



## 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, March 28, 2023**, at St. John Paul II School and virtually via Microsoft Teams. **The public meeting will commence at 7:00 p.m.**

### AGENDA

1. **OPENING PRAYER**

2. **ROLL CALL**

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 February 21, 2023, be approved as circulated/amended.*

7. **BUSINESS ARISING FROM THE MINUTES**

8. **DELEGATIONS AND PRESENTATIONS**

8.1 St. John Paul II School – **Tammy Bush and Team**

8.2 KCDSB Coding Initiative - **Jared Ralko and Stephanie Sweeney**

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

9. **POLICY GOVERNANCE**

9.1 **Approval of Minutes**

*Recommendation: (P. 8)*

*THAT the report of the Policy Governance Committee meeting of March 7, 2023, be approved as presented.*



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## Board Meeting Agenda



### 9.2 **Policy**

#### 9.2.1 Policy #11 – Board Representatives – **N. Kurtz (P. 11)**

Recommendation:

THAT the Board approve the review of Policy #11 – Board Representatives with no changes at this time.

#### 9.2.2 Policy #18 – Catholic Student Trustees – **N. Kurtz (P. 13)**

Recommendation:

THAT the Board approve the revisions to Policy #18 – Catholic School Trustees effective immediately.

### 9.3 **Personnel**

#### 9.3.1 Resignation of Leanne Davidson – **Teresa Gallik**

Recommendation:

THAT the Board accept the resignation of Leanne Davidson for the purpose of retirement effective June 30, 2023, with regret.

#### 9.3.2 Resignation of Sharon Remmerswaal – **Jeffrey White**

Recommendation:

THAT the Board accept the resignation of Sharon Remmerswaal for the purpose of retirement effective June 30, 2023, with regret.

#### 9.3.3 Resignation of Andrew Kozlowski – **Paul Landry**

Recommendation:

THAT the Board accept the resignation of Andrew Kozlowski for the purpose of retirement effective August 25, 2023, with regret.

### 9.4 **Property**

### 9.5 **Finance**

#### 9.5.1 2021 – 2022 Energy Efficiency Report (**P. 22**)

Recommendation:

THAT the Board receive the 2021 - 2022 Energy Efficiency Report as presented.



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## Board Meeting Agenda



### 9.5.2 2019 – 2024 Capital Plan (P. 23)

*Recommendation:*

*THAT the Board accept the 2019 – 2024 Capital Plan as presented.*

### 9.6 Program

### 9.7 Negotiations

### 9.8 Other

## 10. UNFINISHED BUSINESS

## 11. NEW BUSINESS

## 12. INFORMATION

## 13. FUTURE MEETINGS

### **POLICY GOVERNANCE MEETINGS**

April 4, 2023 (Chair: D. Favreau)

May 2, 2023 (Chair M. Lundin)

June 6, 2023 (Chair A. Bishop)

### **SPECIAL BOARD MEETINGS**

NIL

### **REGULAR BOARD MEETINGS**

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

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

May 16, 2023 (Location: St. John School)

June 20, 2023 (Location: Catholic Education Centre)

### **CATHOLIC PARENT INVOLVEMENT COMMITTEE**

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, March 24, at 1:30 PM

Friday, April 14, at 1:30 PM

Tuesday, May 16, at 1:30 PM



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## Board Meeting Agenda



### INTERNAL AUDIT COMMITTEE

Tuesday, June 20 at 4:00 PM

### SCHOOL COUNCIL MEETINGS

St. Louis Living Arts School – March 27 at 6:30 PM

École Ste-Marguerite Bourgeoys – March 29 at 4:30 PM

St. John School – April 11 at 6:00 PM

St. John Paul II School – April 12 at 6:00 PM

St. Thomas Aquinas High School – May 15 at 7:00 PM

### TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

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)

OCSTA Human Rights Program for Catholic School Board Trustees – Ableism Saturday, May 13, 2023, from 8:00 – 11:00 AM

OCSTA Human Rights Program for Catholic School Board Trustees – Anti-Hate Tuesday, May 23, 2023, from 5:30 – 9:00 AM

Year-End Retirement and Service Awards Celebration – May 24

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

#### 14. ADJOURNMENT

Recommendation:

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



# Kenora Catholic District School Board

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## REGULAR BOARD MEETING<sup>1</sup> Meeting Report February 21, 2023



MEETING DATE:	February 21, 2023
LOCATION OF MEETING:	Catholic Education Center
SUBJECT OF MEETING:	Regular Board Meeting
CHAIR:	Teresa Gallik
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	7:00 p.m. – 7:50 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 type="checkbox"/>	Zhaawan Kavanaugh	Student Trustee

### AGENDA

- OPENING PRAYER** – Dean Woodbeck, Chaplain at St. Thomas Aquinas High School, opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – Student Trustee Zhaawan Kavanaugh was noted as absent with regret.



## Kenora Catholic District School Board

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## REGULAR BOARD MEETING<sup>2</sup> Meeting Report February 21, 2023



### 3. COMMITTEE OF THE WHOLE

Motion #012 Moved by Marie Lundin  
Seconded by Paul Landry

Recommendation:

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

Carried.

### 4. DECLARATIONS OF PECUNIARY INTEREST

Trustee Marie Lundin identified that she had a Declaration of Pecuniary Interest with item 6.2.1 of the Committee of the Whole agenda.

### 5. CONSIDERATION AND APPROVAL OF THE AGENDA

Motion #013 Moved by Jeffrey White  
Seconded by Lorne Temple

Recommendation:

*THAT the agenda be approved as presented.*

Carried.

### 6. CONFIRMATION OF MINUTES

Motion #014 Moved by Derek Favreau  
Seconded by Paul Landry

Recommendation:

*THAT the minutes of the Regular Board Meeting of the Kenora Catholic District School Board of January 17, 2023, be approved as circulated.*

Carried.

### 7. BUSINESS ARISING FROM THE MINUTES

### 8. DELEGATIONS AND PRESENTATIONS

#### 8.1 St. Thomas Aquinas High School – **Kylie Hughes and Erin Hercun**

Principal Kylie Hughes and Vice Principal Erin Hercun provided an overview of the successes and culture that makes St. Thomas Aquinas High School a special place for nearly 600 students from Grades 7 – 12. The school is grounded in faith while also focusing on excellence in athletics, arts and academics, with staff focused on supporting students in developing their talents and gifts in various fields.



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## REGULAR BOARD MEETING<sup>3</sup> Meeting Report February 21, 2023



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

Student Trustees Elizabeth Favreau and Joshua Pitt provided a report on the activities and initiatives happening at St. Thomas Aquinas High School during February. Students enjoyed the Feast Day of St. Thomas Aquinas High School and are looking forward to celebrating Easter in April.

The Senior Band is attending Optimus Fest.

It has been a busy and successful athletics season, with STAHS teams competing well at all playoffs in hockey as well as court sports. Students are encouraged to bring their traditional regalia to the Winter Pow Wow, which aims to bring families and communities together.

## 9. POLICY GOVERNANCE

### 9.1 Approval of Minutes

Motion #015 Moved by Marie Lundin

Seconded by Angela Bishop

Recommendation:

*THAT the report of the Policy Governance Committee meeting of February 7, 2023, be approved as presented.*

Carried.

### 9.2 Policy

9.2.1 Policy #5 – Trustee Code of Ethics – N. Kurtz

Motion #016 Moved by Paul Landry

Seconded by Derek Favreau

Recommendation:

*THAT the Board approve the revisions to Policy #5 – Trustee Code of Ethics effective immediately.*

Carried.

9.2.2 Policy #6 – Role of the Trustee – N. Kurtz

Motion #017 Moved by Lorne Temple

Seconded by Marie Lundin

Recommendation:

*THAT the Board approve the revisions to Policy #6 – Role of the Trustee effective immediately.*

Carried.



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## REGULAR BOARD MEETING<sup>4</sup> Meeting Report February 21, 2023



### 9.3 Personnel

### 9.4 Property

### 9.5 Finance

### 9.6 Program

#### 9.6.1 2023 – 2024 School Year Calendar – **N. Kurtz**

Motion #018 Moved by Jeffrey White  
Seconded by Angela Bishop

Recommendation:

*THAT the Kenora Catholic District School Board approves the 2023 – 2024 School Year Calendar as presented, subject to the Ministry of Education approval.*

Carried.

### 9.7 Negotiations

### 9.8 Other

9.8.1 OCSTA 2023 Trustee Professional Development Report – **T. Gallik**  
Teresa Gallik provided a report on the OCSTA 2023 Trustee Professional Development session that was hosted in Toronto in January. The conference was entitled **Catholic School Trustees, Placing Christ at the Centre**, and was well attended by 112 Catholic School Trustees and Directors.

9.8.2 Ontario Catholic School Trustees' Association Regional Director Nomination – **T. Gallik**  
Teresa Gallik reported that Trustee Paul Landry has put his name forward for Region #2 for the OCSTA Regional Director role, and the Kenora Catholic District School Board supports this nomination.

Motion #019 Moved by Marie Lundin  
Seconded by Jeffrey White

Recommendation

*THAT the Kenora Catholic District School Board approves the nomination of Trustee Paul Landry as a candidate for Regional Director, for Region 2 for the Ontario Catholic School Trustees' Association (OCSTA) and that the Board submit this nomination to the OCSTA.*

Carried.





## Kenora Catholic District School Board

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## REGULAR BOARD MEETING<sup>5</sup> Meeting Report February 21, 2023



### 10. COMMITTEE OF THE WHOLE

Motion #020 Moved by Derek Favreau  
Seconded by Paul Landry

Recommendation:

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

Carried.

### 11. UNFINISHED BUSINESS

### 12. NEW BUSINESS

### 13. INFORMATION

### 14. FUTURE MEETINGS

#### **POLICY GOVERNANCE MEETINGS**

March 7, 2023 (Chair: L. Temple)

April 4, 2023 (Chair: D. Favreau)

May 2, 2023 (Chair M. Lundin)

#### **SPECIAL BOARD MEETINGS**

NIL

#### **REGULAR BOARD MEETINGS**

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

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

May 16, 2023 (Location: St. John School)

#### **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

Friday, March 24, at 1:30 PM

Friday, April 14, at 1:30 PM

Tuesday, May 16, at 1:30 PM



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## REGULAR BOARD MEETING <sup>6</sup>

### Meeting Report

February 21, 2023



### INTERNAL AUDIT COMMITTEE

Tuesday, February 21 at 4:00 PM

Tuesday, June 20 at 4:00 PM

### SCHOOL COUNCIL MEETINGS

St. John School – February 21 at 6:00 PM

École Ste-Marguerite Bourgeoys – February 22 at 7:00 PM

St. Louis Living Arts School – March 22 at 6:30 PM

St. John Paull II School – April 12 at 6:00 PM

St. Thomas Aquinas High School – May 15 at 7:00 PM

### TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

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)

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### MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

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### 15. COMMITTEE OF THE WHOLE



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## REGULAR BOARD MEETING <sup>7</sup>

### Meeting Report

February 21, 2023



## 16. ADJOURNMENT

Motion #021 Moved by Paul Landry  
Seconded by Derek Favreau  
Recommendation:  
*THAT the meeting adjourn at 7:50 p.m.*

*Carried.*

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary/Treasurer



# Kenora Catholic District School Board

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## POLICY GOVERNANCE COMMITTEE March 7, 2023



MEETING DATE:	March 7, 2023
LOCATION OF MEETING:	Catholic Education Centre
SUBJECT OF MEETING:	Policy Governance Committee Meeting
CHAIR:	Lorne Temple
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	6:00 p.m. to 6:55 p.m.

### ATTENDED BY:

	INIT	ATTENDANCE	PERSON	TITLE
1.	AB	<input type="checkbox"/>	Angela Bishop	Trustee
2.	AS	<input 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 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** – Lorne Temple called the meeting to order at 6:02 PM.
- OPENING PRAYER** – Lorne Temple opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – Trustees J. White and A. Bishop were noted as absent with regret.
- DECLARATIONS OF PECUNIARY INTEREST - NIL**
- APPROVAL OF AGENDA** – The agenda was approved as presented.
- PRESENTATIONS/DELEGATIONS**



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## POLICY GOVERNANCE COMMITTEE<sup>9</sup> March 7, 2023



### 7. PRESENTATIONS AND REPORTS

#### 7.1 **Policy**

##### 7.1.1 Policy #11: Board Representatives – **N. Kurtz**

Director Nicole Kurtz provided a review of Policy #11 – Board Representatives. The Trustees accepted the review as presented with no changes at this time.

##### 7.1.2 Policy #18: Catholic Student Trustees – **N. Kurtz**

Director Nicole Kurtz provided a review of Policy #18 – Catholic Student Trustees. The Policy was modified to reflect that students wishing to run for the office of Student Trustee are no longer required to meet the criteria of being Catholic. The Trustees accepted the review and updates to Policy #18 as presented.

#### 7.2 **Personnel**

#### 7.3 **Property**

#### 7.4 **Finance**

#### 7.5 **Program**

#### 7.6 **Negotiations**

#### 7.7 **Other**

##### 7.7.1 OCSTA 93rd Annual General Meeting and Conference – Dates to Remember – **N. Kurtz**

Nicole Kurtz provided the Trustees with an overview of key dates and deadlines associated with the OCSTA 93<sup>rd</sup> Annual General Meeting and Conference.

##### 7.7.2 May 16 Board Meeting in Red Lake – **N. Kurtz**

Trustees were provided with a reminder of the luncheon and school tour planned for May 16 with Mayor Motta and the Councillors of the Municipality of Red Lake. The event is happening from 12:00 – 1:30 PM at St. John School in Red Lake.

### 8. UNFINISHED BUSINESS

### 9. CORRESPONDENCE

### 10. NEW BUSINESS

### 11. INFORMATION

### 12. FUTURE MEETINGS



## Kenora Catholic District School Board

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## POLICY GOVERNANCE COMMITTEE

10  
March 7, 2023



### POLICY GOVERNANCE MEETINGS

April 4, 2023 (Chair: D. Favreau)

May 2, 2023 (Chair M. Lundin)

June 6, 2023 (Chair A. Bishop)

### SPECIAL BOARD MEETINGS

NIL

### REGULAR BOARD MEETINGS

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

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### INTERNAL AUDIT COMMITTEE

Tuesday, June 20 at 4:00 PM

### SCHOOL COUNCIL MEETINGS

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École Ste-Marguerite Bourgeoys – March 29 at 5:30 PM

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## MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

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- 13. **COMMITTEE OF THE WHOLE**
- 14. **ADJOURNMENT** – The meeting adjourned at 6:55 p.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary/Treasurer



# KENORA CATHOLIC DISTRICT SCHOOL BOARD

## Policy 11: Board Representatives

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In response to requests from external organizations or agencies, the board will give consideration to naming representatives to external boards or committees. Such representation is established at the discretion of the board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the board and other organizations.

Co-operative committees shall function within the terms of reference determined by the committee and approved by both parties.

### 1. Board Membership in Trustee Organizations

- 1.1 The board shall annually take membership in the following organizations:
  - a) Ontario Catholic School Trustees' Association,
  - b) Thunder Bay Diocesan Catholic School Trustees' Association/Diocesan Office of Catholic Education,
  - c) Canadian Catholic School Trustees Association.
- 1.2 Membership in all other organizations shall be decided annually on an individual basis.

Legal Reference:

Approval Date: June 2006  
 Date of Latest Review: October 19, 2010, October 2011, May 2013, June 2015, May 2017, May 2019, May 2021, **March 2023**  
 Date of Latest Revision: October 19, 2010



# KENORA CATHOLIC DISTRICT SCHOOL BOARD

## Policy 18: ~~Catholic~~ Student Trustees

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Student representation on the Board of Trustees is an essential component of ~~Catholic~~ trusteeship and student voice. Student Trustees serve a vital role in representing students in decisions about education and keeping their peers informed about important information across the Board. ~~Student representation enables the interests of the student population to be reflected in decisions of the Board and fosters the development of future Catholic community leaders.~~ The Student Trustee is an integral part of the Board who represents the interests of students and serves as a model of servant leadership in the school and broader Kenora Catholic District School Board community.

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

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

### 1.0 General

- 1.1. Two Student Trustees will be known as “~~Catholic~~ Student Trustee” and one Student Trustee will be known as “Indigenous Student Trustee”. As a group they will be known as Student Trustees.
- 1.2. A Student Trustee of the Kenora Catholic District School Board is a role model of servant leadership for St. Thomas Aquinas High School, and the wider ~~Catholic~~ broader community.
- 1.3. ~~The term of office for the incoming Student Trustees shall be August 1<sup>st</sup> of each year to July 31<sup>st</sup> of the following year if the Student Trustee is serving a one-year term or to July 31<sup>st</sup> of the second year if serving a two-year term.~~ The term of office of a Student Trustee may be one year or two years and starts on August 1 of the year in which the student trustee is elected.
- 1.4. The ~~Catholic~~ Student Trustees’ term of office will be staggered so every year, one new ~~Catholic~~ Student Trustee will be appointed for a two-year term. This allows for an incoming junior ~~Catholic~~ Student Trustee and a Senior mentor ~~Catholic~~ Student Trustee.

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- 1.5. No student shall be appointed for more than two, consecutive one-year terms.
  - 1.6. Student Trustees shall attend all regularly scheduled Board meetings and committees on which Student Trustees serve and be present and participate in meetings of the Board that are closed to the public except where a meeting is closed under clause 207 (2) (b) of the *Education Act* or where the subject matter under consideration puts them in a conflict of interest. The Municipal Conflict of Interest Act provisions that apply to members of the Board of Trustees apply to Student Trustees.
  - 1.7. Student Trustees have a non-binding vote. Student Trustees do not have voting rights as per the Education Act.
  - 1.8. A Student Trustee shall be paid an annual honorarium of \$2,500 for each complete year that the student holds office in compliance with the applicable laws, including Ontario Regulation 7/07 under the Act. The specifics of the honorarium will be communicated to the Student Trustees prior to the commencement of their term. The honorarium will be prorated for the number of months served by a Student Trustee who does not serve a full term.
  - 1.9. Student Trustees shall receive out-of-pocket expenses and travel expenses reasonably incurred in connection with carrying out the responsibilities of Student Trustees. Reimbursement shall be in accordance with the board policy for trustees.
  - 1.10. The Chair of the Board shall appoint a Trustee or delegate to act as a mentor for the Student Trustees.
  - 1.11. The Director of Education or designate shall act as the staff contact for the Student Trustees.
  - ~~1.12. Student Trustees shall receive board communications and other relevant materials.~~
  - 1.13. Once elected the Student Trustees automatically become a member of the Ontario Student Trustees' Association -l'Association des élèves conseillers et conseillères de l'Ontario (OSTA-AECO).
  - 1.14. In preparation for their term of office, the newly elected Student Trustees attend at least two Board Meetings in May and June as observers, alongside the incumbent Catholic Student Trustees.
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- 1.15. The Student Trustees will receive a Rite of Commissioning ceremony at the September Board Meeting commencing their term of office.

## 2. Qualifications

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

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

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

## 3. Role and Responsibility of Student Trustees

Student Trustees shall:

- 3.1. Attend all regularly scheduled public Board meetings and committees on which the Student Trustee may be assigned. If a conflict prevents attendance at the meeting, notice must be sent to the Director of Education or designate prior to the start of the meeting.  
~~Transportation to and from Board and committee meetings may be via family member, public taxi or the student's vehicle (if of legal age)~~  
Student Trustees are responsible for arranging their transportation for board meetings and/or other Student Trustee duties.
- 3.2. Represent the Board's students at public/official functions and on Board committees as assigned.
- 3.3. The Student Trustee shall act on behalf of the Board only where authority has been specifically delegated by the Chair.

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- 3.4.** The Student Trustee must make a reasonable effort to represent the interests of students ~~across the board.~~ **from St. Thomas Aquinas High School.**
- 3.5.** Provide leadership within the school to promote the distinctiveness of a Catholic Education within the Kenora Catholic District School Board.
- 3.6.** Participate in student leadership development activities associated with their school, or board roles, as well as provincial associations as necessary. All participation is subject to the board's excursion policy where appropriate supervision must be available. If the excursion is outside of Board jurisdiction, supervision is to be provided by the Student Trustee parents/**guardians**. All excursions are subject to the availability of funds.
- 3.7.** Student Trustees are called upon to participate in and report on special projects for the Board. They represent the voice of students at St. Thomas Aquinas High School and are ambassadors that reflect the values of the Catholic school system and the Seven Grandfather Teachings.

#### **4. Confidentiality**

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

#### **5. Disposition of Complaints**

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

#### **6. Elections**

- 6.1.** Each year, St. Thomas Aquinas High School will facilitate the election of one ~~Catholic~~ Student Trustees and **/or** one Indigenous Student Trustee.
- 6.2.** The ~~Catholic~~ Student Trustee will be for a junior student who is in Grade 10 at the time of elections and the Indigenous Student Trustee will be for a student who is in Grade 10 or 11 at the time of elections.
- 6.3.** The ~~Catholic~~ Student Trustee will be elected from the student population and the Indigenous Student Trustee will be elected from the student population who self-identify as Indigenous.

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- 6.4. Each student interested in running for the Student Trustee position will complete a Statement of Interest Form (Appendix A) and submit it to the Principal.
  - 6.5. The Principal will review the Statement of Interest Form and sign it to indicate that the submission is complete and that the student **qualifies meets the requirements** to stand for election.
  - 6.6. Statement of Interest Forms from all qualified candidates will be kept on file at St. Thomas Aquinas High School until the student's term of office is complete.
  - 6.7. The **Principal** school will arrange for a vote, either by paper or electronic, for the Catholic Student Trustee and the Indigenous Student Trustee. A team comprised of the Principal and delegates will supervise the voting process.
  - 6.8. The Principal shall announce the result by declaring ~~the~~ of the student who has received a majority of the votes cast but shall not declare the count. All ballots shall be destroyed after the election is complete and the results have been declared.
  - 6.9. In the case of a tied vote, the candidates shall draw lots to fill the position of Student Trustee. Ballots shall be prepared, in a number of equal to the number of candidates tied for office, with one ballot stating 'Student Trustee' and the remaining ballots blank. Each of the candidates tied for office shall draw a ballot, and the winner shall be the person who draws the ballot that states 'Student Trustee'.
  - 6.10. Where there is only one student running for the office of Student Trustee, that student shall be acclaimed, eliminating the requirement for election.
  - 6.11. The Principal shall forward the name(s) of the successful Student Trustee(s) to the Director of Education no later than April 20 of any given year.
  - 6.12. The Board of Trustees shall, by formal motion, confirm the Catholic Student Trustee and the Indigenous Student Trustee at the first Board Meeting following elections.
  - ~~6.13. If for some reason the elected Student Trustee cannot complete the term of office, the Principal of St. Thomas Aquinas High School shall determine if the seat should be filled by another election or by appointment. If applicable, the new Student Trustee's name shall be determined and forwarded to the Director of Education within 15 days of the vacancy occurring.~~
  - 6.14. The Board shall notify the Ministry of Education of the names of the Student Trustees elected no later than 30 days after the date of the election or by-election.
  - 6.15. Student Trustees will represent the interest of students by fulfilling the roles and responsibilities of Student Trustees as outlined in 3.0 Role and Responsibility of Student Trustees of this policy.

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## 7. Disqualification

- 7.1. A Student Trustee who ceases to be qualified as a Student Trustee must resign as a Student Trustee. Student Trustees may be disqualified from office for the following reasons:
- (a) as per trustee disqualification criteria outlined in the Education Act and Regulations.
  - (b) the Student Trustee ceases to be enrolled as a full-time student at St. Thomas Aquinas High School ~~in one of the Board's Catholic Secondary Schools.~~
  - (c) the Student Trustee commits a serious breach of their school's code of conduct.
  - (d) the Student Trustee's behaviour is deemed to be incompatible with the roles and responsibilities of the position.
  - (e) a student who is serving a sentence of imprisonment in a penal or correctional institution is not qualified to be elected or to act as a Student Trustee.
  - (f) a decision of a majority of the board of trustees.
  - (g) Absence from three (3) consecutive board meetings will result in **the** disqualification of the student representative.

## 8. Filling of Vacancy

If the Board determines that a vacancy shall be filled, it shall be filled by means of a by-election, following the steps outlined in Section 6.

### References:

Education Act, Reg. 7/07 Student Trustees  
Education Act Reg. 354/18 Student Trustees  
Municipal Conflict of Interest Act 1997  
Ontario Regulation 298 (Operations of Schools - General)  
**Ministry of Education Memorandum: Provisions with regard to Student Trustee, 2009**

### Other References:

Ontario Catholic Graduate Expectations  
Seven Grandfather Teachings

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

APPENDIX A

**Student Trustee Candidate  
Statement of Interest Form**

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

*Please check all that apply:*

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

What parish community do you attend? \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_



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## Ontario Catholic Graduate Expectations

- **A discerning believer** formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
- **An effective communicator**, who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
- **A reflective, creative and holistic thinker** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
- **A self-directed, responsible, lifelong learner** who develops and demonstrates their God-given potential.
- **A collaborative contributor** who finds meaning, dignity and vocation in work, which respects the rights of all and contributes to the common good.
- **A caring family member** who attends to family, school, parish and the wider community.
- **A responsible citizen** who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.



# Kenora Catholic District School Board

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

<b>SUBJECT:</b>	Energy Efficiency Report
<b>DATE:</b>	March 28, 2023
<b>PREPARED FOR:</b>	Regular Board Meeting
<b>AGENDA AREA:</b>	Public Session
<b>PREPARED BY:</b>	Alison Smith, Superintendent of Business, Facilities and Planning Services Joe Melillo, Operations Supervisor - Maintenance

### Background/History:

Kenora Catholic District School board makes energy savings a top priority in every project we do. The board continues to implement our five (5) year Energy Conservation and Demand Management Plan (CDM), which commenced on July 1, 2019, as per the Ontario regulation, 507/18. Along with this plan, and the five-year capital plan (2019-2024), we have identified several projects that reduce energy consumption through various retrofits and renovations.

### Current Situation:

In the school year 2021-2022, at St. John School, we did a retrofit of the original section of the roof on the building. The retrofit of the roof allowed us to bring this section of the building up to current code standards and increase the R-value with the new insulation and vapor barrier that was installed. This project will reduce energy consumption and savings on energy costs going forward. At St Thomas Aquinas High School, the emergency exit lamps were replaced by incandescent lamps with LED lamps. This switch to LED lighting is more energy efficient and the lamps do not need to be changed as often. During the 2020-21 school year, we continue to work on our water management programs in all KCDSB facilities. As part of this program, there are water flow sensors installed at each school. The sensors monitor and learn water usage patterns and send alerts for leaks and unusual water usage. Over time this will result in savings by detecting potential water leaks and enable us to take proactive measures before a small leak turns into more complex problem.

### Budgetary/Financial Consideration:

All completed Energy Management Plan initiatives were funded through specific provincial government grants, such as the board’s annual School Renewal or School Condition Improvement Grants. All funding for future projects will be through programs made available to the school board. All realized savings and anticipated revenue have been incorporated into current operating budgets through either reduction to our utility budgets or increases in the Operations Department budget.

### Communications Plan:

As stated in Procedure AP 518 – Energy Management Plan, the administration is to provide an annual conservation savings report to the Board of Trustees. This information will be shared with all stakeholders through March 28, 2023, Board meeting agenda and minutes which will be posted once approved by the Board.

### Recommendations:

That the Board of Trustees receives the information presented on the Energy Efficiency Programs currently operating or planned throughout our organization, as per reporting guidelines established in Procedure AP518: Energy Management Plan.

Kenora Catholic District School Board  
Capital Plan and School Renewal Project Proposals  
Budget Years: 2019/20,2020/21, 2021/22, 2022/23 and 2023/24

Item#	Project Name	School/Location	Project Description	Project Definition	Funding Source	Total Estimated Project Cost	Expended Budgeted Amount	2019/20	2020/21	2021/22	2022/23	2023/24	Priority Ranking	Status
1	Emergency Lighting and Branch wiring-Battery Back ups , exit lighting and signsRenewal	Ecole Ste. Marguerite Bourgeoys	Emergency Lighting and Branch wiring-Battery Back ups , exit lighting and signsRenewal	School Improvement	School Condition	\$ 120,000.00						X	Medium	Planning
2	Electrical Service and Distribution Panel Renewal- including breaker fuses, meters	Ecole Ste. Marguerite Bourgeoys	Electrical Service and Distribution Panel Renewal- including breaker fuses, meters	Facility Improvement	School Condition	\$ 245,000.00						X	Medium	Planning
3	Distribution Systems - Heated Water Distribution Systems	Ecole Ste. Marguerite Bourgeoys	Hydronic Heating Project to replace piping and zone valves in the crawl space	School Improvement	School Condition	\$ 450,000.00	\$ 439,633.00		X				High	Completed
4	Fittings - Millwork	Ecole Ste. Marguerite Bourgeoys	Replace the existing millwork-part of mechanical upgrades	School Improvement	School Condition	\$ 235,447.00	\$ 293,088.00		X				High	Completed
5	SMB Main Office Renovation	Ecole Ste. Marguerite Bourgeoys	Provide better accessibility to Main Office for upgrades and soundproofing	Facility Improvement	School Condition	\$ 50,000.00					X		High	In progress
6	SMB Gymnasium Flooring	Ecole Ste. Marguerite Bourgeoys	Replace date gym floor with new maintenance free vinyl flooring	School Improvement	School Condition	\$ 90,000.00						X	Medium-High	Planning
7	Floor Finishes - Vinyl Sheet - Washroom Renewal	Multi-Skills	Replace the VCT flooring with no wax flooring	Facility Improvement	School Renewal	\$ 5,345.00						X	Low	Planning
8	Wall Finishes - Gypsum Renewal	Multi-Skills	Refinish the washroom walls with gypsum and glass matt	Facility Improvement	School Renewal	\$ 10,986.00						X	Low	Planning
9	Floor Finishes - Vinyl Tile VCT- Lecture hall Renewal	Multi-Skills	Replace the VCT flooring with no wax flooring surface in the lecture hall	Facility Improvement	School Condition	\$ 10,479.00						X	Low	Planning
10	Site Lanscaping / Crawl Space Modifications	St. John Paul II School	Provide better drainage away from the school to minimize crawl space flooding	School Improvement	School Condition	\$ 40,000.00						X		Planning
11	Domestic Electric Water heater Renewal	St. John Paul II School	Domestic Electric Water heater Renewal	School Improvement	School Condition	\$ 30,000.00						X	Medium	Planning
12	Distribution Systems - Exhaust Systems Renewal	St. John Paul II School	Replace the exhaust fans	School Improvement	School Condition	\$ 143,475.00						X	Low	Planning
13	Floor Finishes - Sheet Vinyl Flooring	St. John Paul II School	Replace the Vinyl sheet on the floor with no wax sheet	Facility Improvement	School Condition	\$ 91,962.00						X	Low	Planning
14	Landscaping - Site Renewal	St. John School	Shift to a sustainable landscaping to accommodate the bus zone improve drainage and facility needs	Facility Improvement	School Condition	\$ 640,000.00	\$ 763,920.00			X			High	Completed
15	Parking Lot, Walkways & Roadways - Site Renewal	St. John School	Replace asphalt surface in the parking lot and add new concrete walkways	Facility Improvement	School Renewal	\$ 184,500.00	\$ 624,656.00			X			High	Completed
16	Ceiling Finishes - Original Building Renewal	St. John School	Refinish the ceiling	School Improvement	School Condition	\$ 16,789.00						X	Medium-High	Planning
17	Exterior Doors - Entrance and Exit - 30%	St. John School	Replace the exterior doors and associated hardware	School Improvement	School Condition	\$ 33,019.00	\$ 33,019.00	X					High	Completed
18	Wall Finishes -Acoustic Panel Renewal Gymnasium	St. John School	Replacement off all degraded Acoustic Panels in the Gymnasium	School Improvement	School Condition	\$ 20,000.00						X	Medium-High	Planning
19	Install Variable Frequency Drives - Original Building Renewal	St. John School	Install VFD's to the boiler pumps to achieve energy efficiency	Facility Improvement	School Condition	\$ 87,394.00						X	Low	Planning
20	Fencing & Gates - Chain-Link Fencing - Site Renewal	St. John School	Replace existing outside fencing and gates	Facility Improvement	School Renewal	\$ 105,000.00	\$ 75,850.00		X				High	Completed
21	PA System Renewal	St. Louis School	PA System Renewal	School Improvement	School Renewal	\$ 60,000.00						X	Medium-High	Planning
22	Domestic Water Distribution - All Areas Renewal	St. Louis School	Investigate the condition of the water supply pumps and water pipelines running into the facility from the municipal line and replace as per the condition	Facility Improvement	School Condition	\$ 135,038.00						X	Low	Planning

23	Secondary Transformer Replacement	St. Louis School	Replace the existing transformer with a more modern engineered transformer	School Improvement	School Condition	\$ 55,312.00						X	Low	Planning
24	Class Room and Playground Renovation	St. Louis School	Renovate Classroom 101 for Child Care Space also modify playground to conform to Ministry requirements for child care space	School Improvement	Other Funding	\$ 427,000.00						X	Medium-High	In progress
25	Kindergarten Classroom Renovation Second Floor	St. Louis School	Add Washroom from classroom 204 utilizing changeroom space	School Improvement	School Condition	\$ 30,000.00						X	Medium-High	In progress
26	Floor Finishes - Ceramic Tile Renewal	St. Louis School	Replace ceramic tiles with heavy duty vinyl sheet flooring in east entrance Vestibule #14 "mud room"	Facility Improvement	School Renewal	\$ 21,493.00						X	Medium-High	Planning
27	Heat Pumps Renewal	St. Thomas Aquinas HS	Replacing heat pumps	School Improvement	School Condition	\$ 492,920.00	\$ 492,920.00	X					High	Completed
28	HVAC Pumps Renewal	St. Thomas Aquinas HS	Replacing the boiler pumps and install VFD for pumps greater than 10 HP	School Improvement	School Condition	\$ 83,421.00	\$ 83,421.00	X					High	Completed
29	Cooling Tower Renewal	St. Thomas Aquinas HS	Replacing existing cooling tower	School Improvement	School Condition	\$ 450,000.00						X	Medium	In progress

Capital Project and School Renewal needs breakdown in dollar amounts ( by school year and fund type)

School Year	School Condition Improvement	School Renewal	Other Funding	Total Budget
2019/20	\$ 609,360.00	\$ -		\$ 609,360.00
2020/21	\$ 732,721.00	\$ 75,850.00		\$ 808,571.00
2021/22	\$ 796,939.00	\$ 624,656.00		\$ 1,421,595.00
2022/23	\$ 530,000.00	\$ -	\$ 427,000.00	\$ 957,000.00
2023/24	\$ 1,085,449.00	\$ 86,838.00		\$ 1,172,287.00