



September 20, 2023, 10:00 am

Catholic Education Centre, Terrace Bay

## Board Meeting Minutes

The meeting began at 10:00 a.m. with Trustee Wawia in the Chair.

### 1. Opening Prayer and Acknowledgment

#### a. Prayer

Loving God,

Thank you for the gift of a new school year and for bringing us together as people of faith.

As we learn and grow each day, fill our hearts with a spirit of gratitude, recognizing the blessings around us and sharing them with others.

As people of faith, we are called to love with all our hearts, minds and souls and to love our neighbours as ourselves.

Fill our hearts with empathy and kindness, that we may embrace differences and celebrate each person's unique gifts.

We ask for your guidance and protection throughout this school year.

As we share the Good News of the Gospel with others, may our words and actions reflect the love that you have poured into our hearts.

We ask this in the name of Jesus who is love itself.

Amen.

A special prayer and remembrance was shared by Trustee Wawia and Director Vasanelli in memory of Jerry Fallon, former Principal at St. Edward Catholic School.

#### b. Acknowledgement

Acknowledgement was read by Trustee McPherson.

We would like to begin by acknowledging that the land on which we gather today is the ancestral lands and waterways of the Anishinaabe and the Métis. We wish to recognize and show respect to the long history and contributions of the First Nations, Métis and Inuit Peoples of Canada.

### 2. Approval of Agenda

#### Resolution #60/23

Moved by Trustee McParland

Seconded by Trustee Jean

THAT the agenda for Board meeting #8/23, being held on September 20, 2023, be accepted as received.

Carried.

### 3. Confidentiality Reminder

Members are reminded that proceedings of the Committee of the Whole Meetings shall be considered as confidential unless and until dealt with at a public session of the Board.

### 4. Code of Conduct at Meetings

Members are reminded of the Board-approved [Code of Conduct](#) in place to promote a positive environment.

### 5. Roll Call

#### Trustees:

- Judy Wawia, Chair of the Board
- Amanda Monks, Vice-Chair of the Board (via Zoom)
- Bill Harmon
- Shirley Jean
- Suzanne Lafrance
- Miranda McFarling (via Zoom)
- Lawrence McParland
- Lilliana McPherson
- Tara Patterson

#### Administration:

- Maria Vasanelli, Director of Education
- Kerry Desjardins, Superintendent of Education
- Rima Mounayer, Superintendent of Education

- Paul Tsekouras, Superintendent of Education
- Chris Martin, Assistant Superintendent of Education
- Barry Biggs, Manager of Plant & Field Services Manager
- Darren Myshok, Manager of Plant & Field Services Manager
- Billy Luby, Information Technology Manager
- Valerie Paris, Manager of Human Resources
- George Scott, Finance Manager
- Erin Roxborough, Indigenous Education Manager

Welcome to Erin Roxborough, Indigenous Education Lead and Chris Martin, Superintendent of Education.

### Recorder:

- Deana Figliomeni, Executive Administrative Assistant and Communications Officer

### Guests:

- Sarah Clowes, Principal St. Edward Catholic School/Summer Learning Principal (via Zoom)
- Cara Figliomeni, Technology Enabled Learning Teacher/Summer Learning Lead (via Zoom)

## 6. Approval of Minutes

### Resolution #61/23

Moved by Trustee McPherson

Seconded by Trustee Monks

THAT the minutes for the [Board Meeting #7/23 held on June 28, 2023](#), be accepted as received.

Carried.

## 7. Declaration of Pecuniary Interest

Members are reminded of their duty to declare a conflict of interest should awareness

of conflict arise at any time during the meeting.

## 8. Presentations

### a. Summer Learning Presentation, Sarah Clowes and Cara Figliomeni

Completed a successful Summer Learning Program. The registration number demonstrates the successful program. Thank you to Cara Figliomeni and Sarah Clowes for leading and making the Summer Learning program successful and supporting the pilot Reach Ahead project.

[Sarah Clowes and Cara Figliomeni left the meeting]

### b. Director Report - Maria Vasanelli

Welcome to Erin Roxborough as Indigenous Education Manager. Erin will join monthly Board meetings as well as the Executive Council.

Welcome to Chris Martin, Assistant Superintendent of Education. Chris will be responsible for the equity plan as well as other portfolios.

Ministry of Education, through [Bill 98 Better Schools and Student Outcomes Act, 2023](#), has outlined Boards' expectations. Monitoring by the Ministry is high regarding expectations and accountability. Right to Read Human Rights expectations HRC will meet with HRC to see what our Board has put in place and benchmarks of where we have the Right to Read. Indicators of success and what we are doing in the Board. Ensuring effective governance, maximizing capital assets, making several amendments to the Ontario College of Teachers Act, 1996 and student learning.

[PPM169 Student Mental Health](#) Focus on student engagement and well-being. Ensure it respects students; we have been good at this thanks to our Mental Health Team and will continue to do so.

Math Action Plan. Due to teacher shortages, our Math Lead, Karly Baker, has temporarily been placed back in the classroom. We also have Stephens as Math Lead to assist Rima Mounayer, Superintendent of Education, with the Math Portfolio

Ms. Vasanelli shared updates on the Canadian Association of School System Administrators (CASSA) conference that the Director and Superintendents of Education attended in July. A copy of the presentation will be emailed to the Trustees following the Board meeting.

August 31, Professional Development Day with Father Cristino was successful.

Student enrolment has increased, and we are seeing the positive outcomes of some strategies we have implemented.

Continuing to use created solutions to engage and retain staff for our schools.

A newly formed Elders Council is now in place; thank you to Judy Wawia for her help with the formation of this committee and ensuring there are elders from all communities.

The Equity and Anti Rasim plan will be worked on this year and into the next year.

St. Hilary Catholic School addition is on track. A groundbreaking event will be held three times throughout the year to inform the community and bring attention to the project.

The finance system continues to be modernized, and we are working on a new parent payment system.

A hard copy of the portfolio designations on the Portfolio Org Chart was shared with the Trustees.

### **c. Student Achievement**

#### **i. [Kerry Desjardins, Superintendent of Education Monthly Report](#)**

Literacy and movement forward with Early Literacy and ensuring we are following the rights to read and aligns with the science of reading. Angela Gainer, Principal at St. Hilary School, has had much experience with Literacy through the years, and she will support our educators in rolling this forward. She launched the plan with PD Day and tied in the Human Rights report and the new language curriculum. The goal moving forward is the collection of data, who needs the support, how we will support them and what our educators need to support them. K-2 educator teams as well as L4All teachers to go over the now whats. Continue to do monthly PLCs with our teachers to support them throughout the year, then meet again in May to ensure we use our resources effectively. Feedback for the learning PD on literacy was low, but K.Desjardins and A.Gainer have received reach from educators who are excited and looking for more information.

Ministry accepted our proposal, and we will continue our partnership with the Children's Centre of Thunder Bay (CCTB). Students maintained counsellors throughout the summer and continued into the new year, with no lack of services in the transition

Met with School Mental Health Ontario (SMHO), the new launch is Mental Health Literacy Grade 7/8 strong implementation team, and the Ministry was explicit with these instructions. Kerry Desjardins, Superintendent of Education; Chris Martin, Equity Lead; Cara Figliomeni, Technology Enabled Learning Teacher; and K.Figliomeni, Principal, will be part of this team. The implementation meeting will be on October 24th in Thunder Bay.

Jordan's Principal process was discussed. Applications are redone yearly, and the timing depends on the intake worker to whom the application is assigned. We are still waiting for applications that were submitted in the spring. You must continue to show demonstrated need; we have received rejections to requests. Trustees expressed how vital these supports are to our students.

ii. [Rima Mounayer, Superintendent of Education Monthly Report](#)

Ms. Mounayer has already had four meetings with the Ministry of Education regarding the Math Plan. The Board has an action plan in math, and we have been doing this for many years. We will continue to work with what we have and what the Ministry is requesting. Doug Duff will be working with our educators this school year. Challenges with the Math Plan, including staffing in our remote areas, were also discussed with the Ministry. All SNCD SB Grade 3-6 Teachers, Principals and Math Leads participated in a session. All Leads across the province met and had separate sub-meetings. Math is a Board priority and a shared responsibility with everyone from our Board that is involved - we all want the best for our students and schools. Math reports will continue to be shared with Trustees throughout the school year.

Student Attendance is essential to our Board, and Michelle Edmond, Attendance Counsellor, has been working to ensure our students succeed. She has contacted families from last year that had challenges and let them know she is here to help at any time they may require it—working with all schools throughout the year.

Safe Schools portfolio will be taken over by Chris Martin, and have been working together during the transition.

iii. [Paul Tsekouras, Superintendent of Education Monthly Report](#)

Faith Day's feedback was overwhelmingly positive. Staff appreciated the speaker and the opportunity to be together and learn together. We will re-engage Father Cristino to connect with our school faith teams through Zoom. Trustee Wawia expressed the importance of now putting our words into action and all students are treated equally. Ask staff halfway through the year for one thing they have done with what they learned from the professional development day.

Extremely excited to have Erin Roxborough back with our Board and for the experience and knowledge she brings to the team. Looking forward to having community engagement in our schools.

The Halo Back to School edition has been sent to all staff to start the school year.

Reach Ahead Program credit was given to all team members who worked to get the pilot project set up. The next steps are being looked at, and we are pleased with how the pilot went. This option for students transitioning to high school and having one of the

mandatory e-learning credits is tremendously important.

iv. [Chris Martin, Assistant Superintendent of Education Monthly Report](#)

As the lead for the Equity, Diversity and Inclusion program, he has enrolled in the certificate program. Director Vasanelli has also enrolled.

The New Teacher Induction Program (NTIP) is to ensure new teachers feel supported throughout the start of the year and they have someone to reach out to if they need support. An orientation is planned for October 3, 2023. Human Resources (HR) and various members of the System Support Team (SST) are attending to support. New teachers will be paired with mentors to help form relationships within the building or system to lean on when they need support.

Healthy Schools, Free Menstrual Products, the three-year program continues. Shipment will be received at the end of September to be distributed to our schools. This is important because we want all students to feel safe and know their needs are being met while they are in our buildings. We will continue this project in future years and will track the supply and demand of the products.

Breakfast programs will be expanded in all our schools. There is a huge requirement for this post-COVID.

**d. Finance**

i. [George Scott, Manager of Finance Monthly Report](#)

The audit meeting will be held on October 18, 2023. Grant Thornton will attend a pre-meeting to explain to the committee how the audit will be conducted. We will also learn what audits we will participate in in the future.

The first day of school enrolment numbers for September 5, 2023, were shared with Trustees. There were 24 more students on the starting day than at the start of last year. Key reporting dates for funding are October 31, 2023, and March 31, 2023.

Year-end reporting has begun, and Grand Thornton will be on site to start the year-end financial auditing on November 6th.

- [Financial Report as of August 31, 2023](#)

Teachers and SEIU members have to account for the fact that there will be retroactive raises. Working with payroll to calculate estimated numbers that are required for this and will have to be calculated.

Federal grants and fees are higher than budgeted for due to the Jordan Principals Educational assistants that we have.

Transportation estimates and the final reconciliation bill are forthcoming, pushing for us to get the actual bill as soon as possible.

Bussing issues continue. Keep track of how many days the buses are cancelled so we can find a solution. Parents are phoning about how we can get our kids to school. We are not charged for the cancelled bus due to mechanical or driving shortages. We will continue to work on making the communication between the schools, parents and bus company better.

A discussion needs to be had with the consortium to suggest doubling up pick-up routes to ensure all students are getting to school. If one bus is cancelled, it can double back to pick up students. The bus company currently rolling out a new App to notify schools and families of cancellations. If the app works and bugs are fixed, it could be done.

- [Enrolment as of September 5, 2023](#)

**e. Information Technology**

- i. [Billy Luby, IT Manager Monthly Report](#)

A lot of work was completed over the summer. All teacher's devices were updated during the summer months and returned to teachers for the start of the school year, and All copiers were replaced in the schools during the summer.

WiFi upgrades were made. New devices for the Trustees are ready to hand out, replacing the iPads. Chromebooks will make viewing and using Google Apps much more efficient and seamless.

Security features were introduced for more cyber security. Multifactor authentication will be implemented. These multifactor authentication devices will be for staff only and not students.

Every school is equipped with a 3-D printer. Some schools are located in the Learning Commons, and some are in the classroom. The technical champion of each school helps the students and staff when they have questions about printing.

**f. Plant & Field Services**

- i. [Barry Biggs and Darren Myshok, Plant & Field Services Managers Monthly Report](#)

School Improvements that were completed during the summer months.

A custodian fire log will be put in place to be digitalized. This will make the process more efficient, and everyone who requires access can see what is going on.



Work was completed on fire drill maps. All schools were provided a map with all safety items identified in each school. This gives custodians a very detailed log in each school to help them identify the specific items in the school and be able to be clear when creating a work ticket.

Health and Safety Boards were completed in all schools. All schools can now ensure they have the same information and guide schools to know exactly what documents should be on the Board.

St. Hilary Catholic School's temporary parking area will be set up for when construction begins. Further information will be shared with Trustees on the dates of the groundbreaking.

Trustee Wawia thanked B.Biggs and D.Myshok for the work on the walking trail at St. Edward Catholic School.

Capital spending reports define what is spent and the plans with that funding moving forward.

Discussion took place around the lockdown process; in a previous shelter at one of the schools, the outside door was not locked, and the buzzer was on the inside door. When in lockdown, the fobs will not work. Curtains of front door hallways are a concern. Recommendation that all classrooms and offices have blinds. Front entrances are not required to have curtains. The use of entrances teachers are using was also a concern. The team will bring problems forward and find solutions for these issues that came up. The Crisis Response Plan will be shared with Trustees at the next meeting.

## 9. Decision and Action Items

### a. Purchase Order

#### **Resolution #62/23**

Moved by Trustee Harmon

Seconded by Trustee Monks

THAT the Board approve the [Purchase Order to RML Contracting for \\$2,449,000.00](#) for the St. Hilary Catholic School Addition and Retrofit Tender Project.

Carried.

## 9. Information and Discussion Items

### a. 2023-2024 Board Meeting Dates

- September 20, 2023 - Catholic Education Centre
- October 11, 2023 - Our Lady of Lourdes, Manitouwadge
- November 8, 2023 - Inaugural Meeting - Catholic Education Centre
- December 13, 2023 - Catholic Education Centre
- January 10, 2024 - Catholic Education Centre
- February 14, 2024 - Catholic Education Centre
- March 20, 2024 - Catholic Education Centre
- April 10, 2024 - Catholic Education Centre
- May 15, 2024 - Our Lady of Fatima, Longlac
- June 19, 2024 - Catholic Education Centre

A decision on the Board meeting location of October 11 will be made and communicated through email.

**b. OCSTA Regional Meeting - October 6, 2023**

- Thunder Bay, Ontario hosted by Thunder Bay Catholic DSB
- Attendees are Maria Vasanelli, Director of Education and Trustees Wawia, Jean, Harmon, McPherson, Lafrance, McFarling and Patterson. Trustee Monks will now also be attending the meeting.

**c. 2023-2024 OCSTA Seminars and Conferences**

- OCSTA Fall Regional Meeting - October 6, 2023, Thunder Bay (9:30 am - 2:30 pm)
- OCSTA Trustees Seminar 2024 - Jan 19 - 20, 2024, Delta by Marriott Toronto Airport Hotel
- 2024 OCSTA Trustee Business Seminar - May 2, 2024
- 2024 OCSTA Annual General Meeting & Conference - May 2 - 4, 2024, Niagara Falls, ON
- 2024 CCSTA Convention May 30 - June 1, 2024, at the Hyatt Regency Hotel in Calgary, AB

Trustees asked to let D. Figliomeni know if they plan to attend these conferences.

[The meeting adjourned for lunch until 1:30 p.m.]

## 10. Committee of the Whole

### Resolution #63/23

Moved by Trustee McPherson

Seconded by Trustee Patterson

THAT we resolve into Committee of the Whole with Trustee Wawia in the Chair and that the meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act (R.S.O., 1980).

Carried.

### Resolution #64/23

Moved by Trustee McParland

Seconded by Trustee Jean

THAT the Board moves out of the Committee of the Whole and reconvenes as a Board in public session and accepts all recommendations contained therein.

Carried.

## 11. Closing Prayer and Adjournment

God our Creator and Sustainer,  
present in all of our differences and diversity,  
remind us of the power of people working together in your name.  
When we may be weary, renew our idealism and hope.  
Help us to trust that the seeds of justice and change we strive to sow  
will bear their fruit in your time and your way.  
Let not the challenges of the task make us indifferent or discouraged.  
Guide us together toward a future of promise and new life.  
We ask this through Christ our Lord.  
Amen. +

### Resolution #65/23

Moved by Trustee Lafrance

Seconded by Trustee McPherson

THAT the Superior North Catholic District School Board meeting on September 20,

2023, adjourn at 3:01 p.m.

Carried.

*Originally signed by*

*Originally signed by*

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Judy Wawia,  
Chair of the Board

Maria Vasanelli,  
Director of Education