



## 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, May 16, 2023**, at St. John School and virtually via Microsoft Teams. The meeting will start at 6:15 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 April 18, 2023, be approved as circulated/amended.*

7. **BUSINESS ARISING FROM THE MINUTES**

8. **DELEGATIONS AND PRESENTATIONS**

8.1 St. John School – **Corinna Glazier and SJS Team**

8.2 Mental Health Strategy – **Sue Devlin (P. 8)**

8.3 Introduction of Incoming Student Trustees – **E. Favreau, Z. Kavanaugh and J. Pitt**

8.4 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 (P. 17)

Recommendation:

THAT the report of the Policy Governance Committee meeting of May 2, 2023, be approved as presented.

#### 9.2 Policy

##### 9.2.1 Policy #10 – Committees of the Board – **N. Kurtz (P. 22)**

Recommendation:

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

##### 9.2.2 Policy #23 – Director of Education Performance Appraisal – **N. Kurtz (P. 47)**

Recommendation:

THAT the Board approve the implementation of Policy #23 – Director of Education Performance Appraisal effective immediately.

#### 9.3 Personnel

#### 9.4 Property

#### 9.5 Finance

#### 9.6 Program

##### 9.6.2 Special Education Annual Review – **A. Batters (P. 63)**

Recommendation:

THAT the Board approve the 2023 amendments to the Special Education Plan and forward the amendments to the Ministry of Education.

#### 9.7 Negotiations

#### 9.8 Other

##### 9.8.1 2023 OCSTA Annual General Meeting and Conference Report – **T. Gallik**



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## Board Meeting Agenda



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

*Recommendation:*

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

### 11. **UNFINISHED BUSINESS**

### 12. **NEW BUSINESS**

### 13. **INFORMATION**

### 14. **FUTURE MEETINGS**

#### **POLICY GOVERNANCE MEETINGS**

June 6, 2023 (Chair A. Bishop)

September 12, 2023

October 3, 2023

November 7, 2023

#### **SPECIAL BOARD MEETINGS**

NIL

#### **REGULAR BOARD MEETINGS**

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

June 20, 2023 (Location: Catholic Education Centre)

September 19, 2023

October 17, 2023

November 21, 2023

#### **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**

Tuesday, May 16, at 1:30 PM

Friday, June 16 at 1:30 PM

#### **INTERNAL AUDIT COMMITTEE**

Tuesday, June 20 at 4:00 PM



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## Board Meeting Agenda



### SCHOOL COUNCIL MEETINGS

- St. Thomas Aquinas High School – May 15 at 7:00 PM
- St. Louis Living Arts School – May 15 at 6:30 PM
- St. John School – May 16 at 6:00 PM
- St. John Paull II School – May 17 at 6:00 PM
- École Ste-Marguerite Bourgeoys – May 31 at 5:30 PM

### TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

- 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 4:30 – 8:00 PM
- 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

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<sup>1</sup> Meeting Report April 18, 2023



MEETING DATE:	April 18, 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. – 7:44 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** – Vice Principal Andrea Sachowski opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – All Trustees were noted as present.



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## REGULAR BOARD MEETING<sup>2</sup> Meeting Report April 18, 2023



### 3. COMMITTEE OF THE WHOLE

Motion #033 Moved by Derek Favreau  
Seconded by Marie Lundin

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 #034 Moved by Derek Favreau  
Seconded by Paul Landry

Recommendation:

*THAT the agenda be approved as presented.*

*Carried.*

### 6. CONFIRMATION OF MINUTES

Motion #35 Moved by Jeffrey White  
Seconded by Lorne Temple

Recommendation:

*THAT the minutes of the Regular Board Meeting of the Kenora Catholic District School Board of March 28, 2023, be approved as circulated.*

*Carried.*

### 7. BUSINESS ARISING FROM THE MINUTES

### 8. DELEGATIONS AND PRESENTATIONS

#### 8.1 École Ste-Marguerite Bourgeoys – **Hilary Aitken**

Principal Hilary Aitken provided an overview of the school improvement goals, which focus on improving reading and oral language skills for all students and professional learning for educators.

École Ste-Marguerite Bourgeoys has established a collaborative team of passionate educators who are working together in a professional learning community, embracing the new literacy systems and adapting tools to support the French Immersion curriculum. The school team has established literacy benchmarks and goals for each student, tracking reading progress throughout the school year.



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## REGULAR BOARD MEETING <sup>3</sup>

### Meeting Report

April 18, 2023



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

Student Trustees Elizabeth Favreau, Josh Pitt, and Zhaawan Kavanaugh provided a report on the activities and initiatives happening at St. Thomas Aquinas High School during April. The school is hosting prayer services for Easter and preparing for the Spring Concert.

For sports, soccer is preparing for the new season. Elections for the position of Student Trustee have concluded, and the results will be announced.

Students are preparing for midterms, culminating projects, and looking forward to Prom on May 26 and Graduation on June 28.

## 9. POLICY GOVERNANCE

### 9.1 Approval of Minutes

Motion #036 Moved by Marie Lundin

Seconded by Derek Favreau

Recommendation:

*THAT the report of the Policy Governance Committee meeting of April 4, 2023, be approved as presented.*

Carried.

### 9.2 Policy

#### 9.2.1 Policy #4 – Delegation of Authority – N. Kurtz

Motion #037 Moved by Paul Landry

Seconded by Lorne Temple

Recommendation:

*THAT the Board approve the revisions to Policy #4 – Delegation of Authority effective immediately.*

Carried.

#### 9.2.2 Policy #15 – Pupil Accommodation Review – N. Kurtz

Motion #038 Moved by Derek Favreau

Seconded by Marie Lundin

Recommendation:

*THAT the Board approve the review of Policy #15 – Pupil Accommodation Review effective immediately.*

Carried.



## Kenora Catholic District School Board

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## REGULAR BOARD MEETING<sup>4</sup> Meeting Report April 18, 2023



### 9.3 Personnel

#### 9.3.1 Student Trustee Appointments – **N. Kurtz**

Director Nicole Kurtz reported on the 2023 Student Trustee election process at St. Thomas Aquinas High School. Nominations opened on April 6, closed on April 13, and ballots were cast by students on April 17. Joshua Pitt will continue for a second year as the mentor Student Trustee, while Jesse Peterson and Ben Favreau were elected to the position of Student Trustee and will start their term on August 1, 2023.

Motion #039 Moved by Jeffrey White

Seconded by Angela Bishop

Recommendation:

*THAT the Board approve the recommendation to appoint Joshua Pitt, Jesse Peterson, and Benjamin Favreau to the position of Student Trustee from August 1, 2023, to July 31, 2024.*

Carried.

#### 9.3.2 Resignation of Frank Caruso – **Jeffrey White**

Trustee Jeffrey White briefly highlighted Frank Caruso's career at the Kenora Catholic District School Board. The Board of Trustees thanked Frank Caruso for his dedicated years of service.

Motion #040 Moved by Jeffrey White

Seconded by Paul Landry

Recommendation:

*THAT The Board approve the resignation of Frank Caruso for the purpose of retirement effective March 31, 2023, with regret.*

### 9.4 Property

### 9.5 Finance

### 9.6 Program

### 9.7 Negotiations

### 9.8 Other

#### 9.8.1 2023 Catholic Education Week – “We Are Many, We Are One” – **N. Kurtz**

Nicole Kurtz provided an overview of 2023 Catholic Education Week and reported on the retreats in Kenora and Red Lake and the prayer services, and school activities. Catholic Education Week is April 30 – May 5 and is a wonderful opportunity to celebrate the gift of Catholic education.





## Kenora Catholic District School Board

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## REGULAR BOARD MEETING <sup>5</sup>

### Meeting Report

April 18, 2023



#### 9.8.2 May 16, 2023, Board Meeting in Red Lake – **N. Kurtz**

Nicole Kurtz reported that a delegation of Trustees and administration are travelling to Red Lake on May 16 for the Board Meeting, luncheon with Mayor Mota of the Municipality of Red Lake, and the Special Education Advisory Committee Meeting. Trustees received a travel itinerary.

While Trustees attend the Board Meeting at St. John School on May 16, the Catholic Education Centre in Kenora will also be hosting the Board Meeting for visitors, Student Trustees, and presenters, and the meeting is accessible via Microsoft Teams.

#### 9.8.3 Intensive Human Rights Program for School Board Leaders – **T. Gallik**

Chair Teresa Gallik provided Trustees with information to register for the Intensive Human Rights Program for School Board Leaders. Trustees were asked to self-register for the training sessions.

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

Motion #041 Moved by Lorne Temple  
Seconded by Marie Lundin

Recommendation:

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

### 11. **UNFINISHED BUSINESS**

### 12. **NEW BUSINESS**

### 13. **INFORMATION**

### 14. **FUTURE MEETINGS**

#### **POLICY GOVERNANCE MEETINGS**

May 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)



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

### Meeting Report

April 18, 2023



### 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

Tuesday, May 16, at 1:30 PM

Friday, June 16 at 1:30 PM

### INTERNAL AUDIT COMMITTEE

Tuesday, June 20 at 4:00 PM

### SCHOOL COUNCIL MEETINGS

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St. John Paull II School – May 17 at 6:00 PM

École Ste-Marguerite Bourgeoys – May 31 at 5:30 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)

Kenora Catholic Mini Retreat – April 20, 4:30 – 6:30 PM (register by April 11)

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

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<sup>7</sup>  
**REGULAR BOARD MEETING**  
**Meeting Report**  
April 18, 2023



### 15. ADJOURNMENT

Motion #043 Moved by Derek Favreau  
Seconded by Paul Landry  
Recommendation:  
*THAT the meeting adjourn at 7:44 p.m.*

Carried.

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Chairperson

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Secretary/Treasurer



# 2022-2025

## KENORA CATHOLIC DISTRICT SCHOOL BOARD MENTAL HEALTH STRATEGY

THE RIGHT  
SUPPORT AT THE  
RIGHT TIME.





## OVERVIEW STATEMENT

Mental Health and Well-Being remain at the forefront of the Kenora Catholic District School Board's key priorities. Faith is at the heart of our board's mission and values and is a key component of mental health and well-being.

Kenora Catholic continues to pride itself in our progressive work in mental health supports. As a board, we recognize that we need to use our resources differently and provide more upstream programming. Upstream programming will provide a variety of access to programming that will prevent issues or needs from growing into more serious ones.

We take great pride in our stepped care approach of providing the right support, at the right time by the right person. At the same time, we know educators are key in supporting student mental health and system collaboration is essential in meeting the mental health needs of every student.



# MISSION

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

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 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 learning;
- a collaborative contributor;
- a caring family member;
- a responsible citizen.



# IDENTIFIED PRIORITIES



## 1 Strong Pathways

Current data through Children's Mental Health Ontario, indicates that families still do not know where to access mental health supports. Building strong internal and external pathways continues to remain a priority at KCDSB. Families and students should not encounter any barriers when accessing mental health supports.

## 3 Prevention and Early Intervention

Providing upstream programming, including universal programming such as Kids in the Know or Stress Lessons will remain a core service offered through mental health. Educators will be equipped with the skills to notice, support and respond should they become aware of a student who is struggling.

Our School Climate Survey will continue to be used to identify emerging trends and themes to ensure the resources are matching current pressures and demands.

## 2 Family-Centered Care

Student and family centered approach to care will be at the heart of school based mental health. Students and their caregivers will be seen as the experts in their own lives and will guide mental health services. Student and family voice will be embedded in KCDSB mental health programming to ensure programming is meeting the needs of students and their families.

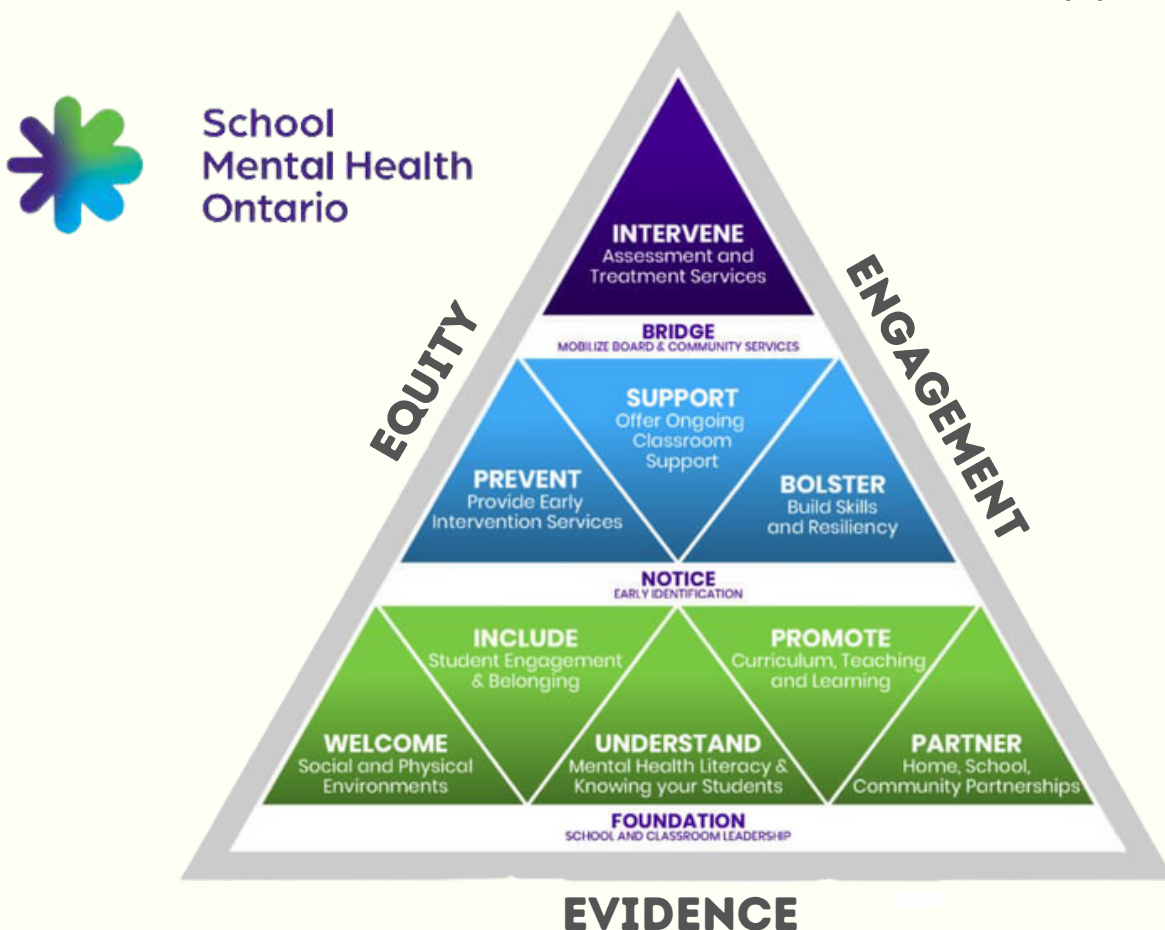
## 4 Mentally Healthy Schools and Classrooms

A caring adult is a key protective factor for all our students. Ensuring our classrooms and schools are inclusive, welcoming and provide students with a sense of belonging will continue to remain a focus. Ensuring our educators have the right resources available at the right time to continue to build and sustain mentally healthy schools and classrooms will remain a key priority for KCDSB.

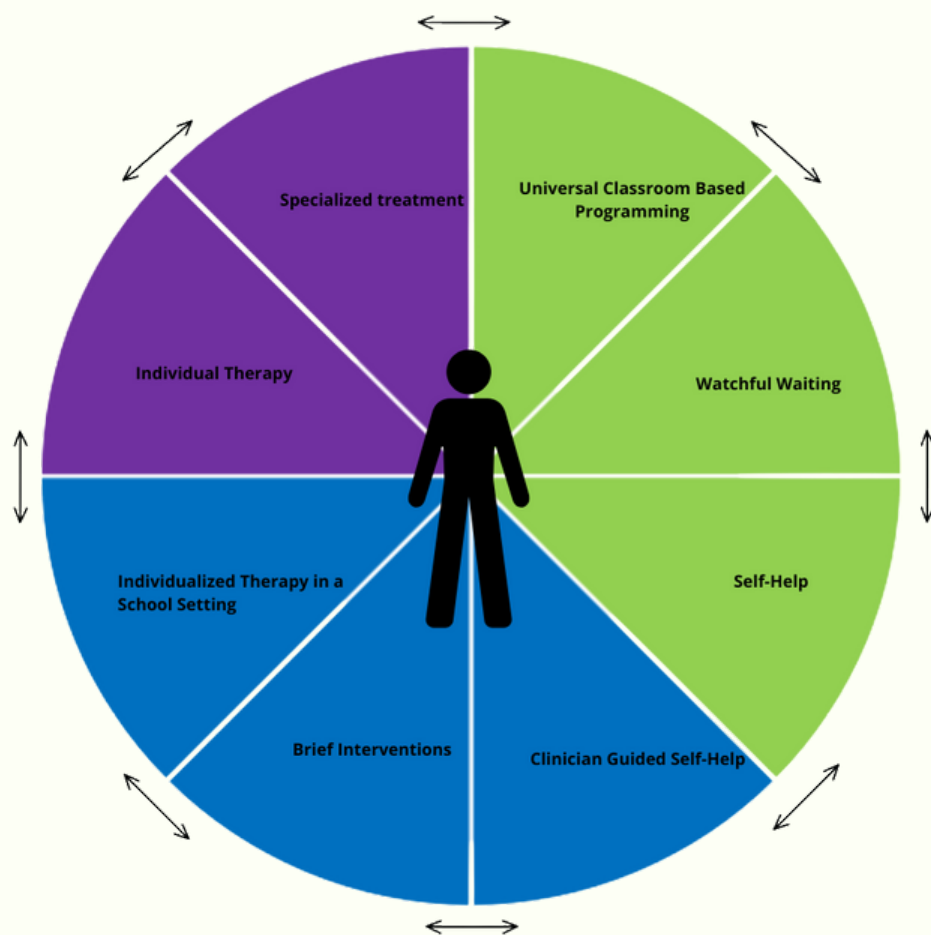
# A PARADIGM SHIFT IN MENTAL HEALTH SERVICES

According to Dr. Peter Cornish (2020), a stepped care model matches mental health needs to the appropriate level of care. Utilizing a stepped care approach, ensures immediate access can be facilitated to lower intensity services and least intrusive services based on the initial assessment and what the student and mental health worker agree upon.

Stepped care shifts the focus back to a client centered approach, placing students and their families in the driver seat of their own care, seeing them as the expert in their own lives. Stepped care provides a paradigm shift in which care is more impartially and systematically distributed across the province of Ontario to help reach the right balance of prevention, early intervention and individualized mental health support







## Universal Classroom Based Programming

- SMHO Strategies for educators
- Classroom based programming
- Breakfast programs
- SMHO virtual field trips
- Cultural based programming

## Watchful Waiting

- Mental health Literacy - normal distress vs mental illness
- Outcome monitoring and follow-up

## Self-Help

- SMHO No Problem Too Big or Too Small
- Jack.org
- Kids Help Phone
- Breathing Room
- Parent Nights
- Books, tip-sheets
- Wellness Together Canada

## Clinician Guided Self-Help

- SMHO Brief Digital Interventions
- CMHA Bounce Back (15+)
- Stress management skills
- Kids Help Phone - phone counseling
- Connection with an Elder/Chaplain

## Brief Interventions

- Brief Interventions for School Clinicians (BRISC)
- Solution Focused Therapy
- Narrative Therapy
- Evidence Informed Brief Counseling (six or less sessions)
- Chaplin or Elder

## Individualized Therapy in a School Setting

- FIRST (John Weisz)
- STRONG
- Culturally Adapted Cognitive Behavioural Therapy
- Evidence Informed face to face counseling
- School Based Interventions regarding Cannabis use
- SMHO Suicide Risk Assessment and Management

## Individual Therapy

- Trauma Specific treatment
- Cognitive Behavioural Therapy
- Parenting Support (TRIPLE P)
- Dialect Behavioural Therapy
- Family Centered Work
- SNAP
- Chaplin/Elder


## Specialized Treatment

- Psychiatry
- Inpatient Treatment
- Crisis Services



School  
Mental Health  
Ontario





An already resource depleted sector is at risk of 14 experiencing an unprecedented demand for services. Across the province we are hearing an influx of referrals for mental health services. The stress on families, isolation, lack of protective factors such as school being open, sports being cancelled and the unpredictability of COVID-19 has taken a toll on student mental health.

School systems are uniquely equipped to identify, respond to, and support students who have been impacted by traumatic stress. Schools can support students by creating clear pathways to mental health supports utilizing a multi tiered system of support model. A key component of stepped care is recognizing the important role that calm, nurturing and regulated adults play, in supporting students mental health needs.

As referenced through extensive work by School Mental Health Ontario, educators are often the first to notice when something is wrong. A stepped care model cannot ignore promoting and building the mental health literacy of educators. Schools are the optimal place to provide mental health promotion, prevention and early intervention supports due to the ease of access to Ontario students. As indicated by Santor et al., 2010, research validates programming that is preventative, provided sooner would enhance the mental health of Ontario students and prevent the development of disorders and later difficulties. Providing lower intensity services (tier 1 & 2 services) would free up the higher intensity services (tier 3 &4) for the 1 in 5 students who require more intensive supports.

# 2022-2025 GOALS

## 1 Strong Pathways

- Online referral form setup by winter 2022 to make access for internal mental health supports more seamless.
- Fall 2023 strong external pathways to ensure the right service is being offered at the right time.
- Through increase collaboration by Fall 2025 see a reduction in wait times for mental health services.
- Work with community Partners to implement Right Tim Right Care document designed to strengthen pathways for children and youth mental health and addictions programs

## 2 Family-Centered Care

- Increase engagement of families through offering of parent information nights, sharing of resources and tips sheets
- Increase collaboration between mental health staff and caregivers when a student is accessing mental health support.
- Continued implementation of Student Mental Health Advisors to ensure student voice is embedded in mental health programming.
- Update board website to include timely and relevant resources for caregivers and students.

## 3 Prevention and Early Intervention

- Kids in the Know to be in 80% of Elementary classrooms and 40% of Secondary classrooms by 2025.
- All grade 8's to participate in Pre Venture, Grade 3's Universal SNAP program.
- A 20% decrease in students reporting struggles with moderate to severe anxiety as per Our School Climate Survey for grades 4 to 12.
- Structured Psycho-therapy training for all regulated mental health workers.
- Targeted Professional Development based on current themes and system pressures

## 4 Mentally Healthy Schools and Classrooms

- 70% of educators will be aware of School Mental Health Ontario Resources.
- Neurosequential Model in Education to be fully implemented in one elementary school by the Fall 2025.
- Educators to be aware of system pathways for support to ensure students are connected to services earlier.
- Professional Development on student mental health and well-being to be embedded in Professional Activity Days, with at least one PD Day a year specific to student mental health.



# KCDSB 2022/23 Mental Health Action Plan



## Student and Family Engagement

- Recruit additional Student Mental Health Advisors in the Fall 2022.
- Increased reach out to families through targeted parent nights, tips sheets etc.
- Use a client centered approach to care.



## Mentally Healthy Schools

- Neurosequential Model in Education targeted training.
- Professional Development for all staff on student mental health and well-being.
- Roll out of School Mental Health Ontario Resources.



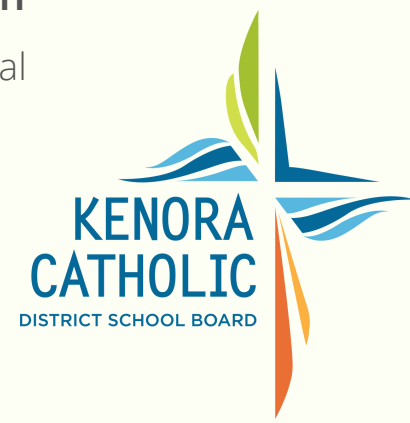
## Strong Pathways

- Strong Internal Pathways to Support.
- Strong External Pathways to Support.
- Implementation of the Right Time Right Care Document.
- Increase collaboration with community partners.



## Prevention and early Intervention

- Continued implementation of Universal Classroom Based Programming.
- Structured Psychotherapy Training to regulated mental health workers.
- PreVenture Early Adopters.
- Use of Our School Climate Survey to address emerging themes.





# Kenora Catholic District School Board

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## POLICY GOVERNANCE COMMITTEE May 2, 2023

17



MEETING DATE:	May 2, 2023
LOCATION OF MEETING:	Catholic Education Centre
SUBJECT OF MEETING:	Policy Governance Committee Meeting
CHAIR:	Marie Lundin
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	6:00 p.m. to 7:28 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 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** – Trustee Marie Lundin called the meeting to order at 6:00 PM.
- OPENING PRAYER** – Marie Lundin opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – Trustee Jeffrey White was noted as absent with regret.
- DECLARATIONS OF PECUNIARY INTEREST - NIL**
- APPROVAL OF AGENDA** – The agenda was approved as presented.
- PRESENTATIONS/DELEGATIONS**



## Kenora Catholic District School Board

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## POLICY GOVERNANCE COMMITTEE May 2, 2023

18



### 7. PRESENTATIONS AND REPORTS

#### 7.1 Policy

##### 7.1.1 Policy #10: Committees of the Board – **N. Kurtz**

Director Nicole Kurtz provided a review of Policy #10 – Committees of the Board and highlighted proposed changes to the policy. The Trustees accepted the changes as presented.

##### 7.1.2 Policy #23: Director of Education Performance Evaluation – **N. Kurtz and T. Gallik**

Nicole Kurtz provided an overview of Policy #23 – Director of Education Performance Evaluation, which is a new policy proposed for implementation. The new policy will guide the Board of Trustees in conducting a Director of Education performance evaluation, which will be completed before the end of the school year. The Trustees accepted the new policy as presented.

#### 7.2 Personnel

#### 7.3 Property

#### 7.4 Finance

##### 7.4.1 2023 – 2024 Grants for Student Needs – **A. Smith**

Alison Smith, Superintendent of Business, Facilities and Planning Services provided Trustees with a review of the recent Ministry of Education memorandums pertaining to Student Transportation Funding, Capital Funding, Priorities, and Partnership Funding, and Grants for Student Needs, in preparation for the 2023 – 2023 Budget preparations.

#### 7.5 Program

##### 7.5.1 The Better Schools and Student Outcomes Act, 2023 – **N. Kurtz**

Nicole Kurtz provided a review of the province's Better Schools and Student Outcomes Act, 2023. The Ontario Catholic School Trustees' Association is collecting feedback from Catholic School Boards by May 16. Kurtz and Gallik will gather information from other Northern Boards and provide a summary to the Trustees for consideration.

#### 7.6 Negotiations

#### 7.7 Other

##### 7.7.1 Survey Regarding O. Reg. 463/97 Electronic Meetings – **N. Kurtz**

Director Kurtz reported that the Ministry of Education is reviewing O. Reg. 463/97 regarding electronic meetings. The Ministry has indicated that it will be releasing a survey to consult with school boards on the legislation.



## Kenora Catholic District School Board

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

## POLICY GOVERNANCE COMMITTEE May 2, 2023

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- 7.7.2 May 16 Board Meeting / Travel to Red Lake – **N. Kurtz and T. Henley**  
Nicole Kurtz provided an overview of the May 16 Board Meeting and Trustee travel to Red Lake.
- 7.7.3 OCSTA Human Rights Program for Catholic School Board Trustees – Anti-Hate & Ableism Training – Reminder – **N. Kurtz**  
Nicole Kurtz provided information to the Trustees regarding registration for the Ontario Catholic School Trustees’ Association Anti-Hate and Ableism Human Rights Training scheduled for May.
- 7.7.4 June 6 School Council & Catholic Parent Involvement Committee Report at 5:00 PM – **N. Kurtz**  
Trustees were provided with information pertaining to the School Council and Catholic Parent Involvement Committee Report to Trustees. The event is happening on June 6 at the Catholic Education Centre, with the Policy Governance Committee Meeting to follow.
- St. John School will be joining virtually from Red Lake.
- 7.7.5 Year-End Schedule of Celebrations – **N. Kurtz**  
Director Nicole Kurtz provided an overview of the Year-End Schedule of Celebrations at events taking place across the Kenora Catholic District School Board in May and June.

### 8. UNFINISHED BUSINESS

### 9. CORRESPONDENCE

### 10. NEW BUSINESS

### 11. INFORMATION

### 12. FUTURE MEETINGS

#### POLICY GOVERNANCE MEETINGS

June 6, 2023 (Chair A. Bishop)

#### SPECIAL BOARD MEETINGS

NIL

#### REGULAR BOARD MEETINGS

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

June 20, 2023 (Location: Catholic Education Centre)



## Kenora Catholic District School Board

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## POLICY GOVERNANCE COMMITTEE May 2, 2023



### 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

Tuesday, May 16, at 1:30 PM

### INTERNAL AUDIT COMMITTEE

Tuesday, June 20 at 4:00 PM

### SCHOOL COUNCIL MEETINGS

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

St. Louis Living Arts School – May 15 at 6:30 PM

St. John School – May 16 at 6:00 PM

St. John Paull II School – May 17 at 6:00 PM

École Ste-Marguerite Bourgeoys – May 31 at 5:30 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)

Kenora Catholic Mini Retreat – April 20, 4:30 – 6:30 PM (register by April 11)

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 4:30 – 8:00 PM

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 the submission of financial reports:

Date	Description
June 30, 2023	School Board Estimates for 2023 – 24
November 15, 2023	School Board Financial Statements for 2022 – 23
December 15, 2023	School Board Revised Estimates for 2023 – 204
May 15, 2024	School Board Financial Report for September 1, 2023, to March 31, 2024

13. COMMITTEE OF THE WHOLE – NIL

14. ADJOURNMENT – The meeting adjourned at 7:28 PM.





## Kenora Catholic District School Board

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## POLICY GOVERNANCE COMMITTEE May 2, 2023



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Chairperson

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Secretary/Treasurer



# KENORA CATHOLIC DISTRICT SCHOOL BOARD

## Policy 10: Committees of the Board

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

### 1. General

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

### 2. Standing Committees

#### 2.1 Membership

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

#### 2.2 Attendance of Trustees ~~Not~~ **not** on the Committee

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

## 2.3 Appointment

2.3.1 Members on a standing committee shall be appointed after the annual/inaugural meeting of the board and shall be for a one-year term.

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

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

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

## 2.4 Selection of Committee Chair

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

## 2.5 Meetings

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

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

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

## 2.6 Quorum

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

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2.6.2 Unless there shall be a quorum present within fifteen minutes after the time fixed for a regular or special meeting, the secretary shall record the names of the members then present and the meeting shall forthwith stand adjourned until the next regular meeting unless a special meeting is called as provided in *Policy 9*.

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

### 3. Ad Hoc Committees

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

### Committee of the Whole Board

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

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## 4.2 Subject Matter

4.2.1 The motion to resolve into committee of the whole shall identify the matter(s) to be taken under consideration.

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

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

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

## 4.3 Presiding Officer

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

## 4.4 Record of Motions

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

## 4.5 Motions Disallowed

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

## 4.6 Vote Disallowed

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

## 4.7 Rules of Order

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

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#### 4.8 Adjournment

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

#### 4.9 Report to the Board

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

### 5. Types of Committees: Statutory

Statutory committees are specifically required by legislation.

#### 5.1 Special Education Advisory Committee

##### 5.1.1 Purpose

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

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

##### 5.1.2 Powers and Duties

- a) To become aware of the special education programs and services of the board that are provided to meet the needs of all exceptional students within the board.
- b) To facilitate the exchange of information and ideas among the committee members representing the local associations, the director and/or designates, and the board.
- c) To make recommendations to the board about special education programs and services for exceptional students of the board.

- d) To provide information to the local associations about the Special Education Advisory Committee (S.E.A.C.).
- e) To recommend to the board the annual review of the special education plan in accordance with Ministry legislation; and
- f) To participate in a special education program review and provide recommendations to the board.

#### 5.1.3 Membership

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

#### 5.1.4 Meetings

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

### 5.2 Student Disciplinary Committee

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

### 5.3 Parent Involvement Committee

#### 5.3.1 Purpose

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

#### 5.3.2 Powers and Duties

5.3.3 A parent involvement committee of a board shall,

- a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
- b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);

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- c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;
  - d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,
    - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
    - (ii) identify and reduce barriers to parent engagement,
    - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and
    - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and
  - e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the *Education Act* for parent involvement as described in section 27 and clauses (a) to (d), is to be used.

## Membership

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

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

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

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

#### 5.3.6 Meetings

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

#### 5.3.7 Supervised Alternative Learning Committee

##### 5.3.8 Purpose

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

##### 5.3.9 Powers and Duties

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

1. If a plan was submitted to the committee, the committee shall,
  - i. approve participation by the pupil in supervised alternative learning as described in the plan,
  - ii. modify the plan and approve participation by the pupil in supervised alternative learning as described in the plan as modified, or
  - iii. not approve participation by the pupil in supervised alternative learning.

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

#### **5.3.10 Membership**

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

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

#### **5.3.11 Meetings**

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

### **5.4 Audit Committee**

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

5.4.2 Powers and Duties:

- a) Financial Reporting: To review the board's financial reporting processes, including the annual Financial Statements, results of the External Audit, all mandatory reports of the External Auditor, any material issues related to the above and to recommend approval of the Financial Statements,
- b) Internal Controls: Review and assess overall effectiveness of internal controls in conjunction with the internal and external auditors and consider significant financial risks

- c) Internal Audit: To review the structure and reports of the Internal Auditors, to make recommendations to the board on the internal audit plan, to review the completion of the plan and assess performance of the internal auditor.
- d) External Auditor: To review the external auditor's audit plan and the completion of the audit, to assess the external auditor's performance and independence and make recommendations to the board on the appointment, replacement or dismissal of the external auditor.
- e) Compliance Matters: to review the ability of the board to meet compliance with legislative requirements and obtain confirmation that all statutory requirements have been met.
- f) Risk Management: To review the board's risk assessment and risk management.
- g) Report to the board annually on the committee's performance
- h) To post a copy of O. Reg. 361/10.
- i) Powers: To obtain counsel, accountants or other professionals to advise, meet the board, management, external auditor, legal council, to exclude any particular board staff or board member from meeting, to require reports of the Internal and External Auditor, and have access to all records of the board available to the Internal or External Auditor.

#### 5.4.3 Membership:

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

#### 5.4.4 Meetings

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

### ~~6. Types of Committees: Standing Committees~~

Standing committees ~~may be~~ are established ~~by the board~~ to assist the board with work of an ongoing or recurring nature, such as those specified in the legislation, and are an integral part of the board structure. The following committees will be designated as standing committees for the Kenora Catholic District School Board.

#### ~~6.1.1 To foster excellence in programs and services.~~

~~Examples of this are;~~

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

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

~~Examples of this are;~~

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

## 7. Types of Committees: Special Committees

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

### ~~7.1 Director's Review Committee~~

#### ~~7.1.1 Purpose~~

~~To provide an evaluation for the director of education.~~

#### ~~7.1.2 Powers and Duties~~

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

#### ~~7.1.3 Membership~~

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

#### ~~7.1.4 Meeting:~~

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

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## ~~7.2 Other Special Committees~~

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

- ~~7.1.1 To select a director of education as set out in *Policy 16 Selection of the Director*.~~
- ~~7.1.2 To appoint a trustee when a trustee vacancy occurs as described in *Policy 9 Board Operations, section A: Meetings of the Board, paragraph 1.9*.~~

## 7. Resource Personnel

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

### Legal References:

*Education Act* S. 57 Special Education Advisory Committees;  
S. 170-171 Powers of Boards;  
S. 309 (4) Appeal of a Suspension;  
S. 311.3, 311.4, 311.5, 311.6;  
S. 311.7 Appeal of Expulsion  
*Regulation 308 (O. Reg 374/10) Supervised Alternative Learning for Excused Pupils*  
*Regulation 464/97 Special Education Advisory Committees*  
*Regulation 612/00 School Councils and Parent Involvement Committees*  
*Regulation 361/10 Audit Committees*  
***Good Governance; A Guide for Trustees, School Boards, Directors of Education, and Communities 2022-2026***

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

## **APPENDIX A Remove Appendix A**

### Audit Committee Regulation

#### **ONTARIO REGULATION 361/10 – AUDIT COMMITTEES**

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

No amendments.

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

#### **Interpretation**

~~1. (1) This Regulation applies in respect of audit committees established by district school boards under subsection 253.1 (1) of the Act. O. Reg. 361/10, s. 1 (1).~~

~~(2) In this Regulation,~~

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

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

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

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

#### **Establishment of audit committee**

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

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

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

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

### **Composition of audit committee**

- ~~3. (1) An audit committee of a board shall consist of the following individuals appointed in accordance with the board's by-laws:~~
- ~~1. If the board has fewer than eight board members, the audit committee shall consist of four members, including two board members and two persons who are not board members.~~
  - ~~2. If the board has eight or more board members, but less than fifteen, the audit committee shall consist of five members, including three board members and two persons who are not board members.~~
  - ~~3. If the board has fifteen or more board members, the audit committee shall consist of seven members, including four board members and three persons who are not board members. O. Reg. 361/10, s. 3 (1).~~
- ~~(2) In the absence of a by-law setting out an appointment process, the board shall appoint the members of the audit committee in accordance with paragraphs 1, 2 and 3 of subsection (1). O. Reg. 361/10, s. 3 (2).~~
- ~~(3) If the number of persons required by paragraphs 1, 2 and 3 of subsection (1) is not appointed to the audit committee, the Minister may appoint a person to each vacant position. O. Reg. 361/10, s. 3 (3).~~
- ~~(4) A person appointed under subsection (3) holds the position until the board appoints another person to the position. O. Reg. 361/10, s. 3 (4).~~
- ~~(5) An appointment made under subsection (3) must comply with paragraphs 1, 2 and 3 of subsection (1) and section 4. O. Reg. 361/10, s. 3 (5).~~

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

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

~~(3) Clause (1) (d) does not apply if the person is appointed by the Minister under subsection 3 (3). O. Reg. 361/10, s. 4 (3).~~

### **Selection committee**

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

~~(2) The selection committee shall be composed of,~~

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

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

~~6. (1) At the first meeting of the audit committee in each fiscal year, the members of the committee shall elect the Chair of the committee for the fiscal year of the board from among the board members appointed to the committee. O. Reg. 361/10, s. 6 (1).~~

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

### **Term of appointment**

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

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

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

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

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

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



**Vacancies**

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

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

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

- ~~(a) he or she is convicted of an indictable offence;~~
- ~~(b) he or she is absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence;~~
- ~~(c) he or she becomes an employee or officer of the board or of any other board;~~  
or
- ~~(d) it is discovered that he or she had a conflict of interest as described in subsection 4 (2) at the time of his or her appointment and failed to disclose it.~~  
O. Reg. 361/10, s. 8 (2).

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

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

**Duties of an audit committee**

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

- ~~1. To review with the director of education, a senior business official and the external auditor the board's financial statements, with regard to the following:
 
  - ~~i. Relevant accounting and reporting practices and issues.~~
  - ~~ii. Complex or unusual financial and commercial transactions of the board.~~
  - ~~iii. Material judgments and accounting estimates of the board.~~
  - ~~iv. Any departures from the accounting principles published from time to time by the Canadian Institute of Chartered Accountants that are applicable to the board.~~~~
- ~~2. To review with the director of education, a senior business official and the external auditor, before the results of an annual external audit are submitted to the board,
 
  - ~~i. the results of the annual external audit,~~~~

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- ii. ~~any difficulties encountered in the course of the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information,~~
  - iii. ~~any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit, and~~
  - iv. ~~any significant disagreements between the external auditor and the director of education or a senior business official and how those disagreements were resolved.~~
3. ~~To review the board's annual financial statements and consider whether they are complete, are consistent with any information known to the audit committee members and reflect accounting principles applicable to the board.~~
  4. ~~To recommend, if the audit committee considers it appropriate to do so, that the board approve the annual audited financial statements.~~
  5. ~~To review with the director of education, a senior business official and the external auditor all matters that the external auditor is required to communicate to the audit committee under generally accepted auditing standards.~~
  6. ~~To review with the external auditor material written communications between the external auditor and the director of education or a senior business official.~~
  7. ~~To ask the external auditor about whether the financial statements of the board's reporting entities, if any, have been consolidated with the board's financial statements.~~
  8. ~~To ask the external auditor about any other relevant issues. O. Reg. 361/10, s. 9 (1).~~
- ~~(2) An audit committee of a board has the following duties related to the board's internal controls:~~
1. ~~To review the overall effectiveness of the board's internal controls.~~
  2. ~~To review the scope of the internal and external auditor's reviews of the board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the board's staff to those findings and recommendations.~~
  3. ~~To discuss with the board's officials the board's significant financial risks and the measures the officials have taken to monitor and manage these risks. O. Reg. 361/10, s. 9 (2).~~
- ~~(3) An audit committee of a board has the following duties related to the board's internal auditor:~~
1. ~~To review the internal auditor's mandate, activities, staffing and organizational structure with the director of education, a senior business official and the internal auditor.~~
  2. ~~To make recommendations to the board on the content of annual or multi year internal audit plans and on all proposed major changes to plans.~~
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- ~~3. To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.~~
  - ~~4. To review at least once in each fiscal year the performance of the internal auditor and provide the board with comments regarding his or her performance.~~
  - ~~5. To review the effectiveness of the internal auditor, including the internal auditor's compliance with the document *International Standards for the Professional Practice of Internal Auditing*, as amended from time to time, published by The Institute of Internal Auditors and available on its website.~~
  - ~~6. To meet on a regular basis with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed.~~
  - ~~7. To review with the director of education, a senior business official and the internal auditor,
 
    - ~~i. significant findings and recommendations by the internal auditor during the fiscal year and the responses of the board's staff to those findings and recommendations,~~
    - ~~ii. any difficulties encountered in the course of the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information, and~~
    - ~~iii. any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit. O. Reg. 361/10, s. 9 (3).~~~~

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

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

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

- ~~1. To review the effectiveness of the board's system for monitoring compliance with legislative requirements and with the board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the board's director of education, supervisory officers or other persons employed in management positions to address the non-compliance.~~
- ~~2. To review any significant findings of regulatory entities, and any observations of the internal or external auditor related to those findings.~~
- ~~3. To review the board's process for communicating any codes of conduct that apply to board members or staff of the board to those individuals and the board's process for administering those codes of conduct.~~
- ~~4. To obtain regular updates from the director of education, supervisory officers and legal counsel regarding compliance matters.~~
- ~~5. To obtain confirmation by the board's director of education and supervisory officers that all statutory requirements have been met. O. Reg. 361/10, s. 9 (5).~~

~~(6) An audit committee of a board has the following duties related to the board's risk management:~~

- ~~1. To ask the board's director of education, a senior business official, the internal auditor and the external auditor about significant risks, to review the board's policies for risk assessment and risk management and to assess the steps the director of education and a senior business official have taken to manage such risks, including the adequacy of insurance for those risks.~~
- ~~2. To perform other activities related to the oversight of the board's risk management issues or financial matters, as requested by the board.~~
- ~~3. To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing. O. Reg. 361/10, s. 9 (6).~~

~~(7) An audit committee of a board shall report to the board annually, and at any other time that the board may require, on the committee's performance of its duties. O. Reg. 361/10, s. 9 (7).~~

~~(8) An audit committee shall make all reasonable efforts to ensure that a copy of this Regulation is posted on the board's website. O. Reg. 361/10, s. 9 (8).~~

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

- ~~10.~~ In carrying out its functions and duties, an audit committee of a board has the power to;
- ~~(a) with the prior approval of the board, retain counsel, accountants or other professionals to advise or assist the committee;~~
  - ~~(b) meet with or require the attendance of board members, the board's staff, internal or external auditor or legal counsel or representatives from a reporting entity of the board at meetings of the committee, and require such persons or entities to provide any information and explanation that may be requested;~~
  - ~~(c) where the committee determines it is appropriate, meet with the board's external or internal auditor, or with any staff of the board, without the presence of other board staff or board members, other than board members who are members of the committee;~~
  - ~~(d) require the board's internal or external auditor to provide reports to the committee; and~~
  - ~~(e) have access to all records of the board that were examined by the internal or external auditor. O. Reg. 361/10, s. 10.~~

### **Meetings**

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

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**Codes of Conduct**

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

**Remuneration and compensation**

~~13. (1)~~ A person shall not receive any remuneration for serving as a member of the audit committee. O. Reg. 361/10, s. 13 (1).

~~(2)~~ Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a board member at an audit committee meeting. O. Reg. 361/10, s. 13 (2).

~~(3)~~ A board shall establish policies respecting the reimbursement of members of its audit committee for expenses incurred as members of the committee. O. Reg. 361/10, s. 13 (3).

~~(4)~~ A board shall reimburse members of its audit committee for expenses incurred as members of the committee in accordance with the policies referred to in subsection (3). O. Reg. 361/10, s. 13 (4).

**Declaration of conflicts**

~~14. (1)~~ Every member of an audit committee shall, when he or she is appointed to the committee for the first time and at the first meeting of the committee in each fiscal year, submit a written declaration to the Chair of the committee declaring whether he or she has a conflict of interest as described in subsection 4 (2). O. Reg. 361/10, s. 14 (1).

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

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

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

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

## Reporting

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

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

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

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

- ~~(a) a summary of the work performed by the committee since the last report;~~
- ~~(b) an assessment by the committee of the board's progress in addressing any findings and recommendations that have been made by the internal or external auditor;~~
- ~~(c) a summary of the matters addressed by the committee at its meetings;~~
- ~~(d) the attendance record of members of the committee; and~~
- ~~(e) any other matter that the committee considers relevant. O. Reg. 361/10, s. 15 (3).~~

~~16. Omitted (provides for coming into force of provisions of this Regulation).~~  
~~O. Reg. 361/10, s. 16.~~

## APPENDIX B A

### 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.



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### **Supervised Alternative Learning Committee (SALEP)**

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

### **Standing Committees**

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

#### **Board/Government Relations Committee**

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

#### **Diocesan Trustees Association Committee**

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

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

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

#### **Joint Occupational Health and Safety Committee**

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

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### **Liaison with Priests Committee**

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

### **Multi-Year Strategic Planning Committee**

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

### **Transportation Committee**

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

## **Ad Hoc Committees**

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

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

The Director's Review Committee works to provide an evaluation for the director of education, as outlined in Policy #23 – Director of Education Performance Appraisal. ~~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.~~

# KENORA CATHOLIC DISTRICT SCHOOL BOARD

## Policy 23: Director of Education Performance Appraisal

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The Kenora Catholic District School Board (KCDSB) is committed to supporting the professional growth and development of the Director of Education through an annual appraisal process. The appraisal process provides an opportunity for constructive dialogue and exchange of information to clarify goals and expectations, to review accomplishments and to set the direction for the Catholic school system based on the multi-year strategic plan.

The KCDSB believes that the Catholic leadership of the Director of Education is of paramount importance to the overall success of the school system and ensures public confidence and accountability.

### 1. Guidelines

- 1.1 The annual performance review for the Director of Education shall be initiated and facilitated by the Chair of the Board. The Chair is responsible for leading the performance review process and establishing appropriate timelines. It is recommended that all trustees provide feedback on the performance review through the Chair.
- 1.2 The Director of Education and Chair of the Board will meet to determine appropriate timelines and the evaluation process to be used at least once annually.
- 1.3 The Chair may consider seeking input from Senior Administration and Managers using the Director of Education Performance Appraisal Form in Appendix A.
- 1.4 The Director of Education shall complete the feedback form to provide a self-assessment for consideration of the summative appraisal.
- 1.5 The performance appraisal process will consider different samples of evidence including but not limited to:
  - 1.5.1 reports and presentations made by the Director of Education relating to the multi-year strategic plan;
  - 1.5.2 stakeholder and Trustee survey responses;
  - 1.5.3 qualitative feedback from Trustees, through the Chair;
  - 1.5.4 performance evaluation indicators, determined by the Board.

- 
- 1.6 The Chair and Vice Chair of the Board shall review the data collected and the Chair and the Vice Chair shall prepare a written final performance appraisal report based on the data collected. This appraisal report will be reviewed by the trustees and then submitted to the Director of Education by the end of the school year.
  - 1.7 The Director of Education Final Performance Evaluation will be signed by the Chair and Director of Education and filed in the Director of Education's personnel file within the Human Resources Department.
  - 1.8 All other feedback collected throughout the process must be destroyed.

### **Legal References**

*Education Act*, Section 169.1 Duties and Powers of the Board

*Education Act*, Section 283 Chief Executive Officer

*Education Act*, Section 283.1 Additional Duties of Director of Education

Ontario Regulation 309 Supervisory Officers

*Municipal Freedom of Information and Protection of Privacy Act*

### **Form(s) associated with the policy:**

Appendix A - Director of Education Performance Appraisal Form

Approval Date: May 16, 2023

Date of Latest Review:

Date of Latest Revision:

## Appendix A

### DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL FORM

The Chair may seek input from the Board of Trustees, Senior Administration and Managers, as well as the Director of Education for input into the Director of Education's Performance Appraisal.

Before completing this form, please select the feedback process that applies:

Board of Trustees Feedback	Senior Administration and Manager Feedback	Director of Education Self-Assessment	Final Director of Education Performance Appraisal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 1. Catholic Leadership

The Director of Education...

- ✓ Promotes and integrates Catholic values throughout the system.
- ✓ Leads prayer and liturgies at meetings.
- ✓ Articulates Catholic values to the community.
- ✓ Demonstrates a strong understanding of the Board's values.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:

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## 2. Cultural Leadership

The Director of Education...

- ✓ builds commitment to the Board's mission, vision, organizational values and beliefs, and strategic commitments.
- ✓ maintains a culture of respect throughout the system.
- ✓ creates a focus on excellence.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:

### 3. Communications

The Director of Education...

- ✓ provides written and verbal reports to the Board of Trustees.
- ✓ regularly corresponds to the system.
- ✓ responds to media/general correspondence.
- ✓ responds to inquiries in a timely fashion.
- ✓ provides timely information on Ministry of Education initiatives that may affect the system.
- ✓ maintains open and meaningful communication with the Board of Trustees.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:

#### 4. Staff Relations

The Director of Education...

- ✓ builds respectful relationships with employee groups.
- ✓ takes a problem-solving approach to issues.
- ✓ creates a culture of learning that allows staff to engage in continuous learning.
- ✓ is recognized as a professional leader.
- ✓ is seen as approachable and a building of relationships with trustees, staff, and the community.
- ✓ integrates feedback for trustees, staff, and the community into positive action.
- ✓ creates an atmosphere of trust and collaboration when working with trustees, staff and community.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:



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## 5. Community and Public Relations

The Director of Education...

- ✓ represents the Board in a positive and professional manner.
- ✓ strengthens inter-board cooperation.
- ✓ enhances the system profile.
- ✓ collaborates with community stakeholders.
- ✓ attends community relations events as appropriate.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:

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## 6. Vision of System: Present and Future

The Director of Education...

- ✓ articulates and promotes mission and beliefs of system.
- ✓ understands system design and change processes.
- ✓ articulates how system and school planning need to align and support system mission and the Board's strategic commitments.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:

## 7. General System Leadership

The Director of Education...

- ✓ leads by example and is seen as an instructional leader.
- ✓ takes a forward-thinking approach to anticipate change.
- ✓ inspires confidence in the system.
- ✓ Interprets and communicates policy, procedures, legislation, and regulations to others (staff and trustees) to increase understanding for all.
- ✓ maintains a clear and concise sense of direction.
- ✓ Handles tough situations well and manages difficult personnel issues successfully.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:

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## 8. Organizational Leadership

The Director of Education...

- ✓ deals directly with difficult issues.
- ✓ clearly defines issues and problems
- ✓ takes a problem-solving approach and involves others, as appropriate, in discussions.
- ✓ provides clear roles and high expectations for senior staff.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:

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## 9. Fiscal Leadership

The Director of Education...

- ✓ ensures that budget planning processes reflect accountability, planning, and economic and political realities.
- ✓ ensures budget allocations reflect articulated goals of the system and department/planning processes.
- ✓ ensures financial management of the Board is consistent with legal and Ministry of Education requirements.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:

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## 10. Personal and Professional Attributes

The Director of Education...

- ✓ participates and takes an active role in professional peer organizations.
- ✓ demonstrates ethical principles in management activities.
- ✓ demonstrates professional attitudes and attributes.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:

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## 11. Human Relations Leadership

The Director of Education...

- ✓ is recognized as a professional leader
- ✓ is seen as approachable and a builder of relationships with trustees, staff, and community.
- ✓ integrates feedback for trustees, staff, and community into positive action.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:

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## 12. Goal Achievement

The Director of Education...

- ✓ sets clear, realistic goals.
- ✓ communicates goals clearly to the system
- ✓ plans effectively to achieve personal and system goals
- ✓ is a strong proponent of determining needs and developing plans to achieve outcomes.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:



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### 13. Personnel Management

The Director of Education...

- ✓ ensures effective systems are in place for the recruitment, selection, supervision, development, and performance review of all staff.
- ✓ ensures ongoing capacity building, professional learning, and succession planning throughout the organization.
- ✓ utilizes performance appraisal processes to foster ongoing formation and growth in Catholic leadership practices.

<input type="checkbox"/>	Exceeds expectations
<input type="checkbox"/>	Meets expectations
<input type="checkbox"/>	Does not meet expectations
<input type="checkbox"/>	Unknown

Comments:

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**FINAL SIGN OFF**  
**Director of Education Performance Appraisal**

The final sign off of the Director of Education Performance Appraisal is only to be completed by the Chair and Director of Education for the final Performance Appraisal.

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*Signature of the  
Chair of the Board*

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*Date*

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*Signature of the  
Director of Education*

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*Date*

*Once the Final Director of Education Performance Appraisal is completed, and signed by the Chair and Director of Education, please provide the original copy to the Manager of Human Resource Services for filing in the Director's personnel file.*

*Other feedback collected through the process should be destroyed.*

**Kenora Catholic District School Board Special Education Plan - Proposed Approved by the SEAC –April 2023**

<b>SECTION/Page</b>	<b>TOPIC</b>	<b>REVISIONS</b>
<b>Part 1: Special Education Programs and Services</b> P. 29	The Identification, Placement and Review Committee (IPRC) Process and Appeals	Add details in this section that describe Kenora Catholic DSB’s IPRC Process including: <ol style="list-style-type: none"> <li>1. What Is An Identification Placement and Review Committee (IPRC)?</li> <li>2. What is the Role of the IPRC?</li> <li>3. Requesting an IPRC</li> <li>4. A Summary of Kenora Catholic DSB’s IPRC Process (Based on the Ministry’s <a href="#">Summary of the IPRC Timeline</a>)</li> <li>5. Kenora Catholic DSB’s Parent’s Guide to Special Education - <a href="#">Special Education: A Parent’s Guide</a> – gives parents information on the IPRC procedure</li> </ol>
P. 37	Special Education Placements Provided by the Board	<a href="#">Special Education Placements Provided by the Board</a> Add a <a href="#">table</a> that outlines the range of placement options from
<b>Part 2: The Board’s Special Education Advisory Committee (SEAC)</b> P. 59	<b>The Board’s Special Education Advisory Committee (SEAC)</b>	Update to include current SEAC membership and contact information
P. 49	Special Education Equipment	Update the Ministry link for updated SEA Guidelines, once available, for the 2023-2024 school year
<b>Part 3: Coordination of Services with Other Ministries or Agencies and Specialized Health Support Services in Schools</b> P. 60	Specialized Health Services in School	Updated link to the Administrative Procedure 200 (AP 209): Educational Partnerships with External Agency or Providers
<b>Appendix A</b> P. 62	Special Education Statistical Summary of IPRC Process	Update summary based on each school’s IPRC process for the 2022-2023 school year, when finalized
<b>Appendix B</b> P. 63-64	Appendix B Special Education Staff 2022-2023 School Year	Update staff list for the elementary and secondary panels

<p><b>Appendix C</b> P. 65</p>	<p>Appendix C Special Education A Parent's Guide</p>	<p>The updated <a href="#">Special Education: A Parent's Guide</a> document will be linked to the Plan.</p> <ul style="list-style-type: none"> <li>- <b>P. 2 Add a “Notes” heading above the explanation of the word “parent”, include a statement about how to receive the guide in an accessible format (Braille, large print, or audio format), and credit statement: This Guide contains information set out in the Ministry of Education’s <a href="#">sample guide</a> and the previous edition of this guide.</b></li> <li>- <b>P. 2 What Is An IPRC? 1. Clarify designate as the “Student’s principal or supervisory officer of the board”.</b></li> <li>- <b>P. 3 Update “<a href="#">The Range of Placement options</a>” 1-5 to include the Descriptions</b> <u>Formatting...</u>Change the colour-contrast throughout to improve accessibility</li> <li>- Add page-numbering throughout on the bottom right hand side of each page</li> <li>- P. 4 (Formatting) What is a Special Education Program? Remove bullet on first point and left justify</li> <li>- P.4 Add to bullet 1: “a description of the student’s strengths and needs...” and update the Transition Plan information to reflect current Ministry requirements</li> <li>- P.8 What Will the IPRC’s Written Statement of Decision Include?” Fix bullet formatting after “Where the IPRC has identified your child as exceptional” and remove the word “Training”</li> <li>- P.11: What Happens In the Appeal Process?” Fix formatting to offset the 2 bullet points after “the Appeal board must make its recommendation within three days...It may”</li> <li>- <b>P. 13 What Special Education Programs and Services are provided by the Board? Insert <a href="#">the Table</a> (“<a href="#">The Range of Placement options</a>”)to clarify the order of #2 &amp; #3.</b></li> <li>- <b>P. 13 Add a “What organizations that are available to assist parents?” section with local associations eligible for membership on KCDSB’s SEAC including <a href="#">KACL</a> and <a href="#">Harmony Association for Community Living</a>, <a href="#">FIREFLY</a>, <a href="#">Canadian Hearing Services</a>, <a href="#">Blind/Low Vision Clinic</a></b></li> <li>- P. 13 Bold and increase font size for Ministry’s Provincial and Demonstration Schools heading. Include the Amethyst, Sagonaska, and Trillium on this page.</li> <li>- P. 14 Keep Schools for the Deaf, Blind, Deafblind and French-language Provincial School information.</li> </ul>
<p><b>Appendix D</b> P. 66</p>	<p>Annual Review of Special Education Plan 2023: Special Education Plan Checklist</p>	<p>Checklist for the Annual Review of Special Education Plan, 2023: Special Education Plan Checklist signed by Director Nicole Kurtz, will be include once finalized for submission to the Ministry of Education.</p>



## Special Education Advisory Committee (SEAC) Support

SEAC is supportive of the range of special education programs and services made available across the Kenora Catholic District School Board.

At the April 14, 2023 SEAC meeting, SEAC approved the following motions:

Motion #1 THAT, since SEAC has completed *its* consultations; and its annual review of the Board's Special Education Plan/Manual and consulted on the checklist, SEAC approve the May 2019 amendments to the Special Education Plan/Manual as presented.

Moved by: Joel Willett  
 Seconded by: Marie Lundin  
 Motion Carried Date:  
 April 14, 2023

Motion #2 SEAC recommends that the Board approves the April 2023 amendments to the Special Education Plan/Manual as presented and further, that the Board forwards the amendments and the requested checklist along with the Report to the Ministry of Education.

Moved by: Diane VanderZande  
 Seconded by: Dianne Griffiths  
 Motion Carried:  
 Date: April 14, 2023

The above is attested to by:

A handwritten signature in black ink that reads "Joel Willett".

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Joel Willett, Chairperson  
 Special Education Advisory Committee  
 Kenora Catholic District School Board

A handwritten signature in blue ink that reads "Diane VanderZande".

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Diane VanderZande, Vice Chairperson  
 Special Education Advisory Committee  
 Kenora Catholic District School Board