



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, October 19, 2021**, at the Catholic Education Centre and virtually via Microsoft Teams. The meeting will start at 6:30 p.m. **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 September 21, 2021, be approved as circulated/amended.

7. **BUSINESS ARISING FROM THE MINUTES**

8. **DELEGATIONS AND PRESENTATIONS**

8.1 First Nation, Métis and Inuit Education Update – **Nicole Kurtz**

8.2 Family Beekeeping Workshops at St. Louis Living Arts School – **Maureen Frankcom**

8.3 Student Trustee Report



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Board Meeting Agenda

9. POLICY GOVERNANCE

9.1 Approval of Minutes

Recommendation: (P. 8)

THAT the report of the Policy Governance Committee meeting of October 5, 2021 be approved as circulated.

9.2 Policy

9.2.1 Policy #7 – Role of the Board Chair (P. 12)

Recommendation:

THAT the Board approve the review of Policy #7 – Role of the Board Chair with no revisions at this time.

9.3 Personnel

9.3.1 Resignation of Sylvia Coma

Recommendation:

THAT the Board accept the resignation of Sylvia Coma for the purpose of retirement effective October 31, 2021, with regret.

9.4 Property

9.5 Finance

9.6 Program

9.6.1 2021 – 2022 Primary Class Size Report – Alison Smith (P. 16)

9.6.2 Special Education Advisory Committee Report – Anne Sweeney (P. 19)

9.7 Negotiations

9.8 Other

9.8.1 Recognizing our Graduates – Frank Bastone

9.8.2 OCSTA Virtual Fall Regional Meeting Report – Teresa Gallik

10. COMMITTEE OF THE WHOLE

Recommendation:

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



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Board Meeting Agenda

11. **UNFINISHED BUSINESS**

12. **NEW BUSINESS**

13. **INFORMATION**

14. **FUTURE MEETINGS**

POLICY GOVERNANCE MEETINGS

November 2, 2021

December 7, 2021

REGULAR BOARD MEETINGS

November 16, 2021

December 14, 2021

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, December 15, 2021 at 11:30 AM

Wednesday, February 15, 2022 at 11:30 AM

Wednesday, May 4, 2022 at 11:30 AM

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, November 19 at 1:30 PM at Catholic Education Centre

Friday, December 17 at 1:30 PM at Catholic Education Centre

VIRTUAL SCHOOL COUNCIL MEETINGS

École Ste-Marguerite Bourgeoys – Wednesday, October 27 at 6:00 PM

St. John School – Wednesday, November 4 at 6:00 PM

St. Louis Living Arts School – Tuesday, November 9 at 6:30 PM

St. Thomas Aquinas High School – Monday, November 15 at 6:30 PM

Pope John Paul II School – Wednesday, November 17 at 6:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA 2022 Trustee Seminar 'Name it and Claim it' – January 14 – 15, 2022

OCSTA AGM, Conference and Business Seminar – April 21 – 23, 2022 in Ottawa

CCSTA AGM 'Rejoicing in God's Creation' – June 2 – 4, 2022 in Blue Mountain



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Board Meeting Agenda

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

Dates for Submission of Financial Reports

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

Date	Description
June 30, 2021	School Board Estimates for 2021–22
November 15, 2021	School Board Financial Statements for 2020–21
November 19, 2021	School Board Enrolment Projections for 2022–23 to 2025–26
December 15, 2021	School Board Revised Estimates for 2021–22
May 13, 2022	School Board Financial Report for September 1, 2021 to March 31, 2022

15. **COMMITTEE OF THE WHOLE**

16. **ADJOURNMENT**

Recommendation:

THAT the meeting adjourn at _____ p.m.



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¹
REGULAR BOARD MEETING
Meeting Report
September 21, 2021

MEETING DATE:	September 21, 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. – 7:59 p.m.

ATTENDED BY:

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

AGENDA

1. **OPENING PRAYER and Rite of Commissioning of Student**

Mariette Martineau, Religious Education and Family Life Coordinator opened the meeting with a meaningful prayer, bringing everyone into the presence of the Lord. Student Trustees, Maxwell Froese, Antonie-Marie Skead and Elizabeth Favreau received their Rite of Commissioning ceremony as the incoming Student Trustees for the 2021 – 2022 School Year.

2. **ROLL CALL** – Trustees Mike Favreau and Frank Bastone were noted as absent with regret.



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REGULAR BOARD MEETING
Meeting Report
September 21, 2021

3. COMMITTEE OF THE WHOLE

Motion #075 Moved by Anne Sweeney
Seconded by Vaughn Blab

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 #076 Moved by Paul Landry
Seconded by Anne Sweeney

Recommendation:

THAT the agenda be approved as presented.

Carried.

6. CONFIRMATION OF MINUTES

Motion #077 Moved by Jeffrey White
Seconded by Vaughn Blab

Recommendation:

THAT the minutes of the Regular Board Meeting of the Kenora Catholic District School Board of June 15, 2021, be approved as circulated.

Carried.

Motion #078 Moved by Anne Sweeney
Seconded by Paul Landry

Recommendation:

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

Carried.

7. BUSINESS ARISING FROM THE MINUTES



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REGULAR BOARD MEETING
Meeting Report
September 21, 2021

8. **DELEGATIONS AND PRESENTATIONS**

8.1 Return to School Plan – **Paul White**

Director Paul White provided a review of the Kenora Catholic District School Board's safe reopening plan for the 2021 – 2022 School Year. White overviewed the COVID-19 health and safety requirements and the learning recovery plan.

White also overviewed the confirmation of COVID-19 Screening Process that the board implemented across the system for the first ten days of school.

8.2 2021 Virtual Summer Learning Program – **Jared Ralko**

Jared Ralko, Summer Learning Acting Administrator, provided a report on the successes of the Virtual Summer Learning Program. The program ran from July 5 to July 23, for students in Kindergarten to Grade 8, with over 50 students registered. The program centered on creative learning and building challenges in literacy and numeracy, with lots of opportunities for movement and learning away from computer screens.

8.3 Back to School Reading Boost Program – **Dallis Novelli and Andrea Batters**

Dallis Novelli and Andrea Batters provided a report on Kenora Catholic's first Summer Reading Boost Program. The program aimed to be an inclusive, in-person summer reading boost program that supported students entering grades 2 - 4 in September. The Learning Camp provided students with gap closing, academic literacy boost facilitated by qualified teachers and education assistants. It focused on individualized, blended reading instruction through high interest reading lessons via Lexia Core 5 Reading curriculum.

8.4 Student Trustee Report – **Maxwell Froese, Antonie Marie-Skead and Elizabeth Favreau**

Maxwell, Elizabeth and Antonie-Marie provided their first report to the Board on the opening of the school year and upcoming activities for the month of September.

The students thanked the staff and administration for the smooth transition back to school. Maxwell Froese shared information about the Truth and Reconciliation Day on September 30, with various activities and learning opportunities available for students to participate in. The day will begin with a special prayer service first thing in the morning.



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REGULAR BOARD MEETING
Meeting Report
September 21, 2021

10. POLICY GOVERNANCE

10.1 Approval of Minutes

Motion #079 Moved by Paul Landry
Seconded by Vaughn Blab

Recommendation:

THAT the report of the Policy Governance Committee meeting of September 7, 2021, be approved as circulated.

Carried.

10.2 Policy

10.3 Personnel

10.3.1 2021 Staffing Report – **Alison Smith**

Alison Smith provided an overview at each workplace location in the Board of the changes in staffing for the 2021 – 2022 School Year.

10.3.2 Emergency Appointments – **Paul White**

Motion #080 Moved by Anne Sweeney
Seconded by Vaughn Blab

Recommendation:

THAT the Board authorize the Director of Education to invoke, as required, the emergency procedure (Reg. 298, 21) to appoint a person who is not a teacher or a temporary teacher, if no qualified teacher is available, for a period of 10 days with the option to renew this appointment.

Carried.

10.4 Property

10.5 Finance

10.6 Program

10.6.1 Enrolment Report - **A. Smith**

Alison Smith provided a report on the Enrolment Summary for the 2021 – 2022 school year. The report compared enrolment from the 2020 – 2021 school year as well as projections.

The board's enrolment has increased by 51 students, and the board has seen growth at all of the schools, with a particular influx at the Junior Kindergarten Level.



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REGULAR BOARD MEETING
Meeting Report
September 21, 2021

10.7 Negotiations

10.8 Other

- 10.8.1 COVID-19 Update and Immunization Disclosure Policy Update – **A. Smith**
Alison Smith provided a report on the COVID-19 Health and Safety Protocols as well as the newly implemented provincial Immunization Disclosure Policy.

11. COMMITTEE OF THE WHOLE

Motion #081 Moved by Vaughn Blab
Seconded by Jeffrey White

Recommendation:

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

Carried.

12. UNFINISHED BUSINESS

13. NEW BUSINESS

14. INFORMATION

15. FUTURE MEETINGS

16. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

October 5, 2021

November 2, 2021

REGULAR BOARD MEETINGS

October 19, 2021

November 16, 2021

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, December 15, 2021 at 11:30 AM

Wednesday, February 15, 2022 at 11:30 AM

Wednesday, May 4, 2022 at 11:30 AM



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SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, October 15 at 1:30 PM at Catholic Education Centre
Friday, November 19 at 1:30 PM at Catholic Education Centre
Friday, December 17 at 1:30 PM at Catholic Education Centre

VIRTUAL SCHOOL COUNCIL MEETINGS

St. Thomas Aquinas High School – Monday, September 20 at 6:30 PM
Pope John Paul II School – Wednesday, September 30 at 6:00 PM
St. Louis Living Arts School – Tuesday, October 6 at 6:30 PM
École Ste-Marguerite Bourgeoys – Wednesday, October 27 at 6:00 PM
St. John School – Wednesday, November 4 at 6:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA 2021 Fall Regional Meeting – October 1 at 8:00 AM Virtually
OCSTA 2022 Trustee Seminar ‘Name it and Claim it’ – January 14 – 15, 2022
OCSTA AGM, Conference and Business Seminar – April 21 – 23, 2022 in Ottawa
CCSTA AGM ‘Rejoicing in God’s Creation’ – June 2 – 4, 2022 in Blue Mountain

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

Dates for Submission of Financial Reports

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

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17. **COMMITTEE OF THE WHOLE**

18. **ADJOURNMENT**

Motion #082 Moved by Paul Landry
Seconded by Anne Sweeney
Recommendation:
THAT the meeting adjourn at 7:59 p.m.

Carried.



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REGULAR BOARD MEETING
Meeting Report
September 21, 2021

Chairman

Secretary



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**Meeting Report
October 5, 2021**

MEETING DATE:	October 5, 2021
LOCATION OF MEETING:	Virtually via Microsoft Teams
SUBJECT OF MEETING:	Policy Governance Committee Meeting
CHAIR:	Mike Favreau
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	6:00 p.m. – 6:51 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.	DH	<input checked="" type="checkbox"/>	Paul White	Director of Education
4.	FB	<input checked="" type="checkbox"/>	Frank Bastone	Trustee
5.	JW	<input checked="" 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** – Mike Favreau called the meeting to order at 6:00 PM.
2. **OPENING PRAYER** – Mike Favreau opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
3. **ROLL CALL** – Trustee Vaughn Blab was noted as absent without notice at the beginning of the meeting, however, he was able to join at approximately 6:15 p.m.
4. **DECLARATIONS OF PECUNIARY INTEREST - NIL**
5. **APPROVAL OF AGENDA** – The agenda was approved as presented.
6. **PRESENTATIONS/DELEGATIONS**



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POLICY GOVERNANCE COMMITTEE

Meeting Report
October 5, 2021

7. PRESENTATIONS AND REPORTS

7.1 **Policy**

7.1.1 Policy #7: Role of the Board Chair – **P. Eikre**

Phyllis Eikre provided an overview of Policy #7 – Role of the Board Chair, presenting that the policy follows legislation and the Board's governance model. Eikre had no recommended changes at this time. The Trustees accepted the review with no changes.

7.2 **Personnel**

7.2.1 Student Trustee Welcome, Mentorship and Onboarding Report - **P. White, N. Kurtz and J. Robertson**

Jamey Robertson and Nicole Kurtz provided a report on the Student Trustee Welcome, Mentorship and Onboarding process. Student Trustees have been provided with a welcome luncheon and a reporting template to support the students in developing their report for the monthly Board Meetings. Superintendents Nicole Kurtz and Jamey Robertson will be supporting and mentoring the Student Trustees throughout the 2021 – 2022 school year.

7.3 **Property**

7.4 **Finance**

7.4.1 2021 – 2022 Audited Financial Statements – **A. Smith**

Alison Smith advised the Trustees that the Board had to request an extension to the Ministry of Education for the 2021 – 2022 Audited Financial Statements. Smith reported that the request is due to the Board migrating into Aspen, a new Student Information Management System. The Ministry of Education is working with Aspen to resolve outstanding issues.

7.5 **Program**

7.5.1 New School Name and Visual Identity for Pope John Paul II School – **J. Robertson and T. Bush**

Jamey Robertson and Tammy Bush provided a report on two possible logo options for the renaming and revisualization of the school identity. Administration proposes to change the name of the school to St. John Paul II School to reflect the canonization of Pope John Paul II. Trustees requested that an Elder be consulted and that the logos be revised to reflect the strong Catholic identity of the board.

7.6 **Negotiations**



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**Meeting Report
October 5, 2021**

7.7 **Other**

7.7.1 Review of 2021 – 2022 Committees of the Board – **T. Gallik**

Trustees were provided with a review of the 2021 – 2022 Committees of the Board. Chair Gallik requested that Trustees make every effort to attend committee meetings and school council meetings, and if they cannot attend, they are asked to find an alternate.

7.7.2 OCSTA Trustee Code of Conduct Consultation – **P. White**

Paul White provided Trustees with a memorandum from the Ontario Catholic School Trustees Association regarding a Trustee Code of Conduct Survey. Trustees are asked to provide input by November 1, 2021.

7.7.3 Annual Board Meeting and Christmas Celebration – **P. White, and A. Smith**

Paul White brought forward information regarding COVID-19 restrictions and gathering requirements that may pertain to the Annual Board Meeting and the Trustee Christmas celebration. The Trustees have decided to take a wait-and-see approach before doing any Christmas planning.

8. **UNFINISHED BUSINESS**

9. **CORRESPONDENCE**

10. **NEW BUSINESS**

11. **INFORMATION**

12. **FUTURE MEETINGS**

POLICY GOVERNANCE MEETINGS

November 2, 2021

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REGULAR BOARD MEETINGS

October 19, 2021

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Meeting Report
October 5, 2021

VIRTUAL SCHOOL COUNCIL MEETINGS

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- École Ste-Marguerite Bourgeoys – Wednesday, October 27 at 6:00 PM
- St. John School – Wednesday, November 4 at 6:00 PM
- St. Thomas Aquinas High School – Monday, November 15 at 6:30 PM
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TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

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December 15, 2021	School Board Revised Estimates for 2021–22
May 13, 2022	School Board Financial Report for September 1, 2021 to March 31, 2022

- 13. **COMMITTEE OF THE WHOLE** – Trustees entered Committee of the Whole at 6:51 PM.
- 14. **ADJOURNMENT** – The meeting adjourned at 6:56 p.m.

Chairman

Secretary



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 7: Role of the Board Chair

The chair of the Kenora Catholic District School Board safeguards the integrity of the board's processes and represents the board of trustees to the broader community. The chair ensures that each trustee has a full and fair opportunity to be heard and understood by the other members of the board in order that collective opinion can be developed and a corporate decision reached. The board's ability to discharge its obligation is enhanced by the leadership and guidance provided by the chair.

As required by the Education Act the Board of Trustees elects a chair from among its members to serve a term of one year.

Duties of the Chair

1. Reviewing the Agenda

- 1.1 The chair shall assist the director of education in the development of the board meeting agenda. The vice chair may also be included in agenda setting meetings between the chair and director of education.
- 1.2 The chair shall ensure that members of the board have the information needed for informed discussion of the agenda items.
- 1.3 The chair shall ensure that meeting agenda content is only about those issues which, according to board policy, clearly belong to the board to decide and have not been delegated to the director of education.

2. Preserving an Orderly Process

- 2.1 The chair shall preside at all regular and special meetings of the board and ensure that such meetings are conducted in accordance with the *Education Act*, the policies established by the board and *Robert's Rules of Order*.
- 2.2 The chair shall preserve order and decorum and decide all questions of order or privilege. The chair may rule any matter out of order, giving the reason for the ruling. The ruling of the chair shall be final, subject only to an appeal to the board without debate. A tie vote, with the chair voting, sustains the chair.

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- 2.2 The chair shall call meetings to order in accordance with the prescribed meeting times and shall determine if a quorum is present.
 - 2.3 The chair shall announce the order of business of the board and state and put to vote all questions which come before the board.
 - 2.4 The chair shall declare the results of all votes on all matters before the board.
 - 2.5 Further details about the role of the chair in presiding at meetings of the board are found in *Policy 9 Board Operations*.

3. Remaining Impartial

- 3.1 The chair has a duty to remain impartial. The chair should have nothing to say on the merits of pending questions.
- 3.2 The chair may draw to the attention of the board any factors which may be crucial and relating to the pending question and which appear to have been overlooked by the board.
- 3.3 In the event that the chair decides to take part in the debate of a pending matter, the chair shall call upon the vice-chair to take the chair. In the event that the vice-chair has already spoken or desires to speak to the pending matter, the chair shall appoint another member who has not spoken and does not desire to speak on the pending matter.
- 3.4 With the unanimous consent of the board, the chair may speak to the pending matter without vacating the chair.

4. Expediting Business

- 4.1 The chair is responsible for expediting the business of the board in every way compatible with the rights of the members and for enforcing this policy as necessary, to ensure the orderly conduct of the board's business.
- 4.2 In order to ensure the expeditious use of the board's time, the chair, subject to a member's right of appeal in accordance with *Policy 9 Board Operations*, shall refuse to recognize motions which are obviously frivolous or dilatory.
- 4.3 The chair shall attempt to ensure that each member who wishes to be heard on a matter is heard, but, subject to a member's right of appeal in accordance with *Policy 9 Board Operations*, when it is obvious that the debate is becoming repetitive, the chair shall indicate that the debate is closed and call the question.

5. Reviewing & Signing Minutes

- 5.1 Prior to publication, the chair of the board shall be responsible for reviewing the minutes of the board or the respective committee.
- 5.2 Following the approval of the minutes by the board the chair or his/her designate will sign the minutes.

6. Providing Board Leadership

- 6.1 On every question, the Chairperson of a meeting who is at the same time a member in full standing may vote on any question.
- 6.2 The chair, in consultation with the director of education, may call a special meeting of the board at any time.
- 6.3 The chair may act as an *ex-officio* member, with voting privileges, of all committees appointed by the board. As an *ex-officio* member, the chair shall have all the privileges of committee membership, including the right to make motions and to vote, but shall not be counted in the quorum.
- 6.4 The chair shall be kept informed of significant developments within the Kenora Catholic District School Board and shall be in regular contact with the director of education to maintain a working knowledge of current issues and events.
- 6.5 The chair shall encourage an interest in the whole school system.
- 6.6 The chair shall be the chief spokesperson for the board except for those matters where the board has previously delegated this role to another individual or group.
- 6.7 The chair shall aid in the establishing good relations with the public and the news media.
- 6.8 The chair shall convey the decisions of the board to the board's director of education.
- 6.9 The chair shall be a signing officer for the district.
- 6.10 The chair shall accept responsibility, on behalf of the board, for any and all board decisions.
- 6.11 The chair shall ensure that the board engages in regular review or self-evaluation of its effectiveness as a board.

6.12 The chair shall provide leadership to the board in maintaining the board's focus on the board's mission, vision and multi-year strategic plan.

6.13 Assume such other responsibilities as may be specified by the board.

Legal References:

Education Act S. 170, S. 171 Duties and Powers of Boards; S. 208(12) Voting of the Chair; S. 230 Compliance with Board Obligations Robert's Rules of Order Bill 177 - Student Achievement and School Board Governance Act, 2009

Other References:

Professional Development Program for School Board Trustees: Core Module 3

Approval Date: June 2006

Date of Latest Review: February 2010; March 2011, December 2011,
October 2021

Date of Latest Revision: November 2012, January 2015, September 2017, May 2019
February 2010; March 2011, December 2011,
May 2019,
January 2015, September 2017



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SUBJECT:	Primary Class Size
DATE:	October 19,2021
PREPARED FOR:	Regular Board Meeting
AGENDA AREA:	Public Session
PREPARED BY:	Alison Smith, Superintendent of Business Services

Background/History:	
<p>As outlined under Ontario Regulation 132/12 – <i>Class Size</i>, school boards are required to submit detailed reports of their elementary class size data to the ministry each school year. Each board shall select a date not earlier than September 1st and not later than September 30th as of which class sizes in elementary schools shall be determined.</p>	
Full Day Junior Kindergarten and Kindergarten	<ul style="list-style-type: none"> • Average class size shall not exceed 26 • Class size limit is 29 • 10% or less of the classes may have a class size that exceeds the limit, but does not exceed 32 in any of the following circumstances: <ul style="list-style-type: none"> - Would reduce the number of K/1 splits - Would negatively impact a program (FI) - Purpose build accommodation not available
Grade 1 – 3	<ul style="list-style-type: none"> • All classes shall have 23 or fewer pupils • 90% shall have 20 or fewer pupils
Grade 4 – 8	<ul style="list-style-type: none"> • Average class size shall not exceed 24.50

Current Situation:	
<p>As of September 15th, the average class size for Kindergarten is 21.4, all of our Primary classes (Gr 1 – 3) are below 20 pupils, and the average class size for Grade 4 – 8 is 19.43.</p>	



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BRIEFING PAPER ¹⁷

Budgetary/Financial Consideration:

Currently, there are no current budgetary or financial considerations.

Communications Plan:

That this report be shared with the board of Trustees and submitted to the Ministry of Education by October 31st, 2021.

Recommendations:

There is no action to be taken at this time.

Board Statistics

(This section is for information purposes only and does not require user input.

Statistics will populate automatically when data is entered in "3. Class Size Data".

Please ensure your Excel calculation mode is set to automatic - see instructions Guide for details)

Board Name Board Number

Number of Reporting Errors in DATA

Key Statistics

Percentage Primary Classes 20 and Under	100.0%
Number of Primary Classes Over 23	-
Average Junior/Intermediate (grades 4-8) Class Size	19.43
Number of Primary/Junior Combined Classes Over 23	-
Average Kindergarten Class Size	21.4
Number of Kindergarten Classes (Pure) At or Below 29	7
Number of Kindergarten Classes (Pure) Between 30 and 32	-
Number of Kindergarten Classes (Pure) Above 32	-
Percentage Kindergarten Classes (Pure) Between 30 and 32	0.0%

General Statistics

TOTAL Number of Classes Reported	50
TOTAL Number of Schools Reported	6
TOTAL Enrolment of All Classes Reported	960

Information on Kindergarten Classes

Number of Kindergarten Classes (Pro-rated)	7.75
Kindergarten Enrolment	166

Information on Primary Classes

Percentage of Primary Classes

20 and under	100.0%
21	0.0%
22	0.0%
23	0.0%
24	0.0%
25 and more	0.0%

Number of Primary Classes

20 and under	13
21	-
22	-
23	-
24	-
25 and more	-
Total Number of Primary Classes	13

Information on Junior/Intermediate (grades 4-8) Classes

Number of Junior/Intermediate (grades 4-8) Classes	30
Enrolment in Junior/Intermediate (grades 4-8) Classes	583

Information on Self-Contained Special Education Classes

Number of Self-Contained Special Education Classes	-
Self-Contained Special Education Enrolment	-

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**SPECIAL EDUCATION
ADVISORY COMMITTEE**

MEETING MINUTES

September 17, 2021

MEETING DATE:	Friday, September 17, 2021
LOCATION OF MEETING:	Microsoft Teams Meeting
SUBJECT OF MEETING:	Special Education Advisory Committee
TIME OF MEETING:	1:30 PM –2:49 PM
NEXT MEETING:	1:30 PM Friday, October 15, 2021

	ATTENDANCE	PERSON	TITLE
1.	<input checked="" type="checkbox"/>	Norine Schram	Member at Large, Chair
2.	<input type="checkbox"/>	Diane VanderZande	Member at Large, Vice Chair
3.	<input checked="" type="checkbox"/>	Dianne Griffiths	Member at Large
4.	<input type="checkbox"/>	Tom Fawcett	Member at Large
5.	<input type="checkbox"/>	Leslie Legros	Member at Large
6.	<input type="checkbox"/>	Aimee Foucher	KACL Representative
7.	<input checked="" type="checkbox"/>	Joel Willett	FIREFLY Representative
8.	<input type="checkbox"/>	Paul White	Director of Education
9.	<input checked="" type="checkbox"/>	Nicole Kurtz	Superintendent of Instructional Services
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 – Nicole Kurtz

2. Roll Call: Regrets, Diane VanderZande, Aimee Foucher, Paul White

3. Approval of June 18, 2021, Meeting Minutes:

Accepted: Tom Fawcett

Seconded: Norine Schram

4. Correspondence: Letter from Michael Jacques to SEAC Chair – Attached

Norine Schram suggested perhaps he would do a virtual presentation.

Cathy McQuillan will get more information for the SEAC.

Joel Willett suggested doing a partnership with FIREFLY if we could bring him in for a presentation. Joel thinks it would be very interesting to hear from a young adult who has accessed special needs supports from agencies and educators. She feels it would be great for other students to see those children as champions as young adults and see where they end up. She also noted that he is donating partial proceeds of his books to Special Olympics Canada and Community Living.

Norine Schram suggested there may be more community partners that may be interested in hearing Michael speak.

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SPECIAL EDUCATION
ADVISORY COMMITTEE

MEETING MINUTES

September 17, 2021

5. New Business: Proposed In-Person SEAC School Presentations – Andrea Batters

Andrea Batters welcomed our new Superintendent of Instructional Services, Nicole Kurtz to SEAC.

Andrea was also asked by our school teams to bring to SEAC the issue we are having with our students receiving eye exams. Optometrists in Ontario began a job action and are no longer serving patients covered by OHIP.

Joel Willett commented the *Eye See I Learn Program*, which helps kindergarten students access free eyeglasses may not be able to happen. Joel suggested that SEAC should some advocacy on behalf of our Optometry programs.

Norine Schram suggested a letter to the regulatory body of Optometry and the Minister of Health.

6. Professional Development – Nicole Kurtz

Proposed Plans for SEAC 2021-2022 School Year – Attached

7. School Updates – Andrea Batters

The approach for the 2021- 2022 school Year for the School Updates will be for the schools to do their presentations according to the schedule below.

Friday, January 21, 2022	Ste-Marguerite Bourgeoy School
Friday, February 18, 2022	St. Louis School
Friday, March 25, 2022	Pope John Paul II School
Friday, April 29, 2022	St. Thomas Aquinas High School
Tuesday, May 17, 2022	St. John School/CEC Board Room

8. Business arising from last meeting:

Follow up regarding Leslie Legros being a member of SEAC – Norine Schram

Norine Schram will get Leslie Legros contact information and forward it to Cathy so she can send Leslie a Tax Package.

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²¹
SPECIAL EDUCATION
ADVISORY COMMITTEE

MEETING MINUTES

September 17, 2021

9. Agency Reports

- **FIREFLY – Joel Willett - Attached**
- **KACL – Aimee Foucher – Regrets**
- **Other Reports from Members-at-Large**
 - **Tom Fawcett**
 - **Tom Fawcett** had a question regarding the IEP. He wanted to know if the IEP followed the student into the next school year until the new IEP was available.
 - **Nicole Kurtz** confirmed that the IEP does not expire and would follow the student into the next school year.
 - **Norine Schram** asked if on behalf of SEAC that Nicole could ask the principals to remind teachers that IEPs that were in place last year are current until they are updated.
 - **Tom Fawcett** also asked if all the KCDSB staff will be vaccinated.
 - **Nicole Kurtz** answered that KCDSB is following the Ministry guidelines. The aggregate data is actually on our [website](#) of what percentage of staff are currently vaccinated. Per Ministry guidelines, KCDSB Staff who are choosing not to be vaccinated or do not want to disclose their vaccination status must do rapid testing twice a week. They must also complete a Ministry online course.
 - **Anne Sweeney** added that the Trustees have sent a letter to the Ministry of Education that the Trustees feel vaccines should be mandated - **Attached**
 - **Dianne Griffiths**
 - **commented that we should all take advantage of the opportunity to be vaccinated.**
 - **Diane VanderZande – Regrets**
 - **Norine Schram**

10. Trustee Report – Anne Sweeney

Trustees held their Regular Board Meeting on Tuesday, June 15, and received the following presentations:

- **Opening Prayer**
- **St. Thomas Aquinas High School Achieves at Festival de Théâtre de Jeunesse**
- **Introduction of New Student Trustees**
- **Student Trustee Report**
- **Presentation to Student Trustees**
- **Resignation of Bérangère Thibault for the purposes of retirement.**
- **Borrowing Resolution**
- **Special Education Annual Review**
- **School Council & Catholic Parent Involvement Committee Reports**
- **Graduation 2021**

Watch the June 15, Regular Board Meeting Video: <https://youtu.be/yrKxXB7Zhcc>

11. Coordinator Report – Andrea Batters – Attached

12. Next Meeting: Friday, October 15, 2021 via Microsoft Teams

August 2021

heresmybook.com

michael.jacques1@gmail.com

RECEIVED

SEP 14 2021

Guest Speaker
Michael Jacques the Kenora Catholic District School Board

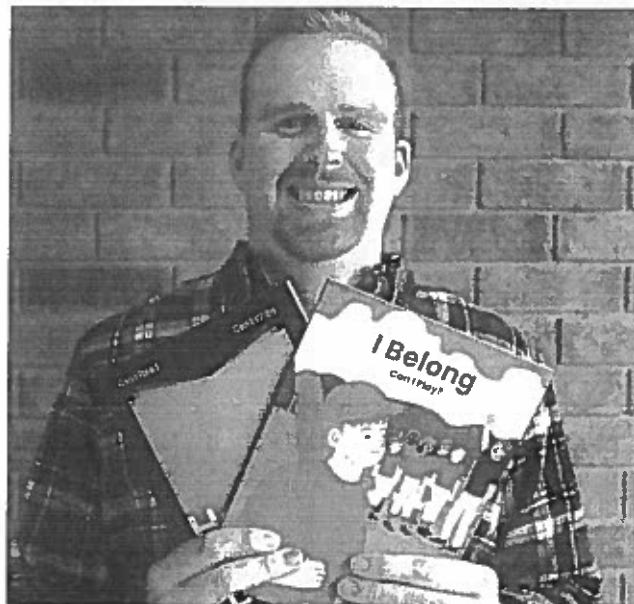
—
 “My mission is to be a role model for youth and inspire them to celebrate their differences and include everyone.”

To Whom It May Concern,

As SEAC Chair you are well aware of the obstacles students with challenges face everyday in todays society. From the classrooms to workplace to community our world has a lot of work to do in order to create authentic inclusion. As a retired Principal, I witnessed the commitment from parents and staff to support, teach and guide students. I also felt many resources focused on what it means to have a disability rather than focusing on the abilities and potential of every student.

One way to create a more inclusive society is by inspiring youth. Hearing from individuals who are sharing their personal story to make a greater impact in the world.

My son, Michael Jacques, like anyone else wants to feel included. He has autism and an intellectual disability and faces many challenges day to day. However, at 29 years old he is an inspiration and role model to many. He cannot read or write but has written two books with the help of technology and support from others, sell over 20,000 copies. He's been appointed to MACSE (a provincial committee that provides advice to the Minister of Education on issues of Special Education). He is the VP of Community Living Ontario and is international recognized by the Queens Commonwealth Trust as a young adult making a positive change in his community.



Over the last 3-years he has done over 200 in person presentations and over 100 virtual presentations across the country. His audiences vary but most are with schools boards, talking directly with elementary and secondary students (individual classes or entire school), staff (on PD days) and with parents (eg. parent engagement meetings, SEAC meetings, etc.).

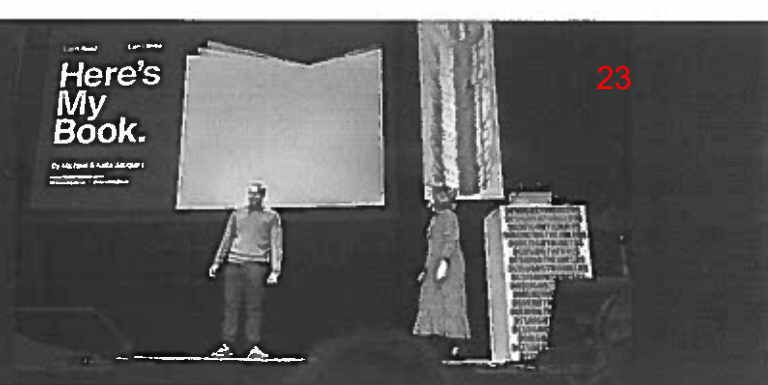
I have attached a 1-page flyer to this letter that will provide you more information about Michael or you can visit his website at www.heresmybook.com

Michael as a proud graduate of the Catholic School System would be honoured to receive an invite to be a Guest Speaker. If you would like further information please contact us at michael.jacques1@gmail.com

Michael's hope is to share his story, connect with people, and inspire a more inclusive, accepting world. We believe a large part of this starts in the education sector.

Take care & thank you for your time.
 Marcel Jacques (Michael's proud father)

A story to be shared



Michael is a public speaker and activist, who in 2018 wrote and self-published *Can't Read, Can't Write, Here's My Book* using speech-to-text technology. In 2020 he released a children's book that he co-authored with Heather Gale titled, *I Belong: Can I Play?*

At a young age, Michael was diagnosed with autism and an intellectual disability. Never one to shy away from obstacles, Michael has made his authorial debut, sharing experiences from his life to help audiences understand accepting and belonging. His story demonstrates the empowerment that comes from being comfortable in your own skin, knowing your strengths, valuing relationships, and giving back to your community.

Michael looks for opportunities to inspire and educate people on diversity and inclusion. What Michael has learned being part of this conversation is that diversity is a reality, we need to embrace and celebrate differences. On the other hand, inclusion is a choice, we have a responsibility to make sure everyone in our world belongs. Through his brave story, witty personality, and positive outlook on life, Michael is an inspiration to many. He speaks to schools (elementary, secondary, and post-secondary), educators, organizations, parents, communities, etc. both in-person and virtually.

Michael gives back by donating partial proceeds of his book sales to Special Olympics Canada and Community Living, two organizations doing great work in these areas.



Contact Michael for speaking opportunities at:
michael.jacques1@gmail.com

Things you should know about Michael:



Young leader and public speaker receiving international recognition on the [Queen's Commonwealth Trust](https://www.queenstrust.ca/) website.



Wrote his first book by dictating to his iPad and has sold over 20,000 copies. Book available in English & French.



Wrote a children's book with Heather Gale titled, *I Belong: Can I Play?* Available in English & French and has sold over 1,000 copies.



Elected Vice President for the Board of Directors with Community Living Ontario.



Special Olympic athlete, competing in baseball and basketball.



Appointed to the Minister's Advisory Council on Special Education.



Chosen as Fonthill's 2019 Citizen of the Year.



Works at Sobeys Grocery Store in Fonthill.

Long Range Plans for SEAC 2021-2022

Date	Goal	Responsibility	Details/Notes
September 2021	Discuss needs and ideas with SEAC for input on professional development for 2021-2022 year.	Special Education Coordinator	
October 2021	<p>Professional Development on Special Education Manual Part : Special Education Programs and Services section on The Board's General Model for Special Education (page 5) and the section on Roles and Responsibilities (pages 5 to 16).</p> <p>Andrea has reached out to Tom Doherty, St. John School teacher and a Metis' Society to do a presentation to SEAC.</p>	Special Education Coordinator	
November 2021	Review the Special Education Budget and Ministry Funding.	Alison Smith	
December 2021	Professional Development on Special Education Manual Part : Special Education Programs and Services section on Early	Special Education Coordinator	

	<p>Identification Procedures and Intervention Strategies (pages 16 to 23).</p> <p>KCDSB Equity Plan and all the great work being done at our board.</p>	Mariette Martineau	
January 2022	<p>PD to be determined.</p> <p>École Ste-Marguerite Bourgeoys - Presentation</p>		
February 2022	<p>Professional Development on Special Education Manual Part : Special Education Programs and Services section on In-School Team (IST) Process (pages 24 to 26).</p> <p>ASPEN – our new student information system.</p> <p>St. Louis Living Arts School Presentation</p>	<p>Special Education Coordinator</p> <p>Jamey Robertson Jared Ralko</p>	
March 2022	<p>To be determined.</p> <p>Pope John Paul II School Presentation</p>		
April 2022	<p>Present initial revisions to the Special Education Plan to SEAC for feedback</p>	<p>Special Education Coordinator Superintendent</p>	

	St. Thomas Aquinas High School Presentation		
May 2022	<p>Present final revisions to the Special Education Plan to SEAC with two motions to be moved and seconded by SEAC members. These recommendations are printed on one page including the mover and seconder and attested to and signed at the bottom by the chair and vice chair of SEAC and sent with the package to the Director of Education for inclusion at the June Board meeting.</p> <p>St. John School Presentation</p>	Special Education Coordinator Superintendent	<p>Motion #1 That, since SEAC has completed its consultations; and its annual review of the Board's Special Education Plan/Manual and consulted on the checklist, SEAC approve the May 2022 amendments to the Special Education Plan/Manual as presented.</p> <p>Motion #2 SEAC recommends that the Board approves the 2022 amendments to the Special Education Plan/Manual as presented and further, that the Board forward the amendments and the required checklist along with the Report to the Ministry of Education.</p>
June 2022	<p>Present final revisions to the Special Education Plan to SEAC with two motions to be moved and seconded by SEAC members Following Board approval send complete package to the Ministry of Education.</p> <p>Discuss the upcoming municipal election on October 24, 2022.</p>	<p>Special Education Coordinator Superintendent</p> <p>Superintendent</p>	<p>Board Motion #1 That the Board approve the 2022 amendments to the Special Education Plan/Manual.</p> <p>Board Motion #2 That the Board forward the 2022 amendments to the Ministry of Education.</p> <p>Following the municipal election, the new Board will appoint SEAC members for a four year term beginning in November 2022. The Board is required to place an ad in the local</p>

			<p>newspaper and on their website for SEAC members. The Board is also required to send letters to local qualified agencies asking them to appoint a representative (Firefly, Canadian Hearing Society, Kenora Association for Community Living). Each interested at large SEAC member must apply for consideration. ALL SEAC members must be Catholic ratepayers and have to provide proof of this with a copy of their recent tax bill (redact monetary amounts). These names are taken to the November or December Board meeting for appointment by the Board. Following Board appointment a letter is sent to each new member.</p>
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NOTE: Samples of documents are attached to this plan.

FIREFLY
KCDSB SEAC update
September 17, 2021

- Had successful summer initiative activities in partnership with KCDSB and TNCDSB.
- New Online Self Referral Form for youth launching next week!!! With new self referral youth will be able to skip and intake appointment
- Brief Services review and project underway to decrease wait times and meet increased demand
- SNAP programming starting next week in Kenora - 2 groups
- OAP program applications:
 - FIREFLY submitted application to provide Entry to School service to ASD clients ages 4-6 on their first entry to school. This would involve 6 months of intensive half day programming involving ECE, Behavior therapists, OT, SLP
 - Currently completing Urgent response Service application (URS) – 12 weeks of intensive supports for ASD clients
- New Youth Outreach and Engagement worker has started on Kenora CYMH team: FIREFLY will be looking to work with schools in respect to her role
- School Based Rehab Services (SBRS): FIREFLY intake is implementing online referral options for SBRS so schools will be able to submit referrals online.
- FIREFLY childcare services will transition to KDSB as of December 31, 2021. KDSB operates child care programs in Dryden, Red Lake, and Ear Falls. They have the resources and expertise to support the Kenora program and staff, while offering the opportunity for a peer network of other child care providers across the region.



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SEAC Report
By Special Education Coordinator

SUBJECT:	Special Education Coordinator's Report – September 2021
DATE:	Friday, September 17, 2021
PREPARED FOR:	Special Education Advisory Committee
AGENDA AREA:	Public Session
PREPARED BY:	Andrea Batters, Special Education Coordinator

The **KCDSB In-School Team (IST) school administrator and learning resource teacher assignments** this year are as follows:

- **Ecole Ste. Marguerite Bourgeoys** – Principal: Hilary Aitkin, Vice-Principal: Andrea Sachowski, Learning Resource Teacher: Kristy Smith
- **Pope John Paul II School** – Principal: Tammy Bush, Vice-Principal: Travis Batters, Learning Resource Teachers: Anissa Fraser and Tahsha Shelske
- **St. Louis Living Arts School** – Principal: Maureen Frankcom, Learning Resource Teacher: Leanne Chisholm
- **St. John School** -- Principal: Corinna Glazier, Learning Resource Teacher: Shawna Lamme
- **St. Isidore School** – Principal: Tammy Bush, Vice-Principal: Travis Batters, Learning Resource Teacher: Chrissy Biehn
- **St. Thomas Aquinas High School** – Principal: Kylie Hughes, Vice-Principal: Mark Richards, Vice-Principal: Travis Batters, Learning Resource Teachers: Danielle Grosset (Special Education Area Chair), Kirsten Fair, Sommer Kennedy, and Ashley Shouldice.

The **Ministry's** second year of **Return to School (COVID Response) funding** dollars were once again accessed by school teams in aiding children and families with special education needs with their preparations to return to school in the fall.

- KCDSB was able to offer a new **Back-to-School Summer Reading Boost Program** for students (Kenora area) entering grades 2-4 this fall. This inclusive, in-person summer literacy program provided a gap-closing literacy 'boost' facilitated by KCDSB Teachers and Educational Assistants for 2 week in mid-August. Before and during the program, KCDSB's Curriculum Coordinator, Dallis Novelli, and I provided PD and support during the program to the **BTSSRB** program educator teams who learned the Heggerty Phonemic Awareness program and how to maximize the blended learning use of the Lexia Core 5 Reading software. Megan Derouard, KCDSB's Heathy Active Living Lead, also



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SEAC Report
By Special Education Coordinator

played a key role organizing and delivering fun games and fitness activities attending the program. Additionally, program educators embraced creative literacy learning, cooperative activities, and art projects with their students to complement the literacy programming students received.

- **Ministry Special Education: Return to School Project Summer Literacy and “2 Week Transition”** funding once again allowed each school team the dollars to hire educator staff, during the last two weeks of August, to support students with special education and/or mental health needs by providing additional staffing and program support to be delivered in-person during the two-weeks preceding the return to school for the 2021-22 school year. *Examples* of some individualized student assistance measures in our KCDSB included:
 - Educator(s) contacting families of students with special education needs to query what supports may be needed and answer any questions that may arise;
 - Providing students and families with an opportunity to become reacquainted with the school environment (tours, practicing routines, etc.);
 - Creating or purchasing transition materials to support quiet/transition spaces in the learning environment, and
 - Supporting the inclusion of recommendations made by other professionals supporting at student’s return to school goals.

The **2021-2022 Opening PD Days** took place on August 30-Sept 1. Sessions with an inclusive education approach included:

- Steven Graner – Project Director for the Neuro-Sequential Model in Education **“Neuro-Sequential Model in Education”** (relationship based learning rooted in understanding of the individual’s emotions and needs before learning can take place).
- Patti Pelli – Ministry of Education **“De-Streaming Math: What Does it Really Mean for All Educators?”**
- Caroly Treadgold -Former Superintendent of Special Education and School Principal with the Durham District School Board – **“The Top 10 Things You Need to Know About IEPs”**

The next KCDSB PD day is set for November 1, 2021 with a focus on Catholicity.