



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, January 17, 2023**, at St. Louis Living Arts School and virtually via Microsoft Teams. The meeting will start at 5:30 p.m. **The public meeting will commence at 7:00 p.m.**

AGENDA

1. **OPENING PRAYER**

2. **ROLL CALL**

3. **COMMITTEE OF THE WHOLE**

Recommendation:

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

4. **DECLARATIONS OF PECUNIARY INTEREST**

5. **CONSIDERATION AND APPROVAL OF THE AGENDA**

Recommendation:

THAT the agenda be approved as presented/amended.

6. **CONFIRMATION OF MINUTES**

Recommendation: (P. 1)

THAT the minutes of the Regular Board Meeting of the Kenora Catholic District School Board of December 13, 2022, be approved as circulated/amended.

7. **BUSINESS ARISING FROM THE MINUTES**

8. **DELEGATIONS AND PRESENTATIONS**

8.1 St. Louis Living Arts School – **M. Frankcom and Team**

8.2 Student Trustee Report – **E. Favreau, Z. Kavanaugh, and J. Pitt**



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Board Meeting Agenda



9. POLICY GOVERNANCE

9.1 Approval of Minutes

Recommendation: (P. 7)

THAT the report of the Policy Governance Committee meeting of January 3, 2023, be approved as presented.

9.2 Policy

9.2.1 Policy #1 – District Mission Vision and Values (P. 12)

Recommendation:

THAT the Board approve the revisions to Policy #1 – District Mission, Vision, and Values effective immediately.

9.2.2 Policy #9 – Board Operations (P. 16)

Recommendation:

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

9.2.3 Policy #19 – Trustee Honorarium and Expenses (P. 44)

Recommendation:

THAT the Board approve the revisions to Policy #19 – Trustee Honorarium and Expenses effective immediately.

9.3 Personnel

9.4 Property

9.5 Finance

9.6 Program

9.6.1 2022 Director's Annual Report – N. Kurtz and T. Henley (P. 51)

Recommendation:

THAT the Board accept the 2022 Director's Annual Report as presented.

9.6.2 2023 – 2024 School Year Calendar – N. Kurtz (P. 71)

9.6.3 Special Incident Portion Claim Funding Letter of Support – N. Kurtz (P. 73)



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Board Meeting Agenda



9.7 **Negotiations**

9.7.1 Ontario Council of Education Workers (OECW) and Council of Trustees Association/Crown Agreement – **A. Smith**

Recommendation:

THAT the Kenora Catholic District School Board ratify the central terms contained with the Memorandum of Settlement and attached Appendix, dated December 10, 2022 made between the Ontario Council of Educational Workers (OCEW) and the Council of Trustees Associations comprised of, the Ontario Catholic School Trustees Association (OCSTA), the Ontario Public School Boards' Association (OPSBA), l'Association des conseils scolaires des écoles publiques de l'Ontario (ACEPO), l'Association franco-ontarienne des conseils scolaires catholiques (AFOCSC), the Ontario Catholic School Trustees' Association or the Ontario Public School Boards' Association and Agreed to by the Crown. Further that the approval of the ratification of the central terms be reported to OCSTA.

9.8 **Other**

9.8.1 March Board Meeting

Recommendation:

THAT the regular Board Meeting scheduled for Tuesday, March 21, 2023, be rescheduled to Tuesday, March 28, 2023.

9.8.2 2023 Committees of the Board – **N. Kurtz (P. 74)**

9.8.3 2023 Trustee Twinning Report – **N. Kurtz (P. 78)**

9.8.4 2023 Policy Governance Committee Chairs – **N. Kurtz (P. 79)**

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

February 7, 2023 (Chair: J. White)

March 7, 2023 (Chair: L. Temple)

April 4, 2023 (Chair: D. Favreau)

SPECIAL BOARD MEETINGS

NIL

REGULAR BOARD MEETINGS

February 21, 2023 (Location: St. Thomas Aquinas High School)

March 28, 2023 (Location: St. John Paul II School)

April 18, 2023 (Location: École Ste- Marguerite Bourgeoys)

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, February 15, 2023, at 11:30 AM

Wednesday, May 17, 2023, at 11:30 AM

Tuesday, June 6 School Council & Catholic Parent Involvement Committee Report at 5:00 PM

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, January 13 at 1:30 PM

Friday, February 17 at 1:30 PM

INTERNAL AUDIT COMMITTEE

Tuesday, February 21 at 4:00 PM

Tuesday, June 20 at 4:00 PM

SCHOOL COUNCIL MEETINGS

St. John School – January 17 at 6:00 PM

St. John Paul II School – January 18 at 6:00 PM

École Ste-Marguerite Bourgeoys – January 25 at 7:00 PM

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

St. Thomas Aquinas High School – February 13 at 7:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA 2023 Catholic Trustees Seminar January 20 – 21, in Toronto

OCSTA Annual General Meeting and Conference – April 27 – 29, in Toronto

ICE Symposium On the Way/En Chemin: Adult Faith Formation in Catholic Education – May 9-10, Toronto (Director and Chair)

Year-End Retirement and Service Awards Celebration – May 24

CCSTA 2023 Annual General Meeting – Rooted in Faith – June 1 – 3 in Saskatoon



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Board Meeting Agenda



MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

Dates for Submission of Financial Reports

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

Date	Description
June 30, 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

15. **COMMITTEE OF THE WHOLE**

16. **ADJOURNMENT**

Recommendation:

THAT the meeting adjourn at _____ p.m.



Kenora Catholic District School Board

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REGULAR BOARD MEETING ¹

Meeting Report

December 13, 2022



MEETING DATE:	December 13, 2022
LOCATION OF MEETING:	Catholic Education Center
SUBJECT OF MEETING:	Regular Board Meeting
CHAIR:	Teresa Gallik
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	7:00 p.m. – 8:02 p.m.

ATTENDED BY:

	INIT	ATTENDANCE	PERSON	TITLE
1.	AB	<input checked="" type="checkbox"/>	Angela Bishop	Trustee
2.	AS	<input checked="" type="checkbox"/>	Alison Smith	Superintendent of Business, Facilities and Planning Services
3.	DF	<input checked="" type="checkbox"/>	Derek Favreau	Trustee
4.	EF	<input checked="" type="checkbox"/>	Elizabeth Favreau	Student Trustee
5.	JP	<input checked="" type="checkbox"/>	Joshua Pitt	Student Trustee
6.	JR	<input checked="" type="checkbox"/>	Jamey Robertson	Superintendent of Education
7.	JW	<input checked="" type="checkbox"/>	Jeffrey White	Trustee
8.	LT	<input checked="" type="checkbox"/>	Lorne Temple	Trustee
9.	ML	<input checked="" type="checkbox"/>	Marie Lundin	Trustee
10.	NK	<input checked="" type="checkbox"/>	Nicole Kurtz	Director of Education
11.	PL	<input checked="" type="checkbox"/>	Paul Landry	Vice Chair
12.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Chair
13.	ZK	<input checked="" type="checkbox"/>	Zhaawan Kavanaugh	Student Trustee

AGENDA

- OPENING PRAYER** – Mariette Martineau opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – All Trustees were present.



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REGULAR BOARD MEETING² Meeting Report December 13, 2022



3. COMMITTEE OF THE WHOLE

Motion #107 Moved by Paul Landry
Seconded by Lorne Temple

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 - NIL

5. CONSIDERATION AND APPROVAL OF THE AGENDA

Motion #108 Moved by Lorne Temple
Seconded by Derek Favreau

Recommendation:

THAT the agenda be approved as presented.

Carried.

6. CONFIRMATION OF MINUTES

Motion #109 Moved by Paul Landry
Seconded by Angela Bishop

Recommendation:

THAT the minutes of the Inaugural Board Meeting of the Kenora Catholic District School Board of November 15, 2022, be approved as circulated.

Carried.

Motion #110 Moved by Jeffrey White
Seconded by Derek Favreau

Recommendation:

THAT the minutes of the Special Board Meeting of the Kenora Catholic District School Board of December 6, 2022, be approved as circulated.

Carried.



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REGULAR BOARD MEETING ³

Meeting Report

December 13, 2022



7. BUSINESS ARISING FROM THE MINUTES

8. DELEGATIONS AND PRESENTATIONS

8.1 Early Literacy Support Team – **A. Batters, M. Buffett, L. Chisholm**

The Early Literacy Team provided a presentation on the targeted, evidence-based early intervention strategies and screening tools administered across the board. The team also reported on the Empower Reading program and the early and ongoing assessment strategies.

The board is piloting the Acadience Learning and Screening Tool to help plan targeted strategies for individual students and assess and monitor progress.

8.2 Student Trustee Report – **E. Favreau, Z. Kavanaugh, and J. Pitt**

Student Trustees provided a report on the activities and events happening during December. The report included updates on Advent Prayer Services, the Christmas Concert, EQAO preparations, Senior Girls, and Boys Basketball, the new Powerlifting club and the opportunity to be part of the regalia club to make traditional regalia and connect with cultural activities.

9. POLICY GOVERNANCE

9.1 Approval of Minutes

9.2 Policy

9.3 Personnel

9.4 Property

9.5 Finance

9.5.1 2021 - 2022 Internal Audit Committee Report – **A. Smith**

Alison Smith, Superintendent of Business, Facilities and Planning Services, provided a report on the Internal Audit Committee for 2021 – 2022, overviewing the activities and accomplishments of the committee.

Motion #111 Moved by Lorne Temple

Seconded by Paul Landry

Recommendation:

THAT the board accept the 2021 - 2022 Internal Audit Committee Report as presented.

Carried.



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REGULAR BOARD MEETING ⁴

Meeting Report

December 13, 2022



9.5.2 2022 – 2023 Revised Estimates

Alison Smith, Superintendent of Business, Facilities and Planning Services, provided a review of the 2022 – 2023 Revised Estimates based on the October 31, 2022, enrolment report. The board's projected enrolment was 1,288 students, and the actual enrolment as of October 31 is 1,277 students. The annual deficit is projected to be \$189,477, which is compliant with legislation. Smith reported that the majority of the deficit is attributed to the transportation funding shortfall.

Motion #112 Moved by Angela Bishop
Seconded by Derek Favreau

Recommendation:

THAT the Board approve the 2022 – 2023 Revised Estimates as presented. – A. Smith

Carried.

9.6 Program

9.7 Negotiations

9.8 Other

9.8.1 Letter from Mayor Poirier dated November 22, 2022 – T. Gallik

Teresa Gallik provided the Trustees with a copy of the letter of congratulations to the new Board of Trustees dated November 22, 2022, from Andrew Poirier, Mayor, City of Kenora.

10. COMMITTEE OF THE WHOLE

Motion #113 Moved by Paul Landry
Seconded by Marie Lundin

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



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REGULAR BOARD MEETING ⁵

Meeting Report

December 13, 2022



14. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

January 3, 2023

February 7, 2023

March 7, 2023

April 4, 2023

SPECIAL BOARD MEETINGS

NIL

REGULAR BOARD MEETINGS

December 13, 2022 (*Christmas Tea at 6:00 PM*)

January 17, 2023

February 21, 2023

March 21, 2023

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, February 15, 2023, at 11:30 AM

Wednesday, May 10, 2023, at 11:30 AM

Tuesday, June 6 School Council & Catholic Parent Involvement Committee Report at 5:00 PM

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, December 9 at 1:30 PM

Friday, January 13 at 1:30 PM

Friday, February 17 at 1:30 PM

INTERNAL AUDIT COMMITTEE

Tuesday, December 6 at 4:00 PM

Tuesday, February 21 at 4:00 PM

Tuesday, June 20 at 4:00 PM

SCHOOL COUNCIL MEETINGS

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

St. John School – January 17 at 6:00 PM

St. John Paull II School – January 18 at 6:00 PM

St. Thomas Aquinas High School – February 13 at 7:00 PM

École Ste-Marguerite Bourgeoys – January 25 at 7:00 PM



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REGULAR BOARD MEETING ⁶

Meeting Report

December 13, 2022



TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA 2023 Catholic Trustees Seminar January 20 – 21, in Toronto

OCSTA Annual General Meeting and Conference – April 27 – 29, in Toronto

ICE Symposium On the Way/En Chemin: Adult Faith Formation in Catholic Education – May 9-10, Toronto (Director and Chair)

CCSTA 2023 Annual General Meeting – Rooted in Faith – June 1 – 3 in Saskatoon

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

15. **COMMMITTEE OF THE WHOLE**

16. **ADJOURNMENT**

Motion #114 Moved by Paul Landry
Seconded by Jeffrey White
Recommendation:
THAT the meeting adjourn at 8:02 p.m.

Carried.



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POLICY GOVERNANCE COMMITTEE January 3, 2023



MEETING DATE:	January 3, 2023
LOCATION OF MEETING:	Catholic Education Centre
SUBJECT OF MEETING:	Policy Governance Committee Meeting
CHAIR:	Teresa Gallik
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	6:00 p.m. to 7:45 p.m.

ATTENDED BY:

	INIT	ATTENDANCE	PERSON	TITLE
1.	AB	<input checked="" type="checkbox"/>	Angela Bishop	Trustee
2.	AS	<input checked="" type="checkbox"/>	Alison Smith	Superintendent of Business, Facilities and Planning Services
3.	DF	<input checked="" type="checkbox"/>	Derek Favreau	Trustee
4.	DH	<input checked="" type="checkbox"/>	Nicole Kurtz	Director of Education
5.	JR	<input type="checkbox"/>	Jamey Robertson	Superintendent of Education
6.	JW	<input checked="" type="checkbox"/>	Jeffrey White	Trustee
7.	LT	<input checked="" type="checkbox"/>	Lorne Temple	Trustee
8.	ML	<input checked="" type="checkbox"/>	Marie Lundin	Trustee
9.	PL	<input checked="" type="checkbox"/>	Paul Landry	Vice Chair
10.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Chair

AGENDA

- CALL TO ORDER** – Teresa Gallik called the meeting to order at 6:00 p.m.
- OPENING PRAYER**– Teresa Gallik opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – All Trustees are present.
- DECLARATIONS OF PECUNIARY INTEREST** - NIL
- APPROVAL OF AGENDA** – The agenda was approved as presented.
- PRESENTATIONS/DELEGATIONS**



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POLICY GOVERNANCE COMMITTEE January 3, 2023



7. PRESENTATIONS AND REPORTS

7.1 **Policy**

7.1.1 Policy #1 – District Mission, Vision, and Values – **N. Kurtz**

Director Nicole Kurtz provided a review of recommended changes to Policy #1 – District Mission, Vision and Values. The Trustees accepted the review of Policy #1. The amended policy will be brought to the January 17, 2023, Board Meeting for approval.

7.1.2 Policy #9 – Board Operations – **N. Kurtz**

Nicole Kurtz provided a review of recommended changes to Policy #9 – Board Operations. The Trustees accepted the review of Policy #9 as presented. The amended policy will be brought to the January 17, 2023, Board Meeting for approval.

7.1.3 Policy #19 – Trustee Honorarium and Travel Expenses – **N. Kurtz**

Nicole Kurtz provided a review of recommended changes to Policy #19 – Trustee Honorarium and Travel Expenses. The Trustees accepted the review of Policy #19 as presented. The amended policy will be brought to the January 17, 2023, Board Meeting for approval.

7.2 **Personnel**

7.3 **Property**

7.4 **Finance**

7.4.1 2022 – 2023 Trustee Budget Overview – **A. Smith**

Alison Smith, Superintendent of Business, Facilities and Planning provided an update on the 2022 – 2023 Trustee Budget, overviewing expenses and balances to date.

7.5 **Program**

7.6 **Negotiations**

7.7 **Other**

7.7.1 OCSTA Northern/Rural Catholic School Boards Advisory Council – **N. Kurtz**

Nicole Kurtz provided an overview of the December 16, 2022 memorandum from the Ontario Catholic School Trustees' Association regarding the Northern/Rural Catholic School Boards Advisory Council Membership Selection. Trustees who are interested in representing Council are asked to notify Director Kurtz. The deadline for expressions of interest is January 31, 2023.

7.7.2 Trustee iPad Upgrade – **N. Kurtz**

Nicole Kurtz presented a briefing paper regarding migrating Trustee iPads to the Company Owned Personally Enabled configuration. Trustees are asked to provide their devices to the Information Technology Services Department by January 13.



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POLICY GOVERNANCE COMMITTEE January 3, 2023



- 7.7.3 2023 Committees of the Board – **N. Kurtz**
Trustees reviewed and determined the Standing and Adhoc Committee Members for 2023. The Joint Occupational Health and Safety Committee was removed from the Committee Listing. Policy #10 – Committees of the Board will be updated to reflect the change. The updated Committee Listing and Policy #10 – Committees of the Board will be brought forward to the January Board Meeting.
- 7.7.4 2022 – 2023 Trustee Professional Development Plan – **N. Kurtz**
Nicole Kurtz provided the Trustees with a review of the 2022 – 2023 Trustee Professional Development Plan and reviewed upcoming Spring conferences.
- 7.7.5 Political Liaison Meetings – **N. Kurtz and T. Gallik**
Nicole Kurtz provided copies of the letters of invitation to Mayor Poirier and Councilors for the City of Kenora and Mayor Mota and Councils from the Municipality of Red Lake.
- 7.7.6 March Board Meeting – **N. Kurtz**
Director Nicole Kurtz requested that the March 21 Board Meeting be moved to March 28, 2023. The request is being made to accommodate March Break travellers and ensure that there are no disruptions to the Board Meeting due to unexpected travel delays. The request will be brought forward to the January Board Meeting for approval.

8. UNFINISHED BUSINESS

9. CORRESPONDENCE

10. NEW BUSINESS

11. INFORMATION

- 11.1 Legal Summary: Student Trustees in Catholic School Boards – **N. Kurtz**
Nicole Kurtz provided a legal summary regarding Kandaharian (Litigation Guardian of) v. York Catholic District School Board, (2022 ONSC 4969) the Ontario Divisional Court found that the denominational rights of Catholic school boards do not allow a Catholic school board to require that a student trustee must be Roman Catholic. Kurtz identified that this litigation is settled and the Board will need to update Policy #18 – Catholic Student Trustees by March 2023.
- 11.2 2022 – 2023 Meetings of the Board Calendar – **N. Kurtz**
A copy of the 2022 – 2023 Meetings of the Board was provided to the Trustees. The schedule will be updated following the January Board Meeting, once the date change to the March 2023 Board Meeting is approved.



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POLICY GOVERNANCE COMMITTEE January 3, 2023



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- 11.3 2023 Trustee Twinning Report – **N. Kurtz**
Nicole Kurtz provided a review of the 2023 Trustee Twinning Report. Trustees are encouraged to be involved in their school community. The Twinning is effective January 2023 – December 2024.
- 11.4 2022 – 2024 Policy Review Schedule – **N. Kurtz**
Trustees were provided with a report on the Policies scheduled for review for 2022 – 2024. Trustees are asked to review the scheduled policies prior to the Policy Governance Committee Meetings.
- 11.5 2023 Policy Governance Committee Chairs – **N. Kurtz**
Trustees were provided with a schedule of Policy Governance Committee Chairs for 2023. Changes were made at the meeting, with an updated copy provided to Trustees at the January Board Meeting.

12. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

February 7, 2023

March 7, 2023

SPECIAL BOARD MEETINGS

NIL

REGULAR BOARD MEETINGS

January 17, 2023

February 21, 2023

March 21, 2023

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, February 15, 2023 at 11:30 AM

Wednesday, May 17, 2023 at 11:30 AM

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, January 13, at 1:30 PM

Friday, February 17 at 1:30 PM

INTERNAL AUDIT COMMITTEE

Tuesday, December 6 at 4:00 PM

Tuesday, February 21 at 4:00 PM

Tuesday, June 20 at 4:00 PM

SCHOOL COUNCIL MEETINGS

St. John School – January 17 at 6:00 PM

Pope John Paul II School – January 18 at 6:00 PM

École Ste-Marguerite Bourgeoys – January 25 at 5:30 PM

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



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St. Thomas Aquinas High School – February 13 at 7:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA 2023 Trustee Seminar ‘Name it and Claim it’ – January 19 - 20, 2023

OCSTA 93rd AGM, Conference and Business Seminar – April 27 – 29, 2023

ICE Symposium Adult Faith Formation in Catholic Education – May 9 - 10, 2023

CCSTA AGM ‘Rooted in Faith’ – June 1 - 3, 2023

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

Dates for Submission of Financial Reports

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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. **COMMITTEE OF THE WHOLE** – The meeting was closed to the public for the Committee of the Whole session.
- 14. **ADJOURNMENT** – The meeting adjourned at 7:45 p.m.

Chairperson

Secretary/Treasurer



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 1: District Mission, Vision and Values

Mission Statement:

The Kenora Catholic District School Board is a Roman Catholic School System dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

Vision Statement:

The Kenora Catholic District School Board is a Catholic School system that is faith driven and Christ centered. We celebrate the Spirit within each of us through prayer, reflection, and our daily living. We share the gifts that each of us has been given. We support and uphold Catholic Christian values for each person in our community. We share the joy that is found in learning together through academics, the arts and athletics. We applaud effort and ability and encourage innovative thinking. We invite all to share in our mission. We are called to deliver our programs in light of the message of the Gospel.

Vision:

We envision each of the partners sharing the responsibility for the vision in the Catholic education of our students.

We envision each of our **students** as:

- † a unique individual created in the image of God;
- † a discerning believer;
- † the future and the most valuable resource we have;
- † an effective communicator;
- † a reflective, creative and holistic thinker;
- † a self-directed, responsible, lifelong learner;
- † a collaborative contributor;
- † a caring family member;
- † a responsible citizen.

We envision each of our **staff members** as:

- † dedicated to the continuing development of spiritual formation, academic excellence, and the safety and wellbeing of our students;
- † a role model, counselor, facilitator, coach and mentor for our students and staff;
- † committed advocates and guardians of Catholic education.

We envision each of our **schools** as:

- † undertaking a Christ-centered approach to learning, encouraging the practice and witness of faith and promoting prayer and liturgical experiences;
- † continually developing the whole person within the context of a Catholic environment;
- † nurturing the intellectual faculties environments in our Catholic schools that foster the growth and development of the Catholic Graduate Expectations. ~~developing capacity for sound judgment, introducing the pupils to the cultural heritage bequeathed to them by former generations, fostering the sense of values, and preparing students for professional life.~~

We envision our **Parents, Family and community members** as:

- † playing a vital role in Catholic education;
- † enriching the programs we offer and providing benefits to all students;
- † the supportive and caring base from which the school councils are elected;
- † fostering and supporting strong partnerships with schools, system and board.

We envision the role of the **Church** as:

- † a human society a partner in Catholic education, capable of imparting education, of proclaiming the way of salvation to all, of revealing the life of Christ to those who believe, and of assisting them with unremitting care so that they may be able to attain the fullness of that life;
- † ~~a mother, under an obligation to provide for its children an education by virtue of which their whole lives may be inspired by the spirit of Christ; to offer assistance to all peoples for the promotion of a well-balanced perfection of the human personality, for the good of society in this world and for the development of a world worthy of humanity.~~

Values Statement:

Values give meaning to our work and a sense of direction to our Catholic education mandate.

At the Kenora Catholic District School Board:

- † We believe that Catholic education is a call to discipleship, mission and transformation. The Catholic Graduate Expectations form the core of our daily teaching and learning experiences.
- † We value the uniqueness, creativity, and abilities of all those involved in our mission.
- † We strive for inclusiveness, equity, and diversity in all that we do and share.
- † We believe it is the right and responsibility of everyone to ensure that our learning environment is safe, nurturing, positive, forgiving, and respectful in a caring community
- † We are each responsible for our actions, words, and each other.
- † We celebrate and encourage new ideas, dreams, cooperation, and innovation that help us to realize our vision.
- † We are dedicated to high standards and success for all. We believe all students can learn.
- † We believe that each person is worthy of honour, dignity, and respect, for all are created in the image and likeness of God.
- † We value and celebrate commitment and dedication, effort and ability.
- † We strive to be a community where all knowledge and relationships are transformed by the quest for meaning.
- † We believe that quality education integrates faith and culture with every aspect of the curriculum and school life.

Legal References:

Education Act S. 170 Duties of Boards; S. 264 Duties of Teachers; S. 265 Duties of Principals; S. 286 Duties of Supervisory Officers
Ontario Regulation 298—Operation of Schools S. 23 Requirements for Pupils
Ontario Schools Code of Conduct Guideline—Roles and Responsibilities of All School and Community Members

Other References:

Declaration On Christian Education (Gravissimum Educationis): 28
October 1965 Vatican Council II
Institute for Catholic Education: Vision of the Learner
This Moment of Promise, 1989

Approval Date: June 2006

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January 2023

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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 His Majesty, Queen Elizabeth II King Charles III** (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~~ **November** 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, **2026**.

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 **at the annual meeting**.

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 project updates needs
- the evaluation of the corporate performance of the Board
- the annual budget
- staffing updates needs
- curriculum planning, programmes and guidelines
- student services planning, programmes and guidelines
- major staff new initiatives 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 and 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 forwarded 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

6.1 Members of the Board are required to be physically present in the meeting room of the Board for at least three (3) regular meetings of the Board during each 12-month period.

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 There is provision in the regulation to permit the Chair (or designate) to participate in meetings by electronic means if the distance from the Chair's residence to the meeting is 200 kilometres or more, or if weather conditions or health-related issues do not permit attendance,

as long as the Chair is physically present for at least half the meetings of the Board for the year.

- ~~6.4~~ 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,
- ~~6.4.1~~ The distance from the chair's or designates current residence to the meeting location is 200 kilometres or more;
 - ~~6.4.2~~ Weather conditions do not allow the chair or designate to travel to the meeting location safely; or
 - ~~6.4.3~~ The chair or designate cannot be physically present at a meeting due to health-related issues.
- ~~6.5~~ 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 **them 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. The 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 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.

E. 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.

F. 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. 207 Closed session; S. 208 First meeting; S. 209 Trustee declaration; S. 221 Trustee vacancy
Ontario Regulation

Ontario Regulation 463/97—Electronic Meetings

Municipal Freedom of Information: Protection of Privacy Act

Robert's Rules of Order

Bill 78: Education Statute Law Amendment Act (Student Performance) June 1, 2007

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, **January 2023**
Date of Latest Revision: October 2018, September 17, 2019, May 2021,
April 2022, June 2022, **January 2023**

KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 19: Trustee Honorarium and Expenses

In recognition of the duties and responsibilities of the Board of Trustees, the Kenora Catholic District School Board will pay each Board member an honorarium in accordance with the provisions as set forth in the Education Act and other associated regulations.

The Kenora Catholic District School Board believes in reimbursing trustees for reasonable expenses incurred while on Board business.

1. Honoraria

The Kenora Catholic District School Board will pay an honorarium to its trustees in accordance with the provisions of section 191 of the Education Act as calculated as per Ontario Regulation 357/06 (Honoraria for Board Members).

- 1.1 The annual honorarium amount is determined by November 15th of each year. ~~year of a trustee's term of office begins on November 15th and ends on the following November 14th.~~
- 1.2 The honorarium for each trustee of the Kenora Catholic District School Board will be calculated using the following components as applicable:
 - 1.2.1 The base amount for the year (\$5,900),
 - 1.2.2 The enrolment amount for the year (100% of the enrolment as calculated according to regulation),
 - 1.2.3 The attendance amounts payable to trustee for the year,
 - 1.2.4 The distance amounts payable to the trustee for the year.
- 1.3 Annually, the base amount and the enrolment amount may be adjusted according to the formula outlined in the Regulation.
- 1.4 In addition to the honorarium payable to a trustee, the Chair of the Board shall receive an additional honorarium of \$5,000 per year, ~~plus the enrolment amount in the Regulation 375/06, 5(3).~~
- 1.5 In addition to the honorarium payable to a trustee, the Vice Chair of the Board shall receive an additional honorarium of \$2,500 per year, ~~plus the enrolment amount payable in the Regulation 375/06, 5(4).~~
- 1.6 The trustee allocation for statutory committees will be payable ~~effective November 15 beginning December 2014.~~

-
- 1.7 Trustees will be informed each year of honoraria.
- 1.7.1 The Superintendent of Business and Facilities and Planning Services will calculate the honorarium for each trustee in accordance with Ontario Regulation 357/06 ~~and provide a report to the Director of Education.~~
- 1.7.2 The Director of Education will communicate the calculated honorarium to the trustees.
- 1.8 The Board of Trustees may, at any time, as outlined through section 4(2) of the Regulation, change its policy such that a component is not paid for a year, the amount of a component to be paid is lowered for a year, or the percentage of the enrolment amount limit to be paid is lowered for a year.
- 1.9 If the board changes its policy under subsection 4(2) of the Regulation, it may restore the original policy at any time.

2. Reimbursement of a Board Member's Expenses

The board shall reimburse a member of the board for expenses incurred for:

- a) travel to and from (round trip) their residence to attend a meeting of the board, or a committee of the board, which is held within the jurisdiction of the board if travel is in excess of 160 km.
- b) travel and related costs of "designated" business of the board. "Designated" business shall include:
 - meetings of the Ministry of Education where the member's attendance is requested by the Ministry or the board;
 - meetings of trustee associations or other organizations where the member is directed to attend by the board;
 - school graduations and other school functions where the member is invited by the principal or Director of Education to attend as a representative of the board;
 - meetings of a School Council;
 - meetings called by the Director of Education or designate where the member is requested to attend;
 - conventions and conferences where the member is requested to attend by the board;
 - subject to the budget allotment, conventions and conferences of an educational nature;

- non-electoral meetings of municipal councils, other ratepayer associations, and other organized groups where the member is requested to attend as a representative of the board;
 - other meetings or functions where a trustee participates as a representative of the board **as requested by the Chair or Director of Education.**
- c) The Board Chair may approve extraordinary travel expenses from time to time in exceptional circumstance (e.g., When a trustee does not drive and needs to pay for a taxi to and from a board meeting).
- d) For expenditures to be approved the following signatures are required:
- for expenses of the Chair, signature is required by the Vice Chair and the Director of Education **or Superintendent of Administrative Services**
 - for expenses of the Vice Chair, signatures are required by the Chair and the Director of Education **or the Superintendent of Administrative Services**
 - for expenses of the trustees, signatures are required by the Chair and the Director of Education **or the Superintendent of Administrative Services**
 - for expenses of the Director of Education, signatures are required by the Chair **or and Vice Chair and the Superintendent of Administrative Services**
- e) Trustees are **encouraged** to use the Board-issued credit card for all travel-related expenses.

3. Conferences and Out-of-Jurisdiction Travel

3.1 ~~Out-of-Jurisdiction Travel will be scheduled to occur, where possible, during regular business hours.~~

3.2 ~~Each~~ **The Board of Trustees** will be allocated a sum of money annually for the purpose of attending approved conferences. This allocation will be used to cover travel, accommodations, fees, and meal allowances. ~~Any other allowable expenses will be over and above the allocation.~~

3.3 Approved Conferences

- 3.4.1 ~~A trustee may attend any conference on the board's approved list and may request approval for attendance at others at any regular meeting of the board.~~

Trustees may attend conferences as the annual Trustee Travel and Professional Development budget permits. Trustees must adhere to the annual allocation to the budget and may not be able to attend all the annual conferences. The Chair will facilitate an equitable process to ensure trustees have access to professional development opportunities, while respecting the annual budget.

The Chair and Vice Chair may be identified as the sole participants of specific conferences throughout the year.

- 3.4.3 All arrangements for attendance at a conference will be made through the office of the Director of Education.
- 3.4.5 The list of approved conferences for Trustees (subject to budget allocations) ~~are is:~~
- 3.4.5.1 Ontario Catholic School Trustees' Association (OCSTA) Annual Conference
 - 3.4.5.2 Thunder Bay Diocesan Conference
 - 3.4.5.3 The Canadian Catholic School Trustees Association (CCSTA) Annual Conference
 - ~~3.4.5.4 Chair/Vice Chair Conference~~
 - 3.4.5.5 Ontario Catholic School Trustees' Association (OCSTA) January Trustee Professional Development

3.4 Travel

The lowest cost alternative is used for travel while trying to minimize time away from the trustee's home and place of employment. Any personal travel attached to Board travel will be at the personal expense and arrangement of the Trustee.

3.5 Accommodations Lodging

- 3.5.1 Trustees must retain the original accommodation lodging receipt to support their expense claim.
- 3.5.2 Trustees are to claim only allowable items from the accommodation lodging bill.
- 3.5.3 Trustees cannot claim items such as ~~(Do not claim bills with alcoholic beverages, movies or other personal expenses).~~

3.5.4 If a trustee makes personal arrangements for private accommodations with family/friends they may claim \$30.00 per night.

3.6 Meals

3.6.1 Meals will be based on the actual receipted costs up to a maximum of:

Breakfast	\$20.00
Lunch	\$20.00
Dinner	\$40.00

3.6.2 Meal claims allowance is not approved provided for meals that are part of the conference or meeting.

3.6.3 Where a trustee claimant is eligible to claim for more than one meal for any day, the maximum amounts for each meal may be combined. For example, the trustee claimant could claim over the maximum amount on one meal, and less than the maximum amount on another meal so long as the total claimed does not exceed the combined maximum. Alternatively, the meal limits for two or more meals may be combined to form a maximum amount for a single meal (for example: breakfast and lunch may be combined to be claimed as “brunch”). Note that the trustee claimant must not combine maximum amounts for ineligible meals, such as when a meal is provided at no cost to the trustee claimant as part of a conference or meeting.

3.6.4 An original itemized receipt is required.

3.6.5 Alcohol will not be reimbursed.

3.6.6 Meals purchased at a grocery store may be reimbursed if the items purchased are reasonable for personal consumption for the meal replacing a restaurant meal.

3.6.7 Any meal claims in excess of the daily limits identified above must be reimbursed to the Board.

3.7 Tips and Gratuities

Tips and gratuities must be factored into the meal allowance. Reimbursements will be as follows:

- on restaurant meals: up to 18% ~~10% to 15% to 18%~~
- on taxi's: ~~10% 15%~~
- ~~\$2 - \$5 for housekeeping for up to two nights in a hotel, up to \$10 for a longer stay~~

~~—\$2-\$5 per bag for a porter~~

3.8 Alcohol

Alcohol will not be reimbursed for business travel. Alcohol purchased for special events must be purchased by the Director of Education or the Chair.

3.9 Incidental Expense Allowance

- 3.9.1 A trustee who is required to travel on board business overnight may be paid an incidental allowance that covers a number of miscellaneous expenses not otherwise provided for in this policy.
- 3.9.2 The daily incidental expense allowance is up to \$20.
- 3.9.3 A trustee must submit a Request for Funds form for the incidental expense allowance.

3.10 Additional Expenses of the Chair

The Chair of the Board or their designate will be reimbursed for any reasonable additional conference expenditures related to the duties of their office.

3.11 Rate of Reimbursement for Automobile Travel

- 3.11.1 Approved out-of-jurisdiction travel by automobile will be reimbursed at a rate set on September 1 of each year and calculated as the maximum allowable reasonable rate by Canada Revenue Agency on that date.
- 3.11.2 Where more than one a trustee or trustees or members of the Administration are travelling, every effort will be made to utilize the Board vehicle carpool or use a car rental or board vehicle to minimize costs to the Board.
- 3.11.3 A trustee who chooses to take their personal vehicle, when a board vehicle is available, is not eligible for mileage.
- 3.11.4 From November 1 until April 30, if a trustee prefers to take their personal vehicle because of winter conditions, mileage reimbursement may be approved in advance by the Chair for up to 50% of the mileage rate.

3.12 Conferences Attended by Administrative Officials

Conferences attended by administrative officials will be approved in the annual budget, or where circumstances require, by the Chair of the Board in consultation with the Director of Education.

References:

Ontario Regulation 357/06, Honoraria for Board Members
Ministry of Education Expenditure Guidelines
Broader Public Sector Expenses Directive

Approval Date: June 2006
Date of Latest Review: May 2022, January 2023
Date of Latest Revision: May 2022, January 2023



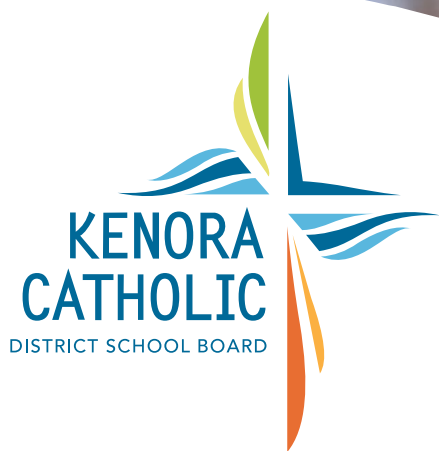
GROWING



INVESTING



ENGAGING



2022 ANNUAL

Director's Report

Director's message 2022



Nicole Kurtz | Director of Education

As Director of Education for the Kenora Catholic District School Board, it is my pleasure and privilege to present the 2022 Director's Annual Report. The 2021-2022 school year brought both challenges and celebrations. The school year began with the continued restrictions due to the COVID-19 pandemic, yet we were blessed to see the return of prayer services and singing, extracurricular activities, sports, etc.,

and the lifting of most restrictions in our schools for the second half of the school year.

We were particularly thrilled to celebrate the ability to have an in-person graduation for our Grade 12 students under the Whitecap Pavilion, as well as other in-person year-end celebrations.

We are grateful to all our staff for their dedication to our students during these challenging times and their ability to adjust to the ongoing difficulties that have come with education during the pandemic.

Our board has much to be proud of, and I am honoured to share the annual report that highlights our successes that align with our Multi-Year Strategic Plan, which is structured on our guiding pillars of: Growing, Investing and Engaging.

- We live our Catholic faith by **growing** student potential.
- We live our Catholic faith by **investing** in our future.
- We live our Catholic faith by **engaging** our students and communities.

This report is dedicated to our students, staff, families, trustees, community members, and parishes for their hard work and dedication during this school year. I invite you to read the report to learn about the remarkable achievements and programming occurring in our Catholic learning communities.

We are proud of our schools and our students from Kenora, Keewatin, First Nations communities, Red Lake, Ear Falls and surrounding areas. This report provides a glimpse into the successes, highlights and celebrations for the 2021-2022 school year, which reports progress and the continued work on the pillars of our Multi-Year Strategic Plan.

Yours in Catholic education,
Nicole Kurtz | Director of Education

Chair's message 2022



Teresa Gallik | Chair

A very special welcome to our newly elected trustees: Angela Bishop, Marie Lundin, Lorne Temple and Derek Favreau. I look forward to working alongside them together with Paul Landry and Jeffrey White. Also joining us at the table are student trustees Elizabeth Favreau, Joshua Pitt and Zhaawan Kavanaugh.

We are thrilled to have Nicole Kurtz lead the way as she is already an outstanding Director.

Thank you to our incredible Students, Teachers, Educators, Support Staff, Families, and Catholic School Councils for making me proud to be a part of this exceptional Catholic School Board. Everyone truly puts Christ in the centre of everything they do. The Ministry of Education's focus on inclusion and equity resonates throughout our system as we desire to serve all of God's children with kindness and love in schools where everyone feels valued and welcome.

A fond farewell to our retiring trustees, who have over 60 years of combined service at the boardroom table. Michael Favreau, Anne Sweeney, Frank Bastone and Vaughn Blab, thank you for your incredible dedication and vocation to Catholic education and student success. Enjoy your retirement and may God bless you on your next journey.

Our Catholic Education theme for 2023 is "**We are Many, We are One.**" To me, this means taking the time to walk alongside one another, to listen and to teach, and in doing so, to transform children's lives through faith.

We are asked to actively reach out and listen to the voices and experiences of people where they are and consider what steps the Holy Spirit is inviting us to take as we walk together.

God bless,
Teresa Gallik | Chair



GROWING



INVESTING



ENGAGING



Our Mission

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



IN FAITH,

WE LEARN

WITH FAITH,

WE GROW

We live our Catholic faith by growing student potential.



Optimized Learning:

We seek innovative programs, and experiences to encourage each person to reach their full potential. We create learning opportunities that allow students to find success, arouse their curiosity, and encourage their originality.

Developing School Culture:

We build inclusive, collaborative relationships and commit to a common set of values as a faith community. We recognize the need to improvemental health, cultivating a continuous focus on healthy minds, bodies and spirits.

We live our Catholic faith by investing in our future.



Building Capacity from Within:

We nurture a shared belief in the importance of ongoing learning for all.

Cultivating Leadership:

We recognize and cultivate the roles of servant leadership, including: building a culture of trust, developing the leadership strengths of all and promoting self, environmental and community stewardship.

We live our Catholic faith by engaging our students and communities.



Encouraging Student Engagement:

We encourage students to name and claim their strengths and their paths.

Fostering Community:

We foster partnerships that extend beyond the walls of our schools.



Strategic Plan

2020 - 2025

The three pillars of our Strategic Plan are as important as ever, perhaps even more so now. Kenora Catholic staff are called to and guided and inspired by our pillars:

“It grew and became a tree.” – Luke 13:19

We want our students to grow to their greatest potential and benefit our community. We want them to contribute to the Glory of God in doing that. We live our Catholic faith by growing student potential.

CALL TO ACTION: Every staff member is asked to articulate the seeds they are planting and will continue to plant that will grow into something big and pleasing to our Creator. This pillar is about growing a student’s sense of self and their sense of inclusion in a supportive community.

“Build a house, dig deeply and lay the foundation on rock.” – Luke 6:48

God is our foundation. God is our rock. We are living our Catholic faith by investing in our future. We are cultivating Shepherd leadership as Jesus is our Shepherd. We are building a culture of trust. We want everyone to trust that our schools are safe places to be.

CALL TO ACTION: Every staff member is asked to identify the big rocks onto which their vocation is built upon. This pillar reflects the Catholic Graduate Expectations, particularly the one about being a discerning believer.

“Therefore encourage one another and build up each other as indeed you are doing.” – 1 Thessalonians 5:11

We cannot do this alone and we certainly cannot do this without God. We want to energize our students and light them on fire with the light and love of the Holy Spirit. We have God’s Grace and Mercy, and we have each other, as imperfect as we are, to lean on. We encourage one another, we build each other up and together we serve our students.

CALL TO ACTION: Every staff member is asked to describe how they are encouraging everyone around them, especially our students, to build each other up. This pillar is about engaging all partners to benefit all students. It truly takes a village to raise a child.



N. Kurtz

Nicole Kurtz
Director of Education

Celebrating Excellence in

Catholic Education

Each June, the Kenora Catholic District School Board awards one student from each school with the Director's Award of Excellence in Catholic education.

This award is presented to students who demonstrate excellence in education by excelling in academics, arts and athletics. In addition, these students show exemplary behaviours such as empathy, kindness, compassion and respect for their fellow students and teachers, which are part of the provincial Catholic Graduate Expectations.



DIRECTOR'S AWARD OF EXCELLENCE
in Catholic Education

IRISH AGUSTIN

St. John Paul II School



DIRECTOR'S AWARD OF EXCELLENCE
in Catholic Education

ALYSSA BIEHN

St. Isidore Virtual School



DIRECTOR'S AWARD OF EXCELLENCE
in Catholic Education

MAXWELL FROESE

St. Thomas Aquinas High School



DIRECTOR'S AWARD OF EXCELLENCE
in Catholic Education

ABIGAEEL HARKOF

St. Louis Living Arts School



DIRECTOR'S AWARD OF EXCELLENCE
in Catholic Education

CELESTE TEMPLE

École Ste-Marguerite Bourgeoys



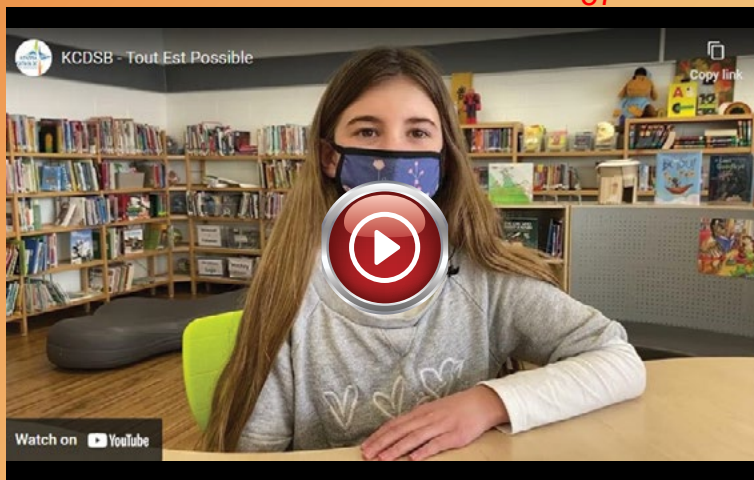
DIRECTOR'S AWARD OF EXCELLENCE
in Catholic Education

BROOKLYNN DUMONTIER


St. John School

Celebrating French Immersion Graduates

We are proud to offer a full French Immersion program from Kindergarten at École Ste-Marguerite Bourgeoys to graduation at St. Thomas Aquinas High School. Having the ability to speak both French and English is a huge advantage for any student who graduates and heads off to university, college, the skilled trades, or the workforce. Being bilingual can open many doors, especially here in Canada, and we are happy to offer that pathway to our students. Take a look at what our current students have to say about speaking French!




Dominic Boucher




Finance Manager/Advisor
Anishinabeg of Kabachkotawangag Resource Council, Inc.

"Cultural school-based activities as well as field-trips helped me to gain further insight into both my French and Métis heritage. At TA I was able to carry on with my studies as a French Immersion student. I carry countless memories from my time both at SMB and STAHS, where I was blessed with a group of friends who continue to be in each other's lives today. Whenever I cross paths with my former educators, a genuine interest in my current endeavors is always apparent, continuing to make me feel as though I am still a part of the KCDSB family."

#ToutesPossibles 


See how our alumni are thriving and how their French Language has helped them reach their goals.

Phaedra Olinyk



Lawyer
Hook, Setler and Lunan

"Some of my best childhood memories were made in that program and now having French as a second language has drastically helped me in my career. Speaking French was what drove me to pursue my undergraduate degree in Ottawa. I spent the entirety of my undergraduate years working part-time on Parliament Hill, which fostered various connections and I was able to get into law school, get my law degree and become a lawyer. The language aspect aside, having to learn essentially every subject in a second language from such a young age instilled a lot of drive and a work ethic that has led me to where I am today."

#ToutesPossibles 

Rachel Wykes




Registered Practical Nurse
Lake of the Woods District Hospital

"I really enjoyed being a French immersion student from Kindergarten until graduation. I developed lifelong friendships with my classmates and we all became a family. My French language has proven to be beneficial on many occasions throughout my employment in the health care field. Canada is a multilingual country, and knowing French has allowed me to communicate and assist others whose primary language is French. It is important for patients to have someone who speaks their language as it gives them comfort knowing that they'll receive the care they need without an added language barrier."


#ToutesPossibles 

Sara Marcine



Third-year Dental Student
University of Toronto

"Being in the French Immersion program was like having another family within the STA community! It was always comforting to know you would have class with that same group of students and teachers who would help guide you. Having French as a second language has helped me with various job and volunteer opportunities throughout my education. Now that I am seeing my own patients, it has been very helpful to communicate with the patients who do not speak English. I would encourage everyone to enroll in French Immersion because it is useful to be bilingual and can benefit you in the long run in ways you may not even be aware of right now."

#ToutesPossibles 

Keely Shumka



Executive Assistant
Deputy Mayor Markus Chambers
City of Winnipeg

"Being in the French Immersion program first at SMB and then STA ensured lifelong friendships, community and consistency. Not only that but having French as a second language has proven to be very beneficial to my career. In my undergraduate program it was a requirement to have a second language so having that French diploma meant I was able to complete my degree sooner than expected and get into the workforce ahead of others. Now working within the municipal government, I have been able to translate and communicate with the public to ensure that we are delivering the best service possible."

#ToutesPossibles 

We Grow Graduates

At Kenora Catholic, it's our passion and vocation to grow and nurture our graduates and help them become the people they are today. We want to celebrate their successes and learn about the many different and diverse pathways and journeys our alumni are on and how their Catholic education has helped them reach their goals.

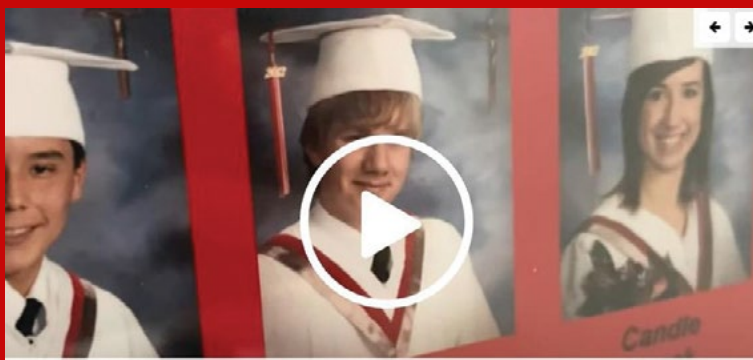
See who we caught up with below and how their Catholic education helped them get to where they are today!



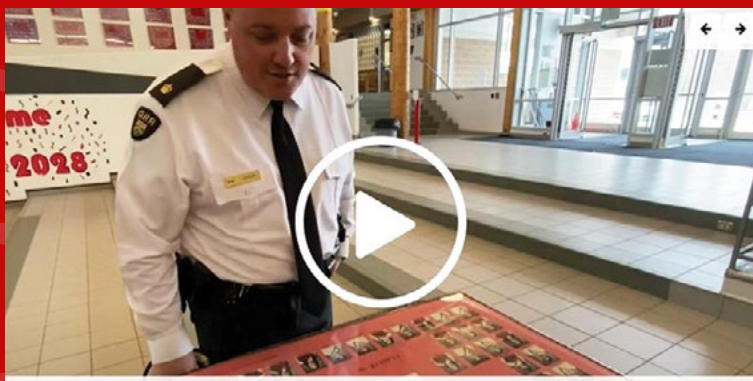
Liz Mortham
Meet Liz Mortham a Special Projects Producer for Entertainment Tonight.



Allie Doerksen
Meet Allie Doerksen a Registered Social Worker who cares deeply about her community.



Cameron Koch
Meet Cameron Koch a resource Management Technician working with the Ministry of Natural Resources and Forestry.



Jeff Duggan
Meet Jeff Duggan the Detachment Commander for the Kenora OPP.

Nominate an Alumni

Do you know a Kenora Catholic graduate who is experiencing success and following their path?

Nominate an alumni here:



Celebrating the Class of 2022

Graduation is always an emotional evening for students, staff, and families, so we sat down with some of our graduating students prior to the ceremony to ask them about their time with the Kenora Catholic District School Board, their experience at St. Thomas Aquinas High School, and what's next for them in their journey. We enjoy seeing where their journey takes them, and we wish our grads every bit of happiness and health along the way. Congratulations to the Class of 2022.



Take a look at this short recap video that captures a small part of the magic that is the graduation celebration. Congratulations to the Class of 2022!



growing

Wauzhushk Onigum Nation welcomed students to the 15th Annual Fall Harvest.

This year marks the 15th year for the partnership with Wauzhushk Onigum Nation and the Kenora Catholic District School Board.

The fall harvest is an opportunity for students to learn about the traditional Anishinaabe culture and ways of living including harvesting, hunting, cooking and crafting.

Through our Northern Studies Program, students get to explore traditions and activities of First Nation, Métis and Inuit people of our region with hands-on learning opportunities. The program is a collaboration between Kenora Catholic, Kenora Métis Council, Grand Council Treaty #3 and multiple neighbouring First Nation communities. The program helps develop an understanding of the cultural significance in our area while learning the basics of the Ojibway language.

Overall, it helps to strengthen relationships with peoples of all nations.





Author Michael Jacques visited Kenora Catholic students and staff bringing an important message of inclusion and acceptance.

From being alone at recess to capturing the attention of thousands of people across Canada, author Michael Jacques has transformed a challenging childhood into not only two books, but an inspirational story for children and adults alike.



Students and staff from St. Louis Living Arts School were thrilled with the announcement that the school had been granted the prestigious Platinum status as an EcoSchool through EcoSchools Canada. The certification is the top tier of the voluntary program, which helps schools strive to reduce their environmental footprint.



Grade 6 students at St. John Paul II School left a beautiful and unique legacy at their school this year, by building a stained-glass representation of the brand new school logo.

The stained glass tree logo was brought to life in a 4 ft glass mosaic that now hangs in the window above the main foyer.

celebrating our catholic trustees

Catholic School Board Trustees play an important role in the governance of our board. Their focus is to ensure all students at the Kenora Catholic District School Board receive an exceptional Catholic education and have the support they need to reach their full spiritual and academic potential.

The October 18 board meeting marked the final board meeting for the current Board of Trustees, who completed their term of office on November 14, 2022.

Outgoing Trustees received a special presentation recognizing their contributions to Catholic education and years of service as Kenora Catholic District School Board Trustees. The outgoing Trustees represent over 62 years of combined service in their roles.



growing our new team



The incoming Board of Trustees spent a day together at a Retreat and Onboarding session. At the Retreat, Trustees learned about the Kenora Catholic District School Board, its family of schools, unique identity and culture, budget and finance, student success and their important governance role.



Student Trustees Elizabeth Favreau, Zhaawan Kavanaugh and Joshua Pitt received their Rite of Commissioning.



At the inaugural board meeting on November 15, Trustees were officially sworn in as members of the Kenora Catholic District School Board.

As part of the meeting, the KCDSB held elections for the positions of chair and vice chair of the Board and appointed representatives on the Statutory Committees of the Board.



investing



This past summer St. Thomas Aquinas High School hosted a First Nation, Métis, and Inuit (FNMI) Camp. The program was designed and customized based on feedback and input from students to help ensure engagement. Students said the program was fun and helped them gain interest in the arts!



The Ontario government is investing \$400,000 to create 15 child care spaces at St. Louis Living Arts School to help working families in Keewatin. This investment, announced by Greg Rickford, MPP for Kenora-Rainy River, is part of the Government's commitment to supporting affordable and accessible child care in communities across the province.

Kenora Catholic students have a new friend at school to bring comfort and support through a fleet of blue Ambearristers set to join school communities across the Board.

The Spirit Bear represents the 165,000 First Nation Children impacted by the First Nations Child Welfare Case at the Canadian Human Rights Tribunal. The bears act as "Ambearrister" (Ambassador + Barrister).



The Kenora Catholic District School Board unveiled a new Orange Shirt Day Logo this year that was designed by recent graduate Kitana Blackhawk.

The new design features a large heart from the bottom of which hangs a pair of mukluks. Inside the heart is the Orange Shirt Day phrase, “Every Child Matters”.

St. Thomas Aquinas Grade 12 student, Travis Biehn, won bronze at the recent Skills Ontario competition that saw him build the framing for a doghouse in 7 hours.

Biehn and fellow Saint, Dustin Sewell won the northern division in early April and competed in the provincial championships against 19 other students from across Ontario.



Sparks were flying at the Multiskills Centre at St. Thomas Aquinas High School as mothers and their daughters descended on the building. But unlike the expression, these were actual sparks. Eighteen women took part in the workshop which was run by a Red Seal Welder and College Instructor.





St. John School introduced a program called Building Cultural Connections for First Nation Students. The program has been at the school for a year and aims to foster cultural connections while increasing attendance, achievement, and student engagement.



There was a flurry of activity in the library at St. Thomas Aquinas High School, as almost a dozen students cut, iron, glue and sew their way towards crafting their very own ribbon skirts.

The ribbon skirt is about women being empowered and is a symbol of history, culture and resilience.

Our clubs, activities, sports, concerts, prayer services and everything else that help make school so special are back after a COVID-19 hiatus, and we couldn't be happier.



We are so proud of our Senior Boys Volleyball Team and Senior Girls Basketball Team. To return from the COVID hiatus and earn a berth to OFSAA is an awesome achievement. The boys made it to the semifinals and fell just shy of the bronze medal earning Antique Bronze. Way to go everyone, what an incredible season!



Colby crossed the finish line at the Ontario Provincial Cross-Country Championships with a time of 24:33, a time he was very happy with. Overall it was a great experience for Colby, especially in his Grade 12 year.



Welcome Back Christmas Concerts!



Welcome Back Choirs!

Your School WHEREVER You Are



engaging



The Kenora Catholic District School Board is very excited to share that we have launched an App! The new KCDSB App is a tool for parents, guardians, students, and staff to help keep track of what is going on in their school. With this app users can choose which school(s) they'd like to follow, therefore tailoring which activities and events will show up on the app's calendar. Users will even be able to add events to their own calendar all through the app. Take a look at how you can start using the app today and take your school wherever you are!



Students and families bundled up and embraced the adventurous spirit of voyageurs at Kenora Catholic's Festival du Voyageur celebration at École Ste-Marguerite Bourgeoy's in February. Over 300 people explored French-Canadian and Métis culture while dancing and jigging to lively music, playing games, admiring snow sculptures, and enjoying hot chocolate and sweet treats.

Kenora Catholic was excited to throw open our doors and welcome families back into our schools, following the pandemic.

Through a variety of events in our #KCDSBFamilySeries, families can connect through a series of activities that will be hosted throughout the school year to celebrate being together as a community.



The first event of the new #KCDSBFamily Series was a hit. The “Back-to-school Backpack Blessing” saw families enjoy a pizza dinner, play games, and take part in a backpack blessing before the first day of school.



Next up was the Science Night. The workshops had three options for families including Eww That Science is Gross, Good Clean Fun and Science Meets Art. The event is a partnership with Scientists in Schools, a national science, technology, engineering and math (STEM) education charity that annually works with more than 700,000 children and youth in Canada to be confident in STEM, build critical thinking skills, heighten their interest in STEM careers, and dream of a future they perhaps never thought possible.

Meanwhile at St. Thomas Aquinas High School, families got to build a small woodworking project at the Multi-Skills Training Centre of Excellence.



Just in time for Christmas was the Advent Wreath Merry-Making Event. Families worked together to make their own wreath as the perfect way to prepare for the Christmas season. They also had warm soup and buns and enjoyed dinner together as a community.

Have we mentioned how much we LOVE being back together?



Students across the community were thrilled to take part in the 47th Annual Cross-Country races. This is the first time St. Thomas Aquinas High School held the event, which saw students run through the network of trails behind the high school.



At the Gala Dinner and Awards Ceremony in April, Principal Corinna Glazier of St. John School received the Principal of the Year award from the Catholic Principals' Council of Ontario.



Students at St. Thomas Aquinas High School had a fantastic time discovering the many different career options in Kenora at the December EXPLORE Career Expo. More than 40 local businesses were on hand to answer questions and speak to students about their career path.

A range of organizations were present from health care to the skilled trades, arts, law enforcement, mental health, Grand Council Treaty #3, City of Kenora and more.

NEW Board of Trustees



Teresa Gallik

Chair



Paul Landry

Vice Chair



Jeffrey White

Trustee



Angela Bishop

Trustee



Lorne Temple

Trustee



Marie Lundin

Trustee



Derek Favreau

Trustee



**Elizabeth
Favreau**

Student Trustee



Joshua Pitt

Student Trustee



**Zhaawan
Kavanaugh**

Student Trustee

Catholic School Board Trustees

Sound decision-making by dedicated Catholic representatives is essential to student success. Our Catholic School Board Trustees govern the Kenora Catholic District School Board through a policy governance model. They are the critical link between our community, parish and school board and are responsible for determining policies and maintaining standards of excellence at the Kenora Catholic District School Board.

Our Board of Trustees establish a Christian vision for the school system, exercise direction and

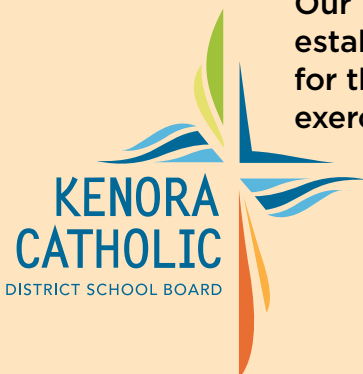
leadership by applying Christian principles to such key issues as: system mission, vision, values and goals, strategic planning, policy formation and procedural by-laws, and management and evaluation of board governance policies.

Trustees are elected by ratepayers during municipal elections and are directly accountable to the communities they serve – Kenora, area First Nations, Red Lake, and Ear Falls.

The current term of office is November 15, 2022 to November 14, 2026. The next municipal election is on October 26, 2026.

- Our Board Meetings -

Our Board meetings are open to the public. Board Meetings are held on the third Tuesday of every month at 7:00 p.m., excluding July and August. Meetings are held at the Catholic Education Centre located at 1292 Heenan Place, and virtually via Microsoft Teams.

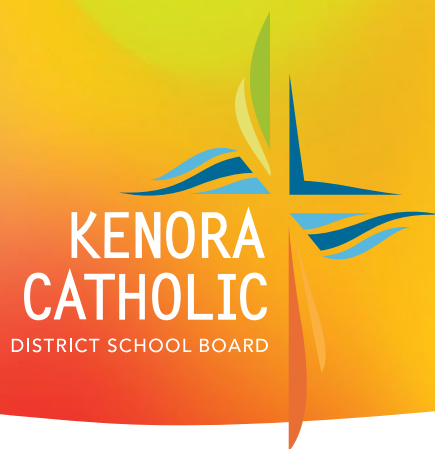




**Catholic
Education Centre**

1292 Heenan Place
Kenora, ON P9N 2Y8
T: 807.468.9851 • F: 807.468.8094

Share in our Good News:



Calendar option 1 | Calendrier option 1

Students start school on September 5, 2023, with the last day of school on Wednesday, June 26, 2024. Secondary semesters for this option:

Semester 1: August 31, 2023 to January 31, 2024

Semester 2: February 1, 2024 to June 26, 2024

Les élèves retournent en classe le 5 septembre 2023, et termine l'année scolaire le mercredi 26 juin 2024.

Draft 1 as of: January 4, 2023

2023 - 2024 School Year Calendar

SCHOOL HOLIDAY
PD DAY
EXAMS

August 2023						
Su	M	Tu	W	Th	F	Sa
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19 Instructional Days September 2023 <table border="1"> <thead> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table>	Su	M	Tu	W	Th	F	Sa					1	2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	20 Instructional Days October 2023 <table border="1"> <thead> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Su	M	Tu	W	Th	F	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					21 Instructional Days November 2023 <table border="1"> <thead> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table>	Su	M	Tu	W	Th	F	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			16 Instructional Days December 2023 <table border="1"> <thead> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Su	M	Tu	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							17 Instructional Days January 2024 <table border="1"> <thead> <tr> <th>Su</th> <th>M</th> <th>Tu</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Su	M	Tu	W	Th	F	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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All students begin school on September 5, 2023 and end on June 26, 2024

School Holidays	
September 4, 2023	Labour Day
October 9, 2023	Thanksgiving
Dec 25, 2023 - Jan. 5, 2024	Winter Holidays
February 19, 2024	Family Day
March 11-15, 2024	March Break
March 29, 2024	Good Friday
April 1, 2024	Easter Monday
May 20, 2024	Victoria Day
First Day of School for Students	
September 5, 2023	
Last Day of School for Students	
June 26, 2024	
187 Instructional Days + 7 PD Days = 194	

Professional Activity Days
August 31, 2023
September 1, 2023
October 27, 2023
November 24, 2023
January 31, 2024
April 19, 2024
June 14, 2024



Calendar option 2 | Calendrier option 2

Students start school on Wednesday, August 30, 2023, with the last day of school on Friday, June 21, 2024. Secondary semesters for this option:

Semester 1: August 28, 2023 to January 26, 2024

Semester 2: January 29, 2024 to June 21, 2024

Les élèves retournent en classe le 30 août 2023, et termine l'année scolaire le vendredi 21 juin 2024.

Draft 2 as of: January 4, 2023

2023 - 2024 School Year Calendar

SCHOOL HOLIDAY
PD DAY
EXAMS

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
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All students begin school on August 30, 2023 and end on June 21, 2024

School Holidays	
September 4, 2023	Labour Day
October 9, 2023	Thanksgiving
Dec. 25, 2023 - Jan. 5, 2024	Winter Holidays
February 19, 2024	Family Day
March 11-15, 2024	March Break
March 29, 2024	Good Friday
April 1, 2024	Easter Monday
May 20, 2024	Victoria Day
First Day of School for Students	
August 30, 2023	
Last Day of School for Students	
June 21, 2024	
187 Instructional Days + 7 PD Days = 194	

Professional Activity Days
August 28, 2023
August 29, 2023
October 27, 2023
November 27, 2023
January 26, 2024
April 19, 2024
June 10, 2024





1292 Heenan Place • Kenora, ON P9N 2Y8 • T: (807) 468-9851
F: (807) 468-8094 • www.kcdsb.on.ca

Dedicated to Excellence in Catholic Education



December 21, 2022

Via email: minister.edu@ontario.ca

The Honorable Stephen Lecce
Minister of Education
Mowat Block, 22nd Floor
900 Bay Street
Toronto, ON
M7A 1L2

Dear Minister Lecce:

On behalf of the Kenora Catholic District School Board, the KCDSB Special Education Advisory Committee (SEAC) stands in support of the Durham District School Board's *Special Education Advisory Committee's* letter concerning:

Re: Special Incidence Portion Claim Funding

Thank you for acknowledging our SEAC committee letter of our shared concerns as outlined by their letter.

Yours in Catholic Education,

Teresa Gallik
Chair of the Board of Trustees

Joel Willett
Chair of SEAC

Cc: Ontario Catholic School Trustees Association (OCSTA)
Education Minister's Advisory Council on Special Education (MASCE)
DDSB SEAC
KCDSB SEAC

Encl: November 22, 2022 Durham District School Board Letter
Re: Special Incidence Portion Claim Funding

COMMITTEES OF THE BOARD

2023 Committee Listing

Teresa Gallik	Paul Landry	Marie Lundin	Derek Favreau	Lorne Temple	Jeffrey White	Angela Bishop
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STATUTORY COMMITTEES

	Teresa Gallik	Paul Landry	Marie Lundin	Derek Favreau	Lorne Temple	Jeffrey White	Angela Bishop
Internal Audit Committee		X			X		
Parent Involvement Committee				X			X
Special Education Advisory Committee			X				
Student Disciplinary Committee	X	X	X	X	X	X	X
Supervised Alternative Learning Committee	X	X	X	X	X	X	X

STANDING COMMITTEES OF THE BOARD

	Teresa Gallik	Paul Landry	Marie Lundin	Derek Favreau	Lorne Temple	Jeffrey White	Angela Bishop
Board/Government Relations Committee	X	X					X
Diocesan Trustees' Association Committee				X			
First Nations, Métis, and Inuit Advisory Committee							
Priests Liaison Committee	X	X	X	X	X	X	X
Multi-Year Strategic Planning Committee	X	X	X		X		
Transportation Committee		X					

ADHOC COMMITTEES

Director's Review Committee	X	X					X
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COMMITTEES OF THE BOARD

Statutory Committees

Definition: Statutory committees are specifically required by legislation.

Internal Audit Committee

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

Parent Involvement Committee (CPIC)

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

Special Education Advisory Committee

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

Student Disciplinary Committee (Minimum of 3 trustees)

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



COMMITTEES OF THE BOARD

Supervised Alternative Learning Committee (SALEP)

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

Standing Committees

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

Board/Government Relations Committee

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

Diocesan Trustees Association Committee

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

First Nations, Métis and Inuit Advisory Committee

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



COMMITTEES OF THE BOARD

Priests Liaison Committee

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

Multi-Year Strategic Planning Committee

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

Transportation Committee

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

Ad Hoc Committees

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

Director's Review Committee

The Director's Review Committee works to provide an evaluation for the director of education. committee serves only until the task is completed; at which time the committee is disbanded. A new committee is set when this evaluation is needed. The chair or designate) and vice-chair (or designate) and one Trustee form this committee. See Policy 10: Committees of the Board, for more detail.





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 parents and the Church.

Updated: November 18, 2022

2023 Trustee Twinning Report

Trustee	St. Louis School	École Ste-Marguerite Bourgeoys	St. John Paul II School	St. Thomas Aquinas High School	St. John School
T. Gallik Chair	2023	2023	2023	2023	2023
P. Landry Vice Chair	2023	2023	2023	2022 2023	2014 2019 2023
Jeffrey White	2022	2023	2019 2020	2021	
Derek Favreau			2023		
Lorne Temple	2023				
Angela Bishop					2023
Marie Lundin				2023	

Note: The Chair and Vice Chair are trustee twins for all schools.



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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Updated: January 5, 2023

Policy Governance Committee Meeting Chairs 2022 – 2023 School Year

Policy Governance Committee Meeting Dates	Chairperson
Tuesday, September 13, 2022	Teresa Gallik
Tuesday, October 4, 2022	Mike Favreau
Tuesday, November 1, 2022	Frank Bastone
Tuesday, December 6, 2022	Paul Landry
Tuesday, January 3, 2023	Teresa Gallik
Tuesday, February 7, 2023	Jeffrey White
Tuesday, March 7, 2023	Lorne Temple
Tuesday, April 4, 2023	Derek Favreau
Tuesday, May 2, 2023	Marie Lundin
Tuesday, June 6, 2023	Angela Bishop

Please note: The chairperson for the meeting is responsible for preparing and leading a prayer to open the meeting.