

The Protestant Separate School Board of the Town of Penetanguishene
Minutes of the November 13, 2023 Regular Meeting of the Board

The November 13, 2023 Regular Meeting of the Board was held at the Board Office.

A. The Chair called the meeting to order at 6:00 p.m., opened with the Land Acknowledgement and a prayer, and moved to roll call.

(1) Roll Call

Attended In-Person: Chair Lynne Cousens, Vice-Chair Cathie Sindall, Trustees Greg Craftchick, Elizabeth (Beth) DesRochers, Kyle Graham, April LeBlanc, Lindsay Stewart

Staff: Supervisory Officer Tim Overholt, Manager of Finance and Treasurer Sean Turner, Administrative Assistant Deanna Van Rooyen

Attended via Google Meet: Summer Learning Program Lead Chris Genier, Mental Health & Well-Being and Multi-Disciplinary Lead Christy Hamill

(2) Approval of Agenda

The agenda was approved with the following motion:

Moved by	Cathie Sindall
Seconded by	Greg Craftchick

That the agenda be approved.

Carried

(3) Approval of Minutes

(i) Regular Meeting of the Board held October 2, 2023

The above minutes were approved with the following motion:

Moved by	April LeBlanc
Seconded by	Kyle Graham

That the minutes of the October 2, 2023 Regular Meeting of the Board be approved.

Carried

(4) Declaration of Possible Conflicts of Interest

No conflicts of interest were declared.

B. Delegations/Presentations:**(i) C. Genier – 2023 Summer Learning Program Update**

Chris Genier, Summer Learning Lead, joined the Board meeting via Google Meet and updated the Trustees on the Summer Learning program. The program ran from 8:30 am – 2:00 pm and provided a positive, fun, and engaging learning environment with a focus on reduced summer learning loss. A total of 19 students enrolled in the program, ranging from grades 1 to 4.

Mr. Genier shared a presentation with the Trustees; this slide deck was used to engage families in the program and provided them with the resources to help students from home. QR codes were used to ease the registration process and to get feedback from parents. This feedback was used to better enhance the resources available for parents and to help them connect and engage more in the program. The community partnerships that had been established in previous years continued to run for this year's program and included off site visits to the Wye Marsh.

Overall, the program was well received by families, lots of feedback regarding the engaging lessons, hands on learning, and small group sizes.

The Supervisory Officer thanked Mr. Genier for all the great work he does and Mr. Genier left the meeting at 6:13 p.m.

(ii) C. Hamill – Mental Health & Well-Being Update

Christy Hamill, Mental Health & Well-Being & Multi-Disciplinary Team Lead, joined the Board meeting via Google Meet and updated the Trustees on the Summer Camp that ran during the months of July and August. 84 students participated overall. 47 students participated in the social/emotional learning programs, 25 attended the transition to kindergarten camp, 2 students with complex needs attended Forest School, and 10 students received tutoring supports. The programming was overseen by Christy Hamill and daily operation of the camp was conducted by Heather Johnston and Diane Dosen, with some additional supports from tutors and educational assistants.

The camp focused on the importance of social/emotional learning, recognizing and responding to emotions, and managing stress. The program provided active outdoor fun, and helped students with a positive transition back to school in September. Additional funding is currently being used to facilitate additional social/emotional learning strategies for teachers with the help of Diane Dosen.

Overall, the camp was well received by the students and families. Ms. Hamill felt that the camp was very successful and provided positive contact for both parents and students.

The Supervisory Officer thanked Ms. Hamill for all the great work she does with the Board and Ms. Hamill left the meeting at 6:18 p.m.

C. Action Items**(1) Business Arising from Previous Meeting:**

No business arising from previous meeting.

(2) Human Resources/Communications

(i) MOTION – Board Report No. 2023-12 EQAO Results

The Supervisory Officer (SO) reviewed the 2022-2023 Education Quality and Accountability Office (EQAO) results with the Trustees. The SO reminded Trustees that, although this is only one data measure, overall results demonstrate that the majority of students are meeting the provincial expectations. When compared to other elementary schools in the Town of Penetanguishene, Burkevale students exceeded them in all subject areas.

An update regarding the results will go out to the school community on November 14, 2023.

The 2022-2023 EQAO Results were received with the following motion:

Moved by Lindsay Stewart
Seconded by April LeBlanc

That Report No. 2023-12 EQAO Results, dated November 13, 2023, be received as information.

Carried

(ii) INFORMATION – 2023-13 Board Math Lead

The Supervisory Officer reviewed the funding that was provided to the board to fill a dedicated Math Lead position, as directed by the Ministry of Education. Given the nature of the posting and the limited number of days, an exception regarding the Supervisory Officer qualifications was made.

Interviews were held on October 2, 2023, and Mr. Kris Knutson has since been hired for the position. Having taught for over 18 years, Mr. Knutson comes to the board with excellent qualifications with knowledge of teaching and mathematics. Mr. Knutson will work with Ministry staff, board staff, and school staff to assist in developing and rolling out the Math Action Plan.

The Board Math Lead information was received with the following motion:

Moved by Beth DesRochers
Seconded by Greg Craftchick

That Report No. 2023-13 Board Math Lead, dated November 13, 2023, be received as information.

Carried

(iii) INFORMATION – Ministry of Education Stakeholder Meeting Minutes November 7, 2023

Minutes were sent out by email and distributed to all Trustees. Those that attended felt the meeting went well and gave the board an opportunity to address both the benefits and challenges of the current funding model in person with the Ministry of Education representatives.

(3) Committee Reports

(i) Finance:

All relevant financial documents were sent via email to Trustees prior to the Board Meeting.

(i.i) MOTION – Budget Performance Reports as at September 30 and October 31, 2023

The Budget Performance Report was approved with the following motion:

Moved by	Kyle Graham
Seconded by	Cathie Sindall

That the Budget Performance Report as at September 30, 2023 and October 31, 2023 be accepted as presented.

Carried

(i.ii) MOTION – Accounts Payable Reports for September and October 2023

The Manager of Finance discussed the addition of Lunch Time Monitors on payroll. Further discussion will follow at the December 7, 2023 Finance Committee meeting.

The Accounts Payable Reports were approved with the following motion:

Moved by	Kyle Graham
Seconded by	Cathie Sindall

1. That the Accounts Payable report, totaling \$410,842.93 for September 2023 be accepted as presented;
2. That the Accounts Payable report, totaling \$ 522,566.99 for October 2023 be accepted as presented.

Carried

(i.iii) INFORMATION – 2022-2023 Utility Expenses (Hydro, Heat and Water)

The Manager of Finance (MOF) reviewed the 2022-2023 utility expenses with Trustees. The water budget continues to be over the budgeted amount each year and will be monitored. With the increase in students and staff, the Trustees agreed that the water consumption would have increased significantly over the past five years. Overall, the MOF has seen a noticeable savings difference in the hydro and heating costs since the construction in 2017. The Trustees thanked the MOF for providing the data.

(ii) Health & Safety: No report.

(iii) Parent Involvement:

The Parent Involvement Committee (PIC) meeting was held on November 6, 2023. Both the Supervisory Officer and Manager of Finance (MOF) attended the meeting and provided an update to the committee regarding the Capital Priorities funding timeline, the Town Council meeting held on October 11, 2023, and the 2023-2024 Budget. The MOF welcomed feedback regarding the budget. Minutes will be available for Trustees at a future meeting, once approved by the PIC committee.

(iv) Policy:

(iv.i-iv.iii) All policies were sent out and discussed prior to the Board meeting. Minor changes were approved with the following motion:

Moved by Cathie Sindall
Seconded by April LeBlanc

That the Board approve policy D9 Fees for Learning Materials and Activities and rescind A11 Performance Appraisal – Non-Teaching Staff.

Carried

(iv.iv) INFORMATION – Policy Committee Minutes – October 24, 2023

(v) Property:

(v.i) INFORMATION – Town Council Meeting – October 11, 2023

The Supervisory Officer (SO), Board Chair, and Vice-Chair were able to speak to council and those in attendance at the Town Council meeting held on October 11, 2023. There was a lot of support at the meeting, and the proposed motion from Town Council to establish a hub and a potential partnership with the board was amended and passed. The Board Chair and Supervisory Officer will continue to update the Trustees as information comes available.

(v.ii) INFORMATION – Capital Priorities Submission 2023

The Capital Priorities report was submitted on October 20, 2023. The Ministry of Education received 220 submissions and, of those 220 submissions, 10 included a proposed community hub. Trustee Lindsay Stewart asked about the timeline for funding and discussion occurred. Trustees will continue to be informed as announcements are made by the Ministry.

(v.iii) INFORMATION – Ministry Memo: Use of Reinforced Autoclaved Aerated Concrete (RAAC) November 8, 2023

The November 8, 2023 Ministry Memo was distributed to all Trustees. The Manager of Finance and Treasurer (MOF) reviewed the expectations from the Ministry and the report deadline of January 8, 2024. The MOF will reach out to various engineering firms to have them assess the school structure and to help develop the necessary report for the Ministry. The costs associated with this inspection and possible mitigation report will come out of the School Renewal Budget as no additional funding was provided by the Ministry. Additional details will follow as information becomes available.

(vi) Special Education Advisory Committee (SEAC):

(vi.i) INFORMATION – SEAC Committee Meeting Minutes – October 23, 2023

The SEAC Chair reviewed the minutes with Trustees and welcomed feedback for the upcoming Speaker Series. The Supervisory Officer and school administration will be preparing a questionnaire for parents to get feedback for topics of interest.

The next SEAC meeting will be held on January 22, 2024.

(vii) Transportation: No report.

(4) Staff Reports

- (i) INFORMATION – November Principal's Newsletter
- (ii) INFORMATION – November Principal's Report
- (iii) MOTION – Board Report No. 2023-14 Math Action Plan 2023-2024

The Supervisory Officer updated Trustees on the new Ministry Math initiative. All boards are required to create a board action plan to address specific focused needs as identified by staff. The Board Math Lead and school administration examined the strengths and needs of students and developed a plan with a strong focus on the 'numbers' strand.

Assessments will take place to monitor progress and reports will be sent to the Ministry three times per year. The proposed Math Action Plan for the board was distributed and reviewed by the Trustees.

Board Report No. 2023-14 Math Action Plan 2023-2024 was approved with the following motion:

Moved by **Greg Craftchick**
Seconded by **Kyle Graham**

1. That Report No. 2023-14 Math Action Plan 2023-2024, dated November 13, 2023, be received and;
2. That the 2023-2024 Math Action Plan be approved.

Carried

D. Correspondence and Information Items

No further correspondence or information items.

The Board retired to the In-Camera Session with the following motion:

Moved by **April LeBlanc**
Seconded by **Lindsay Stewart**

That the Board retire to the In-Camera Session at 7:25 p.m.

Carried

IN-CAMERA SESSION**E. Motions and Information Adopted In-Camera**

No motions.

F. New Business

No new business.

G. Date of Next Meeting: December 4, 2023

H. Adjournment

The meeting was adjourned with the following motion:

Moved by **Greg Craftchick**

That the meeting adjourn at 7:33 p.m.

Carried

Lynne Cousens, Chair

Tim Overholt, Supervisory Officer