

# Minutes

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THE MINUTES OF THE OPEN SESSION OF THE REGULAR MEETING OF THE BOARD held Tuesday, February 26, 2019, at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

**PRESENT:**

Trustees - Mmes. Linda Ainsworth, Calahndra Brake (Student Trustee), Michelle Griepsma, and Helen McCarthy.

Messrs. Dave Bernier, Braden Leal, Kevin MacKenzie, and Emmanuel Pinto.

Administration – Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace, and Dawn Michie

Messrs. Galen Eagle, Tim Moloney, and Michael Nasello.

Recorder – Mrs. Michelle Kennedy.

Regrets – Miss Eveline Fisher (Student Trustee)

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**A. Call to Order of the Open Meeting:**

Mrs. Michelle Griepsma, Chairperson, called the meeting to order at 6:37 p.m.

1. Examen

The Chairperson, Michelle Griepsma, led all who were present through the Examen.

2. Opening Prayer

Michelle Griepsma concluded the Examen with a short prayer to open the meeting.

3. Acknowledgement

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

4. Singing of the National Anthem

The National Anthem was sung.

5. Approval of the Agenda.

MOTION: Moved by Kevin MacKenzie, seconded by Braden Leal

that the Agenda be approved with the addition of items I.1, Recommended Action, OAPCE Conference; I.2, Inclement Weather; and L.1a), Recommended Action, Committee-of-the-Whole meeting, March 4, 2019.

Carried.

6. Declarations of Conflicts of Interest.

There were no conflicts of interest declared.

7. Approval of the Minutes of the January 29, 2019 Regular Meeting

MOTION: Moved by Linda Ainsworth, seconded by Emmanuel Pinto

that the Minutes of the regular meeting of January 29, 2019, be approved.

Carried.

8. Business Arising Out of the Minutes.

Laurie Corrigan, Superintendent of Schools reported follow up information to item C.3, Excursion to Cantando Music Festival, Whistler, BC. The group will be attending Mass during the excursion at Our Lady of the Mountains Catholic Church in Whistler.

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

1. Report from the Director of Education.

Michael Nasello gave the Director's Report, including the following highlights:

- Attended the Annual St. Joseph Dinner in support of Chaplaincy at Trent University and Fleming College on February 2<sup>nd</sup>. Fr. Raymond D'Souza was the keynote speaker and Michael thanked Emmanuel Pinto for his testimony to his experiences in the Catholic Chaplaincy program at Trent University.
- Visited Trent University Faculty of Education with Superintendent Laurie Corrigan to speak about the opportunities and challenges of being a teacher in the 21<sup>st</sup> century.
- Max Eisen gave a moving presentation to the students and staff at St. Stephen Catholic Secondary School on February 8<sup>th</sup> where he encouraged everyone to remain vigilant against the degradation of others and shared his remarkable story of survival of the Holocaust.

- Father Paul Massel is away with the Peterborough Medical Brigade in Uganda. We pray for their safety and for a successful mission.
- Became part of the staff of Good Shepherd Catholic Elementary School for the day on February 20<sup>th</sup> and enjoyed working with a number of classes and clubs in the Learning Commons.
- Participated in the Fleming College Strategic Planning process
- Will be attending the Deanery Meetings (Regional Priests' Meetings) of the Diocese of Peterborough to continue and strengthen partnerships of School, Home and Parish.
- Robotics competitions will be happening in Clarington and in Peterborough.
- Enter into Lent next week and all of our schools will be celebrating this holy season.

At the conclusion of his report, Michael Nasello invited questions from the trustees.

## 2. Report from the Student Trustees

Calahndra Brake, Student Trustee, gave a report to the Board of the activities which are taking place in secondary schools throughout the system:

- Course selection is underway for students returning next year. For those who are graduating, they are anxiously awaiting acceptance letters from colleges and universities.
- Black History month was observed across the system with literature and resources being featured in schools' learning commons which detail contributions of Canadians of African and Caribbean heritage.
- Many social justice initiatives have taken place including, a blood drive at St. Peter, Holy Trinity students volunteering at St. Vincent de Paul Soup Kitchen, Sock Drives at Holy Cross and Holy Trinity for St. Vincent de Paul, St. Stephen students knitted comfort dolls, and St. Thomas Aquinas participated in the City of Kawartha Lakes 'Great Grain Challenge'.
- Holy Cross hosted a Kindness and Inclusivity week with student-led activities
- St. Stephen hosted Max Eisen, Holocaust survivor who gave a powerful message for students not to be bystanders to injustices.
- Sweater days were held to bring awareness to climate change and the temperature in a number of schools was lowered.
- Money was raised at St. Stephen through the sale of bracelets to plant 56 trees.

This initiative was part of the same class that raised awareness through the 'Ribbon Tree' campaign.

- New Specialist High Skills Major programs are being planned for Holy Cross: Sustainable Environmental Education and Design, and Construction and Mechanical Trades.
- Eveline Fisher and Calahndra Brake were able to participate in the Ontario Student Trustees' Association Catholic Board Council Conference in Ottawa and were grateful to the board for the opportunity to do so. The event hosted many inspirational speakers. OSTA Indigenous Relations Working Group held a smudging ceremony and a performance was given by an Indigenous hoop dancer.

Calahndra Brake then invited and answered questions at the conclusion of their report.

### 3. Report from the Manager of Communications, Galen Eagle

Manager of Communications, Galen Eagle reviewed his monthly electronic newsletter of system achievements and highlighted the following stories:

- Olympian Elvis Stojko visited St. Martin Catholic Elementary School, Ennismore to share his figure skating expertise.
- Director of Education, Michael Nasello took over the duties of Learning Commons Specialist, Ruth Teeninga at Good Shepherd Catholic Elementary School for the day on February 20<sup>th</sup> as a result of the Put Your Director to Work United Way challenge.
- Students at St. Stephen Catholic Secondary School created a ribbon tree project as a result of deep learning in the area of climate change. The project generated a positive response, which included media coverage by the Toronto Star and extended to raising money to fund planting 56 trees.
- Max Eisen, Holocaust survivor and author visited St. Stephen Catholic Secondary School on February 8 to tell his story of survival of the brutalities endured in Auschwitz-Birkenau.

#### **C. Presentations:**

#### **D. Programs and Services:**

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

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

Board Chairperson, Michelle Griepsma, gave an update on information shared from

OCSTA.

In preparation for the OCSTA Annual General Meeting, resolutions are being reviewed in preparation for discussion. The resolution put forward by our board will be part of the resolution package. Michelle Griepsma noted that there was an increase in the number of resolutions put forward, the most since 2013.

2. Bill 68 – Municipal Conflict of Interest Requirements – Update from OCSTA.

Michael Nasello, Director of Education, distributed a copy of 'Navigating the *Municipal Conflict of Interest Act: A Manual for Catholic School Board Trustees*', a document prepared by Borden Ladner Gervais and distributed through OCSTA. Trustees were encouraged to read through the document to gain further understanding of responsibilities and requirements relating to this topic. Beginning on March 1, 2019, there is a requirement to record all declared conflicts during Board meetings and Committee meetings. A form has been developed for this purpose and when filled out will be logged in the registry and retained in the Office of the Director of Education. Forms will be available at the Board meeting and Committee meeting from the recorder of the minutes.

3. R.A. Long Term Accommodation Plan, 2019-2023.

Isabel Grace, Superintendent of Business and Finance, gave a brief summary of the report on the Board's Long Term Accommodation Plan which was initially introduced at the Committee-of-the-Whole meeting on February 4, 2019 and gave rationale for bringing forth the recommended action for consideration. She then answered questions from the trustees.

MOTION: Moved by Braden Leal, seconded by Helen McCarthy

that the Long Term Accommodation Plan be received; and, that the actions noted therein be approved for the 2018-2019 and 2019-2020 school year.

Carried.

**F. Human Resources:**

**G. Policy Development:**

1. R.A. Recommended Actions from the Policy Committee Meeting, February 5, 2019.

MOTION: Moved by David Bernier, seconded by Emmanuel Pinto

that the Director of Education be considered the head of the Board for the purposes of the Municipal Freedom of Information and Protection

of Privacy Act (MFIPPA).

Carried.

MOTION: Moved by David Bernier, seconded by Helen McCarthy

that Policy and Administrative Procedure – #308 – *Freedom of Information* be deleted and the revised, newly formatted, Administrative Procedure – #1207 – *Freedom of Information*, be received and posted as amended under Directional Policy – #1200 – *Records and Information*;

and,

that Policy and Administrative Procedure – #306 – *Protection of Privacy* be deleted and the revised, newly formatted, Administrative Procedure – #1202 – *Protection of Privacy*, be received and posted as amended under Directional Policy – #1200 – *Records and Information*;

and,

that new Administrative Procedure – #619 – *Playground Equipment Installation and Maintenance*, be received and posted under Directional Policy – #600 – *Stewardship of Resources*;

and,

that new Administrative Procedure – #510 – *Conflicts of Interest*, be received and posted under Directional Policy – #500 – *Employee Relations*.

and,

that new Administrative Procedure – #518 – *Scant Awareness*, be received and posted under Directional Policy – #500 – *Employee Relations*.

Carried.

MOTION: Moved by David Bernier, seconded by Helen McCarthy

that new Directional Policy – #800 – *Healthy Schools and Workplaces*, be received and posted for public consultation.

Carried.

MOTION: Moved by David Bernier, seconded by Helen McCarthy

that Administrative Procedures – #508 – *Workplace Harassment Prevention* and – #509 – *Workplace Violence Prevention* be received and posted under Directional Policy – #500 – *Employee Relations*;

and,

that Board Administrative Procedure – #512 – *Occupational Health and Safety*, be deleted and the revised, newly formatted Administrative Procedure – #809 – *Occupational Health and Safety*, be received and posted under new Directional Policy – #800 – *Healthy Schools and Workplaces*.

Carried.

**H. Old Business:**

**I. New Business:**

1. OAPCE Annual Parent Conference, April 5-6, 2019.

The Board Chairperson, Michelle Griepsma gave background to PVNC's recent involvement with the Ontario Association of Parents in Catholic Education. At present, our board does not have paid membership in this association, however, recently the OAPCE President encouraged our board to endorse parent attendance at the upcoming OAPCE AGM and Conference. Membership is not required to attend the conference.

Following a review of the parent engagement budget for participation in this event, it has been determined that there would be funds available for up to eight parents to attend.

MOTION: Moved by Emmanuel Pinto, seconded by David Bernier

that the Board approve up to five parents representing Catholic School Councils from PVNC schools, to be chosen by lottery, and up to three Catholic Parent Engagement Committee members to attend the OAPCE Annual Parent Conference on April 5-6, 2019, in Toronto, ON.

Carried.

MOTION: Moved by David Bernier, seconded by Braden Leal

that up to three trustees wishing to attend the OAPCE Annual Parent Conference on April 5-6, 2019, in Toronto, ON, be authorized to do so.

Carried.

2. Inclement Weather

Trustee Kevin MacKenzie asked about the procedures and steps taken to determine school closure due to inclement weather. There was a lengthy discussion about the extenuating circumstances that precipitate a decision to close schools. It was noted that

the decision to close a school lies with the Director of Education and that there is not a policy or administrative procedure that defines circumstances requiring closure.

There was discussion about the provisions in the Inclement Weather Administrative Procedure. When buses are cancelled due to inclement weather the message to the public is that schools remain open and students are welcome to attend. Accommodation and coordination with staff ensures that the buildings are open and students who arrive are supervised and programming adjusted accordingly.

There was further discussion about the number of days so far this year in comparison to other years. While the number of days has been an inconvenience, at the present time there is not a need to consider extension of the school year due to missed instructional time. The process for determining school bus cancellation is posted on the Student Transportation Services of Central Ontario (STSCO) website and in the case of transportation in City of Kawartha Lakes, on the Trillium Lakelands District School Board website.

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report.

Board Chairperson, Michelle Griepsma reminded trustees to file the required financial reports relating to the election with their respective municipalities. This requirement, if not fulfilled will result in the incumbent being removed from their seat as trustee.

Michelle Griepsma noted that there was an email notification about a conference call presentation regarding EQAO being offered by OCSTA. This information session would be of particular interest to trustees as they have not been through the EQAO process. Michael Nasello will be participating in the EQAO conference call.

2. Trustees' Committee Reports:

The draft minutes from the following committee meetings were shared ahead of the Board Meeting.

a. Catholic Parent Engagement Committee, February 4, 2019.

Kevin MacKenzie reported that his experience at his first meeting with the Catholic Parent Engagement Committee included a very warm welcome from the members of the committee and he looks forward to participating in future meetings and activities.

b. Policy Committee, February 5, 2019.



**L. Future Meetings:**

1. Board Standing Committee Meetings:

- a. Chairperson's Committee, March 4, 2019, 4:30 p.m.
- b. Committee-of-the-Whole, March 4, 2019, 6:30 p.m.

MOTION: Moved by Linda Ainsworth, seconded by David Bernier  
that the Committee-of-the-Whole meeting scheduled for Monday,  
March 4, 2019, be cancelled and that a notice be placed on the  
PVNC website to this effect.

Carried.

- c. Policy Committee, March 25, 2019, 6:30 p.m.
- d. Board Meeting Open Session, March 26, 2019, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)

2. Other Committee Meetings:

- a. First Nation, Métis and Inuit Advisory Committee, March 19, 2019
- b. Special Education Advisory Committee, March 21, 2019, 6:30 p.m.
- c. Student Council Liaison Committee, March 26, 2019, 4:15 p.m.
- d. STSCO Governance Committee Meeting, March 29, 2019, 3:00 p.m.
- e. Catholic Parent Engagement Committee Meeting, April 1, 2019
- f. French as a Second Language Committee, April 3, 2019
- g. Faith and Equity Committee Advisory Meeting, May 2, 2019, 6:30 p.m.
- h. Accessibility for All Committee Meeting, May 14, 2019.
- i. Supervised Alternative Learning Meeting – TBA

3. Board Events:

The list of future board events was reviewed by the Trustees.

- a. OCSTA 2018-2019 AGM and Conference, Toronto, April 25-27, 2019.
- b. Catholic Education Week, May 5-10, 2019.
- c. Catholic Student Leadership Awards, Holy Cross Catholic Secondary School, May 8, 2019.
- d. CPEC and Catholic School Council Appreciation Event, May 15, 2019.
- e. CCSTA 2018-2019 AGM and Conference, Canmore, AB, May 30-June 1, 2019.

MOTION: Moved by Helen McCarthy, seconded by David Bernier  
that the meeting move into closed session at 8:26 p.m.

Carried.

The meeting reconvened in open session at 8:58 p.m.; Calahndra Brake and Galen Eagle did not rejoin the open meeting.

**M. Conclusion:**

1. Report from the In-camera Meeting.

MOTION: Moved by Emmanuel Pinto, seconded by Braden Leal

that the Board approve the actions and the discussions arising from the in-camera session, as follows:

- A. Call to Order:
  - 1. Opening Prayer
  - 2. Approval of Agenda with additional items, E.1, E.2, and G.2
  - 3. Declarations of Conflicts of Interest: None were declared
  - 4. Approval of In-camera minutes: Motion carried to approve the minutes from the January 29, 2019.
- D. Business, Finance and Governance:
  - 1. OCSTA In-camera Session Report from Michelle Griepsma, Chairperson of the Board.
  - 2. Property Matters
- E. Human Resources:
  - 1. Human Resources Staffing Update from Michael Nasello, Director of Education.
  - 2. Human Resources Staffing Update from Joan Carragher, Superintendent of Human Resources.
- F. Other Urgent Matter:
- G. Old Business:
  - 1. Response to Parent Delegation heard on January 29, 2019.
  - 2. Report on Director of Education 360 Assessment - Deferred to special in-camera board meeting on February 26, 2019.
- I. Convening in Open Session:
  - 2. Motion to re-convene in Open Session at 8:58 p.m.

Carried.

2. Closing Prayer.

At the request of the Board Chairperson, Kevin MacKenzie led the group in Closing

Prayer.

3. Adjournment

MOTION: Moved by Emmanuel Pinto, seconded by Linda Ainsworth  
that the meeting be adjourned at 9:02 p.m.

Carried.

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Michelle Griepsma  
Board Chairperson

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Michael Nasello  
Director of Education, Secretary-Treasurer  
per M.K.