



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, Mr. Mike Favreau, the regular meeting of the Kenora Catholic District School Board will be held **TUESDAY, October 18, 2011**. The meeting will start at 7:30 p.m. at the Catholic Education Center. **The public meeting will commence at 8:00 p.m.** Video Conferencing will be available from St. John's Separate School in Red Lake.

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 (Page 1)**

Recommendation:

THAT the minutes of the meeting of the Kenora Catholic District School Board of September 20, 2011 be approved as circulated/amended.

7. **BUSINESS ARISING FROM THE MINUTES**

8. **DELEGATIONS AND PRESENTATIONS**

8.1 Northern Studies and Native as a Second Language



Kenora Catholic District School Board

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Board Meeting Agenda

9. **POLICY GOVERNANCE:**

9.1 Approval of Minutes (**Page 9**)

Recommendation:

THAT the report of the Policy Governance Committee meeting of October 4, 2011 be approved as circulated.

9.2 **Policy**

9.2.1 Policy #10 – Committees of the Board (**Page 14**)

Recommendation:

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

9.2.2 Policy #11 – Board Representatives (**Page 36**)

Recommendation:

THAT the Board approve the revisions to Policy #11 – Board Representatives effective immediately.

9.2.3 Policy #12 – Policy Making (**Page 37**)

THAT the Board approve the revisions to Policy #12 – Policy Making effective immediately.

9.3 **Personnel**

9.3.1 WorkWell Audit (**Page 40**)

9.4 **Property**

9.5 **Finance**

9.5.1 Internal Audit Plan (**Page 41**)

Recommendation:

THAT the Board accept the Internal Audit Plan as presented.

9.6 **Program**

9.6.1 Enrollment Report (**Page 43**)



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Board Meeting Agenda

9.7 **Negotiations**

9.8 **Other**

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**

12.1 Special Board Meeting November 7, 2011

12.2 January 3, 2012 Policy Governance Committee Meeting

12.3 January Board Meeting

Recommendation:

THAT the regular Board Meeting scheduled for Tuesday January 17, 2012 be rescheduled to Tuesday, January 10, 2012.

12.4 March Board Meeting

Recommendation:

THAT the regular Board Meeting scheduled for Tuesday, March 20th be rescheduled to Thursday, March 22, 2012

13. **INFORMATION**

13.1 Student Trustee Report

13.2 Catholic Conversation Conference (September 22) **(Page 44)**

13.3 49th Annual Diocesan Conference "Celebrating our Successes" **(Page 45)**

14. **FUTURE MEETINGS**

POLICY GOVERNANCE MEETINGS

November 1, 2011

December 6, 2011

~~January 10, 2012~~

February 7, 2011



Kenora Catholic District School Board

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Board Meeting Agenda

REGULAR BOARD MEETINGS

November 15, 2011
December 20, 2011
January 24, 2012

SPECIAL BOARD MEETINGS

November 7, 2011 at 5:30 p.m.

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, October 21st, 2011 at 11:30 a.m.

SCHOOL COUNCIL MEETINGS

École Ste-Marguerite Bourgeys – Wednesday, October 19, 2011 at 7:00 p.m.
Pope John Paul II School – Tuesday, October 25, 2011 at 7:00 p.m.
St. Thomas Aquinas High School – Tuesday, November 1 at 7:00 p.m.
St. Louis School – Tuesday, November 8, 2011 at 7:00 p.m.
St. John's Separate School – Monday, November 14, 2011 at 3:45 p.m.

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

Spiritual Development Day – October 21, 2011 PJPII School gymnasium at 8:30 a.m.
OCSTA AGM Kingston – April 2012
KCDSB System Retreat – May 5 – Andy Lake Resort
CCSTA AGM Sudbury – June 2012

15. **ADJOURNMENT**

Recommendation:

THAT the meeting adjourn at _____ p.m.



Kenora Catholic District School Board

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REGULAR BOARD MEETING September 20, 2011

MEETING DATE:	September 20, 2011
LOCATION OF MEETING:	Kenora Catholic District School Board
SUBJECT OF MEETING:	Regular Board Meeting
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	8:00 p.m. – 8:44 p.m.

ATTENDED BY:

	INIT	ATTENDANCE	PERSON	TITLE
1.	BW	<input checked="" type="checkbox"/>	Beth Williams	Student Trustee
2.	AP	<input type="checkbox"/>	Andrew Poirier	Manager Operational Services
3.	BB	<input checked="" type="checkbox"/>	Brenda Bye	Trustee
4.	EB	<input type="checkbox"/>	Erica Bailey	Superintendent Administrative Services
5.	FB	<input checked="" type="checkbox"/>	Frank Bastone	Vice Chair
6.	JK	<input checked="" type="checkbox"/>	Josie Kipling	Trustee
7.	CD	<input checked="" type="checkbox"/>	Craig Debbo	Manager of Information Technology Services
8.	LD	<input checked="" type="checkbox"/>	Laurie Duggan	Manager of Human Resource Services
9.	MC	<input type="checkbox"/>	Mary Cunningham	Superintendent of Instructional Services
10.	MF	<input checked="" type="checkbox"/>	Mike Favreau	Chair
11.		<input checked="" type="checkbox"/>	TBD	Superintendent Instructional Services
12.	PL	<input checked="" type="checkbox"/>	Paul Landry	Trustee
13.	PE	<input checked="" type="checkbox"/>	Phyllis Eikre	Director of Education
14.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Trustee
15.	TH	<input checked="" type="checkbox"/>	Trina Henley	Executive Assistant to the Director of Education
16.	VB	<input checked="" type="checkbox"/>	Vaughn Blab	Trustee (available via video conferencing from Red Lake)

AGENDA

- OPENING PRAYER** – Sister Maria Ciccarelli led the Trustees through a prayer service entitled “Trustees Prayer Service. Catholic Education Week: Walking in the Light of Christ with Rite of Commissioning of the Student Trustee.
- ROLL CALL** – All Trustees were present.



Kenora Catholic District School Board

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**REGULAR BOARD MEETING
September 20, 2011**

3. COMMITTEE OF THE WHOLE

Motion #73 Moved by Frank Bastone
Seconded by Paul Landry

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 #74 Moved by Frank Bastone
Seconded by Paul Landry

Recommendation:

THAT the agenda be approved as presented/amended.

Carried.

6. CONFIRMATION OF MINUTES

Motion #75 Moved by Brenda Bye
Seconded by Teresa Gallik

Recommendation:

THAT the minutes of the meeting of the Kenora Catholic District School Board of June 21, 2011 be approved as circulated/amended.

Carried.

7. BUSINESS ARISING FROM THE MINUTES



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**REGULAR BOARD MEETING
September 20, 2011**

8. **DELEGATIONS AND PRESENTATIONS**

8.1 Strategic Plan

Phyllis Eikre, Director of Education provided the trustees with a PowerPoint presentation on the organizations Strategic Plan which spans from 2010 – 2013. Eikre explained that the Strategic Plan provides the overall, broad strokes of the organization in the key areas of the 5 pillars: Strengthening our Catholicity, Teaching and Learning Excellence, Communicating Effectively, Championing Continuous Improvement and Fostering Relationships and Partnerships.

Eikre explained that the Managers and Superintendents will each present their operating plans over the year.

9. **POLICY GOVERNANCE:**

9.1 Approval of Minutes

Motion #76 Moved by Josie Kipling
Seconded by Teresa Gallik

Recommendation:

THAT the report of the Policy Governance Committee meeting of September 6, 2011 be approved as circulated.

Carried.

9.2 **Policy**

9.2.1 Policy #9 – Board Operations

Motion #77 Moved by Frank Bastone
Seconded by Paul Landry

Recommendation:

THAT the Board approve the revisions to Policy #9 – Board Operations effective immediately.

Carried.



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**REGULAR BOARD MEETING
September 20, 2011**

9.3 **Personnel**

9.3.1 Emergency Appointments

Motion #78 Moved by Frank Bastone
Seconded by Brenda Bye

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.

9.3.2 2011/12 Staffing Report

Laurie Duggan, Manager of Human Resource Services provided the trustees with an overview of the hiring for the board.

Duggan explained that since June the board has hired 46 new staff. 15 permanent teachers 18 LTO teachers, 7 permanent support staff and 6 LTO support staff.

Duggan then provided a pictorial presentation of all the new staff for the 2010/11 school year.

9.4 **Property**

9.5 **Finance**

9.5.1 Borrowing Resolution

Phyllis Eikre explained to the trustees that the borrowing resolution is a requirement of CIBC bank and good accounting practice by the board. The resolution will allow the board to maintain an operating line of credit of \$3 million.

Motion #79 Moved by Paul Landry
Seconded by Teresa Gallik

Recommendation:

THAT the Board renew the borrowing resolution with the Canadian Imperial Bank of Commerce for \$3,000,000 with the total amount previously borrowed that has not been repaid at \$0.00.

Carried.



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**REGULAR BOARD MEETING
September 20, 2011**

9.6 **Program**

9.6.1 EQAO Report

Phyllis Eikre explained to the trustees that each year Ontario has province wide testing in Reading, writing and math for grade 3, grade 6 and grade 9 math. The board's results were released last Wednesday. Eikre explained that administration very much welcomes the results each year as it shapes the teaching and learning goals for the year for our students. The board always takes a very close look at the scores to determine how we can grow, improve and move forward.

Eikre explained that overall the grade 3's have improved in writing. Reading and math are more of a flat line. Grade 6 flat lined in most areas. However the grade 9 students are achieving significantly higher over the provincial standard. The applied students scored 20 points higher than the provincial score at 60% at level 3 and 4 and the academic students scored 9 points over the province's score with a 92%

Eikre stated that the board is very happy with the results this year.

9.6.2 Enrollment Report

Phyllis Eikre shared that overall since September 2010 our enrollment has increased by 61 students. Our enrollment was 1529 in September 2010 and it's now 1589 in September 2011. There was an increase at St. Thomas Aquinas High School and also at Pope John Paul II School. In the spring the board anticipated 2 JK/K classes and ended up with 5 classes due to the increased enrollment.

9.6.3 Primary Class Size Report

Phyllis Eikre shared that the boards enrollment in each of our primary classes adheres to legislation. 90% of our primary classes are at or below 20. To be in compliance with Ministry of Education regulations 100% of our classes have to be at or below 23 students. Not included is the full day kindergarten classes at St. Louis School. Those classes can average at 26 students. The board has 31 primary classes, 2 grade ¾ split classes and 1 Full Day Kindergarten Class at St. Louis School. The class at St. Louis School falls under different class size rules where the average class can be 26 students. As of September 9, 2011 the board had two classes greater than 20 students however there are no classes greater than 23 students. Eikre explained that the board perfectly complies with the legislation.

9.7 **Negotiations**

9.8 **Other**

9.8.1 Visual Identity of Kenora Catholic District School Board

Phyllis Eikre explained that the board has had the same visual identity for years and year. The board has a Communications Committee that led the board through stakeholder consultation sessions on May 10th and May 11th to get feedback on how the board is perceived if perspective on the identity of the board. The findings from the stakeholder consultation sessions



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**REGULAR BOARD MEETING
September 20, 2011**

determined that it was time to update the boards visual identity. Following the consultation sessions the Communications Committee worked with Generator to create our new board logo. On August 16th the board of trustees were provided with 3 wonderful options to choose from. Although it was a very difficult decision for the trustees they have selected an incredible new logo to represent the board. The board officially unveiled the logo to all system staff at the August 29th professional activity day. Eikre stated that administration is very proud of the new logo and look forward to implementing it completely over the coming months.

Motion #80 Moved by Frank Bastone
Seconded by Teresa Gallik

Recommendation:

THAT the Board accept the new Kenora Catholic District School Board logo effective immediately.

Carried.

10. **COMMITTEE OF THE WHOLE**

Motion #81 Moved by Josie Kipling
Seconded by Brenda Bye

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**

13.2 Student Trustee Report

Beth Williams, Student Trustee provided the trustees with her first student trustee report of the school year.

Williams explained that St. Thomas Aquinas High School welcomed the addition of students to our numbers, namely the new grade 7 and our three exchange students. This year the school has one female student from Italy, and two female students from Japan.

On September 15th, the school came together to celebrate our Opening School Mass at TA with Father Rudy. The mass encouraged student involvement with the Music Ministry lending the singing and student volunteers doing the readings. Also on the 15th, the Student Council President, Allie Doerkson, and Vice President, Abby Forsyth, organized a Welcome Back Dance for the student body which was a hit, especially with the grade 7 students.



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REGULAR BOARD MEETING September 20, 2011

Williams explained that there is lots of action happening in the sports department. The St. Thomas Aquinas High school golf team travelled to Sioux Lookout last Thursday for a tournament and did very well, achieving 3rd place overall in the competition. On September 16th and 17th, the Senior Boys volleyball team hosted the annual Kenora Invitational Volleyball Tournament. They made the school proud, earning a hard fought second place after being defeated by the Crocus Plains team from Brandon, Manitoba in the finals. Tryouts are still being held for both the Boys' and Girls' hockey teams as well as for the Cross Country Running teams. St. Thomas Aquinas High School hosted the Red Lake junior/senior girls' basketball and junior/senior boys' volleyball teams today for the first NorWossa League games of the season. All of the corresponding St. Thomas Aquinas High School court sport teams were undefeated, pulling off a clean sweep.

Williams explained that the Music Department has introduced a violin course, taught by Mr. Ura, which has been popular with many of the high school students. In addition, the Art, Music, and Drama Departments came together to plan Art in the Park, which was held at Anishinabe Park last week. All students were welcome to come out to celebrate the arts and learn new skills as they rotated through stations of Aboriginal arts, drama, visual arts, music, and culinary arts.

14. **FUTURE MEETINGS**

POLICY GOVERNANCE MEETINGS

October 4, 2011

November 1, 2011

December 6, 2011

January 10, 2012

REGULAR BOARD MEETINGS

October 18, 2011

November 15, 2011

December 20, 2011

January 24, 2012

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, October 28th, 2011 at 1:30 p.m. at the CEC

SCHOOL COUNCIL MEETINGS

École Ste-Marguerite Bourgeoys – Wednesday, September 21, 2011 at 7:00 p.m.

St. Thomas Aquinas High School – Monday, September 26, 2011 at 7:00 p.m.

Pope John Paul II School – Tuesday, September 27, 2011 at 7:00 p.m.

St. Louis School – Tuesday, October 11, 2011 at 7:00 p.m.

St. John's Separate School – Monday, October 17, 2011 at 3:45 p.m.



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**REGULAR BOARD MEETING
September 20, 2011**

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

Catholic Conversation September 22 – 24th - Ottawa

49th Annual AGM Celebrating our Successes September 30 – October 1 – Thunder Bay

System Spiritual Development Professional Activity Day – October 21

OCSTA AGM Kingston – April 2012

KCDSB System Retreat – May 5 – Andy Lake Resort

CCSTA AGM Sudbury – June 2012

15. **ADJOURNMENT**

Motion #82 Moved by Frank Bastone

Seconded by Vaughn Blab

Recommendation:

THAT the meeting adjourn at 8:44 p.m.

Carried.

Chairman

Secretary



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**Meeting Report
October 4, 2011**

MEETING DATE:	October 4, 2011
LOCATION OF MEETING:	Catholic Education Center
SUBJECT OF MEETING:	Policy Governance Committee Meeting Report
CHAIR:	Frank Bastone
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	7:00 p.m. – 7:58 p.m.

ATTENDED BY:

	INIT	ATTENDANCE	PERSON	TITLE
1.	AP	<input checked="" type="checkbox"/>	Andrew Poirier	Manager Operational Services
2.	BB	<input checked="" type="checkbox"/>	Brenda Bye	Trustee
3.	EB	<input checked="" type="checkbox"/>	Erica Bailey	Superintendent Administrative Services
4.	FB	<input checked="" type="checkbox"/>	Frank Bastone	Trustee
5.	JK	<input type="checkbox"/>	Josie Kipling	Trustee
6.	JW	<input checked="" type="checkbox"/>	Beth Williams	Student Trustee
7.	CD	<input type="checkbox"/>	Craig Debbo	Manager of Information Technology Services
8.	LD	<input type="checkbox"/>	Laurie Duggan	Manager of Human Resource Services
9.	MC	<input type="checkbox"/>	Mary Cunningham	Assistant Superintendent School Effectiveness
10.		<input type="checkbox"/>	TBD	Superintendent Instructional Services
11.	MF	<input type="checkbox"/>	Mike Favreau	Vice Chair
12.	PE	<input checked="" type="checkbox"/>	Phyllis Eikre	Director of Education
13.	PL	<input checked="" type="checkbox"/>	Paul Landry	Trustee
14.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Trustee
15.	TH	<input checked="" type="checkbox"/>	Trina Henley	Executive Assistant to the Director of Education
16.	VB	<input checked="" type="checkbox"/>	Vaughn Blab	Trustee (Available via videoconferencing from Red Lake)

AGENDA

1. **CALL TO ORDER** – The meeting called to order at 7:00 p.m.

2. **OPENING PRAYER** – Frank Bastone shared an opening prayer entitled “Autumn”.

3. **ROLL CALL** – Josie Kipling and Mike Favreau were noted as absent with regret.



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POLICY GOVERNANCE COMMITTEE

Meeting Report
October 4, 2011

4. DECLARATIONS OF PECUNIARY INTEREST - NIL

5. APPROVAL OF AGENDA – The agenda was approved as presented.

6. PRESENTATIONS/DELEGATIONS

6.1 Procedure #118 – Equity and Inclusive Education

Phyllis Eikre led the trustees through a review of Procedure #118 - Equity and Inclusive Education. Eikre explained that the Ontario Catholic School Trustee's Association was very helpful in the development of the Equity and Inclusive Education procedure at the time it was being developed in 2010. Eikre then provided an overview of the Equity and Inclusive Education procedure with a focus on 8 key areas:

1. Board Policies, programs, procedures and practices
2. Shared and Committed Leadership
3. School-Community Relationships
4. Inclusive Curriculum and Instructional Practices
5. Religious Accommodation
6. School Climate and the Prevention of Discrimination and Harassment
7. Professional Learning
8. Accountability and Transparency

7. PRESENTATIONS AND REPORTS

7.1 Policy

7.1.1 Policy #10 – Committees of the Board

Phyllis Eikre led the trustees through a review of Policy #10 – Committees of the Board and the various recommendations for updates. The trustees accepted the recommendations as presented by the Director.

7.1.2 Policy #11 – Board Representatives

Phyllis Eikre recommended that there be no content changes to Policy #11 – Board Representatives. The trustees accepted the recommendation as presented by the Director.

7.1.3 Policy #12 – Policy Making

Phyllis Eikre recommended that there be no content changes to Policy #12 – Policy Making. The trustees accepted the recommendation as presented by the Director.



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Meeting Report
October 4, 2011

7.1.4 Procedure– Draft Perquisites Procedure

Erica Bailey shared with the trustees that the perquisites is defined as an item that an individual or a group of individuals could benefit from that others individuals or groups do not share the same benefit from. It's an item that is only available to a select group. Bailey explained that if there is an item in the organization that falls into the perquisite category then the organization needs to identify it and also identify the business rationale. For example the Black Berry's and the cell phones that managers and principals have are considered a perquisite. However, there is a business rationale that supports the need for manager's and principals to have these tools to perform their functions. Bailey explained that under the new Ministry of Education requirements in order for an organization to be compliant, at the end of every year the organization is required to publish a list of the perquisites, costs and business cases associated.

Bailey explained that this new directive would also apply to our trustees and trustee allowances.

Eikre explained that the difference between the trustee meal allowances and the staff meal allowances will have to identified as a perquisite at the end of the year and the organization would provide the business case and report back to the Ministry of Education.

These rates will be discussed further at the November Policy Governance Committee Meeting.

7.2 Personnel

7.2.1 Whistle Blower Hotline

Erica Bailey shared with the trustees that it's a recommendation for every board across Ontario to have a Whistle Blower Hotline. The intention is to have a process that allows people to report anything that they consider to be unethical. It could be a lack of ethics with regards to students, or money fraud or theft or even resume fraud. The Whistle Blower Hotline program is free. The cost comes into play once there is a report and an investigation occurs. If for example the board chose to engage a company like Myers Norris Penny to investigate the call there would be a charge for the service. The Whistle Blower Hotline is considered to be a best practice. Bailey explained that there will be a recommendation at the October board meeting.

7.2.2 WorkWell Audit

Andrew Poirier provided the trustees with a verbal report of the recent WorkWell audit that the Kenora Catholic District School Board recently went through in September. Poirier advised the trustees that the organization did not pass the audit. Poirier explained that the chances to pass the WorkWell audit in the first audit is very slim as 80% of organizations fail. Poirier explained that the feedback that was received is that the board is doing a lot of things well but these practices need to be formally documented.

Poirier explained that the Health and Safety committee has a plan in place to implement all the recommendations before the April 2012 audit. Should the board not achieve a passing score of 75% in April there will be a surcharge levy against the board.



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**Meeting Report
October 4, 2011**

Poirier explained that although there is going to be a tremendous amount of administrative workload to implement all the recommendations in order to achieve a passing score, the outcome will be an appropriate Health and Safety Program in our schools that will benefit our students and staff and potentially decrease claims and accidents.

Phyllis Eikre shared with the trustees that Mr. Vance, the WorkWell auditor shared that the number that he provided our board is just a starting place and there is only one direction to go and that is upwards. Mr. Vance indicated to our Health and Safety Committee that they were one of the best committee's he's ever worked with as they were open to feedback.

7.3 **Property**

7.4 **Finance**

7.5 **Program**

7.6 **Negotiations**

7.7 **Other**

8. **UNFINISHED BUSINESS**

9. **CORRESPONDENCE**

10. **NEW BUSINESS**

10.1 OCSTA 2012 Trustee Award of Merit and Resolutions

Phyllis Eikre advised the trustees that the OCSTA Trustees Award of Merit is available for nominations. Eikre overviewed the criteria for the OCSTA Trustees Award of Merit and identified that the deadline for nominations is January 6, 2012 eastern time. Eikre asked that the trustees contact her if they wish to nominate a fellow trustees. Eikre explained that Trustee Paul Landry is ineligible to be nominated due to his being on the Executive Committee.

Eikre explained that the 2012 AGM and Conference Resolutions are due on or before January 27, 2012.

11. **INFORMATION**

12. **FUTURE MEETINGS**

POLICY GOVERNANCE MEETINGS

November 1, 2011

December 6, 2011

January 10, 2012

REGULAR BOARD MEETINGS



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POLICY GOVERNANCE COMMITTEE

**Meeting Report
October 4, 2011**

October 18, 2011
November 15, 2011
December 20, 2011
January 24, 2012

SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, October 28, 2011 at 1:30 p.m. at the CEC

SCHOOL COUNCIL MEETINGS

St. Louis School – Tuesday, October 11, 2011 at 7:00 p.m.
St. John's Separate School – Monday, October 17, 2011 at 3:45 p.m.
École Ste-Marguerite Bourgeoys – Wednesday, October 19, 2011 at 7:00 p.m.
Pope John Paul II School – Tuesday, October 25, at 7:00 p.m.
St. Thomas Aquinas High School – Tuesday, November 1, 2011 at 7:00 p.m. *(no meeting at end of October)*

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

System Spiritual Development Professional Activity Day – October 21
OCSTA AGM Kingston – April 2012
KCDSB System Retreat – May 5 – Andy Lake Resort
CCSTA AGM Sudbury – June 2012

13. **COMMITTEE OF THE WHOLE**
14. **ADJOURNMENT** – The public meeting adjourned at 7:58 p.m.

Chairman

Secretary



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 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 permission of the chair 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 chair of the board 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 the board or 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 whole board or 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 the board or 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.

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- 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.

4.1.1 The chair may rule on the inclusion of any matter(s) on the agenda of a committee of the whole session.

4.2 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.

4.3 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.

4.4 Motions Disallowed

The committee of the whole cannot entertain a motion to refer, to postpone or to table the subject referred to it.

4.5 Vote Disallowed

A recorded vote shall not be called for in committee of the whole.

4.6 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.

4.7 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.

4.8 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,

- (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

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 17 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: October 19, 2010, May 2011, October 2011
Date of Latest Revision: October 19, 2010, May 2011, October 2011

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).

- (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).

- (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.



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 11: Board Representatives

In response to requests from external organizations or agencies, the board will give consideration to naming representatives to external boards or committees. Such representation is established at the discretion of the board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the board and other organizations.

Co-operative committees shall function within the terms of reference determined by the committee and approved by both parties.

1. Board Membership in Trustee Organizations

- 1.1 The board shall annually take membership in the following organizations:
 - a) Ontario Catholic School Trustees' Association,
 - b) Thunder Bay Diocesan Catholic School Trustees' Association,
 - c) Diocesan Office of Catholic Education.
- 1.2 Membership in all other organizations shall be decided annually on an individual basis.

Legal Reference:

Approval Date: June 2006
Date of Latest Review: October 19, 2010, October 2011
Date of Latest Revision: October 19, 2010



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 12: Policy Making

This policy has been developed to provide broad guidelines for the effective operation of the Kenora Catholic District School Board and a framework for consistent decision-making by the director of education and staff.

Policy development is a key responsibility of the Kenora Catholic District School Board. Policies, inspired by the values and traditions of the Catholic faith and the principles of democratic and accountable governance, establish directions for the board, assign authority and establish controls that make board governance and management possible. Policies are the means by which the board, director and the board employees are accountable to the community as a whole. Adoption of new board policies or revision of existing policies is solely the responsibility of the board.

The Kenora Catholic District School Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide effective Catholic education. The board's policies will comply with the *Education Act* and provincial legislation and will be informed by Church teaching and Gospel values. The board believes that the development and review of policies are enhanced when the process allows for the ongoing participation of employees and stakeholders. The board recognizes that a number of groups have an interest in and may provide valuable contributions in the development and revision of policies.

The board recognizes that policies, to be effective, must be reviewed regularly and changed in keeping with existing circumstances. This policy provides for an annual review of all the existing policies of the board. Once a policy has been approved or amended by the board, all former policies or board motions that are superseded in whole or in part by the new policy or amendment, shall be considered revoked.

Board policies shall provide an appropriate balance between the responsibility of the board to develop the broad guidelines to guide the board and the opportunity for the director of education to exercise professional judgments in the administration of the board.

The Kenora Catholic District School Board shall adhere to the following stages in its approach to policy making:

1. Planning

- 1.1. The board and/or the director, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

- 2.1. The board may develop the policy itself or may delegate the responsibility for development to the director or to a board committee.
- 2.2. To ensure the effectiveness of policy implementation, the board will endeavor to inform and consult with employees and stakeholders affected by proposed policies or amendments to existing policies prior to the proposals reaching the board for final approval.
- 2.3. Amendments, alterations and additions to board policies require approval by the Board. All recommendations must be made in writing and be approved at a Regular Board Meeting to allow for review and approval by the Board.

3. Implementation

- 3.1 The board is responsible for the implementation of policies governing its own processes. The board and director share the responsibility for implementation of policies relating to the board/director relationship. The board has delegated to the director the authority to develop procedures to address all other issues, and the director is responsible for the implementation of these procedures.
- 3.2 Policy shall come into force on the date of the final passing thereof.

4. Evaluation

The board, in co-operation with the director, shall evaluate each policy annually or earlier as needed in order to determine whether or not it is meeting its intended purpose.

Legal Reference:

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

Approval Date: June 2006
Date of Latest Review: October 19, 2010, October 2011
Date of Latest Revision: October 19, 2010



Kenora Catholic District School Board

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BREIFING PAPER
WorkWell Audit
Workplace Safety
and Insurance Board

REPORT NO.	001
SUBJECT:	Workwell Audit (Workplace Safety & Insurance Board)
DATE:	October 18, 2011
PREPARED FOR:	Regular Board Meeting
AGENDA AREA:	Public Session
PREPARED BY:	Andrew Poirier, Manager of Operational Services

Background/History:

In March, 2011 we received written confirmation from the Workplace Safety & Insurance Board (WSIB) that our organization had been selected for a Workwell Audit. We were selected for an audit based on our claims experience in 2009 in comparison to similar firms within our rate group of School Boards. The audit measures your existing Health & Safety program in twelve (12) areas based on compliance of regulations within the Occupational Health & Safety Act of Ontario. Staff from within our board spent two full days with the Workwell Auditor reviewing our existing Health & Safety program and site visits to three (3) of our schools. The scoring system for this audit is all or none. There are no partial marks granted in any section. The pass mark for this audit is 75%.

Current Situation:

On Thursday, September 29, 2011 the Director of Education and the board's Health & Safety committee received the report from the results of the Workwell Audit performed on September 14 & 15, 2011. The report indicated that we received 210 out of a possible 935 points. Our score as a percentage was 22.5%. Since the release of the audit, we have began the process of creating a working group within the organization to develop a plan for remediation and implementation of the recommendations contained in the Workwell Audit report. A subsequent audit will take place on April 24 & 25, 2012 to review and score all areas deemed deficient in the first audit.

Budgetary/Financial Consideration:

Senior Administration through Executive Council has allocated financial resources to provide the necessary training for most senior management throughout the system. Also, we will be re-allocating human resources from various areas of the organization to complete and implement the recommendations from the audit report.

Communications Plan:

To date, senior administration has provided information on the audit results to the board's Joint Occupational Health & Safety committee, school principals and a verbal report on October 4, 2011 to Board of Trustees at their Policy Governance meeting. The school principals and Health & Safety committee representatives at each location have updated their respective staff on the audit. As we begin to remediate and implement new safety measures for the organization, further communication will occur.

Recommendations:

Board staff begin to develop or enhance existing standard operation procedures in the Health & Safety area , as identified in the Workwell Audit. This will be accomplished through training courses and implementing new procedures over the next six (6) months.



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BREIFING PAPER 41
Internal Audit Plan

SUBJECT:	Internal Audit Plan
DATE:	October 12, 2011
PREPARED FOR:	Regular Board Meeting
AGENDA AREA:	Public Session
PREPARED BY:	Erica Bailey, Superintendent of Administrative Services

Background/History:

The Audit Committee must report to the board twice per year as per the legislation. The first report must occur in the fall and reports on the Internal Auditors and progress made. The report includes:

1. any annual or multi-year audit plan of the board's internal auditor;
2. a description of any changes made to a plan referred to above since the last report of the committee;
3. a description 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 above; and
4. a summary of risks identified and findings made by the internal auditor.

This report must then be sent to the Minister by November 30th.

A second report is required later in the year, the date for which is at the discretion of the board.

Current Situation:

This is the first reporting period of the audit committee. As such the report is limited to the work of the Internal Auditor, the multi-year Internal Audit Plan.

The Internal Audit Plan uses the inherent risk assessment for each functional area as well as the overall risk in the sector to identify functional areas that will be audited. The audits performed are not financial in nature. Rather they are process audits to ensure the board is adhering to its stated policies and procedures.

The Plan is fluid and may change.

Budgetary/Financial Consideration:

In the short term there are no Budgetary or Financial considerations. However, as the board considers recommendations of the Internal Auditor, there will likely be budgetary considerations if they result in increases in workload.

Communications Plan:

Once approved by the board, the Internal Audit Plan will be sent to the Minister.

Recommendations:

That the Board accept the Internal Audit Plan as presented.

KENORA CATHOLIC DISTRICT SCHOOL BOARD
5 YEAR INTERNAL AUDIT PLAN

YEAR 1			
AUDIT 1	AUDIT 2	AUDIT 3	
Payroll and Compensation Benefits	Treasury	Procurement and Accounts Payable Purchasing Cards Expense Reports	
YEAR 2			
AUDIT 1	AUDIT 2		
Budget Planning, Development and Control	High Needs Special Education		
YEAR 3			
AUDIT 1	AUDIT 2	AUDIT 3	AUDIT 4
Recruitment and Retention Hiring	Ministry Reporting	Grant and Non-Grant Revenue Management	Facility Requirement Forecasting/ Capital Planning
Year 4			
AUDIT 1	AUDIT 2	AUDIT 3	
Risk Management	Monitoring and Reporting Outcomes	Network and Application Access Management Manage IT Security	
Year 5			
AUDIT 1	AUDIT 2		
Enrolment Attendance	Manager Service Delivery		



Kenora Catholic District School Board Daily Enrolment Report

30-Sep-11

The following reflects the change in enrolment from our estimated enrolment in June based on current class sizes and known changes and the actual enrolment.

School	Head Count			F.T.E		
	Jun-11	Sep-11	Change	Jun-11	Sep-11	Change
École Ste-Marguerite Bourgeoys	313	308	-5	262	259	-3
Pope John Paul II	364	392	28	334	356.5	22.5
St. John's School	109	106	-3	99	96	-3
St. Louis School	151	147	-4	128.5	125.5	-3
St. Thomas Aquinas Elementary	216	229	13	216	229	13
St. Thomas Aquinas Secondary	388	401	13	388	401	13
Total Enrolment	1541	1583	42	1427.5	1467	39.5

the following reflects the change in enrolment from September 2010 to this year.

School	Head Count			F.T.E		
	Sep-10	Sep-11	Change	Sep-10	Sep-11	Change
École Ste-Marguerite Bourgeoys	299	308	9	248.5	259	10.5
Pope John Paul II	377	392	15	346	356.5	10.5
St. John School	106	106	0	93	96	3
St. Louis School	121	147	26	101.5	125.5	24
St. Thomas Aquinas Elementary	219	229	10	219	229	10
St. Thomas Aquinas Secondary	406	401	-5	406	401	-5
Total Enrolment	1528	1583	55	1414	1467	53



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BREIFING PAPER 44

SUBJECT:	Catholic Education: A National Conversation
DATE:	October 18, 2011
PREPARED FOR:	Regular Board Meeting
AGENDA AREA:	Public Session
PREPARED BY:	Phyllis Eikre, Director of Education

Background/History:

On September 22 to 24, 2011 The Canadian Catholic School Trustees Association held a three day professional development workshop titled, Catholic Education: A National Conversation in Ottawa, Ontario.

Current Situation:

Chair of the Board, Mike Favreau, Vice- Chair of the Board, Frank Bastone, trustees, Teresa Gallik, and Vaughn Blab and Director of Education, Phyllis Eikre attended Catholic Education: A National Conversation on September 22 to 24, 2011 in Ottawa, Ontario. The main topic of this conference was "Nurturing the Seed . . ." A series of workshops featured best practices in Catholic education and brought together clergy, trustees and administration from across Canada.

Budgetary/Financial Consideration:

The cost for this conference was covered by the trustees and director's 2011-2012 budget and was approved as a part of the budget process in the spring of 2011.

Communications Plan:

A verbal report will be provided by trustees who attended this conference at the October 18, 2011 regular board meeting.

Recommendations:

Not applicable



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BREIFING PAPER 45

SUBJECT:	Regional OCSTA Meeting and 49 th Annual Diocesan Conference
DATE:	October 18, 2011
PREPARED FOR:	Regular Board Meeting
AGENDA AREA:	Public Session
PREPARED BY:	Phyllis Eikre, Director of Education

Background/History:

On September 30, 2011 trustees participated in the Ontario Catholic School Trustees Association (OCSTA) Regional Meeting in Thunder Bay, Ontario. On October 1, 2011 trustees participated in the 49th Annual Diocesan Conference in Thunder Bay, Ontario.

Current Situation:

Chair of the Board, Mike Favreau, trustees, Teresa Gallik, Paul Landry, Josie Kipling, Brenda Bye and Vaughn Blab and Director of Education, Phyllis Eikre attended the Ontario Catholic School Trustees Association (OCSTA) Regional Meeting in Thunder Bay, Ontario. This meeting included a trustee training module on Governance led by Kevin Debnam. Chair of the Board, Mike Favreau, trustees, Teresa Gallik, Paul Landry, Josie Kipling, Brenda Bye and Vaughn Blab, Director of Education, Phyllis Eikre, Religious Education Coordinator, Sister Maria Ciccarelli, Chaplain, Dean Woodbeck, principals Trudy Cederwall and Suzanne Chartier-White and vice-principal Nicole Kurtz attended the 49th Annual Diocesan Conference in Thunder Bay, Ontario. The conference was titled, "Celebrating Our Successes". A series of workshops featured best practices in Catholic education and brought together clergy, trustees and school and system leaders from across Northwestern Ontario.

Budgetary/Financial Consideration:

The cost for this conference was approved as a part of the budget process in the spring of 2011.

Communications Plan:

A verbal report will be provided by trustees who attended this conference at the October 18, 2011 regular board meeting.

Recommendations:

Not applicable