

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

**Minutes of the September 9, 2024 Regular Meeting of the Board**

The September 9, 2024 Regular Meeting of the Board was held at the Board Office.

**A.** The Chair called the meeting to order at 5:58 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

Absent: Trustee Greg Craftchick

(2) Approval of Agenda

The agenda was approved with the following motion:

<b>Moved by</b>	<b>Kyle Graham</b>
<b>Seconded by</b>	<b>Lindsay Stewart</b>

That the agenda be approved.

**Carried**

(3) Approval of Minutes

- (i) Regular Meeting of the Board held June 10, 2024.

The above minutes were approved with the following motion:

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

That the minutes of the June 10, 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) INFORMATION – Board Report No. 2024-20 School Opening

The Supervisory Officer reviewed enrolment, staffing, and priorities for the 2024-2025 school year. The following priorities were highlighted: mental health, new math initiatives, new reading assessments for Year 2 Kindergarten to Grade 2, addressing student learning gaps and, from a Board level, the acquisition of land and a new school build. The implementation of the third year of the strategic plan will also be a focus.

Board Report No. 2024-20 School Opening was received with the following motion:

**Moved by** April LeBlanc  
**Seconded by** Kyle Graham

That Report No. 2024-20, dated September 9, 2024, School Opening, 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) INFORMATION – 2024-2025 Budget Estimate Forms Update

The Manager of Finance and Treasurer updated the Trustees on the status of the 2024-2025 Budget Estimate Forms. An ad-hoc Finance Committee meeting will be called prior to the October 7, 2024 Board meeting to ensure the estimate forms are submitted for the October 11, 2024 deadline. The budget will also be brought forward to the School Council meeting, as part of the Parent Involvement Committee (PIC) agenda, on September 30, 2024 for input.

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

The Manager of Finance and Treasurer highlighted the notes on both the May 31 and June 30, 2024 Budget Performance Reports regarding Bill 124. The total expenditure amounts for Bill 124 were removed from the report because the full amount will be reimbursed to the Board and do not pertain to the in-year operating budget. To date, the Board has been reimbursed for the 2019-2020, 2020-2021, and 2021-2022 school years. Discussion occurred regarding how the funds were accounted for, dispersed, and the procedure for restating audit figures from past fiscal years.

The Budget Performance Reports for May and August were approved with the following motion:

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

That the Budget Performance Reports as at May 31 and June 30, 2024 be accepted as presented.

**Carried**

The Budget Performance Reports for July and August will be sent out to all Trustees upon completion, and a physical copy will be included in the October 7, 2024 Board package.

## (i.iii) MOTION – Accounts Payable June 2024 (July and August 2024 PENDING)

The Accounts Payable report was approved with the following motion:

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

That the Accounts Payable report, totaling \$856,579.53 for June 2024, be accepted as presented.

**Carried**

## (i.iv) INFORMATION – Finance Committee Meeting Minutes – September 5, 2024

(ii) Health & Safety: No report.

(iii) Parent Involvement: Next meeting will be held on September 30, 2024.

(iv) Policy:

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

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

That the Board approve the following policies:

- (i) D-16D Use of Support Person by the General Public
- (ii) D-16E Use of Service Animals by the General Public

**Carried**

## (iv.iii) INFORMATION – Policy Committee Meeting Minutes – June 18, 2024

(v) Property: No report.

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

(vii) Transportation:

The Transportation contract with First Student is in its final year. A Request For Proposal (RFP) will be sent out to the applicable transportation companies in the community to firm up another contract prior to the 2025-2026 school year.

## (4) Staff Reports

(i) INFORMATION – September Principal's Newsletter

(ii) INFORMATION – September Principal's Report

**D. Correspondence and Information Items**

- (i) INFORMATION – 2024-2025 Committee Meetings Schedule
- (ii) INFORMATION – 2024-2025 Board Meeting Schedule
- (iii) INFORMATION – Staff Organization 2024-2025

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

**Moved by** Kyle Graham  
**Seconded by** April LeBlanc

That the Board retire to the In-Camera Session at 6:38 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: October 7, 2024**

**H. Adjournment**

The meeting was adjourned with the following motion:

**Moved by** Beth DesRochers

That the meeting adjourn at 6:56 p.m.

**Carried**

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Lynne Cousens, Chair

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Tim Overholt, Supervisory Officer