



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.

ANNUAL BOARD MEETING

December 14, 2021

By order of the Presiding Officer, the Annual meeting of the Kenora Catholic District School Board will be held on **Tuesday, December 14** at 7:00 pm.

AGENDA

1. **OPENING PRAYER**

2. **ROLL CALL**

3. **COMMITTEE OF THE WHOLE**

Recommendation:

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

4. **DECLARATIONS OF PECUNIARY INTEREST**

5. **CONSIDERATION AND APPROVAL OF AGENDA**

Recommendation:

THAT the agenda be approved as presented/amended.

6. **REPORT OF THE NOMINATIONS COMMITTEE**

Recommendation:

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

7. **SELECTION OF SCRUTINEER**

Recommendation:

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

8. **ELECTION OF CHAIRPERSON**

9. **ELECTION OF VICE CHAIRPERSON**

10. **BALLOTS**

Recommendation:

THAT all ballots be destroyed.

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



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12. **CONFIRMATION OF MINUTES**

Recommendation: (P. 1)

THAT the minutes of the meeting of the Kenora Catholic District School Board of November 16, 2021, be approved as circulated/amended.

13. **BUSINESS ARISING FROM THE MINUTES**

14. **DELEGATIONS AND PRESENTATIONS**

14.1 Greetings from Principals and Unions

14.1.1 Kenora Catholic Principals – **Hilary Aitken**

14.1.2 Ontario English Catholic Teachers' Association - **Leanne Davidson**

14.1.3 Ontario Public Service Employees' Union – **Jennifer Pencoff**

14.2 Student Trustee Report

15. **POLICY GOVERNANCE:**

15.1 **Approval of Minutes**

15.2 **Policy**

15.3 **Personnel**

15.3.1 Resignation of Ben Duhaime – **Jeffrey White**

Recommendation:

THAT the Board accept the resignation of Ben Duhaime for the purposes of retirement effective January 31, 2022, with regret.

15.4 **Property**



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ANNUAL BOARD MEETING

December 14, 2021

15.5 **Finance**

15.5.1 2020 – 2021 Audited Financial Statements – **Jennifer Pyzer Whetter**, Partner BDO Canada LLP

Recommendation:

THAT the Board approve the 2020 – 2021 Audited Financial Statement as presented.

15.5.2 2020 – 2021 Annual Audit Committee Report – **Alison Smith (P. 7)**

Recommendation:

THAT the Board accept the 2020 – 2021 Annual Audit Committee Report as presented.

15.6 **Program**

15.6.1 2021 – 2022 School Year Calendar Pivot to Semester Timetable – **Paul White (P. 10)**

Recommendation:

THAT the Board approves the revisions to the 2021 – 2022 School Year Calendar, to pivot to the semester timetable model for secondary effective January 31, 2022, contingent upon the approval of the Northwestern Health Unit and the Ministry of Education.

15.6.2 November Special Education Advisory Committee Minutes – **Anne Sweeney (P. 11)**

15.7 **Negotiations**

15.8 **Other**

15.8.1 2021 Christmas Activities and Celebrations **(P. 25) – Paul White**

16. **COMMITTEE OF THE WHOLE**

Recommendation:

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

17. **UNFINISHED BUSINESS**

18. **NEW BUSINESS**

19. **INFORMATION**



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ANNUAL BOARD MEETING

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20. **FUTURE MEETINGS**

POLICY GOVERNANCE MEETINGS

January 4, 2022

February 1, 2022

REGULAR BOARD MEETINGS

January 18, 2022

February 15, 2022

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, December 15, 2021 at 11:30 AM

Wednesday, February 15, 2022 at 11:30 AM

Wednesday, May 4, 2022 at 11:30 AM

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, December 17 at 1:30 PM via Microsoft Teams

Friday, January 21 at 1:30 PM via Microsoft Teams

Friday, February 18 at 1:30 PM via Microsoft Teams

VIRTUAL SCHOOL COUNCIL MEETINGS

École Ste-Marguerite Bourgeois – Wednesday, January 12 at 6:00 PM

St. Thomas Aquinas High School – Monday, January 17 at 6:30 PM

St. Louis Living Arts School – Tuesday, January 18 at 6:30 PM

Pope John Paul II School – Wednesday, January 26 at 6:00 PM

St. John School – Wednesday, February 3 at 6:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA 2022 Trustee Seminar ‘Name it and Claim it’ – January 14 – 15, 2022

OCSTA AGM, Conference and Business Seminar – April 21 – 23, 2022 in Ottawa

CCSTA AGM ‘Rejoicing in God’s Creation’ – June 2 – 4, 2022 in Blue Mountain

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

Dates for Submission of Financial Reports

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

Date	Description
June 30, 2021	School Board Estimates for 2021–22
November 15, 2021	School Board Financial Statements for 2020–21
November 19, 2021	School Board Enrolment Projections for 2022–23 to 2025–26
December 15, 2021	School Board Revised Estimates for 2021–22
May 13, 2022	School Board Financial Report for September 1, 2021 to March 31, 2022



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21. **ADJOURNMENT**

Recommendation:

THAT the meeting adjourn at _____ p.m.



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REGULAR BOARD MEETING ¹ Meeting Report November 16, 2021

MEETING DATE:	November 16, 2021
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. – 7:57 p.m.

ATTENDED BY:

	INIT	ATTENDANCE	PERSON	TITLE
1.	AMS	<input checked="" type="checkbox"/>	Antonie-Marie Skead	Student Trustee
2.	AS	<input checked="" type="checkbox"/>	Anne Sweeney	Trustee
3.	AS	<input checked="" type="checkbox"/>	Alison Smith	Superintendent of Business Services
4.	EF	<input checked="" type="checkbox"/>	Elizabeth Favreau	Student Trustee
5.	FB	<input checked="" type="checkbox"/>	Frank Bastone	Trustee
6.	JW	<input checked="" type="checkbox"/>	Jeffrey White	Trustee
7.	MF	<input checked="" type="checkbox"/>	Maxwell Froese	Student Trustee
8.	MF	<input checked="" type="checkbox"/>	Mike Favreau	Vice Chair
9.	PL	<input checked="" type="checkbox"/>	Paul Landry	Trustee
10.	PW	<input checked="" type="checkbox"/>	Paul White	Director of Education
11.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Chair
12.	VB	<input type="checkbox"/>	Vaughn Blab	Trustee

AGENDA

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



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REGULAR BOARD MEETING
Meeting Report
November 16, 2021

3. COMMITTEE OF THE WHOLE

Motion #091 Moved by Paul Landry
Seconded by Frank Bastone

Recommendation:

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

Carried.

4. DECLARATIONS OF PECUNIARY INTEREST - NIL

5. CONSIDERATION AND APPROVAL OF AGENDA

Motion #092 Moved by Paul Landry
Seconded by Jeffrey White

Recommendation:

THAT the agenda be approved as presented.

Carried.

6. CONFIRMATION OF MINUTES

Motion #093 Moved by Anne Sweeney
Seconded by Frank Bastone

Recommendation:

THAT the minutes of the Regular Board Meeting of the Kenora Catholic District School Board of October 19, 2021, be approved as circulated.

Carried.

7. BUSINESS ARISING FROM THE MINUTES

8. DELEGATIONS AND PRESENTATIONS

8.1 2021 Count Me In – Student Census Survey – **Mariette Martineau**

Mariette Martineau, Equity Lead, provided a report on the 2021 Student Census happening on November 22 – 26, 2021. The student census is a requirement of the Ministry of Education and will collect identify-based student data to ensure that programming and resources can be accessed by all students and there are no barriers to students achieving their full academic potential.



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REGULAR BOARD MEETING
Meeting Report
November 16, 2021

8.2 Student Mental Health Program and Advisors – **Sue Devlin**

Sue Devlin, Mental Health Clinical Lead along with Grade 10 students Molly Hendy and Kaelyn Stalus, from St. Thomas Aquinas High School, provided a report on Kenora Catholic's new Student Mental Health Advisor Initiative which aims to add student voice to mental health conversations and initiatives at the KCDSB.

8.3 Student Trustee Report

Student Trustees Antoni-Marie Skead and Elizabeth Favreau provided a report on the activities and initiatives happening at St. Thomas Aquinas High school during November with a look forward to December. The Student Trustees highlighted the completion of exams and the new quad master, Dynamic Directions Career Fair, court sports and hockey, Rock Your Mocs and Louis Riel Day, as well as the Remembrance Day service on November 11.

9. **POLICY GOVERNANCE**

9.1 **Approval of Minutes**

Motion #094 Moved by Paul Landry
Seconded by Anne Sweeney

Recommendation:

THAT the report of the Policy Governance Committee meeting of November 2, 2021, be approved as circulated.

Carried.

9.2 **Policy**

9.2.1 Policy #8 – Role of the Vice Chair

Motion #095 Moved by Frank Bastone
Seconded by Mike Favreau

Recommendation:

THAT the Board approve the review of Policy #8 – Role of the Vice Chair with no revisions at this time.

Carried.



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REGULAR BOARD MEETING
Meeting Report
November 16, 2021

9.2.1 Policy #16: Selection of the Director of Education

Motion #096 Moved by Mike Favreau
Seconded by Frank Bastone

Recommendation:

THAT the Board approve the revisions to Policy #16 – Selection of the Director of Education effective immediately.

Carried.

9.3 Personnel

9.4 Property

9.5 Finance

9.6 Program

9.6.1 New School Logo and Name for Pope John Paul II School – **Tammy Bush and Travis Batters**
Principal Tammy Bush, Vice Principal Travis Batters and the School's Student Executive provided a presentation on the school's proposed new name and logos.

Motion #097 Moved by Frank Bastone
Seconded by Jeffrey White

Recommendation:

The Kenora Catholic District School Board recognizes the symbolic significance of naming its schools with a school name that reflects the Roman Catholic community.

The Kenora Catholic District School Board recognizes that Pope John Paul II was canonized in 2014 naming him as Saint John Paul II.

THEREFORE, BE IT RESOLVED THAT the Board approve the renaming of Pope John Paul II School to St. John Paul II School and change the school logo as presented effective immediately.

Carried.

9.6.2 October Special Education Advisory Committee Report – **Anne Sweeney**
Trustee Anne Sweeney provided a report on the highlights of the October Special Education Advisory Committee Meeting.



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REGULAR BOARD MEETING
Meeting Report
November 16, 2021

9.7 **Negotiations**

9.8 **Other**

10. **COMMITTEE OF THE WHOLE**

Motion #098 Moved by Anne Sweeney
Seconded by Jeffrey White

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

January 4, 2022

REGULAR BOARD MEETINGS

December 14, 2021

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CATHOLIC PARENT INVOLVEMENT COMMITTEE

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Wednesday, February 15, 2022 at 11:30 AM

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SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, November 19 at 1:30 PM at Catholic Education Centre

Friday, December 17 at 1:30 PM at Catholic Education Centre

VIRTUAL SCHOOL COUNCIL MEETINGS

Pope John Paul II School – Wednesday, November 17 at 6:00 PM

École Ste-Marguerite Bourgeoys – Wednesday, November 23 at 6:00 PM

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St. Thomas Aquinas High School – Monday, January 17 at 6:30 PM



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REGULAR BOARD MEETING
Meeting Report
November 16, 2021

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA 2022 Trustee Seminar 'Name it and Claim it' – January 14 – 15, 2022

OCSTA AGM, Conference and Business Seminar – April 21 – 23, 2022 in Ottawa

CCSTA AGM 'Rejoicing in God's Creation' – June 2 – 4, 2022 in Blue Mountain

15. **COMMITTEE OF THE WHOLE**

16. **ADJOURNMENT**

Motion #099 Moved by Paul Landry
Seconded by Mike Favreau
Recommendation:
THAT the meeting adjourn at 7:57 p.m.

Carried.

Chairman

Secretary



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7
Annual Audit Committee Report
2020-2021

Annual Report to the Board of Trustees For the year ended August 31, 2021

This report summarizes the audit committee's actions for the year ending August 31, 2021.

Audit Committee Members

The audit committee consisted of the four members listed below:

- Michael Favreau – Chair
- Frank Bastone – Trustee representative
- Joseph Fregeau – External member
- Cheryl O'Flaherty – External member

In addition, regular attendees at the Committee meetings were:

- Derek Haime – Director of Education
- Alison Smith – Superintendent of Business Services
- Alex Marton – Regional Internal Audit Manager
- Kris Mauro – Regional Internal Auditor
- Jennifer Pyzer – BDO Canada LLP, External Auditor

Administrative Tasks

At the beginning of the year and in accordance with recommended good practice various administrative tasks were completed. These included:

- adopting and/or modifying bylaws/protocols;
- developing a work plan;
- developing a meeting schedule and agenda for the year

Meetings

It was agreed to hold regular meetings throughout the year. Due to COVID-19 restrictions there were no meetings planned or held from January – August 2021.



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The members and regular attendees in attendance at each meeting were as follows:

Member's Name	Sep 28, 2020	Nov 17, 2020
Michael Favreau	X	X
Frank Bastone	X	X
Joseph Fregeau	X	X
Cheryl O'Flaherty	X	X
Derek Haime	X	X
Alison Smith	X	X
Alex Marton	X	X
Kristopher Mauro	X	X
Jennifer Pyzer	X	X
Craig Debbo		X

Governance

The audit committee operated throughout the fiscal year ending August 31, 2021. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

External Auditors

The relationship with the external auditors has been satisfactory and private meetings were held during the year. The external auditors, BDO Canada LLP, presented the scope and extent of their work to the committee at the September 28, 2020, meeting. The external auditors confirmed their independence in the letter dated November 17, 2020. The audit committee reviewed and recommended the approval of the annual audited financial statements on November 17, 2020.

Internal Auditors

The relationship with the internal auditors has been satisfactory and private meetings were held during the year. The Committee reviewed the multi-year internal audit plan for the one year commencing September 1, 2020.

The internal auditors performed the following work during the year:

PLANNED AUDITS:

- Attendance Management & Support (Complete pending presentation to Audit Committee)
- Repairs and Maintenance (In Progress)
- Cyber Security (In Progress)



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Annual Audit Committee Report
2020-2021

The audit committee received reports from internal audit that assessed the progress towards management's implementation of action plans developed in response to previous audit findings. This enabled the audit committee to engage management in a discussion regarding findings not satisfactorily actioned, as well as encouraging renewed efforts on overdue action plans.

Audit Committee training

There was no Audit Committee training during this time.

Summary of the work performed

In addition to the items noted above, the following outlines further work performed by the audit committee in the last 12 months:

- Received a report from the internal auditors on their review of the effectiveness of controls across the school board;
- Confirmed that the external and internal auditors did not encounter any difficulties in the course of their work;
- Obtained confirmation from the Director of Education that the school board was compliant with all current federal and provincial Acts, Regulations and Statutes.
- Queried management on their approach to risk management as well as their strategy to manage such risks.

By the signature noted below, we attest that we have discharged our duties and responsibilities under Ontario Regulation 361/10.

On behalf of the audit committee

Audit Committee Chair

2021 - 2022 School Year Calendar

SCHOOL HOLIDAY	PD DAY	EXAMS
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<p>20 Instructional Days</p> <p>September 2021</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa		30	31	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			<p>20 Instructional Days</p> <p>October 2021</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>21 Instructional Days</p> <p>November 2021</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p>13 Instructional Days</p> <p>December 2021</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>20 Instructional Days</p> <p>January 2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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All students begin school on September 2, 2021 and end school on June 24, 2022

School Holidays

September 6, 2021	Labour Day
October 11, 2021	Thanksgiving
Dec 20, 2021 - Dec 31, 2021	Christmas Holidays
February 21, 2022	Family Day
March 14-18, 2022	March Break
April 15, 2022	Good Friday
April 18, 2022	Easter Monday
May 23, 2022	Victoria Day

First Day of School for Students

September 2, 2021

Last Day of School for Students

June 24, 2022

Professional Activity Days

August 30, 2021	Professional Development
August 31, 2021	Professional Development
September 1, 2021	Professional Development
November 1, 2021	Professional Development
January 28, 2022	Elementary Report Cards Secondary Curriculum
April 22, 2022	Professional Development
June 10, 2022	Elementary Report Cards Secondary Curriculum

Elementary

Progress Report	November 17, 2021
Report Card	February 16, 2022
Report Card	June 24, 2022

Secondary

Quadmester 1: August 30 to November 9, 2021

Mid-Term Report Cards	- October 6
Exams	- November 8 and 9
Final Report Card	- November 19

Quadmester 2: November 10 to January 27, 2022

Mid-Term Report Cards	- December 14
Exams	- January 26 and 27
Final Report Card	- February 7

Pivot from Quadmester to Semester System

Semester 2: January 31 - June 24, 2022

Semester 2 Term 1: January 31 - April 11, 2022

Semester 2 Term 2: April 12 - June 24, 2022

Mid-Term Report: April 21, 2022

Exams: June 17, 20 - 24, 2022

Final Report: July 2022

Kenora Catholic District School Board

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SPECIAL EDUCATION ADVISORY COMMITTEE

Information Meeting

November 19, 2021

NO QUORUM

MEETING DATE:	Friday, November 19, 2021
LOCATION OF MEETING:	Microsoft Teams Meeting
SUBJECT OF MEETING:	Special Education Advisory Committee
TIME OF MEETING:	1:30 PM –2:41 PM
NEXT MEETING:	1:30 PM Thursday, December 16, 2021

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

1. Opening Prayer – Andrea Batters

2. Roll Call: Regrets, Norine Schram, Dianne Griffith, Aimee Foucher, Teresa Gallik

Dianne VanderZande, the SEAC Vice Chair, chaired the meeting today.

As there were not enough voting members of SEAC to have quorum, it was decided that this meeting would continue as an Information Meeting.

3. Approval of October 15, 2021, Meeting Minutes – Did not have Quorum

4. Correspondence:

- Trillium Lakelands DSB Letter of Support for Bill 172 - Attached **6**
- Ministry Memo: Special Incidence Portion Funding Changes for 2021-22 - Attached **7**

5. New Business:

Agenda Setting – Paul White

The SEAC provides important advice on special education to our board. All agenda items must be sent to the Chair of the committee for approval. The meetings will follow the set agenda.

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SPECIAL EDUCATION
ADVISORY COMMITTEE

Information
Meeting

November 19, 2021

NO QUORUM

6. Professional Development:

- Review of SEAC Meeting Process

Supporting Resources:

- Provincial Parent Association Advisory Committee (PAaC) on SEAC Video General [SEAC] Committee and Meeting Process

Please click here to view → <https://www.youtube.com/watch?v=qPkBp0-edKo&t=2s>

- PAAC on SEAC Effective Practices Handbook for SEAC Members – Section #5: SEAC Meeting Processes

Please click here to access the document → [PAAC on SEAC Effective Practices Handbook for SEAC Members](#)

- Professional Development on Special Education Manual - Attached **9**
- Part 1: Special Education Programs and Services section on the SEAC Roles and Responsibilities (page 7)
- Part 2: The Board's Special Education Advisory Committee (SEAC) (pages 54-55).
- **Nicole Kurtz** noted that the board is aware of the word *Native Representation* in our manual which is the incorrect terminology. She asked Paul White if it could be replaced it with First Nations, Métis and Inuit (FNMI).
- **Paul White** confirmed the province is aware that Northwestern Ontario prefers FNMI over Indigenous and agrees with the recommendation.

7. Presentation: Business arising from last meeting:

- Follow up regarding ECPP Classroom at St. Thomas Aquinas High School – Nicole Kurtz Chair Norine has asked about the special classroom at STAHS and how many students were utilizing it?

Nicole Kurtz reported the classroom is used for multiple purposes and the students are in and out at different times. The students are using it as a pathway room to do independent studies. During quadmester one they had one student. That student has since transitioned back into a regular classroom. Currently, there are no students utilizing this room.

- Follow up regarding Michael Jacques presentation December 16, 2021 - Cathy McQuillan
 - **Cathy** reported to the committee that Michael Jacques will be making a presentation to the SEAC committee at the start of our meeting at 1:30. Our SEAC meeting will begin after Michael's presentation is over.
 - **Joel Willet** asked if she could invite some other community members. Andrea Batters with SEAC's permission said it is fine with KCDSB.

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SPECIAL EDUCATION
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- **Paul White** added just to let Cathy know who you are inviting before the meeting so we can let Michael know who is in attendance. He is hoping after SEAC hears Michael's presentation that perhaps once the COVID restrictions are lifted, we could bring Michael in to do a presentation with our students. Michael could tell his story and let students know about his journey through school.
- **Follow up letter to Optometrists in Ontario and the Ministry of Health regarding OHIP eye exams – Paul White**
- **Paul White** spoke to Chair Schram a few days after the last SEAC meeting regarding the letter. He understands SEAC wants to see Optometrists resuming OHIP related services and how it is a detriment to our children who need eye exams. However, there are two major factors involved here:
 1. At this time a mediator is involved in the dispute, so the government does not have a lot of say in what is happening with the dispute.
 2. Director White has reached out to many of our school board partners to see what their thoughts are in the SEAC sending a letter forward at this time. They feel this is a Ministry of Health issue that is being dealt with. They have decided to wait as this is a labour disruption. They feel at this time things are moving, a mediator has been put in place, and hopefully they can come to a resolution soon.

8. Agency Reports

- **FIREFLY – Joel Willett – Attached 12**

Andrea Batters asked if the process for families to access the Urgent Response Program [Ontario Autism] was the same, with the regular FIREFLY Intake toll-free number on their website?

Joel Willet responded that she was not sure, but she will take the question back to the team and report back to the SEAC.

Joel Willet added to her report that part of her position is to go through the referrals each week. Post COVID, the number of referrals for children between the ages of 4-7 has increased dramatically. She wanted to ask the Board what is in place to support these children to help catch up their math and literacy skills.

Nicole Kurtz: The focus is on reading intervention. Our students who were in grade 1 and 2 over the last two years have had major disruption to their learning during these critical years. Andrea Batters has been working with Marnie Buffet, KCDSB Early Year's Coordinator, and are working on programs in response to this.

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Andrea Batters noted that she will speak to this in her Co-Ordinators Report.

Paul White added there are serious learning gaps with our young students. The board had summer literacy programs available for our learners. After the disruptions to their schooling, the focus is getting the students back into the school routines. Our teachers are aware of the gaps, and it will take time to bring our students back up to where they should be. Literacy and math are our priorities. When we get our EQAO results this year we will probably see a drastic drop [in achievement] across the province. The results will show us where we need to improve. The provincial government has de-streamed grade 9 math courses. Next year, we will see other courses follow the grade 8 model. This will be more inclusive and give students more time to catch up and mature before they make post secondary decisions. These decisions will be made in grade 10 rather than grade 9.

Andrea Batters added that literacy gaps that have been observed are being supported in schools. The KCDSB coordinator's team has great levels of expertise and knowledge around various literacy programs and how to support the early years. The Phonemic Awareness Programs and evidence-based literacy tools are being promoted and supported through a team approach with teachers, and through professional development and collaboration opportunities. It has been an adjustment period of transition back to in-person learning. We are continuing to add tools in the teacher's toolkits around literacy.

Joel Willet asked if it is possible to have email communication with teachers. It seems to be something that's discouraged. How do parents access those strategies? How are those literacy strategies shared to people that are reading with their kids at night?

Nicole Kurtz responded in terms of the email communication; teachers can communicate with a caregiver if they wish perhaps to set up a phone call or a meeting.

Email communication can be very easily misinterpreted.

If ever a parent is concerned or want some support, the first step is to reach out to the classroom teacher.

If they feel they have no success, then [the parent] would talk to the school administration.

If the child receives special education supports, they have an assigned Learning Resource Teacher. Parents can ask to speak to them as well.

Paul White also added that we are in a unionized environment. Many of the teachers' unions discourage using email [to communicate with parents/caregivers].

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- **KACL – Aimee Foucher – Regrets**
- **Other Reports from Members-at-Large**
 - **Tom Fawcett** – did not have a report, but he asked if the Board would be continuing with the quadmester system in the new year?
Nicole Kurtz answered that the Board had just found out that it will be permitted to go back to the semester system. The Northwestern Health Unit has given the board their approval as well. But with COVID, we are being cautiously optimistic; in the event the cases are going up in January, we may have to stay in the quadmester system.
 - **Dianne Griffiths – Regrets**
 - **Diane VanderZande- Nothing to Report**
 - **Norine Schram - Regrets**

9. **Trustee Report – Anne Sweeney – Report of the November 16, 2021, Board Meeting.**

- **Your Catholic Trustees held their Regular Board Meeting on Tuesday, November 16, 2021, and received the following presentations:**
- **2021 Count Me In - Student Census – (Mariette Martineau)**
- **Student Mental Health Program and Advisors - (Sue Devlin, and Molly Hendy)**
- **Student Trustee Report (Student Trustees)**
- **New Logo and Name for Pope John Paul II School (Tammy Bush, Travis Batters, and the Student Executive)**
- **Spend time with your Catholic Trustees, and see what's happening across the system by watching the November 16, 2021, Regular Board Meeting Video:**
<https://youtu.be/XeVK6Cwkt9w>

10. **Coordinator Report – Andrea Batters – Attached 13**

11. **Next Meeting: 1:30 PM on Thursday, December 16, 2021 - Microsoft Teams**

Diane VanderZande:

- Our next meeting is, Thursday, December 16th which is the day we're going to have our guest speaker. Because we did not have quorum at this meeting, we need to have a short meeting, open it, close it and then open our new meeting because we need to have our ten meetings per year. I'd like to suggest the short meeting should be held prior to our January 21, 2021 meeting.

The Committee members agreed to this.

October 5, 2021

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

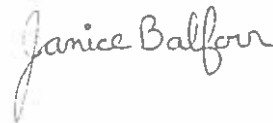
Dear Minister Lecce,

Re: Support for Bill 172 An Act in Relation to Fetal Alcohol Spectrum Disorder

Trillium Lakelands District School Board's Special Education Advisory Committee is in full support of Bill 172. This proposed legislation will require all boards of education throughout Ontario to develop policies and guidelines with respect to FASD and require the Ontario College of Teachers and ECE programs to provide training with respect to FASD.

The high prevalence of FASD in Ontario makes it imperative that we offer comprehensive services to those impacted. The Ontario government has supported communities by providing funding for FASD Workers, an online information portal, indigenous FASD/child nutrition programs, and family and caregiver support groups. This support needs to be expanded to ensure that our educators have the knowledge and skills they need to support children and youth impacted by FASD to reach their full potential.

Thank you for acknowledging our support for Bill 172.



Janice Balfour
Chair of SEAC, TLDSB

Cc: Norm Miller, MPP
Laurie Scott, MPP
SEAC Chairs

Le français suit l'anglais.

Memorandum to: Directors of Education
Superintendents of Special Education
Supervisory Officers / Superintendents of School Authorities

Clayton La Touche
Assistant Deputy Minister
Student Support and Field Services Division

Special Incidence Portion Funding Changes for 2021-22

From: From: SSFSD ADMO (EDU) <SSFSD-ADMO@ontario.ca>
Sent: Monday, November 15, 2021 6:42 AM
To: SSFSD ADMO (EDU) <SSFSD-ADMO@ontario.ca>
Subject: Subject: Special Incidence Portion Funding Changes for 2021-22 / Modification au financement au titre de la Somme liée à l'incidence spéciale (SIS) pour 2021-2022

For the 2021-22 school year, the Ministry of Education will once again make changes to the Special Incidence Portion (SIP), in order to provide school boards with greater operational flexibility and reduced administrative requirements due to the ongoing impact of the COVID-19 pandemic. As such, similar to last school year there will be no SIP claims-based process in 2021-22.

The Ministry of Education intends to make regulatory amendments to Ontario Regulation 616/21, that if passed, would allocate 2021-22 SIP funding through a temporary formula, rather than through the existing SIP claims process. All school boards will be funded at their 2020-21 SIP allocation amounts, plus a 5% increase.

As you recall in 2020-21, the Ministry of Education provided school boards with a SIP allocation based on the higher amount of either:

- Their 2019-20 SIP funding allocation; or
- An average of the previous three years (2016-17 to 2018-19).

The Ministry then provided a 5% increase to that higher amount for all school boards. This established every board's final 2020-21 SIP allocation. This school year, school boards will be provided with that final 2020-21 amount plus an additional 5% increase.

SIP is one of the six allocations that make up the Special Education Grant, which is part of the Grants for Student Needs. SIP is intended to support students with extraordinarily high needs who require more than two full-time staff to address their health and/or safety needs, and those of others at their school.

Please share this memorandum with your Special Education Advisory Committee.

Sincerely,

Clayton La Touche
Assistant Deputy Minister
Student Support and Field Services Division

KCDSB Special Education Plan - 2021 - Posted to our [Website](#)

Note for SEAC – This is an excerpt from the 2021 KCDSB Special Education Plan that you may wish to use as a working-document to gather and document your feedback towards updating this guide.

Italics indicate suggested updates/additions to this section of the KCDSB SE Plan for SEAC Review and Feedback*

Special Education Advisory Committee (SEAC)

- Makes recommendations to the board with respect to any matter affecting the establishment, development, and delivery of special education programs and services for exceptional and remedial pupils of the board.
- Participates in the board's annual review of its special education plan.
- Participates in the board's annual budget process as it relates to special education.
- Reviews the financial statements of the board as they relate to special education.
- Provides information to parents, as requested.*
For example: Assisting parents in navigating who to contact KCDSB and how to reach them when they have questions or concerns about Special Education Programs or Services.

-----End of this Section-----

Part 2: The Board's Special Education Advisory Committee (SEAC) - Page 54 - 55 -

The Special Education Advisory Committee (SEAC) is composed of one trustee and representatives of organizations dedicated to furthering the interests and needs of exceptional children and adults. In total, there are four members. The Special Education Coordinator offers support to the committee and is present at the meetings to offer information to SEAC during their meetings. The Special Education Coordinator also provides the committee with documentation necessary to fulfill their responsibility.

Role and Responsibilities

1. 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.
2. To participate in the board's annual review, under [Regulation 306 of the Revised Regulations of Ontario, 1990](#), of its special education plan.
3. To participate in the board's annual budget process under Section [231](#). of the Act as that process relates to special education.
4. To review the financial statements of the board, prepared under section [252](#). of the Act, as those statements relate to special education.

Meeting Time, Place (During School Year)

1:30 p.m. - third Friday of the month, Catholic Education Centre Training Room.

Meeting Format

- Agenda and minutes of previous meeting are circulated through *email* to SEAC the members.
- A chair, vice-chair and members deliberate in accordance with the guidelines set out in [Regulation 464/97](#).
- Meetings are open to the public. Meeting information for the public is available on our website.

Nominations Process

- Members and alternates are appointed to the SEAC in accordance with the guidelines set out in Regulation 464/97.
- A chair and vice-chair are elected in accordance with the guidelines set out in [Regulation 464/97](#).

Members Contact Information

Contact to be made through Board Office via Special Education Coordinator.

Native Representative

No representative at this time.

Special Education Advisory Committee

The Kenora Catholic District School Board advertises in local papers for representatives and alternates from appropriate local incorporated associations. In addition, a personal invitation is sent to these associations. The board may also seek a member or members at-large to serve on this committee.

Parents and other members of the public are welcome to make their views known to the SEAC at the open public meeting, or by contacting a SEAC member at the address or phone number below.

SEAC membership includes:

Norine Schram - Community Member-at-Large
SEAC Chairperson
1630 Pine Portage Road
Kenora, ON P9N 4H2
norineschram@outlook.com

- Diane VanderZande - Community Member-at-Large
Vice Chairperson
RR1 Site 14 Comp.56
Keewatin, ON P0X1C0
vandern@bell.net; (807) 543-2651
- Tom Fawcett - Community Member-at-Large
93 A Street West
Kenora, ON P9N 3R7
ifawcettkenora@me.com; (807) 468-9686
- Dianne Griffiths - Community Member-at-Large
147 Tressor Point Road
Kenora, ON P9N 0C3
dgriffiths27@hotmail.com
c: (807) 464-3790; h: (807) 548-4467
- Aimee Foucher - Kenora Association for Community Living
501 Eighth Avenue South
Kenora, ON P9N 3Z9
afoucher@kacl.ca; (807)-407-6022
- Joel Willett - FIREFLY
820 Lakeview Drive
Kenora, ON P9N 3P7
jwillett@fireflynw.ca
807-467-5417 x2346; TTY 807-467-5554
- Anne Sweeney - Trustee Representative
411 Airport Road
Kenora, ON P9N 0A4
asweeney@kcdsb.on.ca; (807) 464-3746

END of SECTION (p. 55)

FIREFLY
 KCDSB SEAC update
 November 19, 2021

- Counsellor vacancies in Kenora and SLKT – working to recruit and fill.
- New Regional Brief Model launched with new online referral. Improved/faster access to services (first appointment).
- Speech language pathologist vacancy (mat leave) in Red Lake starting in January. A Communication Assistant will continue to provide service during the mat leave
- MCCSS as part of the OAP created: Urgent Response. FIREFLY as a Coordinated Service Coordination lead agency along with Children’s Centre Thunder Bay (Thunder Bay) to provide services for the Kenora/Rainy River region and Thunder Bay
 - URS is a time limited rapid service response to a specific need, to prevent further escalation of risk of harm to self, others, property
 - Service elements include: Short-term interdisciplinary consultation to a child/youth’s intervention team and/or family and/or educator(s) (i.e. BCBA, OT, SLP, SW);
 - Respite up to a maximum number of hours and a maximum duration;
 - Direct support to the family and/or professionals involved to implement intervention and/or therapy techniques with the child/youth (e.g., mediator model intervention);
 - Service navigation and coordination to existing services inside and outside of the OAP.
 - Available to children registered in the OAP
 - Accessed through self referral, referral from a clinician, care coordinator or other relevant professional
 - Screened for eligibility based on a screening process looking at high risk factors
 - Provides time limited service/intervention for up to 12 weeks
 - Fully funded by the Ministry



Kenora Catholic District School Board

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

SEAC Report
By Special Education Coordinator

SUBJECT:	Special Education Coordinator's Report – November 2021
DATE:	Friday, November 19, 2021
PREPARED FOR:	Special Education Advisory Committee
AGENDA AREA:	Public Session
PREPARED BY:	Andrea Batters, Special Education Coordinator

The **KCDSB Professional Development (PD) Day** was on Monday, November 1. The theme of the day was "A Spirituality for Inclusion and Justice". Mariette Martineau KCDSB's Religious Education, Family Life, and Equity Coordinator and Dean Woodbeck, St. Thomas Aquinas High School's Chaplain began the day with a poignant opening Prayer of Action and Contemplation. Two local guests Wynne Degagne and Joelle Barron joined the virtual PD day and shared their experiences as students in our schools and their hopes for all LGBTQ2 students. The afternoon presentation was led by Dr. Sean Lansing who shared his message concerning Equity, Social Justice and Love. All staff at KCDSB then participated in Group Feedback and an Opportunity to Respond to prompts from our various roles within the board.

A group of KCDSB lead teachers are continuing to support literacy program and intervention program development for classroom and learning resource teachers. Marnie Buffet is supporting many Kindergarten to Grade 2 teachers in learning the **Heggerty Phonemic Awareness** program. This evidence-based curriculum is designed to support young students with acquiring language abilities towards strengthening their reading decoding and emergent writing skills. I have also started to meet with KCDSB Learning Resource Teachers (LRTs) to provide details about the **Heggerty Bridge the Gap Phonemic Awareness** assessment and intervention program, with more PD planned upcoming. A literacy group, led by Dallis Novelli (KCDSB Curriculum Coordinator) is also beginning to pilot the **Lexia Core5** and **Lexia PowerUp** reading programs with a few classes and continued classroom program roll-outs continuing.

The **Fall Regional Special Education Committee (RSEC)** meeting is scheduled for this coming Wednesday, November 24. The RSEC is a network of northwestern Ontario school board leaders who meet three times a year to gather and share information relating to Special Education priorities in our region. Charlayne Bliss (Principal of School Support Services/Special Education Administrator – Rainy River DSB) and I will be co-chairing



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SEAC Report
By Special Education Coordinator

these meetings for a second year. The Agenda for this virtual session has been set, which includes:

- A **Ministry Special Education & Mental Health Update Presentation** by Claudine Munroe, Director, Special Education / Success for All Branch;
- A **Northern Supports Initiatives (NSI) Presentation & Discussion** by Rick Boisvert & Sylvia Parker; and
- A **Learning Disabilities Association Ontario (LDAO) Presentation** by Martin Smit, Educational Consultant from LD@school.ca.

KCDSB SCHOOL CHRISTMAS CONCERTS AND EVENTS

KCDSB School Christmas Concerts and Events

Pasted on 12/06/2021



Date and Time	School	Event	Location
Monday, Dec. 13 at 9:00 a.m.	STL, STAHS and SMB	Third Week of Advent Prayer Service	Virtual - https://youtu.be/QSQ77Kpbdw
Monday, Dec. 13-Wednesday, Dec. 15 4:30-7:00 p.m. each night	All KCDSB Schools in Kenora	Candy Cane Lane	Catholic Education Campus, 1292 Heenan Pl.
Tuesday, Dec. 14, 5:30-7:00 p.m.	St. John School	Family Christmas Light Celebration	St. John School
Wednesday, Dec. 15 at 7:00 p.m.	St. Louis Living Arts School	Christmas Concert	Live event via Zoom, link will be emailed to families prior to the concert.
Thursday, Dec. 16 at 9:15 a.m.	École Ste-Marguerite Bourgeoys	Christmas prayer service	In-school
Thursday, Dec. 16	St. Louis Living Arts School	Christmas prayer service	In-school
Thursday, Dec. 16	St. John Paul II School	Christmas prayer service	In-school
Thursday, Dec. 16	St. John School	In-school Christmas Concert "Blessings and Joy"	Recording of the concert will be shared with families at a later time.
Thursday, Dec. 16 at 6:00 p.m.	École Ste-Marguerite Bourgeoys	Release of Virtual Christmas Concert	Link will be emailed to families at 6:00 p.m.
Friday, Dec. 17 at 9:00 a.m.	St. Thomas Aquinas High School	Christmas Prayer Service	Virtual - https://youtu.be/_YCXk66BWUs
Friday, Dec. 17	St. John School	Christmas Prayer Service	In-school