



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, February 16, 2021** at the Catholic Education Centre. The meeting will start at 6:00 p.m. virtually via Microsoft Teams. **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 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 January 19, 2021 be approved as circulated/amended.

7. **BUSINESS ARISING FROM THE MINUTES**

8. **DELEGATIONS AND PRESENTATIONS**

8.1 Living Arts Program at St. Louis School – **Maureen Frankcom and Team**

8.2 Jordan's Principle Vision – **Alecia Cox and Andrea Batters (P. 7)**

8.3 Student Trustee Report – **Julia Tkachuk and Maxwell Froese**



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Board Meeting Agenda

9. POLICY GOVERNANCE

9.1 Approval of Minutes

9.1.1 Approval of Minutes (P. 16)

Recommendation:

THAT the report of the Policy Governance Committee Meeting of February 2, 2021 be approved as presented / amended.

9.2 Policy

9.2.1 Policy #3 – Director of Education Job Description – Phyllis Eikre (P. 20)

Recommendation:

THAT the Board approve the review of Policy #3 – Director of Education Job Description with no revisions at this time.

9.2.2 Policy #6 – Role of the Trustee – Phyllis Eikre (P. 27)

Recommendation:

THAT the Board approve the review of Policy #6 – Role of the Trustee with no revisions at this time.

9.2.3 Policy #10 – Committees of the Board – Phyllis Eikre (P. 31)

Recommendation:

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

9.2.4 Policy #16 – Selection of the Director of Education – Phyllis Eikre (P. 56)

Recommendation:

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

9.3 Personnel



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Board Meeting Agenda

9.4 Property

9.4.1 Energy Efficiency Report – **Alison Smith (P. 60)**

9.4.2 2019 – 2024 Capital Plan – **Alison Smith (P. 62)**

Recommendation:

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

9.5 Finance

9.6 Program

9.6.1 2021 – 2022 School Year Calendar – **Phyllis Eikre (P. 68)**

Recommendation:

THAT the Board approve the 2021 – 2022 School Year Calendar as presented and forward the calendar to the Ministry of Education for approval.

9.7 Negotiations

9.8 Other

9.8.1 Ontario Catholic School Trustees' Association Regional Director Nomination – **Paul White (P. 69)**

Recommendation

THAT the Board approve the nomination of Trustee Frank Bastone as the candidate for the Ontario Catholic School Trustees' Association Regional Director, for Region 2.

9.8.2 January 15 Special Education Advisory Committee Minutes – **A. Sweeney (P.74)**

9.8.3 COVID-19 Update – **Alison Smith**

10. COMMITTEE OF THE WHOLE

Recommendation:

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

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. INFORMATION



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Board Meeting Agenda

14. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

March 2, 2021

REGULAR BOARD MEETINGS

March 23, 2021

CATHOLIC PARENT INVOLVEMENT COMMITTEE

February 10, at 11:30 AM at the Catholic Education Centre or virtually

May 12, at 11:30 AM at the Catholic Education Centre or virtually

SPECIAL EDUCATION ADVISORY COMMITTEE

February 19, at 1:30 PM at the Catholic Education Centre or virtually

VIRTUAL SCHOOL COUNCIL MEETINGS

École Ste-Marguerite Bourgeoys – February 17 and April 6 at 7:00 PM

St. Louis Living Arts School – February 24 at 6:30 PM

St. Isidore Virtual School – March 24 at 6:00 PM

St. John School – April 2 at 6:00 PM

St. Thomas Aquinas High School – April 5 at 6:30 PM

Pope John Paul II School – April 28 at 6:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

Part 2 - Intensive Program in Human Rights for School Board Leaders - February 19

OCSTA 2021 Virtual Annual General Meeting – May 1 from 8:00 AM – 11:00 AM CCSTA

Annual General Meeting and Business Seminar in Saskatoon – June 3 – 6, 2021



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Board Meeting Agenda

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

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

Date	Description
August 19, 2020	School board Estimates for 2020–21
November 13, 2020	School board Financial Statements for 2019–20
November 20, 2020	School board Enrolment Projections for 2021–22 to 2024–25
December 15, 2020	School board Revised Estimates for 2020–21
May 14, 2021	School board Financial Report for September 1, 2020, to March 31, 2021

15. **COMMITTEE OF THE WHOLE**

16. **ADJOURNMENT**

Recommendation:

THAT the meeting adjourn at _____ p.m.



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REGULAR BOARD MEETING ¹

Meeting Report

January 19, 2021

MEETING DATE:	January 19, 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. – 8:34 p.m.

ATTENDED BY:

	INIT	ATTENDANCE	PERSON	TITLE
1.	AS	<input type="checkbox"/>	Anne Sweeney	Trustee
2.	AS	<input checked="" type="checkbox"/>	Alison Smith	Superintendent of Business Services
3.	MF	<input checked="" type="checkbox"/>	Maxwell Froese	Student Trustee
4.	PE	<input checked="" type="checkbox"/>	Phyllis Eikre	Advisor to the Director
5.	JT	<input checked="" type="checkbox"/>	Julia Tkachuk	Student Trustee
6.	FB	<input checked="" type="checkbox"/>	Frank Bastone	Trustee
7.	JW	<input checked="" type="checkbox"/>	Jeffrey White	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 checked="" type="checkbox"/>	Vaughn Blab	Trustee

AGENDA

- OPENING PRAYER** – Mariette Martineau opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – Trustee Anne Sweeney was noted as absent with regret.



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REGULAR BOARD MEETING
Meeting Report
January 19, 2021

3. COMMITTEE OF THE WHOLE

Motion #001 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 #002 Moved by Mike Favreau
Seconded by Jeffrey White

Recommendation:

THAT the agenda be approved as presented.

Carried.

6. CONFIRMATION OF MINUTES

Motion #003 Moved by Vaughn Blab
Seconded by Frank Bastone

Recommendation:

THAT the minutes of the Annual Board Meeting of the Kenora Catholic District School Board of December 15, 2020 be approved as circulated.

Carried.

7. BUSINESS ARISING FROM THE MINUTES



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REGULAR BOARD MEETING
Meeting Report
January 19, 2021

8. **DELEGATIONS AND PRESENTATIONS**

- 8.1 Equity and Inclusive Education, Culturally Relevant and Responsive Pedagogy – **Mariette Martineau**
Mariette Martineau provided a report on the board's progress in removing barriers and creating an organizational and climate shift towards becoming a more inclusive and equitable school system.
- 8.2 Restorative Practices with Grand Council Treaty #3 – **Wanda Marshall, Paul White and Shely Tom**
Grand Council Treaty #3's Wanda Marshall provided a report on the circle's healing power and how the Restorative Practices process works to reduce issues with students.
- 8.3 Student Trustee Report – **Julia Tkachuk and Maxwell Froese**
Student Trustee Julia Tkachuk and Maxwell Froese provided a report on the activities and initiatives happening at St. Thomas Aquinas High School during January. Students highlighted that through technology, they noted an improved experience during the January remote learning as students and staff were better prepared and ready to pivot to online learning.

Despite the province declaring a state of emergency, students were relieved to go back to school on January 11, knowing that the Northwestern Health Unit believes it is safe for students to be at school.

9. **POLICY GOVERNANCE**

9.1 **Approval of Minutes**

9.2 **Policy**

9.3 **Personnel**

9.4 **Property**

9.5 **Finance**

9.6 **Program**

9.6.1 December 18 Special Education Advisory Committee Minutes
The Trustees were provided with the December 19 Special Education Advisory Committee Minutes for information.

9.6.2 2021 – 2022 Draft School Year Calendar – **Phyllis Eikre**
Phyllis Eikre, Advisor to the Director provided a report on the 2021 – 2022 School Year Calendar consultation process that is happening from January 11 to January 22.

The committee, comprised of five area school boards, has two calendars available for consultation.



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REGULAR BOARD MEETING
Meeting Report
January 19, 2021

- 9.6.3 2020 Director's Annual Report – **Trina Henley**
Trina Henley, Executive Assistant and Communication Services provided a report on the 2020 Director's Annual Report, which celebrates the accomplishments of students and staff throughout the year.

Despite 2019 – 2020 being an unprecedented year, Kenora Catholic continued to deliver an exceptional Catholic education to its students.

Motion #004 Moved by Paul Landry

Seconded by Mike Favreau

Recommendation:

THAT the Board accept the 2020 Director's Annual Report as presented.

Carried.

9.7 **Negotiations**

9.8 **Other**

- 9.8.1 COVID-19 Update – **Alison Smith**
Superintendent Alison Smith provided an update on COVID-19. Smith shared information on hand sanitization stations, signage, enhanced cleaning protocols and the hiring of additional custodial staff, as well as the implementation of mandatory masking of students in Grades 1 – 3.
- 9.8.2 2021 OCSTA Trustee Professional Development Report – **Teresa Gallik**
Teresa Gallik provided a report on recent Trustee Professional Development sessions including the Intensive Human Rights Training for Board Leaders and the Ontario Student Trustees' Association Virtual 2021 Professional Trustee Seminar.
- 9.8.3 2021 Trustee Twins – **Paul White**
Paul White provided the 2021 Trustee Twinning report as information.
- 9.8.4 2021 Board Committees – **Paul White**
Paul White, provided the 2021 Board Committees report as information.
- 9.8.5 2021 Policy Governance Committee Chairs – **Paul White**
Paul White provided the Trustees with a review of the 2021 Policy Governance Committee Chairs.



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REGULAR BOARD MEETING
Meeting Report
January 19, 2021

10. COMMITTEE OF THE WHOLE

Motion #005 Moved by Mike Favreau
Seconded by Paul Landry

Recommendation:

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

Carried.

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. INFORMATION

14. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

February 2, 2021

March 2, 2021

REGULAR BOARD MEETINGS

February 16, 2021

March 23, 2021

CATHOLIC PARENT INVOLVEMENT COMMITTEE

February 10, at 11:30 AM at the Catholic Education Centre or virtually

SPECIAL EDUCATION ADVISORY COMMITTEE

February 19, at 1:30 PM at the Catholic Education Centre or virtually

VIRTUAL SCHOOL COUNCIL MEETINGS

École Ste-Marguerite Bourgeoys – January 19 at 7:00 PM

St. Isidore Virtual School – January 20 at 6:00 PM

Pope John Paul II School – January 27 at 6:00 PM

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

St. Thomas Aquinas High School – February 8 at 6:30 PM

St. Louis Living Arts School – February 24 at 6:30 PM



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TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

- Part 1 - Intensive Human Rights Program for School Board Leaders – January 15, 2021 7:30 AM
- OCSTA 2021 Catholic Trustees Seminar via Zoom Videoconferencing on January 16 7:00 AM
- Mastering the Media Virtual Training – January 28 at 9:00 AM
- OCSTA Annual General Meeting and Conference April 29 – May 1, 2021 – TBD
- CCSTA Annual General Meeting and Business Seminar in Saskatoon – June 3 – 6, 2021

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

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

Date	Description
August 19, 2020	School board Estimates for 2020–21
November 13, 2020	School board Financial Statements for 2019–20
November 20, 2020	School board Enrolment Projections for 2021–22 to 2024–25
December 15, 2020	School board Revised Estimates for 2020–21
May 14, 2021	School board Financial Report for September 1, 2020, to March 31, 2021

15. **COMMITTEE OF THE WHOLE**

16. **ADJOURNMENT**

Motion #006 Moved by Paul Landry
 Seconded by Vaughn Blab
Recommendation:
 THAT the meeting adjourn at 8:34 p.m.

Carried.

Chairman

Secretary

Jordan's Principle

**Cultural, Achievement, Support, and
Engagement Program**

Who was Jordon?



Jordan's Principle Order - Effective January 2016



Our Vision



Culture, Achievement, Support, and Engagement (CASE) program

-To support the unmet health and social needs of children and youth

- Ensure that First Nation children have access to needed health services and supports

-To build relationships with KCDSB and our surrounding communities.

- To work as one and support each other in providing the best care for every child and youth

Mental Health Workers

- Able to respond to emergent student affective needs
- Support board, classroom & small group programming
- Supports have been instrumental during the COVID-19 Pandemic

Ashley Creed



Leslie Creswicke



Elder in Residence

Elder Terry Skead

- **Knowledge carrier**
- **Supports students with cultural ways of knowing**



Positive Behavioural Intervention Support Coach (PBIS C)

Kaila Drager

- **Support the educator team, in consultation with the student and parents, in**
 - **Identifying,**
 - **Developing,**
 - **Monitoring,**
 - **and Assessing****a student's individualized behavioural program goals**



The Plan

- Gather information from students, families, staff, and communities
- Develop and Implement After-School Programming for
 - Students, and
 - Parents
- Seek ongoing feedback on unmet health, social or educational program needs
- Engage in collaborating with stakeholders on innovative and responsive projects



Sources Consulted and Credits

[A History of Residential Schools in Canada - CBC News \(2016, March 21\) Retrieved from](#)

[**Canadian Paediatric Society - Jordan's Principle \(2019, February 28\)**](#)

[Canadian Human Rights Commission](#)

[Caring and Safe Schools in Ontario, 2010](#)

[Elder in Residence](#)

[Independent First Nation \(IFN\) Communities \(2019\). Jordan's Principle - A Child First Initiative \[Pamphlet\] .](#)

[Jordan's Principle - Government of Canada \(2019, May 24\)](#)

[Jordan's Principle Request - Government of Canada \(2018, May 5\)](#)

[Sarah Pyzer, Positive Behavioural Supports Lead, Kenora Catholic District School Board](#)

[The Jordan's Principle Working Group \(2015\) Without denial, delay, or disruption: Ensuring First Nations children's access to equitable services through Jordan's Principle. Ottawa, ON: Assembly of First Nations.](#)

[Truth and Reconciliation Commission of Canada](#)



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POLICY GOVERNANCE COMMITTEE

Meeting Report
February 2, 2021

MEETING DATE:	February 2, 2021
LOCATION OF MEETING:	Virtually via Microsoft Teams
SUBJECT OF MEETING:	Policy Governance Committee Meeting
CHAIR:	Frank Bastone
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	6:07 p.m. – 7:23 p.m.

ATTENDED BY:

	INIT	ATTENDANCE	PERSON	TITLE
1.	AS	<input checked="" type="checkbox"/>	Anne Sweeney	Trustee
2.	AS	<input checked="" type="checkbox"/>	Alison Smith	Superintendent of Business Services
3.	DH	<input checked="" type="checkbox"/>	Paul White	Director of Education
4.	FB	<input checked="" type="checkbox"/>	Frank Bastone	Trustee
5.	JW	<input type="checkbox"/>	Jeffrey White	Trustee
6.	MF	<input type="checkbox"/>	Mike Favreau	Vice Chair
7.	PL	<input checked="" type="checkbox"/>	Paul Landry	Trustee
8.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Chair
9.	VB	<input checked="" type="checkbox"/>	Vaughn Blab	Trustee

AGENDA

- CALL TO ORDER** – Frank Bastone called the meeting to order at 6:07 p.m.
- OPENING PRAYER** – Frank Bastone opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – Trustees Jeffrey White and Mike Favreau were absent with regret. Vaughn Blab attended the meeting at 6:23 p.m. at item 7.7.2.
- DECLARATIONS OF PECUNIARY INTEREST - NIL**
- APPROVAL OF AGENDA** – The agenda was approved as presented.
- PRESENTATIONS/DELEGATIONS**



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Meeting Report
February 2, 2021

7. PRESENTATIONS AND REPORTS

7.1 Policy

7.1.1 Policy #3: Director of Education Job Description – **Phyllis Eikre**
Phyllis Eikre provided a review of Policy #3: Director of Education Job Description, with no recommended changes. The Trustees accepted the review as presented.

7.1.2 Policy #6: Role of the Trustee – **Phyllis Eikre**
Phyllis Eikre provided a review of Policy #6: Role of the Trustee, with no recommended changes. The Trustees accepted the review as presented.

7.1.3 Policy #16: Selection of the Director of Education – **Phyllis Eikre**
Phyllis Eikre provided a review of Policy #16: Selection of the Director of Education with highlighted updates for the Trustees to consider in sections 1.1.1 and 4.3. The Trustees accepted the recommended language revisions as presented.

7.2 Personnel

7.3 Property

7.4 Finance

7.5 Program

7.5.1 Director's Report – **Paul White**
Paul White, provided a Director's Report highlighting progress and initiatives. The Director's Report included updates on contacts with area priests, superintendent hiring, chapel renovations at St. Thomas Aquinas High School, a joint childcare proposal for St. Louis Living Arts School, and a new process to track and record transfer payment agreements.

7.5.2 2021 – 2022 School Year Calendar – **Phyllis Eikre**
Phyllis Eikre provided a report on the 2021 – 2022 School Year Calendar and provided an overview on Calendar Option #1 and Option #2. The consultation process ran from January 11 – 22 and over 3,000 stakeholders across Northwestern Ontario participated in the survey with 74 percent of respondents choosing Calendar Option #1. A motion will be presented to Trustees at the February 16 Board Meeting and once approved the calendar will be submitted to the Ministry of Education by March 1, 2021 for approval.

7.6 Negotiations



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Meeting Report
February 2, 2021

7.7 **Other**

7.7.1 COVID-19 Update – **Alison Smith**

Alison Smith, Superintendent of Business Services provided a report on COVID-19. Smith is the Board's COVID-19 Lead. The reported included information on procurement of masks for young children, the implementation of a new daily self-screening attestation process for employees and students in grades 9 – 12, and funding for enhanced cleaning protocols and custodial staff.

7.7.2 2021 Board Committees – **Paul White**

Paul White provided a review of the 2021 Board Committees listing. The Trustees identified that one additional Trustee would be added to the Director's Review Committee. Policy #10 – Committees of the Board will be updated to reflect the addition and added to the February 16 Board Meeting agenda.

7.7.3 OCSTA Virtual AGM (May 1) – Elections and Important Deadline Dates – **Phyllis Eikre**

Phyllis Eikre provided the Trustees with the Ontario Catholic School Trustees' Association memorandum regarding the Virtual Annual General Meeting in May and elections and important deadline dates. The deadline for nominations for the Regional Representative is April 7, 2021.

Frank Bastone put his name forward for nomination for a subsequent term in the position. A recommendation will be added to the February 16 Board Meeting.

8. **UNFINISHED BUSINESS**

9. **CORRESPONDENCE**

10. **NEW BUSINESS**

11. **INFORMATION**

12. **FUTURE MEETINGS**

POLICY GOVERNANCE MEETINGS

February 2, 2021

March 2, 2021

REGULAR BOARD MEETINGS

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TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

Part 1 - Intensive Human Rights Program for School Board Leaders – January 15, 2021

OCSTA 2021 Catholic Trustees Seminar via Zoom Videoconferencing on January 16

Virtual Mastering the Media Training – January 28 9:00 AM

OCSTA 2021 Virtual Annual General Meeting – May 1 from 8:00 AM – 11:00 AM

- Deadline for Receipt of Resolutions – January 29, 2021
- Election for Regional Director Nominations – Deadline April 7, 2021 at 9:00 AM EDT
- Deadline for Assignment of Proxies (via registration) – April 29, 2021 9:00 AM EDT

CCSTA Annual General Meeting and Business Seminar in Saskatoon – June 3 – 6, 2021

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

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13. COMMITTEE OF THE WHOLE

Chairman

14. ADJOURNMENT

Secretary



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 3: Director of Education Job Description

The Director of Education is the chief education officer, the chief executive officer, the secretary and the treasurer of the Kenora Catholic District School Board who leads, monitors and executes, policies and activities on behalf of the Board of Trustees. The Director reports directly to the corporate board. The Director is accountable to the board of trustees and, through Statute, to the Minister of Education for the organization and operation of the board. All board authority delegated to staff is delegated through the director of education. The Director of Education is the sole employee of the Board and reports directly to the Board of Trustees.

Areas of Responsibility:

1. Chief Education Officer, the Chief Executive Officer

1.1 Commitment to Students and Student learning and Achievement

- 1.1.1 Demonstrates care for and commitment to students and student achievement.
- 1.1.2 Provides advice and leadership to the board in setting goals for student achievement and in promoting the value that all children can learn.
- 1.1.3 Ensures that students in the district have opportunities to meet the graduate outcome expectations of Catholic education.
- 1.1.4 Ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.
- 1.1.5 Provides leadership to promote clear, consistent, expectations that focus on successful outcomes for students.
- 1.1.6 Takes the necessary steps to provide a safe and caring Catholic environment that fosters and maintains respectful and responsible behavior for students.

1.1.7 Takes the necessary steps to provide for the safety and wellbeing of students while participating in school programs or while being transported to or from school programs on transportation provided by the Kenora Catholic District School Board.

1.1.8 Takes the necessary steps to provide facilities to accommodate the Kenora Catholic District School Board students.

1.1.9 Acts as, or designates, the local attendance counselor for the board.

1.2 Educational Leadership and System Leadership

1.2.1 Provides positive and proactive leadership and direction in all matters relating to Catholic education in the system.

1.2.2 Provides leadership that has the support of the staff with whom the director works most closely.

1.2.3 Provides leadership to bring about improvements in the quality of education.

1.2.4 Provides leadership in the implementation and evaluation of educational programs and services.

1.2.5 Provides leadership in developing and sustaining professional learning communities.

1.2.6 Develops and maintains positive and effective relations with staff at the provincial and local government levels.

1.2.7 Develops and maintains positive and effective relations with schools and board departments.

1.2.8 Provides a director's Annual Report to the Ministry of Education.

1.2.9 Develops succession plans to ensure strong future Catholic leadership at the principal and senior administration levels.

1.2.10 Provide leadership opportunities in faith development.

1.3 Fiscal Responsibility

- 1.3.1 Ensures that the fiscal management of the board is in accordance with the Ministry's Student Focused Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act*, Regulations and board policy.
- 1.3.2 Ensures that the fiscal management of the board is in alignment with the elected board's multi-year strategic plan.

1.4 Personnel Management

- 1.4.1 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by board policy, legislation or collective agreements.
- 1.4.2 Ensures effective systems are in place for the selection, supervision, development and performance review of all staff.
- 1.4.3 Ensures ongoing capacity building and succession planning throughout the organization.
- 1.4.4 Ensures compliance with human rights and labour relations legislation.

1.5 Policy/Procedures

- 1.5.1 Facilitates the planning, development, implementation, review and evaluation of board policies.
- 1.5.2 Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.

1.6 Director/Board Relations

- 1.6.1 Establishes and maintains positive working relations with the Kenora Catholic District School Board.
- 1.6.2 Supports the Kenora Catholic District School Board in performing its role and facilitates the implementation of its role as outlined in board policy.
- 1.6.3 Communicates effectively with the board and individual trustees.
- 1.6.4 Participates in the annual performance appraisal process of the Director of Education.

1.7 Planning and Reporting

1.7.1 Provides leadership for the development of the multi year plan and annual review of the multi-year plan.

1.7.2 Ensure that the multi-year plan establishes board priorities and identify specific actions and resources that will be taken to achieve those priorities specifically with regard to the board's responsibility for student achievement.

1.7.3 Ensures appropriate involvement of the board.

1.7.4 Reports regularly on implementation and results achieved in relation to the board's multiyear strategic plan and board improvement plan.

1.8 Organizational Management

1.8.1 Demonstrates effective organizational skills that result in board compliance with all legal, Ministerial and board mandates and timelines.

1.8.2 Provides leadership in organizational reviews of academic and administrative staff responsibilities and resulting changes as required under changing circumstances and conditions.

1.8.3 Reports to the Minister with respect to matters identified in and required by the *Education Act* and Regulations.

1.9 Communications and Community Relations

1.9.1 Establishes communication strategies to keep the system informed of key monitoring reports, student, volunteer and staff successes, local issues and board decisions.

1.9.2 Ensures that communications are open, transparent and positive.

1.9.3 Develops and maintains positive and effective relations with our bishop, priests and parishes.

1.9.4 Ensures that School Councils, the Audit Committee and the Parent Involvement Committee have the opportunity to provide appropriate advice and support as required in the regulations and/or board policy.

1.9.5 Acts as a liaison between the board and parents and parishes and community.

1.9.6 Participates in community affairs in order to enhance and support the Kenora Catholic District School Board and promote publicly funded Catholic education.

1.10 Student, Staff and District Recognition/Public Relations

1.10.1 Establishes effective recognition programs and strategies to ensure that the local community is aware of student, volunteer, staff and board successes.

1.11 On-Going Professional Learning and Faith Development

1.11.1 Demonstrates commitment for ongoing professional learning for staff to improve practice.

1.11.2 Provides support for staff opportunities to develop professional learning communities.

1.11.3 Provides learning opportunities for staff both individually and collaboratively that are integrated into practice for the benefit of teacher learning and student learning.

1.11.4 Demonstrates commitment and support for faith development of staff and students.

2 Secretary and Treasurer of the Board

2.1 Secretary of the Board

2.1.1 To carry out the responsibilities of secretary of the board as outlined in the legislation.

2.1.2 To carry out the responsibilities set out by the board in policy and by motion.

2.1.3 The secretary of the board shall:

- a) Keep a full and correct record of the proceedings of every meeting of the board in the minute book provided for that purpose by the board and ensure that the minutes, when confirmed are signed by the secretary and by the chair or presiding member.

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- b) Furnish the auditors with any papers or information in his/her power that may be required of the secretary.
 - c) Issue verbal or written statements to the press on administrative matters coming under the duties and responsibilities of the secretary. Press releases shall be given in writing, with the approval of the chair of the board, and a copy shall be kept in the board files.
 - d) Have signing authority for all documents and shall be responsible for affixing the seal of the board to such instruments as require the same
 - e) In the absence of explicit direction to individual board members or to committees of the board, carry out all administrative functions on behalf of the board.
 - f) Have signing authority for all cheques in accordance with established procedures.

2.2 Treasurer of the Board

2.2.1 To carry out the responsibilities of treasurer of the board as outlined in the legislation.

2.2.2 To carry out the responsibilities set out by the board in policy and by motion.

2.2.3 The treasurer of the board shall:

- a) Receive and account for all money of the board. Open an account or accounts in the name of the board in such place of deposit as may be approved by the board.
- b) Deposit all money received by the treasurer on account of the board, and no other money, to the credit of such account or accounts.
- c) Disburse all money as directed by the board.
- d) Produce, when required by the board or by auditors or other competent authority, all papers and money in the treasurer's possession, power or control belonging to the board.
- e) Have signing authority for all cheques in accordance with established procedures.

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- f) Report to the Audit Committee findings of the external auditors and recommendations of the Audit Committee to the Board of trustees.

3. Trustee Code of Conduct

- 3.1 Immediately upon discovery bring to the attention of the board any act or omission by the board that in the opinion of the director of education may result in or has resulted in a contravention of the Education Act or any policy, guideline or regulation under this Act.
- 3.2 *If the board does not respond in a satisfactory manner to an act or omission brought to its attention under 3.1 advise the Deputy Minister of the Ministry of the act or omission.*

Legal Reference:

Education Act: S. 283 Chief Executive Officer; S. 286 Duties of Supervisory Officers

Bill 177 - Student Achievement and School Board Governance Act, 2009

Professional Development Program for School Board Trustees: Core Module 3

Approval Date: June 2006
Date of Latest Review: November 2013, November 2015, November 2016,
November 2018, February 2, 2021
Date of Latest Revision: February 2010, May 2011, November 2013,
November 2018



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 6: Role of the Trustee

The role of the trustee is to contribute to the Kenora Catholic District School Board as it carries out its mandate to achieve its mission and goals related to student success, the Christian formation of youth and the development of a Catholic learning environment. The oath of office taken by each trustee when he or she assumes office binds that person to work diligently and faithfully in the cause of education.

A trustee's role is to maintain a focus on student achievement and well-being and to participate in making decisions that benefit the entire board district while representing the interests of his or her constituents.

In addition the Catholic trustee must also fulfill an additional mandate. As a representative of the Catholic community each trustee must ensure that the mission of Catholic education, as part of the broader mission of the Church, is fulfilled. Because of this unique and distinctive mission, Catholic school trustees witness to the faith with a vision of life that is centered in the person of Jesus, and whose life and lifestyle give personal witness and example to the teachings of Christ that have been set for them by their Church and by the Catholic community.

The *Education Act* gives no individual authority to trustees. As members of the corporate Board, trustees are accountable to the public for the collective decisions of the board and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee's primary task is to act as a member of a corporate Board.

The decisions of the board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board by means of written policy or resolution may carry out duties individually, but only as an agent of the board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the district.

Trustees bring a range of skills, experience, knowledge, values, beliefs and opinions to their role. Their background does not necessarily include teaching, administration, or any other aspect of education. Their diversity ensures that board processes are truly democratic and contributes to good decision-making. This diversity also helps trustees provide a balance between the interests of a broader community and the interests of those involved in the delivery of education.

Trustees are responsible for staying informed about developments in education. Trustees have a responsibility to learn about the school system and the many issues that face publicly funded education.

Trustees serve large constituencies, and fulfilling the representational role is challenging. A democratic system entitles everyone to a voice but does not ensure that everyone will always be content with decisions that are made. Effective communication is critically important. Regular two-way communication will enhance a trustee's ability to represent constituents and help to build understanding and consensus in the community.

The Corporate Role of Individual Trustees

The trustee shall:

- 1.1 Become familiar with the Kenora Catholic District School Board policies, meeting agendas and reports in order to participate effectively in board business.
- 1.2 Carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under the Education Act, and under related regulations and guidelines.
- 1.3 Maintain a focus on student achievement and well-being.
- 1.4 Attend and participate in meetings of the Board, including meetings of the Board's committees of which he or she is a member.
- 1.5 Consult with parents, students and supporters of the board and bring any concerns to the attention of the board.
- 1.6 Refer queries or issues and problems not covered by board policy to the Board for corporate discussion, decision or delegation.
- 1.7 Entrust the day to day management of the board to its staff through the board's Director of Education.
- 1.8 Refer queries, issues or problems raised by a parent or community member to the principal and, inform the director of education or designate immediately. Board members support the belief that the most efficient way to run an organization is to deal with issues or problems as close as possible to the place where they occurred.
- 1.9 Provide information about a community's history, traditions and experiences when such information will be helpful for the context for decision-making by the director of education or the board.

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- 1.10 Participate in and contribute to the decisions of the board in order to provide the best solutions possible for the education of students in the Kenora Catholic District School Board.
 - 1.11 Strive to develop a positive learning and working culture within the board.
 - 1.12 Bring to the attention of the Board any issues that may affect the Kenora Catholic District School Board, and interpret the needs of the community to the board.
 - 1.13 Support decisions of the Board and work diligently to ensure that the decisions or policies are implemented and monitored.
 - 1.14 Uphold the implementation of any Board resolution after it is passed by the board.
 - 1.15 Exercise authority within defined limits when delegated such responsibility.
 - 1.16 Participate in board and trustee development so that the quality of leadership and service in the Kenora Catholic District School Board will be enhanced.
 - 1.17 Comply with the board's code of conduct.

2. The Catholic Role of Individual Trustees

The Catholic Trustee, as an advocate, guardian and steward of Catholic education will exercise the distinctive nature of his/her Catholic trusteeship in the following ways:

- 2.1 witnessing to the faith;
- 2.2 understanding the purpose, history and distinctive contribution of Catholic Education in Ontario;
- 2.3 promoting, protecting and advocating for Catholic education;
- 2.4 articulating the Kenora Catholic District School Board's Catholic mission and vision;
- 2.5 providing governance and policies inspired by the values and traditions of the Catholic faith and the principles of democratic and accountable governance;

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- 2.6 appointing, holding accountable and supporting a Director of Education who is an authentic and effective Catholic leader;
 - 2.7 ensuring that administrative structures, operational procedures and employment practices reflect the board mission and vision;
 - 2.8 providing Christian stewardship of human and financial resources;
 - 2.9 supporting authentic religious education programming and faith formation activities for students;
 - 2.10 ensuring a climate supportive of faith community;
 - 2.11 supporting the implementation and realization of the Kenora Catholic District School Board's mission and vision;
 - 2.12 building significant partnerships within and beyond the Catholic community in support of Catholic education.

Legal References:

Education Act S. 209 Trustee Declaration
The Road Ahead: A Report on the Role of School Boards and Trustees. The Education Improvement Commission. 1997.
Bill 177 - Student Achievement and School Board Governance Act, 2009

Other References:

Catholic Trustees: Advocates, Guardians and Stewards of Catholic Education. Ontario Catholic School Trustees' Association
Professional Development Program for School Board Trustees: Core Module 3
Becoming a Catholic School Trustee: A Call to Service and Stewardship in Christ

Approval Date: June 2006
Date of Latest Review: February 2010; March 2011, December 2011,
January 8, 2013, March 2015, October 2020,
February 2, 2021
Date of Latest Revision: February 2010; March 2011, October 2020



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 10: Committees of the Board

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 and 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 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.

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 power to act, a report of such action shall be given to the board at its next regular meeting.

4. 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.
- 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.

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);
- 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,

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- (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.
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.
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.

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- 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 are established to assist the board with work of an ongoing or recurring nature. 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.

7.2 Other Special Committees

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

7.2.1 To select a director of education as set out in *Policy 16 Selection of the Director*.

7.2.2 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

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

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).

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- (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).
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- (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).

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

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.

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.

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. 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 16: Selection of the Director

The Kenora Catholic District School Board recognizes the importance of appointing a highly effective system leader to implement the work of the board. When selecting a Director of Education, the board will seek a chief executive officer who is an authentic and effective Catholic leader. The board needs a director to be a committed advocate and guardian of Catholic education, and to provide educational leadership, fiscal responsibility, organizational and personnel management, and strategic planning. The director must support, and work with the board, the staff, the Church, the Catholic community and the community at large in the realization of the board's mission and vision.

The Kenora Catholic District School Board is committed to the establishment of selection procedures for the director's position which capture the complexity of the workplace, the unique features of Catholic education, and provide practical multi-criteria assessments of the degree to which the candidates possess the knowledge, skills and attributes of a successful Catholic system leader.

1. Preparation for the Selection Process

1.1. The Kenora Catholic District School Board shall select a consultant, using the board procurement procedure, to assist in organizing the screening and selection process. The consultant may be a local individual in whom the board has confidence or a past Catholic Director, or a member of a consulting firm that has experience in hiring senior management.

1.1.1 It is recognized that there can be exceptional circumstances where using the requirements outlined in 1.1 may not be in the best interest of the students, staff and communities of the Kenora Catholic District School Board. In this case an alternate process may be used with the agreement of the majority of trustees.

1.2 The Selection Committee shall consist of the entire board and the consultant.

1.3 The consultant is responsible for the in-service training of the selection committee and the board in all aspects of the selection procedures.

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- 1.4 The consultant will be assigned a system level staff as a resource to work with through the selection process.
 - 1.5 The consultant will work with Trustees to develop a detailed plan of action with a timeline.
 - 1.6 The consultant will organize a consultation with a wide range of stakeholders, including the Bishop, local priests, trustees, parents, the Catholic Parent Involvement Committee, Senior Leadership Team, employee groups and others as necessary.
 - 1.7 The Selection Committee shall decide on the most appropriate form of advertising for this position.
 - 1.8 The consultant will prepare an advertisement including as many of the most desirable factors aligned with *Policy 3 Director of Education Job Description* as is reasonable to place in the advertisement.
 - 1.9 The consultant will assume the responsibility for initiating the advertising process. The consultant will post the vacancy within the board, and will make every reasonable effort to ensure that all qualified current Kenora Catholic District School Board employees are made aware of the vacancy.
 - 1.10 The board will advertise externally.

2. Candidates Selected for an Interview

- 2.1 Applications shall be submitted by letter with an attached résumé, and pastoral reference, indicating experience, education and references with the appropriate releases under the Freedom of Information and Protection of Privacy Act. In addition, candidates will be requested to submit a paper of not more than two typewritten pages indicating their concept of the role of a director of education.
- 2.2 The consultant will study submissions from all candidates, contact references and select the candidates for further consideration. The Selection Committee, on the advice of the consultant will determine the number of candidates to be interviewed.
- 2.3 In preparation for the interview, the Selection Committee will review the achievements of each of the candidates to be interviewed as well as the skills, knowledge and personal characteristics of the candidates as determined by the submissions.

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- 2.4 The consultant will prepare interview questions that can be used to determine the skills, knowledge and personal characteristics of the candidate. The hiring criteria is as follows:

3. Hiring Criteria for the Director's Position

- 3.1 The director of education must demonstrate commitment to Catholic education as a practicing Catholic and to the Catholic faith and be baptized Catholic. They must demonstrate a continuing desire and effort to develop and foster in staff and students a Christian community based on the Catholic Faith.
- 3.2 The director of education is expected to display above-average competence in the following areas:
- a) Strong liaison with the Church;
 - b) commitment to students and student learning and achievement
 - c) educational and system leadership;
 - d) fiscal responsibility;
 - e) personnel management;
 - f) planning and management of policies, administrative procedures and strategic plans;
 - g) organizational management
 - h) director/board relations;
 - i) communications and community relations;
 - j) student, staff and district recognition/public relations; and
 - k) professional learning and faith development.

4. Selection Committee Decision

- 4.1 Final consideration will include an interview of all short-listed candidates and a review of all information gathered to date. The Selection Committee will select one of the candidates for the director's position if that candidate is supported by a clear majority of the Selection Committee.
- 4.2 Trustees on the interview panel must attend the entire process and must attend in person.
- 4.3 The consultant will ~~advise coordinate the submission of necessary documentation to~~ the Ministry of Education prior to a motion being presented to the Board.

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- 4.4 The chair will contact the Bishop prior to a motion being presented to the board.
 - 4.5 The Selection Committee will make a recommendation to the Kenora Catholic District School Board in open session that the board hire the successful candidate following approval by the Minister of Education.
 - 4.6 If there is a second suitable candidate the Board may consider this applicant in the event that the first refuses or is not approved.

Legal References:

Education Act S. 171 Powers of Boards; S. 283 Chief Executive Officer; S. 285 Responsibility of Supervisory Officer

Bill 197, COVID-19 Economic Recovery Act, 2020

Approval Date: June 2006, May 2011
Date of Latest Review: May 19, 2009, May 2011, November 1, 2011,
January 2014, December 2016, November 2018,
February 2, 2021
Date of Latest Revision: May 19, 2009, May 2011, November 2018,
February 2, 2021



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.

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BRIEFING PAPER

SUBJECT:	Energy Efficiency Report
DATE:	February 16, 2021
PREPARED FOR:	Regular Board Meeting
AGENDA AREA:	Public Session
PREPARED BY:	Alison Smith, Superintendent of Business Services

Background/History:

Our board ensures that energy savings a top priority in every capital project. Administration continues to implement their five (5) year Energy Conservation and Demand Management Plan (CDM), which commenced on July 1, 2019, as per the Ontario regulation, 507/18. Along with this plan, over the next five (5) year Capital Plan (2019-2024), the administration identified several projects that reduce the energy consumption through retrofits and renovations. In the school year 2019-2020, as part of the boiler pump replacement project at St. Thomas Aquinas High School, VFD (Variable Frequency Drive) for the pumps over 10 HP were installed to control the rotational speed of the electric motor by controlling the frequency of the electrical power supplied to the motor. This resulted in significant power savings of about 25% when running at 75% load.

Current Situation:

For the current school year 2020-2021, at St. Thomas Aquinas High School, we are replacing the existing 20 plus year old heat pumps with more energy efficient and environmentally friendly units. This project reduces the energy consumption by 50,124 kwh/year resulting in approximately \$5,000 savings in the energy costs. In addition to the energy savings, the switch in the refrigerant used in the compressor from existing R-22 to R410a results in reduced greenhouse gas emissions. Recently, our board embarked on an annual natural gas demand management plan which allowed the board to lock on the natural gas price for a year irrespective of price fluctuations. The price was locked in at 11 cents per cubic meter, which is 2 cents less than the prevailing current market price of 13 cents per cubic meter. This results in approximate savings of \$10,000 for the period of Dec 1, 2020-Dec 31, 2021. A comprehensive billing analysis of the natural gas billing for the last two (2) school years and discussions with the utility provider resulted in \$19,000 savings from the price adjustment factor and unused natural gas storage charges. A portion of these savings, approximately \$7,000 was committed towards a water management program. In January 2021, a pilot water management program with project cost of \$1,500 has been initiated at Ecole Ste. Marguerite bourgeois School. This program includes installing a water flow sensor that detects water leaks. The sensor learns water usage patterns, monitors, and sends alerts for leaks and unusual water usage. This results in significant savings from water leaks and enables us to take proactive measures before small leaks turns into more complex problem.

Budgetary/Financial Consideration:

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



Kenora Catholic District School Board

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BRIEFING PAPER

Communications Plan:

As stated in Procedure AP 518 – Energy Management Plan, administration is to provide an annual conservation savings report to the Board of Trustees. This information will be shared with all stakeholders through the February 16, 2021 Board meeting agenda and minutes which will be posted once approved by the Board.

Recommendations:

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



Kenora Catholic District School Board

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BRIEFING PAPER

SUBJECT:	Capital Plan 2019 - 2024
DATE:	February 16, 2021
PREPARED FOR:	Regular Board Meeting
AGENDA AREA:	Public Session
PREPARED BY:	Alison Smith, Superintendent of Business Services

Background/History:

In order to provide additional transparency and accountability to the system and ratepayers, the Board of Trustees annually review and approve the five (5) year Capital Plan. This allows the Board of Trustees to review and discuss the projects planned and see how the projects are funded. It also allows the group to see which projects were completed in the prior school year. This process has been in place for the last twelve (12) years.

Current Situation:

The Operational Services Department has been compiling capital projects based on the condition facility index in the Ministry of Education's database. This is year two (2) of the five (5) year Capital Plan. This final draft of the Capital Plan is comprised of 91 projects, including the completed projects from 2019-2020. As part of AP 516 – Capital Project and Facility Improvement Planning Procedure, the Executive Council Team has reviewed these submissions and prepared this revised Capital Plan for discussion purposes with the Board of Trustees, with a motion to accept as presented at the February 16, 2021 Regular Board Meeting.

Budgetary/Financial Consideration

Each year the board receives funding from the Ministry of Education to support capital projects through School Renewal and School Condition programs. Due to the COVID-19 pandemic our capital projects that we had planned during the summer of 2020 were all cancelled. This allowed us to carry over \$238,727 in School Renewal and \$1,807,981 in School Condition. Our allocation for 2020-2021 is \$338,580 for School Renewal and \$1,600,105 for School Condition. If all approved projects for 2020-2021 are completed in the current budget year, our financial commitment would be \$2,137,826. All subsequent years (Yr 3 through Yr 5) of the Capital Plan will be addressed based on funding availability on an annual basis.

Communications Plan: *Should the Board of Trustees accept the Capital Plan 2019-2024 at their February 16, 2021 regular Board Meeting a copy of the Capital Plan will be posted on the Board's web site, along with other social media outlets.*



Kenora Catholic District School Board

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BRIEFING PAPER

Recommendations:

That the Board of Trustees accept the 2019 - 2024 Capital Plan as presented.

Kenora Catholic District School Board

Capital Plan and School Renewal Project Proposals

Budget Years: 2019/20, 2020/21, 2021/22, 2022/23 & 2023/24

Item#	Project Name	School/Location	Project Description	Project Definition	Funding Source	Total Estimated Project Cost	Expended /Budgeted Amount 2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	Priority Ranking	Status
1	Ceiling Finishes	St. Thomas Aquinas HS	Ceiling Finishes for the Original Building	School Improvement	School Renewal	\$ 1,397,640.00						X	Low-Medium	
2	Controls & Instrumentation - Addition 3	St. Thomas Aquinas HS	Replacing Field devices and associated instrumentation for the the HVAC system	School Improvement	School Condition	\$ 36,165.00						X	Low	
3	HVAC Pumps Renewal	St. Thomas Aquinas HS	Replacing the boiler pumps and install VFD for pumps greater than 10 HP	School Improvement	School Condition	\$ 83,421.00	\$ 83,421.00	X					High	Completed
4	Plumbing Fixtures - Bradley Basin Renewal	St. Thomas Aquinas HS	Replace the plumbing fixtures	School Improvement	School Renewal	\$ 99,046.00						X	Low	
5	Controls & Instrumentation - Addition 2 Renewal	St. Thomas Aquinas HS	Replace the pneumatic controls throughout the addition 2	School Improvement	School Condition	\$ 10,980.00						X	Low	
6	Fittings - Millwork	St. Thomas Aquinas HS	Replacing the mill work in the original building	School Improvement	School Renewal	\$ 220,731.00				X			Medium	
7	Lighting Equipment	St. Thomas Aquinas HS	Replace the light fixtures in the original building	School Improvement	School Renewal	\$ 77,898.00						X	Low	
8	Interior Doors - Overhead Renewal	St. Thomas Aquinas HS	Replace the circuit boards, brackets, spring system etc.	School Improvement	School Renewal	\$ 20,775.00				X			Medium	
9	Window Fittings - Original Building Renewal	St. Thomas Aquinas HS	Replace the window coverings and associated fittings	School Improvement	School Renewal	\$ 53,423.00					X		Low-Medium	
10	Ceiling Finishes - Suspended Acoustic Panel Ceiling - Original Building Renewal	St. Thomas Aquinas HS	Replace the wooden panels for the suspended ceiling	School Improvement	School Renewal	\$ 286,986.00					X		Medium	
11	Exterior Doors - Addition 1 Renewal	St. Thomas Aquinas HS	Replace the exterior doors and associated hardware	School Improvement	School Condition	\$ 18,727.00					X		Low-Medium	
12	Fire Protection Systems - Fire Pumps Renewal	St. Thomas Aquinas HS	Remove the diesel engine and jockey pump	School Improvement	School Condition	\$ 48,207.00	\$ 48,207.00	X					High	Completed
13	Expansion Tanks - Original Building Renewal	St. Thomas Aquinas HS	Replace the expansion tanks	School Improvement	School Condition	\$ 51,936.00						X	Low	
14	Public Address Systems - Original Building Renewal	St. Thomas Aquinas HS	Upgrade the PA system and add additional wiring for the strobe lights	School Improvement	School Renewal	\$ 78,437.00	\$ 78,437.00	X					High	Completed
15	Interior Doors - Renewal	St. Thomas Aquinas HS	Replace the doors and associated hardware as per the condition	School Improvement	School Renewal	\$ 268,340.00					X		Low-Medium	
16	Fittings - Fittings and Equipment - Bleachers - Gymnasium Renewal	St. Thomas Aquinas HS	Replace the bleachers in the gym with more modern type	School Improvement	School Renewal	\$ 25,160.00	\$ 25,160.00	X					High	Completed
17	Exterior Doors - Original Building Renewal	St. Thomas Aquinas HS	Replace exterior doors and associated hardware	School Improvement	School Condition	\$ 38,953.00					X		Low-Medium	
18	Make - Up AHU Renewal	St. Thomas Aquinas HS	Replace the whole AHU unit and the associated components	School Improvement	School Condition	\$ 477,891.00					X		Medium-High	
19	Playing Fields - Site Renewal	St. Thomas Aquinas HS	Re-sod the playing field	Facility Improvement	School Renewal	\$ 38,923.00					X		Low-Medium	
20	Air Handling Units - Addition 3 Renewal	St. Thomas Aquinas HS	Replace the whole AHU unit and the associated components	School Improvement	School Condition	\$ 44,639.00						X	Low	
21	Communication and Security - Fire Alarm Renewal	St. Thomas Aquinas HS	Replace the Fire Alarm Panel and upgrade the software	School Improvement	School Condition	\$ 304,386.00				X			Medium-High	
22	Chilled Water Systems - Cooling Towers Renewal	St. Thomas Aquinas HS	Replace the cooling tower with a chiller	School Improvement	School Condition	\$ 150,000.00			X				High	In progress
23	Terminal and Package Units - Heat Pumps Renewal	St. Thomas Aquinas HS	Replace the Heat pumps	School Improvement	School Condition	\$ 372,879.00			X				High	In progress
24	Fittings - Washroom Accessories - Original Building Renewal	St. Thomas Aquinas HS	Replace the partitions	School Improvement	School Renewal	\$ 34,957.00					X		Medium-High	
25	Floor Finishes - Painted Sealed Concrete Renewal	Multi-Skills	Refinish and paint the concrete flooring	School Improvement	School Renewal	\$ 13,940.00				X			Medium-High	

26	Exterior Doors replacement	Multi-Skills	Replace the exterior doors and associated hardware	Facility Improvement	School Condition	\$ 12,984.00						X	Low	
27	Dust Collector Renewal	Multi-Skills	Replace the dust collector with more modern version	School Improvement	School Condition	\$ 104,040.00						X	Low	
28	Domestic Water Distribution - Electric Hot Water Heaters Renewal	Multi-Skills	Replace the domestic electric hot water tanks	School Improvement	School Condition	\$ 13,867.00				X			Medium-High	
29	Exterior Doors - Hardware Renewal	Multi-Skills	Replace the exterior doors and associated hardware	Facility Improvement	School Condition	\$ 10,924.00						X	Low	
30	Floor Finishes - Vinyl Sheet - Washroom Renewal	Multi-Skills	Replace the VCT flooring with no wax flooring	Facility Improvement	School Renewal	\$ 5,345.00						X	Low	
31	Wall Finishes - Gypsum Renewal	Multi-Skills	Refinish the washroom walls with gypsum and glass matt	Facility Improvement	School Renewal	\$ 10,986.00						X	Low	
32	Floor Finishes - Vinyl Tile VCT- Lecture hall Renewal	Multi-Skills	Replace the VCT flooring with no wax flooring surface in the lecture hall	Facility Improvement	School Condition	\$ 10,479.00						X	Low	
33	Structural Frame Study - Original Building and Addition 1	St. Louis School	Investigate/study the load resisting capacity of the structure	Facility Improvement	School Condition	\$ 276,996.00				X			Medium-High	
34	Domestic Water Distribution - All Areas Renewal	St. Louis School	Investigate the condition of the water supply pumps and water pipelines running into the facility from the municipal line and replace as per the condition	Facility Improvement	School Condition	\$ 135,038.00						X	Low	
35	Roadways Renewal	St. Louis School	Pave the parking lot	Facility Improvement	School Renewal	\$ 23,182.00				X			Medium	
36	Air Handling Units Renewal	St. Louis School	Replace the whole AHU unit and the associated components	School Improvement	School Condition	\$ 174,720.00					X		Low-Medium	
37	Wall Finishes - Paint Wall Covering - Original Building and Addition 1 Renewal	St. Louis School	Refinish and paint the walls	School Improvement	School Renewal	\$ 144,105.00					X		Medium-High	
38	Secondary Transformer Replacement	St. Louis School	Replace the existing transformer with a more modern engineered transformer	School Improvement	School Condition	\$ 55,312.00						X	Low	
39	Ceiling Finishes - Original Building Renewal	St. Louis School	Refinish and paint the ceiling panels	School Improvement	School Renewal	\$ 81,530.00				X			Medium	
40	Domestic Water Distribution - Addition 1 Renewal	St. Louis School	Investigate the condition of the water supply pumps and water pipelines running into the facility from the municipal line and replace as per the condition	Facility Improvement	School Condition	\$ 182,827.00						X	Low	
41	Floor Finishes - Ceramic Tile Renewal	St. Louis School	Replace the ceramic tiles with VCT tiles	Facility Improvement	School Renewal	\$ 21,493.00					X		Medium-High	
42	Ceiling Finishes - Original Building Renewal	St. Louis School	Refinish and pain the ceiling panels	Facility Improvement	School Renewal	\$ 11,210.00				X			Medium	
43	Fittings - Millwork - Original Building Renewal	St. Louis School	Replace the millwork	School Improvement	School Renewal	\$ 73,577.00				X			Medium	
44	Retaining Walls Replacement	Pope John Paul II School	Repair the retaining walls	Facility Improvement	School Condition	\$ 24,109.00				X			Medium	
45	Floor Finishes - Addition 2 - washrooms Renewal	Pope John Paul II School	Refinish the flooring to extend the floor life	School Improvement	School Condition	\$ 10,746.00				X			Medium	
46	Landscaping - Site Renewal	Pope John Paul II School	Resod the area on west side of the school	Facility Improvement	School Renewal	\$ 28,342.00				X			Medium	
47	Interior Doors - Hollow Metal / Wood Single Door Renewal	Pope John Paul II School	Replace the interior doors and associated hardware as per the remaining useful life	School Improvement	School Condition	\$ 123,350.00				X			Medium	
48	Interior Doors - Hardware Renewal	Pope John Paul II School	Replace the interior doors and associated hardware as per the remaining useful life	School Improvement	School Condition	\$ 61,675.00				X			Medium-High	
49	Wall Finishes - Paint Wall Covering - Original Building and Additions 1 & 2 Renewal	Pope John Paul II School	Refinish and paint the walls	School Improvement	School Renewal	\$ 240,776.00					X		Medium-High	
50	Pedestrian Paving - Asphalt Paved - Site Renewal	Pope John Paul II School	Pave the walkways Infront of the school and around the school	Facility Improvement	School Renewal	\$ 46,922.00						X	Low	
51	Intercommunications Systems - Clock Systems - Addition 1 Renewal	Pope John Paul II School	Upgrade the intercom system	School Improvement	School Condition	\$ 55,183.00					X		Medium-High	
52	Plumbing Fixtures - Original building and Addition 1 Renewal	Pope John Paul II School	Replace the sinks, faucets and toilets as required	School Improvement	School Condition	\$ 117,565.00				X			Medium	
53	Parking Lots - Asphalt Paved - Site Renewal	Pope John Paul II School	Pave the parking lot and repaint the lines	Facility Improvement	School Renewal	\$ 125,082.00					X		Low-Medium	

54	Fittings - Millwork Renewal	Pope John Paul II School	Replace the existing millwork	School Improvement	School Renewal	\$ 195,364.00				X			Medium-High		
55	Fittings - Lockers - Original Building and Additions 1 & 2 Renewal	Pope John Paul II School	Replace the existing student lockers with more modern ones	School Improvement	School Renewal	\$ 43,042.00				X			Medium		
56	Playing Fields - Grass Covered Playground - Site Renewal	Pope John Paul II School	Resod the playing field	Facility Improvement	School Renewal	\$ 59,398.00				X			Medium		
57	Asphalt Paved - Site Renewal	Pope John Paul II School	Replace asphalt surface on existing walkways	Facility Improvement	School Renewal	\$ 234,552.00				X			Medium		
58	Underground Utilities Renewal	Pope John Paul II School	Upgrade the underground piping and fittings	Facility Improvement	School Condition	\$ 580,335.00					X		Medium-High		
59	Electrical Service and Distribution - Panel Renewal	Pope John Paul II School	Replace the electrical panel	School Improvement	School Condition	\$ 132,439.00					X		Low-Medium		
60	Floor Finishes - Vinyl Tile VCT Renewal	Pope John Paul II School	Replace VCT flooring with no wax flooring surface	Facility Improvement	School Condition	\$ 293,999.00				X			Medium		
61	Fencing & Gates - Chain-Link Fencing - Site Renewal	Pope John Paul II School	Replace existing outside fencing and gates	Facility Improvement	School Renewal	\$ 318,682.00					X		Low-Medium		
62	Floor Finishes - Painted Concrete Floor - Original Building and Additions 1 & 2 Renewal	Pope John Paul II School	Refinish and paint the concrete flooring	School Improvement	School Condition	\$ 18,709.00						X	Medium-High		
63	Site Development - Metal and Concrete - Site Related Stairs Renewal	Pope John Paul II School	Repair the stairs and install a new railing on the east end of the school	Facility Improvement	School Condition	\$ 46,800.00									
64	Exterior Walls - Stucco - Original Building and Additions 1 & 2 Renewal	Pope John Paul II School	Refinish the exterior walls with Stucco	School Improvement	School Condition	\$ 218,785.00						X	Medium-High		
65	Exterior Doors - Entrance and Exit - 30% - Addition 2 Renewal	Pope John Paul II School	Replace the exterior doors and associated hardware	School Improvement	School Condition	\$ 16,555.00				X			Medium		
66	Distribution Systems - Exhaust Systems Renewal	Pope John Paul II School	Replace the exhaust fans	School Improvement	School Condition	\$ 143,475.00							Low		
67	Floor Finishes - Sheet Vinyl Flooring	Pope John Paul II School	Replace the Vinyl sheet on the floor with no wax sheet	Facility Improvement	School Condition	\$ 91,962.00							Low		
68	Playing Fields - Asphalt Paved - Site Renewal	Pope John Paul II School	Replace asphalt surface in the playing field	Facility Improvement	School Renewal	\$ 125,767.00				X			Medium		
69	Wall Finishes - Acoustic Panel Renewal	Pope John Paul II School	Replace the acoustic panels	School Improvement	School Condition	\$ 34,847.00						X	Medium-High		
70	Landscaping - Site Renewal	St. John School	Shift to a sustainable landscaping to accommodate the bus zone and the facility needs	Facility Improvement	School Condition	\$ 640,000.00			X				High	In progress	
71	Parking Lots - Site Renewal	St. John School	Replace asphalt surface in the parking lot	Facility Improvement	School Renewal	\$ 76,000.00			X				High	In progress	
72	Roadways - Site Renewal	St. John School	Replace asphalt surface for the walk ways	Facility Improvement	School Renewal	\$ 108,500.00			X				High	In progress	
73	Floor Finishes - Original Building Renewal	St. John School	Refinish the flooring	School Improvement	School Condition	\$ 90,972.00				X			Medium		
74	Ceiling Finishes - Original Building Renewal	St. John School	Refinish the ceiling	School Improvement	School Condition	\$ 16,789.00					X		Medium-High		
75	Wall Finishes - Paint Wallcovering - Original Building Renewal	St. John School	Refinish the walls	School Improvement	School Condition	\$ 464,479.00					X		Low-Medium		
76	Floor Finishes - Painted Concrete - Original Building Renewal	St. John School	Refinish and paint the concrete flooring	School Improvement	School Condition	\$ 19,565.00				X			Medium		
77	Install Variable Frequency Drives - Original Building Renewal	St. John School	Install VFD's to the boiler pumps to achieve energy efficiency	Facility Improvement	School Condition	\$ 87,394.00						X	Low		
78	Other Communications & Alarm Systems - Original Building Renewal	St. John School	Upgrade the building alarm system	School Improvement	School Condition	\$ 173,027.00				X			Medium		
79	Exterior Walls - Sealant - Original Building Renewal	St. John School	Reseal the exterior walls	School Improvement	School Condition	\$ 19,567.00				X			Medium		
80		St. John School	Replace asphalt play surface on the north side of the school	Facility Improvement	School Renewal	\$ 77,350.00									
81	Exterior Doors - Entrance and Exit - 30%	St. John School	Replace the exterior doors and associated hardware	School Improvement	School Condition	\$ 33,019.00	\$ 33,019.00	X						High	Completed
82	Fencing & Gates - Chain-Link Fencing - Site Renewal	St. John School	Replace existing outside fencing and gates	Facility Improvement	School Renewal	\$ 105,000.00			X				High	In progress	
83	Electrical Service and Distribution - Secondary Transformer	Ecole Ste. Marguerite Bourgeoys	Replace the breaker panels, main switch gear and other components	School Improvement	School Condition	\$ 25,968.00						X	Low		

84	Communication and Security - CCTV	Ecole Ste. Marguerite Bourgeoys	Upgrade the CAT V cable, digital IP cameras	School Improvement	School Renewal	\$ 9,734.00						X	Low	
85	Floor Finishes - Vinyl Tile - Classrooms Renewal	Ecole Ste. Marguerite Bourgeoys	Replace Vinyl flooring with no wax flooring in some classrooms	Facility Improvement	School Condition	\$ 214,944.00					X		Medium-High	
86	Gym floor replacement	Ecole Ste. Marguerite Bourgeoys	Install new strip hardwood flooring in the gym	School Improvement	School Condition	\$ 193,998.00				X			Medium	
87	Roadways - Paved	Ecole Ste. Marguerite Bourgeoys	Replace the asphalt surface on the playground and walk ways	Facility Improvement	School Renewal	\$ 146,752.00				X			Medium	
88	Distribution Systems - Heated Water Distribution Systems	Ecole Ste. Marguerite Bourgeoys	Change piping and zone valves in the crawl space	School Improvement	School Condition	\$ 450,000.00				X			High	In progress
89	Exterior Doors	Ecole Ste. Marguerite Bourgeoys	Replace the exterior doors and associated hardware	School Improvement	School Condition	\$ 45,445.00					X		Low-Medium	
90	Fittings - Millwork	Ecole Ste. Marguerite Bourgeoys	Replace the existing millwork-part of mechanical upgrades	School Improvement	School Condition	\$ 235,447.00				X			High	In progress
91	Air Handling Units - 1997 building	Ecole Ste. Marguerite Bourgeoys	Replace the whole AHU unit and the associated components	School Improvement	School Condition	\$ 517,920.00					X		Medium-High	

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

School Year	School Condition Improvement	School Renewal	Total Budget
2019/20	\$ 164,647.00	\$ 103,597.00	\$ 268,244.00
2020/21	\$ 1,848,326.00	\$ 289,500.00	\$ 2,137,826.00
2021/22	\$ 1,740,337.00	\$ 1,278,162.00	\$ 3,018,499.00
2022/23	\$ 2,737,825.00	\$ 1,532,767.00	\$ 4,270,592.00
2023/24	\$ 1,041,027.00	\$ 1,647,571.00	\$ 2,688,598.00

2021 - 2022 School Year Calendar

SCHOOL HOLIDAY	PD DAY	EXAMS
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21 Instructional Days	20 Instructional Days	20 Instructional Days	13 Instructional Days	20 Instructional Days
September 2021	October 2021	November 2021	December 2021	January 2022
Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa
30 31 1 2 3 4	1 2	1 2 3 4 5 6	1 2 3 4	1
5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8
12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15
19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22
26 27 28 29 30	24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29
	31			30 31
19 Instructional Days	18 Instructional Days	18 Instructional Days	21 Instructional Days	17 Instructional Days
February 2022	March 2022	April 2022	May 2022	June 2022
Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa
1 2 3 4 5	1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4
6 7 8 9 10 11 12	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
13 14 15 16 17 18 19	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
20 21 22 23 24 25 26	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
27 28	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30

All students begin school on September 1, 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 1, 2021

Last Day of School for Students

June 24, 2022

Professional Activity Days

August 30, 2021	Professional Development
August 31, 2021	Professional Development
November 1, 2021	Professional Development
November 29, 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

Semester 1	August 30 - January 27, 2022
Semester 1 Term 1	August 30 - November 5, 2021
Semester 1 Term 2	November 8 - January 27, 2022
Mid Term Report	November 22, 2021
Exams	January 24, 25, 26, 27, 2022
Final Report	February 8, 2022
Semester 2	January 28 - June 24, 2022
Semester 2 Term 1	January 28 - April 12, 2022
Semester 2 Term 2	April 13 - June 24, 2022
Mid Term Report	April 21, 2022
Exams	June 17, 20, 21, 22, 23, 24, 2022
Final Report	July

From: [OCSTA - Connie DeMelo](#)
To: [OCSTA - Connie DeMelo](#)
Subject: OCSTA: Virtual AGM (May 1) - Elections/Nomination Form and Important Deadline Dates
Date: Thursday, January 21, 2021 3:03:57 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[Nomination Form for OCSTA Regional Director.pdf](#)

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January 21, 2021

MEMORANDUM

TO: All Trustees
CC: Directors of Education
 • All Catholic District School Boards
 OCSTA Directors and Staff
 Board Secretaries and Administrative Assistants
FROM: Nick Milanetti, Executive Director
SUBJECT: **Virtual AGM (May 1) – Elections and Important Deadline Dates**

On **Saturday, May 1, 2021** from **9:00am – 12:00 p.m. (EDT)** OCSTA will convene virtually to address items which are required elements of an Annual General Meeting.

A meeting invitation for the “virtual” Annual General Meeting will be distributed to all Catholic school Trustees and Directors of Education. Instructions and parameters for participating in the virtual AGM will be provided by OCSTA closer to the meeting date.

Election of Regional Director – Regions 1, 2, 3, 4, 5, 9, 10, 11
 Members will be able to vote electronically. Rules, regulations and required parameters will be provided to all members in advance of the meeting.

Attached please find a nomination form for election of Regional Director. The deadline date for receipt of nominations (via email) is **9:00 a.m. (EDT) on April 7, 2021**.

Please submit complete nomination forms to Connie Araujo-De Melo at cdemelo@ocsta.on.ca.

If no nominations are received by the deadline, nominations shall remain open for the region for which no nomination was received, until 7:00 a.m. on Saturday, May 1.

Proxies

Due to the AGM being conducted by virtual means, eligible voters will have the option to assign a proxy during the AGM registration process, replacing the hardcopy proxy form.

Important Deadline Dates

Important deadline dates for receipt of Resolutions, Nominations and Proxies are as follows:

- Deadline for Receipt of Resolutions – January 29, 2021 – 12:00pm (EST) (*as per resolution memos distributed on Oct. 13, 2020 & Jan. 19, 2021*)
- Deadline for Receipt of Nominations – April 7, 2021 - 9:00am (EDT)
- Deadline for Assignment of Proxies – April 29, 2021 - 9:00am (EDT)

Attachment

CONNIE ARAUJO-DE MELO | Ontario Catholic School Trustees' Association | 1804-20 Eglinton Avenue West, Box 2064, Toronto, ON M4R 1K8 | t 416-932-9460 ext. 226

CATHOLIC EDUCATION: *Nurturing Hope*

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Ontario Catholic School
Trustees' Association

**Nomination Form for Regional Director – May 2021
Region Numbers 1, 2, 3, 4, 5, 9, 10, 11**

Region # _____

Moved by:

(print name)

(signature)

(board)

Seconded by:

(print name)

(signature)

(board)

That:

(print nominee's name)

(board)

be nominated for the position of OCSTA Director for the period May 2021 to the conclusion of the 2023 AGM & Conference.

I, _____ **consent to stand for**
(signature of nominee)

election to the above position.

Appointed Scrutineer/Observer (Optional)

At in-person events, each candidate for election of the OCSTA Board of Directors and CCSTA have the option to appoint 1 scrutineer/observer to be present during the counting of votes at the Annual General Meeting. The appointed scrutineers will remain sequestered until the delivery of the Report of the Returning Officer.

(name)

(board)

Deadline: April 7, 2021 – 9:00 a.m. EDT

Please submit completed form along with biographical profile and photo (8-1/2 X 11) to
Connie Araujo-De Melo – cdemelo@ocsta.on.ca.



Ontario Catholic School Trustees' Association

OCSTA Board of Directors – Roles and Responsibilities

OCSTA is a Not-For-Profit Corporation and is subject to the
Not-For-Profit Corporations Act

The Board of Directors is the major decision-making body of the Association. This group manages the affairs of the Associations and consists of:

3 Table Officers: President, Vice President, Past President
15 Regional Directors
Executive Director
Chaplain
ACBO Liaison to OCSTA

Regional Directors and Table Officers are elected at the Annual General Meeting.

The Board of Directors

- Serves as the principal source of policy and political direction for the Association between Annual General Meetings.
- Approves amendments to the Constitution and By-Law which are then taken to the membership for approval at an AGM.
- Approves the annual Association budget and establishes membership and service fees.
- Selects OCSTA Award recipients.
- Establishes ad-hoc Work Groups, as required.
- Other responsibilities as adopted by the Board of Directors.

Board of Directors' Meetings

- 6 times per year (September, December, February, April (2), and June).
- May be called by the President at others times.
- Shall be convened by the Executive Director upon direction in writing of five Directors.

Committee Meetings

- There are currently 5 Standing Committees.
- OCSTA Regional Directors are required to sit on 2 of these committees.
- Committees meet approximately 3-6 times per year.
- Ad Hoc Committees may be established, as needed.

Regional Directors

- Know and understand:
 - the issues currently under discussion at OCSTA;
 - the position of OCSTA on these issues; and
 - the position of boards (within their region) on these issues.
- Know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- Engage and participate in meetings and Association events.
- Seek input and views from their respective regions and bring forward issues to the Board of Directors.
- Help to build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
- Keep boards and trustees in their regions aware of OCSTA issues and initiatives, sharing available reports and position papers, as appropriate.
- Enhance communication between the Boards they represent and OCSTA by:
 - providing on a regular basis to boards in their regions, a report on OCSTA Board of Directors' meetings
 - encouraging boards to respond to OCSTA issues and discussion papers.
- Ensure that OCSTA is kept informed of important issues, events and needs of boards in their region.
- Respect and protect the confidentiality of matters discussed at the OCSTA board

Table Officers

The Role of the President

- Presides at all general meetings of the Association and at meetings of the Board of Directors
- Has general supervision of OCSTA's affairs
- Is an ex-officio member of all committees
- Is the official spokesperson for OCSTA

The Role of the Vice President

- Presides at meetings of the Board of Directors in the absence of the President.
- Represents the Association in place of the President, as required.
- Any other duties, as determined by the President.

The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important role for the current President and the board.

Mission Statement

Inspired by the Gospel, OCSTA provides leadership, service, and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.

Kenora Catholic District School Board

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

⁷⁴
SPECIAL EDUCATION
ADVISORY COMMITTEE

MEETING MINUTES

January 15, 2021

MEETING DATE:	Friday, January 15, 2021
LOCATION OF MEETING:	Microsoft Teams Meeting & CEC Board Room
SUBJECT OF MEETING:	Special Education Advisory Committee
TIME OF MEETING:	1:30 PM - 2:31 PM
NEXT MEETING:	1:30 PM Friday, February 19, 2021

	ATTENDANCE	PERSON	TITLE
1.	<input checked="" type="checkbox"/>	Norine Schram	Member at Large, Chair
2.	<input checked="" type="checkbox"/>	Diane VanderZande	Member at Large, Vice Chair
3.	<input checked="" type="checkbox"/>	Dianne Griffiths	Member at Large
4.	<input checked="" type="checkbox"/>	Tom Fawcett	Member at Large
5.	<input type="checkbox"/>	Leslie Legros	Member at Large
6.	<input checked="" type="checkbox"/>	Angela Holmstrom	KACL Representative
7.	<input checked="" type="checkbox"/>	Joel Willett	FIREFLY Representative
8.	<input checked="" type="checkbox"/>	Paul White	Director of Education
9.	<input checked="" type="checkbox"/>	Phyllis Eikre	Advisor to the Director of Education
10.	<input checked="" type="checkbox"/>	Andrea Batters	Special Education Coordinator
11.	<input type="checkbox"/>	Teresa Gallik	Chair of the Board of Trustees
12.	<input checked="" type="checkbox"/>	Michael Favreau	Vice Chair of the Board of Trustees
13.	<input checked="" type="checkbox"/>	Anne Sweeney	Trustee Representative
14.	<input checked="" type="checkbox"/>	Cathy McQuillan	Recording Secretary

1. Opening Prayer – Phyllis Eikre

2. Roll Call:

- Norine Schram will be joining the meeting late as she has a work commitment. Diane VanderZande will chair the meeting.
- **Regrets:** Leslie Legros, Teresa Gallik

3. Approval of December 18, 2020 meeting minutes:

- **Moved by:** Tom Fawcett
 - **Seconded by:** Dianne Griffiths
-

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January 15, 2021

4. Trustee Report – Anne Sweeney

- Anne Sweeney reported on the Annual Board Meeting held on December 15, 2020. This is the meeting where the Trustees select the Chair and Vice Chair positions. Teresa Gallik was acclaimed as Chair and Mike Favreau was acclaimed as Vice Chair.
- The Trustees were pleased to receive Christmas greetings from:
 - Corinna Glazier, Principal for St. John School in Red Lake sent greetings on behalf of all the principals.
 - Leanne Davidson sent greetings on behalf of OECTA.
 - Jennifer Pencoff sent greetings on behalf of OPSEU.
- The Student Trustees reported that they are getting used to their virtual environment.
- Candy Cane Lane was well attended and a huge success.
- The Trustees regretfully accepted the resignation of Derek Haime as the Director of the Kenora Catholic District School Board.
- The Trustees each expressed their farewells and good wishes to Director Haime. Trustee, Jeffrey White also gifted to Director Haime two healing eagle feathers in grateful recognition of his leadership over the past two years.
- The Trustees also welcomed Paul White as the Director of Education and Phyllis Eikre as the Advisor to the Director of Education.

5. Correspondence: Nil

6. New Business:

KCDSB 2020 – 2021 School Year Calendar Survey – Phyllis Eikre

- The survey is now underway for the 2021-2022 School Year Calendar. It opened on January 11, 2021 and will close on January 22, 2021. Cathy has sent out an email to all SEAC members with links to complete the survey.
 - The School Year Calendar is done in cooperation with:
 - Rainy River District School Board
 - Keewatin Patricia District School Board
 - The Northwest Catholic District School Board
 - Conseil scolaire de district catholique des Aurores boréales
-

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January 15, 2021

- The boards work together on a committee. Our boards must have the same calendar as we share bussing in all our communities.
- It must be finalized and ready for the February Board Meeting.

- The committee has come up with two school year calendar options – **Attached**
 - Calendar Option 1: Students begin school on September 1, 2021 and end school on June 24, 2022.
 - Calendar Option 2: Students begin school on September 8, 2021 and end school on June 30, 2022
 - The Survey ask you to choose Option 1 or Option 2 but also gives a third choice of having no preference.

- The survey results will be collated between all the boards between January 25 -29. A final recommendation will be presented to the Trustees at the February Board Meeting. The recommendation still must go to the Ministry of Education for final approval. The approval usually does not come back from the Ministry until April. When approval is received it is made public.

- Phyllis Eikre reported something that may affect the calendars is normally the board would have received from the Ministry the PD Day schedule for the 2021-2022 school year. Due to the ongoing issues with the pandemic, we have not received the schedule. We have contacted the Ministry but they do not know yet when the PD Day plans will be available, so they have not been able to give us any direction.

Update regarding Provincial State of Emergency – Phyllis Eikre

- On January 14, 2021, the Province of Ontario announced it is immediately declaring a second provincial state of emergency to address the COVID-19 crisis.

- All KCDSB schools will remain open. If you are an employee who can work from home than you must work from home. The Board Office is closed to the public with only a skeleton staff is in the building.

- Students in Grade 1-3 are now required to wear masks. Masks are also required for any outdoor activity if you cannot stay two meters apart. Masks are also required on all busses and at all bus stops.

- On January 13, 2021, Director White sent a letter out to all our KCDSB families outlining the new requirements. - **Attached**

7. Professional Development – Andrea Batters

- We have no items for Professional Development at this time.
- Andrea would like to bring a new member of the Special Education Team to next month's SEAC meeting to speak about Jordan's Principal.
- She invited SEAC members to bring forward any request for PD they would like to learn about.

8. School Updates – Andrea Batters - Attached

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January 15, 2021

9. **Business arising from last meeting:** Nil

10. **Agency Reports**

- **FIREFLY – Joel Willett – Attached**

- **KACL – Angela Holmstrom**

- Regarding service delivery, KACL continues to do virtual visits but is doing some in person service where it is deemed essential to physical or mental health.
- KACL is trying to get a parent group up and running again online to allow parents to connect during the lockdown.

- **Other Reports from Members-at-Large**

• **Tom Fawcett –**

- Tom Fawcett did have a question regarding the EQAO and the OSSLT Test. He was wondering if they would still be happening this year.
- Phyllis Eikre responded that to the best of her knowledge she had not heard that it is happening.
- Tom asked if the students are unable to take the OSSLT will they have to take it later?
- Phyllis Eikre responded that she will check into his question and get back to the SEAC committee with the information.

• **Dianne Griffiths - Nil**

• **Leslie Legros - Regrets**

• **Diane VanderZande –**

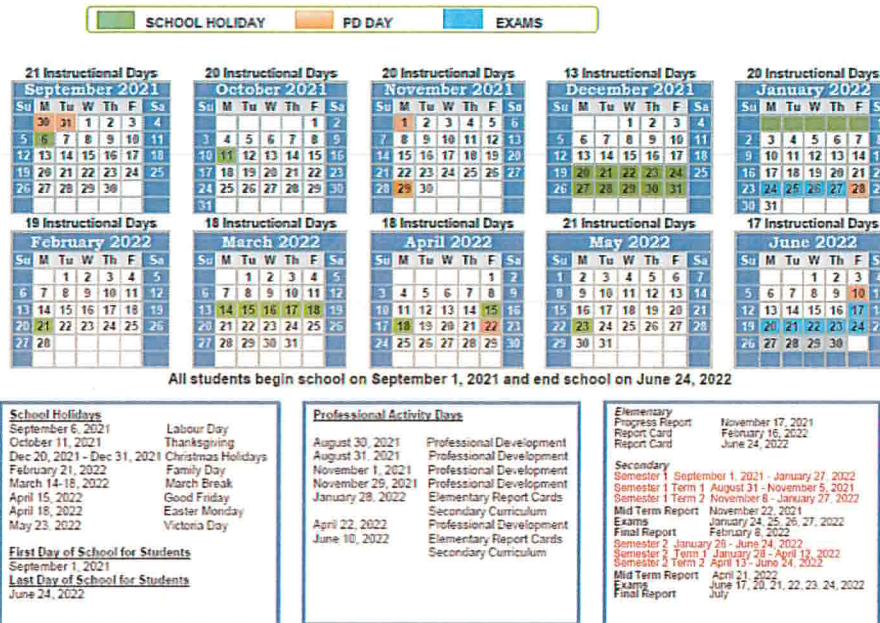
- Diane wanted to thank the board on behalf of the SEAC committee for the Christmas Card and Gift Card. She is looking forward to being able to use it when everything opens back up again.

• **Norine Schram - Nil**

11. **Coordinator Report – Andrea Batters - Attached**

12. **Next Meeting: Friday, February 19, 2021, 1:30 PM**
Microsoft Teams

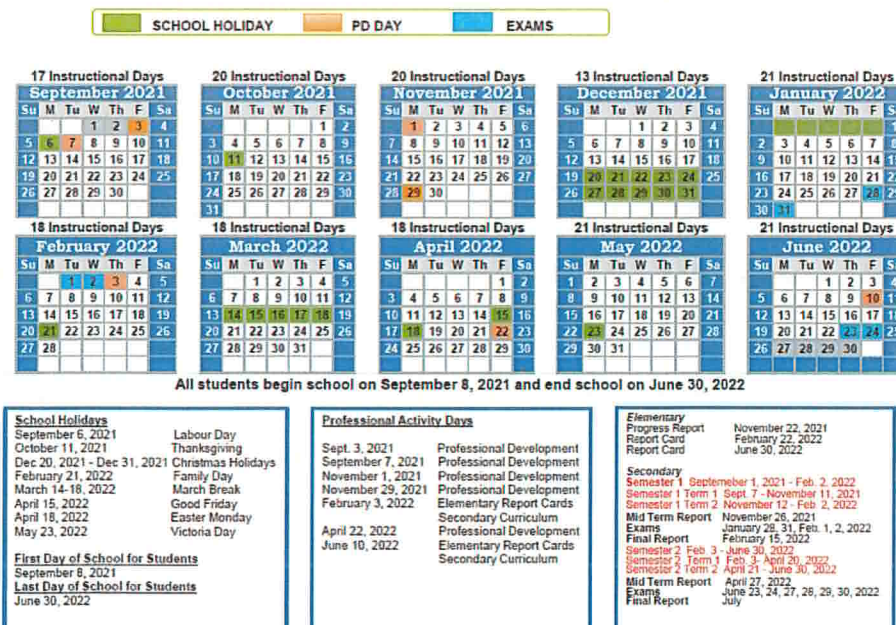
2021 - 2022 School Year Calendar



Calendar Option 2 / Calendrier Option 2

The second calendar has students beginning school on September 8, 2021, and ending school on June 30, 2022. Dans le premier calendrier, les étudiants retournent en classe le 8 septembre 2021 et terminent l'année scolaire le 30 juin 2022.

2021 - 2022 School Year Calendar



3. Which option is your preference for the 2021 - 2022 School Year Calendar? Quelle option préférez-vous pour l'année scolaire 2021 - 2022?

- Calendar Option 1 - Students begin school on September 1, 2021, and end school on June 24, 2022. / Calendrier Option 1 - Les étudiants retournent en classe le 1er septembre 2021 et terminent l'année scolaire le 24 juin 2022.
- Calendar Option 2 - Students begin school on September 8, 2021, and end school on June 30, 2022. / Calendrier Option 2 - Les étudiants retournent en classe le 8 septembre 2021 et terminent l'année scolaire le 30 juin 2022.
- No preference / Pas de préférence

Done

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Dedicated to Excellence in Catholic Education



January 13, 2021

Dear Parents and Guardians,

Yesterday the Ontario Government issued a [media release](#) to announce that the province is immediately declaring a second provincial emergency to address the COVID-19 crisis and save lives. Effective Thursday, January 14, at 12:01 a.m., the government is issuing a 28-day stay-at-home order requiring everyone to remain at home with exceptions for essential purposes, such as going to the grocery store or pharmacy, accessing health care services, for exercise or for essential work.

All schools at the Kenora Catholic District School Board remain open for in-person learning. We will continue to work closely with the Northwestern Health Unit and follow their direction. It is our commitment to continue to provide an exceptional Catholic education for your child(ren) and will carry out everything we can to ensure the safety of our students and employees.

As part of this announcement the Ontario Government is implementing additional health and safety measures for in-person learning to keep students, employees and schools safe:

- **Masking** - Masking will now be compulsory for all students in Grades 1 – 3 indoors in schools and will be required for specific outdoor activities where physical distancing is not possible. Reasonable exceptions on the requirement to wear masks will apply. Masking is now required for all students from Grade 1 - 12. Students in Kindergarten will continue to be encouraged but not required to wear a mask. Families are asked to send a cloth mask with your child to school effective **Thursday, January 14**. Students may wear their own mask, and if they do not have one, a mask will be provided by the school.

Starting Thursday, January 14, masks must be worn on the school bus as well as outdoors at bus stops by students in Grades 1 – 12. Masks are strongly recommended for bus riders in Kindergarten.

- **Congregating** - To support provincial efforts to stop further spread of COVID-19, schools will be highlighting the importance of students not congregating before school starts and returning directly home at the end of the school day.
- **Screening** - All students and staff should conduct daily screening for symptoms of COVID-19 every day before attending school using the [COVID-19 school screening tool](#). The Ministry of Education has advised that additional information on screening will be available in the coming days.
- **Expanded Targeted Testing** - The Ministry will be expanding targeted testing for students, staff and their respective households in high-priority areas. Expanding access to testing will be a valuable tool for parts of the province experiencing high levels of community transmission and outbreaks.


Child care centres and home-based licensed and unlicensed child care remain open during this time, and emergency child care will continue.

School bus transportation operated by the Northwestern Ontario Student Services Consortium will continue to be provided following regular arrangements and schedules. Starting Thursday, January 14th masks must be worn on the bus as well as outdoors at bus stops by students in Grades 1-12. Masks are strongly recommended for bus riders in Kindergarten. Families are reminded that screening must be completed prior to boarding the bus each day.

We understand that the past few months have been challenging for everyone. Our mental health supports will remain in place during the 28-day stay-at-home order. Should you have any concerns around your child's adjustment to the current circumstances, anxiety about in-person learning, or struggles with remote learning, we have a team of Regulated Mental Health Workers who can help. Please contact Sue Devlin, Mental Health Lead at mhccovid@kcdsb.on.ca.

Thank you for your continued patience and support as we work together to navigate the challenges of the COVID-19 pandemic. I wish you and your family God's abundant blessings of peace, health, safety, and hope during this new year.

Yours in Catholic education,

A handwritten signature in black ink that reads "Paul White". The signature is written in a cursive style with a large initial "P".

Paul White
Director of Education

KCDSB January 2021 School SEAC Updates

Ecole Ste-Marguerite Bourgeoys

The staff and students transitioned to virtual learning for the first week back in January. Students in the Empower program and other interventions continued to receive programming virtually. It is not ideally learning but we have had some very positive feedback. We are all happy to be back at school this week.

The items from the SEA grants have arrived and are being put to good use. This includes some sensory items and wiggle seats.

All IEPs are currently being reviewed as they are put into the new student record system.

A plan is in the works to focus on more tier 1 interventions in both Math and Literacy in order to address the needs of students that are struggling in the primary grades.

Pope John Paul II

-continuing to use Assistive Augmentative Communication with students in the form of low-tech communication boards and ProLoQuo2 on the iPad

-ongoing communication and consultation with the Occupational Therapist and Speech and Language Pathologist from FIREFLY

-weekly online and in-person Speech and Language and Occupational Therapy visits from FIREFLY

-weekly TinyEye online Speech and Language sessions

-ongoing EMPOWER Reading sessions

-daily Literacy intervention

-weekly IST meetings

St. Isidore Virtual School

Here is how our elementary and secondary students are being supported at St. Isidore Virtual School:

- We maintain regular communication with teachers, parents, and students to assist with student engagement and IEP goals.
- We have weekly IST meetings to discuss next steps for student support.
- Empower: Grades 2-5 spelling and decoding is being offered virtually to elementary students.
- A Google Classroom support space has been created for both elementary and secondary students. Students are provided with small group instruction, or 1:1 assistance as needed, via Google Meet.

- Offline learning packages have been prepared and distributed to students who have been exempt from synchronous learning, or who require supplemental materials to help enhance their learning experiences in the virtual classroom.

St. John School

Given the circumstances of returning to school during a pandemic, the majority of our students who receive Special Education services have done a PHENOMENIAL job of adjusting to what school is currently like. They have adjusted to wearing masks, have shown a great deal of patience in situations like waiting for hallways to clear before going out for their recess, have demonstrated maturity dealing with the emotions of missing friends from other classrooms due to co-horting, and most impressive of all is that they have been able to adjust to going to school in a classroom with rules and routines that are completely different than what they have been used to. Of course, it's not perfect every day, but all members of our Educating teams have been working hard to meet the students where they are at. Honoring what these students need, paired with some creative thinking has proven to be very successful. We are very proud of all our SJS students.

St. Louis Living Arts School

With the School Transition Program funding provided by the Ministry of Education, the St. Louis Living Arts School transition team were successful in transitioning 30 students back into school, following the mandated school closure. We contacted the families of all students with anticipated transition needs and invited them to participate in a school tour prior to the first day of school. Prior to the tours, we were able to employ an Education Assistant to set up the directional arrows and signage, preparing the school for students to become familiar with expectations, such as following directional arrows, use of washrooms, hand sanitizing, and mask wearing, for their arrival on the first day of school. Although 100% of our students who participated in this program successfully transitioned into school, we did find that there were students we did not anticipate having difficulty, who struggled with this transition and had more absences due to concerns with COVID. In response to these unexpected needs, mental health referrals were made, and we worked closely with our in-school mental health worker to schedule individual sessions at school for students who required additional support. The ability to provide a safe person at the school, to address student concerns, was invaluable to the successes we are now having with regular student attendance.

St. Thomas Aquinas High School

Danielle Grosset and Kara Orr welcome Kirsten Dexter to the St. Thomas Aquinas Learning Resource Team.

The main focus of the Special Education Department at St. Thomas Aquinas HS this year has been on implementing reading programs for students who have been identified with difficulty reading. With the many changes due to COVID there has been an increased workload in many areas including special education. Other LRT responsibilities at St. Thomas Aquinas have included the creation of more IEP phases as we now follow the quadmester system and therefore high school students are switching teachers and courses 4 times during the year instead of just the usual two semesters. There are also many more in-school transitions as there has been a lot of movement between St. Thomas Aquinas HS and St. Isidore Virtual School. Another outcome of COVID has been the rise in mental health issues for our students and the added importance of finding ways within the safety regulations to work closely with a variety of supports throughout the pandemic. The Special Education team continues to work effectively to implement programming, support students, teachers, families, and EAs with transitions, collaborate with school, board and outside service providers, and advocate for the needs of our students.

Reading Programs:

Kara and Kirsten are being trained in the EMPOWER reading program which is a multi-strategic, research-based meta-cognitive program. They provide this programming during the second language block to grade 7 & 8 students.

Kara works with five Gr 7 students 4x/week for 45min

Kirsten works with four Gr 8 students 4x/week for 45 min

It has been a good transition and students are becoming more comfortable sharing thoughts as the program continues. The two strategies that they have focused on to date are the Sounding Out Strategy and Rhyming Strategy. As they progress they will be introducing the other three EMPOWER strategies.

Danielle uses the FAST reading program created by Steve Tattum that she was trained in last spring. The program was used previously in KCDSB schools and she is able to use the many resources we already had in our school. She works with a few grade 7 students 45min- 1 hour and one grade 8 student one-to-one for 45min- 1 hour 4x/week. The goal of the program is to help students improve their word identification and decoding strategies in order to become more independent readers through the use of systematic phonics, auditory processing, and literature based instruction. Most of the students in this program are higher needs and have a 1:1 EA who are learning the program, as it is taught, in order to apply the skills consistently throughout the day with the students. Students have increased their reading fluency by 20 wpm and are continuing to build their confidence and growth mindset in their ability to read and spell words.

IEPs:

There are four rounds of IEPs this year due to the 4 quadmesters compared to the usual 2 semesters. We are beginning to prepare for the third round of IEPs. We have a caseload of 104

students with IEPs and a total of 123 students we monitor and offer support. Time is spent scheduling meetings with students and teachers as they prepare for exams and brand new courses to review accommodations, modifications, and alternative programs. We look forward to using Aspen to create and update IEPs and other Special Education features when all of the issues have been resolved with this program.

Transitions:

The week of virtual learning continued with the reading programs and we supported EAs and teachers and students including many calls home to touch base with students and families. We created a how-to video to show EAs and Teachers how they could create separate Google Meets to work with small groups and students 1:1 and re-shared many resources that we put together during remote learning last spring.

We continue to work closely with Mark Richards (VP of St. Isidore) and Sommer Kennedy (LRT of St. Isidore) to stay up to date with the many switches between in-person learning and the virtual school ensuring that there are no gaps in ensuring important information in student IEPs are shared with new teachers and accommodations and course modifications are occurring.

Collaboration:

We continue to work closely with our guidance team, school social worker, MHAN, mental health lead, attendance counsellor, positive behavioural lead, board SLP and Firefly OT, SLP, PT, and other service providers such as rec workers to ensure we work together to ensure our students are receiving all available supports.

Funding Priorities:

Due to the very long wait list for the Regional Teacher Diagnostician to complete assessments, the St. Thomas Aquinas High School has allocated money to pay for the many assessments required for our students so that important assessment data can be attained as soon as possible so that we can ensure the necessary and appropriate supports are in place in a timely manner.

FIREFLY
KCDSB SEAC update
January 15, 2021

- FIREFLY continues to see clients for virtual and face-to-face sessions both at home and school. During the lock-down clinicians can continue to see all priority level client for face-to-face visits at school if virtual is not possible. Priority one and 2 clients can continue to be seen for face-to-face visits at the office and for home visits. Virtual is always first choice during COVID unless the client must be seen face-to-face. FIREFLY continues to monitor the COVID rates in our area and will adjust the guidelines for seeing clients if necessary.
- FIREFLY has been granted membership with Empowered Kids Ontario. The agency has applied to MCCSS to become a Children's Treatment Centre. If granted, FIREFLY will apply for funding for specialty clinics (ex. Augmentative and Alternative Communication, Seating and Mobility, Pediatric Feeding/Swallowing, Pediatric Hearing,) to better support our clients
- Youth engagement in Red Lake has found a Youth Leader , Vicki Healey. Youth will be working with Vikki (CYMH Lead) to get a youth advisory going in Red Lake – future expansion to other communities.
- Virtual walk-in mental health sessions have started. These are a single session and are on Thursdays – youth can request a session through FIREFLY Intake. If deemed appropriate, brief services can be booked afterwards or the client can choose to be put on the waitlist for regular counselling services. The virtual walk-in sessions can be pre-booked.
- As lead CYMH agency, FIREFLY has received 3rd round of COVID emergency funding. CYMH team looking to enhance virtual services and strengthen in person services with this money. Working with core service providers and partners to enhance services for Children, youth, and families in the region.
- New in-school counsellor position and partnership with KCDSB. Sherri Herr has been hired in that position.
- Additional Position to enhance partnership with KPDSB – In-school counsellor for virtual school (virtual service provider) posting is up.
- Lots of Bell Let's Talk initiatives and events: Thursday, January 28



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SEAC Report
By Special Education Coordinator

SUBJECT:	Special Education Coordinator's Report
DATE:	Friday, January 15, 2021
PREPARED FOR:	Special Education Advisory Committee
AGENDA AREA:	Public Session
PREPARED BY:	Andrea Batters, Special Education Coordinator

The following learning sessions have been confirmed for the January 29 PD Day for Educational Assistants:

- "Supporting Inclusion" – Angela Holmstrom and Olivia Karle (KACL)
- "Self-Regulation" – Ashley Bryson (KCDSB)
- "Tips for Supporting Students" – Darcy Ura, Eric Hardy and Andrea Batters (KCDSB)
- "Supporting Your Mental Health in the Pandemic" – Sue Devlin, KCDSB Mental Health Lead
- "Technology: Virtual Learning Platforms and Tools" - Megan Baker, KCDSB Technology Enabled Learning Teacher
- *Separate groups for Secondary and Elementary EAs
- "The Duty to Report" – Anishinaabe Abinoojii Family Services & Kenora Rainy River Family Services

Our Learning Resource Teachers who are new to supporting the Empower Reading instructional programs, are completing the next phase of their virtual training in the coming weeks. Both the Primary and Intermediate Empower Reading programs include four workshop training days dispersed throughout their first year supporting the program and virtual mentor visits. In subsequent years, LRTs delivering the Empower programs continue to receive annual refresher training. Empower Spelling and Decoding programs are offered as Tier 3 literacy interventions at Ecole Ste. Marguerite Bourgeoys, Pope John Paul II School, St. Louis Living Arts School, St. John School and, new this year, St. Isidore Virtual Elementary School. New Intermediate Empower Decoding & Spelling grades 7 and 8 groups are also being run at St. Thomas Aquinas High School during the 2020-2021 school year.