



# 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  
September 13, 2022

MEETING DATE:	September 13, 2022
LOCATION OF MEETING:	Virtually via Microsoft Teams
SUBJECT OF MEETING:	Policy Governance Committee Meeting
CHAIR:	Teresa Gallik
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	6:00 p.m. – 6:54 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, Facilities and Planning Services
3.	DH	<input checked="" type="checkbox"/>	Nicole Kurtz	Director of Education
4.	FB	<input checked="" type="checkbox"/>	Frank Bastone	Trustee
5.	JR	<input checked="" type="checkbox"/>	Jamey Robertson	Superintendent of Education
6.	JW	<input type="checkbox"/>	Jeffrey White	Trustee
7.	MF	<input checked="" type="checkbox"/>	Mike Favreau	Vice Chair
8.	PL	<input checked="" type="checkbox"/>	Paul Landry	Trustee
9.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Chair
10.	VB	<input checked="" type="checkbox"/>	Vaughn Blab	Trustee

### AGENDA

1. **CALL TO ORDER** – Chairperson Gallik called the meeting to order at 6:00 PM.
2. **OPENING PRAYER** – The meeting was opened with a meaningful prayer bringing everyone into the presence of the Lord.
3. **ROLL CALL** – Trustee Jeffrey White was noted as absent with regret.
4. **DECLARATIONS OF PECUNIARY INTEREST - NIL**
5. **APPROVAL OF AGENDA** – The agenda was approved as presented.
6. **PRESENTATIONS/DELEGATIONS**
7. **PRESENTATIONS AND REPORTS**
  - 7.1 **Policy**
  - 7.2 **Personnel**



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- 7.2.1 **Student Trustee Welcome, Mentorship and Onboarding - N. Kurtz**  
Director Nicole Kurtz reported that there is a welcome and onboarding session scheduled for Wednesday, September 14 for the Student Trustees. Administration will be overseeing the role of the Student Trustee and timelines and goals for monthly reporting requirements. The first Board Meeting for the Student Trustees is scheduled for September 20, 2022.
- 7.2.2 **New Board of Trustees Welcome and Onboarding – N. Kurtz**  
Nicole Kurtz reported that there will be a Trustee Retreat and Onboarding session scheduled for Saturday, October 29 for the incoming Board of Trustees. The Board has hired Phyllis Eikre to lead the onboarding session and provide an overview of the role of the Trustee and the governance model.
- 7.2.3 **Director of Education on Boarding Report – N. Kurtz**  
Nicole Kurtz provided an update on recent activities and priorities as she transitions into her role as the Director of Education.

Kurtz reported that she attended the summer Council of Ontario Directors of Education Session in August and received support from fellow Directors.

Kurtz and Superintendent Robertson visited schools during the first week of school to support school startups.

### 7.3 **Property**

- 7.3.1 **Update on St. John School Roof Remediation Capital Project – A. Smith**  
Alison Smith, Superintendent of Business, Facilities and Planning Services provided an update on the roof remediation capital project at St. John School. Smith reported that during the summer all central trusses were replaced allowing the school to open safely. Lower, edge trusses will be replaced after school hours, and ready for final inspection on September 26. The project will be completed by the end of September and Smith is tracking that it will be within budget.

### 7.4 **Finance**

- 7.4.1 **Trustee Budget for 2022 – 2023 – A. Smith**  
Alison Smith provided a report on the 2022 – 2023 Trustee Budget. The annual allocation is the same as previous years, however Trustees may need to account for increased travel costs due to the travel and training needs of the incoming Trustees.

The Trustees accepted the budget with no changes at this time.

- 7.4.2 **Trustee Travel and Professional Development Schedule for 2022 – 2023 – N. Kurtz**  
The Trustees received the 2022 – 2023 Travel and Professional Development schedule as presented, with no changes at this time.



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### 7.4.3 Initial Enrolment Report – N. Kurtz

Director Kurtz provided an initial enrolment report, identifying that there are no significant variances to enrolment to report. A more detailed enrolment report will be presented at the September Board Meeting.

### 7.5 Program

### 7.6 Negotiations

### 7.7 Other

#### 7.7.1 Elections Compliance Audit Committee – A. Smith

Alison Smith provided a briefing paper and overview of the Compliance Audit Committee, that School Boards are required to implement in compliance with the Municipal Elections Act. The committee will be in place for the duration of the term of office for the new Board of Trustees and will address any allegations breach that may occur during the term.

The committee will be comprised of senior business officials from the regional school boards.

#### 7.7.2 Committees of the Board – N. Kurtz

Nicole Kurtz provided an overview of the Committees of the Board focusing on the Statutory Committee obligations for the remainder of the exiting Board of Trustees' term of office.

Returning Trustees Paul Landry and Teresa Gallik volunteered to sit on the Internal Audit Committee to fulfill the committee obligations that extend into November. A motion will be presented at the September Board Meeting to reflect the additional members.

Committees of the Board will be revisited in November with the new Board of Trustees, and committee memberships will be updated.

#### 7.7.3 Meetings of the Board (In-Person vs. Virtual Meetings) – N. Kurtz

Nicole Kurtz reported that after November 15, Boards are expected to return to in-person Board Meetings according to Minister Lecce.

Trustees decided that presenters will also be asked to return to in-person meetings starting in September.

#### 7.7.4 OCSTA 2022 Fall Regional Meeting – N. Kurtz and T. Gallik

Nicole Kurtz provided the Trustees with a review of the Board's discussion paper prepared for the Ontario Catholic School Trustees' Association Fall Regional Meeting on September 29.

The Trustees accepted the discussion paper as presented.



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### 7.7.5 Trustee Exit Plan and Thank You Dinner – N. Kurtz

Nicole Kurtz provided the Trustees with a copy of the Trustee Exit Checklist and Exit Interview Questions for review.

Per the Trustee Exit Plan, Trustees are asked to return their laptop computers and other board materials on Wednesday, October 19. There will also be a Farewell Dinner on the evening of October 19 for Trustees and Executive Council Members.

The exiting Trustees will be invited to the Year End Service Awards Celebration in the spring to celebrate their years of service and dedication to the Kenora Catholic District School Board.

Further information will be emailed to Trustees from the Director's Office.

## 8. UNFINISHED BUSINESS

## 9. CORRESPONDENCE

## 10. NEW BUSINESS

## 11. INFORMATION

### 11.1 Board Meeting Presentation Schedule for 2022 – 2023 – N. Kurtz

Nicole Kurtz provided the Trustees with a review of the Board Meeting Presentation Schedule for 2022 – 2023. Kurtz advised that as this is an election year, starting in January, Board Meetings will be hosted in the schools with a short tour of the school to follow the meeting.

Schools will be providing an overview of their school community as part of an onboarding plan for new Trustees.

### 11.2 Policy Governance Committee Meeting Chairs – N. Kurtz

The Policy Governance Committee Meeting Chair schedule was provided to the Trustees for information. The schedule will be revisited in November with the new Board of Trustees.

### 11.3 Trustee Twinning Report for 2022 – N. Kurtz

The Trustee Twinning Report for 2022 was provided to the Trustees for information. The schedule will be revisited in November with the new Board of Trustees.



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### 12. FUTURE MEETINGS

#### POLICY GOVERNANCE MEETINGS

October 4, 2022

November 1, 2022

December 5, 2022

January 3, 2023

February 7, 2023

#### REGULAR BOARD MEETINGS

September 20, 2022

October 18, 2022 (Final Board Meeting with current Board)

November 15, 2022 (Inaugural Board Meeting)

December 13, 2022

January 17, 2023

February 21, 2023

#### CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, October 19, 2022, at 11:30 AM

Wednesday, November 7, 2022, at 11:30 AM

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

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

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

#### SPECIAL EDUCATION ADVISORY COMMITTEE

Friday, September 23 at 1:30 PM

Friday, October 21 at 1:30 PM

Friday, November 18 at 1:30 PM

Friday, December 9 at 1:30 PM

Friday, January 20 at 1:30 PM

Friday, February 17 at 1:30 PM

#### SCHOOL COUNCIL MEETINGS

St. John School – September 13 6:00 PM

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

St. Louis Living Arts School – September 20, at 6:30 PM

St. Thomas Aquinas High School – September 19 at 7:00 PM

École Ste-Marguerite Bourgeoys – September 28, at 5:30 PM

#### TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

OCSTA 2022 – Fall Regional Meeting – September 29, in Thunder Bay

KCDSB Trustee Welcome and Onboarding Retreat – Saturday, October 29

OCSTA Catholic Trustees Seminar January 20 – 21, in Toronto

OCSTA Annual General Meeting and Conference – April 27 – 28, in Toronto



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CCSTA 2023 AGM – Rooted in Faith – June 1 – 3, in Saskatoon

### MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

#### Dates for Submission of Financial Reports

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

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

- 13. **COMMITTEE OF THE WHOLE** – There was no Committee of the Whole associated with this meeting.
- 14. **ADJOURNMENT** – The meeting adjourned at 6:54 PM.

  
Chairperson

  
Secretary/Treasurer