



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, June 21, 2022**, at the Catholic Education Centre and virtually via Microsoft Teams. The meeting will start at 6:00 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 Board Meeting of May 17, 2022, be approved as circulated/amended.

Recommendation: (P. 9)

THAT the minutes of the Special Board Meeting of June 14, 2022, be approved as circulated/amended.

7. **BUSINESS ARISING FROM THE MINUTES**



Kenora Catholic District School Board

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Board Meeting Agenda

8. **DELEGATIONS AND PRESENTATIONS**

- 8.1 Student Trustee Report – **Student Trustees**
- 8.2 Presentation to Student Trustees – **Teresa Gallik**

9. **POLICY GOVERNANCE**

9.1 **Approval of Minutes**

Recommendation: **(P. 12)**

THAT the report of the Policy Governance Committee meeting of June 7, 2022, be approved as circulated.

9.2 **Policy**

- 9.2.1 Policy #9 – Board Operations – **P. Eikre (P. 17)**

Recommendation:

THAT the Board approve the revisions to Policy #9 – Board Operations effective immediately.

- 9.2.2 Policy #18 – Catholic Student Trustees – **P. Eikre (P. 45)**

Recommendation:

THAT the Board approve the creation of Policy #18 – Catholic Student Trustees from Policy #9 – Board Operations effective immediately.

- 9.2.3 Policy #22 – Finance, Consulting and Capital – **P. Eikre (P. 52)**

Recommendation:

THAT the Board approve the creation of Policy #22 – Finance, Consulting and Capital from Policy #9 – Board Operations effective immediately.

9.3 **Personnel**

- 9.3.1 Resignation of Judy Zilinski

Recommendation:

THAT the Board approve the resignation of Judy Zilinski for the purposes of retirement effective June 24, 2022, with regret.

9.4 **Property**



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Board Meeting Agenda

9.5 **Finance**

9.5.1 2022 – 2023 Budget – **A. Smith**

Recommendation:

THAT the Board approve the 2022 – 2023 Budget as presented.

9.5.2 Borrowing Resolution – **A. Smith (P. 54)**

Recommendation:

THAT the Board renew the borrowing resolution with the Canadian Imperial Bank of Commerce for \$5,000,000 with the total amount previously borrowed that has not been repaid at \$0.00.

9.6 **Program**

9.6.1 School Council & Catholic Parent Involvement Committee Report – **P. White (P. 55)**

Recommendation:

THAT the Board accept the 2021 – 2022 School Council and Catholic Parent Involvement Committee Reports as presented.

9.6.2 Graduation 2022 – **P. White**

9.7 **Negotiations**

9.8 **Other**

9.8.1 Special Education Advisory Committee Report for May – **T. Gallik (P. 87)**

9.8.2 2022 Municipal and School Board Municipal Elections – **P. White (P. 98)**

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**



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Board Meeting Agenda

14. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

June 7, 2022 (Chair: Frank Bastone)

September 13, 2022 (Chair: Teresa Gallik)

REGULAR BOARD MEETINGS

September 20, 2022

CATHOLIC PARENT INVOLVEMENT COMMITTEE

October 19 at 11:30 AM Catholic Parent Involvement Committee Meeting

SPECIAL EDUCATION ADVISORY COMMITTEE

June 17 at 1:30 PM at the Catholic Education Centre via Microsoft Teams

September 23 at 1:30 PM at the Catholic Education Centre via Microsoft Teams

VIRTUAL SCHOOL COUNCIL MEETINGS

St. Thomas Aquinas High School – September / TBD

St. Louis Living Arts School – September / TBD

St. John School – September / TBD

St. John Paul II School – September / TBD

École Ste-Marguerite Bourgeoys – September / TBD

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA 2022 Fall Regional Meeting – September 29, 2022

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, 2022	School Board Estimates for 2022–23
November 15, 2022	School Board Financial Statements for 2021–22
December 15, 2022	School Board Revised Estimates for 2022–23
May 15, 2023	School Board Financial Report for September 1, 2022 to March 31, 2023



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Board Meeting Agenda

16. ADJOURNMENT

Recommendation:

THAT the meeting adjourn at _____ p.m.



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¹
REGULAR BOARD MEETING
Meeting Report
May 17, 2022

MEETING DATE:	May 17, 2022
LOCATION OF MEETING:	Catholic Education Center
SUBJECT OF MEETING:	Regular Board Meeting
CHAIR:	Paul White
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	7:00 p.m. – 8:02 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 checked="" type="checkbox"/>	Frank Bastone	Trustee
6.	JW	<input type="checkbox"/>	Jeffrey White	Trustee
7.	MF	<input checked="" type="checkbox"/>	Maxwell Froese	Student 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 type="checkbox"/>	Vaughn Blab	Trustee

AGENDA

- OPENING PRAYER** – Mariette Martineau, Religious Education Coordinator, opened the meeting with meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – Jeffrey White and Vaughn Blab were noted as absent with regret.



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REGULAR BOARD MEETING
Meeting Report
May 17, 2022

3. COMMITTEE OF THE WHOLE

Motion #042 Moved by Paul Landry
Seconded by Frank Bastone

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 #043 Moved by Paul Landry
Seconded by Mike Favreau

Recommendation:

THAT the agenda be approved as presented.

Carried.

6. CONFIRMATION OF MINUTES

Motion #044 Moved by Frank Bastone
Seconded by Anne Sweeney

Recommendation:

THAT the minutes of the Board Meeting of the Kenora Catholic District School Board of April 19, 2022, be approved as circulated.

Carried.

7. BUSINESS ARISING FROM THE MINUTES

8. DELEGATIONS AND PRESENTATIONS

8.1 Building Cultural Connections for First Nation Students – **C. Glazier and the SJS Team**

Principal Corinna Glazier, along with Lexi McLeish, First Nations Life Skills Coach, Grade 4 student Rayne Childforever and Grade 6 student Grahm Cockcroft provided a presentation on St. John School's program called Building Cultural Connections for First Nation students. The program has been at the school for a year and aims to bring cultural connections to students while increasing attendance, achievement, and student engagement.



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REGULAR BOARD MEETING
Meeting Report
May 17, 2022

8.2 Introduction of New Student Trustees for 2022 – 2023 – **Student Trustees**
Student Trustees Maxwell Froese, Elizabeth Favreau, and Antonie-Marie Skead introduced and welcomed the new Student Trustees for the 2022 – 2023 school year. Josh Pitt and Zhaawan Kavanaugh were congratulated and formally introduced to the Board of Trustees at the meeting.

8.3 Student Trustee Report – **Student Trustees**
Student Trustees Maxwell Froese, Antonie-Marie Skead and Elizabeth Favreau provided a report on the activities and initiatives happening at St. Thomas Aquinas High school during May. Student Trustees reported that the school atmosphere is very positive and bright with many activities such as prom, culminating, exams, and graduation coming up, and everyone is busy in preparation.

9. POLICY GOVERNANCE

9.1 Approval of Minutes

Motion #045 Moved by Mike Favreau
Seconded by Paul Landry

Recommendation:

THAT the report of the Policy Governance Committee meeting of May 3, 2022, be approved as circulated.

Carried.

9.2 Policy

9.2.1 Policy #14 – Hearings Regarding Teacher Termination – **P. Eikre**

Motion #046 Moved by Frank Bastone
Seconded by Anne Sweeney

Recommendation:

THAT the Board approve the review of Policy #14 – Hearings Regarding Teacher Termination with no revisions at this time.

Carried.

9.2.2 Policy #19 – Trustee Honorarium and Expenses – **P. Eikre**

Motion #047 Moved by Mike Favreau
Seconded by Paul Landry

Recommendation:

THAT the Board approve the creation of Policy #19 – Trustee Honorarium and Expenses from Policy #9 – Board Operations effective immediately.

Carried.



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REGULAR BOARD MEETING
Meeting Report
May 17, 2022

9.2.3 Policy #20 – Delegations to the Board – **P. Eikre**

Motion #048 Moved by Frank Bastone

Seconded by Anne Sweeney

Recommendation:

THAT the Board approve the creation of Policy #20 – Delegations to the Board from Policy #9 – Board Operations effective immediately.

Carried.

9.2.4 Policy #21 – Community Relations – **P. Eikre**

Motion #049 Moved by Paul Landry

Seconded by Anne Sweeney

Recommendation:

THAT the Board approve the creation of Policy #21 – Community Relations from Policy #9 – Board Operations effective immediately.

Carried.

9.3 **Personnel**

9.3.1 Catholic Principal Council of Ontario - Principal of the Year – **P. White**

Director Paul White presented that Corinna Glazier, Principal of St. John School, received the Principal of the Year Award from the Catholic Principals' Council of Ontario.

White presented that Corinna is a Catholic leader and role model at St. John School and within the Kenora Catholic District School Board. The recognition from her colleagues and the Catholic Principals' Council of Ontario is very well deserved. On behalf of our Catholic Board, I would like to formally congratulate you on behalf of our entire team for this huge accomplishment.

9.3.2 Occupational Health & Safety Committee Report for 2021 – 2022 – **A. Smith**

Alison Smith presented the 2021 - 2022 Occupational Health and Safety Committee Report overviewing the activities of the committee. Smith presented that since April 2019, the committee has been designed so that each workplace location has its own committee and membership structure. The committees aim to meet a minimum of four times per year to ensure the health and safety of students and staff by doing monthly workplace inspections and identifying, accessing, and resolving risks and safety implications.

The focus of the committee has been to recertify staff on First Aid Training certification.



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REGULAR BOARD MEETING
Meeting Report
May 17, 2022

Motion #50 Moved by Frank Bastone
Seconded by Mike Favreau
Recommendation:
THAT the Board accept the 2021 – 2022 Occupational Health and Safety Committee Report as presented.

Carried.

9.4 **Property**

9.5 **Finance**

9.6 **Program**

- 9.6.1 Special Education Annual Review – **A. Batters**
Andrea Batters, Special Education Coordinator, provided a report on the Special Education Annual Review. The 2022 amendments to the Special Education Plan were approved and will be forwarded to the Ministry of Education by June 30, 2022.

Motion #051 Moved by Anne Sweeney
Seconded by Paul Landry
Recommendation:
THAT the Board approve the 2022 amendments to the Special Education Plan and forward the amendments to the Ministry of Education.

Carried.

9.7 **Negotiations**

9.8 **Other**

- 9.8.1 Special Education Advisory Committee Report for April – **A. Sweeney**
Anne Sweeney provided a report on the April 29, Special Education Advisory Committee (SEAC) Meeting with a presentation from St. Thomas Aquinas High School. The presentation overviewed the many components of St. Thomas Aquinas High School's special education supports for students. Supports focus on meeting the diverse needs of the student population, while balancing inclusionary practices and alternative programs centered on literacy, social-emotional learning, life skills programming, life skills programming and collaboration with Board and community programs needs of the diverse population.



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REGULAR BOARD MEETING
Meeting Report
May 17, 2022

- 9.8.2 OCSTA 92 Annual General Meeting and Conference Report – **T. Gallik**
Chair Teresa Gallik provided a report on the Ontario Catholic School Trustees' Association AGM and Conference that was held in Ottawa in April. The theme of the conference was communities of faith and resilience. Gallik and Bastone provided highlights from the conference.
- 9.8.3 System Retreat – **N. Kurtz**
Superintendent of Instructional Services Nicole Kurtz provided an overview of the System Retreat that was held on Saturday, May 7, at St. Thomas Aquinas High School. The keynote speaker at the retreat was Father Bill Cain, a Jesuit priest from New York. Father Cain is a playwright and has written scripts for TV and theatre as well as a book called The Diary of Jesus Christ.
- 9.8.4 2022 Municipal and School Trustee Election – **P. White**
Director Paul White provided a presentation on the 2022 Municipal and School Board Elections that are happening on October 24, 2022. Nominations for the office of School Board Trustee opens on May 2 and closes on August 19.

Trustees are elected for a four-year term. The next term of office is November 15, 2022, to November 14, 2026.

10. **COMMITTEE OF THE WHOLE**

Motion #052 Moved by Mike Favreau
Seconded by Frank Bastone

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**

13. **INFORMATION**

14. **FUTURE MEETINGS**

POLICY GOVERNANCE MEETINGS

June 7, 2022 (Chair: Frank Bastone)



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REGULAR BOARD MEETINGS

June 21, 2022

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, May 4, 2022 at 11:30 AM

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, June 17 at 1:30 PM at the Catholic Education Centre via Microsoft Teams

VIRTUAL SCHOOL COUNCIL MEETINGS

St. Louis Living Arts School – Tuesday, April 12 at 6:30 PM

St. John School – Wednesday, April 20, at 6:00 PM

St. Thomas Aquinas High School – Monday, April 19 at 6:30 PM

École Ste-Marguerite Bourgeoys – Tuesday, April 20 at 6:00 PM

Pope John Paul II School – Wednesday, May 25 at 6:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

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:

Date	Description
June 30, 2022	School Board Estimates for 2022–23
November 15, 2022	School Board Financial Statements for 2021–22
December 15, 2022	School Board Revised Estimates for 2022–23
May 15, 2023	School Board Financial Report for September 1, 2022 to March 31, 2023



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REGULAR BOARD MEETING
Meeting Report
May 17, 2022

15. **ADJOURNMENT**

Motion #053 Moved by Paul Landry
Seconded by Anne Sweeney
Recommendation:
THAT the meeting adjourn at 8:02 p.m.

Chairperson Carried.

Secretary



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MEETING DATE:	June 14, 2022
LOCATION OF MEETING:	Virtually via Microsoft Teams / Catholic Education Centre
SUBJECT OF MEETING:	Special Board Meeting
CHAIR:	Teresa Gallik
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	12:00 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.	FB	<input checked="" type="checkbox"/>	Frank Bastone	Trustee
4.	JR	<input checked="" type="checkbox"/>	Jamey Robertson	Superintendent of Instructional Services
5.	JW	<input checked="" type="checkbox"/>	Jeffrey White	Trustee
6.	MF	<input checked="" type="checkbox"/>	Mike Favreau	Vice Chair
7.	NK	<input checked="" type="checkbox"/>	Nicole Kurtz	Superintendent of Instructional Services
8.	PL	<input checked="" type="checkbox"/>	Paul Landry	Trustee
9.	PW	<input checked="" type="checkbox"/>	Paul White	Director of Education
10.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Chair
11.	VB	<input checked="" type="checkbox"/>	Vaughn Blab	Trustee

AGENDA

1. **OPENING PRAYER**

2. **ROLL CALL**

3. **COMMITTEE OF THE WHOLE**

Motion #054 Moved by Frank Bastone
Seconded by Paul Landry

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.



Kenora Catholic District School Board

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SPECIAL BOARD MEETING
Meeting Report
June 14, 2022

4. **DECLARATIONS OF PECUNIARY INTEREST - NIL**

5. **CONSIDERATION AND APPROVAL OF AGENDA**

Motion #055 Moved by Vaughn Blab
Seconded by Anne Sweeney
Recommendation:
THAT the agenda be approved as presented.

Carried.

6. **CONFIRMATION OF MINUTES**

7. **BUSINESS ARISING FROM THE MINUTES**

8. **DELEGATIONS AND PRESENTATIONS**

9. **POLICY GOVERNANCE:**

9.1 Approval of Minutes

9.2 **Policy**

9.3 **Personnel**

9.4 **Property**

9.4.1 St. John School Roof Repair Capital Tender – **A. Smith**

Motion #056 Moved by Frank Bastone
Seconded by Vaughn Blab
Recommendation:
THAT the Board approve the tender received in the amount of \$904,100.00 exclusive of G.S.T. from M Builds (NWO) Limited Partnership by its general partner 5404622 Manitoba Ltd. for the St. John School Roof Repair Capital Project.

Carried.

9.5 **Finance**

9.6 **Program**

9.7 **Negotiations**



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SPECIAL BOARD MEETING
Meeting Report
June 14, 2022

9.8 Other

10. **COMMITTEE OF THE WHOLE**

Motion #057 Moved by Anne Sweeney
Seconded by Frank Bastone

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**

13. **INFORMATION**

14. **FUTURE MEETINGS**

15. **ADJOURNMENT**

Motion #058 Moved by Paul Landry
Seconded by Vaughn Blab
Recommendation:
THAT the meeting adjourn at 12:14 p.m.

Carried.

Chairperson

Secretary/Treasurer



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**Meeting Report
June 7, 2022**

MEETING DATE:	June 7, 2022
LOCATION OF MEETING:	Virtually via Microsoft Teams
SUBJECT OF MEETING:	Policy Governance Committee Meeting
CHAIR:	Frank Bastone
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	6:00 p.m. to 7:35 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.	JR	<input checked="" type="checkbox"/>	Jamey Robertson	Superintendent of Instructional Services
6.	JW	<input checked="" type="checkbox"/>	Jeffrey White	Trustee
7.	MF	<input checked="" type="checkbox"/>	Mike Favreau	Vice Chair
8.	NK	<input checked="" type="checkbox"/>	Nicole Kurtz	Superintendent of Instructional Services
9.	PE	<input checked="" type="checkbox"/>	Phyllis Eikre	Advisor to the Director
10.	PL	<input checked="" type="checkbox"/>	Paul Landry	Trustee
11.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Chair
12.	VB	<input checked="" type="checkbox"/>	Vaughn Blab	Trustee

AGENDA

1. **CALL TO ORDER** – Frank Bastone called the meeting to order at 6:00 PM.
2. **OPENING PRAYER** – Frank Bastone opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
3. **ROLL CALL** – All Trustees were present.
4. **DECLARATIONS OF PECUNIARY INTEREST - NIL**
5. **APPROVAL OF AGENDA** – The agenda was approved as presented.
6. **PRESENTATIONS/DELEGATIONS**



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Meeting Report
June 7, 2022

7. PRESENTATIONS AND REPORTS

7.1 Policy

7.1.1 Policy #9 – Board Operations – P. Eikre

Phyllis Eikre provided a review of Policy #9 – Board Operations. This policy has been reduced to encompass the operations of the Board and Board Meetings, with key sections such as Catholic School Trustees, and Finance, Consulting, and Capital removed to create new, stand-alone policies.

7.1.2 Policy #18 – Catholic Student Trustees – P. Eikre

Phyllis Eikre provided a review of Policy #18 – Catholic Student Trustees which has been created from Policy #9 – Board Operations. The Trustees accepted the creation and review of the new procedure as presented.

7.1.3 Policy #22 – Finance, Consulting and Capital – P. Eikre

Phyllis Eikre provided a review of Policy #22 – Finance, Consulting and Capital which has been created from Policy #9 – Board Operations. The Trustees accepted the creation and review of the new procedure as presented.

7.1.4 Procedure# 426 Right to Disconnect: Fostering a Healthy Workplace

Alison Smith, Superintendent of Business Services, provided an overview of a new Administrative Procedure #426 – Right to Disconnect: Fostering a Healthy Workplace. The new procedure came into effective on June 2 and applies to any organization in the province of Ontario with 25 or more employees. Bill 27, the Working for Workers Act, mandates that organizations have a procedure to avoid after-hours interruptions of staff, allowing people to disconnect from their work. This procedure applies to all staff at the Kenora Catholic District School Board, including Trustees. The established regular working hours for the Kenora Catholic District School Board are from 8:30 – 4:30 PM.

The aim of the new procedure is to encourage electronic communications to be sent during established working hours allowing staff to disconnect. Employees cannot be expected to respond to emails, unless they are urgent, outside of working hours.

The Board reserves the management right to communicate evacuations, school closures or other urgent information outside of the regular working hours.



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Meeting Report
June 7, 2022

7.2 **Personnel**

7.2.1 Plan for Mentorship and Welcome for Student Trustees – **P. White and Team**

Director Paul White shared that the Student Trustees received an orientation and welcome luncheon last September, and Administration plans to do a similar process again this year.

White reported that the onboarding process has already begun for the new Student Trustees as they joined the Catholic Education Centre in May for the Ontario Student Youth Day Conference from the Ontario Catholic School Trustees' Association and had a welcome luncheon with senior administration and Chair Gallik.

7.3 **Property**

7.4 **Finance**

7.5 **Program**

7.6 **Negotiations**

7.7 **Other**

7.7.1 Year-End Schedule of Activities and Celebrations – **P. White**

Paul White provided the Trustees with a schedule of Year-End Activities and Celebrations for the month of June. Trustees were asked to consider their Trustee Twins, and which activities they can attend to support the schools and families. Trustees are to notify Trina Henley of their attendance.

7.7.2 Board Meeting & Policy Governance Meeting Schedule for 2022 - 2023 – **P. White**

Paul White provided the Trustees with a schedule of Board Meetings and Policy Governance Committee Meetings for the 2022 – 2023 School Year. There were two variances to the schedule noted, being the September Policy Governance Committee Meeting and the Regular Board Meeting in December.

7.7.3 Presentation Topics for Regular Board Meetings 2022 – 2023 – **N. Kurtz & J. Robertson**

Nicole Kurtz provided the Trustees with a draft schedule of presentation topics for the 2022 – 2023 Regular Board Meetings. Trustees are encouraged to provide input on the schedule.

7.7.4 Policy Governance Committee Chairs for 2022 - 2023 – **P. White**

Paul White provided the Trustees with a schedule of the 2022 – 2023 Policy Governance Committee Chairs from September through to November. The schedule will be republished following the fall municipal and federal elections.

7.7.5 Policy Review Schedule for 2022 - 2024 – **P. White**

Paul White provided the Trustees with the two-year policy review schedule.



Kenora Catholic District School Board

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POLICY GOVERNANCE COMMITTEE

Meeting Report
June 7, 2022

8. **UNFINISHED BUSINESS**

9. **CORRESPONDENCE**

10. **NEW BUSINESS**

11. **INFORMATION**

12. **FUTURE MEETINGS**

POLICY GOVERNANCE MEETINGS

June 7, 2022 (Chair: Frank Bastone)

September 13, 2022 (Chair: Teresa Gallik)

REGULAR BOARD MEETINGS

June 21, 2022

September 20, 2022

CATHOLIC PARENT INVOLVEMENT COMMITTEE

June 7 School Council and Catholic Parent Involvement Committee Report at 5:00 PM

SPECIAL EDUCATION ADVISORY COMMITTEE

June 17 at 1:30 PM at the Catholic Education Centre via Microsoft Teams

VIRTUAL SCHOOL COUNCIL MEETINGS

St. Thomas Aquinas High School – September / TBD

St. Louis Living Arts School – September / TBD

St. John School – September / TBD

St. John Paul II School – September / TBD

École Ste-Marguerite Bourgeoys – September / TBD

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA 2022 Fall Regional Meeting – September 29, 2022



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.

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POLICY GOVERNANCE COMMITTEE

Meeting Report
June 7, 2022

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, 2022	School Board Estimates for 2022–23
November 15, 2022	School Board Financial Statements for 2021–22
December 15, 2022	School Board Revised Estimates for 2022–23
May 15, 2023	School Board Financial Report for September 1, 2022 to March 31, 2023

13. **ADJOURNMENT** – Frank Bastone adjourned the meeting at 7:35 PM.



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 9: Board Operations

The Kenora Catholic District School Board is a Catholic board of education established under the *Education Act*, with power to perform all the duties conferred or imposed upon a Catholic school board by that or any other Act of the Legislative Assembly of the Province of Ontario. It shall operate in accordance with the provisions of the *Education Act*, other applicable legislation, the pertinent regulations of the Ministry of Education, the guidance of the Catholic Church and the following policy.

The Kenora Catholic District School Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational design. In order to discharge its responsibilities to the electorate of the district, the board shall hold regular meetings. The board has adopted policies so that the business of the board can be conducted in an orderly and efficient manner.

The board believes that a fundamental obligation is to preserve, if not enhance, the public trust in education generally, and in the affairs of the Kenora Catholic District School Board operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, board meetings will be open to the public. The board believes its affairs should be conducted in public to the greatest extent possible.

The board believes there are times when the public interest is best served by private discussion of specific issues during closed sessions. A meeting of a committee of the board, including a committee of the whole board, may be closed to the public when certain matters, as outlined in legislation, are discussed.

The rules and regulations contained in this policy shall be observed in all proceedings by the board and shall be the rules and regulations for the order and dispatch of the business of the board and its committees except where any statute or legislative regulation otherwise provides.

In any instance not provided in statute or in this policy, Robert's Rules of Order shall govern insofar as they are applicable.

A. MEETINGS OF THE BOARD

1. Elections Campaigns

1.1 Use of Board Resources

1.1.1 No candidate for the office of trustee for the Kenora Catholic District School Board shall be allowed to use supplies, services or human resources funded through the budget of the Kenora Catholic District School Board for their election campaign.

1.2 Compliance Audit Committee

1.2.1 A Compliance Audit Committee shall be established in accordance with the Municipal Elections Act, 1996, before October 1 of an election year to serve the same term of office as the board members who take office following the next regular election.

1.2.2 A Compliance Audit Committee shall be appointed by board motion.

2. Inaugural and Annual Meetings

2.1 Definitions

2.1.1 “Inaugural Meeting” means the first meeting of the board following the municipal election of trustees, at which time the board elects a Chair and Vice Chair and representatives.

2.1.2 “Annual Meeting” means the first meeting of the board following November 15 of each year, at which time the board elects a Chair and Vice Chair and representatives.

2.2 Date

2.2.1 The board shall hold its first meeting not later than seven days after the day on which the term of office of the board commences (November 15) on such date and at such time and place as the board determines and, failing such determination at 7 p.m. at the head office of the board on the first Wednesday following the commencement of the term of office.

2.2.2 Notwithstanding clause 1.1.1, on the petition of a majority of the members of a newly elected or appointed board, the Director of Education may provide for calling the first meeting of the board at some other time and date.

2.2.3 The board shall at a regular October meeting of each year determine, by resolution, the date in November for the annual meeting of the board.

2.3 Declaration and Oath of Allegiance

2.3.1 Every person elected or appointed to the board, on or before the day fixed for the first meeting of the new board, or on or before the day of the first meeting that the person attends, shall make and subscribe the following declaration before the secretary of the board or before any person authorized to administer an oath or affirmation and in default that person shall be deemed to have resigned:

2.3.2 Declaration

I am not disqualified under any Act from being a member of the Kenora Catholic District School Board.

I will truly, faithfully, impartially and to the best of my ability execute the office of trustee, and that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or malversation or other undue execution of the said, office and that I will disclose any pecuniary interest, direct or indirect, as required by and in accordance with the Municipal Conflict of Interest Act.

Declared before me at in the Province of Ontario
this day of, 20

2.3.3 Oath of Allegiance

Every person elected or appointed to a board, before entering on their duties as a trustee, may take and subscribe before the secretary of the board or before any person authorized to administer the oath of allegiance in the following form:

Ido (swear or affirm) that I will be faithful and bear true allegiance to Her Majesty, Queen Elizabeth II (or the reigning sovereign for the time being).

(Sworn or affirmed) before me at in the Province of Ontario
this day of, 20

2.3.4 The declaration and oath or affirmation of allegiance shall be filed with the secretary of the board within eight days after the making or taking thereof, as the case may be.

2.4 Presiding Officer

At the first meeting in December of each year, the Director of Education shall preside until the election of the Chair or in their absence, the members present shall designate who shall preside at the election of the Chair and if a member of the board is so designated, he or she may vote at the election of the Chair.

2.5 Election Returns

At the inaugural meeting following an election of trustees, the secretary of the board shall read the returns of elections to the board as certified by the clerks of the municipalities concerned, whereupon the elected members shall take their places.

2.6 Term of Office for Elected Trustees

2.6.1 Beginning in 2022, a year of a member's term of office begins on November 15 and ends on the following November 14.

2.7 Election of Officers

2.7.1 At the inaugural meeting and at the first meeting in ~~December~~ November of each year and at the first meeting after a vacancy occurs in the office of Chair, the members shall elect one of themselves to be Chair, and the Chair shall preside at all meetings.

2.7.2 At the inaugural meeting and at the first meeting in ~~December~~ November of each year the board shall also elect one of themselves to be Vice Chair and that person shall preside in the absence of the Chair.

2.8 Term of Office

The term of office for Chair and Vice Chair shall be one year however; both shall remain in office until such time as a new Chair and Vice Chair have been duly elected.

2.9 Procedure for Election of Officers

2.9.1 Election of officers shall be by open nomination and closed ballot.

- 2.9.2 In each case, nominations will be received from the floor. No seconder shall be required. The Presiding Officer shall call three times for further nominations and shall then declare nominations closed. The Presiding Officer shall then ask each candidate - from the last named to the first - if that person wishes to stand for office. If only one candidate remains, the Presiding Officer shall declare that person elected by acclamation. Otherwise a vote shall be taken.
- 2.9.3 Voting will be by secret ballot. Proxy voting shall not be allowed. The member receiving a majority of the votes cast, ignoring blanks, in each case shall be declared elected. If at the conclusion of the first ballot, no trustee has received a majority of the votes cast, the board shall proceed to a second ballot, but no vote shall be cast for the trustee who secured the lowest number of votes on the preceding ballot. This procedure shall continue until the officer has been elected.
- 2.9.4 The Presiding Officer shall announce the result of the ballot by declaring the name of the member who has received a majority of the votes cast for each office, but shall not declare the count. All ballots shall be destroyed after elections have been completed and after the results have been declared.
- 2.9.5 If any one nominee does not receive a majority of the votes cast, the Presiding Officer will report to the board the names of the candidates in order of the number of votes cast, beginning with the highest, but not the number of votes cast. The Presiding Officer will then proceed to administer the number of ballots required to elect a Chair.
- 2.9.6 In the case of an equality of votes at the election of a Chair or Vice Chair (of the board), the candidates shall draw lots to fill the position of the Chair or Vice Chair, as the case may be.
- 2.9.7 Ballots shall be prepared, in a number equal to the number of candidates tied for office, with one ballot stating the name of the position to be filled and the remainder blank. Each of the candidates tied for office shall draw a ballot, and the winner shall be the person who draws the ballot stating the designated position.

2.9.8 The Presiding Officer shall appoint two scrutineers, who are not members of the board, to distribute, collect and count the ballots. One of the two persons appointed shall be named chief scrutineers and shall be responsible for reporting the election results to the Presiding Officer.

2.10 Committee and Other Appointments

2.10.1 The Chair shall then appoint or reappoint members of those committees. The committees shall choose their Chair at their first regular meeting.

2.10.2 The Chair shall then appoint representatives to internal committees and to outside agencies, boards and committees. The appointments may be made by way of volunteers.

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.

4. Regular Meetings of The Board

4.1 Dates

Regular meetings of the board shall be held, at least once a month, on a schedule to be determined by the board, and in compliance with legislated requirements.

4.2 Subject Matter

Any regular meeting of the board of trustees may deal with policy and planning matters such as those listed below:

- future directions,
- board objectives,
- projects and reviews
- board structures and procedural by-laws
- formulation of and revisions to board policies
- capital needs
- the evaluation of the corporate performance of the board
- the annual budget
- staffing needs
- curriculum planning, programmes and guidelines
- student services planning, programmes and guidelines
- major staff presentations

4.3 Cancellation and Rescheduling

Regular meetings in any month may be cancelled by the board at its discretion at a preceding regular meeting or by poll of trustees. By Board motion a regular meeting may be rescheduled to another date.

4.4 Summer Adjournment

During the months of July and August all regular meetings of the board and its committees shall not be held unless deemed necessary by the Chair or the Director of Education.

4.5 Location

Regular meetings of the board shall be held in the board room at the Catholic Education Centre, unless otherwise determined by the board. Nothing in this section shall prohibit the Chair from altering the site of a board meeting, should special or emergency consideration make such change advisable.

4.6 Notification of Meetings & Provision of Materials

4.6.1 The secretary of the board will give notice of all meetings of the board to the members by notifying them personally or in writing, by email or by sending a written notice to their residences.

4.6.2 Notice of all regular meetings of the board and its standing committees, including the agenda and relevant support materials shall be made available to each member no later than 4:00 pm. on the Friday prior to the Tuesday board meeting.

4.6.3 All communications or other documents intended for consideration by the board or its committees shall be in the hands of the Director of Education not later than 4:00 pm. on the Wednesday previous to regular meeting.

4.6.4 It shall be left to the discretion of the Chair of the board and the Director of Education to present or hold over documents coming to their attention after the specified time, unless they shall have reference to some matter which may arise during said meeting.

4.7 Determination of Agenda

The agenda of all meetings of the board shall be determined by the Chair and Vice Chair of the board and the Director of Education.

4.8 Minutes of the Meetings

4.8.1 Minutes of meetings of the Kenora Catholic District School Board shall be kept in accordance with the provisions of the Education Act.

4.8.2 The secretary of the board is responsible for keeping a full and correct record of the proceedings of every meeting of the board in the minute book provided for that purpose by the board and ensuring that the minutes when confirmed are signed by the Chair or presiding member.

4.8.3 It shall be the accepted rule that the secretary is bound only to record in the minutes the decisions made at the meetings. The general requirement is that the minutes shall be precise and show what was decided - not what was said nor what were the reasons for or against any particular proposal.

4.8.4 The minutes of meetings shall be confirmed as accurate at the next regular meeting of the Kenora Catholic District School Board.

4.8.5 Attendance of trustees shall be recorded in the minutes of all regular, special meetings of the board, and committee of the whole. The attendance, absence with regrets, and the absence without notice shall be recorded in the minutes.

4.9 Attendance of Trustees

It is the responsibility of every trustee to notify the office of the Director of Education and the board chair, in advance of any meeting of which that trustee is a member, of absence from or late arrival to such meeting. This notification should be made as soon as possible, preferably before 12:00 noon on the day of the meeting to assist in ensuring quorum for said meeting.

4.10 Seat Vacated

If a member of a board is convicted of an indictable offence, or becomes mentally ill, or absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board, or ceases to hold the qualifications required to act as a member of the board or becomes disqualified under *Education Act subsection 220(4)*, the member thereby vacates their seat, and provisions of the Education Act with respect to the filling of vacancies apply.

4.11 Public Access

4.11.1 To Minutes and Financial Information

Any person may, during regular office hours, at the head office of the board inspect the minute book, the audited annual financial report and the current accounts of a board, and upon the written request of any person and upon the payment to the board at the rate of 25 cents for every 100 words or such lower rate as the board may fix, the secretary shall furnish copies of them or extracts from them certified under the secretary's hand.

4.11.2 To Meetings

- The meetings of the board and, subject to *section 2.9 Public Access, paragraph 2.9.2.2*, meetings of a committee of the board, including a committee of the whole board, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct.
- A meeting of a committee of the board, including a 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 in respect of a member 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
- The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

5. Special Meetings of the Board

5.0 Calling of Special Meeting

Special meetings of the board may be called at any time by order of the Chair in consultation with the Director of Education, or upon the written request of three members of the board.

5.1 Agenda

The notice calling a special meeting of the board shall state the purpose for which the meeting is called, and no other business shall be considered, unless each member of the board has been fully informed in writing and by telephone of such added purpose or where two-thirds of the members of the board agree to deal with matters other than those on the agenda.

5.2 Notice of Special Meeting

5.2.2 In ordinary circumstances, notice of a special meeting will be for-warded to all trustees forty-eight (48) hours or more prior to the holding of the meeting, and confirmed by telephone, if deemed necessary by the Chair.

5.2.3 In emergency or unusual circumstances, as determined by the Chair, the requirement of forty-eight (48) hours' notice may be waived and notice may be given by telephone or oral communication as circumstances may require. Where such action is taken as required it shall be duly confirmed as proper procedure on the agenda of the meeting concerned. An attempt must be made to reach all trustees.

5.3 Action Binding

All decisions made, and action taken, at a special board meeting shall be considered as binding as if taken at a regular meeting

6. Electronic Meetings

6.2 A member of the Kenora Catholic District School Board who participates in a meeting through electronic means in accordance with board policy and Ministry of Education regulations shall be deemed to be present at the meeting for the purpose of every Act.

6.3 Until November 15, 2022, the chair of the board or of a committee of the board or their designate may participate in a meeting of the board or of a committee of the board by electronic means if,

6.3.1 The distance from the chair's or designates current residence to the meeting location is 200 kilometres or more;

6.3.2 Weather conditions do not allow the chair or designate to travel to the meeting location safely; or

- 6.3.3 The chair or designate cannot be physically present at a meeting due to health-related issues.
- 6.4 Starting on November 15, 2022, the chair or designate must be physically present for at least half of the meetings of the board for any 12-month period starting each year.

B. RULES OF ORDER

1. Quorum

1.1 Majority Needed

A majority of the members of the board or 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 whole board or committee.

1.2 Non Committee Members Not Counted

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 leave of the Chair 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.

1.3 Fifteen Minute Rule

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 this by-law.

1.4 Loss of Quorum

If in the course of a meeting of the board or 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.

2. Presiding Officer

- 2.1 At the hour of the meeting, upon a quorum of the members being present, the Chair shall call the meeting to order.

2.2 Absence of Chair

2.2.1 In the absence of the Chair, or if the office of Chair is vacant, the Vice Chair shall preside, and during the period of absence or vacancy shall have all the powers of the Chair.

2.2.2 In the case of the absence of both the Chair and Vice Chair, the Director of Education shall, subject to the rules of quorum, call the meeting to order, and a Chair shall be chosen by the members, who shall preside and act during such absence.

2.3 Duties of the Chair

It shall be the duty of the Chair or other presiding officer of a meeting of the board or of a committee to maintain order, to decide all questions of order and procedure, to submit motions or other proposals to the final decision of the meeting, to state, without argument or comment, the rule applicable to any point, practice or order if called upon to do so, and to adjourn the meeting when the business of the meeting is concluded.

2.4 Vacating the Chair

Should it be necessary for the Chair to leave the Chair to take part in any debate or discussion or for any other reason, the latter shall call upon the Vice Chair, or, in the Vice Chair's absence, one of the members to fill the Chair's place until the Chair resumes it. The Vice Chair or any member temporarily occupying the Chair shall discharge all the duties and enjoy all the rights of the Chair.

3. Order of Business - Regular Board Meetings

- 3.1 The business at regular board meetings shall be as follows:
- a) Call to Order and Opening Prayer
 - b) Roll Call
 - c) Committee of the Whole
 - d) Declaration of Pecuniary Interest
 - e) Consideration and Approval of Agenda
 - f) Confirmation of Minutes of Regular and Special Board Meetings
 - g) Business Arising from the Minutes
 - h) Financial Report
 - i) Delegations and Staff Presentations
 - j) Unfinished Business
 - k) Report of the Committee of the Whole
 - l) New Business
 - m) Information
 - n) Future Meetings
 - o) Adjournment

3.2 Approval of the Agenda

At the commencement of the board meeting the agenda shall be confirmed and approved by a majority vote of trustees present. The inclusion on the agenda of additional items of new business shall require the approval of the board in the form of an amendment requiring a two-third's majority vote of the trustees present.

3.3 Pecuniary Interest

3.3.1 Where a trustee has any pecuniary interest, direct or indirect with respect to any item(s) on the agenda, that person shall, prior to the consideration of the item(s), disclose personal interest and the general nature thereof, shall refrain from participation in any discussion thereon, shall not vote on any question in respect of the matter(s), and shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question.

3.3.2 Where the meeting referred to in paragraph 3.3.1 is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

3.3.3 Where the interest of a member has not been disclosed as required by subsection 3.3.1 by reason of that person's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection 3.3.1 at the first meeting of the board or committee, as the case may be, attended by that member after the meeting referred to in subsection 3.3.1.

3.4 Confirmation of Minutes

Minutes of previous meetings shall be considered by trustees only with reference to the accuracy of the minutes as recorded. Minutes of discussion other than with regard to the accuracy of the minutes shall be ruled out of order by the Chair.

3.5 Delegations to Board or Committee meetings

3.5.1 A request for a delegation to make a presentation at a regular board meeting or committee meeting shall be made in writing to the Director of Education at least seven (7) calendar days prior to the date of the meeting. The written request shall contain the following information:

- a) the intent and nature of the presentation;
- b) the organization or interested parties represented;
- c) the names of the members of the delegation;
- d) the name and authority of the spokesperson.

3.5.2 Late Request

The Chair of the board will consider the request and if, in their opinion, the subject to be discussed is emergent in nature, the Chair may waive the requirements of one week's notice providing there is sufficient time for the Director of Education to advise members of the board concerning the delegation's purpose prior to the meeting at which the delegation is to appear.

3.5.3 Referral to a Committee

If, in the opinion of the Chair of the board, the delegation may be adequately received by a committee of the board, or if the nature of the topic to be discussed is such that it should be dealt with by a committee of the whole, the Chair may direct the delegation to appear before a committee or a committee of the whole.

3.5.4 Impromptu Delegations

Impromptu delegations will not be heard and informed of the board's policy regarding delegations.

3.5.5 Position on the Agenda

Delegations will be received at the beginning of the regular board meeting.

3.6 Notice of Motion

3.6.1 Any member can introduce a notice of motion to be dealt with at the next regular meeting of the board.

3.6.2 Any member who has given notice of motion may withdraw the same only by consent of the majority of the members present.

3.6.3 Notice to Amend

If it is the intention of a trustees to amend an adopted motion, or policy a notice of motion with respect to such intention must be presented to the board at a meeting of the board previous to the meeting at which the motion is to be considered.

3.7 Recess

With the majority consent of those members present, the presiding officer may call a recess of at least fifteen (15) minutes at a point deemed appropriate.

4. Order of Business - Committees

4.1 The general order of business for committee meetings shall be as follows:

- a) Call to Order and Opening Prayer
- b) Approval of Agenda
- c) Declaration of Pecuniary Interest
- d) Delegations and Staff Presentations
- e) Items for Committee Consideration
- f) Items of Information
- g) Committee of the Whole
- h) Report of the Committee of the Whole
- i) Adjournment

4.2 Cancellation of a Committee Meeting

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.

4.3 Adherence of Committee of the Whole to Rules of Order

Committee of the whole shall be governed by the rules and procedures set out in this policy.

5. Participation of Trustees at Board and Committee Meeting

5.1 To Obtain the Floor

Any member desiring to speak may so signify by addressing the Chair. The Chair, on being thus addressed, shall call the member by name and such member may then, but not before, proceed to address the board.

5.2 Addressing the Chair

A trustee, in speaking to any question or motion, shall address the Chair, confining him/herself to the question in debate and avoiding all personalities and discourteous language.

5.3 Two Speakers

When two or more members signify their desire to speak at the same time, the Chair shall identify the order in which the members shall speak.

5.4 Interruption Only on Point of Order

No trustee while speaking shall be interrupted unless that trustee permits it, except on a point of order or privilege, in which case the trustee shall desist from speaking. The member so interrupting shall state the point of order, (that is, the deviation or departure from the rules of ordinary procedure) and both members shall await the decision of the Chair on the point of order or privilege raised.

5.5 Deciding a Point of Order

When the Chair is called upon to point of order or practice the Chair shall state the rule applicable to the case without comment and render a decision. The ruling of the Chair shall be final subject only to an appeal to the board without debate.

5.6 Appeals

If any member challenges the ruling of the Chair that member shall indicate such challenge to the Chair who shall thereupon put the question to the members present in the following form: "Shall the ruling of the Chair be sustained?" and such appeal shall be decided by majority vote.

5.7 Question of Privilege

A question of privilege may be raised if a member considers that the member's own dignity, honour or reputation or safety, or that the board has been impugned. Procedure is the same for a point of order.

5.8 Limits of Debate

A trustee may speak more than once on any subject before the meeting, but the Chair may rule that members may speak only once and not longer than five (5) minutes on a particular matter before the meeting. However, a trustee proposing a question or motion shall be allowed five minutes to reply.

5.9 Reading of the Motion

Any member of the board may require the motion under discussion to be read but not so as to interrupt the speaker.

6.0 Adjournment

No meeting of the board or of a committee of the board shall remain in session later than 11:00 p.m. unless otherwise determined in each instance by a vote of a majority of those members present.

C. MOTIONS

1. Process for Placing and Passing a Motion

1.1 Purpose

The purpose of a motion is to place before the meeting a defined subject for orderly consideration and the collective decision of the board.

1.2 Main Motion (Debateable)

Except where otherwise specified, a motion must be moved by one member and seconded by another. It then may be adopted, amended, defeated or withdrawn.

1.3 Disposal of Motions

After a motion has been duly moved, seconded and read from the Chair, it shall be deemed to be in the possession of the meeting, shall be open to debate and shall be disposed of by vote, but it may be withdrawn at any time before the vote is taken only on consent of the mover and provided no one objects.

1.4 Motion Contrary to Policy

Whenever the Chair is of the opinion that a motion presented is contrary to the policies and privileges of the board, the Chair shall refuse to accept the motion and shall so apprise the members, stating the authority applicable to the case, without comment.

1.5 Motion to Put the Question (Not debatable)

1.5.1 A motion by a member for the previous question (i.e. that the question be now put) is designed to close debate, or force a direct vote on the main question and to prevent the proposing of amendments or further amendments. Its effect is confined to the immediately pending motion unless otherwise specified. A two thirds majority of the votes cast is required.

1.5.2 If the motion for the previous question is adopted the Chair shall put the main question, subsidiary motion or amendment as the case may be, but if negated further debate may occur.

1.6 Debate Terminated by Vote

After the Chair has put any question to a vote there shall be no further debate.

2. Changing or Amending Motions

2.1 Dividing the Motion

When the motion or question under consideration contains two or more distinct propositions, upon the request of any member, motion will be divided and a particular proposition, or all propositions, according to the request, will be considered and voted upon separately.

2.2 Amending the Motion

2.2.1 Once a motion has been moved and seconded, a motion to amend may be made, but such an amendment must be relevant to the subject matter of the main motion.

2.2.2 An amendment shall not change the basic nature of the main motion but may alter the latter in only one of the three ways:

- a) by deletion of certain words;
- b) by addition of certain words;
- c) by deletion of certain words and replacement by others.

2.2.3 While there is no limit to the number of amendments, not more than one amendment may be before the board at any one time, and no further amendments will be permitted until a decision is made on the amendment before the board.

2.3 Amendments to Amendments (Debateable)

2.3.1 The purpose of an amendment to an amendment is to modify the primary amendment by adding, deleting or substituting words, phrases or figures. An amendment to an amendment shall not change the nature of the main motion.

2.3.2 Only one amendment to an amendment is permitted.

2.4 Order of Consideration

All amendments to a motion shall be put before the motion in the reverse order in which they were moved:

- firstly: on the amendment to the amendment;
- secondly: on the amendment, as amended, or on the primary amendment;
- thirdly: on the amended motion, or the original motion.

3. Postponement, Tabling and Referral Motions

3.1 To Defer or Postpone (Not debatable except as to time)

3.1.1 A motion to postpone is a motion to postpone consideration of a question temporarily and to a specified time. A motion to postpone removes that subject together with all its appendages and incidents from before the board.

3.1.2 The motion may be amended in respect to time, is open to the previous question and is debatable in respect of the advisability of the proposed postponement. A matter postponed may be taken up prior to the specified time by a two thirds vote of all the members.

3.1 To Refer (Debateable)

3.1.1 A motion to refer is a motion to commit, generally, to a standing or special committee for consideration in more detail than is possible in the whole body.

3.1.2 A motion to refer is amendable, e.g. by the substitution of a standing committee for a special committee; by increasing the number of members on the special committee, or by instructions to the committee.

3.1.3 Debate on a motion to refer must be relevant to the advisability of referring the question and to such particulars as may be introduced by way of amendment.

3.2 To Extend or Limit Debate (Not debatable except as to time)

The intent of a motion to extend or limit debate is to limit or extend the number and lengths of speeches or to close debate at a specified time. A two-thirds majority of the votes cast is required for passage.

4. Reconsidering, and Rescinding Motions

4.1 To Reconsider (Debateable)

4.1.1 Following the passage of a motion, except a motion to adjourn, to suspend the rules or order of business, or to lay on or take from the table, such a motion can be reconsidered during the same meeting or at the next subsequent meeting of the board.

4.1.2 A motion to reconsider must be moved by one who voted with the prevailing side, is debatable only if the motion to which it applies is debatable, and requires only a majority of the votes cast.

4.1.3 A motion to reconsider cannot apply to a decision or action which cannot be reversed, nor to a vote that has been partially executed, and no question can be twice reconsidered.

4.2 To Rescind (Debateable)

4.2.1 A motion to rescind is a motion to strike out a previous decision motion, policy or regulation and to make it null and void motion to rescind effectively returns matters to the status prior to the original motion.

4.2.2 A motion to rescind or repeal a previous decision or action of the board cannot apply to an action that cannot be reversed.

- 4.2.3 A motion may be rescinded:
- a) without notice by a two-thirds vote of members present, or by a majority vote of the entire membership of the board or
 - b) with a notice of this particular motion having been given at the previous meeting or in the call of this meeting, by a majority vote of the members present.

5. Suspending Rules, and Withdrawing Motions

5.1 To Suspend Rules (Not debateable)

- 5.1.1 A motion to suspend the rules can be exercised when it is to the board that justice and equity will not be served by enforcement of the rules. In such exceptional circumstances the board can suspend the rules that interfere with the proposed action, but the motion must specify, and is limited to, the purpose for the suspension.
- 5.1.2 Nothing that requires previous motion or two-thirds of the votes cast for its amendment can be suspended by less than two-thirds of the votes cast.

5.2 To Withdraw (Not debateable)

- 5.2.1 A main motion may be withdrawn by the mover at any time before voting on the question has commenced, even though the motion has been amended, and without the consent of anyone, provided no one objects.
- 5.2.2 If objection is made, leave to withdraw may be granted by a motion to that effect moved by another member.

6. Recess and Adjournment

6.1 Recess (Not debateable)

A motion requesting a recess may be moved by the Chair or any member in order to permit a short intermission (no more than fifteen minutes). This does not bring the meeting to an end. After the recess the meeting will be resumed at exactly the point where it was interrupted. The motion to recess is not debatable.

6.2 Adjourn

- 6.2.1 A motion to adjourn shall be in order, except when a member is speaking or a vote is being taken, or when a previous question has been called.
- 6.2.2 A simple motion to adjourn shall not be open to amendment or debate; but a motion to adjourn to a certain time may be amended and debated only as to the time.
- 6.2.3 After a motion to adjourn has been negated a second motion to the same effect cannot be made until after some intermediate business has been transacted.

7. Managing Motions

7.1 Secunder Not Required

The following motions do not require a seconder:

- a) questions of privilege;
- b) points of order;
- c) division of the question;
- d) nominations;
- e) leave to withdraw a motion.

7.2 Precedence of Motion

7.2.1 The following order of precedence of motions, from the highest rank at the top of list to the lowest at the bottom, shall prevail during meetings of the board and its Committees:

1. To fix time of next meeting (when required) **
2. To adjourn or to recess (when required) **
3. To raise a question of privilege
4. To rise to a point of order
5. To appeal
6. To suspend the rules *2/3 of the votes cast*
7. To withdraw a motion
8. To divide a motion
9. To lay on/take from the table
10. To close debate (previous questions) *2/3 of the votes cast*
11. To limit or extend debate *2/3 of the votes cast*
12. To postpone to a certain time **
13. To refer to commit **
14. To amend **
15. To postpone indefinitely
16. Main motion **
17. To reconsider

18. To rescind 2/3 vote of the members present without notice

*** signifies that the motion can be amended*

7.2.2 When any motion listed in 7.2.1 is immediately pending, the motions above it are in order, while those below it are out of order.

7.3 Limiting Motions

Those motions that take away rights or limit freedom of action require more than the usual majority vote for adoption, namely two-thirds vote.

D. VOTING PROCEDURES

1. Right to Vote

1.1 Member

Every member present when a question is put is entitled to vote thereon, unless that person is personally interested in the question. A member shall not vote on any question where it is forbidden to do so by the statutes.

1.2 Non-Committee Members

Members of the board attending meetings of any committee or sub-committees of the board, of which they are not members shall not be entitled to vote on any question before the committee.

1.3 Chair

On every question, the Chair of a meeting who is at the same time a member in full standing may vote on any question.

2. Types of Voting Procedures

2.1 Show of Hands

The procedure for taking the vote shall be by show of hands. Members present and voting shall indicate their vote upon the question by raising their hand at the appropriate time in response to the Chair's call for votes in favour of, in opposition to, or abstaining from the question, and the Chair shall announce the results thereof.

2.2 Secret Ballot

A vote by secret ballot may be ordered by a motion to that effect where such is not already required by board policy.

2.3 Recorded Vote

2.3.1 Each member's vote shall not be recorded upon any motion unless requested by a member before the Chair calls upon the members to vote upon the question.

2.3.2 Provided a request is made in the manner hereinbefore mentioned, the names of those who vote in favour of the question, those who vote in opposition and those who abstain, shall be entered upon the minutes.

2.4 Abstaining

A member may abstain from voting. If this action reduces the number voting to less than a quorum, the subject will be referred to the next meeting.

3.0 Voting

3.1 Putting the Question

No member shall speak to the question after it is finally put by the Chair, nor shall any other motion be made until after the result is declared; and the decision of the Chair as to whether the question has been finally put shall be conclusive.

3.2 Equality of Votes

Any question on which there is an equality of votes shall be deemed to be lost.

3.3 Majority

3.3.1 Where a simple majority vote is required for the passage of a motion, such shall mean any number greater than one-half of the votes cast where a quorum is present.

3.3.2 A majority vote of the members shall require any number of votes greater than one-half of the total membership of the board (both present and absent) for a motion to be carried.

3.3.3 A two-thirds majority vote means two-thirds of the votes cast where a quorum is present.

G. TRUSTEE VACANCY

1. Filling a Vacancy on the Board

- 1.1 This policy establishes the process by which the Kenora Catholic District School Board shall fill a vacancy on the board when a board member (trustee) resigns, becomes ineligible or otherwise creates a vacancy on the board during the term of the board.
- 1.2 The *Education Act* in S. 221 allows a board to fill a trustee vacancy in one of two ways:
- a) require the municipality to hold a by-election; or
 - b) appoint a qualified person to the position.
- The *Education Act* does not specify the method of appointment of a trustee
- 1.3 A by-election may not be held after March 31 in a municipal election year, that is, within the last eight months of a board's four-year mandate. All costs of a by-election are borne by the board, in accordance with the *Municipal Elections Act* S. 7(3).

2. Board Decisions

2.1 By-election

If the board chooses to fill a trustee vacancy through a by-election in the vacated electoral zone, the process becomes the responsibility of the local municipality and takes approximately ten weeks. The municipality will provide to the board information regarding the implications of holding a by-election, including previous election results and estimated costs.

2.2 Appointment Process

2.2.1 If the board chooses to appoint a replacement, the *Education Act* requires that the vacancy be filled within 60 days after the office becomes vacant.

2.2.2 The *Education Act* S. 219 (1) specifies the qualifications necessary to be elected as a member of a board, and, therefore, to be appointed to a board:

- a) qualified to vote for members of the board;
- b) a resident in the area of jurisdiction of the board; and
- c) not disqualified as outlined in S. 219(4), (5) and (7).

2.2.3 The board may choose to appoint one of the unsuccessful trustee candidates from the last municipal election, providing that the candidate remains a qualified person and is willing to serve.

2.2.4 If the board chooses to offer the position to a broader range of electors, the following actions will occur:

- a) the vacancy shall be advertised in the local media;
- b) persons interested in the position shall be required to submit an application in writing to the secretary of the board;
- c) persons interested in the position shall also be required to submit a résumé or summary including past accomplishments and experience;
- d) persons shall also submit a letter of intent outlining the reasons for wishing to serve on the board and ways in which the individual can contribute to its overall effectiveness;
- e) applicants will be informed that they should be prepared to make a short verbal presentation to a selection committee. The time for the presentation should not exceed five minutes;
- f) applicants must sign consent forms and declaration of qualifications forms;
- g) information packages including facts about the Kenora Catholic District School Board, a copy of *Policy 5 Trustee Code of Ethics*, and a schedule of board and committee meetings will be made available to the applicants;
- h) applicants may request a public forum to review the role of a trustee;
- i) the applications will be available for review by the public if requested.

2.3 Interview Process

2.3.1 Only candidates who have submitted written applications by the deadline date shall be interviewed.

2.3.2 Interviews shall be conducted on board premises, which may include a school or the Catholic Education Centre.

2.3.3 The secretary of the board shall ask trustees to indicate their intention about their attendance and participation in the interviews.

2.3.4 Trustees participating shall constitute an *ad hoc* selection committee. Committee membership shall be a minimum of

three trustees. The selection committee shall select its Chair from among its members. Only trustees who have participated in all interviews shall vote on the committee recommendation. The selection committee shall make its recommendation to the board at the next meeting of the board.

2.3.5 The secretary of the board shall be the administrative liaison to the selection committee.

2.3.6 The selection committee shall establish its operating practices. These practices shall include a common set of questions for all applicants.

2.3.7 The appointed candidate shall be advised promptly of the board’s decision and shall be sworn in at the next opportunity following the appointment.

K. BOARD REVIEW/SELF-EVALUATION

On an annual basis the board will review their successes, areas of concern, communication strategies, motions from board meetings and yearly plans.

1. The focus of the review will be the improvement of the overall performance of the board for the following year.

Legal References

Education Act S. 55 Pupils on boards; ~~S. 176 Trustee benefits; S. 191 Trustee honoraria and expenses; S. 207 Closed session; S. 208 First meeting; S. 209 Trustee declaration; S. 221 Trustee vacancy~~
Ontario Regulation ~~461/97—Pupil Representation on Boards~~
Ontario Regulation 463/97—Electronic Meetings
Municipal Freedom of Information: Protection of Privacy Act
Robert’s Rules of Order
~~*Education Act Regulation 07/07—Student Trustees, Bill 78: Education Statute Law Amendment Act (Student Performance) June 1, 2007*~~
~~*Education Act Regulation 357/06—Honoraria for Board Members.*~~

References

<https://modules.ontarioschooltrustees.org/>

Approval Date: June 2006
Date of Latest Review: October 2014, January 2015, December 2017,
September 17, 2019, November 2019, May 2021,
April 2022, June 2022
Date of Latest Revision: October 2018, September 17, 2019, May 2021,
April 2022, June 2022

KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 18: Catholic Student Trustees

It is the policy of the Kenora Catholic District School Board that Student pupil representation on the Board of Trustees is an essential component of Catholic trusteeship and student voice. Student Trustees serve a vital role in representing students in decisions about education and keeping their peers informed about important information across the Board. Student pupil representation enables the interests of the student population to be clearly reflected in the decisions making of the Board and fosters the development of future Catholic community leaders. The student representatives shall be called "Student Trustees".

The Kenora Catholic District School Board endorses a process where student representation is determined in an open and democratic manner.

This policy provides direction pertaining to the interests of students on the Board in accordance with the provisions of the Education Act, and any guidelines issued by the Ministry of Education.

1.0 General

- 1.1. Two Student Trustees will be known as "Catholic Student Trustee" and one Student Trustee will be known as "Indigenous Student Trustee". As a group they will be known as Student Trustees.
- 1.2. A Student Trustee of the Kenora Catholic District School Board is a role model of servant leadership for St. Thomas Aquinas High School, and the wider Catholic community.
- 1.3. The term of office for the incoming Student Trustees shall be August 1st of each year to July 31st of the following year if the Student Trustee is serving a one-year term or to July 31st of the second year if serving a two year term.
- 1.4. The Catholic Student Trustees' term of office will be staggered so every year, one new Catholic Student Trustee will be appointed for a two-year term. This allows for an incoming junior Catholic Student Trustee and a Senior mentor Catholic Student Trustee.
- 1.5. No student shall be appointed for more than two, consecutive one-year terms.

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- 1.6. Student Trustees shall attend all regularly scheduled Board meetings and committees on which Student Trustees serve and be present and participate in meetings of the Board that are closed to the public except where a meeting is closed under clause 207 (2) (b) of the *Education Act* or where the subject matter under consideration puts them in a conflict of interest. The Municipal Conflict of Interest Act provisions that apply to members of the Board of Trustees apply to Student Trustees.
 - 1.7. Student Trustees have a non-binding vote. Student Trustees do not have voting rights as per the Education Act.
 - 1.8. A Student Trustee shall be paid an annual honorarium of \$2,500 for each complete year that the student holds office. The honorarium will be prorated for the number of months served by a Student Trustee who does not serve a full term.
 - 1.9. Student Trustees shall receive out-of-pocket expenses and travel expenses reasonably incurred in connection with carrying out the responsibilities of Student Trustees. Reimbursement shall be in accordance with the board policy for trustees.
 - 1.10. The Chair of the Board shall appoint a Trustee or delegate to act as a mentor for the each Student Trustees.
 - 1.11. The Director of Education or designate shall act as be the staff contact for the Student Trustees.
 - 1.12. Student Trustees shall receive board communications and other relevant materials.
 - 1.13. Once elected the Student Trustees automatically become a member of the Ontario Student Trustees' Association -l'Association des élèves conseillers et conseillères de l'Ontario (OSTA-AECO).
 - 1.14. In preparation for their term of office, the newly elected Student Trustees attend at least two Board Meetings in May and June as observers, alongside the incumbent Catholic Student Trustees.
 - 1.15. The Student Trustees will receive a Rite of Commissioning ceremony at the September Board Meeting commencing their term of office.

2. Qualifications

2.1. A student is eligible to be elected as a Catholic Student Trustee if they are:

- a) a practicing Roman Catholic.
- b) a full-time (i.e., in at least three credits per semester) student at St. Thomas Aquinas High School, enrolled in the senior division (Grade 11 or 12) at the time of their term as Student Trustee.
- c) a Canadian citizen
- d) must be a resident student of the Kenora Catholic District School Board.

If the student is running for the Indigenous Student Trustee position, they must be an Indigenous student from among students who self-identify as an Indigenous person.

3. Role and Responsibility of Student Trustees

Student Trustees shall:

- 3.1. Attend all regularly scheduled public Board meetings and committees on which the Student Trustee may be assigned. If a conflict prevents attendance at the meeting, notice must be sent to the Director of Education or designate prior to the start of the meeting. Transportation to and from Board and committee meetings may be via family member, public taxi or the student's vehicle (if of legal age)
- 3.2. Represent the Board's students at public/official functions and on Board committees as assigned.
- 3.3. The Student Trustee shall act on behalf of the Board only where authority has been specifically delegated by the Chair.
- 3.4. The Student Trustee must make a reasonable effort to represent the interests of students across the board.
- 3.5. Provide leadership within the school to promote the distinctiveness of a Catholic Education within the Kenora Catholic District School Board.
- 3.6. Participate in student leadership development activities associated with their school, or board roles, as well as provincial associations as necessary. All participation is subject to the board's excursion policy where appropriate supervision must be available. If the excursion is

outside of Board jurisdiction, supervision is to be provided by the Student Trustee parents. All excursions are subject to the availability of funds.

3.7. Student Trustees are called upon to participate in and report on special projects for the Board. They represent the voice of students at St. Thomas Aquinas High School and are ambassadors that reflect the values of the Catholic school system and the Seven Grandfather Teachings.

4. Confidentiality

4.1 The Student Trustees must treat issues within limits of confidentiality and with discretion.

5. Disposition of Complaints

5.1 The Student Trustees shall follow the normal process of dealing with complaints, questions or suggestions regarding a school or service by advising the Principal, Superintendent of Instructional Services, or the Director of Education.

6. Elections

6.1. Each year, St. Thomas Aquinas High School will facilitate the election of one Catholic Student Trustees and one Indigenous Student Trustee.

6.2. The Catholic Student Trustee will be for a junior student who is in Grade 10 at the time of elections and the Indigenous Student Trustee will be for a student who is in Grade 10 or 11 at the time of elections.

6.3. The Catholic Student Trustee will be elected from the student population and the Indigenous Student Trustee will be elected from the student population who self-identify as Indigenous.

6.4. Each student interested in running for the Student Trustee position will complete a Statement of Interest Form (Appendix A) and submit it to the Principal.

6.5. The Principal will review the Statement of Interest Form and sign it to indicate that the submission is complete and that the student qualifies to stand for election.

6.6. Statement of Interest Forms from all qualified candidates will be kept on file at St. Thomas Aquinas High School until the student's term of office is complete.

6.7. The school will arrange for a vote, either by paper or electronic, for the Catholic Student Trustee and the Indigenous Student Trustee. A team

comprised of the Principal and delegates will supervise the voting process.

- 6.8. The Principal shall announce the result by declaring the of the student who has received a majority of the votes cast but shall not declare the count. All ballots shall be destroyed after the election is complete and the results have been declared.
- 6.9. In the case of a tied vote, the candidates shall draw lots to fill the position of Student Trustee. Ballots shall be prepared, in a number of equal to the number of candidates tied for office, with one ballot stating 'Student Trustee' and the remaining ballots blank. Each of the candidates tied for office shall draw a ballot, and the winner shall be the person who draws the ballot that states 'Student Trustee'.
- 6.10. Where there is only one student running for the office of Student Trustee, that student shall be acclaimed, eliminating the requirement for election.
- 6.11. The Principal shall forward the name(s) of the successful Student Trustees to the Director of Education no later than April 20 of any given year.
- 6.12. The Board of Trustees shall, by formal motion, confirm the Catholic Student Trustee and the Indigenous Student Trustee at the first Board Meeting following elections.
- 6.13. If for some reason the elected Student Trustee cannot complete the term of office, the Principal of St. Thomas Aquinas High School shall determine if the seat should be filled by another election or by appointment. The new Student Trustee's name shall be determined and forwarded to the Director of Education within 15 days of the vacancy occurring.
- 6.14. The Board shall notify the Ministry of Education of the names of the Student Trustees elected no later than 30 days after the date of the election or by-election.
- 6.15. Student Trustees will represent the interest of students by fulfilling the roles and responsibilities of Student Trustees as outlined in 3.0 Role and Responsibility of Student Trustees Appendix "A" of this policy.

7. Disqualification

- 7.1. A Student Trustee who ceases to be qualified as a Student Trustee must resign as a Student Trustee. Student Trustees may be disqualified from office for the following reasons:
 - (a) as per trustee disqualification criteria outlined in the Education Act and Regulations
 - (b) the Student Trustee ceases to be enrolled as a full-time student in one of the Board's Catholic Secondary Schools
 - (c) the Student Trustee commits a serious breach of their school's code of conduct

- (d) the Student Trustee's behaviour is deemed to be incompatible with the roles and responsibilities of the position.
- (e) a student who is serving a sentence of imprisonment in a penal or correctional institution is not qualified to be elected or to act as a Student Trustee.
- (f) a decision of a majority of the board of trustees.
- (g) Absence from three (3) consecutive board meetings will result in disqualification of the student representative.

References:

Education Act, Reg. 7/07 Student Trustees
Education Act Reg. 354/18 Student Trustees
Municipal Conflict of Interest Act 1997
Ontario Regulation 298 (Operations of Schools - General)

Other References:

Catholic Graduate Expectations
Seven Grandfather Teachings

Approval Date: June 2006
Date of Latest Review: June 2022
Date of Latest Revision: June 2022

APPENDIX A

**Student Trustee Candidate
Statement of Interest Form**

Thank you for your interest in the Student Trustee position. There are two Student Trustee positions available. One position for an Indigenous Student Trustee who is in either Grade 11 or 12, and one position for a Catholic Student Trustee who is in Grade 11. Student Trustee candidates are asked to complete this attestation:

Please check all that apply:

- I am a Catholic (include a copy of baptismal certificate. The school may have a copy in your OSR)
- I am a self-identified Indigenous person
- I am a Canadian citizen
- I am a student of the Kenora Catholic District School Board
- I am enrolled full-time at St. Thomas Aquinas High School (i.e., in at least three credits per semester)
- I will be a senior in Grade 11 or 12, next school year
- I am a positive role model for my school community
- I maintain regular school attendance and good academic standing

What parish community do you attend? _____

I _____ attest that the above information is accurate, and I wish to have my name stand for the position of Student Trustee.

Signature: _____ Date: _____

Principal Signature: _____



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 22: ~~Approvals: Procurement~~, Finance, Consulting and Capital

The Kenora Catholic District School Board is committed to achieving the optimum value in the expenditure of public funds and protecting the Board from liability, while maintaining accountability standards and public trust.

This policy directs the procurement of goods and services through a process that ensures efficiency, transparency, financial control, quality, and best value to contribute to excellence in Catholic education at the Kenora Catholic District School Board.

1. Guidelines

- 1.1. The Kenora Catholic District School Board shall approve a budget each year that supports the overall goals, priorities, strategic directions and accountability measures established by the Board.
- 1.2. Effective and efficient financial management practices will ensure the prudent use of the Board's fiscal and tangible capital assets.
- 1.3. Providing financial stewardship requires taking care of the Board's financial resources and ensuring they are used for the purpose intended.
- 1.4. The Board recognizes a commitment to purchasing goods and services essential to the delivery of education; acknowledges that the selection of these goods and services be undertaken through a well-managed and controlled purchasing process and recognizes that competitive bidding yields the best value for these goods and services.
- 1.5. As a means to mitigate risk, the Board supports the Broader Public Sector Supply Chain Code of Ethics and commits to compliance with Federal, Provincial and Municipal Acts and regulations without qualification or evasion.
- 1.6. Where possible, the Board supports the concept of centralized purchasing as a means of obtaining maximum value for each dollar spent.
- 1.7. The Board supports consistent processes and expectations for working with suppliers and vendors, enhancing relationships.
- 1.8. The Board will maintain a competitive purchasing process by requiring compliance with the practices established in Administrative Procedure 512: Purchasing.
- 1.9. All Board staff and Trustees will ensure that the procurement of goods and services are in compliance with all applicable Board policies and procedures, and all applicable Federal, Provincial and Municipal Acts and regulations pertaining to public procurement.

2. APPROVALS: FINANCE AND CONSULTING

2.1 Finance

- 2.1.1 The Board shall by resolution authorize the Treasurer to borrow from time to time from chartered banks in accordance with the provisions of the Education Act.
- 2.1.2 The Treasurer with the approval of the Board, may invest surplus monies with chartered banks on a temporary basis at the best available interest rates and shall report same to the board.

3. Consulting

- 3.1 All new matters requiring the services of a professional consultant or consulting firm must receive board approval prior to an appointment being made in accordance with Administrative Procedure #512 - Purchasing.
- ~~3.2 The appointment of a consultant or consulting firm must receive board approval prior to an appointment being made.~~

4. Capital

- 4.1 The Board of Trustees will review and approve the Capital Plan annually in accordance with Administrative Procedure 516: Capital Project and Facility Improvement Planning.
- 4.2 All capital purchases of \$500,000 or more, or at the discretion of the Superintendent of Business Services, will be brought forward to the Board for approval prior to an appointment being made.

References:

Broader Public Sector Supply Chain Code of Ethics

Other References:

AP 512: Purchasing

AP 516: Capital Project and Facility Improvement Planning

Approval Date:

Date of Latest Review:

Date of Latest Revision:



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.

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BRIEFING PAPER

SUBJECT:	Borrowing Resolution
DATE:	June 21, 2022
PREPARED FOR:	Regular Board Meeting
AGENDA AREA:	Public Session
PREPARED BY:	Alison Smith, Superintendent of Business Services

Background/History:

Annually the Board reviews the use of short term borrowings for operating funds through the Board's bank, the Canadian Imperial Bank of Commerce (CIBC). This is both a requirement for the bank and a good practice.

Current Situation:

The Board currently has an operating line of credit of \$5,000,000. In the fall of 2018, we increased our line of credit amount from \$3,000,000 to \$5,000,000 when the Ministry of Education implemented the new cash management strategy. Throughout this current school year, we have not needed to access the line of credit.

Budgetary/Financial Consideration:

These funds have been used from time to time to manage temporary differences in cash flows or to manage short-term finances on small capital projects.

Communications Plan:

The signed and sealed Borrowing Resolution will be copied for the auditors and the original returned to the CIBC for the upcoming 2022-2023 school year.

Recommendations:

That the Board renew the borrowing resolution with the Canadian Imperial Bank of Commerce for \$5,000,000 with the total amount previously borrowed that has not been repaid at \$0.00.



Kenora Catholic District School Board

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MINUTES OF MEETING ⁵⁵

**Tuesday
June 7, 2022**

MEETING DATE:	Tuesday, June 7, 2022
LOCATION OF MEETING:	Microsoft Teams
SUBJECT OF MEETING:	School Parent Council Year-end Presentations
TIME OF MEETING:	5:00 PM – 6:00 PM

ATTENDED BY:

	ATTENDANCE	PERSON	TITLE
1.	<input checked="" type="checkbox"/>	Teresa Gallik	Trustee - Chair
2.	<input checked="" type="checkbox"/>	Mike Favreau	Trustee – Vice Chair
3.	<input type="checkbox"/>	Anne Sweeney	Trustee
4.	<input checked="" type="checkbox"/>	Frank Bastone	Trustee
5.	<input checked="" type="checkbox"/>	Paul Landry	Trustee
6.	<input checked="" type="checkbox"/>	Jeffery White	Trustee
7.	<input checked="" type="checkbox"/>	Vaughn Blab	Trustee
8.	<input checked="" type="checkbox"/>	Paul White	Director of Education
9.	<input checked="" type="checkbox"/>	Alison Smith	Superintendent of Business Services
10.	<input checked="" type="checkbox"/>	Nicole Kurtz	Superintendent of Instructional Services
11.	<input checked="" type="checkbox"/>	Jamey Robertson	Superintendent of Instructional Services
12.	<input checked="" type="checkbox"/>	Trina Henley	Executive Assistant to the Director of Education and Communications Officer
13.	<input type="checkbox"/>	Randy Casey	NWHU, Catholic Parent Involvement Committee Member
14.	<input checked="" type="checkbox"/>	Corinna Glazier Lisa Dumontier	St. John School, Principal Parent Council Representative
15.	<input checked="" type="checkbox"/>	Hilary Aitken Janet Paulson	École Ste-Marguerite Bourgeoys, Principal Parent Council Representative
16.	<input checked="" type="checkbox"/>	Maureen Frankcom Shauna Genik	St. Louis School, Principal Parent Council Co-Chair
17.	<input checked="" type="checkbox"/>	Tammy Bush Travis Batters	St. John Paul II School Principal Parent Council Representative
18.	<input checked="" type="checkbox"/>	Kylie Hughes Mark Richards Erin Hercun	St. Thomas Aquinas High School, Principal St. Thomas Aquinas High School, Vice Principal St. Thomas Aquinas High School, Vice Principal
19.	<input checked="" type="checkbox"/>	Paul White	Catholic Parent Involvement Committee

1. **Welcome** – Teresa Gallik

2. **Prayer** – Teresa Gallik



Kenora Catholic District School Board

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MINUTES OF MEETING ⁵⁶

Tuesday
June 7, 2022

3. School Parent Council Presentations

St. John School:

Corinna Glazier, Principal
Lisa Dumontier, Catholic Parent Council Representative

École Ste-Marguerite Bourgeoys:

Hilary Aitken, Principal,
Janet Paulson, Catholic Parent Council Representative

St. Louis School:

Maureen Frankcom, Principal,
Shauna Genik, Catholic Parent Council Representative

St. John Paul II School:

Tammy Bush - Principal
Travis Batters – Vice Principal

St. Thomas Aquinas High School:

Kylie Hughes, Principal
Mark Richards, Vice Principal
Erin Hercun, Vice Principal

Catholic Parent Involvement Committee:

Paul White: Director of Education

3. Trustee Comments – Teresa Gallik

On behalf of all the trustees of the Kenora Catholic District School Board, Chair Gallik thanked all the school councils for working through this very difficult year and have proven that it is still possible to engage with parents and do amazing work in our schools. She thanked the presenters for sharing their reports from their schools. She is always amazed at all the wonderful work being done by our parent councils in our school to the benefits to our students.

4. Thank you and Closing Remarks – Paul White

Paul White thanked the Parent Council and CPIC members for their hard work and dedication. This year we have had many successes. It has shown us how resilient we can be in the face of adversity and have revealed that our parents, community partners, and Kenora Catholic are an incredible team. Your contribution and dedication to our students, families, and board have not gone unnoticed. On behalf of our Trustees and Administration, thank you, miigwetch, merci.

6. Meeting Adjourned: 6:00 pm – Teresa Gallik

**Catholic Parent Lighthouse Team Year-End Report
St. John School 2021-2022**



St. John School Catholic Parent Lighthouse Team Executive:

Co-Chairs: Leanne Eros Lisa Dumontier
Secretary: Anna Mesto-Drystek

St. John School Community has been focused on the following school improvement goal:

As a Leader in Me School, St. John School will use leadership principles as a school-wide model to increase our faith community, academic achievement, and home-school connections.

Our Catholic Parent Lighthouse Team has worked collaboratively with parents, students, and school staff to support this goal in the following ways:

→ Support a model of leadership for all.	Beginning Balance
→ Promote and advocate for St. John School within the community	\$13261.55
→ Fundraise and volunteer to support the SJS travel team.	
→ Plan and fundraise for an outdoor learning space.	Fundraising: \$4953.00
→ Celebrate staff during Catholic Education Week	
→ Strengthen our School-Parish connection.	Ending Balance
→ Organize school activities to encourage parent engagement.	\$15331.50
→ Financially support a variety of school initiatives when requested.	
→ Created a student handbook.	Total directly given to travel team:
Next Steps: → Continue to support home-school connections	\$2400.00
→ Continue fundraising for school events/activities.	

Activities held throughout the year:

1. Fundraising initiatives: Dieleman's, make it Sow, Spring Basket Fundraiser, Canadian Legion Meat Draw.
2. Donations for Christmas Light Celebration.
3. Support for SJS hosting Parish mass at St. John the Apostle during Catholic Education Week/SJS hosted Masses during Lent.
4. Catholic Education Week Activities:
 - a. Treats delivered to staff.
 - b. Lunch for staff and students.
5. Support and promotion of Kindergarten Registration/ Open house/ Virtual Arts festival.
6. Financial support through fundraising of our Spring Basket raffle and Meat Draw during the month of May for SJS Grade 8 Trip.
7. Financial support for school events- Christmas Light Celebration, Graduations, and year end celebration.

We will believe in you until you believe in yourself – then we believe together....Hope Lives Here.

SMB Parent Council

2021 - 22

ÉCOLE STE-MARGUERITE
BOURGEOYS

Year - end
Report

SMB School Improvement Goals

Fr a n ç a i s

Re a d i n g

Co m m u n i t y I n v o l v e m e n t

Balances April 2022



Income

\$62, 816. 99

Net Income

\$26, 874. 38

60



Expenses

\$35, 942. 61

End of Year

\$75, 671. 89

Pie Day!

Friday before Thanks-giving



\$300

Books for Breakfast



\$828.39



Christmas Activities



\$ 1477.82

Hot Lunches

Expenses:
\$32, 225



Monday's

Alternating
Subway &
Ristorante



Tuesday's

Gropp's (soup,
hamburger's)



Wednesday's

Plaza (greek
meatballs, chicken &
rice)



Thursday's

Gropp's (chicken
fingers, French
toast) & Milk



Friday's

Ristorante (Pizza or
quesadilla's)

A graphic of a spiral-bound notebook with ten black rings along the top edge. The notebook is white with a red border and is set against a green background.

Other Expenses

- Bussing \$104.75
- Bank Fee's – Night Deposit \$169.57
- Thank-you gifts \$250
- Winter Family Event \$1661.10

Next Steps



May 31, 2022 – Parent
Council Meeting
Agenda: spend monies!

Ideas:

- Playground Equipment
- Activity Day treats



St. Louis School Council

Partners in Education

2021-2022 School Year Report



Membership

Our School Council Executive this year was:

Co-chair - Shauna Genik
Secretary - Lana Goodman

Co-chair -Nattie Rogers
Treasurer – Chrysti Savage

Fundraising Events

Event	Profit	Comments
Poinsettias	\$1325.90	
Frosted Foods - fall	\$1335.50	
Frosted Foods - Spring	unknown	(likely around \$400)
Christmas cookies	\$158.00	We have done the cookies and basket raffle for years.
Colibri Bags	\$407.50	
Harvest Kenora Bags	\$89.25	
Hot lunch and Milk Program	\$792.24	This program is fun 5 days/week with very little mark-up as a service for parents

School Support and Donations

Money we made this year went to following things:

- Donated to the Down to Earth Nature Club for their presenters
- Buses for field trips
- Christmas pizza luncheon for our students and staff
- Gr. 5/6 trip to Winnipeg
- Various class projects
- Open House BBQ in May
- Learning Festival in June

Future Plans

Our future plans include supporting the projects of Living Arts at the school, purchasing new jerseys, continued support of Musicals and concerts, as well as support of more field trips and social events.

Financial:

Total Raised this year: unknown*
Funds on Hand: \$30,960.49

*Outstanding expenses remain for some Hot Lunch vendors, Frosted Foods, and committed funds for a BBQ and June activities

Healthy Foods Exemption Days

Hot Dog and Chip Day (March) for Living Arts Workshops

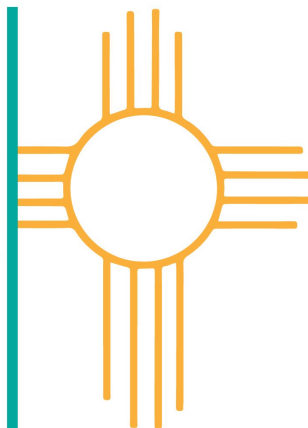
Hot Dog and Chip Day (June) Gr. 5/6 Classes for their trip to Winnipeg



St. John Paul II

S C H O O L

CATHOLIC EDUCATION:
REBUILD
RESTORE
 **RENEW**
TOGETHER



CATHOLIC EDUCATION WEEK
MAY 1 - MAY 6, 2022

St. John Paul II School Council

.....

Mission Statement



We will work to support the spiritual, educational and community goals of our school and the Board.



We will strive to reinforce the channels of communication, involvement and accountability within our school community.



We will promote healthy living through good food choices and physical activity.



We will support environmental awareness through our school's eco initiatives.

Donations ⁷⁰

We Serve Others

As a collective group between parent council, staff and students Doing a coin drive ,we were able to raise \$500 towards the Miracle Marathon Network!



Did you know that our school raised \$1100 for the women and children of Ukraine who are refugees to our area?

We are so proud and grateful for the support of our Friends and Family.

SUBWAY

Hot Lunch Program

Supporting Local Businesses and providing lunch options for students.



Our Friends and Families Group is having a Spring fundraiser that begins today and will run until April 19. We are partnering with Consumer's Frosted Foods to offer a variety of fine foods for purchase.

A total of three order forms have been sent home, each order must be completed on a separate order form. If you require more forms, please send a note with your child and we can provide more.

You may make payment by cash, cheque or e-transfer to pjphotlunch@gmail.com

Orders can also be placed through our www.pjkenora.hotlunches.net site and with this option, you can choose to pay through Paypal with credit card. If you do not have a hot lunch account, you will have to create one. The access code is kcpjp.



All orders must be returned to the school April 19.

Pick up at Frosted Foods May 2-7.



Pope John Paul II School Fundraiser Draw

Name _____

Address _____

Phone _____

Lot. Lic. #M810625

No. 0001



Pope John Paul II School Fundraiser Draw

1st Prize: \$3,000.00

2nd Prize: \$2,000.00

3rd Prize: \$1,000.00

4 Prizes of \$250.00

Draw Date: October 14, 2021 at 1:00 pm
at Pope John Paul II School

Tickets \$5.00

3,000 tickets printed

Lot. Lic. #M810625

No. 0001

Fundraising

Each year at St. John Paul II School, our Friends and Family of PJPII Group (School Council), organises fundraisers in support of projects, big and small, that are meaningful to our students. This year, the Friends and Family Group's project is to enhance the SJPII School Playground.

In October, through our school Raffle, we raised \$5646.00

In April, we rolled out a Frosted Foods Fundraiser to purchase food. Through this initiative, our total amount raised was \$1,543.06

Our first in person Family Event since covid was an enormous hit with a book fair , ice cream, hotdogs and photo booth.

School Activities



Your invited to a St. John Family Night
Building God's Kingdom
Tuesday, May 2, 5:00 pm-6:30 pm

Building God as the Architect of

Visit our toppings bar to build a ice cream sundae
Work as a team in our building challenge
Play and laugh with Minute to Win It
Activity: Explore the Book Fair and receive a special book

The sizes of Spirit Wear clothing for all ages will be available



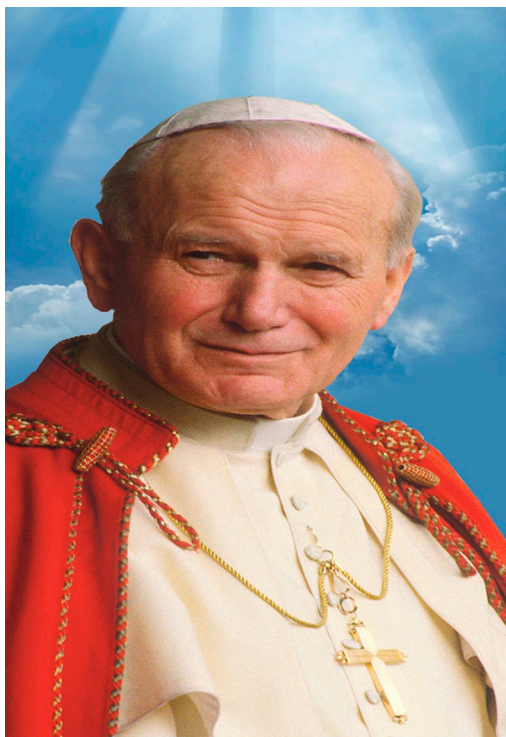
Prancing Pony Portable Petting Zoo

We are looking forward to our Petting Zoo Event on June 22. A barbecue will be provided by our Family and Friends Council in collaboration with École Ste-Marguerite Bourgeoys.



St. John Paul II

SCHOOL



As you may know, PJP II changed its name from Pope John Paul II School to St. John Paul II School. Pope John Paul II was canonized in 2014. Children, families and staff voted to choose our new Logo for sport and official letterhead.





Closing Balance: \$22,001.05



We will be carrying over our balance for 2021/2022 as we are planning a playground renewal project with accessible options. Our goal to reach is \$35,000.

Closing Remarks

Thank you for your continued support!

Our students, staff, families and entire St. John Paul II community greatly appreciate it!





St. Thomas Aquinas High School

2021-2022

Year End Report



Saints Athletics



Garden Club



Saints giving back





Welcome Future Saints!



ST. THOMAS AQUINAS HIGH SCHOOL

CLASS OF 2028

**WELCOME TO
OUR HOUSE**

TUESDAY, MARCH 1

Gift Bags

Meet Staff

Tour the School

Last name A-K

5:00-5:45

Last name L-Z

5:45-6:30

Visit our chapel, state of
the art culinary arts

GRADE 7/8
SOCK HOP
 THURSDAY, APRIL 21

PARENT NIGHT PRESENTATION
Online Risks and Emerging Trends

Join us for an online session from the Canadian Centre for Child Protection

Mark Your Calendars

Monday, January 17th **6:30 pm – 7:30 pm CST**
 7:30 pm - 8:30 pm EST **Presented using Zoom**

During this session, the Canadian Centre for Child Protection will provide insights into concerning trends seen through operations of Cybertip.ca — Canada’s tipline to report the online sexual exploitation of children, and provide considerations and resources for talking with children and youth about online safety.

CANADIAN CENTRE for CHILD PROTECTION* in collaboration with **KENORA CATHOLIC** DISTRICT SCHOOL BOARD and **SUPERIOR NORTH CATHOLIC** DISTRICT SCHOOL BOARD

This presentation is for parents/guardians and may contain sensitive content/discussions. It is not intended for children, youth, or teens.

SPACE IS LIMITED AND REGISTRATION IS REQUIRED.
 Register at this link: <https://us06web.zoom.us/join/register?zckdeysoj4sh60B6jvY10H9RbNgJ40rur> before January 17th.

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ST. THOMAS AQUINAS PROM
Rustic GARDEN
 FRIDAY, MAY 27 - 7:00-10:00 PM

ZIIGWAN WIIGONGE'WIN
SPRING FEAST
TUESDAY, MAY 31 - 11:00 A.M.
 JOIN US VIRTUALLY AS WE BLESS OUR SACRED ITEMS AND WELCOME SPRING.

Save the dates!

Nandawe'ewin Niimitiwin
 HEALING POW WOW
JUNE 2 THURSDAY
 10:00 A.M. -12:30 P.M.
 JOIN US IN PERSON AT THE ST. THOMAS AQUINAS HIGH SCHOOL GYM

KENORA CATHOLIC DISTRICT SCHOOL BOARD

Grade 7/8
Spring Fling Dance
Tuesday, June 7 - 6:00-9:00 p.m.

Tickets are \$5 each and can be purchased at the door.

Music and DJ provided by Wolfe Entertainment. Canteen available, cash only.

No formal dress code, wear what you feel comfortable dancing in!

ST. THOMAS AQUINAS
 DISTRICT SCHOOL BOARD

Activities and Presentations

Thank you for your continued support!
We look forward to having a normal
school year for 2022-2023.

St. Thomas Aquinas Catholic School Council 2021-2022 Year End Report



STAHS continues to focus on the following School Improvement Plan goal related to our Catholic School Council:

- Increase our communication with parents and guardians through school council meetings, email, and social media

Agenda for Monthly School Council Meetings

- Prayer
- Logistics (presentation brainstorming and details, Board messages)
- Current and Upcoming Events
- Presentations/Discussions/Questions

Date	Presenter	Topic
September 20, 2021	Kylie Hughes/Mark Richards	<ul style="list-style-type: none"> ● COVID 19 Highlights ● Parent Input - Topics of Interest for Meetings
November 15, 2021	Mariette Martineau	<ul style="list-style-type: none"> ● Student Census
January 17, 2022	Cybertip.ca	<ul style="list-style-type: none"> ● Social Media and Cyberbullying Presentation (Topic request from parents)
May 16, 2022	Kylie Hughes/Mark Richards/Erin Hercun	<ul style="list-style-type: none"> ● STAHS Celebrations Post COVID and Upcoming Activities

*All meetings occurred via Microsoft Teams this year.

Welcoming ~ Supporting ~ Engaging



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.

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**Catholic Parent Involvement
Committee Year End
Presentation to Trustees
June 7, 2022
5:00 pm**

MEETING DATE:	Tuesday, June 7, 2022
LOCATION OF MEETING:	CEC Board Room
SUBJECT OF MEETING:	Catholic Parent Involvement Committee Yearly Report to the Trustees
TIME OF MEETING:	5:00 PM – 6:00 PM

Committee members:

Kathleen Holmstrom	St. Thomas Aquinas High School Representative
Chrysti Savage	St. Louis School Parent Representative
Gianna Poltronetti	St. John School Parent Representative
Janet Paulson	École Ste-Marguerite Bourgeoys
Corinna Glazier	St. John School Principal. KCDSB Representative
Randi Casey	Northwestern Health Unit Community Representative
Paul White	Director of Education
Hilary Aitken	École Ste-Marguerite Bourgeoys
Kylie Hughes	St. Thomas Aquinas High School Principal
Mark Richards	St. Thomas Aquinas High School Vice Principal
Teresa Gallik	Chair - Trustee
Michael Favreau	Vice Chair - Trustee
Anne Sweeney	Trustee Representative
Paul Landry	Trustee Representative
Cathy McQuillan	Recording Secretary

Our purpose:

To support, encourage and enhance parent engagement at the board level to improve student achievement and well being.

To provide advice to the board on parent engagement, communicate and support school councils and undertake activities to help parents support their children's learning at home and at school.

Presentations:

The Ministry of Education has been meeting quarterly with PIC chairs from across Ontario to provide updates and discuss challenges and successes. Kathleen Holmstrom has attended these virtual meetings and reported to our Catholic Parent Involvement Committee.



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**Catholic Parent Involvement
Committee Year End
Presentation to Trustees
June 7, 2022
5:00 pm**

We have had to gather for spiritual development and liturgies differently throughout most of the year. Liturgies were being held virtually and schools have been sharing on Facebook and on their school websites. What a blessing it has been to gather to celebrate as a Christian community once the mandates were lifted.

Candy Cane Lane was held again at the Catholic Campus in Kenora this year. This outdoor event was attended by families and hot chocolate and candy canes were provided to families. A Christmas Celebration was also held at St. John School in Red Lake.

Director of Education, Paul White, has provided updates from the board level and from the Ministry of Education.

Mariette and Marnie did a presentation to the CPIC committee regarding the Family being at the center of Event Planning. Events will involve the whole household, including food, be engaging, and affirming and involve the themes of mental health, faith, and joy!

The Northwestern Health Unit has supported us throughout this year. Staff have provided information and updates on COVID19, vaccinations and safe practices for staff, students and parents. They have done this work while continuing to provide their regular school health supports and programs. We were very fortunate to have the COVID clinics provided for staff and students available at St. Thomas Aquinas High School multiple times throughout the year.

Together we have faced challenges like COVID but at the same time we have also kept learning and faith development moving forward. We have had a very successful year!

Next Steps:

At the beginning of the 2022-2023 school year the CPIC will discuss activities to support students, parents, and staff furthering making our school communities successful.

Kenora Catholic District School Board

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**SPECIAL EDUCATION
ADVISORY COMMITTEE
May 17, 2022**

MEETING DATE:	May 17, 2022
LOCATION OF MEETING:	Microsoft Teams Meeting
SUBJECT OF MEETING:	Special Education Advisory Committee
TIME OF MEETING:	1:30 PM –2:30 PM
NEXT MEETING:	Friday, June 17, 2022 - Lunch: 12:30 PM – Meeting 1:30 PM

	ATTENDANCE	PERSON	TITLE
1.	<input checked="" type="checkbox"/>	Norine Schram	Voting Member - Member at Large, Chair
2.	<input checked="" type="checkbox"/>	Diane VanderZande	Voting Member - Member at Large, Vice Chair
3.	<input checked="" type="checkbox"/>	Dianne Griffiths	Voting Member - Member at Large
4.	<input type="checkbox"/>	KACL to Appoint Member	Voting Member - KACL Representative
5.	<input checked="" type="checkbox"/>	Joel Willett	Voting Member - FIREFLY Representative
6.	<input checked="" type="checkbox"/>	Anne Sweeney	Voting Member- Trustee Representative
7.	<input type="checkbox"/>	Paul White	Director of Education
8.	<input checked="" type="checkbox"/>	Nicole Kurtz	Superintendent of Instructional Services
9.	<input checked="" type="checkbox"/>	Andrea Batters	Special Education Coordinator
10.	<input type="checkbox"/>	Teresa Gallik	Chair, Board of Trustees
11.	<input checked="" type="checkbox"/>	Cathy McQuillan	Recording Secretary

1. Opening Prayer – Nicole Kurtz

2. Roll Call: Regrets Paul White, Teresa Gallik

Guest Presenters, St. John School, Lexi McLeish, Shawna Lamme, Corinna Glazier

3. St. John School Presentation: Lexi McLeish, Shawna Lamme, Corinna Glazier

- Lexi McLeish is the First Nation Life Skills Coach at St. John School in Red Lake. This is the first year having this position at SJS which is made possible through the CASE program. The aim is to bring cultural connections to our students while increasing attendance and student engagement. Eighty-eight percent of the students in this program are also on the special education caseload. We are hopeful that this program will continue to motivate students to attend school which in turn will help increase their academic, social, and emotional engagement. Lexi showed a video that gave us a glimpse into this program.
- New & Different Opportunities: This focused on trips to Red Lake Indian Friendship Centre, and different opportunities that are brought into our school. For example, Snowshoeing, Archery, and Trapping. All promote the mental health and well being of our school.
- Cultivating Life Skills: It is fundamental that all students are equipped with the proper tools to help guide them through their future. The First Nations life skills program focuses on the importance of these skills and teaches our students how to utilize them. This year's focus was on self-advocacy, decision making, problem-solving, and critical thinking. These skills allow our students to be more independent and make good decisions going forward.

Kenora Catholic District School Board

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- Attendance & Support: Transporting students to and from school is a crucial component of this program. Since November we have helped improved student attendance greatly.
- Liaison between Home, School, and Community Agencies: St. John has also been able to cultivate stronger relationships with our families and community agencies. We have been able to coordinate nutrition support for their families and have students get involved with extracurricular activities with the help of the Red Lake Indian Friendship center. They have also been able to help coordinate medical appointments for families who need a helping hand.
- Student Engagement: The student lounge is their space, and it offers a place to unwind. Students enjoy working on puzzles, painting, reading, and learning about a variety of cultural teachings. They have added their artwork and projects to help decorate the space. The next big rock is to give this space a name.

4. Approval of April 29, 2022, Meeting Minutes

Approved: Anne Sweeney

Seconded: Diane VanderZande

5. Correspondence:

- **Hamilton-Wentworth CDSB – Re: PPM-81 – April 8, 2022 4**

Nicole Kurtz informed the committee that the Council of Ontario Directors of Education (CODE), have sent out a communication regarding PPM-81. The government has received a significant amount of feedback on the proposed changes to Bill 81 regarding the provision of health support services in school settings. While there is no formal communication from the Ministry, through CODE, we have been informed the government is not in the position to move forward on PPM81 this September as they require more time to fully review the feedback they have received.

Norine Schram proposed rather than send another lengthy letter to the Ministry we would send a letter saying we strongly agrees with the SEAC letters that have been received.

- **Ministry of Education Letter in response to:** Sue Wilson, SEAC, Catholic DSB of Eastern Ontario from Laurie McNelles, Interim Director, Digital and Online Learning Branch. Re: Support for Online Learning and Accessibility for students in rural and northern communities. – **Review and file. 7**

6. New Business:

- **Lunch 12:30 PM June 17 before 1:30 PM SEAC Meeting– N Kurtz**

Nicole Kurtz contacted Tom Fawcett to see if he would like to come to a lunch on June 17th at 12:30 as a thank you for all his years of service on the SEAC committee. Tom responded he will be attending the luncheon.

- **Michael Jacques – Guest Speaker, November 25, 2022, Equity and Inclusive Education PD Day – N Kurtz**

Michael Jacques who presented to our SEAC committee in December will be the presenter at our November 25th PD Day. Michael and his father Marcel would like to come up earlier so they can spend some time in the schools with our students. We will meet with them to come up with a schedule for their time in Kenora.

Joel Willett suggested we should reach out to some of our alumni families to meet with Michael and Marcel. They have done so much great advocacy work. It would be nice for Michael and his dad to connect with some families who have young adults. KACL could help with the connection to those families.

Kenora Catholic District School Board

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- **New LRT Position – N Kurtz**

Nicole informed the SEAC committee that the Ministry of Education has provided school boards with funding for the next school year to support special education students, by helping with any gaps, specifically for literacy and numeracy, that they have for any reason, for example, COVID 19. The board is pleased to inform the SEAC that Leanne Chisholm will be taking on that role as a board position next year. She will be working under Andrea's leadership. Her role will be working in the schools, in the classrooms supporting the learning resource teachers, and directly with students. We are excited that Leanne has accepted the position as she will be a great person for this role.

- **Draft Schedule 2022-2023 SEAC Meetings – Cathy McQuillan- Attached 9**

7. **Professional Development: Nil**

8. **Business arising from the last meeting:**

- **Follow up regarding Letter received from Durham District School Board. –Cathy McQuillan**
Letter has been sent out to Minister Lecce and all other parties as requested.
- **Follow-up regarding information pertaining to the following Correspondence – Andrea Batters**
 - A. **Durham Catholic DSB and Upper Grand DSB PPM 81 Speech Services information, and**
 - B. **York Catholic DSB – Nursing Shortage Durham Catholic DSB**

As requested by the SEAC at the last meeting Andrea spoke with a colleague from the Keewatin Patricia District School Board about the regional impact of the nursing shortage. Both boards have historically experienced challenges with getting access to services. This issue is ongoing with the number of services required and the providers available and in securing required training.

Keewatin Patricia's experience with securing nursing support for staff training has been very similar to our experience. Both school boards have been able to set up training with the agency and get staff trained by accessing the Home and Community School Nursing Services.

So overall, it was basically a similar situation for our boards. When we're working with the school nursing providers it can take a bit of scheduling and work with the service provider, but it is workable, and it has been coming together for staff to receive training.

9. **Agency Reports**

- **FIREFLY – Joel Willett - Attached 10**
- **KACL – Vacant**
- **Other Reports from Members-at-Large**
 - **Dianne Griffiths – Nothing to report**
 - **Diane VanderZande – Nothing to report**
 - **Norine Schram – Nothing to report**

10. **Trustee Report – Anne Sweeney – Nothing to report**

11. **Coordinator Report – Andrea Batters - Attached 11**

12. **Next Meeting: Friday, June 17, 2022 – Lunch 12:30 PM followed by SEAC meeting at 1:30PM**



Hamilton-Wentworth Catholic District School Board
Believing, Achieving, Serving

April 8, 2022

Hon. Stephan Lecce
Minister of Education
minister.edu@ontario.ca
5th FLR, 438 University Avenue
Toronto, ON M7A 2A5

Hon. Christine Elliott
Minister of Health
christine.elliott@ontario.ca
College Park 5th FLR, 777 Bay Street
Toronto, ON M7A 2J3

Hon. Merrilee Fullerton
Minister of Children, Community and Social Services
MinisterMCCSS@ontario.ca
7th FLR, 438 University Avenue
Toronto, ON M5G 2K8

RE: Policy/Program Memorandum No. 81, Provision of Health Support Services in School Settings in 2021-2022: New Expectations

Dear Ministers,

I am writing to you on behalf of the Special Education Committee of the Hamilton-Wentworth Catholic District School Board regarding the consultation on proposed revisions to Memorandum 81.

We feel it is essential to include Special Education Advisory Committees (SEAC) as key contributors to such a process. On each SEAC there are parents of children with the broad range of needs that require school health support services. Parents are responsible for deciding on the health supports for their child's needs and are intimately familiar with the services and challenges with their delivery. They are, therefore key contributors to revisions to the types and processes of delivery of these services. We are concerned that SEAC's were not directly asked to contribute to the revision and the service delivery questions that the administrators of the school board were asked.

In reviewing the proposed changes, significant concerns about appropriateness of delegation of health care procedures and the safety of the students were identified. There did not appear to be consideration of the role of the parent in being responsible for and giving consent to health services for their child. Those delivering the services are accountable to the child and parent for ensuring competency and appropriateness in the delivery of the service. It is essential treatments and interventions are provided in a safe manner at all times. The amendments must provide guidelines on the role of the health professionals in monitoring this.

We were concerned about the number of interventions that are being transferred or delegated to school board personnel from health professionals in a very short period of time.

There needs to be training for all staff involved, including administrators, ensuring of competency, and a backup plan for delegated services. There is a cost to this training that needs to be provided for. The process must ensure the parent and, when appropriate, the youth are able to give informed consent and be notified of any adverse events. These needs did not appear to be considered in the proposed revisions.

Additionally, on page five of the draft document under 'Student Specific Plans of Care' it states that schools are responsible for 'a plan for supporting students when the health professional is not available'. At this time, school board administrators do not have the ability to staff an absent health care professional to support student learning should a health support be absent. That leaves administrators in very difficult positions as they have to choose to either welcome the student into the building without being able to staff for the student's needs correctly or advise the parent that the child will not be able to attend due to unavailability of health services that day. Either situation is difficult for school boards to manage from either a safety perspective or a Human Rights point of view. Parents should not be used to fill the role of an absent health care professional in schools either. This puts parents and guardians in the unfair position of choosing between having their child attend school or going to work to provide financially for their family.

Nurses are required to provide or supervise some of the procedures that are provided. Recognizing there is a shortage of nurses in our province, it will be extremely difficult to devise a plan that ensures necessary coverage or there would be the risk to the student's safety and participation if a backup plan is not devised in case of the assigned personnel not being available.

Additionally, to ensure continuity of care between home and school, the initial assessment and treatment of students who are receiving occupational therapy (OT) and physiotherapy (PT) support should be done by the local children's treatment centres (CTC). This allows families one point of contact for following up and ensuring the child's therapies and services are comprehensive and manageable for families. The coordination of care between many therapists is an additional burden on families.

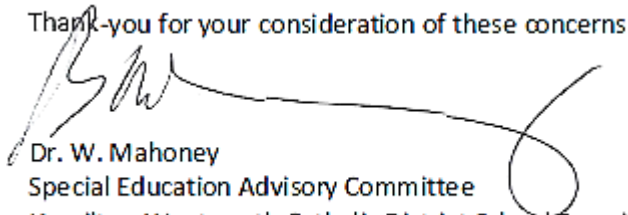
We recognize there are challenges in the professional resources needed in the delivery of school health support services but it is essential that the services are delivered and/or supervised by qualified professionals to maintain their appropriateness and safety. Some students also need a qualified health professional to detect a change in the student's condition that necessitates further health evaluation. Any proposed amendments must ensure that the students are supported by qualified personnel who can perform this function. The transfer of the responsibility of suctioning to school personnel in particular is worrisome. It is a critical respiratory support that can be emergent and is often based on a higher level of skill than could ever be obtained by an Educational Assistant with a few training sessions.

Sometimes suctioning can be routine part of care, but usually students who require suctioning often get themselves into situations where they are in respiratory distress. Nurses piece together thousands of pieces of information when deciding when and how to suction based on years of medical training. Lots of students who require shallow suctioning require deep suctioning at times too, depending on their current health situation. This procedure does not belong on the list at all, not even with training. It's a procedure that, if the wrong judgement call is made could lead to a very dire situation for a child. The other procedures are less life threatening, but suctioning is very critical and requires highly specialized knowledge.

We are as well concerned that the proposed amendments represent a complex and radical change in the delivery of these services from the current model which could be overwhelming for the organizations expected to implement these changes and a more incremental approach would allow better evaluation and modification as needed.

We have outlined a number of substantive concerns that need to be addresses before revisions are finalized to ensure that the outcomes benefit the students, and the services are provided in a safe and effective manner.

Thank-you for your consideration of these concerns.



Dr. W. Mahoney
Special Education Advisory Committee
Hamilton-Wentworth Catholic District School Board

cc: Deputy Minister of Education
Deputy Minister of Health
Deputy Minister of Children, Community and Social Services
Chairperson of the Hamilton-Wentworth CDSB
Chairs of Ontario Special Education Advisory Committees

Ministry of Education**Ministère de l'Éducation**

Digital and Online Learning
Branch

Direction de l'apprentissage
numérique et en ligne

315 Front Street West
Toronto ON M7A 0B8

315, rue Front Ouest
Toronto (Ontario) M7A 0B8

May 3, 2022

Sue Wilson, Chair
Special Education Advisory Committee
Catholic District School Board of Eastern Ontario
judith.beriault@cdsbeo.on.ca

Dear Ms. Wilson,

Thank you for your letter regarding virtual learning supports and accessibility for students in rural and northern communities. I appreciate the opportunity to respond on behalf of the Minister.

The COVID-19 pandemic has had a significant impact on the delivery of education and Ontario's education sector has been resilient, embracing new ways to respond to the needs of students during this challenging time.

There is an opportunity to build on lessons learned during the pandemic and modernize the education system to ensure all students graduate with digital literacy and other transferrable skills they need to succeed in work, post-secondary education, and life. It is important to ensure that all students have an equal opportunity to enhance these skills.

Policy/Program Memorandum (PPM) 167 requires students to earn two online learning credits as part of their Ontario Secondary School Diploma. The policy outlines that students may physically attend school to access internet connectivity and learning devices so they can participate in online courses.

Through the government's Broadband Modernization Program, internet connectivity is complete at nearly 100 per cent of schools with 4,841 elementary and secondary schools now connected. In addition, the provincial and federal governments have partnered to support large-scale, fibre-based projects of over \$1 billion to bring high-speed internet to households and expand broadband infrastructure in rural areas across Ontario by 2025. These investments will help ensure that all students can be fully connected to their learning whether they are at school or at home, regardless of where they live.

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The ministry is also providing school boards with \$20 million in the 2022-23 school year for the Connectivity at Schools Program to support online learning. School boards also receive funding to support online learning through the 2022-23 Grants for Student Needs (GSN) budget, including \$39.9 million for broadband network operations and \$488 million for resources such as student technological devices, classroom computers, and educational software. The GSN also includes funding for the Rural and Northern Education Fund.

Thank you again for writing and for your commitment to ensuring the success of all students.

Sincerely,

Original signed by

Laurie McNelles
Interim Director
Digital and Online Learning Branch
Student Achievement Division

c: Chairs of Ontario Special Education Advisory Committees
Ontario Catholic School Trustees' Association

Special Education Advisory Committee (SEAC) Dates for 2022-2023

Please be advised that SEAC meets once a month, third Friday of each month unless otherwise noted.

The meetings begin at 1:30 PM.

Month	Dates
September	Friday, September 23, 2022 CEC Board Room or Teams
October	Friday, October 21, 2022 CEC Board Room or Teams
November	Friday, November 18, 2022 CEC Board Room or Teams
December	Friday, December 9, 2022 CEC Board Room or Teams
January	Friday, January 20, 2023 Ste. Marguerite Bourgeoys School or Teams
February	Friday, February 17, 2023 St. Louis School or Teams
March	Friday, March 24, 2023 Pope John Paul II School or Teams
April	Friday, April 14, 2023 (April 21 is a PD Day) St. Thomas Aquinas High School or Teams
May	Tuesday, May 16, 2023 St. John School / CEC Board Room or Teams
June	Friday, June 16, 2023 CEC Board Room or Teams



FIREFLY
KCDSB SEAC update
May 17, 2022

- Entry to School (OAP):
 - We met capacity for our pilot with 3 students. They are in Kenora, Sioux Lookout and Fort Frances and are 1 month into their programming.
 - We have 3 new families who have received invites who we will begin planning for their program delivery.
- Urgent Response service (OAP) is launched and accepting referrals
- Dietician will begin next week: to expand our abilities to best support clients with complex feeding problems and support clients with eating disorders.
- Smart Start is starting to meet with partners this month. All documents and training was completed in phase 1 of implementation
- Circles of Security: Infant Child Development and psychology intern offered this program virtually with great attendance and participation for 5 families.
- Triple P program undergoing accreditation with plan to begin offering programming fall 2022.
- Very short staffed for SLP services – please be patient while we recruit. Waitlists are long and growing. We have some communication assistants in place to help the situation.
- Foundational Family Services – FIREFLY’s proposal for the 2022-23 fiscal year was approved. 4 individual sessions are being offered to families who have a child registered with OAP. Please see Child Care Resources Website (ccr.connect.ca) for details.
- All counsellor vacancies have been filled



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

SUBJECT:	Special Education Coordinator's Report
DATE:	Tuesday, May 17, 2022
PREPARED FOR:	Special Education Advisory Committee
AGENDA AREA:	Public Session
PREPARED BY:	Andrea Batters, Special Education Coordinator

In-School Teams (ISTs) are preparing for the spring Identification, Placement and Review Committee (IPRC) meetings. Families have the option to attend these in person or virtually this spring. This is the first year that ISTs will use the Aspen Student Information System's forms which include: the IPRC Meeting Invitation, Dispense Waiver, and Meeting Record forms. This new software draws information from individual student records to populate aspects of these forms. The program captures most of the key details; however, there are a couple of edits that must be made by Learning Resource Teachers until Aspen's software technicians fix these areas. We are hopeful that the Aspen-Fujitsu team will make these repairs soon.

On Wednesday, June 8, Nicole Kurtz and I will be attending the spring Regional Special Education Committee (RSEC) meeting. It will be great to meet virtually with those who lead special education in our region to share and receive updates about provincial and regional learning for all initiatives.

Friday, June 10 is a Professional Development (PD) day. Educational Assistants (EA) will take part in learning that promotes personal wellness and self-care. The day of learning is shaping up to be both fun and rejuvenating for those educators who support students with special education needs.



KEY MESSAGES MUNICIPAL AND SCHOOL TRUSTEE ELECTIONS 2022

- Elections for Catholic School Board Trustee positions are happening during the 2022 Municipal Elections on October 24, 2022. Nominations open on May 2 and close on August 19.
- Trustees are elected for a four-year term. The next term of office is November 15, 2022 – November 14, 2026.
- Catholic School Board Trustees are members of our school board and play an important role in the overall governance of the School Board. A Trustee's role is to maintain a focus on student achievement, well-being and equity and to participate in making decisions that benefit all students while representing the interests of parents/guardians, students and the communities in which they serve.
- To be eligible to run for Catholic School Trustee you must be a resident in Kenora, Ear Falls or Red Lake area, a Canadian Citizen at least 18 years of age, a Roman Catholic who 'Supports' the KCDSB, not legally prohibited from voting and not disqualified from any legislation from holding school board office.
- If you know someone who is passionate about Catholic education and student achievement and well-being and meets the requirements– we encourage them to run for the office of Catholic School Trustee.
- Information about Catholic School Trustee Elections is on our website at www.kcdsb.on.ca including a Candidate Information Sheet with information on honorarium and what the position entails.
- Help protect and preserve our Catholic education system by ensuring you are registered as an English Separate (Catholic) School Supporter. Catholic ratepayers must declare themselves as English Separate School Supporters, to be counted as a Catholic School Supporter and to cast a vote for Catholic Trustees on election day. Visit Voterlookup.ca to determine your tax support. KCDSB staff can assist with changing tax support. Call (807) 468-9851 or email at info@kcdsb.on.ca

