



Kenora Catholic District School Board

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

Policy Governance Meeting

POLICY GOVERNANCE COMMITTEE

CHAIR: Brenda Bye

Tuesday, November 1, 2011

Board Office

7:00 p.m.

1. **CALL TO ORDER**
2. **OPENING PRAYER**
3. **ROLL CALL**
4. **DECLARATIONS OF PECUNIARY INTEREST**
5. **APPROVAL OF AGENDA**
6. **PRESENTATIONS/DELEGATIONS**
 - 6.1 Children's Mental Health Services
7. **PRESENTATIONS AND REPORTS**
 - 7.1 **Policy**
 - 7.1.1 Policy #2 – Board Job Description **(Page 1)**
 - 7.1.2 Policy #3 – Director of Education Job Description **(Page 7)**
 - 7.1.3 Policy #16 – Selection of the Director **(Page 14)**
 - 7.1.4 Policy #17 – Advisory Council on Aboriginal Education Review of Procedure **(Page 17)**
 - 7.2 **Personnel**
 - 7.3 **Property**
 - 7.4 **Finance**
 - 7.5 **Program**
 - 7.5.1 2012/13 School Year Calendar **(Page 19)**
 - 7.6 **Negotiations**



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Policy Governance Meeting

7.7 **Other**

- 7.7.1 Ministry of Education Operational Review (**Page 20**)
- 7.7.2 Policy Governance Meeting Times (**Page 21**)
- 7.7.3 Trustee Professional Development Modules

8. **UNFINISHED BUSINESS**

- 8.1 OCSTA 2012 Trustee Award of Merit and Resolutions (**Page 22**)

9. **CORRESPONDENCE**

10. **NEW BUSINESS**

- 10.1 Board Christmas Party

11. **INFORMATION**

12. **FUTURE MEETINGS**

POLICY GOVERNANCE MEETINGS

December 6, 2011
~~January 10, 2012~~
February 7, 2011
March 6, 2011

SPECIAL BOARD MEETING

November 7, 2011

REGULAR BOARD MEETINGS

November 15, 2011
December 20, 2011
January 10, 2012
February 21, 2012
March 22, 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.



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Policy Governance Meeting

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA Labour Relations Seminar – November 17/18, 2011

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**



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 2: Board Job Description

The Education Act provides for the establishment of four types of District school boards: English Public, English Catholic, French Public, and French Catholic. Under the Education Act, locally elected school boards are responsible for operating publicly-funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for board decisions applies to the board as a corporate entity rather than to individual trustees.

The Kenora Catholic District School Board's major areas of responsibility are:

1. Accountability for Student Achievement and Student Realization of Catholic Graduate Expectations

- 1.1 Promote a Catholic learning environment that supports student success and student realization of the Ontario Catholic School Graduate Expectations.
- 1.2 Ensure that an effective Catholic educational program, including sacramental and faith activities and Religious Education programs is available for all students.
- 1.3 Make decisions that reflect the school board's belief statements, mission and vision that all students can learn.
- 1.4 Promote clear, consistent expectations that focus enhancing the achievement and the overall well-being of students.
- 1.5 Promote a culture of equity to ensure an appropriate educational program is available for all students.
- 1.6 Approve measures that promote student well being.

2. Accountability to the Provincial Government

- 2.1 Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies.
- 2.2 Perform the Kenora Catholic District School Board responsibilities in a manner that assists the board in fulfilling its duties as required by provincial legislation and board policy.

- 2.3 Provide advice to the Ministry of Education and the provincial trustee association (OCSTA - Ontario Catholic School Trustees Association) regarding local and regional implications of new and existing policy recommendations.

3. Accountability to the Community

- 3.1 Make decisions that reflect the school board's belief statements, mission, vision, and strategic plan that represent the interests of the entire system.
- 3.2 Maintain and strengthen the partnership with our parents, the church and the Catholic community.
- 3.3 Establish processes that provide the community with opportunities for input appropriate to their role.
- 3.4 Provide reports outlining board results in accordance with provincial policy.
- 3.5 Develop board procedures to hear appeals in accordance with appropriate statutes and board policies.
- 3.6 Consult and engage with parents, students and supporters of the board on the board's multi-year plan.
- 3.7 Provide two way communications between the Board and School Councils/Parent Involvement Committee.
- 3.8 Model a culture that reflects the trustees' Code of Ethics and their "ministry of service" as Catholic trustees.

4. System Leadership and Planning

- 4.1 Provide overall direction for the Board by establishing the mission, vision and values.
- 4.2 Develop and approve the multi-year plan aimed at achieving the board's goals.
- 4.3 Annually set priorities with outcomes (Strategic Plan).
- 4.4 Annually approve the Board Plan in public session for district distribution.
- 4.5 Annually approve the Board Plan to drive the budget process.
- 4.6 Annually review the multi-year plan with the board's Director of Education.

- 4.7 Annually evaluate the effectiveness of the board in relation to the board plan.
- 4.8 Monitor progress toward the improvement of student achievement.
- 4.9 Communicate regularly with supporters and employees of the board about progress made in implementation.

5. Policy Development, Implementation and Review

- 5.1 Develop policies that outline how the system will successfully function and that promote the board's goals and encourage pupils to pursue their educational goals in accordance with its belief statements, mission and vision.
- 5.2 Ensure that all new policies have in place a purpose statement that is aligned with its mission and vision prior to development.
- 5.3 Approve policy statements that meet the criteria identified by the board.
- 5.4 Review board policies to ensure that they reflect the desired impact and/or purpose.
- 5.5 Hold the Director of Education accountable for the implementation and review of board policies and procedures.

6. Director/ Board Relations

- 6.1 Select the Director of Education who supports working with the board, the staff and community in the realization of the board's mission and vision.
- 6.2 Provide the Director with a clear job description, corporate direction and support.
- 6.3 Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations.
- 6.4 Entrust the day to day management of the board to its staff through the board's director of education.
- 6.5 Monitor and evaluate the performance of the director in meeting his/her duties under the Act including related policies, guidelines and regulations as well as duties under the multi-year plan and any other duties assigned by the board.
- 6.6 Evaluate the Director in the first year of service and annually or biannually thereafter. Use the Director's job description and district's multi year plan as the basis for the evaluation.

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- 6.7 Promote the professional growth of the director in continuing to provide quality board leadership.
 - 6.8 Ensure ongoing capacity building and succession planning for key positions.
 - 6.9 At least once a year at the Director's request, provide the Director with an opportunity to meet alone with the board in closed session.
 - 6.10 Annually or biannually review the compensation of the Director.
 - 6.11 Promote a positive working relationship with the Director of Education.

7. Fiscal Responsibility

- 7.1 Develop a budget review process to help determine annual resource allocations. (Use the Multi Year Plan and other provincial and local directions.)
- 7.2 Annually approve the budget in public session to ensure that the financial resources are allocated to achieve the desired results.
- 7.3 Approve as per legislation all capital plans and other planning documents that will drive budget decisions.
- 7.4 Have in place an Audit Committee (committee of the whole) to ensure that the board is compliant with the provincial audit regulations and that the board has in place appropriate accountability processes.
- 7.5 Ratify Memoranda of Agreements with all bargaining units and non-union groups.

8. Board Development

- 8.1 Formally evaluate the board's effectiveness and performance on a regular basis.
- 8.2 Develop an annual action plan for both collective and individual trustee development by increasing knowledge of: trustee role; processes, issues; and board mission, vision and values.
- 8.3 Use the expertise of the Director of Education, and provincial organizations (Ontario Catholic School Trustees Association, Institute for Catholic Education, Council of Directors of Education, Ontario Catholic Supervisory Officers Association, Northern Ontario Education Leaders) to help develop and support the Board of Trustees' professional development plan.
- 8.4 Seek opportunities to network with other school boards.

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- 8.5 Use the expertise of the Bishop, the Ontario Conference of Catholic Bishops, and the Thunder Bay Diocese regarding Catholic educational issues.

9. Multi Year Plan

- 9.1 Provide overall direction for the Kenora Catholic District School Board by establishing the mission, vision and values.
- 9.2 Annually set priorities with outcomes (Multi Year Plan) that proceed from the system vision.
- 9.3 Annually approve the Multi Year Plan in public session for board distribution.
- 9.4 Annually use the Multi Year Plan to drive the budget process.
- 9.5 Annually evaluate the effectiveness of the Kenora Catholic District School Board in relation to the Multi Year Plan.
- 9.6 Monitor progress toward the improvement of student achievement, closing the achievement gap and overall student well-being.

10. Political Advocacy and Communication

- 10.1 Develop and maintain positive and effective relationships with the Minister of Education, members of provincial parliament and counterparts in municipal government.
- 10.2 Annually approve a plan for board advocacy that aligns with the board's multi-year strategic plan. Consider in the plan the focus, key messages and advocacy mechanisms.
- 10.3 Annually develop a plan to ensure that aligns with the multi-year strategic plan to ensure that the board is communicating with the community and beyond.

11. Recognition

- 11.1 Develop mechanisms to ensure that the school board recognizes students and student achievement.
- 11.2 Develop mechanisms to ensure that the school board recognizes staff and staff achievements.
- 11.3 Develop mechanisms to ensure that the school board recognizes community members and volunteers.

The board also has the following responsibilities:

1. Approval of school year calendars
2. Naming of educational facilities
3. Approval of tender selection for major building construction and modernization
4. Approval of disposition of land and buildings
5. Approval of education development charges
6. Approval for the issuance of debentures
7. Designation of the contact person or “head” for Freedom of Information and Protection of Privacy

Legal Reference:

Education Act S. 170, S. 171

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

Other Reference:

Professional Development Program for School Board Trustees: Core Module 3

Approval Date: June 2006

Date of Latest Review: February 2010, February 1, 2011, November 1, 2011

Date of Latest Revision: February 2010, February 1, 2011



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 3: Director of Education Job Description

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

Areas of Responsibility:

1. Chief Education Officer, the Chief Executive Officer

1.1 Commitment to Students and Student learning and Achievement

1.1.1 Demonstrates care for and commitment to students and student achievement.

1.1.2 Provides advice and leadership to the board in setting goals for student achievement and in promoting the value that all children can learn.

1.1.3 Ensures that students in the district have opportunities to meet the graduate outcome expectations of Catholic education.

1.1.4 Ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.

1.1.5 Provides leadership to promote clear, consistent, expectations that focus on successful outcomes for students.

1.1.5 Takes the necessary steps to provide a safe and caring Catholic environment that fosters and maintains respectful and responsible behavior for students.

1.1.6 Takes the necessary steps to provide for the safety and wellbeing of students while participating in school programs or while being transported to or from school programs on transportation provided

by the Kenora Catholic District School Board.

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

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

1.2 Educational Leadership and System Leadership

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

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

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

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

1.2.5 Provides leadership in developing and sustaining professional learning communities.

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

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

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

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

1.2.10 Provide leadership opportunities in faith development.

1.3 Fiscal Responsibility

1.3.1 Ensures that the fiscal management of the board is in accordance with the Ministry's Student Focused Funding Model, other applicable

grant regulations, and in accordance with the provisions of the *Education Act*, Regulations and board policy.

1.3.2 Ensures that the fiscal management of the board is in alignment with the elected board's multi-year strategic plan.

1.4 Personnel Management

1.4.1 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by board policy, legislation or collective agreements.

1.4.2 Ensures effective systems are in place for the selection, supervision, development and performance review of all staff.

1.4.3 Ensures ongoing capacity building and succession planning throughout the organization.

1.4.4 Ensures compliance with human rights and labour relations legislation.

1.5 Policy/Procedures

1.5.1 Facilitates the planning, development, implementation, review and evaluation of board policies.

1.5.2 Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.

1.6 Director/Board Relations

1.6.1 Establishes and maintains positive working relations with the Kenora Catholic District School Board.

1.6.2 Supports the Kenora Catholic District School Board in performing its role and facilitates the implementation of its role as outlined in board policy.

1.6.3 Communicates effectively with the board and individual trustees.

1.7 Planning and Reporting

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

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

1.7.3 Ensures appropriate involvement of the board.

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

1.8 Organizational Management

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

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

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

1.9 Communications and Community Relations

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

1.9.2 Ensures that communications are open ~~and~~ transparent and positive.

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

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

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

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

1.10 Student, Staff and District Recognition/Public Relations

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

1.11 On-Going Professional Learning and Faith Development

- 1.11.1 Demonstrates commitment for ongoing professional learning for staff to improve practice.
- 1.11.2 Provides support for staff opportunities to develop professional learning communities.
- 1.11.3 Provides learning opportunities for staff both individually and collaboratively that are integrated into practice for the benefit of teacher learning and student learning.
- 1.11.4 Demonstrates commitment and support for faith development of staff and students.

2 Secretary and Treasurer of the Board**2.1 Secretary of the Board**

- 2.1.1 To carry out the responsibilities of secretary of the board as outlined in the legislation.
- 2.1.2 To carry out the responsibilities set out by the board in policy and by motion.
- 2.1.3 The secretary of the board shall:
- a) Keep a full and correct record of the proceedings of every meeting of the board in the minute book provided for that purpose by the board and ensure that the minutes, when confirmed are signed by the secretary and by the chair or presiding member.
 - b) Furnish the auditors with any papers or information in his/her power that may be required of the secretary.
 - c) Issue verbal or written statements to the press on administrative matters coming under the duties and responsibilities of the secretary. Press releases shall be given in writing, with the approval of the chair of the board, and a copy shall be kept in

the board files.

- d) Have signing authority for all documents and shall be responsible for affixing the seal of the board to such instruments as require the same
- e) In the absence of explicit direction to individual board members or to committees of the board, carry out all administrative functions on behalf of the board.
- f) Have signing authority for all cheques in accordance with established procedures.

2.2 Treasurer of the Board

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

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

2.2.3 The treasurer of the board shall:

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

3. Trustee Code of Conduct

- 3.1 Immediately upon discovery bring to the attention of the board any act or omission by the board that in the opinion of the director of

education may result in or has resulted in a contravention of the Education Act *or any policy, guideline or regulation under this Act.*

- 3.2 *If the board does not respond in a satisfactory manner to an act or omission brought to its attention under 3.1 advise the Deputy Minister of the Ministry of the act or omission.*

Legal Reference:

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

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

Professional Development Program for School Board Trustees: Core Module 3

Approval Date: June 2006

Date of Latest Review: February 2010, May 2011, **November 1, 2011**

Date of Latest Revision: February 2010, May 2011



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 16: Selection of the Director

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

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

1. Preparation for the Selection Process

- 1.1. The Kenora Catholic District School Board shall select a consultant, using the board procurement procedure, to assist in organizing the screening and selection process. The consultant may be a local individual in whom the board has confidence or a past Catholic Director, or a member of a consulting firm that has experience in hiring senior management.
- 1.2. The Selection Committee shall consist of the entire board and the consultant.
- 1.3. The consultant is responsible for the in-service training of the selection committee and the board in all aspects of the selection procedures.
- 1.4. The Selection Committee shall decide on the most appropriate form of advertising for this position.
- 1.5. The consultant will prepare an advertisement including as many of the most desirable factors aligned with *Policy 3 Director of Education Job Description* as is reasonable to place in the advertisement.

1.6. The consultant will assume the responsibility for initiating the advertising process. The consultant will post the vacancy within the board, and will make every reasonable effort to ensure that all qualified current Kenora Catholic District School Board employees are made aware of the vacancy.

1.7. The board will advertise externally.

2. Candidates Selected for an Interview

2.1 Applications shall be submitted by letter with an attached résumé, and pastoral reference, indicating experience, education and references with the appropriate releases under the Freedom of Information and Protection of Privacy Act. In addition, candidates will be requested to submit a paper of not more than two typewritten pages indicating their concept of the role of a director of education.

2.2 The consultant will study submissions from all candidates, contact references and select the candidates for further consideration. The Selection Committee, on the advice of the consultant will determine the number of candidates to be interviewed.

2.3 In preparation for the interview, the Selection Committee will review the achievements of each of the candidates to be interviewed as well as the skills, knowledge and personal characteristics of the candidates as determined by the submissions.

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

3. Hiring Criteria for the Director's Position

3.1 The director of education must demonstrate commitment to Catholic education as a practicing Catholic and to the Catholic faith and be baptized Catholic. He/She must demonstrate a continuing desire and effort to develop and foster in staff and students a Christian community based on the Catholic Faith.

3.2 The director of education is expected to display above-average competence in the following areas:

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- a) Strong liaison with the Church;
 - b) commitment to students and student learning and achievement
 - c) educational and system leadership;
 - d) fiscal responsibility;
 - e) personnel management;
 - f) planning and management of policies, administrative procedures and strategic plans;
 - g) organizational management
 - h) director/board relations;
 - i) communications and community relations;
 - j) student, staff and district recognition/public relations; and
 - k) professional learning and faith development.

4. Selection Committee Decision

- 4.1 Final consideration will include an interview of all short-listed candidates and a review of all information gathered to date. The Selection Committee will select one of the candidates for the director's position if that candidate is supported by a clear majority of the Selection Committee.
- 4.2 The Selection Committee will make a recommendation to the Kenora Catholic District School Board in open session that the board hire the successful candidate.
- 4.3 If there is a second suitable candidate the Board may consider this applicant in the event that the first refuses or is not approved.

Legal References:

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

Approval Date: June 2006, May 2011
Date of Latest Review: May 19, 2009, May 2011, **November 1, 2011**
Date of Latest Revision: May 19, 2009, May 2011



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 17: Advisory Council on Aboriginal Education

The Kenora Catholic District School Board agrees to create and maintain an Advisory Council on Aboriginal Education to represent the interests of Aboriginal Students enrolled in Kenora Catholic District School Board schools.

A. Mandate

The mandate of the Advisory Council on Aboriginal Education is to make recommendations to the Board relating to the Catholic education of Aboriginal students and to ensure the appropriateness of the content of Board curriculum materials and programming.

The mandate specifically includes:

1. expanding the awareness of the educational needs of Aboriginal students to improve educational opportunities and ensure opportunities for the successful completion of secondary education;
2. increasing the awareness of the nature of Aboriginal education concepts and the positive impact it has for all students of the Board.

B. Recommended Participants

1. One trustee of the Board under Section 188 of the Education Act, RSO 1990 who is appointed by the Board to represent the interests of Aboriginal Students.
2. Participants representing First Nation students in each of the First Nations who have students in the Kenora Catholic District School Board schools under a tuition agreement. At the beginning of the year, an alternate will be identified to attend when this person is unavailable. Appointment to the Council will occur through our First Nation partner agencies.
3. ExOfficio Members
The chair and vice-chair of the Board.

C. Resource

1. Principals or vice-principals employed by the Board;
2. Native Language/Studies Teachers, as requested;
3. A coordinator, as requested;
4. The Superintendent of Education, Director of Education or designate
5. Catholic Priests and laypersons
6. Religious Education Coordinator
7. Director of Education or designate

D. Meeting Dates

Meeting dates will be established by the Council. The meeting dates will be posted and the agenda will be communicated to interested stakeholders. The Advisory Council on Aboriginal Education will meet a minimum of three times per year. The meeting will be chaired by the Superintendent of Instructional Services.

Approval Date: September 2009

Date of Latest Review: November 2010, November 1, 2011

Date of Latest Revision: November 2010



All students begin school on August 28, 2012 and end school on June 20, 2013.

SCHOOL HOLIDAYS 2012-2013

- September 3, 2012 - Labour Day
- October 8, 2012 - Tanksgiving Day
- Dec 24 - Jan 4, 2013 - Christmas Holidays
- February 18, 2013 - Family Day
- March 11-15, 2013 - March Break
- March 29, 2013 - Good Friday
- April 1, 2013 - Easter Monday
- May 20, 2013 - Victoria Day

PROFESSIONAL DEVELOPMENT/SECONDARY EXAM DAYS

- August 27, 2012
- October 19, 2012
- November 26, 2012
- January 25, 2013
- June 7, 2013
- June 21, 2013

ELEMENTARY PROGRESS REPORT ISSUED

- November 16, 2012

ELEMENTARY REPORT CARDS ISSUED

- February 13, 2013
- June 20, 2013

CODE

- - School Holidays
- - School PD Days
- E** - Secondary Exams

AUGUST / SEPTEMBER

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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

FEBRUARY

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OCTOBER

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MARCH

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NOVEMBER

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APRIL

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DECEMBER

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MAY

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JANUARY

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27	28	29	30	31		

JUNE

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16	E-17	E-18	E-19	E-20	21	22
23	24	25	26	27	28	29

SECONDARY

SEMESTER 1 – Aug 28, 2012-Jan 24, 2013

Mid-term Report issued around Nov 2012
Semester 1 Exams – Jan 21-24, 2013
Final Report issued around February 2013

SEMESTER 2 - Jan 25, 2013-June 21, 2013

Mid-term Report issued around April 2013
Semester 2 Exams- June 13,14,17-20, 2013
Final Report issued around July 2013

Report Cards Due to the Office:
 November 2, 2012
 February 1, 2013
 June 10, 2013

Parent Teacher Interviews:
 November 21, 2012
 February 20, 2013



Kenora Catholic District School Board

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

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BRIEFING PAPER
Operational Review

REPORT NO.	
SUBJECT:	Operational Review
DATE:	November 1, 2011
PREPARED FOR:	Policy Governance Meeting
AGENDA AREA:	Public Session
PREPARED BY:	Phyllis Eikre, Director of Education

Background/History:

The Ministry of Education has been completing Operational Reviews of all school boards in Ontario. In March and April 2010 the Ministry of Education completed an Operational Review of the Kenora Catholic District School Board. This involved extensive work by the superintendents, managers and Director of Education throughout the 2009-2010 school year to prepare for this review. In September 2010 a final report was provided to the Board and included 39 recommendations in four areas. The executive council team prepared Administrative Operating Plans to address these recommendations and has been working towards implementing the recommendations. The Operational Review was presented to the trustees, staff and the public. The Administrative Operating plans are reported on at the executive council level monthly and updates and are published on the website. In addition these plans are presented to the trustees once every year.

Current Situation:

The Ministry of Education will engage in a teleconference with Phyllis Eikre, Director of Education and Erica Bailey, Superintendent of Business Services on November 2, 2011 to review progress towards the recommendations from the Operational Review. For this a series of nine questions have to be answered and detailed reports including documentation have to be provided and discussed for seventeen areas of recommendation.

Budgetary/Financial Consideration:

None at this time.

Communications Plan:

The Operational Review has been communicated to trustees, staff and stakeholders. The Administrative Operating Plans are on the website and are updated monthly. The recommendations package will be shared with executive council and with the trustees at the December Policy Governance Meeting and will be posted on the website.

Recommendations:

It is recommended that Phyllis Eikre, Director of Education and Erica Bailey, Superintendent of Business Services participate in the Operational Review on November 2, 2011 and report the results to the Board of Trustees and to Executive Council.



Kenora Catholic District School Board

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BREIFING PAPER ²¹

REPORT NO.	
SUBJECT:	Policy Governance Meeting Times
DATE:	November 1, 2011
PREPARED FOR:	Policy Governance Meeting
AGENDA AREA:	Public Session
PREPARED BY:	Phyllis Eikre, Director of Education

Background/History:

The Kenora Catholic District School Board holds a Policy Governance Meeting each month. This meeting is normally held on the first Tuesday of each month in the Board Room at the Catholic Education Center. The meeting is normally held at 7:00pm with the public portion held first and the in-camera session held after the public meeting. If there is not a need for a meeting the chair will cancel the meeting.

Current Situation:

Several trustees have suggested that a discussion take place regarding the time of the Policy Governance Committee meeting. It is often not practical to have trustees travel home after work and then travel to the Catholic Education Center for the Policy Governance Meeting at 7:00pm. This is particularly troublesome during the cold winter months. It has been suggested that these meetings begin at 5:30 or 6:00pm.

Budgetary/Financial Consideration:

None at this time.

Communications Plan:

The decision of the Board regarding the start time for the Policy Governance Meetings will be communicated to trustees and staff through an email and will be posted on our website.

Recommendations:

It is recommended that a discussion take place to change the time of the Policy Governance Meetings and the final decision be communicated to all stakeholders.



Ontario Catholic School
Trustees' Association

September 16, 2011

EMAIL TO: Chairpersons & Directors of Education
All Catholic District School Boards

FROM: Margaret Binns, Office Administrator

RE: **OCSTA Trustee Award of Merit**

Detailed information regarding matters relating to the 2012 AGM & Conference will be distributed in the coming weeks. Meanwhile, we are providing information regarding the OCSTA Trustee Award of Merit.

NOMINATION FORMS

We have outlined the categories to be addressed by the author of the nomination. The response for each category must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered. Submissions must be clearly legible and must address the categories outlined by OCSTA.

Boards are encouraged to submit nominations by email to Pam DeNobrega at pdenobrega@ocsta.on.ca. You may also submit nominations by fax (416-932-9459), by mail, or by courier.

**THE DEADLINE FOR RECEIPT OF AWARD NOMINATIONS
IN THE OCSTA OFFICE IS 12:00 P.M. EST,
JANUARY 6, 2012**

“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”

BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)

IT IS TIME TO NOMINATE YOUR CANDIDATE FOR THE OCSTA 2012 TRUSTEE AWARD OF MERIT

Once again, OCSTA is providing an opportunity for member boards or individual trustees to nominate Catholic school trustees to be publicly honoured at the provincial level. A trustee can nominate another trustee who is not from his or her own board.

All boards or individual trustees are strongly encouraged to participate in this process, which allows us to recognize at least a few of the very deserving Catholic trustees who have served Catholic education so well over the years.

CRITERIA

This award is given to those trustees who have demonstrated one or more of the following criteria:

- Have made a significant contribution to the Catholic education community while serving as a Catholic trustee.
- Have strong Catholic leadership qualities and give witness to the faith commitment.
- Have served as a Catholic trustee for a significant period of time.

This award is not a reward for long-service but this may be taken into account by the Conference Committee.

REGULATIONS

- a. The Award will be given to Catholic school trustees only.
- b. Up to three awards may be presented in one year.
- c. Current members of the OCSTA Board of Directors are not eligible to receive this award.
- d. The Conference Committee recommends their selection to the Board of Directors at the February Board of Directors' meeting. The Board of Directors makes the final selection from among all nominations.
- e. The official OCSTA Trustee Award of Merit nomination format must be used for all nominations.
- f. The response for each category must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered.

DEADLINE

The deadline date for receiving nominations in the provincial office whether by fax, courier service, regular mail or e-mail is **12:00 p.m. EST, January 6, 2012**.

The 2012 AGM & Conference will be held at the Four Points by Sheraton, Kingston from the evening of Thursday, April 26th to Saturday, April 28th. Recipients of the Award of Merit will be honoured during the Eucharistic Celebration on Saturday.

**COVER SHEET FOR NOMINATION FOR
OCSTA TRUSTEE AWARD OF MERIT**

NAME OF NOMINEE:

NOMINATED BY:

BOARD:

CONTACT PERSON:

TELEPHONE NO:

FAX NO:

This award is given to trustees who have made significant contributions to the Catholic education community. Please provide details of the nominee's contributions which, in your opinion, exceed the community's expectations of a Catholic trustee. (Worth 50 points)

This award is given to trustees with strong Catholic leadership qualities who give witness to the faith commitment. Please provide details of how this nominee's leadership qualities exemplify his/her faith commitment.
(Worth 30 points)

The term of service will be taken into consideration by the Committee. How long has the nominee served as a trustee and what positions has he/she held? (Worth 20 points)