

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

**Minutes of the April 8, 2024 Regular Meeting of the Board**

The April 8, 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 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

Guest: Early Years' Lead Joanne Merkley

Absent: Trustee Greg Craftchick

(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>Kyle Graham</b>

That the agenda be approved with the following addition under (2) Human Resources/Communications – (i) INFORMATION - Student Achievement Plan

**Carried**

(3) Approval of Minutes

- (i) Regular Meeting of the Board held March 4, 2024

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 March 4, 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) Early Years Update**

The Early Years' Lead joined the Board meeting and began her presentation at 6:03 p.m. Joanne began the presentation by providing the Trustees with her background, qualifications, experience and personal passions. The Early Years' Leadership Development Strategy was reviewed. The framework, which is organized by four common goals relating to partnerships, professional learning, student transitions, and student supports were reviewed.

Partnership Goals:

- Work with community partners through the new Kindergarten @ Burkevale orientation;
- Ensure Before and After School staff feel part of the Burkevale community;
- Meet regularly and work collaboratively with community partners through the Best Start Network and Ministry Focus Groups;
- Collaborate with YMCA and Community Living Huronia (CLH) to support children entering Kindergarten through CLH.

Professional Learning:

- Engage in professional learning related to literacy, early in the school year to identify strengths and next steps for students so explicit program interventions can be planned for;
- The primary division will focus their professional learning on the Right to Read, literacy curriculum, and the UFli program;
- The Kindergarten, Grade 1 and 2 teams will engage in professional learning related to reading screening/assessment and intervention tools;
- The Kindergarten team will work with the school Mental Health Lead to understand and implement resources to support students in social emotional learning (SEL) and self-regulation.

Student Transitions and Supports:

- Provide transition time and transition camps in the summer, as well as Autism Spectrum Disorder (ASD) camps with Forest School;
- Prioritize parent and student service, ensuring parental input is documented so parents do not need to repeatedly tell their story in support of their children;
- Explicit programming and intervention based on the assessment results of literacy screening in year 2 Kindergarten, Grade 1 and 2 students;
- Communicate with the Before and After School staff when new diagnoses are received, and when Special Equipment Amount (SEA) or other equipment is needed.

Joanne further explained her role and the work she has completed and is currently assisting on. Some of this work includes the Before and After School Handbook, Capital Grants Application regarding childcare partnerships, policy development, support for other school and Board priorities, and general support for the Early Years' Team regarding curriculum implementation, assessments, and early years policy frame work.

The Supervisory Officer and Trustees thanked the Early Years' Lead for the presentation and Joanne left the meeting at 6:23 p.m.

**C. Action Items****(1) Business Arising from Previous Meeting:**

No business arising from previous meeting.

**(2) Human Resources/Communications****(i) INFORMATION – Student Achievement Plan**

An update was provided to the Trustees regarding the Student Achievement Plan template developed by the Ministry of Education as part of the Better School and Student Outcomes Act in 2023. The plan includes goals and measures that all school boards across Ontario must use to track student achievement, engagement, and well-being. The Board's plan is located on the website under Family Resources and will be updated on a regular basis. This information will be sent out to the school community and will be discussed at the next Parent Involvement Committee meeting.

**(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 – March 7, 2024**

The next quarterly-scheduled finance meeting will be held on June 6, 2024.

**(i.ii) MOTION – Budget Performance Reports as at February 29, 2024 and March 31, 2024**

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 February 29, 2024 and March 31, 2024 be accepted as presented.

**Carried**

**(i.iii) MOTION – Accounts Payable March 2024**

The Manager of Finance and Treasurer discussed the payout to First Student regarding the Recruitment and Retention (R&R) program. Rather than the Ministry of Education reimbursing the third party (Service Provider) directly, the funding is being transferred from the Ministry of Education to the Board and then on to the Service Provider.

The R&R program is intended to support the retention and recruitment of school bus drivers and allocates \$2,363 for each school bus route based on routing simulation results. While school boards and consortia are not expected to administer or issue these payments to school bus drivers, they are expected to flow the funds to operators who then administer the payments.

The Accounts Payable Report was 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 \$539,633.09 for March 2024 be accepted as presented.

**Carried**

(i.iv) INFORMATION – Bill 124 Remedy Payment (Verbal Update)

The Manager of Finance and Treasurer (MOF) provided an update on the Bill 124 Remedy Payment. The monetary resolution to Bill 124 came through in a directive memo from the Ministry of Education on February 14, 2024 (2024 B Memo 02). A breakdown of the retroactive increases was provided, and the payments must be made by June 8, 2024 (120 days after the arbitration award). The Board is intending to administer payments to the Education Worker group by May 29, 2024 and Teacher group by May 31, 2024, at the latest.

New salary grids for Education Workers and Teachers are to be established and used as a basis for the new 4-year contract that commenced September 1, 2022. The Education Worker hourly rates will increase \$1/hr per year in the 4-year agreement; the Teacher group is still in arbitration.

At this time no additional administrative dollars are being given to Boards for the extra work involved. Preliminary estimates of gross retro amounts were provided to the Trustees. The lump sum funding for the 19/20 to 21/22 school years are presumed to be provided in the Board's April 2024 monthly payment from the Ministry, as well as a lump sum payment for any PPF project funds that were dedicated to salaries/benefits to make up for the Bill 124 increase. The MOF will continue to update the Board on further developments involving Bill 124 as necessary.

- (ii) Health & Safety: No report.
- (iii) Parent Involvement: The next meeting will be held on May 6, 2024.
- (iv) Policy:

(iv.i) INFORMATION – Policy Committee Minutes – March 19, 2024

On March 19, 2024 the policy committee met and discussed minor changes to policies D-21 and D-46.

(iv.ii) All policies were sent out and discussed prior to the Board meeting and 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-21 Accidents and Injuries
- (ii) D-46 Food and Beverage

**Carried**

- (v) Property: No report.
- (vi) Special Education Advisory Committee (SEAC): The next meeting will be held on April 15, 2024.
- (vii) Transportation: No report.

(4) Staff Reports

- (i) INFORMATION – April Principal’s Newsletter
- (ii) INFORMATION – April Principal’s Report

**D. Correspondence and Information Items**

No correspondence or information items.

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

<b>Moved by</b>	<b>Lindsay Stewart</b>
<b>Seconded by</b>	<b>Beth DesRochers</b>

That the Board retire to the In-Camera Session at 7:03 p.m.

**Carried**

**IN-CAMERA SESSION**

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

No motions or information adopted In-Camera.

**F. New Business**

**G. Date of Next Meeting: May 13, 2024**

**H. Adjournment**

The meeting was adjourned with the following motion:

<b>Moved by</b>	<b>Beth DesRochers</b>
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That the meeting adjourn at 7:10 p.m.

**Carried**

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Lynne Cousens, Chair

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Tim Overholt, Supervisory Officer