



Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, October 24, 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, Stephen O’Sullivan, 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 6:43 p.m.

Kevin MacKenzie, Board Chairperson, welcomed guests in attendance in person as well as online by Google Meet. The Chairperson welcomed the principal representatives Jennifer Fisher, Principal at St. Martin Catholic Elementary School and Lisa Gemmiti-Folz, Principal at St. Patrick Catholic Elementary School.

1. Examen and Opening Prayer

The Board Chairperson, Kevin MacKenzie opened the meeting with 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 John Connolly, seconded by Jenny Leahy
that the agenda be approved.
Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

6. Approval of the Minutes of the September 26, 2023, Regular Board Meeting.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin
that the minutes of the September 26, 2023, Regular Board
Meeting be approved.

Carried.

7. Business Arising Out of the Minutes.

Trustee Mary Ann Martin requested information about a response to the Ontario Catholic School Trustees' Association survey. It was noted that the survey was referred to the Special Education Advisory Committee and the information was submitted.

Trustee Kathleen Tanguay reported that more information is anticipated from the Ministry of Education about food handling in relation to school programs that may impact the motion that was passed with at the September Board Meeting. It was suggested that action be delayed until more information comes forward from the Ministry.

Trustee Joshua Glover expressed concern about the practices and function of committees within the organization, particularly relating to recent events at the First Nation Métis and Inuit Advisory Committee as reported at the last board meeting.

MOTION: Moved by Joshua Glover, seconded by Mary Ann Martin
that the PVNCCDSB recommend and adopt a standardized set of
guidelines for all committees within our organization to enhance
efficiency and transparency of operations. These guidelines, which
shall be based on the recommendations outlined in Robert's Rules of
Order, will ensure that every committee maintains essential
documents and follows consistent procedures for the benefit of the
organization. The guidelines shall include, but not be limited to:

- A copy of the organization's by-laws
- The committee's charter or mandate
- Agenda and meeting notices format
- Meeting minutes format
- Rules of order
- Committee rules and procedures (if developed)
- Roster of committee members
- Access to relevant reports and documentation
- Access to financial information (if applicable)
- Conflict of interest policies
- Any special rules pertaining to the committee's work

These guidelines will ensure that committees have the necessary resources and information readily available to conduct their business effectively and are following the organization's rules and procedures. It is proposed that the Committee-of-the-Whole be tasked with drafting a formal document outlining the standardized guidelines for all committees within our organization. Upon the completion of this document, the adoption of these guidelines should be presented to the board for approval.

This motion seeks to improve the overall functioning of our committees, enhance accountability, and standardize practices for the benefit of our organization.

Motion defeated.

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:

- PVNC Catholic mourns the loss of teacher, Chris Evans.
- September 29 was the first professional activity day of the school year and the focus of the day included Catholic School Improvement Planning, professional learning for secretaries, Mental Health and Well-being and Special Education training for primary educators, Building Thinking Classrooms for secondary teachers, Math Learning Platforms (MathUP and Knowledgehook) for elementary teachers, and Truth and Reconciliation learning.

- On September 28 schools observed the National Day for Truth and Reconciliation, the observation of the day was deepened on September 29 during the professional activity day.
- Senior Administration, Managers and Father Paul Massel engaged in the Intensive Human Rights Program for School Board Leaders on October 2.
- The first session of the Adult Faith Formation program was held on October 11. Thanks were extended to Jennifer Eaton Koch, Father Paul Massel, and Jennifer Angelo for their assistance with facilitating the program.
- The board's Faith Ambassadors have begun their work for the coming year assisting with the further implementation of the Board Pastoral Plan.
- On October 14th the Board celebrated the official opening and blessing of the addition at St. Joseph Catholic Elementary School in Douro.
- Thank you was extended to the schools that hosted visits by the Director this month: St. Mary Catholic Secondary School, St. Peter and Holy Cross Catholic Secondary Schools and the Terry Fox event and football game, Monsignor O'Donoghue Catholic Elementary School, Immaculate Conception Catholic Elementary School, Holy Trinity Catholic Secondary School Terry Fox event held at Darlington Provincial Park.
- The Priests, Principals and Chaplaincy Team Leaders will gather on October 25 for the first time this school year, further building on the school-parish relationships in our board and Diocese.
- The Catholic Education Foundation of Ontario will host the Catholic Student Awards ceremony on October 28 and I look forward to celebrating with Chairperson MacKenzie our six student award winners this year: Madelyn Gaskell, Holy Cross CSS, Elaine Melecio, St. Peter CSS, Regan Lusted, St. Thomas Aquinas CSS, Isabella Ciancone, Holy Trinity CSS, Samantha Hirt, St. Mary CSS, and Claire Heitzner, St. Stephen CSS.

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:

- Students in all PVNC Catholic secondary schools showed leadership through activities such as Terry Fox initiatives, Truth and Reconciliation Day activities, and post-secondary presentations from colleges and universities.
- Many school activities are flourishing from school athletics such as cross country to fall food drives and community service events like St. Peter's 'Service for

Seniors' where student support elderly members of the community by helping with yard work and household chores.

- Halloween spirit week pumpkin carving contests, haunted hallways had everyone in the autumn spirit.
- Claire Heitzner reported on her attendance at the OSTA-AECO conference that took place October 19-21 in Toronto. It was a full conference featuring guest speakers and presentations from OCSTA President, Pat Daly and Minister of Education, Stephen Lecce. Claire Heitzner expressed her thanks for the opportunity to attend the conference and the experience of meeting other student trustees from around the province.

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:

- The United Way campaign will launch on October 25 at PVNC Catholic. An appeal will be made to staff members to donate through an electronic payroll deduction form. The goal for the board this year is \$60,000.
- A new electronic platform for engagement was introduced and demonstrated. Through the board website, the public can engage in consultation through the software that allows the opportunity to give feedback on a topic by using surveys and comment boards. An example where this will be used is for public consultation on the introduction of changes to the Transportation Directional Policy. Consultation can be gathered over a period of time and the new platform allows for a streamlined way to elicit feedback from the communities we serve.
- A video message from Bishop Daniel Miehm that will be the introduction to the upcoming Board Faith Day was viewed.

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

C. Presentations:

1. R.A.: St. Mary Catholic Secondary School Excursion to England and Wales, March 9-17, 2024.

Julie Selby, Superintendent of Learning introduced Jason Roberts, Principal, St. Mary Catholic Secondary School, and Greg Conway, Teacher, St. Mary Catholic Secondary School who gave a presentation about a proposed excursion to England and Wales

which replaces a trip previously approved that was planned for travel to Ireland. The planned excursion to Ireland has been cancelled as the ticket costs increased and became prohibitive for the students.

MOTION: Moved by Kathleen Tanguay, seconded by Joshua Glover

that the proposed St. Mary Catholic Secondary School Student Excursion to England, Wales, and France, from March 9-17, 2024, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

Carried.

2. Providing Excellence in Teaching and Learning: Board Math Achievement Plan.

Jeannie Armstrong, Superintendent of Learning, Sandra Connolly, Learning Consultant, and Nancy McCarthy, Learning Consultant gave a slide deck presentation about the Math Achievement Action Plan that has been developed as a Ministry of Education requirement.

The overall goal of the plan is to improve student learning, achievement, and confidence in mathematics through systematic instruction that will be measured by classroom data, report card data and EQAO mathematics data. There are 13 priority PVNCCDSB schools that have been identified by the ministry for which specific plans have been developed to further focus on math achievement.

The alignment with Ministry and board resources was explained along with the specific actions that will be taken to address the three priority action areas of use of instructional and assessment practices, strengthening math content knowledge, and knowledge of the math learner.

At the end of the presentation, questions from the trustees were answered by the presenters.

MOTION: Moved by John Connolly, seconded by Loretta Durst

that the Board receive the PVNCCDSB Board Math Achievement Plan presentation for information.

Carried.

3. Ensuring Equity: Staff Census Data.

Julie Selby, Superintendent of Learning and Benjamin Tenesia, Board Equity Advisor, Sandra Connolly, Learning Consultant, and Galen Eagle, Manager of Communications presented findings from Staff Census Data that was collected in 2022. It was noted that the survey had an excellent response rate, and the demographics of respondents were reviewed. The data collected in the student census and staff census as well as the school climate surveys will inform the development of the Board Equity Action Plan.

Noting the “trickle-down” effect of staff well-being on students, having a better understanding of experiences and ensuring employees’ sense of safety and belonging will enhance the student experience and well-being, creating an environment where students can achieve and be successful. The presentation noted the objectives of the survey and how the data will assist the organization in forming policies, procedures, and programs to create inclusive work environments.

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

D. Programs and Services:

1. R.A.: Approval of the School Level Identification, Placement and Review Committees, 2023-2024.

Jonathan Di Ianni, Superintendent of Special Education presented the list of School Level Identification, Placement and Review Committees for the 2023-2024 school year for approval. Superintendent Di Ianni answered questions from the trustees and noted that this process is based on Regulation 181/98 of the Education Act.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin
that the Board approve the Identification, Placement and Review
Committees as listed, for the 2023-2024 school year.

Carried.

E. Business, Finance and Governance:

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

The Board Chairperson, Kevin MacKenzie, noted that the OCSTA information has been shared with the trustees and opened the floor for discussion or questions about any of the information that was shared. There were no comments or questions.

2. R.A.: Approval of Member Appointment to the Special Education Advisory Committee.

MOTION: Moved by Kathleen Tanguay, seconded by Jenny Leahy
that Tiffany Thickson, of the Therapeutic Family Care Program (TFC) with Highland Shores Children's Aid, be approved as a member of the Special Education Advisory Committee for the remaining term of November 15, 2022, to November 14, 2026.

Carried.

3. R.A.: Recommended Actions from the Committee-of-the Whole, October 10, 2023.

MOTION: Moved by Mary Ann Martin, seconded by Jenny Leahy
that the Board approve Honoraria for Board members as outlined in the following report for the period November 15, 2023, to November 14, 2024.

Carried.

MOTION: Moved by Mary Ann Martin, seconded by Kathleen Tanguay
that the Board approve the Long Term Growth Needs and staff include the needs as part of the Board's Capital Priorities submission as required by the Ministry.

Carried.

MOTION: Moved by Jenny Leahy, seconded by John Connolly
that the vote on the recommended action from the Committee-of-the-Whole pertaining to the process of appointment of a First Nations Representative to the Board of Trustees be recorded and include record of the student trustees' vote.

Carried.

Kevin MacKenzie, Board Chairperson invited trustees and student trustees to have the opportunity to express their opinion regarding the motion pertaining to the process of appointment of a First Nation Representative to the Board of Trustees.

MOTION: Moved by Mary Ann Martin, seconded by John Connolly

that the Board proceed with the process of appointment of a First Nations Representative to the Board of Trustees.

Trustee Vote:

John Connolly – In favour
Loretta Durst – In favour
Joshua Glover – Abstained
Jenny Leahy – In favour
Mary Ann Martin – In favour
Kathleen Tanguay – Opposed

Student Trustee Vote:

Madelyn Gaskell – In favour
Claire Heitzner – In favour

Carried.

Board Chairperson, Kevin MacKenzie noted his support in favour of the motion. He then read a statement acknowledging the work of the First Nation Métis and Inuit Advisory Committee and and of staff who had provided information. Chairperson MacKenzie apologized for any hurt that may have been caused by discussions that occurred during the decision process engaged by the board.

4. Trustee Professional Development, Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees' Seminar, January 19-20, 2024.

MOTION: Moved by Mary Ann Martin, seconded by John Connolly

that trustees wishing to do so, be authorized to attend the Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees Seminar, January 19-20, 2024, in Toronto, Ontario.

Carried.

F. Human Resources:

G. Policy Development:

1. R.A.: Recommended Action from the Policy Development Committee, October 17, 2023.

MOTION: Moved by Loretta Durst, seconded by Jenny Leahy

that the Board receive the reports and recommendation from the Policy Development Committee meeting dated October 17, 2023, for publication and implementation.

Carried.

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.

Board Chairperson, Kevin MacKenzie reported that the teleconferences with the Minister of Education continue to happen every two weeks. The topics of discussion on the last call that occurred on October 25, 2023, were the Ministry's continued zero tolerance of all forms of expression of hate, supports for the advancement of skilled trades, appreciation of the strong community support of the Terry Fox events throughout the province in the month of September. Chairperson MacKenzie thanked the staff for their commitment to Catholic Education and asked God to Bless the staff and students of PVNCCDSB.

2. Committee Chairperson's Report:

a. Special Education Advisory Committee, September 28, 2023, and October 19, 2023.

Trustee Kathleen Tanguay reported that the board made submissions to the Ministry's advisory council regarding Special Education Funding. The committee heard presentations regarding summer programs that took place in 2023 and Teri Smith, Chief Financial Officer gave a presentation on Special Education funding.

b. Catholic Parent Engagement Committee, October 2, 2023.

Trustee Joshua Glover reported that the Catholic Parent Engagement Committee nominated a new chairperson. Margaret Prentice, a parent from Holy Trinity Catholic Secondary School will chair the committee for the next two years. The committee reviewed the funds available and discussed how it could be used to engage parents. The Math Team gave a presentation about the work being done throughout the board to improve student achievement in Mathematics.

c. First Nation Métis and Inuit Advisory Committee, October 3, 2023.

Trustee John Connolly reported that the purpose of the First Nation Métis and Inuit Advisory Committee meeting was to bring forward the motion regarding the process of appointing a First Nation Trustee to the board. The motion was approved to come to the board for approval.

d. Accessibility for All Committee, October 12, 2023.

Trustee Joshua Glover reported on activities of the Accessibility for All committee and noted that the committee recommended that the large boardroom in the Catholic Education Centre be audited to determine that it is as accessible as possible.

e. Faith and Equity Advisory Committee, October 12, 2023.

Trustee Loretta Durst reported that the committee saw presentations on the upcoming Faith Day being held on November 3rd, as well as a presentation on the Diocesan Pastoral Plan and the Board's Equity Action Plan. Jessica Devlin from the New Canadian Centre also gave a presentation about the young leadership program.

L. Future Meetings and Events:

1. Board Meetings:

- a. Board Annual Meeting, November 15, 2023, 4:00 p.m.
- b. Regular Board Meeting Open Session, November 28, 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, November 13, 2023, 5:30 p.m.
- b. Committee-of-the-Whole, November 13, 2023, 6:30 p.m.
- c. Policy Development Committee, December 5, 2023, 6:30 p.m.

3. Other Committee Meetings: (Listed in chronological order.):

- a. STSCO Governance, October 25, 2023, 3:00 p.m.
- b. French as a Second Language Advisory Committee, November 8, 2023, 4:30 p.m.
- c. Audit Committee, November 14, 2023, 6:30 p.m.
- d. Special Education Advisory Committee, November 16, 2023, 1:00 p.m.
- e. Student Council Liaison Committee, November 28, 2023, 4:15 p.m.
- f. First Nation Métis Inuit Advisory Committee, December 12, 2023, 6:30 p.m.
- g. Catholic Parent Engagement Committee, January 29, 2024, 6:30 p.m.

- h. Accessibility for All Committee, February 22, 2024, 1:00 p.m.
- i. Faith and Equity Advisory Committee, February 22, 2024, 6:30 p.m.
- j. Supervised Alternative Learning Committee (SAL), TBA.

4. Board Events:

- a. Board Retirement Dinner Celebration, Holiday Inn – Peterborough Waterfront, November 10, 2023, 6:00 p.m.
- b. Mass for Deceased PVNC Catholic Community Members, St. Peter in Chains Cathedral, November 22, 2023, 4:30 p.m.
- c. Adult Faith Formation, Catholic Education Centre, December 13, 2023, 4:00 p.m.
- d. Ontario Catholic School Trustees' Association – Catholic Trustees Seminar, January 19-20, 2024, Toronto, ON

M. Conclusion:

1. Report from the Regular Board Meeting, In-camera Session, October 24, 2023.

MOTION: Moved by Kathleen Tanguay, seconded by John Connolly

that the Board approve the actions and the discussions arising from the Regular Board Meeting, In-camera session, held on October 24, 2023, as follows:

- A. Call to Order:
 - 1. Opening Prayer.
 - 2. Motion to convene in Double In-camera meeting.
 - 3. Motion for the Approval of agenda.
 - 4. There were no conflicts of interest declared.
 - 5. Approval of the September 26, 2023, Regular In-camera minutes.
- D. Business, Finance and Governance:
 - 1. OCSTA In-camera Report.
- H. New Business:
 - 1. Approval of recommended actions from the Expulsion Committee meetings held on October 10 and October 17, 2023.
- I. Conclusion:
 - 1. Closing Prayer.
 - 2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

Board Chairperson, Kevin MacKenzie invited Trustee Mary Ann Martin to lead the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Mary Ann Martin, seconded by Kathleen Tanguay that the open session meeting be adjourned at 9:08 p.m.

Carried.

Kevin MacKenzie
Board Chairperson

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