

The Protestant Separate School Board of the Town of Penetanguishene

Minutes of the October 7, 2024 Regular Meeting of the Board

The October 7, 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

(2) Approval of Agenda

The agenda was approved with the following motion:

Moved by	Lindsay Stewart
Seconded by	Kyle Graham

That the agenda be approved.

Carried

(3) Approval of Minutes

- (i) Regular Meeting of the Board held September 9, 2024.

The above minutes were approved with the following motion:

Moved by	April LeBlanc
Seconded by	Cathie Sindall

That the minutes of the September 9, 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:

No delegations or presentations.

C. Action Items

- (1) Business Arising from Previous Meeting:

No further business from previous meeting.

(2) Human Resources/Communications

(i) MOTION – Board Report No. 2024-21 EQAO Results

The Supervisory Officer reviewed the 2023-2024 EQAO results with Trustees. The results are used as one piece of data to help inform areas of strengths and needs. Burkevale students surpassed the provincial average in all 6 areas of testing, and exceeded almost every school in the area in each of the three categories: reading, writing and mathematics. This is a testament to the hard work of the students, teachers, and leadership at the school. This data will be shared with students, families, and staff following the Board meeting.

Board Report No. 2024-21 EQAO Results was received with the following motion:

Moved by **Beth DesRochers**
Seconded by **Cathie Sindall**

That Report No. 2024-21, dated October 7, 2024, EQAO Results, be received as information.

Carried

(3) Committee Reports

(i) Finance:

All relevant financial documents were sent via email to Trustees prior to the Board Meeting.

(i.i) MOTION – 2024-2025 Budget Estimate Forms

The Manager of Finance and Treasurer (MOF) provided a high-level overview of the 2024-2025 Budget Estimate Forms. The budget was completed with an estimated 347 pupils. The count is potentially closer to 351, but adjustments will formally be made to the budget at the October 31, 2024 count date. The year-to-year comparisons for revenue, schedule of consolidated operations, and operating expenses were reviewed. This information was reviewed thoroughly by the Finance Committee at the ad-hoc committee meeting on September 26, 2024.

The 2024-2025 Budget and Estimate Forms were approved with the following motion:

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

That the 2024-2025 Budget and Estimate Forms be accepted as presented.

Carried

(i.ii) MOTION – Budget Performance Reports as at July 31, August 31 and September 30, 2024

The Manager of Finance and Treasurer highlighted the notes on all three reports with Trustees and welcomed questions.

The Budget Performance Reports for July, August and September were approved with the following motion:

Moved by Kyle Graham
Seconded by Cathie Sindall

That the Budget Performance Reports as at July 31, August 31 and September 30, 2024, be accepted as presented.

Carried

(i.iii) MOTION – Accounts Payable July, August and September 2024

The Accounts Payable report was approved with the following motion:

Moved by Kyle Graham
Seconded by Cathie Sindall

That the Accounts Payable report, totaling \$404,332.79 for July 2024, \$376,086.72 for August 2024, and \$425,862.21 for September 2024 be accepted as presented.

Carried

(i.iv) INFORMATION – Finance Committee Meeting Minutes – September 26, 2024

Finance Committee Chair Kyle Graham discussed the latest Finance Committee meeting with Trustees, along with the overview of the budget. The committee met with the auditing team from Rumley Holmes LLP. Contact information was shared and a general timeline and communication expectations were discussed for completion of the audit.

(ii) Health & Safety: No report.

(iii) Parent Involvement:

The Manager of Finance and Treasurer (MOF) presented to the Parent Involvement Committee (PIC) at their latest meeting on September 30, 2024. The new build was discussed with a goal for completion in the year 2028. The 2024-2025 Budget was reviewed and the MOF welcomed feedback and questions from the committee.

(iii.i) INFORMATION – School Council Meeting Minutes – May 6, 2024

(iii.ii) INFORMATION – Parent Involvement Committee Meeting Minutes – May 6, 2024

(iv) Policy:

- (iv.i) All policies were sent out and discussed prior to the Board meeting. Further discussion occurred at the Board meeting about the acceptance of gifts in Section 16 of the Trustee Code of Conduct. Proposed changes to Section 16 of the policy were discussed and it was agreed that the policy should be left in its original form. Both policies were approved with the following motion:

Moved by **Cathie Sindall**
Seconded by **Beth DesRochers**

That the Board approve the following policies:

- (i) Board By-Laws 1-XIV Trustee Code of Conduct
- (ii) D-36 Protocol for Partnerships with External Agencies

Carried

(iv.iii) INFORMATION – Policy Committee Meeting Minutes – September 16, 2024

(v) Property:

(v.i) INFORMATION – 2023-2024 Utility Expenses (Hydro, Heat, Water)

The Manager of Finance and Treasurer (MOF) provided Trustees with graphs of the utility expenses for the 2023-2024 school year. The MOF finds the exercise helpful for looking at large fluctuations and trends for the year, as well as budgeting as best as possible for the following school year.

(vi) Special Education Advisory Committee (SEAC): Next meeting will be held on October 21, 2024.

(vii) Transportation:

The current transportation contract will be reviewed and an invitational Request for Proposal will be sent out in the coming months in order to ensure the new contract is in place with a busing company for the 2025-2026 school year. Trustees expressed their happiness with First Student over the last few years and the lack of turnover with bus drivers.

(4) Staff Reports

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

A correction to the Principal's Report was noted under the CPR certifications. Six (6) individuals were re-certified during the 2023-2024 school year.

D. Correspondence and Information Items

No correspondence or information items.

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

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

That the Board retire to the In-Camera Session at 7:07 p.m.

Carried

IN-CAMERA SESSION

E. Motions and Information Adopted In-Camera

No motions or information were Adopted In-Camera.

F. New Business

No new business.

G. Date of Next Meeting: November 11, 2024

H. Adjournment

The meeting was adjourned with the following motion:

Moved by **Greg Craftchick**

That the meeting adjourn at 7:23 p.m.

Carried

Lynne Cousens, Chair

Tim Overholt, Supervisory Officer