

The Protestant Separate School Board of the Town of Penetanguishene

Minutes of the December 4, 2023 Organizational / Regular Meeting of the Board

The December 4, 2023 Organizational / Regular Meeting of the Board was held at the Board office.

The Meeting was called to order by the Supervisory Officer at 6:13 p.m.

A. (1) Roll Call

Board: Trustees Lynne Cousens, Greg Craftchick, Elizabeth (Beth) DesRochers, Kyle Graham, April LeBlanc, Cathie Sindall, Lindsay Stewart

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

(2) Approval of Agenda

The agenda was approved with the following motion:

Moved by	Beth DesRochers
Seconded by	Kyle Graham

That the Board approve the Agenda for the Regular Meeting of the Board, of which includes the Organizational Meeting Agenda.

Carried

(3) Approval of Minutes

That the minutes of the November 13, 2023 Regular Meeting of the Board be approved.

The above minutes were approved with the following motion:

Moved by	Lindsay Stewart
Seconded by	Greg Craftchick

That the minutes of the November 13, 2023 Regular Meeting of the Board be approved.

Carried

(4) Declaration of Possible Conflict of Interest

No conflicts of interest were declared.

B. Organizational Meeting Motions

1. Nominations/Election for Board Chair

The nominations for Committee roles were casted prior to the meeting via email. The Supervisory Officer announced the nominations for each Trustee role, starting with the Board Chair.

Nominations for the position of Board Chair were closed with the following motion:

Moved by **Greg Craftchick**
Seconded by **Beth DesRochers**

That nominations for the position of Board Chair for the year 2024 be closed.

Carried

Trustee Lynne Cousens was acclaimed as Board Chair with the following motion:

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

That Lynne Cousens be elected/appointed as Chair of The Protestant Separate School Board of the Town of Penetanguishene from December 4, 2023 until the Organizational meeting in December 2024.

Carried

2. Nominations/Election for Board Vice-Chair

The Supervisory Officer read the nominations for Board Vice-Chair.

Nominations for the position of Board Vice-Chair were closed with the following motion:

Moved by **Greg Craftchick**
Seconded by **April LeBlanc**

That nominations for the position of Board Vice-Chair for the year 2024 be closed.

Carried

Cathie Sindall was acclaimed as the Board Vice-Chair with the following motion:

Moved by **Beth DesRochers**
Seconded by **Greg Craftchick**

That Cathie Sindall be elected/appointed as Vice-Chair of The Protestant Separate School Board of the Town of Penetanguishene from December 4, 2023 until the Organizational meeting in December 2024.

Carried

The Supervisory Officer congratulated Chair Lynne Cousens and Vice-Chair Cathie Sindall on their appointments.

Ms. Cousens chaired the remainder of the meeting.

4. Committee Appointments

After discussion, Committee appointments were approved with the following motion:

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

That year 2024 Board Committees be appointed as follows:

Parent Involvement Committee

Lindsay Stewart, Chair

Elizabeth DesRochers, Member (Alternate)

**Special Education and Advisory
Committee (SEAC)**

Elizabeth DesRochers

Lindsay Stewart, Member (Alternate)

**Supervised Alternative Learning/
Suspension and Expulsion Hearing
and Determination Committee**

TBD On As Needs Basis

Finance Committee

Kyle Graham, Chair

Lynne Cousens, Member

Cathie Sindall, Member

Policy Committee

Cathie Sindall, Chair

Elizabeth DesRochers, Member

April LeBlanc, Member

Transportation Committee

April LeBlanc, Chair

Greg Craftchick, Member

Property Committee

Greg Craftchick, Chair

Lynne Cousens, Member

Kyle Graham, Member

Health and Safety Committee

Greg Craftchick, Chair

Elizabeth DesRochers, Member

**Suspension and Expulsion Hearing
and Determination**

TBD On As Needs Basis

Carried

5. Schedule of Regular Meetings of the Board

It was agreed that, for the year 2024, the Regular Meetings of the Board will be held once a month, on the second Monday, with the following motion:

Moved by

Lindsay Stewart

Seconded by

Cathie Sindall

That for the year 2024, with changes noted, the Regular Meetings of the Board will be held once a month, on the second Monday.

Carried

6. Confirmation of Banks with which Business is Transacted

The following motion was put forward:

Moved by	Greg Craftchick
Seconded by	Kyle Graham

That the Board maintain its operating bank account and reserve funds at Meridian Credit Union Penetanguishene in the year 2024.

Carried

7. Designated Signing Authorities for the Board's Operating Bank Account

The following motion was put forward:

Moved by	April LeBlanc
Seconded by	Beth DesRochers

That the signing authorities for the Board's operating bank account and reserve funds at the Meridian Credit Union in Penetanguishene are as follows for the year 2024:

Board Chair:	Lynne Cousens
Vice-Chair:	Cathie Sindall
Manager of Finance and Treasurer:	Sean Turner
Supervisory Officer	Tim Overholt

Carried

8. Designated Signing Authority for Supervisory Officer

The Ministry of Education's Auditors request that a Board Motion designate a Signing Authority for the Supervisory Officer in his absence. The following motion was put forward:

Moved by	Lindsay Stewart
Seconded by	Greg Craftchick

That the Manager of Finance and Treasurer be designated signing authority for the Supervisory Officer in his absence.

Carried

9. Board Borrowing By-Law

The Board's Borrowing By-Law for the year 2024 was reviewed. The following motion was put forward:

Moved by	Kyle Graham
Seconded by	April LeBlanc

That the Borrowing By-Law for the year 2024 be set at \$500,000 (five-hundred thousand dollars) - \$450,000 (four hundred, fifty thousand dollars) for Short-Term Borrowing and \$50,000 (fifty thousand dollars) for Visa Credit.

Carried

10. Designation of Legal Firm

The following motion was put forward concerning designation of the Board's legal firm:

Moved by	Greg Craftchick
Seconded by	Beth DesRochers

That the legal firm of Hicks Morley Hamilton Stewart Storie LLP continue to be designated to provide human resource legal services to the Board for the year 2024.

Carried

11. Designation of Auditor

The following motion was put forward concerning designation of the Board's auditor:

Moved by	Greg Craftchick
Seconded by	Lindsay Stewart

That the accounting firm of Grant Thornton LLP continue to be designated to provide auditing services to the Board up to the end of the 2022-2023 Financial Statement cycle.

Carried

12. Designation of Actuary

It was agreed that School Boards' Co-operative Inc. (SBCI) would continue to provide actuarial services to the Board for the year 2023, and the following motion was put forward:

Moved by	Kyle Graham
Seconded by	Greg Craftchick

That School Boards' Co-operative Inc. (SBCI) continue to be designated to provide actuarial services to the Board up to the end of the 2023-2024 fiscal year.

Carried

13. Appointment of Attendance Counsellor

It was agreed that the Supervisory Officer would act as School Attendance Counsellor, and the following motion was put forward:

Moved by	Greg Craftchick
Seconded by	April LeBlanc

That the School Attendance Counsellor position be filled by Supervisory Officer.

Carried

C. Delegations/Presentations: No delegations/presentations.

D. Action Items**(1) Business Arising from Previous Meeting****(i) Board By-Laws 1 – XIV: Trustee Code of Conduct**

A copy of the Trustee Code of Conduct was included in all Board packages for Trustees to review.

(2) Human Resources/Communications: No report.**(3) Committee Reports****(i) Finance:****(i.i) INFORMATION – 2022-2023 Finance Statements Audit Update (Verbal Report)**

The Financial Statement Forms SB Memo 22 were received from the Ministry on November 30, 2023. Given the tight timelines, the MOF, with direction from the Finance Committee, will request an extension until after the February 12, 2023 Board meeting. An ad-hoc Finance Committee meeting will be called in January to review the Financial Statements prior to their final approval by the Board of Trustees at the scheduled Board meeting in February.

The MOF met virtually with Grant Thornton LLP and a hybrid approach to the audit will be conducted again this year. The MOF is currently going through the audit process and is hoping to have the majority of the work completed before the end of December.

(i.ii) MOTION – Budget Performance Report as at November 30, 2022 (PENDING)

The MOF has not had adequate time to complete this report with the short turnaround time between meetings. Once finalized, it will be sent out by email and included in January's Board package.

(i.iii) MOTION – Accounts Payable for November 2023 (PENDING)

The MOF has not had adequate time to complete this report with the short turnaround time between meetings. Once finalized, it will be sent out by email and included in January's Board package.

(i.iv) INFORMATION – 2024 Trustee Technology Allowance

Trustees claim forms for their 2023 – 2024 Trustee Computer were included in all Board packages. The MOF reminded Trustees to sign, print their receipts, and attach to the expense form for reimbursement.

(ii) Health & Safety: No report.**(iii) Parent Involvement: No report.****(iv) Policy:****(iv.i) INFORMATION – Policy Committee Meeting Minutes – November 21, 2023**

The Policy Committee Meeting Minutes and policies were included in all Board packages for review prior to the meeting.

The latest policies were approved with the following motion:

Moved by	Cathie Sindall
Seconded by	Beth DesRochers

That the Board approve the following policies:

(i) D-3 First Nation, Metis and Inuit Student Voluntary Self-Identification

(ii) D-11 Student Field Trips and Excursions

Carried

(v) Property:

Tatham Engineering will be completing a Structural Investigation at the school on December 7, 2023 to determine whether any Reinforced Autoclaved Aerated Concrete (RAAC) features are present. A report will be provided to the Board upon completion and, if any RAAC features are present, a Management Report will be provided to the Board. This directive was prescribed by the Ministry of Education through a memo received on November 8, 2023.

(vi) Special Education Advisory Committee (SEAC): Next meeting will be held January 22, 2024.

(vii) Transportation: No report.

(4) Staff Reports

(i) INFORMATION – December Newsletter

(ii) INFORMATION – December Principal's Report

E. Correspondence and Information Items

The Board retired to a Committee of the Whole with the following motion:

Moved by	Greg Craftchick
Seconded by	Cathie Sindall

That the Board retire to the In-Camera Session at 7:01 p.m.

Carried

IN-CAMERA SESSION

F. Motions and Information Adopted In-Camera No motions or information adopted.

G. Adjournment

The meeting was adjourned with the following motion:

Moved by	Greg Craftchick
-----------------	------------------------

That the meeting adjourn at 7:08 p.m.

Carried

Board Chair, Lynne Cousens

Supervisory Officer, Tim Overholt