



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, April 18, 2023**, at École Ste-Marguerite Bourgeoys and virtually via Microsoft Teams. The meeting will start at 6:00 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 March 28, 2023, be approved as circulated/amended.

7. **BUSINESS ARISING FROM THE MINUTES**

8. **DELEGATIONS AND PRESENTATIONS**

8.1 École Ste-Marguerite Bourgeoys – **Hilary Aitken and Team**

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



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Board Meeting Agenda



9. POLICY GOVERNANCE

9.1 Approval of Minutes

Recommendation: (P. 9)

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

9.2 Policy

9.2.1 Policy #4 – Delegation of Authority – **N. Kurtz (P. 14)**

Recommendation:

THAT the Board approve the revisions to Policy #6 – Delegation of Authority effective immediately.

9.2.2 Policy #15 – Pupil Accommodation Review – **N. Kurtz (P. 16)**

Recommendation:

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

9.3 Personnel

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

Recommendation:

THAT the Board approve the recommendation to appoint Joshua Pitt, xx and xx to the position of Student Trustee from August 1, 2023, to July 31, 2024.

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

Recommendation:

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

9.4 Property

9.5 Finance

9.6 Program

9.7 Negotiations



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Board Meeting Agenda



Other

- 9.8.1 2023 Catholic Education Week – “We Are Many, We Are One” – **N. Kurtz**
- 9.8.2 May 16, 2023, Board Meeting in Red Lake – **N. Kurtz (P. 24)**
- 9.8.3 Intensive Human Rights Program for School Board Leaders – **T. Gallik (P. 25)**

10. COMMITTEE OF THE WHOLE

Recommendation:

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

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. INFORMATION

14. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

May 2, 2023 (Chair M. Lundin)

June 6, 2023 (Chair A. Bishop)

SPECIAL BOARD MEETINGS

NIL

REGULAR BOARD MEETINGS

March 28, 2023 (Location: St. John Paul II School)

April 18, 2023 (Location: École Ste- Marguerite Bourgeoys)

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

June 20, 2023 (Location: Catholic Education Centre)

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, May 17, 2023, at 11:30 AM

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

SPECIAL EDUCATION ADVISORY COMMITTEE

Tuesday, May 16, at 1:30 PM

Friday, June 16 at 1:30 PM

INTERNAL AUDIT COMMITTEE

Tuesday, June 20 at 4:00 PM



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Board Meeting Agenda



SCHOOL COUNCIL MEETINGS

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

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

- OCSTA Annual General Meeting and Conference – April 27 – 29, in Toronto
- ICE Symposium On the Way/En Chemin: Adult Faith Formation in Catholic Education – May 9-10, Toronto (Director and Chair)
- Kenora Catholic Mini Retreat – April 20, 4:30 – 6:30 PM (register by April 11)
- OCSTA Human Rights Program for Catholic School Board Trustees – Ableism Saturday, May 13, 2023, from 8:00 – 11:00 AM
- OCSTA Human Rights Program for Catholic School Board Trustees – Anti-Hate Tuesday, May 23, 2023, from 4:30 – 8:00 PM
- Year-End Retirement and Service Awards Celebration – May 24
- CCSTA 2023 Annual General Meeting – Rooted in Faith – June 1 – 3 in Saskatoon

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

Dates for Submission of Financial Reports

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

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

15. COMMITTEE OF THE WHOLE

16. ADJOURNMENT

Recommendation:

THAT the meeting adjourn at _____ p.m.



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REGULAR BOARD MEETING¹ Meeting Report March 28, 2023



MEETING DATE:	March 28, 2023
LOCATION OF MEETING:	Catholic Education Center
SUBJECT OF MEETING:	Regular Board Meeting
CHAIR:	Teresa Gallik
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	7:00 p.m. – 8:15 p.m.

ATTENDED BY:

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

AGENDA

- OPENING PRAYER** – Mariette Martineau opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – Trustee Angela Bishop was noted as absent with regret.
- DECLARATIONS OF PECUNIARY INTEREST - NIL**



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REGULAR BOARD MEETING² Meeting Report March 28, 2023



5. CONSIDERATION AND APPROVAL OF THE AGENDA

Motion #022 Moved by Paul Landry
Seconded by Lorne Temple
Recommendation:
THAT the agenda be approved as presented.

Carried.

6. CONFIRMATION OF MINUTES

Motion #023 Moved by Derek Favreau
Seconded by Jeffrey White
Recommendation:
THAT the minutes of the Regular Board Meeting of the Kenora Catholic District School Board for February 21, 2023, be approved as circulated.

Carried.

7. BUSINESS ARISING FROM THE MINUTES

8. DELEGATIONS AND PRESENTATIONS

8.1 St. John Paul II School – **Tammy Bush and Team**

Principal, Tammy Bush, Vice Principal Travis Batters along with students, Benjamin, and Reid, reported on the activities and initiatives of the Student Council. The students highlighted their school's charitable work for the Salvation Army, Makwa Patrol, and the Jubilee Church. The Student Council is also looking forward to celebrating Earth Day in April with litterless lunches and hosting a Faith Playday with a variety of faith activities for Catholic Education Week in May.

Grace Dunford and Amanda Derouard, Friends, and Family members of the School Council, provided a presentation highlighting the fundraising efforts for new playground equipment for the school. The council is close to achieving its goal of raising \$30,000 and will be applying for community and provincial grants to support its efforts. The vision for the playground is to purchase new equipment, ensuring accessibility and plenty of opportunities for creative play.



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REGULAR BOARD MEETING³ Meeting Report March 28, 2023



8.2 KCDSB Coding Initiative - **Jared Ralko and Stephanie Sweeney**

Jared Ralko, Learning Technology Coordinator, and Stephanie Sweeney, Technology Enabled Learning and Teaching Contact Lead provided a report on the partnership with FSET Inc. – Innovation Empowering People. FSET partnered with Kenora Catholic to offer a five-week Coding Club for students in Grades 4- 6, providing an opportunity for students to explore coding and computer sciences. Each session started with the Coder’s Code which closely reflects Catholic values.

Through a video shared at the meeting, students spoke about the skills and experiences they learned through the program. They benefited from improved communication skills, networking and collaboration, new friendships, and perseverance skills. The students will be showcasing their learning in their classrooms.

The team talked about continuing with the initiative with a Junior Coding Club and expanding the program to St. Thomas Aquinas High School for an IT Fundamentals Certification.

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

Student Trustees Elizabeth Favreau, Joshua Pitt, and Zhaawan Kavanaugh provided a report on the activities and initiatives happening at St. Thomas Aquinas High School in March. The school is preparing for Holy Thursday and following Easter, each grade will gather in the chapel for prayer and celebration.

Students presented the triumphs and successes in sports and the memories being made on and off the court, with students looking forward to spring badminton and soccer tryouts.

A new First Nation, Métis, and Inuit Youth Council was formed where students who identify as Indigenous can have a voice for opportunities within the school. The committee had its first meeting to plan activities, including designing apparel. Twenty FNMI students also travelled to Winnipeg to watch a Truth and Reconciliation-themed play *The Secret to Good Tea* at the Manitoba Theatre Centre.

9. **POLICY GOVERNANCE**

9.1 **Approval of Minutes**

Motion #024 Moved by Derek Favreau
Seconded by Paul Landry

Recommendation:

THAT the report of the Policy Governance Committee meeting of March 7, 2023, be approved as presented.

Carried.



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REGULAR BOARD MEETING⁴ Meeting Report March 28, 2023



9.2 **Policy**

9.2.1 Policy #11 – Board Representatives – **N. Kurtz**

Motion #025 Moved by Marie Lundin
Seconded by Lorne Temple

Recommendation:

THAT the Board approve the review of Policy #11 – Board Representatives with no changes at this time.

Carried.

9.2.2 Policy #18 – Catholic Student Trustees – **N. Kurtz**

Director Nicole Kurtz reported that changes were made to Policy #18 – Catholic Student Trustees in accordance with new provincial legislation directing Catholic School Boards to remove the requirement that a student must be a Catholic to run for a Student Trustee position.

Motion #026 Moved by Paul Landry
Seconded by Jeffrey White

Recommendation:

THAT the Board approve the revisions to Policy #18 – Catholic School Trustees effective immediately.

Carried.

9.3 **Personnel**

9.3.1 Resignation of Leanne Davidson – **Teresa Gallik**

Chair, Teresa Gallik provided a brief highlight of Leanne Davidson's career at the Kenora Catholic District School Board.

Motion #027 Moved by Marie Lundin
Seconded by Derek Favreau

Recommendation:

THAT the Board accept the resignation of Leanne Davidson for the purpose of retirement effective June 30, 2023, with regret.

Carried.



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REGULAR BOARD MEETING⁵ Meeting Report March 28, 2023



9.3.2 Resignation of Sharon Remmerswaal – **Jeffrey White**

Trustee Jeffrey White provided a brief highlight of Sharon Remmerswaal's career at the Kenora Catholic District School Board.

Motion #028 Moved by Jeffrey White
Seconded by Lorne Temple

Recommendation:

THAT the Board accept the resignation of Sharon Remmerswaal for the purpose of retirement effective June 30, 2023, with regret.

Carried.

9.3.3 Resignation of Andrew Kozlowski – **Paul Landry**

Trustee Paul Landry provided a brief highlight of Andrew Kozlowski's career at the Kenora Catholic District School Board.

Motion #029 Moved by Paul Landry
Seconded by Derek Favreau

Recommendation:

THAT the Board accept the resignation of Andrew Kozlowski for the purpose of retirement effective August 25, 2023, with regret.

Carried.

9.4 **Property**

9.5 **Finance**

9.5.1 2021 – 2022 Energy Efficiency Report

Alison Smith, Superintendent of Business and Facilities Planning Services provided a 2021 – 2022 Energy Efficiency Report highlighting initiatives and actions taken in energy savings, retrofits, and renovation projects across the board. The board continues to implement its five-year Energy and Conservation and Demand Management Plan, which began July 1, 2019, per Ontario Regulation 507/18.

Motion #030 Moved by Derek Favreau
Seconded by Lorne Temple

Recommendation:

THAT the Board receive the 2021 - 2022 Energy Efficiency Report as presented.

Carried.



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REGULAR BOARD MEETING⁶ Meeting Report March 28, 2023



9.5.2 2019 – 2024 Capital Plan

Alison Smith provided a report on the Board's five-year capital plan, highlighting capital and school renewal projects and initiatives completed or scheduled to be completed at each school and facility.

Motion #031 Moved by Marie Lundin
Seconded by Paul Landry

Recommendation:

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

Carried.

9.6 Program

9.7 Negotiations

9.8 Other

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. INFORMATION

13. FUTURE MEETINGS

POLICY GOVERNANCE MEETINGS

April 4, 2023 (Chair: D. Favreau)

May 2, 2023 (Chair M. Lundin)

June 6, 2023 (Chair A. Bishop)

SPECIAL BOARD MEETINGS

NIL

REGULAR BOARD MEETINGS

March 28, 2023 (Location: St. John Paul II School)

April 18, 2023 (Location: École Ste- Marguerite Bourgeoys)

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

June 20, 2023 (Location: Catholic Education Centre)

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, May 17, 2023, at 11:30 AM

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



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REGULAR BOARD MEETING ⁷ Meeting Report March 28, 2023



SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, March 24, at 1:30 PM
Friday, April 14, at 1:30 PM
Tuesday, May 16, at 1:30 PM

INTERNAL AUDIT COMMITTEE

Tuesday, June 20 at 4:00 PM

SCHOOL COUNCIL MEETINGS

St. Louis Living Arts School – March 27 at 6:30 PM
École Ste-Marguerite Bourgeoys – March 29 at 4:30 PM
St. John School – April 11 at 6:00 PM
St. John Paul II School – April 12 at 6:00 PM
St. Thomas Aquinas High School – May 15 at 7:00 PM

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA Annual General Meeting and Conference – April 27 – 29, in Toronto
ICE Symposium On the Way/En Chemin: Adult Faith Formation in Catholic Education – May 9-10, Toronto (Director and Chair)
OCSTA Human Rights Program for Catholic School Board Trustees – Ableism Saturday, May 13, 2023, from 8:00 – 11:00 AM
OCSTA Human Rights Program for Catholic School Board Trustees – Anti-Hate Tuesday, May 23, 2023, from 4:30 – 8:00 PM

Year-End Retirement and Service Awards Celebration – May 24
CCSTA 2023 Annual General Meeting – Rooted in Faith – June 1 – 3 in Saskatoon

MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

Dates for Submission of Financial Reports

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

Date	Description
June 30, 2022	School Board Estimates for 2022–23
November 15, 2022	School Board Financial Statements for 2021–22
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⁸
REGULAR BOARD MEETING
Meeting Report
March 28, 2023



14. ADJOURNMENT

Motion #032 Moved by Paul Landry
Seconded by Lorne Temple
Recommendation:
THAT the meeting adjourn at 8:15 p.m.

Carried.

Chairperson

Secretary/Treasurer



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POLICY GOVERNANCE COMMITTEE April 4, 2023



MEETING DATE:	April 4, 2023
LOCATION OF MEETING:	Catholic Education Centre
SUBJECT OF MEETING:	Policy Governance Committee Meeting
CHAIR:	Derek Favreau
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	6:00 p.m. to 7:12 p.m.

ATTENDED BY:

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

AGENDA

- CALL TO ORDER** – Derek Favreau called the meeting to order at 6:00 PM.
- OPENING PRAYER** – Derek Favreau opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – Trustee Jeffrey White was noted as absent with regret.
- DECLARATIONS OF PECUNIARY INTEREST - NIL**
- APPROVAL OF AGENDA** – The agenda was approved as presented.
- PRESENTATIONS/DELEGATIONS**



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7. PRESENTATIONS AND REPORTS

7.1 **Policy**

7.1.1 Policy #4: Delegation of Authority – **N. Kurtz**

Director Nicole Kurtz provided a review of Policy #4 – Delegation of Authority and highlighted changes to the procedure. The Trustees accepted the changes as presented.

7.1.2 Policy #15: Pupil Accommodation Review – **N. Kurtz**

Nicole Kurtz provided a review of Policy #15 – Pupil Accommodation Review with no changes at this time. The Trustees accepted the review as presented.

7.2 **Personnel**

7.3 **Property**

7.4 **Finance**

7.4.1 Trustee Travel Budget and Canadian Catholic School Trustees Association Conference in June

Director Nicole Kurtz provided a report of the Trustee Travel Budget as of February 18, 2023. Due to budgetary constraints, the Trustees determined that they would not send any representatives to Canadian Catholic School Trustees Association Conference in June.

7.5 **Program**

7.6 **Negotiations**

7.7 **Other**

7.7.1 Overview of Regional Kindergarten Registration Process – **T. Henley**

Trina Henley, Executive Assistant to the Director and Communication Officer provided an overview of the Regional Kindergarten Registration process as well as the recent Kindergarten Registration Week that was from March 27 – March 31.

7.7.2 April 20 Kenora Catholic Mini-Retreat – **N. Kurtz**

Nicole Kurtz provided information regarding Kenora Catholic's Mini-Retreat, happening on April 20 at the Notre Dame du Portage Parish. The retreat is part of Catholic Education Week.

Trustees were encouraged to register for the event.

7.7.3 May 16 Board Meeting / Travel to Red Lake – **N. Kurtz and T. Henley**

Nicole Kurtz reported that the May 16 Board Meeting will be happening at St. John School in Red Lake. As part of this trip, the Trustees are also hosting a luncheon and school tour with Mayor Mota and Councillors, representing the Municipality of Red Lake.



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It was determined that Teresa Gallik, Paul Landry, and Marie Lundin will travel to Red Lake, while Jeffrey White, Lorne Temple, and Derek Favreau will remain in Kenora. Trustee Angela Bishop will be available in Red Lake for the luncheon and visit.

Trustees were provided with an itinerary for the trip.

- 7.7.4 May 24 Year-End Retirement and Service Awards Celebration at 5:30 PM – **N. Kurtz**
Trustees were provided with information regarding the Year-End Retirement and Service Awards Celebration happening on Wednesday, May 24 at 5:30 PM at the Kenora Curling Club. Trustees were asked to participate in the event as the congratulations line for retirees and service award recipients.
- 7.7.5 Overview of Eligible Travel Expenses for OCSTA AGM and Conference in April – **N. Kurtz and T. Henley**
The Trustees were provided with an overview of eligible travel expenses associated with the OCSTA Annual General Meeting and Conference happening on April 27 – 29 in Toronto.
- 7.7.6 OCSTA 2023 – AGM Resolutions – **N. Kurtz**
Nicole Kurtz provided a review of the 2023 OCSTA Annual General Meeting Resolutions.
- 7.7.7 OCSTA AGM – Assignment of Proxy Votes – **T. Gallik**
The Trustees discussed the assignment of Proxy Votes for the OCSTA Annual General Meeting for Lorne Temple, Jeffrey White, and Angela Bishop who are not attending the conference. The deadline to submit Proxy Votes is April 26.
- 7.7.8 OCSTA Human Rights Program for Catholic School Board Trustees – Anti-Hate & Ableism Training – Save the Dates – **N. Kurtz**
Trustees were provided with information regarding the OCSTA Human Rights program for Catholic School Board Trustees on the topics of Anti-Hate and Ableism. The OCSTA has released a save-the-date for the sessions happening in May. Trustees were asked to watch for registration details.

8. **UNFINISHED BUSINESS**

9. **CORRESPONDENCE**

10. **NEW BUSINESS**

11. **INFORMATION**



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POLICY GOVERNANCE COMMITTEE April 4, 2023



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Friday, April 14, at 1:30 PM
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Tuesday, June 20 at 4:00 PM

SCHOOL COUNCIL MEETINGS

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13. **COMMITTEE OF THE WHOLE** – There was no Committee of the Whole session associated with this meeting.

14. **ADJOURNMENT** – The meeting adjourned at 7:12 PM.

Chairperson

Secretary/Treasurer



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 4: Delegation of Authority

The Kenora Catholic District School Board is allowed to delegate certain of its responsibilities and powers to others. The Kenora Catholic District School Board delegates to the director of education the right to do any act or thing or exercise any power that the board may or is required to do or exercise except those matters, which in accordance with Ontario legislation, cannot be delegated. ~~The Director of Education is the chief education officer/chief executive officer who leads, executes and monitors activities on behalf of the Board of Trustees.~~

The board also reserves to itself the authority to make decisions on specific matters requiring board approval in accordance with board policies. Further the board requires that any new provincial, regional or local initiatives involving significant changes to direction or procedures be presented to the board.

The Kenora Catholic District School Board delegates to the director of education the authority to develop administrative procedures in the following major categories:

1. General Administration
2. Educational Programs and Materials
3. Students
4. Personnel and Staff Relations
5. Business Administration
6. ~~Health and Safety~~

The Kenora Catholic District School Board specifically delegates to the **D**irector of **E**ducation the authority to develop administrative procedures that are consistent with provincial legislation. ~~for the following:~~

1. ~~Anti-racism and ethno-cultural equity~~
2. ~~Behaviour, discipline and safety~~
3. ~~Code of conduct~~
4. ~~Suspensions and expulsions~~
5. ~~Criminal background checks~~
6. ~~School Councils~~
7. ~~Violence prevention in schools~~
8. ~~Police and school board protocol~~
9. ~~Safe arrivals~~

- ~~10. Duty to report child abuse, neglect~~
- ~~11. Student records~~
- ~~12. New/Experienced Teacher Performance Appraisal~~
- ~~13. Eligible investments~~
- ~~14. Opening exercises~~
- ~~15. Textbooks, library books and other learning resources~~
- ~~16. Advertising in schools~~
- ~~17. Fund-raising in schools~~
- ~~18. Freedom of information records management~~
- ~~19. Protection of privacy~~
- ~~20. Occupational health and safety~~
- ~~21. Bloodborne pathogens~~
- ~~22. Prior learning assessment and recognition~~
- ~~23. Pay equity plan~~
- ~~24. Equity and Inclusive Education~~
- ~~25. Employee Workplace Violence and Harassment~~
- ~~26. Medical conditions as necessary~~

Legal References:

Education Act and Regulations
Policy/Program Memoranda
Child and Family Services Act
Municipal Freedom of Information and Protection of Privacy Act
Employment Standards Act
Occupational Health and Safety Act
Labour Relations Act
Pay Equity Act

Other Reference:

Professional Development Program for School Board Trustees: Core
Module 3

Approval Date: June 2006
Date of Latest Review: October 2009, March 6, 2012, December 2015,
January 2019, April 2023
Date of Latest Revision: October 2009, February 1, 2011, February 14, 2012,
December 2015, April 2023



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 15: Pupil Accommodation Review

The Kenora Catholic District School Board recognizes the important role Catholic schools play in strengthening the community. It is important to operate and maintain our schools as effectively and efficiently as possible to support student achievement in accordance with the needs of the Catholic school supporters in the communities served by the board. The Board recognizes that, in the event a school must close, it must take into consideration a wide variety of Board, community and educational issues and there must be several opportunities for public input with wide notice provided. The intent of the following policy is to ensure that all issues and parties are given due and fair consideration by ensuring there is full involvement of an informed community and the decision is based on a broad range of criteria regarding the quality of the learning experience for children.

This policy is established by the Board from guidelines issued by the Ministry of Education.

1. Establishing a Pupil Accommodation Review (PAR)

- 1.1 The Board may proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s).
- 1.2 Prior to establishing a pupil accommodation review, Board administration staff must provide an initial staff report to the Board of Trustees. The initial staff report must contain one or more options to address the accommodation issue(s), with supporting rationale. If more than one option is presented, there must be a recommended option. The report must also include information on actions taken by Board administration staff prior to establishing a pupil accommodation review process and supporting rationale as to any actions taken or not taken.
- 1.3 The option(s) included in the initial staff report must address the following:
 - Summary of accommodation issue(s) for the school(s) under review;
 - Where students would be accommodated;
 - If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
 - Identify any program changes as a result of the proposed option;

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- How student transportation would be affected if changes take place;
 - If new capital investment is required as a result of the pupil accommodation review, how the School Board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available;
 - Any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space; and,
 - A timeline for implementation.

1.4 Identification for Closure:

The Board may identify a school(s) for study if one or more of the conditions apply;

- when a school has been identified as prohibitive to repair;
- when, for two consecutive years, the enrolment on the last school day of October is less than 50 per cent of the school's ground rated capacity as determined by the Ontario Ministry of Education;
- when the school is in need of major capital improvements and has significant enrolment pressures;
- when the school or group of schools is experiencing higher building maintenance expenses than the average for the system;
- when the school is unable to provide a suitable and equitable range of learning opportunities for students;
- when reorganization involving the school or group of schools could enhance program and learning opportunities for students;
- when the closing or consolidation of the school is in the best interest of the overall school system;
- when there are safety or environmental concerns related to the building, the school site or it's locality;

1.5 The Board is not obligated to undertake a PAR under the following circumstances:

- Where a replacement school is to be rebuilt by the Board on the existing site, or rebuilt or acquired within the existing school attendance boundary;
- Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily

relocated to ensure the safety of students and staff during the reconstruction;

- When a lease is terminated;
- When a board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- When a board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
- Where a facility has been serving as a holding school for a school community whose permanent school is overcapacity and/or is under construction or repair.
- Where there are no students enrolled at the school at any time throughout the school year.

2. Accommodation Review Committee (ARC)

- 2.1** The Board must establish an Accommodation Review Committee (ARC) that represents the school(s) under review and acts as the official conduit for information shared between the Board and the school communities. The ARC may comment on the initial staff report and may, throughout the PAR process, seek clarification of the initial staff report. The ARC may provide other accommodation options that those in the initial staff report; however, it must include supporting rationale for any such option. The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.
- 2.2** The ARC should be formed following the Board of Trustees' consideration of the initial staff report but prior to the first public meeting. The Board will invite ARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.
- 2.3** The Board administration staff assigned to the ARC is required to compile feedback from the ARC as well as the broader community in the Community Consultation section of the final staff report to be presented to the Board of Trustees.

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- 2.4 The membership of the ARC will include parent/guardian representatives from each of the schools under review, chosen by their respective school communities. The ARC will also include representatives from the respective Parish communities. Trustees may be ad hoc ARC members to monitor the ARC progress. Participation on the committee will not be considered where a conflict of interest exists, and all ARC members must be Catholic ratepayers.
 - 2.5 The Board will provide the ARC with Terms of Reference that describe the ARC's mandate. The mandate will refer to the Board's education and accommodation objectives in undertaking the ARC and reflect the Board's strategy for supporting student achievement and well-being.
 - 2.6 The Terms of Reference will also clearly outline the Board's expectations of the roles and responsibilities of the ARC; and describe the procedures of the ARC. At a minimum, the ARC will provide feedback on the initial staff report option(s).
 - 2.7 The Terms of Reference will outline the minimum number of working meetings of the ARC. The ARC will meet to review materials presented by Board administration staff. The ARC will hold as many working meetings as is deemed necessary within the timelines established in this policy.

3. School Information Profiles

- 3.1 Board administration staff is required to develop a School Information Profiles (SIPs) as orientation documents to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP provides an understanding of and familiarity with the facilities under review. The SIP is expected to include data for each of the following two considerations about the school(s) under review:
 - Value to the student
 - Value to the school board
- 3.2 A SIP will be completed by school board staff for each of the school(s) under review. The minimum data requirements and factors that are to be included in the SIP are listed in Section VIII of the Ministry of Education Pupil Accommodation Review Guideline. This includes Facility Profile, Instructional Profile and Other School Use Profile.
- 3.3 The Board may introduce additional items that could be used to reflect local circumstances and priorities which may help to further understand the school(s) under review.

- 3.4 Each School under review will have a SIP completed at the same point-in-time for comparison purposes. The Ministry of Education expects Boards to prepare SIPs that are complete and accurate, to the best of the Board's ability, prior to the commencement of a pupil accommodation review.

4. Consultation with Local Municipal Governments

- 4.1 Following the Board of Trustee's approval to undertake a pupil accommodation review, Boards must invite affected single and upper-tier municipalities and Kenora District Services Board as well as other community partners that expressed an interest prior to the PAR to discuss and comment on the recommended option(s) in the Board's initial staff report.
- 4.2 The invitation for this meeting will be provided through a written notice, and will be directed through the Clerks Department (or equivalent) for the affected single and upper-tier municipalities and Kenora District Services Board.
- 4.3 The affected single and upper-tier municipalities and Kenora District Services Board, as well as other community partners that expressed an interest prior to the PAR, must provide their response on the recommended option(s) in the Board's initial staff report before the final public meeting. Boards must provide them with advance notice of when the final public meeting is scheduled to take place.
- 4.4 The Board must document their efforts to meet with the affected single and upper-tier municipalities and Kenora District Services Board, as well as other community partners that expressed an interest prior to the PAR; and provide any relevant information from this meeting as part of the final staff report to the Board of Trustees.

5. Public Meetings

- 5.1 Once the Board has received an initial staff report and has approved the initiation of a PAR, the Board must arrange to hold a minimum of two public meetings facilitated by Board administration staff to solicit broader community feedback on the recommended option(s) contained in the initial staff report.
- 5.2 The public meetings are to be announce and advertised publicly by the Board through an appropriate rand of media as determined by the Board.

5.3 The Board will ensure that all information relevant to the review is made available to the public by posting it in a prominent location on the Board's website or in print, upon request. The initial staff report and SIPs must be included. Where relevant information is technical in nature, it is to be explained in plain language.

5.4 At a minimum, the first public meeting must include the following:

- An overview of the ARC orientation session;
- The initial staff report with recommended option(s); and
- A presentation of the SIPs.

6. Completing the Accommodation Review

6.1 At the conclusion of the PAR process, Board administration staff will submit a final staff report to the Board of Trustees which must be available to the public by posting in a prominent location on the Board's website or in print, upon request.

6.2 The final report must include a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the PAR.

6.3 Board administration staff may choose to amend their proposed option(s) included in the initial staff report. The recommended option(s) must also include a proposed accommodation plan, prepared for the decision of the Board of Trustees, which contains a timeline for implementation.

6.4 Once Board administration staff submits the final report to the Board of Trustees, the Board must allow an opportunity for member of the public to provide feedback on the final staff report through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided. After the public delegations, Board administration staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

6.5 The Board of Trustees will be provided with the final staff report, including the compiled feedback from the public delegations, when making its final decision regarding the PAR.

6.6 The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.

6.7 The Ministry of Education encourages Boards not to make final PAR decisions during the summer holiday period.

7. Transition Planning

7.1 The transition of students should be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the Board is expected to establish a separate committee to address the transition for students and staff.

8. Timelines for the Accommodation Review

8.1 Following the date the Board of Trustees' approval to conduct a PAR, the Board will provide written notice of the Board of Trustees' decision within 5 business days to each affected single and upper-tier municipalities and Kenora District Services Board through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the PAR; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the Board's initial staff report. The Board must also notify the Director(s) of Education of their coterminous School Boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

8.2 The affected single and upper-tier municipalities and Kenora District Services Board, as well as other community partners that expressed interest prior to the PAR, must provide their response on the recommended option(s) in the Board's initial staff report before the final public meeting.

8.3 Beginning with the date of the Board of Trustees' approval to conduct a PAR, there must be no fewer than 30 business days before the first public meeting is held.

8.4 There must be a minimum period of 40 business days between the first and final public meeting.

8.5 The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.

8.6 From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.

8.7 There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

Legal References:

*Education Act S. 8(1) paragraph 26 School Closings; S. 171 (1) paragraph 7
Power of Boards to Close Schools; S. 194-S. 196 Disposal of Property
Ontario Regulation 444/98 Disposition of Surplus Real Property
Ministry Guidelines: Loading Capacity
Ministry of Education, Pupil Accommodation Review Guideline (Revised
March 2015)*

Form(s) associated with this policy:

Form #016 - Value to the Community
Form #017 - Value to the Local Economy
Form #018 - Value to the School Board
Form #019 - Value to the Student

Approval Date: June 2006
Date of Latest Review: January 2010, February 1, 2011, March 6, 2012,
April 2014, May 2016, April 2020, April 2022, April 2023
Date of Latest Revision: January 2010, February 1, 2011, February 14, 2012,
May 2016, April 2022



Itinerary

Tuesday, May 16
Travel to Red Lake

Travel to Red Lake
~8:00 AM

**Lunch and Tour with
Mayor Mota**
12:00 - 1:30 PM

**Special Education Advisory
Committee Meeting**
1:30 - 3:00 PM

Dinner at Antonio's Restaurant
4:30 - 5:30 PM

Regular Board Meeting
6:00 - 8:30 PM





Ontario Catholic School
Trustees' Association

April 12, 2023

MEMORANDUM

TO: Catholic School Trustees and Catholic Student Trustees
- All Catholic District School Boards

CC: Directors of Education
Board Secretaries and Administrative Assistants
OCSTA Staff

FROM: Nick Milanetti, Executive Director

SUBJECT: Registration for Intensive Human Rights Program for School Board Leaders

As per my memo of March 6, 2023, the Ministry of Education is partnering with York University's Osgoode Hall Law School to provide a new two-part human rights professional development program.

[Registration is now open](#) for these sessions which are designed for trustees, student trustees, directors of education and board senior leadership. Separate dates have been scheduled for directors of education and board senior leadership, however you are welcome to join us on the May 13 and May 23 dates if you wish.

The 2023 program will consist of two half-day, live online sessions and is offered at a cost of \$276.85 (\$245.00 + \$31.85 HST). The cost includes participation in both sessions.

For those trustees who participate in both sessions and receive their certificate of completion, OCSTA will provide a full reimbursement of \$276.85 (\$245.00 + \$31.85 HST).per participant (trustees) to member boards with funds allocated from the Ministry Grant for Trustee Training. For those unable to participate on these dates, the sessions will be recorded and saved on the Osgoode Professional Development website for 6 months.

This year's sessions include:

Disability Rights in Public Education

Sat., May 13, 9:30 a.m. to 1 p.m. OR

Tues., May 23, 5:30 p.m. to 9 p.m.

This session will provide trustees and school board leaders with a foundational understanding of disability rights in publicly funded education.

On **Saturday, May 13**, Catholic Trustees, Student Trustees and Directors of Education will gather at **9:00a.m.** for an Opening Prayer and address by President Daly and will join the full group at 9:30 a.m.

On **Tuesday, May 23**, Catholic Trustees, Student Trustees and Directors of Education will gather at **5:15p.m.** for an Opening Prayer and address by President Daly and will join the full group at 5:30 p.m.

Hate Activity in School Boards

Dates TBD – will launch in Fall 2023

This session will provide a foundational understanding of manifestations of hate and discrimination relevant to Ontario's publicly funded school boards.

Details about the program are in the attached flyer.

For more information, visit the [OsgoodePD website](#) or email education@osgoode.yorku.ca.

If you have any further questions, please do not hesitate to contact me or President Patrick Daly.



Intensive Human Rights Program for School Board Leaders

In Winter/Spring 2021, Osgoode Professional Development (OsgoodePD) delivered a program focused on anti-Black racism and anti-Indigenous racism. The program received overwhelming positive feedback from school board leaders.

OsgoodePD is pleased to announce the following **new offerings** in the Intensive Human Rights Training Program for School Board Leaders. These programs are designed for trustees, directors of education and board senior leadership.

The 2023 program will consist of two half-day, live online sessions. **Upon completion of both sessions**, you will be eligible to receive a confirmation of attendance and participation.

2023 Programs for Trustees

Disability Rights in Public Education

Choose one program date:

- Sat., May 13, 9:30am-1:00pm/ET; *OR*
- Tues., May 23, 5:30pm-9:00pm/ET

Established in the early 1980s as a part of the *Canadian Charter of Rights and Freedoms*, also as a protection in the *Ontario Human Rights Code*, disability rights are an everyday part of publicly funded education.

This program will provide school board leaders and trustees with a foundational understanding of disability rights in publicly funded education. Participants in the disability rights program will learn from human rights experts regarding unconscious bias specific to ableism, protections from discrimination under the *Human Rights Code*, how discrimination on the basis of disability manifests in schools and classrooms, and emerging issues in special education. (*Draft agenda - please see reverse side*).

Hate Activity in School Boards

Dates to be announced (will be Fall 2023)

Our world is no stranger to the outcomes of hate and discrimination. From WWII to the present day, the lessons to be drawn from hate are clear. Offered in the Fall of 2023, this session will provide a foundational understanding of manifestations of hate and discrimination relevant to Ontario's publicly funded school boards. Participants will gain a deeper understanding of hate activities that are directed at targeted groups in Ontario as well as an understanding of the impact of hate activity on students, staff and school communities.

The program will engage participants in discussions about how school boards can identify, prevent, and address discrimination and hate and build on participants' practical skills to identify and address discrimination and hate activities. (*Draft agenda - still in progress*).

Intensive Human Rights Program for School Board Leaders

Disability Rights in Public Education

Agenda

- Welcome and Land Acknowledgment
- Presentation: Reflections of students and staff with disabilities on their experiences in the education system
- Lecture and Q&A: Disability, education, and the Ontario *Human Rights Code*
- Case study: Facilitated small group discussions
- Panel and Q&A: Advancing accessibility in the learning and working environment
- Wrap-up: Evaluation and take-home task

* NOTE: 30-min prior to the start of the program, the Ontario Catholic School Trustees' Association will have an additional segment for their members. Specific details to be sent nearer program date. No separate registration required.



Program Fee

\$245 plus tax - fee includes both programs

Cost will not be discounted for registering/attending only one program. Payment is required at the time of registration for the first session.

Registration opens April 5, 2023*

<https://osgoodepd.ca/intensive-human-rights-program-for-school-board-leaders-trustees/>

Registering a group?

Please email: education@osgoode.yorku.ca - payment is required before the start of the first session.

Program Caps:

Each program has a strict cap to ensure interactivity. Make sure to register early to secure your spot.

*NOTE: Registration for the Hate Activity in School Boards program will open in the coming weeks. No additional fee will be required. *More information to come.*