



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 COMMITTEE

Meeting Report
June 7, 2022

| | |
|----------------------|-------------------------------------|
| MEETING DATE: | June 7, 2022 |
| LOCATION OF MEETING: | Virtually via Microsoft Teams |
| SUBJECT OF MEETING: | Policy Governance Committee Meeting |
| CHAIR: | Frank Bastone |
| TRANSCRIBER: | Trina Henley |
| TIME OF MEETING: | 6:00 p.m. to 7:35 p.m. |

ATTENDED BY:

| | INIT | ATTENDANCE | PERSON | TITLE |
|-----|------|-------------------------------------|-----------------|--|
| 1. | AS | <input checked="" type="checkbox"/> | Anne Sweeney | Trustee |
| 2. | AS | <input checked="" type="checkbox"/> | Alison Smith | Superintendent of Business Services |
| 3. | DH | <input checked="" type="checkbox"/> | Paul White | Director of Education |
| 4. | FB | <input checked="" type="checkbox"/> | Frank Bastone | Trustee |
| 5. | JR | <input checked="" type="checkbox"/> | Jamey Robertson | Superintendent of Instructional Services |
| 6. | JW | <input checked="" type="checkbox"/> | Jeffrey White | Trustee |
| 7. | MF | <input checked="" type="checkbox"/> | Mike Favreau | Vice Chair |
| 8. | NK | <input checked="" type="checkbox"/> | Nicole Kurtz | Superintendent of Instructional Services |
| 9. | PE | <input checked="" type="checkbox"/> | Phyllis Eikre | Advisor to the Director |
| 10. | PL | <input checked="" type="checkbox"/> | Paul Landry | Trustee |
| 11. | TG | <input checked="" type="checkbox"/> | Teresa Gallik | Chair |
| 12. | VB | <input checked="" type="checkbox"/> | Vaughn Blab | Trustee |

AGENDA

- CALL TO ORDER** – Frank Bastone called the meeting to order at 6:00 PM.
- OPENING PRAYER** – Frank Bastone opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – All Trustees were present.
- DECLARATIONS OF PECUNIARY INTEREST - NIL**
- APPROVAL OF AGENDA** – The agenda was approved as presented.
- PRESENTATIONS/DELEGATIONS**



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7. PRESENTATIONS AND REPORTS

7.1 Policy

7.1.1 Policy #9 – Board Operations – **P. Eikre**

Phyllis Eikre provided a review of Policy #9 – Board Operations. This policy has been reduced to encompass the operations of the Board and Board Meetings, with key sections such as Catholic School Trustees, and Finance, Consulting, and Capital removed to create new, stand-alone policies.

7.1.2 Policy #18 – Catholic Student Trustees – **P. Eikre**

Phyllis Eikre provided a review of Policy #18 – Catholic Student Trustees which has been created from Policy #9 – Board Operations. The Trustees accepted the creation and review of the new procedure as presented.

7.1.3 Policy #22 – Finance, Consulting and Capital – **P. Eikre**

Phyllis Eikre provided a review of Policy #22 – Finance, Consulting and Capital which has been created from Policy #9 – Board Operations. The Trustees accepted the creation and review of the new procedure as presented.

7.1.4 Procedure# 426 Right to Disconnect: Fostering a Healthy Workplace

Alison Smith, Superintendent of Business Services, provided an overview of a new Administrative Procedure #426 – Right to Disconnect: Fostering a Healthy Workplace. The new procedure came into effective on June 2 and applies to any organization in the province of Ontario with 25 or more employees. Bill 27, the Working for Workers Act, mandates that organizations have a procedure to avoid after-hours interruptions of staff, allowing people to disconnect from their work. This procedure applies to all staff at the Kenora Catholic District School Board, including Trustees. The established regular working hours for the Kenora Catholic District School Board are from 8:30 – 4:30 PM.

The aim of the new procedure is to encourage electronic communications to be sent during established working hours allowing staff to disconnect. Employees cannot be expected to respond to emails, unless they are urgent, outside of working hours.

The Board reserves the management right to communicate evacuations, school closures or other urgent information outside of the regular working hours.



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7.2 Personnel

7.2.1 Plan for Mentorship and Welcome for Student Trustees – **P. White and Team**

Director Paul White shared that the Student Trustees received an orientation and welcome luncheon last September, and Administration plans to do a similar process again this year.

White reported that the onboarding process has already begun for the new Student Trustees as they joined the Catholic Education Centre in May for the Ontario Student Youth Day Conference from the Ontario Catholic School Trustees' Association and had a welcome luncheon with senior administration and Chair Gallik.

7.3 Property

7.4 Finance

7.5 Program

7.6 Negotiations

7.7 Other

7.7.1 Year-End Schedule of Activities and Celebrations – **P. White**

Paul White provided the Trustees with a schedule of Year-End Activities and Celebrations for the month of June. Trustees were asked to consider their Trustee Twins, and which activities they can attend to support the schools and families. Trustees are to notify Trina Henley of their attendance.

7.7.2 Board Meeting & Policy Governance Meeting Schedule for 2022 - 2023 – **P. White**

Paul White provided the Trustees with a schedule of Board Meetings and Policy Governance Committee Meetings for the 2022 – 2023 School Year. There were two variances to the schedule noted, being the September Policy Governance Committee Meeting and the Regular Board Meeting in December.

7.7.3 Presentation Topics for Regular Board Meetings 2022 – 2023 – **N. Kurtz & J. Robertson**

Nicole Kurtz provided the Trustees with a draft schedule of presentation topics for the 2022 – 2023 Regular Board Meetings. Trustees are encouraged to provide input on the schedule.

7.7.4 Policy Governance Committee Chairs for 2022 - 2023 – **P. White**

Paul White provided the Trustees with a schedule of the 2022 – 2023 Policy Governance Committee Chairs from September through to November. The schedule will be republished following the fall municipal and federal elections.

7.7.5 Policy Review Schedule for 2022 - 2024 – **P. White**

Paul White provided the Trustees with the two-year policy review schedule.



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8. **UNFINISHED BUSINESS**

9. **CORRESPONDENCE**

10. **NEW BUSINESS**

11. **INFORMATION**

12. **FUTURE MEETINGS**

POLICY GOVERNANCE MEETINGS

June 7, 2022 (Chair: Frank Bastone)

September 13, 2022 (Chair: Teresa Gallik)

REGULAR BOARD MEETINGS

June 21, 2022

September 20, 2022

CATHOLIC PARENT INVOLVEMENT COMMITTEE

June 7 School Council and Catholic Parent Involvement Committee Report at 5:00 PM

SPECIAL EDUCATION ADVISORY COMMITTEE

June 17 at 1:30 PM at the Catholic Education Centre via Microsoft Teams

VIRTUAL SCHOOL COUNCIL MEETINGS

St. Thomas Aquinas High School – September / TBD

St. Louis Living Arts School – September / TBD

St. John School – September / TBD

St. John Paul II School – September / TBD

École Ste-Marguerite Bourgeoys – September / TBD

TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA 2022 Fall Regional Meeting – September 29, 2022



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MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

Dates for Submission of Financial Reports

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

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

13. ADJOURNMENT – Frank Bastone adjourned the meeting at 7:35 PM.


Chairperson


Secretary/Treasurer