



**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**  
**October 4, 2022**



MEETING DATE:	October 4, 2022
LOCATION OF MEETING:	Catholic Education Centre
SUBJECT OF MEETING:	Policy Governance Committee Meeting
CHAIR:	Anne Sweeney
TRANSCRIBER:	Trina Henley
TIME OF MEETING:	6:00 p.m. to 6:32 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, 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 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 type="checkbox"/>	Paul Landry	Trustee
9.	TG	<input checked="" type="checkbox"/>	Teresa Gallik	Chair
10.	VB	<input checked="" type="checkbox"/>	Vaughn Blab	Trustee

**AGENDA**

- CALL TO ORDER** – Anne Sweeney called the meeting to order at 6:00 p.m.
- OPENING PRAYER** – Anne Sweeney opened the meeting with a meaningful prayer bringing everyone into the presence of the Lord.
- ROLL CALL** – Trustees Jeffrey White and Paul Landry were noted as absent with regret.
- DECLARATIONS OF PECUNIARY INTEREST - NIL**
- APPROVAL OF AGENDA** – The agenda was approved as presented.
- PRESENTATIONS/DELEGATIONS**



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## POLICY GOVERNANCE COMMITTEE October 4, 2022



### 7. PRESENTATIONS AND REPORTS

#### 7.1 Policy

##### 7.1.1 Policy #3: Director of Education Job Description – N. Kurtz

Director Nicole Kurtz provided a review and recommended changes to Policy #3: Director of Education Job Descriptions. The Trustees accepted the review and recommendations as presented.

##### 7.1.2 NWOSSC – 001 - Transportation Policy – A. Smith

Superintendent Alison Smith provided a review of the Northwestern Ontario Student Services Consortium – 001 – Transportation Policy. Trustees were asked to review the policy and bring forward any recommended changes.

#### 7.2 Personnel

##### 7.2.1 Report on Student Trustee Welcome, Mentorship and Onboarding - N. Kurtz

Nicole Kurtz provided a report on the onboarding of the Student Trustees that occurred on September 14. The Student Trustees' first report was well prepared and delivered on September 20.

##### 7.2.2 Update on Onboarding Retreat for New Board of Trustees – N. Kurtz

Nicole Kurtz provided a report on the Onboarding Retreat for the New Board of Trustees on Saturday, October 29. The Trustees were provided with a review of the agenda.

#### 7.3 Property

#### 7.4 Finance

#### 7.5 Program

#### 7.6 Negotiations

#### 7.7 Other

##### 7.7.1 Board of Trustee Confidentiality Agreement – N. Kurtz

Nicole Kurtz provided the Trustees with a review of the Confidentiality Agreement that all current and new Trustees will be required to sign. Trustees were reminded that confidentiality exists indefinitely. The Confidentiality Agreement is a recommendation by legal. The Trustees accepted the agreement as presented.

##### 7.7.2 Catholic Trustee Accomplishments Form – T. Henley

Trina Henley provided the Trustees with a review of the Catholic Trustee Accomplishment Form that all exiting Trustees will be asked to complete as part of the exit checklist. The form aims to collect and document the accomplishments of each Trustee.



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- 7.7.3 **Trustee Celebration Dinner on October 19 at 5:30 p.m. – N. Kurtz**  
Nicole Kurtz reminded the Trustees of the Celebration Dinner on October 19 at Ristorante Pizzeria.
- 7.7.4 **Inaugural Board Meeting on November 15 – N. Kurtz**  
Trustees were provided with an itinerary of activities and timelines associated with the Inaugural Board Meeting on November 15.
- 7.7.5 **Special Board Meeting for 2021 – 2022 Audited Statements – N. Kurtz and A. Smith**  
Nicole Kurtz shared that the obligations of the Internal Audit Committee will be moved to a Special Board meeting on December 6. The Policy Governance Committee Meeting of December 6 will be changed to a Special Board Meeting for the 2021 – 2022 Audited Financial Statements.

### 8. UNFINISHED BUSINESS

### 9. CORRESPONDENCE

### 10. NEW BUSINESS

### 11. INFORMATION

### 12. FUTURE MEETINGS

#### POLICY GOVERNANCE MEETINGS

~~November 1, 2022~~ Cancelled

December 5, 2022

January 3, 2023

February 7, 2023

#### REGULAR BOARD MEETINGS

October 18, 2022

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 a.m.

Wednesday, February 15, 2023, at 11:30 a.m.

Wednesday, May 10, 2023, at 11:30 a.m.

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



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### SPECIAL EDUCATION ADVISORY COMMITTEE

- Friday, October 21 at 1:30 p.m.
- Friday, November 18 at 1:30 p.m.
- Friday, December 9 at 1:30 p.m.
- Friday, January 20 at 1:30 p.m.
- Friday, February 17 at 1:30 p.m.

### SCHOOL COUNCIL MEETINGS

- St. John School – September 13 at 6:00 p.m.
- St. John Paull II School – September 13 at 6:00 p.m.
- St. Thomas Aquinas High School – November 21 at 7:00 p.m.
- St. Louis Living Arts School – November 14 at 6:30 p.m.
- École Ste-Marguerite Bourgeoys – October 26 at 5:30 PM

### TRUSTEE TRAVEL / PROFESSIONAL DEVELOPMENT

- OCSTA Virtual Training on Conflict of Interest on November 30 at 5:30 p.m.
- OCSTA Virtual Training on Robert’s Rules of Order on November 23 at 5:30 p.m.
- OCSTA Catholic Trustees Seminar January 20 – 21, in Toronto
- OCSTA Annual General Meeting and Conference – April 27 – 29, in Toronto
- ICE Symposium On the Way/En Chemin: Adult Faith Formation in Catholic Education – May 9-10, Toronto (Director and Chair)
- CCSTA 2023 Annual General Meeting – Rooted in Faith – June 1 – 3 in Saskatoon

### MINISTRY OF EDUCATION FINANCIAL REPORTING DEADLINES

#### Dates for Submission of Financial Reports

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

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

- 13. **COMMITTEE OF THE WHOLE** – There was no Committee of the Whole session associated with the meeting.
- 14. **ADJOURNMENT** – The meeting adjourned at 6:32 p.m.



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GROWING



INVESTING



ENGAGING

  
Chairperson

  
Secretary/Treasurer