



# Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, September 26, 2023, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

Present:

Trustees – John Connolly, Loretta Durst, Madelyn Gaskell (Senior Student Trustee), Joshua Glover, Claire Heitzner (Junior Student Trustee), Jenny Leahy, Kevin MacKenzie (Chairperson), Mary Ann Martin, and Kathleen Tanguay.

Administration – Jeannie Armstrong, Jonathan Di Ianni, Galen Eagle, Sean Heuchert, Darren Kahler, Father Paul Massel, Stephen O’Sullivan, Sheila Piggott, and Julie Selby.

Recorder – Michelle Kennedy

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

The Board Chairperson Kevin MacKenzie called the meeting to order at 6:30 p.m.

1. Examen and Opening Prayer

Kevin MacKenzie, Board Chairperson, welcomed the principal representatives Lisa Heitzner, Principal at St. Joseph Catholic Elementary School, Bowmanville and Ian Kruis, Principal at Monsignor Leo Cleary Catholic Elementary School, Courtice. Chairperson MacKenzie extended a special welcome to former Clarington trustee, Linda Ainsworth and her husband, former Director of Education, Alphonse Ainsworth, Chris Heitzner, teacher at St. Stephen Catholic Secondary School, who were present with Claire’s mother, Lisa Heitzner, to witness the swearing-in of Claire Heitzner as Junior Student Trustee.

Father Paul Massel, Board Chaplain and Faith Animator, was invited by the board chairperson to open the meeting with the daily examen and prayer.

2. Land Acknowledgement

Kevin MacKenzie, Board Chairperson, respectfully acknowledged that the board meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

3. Singing of the National Anthem

The National Anthem was sung.

4. Approval of the Agenda

**MOTION:** Moved by Loretta Durst, seconded by John Connolly  
that the agenda be approved with addition of agenda item E.5  
Food Service Training, brought forward by Trustee Kathleen  
Tanguay.

Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

6. Approval of the Minutes

a. Approval of the June 27, 2023, Regular Board Meeting.

**MOTION:** Moved by Kathleen Tanguay, seconded by Mary Ann Martin  
that the minutes of the June 27, 2023, Regular Board Meeting  
be approved.

Carried.

b. Approval of of the September 12, 2023, Special Board Meeting.

**MOTION:** Moved by Mary Ann Martin, seconded by Loretta Durst  
that the minutes of the September 12, 2023, Special Board  
Meeting be approved.

Carried.

7. Business Arising Out of the Minutes.

There was no business arising out of the minutes.

8. Swearing-in of Junior Student Trustee, Claire Heitzner.

The swearing-in ceremony for the Junior Student Trustee, Claire Heitzner, was officiated  
by the Director of Education, Stephen O'Sullivan, the Board Chairperson, Kevin

MacKenzie, Board Vice-chairperson Jenny Leahy, and Father Paul Massel. Claire Heitzner made a pledge of commitment to the service of Catholic Education and fellow students. Father Paul Massel welcomed Claire Heitzner to the Board of Trustees with a prayer and blessing. Both she and Trustee John Connolly were presented with a board pin which was blessed by Father Paul to symbolize their call to service with PVNCCDSB.

## **B. Reports from the Office of the Director and Student Trustees:**

### **1. Report from the Director of Education.**

Stephen O'Sullivan, Director of Education, presented the Report from the Director of Education, which included the following points:

- Appreciation was extended to the staff of PVNC Catholic for their dedication to prepare and welcome our 15,000 students in our 36 schools.
- Gratitude was expressed for the opportunity and privilege to lead the board as Director of Education.
- A beginning mass with Principals, Vice-principals, Managers and Superintendents and Trustees was celebrated by Bishop Daniel Miehm on August 29<sup>th</sup> at St. Peter's Cathedral. A mass was also held at the Catholic Education Centre with an offertory to Development and Peace to benefit the earthquake victims in Morocco.
- John Connolly, newly selected trustee for the City of Peterborough was welcomed.
- Claire Heitzner, Junior Student Trustee from St. Stephen Catholic Secondary School was welcomed, and best wishes extended to her and Senior Student Trustee, Madelyn Gaskell as they begin their work to represent the student body of PVNCCDSB.
- Darren Kahler, Superintendent of Human Resource Services was welcomed to his first board meeting since taking on his new role this summer.
- Professional development opportunities are underway or being planned and will follow the province's focus on foundational skills in literacy and numeracy. Communication about professional activity day agendas and training provided to staff will be available to parents through the board website.
- Schools are excited to have so many sports activities up and running this year as well as many other initiatives and celebrations, such as Franco-Ontarian Day on September 25.
- Schools will honour the survivors and victims of the residential school system on September 28 and 29, in preparation of Orange Shirt Day, the National Day for Truth and Reconciliation on September 30, which falls on a Saturday this year.

- Expressed thanks to the trustees and the senior administrative team for their support to the Director in his new role, as well as thanks to all staff who support students in our schools each day.

Stephen O'Sullivan invited and answered questions from the trustees at the conclusion of the report.

## 2. Report from the Student Trustees.

Senior Student Trustee, Madelyn Gaskell and Junior Student Trustee, Claire Heitzner, gave the Student Trustee report which included the following highlights:

- The school year is off to a great start with secondary schools making Grade 9 students feel welcome through the work of LINK crews and grade nine curriculum nights.
- Student council elections are being held in preparation for the year ahead.
- Terry Fox fundraisers are under way along with other social justice initiatives such as food bank collections.
- Sports teams are preparing for fall competitions in volleyball, soccer, basketball, golf and cross country running.
- Arts initiatives are also underway with many bands, choirs, art clubs and drama clubs inviting participation.
- The Student Council Liaison Committee will be participating in a leadership retreat at Camp Northern Lights in Haliburton to plan for this year's student council leadership event. This year's theme is 'Voices that Flourish: We Flourish Together'.
- Orange Shirt Day will be recognized by students on Thursday, September 28<sup>th</sup> when the historic injustices and traumas imposed on the Indigenous peoples of Canada will be acknowledged. It is a time for students to reflect and learn and to promote reconciliation in our school community.

Student trustees Madelyn Gaskell and Claire Heitzner invited questions and comments from the trustees at the conclusion of their report.

## 3. Report from the Communications Department.

Galen Eagle, Manager of Communications shared the system achievements from all areas of the board which included the following highlights and initiatives from the PVNC Inspires newsletter:

- A profile on the Junior Student Trustee, Claire Heitzner, from St. Stephen Catholic Secondary School, and the Senior Student Trustee, Madelyn Gaskell, from Holy Cross Catholic Secondary School.

- The introduction of the PVNC Catholic Math Achievement Team who will be responsible for operationalizing the Ministry of Education's Math Achievement Action Plan for the 2023-2024 school year.
- The Ontario Catholic School Trustees' Association held their fall meeting for the East Region at the Catholic Education Centre this year. PVNCCDSB hosted 50 Catholic school trustees and Directors from five school boards from eastern Ontario.
- The Aviation and Aerospace Specialist High Skills Major Program has expanded and is now available to students attending each of PVNC Catholic's secondary schools through a partnership with the Seneca College aeronautics course.
- The board-wide cross-country running meet hosted 600 students from 30 PVNC Catholic elementary schools with thanks to the dedication of convenors and volunteers in their organization of the event.

At the conclusion of the report, Galen Eagle invited questions and comments from the trustees.

### **C. Presentations:**

#### 1. Inspiring Faith: PVNC Catholic Pastoral Plan and Adult Faith Formation.

Julie Selby, Superintendent of Learning, Jennifer Koch, Learning Consultant, Father Paul Massel, Board Chaplain/Faith Animator, and Stephen O'Sullivan, Director of Education presented the PVNC Catholic Pastoral Plan updates for the 2023-2024 school year and introduced the newly developed Adult Faith Formation program.

The slide deck presentation reviewed the work that took place in the introductory year of the plan and previewed the work that will take place in schools in the coming year, highlighting the theme of inspiring hope.

Stephen O'Sullivan, Director of Education, gave an overview of the newly developed adult faith formation program that will be offered to PVNC Catholic staff throughout the school year. The program will be formed around learning about the sacraments and offer participants opportunity for personal growth and will be a prerequisite for educators seeking leadership positions.

The presenters answered question from the trustees at the conclusion of the presentation.

#### 2. Providing Excellence in Teaching and Learning: Student Success – Summer Learning Programs Update.

Jonathan Di Ianni, Superintendent of Special Education, Julie Selby, Superintendent of

Learning, Jennifer Angelo, Mental Health Lead, Bridget McCann-Girard, Principal of Continuing, Adult and Experiential Learning, and Matthew Bowen, Principal at St. Luke Catholic Elementary School were present to deliver an overview of the Summer Learning Programs that took place during July and August 2023.

There were learning programs offered in all areas of the board of various types, including credit offerings and reach ahead studies with both elementary and secondary students participating. At the conclusion of the presentation, the group answered questions from the trustees.

3. Purchasing Resources for PVNC Catholic Learning Commons.

Julie Selby, Superintendent of Learning and Benjamin Tenesia, Board Equity Advisor reported on the newly established process that will be employed when purchasing resources for PVNC Catholic schools' learning commons. It was noted that the absence of inclusive approaches to resources can create environments prone to discrimination and unfair treatment based on identity.

The process is based on a framework of transferable skills which directly relate to the Catholic Graduate Expectations and will follow the guidelines of Canadian School Libraries Associations to ensure that the resources chosen will support the current Ministry of Education curriculum and offer inclusive and culturally relevant, and responsive collections for students of all ages. The Equity Resource Selection Guide charts ideas and notes what selectors should be looked for, noting curriculum connections, as well as the transferable skills and relationship to the Catholic Graduate Expectations.

At the conclusion, the presenters invited and answered questions from the trustees.

**D. Programs and Services:**

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

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

The Board Chairperson, Kevin MacKenzie, expressed his gratitude to the trustees for their participation at the OCSTA East Region meeting held on September 20, 2023, at the PVNCCDSB Catholic Education Centre. Chairperson MacKenzie noted that a tentative agreement has been reached between the Elementary Teachers Federation of Ontario and the provincial government with respect to the central provincial agreement.

2. Ontario Catholic School Trustees' Association (OCSTA) Communication Processes.

Board Chairperson, Kevin MacKenzie reviewed the process he uses to disseminate

information received from OCSTA by email. It was stated the emails that are not embargoed are sent on to trustees. In addition, the Chair stated that he gives a synopsis of the pertinent topics each month at the board meeting under the agenda item, OCSTA Open Session Report. Trustees were invited to reach out to Kevin MacKenzie or Director Stephen O'Sullivan if there are questions regarding any of the communications. The floor was opened for discussion with regard to the employed process of communication.

There were suggestions from the trustees to perhaps have all memoranda received stored in a Google drive folder. It was also suggested that discussions regarding items requiring action from OCSTA be discussed at the board table.

3. Ontario Catholic School Trustees' Association (OCSTA) Annual Membership Fees, Friends and Advocates of Catholic Education (FACE) Levy, and Central Bargaining Fees.

**MOTION:** Moved by Kathleen Tanguay, seconded by Mary Ann Martin

that the payment of the 2023-2024 Ontario Catholic School Trustees' Association membership fees and FACE Levy in the amount of \$66,463.84, be approved; and

that the payment for the 2023-2024 Ontario Catholic School Trustees' Association GSN Funding for Central Bargaining fees in the amount of \$52,940.00 be approved.

Carried.

4. Student Trustee Professional Development, Ontario Student Trustees' Association (OSTA-AECO) Fall General meeting, October 20-23, 2023.

**MOTION:** Moved by Jenny Leahy, seconded by Loretta Durst

that student trustees wishing to do so, be authorized to attend the Ontario Student Trustees' Association (OSTA-AECO) Fall General Meeting, October 20-23, 2023, in Toronto, Ontario.

Carried.

5. Food Service Training.

Trustee Kathleen Tanguay gave background information about the food handling certification that is a requirement for the deliver of food-based programs throughout the

board. It was noted that the certification is required for at least one individual in each school where such a program is delivered. The certification requires a six hour course that is often only available during the weekend or after the school day.

**MOTION:** Moved by Kathleen Tanguay, seconded by Mary Ann Martin that senior board administrators facilitate a yearly opportunity to release one or two staff members to obtain the food handling certification that is required in all schools offering food-based programs, such as breakfast programs. The training should be offered during a professional activity day, preferably in the fall. The training should be done in consultation with the coterminous boards and local health units in order to maximize resources and minimize costs.

Carried.

**F. Human Resources:**

**G. Policy Development:**

**H. Old Business:**

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report.

Board Chairperson, Kevin MacKenzie gave a brief report welcoming everyone back to the boardroom table for the first meeting of the year. The chair especially welcomed Stephen O'Sullivan as the new Director of Education and John Connolly who was appointed as Trustee for the City of Peterborough on September 12, 2023. Superintendent of Human Resource Services, Darren Kahler was also welcomed to his first board meeting in his new role.

Kevin MacKenzie noted that September 27 is Rowan's Law Day, a day dedicated to concussion awareness. September 30 is the National Day for Truth and Reconciliation, a day to learn about the victim's stories and honour the children who did not return home



from Residential Schools. Kevin MacKenzie noted that in September various protests were in the news throughout the province and conveyed that all students are welcomed and loved in PVNC Catholic schools.

2. Committee Chairperson's Report:

a. First Nation Métis and Inuit Advisory Committee, September 19, 2023.

Trustee John Connolly attended the meeting as the trustee representative and gave a report of the discussions and outcomes of the First Nations Inuit and Métis Advisory Committee meeting held on September 19, 2023. Topics presented during the meeting included updates from the Indigenous Education Team and an overview of the 2023-2024 budget. There were also discussions regarding the committee terms of reference and the First Nation Trustee.

Trustee Joshua Glover also attended the meeting and presented background information to rationalize a recommended action.

MOTION: Moved by Joshua Glover, seconded by John Connolly

In light of new information, that a recommended action, which is directly related to the interests of our First Nations, Métis, and Inuit Advisory Committee, was made without it being voted on by the First Nations Métis and Inuit Committee, be it resolved that, the board refer the motion, brought forward to the board of trustees at the June 26, 2023, Regular Board Meeting, back to the First Nations, Métis, and Inuit Education Advisory Committee for their consultation and recommendations.

Carried.

**L. Future Meetings and Events:**

1. Board Meetings:

- a. Regular Board Meeting Open Session, October 24, 2023, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)

2. Board Standing Committee Meetings: (Listed in chronological order.)

- a. Chairperson's Committee, October 10, 2023, 5:30 p.m.
  - b. Committee-of-the-Whole, October 10, 2023, 6:30 p.m.
  - c. Policy Development Committee, October 17, 2023, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.):
- a. Special Education Advisory Committee, September 28, 2023, 1:00 p.m.
  - b. Audit Committee, September 28, 2023, 6:30 p.m.
  - c. Catholic Parent Engagement Committee, October 2, 2023, 6:30 p.m.
  - d. Accessibility for All Committee, October 12, 2023, 1:00 p.m.
  - e. Faith and Equity Advisory Committee, October 12, 2023, 6:30 p.m.
  - f. Student Council Liaison Committee, October 24, 2023, 4:15 p.m.
  - g. STSCO Governance, October 25, 2023, 3:00 p.m.
  - h. French as a Second Language Advisory Committee, November 8, 2023, 4:30 p.m.
  - i. First Nation Métis Inuit Advisory Committee, December 12, 2023, 6:30 p.m.
  - j. Supervised Alternative Learning Committee (SAL), TBA.
4. Board Events:
- a. Adult Faith Formation, Catholic Education Centre, October 11, 2023, 4:00 p.m.
  - b. Board Retirement Dinner Celebration, Holiday Inn – Peterborough Waterfront, November 10, 2023, 6:00 p.m.
  - c. Adult Faith Formation, Catholic Education Centre, November 21, 2023, 4:00 p.m.
  - d. Mass for Deceased PVNC Catholic Community Members, St. Peter in Chains Cathedral, November 22, 2023, 4:30 p.m.

## **M. Conclusion:**

1. Report from the Special Board Meeting, In-camera Session, July 13, 2023.

**MOTION:** Moved by Jenny Leahy, seconded by Kathleen Tanguay

that the Board approve the actions and the discussions arising from the Special Board Meeting, In-camera session, held on July 13, 2023, as follows:

- A. Call to Order:
  - 1. Opening Prayer.

2. Motion for the Approval of agenda.
  3. There were no conflicts of interest declared.
- D. Business, Finance and Governance:
1. Approval of a motion from the STSCO Governance Committee.
- I. Conclusion:
1. Closing Prayer.
  2. Motion to adjourn.

Carried.

2. Report from the Special Board Meeting, Double In-camera Session, July 13, 2023.

**MOTION:** Moved by Loretta Durst, seconded by Kathleen Tanguay  
that the Board approve the actions and the discussions arising  
from the Special Board Meeting, Double In-camera session, held  
on July 13, 2023, as follows:

- A. Call to Order:
1. Opening Prayer.
  2. Motion for the Approval of agenda.
  3. There were no conflicts of interest declared.
- D. Business, Finance and Governance:
1. Approval of a motion pertaining to the trustee vacancy.
- I. Conclusion:
1. Closing Prayer.
  2. Motion to adjourn.

Carried.

3. Report from the Regular Board Meeting, In-camera Session, September 26, 2023.

**MOTION:** Moved by Kathleen Tanguay, seconded by Mary Ann Martin  
that the Board approve the actions and the discussions arising  
from the Regular Board Meeting, In-camera session, held on  
September 26, 2023, as follows:

- A. Call to Order:
1. Opening Prayer.
  2. Motion for the Approval of agenda.

3. There were no conflicts of interest declared.
- 4.a) Approval of the June 27, 2023, Regular In-camera minutes.
- 4.b) Approval of the July 13, 2023, Special In-camera minutes.
- 4.c) Approval of the July 13, 2023, Special Double In-camera minutes.
- D. Business, Finance and Governance:
  1. OCSTA In-camera Report.
- E. Human Resources:
  1. Personnel Update.
- I. Conclusion:
  1. Closing Prayer.
  2. Motion to adjourn.

Carried.

4. Closing Prayer

Board Chairperson, Kevin MacKenzie invited Trustee Joshua Glover to lead the closing prayer to end the meeting.

5. Adjournment

MOTION: Moved by Loretta Durst, seconded by Jenny Leahy  
that the open session meeting be adjourned at 9:42 p.m.

Carried.

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Kevin MacKenzie  
Board Chairperson

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Stephen O'Sullivan  
Director of Education, Secretary-Treasurer  
per M.K.