



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, October 18, 2022**, at the Catholic Education Centre and virtually via Microsoft Teams. The meeting will start at 6:30 p.m. **The public meeting will commence at 7:00 p.m.**

AGENDA

1. **OPENING PRAYER**

2. **ROLL CALL**

3. **COMMITTEE OF THE WHOLE**

Recommendation:

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

4. **DECLARATIONS OF PECUNIARY INTEREST**

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

Recommendation:

THAT the agenda be approved as presented/amended.

6. **CONFIRMATION OF MINUTES**

Recommendation: (P. 1)

THAT the minutes of the Regular Board Meeting of the Kenora Catholic District School Board of September 20, 2022, be approved as circulated/amended.

7. **BUSINESS ARISING FROM THE MINUTES**

8. **DELEGATIONS AND PRESENTATIONS**

8.1 Spirit Bears Initiative – **A. Cox and S. Tom**

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

8.3 Special Presentation to Outgoing Trustees – **T. Gallik and N. Kurtz**



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Board Meeting Agenda



10. POLICY GOVERNANCE

10.1 Approval of Minutes

Recommendation: (P. 8)

THAT the report of the Policy Governance Committee meeting of October 4, 2022, be approved as circulated.

10.2 Policy

10.2.1 Policy #3 – Director of Education Job Descriptions – N. Kurtz (P. 13)

Recommendation:

THAT the Board accept the revisions to Policy #3 – Role of the Director of Education effective immediately.

10.3 Personnel

10.4 Property

10.5 Finance

10.6 Program

10.6.1 2022 – 2023 Class Size Report - A. Smith (P. 20)

10.7 Negotiations

10.8 Other

10.8.1 OCSTA 2022 Fall Regional Meeting Report – T. Gallik

10.8.2 Special Education Advisory Committee Report for September 2022 – A. Sweeney

11. COMMITTEE OF THE WHOLE

Recommendation:

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

12. UNFINISHED BUSINESS

13. NEW BUSINESS

14. INFORMATION



Kenora Catholic District School Board

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Board Meeting Agenda



15. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

~~November 1, 2022 cancelled~~

~~December 5, 2022 Special Board Meeting~~

January 3, 2023

February 7, 2023

SPECIAL BOARD MEETINGS

December 5, 2022, at 6:00 PM

REGULAR BOARD MEETINGS

November 15, 2022 (*Inaugural Board Meeting*)

December 13, 2022 (*Christmas Tea at 6:00 PM*)

January 17, 2023

February 21, 2023

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, February 15, 2023, at 11:30 AM

Wednesday, May 10, 2023, at 11:30 AM

Tuesday, June 6 School Council & Catholic Parent Involvement Committee Report at 5:00 PM

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, October 21 at 1:30 PM

Friday, November 18 at 1:30 PM

Friday, December 9 at 1:30 PM

Friday, January 20 at 1:30 PM

Friday, February 17 at 1:30 PM

SCHOOL COUNCIL MEETINGS

St. John Paull II School – September 13 at 6:00 PM

École Ste-Marguerite Bourgeoys – October 26 at 7:00 PM

St. Louis Living Arts School – November 14 at 6:30 PM

St. John School – November 18 at 6:00 PM

St. Thomas Aquinas High School – November 21 at 7:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA Virtual Training on Conflict of Interest on November 30 at 5:30 PM

OCSTA Virtual Training on Robert's Rules of Order on November 23 at 5:30 PM

OCSTA Catholic Trustees Seminar January 20 – 21, in Toronto

OCSTA Annual General Meeting and Conference – April 27 – 29, in Toronto

ICE Symposium On the Way/En Chemin: Adult Faith Formation in Catholic Education – May 9-10, Toronto (Director and Chair)

CCSTA 2023 Annual General Meeting – Rooted in Faith – June 1 – 3 in Saskatoon



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Board Meeting Agenda



MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

Dates for Submission of Financial Reports

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

Date	Description
June 30, 2022	School Board Estimates for 2022–23
November 15, 2022	School Board Financial Statements for 2021–22
December 15, 2022	School Board Revised Estimates for 2022–23
May 15, 2023	School Board Financial Report for September 1, 2022 to March 31, 2023

16. **COMMITTEE OF THE WHOLE**

17. **ADJOURNMENT**

Recommendation:

THAT the meeting adjourn at _____ p.m.



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REGULAR BOARD MEETING¹ Meeting Report September 20, 2022



MEETING DATE:	September 20, 2022
LOCATION OF MEETING:	Catholic Education Center
SUBJECT OF MEETING:	Regular Board Meeting
CHAIR:	Paul White
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	7:00 p.m. – 8:14 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, Facilities and Planning Services
3.	EF	<input checked="" type="checkbox"/>	Elizabeth Favreau	Student Trustee
4.	FB	<input checked="" type="checkbox"/>	Frank Bastone	Trustee
5.	JP	<input checked="" type="checkbox"/>	Joshua Pitt	Student Trustee
6.	JR	<input checked="" type="checkbox"/>	Jamey Robertson	Superintendent of Education
7.	JW	<input checked="" type="checkbox"/>	Jeffrey White	Trustee
8.	MF	<input checked="" type="checkbox"/>	Mike Favreau	Vice Chair
9.	NK	<input checked="" type="checkbox"/>	Nicole Kurtz	Director of Education
10.	PL	<input checked="" type="checkbox"/>	Paul Landry	Trustee
11.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Chair
12.	VB	<input checked="" type="checkbox"/>	Vaughn Blab	Trustee
13.	ZK	<input checked="" type="checkbox"/>	Zhaawan Kavanaugh	Student Trustee

1. OPENING PRAYER AND RITE OF COMMISSIONING OF STUDENT TRUSTEES

Mariette Martineau, Religious Education and Family Life Coordinator, opened the meeting with a meaningful prayer, bringing everyone into the presence of the Lord. Student Trustees Elizabeth Favreau, Zhaawan Kavanaugh and Joshua Pitt received their Rite of Commissioning ceremony as the incoming Student Trustees for the 2022 – 2023 School Year.

2. ROLL CALL – All Trustees are present.



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REGULAR BOARD MEETING² Meeting Report September 20, 2022



3. COMMITTEE OF THE WHOLE

Motion #073 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 THE AGENDA

The agenda was amended with the addition of item 10.5.4, National Day for Truth and Reconciliation.

Motion #074 Moved by Mike Favreau
Seconded by Vaughn Blab

Recommendation:

THAT the agenda be approved as amended.

Carried.

6. CONFIRMATION OF MINUTES

Motion #075 Moved by Frank Bastone
Seconded by Jeffrey White

Recommendation:

THAT the minutes of the Regular Board Meeting of the Kenora Catholic District School Board of June 21, 2022, be approved as circulated.

Carried.

7. BUSINESS ARISING FROM THE MINUTES

8. DELEGATIONS AND PRESENTATIONS

8.1 2022 Summer Learning Programs – **Jared Ralko and Bob Kowal**

Bob Kowal, Graduation Coach, provided a report on the First Nation Métis and Inuit Art Camp that was offered from June 27 – June 30 for Indigenous students. Jared Ralko, Summer Learning Acting Administrator, provided a report on the 2022 Summer Learning Program. The program ran from July 4 to July 22, for students in Grades 1 - 5, with 49 students registered in the program.



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REGULAR BOARD MEETING ³

Meeting Report

September 20, 2022



8.2 Kenora Catholic Custom APP – **Grace Dunford, Rikki Watson, and Trina Henley**

Grace Dunford, Community Relations Lead and Trina Henley, Executive Assistant to the Director, presented Kenora Catholic's new custom App, which officially launched on September 21. The App is an enhanced communication tool to support communication, connections and engagement between schools and families, as well as high school students.

8.3 Student Trustee Report – **Elizabeth Favreau, Zhaawan Kavanaugh, and Joshua Pitt**

Student Trustees Elizabeth Favreau, Zhaawan Kavanaugh and Joshua Pitt provided a report on the notable accomplishments, humanitarian activities and events happening at St. Thomas Aquinas High School during September, with a look forward to October.

10. **POLICY GOVERNANCE**

10.1 **Approval of Minutes**

Motion #076 Moved by Frank Bastone
Seconded by Vaughn Blab

Recommendation:

THAT the report of the Policy Governance Committee meeting of September 13, 2022, be approved as circulated.

Carried.

10.2 **Policy**

10.3 **Personnel**

10.3.1 2022 Staffing Report – **Alison Smith**

Alison Smith, Superintendent of Business, Facilities and Planning Services, provided a report on the recent staffing activities. Smith reported that 37 employees had been hired for permanent positions in the past six months.

10.3.2 Emergency Appointments – **Nicole Kurtz**

Motion #077 Moved by Mike Favreau
Seconded by Paul Landry

Recommendation:

THAT the Board authorize the Director of Education to invoke, as required, the emergency procedure (Reg. 298, 21) to appoint a person who is not a teacher or a temporary teacher, if no qualified teacher is available, for a period of 10 days with the option to renew this appointment.

Carried.



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REGULAR BOARD MEETING⁴ Meeting Report September 20, 2022



10.4 Property

10.5 Finance

10.6 Program

10.6.1 Enrolment Report - **A. Smith**

Alison Smith provided an initial enrolment report indicating that the schools are still in transition with incoming enrolment and Ontario Student Records requests from other schools. As well, Smith provided an overview of each school's enrolment, indicating that overall, the Board is up 38 students from projections with a current enrolment of 1,329 students.

10.7 Negotiations

10.8 Other

10.8.1 Trustee Representatives on the Internal Audit Committee – **N. Kurtz**

Motion #078 Moved by Frank Bastone
Seconded by Jeffrey White

Recommendation:

THAT the Kenora Catholic District School Board appoint Paul Landry and Teresa Gallik as Trustee Representatives on the Internal Audit Committee effective immediately.

10.8.2 Elections Compliance Audit Committee 2022 – 2026 – **A. Smith**

Motion #079 Moved by Mike Favreau
Seconded by Paul Landry

Recommendation:

THAT the Kenora Catholic District School Board approve the agreement to establish an Elections Compliance Audit Committee with the Rainy River District School Board, Keewatin-Patricia District School Board, and Northwest Catholic District School Board and the Chair and Director of Education be authorized to execute the agreement on behalf of the Board.

Carried.



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REGULAR BOARD MEETING ⁵

Meeting Report

September 20, 2022



Motion #080 Moved by Frank Bastone
Seconded by Anne Sweeney

Recommendation:

THAT the Kenora Catholic District School Board appoint Richard Findlay, Keewatin-Patricia District School Board, Laura Mills, Northwest Catholic District School Board, Meghan Cox, Rainy River District School Board and Alison Smith, Kenora Catholic District School Board to the Elections Compliance Audit Committee to serve the Kenora Catholic District School Board for the term of office commencing November 15, 2022 – November 14, 2026.

10.8.3 Special Education Advisory Committee Report for June 2022 – **A. Sweeney**

10.8.4 National Day for Truth and Reconciliation – **N. Kurtz**

Nicole Kurtz provided a report on the activities and importance of September 30 - the National Day for Truth and Reconciliation.

11. COMMITTEE OF THE WHOLE

Motion #081 Moved by Vaughn Blab
Seconded by Mike Favreau

Recommendation:

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

Carried.

12. UNFINISHED BUSINESS

13. NEW BUSINESS

13.1 Final OCSTA Board of Director's Meeting

Trustee Frank Bastone provided a report from his final Ontario Catholic School Trustees' Association Director's Meeting. Bastone highlighted the online courses with a Catholicity lens.

14. INFORMATION

15. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

October 4, 2022

November 1, 2022

December 5, 2022

January 3, 2023

February 7, 2023



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REGULAR BOARD MEETING ⁶

Meeting Report
September 20, 2022



REGULAR BOARD MEETINGS

October 18, 2022
November 15, 2022 (Inaugural Board Meeting)
December 13, 2022
January 17, 2023
February 21, 2023

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, October 19, 2022, at 11:30 AM
Wednesday, February 15, 2023, at 11:30 AM
Wednesday, May 10, 2023, at 11:30 AM
Tuesday, June 6 School Council & Catholic Parent Involvement Committee Report at 5:00 PM

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, September 23 at 1:30 PM
Friday, October 21 at 1:30 PM
Friday, November 18 at 1:30 PM
Friday, December 9 at 1:30 PM
Friday, January 20 at 1:30 PM
Friday, February 17 at 1:30 PM

SCHOOL COUNCIL MEETINGS

St. John School – September 13 at 6:00 PM
St. John Paull II School – September 13 at 6:00 PM
St. Thomas Aquinas High School – September 19 at 7:00 PM
St. Louis Living Arts School – September 20 at 6:30 PM
École Ste-Marguerite Bourgeoys – September 28 at 7:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

Incoming Board of Trustees Retreat and Onboarding – Saturday, October 29 at 12:00 PM
OCSTA Catholic Trustees Seminar January 20 – 21, in Toronto
OCSTA Annual General Meeting and Conference – April 27 – 28, in Toronto



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REGULAR BOARD MEETING ⁷

Meeting Report

September 20, 2022



MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

Dates for Submission of Financial Reports

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

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

16. **COMMITTEE OF THE WHOLE**

17. **ADJOURNMENT**

Motion #082 Moved by Jeffrey White
Seconded by Paul Landry
Recommendation:
THAT the meeting adjourn at 8:14 p.m.

Chairperson

Secretary / Treasurer



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POLICY GOVERNANCE COMMITTEE ⁸ October 4, 2022



MEETING DATE:	October 4, 2022
LOCATION OF MEETING:	Virtually via Microsoft Teams
SUBJECT OF MEETING:	Policy Governance Committee Meeting
CHAIR:	Anne Sweeney
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	6:00 p.m. to 6:32 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, Facilities and Planning Services
3.	DH	<input checked="" type="checkbox"/>	Nicole Kurtz	Director of Education
4.	FB	<input checked="" type="checkbox"/>	Frank Bastone	Trustee
5.	JR	<input type="checkbox"/>	Jamey Robertson	Superintendent of Education
6.	JW	<input type="checkbox"/>	Jeffrey White	Trustee
7.	MF	<input checked="" type="checkbox"/>	Mike Favreau	Vice Chair
8.	PL	<input type="checkbox"/>	Paul Landry	Trustee
9.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Chair
10.	VB	<input checked="" type="checkbox"/>	Vaughn Blab	Trustee

AGENDA

- CALL TO ORDER** – Anne Sweeney called the meeting to order at 6:00 p.m.
- OPENING PRAYER** – Anne Sweeney opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – Trustees Jeffrey White and Paul Landry were noted as absent with regret.
- DECLARATIONS OF PECUNIARY INTEREST - NIL**
- APPROVAL OF AGENDA** – The agenda was approved as presented.
- PRESENTATIONS/DELEGATIONS**



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POLICY GOVERNANCE COMMITTEE⁹ October 4, 2022



7. PRESENTATIONS AND REPORTS

7.1 **Policy**

7.1.1 Policy #3: Director of Education Job Description – **N. Kurtz**

Director Nicole Kurtz provided a review and recommended changes to Policy #3: Director of Education Job Descriptions. The Trustees accepted the review and recommendations as presented.

7.1.2 NWOSSC – 001 - Transportation Policy – **A. Smith**

Superintendent Alison Smith provided a review of the Northwestern Ontario Student Services Consortium – 001 – Transportation Policy. Trustees were asked to review the policy and bring forward any recommended changes.

7.2 **Personnel**

7.2.1 Report on Student Trustee Welcome, Mentorship and Onboarding - **N. Kurtz**

Nicole Kurtz provided a report on the onboarding of the Student Trustees that occurred on September 14. The Student Trustees' first report was well prepared and delivered on September 20.

7.2.2 Update on Onboarding Retreat for New Board of Trustees – **N. Kurtz**

Nicole Kurtz provided a report on the Onboarding Retreat for the New Board of Trustees on Saturday, October 29. The Trustees were provided with a review of the agenda.

7.3 **Property**

7.4 **Finance**

7.5 **Program**

7.6 **Negotiations**

7.7 **Other**

7.7.1 Board of Trustee Confidentiality Agreement – **N. Kurtz**

Nicole Kurtz provided the Trustees with a review of the Confidentiality Agreement that all current and new Trustees will be required to sign. Trustees were reminded that confidentiality exists indefinitely. The Confidentiality Agreement is a recommendation by legal. The Trustees accepted the agreement as presented.

7.7.2 Catholic Trustee Accomplishments Form – **T. Henley**

Trina Henley provided the Trustees with a review of the Catholic Trustee Accomplishment Form that all exiting Trustees will be asked to complete as part of the exit checklist. The form aims to collect and document the accomplishments of each Trustee.

7.7.3 Trustee Celebration Dinner on October 19 at 5:30 p.m. – **N. Kurtz**



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POLICY GOVERNANCE COMMITTEE October 4, 2022

10



Nicole Kurtz reminded the Trustees of the Celebration Dinner on October 19 at Ristorante Pizzeria.

7.7.4 Inaugural Board Meeting on November 15 – **N. Kurtz**

Trustees were provided with an itinerary of activities and timelines associated with the Inaugural Board Meeting on November 15.

7.7.5 Special Board Meeting for 2021 – 2022 Audited Statements – **N. Kurtz and A. Smith**

Nicole Kurtz shared that the obligations of the Internal Audit Committee will be moved to a Special Board meeting on December 6. The Policy Governance Committee Meeting of December 6 will be changed to a Special Board Meeting for the 2021 – 2022 Audited Financial Statements.

8. UNFINISHED BUSINESS

9. CORRESPONDENCE

10. NEW BUSINESS

11. INFORMATION

12. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

~~November 1, 2022~~ Cancelled

December 5, 2022

January 3, 2023

February 7, 2023

REGULAR BOARD MEETINGS

October 18, 2022

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December 13, 2022

January 17, 2023

February 21, 2023

CATHOLIC PARENT INVOLVEMENT COMMITTEE

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SPECIAL EDUCATION ADVISORY COMMITTEE

- Friday, October 21 at 1:30 p.m.
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TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

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MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

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- 13. **COMMITTEE OF THE WHOLE** – There was no Committee of the Whole session associated with the meeting.
- 14. **ADJOURNMENT** – The meeting adjourned at 6:32 p.m.



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12

POLICY GOVERNANCE COMMITTEE

October 4, 2022



Chairperson

Secretary/Treasurer



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 3: ~~Director of Education Job Description~~ The Role of the Director of Education

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 **that** 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(s) 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 (also referred to the general report of the chief executive officer in the Education Act) to the Ministry of Education on or before the 31st day of January.

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

1.2.10 Provides 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 identifies specific actions measures and resources that will be taken applied in to achieving those priorities, specifically with regard in particular, it's to the board's responsibility for student achievement.

1.7.3 Ensures appropriate involvement of the board.

1.7.4 Reports regularly periodically to the board on the implementation of and results achieved in relation to the board's multi-year 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~~ **Carries** out the responsibilities of secretary of the board as outlined in the legislation.

2.1.2 ~~To carry~~ **Carries** 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.

- b) Furnish the auditors with any papers or information in his/her **their** 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~~ **Carries** out the responsibilities of treasurer of the board as outlined in the legislation.

2.2.2 ~~To carry~~ **Carries** 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.

- 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 16, 2021, **October 2022**
 Date of Latest Revision: February 2010, May 2011, November 2013, November 2018, **October 2022**



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.

BRIEFING PAPER

SUBJECT:	Elementary Class Size
DATE:	October 18, 2022
PREPARED FOR:	Regular Board Meeting
AGENDA AREA:	Public Session
PREPARED BY:	Alison Smith, Superintendent of Business, Facilities and Planning Services

Background/History:

As outlined under Ontario Regulation 132/12 – *Class Size*, school boards are required to submit detailed reports of their elementary class size data to the ministry each school year. Each board shall select a date not earlier than September 1st and not later than September 30th as of which class sizes in elementary schools shall be determined.

Full Day Junior Kindergarten and Kindergarten	<ul style="list-style-type: none"> • Average class size shall not exceed 26 • Class size limit is 29 • 10% or less of the classes may have a class size that exceeds the limit, but does not exceed 32 in any of the following circumstances: <ul style="list-style-type: none"> - Would reduce the number of K/1 splits - Would negatively impact a program (FI) - Purpose build accommodation not available
Grade 1 – 3	<ul style="list-style-type: none"> • All classes shall have 23 or fewer pupils • 90% shall have 20 or fewer pupils
Grade 4 – 8	<ul style="list-style-type: none"> • Average class size shall not exceed 24.50

Current Situation:

As of September 16th, the average class size for Kindergarten classes is 21, all of our Primary classes (Gr 1 – 3) are below 20 pupils, and the average class size for Grade 4 – 8 is 20.1.



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BRIEFING PAPER

Budgetary/Financial Consideration:

Currently, there are no current budgetary or financial considerations.

Communications Plan:

That this report be shared with the board of Trustees and submitted to the Ministry of Education by October 31st, 2022.

Recommendations:

There is no action to be taken at this time.

2022-2023 Board Statistics

(This section is for information purposes only and does not require user input.

Statistics will populate automatically when data is entered in "3. Class Size Data".

Please ensure your Excel calculation mode is set to automatic - see instructions Guide for details)

Board Name Board Number

Number of Reporting Errors in DATA

Key Statistics

Percentage Primary Classes 20 and Under	100%
Number of Primary Classes Over 23	-
Average Junior/Intermediate (grades 4-8) Class Size	20.1
Number of Primary/Junior Combined Classes Over 23	-
Average Kindergarten Class Size	21
Number of Kindergarten Classes (Pure) At or Below 29	8
Number of Kindergarten Classes (Pure) Between 30 and 32	-
Number of Kindergarten Classes (Pure) Above 32	-
Percentage Kindergarten Classes (Pure) Between 30 and 32	0%

General Statistics

TOTAL Number of Classes Reported	47
TOTAL Number of Schools Reported	5
TOTAL Enrolment of All Classes Reported	900

Information on Kindergarten Classes

Number of Kindergarten Classes (Pro-rated)	9
Kindergarten Enrolment	174

Information on Primary Classes

Percentage of Primary Classes

20 and under	100%
21	0%
22	0%
23	0%
24	0%
25 and more	0%

Number of Primary Classes

20 and under	13
21	-
22	-
23	-
24	-
25 and more	-
Total Number of Primary Classes	13

Information on Junior/Intermediate (grades 4-8) Classes

Number of Junior/Intermediate (grades 4-8) Classes	26
Enrolment in Junior/Intermediate (grades 4-8) Classes	522

Information on Self-Contained Special Education Classes

Number of Self-Contained Special Education Classes	-
Self-Contained Special Education Enrolment	-