
Regular Board Meeting

Tuesday, December 19, 2023

Open Meeting – 6:30 P.M.-9:30 P.M.

Catholic Education Centre, 1355 Lansdowne Street W., Peterborough

and by Google Meet: <https://meet.google.com/hoi-rgjn-ins>

If you would like to join by telephone, please contact Michelle Kennedy
by email - mkennedy@pvnccdsb.on.ca or at 1-800-461-8009 ext. 1247
Arrangements to join by phone must be made prior to 5:30 p.m. on the day of the meeting

Chairperson: Kevin MacKenzie

Vice-chairperson: Jenny Leahy

Trustees who are unable to attend the meeting are asked to
please notify Michelle Kennedy (mkennedy@pvnccdsb.on.ca).

A. Call to Order of the Open Meeting – 6:30 p.m.:

1. Examen and Opening Prayer.
2. Land Acknowledgement.
3. National Anthem.
4. Approval of the Agenda.
5. Declarations of Conflicts of Interest.
6. Approval of the minutes of the November 28, 2023, Regular Board Meeting. Page 6
7. Business Arising Out of the Minutes.

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

1. Report from the Director of Education, Stephen O'Sullivan.
2. Report from the Student Trustees.

Madelyn Gaskell, Senior Student Trustee and
Claire Heitzner, Junior Student Trustee.

3. Report from the Manager of Communications, Galen Eagle.
Highlights of System Achievements

C. Presentations:

1. Delegation: Bus Stop Location, City of Kawartha Lakes County Road 17 and McGinnis Road.
Clare Curtin, Parent, St. Luke Catholic Elementary School
2. Providing Excellence in Teaching and Learning: Review of PVNCCDSB EQAO.
Jeannie Armstrong, Superintendent of Learning and Sandra Connolly, Learning Consultant.
3. Providing Excellence in Teaching and Learning: Catholic Board Improvement Plan for Student Achievement and Well-being.
Sheila Piggott, Superintendent of Learning and Julie Selby, Superintendent of Learning.
4. Valuing Relationships: Mentoring Program at PVNCCDSB.
Darren Kahler, Superintendent of Human Resource Services.
5. R.A. Building a Community that Accompanies: Director's Annual Report, 2022-2023.
Stephen O'Sullivan, Director of Education. R.A.: Page 19

D. Programs and Services:

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.
Kevin MacKenzie, Board Chairperson.
2. R.A.: Borrowing Resolution R.A.: Page 20 Report: Page 21
Sean Heuchert, Superintendent of Business, Finance and Facilities Services.
3. R.A.: Trustee Professional Development, Ontario Catholic School Trustees'

Association (OCSTA) Annual General Meeting and Conference and
OCSTA/OCSBOA Business Seminar, May 2-4, 2024. R.A.: Page 25
Kevin MacKenzie, Board Chairperson.

F. Human Resources:

1. R.A.: Semi-Annual Report from the Joint Health and Safety Committee.
Darren Kahler, Superintendent of Human Resource Services.
R.A.: Page 26 Report: Page 27

G. Policy Development:

1. R.A.: Recommended Action from the Policy Development Committee Meeting,
December 5, 2023. R.A.: Page 32 Report: Page 33
Joshua Glover, Chairperson, Policy Development Committee.

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.
Kevin MacKenzie, Board Chairperson.
2. Committee Reports:
There are no reports as there were no meetings held since the last regular board meeting (between November 28, 2023, and December 19, 2023).
3. Ontario Catholic School Trustees' Association Information Items:
 - a. December 7, 2023 - Fr. Patrick Fitzpatrick CSSp. (1934-2023) Page 34
 - b. December 14, 2023 - OCSTA Short Video Contest - Online Voting Page 37

L. Future Meetings and Events:

1. Board Meetings:
 - a. Regular Board Meeting Open Session, January 23, 2024, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Chairperson's Committee Meeting, January 15, 2024, 5:30 p.m.
 - b. Committee-of-the-Whole Meeting, January 15, 2024, 6:30 p.m.
 - c. Policy Development Committee Meeting, February 6, 2024, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
 - a. STSCO Governance Committee, January 10, 2024, 3:00 p.m.
 - b. First Nation Métis Inuit Advisory Committee, January 16, 2024, 6:30 p.m.
 - c. Special Education Advisory Committee, January 18, 2024, 1:00 p.m.
 - d. Student Council Liaison Committee, January 23, 2024, 4:15 p.m.
 - e. Catholic Parent Engagement Committee, January 29, 2024, 6:30 p.m.
 - f. Accessibility for All Committee, February 22, 2024, 1:00 p.m.
 - g. Faith and Equity Advisory Committee, February 22, 2024, 6:30 p.m.
 - h. French as a Second Language Advisory Committee, April 24, 2024, 6:30 p.m.
 - i. Audit Committee, TBA
 - j. Supervised Alternative Learning Committee, TBA
4. Board Events: (Listed in chronological order.)
 - a. Ontario Catholic School Trustees' Association Catholic Trustees' Seminar, January 19-20, 2024, Toronto, ON.
 - b. Ontario Catholic Trustees' Association Annual General Meeting and Conference, May 2-4, 2024, Niagara Falls, ON.
 - c. Catholic Education Week, May 5-11, 2024.

M. Conclusion:

1. Report from the Regular Board Meeting, In-camera Session, November 28, 2023.
2. Closing Prayer.

3. Adjournment.



Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, November 28, 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 6:31 p.m. and welcomed guests in attendance in person and guests who were joining the meeting online by Google Meet. A special welcome was extended to the students and teacher from St. John Paul II Catholic Elementary School who were present to sing the anthem. The Chairperson also welcomed the principal representatives Natalie Bittner, Principal at Holy Cross Catholic Secondary School and Derek Abrams, Principal at St. Paul Catholic Elementary School, Norwood.

1. Examen and Opening Prayer

The Board Chairperson, Kevin MacKenzie invited Father Paul Massel to begin the meeting with Prayer and the Daily Examen.

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 by a student choir from St. John Paul II Catholic Elementary School in Lindsay, led by their teacher, Ms. Pasquino.

4. Approval of the Agenda

MOTION: Moved by Loretta Durst, seconded by Mary Ann Martin
that the agenda be approved with the adjustment of items C.1,
C.2, C.3, C.4, C.5, C.6, and C.7 being moved to the end of
Section A, prior to the beginning of Section B.
Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

6. Approval of the Minutes

a. Approval of the minutes from the October 24, 2023, Regular Board Meeting.

MOTION: Moved by John Connolly, seconded by Mary Ann Martin
that the minutes of the October 24, 2023, Regular Board
Meeting be approved.
Carried.

b. Approval of the minutes from the November 15, 2023, Annual Board Meeting.

MOTION: Moved by Mary Ann Martin, seconded by John Connolly
that the minutes of the November 15, 2023, Annual Board
Meeting be approved.
Carried.

7. Business Arising Out of the Minutes.

There was further discussion related to a motion brought forward at the October 24, 2023, board meeting under item A.7, Business Arising out of the Minutes. It was decided that no further discussion was required as the motion was defeated.

C. Presentations:

MOTION: Moved by Mary Ann Martin, seconded by Jenny Leahy

that items C.1, through C.7 be approved as presented:

- C.1) St. Thomas Aquinas Catholic Secondary School Excursion to Algonquin Park, October 1-4, 2024.

that the proposed St. Thomas Aquinas Catholic Secondary School student wilderness excursion to Algonquin Park, from October 1-4, 2024, be approved in principle and that the trip will meet the required Ontario Physical Activity Safety Standards in Education (OPASSE).

- C.2) St. Mary Catholic Secondary School Excursion to Chicago, April 18-23, 2024.

that the proposed St. Mary Catholic Secondary School Student Excursion to Chicago, from April 18-23, 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.

- C.3) St. Mary Catholic Secondary School Excursion to Italy, Germany, Czechia, March 6-16, 2025.

that the proposed St. Mary Catholic Secondary School Student Excursion to Italy, Germany, and Czechia, from March 6-16, 2025, 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.

- C.4) St. Mary Catholic Secondary School Excursion to Hawaii, March 6-16, 2025.

that the proposed St. Mary Catholic Secondary School Student Excursion to Hawaii, from March 6-16, 2025, 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.

- C.5) St. Peter Catholic Secondary School Excursion to Hawaii, March 6-16, 2025.

that the proposed St. Peter Catholic Secondary School Student Excursion to Hawaii, from March 6-16, 2025, 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.

C.6) St. Peter Catholic Secondary School Excursion to England, France, Switzerland, March 6-15, 2025.

that the proposed St. Peter Catholic Secondary School Student Excursion to England, France, and Switzerland, from March 6-16, 2025, 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.

C.7) St. Stephen Catholic Secondary School Excursion to Greece, March 6-15, 2025.

that the proposed St. Stephen Catholic Secondary School Student Excursion to Greece, from March 6-15, 2025, 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.

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:

- Congratulations to Chairperson, Kevin MacKenzie and Vice-chairperson, Jenny Leahy who were elected to repeat their terms in their roles at the Annual Meeting on November 15. This board meetings marks the beginning of year two of the trustees' four-year term.
- Employees participated in the board-wide faith day on November 3 with a central online session with Father Dias and Nigaan Sinclair as well as local sessions and liturgies.
- The Boad retirement dinner was celebrated on November 10th and the attending retirees and their families were honoured for their years of service.

- Safe and Caring Schools week took place November 20th through 24th and coincided with the Ministry of Education's 'Bullying Awareness and Prevention Week'.
- Mid-term reports and student/parent consultations have taken place throughout the board.
- Congratulations to all sports teams in their endeavours, particularly to Holy Cross Catholic Secondary School's Junior Football team as they make history to be the third team from the Kawartha region to compete in the Metro Bowl championship.
- Thanks to schools who welcomed the Director of Education at visits to St Luke Catholic Elementary, St. Thomas Aquinas Catholic Secondary, St Dominic Catholic Elementary, St. John Paul II Catholic Elementary, St Mary Catholic Elementary, Lindsay, St Martin Catholic Elementary, St. Paul Catholic Elementary, Lakefield, St. Patrick Catholic Elementary, St. Anne Catholic Elementary, St. Paul Catholic Elementary, Peterborough, St. Teresa Catholic Elementary and St. John Catholic Elementary, Peterborough.
- The Director participated in a Public Sector Leadership Meeting for our region organized by MPP Dave Smith.
- Attended the English Catholic Council of Ontario Directors of Education (ECCODE) annual conference and general meeting, as well as a Council of Directors of Education professional development session on equity and diversity.
- November is a month of remembrance as PVNC Catholic schools marked November 11th with various activities and solemn ceremonies and assemblies. On November 22nd, the PVNC Catholic community gathered at St. Peter's Cathedral to hold the annual Mass for deceased community members, celebrated by Bishop Daniel Miehm.
- As December draws near we look forward to advent and waiting for Christ in the new liturgical year.

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:

- PVNC Catholic schools celebrated Safe and Caring Schools Week on November 20th through 24th with activities such as distribution of kindness messages, a community wellness fair, and kind messages to teachers and staff acknowledging their work.
- St. Thomas Aquinas Catholic Secondary is in the giving spirit with their "Be an

Angel” Christmas giving program. The “No Stone Alone” project honoured veterans by having students visit graves at local cemeteries to learn about soldiers’ contributions.

- Holy Cross Catholic Secondary school had many activities during November with the Welcome to Grade 8 students, Christmas Coffee House, Movie night, LINK activities, Football, Guatemala Fundraisers, and a visit from Bishop Miehm.
- St. Peter Catholic Secondary School has brought back the cheer team this year and has engaged in a Toy Drive, Wellness Wednesdays, and a successful Terry Fox Fundraising drive.
- St. Mary Catholic Secondary School held their Good News Assembly, Poutine Fest, and University Fairs. Student Drivers Education has also returned to the school.
- St. Stephen Catholic Secondary School has many Specialist High Skills Major activities happening, as well as a ‘Be an Angel’ program, post-secondary institution visits, and students are looking forward to the upcoming semi-formal dance.
- Holy Trinity Catholic Secondary held a Celebration of Learning to showcase student effort and achievements. The theatre production of ‘Clue’ held auditions, and the recent art night exhibition showcased plays, band performances and visual art displays.
- The Student Council Liaison Committee is excited to host the annual Student Leadership Retreat at Holy Trinity Catholic Secondary School on Friday, December 1st.

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:

- Holy Cross Hurricanes Junior Football team has made Peterborough High School history by making it to the Metro Bowl finals in Toronto.
- Monsignor O’Donoghue Catholic Elementary School official opening and blessing of their outdoor learning space. Through a deep learning project, the students led the design and evolution of the outdoor space.
- A highlight of student programs for Remembrance Day, including ‘No Stone Left Alone’ which is a learning opportunity to honour veterans.

- Traveling artifacts of Saint Brother André were in Bowmanville. A Mass was celebrated at St. Joseph Church and presentations about the relics were given at St. Stephen Catholic Secondary School.
- A day in the life, highlighted the work of Sarah Keane, secretary at St. Joseph Catholic Elementary School, Bowmanville.
- Catholic Education Foundation of Ontario awards ceremony held in Toronto. One student celebrated from each secondary school across the province. Six PVNCCDSB students were recognized.
- Board retirement dinner was held on November 10, 2023 where almost 700 years of service was recognized in retiring teachers, administrators and support staff.
- St. Alphonsus Principal, Rebecca Brady recently kissed a guinea pig to come good on a promise to recognize funds raised by students.

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

C. Presentations:

8. Providing Excellence in Teaching and Learning: Deep Learning.

Sheila Piggott, Superintendent of Learning and Frank Bradica Principal of Information Technology gave a PowerPoint presentation detailing the PVNCCDSB Deep Learning implementation plan for the year. The plan includes principal network meetings, in-school professional development and implementation phases.

The presentation included specific examples of the types of learning activities and engagements that will enhance deep learning in our schools, thereby enhancing student achievement and well-being. Examples of the integration of many aspects of academic subjects and how they can intersect in student learning was discussed. A deep learning task has four elements: learning partnerships, learning environments, pedagogical practices, and leveraging digital resources and engages the 6 c's of character, citizenship, communication, collaboration, creativity, and critical thinking.

At the conclusion of the presentation, the trustees were able to ask questions of the presenters.

9. Protecting the Environment.

Superintendent of Learning, Sheila Piggott and Learning Consultant, Michael Mooney delivered a presentation on the initiatives that are taking place in the board that are specific to the strategic priority of protecting the environment. The review of the program and learning activities included an overview of outdoor education and its connection to

Indigenous education.

Sheila Piggott and Michael Mooney responded to questions and comments from the trustees at the conclusion of their presentation.

10. Ensuring Equity: Board Equity Action Plan.

Superintendent of Learning, Julie Selby introduced Benjamin Tenesia, Board Equity Advisor who gave a presentation about the development and implementation of the Board Equity Action Plan.

The structure of the plan was explained noting that each of the key priority areas: inclusive and responsive education, climate and prevention of discrimination and harassment, and religious accommodation has multiple actionable items. The governance and leadership of the plan are connected to the four pillars of accountability, transparency, responsibility, and fairness. Catholic Social Teachings are rooted in the equity actions and initiatives and affirm the dignity and worth of every student, staff and parent and community partner.

The next steps of the equity plan were explained. The public consultation ended on November 20th and the results will be reviewed and analyzed until December 8th. The equity action plan will be finalized in December, 2023. The implementation of the plan will take place in 2024 through to 2028.

The presenters answered questions posed by the trustees at the end of the presentation.

D. Programs and Services:

E. Business, Finance and Governance:

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

The Board Chairperson, Kevin MacKenzie, reported that communications from OCSTA have been shared throughout the month. Kevin MacKenzie noted that an OCSTA memo highlighted steps that the Ministry is taking to enhance curriculum to further Holocaust education, and education on the importance of safeguarding democracy.

Chairperson MacKenzie welcomed trustee comments regarding the OCSTA communications and invited trustees to contact him or the Director with any questions.

2. STSTCO Governance Committee, Open Session Report.

Kevin MacKenzie, Board Chairperson reported on the STSTCO Governance Committee meeting, open session, held on October 25, 2023. It was noted that a meeting was held

at Peterborough City Hall with city infrastructure staff members, Stephen O'Sullivan, Director of Education and Kawartha Pine Ridge District School Board Director of Education, Rita Russo. City staff confirmed that walkways leading to private property will no longer be maintained in winter months. This will increase walking distances for some students to get to school safely on cleared sidewalks. There will be further communication with STSCO and the boards to ensure a collaborative solution is sought.

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

MOTION: Moved by Kathleen Tanguay, seconded by Jenny Leahy
that Kylee Baker, from the Alternatives Building Bridges Program,
be approved as a member of the Special Education Advisory
Committee for the remaining term of November 15, 2022, to
November 14, 2026.

Carried.

4. R.A.: Recommended Actions from the Committee-of-the Whole, November 13, 2023.

MOTION: Moved by Mary Ann Martin, seconded by John Connolly
that the Board receive the variance report for the 2022-2023 fiscal
year.

Carried.

MOTION: Moved by Mary Ann Martin, seconded by John Connolly
that the Board approve the Accumulated Surplus transfers as
detailed in the 2022-2023 Details of Accumulated Surplus/Deficit
report.

Carried.

5. R.A.: Recommended Actions from the Audit Committee, November 14, 2023.

MOTION: Moved by Loretta Durst, seconded by Jenny Leahy
that the Board receive the 2022-2023 annual report of the Audit
Committee.

Carried.

MOTION: Moved by Loretta Durst, seconded by John Connolly
that the Board adopt the 2022-2023 audited financial statements
as presented.

Carried.

6. R.A.: Adjustment to the 2023-2024 School Year Calendar.

Superintendent of Human Resource Services, Darren Kahler outlined a proposal to change the April Professional Activity Day due to the total solar eclipse that is expected to affect daylight within the PVNCCDSB jurisdiction at afternoon bell-times.

MOTION: Moved by Joshua Glover, seconded by Mary Ann Martin
that the board approve changing the professional activity scheduled on
Friday, April 26, 2024, to Monday, April 8, 2024, on both the elementary
and secondary 2023-2024 school calendars; and
that the revised 2023-2024 school year calendars be submitted to the
Ministry of Education for approval, as required.

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 reported that he attended the Holy Trinity Catholic School Council meeting on November 27th. The Chairperson also reported his attendance at the Catholic Curriculum Corporation's Directors' Dinner on October 26th and at the CEFO Father Fogarty Awards Dinner on October 28th, where six students

from PVNCCDSB were celebrated for receiving the CEFO Catholic Student Award. Student trustees Madelyn Gaskell and Claire Heitzner were both recipients of the award this year.

Clarington Councillor Granville Anderson the Board Chairperson about a motion being brought to council to reduce speed limits in school zones to 30 km per hour.

2. Committee and Committee Chairperson's Reports:

a. French as a Second Language Advisory Committee, November 8, 2023.

Trustee Jenny Leahy reported that the last meeting was held virtually. It was noted that the many committee members are teachers from throughout the board. Superintendent Jeannie Armstrong delivered a presentation on the Math initiatives to the committee. It was reported that 75% of the students who took the DELF (French language competency) testing last spring, were successful.

b. Special Education Advisory Committee, November 16, 2023.

Trustee Kathleen Tanguay reported that the Special Education Advisory Committee is growing and they continue to seek community representatives. The committee is composing a letter to be sent to the Ministry of Education to advocate for better protection of the special education budget and to seek funding that aligns with needs in the system. The letter will be brought to the Committee-of-the-Whole for discussion.

L. **Future Meetings and Events:**

1. Board Meetings:

- a. Regular Board Meeting Open Session, December 19, 2023, 6:30 p.m.
(In-camera Session, 6:00 p.m.)

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

- a. Policy Development Committee, December 5, 2023, 6:30 p.m.
- b. Chairperson's Committee, December 11, 2023, 5:30 p.m.
- c. Committee-of-the-Whole, December 11, 2023, 6:30 p.m.

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

- a. First Nation Métis Inuit Advisory Committee, December 12, 2023, 6:30 p.m.
- b. Student Council Liaison Committee, December 19, 2023, 4:15 p.m.

- c. STSCO Governance, January 10, 2024, 3:00 p.m.
- d. Special Education Advisory Committee, January 18, 2024, 1:00 p.m.
- e. Catholic Parent Engagement Committee, January 29, 2024, 6:30 p.m.
- f. Accessibility for All Committee, February 22, 2024, 1:00 p.m.
- g. Faith and Equity Advisory Committee, February 22, 2024, 6:30 p.m.
- h. French as a Second Language Advisory Committee, April 24, 2024, 4:30 p.m.
- i. Audit Committee, TBA.
- j. Supervised Alternative Learning Committee (SAL), TBA.

4. Board Events:

- a. Adult Faith Formation, Catholic Education Centre, December 13, 2023, 4:00 p.m.
- b. 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, November 28, 2023.

MOTION:

Moved by John Connolly, 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 November 28, 2023, as follows:

- A. Call to Order:
 - 1. Opening Prayer.
 - 2. Motion for the Approval of agenda.
 - 4. There were no conflicts of interest declared.
 - 5. Approval of the October 24, 2023, Regular In-camera minutes.
- D. Business, Finance and Governance:
 - 1. OCSTA In-camera Report.
 - 2. STSCO Governance In-camera Report.
- I. Conclusion:
 - 1. Closing Prayer.
 - 2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

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

3. Adjournment

MOTION: Moved by Loretta Durst, seconded by Joshua Glover
that the open session meeting be adjourned at 8:55 p.m.

Carried.

Kevin MacKenzie
Board Chairperson

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

Director's Annual Report.

R.A. that the Director's Annual Report for 2022-2023 be received by the Board and submitted to the Ministry of Education, as required.

Chairperson's Committee

December 11, 2023.

Borrowing Resolution.

R.A. That the Board authorize the signing officers of the Board to enter into agreements with the Canadian Imperial Bank of Commerce for the following:

1. The borrowing of funds to meet operating requirements up to a maximum of \$10,000,000 for the 2024 calendar year.
2. Interim capital financing of up to \$5,478,159 to support capital projects planned and/or underway funded by School Condition Improvement Grant.

BUSINESS AND FINANCE

Report to the Board

Meeting: Open ▾

Presented for: Approval ▾

Meeting Date: December 19, 2023

Presented by: Sean Heuchert, Superintendent of Business/Finance

Submitted by: Sean Heuchert, Superintendent of Business/Finance
Teri Smith, Chief Financial Officer

Subject: Borrowing Resolutions for Operating Line of Credit and Short -Term Financing of Construction Projects

Recommended Action(s):

That the Board authorize the signing officers of the Board to enter into agreements with the Canadian Imperial Bank of Commerce for the following:

1. The borrowing of funds to meet operating requirements up to a maximum of \$10,000,000 for the 2024 calendar year.
2. Interim capital financing of up to \$5,478,159 to support capital projects planned and/or underway funded by School Condition Improvement Grant.

Background:

The Education Act requires the Treasurer of the Board to furnish to the bank a copy of the resolutions(s) authorizing the borrowing of funds.

Operating

Each year, the Board is required to approve the Demand Operating Line-of-Credit to finance expenditures which occur before revenues are received. The current Line-of-Credit expires on December 31, 2023.

The \$10,000,000 level for the Operating Line-of-Credit provides coverage for any fluctuations in cash flow during the year. The cost to the Board is determined by the amount that must be drawn against this Line-of-Credit. The interest on the Operating Line-of-Credit is Prime which is currently at 7.2%. The Board has not drawn on this credit facility for a number of years.

Capital - Interim Financing of Construction Projects

Capital cash flow payments provided through the School Condition Improvement funding stream are flowed to the board subsequent to the actual expenditures being incurred and reported to the Ministry of Education. Capital spending is reported to the province as of March 31st and August 31st each year as part of the March report and the annual financial statements. Cash transfer payments for the incurred expenditures are received twice per year and School Boards receive funding from the Ministry of Education for their short-term interest costs incurred on projects that are underway.

The School Condition Improvement funding allocation for the 2023-24 school year is \$5,478,159. The Board has approached the Canadian Imperial Bank of Commerce requesting short-term bridge financing, variable rate interest payable monthly, and principal repayable in total upon receipt of permanent financing to meet capital cash flow needs.

PETERBOROUGH VICTORIA NORTHUMBERLAND AND
CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD

BORROWING RESOLUTION

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD (THE “Board”)

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the “Act”), the Board considers it necessary to borrow the amount of up to \$10 Million Dollars (\$10,000,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2024 and ending on December 31, 20243 (the “Period”).
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

- 1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers’ acceptance from Canadian Imperial Bank of Commerce (“CIBC”) a sum or sums not exceeding in the aggregate Ten Million Dollars (\$10,000,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers’ acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
- 2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
- 3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board;
- 4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues of the previous year less any current revenue already collected.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in force and effect.

DATED this Nineteen day of December, 2023.

WITNESS the corporate seal

Chair

Secretary-Treasurer

**PETERBOROUGH VICTORIA NORTHUMBERLAND AND
CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD**

CAPITAL BORROWING RESOLUTION

WHEREAS the Peterborough Victoria Northumberland and Clarington Catholic District School Board (hereinafter called the “Board”) finds it necessary to borrow the sum of \$5,478,159 by way of demand bridge loans for Capital expenditures for School Condition Improvement funded projects, as approved by the Ontario Ministry of Education:

AND WHEREAS the estimated capital revenues of the Board have not yet been received or fully received and such revenues thereafter to be received are sufficient to repay all unpaid sums borrowed to meet the Board’s capital expenditures including the sum to be borrowed hereunder and interest thereon:

THEREFORE BE IT RESOLVED as follows:

- 1: The Chair, Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are hereby authorized on behalf of the Board to borrow from time to time by way of a demand bridge loans from Canadian Imperial Bank of Commerce (“CIBC”) a sum or sums not exceeding \$5,478,159 at any one time to meet the Capital expenditures of the Board for the School Condition Improvement funded projects and are hereby authorized to give to CIBC, on behalf of the Board, a credit agreement or promissory note , under the Corporate Seal of the Board, signed by any two of the Chair of the Board, Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance , for the monies borrowed hereunder with interest and other charges that may be agreed upon with the bank.
- 2: The Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies comprising the capital revenue of the Board hereafter received.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in force and effect.

DATED this Nineteen day of December 2023.

WITNESS the corporate seal

Chair

Secretary-Treasurer

Trustee Professional Development, Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting, Conference and Business Seminar, May 2-4, 2024.

R.A.: that trustees wishing to do so, be authorized to attend the Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting, Conference and Business Seminar, being held May 2-4, 2024, in Niagara Falls, Ontario.

**Joint Health and Safety Committee Semi-annual Report,
December 19, 2023.**

R.A. that the Joint Health and Safety Committee Semi-annual Report to the Director of Education dated December 19, 2023, be received.



JOINT HEALTH AND SAFETY COMMITTEE SEMI-ANNUAL REPORT

To: Stephen O'Sullivan - Director of Education

From: The Joint Health and Safety Committee

Date: December 19, 2023

1 Introduction

Aligned with the Peterborough Victoria Northumberland and Clarington Catholic District Schools Board's Pillar of Being Well, the Administrative Procedure for Occupational Health and Safety, as well as, the Ontario Occupational Health and Safety Act, PVNCCDSB is committed to providing and maintaining a healthy and safe workplace by complying with all relevant health and safety legislation. In an effort to support the employer with its health and safety commitment, as well as to ensure employee voice in regards to health and safety, the Joint Health and Safety Committee meets five times per school year to review, update and provide guidance on health and safety related matters. All PVNCCDSB properties are inspected monthly by Work Site Inspection Committees.

This report summarizes the health and safety activities undertaken by the Joint Health and Safety Committee during the period July 2023 – December 2023 and demonstrates the commitment of the PVNC Catholic District School Board, schools, administrative sites and the committee to be compliant with the requirements of health and safety legislation.

Committee representation is comprised of the following staff members:

<u>Management</u>	<u>Worker</u>
Darren Kahler – Co-Chair	Joe DeVuono (OECTA) - Co-chair
Richard Driscoll	Nora Shaughnessy (CUPE)
Derek Abrams (P/VP)	Patricia Taylor (OECTA OT)
Karen Spenceley (P/VP)	Kelli Braund (CUPE)

Melissa Featherstone, Health and Safety Officer (Guest Advisor)

Bart Scollard, OECTA President (Guest Attendee)

2 Highlights from July 2023 to December 2023

- The JHSC engaged in a consultation process and provided feedback on Board Administrative Procedures that require an annual review. The APs reviewed were:
 - AP 809 - Occupational Health & Safety
 - AP 508 - Workplace Harassment Prevention
 - AP 509 - Workplace Violence Prevention
- The JHSC thanked outgoing members of the committee and welcomed new members:
 - Nora Shaughnessy, CUPE
 - Karen Spenceley - Principal / Vice Principal

Nora Shaughnessy is a fully certified JHSC representative. Karen Spenceley completed Part 1 JHSC Certification upon joining the JHSC. All other committee members have either Part 1 or are fully certified.

- The JHSC acknowledged Richard Driscoll, Manager of Facility Services, for his service to the committee. Richard attended his last meeting in December 2023 and moves into retirement. The committee will welcome a new management representative to the committee shortly.
- Annually the Facility Services department has an outside consultant undertake a review of designated substances in our workplaces. The JHSC is provided access to these reports as required by the OHS Act, Section 9(18). In the fall of 2023 the JHSC reviewed the annual Designated Substances reports and brought forward by Facility Services to identify any recommendations that may stem from the findings.
- At the December 5, 2023 meeting the JHSC discussed which schools would be audited by the JHSC this year. The purpose of these audits is to ensure compliance with health and safety expectations. During this school year, the JHSC will audit the following work locations:
 - St. Elizabeth Catholic Elementary School and Annex
 - St. Joseph Catholic Elementary School (Bowmanville)
 - St. Martin Catholic Elementary School
 - Immaculate Conception Catholic Elementary School
 - Monsignor O'Donoghue Catholic Elementary School
 - St. Michael Catholic Elementary School
- The JHSC provided the employer with feedback regarding potential improvements to the HR5 - Incident/Accident Reporting Form.

3 Upcoming/Ongoing Projects

- The JHSC will continue to monitor accident and incident statistics as provided at each JHSC meeting and will recommend preventive measures to the Employer as they are identified.
- The JHSC continues to support a sub-committee with a focus on workplace violence and what supports can be provided to support schools.
- The sub-committee of the JHSC will provide consultation on a new Administrative Procedure - Asbestos Management Program in advance of the AP being presented at Policy Committee.

4 Learning Opportunities

- In line with the JHSC's 2023/ 2024 goal of 'a continued focus on improving the skill set and knowledge level of the JHSC members', at the October meeting of the JHSC, the committee attended a webinar entitled "Harnessing you JHSC's Greatness" which was provided by Workplace Safety & Prevention Services. The webinar focussed on best practices of Joint Health & Safety Committees. The committee subsequently provided feedback on the webinar and engaged in discussion on what improvements could be made.
- Work Site Inspection Committee Representative (WSICR) training - the committee encouraged the employer to move back to in-person training for WSICR. The training was held on September 29, 2023 and was facilitated by Melissa Featherstone, Health & Safety Officer. Joseph DeVuono, Co-Chair of the JHSC was also in attendance and assisted in a facilitated review of potential workplace hazards. Twenty-four (24) employees attended in-person training, with remaining trainees completing the program via online training.

5 Incident Reporting

Incident Type Totals July 1 2023 – Nov 30 2023

For the period of July 1 2023 - Nov 30 2023, there have been 403 total incident reports placed.

The most reported incident types being:

- (1) Workplace Violence
- (2) Struck or Contact By
- (3) Struck Against
- (4) Overexertion

Of 403 the incident reports received in the time period of July – December, 21 have resulted in staff having lost-time or seeking health care. These incidents are reported to WSIB as compensable injuries. 10 of these incidents resulted in staff losing time from work beyond the date of injury.

11 of these incidents resulted in health care only, no lost time.

Monthly Inspection Completion Rates

July	95%
August	92%
September	100%
October	95%
November	97%

NOTE- Inspection completion rates historically decline over the summer. The JHSC has been working to raise awareness of the need to continue to submit inspections in summer months.

6. 2023 -2024 JHSC Goals / Priorities

The Joint Health and Safety Committee has worked towards our 2023-2024 priorities with the following efforts:

- Increased education for workers regarding the Internal Responsibility System in an effort to ensure all employees know their responsibilities as they relate to health & safety - the committee will reinforce the Internal Responsibility System with staff over the course of the year.
- Focus on Workplace Violence Prevention-
 - Sub-Committee work on the topic- the sub-committee brought forward a recommendation to the JHSC which was endorsed and submitted to the Director of Education on November 15th 2023. A response was received within the required 21 day response time, on December 4, 2023.
 - Ongoing JHSC Meeting review and discussion pertaining to WV Incident Reports
- Struck/ Contact By Incidents- The committee continues to review accident/ incident data in regards to preventive measures that may be taken to mitigate risk in this area.

7. 2023 -2024 JHSC Goals / Priorities

The Joint Health & Safety has committed to the following priorities for the 2023-2024 school year.

- Increased education for workers regarding the Internal Responsibility System in an effort to ensure all employees know their responsibilities as they relate to health & safety.
- Improve the JHSC's analysis of workplace incidents through an increased focus on the evaluation of risk assessment (probability and severity) of incidents.
- Continued focus on the Struck / Contact By Incidents in an effort to mitigate risk in that area.
- Continued focus on improving the skill set and knowledge level of the JHSC members. The JHSC aims to again attend a skill building PD workshop on a relevant and timely topic next school year, as historically has been done each year.

The members of the Joint Health & Safety Committee thank the Board of Trustees and the Director of Education for their ongoing support of Occupational Health & Safety.

Respectfully submitted by:



Joe De Vuono-Certified Worker Co-Chair



Darren Kahler-Certified Management Co-Chair

**Recommended Action from the Policy Development
Committee Meeting, December 5, 2023.**

R.A.: Mover: Joshua Glover

that the Board receive the reports and recommendations
from the Policy Development Committee meeting dated
December 5, 2023, for publication and implementation.

Policy Development Committee

December 5, 2023.

Report of the Approved Recommended Actions from the Policy Committee Meeting, December 5, 2023.

1. Revised Directional Policy– DP #1300, Student Transportation.

that the Policy Development Committee recommend to the Board that the revised Directional Policy #1300, Student Transportation, omitting the changes to eligibility for grades 1-3, be received and posted and that the general parameters be moved to AP #1301, Student Eligibility.

2. Revised Administrative Procedure – AP #1003, Catholic School Council.

that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #1003, Catholic School Councils, be received and posted under the Directional Policy #1000, Parent and Community Relations.

3. Revised Administrative Procedure – AP #904, Lockdown.

that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #904, Lockdown, be received and posted, with amendments, under Directional Policy #900, Safe and Accepting Schools..

4. Revised Administrative Procedure – AP #206, Admission to Catholic Schools.

that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #206, Admission to Catholic Schools, be received and posted under Directional Policy #200, Catholic Education.

5. Revised Administrative Procedure – AP #810, Confirmed Cases of Fifth Disease.

that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #810, Confirmed Cases of Fifth Disease, be received and posted, with amendment, under Directional Policy #800, Healthy Schools and Workplaces.

OCSTA: Fr. Patrick Fitzpatrick CSSp. (1934-2023)

1 message

OCSTA - Connie DeMelo <CDeMelo@ocsta.on.ca>
To: OCSTA - Connie DeMelo <CDeMelo@ocsta.on.ca>

Thu, Dec 7, 2023 at 10:09 AM

TO: OCSTA Directors & Staff
Chairpersons & Directors of Education

FROM: Patrick J. Daly, President

SUBJECT: Fr. Patrick Fitzpatrick CSSp. (1934 – 2023)

It is with a heavy heart that we announce the passing of our beloved friend, Fr. Patrick Fitzpatrick CSSp.

Born September 21, 1934

Dublin, Ireland

Entered into rest

December 7, 2023

Scarborough, Ontario

“There are many rooms in my Father's house; if there were not, I should have told you.

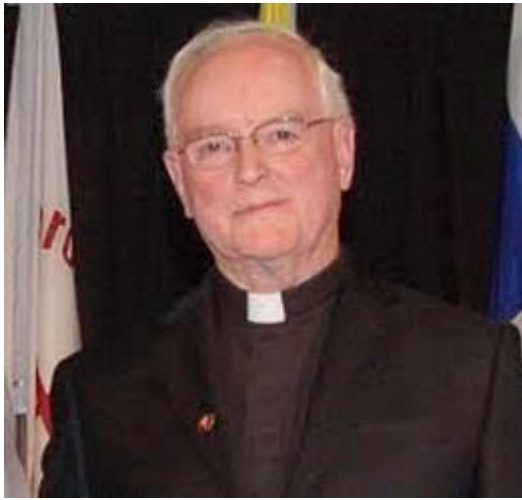
I am going now to prepare a place for you.” – John 14

Fr. Pat served as OCSTA Chaplain from 2002 to the present, offering guidance and support to members and to staff, teaching us to grow in our relationship with Christ and others.

To many of us, in Fr. Pat, we saw the face of God. Through his homilies, his reflections, and his presence he brought calm, peace, joy and hope.

For many years Fr. Pat advised and inspired Catholic education leaders in Ontario, but most importantly he has informed the minds of young people, serving as an English, French and Religious Education teacher at Neil McNeil Catholic High School, Metropolitan Separate School Board (Toronto CDSB) from 1964-1979. He later served as Adult Faith Formation Coordinator from 1980-87.

In 1987, Fr. Pat returned to Neil McNeil High School in the capacity of School Chaplain, providing care for students, offering support during times of need, and promoting the welfare of students.



From 1991-1999 he served as Adult Faith Formation Coordinator at the Dufferin-Peel CDSB. He continued to build relationships with Ontario's Catholic students giving of himself and his time through his participation in school liturgies. Catholic educators and trustees benefited greatly from Fr. Pat's pastoral care which has taken many forms. From his ever poignant homilies to workshops that he developed, notably the "Build Bethlehem" Workshop, which focused on the ways in which we relate to each other as people rooted in the teachings of the Gospel.

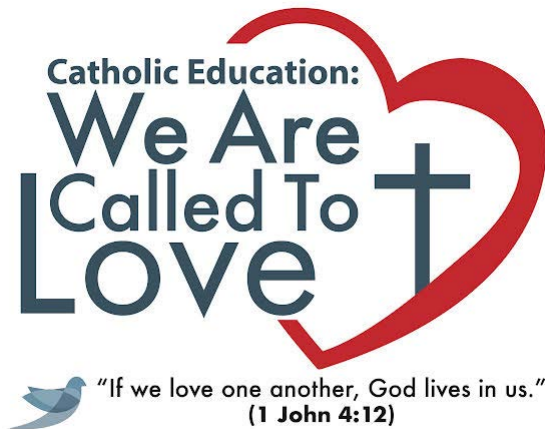
Fr. Pat was Co-Editor of SPIRITAN, a quarterly magazine of the Spiritans/Holy Ghost Fathers and was involved with "Becoming Neighbours", an outreach group of Toronto-based Religious Communities focused on immigrants and refugees. For many years Fr. Pat was celebrant of the Friday Mass on Vision Television, bringing the gift of Christ's gospel to those who are shut-in.

We are grateful for Fr. Pat's many years of leadership and his constant heartfelt commitment to the people who lead and give life to Catholic education in Ontario.

Please pray for the repose of the soul of Fr. Pat and for the Spiritan community.

cc: ACBO
CPCO
OCSBOA
OCSOA
OECTA
Former OCSTA Presidents
Bob Anderson
Phil Asseff
Sr. Joan Cronin
Carol Devine
Sharon Duffy
John Fauteaux
James Hardy
Sr. Pat Hogan
Kevin Kobus
Noel Martin
Msg. Dennis Murphy
Jane Ponte
Justice Peter Lauwers
Mike Riley

CONNIE ARAUJO-DE MELO | Executive Assistant | Ontario Catholic School Trustees' Association | 1804-20 Eglinton Avenue West, Box 2064, Toronto, ON M4R 1K8 | t 416-932-9460 ext. 226



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OCSTA Memo: OCSTA Short Video Contest - Online Voting

1 message

OCSTA - Connie DeMelo <CDeMelo@ocsta.on.ca>
To: OCSTA - Connie DeMelo <CDeMelo@ocsta.on.ca>

Thu, Dec 14, 2023 at 11:44 AM



Ontario Catholic School
Trustees' Association

December 14, 2023

MEMORANDUM

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

FROM: Patrick J. Daly, President

SUBJECT: OCSTA Short Video Contest – Online Voting

We would like to thank all Catholic school students and staff who have participated in creating videos about this year's Catholic Education Week theme – We are Called to Love.

We are pleased to inform you of the wonderful news that 86 submissions were received and reviewed. While extremely difficult to eliminate any, a short-list of 32 qualifying videos have been posted online. We encourage all Trustees, students, staff and families to vote for their favourite Catholic elementary and secondary school videos during the voting period which is now open and closes on Friday, December 22nd at midnight.

I would like to recognize and thank OCSTA Director of Communications, Sharon McMillan for her tremendous work co-ordinating this valuable initiative.

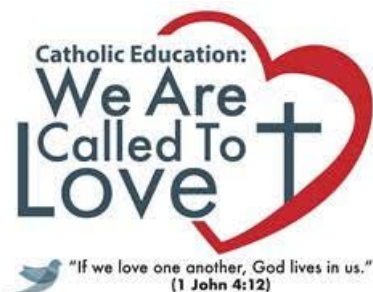
We hope viewing these engaging and faith-filled videos prepared by students in our Catholic schools about acts of kindness, Christian service and the “call to love” will bring much joy during this blessed season of Advent.

To vote, please follow the link below:

OCSTA Short Video Contest – Voting Site:
<https://www.togetherinfaith.ca/video-contest-voting>

Your support of this initiative is very much appreciated.

A handwritten signature in black ink, appearing to be 'R. H.' followed by a long, sweeping flourish.



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2 attachments



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