

**The Protestant Separate School Board of the Town of Penetanguishene**  
**Minutes of the September 11 2023 Regular Meeting of the Board**

The September 11, 2023 Regular Meeting of the Board was held at the Board Office.

**A.** The Chair called the meeting to order at 5:55 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 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

Absent: Trustee Greg Craftchick (joined meeting at 6:15 p.m.)

(2) Approval of Agenda

The agenda was approved with the following motion:

<b>Moved by</b>	<b>Lindsay Stewart</b>
<b>Seconded by</b>	<b>Cathie Sindall</b>

That the agenda be approved.

**Carried**

(3) Approval of Minutes

(i) Regular Meeting of the Board held June 12, 2023

The above minutes were approved with the following motion:

<b>Moved by</b>	<b>Beth DesRochers</b>
<b>Seconded by</b>	<b>April LeBlanc</b>

That the minutes of the June 12, 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:**

No delegations or presentations.

**C. Action Items**

(1) Business Arising from Previous Meeting:

No business arising from previous meeting.

(2) Human Resources/Communications

(i) INFORMATION – Board Report No. 2023-10 School Opening

The Supervisory Officer updated the Trustees on the current enrollment, new hires, and new priorities in math and language. Discussion occurred.

Board Report No.2023-10 School Opening received as information with the following motion:

**Moved by** Kyle Graham  
**Seconded by** Lindsay Stewart

That Board Report No. 2023-10 dated September 11, 2023 School Opening be received as information.

**Carried**

(3) Committee Reports

(i) Finance:

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

(i.i) INFORMATION – Finance Committee Meeting Minutes – August 15 and September 7, 2023

The Finance Committee met on August 15 and September 7, 2023. The Year-To-Year Revenue Comparisons, Consolidated Statement of Operations, Year-To-Year Operating Expenditure Comparisons, Year-To-Year Comparison of Expenditures and the 2023-2024 Budget were all reviewed in great detail by the Finance Committee. The Committee also reviewed the GIC Investment Renewal and, upon detailed review, agreed to table two motions for approval at the September 11, 2023 Board meeting.

(i.ii) MOTION – 2023-2024 Budget and Estimate Forms

The 2023-2024 Budget Estimate forms were thoroughly reviewed at the Finance Committee meeting on August 15, 2023, School Council and the School Leads Team have also been thoroughly engaged in the budgeting process. Further discussion and questions were welcomed at the September 7, 2023 quarterly meeting of the Finance Committee. The Manager of Finance and Treasurer (MOF) sent out all relevant documents for the 2023-2024 Budget prior to the September 11, 2023 Board meeting and welcomed any questions.

The Board Chair thanked the MOF and the members of the Finance Committee for their diligence and hard work.

The 2023-2024 Budget and Estimate forms were approved with the following motion:

**Moved by** Kyle Graham  
**Seconded by** Cathie Sindall

That the Board approve the 2023-2024 Budget and Estimate Forms as recommended by the Finance Committee.

**Carried**

(i.iii) MOTION – 2023-2024 GIC Investment

\$15,893.84 of interest revenue was received from the Board's previous 4.25% 270-day non-redeemable GIC on June 12, 2023. Discussion occurred at the August 15, 2023 Finance Committee meeting and the following motion was brought forward to the remainder of the Trustees.

The 2023-2024 GIC Investment was approved with the following motion:

<b>Moved by</b>	<b>Kyle Graham</b>
<b>Seconded by</b>	<b>Cathie Sindall</b>

That the Board approve the investment of \$ 600,000 into a 9-month non-redeemable GIC with an interest rate of 5.15%, as recommended by the Finance Committee.

**Carried**

(i.iv) MOTION – Budget Performance Reports as at June 30, July 31, 2023  
(August, 31, 2023 - Pending)

The Manager of Finance and Treasurer informed the Trustees that the August 31, 2023 Budget Performance Report remains pending and will be sent out electronically once complete.

The Budget Performance Reports were approved with the following motion:

<b>Moved by</b>	<b>Kyle Graham</b>
<b>Seconded by</b>	<b>Cathie Sindall</b>

That the Budget Performance Reports as at June 30 and July 31, 2023, be accepted as presented.

**Carried**

(i.v) MOTION – Accounts Payable June, July and August 2023

The Accounts Payable Reports were approved with the following motion:

<b>Moved by</b>	<b>Kyle Graham</b>
<b>Seconded by</b>	<b>Cathie Sindall</b>

1. That the Accounts Payable report, totaling \$468,109.52 for June 2023 be accepted as presented;
2. That the Accounts Payable report, totaling \$389,957.21 for July 2023 be accepted as presented;
3. That the Accounts Payable report, totaling \$357,280.11 for August 2023 be accepted as presented.

**Carried**

(ii) Health & Safety: No report.

(iii) Parent Involvement: No report.

(iv) Policy:

(iv.i-iv) 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** Beth DesRochers

That the Board approve the following policies:

- (i) D-16F Use of Service/Companion Animals by Students
  - (ii) A-18 Performance Appraisal: Designated Early Childhood Educators
  - (iii) D-19A Administration of Medication and Addressing Medical Conditions in the School Setting
  - (iv) D-19B Supporting Students with Prevalent Medical Conditions
- Carried**

(iv.v) INFORMATION – Policy Committee Minutes – June 20, 2023

Policy Chair Cathie Sindall updated the Board on the committees work plan, the plan has been updated for the next four years and was reviewed at the meeting on June 30, 2023.

Trustee Greg Craftchick joined the meeting at 6:15 p.m.

(v) Property:

(v.i) INFORMATION – Board Report No. 2023-11 Community User Group Approval – Northern Spirit Music

The Manager of Finance and Treasurer reviewed Board Report No. 2023-11 with the Trustees. This request will be initiated in accordance with Board Policy D-33 Community Use of School Facilities. As per the Policy, there is no expectation of subsidy from or any cost to the Board with a not-for-profit community user group.

**Moved by** Lindsay Stewart  
**Seconded by** Kyle Graham

That Board Report No. 2023-11, Community User Group Approval - Northern Spirit Music, be received as information.

(v.ii) INFORMATION – Capital Priorities Submission 2023

The Manager of Finance and Treasurer (MOF) and Supervisory Officer presented the latest Capital Priorities Submission information to Trustees. Key dates were reviewed, including the launch date on August 14, 2023, submission deadline, funding approvals, and announcements. The MOF highlighted key changes for this year's submission including the Ministry Sharepoint Site and the Design Standardization (EDU Design Catalogue.)

Proposal highlights were shared and included the following:

- 350 pupil school build with daycare addition

- Dunlop Street site (Land Priorities within Proposal)
- Projected opening of September 2027
- Disposal of Current Site (within 2 years of approval)

The following documents will be submitted: the business case, a design based on the EDU Design Catalogue, longer term needs and any supplemental documentation necessary. Discussion occurred and next steps were considered including involvement with town officials, costing estimates from an architect, and appraisal direction from a real estate agency.

(vi) Special Education Advisory Committee (SEAC):

The first meeting will be held on October 23, 2023 at 5:30 p.m.

(vii) Transportation: No report.

(4) Staff Reports

- (i) INFORMATION – September Newsletter
- (ii) INFORMATION – September Principal's Report

**D. Correspondence and Information Items**

- (i) INFORMATION – 2023-2024 Committee Meetings Schedule
- (ii) INFORMATION – 2024 Board Meeting Schedule
- (iii) INFORMATION – Staff Organization 2023-2024

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

<b>Moved by</b>	<b>Greg Craftchick</b>
<b>Seconded by</b>	<b>April LeBlanc</b>

That the Board retire to the In-Camera Session at 6:54 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: October 2, 2023**

## **H. Adjournment**

The meeting was adjourned with the following motion:

**Moved by**                      **Greg Craftchick**

That the meeting adjourn at 8:03 p.m.

**Carried**

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Lynne Cousens, Chair

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Tim Overholt, Supervisory Officer