



Huron-Superior Catholic District School Board

**OPEN SESSION OF THE BOARD
MEETING
WEDNESDAY, NOVEMBER 18, 2020**

AGENDA & REPORTS

MEETING TO BE HELD AT

BOARD OFFICE - MEETING ROOM #6

STREAMED VIA YOUTUBE TO PUBLIC

7:15 P.M.

**AGENDA FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, NOVEMBER 18, 2020 @ 7:15 PM
BOARD OFFICE - MEETING ROOM #6
STREAMED VIA YOUTUBE FOR PUBLIC**

A CALL TO ORDER

1. Acknowledgement of Traditional Lands – (Lucas)

The schools and buildings of the Huron-Superior Catholic District School Board are located on the traditional lands of Indigenous peoples who have been its stewards for thousands of years. As people who now reside in the 1850 Robinson-Huron Treaty territory, the 1850 Robinson-Superior Treaty territory and Treaty 9 territory, we have an obligation to care for the land, the waters and the air, in order that seven generations from now, the land, the waters and the air will continue to sustain life and wholeness. We give thanks to our ancestors from the seven generations before us who took care of the land, water and air for us to enjoy the bounty of the territory of which the Creator has graciously provided without hesitation. May we journey today in a good way.

2. Prayer (Pg 6)

3. Call the Roll:

Trustees:

Lindsay Liske (Chair), Sandra Turco (Vice-Chair), John Caputo, Leslie Cassidy-Amadio, Tony D’Agostino, Carol MacEachern, Debbie Mayer, Kathleen Rosilius, Joe Ruscio, Gary Trembinski

Regrets:

Officials:

Rose Burton Spohn (Director of Education), Joe Chilelli, Christine Durocher, Justin Pino, Chris Spina, Danny Viotto

Student Representatives:

Lucas Marano, Adam Morgenstern

Other Reps:

Darrell Czop (President, O.E.C.T.A.)
Marnie McDonald (Vice-President, O.E.C.T.A.)
Chris Vuorensyrja (President, C.P.C.O.)
Crystal Krauter (President, C.U.P.E.)

OUR MISSION

*Persons present are invited to indicate how they have seen
Our Mission lived out recently in our schools and board community.*

B ADOPTION OF ORDER OF BUSINESS

1. **Proposed Resolution:** That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, November 18, 2020.

Are there any additions/changes/deletions?

C DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**D NEW BUSINESS****E CONFIRMATION OF MINUTES**

1. **Minutes of the Board Meeting of October 21, 2020.** (Pg 10)
Proposed Resolution: That the Huron-Superior Catholic District School Board approves the Minutes of the Board Meeting of October 21, 2020.
2. **Minutes of the Closed Board Meeting of October 21, 2020.**
Proposed Resolution: That the Huron-Superior Catholic District School Board approves the Minutes of the Closed Board Meeting of October 21, 2020.

F BUSINESS ARISING FROM THE MINUTES**G PRESENTATIONS**

1. **Incoming Superintendent of Business –** Superintendent Chris Spina to introduce the new Superintendent of Business, Justin Pino, who began with the board on November 9, 2020.

2. **SMCtv** – Superintendent Danny Viotto to introduce Stephanie Parniak, Chaplain at St. Mary's College and some students from SMC to present on this new school initiative.

H COMMITTEE REPORTS

1. **Minutes of the Special Education Advisory Committee Meeting** (Pg 12)
Proposed Resolution: That the Minutes of the S.E.A.C. meeting of the Huron-Superior Catholic District School Board of September 30, 2020 be approved.

I ADMINISTRATIVE ITEMS REQUIRING ACTION

1. **HVAC Services** (Pg 17)
Proposed Resolution That the Huron-Superior Catholic District School Board awards the RFP for HVAC services to S&T Group and Henderson Metal for a two-year period effective January 1, 2021.
2. **Professional Services** (Pg 18)
Proposed Resolution That the Huron-Superior Catholic District School Board awards the RFP for Professional Services for renovations at Our Lady of Fatima Catholic School (Elliot Lake) and Our Lady of Lourdes French Immersion Catholic School (Elliot Lake) to David Ellis Architect.
3. **Ontario Secondary School Teachers' Federation (OSSTF) Ratification**
Proposed Resolution That the Huron-Superior Catholic District School Board ratify the central terms, April 20, 2020, and local terms , November 10, 2020, contained with the Memorandum of Settlement and attached Appendices, made between Ontario Secondary School Teachers' Federation of Ontario (OSSTF) and the Council of Trustees' Associations (CTA/CAE), comprised of, the Ontario Public School Boards' Association (OPSBA), the Ontario Catholic School Trustees' Associations (OCSTA), the Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO), the Association franco-ontarienne des conseils scolaires catholiques (AFOCSC) and agreed to by the Crown, dated April 20, 2020 and November 10, 2020. Further that the approval of the ratification of the central and local terms be reported to OCSTA.

J INFORMATION ITEMS

1. **Reports to the Director of Education / Board of Trustees**
 - a) **Voice Over Internet Protocol (VoIP)** – Pat Pelletier, Manager of Information Technology (Pg 19)
 - b) **OCSTA Trustees Seminar** – Director Rose Burton Spohn
 - c) **OCSTA Resolutions** – Director Rose Burton Spohn (Pg 21)
 - d) **SMC Activity Report** – Student Trustees Lucas Marano and Adam Morgenstern (Pg 28)

2. **Correspondence**

3. **Notes of Thanks**
Steve Brown, Katy Perry, Shawna Bock, Karen Biocchi, Janice D’Orazio

K TEN MINUTE QUESTION AND ANSWER PERIOD
• ON AGENDA ITEMS FOR THOSE IN ATTENDANCE

L UPCOMING EVENTS

- | | | |
|--------------------|---|--|
| November 25 | - | SEAC Meeting |
| November 29 | - | First Sunday of Advent |
| December 12 | - | National Day of Prayer in Solidarity with Indigenous People |
| December 16 | - | Next Board Meeting |
| December 17 | - | Advent Mass for Board Employees |
| December 19 | - | School Christmas Break begins |

M CLOSING PRAYER – Trustee John Caputo

N ADJOURNMENT

Let Us Praise Wisdom

November 18, 2020

Happy are those who find wisdom...
for her income is better than silver,
and her revenue better than gold. (Proverbs 3: 13-14)



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Opening Reflection (adapted from Wisdom 6:12-16) - Rose

Let us praise Wisdom

as personified in the Hebrew Scriptures:

Wisdom is radiant and unfading.

She is easily discerned by those who love her,
and is found by those who seek her.

She runs to make herself known
to those who desire her.

One who rises early to seek her
will have no difficulty,
for she will be found sitting at the gate.

To fix one's thought on her
is perfect understanding,
and one who is vigilant on her account
will soon be free from care,
because she goes about seeking
those worthy of her,
and she graciously appears to them
in their paths,
and meets them in every thought.

A Litany in Praise of Wisdom

Adam: Make our hearts full of thanks for your love

All: Wisdom, flow through us.

Lucas: Make our learning full of joy.

All: Wisdom, flow through us.

Adam: Help our minds grow in understanding.

All: Wisdom, flow through us.

Lucas: Touch our souls with compassion.

All: Wisdom, flow through us.

Adam: Guide our feet to walk in your ways.

All: Wisdom, flow through us.

Lucas: Help our hands create a loving world.

All: Wisdom, flow through us.

Closing Prayer

Lindsay: Spirit of wisdom

All: Send truth to correct deception.

Sandra: Spirit of wisdom

All: Send humility to temper authority.

John: Spirit of wisdom

All: Send patience to harness haste.

Leslie: Spirit of wisdom

All: Send hope to proclaim an end to despair.

Debbie: Spirit of creativity

All: Send imagination to play with experience.

Tony: Spirit of creativity

All: Send possibility to dance with practicality.

Carol: Spirit of creativity

All: Send vision to converse with tradition.

Kathleen: Spirit of creativity

All: Send insight that leads to action.

Joe: Spirit of reflection

All: Send quiet into our hurry.



Gary: Spirit of reflection

All: Send love into our decisions.

Rose: Spirit of reflection

All: Send gratitude into our remembrance.

Chris: Spirit of reflection

All: Send faith into all we do.

Lindsay: We make this prayer through our brother Jesus. Amen+

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Without Ceasing
BOLDLY IN THE SPIRIT
 Together
 Confidently FIRST In My Name
 Faithfully
 with one accord
 Expectantly FOR DELIVERANCE
 Let's Pray!
 Humbly
 FERVENTLY Always
BELIEVING
 For Wisdom
 FOR THE NATIONS

Huron-Superior Catholic District School Board
Our Mission Statement

**Rooted in Jesus Christ,
 we are a Catholic learning community
 called and committed to develop
 the full potential of each child and
 to nurture a personal relationship with Jesus
 that will inspire Catholic leadership.**



*Dedicated to excellence in education
 and the desire to
 live the values of Jesus, we strive to:*

- † *affirm the sacredness of life and respect for all creation*
- † *revere the dignity of each person as a Child of God*
- † *provide an enduring education that reflects the essence of our Catholic traditions*
- † *proclaim Christ's message throughout the curriculum*
- † *celebrate God's love in prayer, at Eucharist and in all sacramental moments of life*
- † *create sacred learning environments*
- † *cultivate enriching opportunities that will deepen faith*

Guided by the Spirit on our journey, together with family and Church, we mutually invite, encourage and support one another in our efforts to transform the world.

**MINUTES FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY OCTOBER 21, 2020 @ 7:15 PM
BOARD OFFICE - MEETING ROOM #6
STREAMED VIA YOUTUBE FOR PUBLIC**

PRESENT: Trustees:

Lindsay Liske (Chair), Sandra Turco (Vice-Chair), John Caputo, Leslie Cassidy-Amadio (virtual), Tony D'Agostino, Carol MacEachern (virtual), Debbie Mayer, Kathleen Rosilius, Joe Ruscio, Gary Trembinski

Student Representatives:

Lucas Marano (virtual), Adam Morgenstern (virtual)

Officials:

Rose Burton Spohn (Director of Education), Joe Chilelli (virtual), Christine Durocher (virtual), Chris Spina (virtual), Danny Viotto (virtual)

REGRETS:***Vision and Values***

Superintendent of Education, Joe Chilelli, recognized 9-year-old student Cash Lajoie from Our Lady of Lourdes Catholic Elementary School in Sault Ste. Marie, who raised money for ARCH. Lajoie organized and trained for a 100 km bike ride. Although Lajoie's goal was to raise \$2,500, his final donation amount was approximately \$6,000.

Trustee Kathleen Rosilius reflected on Blessed Carlo Acutis and his beatification in Italy on October 10, 2020.

Director Rose Burton Spohn recognized Local Government Week and acknowledged the work and dedication of trustees. Burton Spohn also highlighted Bus Driver Appreciation Day; she mentioned how much our bus drivers have stepped up during the pandemic to get our students to school.

Trustee Sandra Turco recognized former HSCDSB trustee Gerald Beerkins and trustee Betty Moseley-Williams from Nipissing District School Board on their recent passing.

Adg# Res#**B-1 B-503 Moved by: Carol MacEachern Seconded by: Sandra Turco**

That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, October 21, 2020.

CARRIED

E-1 B-504 Moved by: John Caputo Seconded by: Tony D’Agostino
That the Huron-Superior Catholic District School Board approves the Minutes of the Board Meeting of September 16, 2020.
CARRIED

E-2 B-505 Moved by: Leslie Cassidy-Amadio Seconded by: Kathleen Rosilius
That the Huron-Superior Catholic District School Board approves the Minutes of the Closed Board Meeting of September 16, 2020.
CARRIED

G-1 *HSCDSB Virtual Academies*
Principal Domenic Rosso of the Holy Angels Secondary Virtual School, along with Principal Kristen Coulter and Vice-Principal Andrea Greco of the Our Lady of Lourdes Elementary Virtual Academy, discussed the set-up of the virtual classrooms. Teachers Ariella D’Agostino and Cindy Spina spoke about the challenges and rewards of virtual teaching. Parent Tony Barone, who has three children in the elementary and secondary virtual schools, spoke about the positive impact remote learning has had on his family. The consensus was that the support of the board team, parents, grandparents, and caregivers were responsible for the success of the program.

H-1 B-506 Moved by: Debbie Mayer Seconded by: John Caputo
That the Minutes of the S.E.A.C. meeting of the Huron-Superior Catholic District School Board of June 17, 2020 be approved.
CARRIED

N-1 B-507 Moved by: Debbie Mayer Seconded by: Kathleen Rosilius
That the Huron-Superior Catholic District School Board meeting of Monday, October 21, 2020 adjourns at 9:00 p.m.
CARRIED

Chairperson: _____

Secretary: _____



Huron-Superior Catholic District School Board

SPECIAL EDUCATION ADVISORY COMMITTEE

S.E.A.C

Minutes

Date: Wednesday, September 30, 2020

Place: Teleconference Meeting

(See dial in instructions at the end of this agenda)

Time: 4:00pm - 6:00pm

Attendance: Rosanne Zagordo, Joe Chilelli, Theresa Coccimiglio, Gary Trembinski, Tina Newell, Lorna Connolly Beattie, Irma DiRenzo, Sherri Kitts, Lori Ivey, Rose Burton Spohn, Jared Lambert

Student Trustees and Guests: Lucas Marano, Adam Morgenstern

Regrets: Marty Young, Sandra Turco, Lynda Lewis

AGENDA ITEMS		ACTION	WHO	WHEN
1.	PRAYER FOR SEAC Welcome	<ul style="list-style-type: none"> Board prayer was said by all. 	Rosanne Zagordo	
2.	ACCEPTANCE OF PREVIOUS MINUTES (June 17, 2020)	<ul style="list-style-type: none"> Minutes from June 17, 2020 were accepted. 	Lori Ivey Gary Trembinski	
3.	AGENDA ADDITIONS/CHANGES			

4.	GUEST(s): REPORTS Student Trustees:	<ul style="list-style-type: none"> virtual programming has been challenging wearing masks has been accepted for the most part by the students. hand timetabling for students has been happening. staff admin and parents are working hard at ensuring student needs are being met. 		
5.	MINISTRY UPDATES	<ul style="list-style-type: none"> Since June 17, 2020, there has been a number of ministry announcements. Some which include the following: GSNs were announced, new math curriculum, COVID 19 recovery act, re-opening plan which includes virtual, conventional and adaptive delivery, child care centres opening, additional provincial and federal funding announcements, boards were able to use 2% of surplus budgets, recording attendance, conducting fire drills, PPE information, general health and safety. School reopening overall, has gone smoothly. 	Rose Burton Spohn	
6.	SEAC BUSINESS <ul style="list-style-type: none"> MACSE template 	<ul style="list-style-type: none"> MACSE template was issued. We are looking for input on this template as the submission date is October 2, 2020. Members took time to brainstorm ideas under the categories listed on the template. MACSE template will be submitted with the input provided. Further input can be sent to Rosanne by Friday October 2, 2020. 	Rosanne Zagordo	
7.	BUSINESS CARRIED FORWARD			
8.	SUPERINTENDENT AND COORDINATOR'S REPORT <ul style="list-style-type: none"> Responses to SEAC recommendations Special Education supports for re-entry DDSB letter Board Calendar Vacancy-Down Syndrome Society Mental Health Update 	<ul style="list-style-type: none"> Response to the SEAC recommendations were reviewed. Mental Health services were continued through the summer as extra funding to support students through this time was maintained. Providing bus patrollers to support students who have difficulty self regulating while riding the bus is being considered by the board. The Board is open to looking at this and will speak to the Consortium as soon as they can about paid adult bus monitors. We are continuing to train for PD and COVID related PD. 	Joe Chilelli	

		<ul style="list-style-type: none"> ● All LRT support has been maintained this year. Currently we have 175 EAs supporting students. We have increased. 1.0 ELP (0.5 OLOF and 0.5 OLOL) as well as an increase in 0.5 in Blind River. ● Supports are moving around the system to allow for support in the virtual school. All our testing is moving forward, along with behaviour/ASD, counselling and language support. ● We are looking at encouraging virtual visits/meetings for a bit longer in order to allow for schools to adjust. as part of the re-entry plan. ● There is a plan to have a transition point in the Fall that is aligned with the secondary quadmester. November 16 is the transition date if students are moving from the virtual school to face to face or vice versa. There will also be a January date and then a spring date to be determined shortly. ● Letter from the DDSB is advocating that the SIP application procedure be waived and the funding be based on the average of our past five years of SIP submissions. ● Two counsellors who were hired for summer work were able to continue counselling and maintaining support into the Fall. ● Resources were secured this summer to help support group therapy. ● PD was provided during the initial September PD days to support Mental Health during our return to school. ● The Counselling Centre is opening soon and is on site at MSJC. ● For the month of September a Mental Health helpline was offered 3 days a week plus a mobile counsellor that was of assistance to a school that may be experiencing a crisis. ● Virtual counselling is available both for northern schools, SSP and virtual school. 	<p>Rosanne Zagordo</p> <p>Jared Lambert</p>	
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i	North Shore Tribal Council (S. Kitts)	<ul style="list-style-type: none"> Everyone is working at coordinating their efforts since school started. Buses are up and running again. 		
ii	AUTISM ONTARIO SSM CHAPTER PARENT INVOLVEMENT COMMITTEE (I. DiRenzo)	<ul style="list-style-type: none"> Self reg community of practice will reconvene. 		
iii	ALGOMA FAMILY SERVICES (T. Coccimiglio)	<ul style="list-style-type: none"> The winner was announced for their Dream Escape draw. Proceeds go to the AFS foundation. Dr. Ulzen is arriving Oct. 8/9, 2020 to support students/families. Services are running, OTN, virtual and face to face (with masks on) Theresa will be attending a DBT training session. Taming Sneaky Fears is running as well. 		
v	ALGOMA PUBLIC HEALTH (L. Ivey)			
vi	THRIVE – WELL BEING COMMITTEE (T. Newell)	<ul style="list-style-type: none"> THRIVE is adjusting to the virtual world and have set priorities for services. They are working in collaboration with both school boards. Groups are running virtually, along with counselling both in person and neurology clinic (in person) Training has occurred over the summer for the counsellors. Triple P workshops are soon to be offered. 		
viii	COMMUNITY LIVING ALGOMA (L. Lewis)	<ul style="list-style-type: none"> No report 		
ix	MEMBER-AT-LARGE (Marty Young)	<ul style="list-style-type: none"> No report 		
x	MEMBER-AT-LARGE – FOCUS ON FAITH (L. Connolly Beattie)	<ul style="list-style-type: none"> No report 		
xi	TRUSTEES REPORT (G. Trembinski)	<ul style="list-style-type: none"> SEAC recommendations were presented to the Board of Trustees. 		
9.	NOTES	<ul style="list-style-type: none"> Meeting was adjourned at 5:45 pm. 	Gary Trembinski Sherri Kitts	

Next Meeting: October 28, 2020

Place: Teleconference

Time: 4:00 – 6:00 p.m.

DIAL INSTRUCTIONS FOR TODAY'S MEETING

From Sault Ste. Marie:

Teleconference # 705-945-5633

Participant Code 2544025#

If calling long distance, call toll free 1-800-267-0754

When prompted, dial extension 25999

Participant code is also 2544025#



Huron-Superior Catholic District School Board

REPORT TO THE DIRECTOR

Re: HVAC Services

*Submitted by Steve Brown
Manager of Plant Services*

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Governance as one of its strategic directions. This report relates specifically to:

- Ensuring policies and procedural guidelines are followed.

A Request for Proposal (RFP) for HVAC Services was issued on September 22, 2020, with a closing date of October 22, 2020. The term of the contract is for a two-year period.

Four RFP's were received by the following companies:

- S&T Group
- Henderson Metal
- Northern Refrigeration
- Honeywell

An Evaluation Committee comprised of the Superintendent of Business, Manager of Plant Services and Plant Maintenance Co-ordinator evaluated the proposals based on the following criteria:

- Company Profile and Experience 40 points
- Pricing and Hourly Rates 30 points
- Technical Information 30 points

Total points for each company is as follows:

- S&T Group 98.5 points
- Henderson Metal 93 points
- Northern Refrigeration 67.5 points
- Honeywell 61.5 points

S&T Group scored the most points with Henderson Metal a close second. As per the terms of the RFP, the Evaluation Committee recommends that the contract for HVAC Services be awarded to both S&T Group and Henderson Metal as it is in the Board's best interest to do so. The split will be based on which company has expertise with the control systems present in the various buildings.

Proposed Resolution: That the Huron-Superior Catholic District School Board awards the RFP for HVAC Services to S&T Group and Henderson Metal for a two-year period effective January 1, 2021.

SB/fm



Huron-Superior Catholic District School Board

REPORT TO THE DIRECTOR

Re: Professional Services

*Submitted by Steve Brown
Manager of Plant Services*

The Huron-Superior Catholic District School Board’s Multi-Year Strategic Plan (MYSP) lists Governance as one of its strategic directions. This report relates specifically to:

- Ensuring policies and procedural guidelines are followed.

A Request for Proposal (RFP) for Professional Services for renovations at Our Lady of Fatima Catholic School (Elliot Lake) and Our Lady of Lourdes French Immersion Catholic School (Elliot Lake), was issued on October 7, 2020, with a closing date of October 22, 2020. The term of the contract is for a two-year period.

Four RFP’s were received by the following companies:

- David Ellis Architect
- Yallowega Belanger Salach Architecture
- Nor Mech Engineering
- Archicana

An Evaluation Committee comprised of the Superintendent of Business, Manager of Plant Services and Plant Maintenance Co-ordinator evaluated the proposals based on the following criteria:

- | | |
|--|-----------|
| • Firm History | 15 points |
| • Relevant Projects | 25 points |
| • Ability to Complete Work within Time Frame | 30 points |
| • Fee | 30 Points |

Total points for each company is as follows:

- | | |
|--|------------|
| • David Ellis Architect | 100 points |
| • Yallowega Belanger Salach Architecture | 85 points |
| • Nor Mech Engineering | 70 points |
| • Archicana | 60 points |

David Ellis Architect scored the most points and it is therefore recommended that the RFP for Professional Services be awarded to David Ellis Architect.

Proposed Resolution: That the Huron-Superior Catholic District School Board awards the RFP for Professional Services for renovations at Our Lady of Fatima Catholic School (Elliot Lake) and Our Lady of Lourdes French Immersion Catholic School (Elliot Lake) to David Ellis Architect.



Huron-Superior Catholic District School Board

REPORT TO THE DIRECTOR OF EDUCATION VOICE OVER IP (VoIP) UPDATE

Submitted by: Patrick Pelletier
Manager of Information Technology
2020-11-18

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Governance as one of its strategic directions. This report relates specifically to aligning available resources with strategic priorities and ensuring schools have the resources they require.

BACKGROUND

Since the construction of Holy Cross Elementary in 2012, the board has been implementing VoIP throughout all its facilities. We are now entering the final stages of completion, with only a few sites remaining. Every classroom, gymnasium and office has been outfitted with a Mitel/Shoretel telephone to address the boards Violence Risk Assessments. Once completed, classrooms will have the ability to call 911, have two-way communication with the main office, make school announcements and ring bells from any telephone in their building.

Back in 2012 when the project begun, the board had approximately 140 Bell telephone lines. On average, each school had 3 or 4 telephones on site. Today, we reduced the number of Bell traditional lines to 1 or 2 per site, we have over 670 new VoIP telephones and 466 staff voice mailboxes deployed. The Information Technology Department completely manages this system.

SCHOOLS COMPLETED

School	Completion Date
St. Francis F.I., Sault Ste. Marie	2019
Holy Family, Sault Ste. Marie	2019
St. Basil, Sault Ste. Marie	2018
St. Paul, Sault Ste. Marie	2019
Holy Cross, Sault Ste. Marie	2012
St. Mary's F.I., Sault Ste. Marie	2019
St. Mary's College, Sault Ste. Marie	2015
Central Office, Sault Ste. Marie	2013
St. Mary, Massey	2019

Our Lady of Fatima, Elliot Lake	2020
St. Mary's, Blind River	2020
Holy Name of Jesus, Hornepayne	2019
St. Basil, White River	2019
St. Joseph, Wawa	2019
Our Lady of Fatima, Chapleau	2019
St. Kateri, Sault Ste. Marie	2019

SCHOOLS TO BE COMPLETED

School	Completion Date
Sacred Heart, Espanola	January 2021
Holy Angels Adult Learning Centre, Sault Ste. Marie	March 2021
Our Lady of Lourdes, Elliot Lake	June 2021
Our Lady of Lourdes, Sault Ste. Marie	January 2021



Ontario Catholic School
Trustees' Association

Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to shape the work of the Association by addressing problems, solutions or concerns, which affect Catholic education in Ontario. **A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.**

- A. All Resolutions will be reviewed by the Resolutions Committee and a Committee Recommendation will be added to each Resolution. Committee Recommendations will be guided by the following criteria.**

The resolution:

- a. Is in keeping with the Mission, Vision and Strategic Priorities of the Association.
- b. Is of a provincial nature and addresses an area of concern for the province's Catholic school boards is a matter that requires attention or action.
- c. Is written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Is accompanied by substantiated rationale.
- e. Does not deal with education funding issues.
 - OCSTA addresses education funding issues in the Annual Finance Brief to the Minister and submission to the yearly Pre-Budget Consultation. Boards are encouraged to submit education funding issues requiring Association action and advocacy **by the middle of October.**

B. Steps in Preparing a Resolution

1. Review the Mission, Vision and Strategic Priorities of OCSTA.
2. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
3. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
4. Write the resolution in the following proposed format taking care to ensure that:
 - a. Each "*Whereas*" is accompanied by adequate background material.
 - b. The "*Therefore be it Resolved*" directs OCSTA to take specific action.

C. Writing A Resolution

Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word “WHEREAS”.

2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore be It Resolved” portion should be divided into a), b), c), etc.

3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]
[Secunder’s Name]
[Board Name]
[Topic]

D. **Submission Deadline Date**

The **final** deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, January 29, 2021**. We encourage boards to submit their resolutions at any time from May to January by email to Connie Araujo-De Melo at cdemelo@ocsta.on.ca.

E. **Regulations**

Please see the attached current regulations regarding submission and presentation of resolutions at the AGM.

These guidelines, the enclosed template and the resolution session procedures are provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

Template

Please **do not use** tables, text boxes or any type of graphic or letterhead. The type of font to be used in this document is **Times New Roman 12pt**.

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

Moved by: [Mover's Name] **[Board Name]**
Seconded by: [Secunder's Name]
Topic: [e.g. Vacancies on School Boards]

Whereas: from time to time a vacancy occurs in the office of a member of the board;
and

Whereas: according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

Whereas: boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

Whereas: the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

Whereas: the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

If you have any questions regarding this template please contact Connie Araujo-De Melo either by telephone at 416-932-9460 ext. 226 or by e-mail at cdemelo@ocsta.on.ca.

Explanation of Committee Recommendations & Resolution Session Procedures

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

Explanation of Committee Recommendations

The **Resolutions** Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not support**
No action will be taken.
- v. **No recommendation**
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**
The intent of the resolution has been met. No further action will be taken.

Resolution Session Procedures

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak **once** to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates at the session when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

Note Re Quorum: *Quorum for the transaction of business at any meeting of the Members shall require the presence in person or by proxy of not less than a total of forty (40) current Members.*

Grouped Resolutions

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

Resolutions Handled Individually

These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.

A. Resolutions with committee recommendations

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
 - the chair will call for the sponsoring board to move and second **the committee recommendation;**
 - delegates will speak to the committee recommendation;
 - delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
 - the chair will call for the sponsoring board to move their **original resolution;**
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:
 - the chair will call for the sponsoring board to move their **original resolution;**
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- ❑ the chair will **read** the amendment;
- ❑ delegates will speak to the amendment;
- ❑ delegates will vote on the amendment;
- ❑ delegates will vote on the resolution as amended.

If the amendment is defeated:

- ❑ delegates will be asked to speak to the original resolution;
- ❑ delegates will vote on the original resolution.

D. Members’ Discussion Rights

Under Article 5.11 (*Members Discussion Right*), a Member may raise a matter for discussion at the Annual General Meeting. Subject to the provisions in Articles 5.10 to 5.10.5, and 5.11, the item may be addressed, and may be referred to a committee of OCSTA for further consideration, but it shall not be put to a vote at the meeting at which it has been raised.

If the Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak and/or make any subsidiary motion related thereto.

Revised October 13, 2020



Ontario Catholic School Trustees' Association

Our Mission

Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.

Our Vision

Ontario is enriched by a publicly funded Catholic education system governed by locally elected Catholic school trustees who serve with faith, commitment and compassion.

The Association's **Strategic Priorities** are as follows:

1. Enhance Political Advocacy for Catholic Education

- a. Strengthen current advocacy platform by building positive new relationships and reinforcing existing ones with groups like OAPCE, OCSOA, CWL, etc.
- b. Communicate and promote current messages about the value of Catholic education to our key target audiences: parents, students, politicians, teachers, alumni, parishioners, etc.

2. Engage Trustees in an Enriched Development Program

- a. Assess the current needs and interests of members to guide development of appropriate programming.
- b. Ensure OCSTA programming provides timely and relevant content to support trustees in their roles as advocates and spokespersons for Catholic education.

3. Manage Human and Fiscal Resources to Effectively meet Changing Needs

- a. Align the work of committees, staff and fiscal resources behind structures and initiatives that support the association's three key priorities.
- b. Ensure OCSTA is structurally aligned to successfully fulfill its role as the legislated Employer Bargaining Agent for all of Ontario's English Catholic District School Boards.



November 4th, 2020

Huron Superior Catholic District School Board

Re: ST. MARY'S COLLEGE SCHOOL ACTIVITY REPORT

November 2020

Submitted by:
Lucas Marano
Adam Morgenstern
Student Trustees
St. Mary's College

Faith Initiatives:

- For the week of October 12 - 16, all morning prayers revolved around the virtue of Courage
- Corry Fosberg (a grade 11 SMCTV student and correspondent) recorded segments asking students and staff what comes to mind when they hear the word "Courage" and this was used in a video created by Miss Parniak that was shown in classrooms on October 19, which is also the day classes and staff nominated students to be recognized.
- 18 Students were recognized as exemplary models of the virtue COURAGE this month. This takes place initially through a morning prayer service over the PA. They are Alan Abdulkadir, Ismat Abdulkadir, Alecia Attewell, Forrest Berry, Logan Collins-Deluca, Marcia Corbiere, Vaughn Diotte, Sydney Drover, Ailee Iacoe, Dean Lablance, Tianna Legacy, Cole Masse, Dean Moore, Amina Mustafa, Lucas Rankin-Commons, Ava Stanghetta, Olivia Swanson, and Gabriel Tremblay.
- Students were presented with certificates and the story with photos was shared with Jim Fitzpatrick and Administration.
- The Student Nutrition Program is up and running with many students accessing morning and lunch time meals and snacks. Students are encouraged to access the Student Nutrition Program first thing in the morning from the lobby, however, there are a handful of students who access lunch items between 11:00-12:10 from Miss Parniak in her office. ILS students are accepting orders for apple deliveries during breaks and they deliver these items to classrooms. The food that is being ordered centrally by Algoma Family Services has been supplemented as full deliveries are either on backorder, or unavailable, so Miss Parniak shops weekly for the program. It has been challenging to find Healthy food items that are pre-packaged.

- Support was provided by St. Mary's College to the Wheten family who tragically lost their son Matthew on October 21. Matthew was a graduate of St. Mary's College and played for the SMC Knights football team. His brother and cousin still attend the school. The Chapel has been open to students who are in need of a space to be alone and pray.
- Resources have been accessed and shared with all staff members to assist with personal Faith formation as well as within the classroom. These include Institute for Catholic Education Monographs that help explain and support teachers in making connections with the OCSGEs, a Halloween episode of "The Catholic Buzz", an All Souls Day Prayer Service created by Sr. Pat and an All Saints Day Pep-Talk video by Ascension Presents. It was beautiful to see staff lead their class in the All Souls Day prayer services in their classrooms.

Student Council:

- Halloween week went extremely well, as many students enjoyed countless activities throughout the week, including Door Decorating, A "COVID-Friendly" Haunted House, a Costume Day, and a "Halloween Mystery" that took place throughout the entire week. There were videos for the Halloween Mystery released on each day of the week, giving clues as to who kidnapped Mr. Frolick, and the culprit (who was Mrs. Palumbo) was revealed on Friday to conclude the fun-filled week.
- We are currently brainstorming ideas for a spirit week in November to encourage school spirit and student engagement. Some ideas that we have come up with are a Cheer Contest, with a winner being announced on Friday, and a Trivia Game.

Events:

- Mr. Calvano's Religion class led a very successful clothing drive for St. Vincent Place. There was a bin in the main lobby of the school where students and staff could drop items off. Items were then sorted and delivered.
- Ms. Trecroce's Religion class once again brought smiles to SMC through their Operation Smile campaign. Sweatshirts were made available, smile cookies were sold during breaks and numerous other activities occurred throughout the week. This year's campaign raised approximately \$4500 which translates to about 18.5 smiles for children in need of cleft palate surgery.
- Mr. Orlando's History Class will be recorded in advance as they lead various parts of the Remembrance Day Prayer Service including reciting the poem "In Flanders Fields" by John McCrae.
- In preparation for a Remembrance Day Ceremony over the PA and in classrooms on November 11, just before 11:00, students and staff have been invited to share the names of family members who are veterans or serving in active duty or the reserves. These names have

been added to a presentation created by Miss Parniak that includes the names of 214 men and women from or connected to Sault Ste. Marie that are on the Canadian Virtual War Memorial. This presentation will play during the week of November 9-13 on the tv in the front lobby, and a display of Remembrance will also be set up for the week

- On the weekend of October 22-25, we had the pleasure of attending the annual FGM Conference. Typically this conference would have been held in Toronto, and although we were disappointed that we couldn't go this year, the team that put it together did an amazing job at making it very interactive, educational, and fun at the same time. We covered many topics, including Media Literacy, which emphasized the importance of maintaining a responsible and respectful social media presence, Representation in Education, which included discussions about how important it is to make sure that everybody's voices are heard, and Elementary Engagement, which spoke on how elementary students should have a higher level of involvement in terms of discussions and initiatives.
- We then chose our working groups. This working group will be a group of fellow Student Trustees who we will have the opportunity to meet with and discuss a certain topic, a number of times throughout the year. We are both in the Environmental Sustainability Working Group, which talks about issues such as climate change, and single use plastics.
- We would like to thank you all for providing us the opportunity to attend this conference.