



## REGULAR BOARD MEETING

**MONDAY, FEBRUARY 26, 2018**

**BOARDROOM**

**OPEN MEETING – 6:30 to 9:30 P.M.**

**Chairperson:** Mrs. M. Griepsma

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

**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.
2. Opening Prayer.
3. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishinaabe.
4. Singing of the National Anthem.
5. Approval of the Agenda.
6. Declarations of Conflicts of Interest.
7. Approval of the Draft Minutes:
  - a) Approval of the Draft January 23, 2018 Open Session Regular Board Meeting Minutes. **PG 5**
  - b) Approval of the Draft February 7, 2018 Special Open Session Board Meeting Minutes. **PG 14**
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 and Ms. Calahndra Brake.
  - a. Presentation -Ontario Student Trustees Association “A Turning Point for Education: The Student Platform”.
  - b. February 15-18, 2018 - OSTA-AECO Ontario Student Trustees’ Association Board Council Conference.

**C. Presentations:**

1. Canada's Outstanding Principals 2018.  
Mr. Michael Nasello, Director of Education
2. R.A. Proposed St. Mary Catholic Secondary School, Cobourg, Student Excursion to RKY Camp, Parham, ON, from May 2, 2018 to May 4, 2018.  
Rob Majdell, Principal  
Yvette McCartney, Meghan O'Neill, Tony Hunt - Teachers
3. R.A. Proposed St. Luke Catholic Elementary School, Downeyville, Student Excursion to Kinark Outdoor Education Centre, Minden, ON, from June 6, 2018 to June 7, 2018.  
Susan Mooney, Principal  
Pat Murray, Teacher

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

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

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.  
Mrs. Michelle Griepsma, Board Chairperson
2. R.A. Approval of Member to the Special Education Advisory Committee.  
Mrs. Anne Marie Duncan, Superintendent of Learning/Special Education Services
3. R.A. Cobourg Catholic Elementary School Accommodation Review. **PG 18**  
Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services  
Mr. Tim Moloney, Superintendent of Learning/Student Success

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

**G. Policy Development:**

1. R.A. Draft Directional Policy #1300 Student Transportation. **PG 20**  
Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services

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

**I. New Business:**

1. Correspondence from the Township of Selwyn Re: Elections/PA Day. **PG 27**  
Mr. Michael Nasello, Director of Education

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

**K. Information Items:**

1. Chairperson's Report.  
Mrs. Michelle Griepsma, Board Chairperson

2. Trustees' Committee Reports: (Past Approved and Draft Meeting Minutes shared on Google.)
  - a) Special Education Advisory Committee – January 18, 2018.
  - b) Faith and Equity Committee – January 25, 2018.
  - c) Catholic Parent Engagement Committee – February 5, 2018.
  - d) Accessibility Committee – February 13, 2018 –Cancelled new date May 1, 2018.
  - e) Special Education Advisory Committee – February 15, 2018.
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:
  - › Governance – **Monday, March 5, 2018, 6:30 p.m. – 8:30 p.m.**
  - › Board Meeting – **Tuesday, March 20, 2018, In Camera 6:00 p.m.,  
Open Session 6:30 p.m.**
  - › Policy Development – **Tuesday, April 3, 2018, 6:30 p.m. – 8:30 p.m.**
2. Other Committee Meetings:
  - › Chairperson Committee Meeting – Monday, March 5, 2018, 4:30 p.m.
  - › First Nation, Métis, and Inuit Advisory Committee – March 6, 2018, 6:30 p.m.
  - › Student Council Liaison Committee Meeting – Tuesday, March 20, 2018, 4:15 p.m.
  - › Special Education Advisory Committee – March 22, 2018, 6:30 p.m.
  - › STSCO Governance Meeting – March 28, 2018, 3:00 p.m., STSCO Offices.
  - › French as a Second Language Advisory Committee, April 11, 2018, 4:30 p.m.
  - › Catholic Parent Engagement Committee, April 16, 2018, 6:30 p.m.
  - › Faith and Equity Advisory Committee, April 26, 2018, 6:30 p.m.
  - › Accessibility for All Committee, May 1, 2018, 1:15 p.m.
  - › Audit Committee, TBD, 6:30 p.m.
  - › Supervised Alternative Learning (SAL) Meeting – TBD.

**EVENTS (chronological order)**

- April 4, 2018 - Catholic Leadership Development Series, “Called to Learn”, 4:15 p.m. -6:00 p.m. Board Office –Large Board Room
- April 26-28, 2018 - OCSTA Ontario Catholic School Trustees’ Association – AGM (Crowne Plaza Kitchener – Waterloo)
- Workshop on Municipal Elections – **May 1, 2018**, presented by Mr. Stephen Andrews, OCSTA Director of Legislative and Political Affairs, and Mr. Patrick Daly, OCSTA President (Board Office – 4:30 p.m.)
- May 6-May 11, 2018 - Catholic Education Week
- May 9, 2018 – PVNCCDSB Service Recognition – Occasional Staff (Board Office) 5:00 p.m.
- 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, January 23, 2018 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

## PRESENT:

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

## **A. Call to Order of the Open Meeting – 6:31 P.M.:**

### 1. Examen and Opening Prayer.

Mrs. Michelle Griepsma, Chairperson, called the meeting to order at 6:31 p.m. and led the Board in the Examen and Opening Prayer.

### 2. Acknowledgement.

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

### 3. Singing of the National Anthem.

The National Anthem was sung.

Mrs. Michelle Griepsma, Chairperson, welcomed guests and attending principal representatives.

### 4. Approval of the Agenda.

**MOTION:** Moved by Mr. Dave Bernier, seconded by Ms. Christine Dunn, that the Agenda for Tuesday, January 23, 2018, be approved as presented

Carried.

5. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

6. Approval of the Minutes.

a. R.A. Approval of the December 19, 2017 Open Session Regular Board Meeting Minutes.

**MOTION:** Moved by Mrs. Linda Ainsworth, seconded by Mr. Dan Demers, that the Board approve the December 19, 2017 Regular Board Meeting Minutes as presented.

Carried.

b. R.A. Approval of the recommended action from the January 15, 2018 Special In-Camera Meeting re: February Board Meeting Date.

Discussions regarding the request to change the February Board meeting date from February 27 to February 26, 2018 were shared with Trustees at the Special In-Camera Meeting that took place on January 15, 2018.

**MOTION:** Moved by Mr. Dan Demers, seconded by Ms. Christine Dunn, that the Board Meeting originally scheduled for February 27, 2018 be changed to February 26, 2018 and that notification be communicated to stakeholders and posted on the Board website.

Carried.

7. Business Arising Out of the Minutes.

There were no items.

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

1. Report from the Director of Education.

a) 2016-2017 Director's Annual Report.

Mr. Michael Nasello, Director of Education, shared the 2016-2017 Director's Annual Report with Trustees and answered questions.

Mr. Nasello, thanked Mr. Galen Eagle - Communications Manager, Mrs. Andrea Bradley - Visual Communications Specialist/Administrative Assistant, and Senior Administration for their contributions and work on the report.

Mr. Nasello indicated that this report incorporates a continuity to the past and has moved to a process of engaging staff, students, parish and community in significant dialogue around the renewed plan for the next three years and that their voices are reflected in this report.

The Trustees thanked Mr. Nasello and expressed their appreciation for the process that involved so many voices being heard.

b) Mr. Michael Nasello, Director of Education, shared the Director's Report with the Board and highlighted that:

- This is the Week of Prayer for Christian Unity and much of what we pray for this week is a healing of divisions and a commitment to working together for a better future.
- Meetings have taken place with the Mayor of Peterborough and the Mayor of the City of Kawartha Lakes along with the directors of our two co-terminus public boards regarding upcoming legislation changes that will see the creation of regulated Cannabis outlets in 40 centres across Ontario initially, one being in Peterborough and one being in Lindsay. Some areas of concern discussed were increasing the distance from schools to 1Km, visibility, advertising and commitment to ongoing education and advocating for more accessible counselling services for those who are struggling with addiction and/or harmful effects of substance abuse.
- Several PVNC Staff and the Director of Education will attend the National Conversation on Holocaust Education this weekend in recognition of the January 28, International Holocaust Remembrance Day. Renowned speakers and leaders will be presenting, including Max Eisen, Holocaust survivor and author, who met with PVNCCDSB students and staff during the summer of 2017 Germany and Poland Educational Program.

Mr. Michael Nasello & Domenic Scuglia, Directors of Education for Peterborough, Victoria, Northumberland & Clarington Catholic District School Board and Regina Catholic School Division co-authored and will be sharing an article on, "The Holocaust in History & Living Memory: The Story of an Ontario Catholic Secondary School Program".

- On February 22, 2018 schools will call to mind Human Trafficking Awareness which will be recognized throughout the month. A congratulatory letter was sent from the board in recognition of our new Minister of Education, Indira Naidoo-Harris who has also facilitated the passage of the Anti-Human Trafficking Act of 2017.
- The Director and Mrs. Laurie Corrigan, Superintendent of Learning/Innovation Technology met with Andi van Koeverden, Director of Strategic Advancement at the Mount Community Centre and had an opportunity to tour the centre. Discussions followed regarding learning opportunities for our students. More will be shared with Trustees in upcoming months.

## 2. Report from the Student Trustee(s).

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

- Students are gearing up for exams and the Link teams are assisting students
- Tutoring Programs are in place
- Grade 8 nights are happening and students are involved in the process

- Therapy dogs are being integrated at some secondary schools for students experiencing stress at exam time
- Mental Health programs are taking place at schools

Mrs. Michelle Griepsma, Chairperson, requested if the Student Trustees could share further details with Trustees at the February 26, 2018 Board Meeting regarding the Ontario Student Trustees' Association (OSTA-AECO) policy paper entitled, "A Turning Point for Education: The Student Platform". This report includes recommendations related to Student Well-Being, 21<sup>st</sup> Century Learning, Experiential Learning, Guidance Supports, Special Education and Transportation Funding and Equitable Access to Learning Opportunities.

### **C. Presentations:**

#### **1. Deeper Learning at the Secondary Level.**

Mrs. Dawn Michie, Superintendent of Learning/Program K-12, Mr. Jonathan Ross – Teacher at Holy Cross Catholic Secondary School and Holy Cross Catholic Secondary School students: Morgan Daniels, Jodi Overwijk, Ryan Tobin and Keifer Saysanasy made a presentation to the Board and answered questions.

Mrs. Michie shared an overview of Deep Inquiry Learning, curriculum and the Ontario Catholic Graduate Expectations connections as well as the current Deep Learning projects are running at PVNCCDSB secondary schools.

Mr. Ross shared that his goals for students involve the use of technology to communicate and understand curriculum, solve real-world problems, and connect with larger communities outside of the classroom.

Students shared their videos with Trustees regarding the Harper Creek watershed. Students created their own projects on the watershed, each looking through different lenses and perspectives at the same topic. Erosion and the impact on nature, use of technology through photography of nature, assessment and mapping of urban population impact as well as connecting Mental Health and Well-being through the physical experience of being in nature were a few areas the students explored.

Another area of study looked at new students arriving to our country and the use of social media to help these students connect with local students and organizations.

The students expressed their appreciation for the Deep Inquiry Learning projects that allow them personal and meaningful intellectual exploration through inquiry-based learning.

Trustees thanked all the presenters and the opportunity to view deeper learning in action at Secondary and see the student and community embracing the work together.

### **D. Programs and Services: No items.**

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

#### **1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.**

Mrs. Michelle Griepsma, Board Chairperson, shared that updates are on the google drive and if Trustees have any questions pertaining to any documents on the Google Drive please

contact Mrs. Michelle Griepsma, Board Chairperson.

Updates include:

- Student Transportation Memo and Discussion Paper (December Folder)
- Student Transportation Consultation February 15, 2018
- Bus Operators Association – Letter to the Minister of Education
- Student Trustees 2018 Education Policy Recommendation
- Memo 2018 Municipal and School Board Election Materials
- 2018 Pre-Budget Presentation
- Bill 193 Rowan's Law (Concussion Safety) 2017
- Multi Year Planning
- OESC resources - more will be available in April
- Cabinet Shuffle Memo
- OCSTA News letters

2. Trustee Reports: OCSTA – Ontario Catholic School Trustees' Association Seminar January 19-20, 2018.

Attending Trustees shared updates from the January 19-20, 2018 Seminar and workshops. One topic of discussion included Mental Health and Well-Being and the system approach to mindfulness and guided meditation. Discussions took place around the link between health and physical education, suicide awareness and supports to mental health and addiction nurses.

Mrs. Michelle Griepsma, Chairperson, co-presented at the conference on the topic of "Identifying Opportunities and Best Practices for Strengthening Home-School-Parish Relationships".

Ms. Stefani Burosch, Mental Health Lead for PVNCCDSB, presented as part of a panel at the conference on the topic of Mental Health Priorities and Initiatives at Catholic District School Boards.

Mrs. Griepsma, Chairperson, suggested the possibility having an update on Mental Health services/centres and resources including information pertaining to nurses supporting students at schools to at an upcoming Governance or Board Meeting.

3. Report from the STSCO Governance Committee Open Session Meeting January 9, 2018.

Mrs. Michelle Griepsma, Board Chairperson, shared that:

- 17-18 STSCO Budget: Projected expenditures are estimated to exceed the STSCO 2017-2018 budget by 1.2% by year end. Nine bus routes were added in September and October to accommodate enrolment growth and ride time issues.
- Annual Service Changes and Efficiency Measures: Summary shared as method to look for improvements in service and efficiencies and if any could affect our schools. Administration will follow up with Principals at those schools and will bring recommendations back in the spring.

Mrs. Griepsma discussed conversations around public transit systems and costs.

Recommendation from the STSCO Governance Committee Meeting January 9, 2018:  
Re: Draft Letter – Minimum Wage Increase – Bus Operators

Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services, shared the Draft letter with Trustees and answered questions.

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

that the board approve signing a letter to the Minister of Education jointly with our consortia partners, Kawartha Pine Ridge DSB and Conseil Scolaire Catholique Mon Avenir outlining concerns about the recent minimum wage increase and its impact on local bus companies, and that the letter be copied to the local MPP's and bus operators.

4. Final Staff Report – Cobourg Elementary School Accommodation Review (Information Only).

Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services, and Mr. Tim Moloney, Superintendent of Student Success, presented the Final Staff Report – Cobourg Elementary School Accommodation Review for information and answered questions. The final report, with recommended actions, will come to Trustees at the Open Session of the Regular Board Meeting February 26, 2018.

Mr. Tim Moloney shared a presentation outlining the ARC Committee, processes, dates and actions. The options from the ARC Committee were reviewed for information. There is a Special Board Meeting scheduled for February 7, 2018 at the Catholic Education Centre in Peterborough for delegations that may wish to make a presentation.

Communications were sent home or posted online with schools regarding February 7, 2018. This is posted on the ARC page of the Board website and a Banner posted on the Board Website. Mrs. Grace and Mr. Moloney will follow up on communications regarding February 7, 2018 and will send for the Parish bulletin.

Trustees thanked Mrs. Grace and Mr. Moloney for their work and detail to process.

**F. Human Resources:**

1. R.A.: 2018-2019 DRAFT School Year Calendars (Elementary and Secondary).

Ms. Joan Carragher, Superintendent of Learning/Leadership and Human Resource Services, shared the DRAFT 2018-2019 School Year Calendars (Elementary and Secondary) and answered questions. This was a collaborative process with a survey offered for feedback.

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

that the proposed Elementary and Secondary 2018-2019 School Year Calendars be sent to the Ministry of Education for approval.

Carried.

**G. Policy Development:** No Items.

**H. Old Business:**

1. Letter to the Corporation of the Municipality of Clarington Re: Elections and PA Day.

Mr. Michael Nasello, Director of Education, shared the response letter addressed to the Municipality of Clarington regarding Elections and a PA Day. A copy of the letter was handed out to Trustees to read and comment on. The letter will be sent to the Corporation of the Municipality of Clarington.

**I. New Business:**

1. Cannabis Retail Outlet and Proximity to Schools Update.

Mr. Michael Nasello, Director of Education, updated the Trustees on the cannabis retail outlets and their proximity to schools. Municipal dialogues are taking place with the province. Locations still need to be finalized as well as how the funding will be distributed. Trustees will be updated as information is received.

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

**K. Information Items:**

1. Chairperson's Report.

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

2. Ontario College of Teachers Conference.

Mr. Michael Nasello, Director of Education, shared information with Trustees regarding an Ontario College of Teachers Conference taking place May 31, 2018 – June 1, 2018. The Director's Office will share conference details with Trustees. Trustees wishing to attend are requested to contact the Director's Office.

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

There were no Past Committee Meeting Minutes shared in the Google Drive for the January 23, 2018, Board Meeting. The below item is deferred to the February 26, 2018 Board Meeting.

- i. Special Education Advisory Committee – January 18, 2018. deferred

4. Highlights of System Achievements.

Mr. Galen Eagle, Communications Manager, did not present the System Achievements for the month but will be posting them on the Board web site.

**2 Future Meetings:**

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

1. Board Standing Committee Meetings:
  - Policy Development – Tuesday, January 30, 2018, 6:30 p.m. – 8:30 p.m.
  - Special In-Camera Board Meeting January 30, 2018 following policy 8:30 p.m.

- **Special Board Meeting – February 7, 2018, 6:30 p.m.**
- Chairperson Committee Meeting – Monday, February 12, 2018, 4:30 p.m.
- Governance – Monday, February 12, 2018, 6:30 p.m. – 8:30 p.m.
- Board Meeting – Tuesday, February 27, 2017, In Camera 6:00 p.m.,  
Open Session 6:30 p.m. **changed to Monday February 26, 2018.**

2. Other Committee Meetings:

- Faith and Equity Advisory Committee, January 25, 2018, 6:30 p.m.
- Catholic Parent Engagement Committee, February 5, 2018, 6:30 p.m.
- Chairperson Committee Meeting, February 12, 2018, 4:30 p.m.
- Accessibility for All Committee, February 13, 2018, 1:15 p.m.
- Special Education Advisory Committee – February 15, 2018, 6:30 p.m.
- Student Council Liaison Committee Meeting – February 27, 2018, 4:15 p.m.
- First Nation, Métis, and Inuit Advisory Committee – March 6, 2018, 6:30 p.m.
- STSCO Governance Meeting – March 28, 2018, 3:00 p.m., STSCO Offices.
- French as a Second Language Advisory Committee, April 11, 2018, 4:30 p.m.
- Audit Committee, TBD, 6:30 p.m.
- Supervised Alternative Learning Committee (SAL), TBD
- Strategic Planning Advisory Committee – TBD.

**EVENTS (chronological order)**

- ~~February 7, 2018~~ – Workshop on Municipal Elections presented by Mr. Patrick Daly, President OCTSA and Mr. Stephen Andrews, Director of Legislative and Political Affairs – **DATE CHANGED** to April 2018 (date to be confirmed)
- 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.**

**MOTION:** Moved by Ms. Christine Dunn, seconded by Mrs. Helen McCarthy,

that the Board approved the actions and the discussions arising from the In-Camera session on January 23, 2018.

Carried.

**A. 1. Opening Prayer was shared.**

2. The Agenda for the In-Camera meeting of January 23, 2018 was approved as presented.

3. There were no declarations of conflict of interest.

4. The draft Minutes of the December 19, 2017 In-Camera Board Meeting were approved as presented.

AND

the draft Minutes of the January 15, 2018 Special In-Camera Board Meeting were

approved as presented.

5. There was no business arising out of the minutes.

**B.** There were no presentations.

**C.** There were no items under Programs and Services.

**D.** Under Business, Finance and Governance:

1. An OCSTA In-Camera report was heard.

2. Audit Committee information was shared and a recommended action approved.

3. A STSCO Governance Committee In-Camera report was heard and a recommended action approved.

**E.** Human Resources:

1. A HR update was heard.

**F.** Other Urgent Matter: No Items.

**G.** Information Items: No Items.

**H.** Old Business: No items.

**I.** The Meeting convened as an Open Session at 6:20 p.m.

2. Closing Prayer.

Mrs. Michelle Griepsma, Chairperson, asked Ms. Christine Dunn to lead the group in Closing Prayer.

3. Adjournment.

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

that the meeting re-convene as an In-Camera Meeting at 9:13 p.m.

Carried.

M. Griepsma  
Board Chairperson

M. Nasello  
Director of Education

per PS



# Minutes

THE MINUTES OF THE OPEN SESSION OF THE SPECIAL MEETING OF THE BOARD held Wednesday, February 7, 2018, at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

## PRESENT:

- Trustees - Mmes. Linda Ainsworth, Ruth Ciraulo (Via Videoconference), Christine Dunn, Helen McCarthy, Michelle Griepsma.  
Messr. Dave Bernier, Dan Demers.
- Administration - Mmes. Isabel Grace.  
Messrs. Fr. Paul Massel, Tim Moloney, Michael Nasello.
- Absent/Regrets -
- Recorder - Mme. Pamela Smith

## **A. Call to Order of the Open Session of the Special Board Meeting: 6:30 p.m.**

### 1. Examen and Opening Prayer.

Mrs. Michelle Griepsma, Chairperson called the Meeting to order at 6:30 p.m. and asked Fr. Paul Massel to lead the Board in the Examen and Opening Prayer.

### 2. Acknowledgement.

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

### 3. Singing of the National Anthem.

The National Anthem was sung.

Mrs. Michelle Griepsma, Chairperson, welcomed the attending principal representative, Mr. Stephen O'Sullivan.

### 4. Approval of the Agenda.

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

that the Agenda for Wednesday, February 7, 2018, be approved with the amendment that item I.1 New Business – STSCO Update be added.

Carried.

5. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

6. Approval of the Minutes. No Items.

7. Business Arising Out of the Minutes. No Items.

**B. Reports from the Director of Education and Student Trustee(s):** No Items.

**C. Presentations:**

1. Cobourg Accommodation Review - Delegations.

Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services, and Mr. Tim Moloney, Superintendent of Learning/Student Success.

No delegations presented to the Board.

Trustees would like to request that in general administration ensure a standardized communication process be established for notification to parents and schools.

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

**E. Business, Finance and Governance:** No Items.

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

**G. Policy Development:** No Items.

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

**I. New Business:**

1. STSCO Update.

Mr. Nasello, Director of Education, informed the Trustees that notification has been received that First Student Bus Lines are in a position to have a strike vote.

Mr. Nasello, Director of Education and Mrs. Isabel Grace, Superintendent of Business and Finance/Facility Services advised that communication plans would be ready if needed to schools and parents. If a strike were to occur parents would be responsible for getting their children to school and it would be business as usual at the school.

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

**K. Information Items:** No Items.

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

1. Board Standing Committee Meetings:
  - Governance – **Monday, February 12, 2018, 6:30 p.m. – 8:30 p.m.**
  - Board Meeting – **MONDAY, FEBRUARY 26, 2018, In Camera 6:00 p.m., Open Session 6:30 p.m.**
  - Policy Development – **Tuesday, April 3, 2018, 6:30 p.m. – 8:30 p.m.**
2. Other Committee Meetings:
  - Catholic Parent Engagement Committee, February 5, 2018, 6:30 p.m., April 16, 2018.
  - Chairperson Committee Meeting – Monday, February 12, 2018, 4:30 p.m.
  - Accessibility for All Committee, February 13, 2018, 1:15 p.m.
  - Special Education Advisory Committee – February 15, 2018, 6:30 p.m.
  - Student Council Liaison Committee Meeting – **MONDAY, FEBRUARY 26, 2018, 4:15 p.m.**
  - Faith and Equity Advisory Committee, April 26, 2018, 6:30 p.m.
  - First Nation, Métis, and Inuit Advisory Committee – March 6, 2018, 6:30 p.m.
  - STSCO Governance Meeting – March 28, 2018, 3:00 p.m., STSCO Offices.
  - French as a Second Language Advisory Committee, April 11, 2018, 4:30 p.m.
  - Audit Committee, TBD, 6:30 p.m.
  - Supervised Alternative Learning (SAL) Meeting – TBD.

**EVENTS (chronological order)**

- February 15, 2018 – Special Olympics Fundraisers
- February 15-18, 2018 - OSTA-AECO Ontario Student Trustees' Association Board Council Conference (Student Trustees)
- April 4, 2018 - Catholic Leadership Development Series, "Called to Learn", 4:15 p.m. -6:00 p.m. Board Office –Large Board Room
- 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 – PVNCCDSB Service Recognition – Occasional Staff (Board Office)
- 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

**L. Conclusion:**

1. Move to Special In-Camera Board Meeting:

**MOTION:** Moved by Mr. Dan Demers, seconded by Mrs. Helen McCarthy,

that the Board move to a Special In-Camera Board Meeting Session at 6:58 p.m.

Mrs. P. Smith Recorder left the meeting at 6:58 p.m.

The Meeting reconvened as an Open Session Meeting at 9:12 p.m.

**2. Report from the In-camera Meeting.**

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

that the Board approved the actions and the discussions arising from the Special In-Camera session on February 7, 2018.

Carried.

- A.** 1. Opening Prayer was shared.  
2. The Agenda for the In-Camera meeting of February 7, 2018 was approved as amended.  
3. There were no declarations of conflict of interest.  
4. There was no business arising out of the minutes.
- B.** There were no presentations.
- C.** There were no items under Programs and Services.
- D.** Under Business, Finance and Governance:
  - 1. A property discussion was heard.
  - 2. A STSCO Update was heard.
- E.** Human Resources:
  - 1. A HR update was heard.
- F.** Other Urgent Matter: No Items.
- G.** Information Items: No Items.
- H.** Old Business: No items.
- I.** The Meeting convened as an Open Session at 9:12 p.m.

The Chairperson, Mrs. Michelle Griepsma, asked Mrs. Helen McCarthy to lead the group in Closing Prayer.

**3. Adjournment.**

**MOTION:** Moved by Mr. Dan Demers, seconded by Mrs. Helen McCarthy,

that the meeting be adjourned at 9:30 p.m.

Carried.

*The google meeting evaluation form will be shared with Trustees to complete.*

Michelle Griepsma  
Board Chairperson

Michael Nasello  
Director of Education

per PS

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# BUSINESS AND FINANCE

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## Report to the Board

**Meeting:** ☐ In Camera  
☒ Open

**Presented for:** ☐ Information  
☒ Approval

**Meeting Date:** February 26, 2018

**Submitted by:** Isabel Grace, Superintendent of Business/Finance  
Timothy Moloney, Superintendent of Learning/Student Success

**Subject:** Cobourg Catholic Elementary Schools Accommodation Review: Final Staff Report recommendations

**Recommended Action(s):** see below

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### Background:

The Final Staff Report for the Cobourg Catholic Elementary Schools Accommodation Review was presented to the Board of Trustees on January 23, 2018. A Special Board Meeting was held February 7, 2018 to provide opportunity for delegations to comment on the proposed recommendations.

The motions with respect to the Final Staff Report are as follows:

#### It is recommended:

1. THAT the Board of Trustees approves the closure of St. Michael Catholic Elementary School and transfer of the French Immersion program to Notre Dame Catholic Elementary School to create a dual track school. This motion is subject to the Ministry of Education approval and completion of capital improvements at Notre Dame Catholic Elementary School.
2. THAT the Board of Trustees approves the revision of the French Immersion catchment area to reflect movement of the French Immersion program to Notre Dame Catholic Elementary School. This catchment area revision is

subject to the Ministry of Education approval and completion of capital improvements at Notre Catholic Elementary School.

3. THAT the Board of Trustees approves the Implementation of a boundary change for regular track students at Notre Dame Catholic Elementary School and St. Joseph Catholic Elementary School as outlined in the Initial Staff Report, Option 4 - proposed new school boundaries. This boundary change will become effective as of the approval of the Cobourg Catholic Elementary Schools Accommodation Review Final Staff Report.
4. THAT the Board of Trustees approves, on a without prejudice basis, to provide all current families, affected by the Notre Dame - St. Joseph Catholic Elementary Schools boundary change, the option of continuing attendance at Notre Dame CES as outlined in the Final Staff Report - Guiding Principles.
5. THAT the Board of Trustees approves and directs staff to submit a business case to the Ministry of Education during the next round of submissions for Capital Facility improvements at Notre Dame Catholic Elementary School in the following priority:
  - (1) New Replacement School.
  - (2) New Addition and Facility Improvements.

BOARD DIRECTIONAL POLICY	
DIRECTIONAL POLICY TITLE	DIRECTIONAL POLICY NUMBER
STUDENT TRANSPORTATION	1300

**DRAFT AS OF 2018-01-30**

**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 its Transportation Supervisor. Additional information is available at [www.tldsb.on.ca](http://www.tldsb.on.ca)

**REFERENCES:**

- Education Act and Regulations

DRAFT

## 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

Kindergarten	1.0 km (Year 1 and Year 2)
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.

February 2, 2018

Peterborough Victoria Northumberland Clarington Catholic District School Board  
1355 Lansdowne St. W.,  
Peterborough, Ontario,  
Canada, K9J 7M3

Attention: Michael Nasello, Director of Education

*via Email*

Dear Mr. Nasello:

**Re: Request to Move PA Day to Coincide with the October 22, 2018  
Municipal Election**

Please be advised that at its meeting held the 30<sup>th</sup> day of January, 2018, the Council of the Township of Selwyn passed the following Resolution:

**Resolution No. 2018 - 016 - Request to Move PA Day to Coincide with  
the October 22, 2018 Municipal Election**

Deputy Mayor Senis – Councillor Donna Ballantyne –

That the correspondence from the Municipality of Clarington regarding their request to move the October 26, 2018 PA Day to coincide with the October 22, 2018 election be received for information; and that the Township of Selwyn formally requests the Kawartha Pine Ridge District School Board and the Peterborough Victoria Northumberland Clarington Catholic School Board to hold their PA Day on Monday, October 22, 2018 instead of the proposed Friday, October 26, 2018 to coincide with the province-wide municipal elections.

Carried.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

*Carla Hope*

Carla Hope  
Administrative Assistant

c.c. Municipality of Clarington  
Kawartha Pine Ridge District School Board

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