

The Protestant Separate School Board of the Town of Penetanguishene

Minutes of the February 12, 2024 Regular Meeting of the Board

The February 12, 2024 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: Nathaniel Tracey-Stone Grant Thornton LLP, Wayde Putnam Grant Thornton LLP

(2) Approval of Agenda

The agenda was approved with the following motion:

Moved by	Kyle Graham
Seconded by	Lindsay Stewart

That the agenda be approved.

Carried

(3) Approval of Minutes

(i) Regular Meeting of the Board held January 15, 2024

The above minutes were approved with the following motion:

Moved by	Beth DesRochers
Seconded by	Greg Craftchick

That the minutes of the January 15, 2024 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) Presentation of the 2022-2023 Financial Statements

Wayde Putnam and Nathaniel Tracey-Stone joined the meeting remotely on behalf of Grant Thornton LLP to present a high-level overview of the 2022-2023 Financial Statements.

Mr. Tracey-Stone felt the Board's financial statements fairly present financial results, financial position and cash flows, mentioning it's consistency with the 2021-2022 fiscal year.

The consolidated Financial Statements ending August 31, 2023 were reviewed with Trustees and questions were welcomed. Trustee Cathie Sindall expressed concern with the lack of communication between Grant Thornton and the Trustees when commencing the audit and planning for the process. Mr. Putnam expressed regret and highlighted some personnel challenges at the firm. It was agreed that touch points and better communication would be conducted during the next auditing cycle if Grant Thornton LLP was awarded the contract extension.

The Trustees thanked Wade and Nathaniel for their work and the presentation and they left the meeting at 6:23 p.m. The Trustees thanked the Manager of Finance and Treasurer for his diligence and hard work.

C. Action Items

(1) Business Arising from Previous Meeting:

No business arising from previous meeting.

(2) Human Resources/Communications

(i) MOTION – Board Report No. 2024-03 (2024-2025 School Year Calendar)

The Supervisory Officer (SO) highlighted Board Report 2024-03 that was distributed prior to the Board meeting. The SO reviewed the process the school undertakes to develop the school year calendar each year, including input from staff and school council. A modified calendar, Version #5, was provided to Trustees for review. This version was accepted by the Board and Board Report 2024-03 was approved with the following motion:

Moved by
Seconded by

Kyle Graham
Cathie Sindall

1. That Report No. 2024-03 (2024-2025 School Year Calendar) be received;

2. That the Board approve the proposed 2024-2025 School Year Calendar, to submit to the Ministry of Education by March 1, 2024.

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 – February 8, 2024

The Finance Committee minutes were reviewed, and the next meeting will be held March 7, 2024.

(i.ii) MOTION– 2022-2023 Financial Statements

The Manager of Finance and Treasurer (MOF) welcomed any additional questions or feedback from the Trustees regarding the 2022-2023 Financial Statements. The MOF discussed the segregation of duty challenges, particularly with regards to QuickBooks access, and informed the Trustees that the Supervisory Officer would be given the administrator access to QuickBooks along with the MOF.

The 2022-2023 DRAFT Financial Statements were approved with the following motion:

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

That the 2022-2023 DRAFT Financial Statements be accepted as presented, forwarded to the Ministry of Education, and posted on the Board website as FINAL.

Carried

(i.iii) MOTION – Budget Performance Report as at December 31, 2023 and January 31, 2024

The MOF discussed the school renewal budget with Trustees and the method in which the funds can be spent.

The Budget Performance Reports for December 2023 and January 2024 were approved with the following motion:

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

That the Budget Performance Reports as at December 31, 2023 and January 31, 2024 be accepted as presented.

Carried

(i.iv) MOTION – Accounts Payable January 2024

The Accounts Payable Reports were approved with the following motion:

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

That the Accounts Payable report, totaling \$415,180.86 for January 2024 be accepted as presented.

Carried

The Board Chair thanked the MOF for his work during the 2022-2023 financial audit and the work of the Finance Committee.

(ii) Health & Safety

The Health & Safety Chair reviewed the latest minutes from the committee with Trustees.

(iii) Parent Involvement:

The School Council and Parent Involvement Committee Meeting minutes were reviewed and discussed.

(iii.i) INFORMATION – School Council Meeting Minutes – November 6, 2023

(iii.ii) INFORMATION – Parent Involvement Committee Meeting Minutes – November 6, 2023

(iv) Policy:

(iv.i) INFORMATION – Policy Committee Minutes – January 23, 2024

On January 23, 2024 the policy committee met and conducted its annual review of Policy D-2 Registration and Attendance, as well as two other policies that were on the plan for review. The committee agreed the Board will continue to close its borders to students outside of Penetanguishene given the continued enrolment pressures. Minor changes were made to Policies A-5 and D-32.

(iv.ii) All policies were sent out and discussed prior to the Board meeting. Changes were approved with the following motion:

Moved by	Cathie Sindall
Seconded by	Beth DesRochers

That the Board approve the following policies:

- (i) A-5 Travel, Meal and Accommodation Allowance
- (ii) D-2 Registration and Attendance
- (iii) D-32 School Council

Carried

(v) Property: No report.

(vi) Special Education Advisory Committee (SEAC):

(vi.i) INFORMATION – SEAC Committee Meeting Minutes – January 22, 2024

The SEAC meeting minutes were reviewed. The next meeting will be held on April 15, 2024.

(vii) Transportation: No report.

(4) Staff Reports

(i) INFORMATION – February Principal's Newsletter

(ii) INFORMATION – February Principal's Report

D. Correspondence and Information Items

(i) INFORMATION – Letter to Town Council (January 30, 2024)

The letter was distributed to all Trustees for their records prior to the meeting.

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

Moved by **Greg Craftchick**
Seconded by **Cathie Sindall**

That the Board retire to the In-Camera Session at 7:10 p.m.

Carried

IN-CAMERA SESSION

E. Motions and Information Adopted In-Camera

No motions or information adopted In-Camera.

F. New Business

The Board Chair updated the Trustees on her latest correspondence with MPP Jill Dunlop's office. The next Penetanguishene Town Council Meeting will be held on February 14, 2024. The Board Chair encouraged Trustees to attend as 39 Burke Street was included on the list for County of Simcoe - Call for Affordable Housing.

G. Date of Next Meeting: **March 4, 2024**

H. Adjournment

The meeting was adjourned with the following motion:

Moved by **Greg Craftchick**

That the meeting adjourn at 7:27 p.m.

Carried

Lynne Cousens, Chair

Tim Overholt, Supervisory Officer