

# **The Protestant Separate School Board of the Town of Penetanguishene**

## **Minutes of the January 15, 2024 Regular Meeting of the Board**

The January 15, 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: Administrative Assistant Deanna Van Rooyen

Guest: Town of Penetanguishene Mayor Doug Rawson

Attended via Google Meet: Supervisory Officer Tim Overholt, Manager of Finance and Treasurer Sean Turner, Director of Planning & Community Development Town of Penetanguishene Andrea Betty, Director of Social Housing County of Simcoe, Social & Community Services Bradley Spiewak

### **(2) Approval of Agenda**

The agenda was approved with the following motion:

<b>Moved by</b>	<b>Greg Craftchick</b>
<b>Seconded by</b>	<b>Beth DesRochers</b>

That the agenda be approved with the following addition under:

#### **B. Delegations/Presentations**

(i) Burkevale School – Burke Street-County of Simcoe Affordable Housing Program Discussion

**Carried**

### **(3) Approval of Minutes**

(i) Organizational/Regular Meeting of the Board held December 4, 2023

The above minutes were approved with the following motion:

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

That the minutes of the December 4, 2023 Organizational/Regular Meeting of the Board be approved.

**Carried**

### **(4) Declaration of Possible Conflicts of Interest**

No conflicts of interest were declared.

**B. Delegations/Presentations:**

Mayor Doug Rawson joined the meeting in person at 6:45 p.m. followed by the Director of Planning and Community Development for the Town of Penetanguishene Andrea Betty, and the Director for Social Housing for the County of Simcoe Bradley Spiewak via Google Meet at 7 p.m. The Board Chair thanked Mayor Rawson, Andrea Betty, and Bradley Spiewak for joining the meeting and opened the floor for discussion.

Mayor Rawson updated the Trustees on the County of Simcoe's call for affordable housing projects within municipalities. Mayor Rawson elaborated on the report that council debated on December 13, 2023. This report was sent to all Trustees along with the published video clips from the council meeting prior to the Board meeting. On page three of the report, a recent Council motion directed staff to investigate opportunities for the relocation of Burkevale Protestant Separate School to 51 Dunlop Street on the condition that the school site be donated to the County for an affordable housing project. The school site (39 Burke Street) is not included within this evaluation. In the opinion of staff, this opportunity should be explored in more detail with key stakeholders, separate from this proposal. Furthermore, the Town is not the owner of the property and therefore it is not appropriate to include these lands with this proposal submission. The item came back to the Town Council meeting on January 10, 2024 and Mayor Rawson deferred the item with Council until February.

Mayor Rawson suggested that a motion or letter be drafted from the Board. The Mayor felt that this could help signify support, with the understanding that Ministry approval is required, along with a number of other key aspects. With support from both MP Adam Chambers and MPP Jill Dunlop regarding the collaborative efforts for a Community Hub at 51 Dunlop Street, Mayor Rawson stressed the importance of this discussion.

The Board Chair opened the discussion up to questions. The Supervisory Officer (SO) reported on his email to Minister Lecce and the changes in legislation with regards to the disposition of property. Bradley Spiewak provided the group with more details from Simcoe County's perspective and what they would require. Further discussion occurred.

From both the Town of Penetanguishene and County of Simcoe perspective, a letter would be sufficient to include the intentions of the Protestant Separate School Board with regards to the property at 39 Burke Street should Capital Funding be received. The Trustees agreed with this decision. The SO will draft a letter for approval to be sent to the Town of Penetanguishene Town Council prior to their next Council meeting on February 14, 2024.

The Board Chair thanked the guests for joining and Mr. Rawson, Ms. Betty, and Mr. Spiewak left the meeting at 7:21 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. 2024-01 Out of Boundary Requests (Policy D-2)

The Supervisory Officer (SO) highlighted Report 2024-01 that was distributed prior to the Board meeting. As the circumstances at the school continue to remain the same, the SO recommended that the freeze continue for out of boundary requests for the upcoming 2024-2025 school year. The Trustees were in agreement, and Board Report 2024-01 was approved with the following motion:

1. That Report No. 202-01 Out of Boundary Requests be received;
2. That the Board approves the freeze on any new family 'Out of Boundary' requests for the 2024-2025 school year.

**Carried**

(ii) MOTION – PA Day April 2024 (Solar Eclipse)

School Administration spoke to the Supervisory Officer regarding a solar eclipse in April 2024. Many other Boards have chosen to switch their Professional Activity (PA) Day for that month to coincide with the eclipse in order to reduce their liability with children being at school that day.

Discussion occurred and Trustees agreed to the proposed PA date change. School Administration will be notified and this change will be communicated to the school community.

The following change was agreed upon with the following motion:

<b>Moved by</b>	<b>Greg Craftchick</b>
<b>Seconded by</b>	<b>Beth DesRochers</b>

That the Board of Trustees approve changing the PA Day in April from April 26, 2024 to April 8, 2024 due to a solar eclipse.

**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 – December 7, 2023

(i.ii) INFORMATION – Verbal Update 2022-2023 Audit

The Manager of Finance and Treasurer (MOF) updated the Trustees on the completion of the auditor's fieldwork. The MOF hopes to have the draft financial statements from Grant Thornton by the week ending January 26, 2024. Once received, the MOF will work to complete the necessary Ministry forms to be submitted. An ad-hoc Finance Committee meeting will be scheduled in the coming weeks to review the audited financial documents prior to the next Board meeting on February 12, 2024. Auditors from Grant Thornton will attend the next Board meeting to present.

The MOF noted the change for Lunch Time Monitors compensation. They have all been moved over to the Payworks payroll system and their pays will now be added into the Plant/Admin line on the Accounts Payable report.

A Request for Proposal (RFP) will be necessary following the conclusion of the audit as this is the final year with Grant Thornton. The MOF will continue to update Trustees as required.

(i.iii) MOTION – Budget Performance Report as at November 30, 2023 and December 31, 2023 (PENDING)

The Manager of Finance and Treasurer informed the Trustees that the December 31, 2023 Budget Performance Report remains pending. The report will be sent out electronically once complete and included in the February 12, 2024 Board package.

The Budget Performance Report for November 2023 was 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 Report as at November 30, 2023, be accepted as presented.  
**Carried**

(i.iv) MOTION – Accounts Payable November and December 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>

That the Accounts Payable report, totaling \$441,186.16 for November 2023 and \$487,151.32 for December 2023 be accepted as presented.

**Carried**

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

(ii) Health & Safety

The Health & Safety Chair reviewed the latest minutes from the committee and discussed naloxone kits. The Vice-Principal and Mental Health & Well-Being Lead will be participating in some free training to learn about opioids and how they affect the body, how naloxone works, and how to administer nasal naloxone.

The Policy Committee will add the discussion of naloxone kits to the agenda for their upcoming meeting on January 23, 2024 to review if a policy is required.

(iii) Parent Involvement:

The School Council Meeting minutes were reviewed and discussed.

(iii.i) INFORMATION – School Council Meeting Minutes – September 18, 2023

(iii.ii) INFORMATION – School Council Meeting Minutes – October 2, 2023

(iv) Policy:

## (iv.i) INFORMATION – Policy Committee Minutes – December 19, 2023

On December 19, 2023 two existing policies were reviewed, along with a new policy on extended day and third-party programs. The policy committee agreed that Policy D-26 should be moved to annual review because the protocols for concussions are so complex. Staff annually review this policy in September prior to the start of the new school year.

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

<b>Moved by</b>	<b>Cathie Sindall</b>
<b>Seconded by</b>	<b>Beth DesRochers</b>

That the Board approve the following policies:

- (i) D-26 Student Concussion Protocol
- (ii) D-33 Community Use of School Facilities
- (iii) D-41 Extended Day and Third-Party Programs

**Carried**

(v) Property:

## (v.i) INFORMATION – Tatham Engineering Structural Investigation (RAAC)

The Manager of Finance and Treasurer (MOF) updated the Trustees on the latest study from Tatham Engineering. The study was conducted at the school and no reinforced autoclaved aerated concrete (RAAC) was found. The study was directed by the Ministry under an abundance of caution due to structural failures in the United Kingdom. No money was given to Boards in order to conduct these studies, therefore the school renewal budget will be used to cover the cost of the study. The report findings were forwarded to the Ministry on December 18, 2023.

(vi) Special Education Advisory Committee (SEAC):

The first meeting of the new school year will be held on January 22, 2024.

(vii) Transportation: No report.

## (4) Staff Reports

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

#### **D. Correspondence and Information Items**

No further correspondence or information items.

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>Cathie Sindall</b>

That the Board retire to the In-Camera Session at 6:30 p.m.

**Carried**

#### **IN-CAMERA SESSION**

#### **E. Motions and Information Adopted In-Camera**

No motions or information adopted In-Camera.

#### **F. New Business**

No new business.

**G. Date of Next Meeting: February 12, 2024**

#### **H. Adjournment**

The meeting was adjourned with the following motion:

<b>Moved by</b>	<b>Greg Craftchick</b>
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That the meeting adjourn at 7:29 p.m.

**Carried**

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Lynne Cousens, Chair

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Tim Overholt, Supervisory Officer