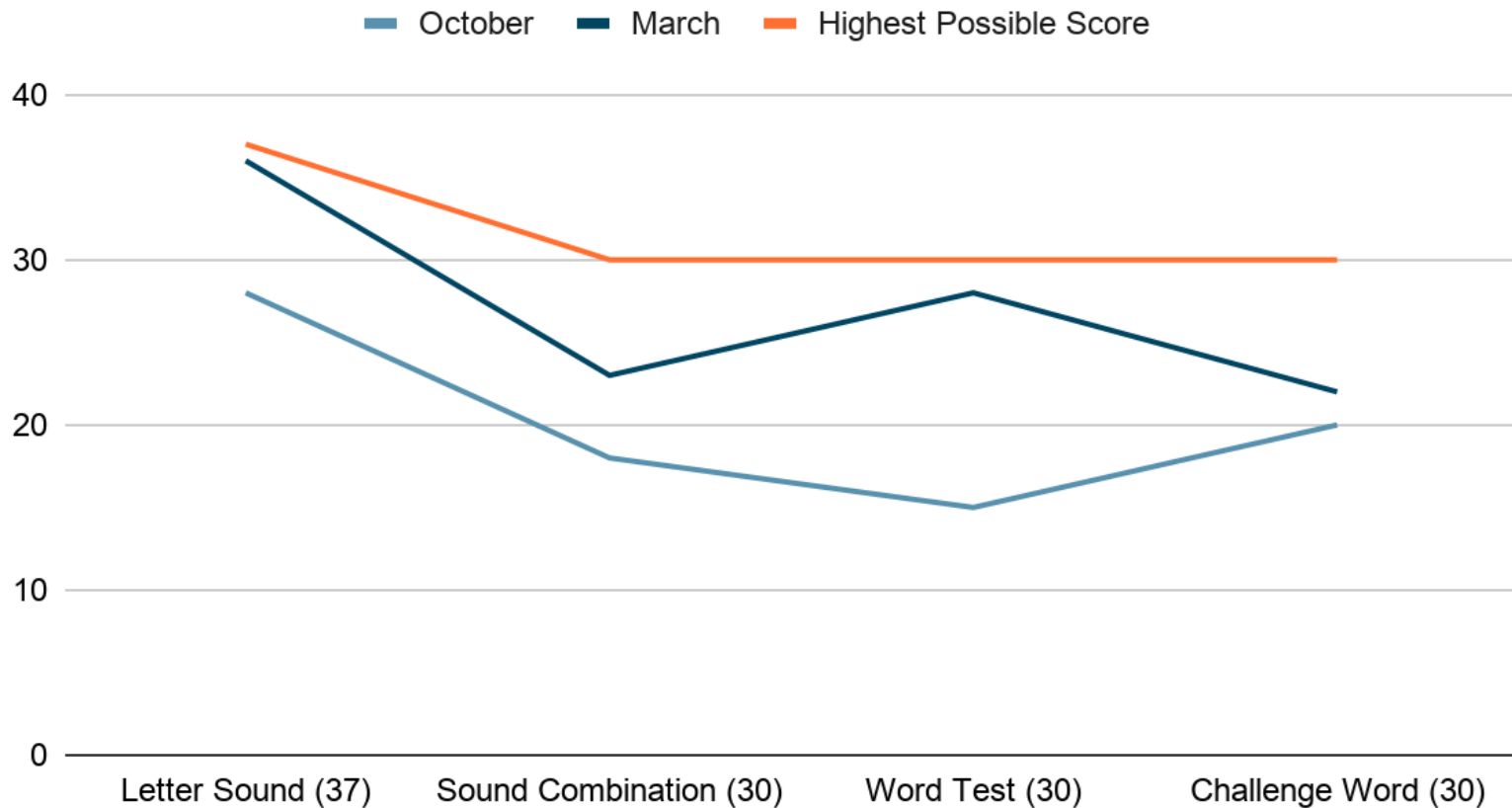
# Student #1<sup>30</sup>

74



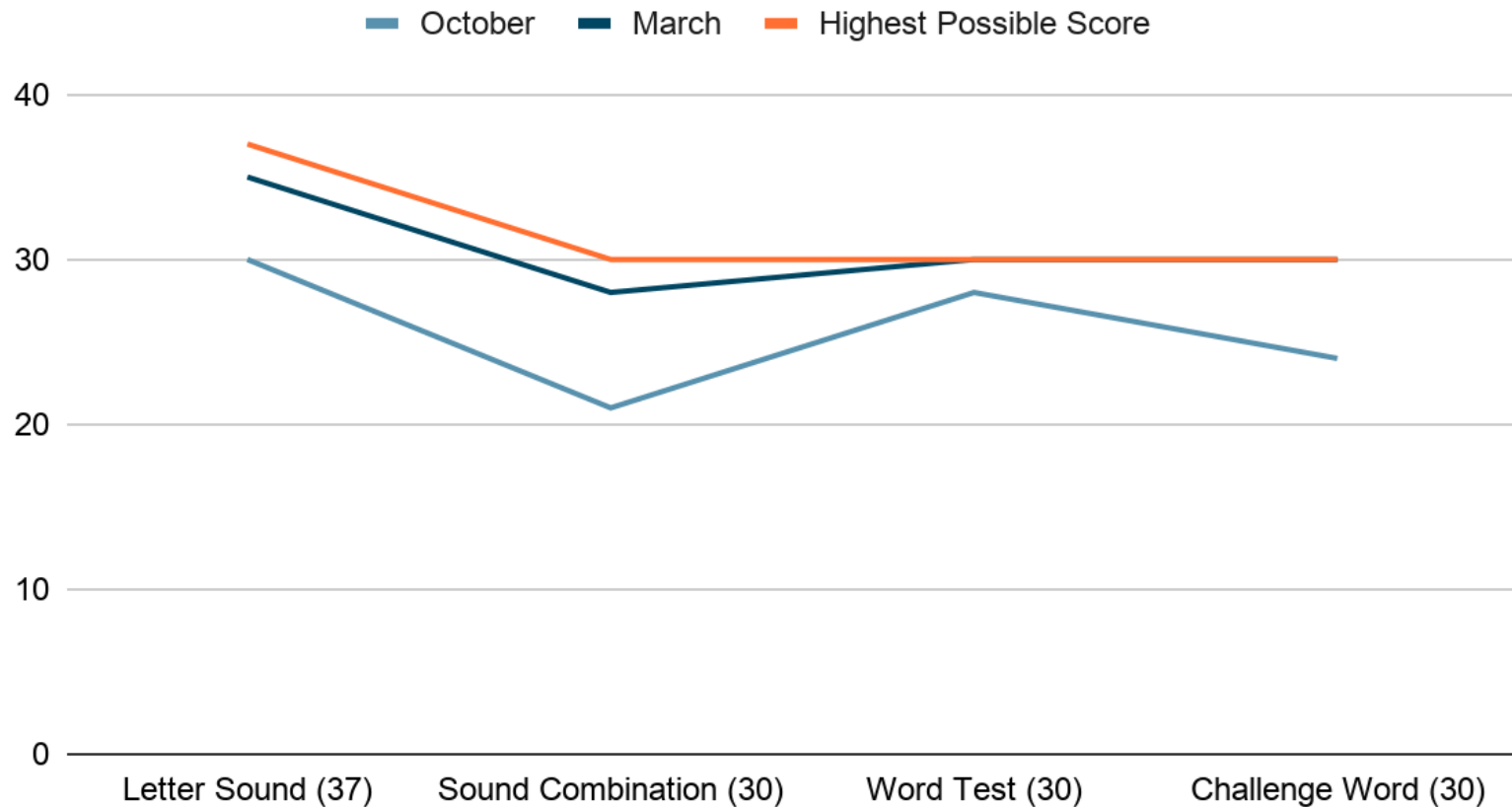
# Student #2<sup>31</sup>

75



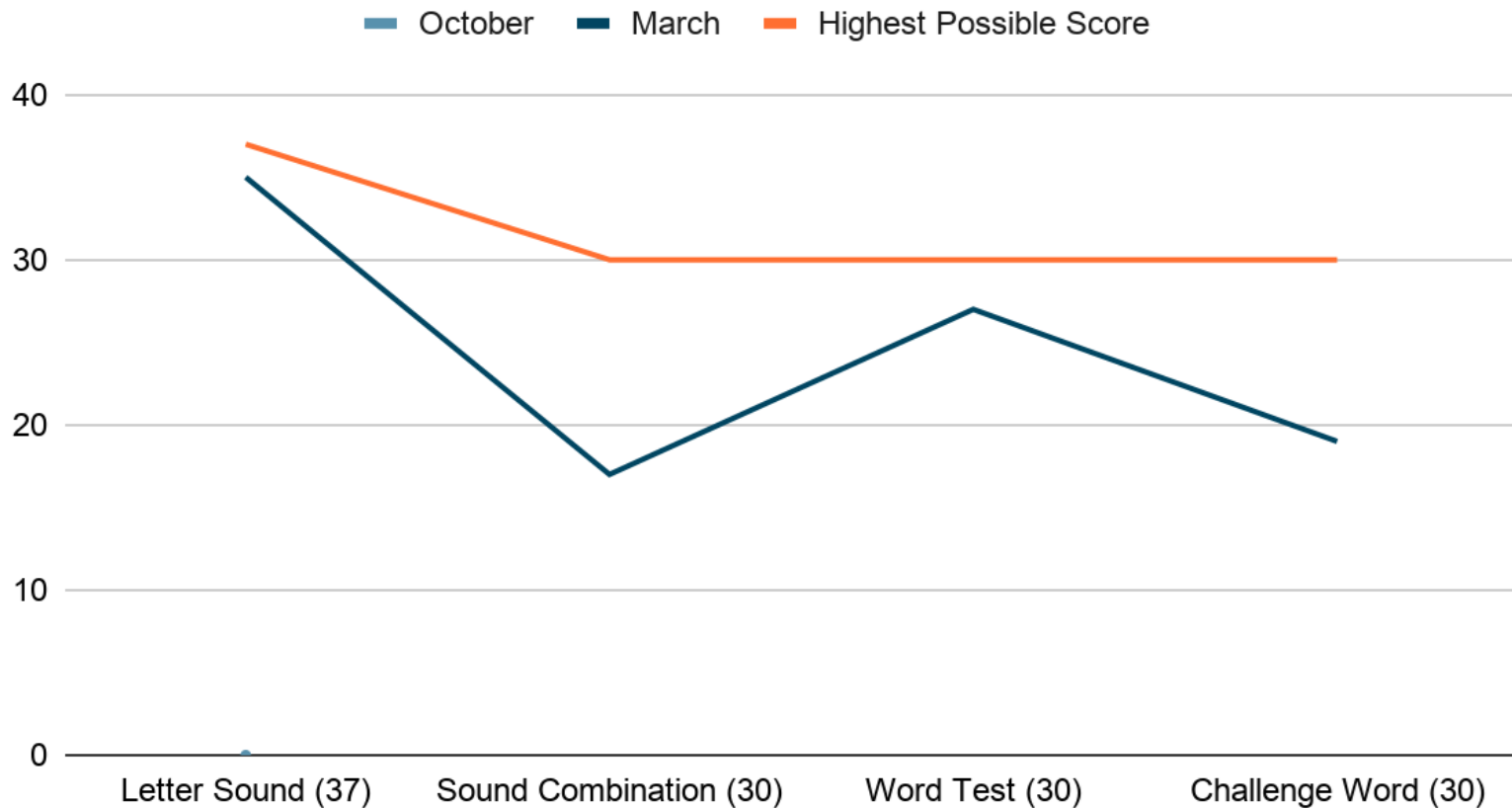
# Student #3<sup>32</sup>

76



# Student #4<sup>33</sup>

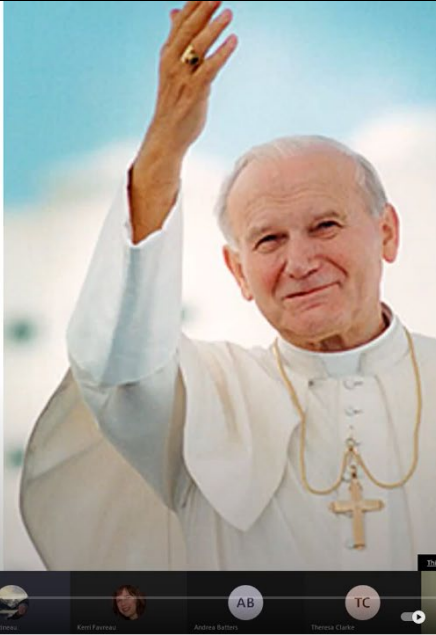
77



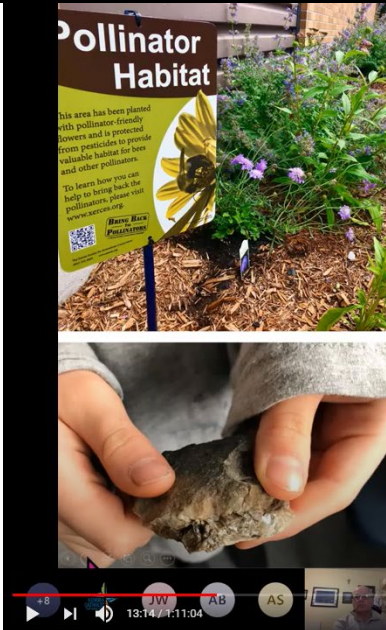
The Trustees held their Regular Board Meeting on **Tuesday, February 16**, and received an outstanding presentation from the St. Louis School Living Arts Team and learned about Kenora Catholic's Jordan's Principle vision from Alecia Cox and Andrea Batters.

Catch up with your Catholic Trustees by watching the February 16, 2021, Regular Board Meeting Video: <https://youtu.be/VOcnat10Pmo>

Here are the highlights of the meeting:

<p>St. John Paul, you lived your papacy building bridges between peoples of faiths and cultures different from your own... Bless us with your deep respect of others.</p> <p>Reply: St. John Paul, bless us with your reverence for others!</p>		<p><b>(0:03)</b> Opening Prayer with <b>Mariette Martineau</b></p> <p><b>(9:14)</b> St. Louis Living Arts Program – Maureen Frankcom, Kerri Favreau, Leanne Chisholm, Theresa Clarke and Karen Smith</p> <p><b>(35:22)</b> Jordan's Principle Vision – Alecia Cox and Andrea Batters</p> <p><b>(42:35)</b> Student Trustee Report – Julia Tkachuk and Maxwell Froese</p> <p><b>(46:26)</b> Policies – Phyllis Eikre</p> <p><b>(53:48)</b> Energy Efficiency Report – Alison Smith</p> <p><b>(56:11)</b> 2019 – 2024 Capital Plan – Alison Smith</p> <p><b>(1:00:55)</b> 2021 – 2022 School Year Calendar – Phyllis Eikre</p> <p><b>(1:03:44)</b> Ontario Catholic School Trustees' Association Regional Director Nomination – Paul White</p> <p><b>(1:06:28)</b> COVID-19 Update – Alison Smith</p> <p>February 16, 2021, Regular Board Meeting Video:</p>
---	---	--

<https://youtu.be/VOcnat10Pmo>



### Reflecting on our Purpose

*If a school is willing to respond, the everchanging needs of society, no existence remain relevant. . . it will be a source of hope.*

What do children, families, see from a school?

How is our current experience? What are people looking for?

How can we build on the four already exists at our school?

Rather than recreating ourselves, we see the full growth of the have already been planted?

How can we actively live the Graduate Expectations?

### (9:14) St. Louis Living Arts Program

The St. Louis Living Arts Team provided an update on the progress, successes and plans for the future of the St. Louis Living Arts Program. The presentation highlighted what makes St. Louis School's Arts program unique and special through engaging activities, community connections, creating a learning hub for all ages and partnerships within the community.

### Who was Jordan?



### (35:22) Jordan's Principle Vision – Alecia Cox and Andrea Batters

The presentation highlighted the vision for Jordan's Principle at Kenora Catholic and how the program aims to support families and school teams in accessing education, health and social support for First Nation children with unmet needs. In partnership with Wauzhushk Onigum Nation the program will lead culture, achievement, success



and engagement of the program.

Alexia Cox also talked about the importance of Jordan's Principle by sharing the story of Jordan River Anderson a young boy from Norway House Cree Nation in Manitoba.



**(42:35) Student Trustee Report**

Student Trustee Julia Tkachuk and Maxwell Froese provided a report on the activities and initiatives happening at St. Thomas Aquinas High School during February. Students talked about the postponement of the March Break, bus cancellations due to extreme cold weather, and various activities that happened in February.

Despite the continued changes, students are continuing to persevere and find a new sense of normal and are focusing on expanding their knowledge and love for learning.

	<p><b>(46:26) Policies</b></p> <p>Phyllis Eikre, Advisor to the Director provided an overview of the recent legislative and local changes to the following board policies:</p> <p><a href="#">Policy #3 – Director of Education Job Description</a> (Reviewed)</p> <p><a href="#">Policy #6 – Role of the Trustee</a> (Reviewed)</p> <p><a href="#">Policy #10 – Committees of the Board</a> (Updated)</p> <p><a href="#">Policy #16 – Selection of the Director of Education</a> (Updated)</p> <p>Board Policies highlight governance functions of the Kenora Catholic District School Board. A full listing of Policies can be <a href="#">found here</a>.</p>
	<p><b>(53:48) Energy Efficiency Report</b></p> <p>Superintendent of Business Services, Alison Smith, provided a report on Kenora Catholic’s Energy projects, conservation, regulations, and upgrades to the system.</p> <p><b>(56:11) 2019 – 2024 Capital Plan</b></p> <p>Alison Smith presented the <a href="#">2019 – 2024 Capital Plan</a> identifying that the Board is currently in year</p>

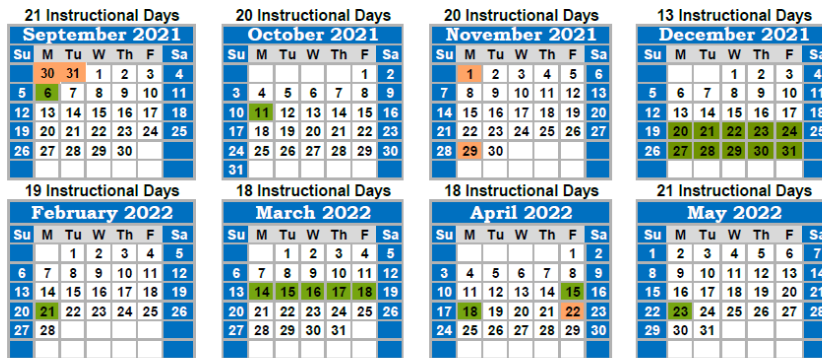
two of a five-year capital plan. The plan currently has 91 projects, including completed projects from 2019 /2020. The 2020 – 2021 year of capital projects is estimated at \$2.1 million dollars.

**(1:00:55) 2021 – 2022 School Year Calendar**

Phyllis Eikre provided a report on the consultation process for the 2021 – 2022 School Year Calendar. The calendar is currently in draft form until it's approved by the Ministry of Education.


**2021 - 2022 School Year Calendar**

SCHOOL HOLIDAY
PD DAY
EXAMS




All students begin school on September 1, 2021 and end school on June 24, 2022

<p><b>School Holidays</b></p> <p>September 6, 2021 Labour Day                  October 11, 2021 Thanksgiving                  Dec 20, 2021 - Dec 31, 2021 Christmas Holidays                  February 21, 2022 Family Day                  March 14-18, 2022 March Break                  April 15, 2022 Good Friday                  April 18, 2022 Easter Monday                  May 23, 2022 Victoria Day</p> <p><b>First Day of School for Students</b>                  September 1, 2021</p> <p><b>Last Day of School for Students</b>                  June 24, 2022</p>	<p><b>Professional Activity Days</b></p> <p>August 30, 2021 Professional Development                  August 31, 2021 Professional Development                  November 1, 2021 Professional Development                  November 29, 2021 Professional Development                  January 28, 2022 Elementary Report Cards                  Secondary Curriculum                  April 22, 2022 Professional Development                  June 10, 2022 Elementary Report Cards                  Secondary Curriculum</p>	<p><b>Elementary</b></p> <p>Progress Report Nov                  Report Card Feb                  Report Card Ju</p> <p><b>Secondary</b></p> <p>Semester 1 Aug                  Semester 1 Term 1 Aug                  Semester 1 Term 2 Nov                  Mid Term Report Nov                  Exams Jan                  Final Report Feb                  Semester 2 January 28                  Semester 2 Term 1 Jan                  Semester 2 Term 2 Apr                  Mid Term Report Apr                  Exams June                  Final Report July</p>
---	---	---



**(1:03:44) Ontario Catholic School Trustees' Association Regional Director Nomination**

Director Paul White presented information about the Ontario Catholic School Trustees' Association nomination process for Regional #2. The Board approved the nomination for Trustee Frank Bastone as a candidate for the Region #2 Director role.



**(1:06:28) COVID-19 Update**

Superintendent Smith provided a status report on COVID-19 at Kenora Catholic. Smith updated the Trustees on the daily screening and attestation process for students in Grades 9 – 12 as well as employees and that there are currently no positive or active cases of the virus at Kenora Catholic.





**KENORA  
CATHOLIC**  
DISTRICT SCHOOL BOARD

# NOTICE OF REGULAR Board Meeting

7:00 PM - Microsoft Teams

**March Board Meeting**

The next Board Meeting for the Kenora Catholic District School Board is scheduled for March 23, 2021 at 7:00 PM.

All are welcome to be part of the audience.



## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community, and the Church.

SEAC Report  
By Special Education Coordinator

<b>SUBJECT:</b>	Special Education Coordinator's Report
<b>DATE:</b>	Friday, March 26, 2021
<b>PREPARED FOR:</b>	Special Education Advisory Committee
<b>AGENDA AREA:</b>	Public Session
<b>PREPARED BY:</b>	Andrea Batters, Special Education Coordinator

In response to the new "April Break", the April **Professional Development (PD) Day** was shifted ahead to **Friday, March 19**. The focus of this virtual learning day centered around **Numeracy and Technology**.

In the morning, **all KCDSB educators** joined in a two-part, informative, engaging, and interactive keynote presentation by Jon Orr. Mr. Orr is a math teacher at John McGregor Secondary School in the Lambton-Kent District School Board. In addition to teaching high school math, Jon leads workshops and presentations on teaching pedagogy in the math classroom. He also cohosts the podcast [Making Math Moments That Matter](#) with his friend Kyle Pearce. Jon's learning sessions focused on how educators can promote 'productive struggle' when engaging students in authentic learning activities. Productive struggle involves active thinking and problem solving on the part of the student as s/he stretches his/her understanding to connect new learning to previously learnt concepts. Throughout his workshops, Jon shared his [four evidence-based strategies for Making Math That Moments Matter](#). Also called **The Curiosity Path**, this framework sets up deeper mathematical sensemaking for students when the educator

- Withholds information,
- Builds anticipation,
- Invites students to Notice & Wonder, and encourages them to
- Develop Estimates.

During the **afternoon PD sessions, classroom teachers** continued their work with **Jon Orr** with a focus on designing meaningful math lessons for their classes. **Elementary teachers** took part in a session called **How to Start a Math Fight** which provided teachers strategies to get their students actively estimating, questioning, discussing, and defending their thinking among their peers. **High school teachers** participated in a workshop entitled **Are You Picky Enough**. In his session, Jon provided an overview of why being selective



## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community, and the Church.

SEAC Report  
By Special Education Coordinator

about technology and programs will “help fuel sense-making” in their students and shared recommended apps, websites, gadgets and tools to support math learning.

**Elementary teachers** also had the option to join **Megan Baker** (KCDSB Technology Enabled Learning Teacher) or **Mark Richards** (St Thomas Aquinas High School Math Teacher and Vice Principal of St. Isidore Virtual Secondary School) who led sessions on how to navigate and design lessons using coding software. **Megan’s** session provided an overview of **Co-Spaces**, a “mixed reality web-based application that allows users to create and engage with interactive media content”. Co-Spaces allows learners to show their learning by creating “virtual interactive worlds”. Mark’s workshop allowed teachers to explore coding using the **Scratch platform**. Scratch is a “programming language and an online community where children can program and share interactive media such as stories, games, and animation [... all while] learning to think creatively, work collaboratively, and reason systematically.”

For the **afternoon PD Sessions, Educational Assistants (EAs)** joined Cindy Melenchenko, KCDSB Experiential Learning Lead, and me in two sessions that centered around **technology** and **supporting students who require additional support in their math learning**.

The first afternoon session, **Reconnecting with Tech Virtual Platforms and Tools** was led by Ms. Melenchenko. In response to an overwhelming request for further PD for classroom technology tools, Cindy modeled the use of a popular collaborative learning platform, [Google Jamboard](#), followed by an overview of individualized options for Technology practice and further learning involving common classroom platforms, software, and applications. Those who are confident in their use of these Tech Tools had the option to select an additional, pre-recorded [Numeracy Support Webinar](#) from our morning key-note speaker, Jon Orr, or to further their technology and mind-set professional development by connecting with other curated video resources—including those that were created by Megan Baker from the January EA PD Day.

I led the last session **Supporting Students – Math Strategies for Your Toolkit** with the support of Cindy as facilitator. This workshop touched on the common Learning Profile characteristics of students who struggle with areas of their mathematics learning. Together, we explored ways to facilitate a student’s learning accommodations using practical approaches including low tech and high tech supports. Participants were also provided with an [electronic summary of this session](#) with links to further resources. Finally, the days’ learning wrapped up with Cindy leading a closing Jamboard activity wherein everyone was invited to share their thoughts, questions, and ideas for upcoming PD learning sessions in real-time.



## Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community, and the Church.

SEAC Report  
By Special Education Coordinator

In addition to board-wide PD, during the last month two of KCDSB's newest Learning Resource Teachers (LRTs)--Kirsten Dexter and Tahsha Shelske--have been able to engage in in-depth learning about **norms-reference educational assessments**. Under the expert instruction of **Mrs. Phyllis Eikre**, retired KCDSB Director and present KCDSB Advisor to the Director of Education, these LRTs have been learning how to effectively deliver, score, and interpret these tests. These special education teacher-administered, **diagnostic assessments** are part of the **early and ongoing identification process** of determining student learning strengths and needs to create personalized and precise learning opportunities.