



# Agenda

## GOVERNANCE COMMITTEE MEETING

Tuesday, October 9, 2018  
OPEN MEETING – 6:30 - 8:30 p.m.  
CATHOLIC EDUCATION CENTRE – BOARDROOM

Chairperson: Daniel Demers

Trustees who are unable to attend are asked to please notify  
Jennifer Glasbergen, Administrative Assistant  
(705) 748-4861 ext. 251 or by email: [jglasbergen@pvnccdsb.on.ca](mailto:jglasbergen@pvnccdsb.on.ca)

### A. Call to Order:

1. Opening Prayer.
2. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishinaabe.
3. Approval of Open Meeting Agenda.
4. Declarations of Conflicts of Interest.
5. Approval of the Minutes of the Open Meeting of the Governance Committee held on September 10, 2018.
6. Business Arising from the Minutes.

### B. Recommended Actions/Presentations:

1. St. Joseph, Douro: Update on drinking water advisory. **Page 6**
2. Facility Assessments: 2018-19 Process.
3. Elementary Enrolment – school by school comparison. **Page 7**

**C. Information Items:**

1. Federal Tax Treatment of Trustee Honoraria. [Page 8](#)
2. PPM 151. Professional Activity Days Devoted to Provincial Education Priorities. [Page 9](#)

**D. Old Business:**

**E. New Business:**

**F. Next Meeting:**

1. Monday, November 12, 2018 – 6:30 p.m.

**G. Conclusion:**

1. Closing Prayer.
2. Adjournment.



# Minutes

THE MINUTES OF THE OPEN MEETING OF THE GOVERNANCE COMMITTEE held on Monday, September 10, 2018 at 6:45 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

## PRESENT

Trustees: Mmes. Linda Ainsworth, Calahndra Brake (Senior Student Trustee), Christine Dunn, Eveline Fisher (Junior Student trustee), Michelle Griepsma (Acting committee Chairperson), Helen McCarthy (via teleconference).  
Mr. David Bernier.

Administration: Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace.  
Mr. Timothy Moloney.

Guests: Mr. Richard Driscoll, Facility Services Manager.

Regrets: Mmes. Ruth Ciraulo, Dawn Michie.  
Messrs. Mr. Daniel Demers (Committee Chairperson), Michael Nasello.

Recorder: Mrs. Jennifer Glasbergen.

## **A. Call to Order:**

Michelle Griepsma called the meeting to order.

### 1. Opening Prayer.

Isabel Grace led the Opening Prayer in the In-Camera Session.

2. Michelle Griepsma, acknowledged that the Governance Meeting was taking place on the traditional territory of the Mississauga Anishinaabe.

### 3. Approval of Open Session Agenda.

**MOTION:** Moved by David Bernier, seconded by Linda Ainsworth, that the Open Meeting Agenda be accepted as amended with the addition of E1. OCSTA Regional Meeting.

Carried.

4. Declarations of Conflicts of Interest.

5. Approval of the Minutes of the Governance Committee – Open Session held on June 18, 2018.

**MOTION:** Moved by Linda Ainsworth, seconded by Christine Dunn, that the Minutes of the Governance Committee – Open Session, held on June 18, 2018, be approved.

Carried.

6. Business Arising from the Minutes.

**B. Recommended Actions/Presentations:**

**C. Information Items:**

1. Facility Update.

Richard Driscoll, Facility Services Manager, updated the Governance Committee on the status of the upgrades and renovations that took place over the summer. Richard explained any changes and answered trustee questions.

2. Human Resources Update.

Joan Carragher, Superintendent of Learning/Leadership and Human Resources Services, presented the 2018-2019 Staffing Report and Reporting Absences Administrative Procedure to the Governance Committee. Joan reviewed the report in detail and answered trustee questions.

*Joan Carragher, Superintendent of Learning/Leadership and Human Resources Services, thanked her staff for all their work with filling the vacancies before the 2018/19 school year.*

3. Education Funding Changes: 2018: B14, B12.

Isabel Grace, Superintendent of Business and Finance, updated the Governance Committee on the 2018-2019 Education Funding from the Ministry of Education. Isabel explained the key changes and answered trustee questions. Isabel also spoke to the cancellation of Greenhouse Gas Reduction Funding and noted that the work had already been started before the deadline and therefore, funding was still in place.

*Anne Marie Ducan, Superintendent of Learning/Special Education Acknowledged Isabel, as well as her team, for all their hard work and support.*

4. School Energy Coalition: June 30, 2018.

Isabel Grace, Superintendent of Business and Finance, presented to the Governance Committee the School Energy Coalition, Summary Status Report. Isabel reviewed the report in detail and answered trustee questions.

**D. Old Business:**

**E. New Business:**

1. OCSTA Regional Meeting.

Michelle Griepsma, Board Chairperson, brought forth the questions that were up for discussion in the upcoming Regional Meetings. Administration spoke to their desired outcomes and gave feedback for the trustees to bring to the upcoming Regional Meetings on their behalf.

**F. Next Meeting:**

1. Tuesday, October 9, 2018 – 6:30 p.m.

**G. Conclusion:**

1. Closing Prayer.

Michelle Griepsma asked Isabel Grace to lead the Closing Prayer.

2. Adjournment.

**MOTION:** Moved by Linda Ainsworth, seconded by Christine Dunn,  
that the Governance Committee meeting adjourn at 8:14 p.m.

Carried.

Daniel Demers  
Chairperson  
/jg

Isabel Grace  
Superintendent of Business



ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL

PRINCIPAL: Mrs. Julie Selby

405 Douro 4<sup>th</sup> Line, Douro Dummer ON K0L 2H0

Phone: (705) 652-3961 Fax: (705) 652-8247

September 27, 2018

Dear Parents/Guardians,

The purpose of this letter is to update you on the Drinking Water Advisory that remains in effect at St. Joseph Catholic Elementary School.

Student and staff safety are always our primary concern and we will continue to provide alternative drinking sources until directed otherwise by Peterborough Public Health. In the meantime, the Board continues to examine a range of options to restore safe drinking water to St. Joseph.

I am happy to advise that Peterborough Public Health has recently amended its order to allow school water to be used in dishwashing, which will have a positive impact on our breakfast program volunteers. I sincerely thank our staff, parents and volunteers for your continued patience while we deal with this issue.

As always, if you have any school related questions, please don't hesitate to contact me at the school.

Sincerely,

Julie Selby  
Principal

## GOVERNANCE COMMITTEE - OCTOBER 9, 2018

## ENROLMENT: ACTUAL VERSUS PROJECTED

	Actuals ADE 2017/18	(A) Total Enrolment projected for 18/19	(B) As at Sept 26, 2018	Difference (B) - (A)
<b>ELEMENTARY</b>				
<b>Peterborough County</b>				
St. Joseph's Douro	235	243.0	244	1.0
St. Martin's	354	370.0	357	-13.0
St. Paul's Lakefield	193.5	183.0	194	11.0
St Paul's, Norwood	273.5	285.0	295	10.0
	<b>1056.0</b>	<b>1081.0</b>	<b>1090.0</b>	<b>9.0</b>
<b>City of Kawartha Lakes</b>				
Pope John Paul II	198	186.0	198	12.0
St. Dominic's	376.25	402.0	394	-8.0
St. Luke's, Downeyville	184.5	185.0	186	1.0
St. Mary's, Lindsay	98	97.0	96	-1.0
	<b>856.8</b>	<b>870.0</b>	<b>874.0</b>	<b>4.0</b>
<b>Northumberland County</b>				
St. Mary's Campbellford	285.5	300.0	299	-1.0
St. Joseph's Cobourg	192	191.0	189	-2.0
St. Michael's	167	183.0	178	-5.0
St. Mary's, Grafton	275	278.0	285	7.0
St. Anthony's	382.5	363.0	370	7.0
Notre Dame, Cobourg	277	234.0	228	-6.0
	<b>1579.0</b>	<b>1549.0</b>	<b>1549.0</b>	<b>0.0</b>
<b>Peterborough City</b>				
St. Catherine's	750	757.0	743	-14.0
Immaculate Conception	249	251.0	244	-7.0
St. Alphonsus	219	212.0	214	2.0
St. Anne's	586.75	612.0	616	4.0
St. John's Peterborough	279	287.0	268	-19.0
St. Patrick's	249	249.0	247	-2.0
St. Paul's Peterborough	398.5	384.0	379	-5.0
St. Teresa	298	304.0	298	-6.0
Monsignor O'Donoghue	487.5	490.0	481	-9.0
	<b>3516.8</b>	<b>3546.0</b>	<b>3490.0</b>	<b>-56.0</b>
<b>Clarington</b>				
St. Joseph's, Bowmanville	486.5	517.0	508	-9.0
St. Francis of Assisi	519	509.0	515	6.0
Mother Teresa	421.5	407.0	408	1.0
Msgr. Leo Cleary	176	181.0	182	1.0
St. Elizabeth's, Bowmanville	568.5	594.0	579	-15.0
Good Shepherd	514.5	507.0	521	14.0
Holy Family	661.5	673.0	653	-20.0
	<b>3347.5</b>	<b>3388.0</b>	<b>3366.0</b>	<b>-22.0</b>
<b>Total Elementary</b>	<b>10356.0</b>	<b>10434.0</b>	<b>10369.0</b>	<b>-65.0</b>



Ontario Catholic School  
Trustees' Association

September 27, 2018

**MEMORANDUM**

**TO:** Chairpersons and Directors of Education  
- All Catholic District School Boards

**FROM:** Stephen Andrews, Director of Legislative and Political Affairs

**SUBJECT: Federal Tax Treatment of Trustee Honoraria**

---

This memorandum presents information on the Federal Tax treatment of Trustee Honoraria. It outlines the change in the *Income Tax Act (Canada)* which impacts the tax treatment of trustee honoraria.

Subsection 81(3) of the *Income Tax Act (Canada)* ("ITA") currently exempts from tax certain amounts that are paid as allowances for expenses incident to the discharge of a school board member's duties. Under subsection 81(3), the maximum exemption is equal to ½ of the amount paid as salary or other remuneration to that person in the year.

The 2017 federal budget eliminated this exemption and the Legislation (Bill C-44) received Royal Assent on June 22, 2017. This repealed subsection 81(3) of the ITA is **effective January 1, 2019**.

This means that all allowances for incidentals that are paid to board members will become fully taxable commencing in 2019. **In other words, the full honorarium paid to each trustee will become taxable as of January 1, 2019.** While taxable, to the extent that school board members are responsible for expenses incurred in connection with the performance of their duties, then certain deductions might be available (i.e., under paragraph 8(1)(h.1) or 8(1)(i) of the ITA) to help offset the additional tax that may be owing.

If you have any questions, please contact Steve Andrews at [sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca).





# Policy/Program Memorandum No. 151

**Date of Issue:** December 5, 2017 **Effective:** Until revoked or modified

**Subject:** PROFESSIONAL ACTIVITY DAYS DEVOTED TO  
PROVINCIAL EDUCATION PRIORITIES

**Application:** Directors of Education  
Secretaries and Supervisory Officers of School Authorities  
Director, Provincial Schools Branch

**References:** Regulation 304, “School Year Calendar, Professional Activity Days”.  
This memorandum replaces Policy/Program Memorandum No. 151,  
December 9, 2011.

## INTRODUCTION

The Education Act states that the Minister of Education may “establish policies and guidelines respecting criteria and topics for the professional activity days that are required by regulation and require boards to comply with the policies and guidelines”.<sup>1</sup>

Regulation 304, “School Year Calendar, Professional Activity Days”, made under the Education Act, sets out the conditions governing the establishment of school year calendars. The regulation states that school boards<sup>2</sup> must designate three professional activity (PA) days and may designate up to four additional PA days per school year.<sup>3</sup> Half a school day may be designated for an instructional program and the other half for professional activities.<sup>4</sup>

The requirements for the professional activities for the three mandatory PA days are set out in this memorandum. The ministry reviews these requirements regularly to ensure that they are aligned with the provincial education priorities. If the requirements should change as a result of such review, this memorandum will be updated.

## CONTEXT

All school and school board staff have an important role to play in ensuring the success and well-being of all students in Ontario’s publicly funded education system. Building capacity at all levels of the education system and supporting a culture of professional learning for all is critical for student success. At the core of *Achieving Excellence: A Renewed Vision for Education in Ontario, 2014* is a commitment

1. Education Act, subsection 8(1), paragraph 28.

2. In this memorandum, *school board(s)* and *board(s)* refer to district school boards and school authorities.

3. Regulation 304, subsection 2(3.1), paragraphs 1 and 2.

4. Regulation 304, subsection 1(2).

to high-quality, collaborative, and continuous learning for all learners – students, teachers, support staff, and school and board leaders.

The Ministry of Education recognizes that teachers play a significant role in improving student achievement. Teaching is a dynamic and collaborative learning profession that is constantly changing as teachers strive to engage and motivate students, and meet their diverse learning needs. Believing that all students can learn, having empathy for all learners, continually reflecting on student learning outcomes, and exercising responsible, informed professional judgement to improve or change practice are fundamentals of effective teaching. To ensure that Ontario's teaching profession continues to evolve, thrive, and be recognized for its excellence, the ministry is committed to supporting the ongoing professional learning of all teachers.

## **REQUIREMENTS FOR SCHOOL BOARDS**

School boards must continue to prepare their school year calendars in accordance with the requirements set out in Regulation 304. Boards are also required to submit their school year calendars to the Minister of Education according to the dates specified in the regulation.

Professional activities on the three mandatory PA days must meet the requirements set out in the section that follows. If boards designate additional PA days (up to four may be designated per school year), the professional activities on all such PA days must be consistent with the definition of "professional activity" in the regulation.<sup>5</sup>

When submitting school year calendars, boards are required to include a general outline of the activities to be conducted on each of the PA days identified in the calendar.

For each mandatory PA day, the regulation also requires that boards prepare an agenda that specifies the date, location and timing of the activities, school(s) participating, and the program and scheduled professional activities. At least ten school days in advance of a scheduled PA day, the board must make the agenda available by posting it on the board website and the website of each participating school; by posting it in the main office of the board and of each participating school; by distributing it to the school council chair of each participating school; and by using any other means the board considers appropriate to make the agenda accessible to all participants.

Each school year, boards are required to complete an evaluation of the activities conducted on all PA days held during that year. They are also required to retain these evaluations.

---

5. As stated in section 1(1) of Regulation 304, "professional activity" includes evaluation of the progress of pupils, consultation with parents, the counselling of pupils, curriculum and program evaluation and development, professional development of teachers and attendance at educational conferences, but does not include preparation by teachers for classes or instruction."



## **REQUIREMENTS FOR THE THREE MANDATORY PROFESSIONAL ACTIVITY DAYS**

Professional activities for the three mandatory PA days must be focused on teachers' professional learning with respect to the following current provincial education priorities, which are outlined in *Achieving Excellence*:

- achieving excellence
- ensuring equity
- promoting well-being
- ensuring public confidence

These priorities are the criteria that determine the focus and scope of the professional activities for the three mandatory PA days.

### **PA Day 1**

One PA day must be devoted to developing and implementing strategies to improve student achievement in numeracy.

### **PA Day 2**

The topic (or topics) for the second mandatory PA day will vary, depending on the teachers' federation, as indicated below. The topics for each federation were determined during the 2014 and 2017 labour negotiations between the provincial government and representatives from the federations and school board associations, and continue to be in effect for the 2018–19 school year.

- **Ontario Secondary School Teachers' Federation (OSSTF)**  
**All teachers:** the full day must be devoted to a topic (or topics) aligned with ministry priorities, such as improving student achievement in mathematics and/or developing and implementing strategies to ensure equity for all students, or to a topic that is also a current school board priority.
- **Elementary Teachers' Federation of Ontario (ETFO)**  
**All teachers:**
  - half a day must be devoted to occupational health and safety training, including training in violent incident reporting;
  - the other half of the day must be devoted to a topic aligned with ministry priorities, specifically developing and implementing strategies to improve student achievement in mathematics.**Education workers:**
  - half a day must be devoted to role-specific training or professional development (applies to permanent employees only);
  - the other half of the day must be devoted to occupational health and safety training, including training in violent incident reporting.

- **Association des enseignantes et des enseignants franco-ontariens (AEFO)**  
**Grade 1 to 8 teachers:** the full day must be devoted to a topic aligned with ministry priorities/school board initiatives, explicitly developing and implementing strategies to improve student achievement in mathematics.  
**Grade 9 to 12 teachers:** the full day must be devoted to a topic determined by board/federation professional development committees (where possible) and aligned with ministry priorities, such as improving student achievement in mathematics or science and technology, or developing and implementing strategies to ensure equity for all students.
- **Ontario English Catholic Teachers' Association (OECTA)**  
**All teachers:** half a day must be devoted to occupational health and safety training.  
**Full-day Kindergarten (FDK) teacher and early childhood educator (ECE) teams:** the other half of the day must be devoted to developing and implementing inquiry-based learning and pedagogical documentation assessment strategies.  
**Grade 1 to 12 teachers:** the other half of the day must be devoted to a topic determined by board/ federation professional development committees and aligned with ministry priorities, such as improving student achievement in mathematics, providing students with more inquiry-based or experiential learning opportunities, developing pedagogical documentation assessment strategies, or developing and implementing strategies to ensure equity for all students.

### PA Day 3

The third PA day must be devoted to teachers' professional learning related to any **one** of the four provincial education priorities: achieving excellence, ensuring equity, promoting well-being, or ensuring public confidence.

In addition to focusing on the topics indicated above, professional activities for the three mandatory PA days must meet **one or more** of the following requirements. They must:

- align with board and school goals and plans created within the context of the current provincial education priorities;
- focus on ways to address systemic barriers and discriminatory practices, and place an emphasis on equity, inclusion, and human rights;
- be informed by school and school board data, and be targeted to reflect the contexts of the board and its schools, including the priority learning needs of the students and teachers;
- be based on identified teacher learning needs with respect to culturally responsive instruction and the use of strategies that address the diverse learning needs of students;
- contribute to pedagogical development by providing teachers with opportunities to become familiar with a wide variety of evidence-based instructional strategies and their appropriate use; or
- support collaborative learning in which teachers can engage in inquiry and knowledge construction with education colleagues.

---

## ADDITIONAL CONSIDERATIONS

The professional activities on the three mandatory PA days are focused on professional learning for teachers. However, other educators who play a direct role in student learning – such as early childhood educators in full-day Kindergarten classrooms and educational assistants – could also benefit from participating in these professional learning opportunities. Depending on the local context, boards may decide to include other educators in professional activities on these three PA days.

Because of the importance of ongoing professional learning, school boards may also wish to consider incorporating professional activities scheduled for the three mandatory PA days into established board or school professional learning structures.

Knowledge of various ministry policy documents and resources is essential to meeting the current provincial education priorities. Boards may include a review of ministry policy documents and resources in professional learning activities on the three mandatory PA days.



## Professional Activity Days 2018 - 2019

Black = In School; Red = Out of School

Date	Focus	Groups & Topics	CUPE
Sept. 28, 2018 Provincial PA Day	Occupational Health and Safety Training. (Half Day)  Student Achievement/ Student Success: Board and School Improvement Plans	<ul style="list-style-type: none"> <li>● CSIPSAW &amp; Annual Learning Plans - ½ day (Please review the Board Improvement Plan)</li> <li>● Health &amp; Safety - ½ day - online</li> <li>● K &amp; RECE Teams - full-day (Memo 022)</li> <li>● ABA training for primary teachers - ½ day</li> <li>● GIFGIC - Gr. 5 - ½ day (Memo 013)</li> <li>● Secondary Grade 9 Phys Ed Teachers</li> <li>● Day 2 of ACT Foundation Training - full day (Memo 302 - Revised - June 6/18)</li> <li>● Secondary ESL Teachers (Memo 021)</li> <li>● Chaplaincy Team Leaders - ½ day (pm) (Memo 021)</li> </ul>	<ul style="list-style-type: none"> <li>● SESS (EAs) - PD with SLPs, half-day, regional; half day H&amp;S</li> <li>● CUPE PD from Mehrit Centre For secretaries, custodians, learning commons specialists- full day, central               <ul style="list-style-type: none"> <li>● SES009</li> </ul> </li> </ul>
Oct. 26, 2018	Faith Day – School Based	School Based - all staff, all day Renewing the Promise - David Wells online - 10:30am	
Nov. 23 , 2018 Provincial PA Day	Improve or Close Gaps in Student Achievement and Numeracy  FDK Planning	<ul style="list-style-type: none"> <li>● Math - Elementary</li> <li>● Financial Literacy &amp; Robotics - Secondary</li> <li>● FSL - Core French Teachers - full day</li> <li>● ILP - Program &amp; Social Detective - full day</li> <li>● K &amp; RECE - co-planning &amp; RE program - full day</li> <li>● BMS for elementary TICs - full day</li> <li>● Possible ESL Teachers</li> </ul>	<ul style="list-style-type: none"> <li>● CUPE PD from Mehrit Centre for SESS - full day (pending funding approval)</li> </ul>

Feb. 1, 2019	Assessment, Evaluation and Reporting Elementary & Secondary	Assessment & Reporting - Elementary Promotion Meetings - Secondary	● CUPE - central PD for Special Education Support Staff - full day
Apr. 5, 2019 Secondary Only	Safe and Inclusive Schools  Special Education	<b>Secondary Only</b> ● Topics to be confirmed (Curr. Chairs) ● Math Department Learning ● Spec. Ed. staff provide workshops to secondary schools. ● Possible ESL/ELD Teachers	
May 10, 2019 Provincial PA Day	Teacher Development/ Instructional Leadership  Teacher Inquiry and Reflective Practice	● CSIPSAW Review ● Teacher Collaboration & Reflection  ● Core-French Teachers ● Grade 1 Teachers - in FOS ● ILP Teachers - Social Detective/Inquiry ● ABA training to K teachers and RECEs,	Secretary PD
June 7, 2019 Elementary Only	Assessment and Reporting	<b>Elementary Only</b> Assessment & Reporting	
June 28, 2019	Safe and Inclusive Schools  Occupational Health and Safety Training	Occupational Health & Safety - ½ day	

# Memorandum

2018-2019: HS03

**To:** All Principals and Vice-Principals

**From:** Joan Carragher, Superintendent of Learning/Leadership & Human Resource Services  
Darren Kahler, Manager of Human Resource Services  
Melissa Featherstone, Health and Safety Officer

**Copies:** Senior Administration

**Subject:** September 28, 2018- Health and Safety Training Half Day

**Date:** September 21, 2018

## MEMO PURPOSE:

The Ministry of Education has designated a half-day of health and safety training for all School Board staff. The Peterborough Victoria Northumberland and Clarington Catholic District School Board has allocated a half day on the September 28, 2018 Professional Activity Day for this training to occur. Details can be found below.

## MEMO ACTION:

**Please forward this memo to your school staff.**

Principals will allocate a half day on September 28 for staff to complete on-line Health and Safety training. Where other training plans have been made that do not allow for time on this day, the allocation of time to complete health and safety training shall be specified to take place on an alternate PA Day (see memo SES:09 Mandatory In-service).

To complete online safety training staff will log on to:

*Safe Schools:* <https://pvncdsb-on.safeschools.com/login> and use their c-pass to log in (username and password the same as email)

Each staff member will complete their assigned training list which may include such topics as:

- Office Ergonomics
- Stress Management
- Anxiety
- Scent Awareness
- Safety Concern Form
- Subject/Role specific training (Example- Science Lab Safety, Compressed Gas Safety, Lifts and Transfers)

Training must be completed by end of day on Friday September 28, 2018 except where staff have been called away to another Board sponsored event and an alternate day for safety training has been identified

## MORE INFORMATION:

Should you encounter any technical difficulties or have any questions about accessing *Safe Schools* online training please contact Darren Kahler at 705-748-4861 ext. 229.

Thank-you in advance for your participation and co-operation in this process.