

The Protestant Separate School Board of the Town of Penetanguishene

Minutes of the January 13, 2025 Regular Meeting of the Board

The January 13, 2025 Regular Meeting of the Board was held at the Board Office.

A. The Chair called the meeting to order at 6:02 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 and Kyle Graham

Staff: Manager of Finance and Treasurer Sean Turner, Administrative Assistant Deanna Van Rooyen

Attended via Google Meet: Supervisory Officer Tim Overholt, Trustee April LeBlanc

Absent: Trustee Lindsay Stewart

(2) Approval of Agenda

The agenda was approved with the following motion:

| | |
|--------------------|------------------------|
| Moved by | Kyle Graham |
| Seconded by | Beth DesRochers |

That the agenda be approved.

Carried

(3) Approval of Minutes

(i) Organizational/Regular Meeting of the Board held December 2, 2024

The above minutes were approved with the following motion:

| | |
|--------------------|-----------------------|
| Moved by | Cathie Sindall |
| Seconded by | Kyle Graham |

That the minutes of the December 2, 2024 Organizational/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 business arising from previous meeting.

(2) Human Resources/Communications

(i) MOTION – Board Report No. 2025-01 Out of Boundary Requests (Policy D-2)

The Supervisory Officer (SO) highlighted Board Report 2025-01 that was distributed prior to the Board meeting. As the circumstances at the school continue to remain the same, the SO recommended that the freeze continue for out of boundary requests for the upcoming 2025-2026 school year. The Trustees were in agreement, and Board Report 2025-01 was approved with the following motion:

Moved by **Greg Craftchick**
Seconded by **Cathie Sindall**

1. That Report No. 2025-01 Out of Boundary Requests be received;
2. That the Board approves the freeze on any new family 'Out of Boundary' requests for the 2025-2026 school year.

Carried

(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 – December 12, 2024

(i.ii) INFORMATION – Electronic Motion December 12, 2024

An electronic motion was passed on December 12, 2024 to approve an investment of \$600,000 into a 180-day non-redeemable GIC with an interest rate of 3.55%.

(i.iii) INFORMATION – Verbal Update 2024-2025 First Quarter Projections

The Manager of Finance and Treasurer (MOF) updated the Trustees on the first quarter projections. Currently the Board is projecting a deficit of approximately \$32,000; the MOF highlighted higher supply staff costs and utility expenses. Cost savings were discussed with the storage unit the Board was previously utilizing. The overflow items in the unit were sorted and purged where necessary and the account was closed, resulting in a cost savings of \$3,600 for the year.

Discussion regarding registration occurred. Facebook advertising will be purchased over the months of February and March, flyers will be distributed, and letters to local churches will once again go out to the community.

(i.iv) INFORMATION – Verbal Update 2023-2024 Audit

The Manager of Finance and Treasurer (MOF) updated the Trustees on the completion of the auditor's fieldwork. The MOF will work on inputting the audited financial statements into the Ministry's forms, and an ad-hoc Finance Committee meeting will be scheduled in the coming weeks to review the audited financial documents prior to the next Board meeting on February 10, 2025. The two auditors from RH Partners LLP will attend the next Board meeting to present the audited financial statements.

(i.v) MOTION – Budget Performance Report as at November 30, 2024 and December 31, 2024

The Budget Performance Report for November 2024 and December 2024 was approved with the following motion:

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

That the Budget Performance Report as at November 30, 2024 and December 31, 2024, be accepted as presented.

Carried

(i.vi) MOTION – Accounts Payable November and December 2024

The Accounts Payable Reports were approved with the following motion:

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

That the Accounts Payable report, totaling \$509,383.91 for November 2024 and \$481,438.56 for December 2024 be accepted as presented.

Carried

(ii) Health & Safety

The Health & Safety Chair reviewed the latest minutes from the School's Health and Safety Committee meeting. Environmental Consulting and Occupational Health (ECOH) was in to the school on October 25, 2024 to setup the Radon tests, and results will be presented to the Board once they are received.

(iii) Parent Involvement:

Approved minutes from the latest meetings will be available for Trustee review in the February 10, 2025 Board package.

(iv) Policy:

(iv.i) INFORMATION – Policy Committee Minutes – December 10, 2024

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

Moved by Cathie Sindall
Seconded by Beth DesRochers

That the Board approve the following policies:

- (i) 1-VII Electronic Meetings
- (ii) 1-VIII Regular Meetings of the Board
- (iii) 1-IX Special Meetings
- (iv) X Procedures for Debate

Carried

(v) Property: No report.

(vi) Special Education Advisory Committee (SEAC):

The first meeting of the new school year will be held on January 20, 2025.

(vii) Transportation: No report.

(4) Staff Reports

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

D. Correspondence and Information Items

No further correspondence or information items.

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

Moved by Greg Craftchick
Seconded by Beth DesRochers

That the Board retire to the In-Camera Session at 6:35 p.m.

Carried

IN-CAMERA SESSION

E. Motions and Information Adopted In-Camera

No motions or information adopted In-Camera.

F. New Business

No new business.

G. Date of Next Meeting: February 10, 2025

H. Adjournment

The meeting was adjourned with the following motion:

Moved by **Greg Craftchick**

That the meeting adjourn at 6:51 p.m.

Carried

Lynne Cousens, Chair

Tim Overholt, Supervisory Officer