



## REGULAR BOARD MEETING

TUESDAY, OCTOBER 24, 2017

BOARDROOM

OPEN MEETING – 6:30 to 9:30 P.M.

**Chairperson:** Mrs. M. Griepsma

**Vice-Chairperson:** Mr. D. Bernier

**PLEASE NOTE: Mr. Dave Bernier, Board Vice-Chairperson will Chair the October 24, 2017 Meeting**

**TRUSTEES WHO ARE UNABLE TO ATTEND THE MEETING  
ARE ASKED TO PLEASE NOTIFY PAM SMITH.**

### **A. Call to Order of the Open Meeting – 6:30 P.M.:**

1. Examen – Fr. Paul Massel.
2. Opening Prayer – Fr. Paul Massel.
3. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishinaabe People.
4. Singing of the National Anthem.
5. Approval of Agenda.
6. Declarations of Conflicts of Interest.
7. Approval of the Minutes:
  - a) R.A. September 26, 2017 Draft Board Open Session In-Camera Report (deferred from September 26, 2017 Open Session Board Meeting). **Draft Minutes PG 6**
  - b) Approval of the Draft September 26, 2017 Regular Board Meeting to be amended to include item 7.a. R.A. Open Session In-Camera Report.
8. Business Arising Out of the Minutes.

### **B. Reports from the Director of Education and Student Trustee(s):**

1. Report from the Director of Education, Mr. Michael Nasello.
2. Report from the Student Trustees.

Mr. Winston Steward, Sr. Student Trustee.  
Ms. Calahndra Brake, Jr. Student Trustee.

**C. Presentations:**

1. Communication Awards.  
Mr. Michael Nasello, Director of Education

The Board would like to recognize Mr. Galen Eagle, Communications Manager, who was awarded two Canadian Association of Communicators in Education (CACE) Bravo Awards of Distinction for the projects *Vimy 100* and *A Syrian Journey*.

2. 2017 Summer Learning Program Update.  
Mr. Tim Moloney, Superintendent of Learning/Student Success
  - a) Summer Learning Program 2017.  
Mr. Wayne Clark, Principal-Summer Learning Program
  - b) Summer School 2017.  
Ms. Lisa Cole and Mrs. Bridget McCann-Girard, Principals-Summer School
  - c) Focus on Youth 2017 Summer School.  
Mrs. Margaret Murray, Student Achievement Consultant
3. EQAO Presentation.  
Mrs. Dawn Michie, Superintendent of Learning/K-12 Program  
Ms. Sandra Connolly, Student Achievement Consultant
4. CBIPSAW Catholic Board Improvement Plan for Student Achievement and Well-Being.  
Mr. Michael Nasello, Director of Education  
Mrs. Dawn Michie, Superintendent of Learning/K-12 Program
5. R.A. Proposed St. Mary Catholic Secondary School, Cobourg, Student excursion to Italy and Greece from March 7, 2019 to March 16, 2019.  
Mr. Rob Majdell, Principal, Curtis Chornie, Teacher
6. R.A. Proposed St. Mary Catholic Secondary School, Cobourg, Student excursion to San Francisco, California, United States for the Invitational Music Festival from April 6, 2018 to April 10, 2018.  
Mr. Rob Majdell, Principal, Tanya Earle, Teacher
7. R.A. Proposed St. Stephen Catholic Secondary School, Bowmanville, Student excursion to the D-Day 75<sup>th</sup> Anniversary, Amsterdam and London, from June 1, 2019 to June 10, 2019.  
Mr. Mark Joly, Principal, Mr. Bryan Landry, Teacher
8. R.A. Proposed St. Stephen Catholic Secondary School, Bowmanville, Student excursion to France from March 7, 2019 to March 14, 2019.  
Mr. Mark Joly, Principal, Ms. Michelle Driscoll, Teacher
9. R.A. Proposed Holy Cross Catholic Secondary School, Peterborough, Student excursion to Chicago, Illinois from April 26, 2018 to April 29, 2018.  
Mr. James Brake, Principal, Ms. Janina Kraus, Teacher

**D. Programs and Services:** No Items.

**E. Business, Finance and Governance:**

1. R.A. Ontario Catholic School Trustees' Association Fees 2017/2018.  
Mr. Dave Bernier, Board Vice-Chairperson
2. OCSTA Open Session Report.  
Mr. Dave Bernier, Board Vice-Chairperson
3. Report from the STSCO Governance Committee Open Session Meeting October 4, 2017.  
Mr. Michael Nasello, Director of Education
4. R.A. Financial Statement Transfers – Transfers of Accumulated Surplus.  
Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services

**F. Human Resources:** No Items.

**G. Policy Development:**

1. R.A. Recommendation to the Board from the Policy Development Committee October 3, 2017.  
Re: Draft Directional Policy #1300 Transportation **Draft DP PG 18**  
Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services
2. R.A. Recommendation to the Board from the Policy Development Committee October 3, 2017.  
Re: Removal of Directional Policy #800 Learning and Work Environments.  
Mr. Michael Nasello, Director of Education.

**H. Old Business:** No Items.

**I. New Business:** No Items.

**J. Bring Forward:** No Items.

**K. Information Items:**

1. Chairperson's Report.  
Mr. Dave Bernier, Board Vice-Chairperson
2. Trustees' Committee Reports: (Past Approved and Draft Meeting Minutes shared on Google.)
  - a) Special Education Advisory Committee – September 28, 2017.
  - b) Faith and Equity Advisory Committee – October 12, 2017.
  - c) Special Education Advisory Committee – October 19, 2017.
  - d) Catholic Parent Engagement Advisory Committee – October 16, 2017.
3. Highlights of System Achievements.  
Mr. Galen Eagle, Communications Manager

**L. Future Meetings:**

**BOARD AND STANDING COMMITTEE MEETINGS (chronological order)**

1. Board Standing Committee Meetings:

- Chairperson Committee Meeting – **Tuesday, November 13, 2017, 4:15 p.m.**
- Governance – **Tuesday, November 13, 2017, 6:30 p.m. – 8:30 p.m.**
- Policy Development – **Monday, November 21, 2017, 6:30 p.m. – 8:30 p.m.**
- Board Meeting – **Tuesday, November 28, 2017, In Camera 6:00 p.m.,  
Open Session 6:30 p.m.**

2. Other Committee Meetings:

- Accessibility for All Committee, November 9, 2017, 1:15 p.m.
- Special Education Advisory Committee – October 19, 2017,  
November 16, 2017 6:30 p.m.
- French as a Second Language Advisory Committee, November 22, 2017, 4:30 p.m.
- Student Council Liaison Committee Meeting – November 28, 2017, 4:15 p.m.
- First Nation, Métis, and Inuit Advisory Committee – December 12, 2017, 6:30 p.m.
- STSCO Governance Meeting – January 9, 2018, 3:00 p.m., STSCO Offices.
- Faith and Equity Advisory Committee, January 25, 2018, 6:30 p.m.
- Catholic Parent Engagement Committee, October 16, 2017, 6:30 p.m.  
November 8, 2017, Parent Event 6:30 p.m.  
February 5, 2018, 6:30 p.m.
- Audit Committee, TBD, 6:30 p.m.
- Strategic Planning Advisory Committee – TBD.

**EVENTS (chronological order)**

- October 26, 2017 - Catholic Curriculum Corporation Dinner  
(Chair of Board/Director) 4:00 p.m.
- October 26-28, 2017 - When Faith Meets Pedagogy 2017  
(International Plaza Hotel, Toronto Airport)
- October 28, 2017 - CEFO Catholic Education Foundation of Ontario Student  
Awards (Fr. Fogarty Award Night-Toronto Airport Marriott) 6:00-10:00 p.m.
- November 2, 2017, Student Cabinet Retreat – “Voices that Listen”, Holy Cross  
Catholic Secondary School, 8:30 a.m.
- November 2, 2017, Mass for the Deceased, Cathedral 4:30 p.m.
- November 2, 2017 - OSTA-AECO Ontario Student Trustees’ Association Fall  
General Meeting November 2-5, 2017 (Student Trustees)

- November 8, 2017 - Catholic Leadership Development Series #2 Called to Lead: Jennifer Kolari (Catholic Education Centre 4:15-6:30 p.m.)
- November 8, 2017 - CPEC/CSC General Assembly – Jennifer Kolari (Catholic Education Centre Large Board Room) 6:30 p.m.
- December 1, 2017 - Toonies for Tuition
- December 1-2, 2017 - OCSTA Ontario Catholic School Trustees' Association Board of Director's Meeting (Intercontinental Toronto)
- December 5, 2017 - Annual Board Meeting (The Mount Community Centre – Peterborough)
- January 19, 2018 - OCSTA Ontario Catholic School Trustees' Association – Trustees Seminar (Hilton Mississauga, Meadowvale) January 19-20, 2018
- February 15-18, 2018 - OSTA-AECO Ontario Student Trustees' Association Board Council Conference (Student Trustees)
- April 26-28, 2018 - OCSTA Ontario Catholic School Trustees' Association – AGM (Crowne Plaza Kitchener – Waterloo)
- May 6-May 11, 2018 - Catholic Education Week
- May 9, 2018 - Catholic Student Leadership Awards Evening
- May 24, 2018 - OSTA-AECO Ontario Student Trustees' Association Annual General Meeting May 24-27, 2018 (Student Trustees)
- June 7, 2018 - CCSTA Canadian Catholic School Trustees' Association AGM June 7-9, 2018 Kelowna BC

**M. Conclusion:**

1. Report from the In-camera Meeting.
2. Closing Prayer.
3. Adjournment.



# Minutes

THE MINUTES OF THE OPEN SESSION OF THE REGULAR MEETING OF THE BOARD held Tuesday, September 26, 2017 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

## PRESENT:

- Trustees - Mmes. Linda Ainsworth, Calahndra Brake – Student Trustee,  
Ruth Ciraulo, Christine Dunn, Michelle Griepsma,  
Helen McCarthy.
- Messrs. Dave Bernier, Dan Demers, Winston Steward – Student Trustee.
- Administration - Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace,  
Karan Leal, Diane Mather, Dawn Michie.
- Messrs. Galen Eagle, Fr. Paul Massel, Tim Moloney, Michael Nasello,  
Gerard Winn.
- Absent/Regrets -
- Recorder - Mrs. P. Smith.

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## **A. Call to Order of the Open Meeting – 6:30 P.M.:**

### 1. Examen.

Mrs. Michelle Griepsma, Board Chairperson, lead the Board in the Examen.

### 2. Opening Prayer.

The Chairperson, Mrs. Michelle Griepsma, called the meeting to order at 6:30 p.m. and lead the Opening Prayer.

### 3. Acknowledgement.

Mrs. Michelle Griepsma, Board Chairperson, acknowledged that the Board Meeting was taking place on the traditional territory of the Mississauga Anishinaabe People.

### 4. Singing of the National Anthem.

The National Anthem was sung.

5. Approval of the Agenda.

**MOTION:** Moved by Mr. Dave Bernier, seconded by Mrs. Linda Ainsworth,

that the Agenda for Tuesday, September 26, 2017, be approved with the deferral of items:

- B7 2017 Summer Programs Update
- I1 Guidelines on Accessible Education
- K4 Renewing the Promise Update

AND

with the addition of items:

- C7 R.A. Proposed St. Thomas Aquinas Catholic Secondary School, Lindsay, Student Excursion to Silent Lake Provincial Park from October 3, 2017 to October 5, 2017
- D1 School Level Identification, Placement and Review Committees 2017-2018 revised attachment
- E4 b) R.A. OSTA AECO November General Meeting
- K2 d) Catholic Parent Engagement Committee Minutes from September 18, 2017
- L2 Audit Committee next meeting is September 28, 2017 at 6:30 p.m.

Carried.

6. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

7. Approval of the Minutes of the June 27, 2017 Regular Board Meeting.

**MOTION:** Moved by Mrs. Linda Ainsworth, seconded by Mr. Dan Demers,

that the Minutes of the June 27, 2017 Regular Board Meeting be approved as presented.

Carried.

8. Business Arising Out of the Minutes.

There were no items.

9. Swearing in of the 2017-2018 Student Trustees.

Mr. Winston Steward and Ms. Calahndra Brake were commissioned as the new Student Trustees for 2017-2018 and were welcomed to the Board table as representatives for the students of PVNCCDSB.

**B. Reports from the Director of Education and Student Trustee(s):**

1. Report from the Director of Education.

Mr. Michael Nasello, Director of Education, shared his report with the Board and highlighted that:

- the 2017/18 school year is off to an excellent start with 15,128 students enrolled in our 36 schools
- elementary school students have increased by 126, secondary has seen a slight increase and currently there are seven international students enrolled
- all our Ministry of Education targets for class size have been met
- 59 new teachers have been hired into permanent positions
- our new Strategic Plan is being recognized throughout the system
- EQAO results were released last week and overall we are doing well
- EQAO is slightly lower in Gr. 3 math, Gr. 9 academic math, and Gr. 10 literacy, all other areas are at or above the provincial average
- EQAO results are being analyzed to gain a better understanding of the specific skills we will focus on for this year
- we are moving in positive directions with both our Diocesan Sacramental Program and the Diocesan Rosary Prayer Program
- last week, a number of the Senior Administration took part in the United Way Launch event in the City of Peterborough. The Director announced that he will continue his, "Put Your Director to Work Challenge" this year to support the United Way
- we are continuing to renew and strengthen connections with our First Nation, Métis, and Inuit communities through our FNMI Advisory committee, participation in local and national events, such as the Curve Lake PowWow last weekend and Orange Shirt Day this week. There is also ongoing training and the Director is continuing meetings with the chiefs and the education liaison officers from all of the first nations and the Métis communities
- this year we are engaged with all of our partners in a provincial dialogue on the gift of Catholic Education. Renewing the Promise has become a forum for students, parents, staff, clergy and leaders to share their insights and experiences of the rich heritage of our Catholic schools in Ontario. In particular, during the provincial symposium in November, we will be honouring the religious communities of women and men who for over a century were the foundation and grounding of Catholic schools in Ontario
- a beautiful celebration was held to recognize the renaming of St. Mother Teresa Catholic Elementary School in Courtice
- a number of fundraising activities have taken place in our schools supporting hurricane relief efforts
- the first 2017-2018 Student Council Liaison Committee meeting was held today and the 12 student council members will be travelling to Toronto on September 28, 2017 to celebrate WE day

- the Catholic Leadership Development series begins on October 5, 2017 with Bishop Daniel Miehm, Bishop of Peterborough, as the first keynote speaker

2. Report from the Student Trustee(s).

Mr. Winston Steward, Student Trustee, shared his report with the Board and highlighted that:

- the Student Council Liaison Committee are busy working on the Student Cabinet Retreat which will be hosted by Holy Cross Catholic Secondary School and are confirming speakers and the date
- many events and fundraisers are happening at the schools a few being the LINK program where students mentor other students and fundraisers such as Terry Fox are beginning
- Students on the Student Council Liaison Committee are excited to be attending WE day on September 28, 2017 at the Air Canada Centre in Toronto

**C. Presentations:**

1. Historical Educational Holocaust Program.

Mr. Michael Nasello, Director of Education, shared with Trustees the summer credit program called, "The Holocaust in History and Living Memory". Five students from PVNCCDSB joined 27 York Catholic District School Board students. Two PVNC staff and four Regina Catholic staff took part as well.

The learning was powerful, engaging and transformational. Students were confronted not only with some of the darkest moments of recent history but also the reality that some of these forces are still at work in the world today. The focus was on the hope that comes from courageous action and the power to overcome the most difficult obstacles.

PVNCCDSB students, Gavin Burden, Sophie Faessen, Jacqueline Girard, Cheyenne Kammerer, Lauren Stoeckle participated in the program and worked with Mr. Nasello to bring this presentation to the Board. Students reflected on their personal journeys and the importance of carrying on the message of the survivors of the Holocaust.

Ms. Amanda King and Mr. Reg Hartwick, teachers at PVNCCDSB, joined the students on their journey and shared how the student's goals aligned with the Catholic Graduate Expectations and how the program supports learning moral teachings and becoming responsible citizens.

Mr. Nasello is hoping to offer this program at PVNCCDSB in 2017-2018.

The Board thanked the students, staff and the Director for sharing their profound and inspiring journey.

2. Delegation to the Board Request re: Transportation.

Mr. Bart Vickers, a parent in our system, shared his recent experience regarding transportation for his daughter and that his situation has been resolved, but he would like to address his concerns to the Board.

Mr. Vickers requested that there be a review of the current communication process from the transportation department to parents. It is important that parents are notified each fall

regarding their child's bus number, pickup location and time. The transportation department should notify students and parents when a student will no longer be provided busing no matter what the reason. This should be a timely communication to ensure parents can put supports in place for their children.

Mr. Vickers also requested that licensed daycare facilities be considered as regular pickup locations as this would negate having to apply for special daycare transportation each year.

The Board thanked Mr. Vickers for bringing forward his concerns.

3. R.A. Proposed St. Mary Catholic Secondary School, Cobourg, Student Excursion to Germany, Italy, Switzerland and France from March 8, 2018, to March 20, 2018.

Mr. Rob Majdell, Principal – St. Mary Catholic Secondary School, Cobourg and Ms. Laura Dalton, Teacher, presented the excursion package to the Board and answered questions.

**MOTION:** Moved by Mr. Dave Bernier, seconded by Mrs. Helen McCarthy,

that the proposed St. Mary Catholic Secondary School, Cobourg, student excursion to Germany, Italy, Switzerland and France from March 8, 2018, to March 20, 2018, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

Carried.

4. Proposed Holy Trinity Catholic Secondary School, Courtice, Student Excursion to Amsterdam, Paris and London from March 8, 2018, to March 16, 2018.

Ms. Lisa Cole, Principal – Holy Trinity Catholic Secondary School, Courtice, Mr. Derek Sheridan and Ms. Barb Fabian, Teachers, shared detailed excursion packages with Trustees and answered questions.

**MOTION:** Moved by Mrs. Linda Ainsworth, seconded by Mr. Dan Demers,

that the proposed Holy Trinity Catholic Secondary School, Courtice, Student Excursion to Amsterdam, Paris and London from March 8, 2018, to March 16, 2018, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

Carried.

5. Proposed Holy Trinity Catholic Secondary School, Courtice, Student Excursion to Camp Northern Lights, Haliburton, Ontario from May 23, 2018 (est) to May 24, 2018 (est).

Ms. Lisa Cole, Principal – Holy Trinity Catholic Secondary School, Courtice, and Mr. Derek Sheridan, Teacher, shared detailed excursion packages with Trustees and answered questions.

**MOTION:** Moved by Mrs. Ruth Ciraulo, seconded by Ms. Christine Dunn,

that the proposed Holy Trinity Catholic Secondary School, Courtice, Student Excursion to Camp Northern Lights, Haliburton, Ontario from May 23, 2018 (est) to May 24, 2018 (est), be approved in principle.

Carried.

6. Proposed Holy Trinity Catholic Secondary School, Courtice, Student Excursion to Algonquin Park, June 4, 2018 to June 7, 2018.

Ms. Lisa Cole, Principal – Holy Trinity Catholic Secondary School, Courtice, and Mr. Derek Sheridan, Teacher, shared detailed excursion packages with Trustees and answered questions.

**MOTION:** Moved by Mrs. Linda Ainsworth, seconded by Mr. Dan Demers,

that the proposed Holy Trinity Catholic Secondary School, Courtice, Student Excursion to Algonquin Park, June 4, 2018 to June 7, 2018, be approved in principle.

Carried.

7. R.A. (Addendum) -Proposed St. Thomas Aquinas Catholic Secondary School, Lindsay, Student Excursion to Silent Lake Provincial Park, October 3, 2017 to October 5, 2017.

**MOTION:** Moved by Mrs. Helen McCarthy, seconded by Mrs. Linda Ainsworth,

that the proposed St. Thomas Aquinas Catholic Secondary School, Lindsay, Student Excursion to Silent Lake Provincial Park from October 3, 2017 to October 5, 2017, be approved in principle.

Carried.

8. 2017 Summer Program Update – This item has been deferred to the next Board Meeting.
9. Sacramental Preparation in the Diocese of Peterborough.

Mrs. Laurie Corrigan, Superintendent of Learning/Innovation Technologies, Fr. Paul Massel, Chaplain, Mr. Peter Bagnall, Learning Consultant, shared a presentation with Trustees and answered questions.

- Sacramental preparation involves the parish, school and community
- parish-based catechists will be responsible for the immediate sacramental preparation with support from the schools in:
  - Communication to parents
  - Continued formative preparation through Religious Education and Family Life programs
  - Collaboration between priests, parish-based catechists, principals, and grade 2&7 teachers
- Schools will work closely with parishes to:
  - LEARN: “communicate information about sacramental programs”
  - LEAD: Fully implement *Growing In Faith Growing In Christ* (Grade 1-4)
  - SERVE: Provide release time for parish/school meetings
- Sacramental preparation and Catechetical training session dates were shared
- Diocesan next steps will involve
  - Sessions for grade 2 aged children led by parish-based catechists
  - Concurrent sessions for parents recognizing parents as primary educators in the faith of their children
  - \$50 fee requested for program materials (no fee for confirmation) (Diocesan fee)
  - October - January: Reconciliation Prep

- Four 90 minute sessions and a retreat
- Sacrament of (First) Reconciliation celebrated in February
- February - May: Eucharist Prep
- Three 90 minute sessions and a retreat
- Sacrament of (First) Eucharist celebrated in May
- Next steps involve supporting families
  - All families are encouraged to engage with their local parish
  - Attendance at the sessions is necessary to prepare the parents and the children who will receive the sacraments
  - If parents have a difficulty with attendance, they are strongly encouraged, urged and supported to speak with the parish priest
  - Consistent programs offer a variety of opportunities to attend the same session at another parish

The Board thanked the group for their work and presentation.

10. Strategic Priorities 2017-2020.

Mr. Nasello, Director of Education, shared with Trustees the new image of the Strategic Priorities, Vision and Mission. This image builds on the former Strategic Priorities. Student images have been used to capture Learn • Lead • Serve. The nine Strategic Actions have, at this time, been shared with Principals and goals, measurements and targets for 17/18 are being developed. Plaques will be in every school and at the Board Office.

**D. Programs and Services:**

1. R.A. Approval of the School Level Identification, Placement and Review Committees (IPRC)-2017-2018.

Mrs. Anne Marie Duncan, Superintendent of Learning, Special Education Services, shared the updated IPRC list with Trustees.

**MOTION:** Moved by Mr. Dave Bernier, seconded by Mr. Dan Demers,

that the Board approve the revised school level Identification, Placement and Review Committees list for the 2017-2018 school year.

Carried.

2. R.A. Parent Attendance at the Canadian Parents for French (CPF) Ontario Symposium on French Language Education – Saturday, October 28, 2017, 9:00 a.m. – 5:00 p.m. at the Double Tree Hilton Hotel Toronto Airport West.

Mr. Michael Nasello, Director of Education, would like to offer 13 spots for parents to attend this conference. The cost of the conference and mileage would be supported. Mr. Nasello will send out the invitation.

**MOTION:** Moved by Mrs. Linda Ainsworth, seconded by Mr. Dave Bernier,

that the Board approve 13 PVNCCDSB parents to attend the Canadian Parents for French Ontario Symposium on French Second Language Education taking place on Saturday, October 28, 2017, from 9:00 a.m. to 5:00 p.m. at the Double Tree by Hilton Toronto Airport West, 5444 Dixie Road, Mississauga, ON L4W 2L2. The registration fee of \$125/pp and mileage will be covered.

Carried.

**E. Business, Finance and Governance:**

1. OCSTA – Ontario Catholic School Trustees' Association Report.

Mrs. Michelle Griepsma, Board Chairperson, shared that updates have been uploaded to the Trustees Google Drive.

2. Ministry Moratorium on School Closures Report.

Mrs. Isabel Grace, Superintendent of Business and Finance, shared a Board Progress Report, Cobourg Catholic Elementary Schools Accommodation Review dated September 2017.

This progress update relates to the Pupil Accommodation Review currently underway involving the Cobourg Catholic Elementary Schools. Staff provided a progress report to the Board of Trustees in June 2017 outlining the activities associated with the Cobourg Catholic Elementary Schools Review at that time. In June 2017, the Ministry of Education issued two Memoranda that have an impact on the Pupil Accommodation Review process. This report provides the Board of Trustees with an overview relating to the Ministry of Education memoranda and to confirm direction taken as recommended by staff. Mrs. Grace reviewed the full document with Trustees and answered questions.

3. R.A. Renewal of Appointments to the Audit Committee.

Mr. Nasello, Director of Education, indicated that another community member is still needed for this committee and that advertisements have been sent out but no responses to date. Mrs. Michelle Griepsma, Board Chairperson, suggested that it could be sent to the Diocese to be advertised in the parish bulletins.

**MOTION:** Moved by Mr. Dave Bernier, seconded by Mrs. Ruth Ciraulo,

that the Board reappoint Mr. Ed Burrows as external member of the Audit Committee from September 2017 to December 2019.

Carried.

4. R.A. OSTA-AECO, Ontario Student Trustees' Association.

a. R.A. OSTA-AECO, Ontario Student Trustees' Association Membership Fees for 2017-2018.

**MOTION:** Moved by Mrs. Linda Ainsworth, seconded by Mr. Dan Demers, that the payment of the 2017-2018 OSTA-AECO Ontario Student Trustees' Association membership fees in the amount of \$1091.20 be approved.

Carried.

AND

b. R.A. OSTA-AECO, Ontario Student Trustees' Association Fall General Meeting.

**MOTION:** Moved by Mrs. Ruth Ciraulo, seconded by Mrs. Helen McCarthy,

that the Senior and Junior Student Trustees be supported by the Board to attend the Ontario Student Trustees' Association (OSTA/AECO) Fall General Meeting taking place from November 2 to November 5, 2017.

Carried.

5. Trustee Reports.

Trustees shared information from the Ontario Catholic Trustees' Association Regional Meeting that took place in Kemptville on September 18, 2017. Finance, transportation, political issues and faith were some key areas of focus for the day.

**F. Human Resources:** No items.

**G. Policy Development:** No items.

**H. Old Business:** No Items.

**I. New Business:**

1. Guidelines on Accessible Education. This item has been deferred to the next Board meeting.

2. New Municipal Election Act.

Mr. Michael Nasello, Director of Education, highlighted for Trustees the memorandum from OCSTA that Trustees should have received regarding the New Municipal Election Act. Changes will be in effect as of April 1, 2018. Trustees agreed a workshop on the new rules would be helpful.

**J. Bring Forward:** No Items.

**K. Information Items:**

1. Chairperson's Report.

Mrs. Michelle Griepsma, Board Chairperson, had no further items to add.

2. Trustees Committee Reports (Past Committee Meeting Minutes).

a. There were no questions arising from the Past Committee Meeting Minutes that were shared in the Google Drive for the September 26, 2017, Board Meeting.

- i. First Nation Métis Inuit Advisory Committee – June 7, 2017.
- ii. Special Education Advisory Committee – June 22, 2017.
- iii. First Nation Métis Inuit Advisory Committee – September 12, 2017.
- iv. Catholic Parent Engagement Committee – September 18, 2017. (additional item)

3. Highlights of System Achievements.

Mr. Galen Eagle, Communications Manager, presented the System Achievements for the month which have been posted on the Board web site.

4. Renewing the Promise Update. This item has been deferred to the next Board Meeting.

5. Review of the 2017-2018 Board and Committee Meeting Dates/Google.

Mr. Michael Nasello, Director of Education, shared with Trustees that a Google Calendar with events and meetings has been created and shared with Trustees.

**L. BOARD AND STANDING COMMITTEE MEETINGS (chronological order)**

***BOARD AND STANDING COMMITTEE MEETINGS (chronological order)***

1. Board Standing Committee Meetings:

- › Policy Development – **Tuesday, October 3, 2017, 6:30 p.m. -8:30 p.m.**
- › Chairperson Committee Meeting – **Tuesday, October 10, 2017 4:15 p.m.**
- › Governance – **Tuesday, October 10, 2017, 6:30 p.m. – 8:30 p.m.**
- › Board Meeting – **Tuesday, October 24, 2017, In Camera 6:00 p.m.,  
Open Session 6:30 p.m.**

2. Other Committee Meetings:

- › Audit Committee – September 28, 2017, 6:30 p.m. (updated)
- › Special Education Advisory Committee – September 28, 2017, 6:30 p.m.
- › STSCO Governance Meeting – October 4, 2017, 3:00 p.m., STSCO Offices.
- › Faith and Equity Advisory Committee – October 12, 2017, 6:30 p.m.
- › Catholic Parent Engagement Committee – October 16, 2017, 6:30 p.m.
- › Special Education Advisory Committee – October 19, 2017, 6:30 p.m.
- › Student Council Liaison Committee – October 24, 2017, 4:15 p.m.
- › French as a Second Language Advisory Committee – November 22, 2017 4:30 p.m.
- › First Nation, Métis, and Inuit Advisory Committee – December 12, 2017, 6:30 p.m.
- › Accessibility for All Committee – TBD, 1:15 p.m.
- › Strategic Planning Advisory Committee – TBD.

***EVENTS (chronological order)***

- › September 28, 2017 – We Day, Toronto Air Canada Centre (Student Council Liaison Committee)
- › October 5, 2017 - Catholic Leadership Development Series #1 Called to Serve – Most Reverend Daniel Miehm, Bishop of Peterborough (4:15-6:30 p.m. Baxter Creek Golf and Country Club)
- › October 26, 2017 - Catholic Curriculum Corporation Dinner (Chair of Board/Director) 4:00 p.m.
- › October 26-28, 2017 - When Faith Meets Pedagogy 2017 (International Plaza Hotel, Toronto Airport)
- › October 28, 2017 - CEFO Catholic Education Foundation of Ontario Student Awards (Fr. Fogarty Award Night-Toronto Airport Marriott) 6-10 p.m.
- › November 2, 2017 - OSTA-AECO Ontario Student Trustees' Association Fall General Meeting November 2-5, 2017 (Student Trustees)
- › November 8, 2017 - Catholic Leadership Development Series #2 Called to

Lead: Jennifer Kolari (Catholic Education Centre 4:15-6:30)

- › November 8, 2017 - CPEC/CSC General Assembly
- › December 1, 2017 - Toonies for Tuition
- › December 1-2, 2017 - OCSTA Ontario Catholic School Trustees' Association Board of Director's Meeting (Intercontinental Toronto)
- › December 5, 2017 - Annual Board Meeting (The Mount Community Centre – Peterborough)
- › January 19, 2018 - OCSTA Ontario Catholic School Trustees' Association – Trustees Seminar (Hilton Mississauga, Meadowvale) January 19-20, 2018
- › February 15-18, 2018 - OSTA-AECO Ontario Student Trustees' Association Board Council Conference (Student Trustees)
- › April 26-28, 2018 - OCSTA Ontario Catholic School Trustees' Association – AGM (Crowne Plaza Kitchener – Waterloo)
- › May 6-May 11, 2018 - Catholic Education Week
- › May 9, 2018 - Catholic Student Leadership Awards Evening
- › May 24, 2018 - OSTA-AECO Ontario Student Trustees' Association Annual General Meeting May 24-27, 2018 (Student Trustees)
- › June 7, 2018 CCSTA Canadian Catholic School Trustees' Association AGM June 7-9, 2018 Kelowna BC
- ›

**M. Conclusion:**

1. Report from the In-camera Meeting. This item will be heard at the October Board Meeting.
- A.
  1. Opening Prayer was shared.
  2. The Agenda for the In-Camera meeting of September 26, 2017 was approved as amended.
  3. There were no declarations of conflict of interest.
  4. The draft Minutes of the June 27, 2017 In Camera Board Meeting minutes were approved as presented.
  5. There was no business arising out of the minutes.
- B. There were no presentations.
- C. Under Programs and Services. And update on Freedom of Information was heard.
- D. Under Business, Finance and Governance:
  1. An OCSTA information update was shared with Trustees.
  2. Performance Review update was heard.
  3. Staffing update was heard.
- E. Human Resources:
  1. An HR matter was discussed.
- F. Other Urgent Matter:
  1. A Motion was heard regarding Minutes of Settlement from the Expulsion Committee dated September 26, 2017.
  2. A Health Update was heard.
- G. Information Items: No items.
- H. Old Business:
  1. A follow up regarding a past matter was heard.
  2. An Ontario Association of Parents in Catholic Education (OAPCE) update was heard.
- I. The Meeting convened as an Open Session at 6:38 p.m. and will reconvene in camera following the Sept. 26 open session of the board meeting.

**MOTION:** Moved by Ms. Christine Dunn, seconded by Mr. Dan Demers,  
that the Open Session Meeting re-convene as in In-Camera Session at 9:33 p.m.

Carried.

The Open Session re-convened at 10:57 p.m.

2. Closing Prayer.

The Chairperson, Mrs. Michelle Griepsma, asked Mr. Dan Demers to lead the group in Closing Prayer.

3. Adjournment.

**MOTION:** by Mrs. Helen McCarthy, seconded by Mr. Dan Demers,  
that the meeting adjourn; 11:00 p.m.

Carried.

M. Griepsma  
Chairperson

M. Nasello  
Director of Education

per PS

BOARD DIRECTIONAL POLICY	
DIRECTIONAL POLICY TITLE	DIRECTIONAL POLICY NUMBER
<b>STUDENT TRANSPORTATION</b>	<b>1300</b>

**DRAFT AS OF 2017-10-17**

**TITLE OF DIRECTIONAL POLICY:**

STUDENT TRANSPORTATION

**DATE APPROVED:**

X

**PROJECTED REVIEW DATE:**

X

**POLICY:**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to the safe, efficient and effective transportation of eligible students to and from school.

**PURPOSE:**

Parents are responsible for ensuring their children attend school, and transportation to school is ultimately the responsibility of parents. Under the Education Act, transportation services may be provided by a school board and in those circumstances, the Board of Trustees is responsible for setting the parameters for providing transportation services, including determining the eligibility criteria and establishing other transportation related parameters. This directional policy will be supported by the establishment of administrative procedures that reflect responsive and responsible allocation of transportation services that adhere to relevant legislation and regulations, and ensures the safe, efficient and effective transportation of eligible students.

The administrative procedures and practices that emerge from this directional policy will clearly identify the Board's procedural requirements regarding eligibility for transportation, appeal processes, student safety, route operation, safety and conduct on school buses, reporting on bus accidents and other transportation matters.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Student Transportation Directional Policy supports our Vision for Achieving Excellence in Catholic Education.

This Vision calls the Board to these Strategic Priorities:

**RESPONSIBILITIES:**

**The Board of Trustees is responsible for:**

- defining, articulating and directing the PVNC Catholic District School Board mandate to support student achievement and well-being in a Catholic community supported by the Multi-Year Strategic Plan
- setting direction and policy that governs the PVNC Catholic District School Board
- assigning responsibility to the Director of Education for operationalizing and managing the Student Transportation Directional Policy and associated administrative procedures.
- monitoring and holding the Director of Education accountable respecting the adherence, implementation and operational details of the Student Transportation Directional Policy.
- establishing the parameters to which the implementation of the Student Transportation Directional Policy and resulting Administrative Procedures will apply.

- adhering to the transportation consortium joint agreement outlining Board of Trustees responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).

**The Director of Education is responsible for:**

- providing leadership regarding adherence, implementation and operational details in the Student Transportation Directional Policy and associated administrative procedures.
- providing direction to staff in the development of administrative procedures and practices to ensure implementation of the Student Transportation Directional Policy.
- aligning human and financial resources with the Board priorities and by demonstrating professionalism and accountability for high standards of practice in all Board operations.
- adhering to the transportation consortium joint agreement outlining Director of Education responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).

**Superintendent of Business and Finance is responsible for:**

- collaboratively leading the development of the administrative procedures and practices aligned with the Student Transportation Directional Policy.
- managing and providing leadership in developing the supports and resources to ensure the implementation of the Student Transportation Directional Policy.
- working collaboratively with the Director and Superintendents, Principals and Vice-Principals, and the Transportation Authority to build capacity of staff in their knowledge and understanding of the Student Transportation Directional Policy and associated administrative procedures.
- adhering to the transportation consortium joint agreement outlining responsibilities and membership on the Governance Committee of Student Transportation Services of Central Ontario (STSCO).
- Working collaboratively with co-terminous school boards, the Transportation Authority, and parents with respect to resolving issues and concerns related to transportation services and agreements, and implementation of associated transportation procedures.

**Superintendents are responsible for:**

- providing leadership and support for Principal/Vice-Principals, Executive/Administrative Assistants and staff in their knowledge, understanding, implementation and adherence to the Student Transportation Directional Policy and associated administrative procedures.

**Principals, Vice-Principals are responsible for:**

- providing leadership, management and support for the members of their schools and departments in the knowledge, understanding, implementation and adherence of the Student Transportation Directional Policy and associated administrative procedures.
- working collaboratively with parents, the Transportation Authority and Board administration in implementing the administrative procedures.

**Staff are responsible for:**

- working collaboratively with colleagues to successfully implement the Student Transportation Directional Policy.
- adhering to the administrative procedures that support the Student Transportation Directional Policy.
- being proactive and self-directed in building their knowledge and understanding of the Student Transportation Directional Policy and associated procedures.

**Transportation Authority is responsible for:**

- implementing the parameters of the Student Transportation Directional Policy and the administrative procedures that support the Student Transportation Directional Policy.
- working collaboratively with parents, schools and administration in implementing the administrative procedures.

**PROGRESS INDICATORS:**

- achieving compliance with the Education Act and various regulations with respect to accountability measures
- approval of annual budgets in compliance with the Education Act
- sound application and management of financial systems and internal controls
- meeting regular timelines for financial and operational reporting
- regular monitoring of service provider performance, including safety data

**DEFINITIONS:**

Transportation Authority:

For the jurisdictions of the Board in Peterborough, Northumberland and Clarington, the transportation authority is Student Transportation Services of Central Ontario, through its Chief Administrative Office. Additional information is available at [www.stsco.ca](http://www.stsco.ca)

For City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board through the Transportation Supervisor. Additional information is available at [www.tldsb.on.ca](http://www.tldsb.on.ca)

**REFERENCES:**

- Education Act and Regulations

**PARAMETERS****Eligibility Distances for Transportation**

Students will be eligible for transportation services if their primary residence is more than the eligibility distance noted below by the shortest direct walking route as measured by the Transportation Authority (by publicly maintained road and/or walkway) from the school that the primary residence is within the catchment area for:

Grades JK-3	1.0 km
Grades 4-8	1.6 km
Grades 9-12	3.2 km

Effective September 1, 2018

Grades JK-SK	1.0 km
Grades 1-8	1.6 km
Grades 9-12	3.2 km

Board administration may develop an administrative procedure that provides for the guidelines to support this parameter, including method of measurement, and provide for specific circumstances outlining exceptions/exemptions to this parameter

Students eligible for transportation according to the eligibility distances noted above will be assigned to a bus stop location according to the following bus stop location distance guidelines, as measured by the Transportation Authority:

Grades JK-3	1.0 km
Grades 4-8	1.0 km
Grades 9-12	1.6 km

Students eligible for transportation services may be assigned to an existing stop regardless of the distance if a safe bus stop location cannot be established within the distances applicable to bus stop locations as noted above.

Notwithstanding the distances outlined above, transportation may be provided for students requiring specialized programs. Transportation shall only be provided while the student is enrolled in the specialized program. Determination of which programs are deemed 'specialized' and eligible for transportation rests with Board administration.

### **Out-of Boundary Students**

Each school shall have a defined attendance boundary. A student's primary residence in relation to a defined attendance boundary determines the designated school for a student. Under certain circumstances, permission may be granted to a student to attend a school outside their defined attendance boundary (see Administrative Procedure 808 – Transfer of Students Out of Designated Boundaries). Transportation for out-of-boundary/out-of-board students is ultimately the responsibility of the parent(s) or guardian(s).

Notwithstanding the above, Board administration may develop an administrative procedure that provides for the guidelines to support this parameter and provide for specific circumstances outlining exceptions/exemptions to this parameter.

### **Transportation To and From School from a Child Care Facility or Babysitter Address**

Transportation service may be provided to and from school from a child care facility or a babysitter address provided the service can be accommodated using an existing single bus route both morning and afternoon within the current route network.

The child care facility or the babysitter address must be within the school catchment boundary of the school to which the student attends.

Board administration may develop an administrative procedure that provides for the guidelines to support this parameter and provide for specific circumstances outlining exceptions/exemptions to this parameter

### **Transportation for Medical Reasons**

Transportation may be provided for students that would not otherwise be eligible for transportation services where there is a medical condition or a short-term disability that precludes the student from walking and where the parent/guardian is unable to transport the student.

Board administration may develop an administrative procedure that provides for the guidelines to support this parameter and provide for specific procedures.

**Length of Time on Buses**

It is expected that the Transportation Authority will design bus routes such that the length of time a student would spend riding the bus from their home or pick up point to the school in which attendance area they reside, would not be longer than the following:

Junior Kindergarten to Grade six (6): one hour

Grade Seven (7) to Grade Twelve (12): one hour and thirty minutes.

There may, however, be exceptions should the student opt to attend a school outside of their regular attendance area, if there is no school in the immediate area and students must travel to the nearest school facility, or if the attendance area is a significant geographic area.

DRAFT