

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

**Minutes of the December 2, 2024 Organizational / Regular Meeting of the Board**

The December 2, 2024 Organizational / Regular Meeting of the Board was held at the Board Office.

The Meeting was called to order by the Supervisory Officer at 6:07 p.m.

**A. (1) Roll Call**

Board: Trustees Lynne Cousens, Greg Craftchick, Elizabeth (Beth) DesRochers, Kyle Graham, April LeBlanc, Cathie Sindall, 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:

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

That the Board approve the Agenda for the Regular Meeting of the Board, of which includes the Organizational Meeting Agenda.

**Carried**

**(3) Approval of Minutes**

That the minutes of the November 11, 2024 Regular Meeting of the Board be approved.

The above minutes were approved with the following motion:

<b>Moved by</b>	<b>April LeBlanc</b>
<b>Seconded by</b>	<b>Beth DesRochers</b>

That the minutes of the November 11, 2024 Regular Meeting of the Board be approved.

**Carried**

**(4) Declaration of Possible Conflict of Interest**

No conflicts of interest were declared.

**B. Organizational Meeting Motions**

**1. Nominations/Election for Board Chair**

The nominations for Committee roles were casted prior to the meeting via email. The Supervisory Officer announced the nominations for each Trustee role, starting with the Board Chair.

Nominations for the position of Board Chair were closed with the following motion:

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

That nominations for the position of Board Chair for the year 2025 be closed.

**Carried**

Trustee Lynne Cousens was acclaimed as Board Chair with the following motion:

**Moved by**                    **April LeBlanc**  
**Seconded by**            **Greg Craftchick**

That Lynne Cousens be elected/appointed as Chair of The Protestant Separate School Board of the Town of Penetanguishene from December 2, 2024 until the Organizational meeting in December 2025.

**Carried**

## **2. Nominations/Election for Board Vice-Chair**

The Supervisory Officer read the nominations for Board Vice-Chair.

Nominations for the position of Board Vice-Chair were closed with the following motion:

**Moved by**                    **April LeBlanc**  
**Seconded by**            **Greg Craftchick**

That nominations for the position of Board Vice-Chair for the year 2025 be closed.

**Carried**

Cathie Sindall was acclaimed as the Board Vice-Chair with the following motion:

**Moved by**                    **Greg Craftchick**  
**Seconded by**            **Beth DesRochers**

That Cathie Sindall be elected/appointed as Vice-Chair of The Protestant Separate School Board of the Town of Penetanguishene from December 2, 2024 until the Organizational meeting in December 2025.

**Carried**

The Supervisory Officer congratulated Chair Lynne Cousens and Vice-Chair Cathie Sindall on their appointments.

Ms. Cousens chaired the remainder of the meeting.

#### 4. Committee Appointments

After discussion, Committee appointments were approved with the following motion:

**Moved by** Cathie Sindall  
**Seconded by** Lindsay Stewart

That year 2025 Board Committees be appointed as follows:

<b>Parent Involvement Committee</b>	<b>Lindsay Stewart, Chair</b> Elizabeth DesRochers, Member (Alternate)
<b>Special Education and Advisory Committee (SEAC)</b>	<b>Elizabeth DesRochers</b> Lindsay Stewart, Member (Alternate)
<b>Supervised Alternative Learning/ Suspension and Expulsion Hearing and Determination Committee</b>	<b>TBD On As Needs Basis</b>
<b>Finance Committee</b>	<b>Kyle Graham, Chair</b> Lynne Cousens, Member Cathie Sindall, Member
<b>Policy Committee</b>	<b>Cathie Sindall, Chair</b> Elizabeth DesRochers, Member April LeBlanc, Member
<b>Transportation Committee</b>	<b>April LeBlanc, Chair</b> Greg Craftchick, Member
<b>Property Committee</b>	<b>Greg Craftchick, Chair</b> Lynne Cousens, Member Kyle Graham, Member
<b>Health and Safety Committee</b>	<b>Greg Craftchick, Chair</b> April LeBlanc, Member
<b>Suspension and Expulsion Hearing and Determination</b>	<b>TBD On As Needs Basis</b>

**Carried**

#### 5. Schedule of Regular Meetings of the Board

It was agreed that, for the year 2025, the Regular Meetings of the Board will be held once a month, on the second Monday, with the following motion:

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

That for the year 2025, with changes noted, the Regular Meetings of the Board will be held once a month, on the second Monday.

**Carried****6. Confirmation of Banks with which Business is Transacted**

The following motion was put forward:

<b>Moved by</b>	<b>Kyle Graham</b>
<b>Seconded by</b>	<b>Cathie Sindall</b>

That the Board maintain its operating bank account and reserve funds at Meridian Credit Union Penetanguishene in the year 2025.

**Carried****7. Designated Signing Authorities for the Board's Operating Bank Account**

The following motion was put forward:

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

That the signing authorities for the Board's operating bank account and reserve funds at the Meridian Credit Union in Penetanguishene are as follows for the year 2025:

Board Chair:	Lynne Cousens
Vice-Chair:	Cathie Sindall
Manager of Finance and Treasurer:	Sean Turner
Supervisory Officer	Tim Overholt

**Carried****8. Designated Signing Authority for Supervisory Officer**

The Ministry of Education's Auditors request that a Board Motion designate a Signing Authority for the Supervisory Officer in his absence. The following motion was put forward:

<b>Moved by</b>	<b>Greg Craftchick</b>
<b>Seconded by</b>	<b>April LeBlanc</b>

That the Manager of Finance and Treasurer be designated signing authority for the Supervisory Officer in his absence.

**Carried****9. Board Borrowing By-Law**

The Board's Borrowing By-Law for the year 2025 was reviewed. The following motion was put forward:

<b>Moved by</b>	<b>Kyle Graham</b>
<b>Seconded by</b>	<b>Cathie Sindall</b>

That the Borrowing By-Law for the year 2025 be set at \$500,000 (five-hundred thousand dollars) - \$450,000 (four hundred, fifty thousand dollars) for Short-Term Borrowing and \$50,000 (fifty thousand dollars) for Visa Credit.

**Carried**

**10. Designation of Legal Firm**

The following motion was put forward concerning designation of the Board’s legal firm:

**Moved by** Beth DesRochers  
**Seconded by** Greg Craftchick

That the legal firm of Hicks Morley Hamilton Stewart Storie LLP continue to be designated to provide human resource legal services to the Board for the year 2025.

**Carried**

**11. Designation of Auditor**

The following motion was put forward concerning designation of the Board’s auditor:

**Moved by** Lindsay Stewart  
**Seconded by** Kyle Graham

That the accounting firm of RH Partners LLP be designated to provide auditing services to the Board up to the end of the 2024-2025 Financial Statement cycle.

**Carried**

**12. Designation of Actuary**

It was agreed that School Boards’ Co-operative Inc. (SBCI) would continue to provide actuarial services to the Board for the year 2024, and the following motion was put forward:

**Moved by** Lindsay Stewart  
**Seconded by** April LeBlanc

That School Boards’ Co-operative Inc. (SBCI) continue to be designated to provide actuarial services to the Board up to the end of the 2024-2025 fiscal year.

**Carried**

**13. Appointment of Attendance Counsellor**

It was agreed that the Supervisory Officer would act as School Attendance Counsellor, and the following motion was put forward:

**Moved by** April LeBlanc  
**Seconded by** Beth DesRochers

That the School Attendance Counsellor position be filled by Supervisory Officer.

**Carried**

**C. Delegations/Presentations:** No delegations/presentations.

The Organizational Meeting was adjourned with the following motion:

**Moved by**                      **Greg Craftchick**  
**Seconded by**                **April LeBlanc**

That the meeting adjourn at 6:22 p.m.

**Carried**

#### **D. Action Items**

(1) Business Arising from Previous Meeting

(i) Board By-Laws 1 – XIV: Trustee Code of Conduct

A copy of the Trustee Code of Conduct was included in all Board packages for Trustees to review and sign for Trustee files.

(2) Human Resources/Communications: No report.

(3) Committee Reports

(i) Finance:

(i.i) INFORMATION – 2023-2024 Finance Statements Audit Update (Verbal Report)

The Manager of Finance and Treasurer is still awaiting the Financial Statements from the Ministry of Education. Due to this delay, and with direction from the Finance Committee, the MOF will once again request an extension until after the February 10, 2024 Board meeting. An ad-hoc Finance Committee meeting will be called in January to review the Financial Statements prior to their final approval by the Board of Trustees at the scheduled Board meeting in February.

Rumley Holmes LLP spent a full day in the office working with the MOF to complete the audit. A hybrid approach has been conducted to complete the work necessary, and the MOF hopes to have the audit completed prior to the end of December.

(i.ii) MOTION – Budget Performance Report as at October 31, 2024 and November 30, 2024 (PENDING)

The Budget Performance Report for October were approved with the following motion:

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

That the Budget Performance Reports as at October 31, 2024, be accepted as presented.

**Carried**

The MOF has not had adequate time to complete the November 30, 2024 Budget Performance report with the short turnaround time between meetings. Once finalized, it will be sent out by email and included in January's Board package.

## (i.iii) MOTION – Accounts Payable for November 2024 (PENDING)

The MOF has not had adequate time to complete this report with the short turnaround time between meetings. Once finalized, it will be sent out by email and included in January's Board package.

## (i.iv) INFORMATION – 2025 Trustee Technology Allowance

Trustees claim forms for their 2024 – 2025 Trustee Technology Allowance were included in all Board packages. The MOF reminded Trustees to sign, print their receipts, and attach to the expense form for reimbursement.

(ii) Health & Safety: No report.

(iii) Parent Involvement: No report.

(iv) Policy:

## (iv.i) INFORMATION – Policy Committee Meeting Minutes – November 12, 2024

The Policy Committee Meeting Minutes and policies were included in all Board packages for review prior to the meeting. The latest 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 – Policy Statement
- (ii) Board By-Laws 1 – II Officers of the Board
- (iii) Board By-Laws 1 – III Amendments to By-Laws and Policies
- (iv) Board By-Laws 1 – IV Election of Board Chair
- (v) Board By-Laws 1 – V Election of Board Vice-Chair
- (vi) Board By Laws 1 – VI Trustees
- (vii) Board By Laws 1 – I Name and Jurisdiction
- (viii) School Operations – D-24 Smudging

**Carried**

(v) Property: No report.

(vi) Special Education Advisory Committee (SEAC): Next meeting will be held January 20, 2025.

(vii) Transportation: No report.

- (4) Staff Reports
  - (i) INFORMATION – December Newsletter
  - (ii) INFORMATION – December Principal’s Report

**E. Correspondence and Information Items**

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

**Moved by** Greg Craftchick  
**Seconded by** April LeBlanc

That the Board retire to the In-Camera Session at 6:39 p.m. **Carried**

**IN-CAMERA SESSION**

**F. Motions and Information Adopted In-Camera** No motions or information adopted.

**G. Adjournment**

The meeting was adjourned with the following motion:

**Moved by** Greg Craftchick

That the meeting adjourn at 6:59 p.m. **Carried**

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Board Chair, Lynne Cousens

\_\_\_\_\_  
Supervisory Officer, Tim Overholt