



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, Director Nicole Kurtz, the regular meeting of the Kenora Catholic District School Board will be held **Monday, November 20, 2023**, at the Catholic Education Centre and virtually via Microsoft Teams. **The public meeting will commence at 7:00 p.m.**

AGENDA

1. **OPENING PRAYER**

2. **ROLL CALL**

3. **DECLARATIONS OF PECUNIARY INTEREST**

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

Recommendation:

THAT the agenda be approved as presented/amended.

5. **REPORT OF THE NOMINATIONS COMMITTEE**

Recommendation:

THAT the Board accept the report of the Nominations Committee as presented.

6. **SELECTION OF SCRUTINEERS**

Recommendation:

THAT Superintendents Alison Smith and Jamey Robertson be appointed scrutineers in the event an election by ballot is required.

7. **ELECTION OF CHAIRPERSON**

8. **ELECTION OF VICE CHAIRPERSON**

9. **BALLOTS**

Recommendation:

THAT all ballots be destroyed.

10. **PRESENTATION OF THE GAVEL AND OPENING REMARKS**



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Board Meeting Agenda



11. CONFIRMATION OF MINUTES

Recommendation: (P. 1)

THAT the minutes of the Regular Board Meeting of the Kenora Catholic District School Board of October 17, 2023, be approved as circulated/amended.

Recommendation: (P. 8)

THAT the minutes of the Special Board Meeting of November 7, 2023, of the Kenora Catholic District School Board be approved as circulated/amended.

12. BUSINESS ARISING FROM THE MINUTES

13. DELEGATIONS AND PRESENTATIONS

13.1 Greetings from Principals and Unions

13.1.1 Kenora Catholic Principals – **Hilary Aitken**

13.1.2 Ontario English Catholic Teachers Association – **Darlene Literovich**

13.1.3 Ontario Public Service Employees Union – **Greetings**

13.2 Student Trustee Report

14. POLICY GOVERNANCE

14.1 Approval of Minutes

Recommendation: (P. 12)

THAT the report of the Policy Governance Committee meeting of November 7, 2023, be approved as circulated.

14.2 Policy

14.2.1 Policy #20 – Delegations to the Board – **N. Kurtz (P. 16)**

Recommendation:

THAT the Board approve the revisions to Policy #20 – Delegations to the Board effective immediately.

14.3 Personnel

14.3.1 Leave of Absence for Jeffrey White – **Teresa Gallik**

Recommendation:

THAT the Board grant Trustee Jeffrey White a leave of absence, effective November 20, 2023, to January 31, 2024, for personal reasons with regret.



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Board Meeting Agenda



14.3.2 Resignation of Jacqueline Rivard – **Marie Lundin**

Recommendation:

THAT the Board accept the resignation of Jacqueline Rivard for the purpose of retirement effective December 31, 2023, with regret.

14.4 **Property**

14.5 **Finance**

14.6 **Program**

15.6.1 2024 – 2025 School Year Calendar Consultation – **N. Kurtz (P. 23)**

14.7 **Negotiations**

14.8 **Other**

14.8.1 Appointment of Special Education Advisory Committee Members – **M. Lundin**

Recommendation:

THAT the Kenora Catholic District School Board appoint Lina O'Connor as Representative for the Kenora Association for Community Living and Leah Bailey as the alternate, on the Special Education Advisory Committee.

Recommendation:

THAT the Kenora Catholic District School Board appoint Jennifer Parsons as the Alternate Representative for the Harmony Center for Community Living Red Lake, on the Special Education Advisory Committee.

15. **UNFINISHED BUSINESS**

16. **NEW BUSINESS**

17. **INFORMATION**

18. **FUTURE MEETINGS**

19. **FUTURE MEETINGS**

POLICY GOVERNANCE MEETINGS

December 5, 2023 (Chair: Lorne Temple)

January 9, 2024 (Chair: Derek Favreau)

February 6, 2024 (Chair: Marie Lundin)



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Board Meeting Agenda



SPECIAL BOARD MEETINGS

NIL

REGULAR BOARD MEETINGS

Monday, November 20 (Annual Board Meeting)

Tuesday, December 19

Tuesday, January 16

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, December 6, at 11:30 AM

Wednesday, February 7, at 11:30 AM

Wednesday, May 15, at 11:30 AM

Tuesday, June 4 School Council & Catholic Parent Involvement Committee Report at 5:00 PM

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, November 17 at 1:30 PM

Friday, December 8 at 1:30 PM

Friday, January 12 at 1:30 PM

Friday, February 16 at 1:30 PM

INTERNAL AUDIT COMMITTEE MEETINGS

Monday, November 20 at 4:00 PM

SCHOOL COUNCIL MEETINGS

St. John Paul II School – October 11 at 7:00 PM

St. John School – October 24 at 6:00 PM

École Ste-Marguerite Bourgeoys – October 18 at 5:00 PM

St. Louis Living Arts School – November 15 at 5:30 PM

St. Thomas Aquinas High School – November 20 at 6:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA Faith Formation & Professional Development for KCDSB – December 8 – 9 in Kenora

OCSTA 2024 Catholic Trustees' Seminar, January 19 – 20 in Toronto

OCSTA 2024 Annual General Meeting and Conference, May 2 – 4, in Niagara Falls

CCSTA 2024 AGM and Convention May 30 – June 1 in Calgary

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

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



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Board Meeting Agenda



20. ADJOURNMENT

Recommendation:

THAT the meeting adjourn at _____ p.m.



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REGULAR BOARD MEETING ¹

Meeting Report

October 17, 2023



MEETING DATE:	October 17, 2023
LOCATION OF MEETING:	Catholic Education Centre
SUBJECT OF MEETING:	Regular Board Meeting
CHAIR:	Teresa Gallik
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	7:00 p.m. – 8:18 p.m.

ATTENDED BY:

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

AGENDA

- OPENING PRAYER** – The meeting was opened with a meaningful prayer by Maureen Frankcom, Assistant to the Director bringing everyone into the presence of the Lord.
- ROLL CALL** – Trustee Angela Bishop and student Trustee Jesse Peterson were noted as absent with regret.



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REGULAR BOARD MEETING²

Meeting Report

October 17, 2023



3. COMMITTEE OF THE WHOLE

Motion #079 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.

Carried.

4. DECLARATIONS OF PECUNIARY INTEREST - NIL

5. CONSIDERATION AND APPROVAL OF THE AGENDA

Motion #080 Moved by Paul Landry
Seconded by Derek Favreau

Recommendation:

THAT the agenda be approved as presented.

Carried.

6. CONFIRMATION OF MINUTES

Motion #081 Moved by Lorne Temple
Seconded by Jeffrey Favreau

Recommendation:

THAT the minutes of the Regular Board Meeting of the Kenora Catholic District School Board of September 19, 2023, be approved as circulated.

Carried.

7. BUSINESS ARISING FROM THE MINUTES

8. DELEGATIONS AND PRESENTATIONS

8.1 Education Services: Mental Health Clinical Supervisor – **Sue Devlin**

Sue Devlin provided an overview of the role and services of the Mental Health Clinical Supervisor. Devlin talked about the services and pathways for students to access support, the mental health action plan for 2023 – 2024, and provided an overview of the Mental Health Team.

8.2 Education Services: Positive Behavioural Interventions and Supports Lead – **Sarah Pyzer**

Sarah Pyzer provided an overview of the role and services of the Positive Behavioural Interventions and Supports Lead. The report included information about supports and strategies for students with autism spectrum disorder and other students who are accessing special education services.



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REGULAR BOARD MEETING ³

Meeting Report

October 17, 2023



8.3 Education Services: Speech-Language Pathologist – **Julia Lizzi**

Julia Lizzi provided an overview of the role and services of the Speech-Language Pathologist role with the goal of increasing access to speech-language pathology services through increased universal programming for all students.

8.4 Education Services: Special Education Coordinator – **Andrea Batters**

Andrea Batters provided an overview of the role and services of the Special Education Coordinator. The report highlighted planning, implementation, monitoring, and improvement of special education programming and services.

8.5 Education Services: Technology Enabled Learning and Teaching Lead - **Lori Bazelo**

Lori Bazelo provided an overview of the role and services of the Technology Enabled Learning and Teaching Lead. Bazelo talked about supporting students in enrolling and accessing e-learning courses, supporting St. Thomas Aquinas High School with bright space implementation, as well as the Ministry requirement for e-learning.

8.6 Student Trustee Report – **Joshua Pitt, and Benjamin Favreau**

Joshua Pitt and Benjamin Favreau provided a report on the accomplishments, humanitarian activities, and events happening at St. Thomas Aquinas High School in October with a review of upcoming events for November.

9. POLICY GOVERNANCE

9.1 Approval of Minutes

Motion #082 Moved by Paul Landry
Seconded by Derek Favreau

Recommendation:

THAT the report of the Policy Governance Committee Meeting of October 3, 2023, be approved as circulated.

Carried.

9.2 Policy

9.2.1 Policy #23 – Director of Education Performance Evaluation – **N. Kurtz**

Motion #083 Moved by Marie Lundin
Seconded by Lorne Temple

Recommendation:

THAT the Board approve the revisions to Policy #23 – Director of Education Performance Evaluation effective immediately.

Carried.



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REGULAR BOARD MEETING⁴ Meeting Report October 17, 2023



9.3 Personnel

9.4 Property

9.5 Finance

9.6 Program

9.6.1 2020 – 2025 Multi-Year Strategic Plan Extension – **N. Kurtz**

Motion #084 Moved by Jeffrey White
Seconded by Derek Favreau

Recommendation:

THAT the Board approves the extension of the Multi-Year Strategic Plan for the Kenora Catholic District School Board, which was originally planned to run from 2020 to 2025, to now encompass the years 2020 to 2027.

Carried.

9.6.2 2023 – 2024 Math Action Plan – **J. Robertson and S. Burt**

Superintendent of Education Jamey Robertson and Numeracy Lead Sara Burt provided a report on the 2023 – 2024 Math Achievement Action Plan, with the initial report being submitted to the Ministry of Education by November 15, 2023.

Motion #085 Moved by Derek Favreau
Seconded by Marie Lundin

Recommendation:

THAT the Board approves the endorsement of the 2023-2024 Math Achievement Action Plan for the Kenora Catholic District School Board as presented.

Carried.

9.6.3 2023 – 2024 Class Size Report – **A. Smith**

Alison Smith, Superintendent of Business, Facilities and Planning Services provided an overview of the 2023 – 2024 Class Size Report, identifying that the Board is compliant in all areas with the Ontario Regulation 132/12 Class Size Legislation.

Motion #086 Moved by Lorne Temple
Seconded by Marie Lundin

Recommendation:

THAT the Board accept the 2023 – 2024 Class Size Report as presented.

Carried.



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REGULAR BOARD MEETING ⁵

Meeting Report

October 17, 2023



9.7 Negotiations

9.8 Other

9.8.1 OCSTA 2023 Fall Regional Meeting Report – **P. Landry**

Trustee Paul Landry provided a report on the Ontario Catholic School Trustees' Association 2023 Fall Region Meeting that was held in Thunder Bay on October 6.

10. COMMITTEE OF THE WHOLE

Motion #087 Moved by Jeffrey White
Seconded by Derek Favreau

Recommendation:

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

Carried.

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. INFORMATION

14. FUTURE MEETINGS

15. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

November 7, 2023 (Chair: Jeffrey White)

December 5, 2023 (Chair: Lorne Temple)

SPECIAL BOARD MEETINGS

NIL

REGULAR BOARD MEETINGS

Tuesday, October 17

Monday, November 20 (Annual Board Meeting)

Tuesday, December 19



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REGULAR BOARD MEETING
Meeting Report
October 17, 2023



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CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, October 18, at 11:30 AM

Wednesday, December 6, at 11:30 AM

Wednesday, February 7, at 11:30 AM

Wednesday, May 15, at 11:30 AM

Tuesday, June 4 School Council & Catholic Parent Involvement Committee Report at 5:00 PM

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, October 20 at 1:30 PM

Friday, November 17 at 1:30 PM

Friday, December 8 at 1:30 PM

Friday, January 12 at 1:30 PM

Friday, February 16 at 1:30 PM

INTERNAL AUDIT COMMITTEE MEETINGS

Monday, November 20 at 4:00 PM

SCHOOL COUNCIL MEETINGS

St. John Paul II School – October 11 at 7:00 PM

St. John School – October 24 at 6:00 PM

École Ste-Marguerite Bourgeoys – October 18 at 5:00 PM

St. Louis Living Arts School – November 15 at 5:30 PM

St. Thomas Aquinas High School – November 20 at 6:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

Student Trustee Onboarding Session, Wednesday, September 6 at 11:00 AM

OCSTA 2024 Catholic Trustees' Seminar, January 19 – 20 in Toronto

OCSTA 2024 Annual General Meeting and Conference, May 2 – 4, in Niagara Falls

CCSTA 2024 AGM and Convention May 30 – June 1 in Calgary

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

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REGULAR BOARD MEETING ⁷

Meeting Report

October 17, 2023



16. ADJOURNMENT

Motion #088 Moved by Paul Landry
Seconded by Jeffrey White
Recommendation:
THAT the meeting adjourn at 8:18 p.m.

Carried.

Chairperson

Secretary / Treasurer



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SPECIAL BOARD MEETING ⁸

Meeting Report

November 7, 2023



MEETING DATE:	November 7, 2023
LOCATION OF MEETING:	Catholic Education Centre
SUBJECT OF MEETING:	Regular Board Meeting
CHAIR:	Paul Landry
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	5:45 p.m.

ATTENDED BY:

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

AGENDA

- OPENING PRAYER** – The meeting was opened with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – Trustees Teresa Gallik, Angela Bishop, and Jeffrey White were noted as absent with regret.
- COMMITTEE OF THE WHOLE**
 Motion #025 Moved by Derek Favreau
 Seconded by Lorne Temple
 THAT the Board resolve into Committee of the Whole and the meeting be closed to the public in accordance with the provisions of Section 207 (2) of the Education Act, R.S.O. 1990, c.E.2.

Carried.
- DECLARATIONS OF PECUNIARY INTEREST - NIL**



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SPECIAL BOARD MEETING ⁹ Meeting Report November 7, 2023



5. CONSIDERATION AND APPROVAL OF AGENDA

Motion #026 Moved by Derek Favreau
Seconded by Marie Lundin
Recommendation:
THAT the agenda be approved as presented.

Carried.

6. CONFIRMATION OF MINUTES

7. BUSINESS ARISING FROM THE MINUTES

8. DELEGATIONS AND PRESENTATIONS

9. POLICY GOVERNANCE:

9.1 Approval of Minutes

9.2 Policy

9.3 Personnel

9.4 Property

9.5 Finance

9.6 Program

9.7 Negotiations

9.7.1 Ontario Public Service Employees Union Collective Agreement – **A. Smith**

Motion #027 Moved by Marie Lundin
Seconded by Lorne Temple
Recommendation:

THAT the Board ratifies the Collective Agreement between the Ontario Public Service Employees Union and the Kenora Catholic District School Board for the period of September 1, 2022, to August 31, 2026, as negotiated on October 19, 2023.

Carried.



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SPECIAL BOARD MEETING

Meeting Report

November 7, 2023



GROWING



INVESTING



ENGAGING

9.8 Other

10. COMMITTEE OF THE WHOLE

Motion #028 Moved by Lorne Temple
Seconded by Derek Favreau

Recommendation:

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

Carried.

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. INFORMATION

14. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

December 5, 2023 (Chair: Lorne Temple)
January 9, 2023 (Chair: Derek Favreau)
February 6, 2023 (Chair: Marie Lundin)

SPECIAL BOARD MEETINGS

NIL

REGULAR BOARD MEETINGS

Monday, November 20 (Annual Board Meeting)
Tuesday, December 19
Tuesday, January 16

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, December 6, at 11:30 AM
Wednesday, February 7, at 11:30 AM
Wednesday, May 15, at 11:30 AM
Tuesday, June 4 School Council & Catholic Parent Involvement Committee Report at 5:00 PM

SPECIAL EDUCATION ADVISORY COMMITTEE

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SPECIAL BOARD MEETING

Meeting Report
November 7, 2023



INTERNAL AUDIT COMMITTEE MEETINGS

Monday, November 20 at 4:00 PM

SCHOOL COUNCIL MEETINGS

St. John Paul II School – November 8 at 6:00 PM

St. John School – November 14 at 6:00 PM

St. Louis Living Arts School – November 15 at 5:30 PM

St. Thomas Aquinas High School – November 20 at 6:00 PM

École Ste-Marguerite Bourgeoys – November 22 at 5:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA Faith Formation and Professional Development for KCDSB – December 8 – 9

OCSTA 2024 Catholic Trustees' Seminar, January 19 – 20 in Toronto

OCSTA 2024 Annual General Meeting and Conference, May 2 – 4, in Niagara Falls

CCSTA 2024 AGM and Convention May 30 – June 1 in Calgary

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

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May 15, 2024	School Board Financial Report for September 1, 2023, to March 31, 2024

15. ADJOURNMENT

Motion #029 Moved by Marie Lundin

Seconded by Derek Favreau

Recommendation:

THAT the meeting adjourn at 6:04 p.m.

Carried.



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POLICY GOVERNANCE COMMITTEE November 7, 2023

12



MEETING DATE:	November 7, 2023
LOCATION OF MEETING:	Catholic Education Centre
SUBJECT OF MEETING:	Policy Governance Committee Meeting
CHAIR:	Paul Landry
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	6:00 p.m.

ATTENDED BY:

	INIT	ATTENDANCE	PERSON	TITLE
1.	AB	<input 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 checked="" type="checkbox"/>	Jamey Robertson	Superintendent of Education
6.	JW	<input checked="" type="checkbox"/>	Jeffrey White	Trustee
7.	LT	<input checked="" type="checkbox"/>	Lorne Temple	Trustee
8.	ML	<input checked="" type="checkbox"/>	Marie Lundin	Trustee
9.	PL	<input checked="" type="checkbox"/>	Paul Landry	Vice Chair
10.	TG	<input type="checkbox"/>	Teresa Gallik	Chair

AGENDA

- CALL TO ORDER** – Trustee Paul Landry called the meeting to order at 6:00 PM.
- OPENING PRAYER** – The meeting was opened with prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – Trustees Teresa Gallik and Angela Bishop were noted as absent with regret.
- DECLARATIONS OF PECUNIARY INTEREST – NIL**
- APPROVAL OF AGENDA** – The agenda was approved as presented.
- PRESENTATIONS/DELEGATIONS**



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POLICY GOVERNANCE COMMITTEE November 7, 2023



7. PRESENTATIONS AND REPORTS

7.1 **Policy**

7.1.1 Policy #20: Delegation to the Board – **N. Kurtz**

Director Nicole Kurtz provided an overview of Policy #20 – Delegation to the Board. Trustees accepted the recommended changes as presented. Policy #20 – Delegation to the Board will be brought to the November Board Meeting for approval.

7.2 **Personnel**

7.2.1 Monthly Director's Report – **N. Kurtz**

Director Nicole Kurtz provided a report on the priorities and initiatives happening throughout the month of October. Kurtz highlighted the Student Achievement Plans, Board Improvement Plans, provincial Special Education Advisory Committee as well as the upcoming November 27 Professional Development Day.

7.2.2 Elections Nomination Committee: Call for Nominations – **N. Kurtz and M. Ludin**

Marie Ludin provided a report on the Elections and Nomination Committee. Ludin presented that Trustee Teresa Gallik has put her name forward for the position of Chair and Paul Landry has put his name forward for the position of Vice Chair.

Calls for Nominations are being accepted until the elections at the Annual Board Meeting on Monday, November 20.

7.3 **Property**

7.4 **Finance**

7.5 **Program**

7.5.1 2024 – 2025 School Year Calendar – **N. Kurtz**

The Trustees were provided with two draft calendars for the 2024 – 2025 School Year Calendar. The public consultation will begin in early January where the families, staff and the community can vote on the calendars.

7.6 **Negotiations**

7.7 **Other**

7.7.2 Faith Formation & Professional Development on December 8-9 - **N. Kurtz**

Trustees were provided with a draft agenda for the Faith Formation and Professional Development session happening on December 8 - 9. The session is being led by the Ontario Catholic School Trustees' Association.



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POLICY GOVERNANCE COMMITTEE November 7, 2023



7.7.3 Trustee Christmas Celebration on December 14 – **N. Kurtz**

The Christmas Celebration is scheduled for Thursday, December 14. The Board will be hosting a Christmas Raffle Fundraiser, with proceeds being donated to the Canadian Catholic School Trustees Association, Toonies for Tuition. Trustees were asked to voluntarily contribute to the raffle.

8. UNFINISHED BUSINESS

9. CORRESPONDENCE

10. NEW BUSINESS

11. INFORMATION

12. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

December 5, 2023 (Chair: Lorne Temple)

January 9, 2024 (Chair: Derek Favreau)

February 6, 2024 (Chair: Marie Lundin)

SPECIAL BOARD MEETINGS

NIL

REGULAR BOARD MEETINGS

Monday, November 20 (Annual Board Meeting)

Tuesday, December 19

Tuesday, January 16

CATHOLIC PARENT INVOLVEMENT COMMITTEE

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INTERNAL AUDIT COMMITTEE MEETINGS

Monday, November 20 at 4:00 PM

SCHOOL COUNCIL MEETINGS

- St. John Paul II School – October 11 at 7:00 PM
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TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

- OCSTA Faith Formation and Professional Development for KCDSB – December 8 – 9
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- OCSTA 2024 Annual General Meeting and Conference, May 2 – 4, in Niagara Falls
- CCSTA 2024 AGM and Convention May 30 – June 1 in Calgary

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

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

ADJOURNMENT – The meeting adjourned at 6:54 p.m.

Policy 20: Delegations to the Board

The Kenora Catholic District School Board (KCDSB) values relationships and partnerships and is committed to providing meaningful feedback methods that encourage and support two-way communication.

The purpose of this policy is to provide an opportunity for individuals, groups, or delegations to make a presentation to the Board of Trustees on matters relating to educational issues that fall within the Board's governance responsibilities and jurisdiction.

1.0 Requests for Delegations

- 1.1 A request to make a presentation at a regular board meeting or committee meeting shall be made by completing the Delegation Registration Form, at least seven (7) calendar days prior to the date of the meeting. Please refer to Appendix A - Delegation Registration Form for further information.
- 1.2 A person under 18 years of age, who wishes to make a delegation to the Board, must have the written consent of their parent/guardian with the understanding that the person's image (photo and/or video) may be posted on the Board's website, social media channels and/or by the media.
- 1.3 Any one delegation or individual shall be permitted to make only one presentation to the Board on an issue. Any additional presentations on the same issue are permitted provided that the significant difference(s) are outlined and presented in writing to the Chair of the Board and/Director of Education seven (7) days prior to the Board meeting.
- 1.4 Requests received after the deadline noted above will be considered at the discretion of the Chair and may be deferred to a future meeting.
- 1.5 Delegates may be heard at the Policy Governance Committee Meeting on an item on the agenda. The Chair of the Policy Governance Committee in consultation with the Director of Education will review delegation requests to determine eligibility.
- 1.6 The request shall outline in some detail the subject matter(s) to be presented and indicate who the presenters(s) will be for the group or organization. A maximum of three (3) presenters and no other person may address the Board unless approval is given by the Chair of the Board. At the discretion of the Chair, delegations

with similar rationales will be grouped together (for a total of a 10-minute presentation).

- 1.7 A complete script and presentation must be delivered or sent electronically to the Office of the Director of Education at least four (4) business days prior to the Regular Board meeting.
- 1.8 At the Board Meeting, the presenter(s) will use the script that they provided in their package.
- 1.9 Personal information as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Education Act and the Municipal Act, in accordance with the provisions of MFIPPA. The name and the contents of the submission are subject to disclosure by way of publication of the agenda on the Board's website. As well, all Board Meetings are recorded and published.
- 1.10 There may be up to a maximum of two (2) delegations at any one meeting. At the discretion of the Chair of the Board, additional delegations may be added as approved by the Chair.
- 1.11 The complete presentation by any delegation shall not exceed ten (10) minutes, exclusive of Trustee questions.
- 1.12 To allow for equitable time allocated to each delegation, the Chair shall act as the moderator for each delegation presentation and will govern the questions from The Board of Trustees, preserving the intent of the questions to be strictly for clarification purposes.

2.0 Delegations

- 2.1 Delegations are open to members of the KCDSB community including parents/guardians, students, volunteers, residents within the Board's jurisdiction, and individuals or organizations serving or associated with the KCDSB community.
- 2.2 Members of the public can request a Delegation to the Board to share their views regarding a subject matter that falls within the Board's governance responsibilities.
- 2.3 Delegations will only be accepted from Kenora Catholic District School Board stakeholders.
- 2.4 Delegation requests must be within the Board's geographic jurisdiction.
- 2.5 Delegation presentations will not be received:
 - 2.5.1 by individuals or commercial enterprises who wish to promote products or services to the Board;
 - 2.5.2 regarding personal issues related to the Delegation, a staff member, or a student;
 - 2.5.3 regarding employment issues that are covered under KCDSB collective agreements or other employment contracts;

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- 2.5.4 about matters which are the subject of litigation with the Board, or where all rights to a hearing, appeal, or review under the Education Act or its regulations have not been commenced or concluded;
 - 2.5.5 prior to the Delegation pursuing any other Board processes that currently exist to address their concern(s);
 - 2.5.6 about matters that are currently the subject of a complaint to the Ontario Human Rights Tribunal or the Ontario Ombudsman or are under investigation by either of those Offices;
 - 2.5.7 regarding matters that are not within the jurisdiction of the Board;
 - 2.5.6 twice within a 12-month period unless the subject matter has changed substantially. Delegation requests on the same subject matter to multiple Committees are not permitted.
 - 2.5.7 If, in the opinion of the Chair of the Board, the delegation may be adequately received by a committee of the board, or if the nature of the topic to be discussed is such that it should be dealt with by a committee of the whole, the Chair may direct the delegation to appear before a committee or a committee of the whole.
 - 2.5.8 Impromptu delegations will not be heard and informed of the board's policy regarding delegations.
 - 2.5.9 Delegations will be received at the beginning of the regular board meeting.

3.0 Delegations by Staff

- 3.1 Employees of the KCDSB may make a delegation request on topics other than those concerning individual employment or personal or professional interests, for which other channels exist.
- 3.2 Employees must disclose on the Delegation Registration Form the fact that they are employed by the KCDSB. Employees are required to keep confidential all information they acquire during the course of employment that would reasonably be considered personal or confidential information and are responsible to ensure compliance with KCDSB policies and procedures.
- 3.3 Delegation requests from staff will be considered and may be accepted solely at the discretion of the Chair in consultation with the Director of Education or their designate.

4.0 When a Delegation is Denied

- 4.1 When a request to delegate is denied, the Director of Education shall provide written notice to the individual, or group, with a copy to all trustees and offer to include their concerns as correspondence in the Board Meeting agenda package.

5.0 Conduct of Delegates

- 5.1 Delegates are expected to present their topic to the Board in a respectful and constructive manner.
- 5.2 Proper decorum is expected, and parliamentary procedure will be followed.
- 5.3 The delegate's spokesperson will identify themselves, the group, and the subject matter to be discussed.
- 5.4 Delegates may voice concerns but must not:
- Promote hate, harassment, or violate the Ontario Human Rights Code, KCDSB policies and procedures;
 - Use offensive, obscene, or defamatory language, gestures, signs or images at any building of the Board.
 - Use negative or derogatory personal references;
 - Misuse personal information related to KCDSB students, staff, or trustees;
 - Discuss topics outside of their intended delegation;
 - Discuss matters related to litigation or potential litigation or any matter which is currently before any court or administrative tribunal affecting the KCDSB; or
 - Cross-debate with other delegates, staff, or trustees of the Board.
- 5.5 Delegates engaged in any behaviour that is disruptive to the meeting or violates any of the above requirements may have their delegation stopped by the Chair and the delegation may be expelled or excluded from the meeting.
- 5.6 Presenters and guests in the gallery are expected to maintain a level of decorum, which will allow meetings to proceed without interruptions, and free of abusive or derogatory language at all times. Individuals and delegations are advised that placards and disruptive demonstrations are not permitted at the Board's Catholic Education Centre or at any other location where a Board meeting is held. The Chair may expel or exclude from the meeting anyone who engages in this or any other form of improper conduct.

6.0 Board Action

- 6.1 A decision of the Board will not be made at the time of the delegation but will be deferred for further consideration.
- 6.2 Trustees and/or members of the administration will not debate items raised by the delegation.
- 6.3 Trustees and/or the Director of Education may comment on delegations. Trustees may ask clarifying questions of the spokesperson.
- 6.4 The delegation will be notified, in writing, by the Director of Education, of the response of the Board, if any, and the reason(s) thereof.

7.0 Late Request

- 7.1 The Chair of the board will consider the request and if, in their opinion, the subject to be discussed is emergent in nature, the Chair may waive the requirements of seven (7) days' notice providing there is sufficient time for the Director of Education to advise members of the board concerning the delegation's purpose prior to the meeting at which the delegation is to appear.

References:

Municipal Freedom of Information and Protection of Privacy Act

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

Please note this is a sample of the questions in the KCDSB online Delegation Registration Form on the Board website. Individuals requesting a delegation are to complete the online Delegation Registration Form.

Appendix A

Delegation Registration Form

Once the Request for Registration Form has been submitted, a member of the KCDSB will contact you to confirm the delegation and provide the necessary meeting details and instructions.

All fields, unless marked optional, must be completed for the delegation request to be considered.

The Delegation Registration Form must be submitted at least seven (7) days prior to the next Board Meeting and/or your presentation.

*Fields marked with an * are required.*

Contact Information

*Organization Represented: _____

*Are you a KCDSB employee?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Municipality (if applicable):

<input type="checkbox"/>	City of Kenora
<input type="checkbox"/>	Municipality of Red Lake
<input type="checkbox"/>	Other: Please specify

*First Name: _____

*Last Name: _____

*Telephone Number: _____

*Email Address: _____

Name(s) of other presenters if applicable:

_____, _____.

Note that there is a maximum of (3) presenters and no other person may address the Board unless approval is given by the Chair of the Board.

If you are a KCDSB student, please select your school:

<input type="checkbox"/>	St. Thomas Aquinas High School
<input type="checkbox"/>	St. John School
<input type="checkbox"/>	St. Louis Living Arts School
<input type="checkbox"/>	St. John Paul II School
<input type="checkbox"/>	École Ste-Marguerite Bourgeoys

Please note that students under the age of 18 require written consent from a parent/guardian.

Delegation Information

*Type of Delegation:

*Submission Date: _____

<input type="checkbox"/>	Written
<input type="checkbox"/>	Verbal
<input type="checkbox"/>	Presentation

*Agenda Topic Title: _____

*Please provide a summary of the main points for the delegation:

*Recommendation(s) for resolution of the issue:

I acknowledge that Personal Information as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Education Act and the Municipal Act, in accordance with the provisions of MFIPPA.

I acknowledge that my name, the names of co-presenters, and the summary of concerns and remedies sought are subject to disclosure by way of publication of the agenda on the Board's website and the meeting may be recorded.

I acknowledge that my personal information, written comments, and presentations become part of the public record which may be disclosed to authorized third parties and members of the public in order to administer these purposes.

I acknowledge questions and clarification may be asked by Trustees following the presentation. The Board will make no decision or debate relative to the presentation at the meeting.

Register Your Delegation

2024 - 2025 School Year Calendar

SCHOOL HOLIDAY
 PA DAY
 EXAMS

23

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20 Instructional Days
September 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

22 Instructional Days
October 2024

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21 Instructional Days
November 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 Instructional Days
December 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 Instructional Days
January 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19 Instructional Days
February 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

16 Instructional Days
March 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Instructional Days
April 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

21 Instructional Days
May 2025

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15 Instructional Days
June 2025

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

All students begin school on August 28, 2024 and end on June 20, 2025

School Holidays

- | | |
|------------------------------|-----------------|
| September 2, 2024 | Labour Day |
| October 14, 2024 | Thanksgiving |
| Dec. 23, 2024 - Jan. 3, 2025 | Winter Holidays |
| February 17, 2025 | Family Day |
| March 10-14, 2025 | March Break |
| April 18, 2025 | Good Friday |
| April 21, 2025 | Easter Monday |
| May 19, 2025 | Victoria Day |

First Day of School for Students
 August 28, 2024
Last Day of School for Students
 June 20, 2025
 187 Instructional Days + 7 PD Days = 194

Professional Activity Days

- | | |
|--------------------|-----------------------|
| August 26, 2024 | Professional Activity |
| August 27, 2024 | Professional Activity |
| September 27, 2024 | Professional Activity |
| November 1, 2024 | Professional Activity |
| January 24, 2025 | Professional Activity |
| April 11, 2025 | Professional Activity |
| June 6, 2025 | Professional Activity |

Elementary

- Progress Report
- Report Card
- Report Card

Secondary

- Semester 1
- Semester 1 Term 1
- Semester 1 Term 2
- Mid Term Report
- Exams
- Final Report
- Semester 2
- Semester 2
- Mid Term Report
- Exams
- Final Report

2024 - 2025 School Year Calendar

SCHOOL HOLIDAY
 PA DAY
 EXAMS

24

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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29	30					

22 Instructional Days

October 2024

Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
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21 Instructional Days

November 2024

Su	M	Tu	W	Th	F	Sa
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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19 Instructional Days

February 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

16 Instructional Days

March 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

21 Instructional Days

May 2025

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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15 Instructional Days

June 2025

Su	M	Tu	W	Th	F	Sa
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August 28, 2024	
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June 20, 2025	
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November 1, 2024	Professional Activity
January 24, 2025	Professional Activity
April 11, 2025	Professional Activity
June 6, 2025	Professional Activity

Elementary
Progress Report
Report Card
Report Card
Secondary
Semester 1
Semester 1 Term 1
Semester 1 Term 2
Mid Term Report
Exams
Final Report
Semester 2
Semester 2
Mid Term Report
Exams
Final Report