



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

**OPEN SESSION OF THE BOARD
MEETING
WEDNESDAY, MAY 19, 2021**

AGENDA & REPORTS

MEETING TO BE HELD VIRTUALLY

via Google Meet

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, MAY 19, 2021 @ 7:15 PM
via Google Meet
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:

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

Regrets:

Officials:

Rose Burton Spohn (Director of Education), Joe Chilelli, Christine Durocher, Justin Pino, 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, May 19, 2021.

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 April 21, 2021.** (Pg 9)
Proposed Resolution: That the Huron-Superior Catholic District School Board approve the Minutes of the Board Meeting of April 21, 2021.
2. **Minutes of the Closed Board Meeting of April 21, 2021.**
Proposed Resolution: That the Huron-Superior Catholic District School Board approve the Minutes of the Closed Board Meeting of April 21, 2021.

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

1. **Catholic Education Week** – Director of Education Rose Burton Spohn will introduce Jim Fitzpatrick (Communications Officer).
2. **New School in Espanola** – Superintendent Christine Durocher will introduce Syndy Withers (Principal) of Sacred Heart Catholic Elementary School in Espanola, ON.

H COMMITTEE REPORTS

1. **Minutes of the Special Education Advisory Committee Meeting** (Pg 13)
Proposed Resolution: That the Minutes of the S.E.A.C. meeting of the Huron-Superior Catholic District School Board of March 31, 2021 be approved.

I ADMINISTRATIVE ITEMS REQUIRING ACTION

1. **ELECTRONIC POLL** (Pg 18)
Renovations at Our Lady of Lourdes French Immersion Catholic School and Our Lady of Fatima Catholic School
That the Huron-Superior Catholic District School Board awards the construction contract for the Renovations at Our Lady of Lourdes French Immersion Catholic School and Our Lady of Fatima Catholic School to Nu-Style Construction.
CARRIED
2. **Policy 2007 – Trustee Expenses** (Pg 20)
Proposed Resolution: That the Huron-Superior Catholic District School Board approve Policy 2007 as presented.
3. **Policy 3005 – Construction Management** (Pg 26)
Proposed Resolution: That the Huron-Superior Catholic District School Board approve Policy 3005 as presented.
4. **Policy 6023 – Working From Home** (Pg 29)
Proposed Resolution: That the Huron-Superior Catholic District School Board approve Policy 6023 as presented.
5. **Policy 6024 – Employee Health and Wellness** (Pg 33)
Proposed Resolution: That the Huron-Superior Catholic District School Board approve Policy 6024 as presented.
6. **Partial Roof Replacement at St. Joseph French Immersion Catholic School** (Pg 37)
Proposed Resolution: That the Huron-Superior Catholic District School Board awards the construction contract for the Partial Roof Replacement at St. Joseph French Immersion Catholic School project to Maverick & Son Exteriors.
7. **Chromebook and Laptop Purchase** (Pg 38)
PROPOSED RESOLUTION: That the Huron-Superior Catholic District School Board approve the purchase of 450 new Dell Chromebooks and 20 new Dell laptops at cost of \$158,150.

- 8. **Palo Alto Renewal (Pg 39)**
Proposed Resolution: That the Huron-Superior Catholic District School Board approve the purchase of its annual support contract for Palo Alto from Compugen Inc at cost of \$48,682.98

J INFORMATION ITEMS

- 1. **Reports to the Director of Education / Board of Trustees**
 - a) **2021-2022 Board Meeting Dates** – Director Rose Burton Spohn (Pg 40)
 - b) **SMC Activity Report** – Student Trustees Lucas Marano and Adam Morgenstern (Pg 41)
- 2. **Correspondence**
- 3. **Notes of Thanks**
 Steve Fratesi, Arruda Family, Andrea Chiblow

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

L UPCOMING EVENTS

- MAY 23** - **Pentecost Sunday**
- MAY 24** - **Victoria Day**
- MAY 26** - **SEAC Meeting**
- JUNE 3-4** - **CCSTA AGM**
- JUNE 6** - **The Most Holy Body and Blood of Christ**
- JUNE 8** - **Finance Committee Meeting**
- JUNE 11** - **Sacred Heart of Jesus**
- JUNE 11** - **World Day of Prayer for Priests**
- JUNE 11** - **PA Day**
- JUNE 12** - **Immaculate Heart of Mary**
- JUNE 15** - **SEAC Meeting**
- JUNE 16** - **Next Board Meeting**

M CLOSING PRAYER – Superintendent Joe Chilelli

N ADJOURNMENT

Board Meeting Opening Prayer



(John)

In this week between the feasts of the Ascension of the Lord and Pentecost, let us continue to pray that we nurture the hope within us.

In the name of the Father and of the Son and of the Holy Spirit. Amen+

A reading from the Acts of the Apostles *(Leslie)*

When the Feast of Pentecost came, they were all together in one place. Without warning there was a sound like a strong wind, gale force – no one could tell where it came from. It filled the whole building. Then, like a wildfire, the Holy Spirit spread through their ranks, and they started speaking in a number of different languages as the Spirit prompted them.

There were many Jews staying in Jerusalem just then, devout pilgrims from all over the world. When they heard the sound, they came on the run. Then when they heard, one after another, their own mother tongues being spoken, they were thunderstruck. They couldn't for the life of them figure out what was going on, and kept saying, "Aren't these all Galileans? How come we're hearing them talk in our various mother tongues? They're speaking our languages, describing God's mighty works!"

The word of the Lord. **Thanks be to God**

(Tony)

Let us pray that we, too, will be blessed with confidence to speak with the power of the Holy Spirit as we pray together:

Come, Holy Spirit,
fill the hearts of your faithful.
and enkindle in us the fire of your love.
Send forth your Spirit and we shall be created,
and you will renew the ends of the earth. Amen.



Prayer of the Faithful *(Lindsay)*

Our response to each prayer is: **Lord, hear our prayer.**

For our Holy Father Francis, our bishop Thomas, and all our pastors, that they will be lead by the Holy Spirit anew this Pentecost, we pray to the Lord. **R.**

(Carol)

For our leaders at all levels of government, that they will make decisions for the common good, we pray to the Lord. **R.**

(Debbie)

For all essential workers and their families, that they will be protected from the virus as they fulfil their duties for us all, we pray to the Lord. **R.**

(Kathleen)

For our whole Catholic learning community, that we respect the pandemic protocols in order to keep everyone safe, we pray to the Lord. **R.**

(Joe)

For all those who are sick, at home or in hospital, and for those who care for them, we pray to the Lord. **R.**

(Gary)

For all who have died, and for all who are grieving, we pray to the Lord. **R.**

(Sandra)

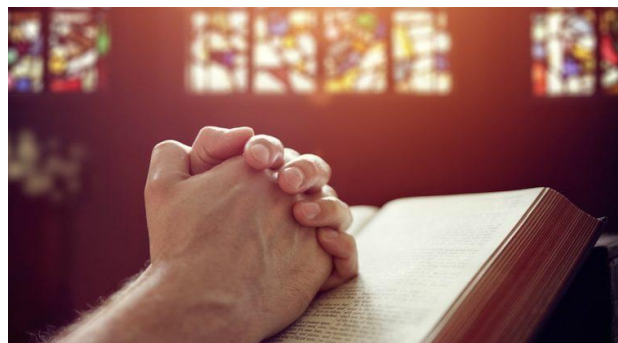
Good and faithful God,

You want us to nurture hope in our world during this time.

Inspire us to see the moments when we can do that.

We ask you this through our friend and brother Jesus. Amen+

In the name of the Father and of the Son and of the Holy Spirit. Amen+





Huron-Superior Catholic

DISTRICT SCHOOL BOARD

our mission

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.

our vision

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
- reverence 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.

our values

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.

www.hscdsb.on.ca

**MINUTES FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, APRIL 21, 2021 @ 7:15 PM
via Skype for Business
STREAMED VIA YOUTUBE FOR PUBLIC**

PRESENT: Trustees:

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

Officials:

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

Student Representatives:

Lucas Marano, Adam Morgenstern

REGRETS:

Vision and Values:

Director Rose Burton Spohn congratulated the board staff and students for reaching a \$200,000 milestone for funds raised for the Terry Fox Foundation. It was acknowledged that, even through the challenging times of COVID-19, schools managed to raise over \$1,300 this year. The board received a plaque honouring this achievement.

Chair Sandra Turco congratulated Trustee Leslie Cassidy-Amadio for being elected as the Ontario Catholic School Trustees' Association (OCSTA) Regional Director for the North East Region.

Chair Sandra Turco also commended Trustee Gary Trembinski on his tremendous efforts to promote Joseph Klukay's induction to the Sault Ste. Marie Walk of Fame. Mr. Klukay was a former student of St. Stanislaus Catholic Elementary School.

Adg# Res#

B-1 B-556 Moved by: L. Liske

Seconded by: L. Cassidy-Amadio

That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, April 21, 2021.

CARRIED

- E-1 B-557 Moved by: G. Trembinski Seconded by: T. D’Agostino**
That the Huron-Superior Catholic District School Board approve the Minutes of the Board Meeting of March 24, 2021.
CARRIED
- E-2 B-558 Moved by: C. MacEachern Seconded by: K. Rosilius**
That the Huron-Superior Catholic District School Board approve the Minutes of the Closed Board Meeting of March 24, 2021.
CARRIED
- G-1**
Alpha for Youth
Linda Rocchetta-Legacy, Principal of St. Paul Catholic Elementary School, and Father Ron Ambeault, Pastor of St. Veronica Parish in Sault Ste. Marie, highlighted this amazing opportunity for Grades 7-12 students to grow in their faith. The program is an excellent example of parishes and schools working together for evangelization. Student testimonials lauded this nine-week program and expressed hope that the program would continue to be offered in the future.
- H-1 B-559 Moved by: K. Rosilius Seconded by: D. Mayer**
That the Minutes of the S.E.A.C. meeting of the Huron-Superior Catholic District School Board of February 24, 2021 be approved.
CARRIED
- I-1 B-555 ELECTRONIC POLL**
That the Huron-Superior Catholic District School Board approve Policy 6021 and 6022 as presented.
CARRIED
- I-2 B-560 Moved by: J. Caputo Seconded by: T. D’Agostino**
That the Huron-Superior Catholic District School Board approve Policy 5002 as presented.
CARRIED
- I-3 B-561 Moved by: L. Cassidy-Amadio Seconded by: J. Ruscio**
That the Huron-Superior Catholic District School Board approve Policy 7014 as presented.
CARRIED

I-4 B-562 Moved by: T. D’Agostino Seconded by: L. Liske

That the Huron-Superior Catholic District School Board approve the name St. Augustine French Immersion Catholic Elementary School as presented (effective September 1, 2021).

CARRIED

I-5 B-563 Moved by: L. Cassidy-Amadio Seconded by: C. MacEachern

Whereas: the CCSTA Toonies for Tuition fundraising provides tuition assistance to students in provinces that have limited or no public funding for Catholic schools; and

Whereas: CCSTA and OCSTA host their main fundraising events at their perspective Annual General Meetings; and

Whereas: due to the Covid 19 pandemic, these meetings will not be held in person and contributions are down 61%; and

Whereas: Huron-Superior Catholic District School Board annually contributes a \$100 gift card to the AGM silent auction event in support of this fundraiser,

That the Huron-Superior Catholic District School Board:

- 1) Make a contribution of a \$100 gift card to the Toonies for Tuition fundraiser in lieu of the usual silent auction gift;
- 2) Post information about the fundraiser on its website, including a link so as individuals can make a personal contribution to the fundraiser, if they so choose.

The following amendment to the motion was proposed:

Moved by: L. Liske Seconded by: K. Rosilius

Whereas: the CCSTA Toonies for Tuition fundraising provides tuition assistance to students in provinces that have limited or no public funding for Catholic schools; and

Whereas: CCSTA and OCSTA host their main fundraising events at their perspective Annual General Meetings; and

Whereas: due to the Covid 19 pandemic, these meetings will not be held in person;

That the Huron-Superior Catholic District School Board post information about the fundraiser on its website, including a link so as individuals can make a personal contribution to the fundraiser, if they so choose.

CARRIED



**SPECIAL EDUCATION ADVISORY COMMITTEE
S.E.A.C. Agenda**

Date: Wednesday, March 31, 2021

<https://meet.google.com/ucs-phwo-wps>

Time: 4:00pm - 6:00pm

Attendance: Rose Burton Spohn, Lorna Connolly Beattie, Joe Chilelli,
Irma DiRenzo, Lori Ivey, Sherri Kitts, Jared Lambert, Tina Newell, Jacques Ribout,
Gary Trembinski, Sandra Turco and Rosanne Zagordo

Student Trustees and Guests: Lucas Marano, Adam Morgenstern, Steve Brown

Regrets: Theresa Coccimiglio

AGENDA ITEMS		ACTION	WHO	WHEN
1.	PRAYER FOR SEAC Welcome	<ul style="list-style-type: none"> Prayer was said by all. 		
2.	ACCEPTANCE OF PREVIOUS MINUTES (February 24, 2021)	<ul style="list-style-type: none"> Minutes were accepted. 	Sherri Kitts Lorna Connolly Beattie	
3.	AGENDA ADDITIONS/CHANGES			
4.	GUEST(s): REPORTS <ul style="list-style-type: none"> Student Trustee Report Steve Brown-Accessibility 	<ul style="list-style-type: none"> SMC showed inclusion through an event called Lucky Week. This included dress down and tickets 	Lucas Marano Adam Morgenstern	

		<ul style="list-style-type: none"> • Peer supervision model is being implemented- this has become part of the Mental Health team meetings. This method is used to implement supervision as a group and provides support for new clinicians. Jared reviewed the structure of the supervision model. • Mental Health navigation tools are used to help people navigate and to get Mental Health support. Jared went through the flow chart of this tool and will send a copy out when it is available. • School Mental Health Boards are being promoted to all of our schools. It would include the current Mental Health newsletter, contact information for the counsellor at that school. Each counsellor is going to be responsible to oversee this board in their school. • Summer counselling Coverage- this is our third year to have counselling support offered. Office space is secured at MSJCEC where there is a counselling room available. The virtual platform is still offered. 		
5.	MINISTRY UPDATES	<ul style="list-style-type: none"> • Summer learning opportunities and funding has been announced for Special Education and counselling. • Upgrade to our student transportation grant has been announced. • Entry to School Funding for students with Autism-, more information to follow. • School year calendar was approved in February and the Ministry has advised that 2-3 PA days need to be added in September. The calendar will be revised and sent back out.. • The Ministry clarified that the graduation requirement for community involvement hours for this year is different. • Asymptomatic testing follow up- we were assigned a vendor and then the vendor was reassigned to a new vendor. Parents and staff will be provided more information. This is on a voluntary basis • Spring break is now going ahead however, there will be an announcement on Friday May 2 with 	Rose Burton Spohn	

		<p>more information regarding Covid-19 more possible restrictions.</p> <ul style="list-style-type: none"> Schools in Massey and Espanola are now closed as directed by Sudbury Health guidelines. 		
6.	<p>SEAC BUSINESS</p> <ul style="list-style-type: none"> SGDSB letter HPEDSB letter 	<ul style="list-style-type: none"> Letter from Superior Greenstone DSB, agrees with the letter from Durham DSB surrounding the recommendations for online learning support and Universal Design for learning. This would involve creating accessible resources for the delivery of online content. Letter from Hastings and Prince Edward DSB would like to request the Ministry of Health and our local health unit to strengthen its commitment to ensuring the health and safety of students and HPEDSB employees who work directly with students with high special needs, in regional and self-contained placements. Also, it states the urgent need to provide students who are of appropriate age and their staff, with access to vaccinations as quickly as possible. 	Rosanne Zagordo	
7.	BUSINESS CARRIED FORWARD			
8.	<p>SUPERINTENDENT AND COORDINATOR'S REPORT</p> <ul style="list-style-type: none"> IEP Module in Aspen Projected Needs OAP- next steps 	<ul style="list-style-type: none"> Our current IEP engine, (Cardinal-LearnStyle) is going to be disabled at the end of the year. We have incorporated an IEP module into our current Student Information System- Aspen. All IEPs will be live in Aspen by the end of June. Projected Needs- Special Education is constantly reviewing and updating to ensure support is provided where needed as students move to different learning modalities. OAP-more information to follow. privatized and fee for service. 	Rosanne Zaogrdo Joe Chilelli	
i	North Shore Tribal Council (S. Kitts)	<ul style="list-style-type: none"> Everyone is back to the office but meetings are still happening virtually. 	Sherri Kitts	
ii	AUTISM ONTARIO SSM CHAPTER PARENT INVOLVEMENT COMMITTEE (I. DiRenzo)	<ul style="list-style-type: none"> Book study is moving forward at THRIVE. 		

iii	ALGOMA FAMILY SERVICES (T. Coccimiglio)	<ul style="list-style-type: none"> No report at this time. 		
v	ALGOMA PUBLIC HEALTH (L. Ivey)	<ul style="list-style-type: none"> Predominantly virtual and some in person visits. PSL and ICDP, a list has been generated and looks at having lunch and learns for families. 		
vi	THRIVE – WELL BEING COMMITTEE (T. Newell)	<ul style="list-style-type: none"> Waiting on further information for the OAP. Coffee Breaks may be offered in the near future. ACWA virtual clinic was conducted yesterday for families. Center visits are being offered depending on priority. Most work is still being offered virtually. 		
viii	COMMUNITY LIVING ALGOMA (J. Ribout)	<ul style="list-style-type: none"> Trying to meet with children’s teams at CLA who we support as a child with an intellectual disability. CLA workers are always welcome to sit in Integrated Transition Meetings at Secondary. After school or weekend meetings, CLA workers may be able to support. 		
x	MEMBER-AT-LARGE – FOCUS ON FAITH (L. Connolly Beattie)	<ul style="list-style-type: none"> No report at this time. 		
xi	TRUSTEES REPORT (S. Turco, G. Trembinski)	<ul style="list-style-type: none"> Board Meeting March 24 was conducted virtually.. There was one presentation called Developing Faith and Community by Rachel Bierdrman and Lina DiPasquale about Father Pat joining at St Mary’s French Immersion virtually. Policies were addressed. We purchased new computer refreshes from Dell. Verbal update from Rose about rebranding and logo Steve Brown and Student Trustees reports were shared and SEAC minutes were passed. 	Sandra Turco Gary Trembinski	
9.	Minutes by: Rosanne Zagrordo Meeting Adjourned:6:00 pm		Lori Ivey Gary Trembinski	

Next Meeting: April 28, 2021

Place: Google Meet link to follow

Time: 4:00 – 6:00 p.m.



ELECTRONIC POLL/VOTE

1. REASON FOR ELECTRONIC POLL
2. **Proposed Resolution:** that the Huron-Superior Catholic District School Board approves awards the construction contract for the Renovations at Our Lady of Lourdes French Immersion Catholic School and Our Lady of Fatima Catholic School to Nu-Style Construction.
3. VOTE BY TRUSTEES [Please Check (✓) appropriate box]

TRUSTEE	YES	NO	ABSTAIN	UNABLE TO CONTACT
CAPUTO, John	✓			
CASSIDY-AMADIO, Leslie	✓			
D'AGOSTINO, Tony	✓			
LISKE, Lindsay	✓			
MacEACHERN, Carol	✓			
MAYER, Debbie	✓			
ROSILIUS, Kathleen				
RUSCIO, Joe	✓			
TREMBINSKI, Gary	✓			
TURCO, Sandra	✓			
TOTALS	9			

4. RESOLUTION CARRIED: YES (✓) NO ()
5. SIGNATURE OF DIRECTOR: *R. Buntar Spahr*
6. DATE: April 28, 2021



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

REPORT TO THE DIRECTOR OF EDUCATION

RENOVATIONS

At

Our Lady of Lourdes French Immersion Catholic School

and

Our Lady of Fatima Catholic School

April 26, 2021

Submitted by: Steve Brown
Manager of Plant Services

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Equitable Stewardship of our Resources as one of its strategic directions. This report relates specifically to utilizing our resources responsibly, justly, responsively, and wisely.

Present: D. Ellis (david ELLIS architect inc.)
M. Hunter (david ELLIS architect inc.)

Electronic tenders for the Renovations at Our Lady of Lourdes French Immersion Catholic School and Our Lady of Fatima Catholic School project were received at the office of david ELLIS architect inc. in Sault Ste. Marie on April 22, 2021. Two tenders were received, with results as follows:

<u>Contractor</u>	<u>Total Stipulated Price</u>
Nu-Style Construction	\$1,970,666
Quinan Construction	\$1,996,206

A new, time limited COVID-19 Resilience Infrastructure Stream (CVRIS) was recently introduced under the Investing in Canada Infrastructure Program (IPIC). This funding will provide \$2.68 million in combined federal-provincial funding for education-related infrastructure projects for the Huron-Superior Catholic District School Board, of which, \$640,000 has been designated for this project. This will allow for the installation of an HVAC system throughout Our Lady of Lourdes, and bottle filler stations at both Our Lady of Lourdes and Our Lady of Fatima schools. The total project cost (\$2,570,666) includes this additional funding.

The budgeted cost for the project is \$2,000,000 + \$600,000 CVRIS funding.

Proposed Resolution: That the Huron-Superior Catholic District School Board awards the construction contract for the Renovations at Our Lady of Lourdes French Immersion Catholic School and Our Lady of Fatima Catholic School to Nu-Style Construction.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES TRUSTEE EXPENDITURES

Purpose

The Huron Superior Catholic District School Board (HSCDSB) will reimburse trustees for expenses reasonably incurred in carrying out their responsibilities, while representing the interests of students, the community and/or the board. The board also recognizes that, during their term of elected office, trustees require support to effectively serve their constituents.

Definitions

The term “board” refers to the Board of Trustees, including members of the board elected or appointed in accordance with the *Ontario Municipal Elections Act*, and student trustees elected or appointed in accordance with the *Education Act* and HSCDSB policies. Duties and responsibilities of the board are defined under the *Education Act* and Ontario regulations.

Intended Outcomes

This policy and procedural guidelines are intended to ensure:

- Trustees who incur expenses while performing their duties on behalf of the board are reimbursed in a fair, consistent, and transparent manner.
- Compliance with the Ministry of Education School Board Expenditure Guidelines (2006: B15).
- Compliance with the Broader Public Sector Expenses Directive.

Administrative Procedures

This administrative procedure establishes criteria and processes for the reimbursement of expenses incurred by trustees while performing duties on behalf of the Huron-Superior Catholic District School Board. The board assumes no obligation in reimbursing expenses that are not in compliance with these procedures. All amounts paid are subject to budget restrictions set annually by the board and include expenditures from all sources of funding.

Responsibility

1. The Chair of the Board is responsible for the implementation of this policy and associated procedures, while ensuring compliance by trustees.
2. The Chair of the Board will inform the trustees of changes to mileage reimbursement rates on an annual basis and ensure that trustees have access to the most current electronic expense claim submission forms.
3. The Business Department, in communication with the Director of Education, will ensure approved expense claims are processed in a timely manner.
4. The Information Technology (IT) Department will coordinate the distribution of equipment and activation of services at the commencement of the trustees' term of office.

Equipment

At the beginning of each term of office, trustees will be offered information technology (IT) equipment, as described below, to assist in conducting official business of the board. The IT items will be offered according to the contracts and standards in place at the board for such items at the time of order and may include:

- Computer or tablet with software
- Printer
- Mobile device/phone for board Chair (including associated service costs for all board-related matters)
- Office supplies, such as paper and toner cartridges, as needed.

To ensure effective use of technology and security of the board's systems and data, all IT equipment will be loaded with the board's standard software applications, configuration, and security applications. Equipment purchased with board funds is considered board property and must be used solely for board-related matters. At the end of the trustee's term of office, all equipment provided must be returned to the board. Equipment that is being replaced must also be returned to the board.

Travel, Meals, and Hospitality Expenditures

Approval for Conferences of Professional Development

Attendance at conferences for professional development opportunities that incur a cost must be pre-approved by board resolution. In special circumstances, where it is not feasible to receive prior approval (e.g., a sudden meeting request from the ministry), all trustees will be informed by e-mail for concurrence and then subsequent approval will follow at the next board meeting.

The board will reimburse for eligible expenditures, accompanied by original detailed receipts, subject to that which follows.

Travel to Board Meetings / School Functions

For attendance at school functions or school visits considered voluntary for trustee participation, trustees will not be reimbursed for this travel without the approval of the board prior to the function occurring.

For attendance at board meetings (i.e., meetings called for attendance by the whole board), trustees will be reimbursed for travel to / from a trustee's residence to / from the board meeting location (e.g., Mount St. Joseph Catholic Education Centre in Sault Ste. Marie) by a kilometre rate established through board protocol.

In rare cases, if time does not allow for prior approval by the board, the Chair of the Board may grant this approval. In certain circumstances, where the board requires the attendance of a trustee for school, board or community functions, which are approved by the Chair of the Board, trustees will be reimbursed for travel. If the trustee is going on board business and the board feels it is necessary to have trustee attendance, this travel would be reimbursed, if approved in advance. Travel for board / committee meetings (e.g., SEAC, Focus on Faith) will be reimbursed by the board through established kilometre rates.

Accommodations

When accommodation is required, the Executive Assistant to the Director will normally make hotel reservations for trustees. Preference should be given to travel services and accommodation that provide specially negotiated rates, such as government rates.

Trustees are expected to stay in a standard-type room in a good standing hotel. The trustee is entitled to an individual room. Reimbursements will not be made for upgrades to hotel rooms or incidental expenses (e.g., mini-bar purchases, in-room movies).

Trustees are responsible for notifying the Executive Assistant to the Director, the Director, and the Chair of the Board via email about any required changes and cancellations to hotel reservations before the room is subject to cancellation fees. Trustees are responsible for all related fees incurred as a result of not adhering to cancellation deadlines.

Meals

Reimbursement amounts for meals will be provided in accordance with board Policy 6012 – Travel, Meals and Hospitality.

If meals are provided at the event or as part of the hotel booking, the trustee will not be eligible for reimbursement unless prior approval from the Chair of the Board is provided (e.g., if breakfast is provided at the hotel or conference, the trustee will not be eligible to submit expenses for breakfast on the date of the conference).

Transportation

Eligible airline tickets, taxis, bus fares, and parking fees will be reimbursed to individuals with detailed receipts showing proof of payment.

Trustees will be reimbursed for the first checked baggage fee charged by certain airlines. Trustees will not be reimbursed for additional checked baggage fees. Trustees will not be reimbursed for fees associated with overweight bags.

When vehicle travel is chosen, rental vehicle and associated gas expenses will be the preferred choice. Mid-sized vehicles must be reserved, unless a larger vehicle is required to accommodate the number of travelers sharing the vehicle.

If trustees travel with their own vehicle, mileage reimbursement will be paid based on separate board policy.

Note: Trustees will NOT be reimbursed for any traffic or parking tickets resulting from business travel. Costs of damage to personal vehicles, including insurance deductibles, will be the responsibility of the trustee.

Spouse

When the spouse or other person accompanies the trustee on board business, the board shall not incur any additional costs as a result of accommodation (i.e., single vs. double occupancy), meals or travel. Costs associated with another person will be at the individual's own expense.

Other

Reasonable costs for other travel expenses, such as telephone expenses and business Internet charges, shall be reimbursed at the discretion of the Chair of the Board.

Reimbursement Procedures / Reporting

In accordance with Policy 6012 – Travel, Meals, and Hospitality, trustees will be expected to pay the costs of travel when incurred and be reimbursed for eligible costs by submitting the appropriate form(s) within ten days of returning from the function. Expense reports submitted more than thirty calendar days after returning from the function will not be reimbursed.

Should there be a dispute about the eligibility of any expense, the trustee may contest the decision during a public session of the board.

HSCDSB will NOT provide travel advances.

Expense approvals required:

- The Director of Education and Superintendent of Business will review all trustees' (including the Chair of the Board) expense reports for compliance with board policy.
- The Chair of the Board will approve all trustee expense reports.

- The Director of Education and Superintendent of Business will approve the Chair of the Board's expense reports.

All documentation will be retained in accordance with the board's record retention guidelines.

Travel Reimbursement Through Ministry / Third Party:

HSCDSB recognizes there are times when a trustee will be travelling, and the expenses incurred are to be submitted to the Ministry of Education or a third party for reimbursement. When such a situation arises, the trustee is expected to follow the rules outlined in the ministry's or third party's expenditure policy. The ministry's or third party's expenditure policy will supersede HSCDSB's expenditure policy with regards to allowable reimbursable expenses and dollar amounts. The board must approve any travel that is considered reimbursable through the Ministry / third party. Expense report approvals will follow this policy.

In order to keep track of costs and ensure no duplication of trustee reimbursement, the ministry or third party should reimburse HSCDSB directly. Under no circumstance should a trustee receive a cheque from the ministry / third party directly.

In situations where the employee/board member is travelling, and the ministry / third party will reimburse HSCDSB, the following must be adhered to:

- The ministry / third party expense report is to be completed, with a copy submitted to the HSCDSB's Business Department. The Superintendent of Business will ensure both the original expense report and the copy are identical prior to any report being submitted to the ministry / third party and HSCDSB's Business Department.
- The ministry / third party expense report and original, itemized receipts will be submitted to the ministry / third party for HSCDSB to be reimbursed. This expense report must include expenses incurred by both the trustee and HSCDSB.
- The ministry / third party expense report and copies of itemized receipts will be submitted to HSCDSB for the trustee to be reimbursed. This is the only circumstance where copies of itemized receipts will be accepted. Expense reports must be submitted within ten business days after each trip.
- HSCDSB will reimburse the trustee.
- HSCDSB will be reimbursed by the ministry / third party.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE: CONSTRUCTION MANAGEMENT **Approved:** October 16, 2013

POLICY NO: 3005

Amended: May 19, 2021

Page: 1 of 1

POLICY

In its mission statement, the Huron-Superior Catholic District School Board expresses a commitment to affirming the sacredness of all life and creating sacred learning environments. In order to ensure all schools and board facilities support enriching educational opportunities that allow all students to reach their full potential, the board monitors major construction projects to ensure that project costs are within budget and funding limits. Monitoring also occurs to ensure that projects are completed in a timely manner within specifications. In addition, the board gives due regard to the document *From Concept to Classroom*, developed by the Ministry of Education.

ADOPTED Board Meeting – October 16, 2013
Motion B-94

AMENDED Regular Meeting of the Board – December 7/16
Motion B-96

AMENDED Regular Meeting of the Board – May 19, 2021
Motion B-

DISTRIBUTION

- i) Trustees
 - ii) Administration
 - iii) Principals
 - iv) Catholic School Councils
 - v) O.E.C.T.A.
-



PROCEDURAL GUIDELINES
CONSTRUCTION MANAGEMENT

1. Site meetings will be held at least bi-weekly for all construction projects over \$500,000. Minutes shall be taken and major issues (i.e., those that affect the budget and/or scope of the project) will be brought to the attention of admin council and/or the board of trustees. All minutes will be kept on file for future reference.
2. Sub-searches shall be conducted for all projects over \$250,000 before release of holdback. Sub-searches shall be conducted for at least every second draw for all projects over \$1 million.
3. A final report shall be prepared for all projects over \$500,000 summarizing project budget, funding sources and total expenditures. This report shall be forwarded to Admin Council and presented to the Board Committee as a whole.
4. A project schedule shall be forwarded to Admin Council for all projects over \$500,000 prior to commencement of the project.
5. Appointment of architects and consulting engineers will be in accordance with Policy 4013 – Purchasing. Fees will be based on total project construction cost and/or approved capital costs from the Ministry of Education. The Director of Education will approve any fees over this approved amount.

6. Change Orders

- No fees or reimbursable expenses resulting in extra cost or changes to the contract shall be paid to the architect or the sub-consultants that relate to errors or omissions of the architect or the sub-consultants.
- All change orders will be evaluated by the appropriate board representative and must be cost- estimated accurately. The following chart identifies signing-level approvals:

Change Order	Manager of Plant	Director of Education or Superintendent of Business	Board of Trustees
< \$10,000	√		
\$10,000 to \$100,000	√	√	
> \$100,000	√	√	√

√ = signature required

- Any required changes, such as those related to the correction of previously undetected problems in site conditions; directions from authorities with jurisdiction over the site; or changes in codes, will be approved (see table above) only after a thorough evaluation of their prospective costs.

- All changes processed and approved will identify any impact on such things as construction completion, occupancy dates, the budget, and contingency or miscellaneous accounts and will include reference to outstanding or remaining contract funds.
- The board will seek justification from the general contractor for any construction delay and will pursue alternative methods to minimize the impact on the schedule for project completion.
- When a change in the work is proposed or required, the architect shall provide a notice describing the proposed change in the work to the general contractor. This will require completion of a change order form. The general contractor shall present, in a form acceptable to the architect and the board, the contract price adjustment, if any, and the construction completion adjustment, if any, for the proposed change in the work.
- When the board and general contractor agree to the adjustments in the contract price and construction completion schedule, such agreement shall be effective immediately and shall be recorded in a change order form, signed by the architect, the board, and general contractor. The value of the work performed as the result of a change order shall be included in applications for progress payment.
- A construction change order tracking form must be completed and updated for all approved change orders.
- No change orders that cause the contract price to exceed the board-approved total project cost will be approved.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE: **WORKING FROM HOME** **Approved:** **May 19, 2021**

POLICY NO: **6023** **Page:** **1 of 1**

POLICY

The Huron-Superior Catholic District School Board (the “board”) recognizes that, under some unusual circumstances, the board might require employees to work from home. For example, the COVID-19 pandemic introduced the requirement for many employee groups to work from home for specific periods of time, in accordance with legislation and/or instructions from local public health units. This is but one example where the health and safety of the common good prompted the need for employees to work in isolation.

Notwithstanding these exceptional circumstances, it is the board’s expectation that all employees will conduct their duties at or from a board site. This expectation aligns with the board’s belief that Catholic community is optimally formed and strengthened in a face-to-face environment, where employees can collaborate and communicate in person to support students, families, and one another.

ADOPTED Regular Meeting – May 19, 2021
Motion B –

DISTRIBUTION
i) Trustees
ii) Administration
iii) Principals
iv) Teaching Personnel
v) Non-Teaching Personnel



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES WORKING FROM HOME

Scope and Intention

It is the expectation of the Huron-Superior Catholic District School Board that all employees will conduct their duties at or from a board site, unless directed otherwise. However, the board recognizes that some unusual circumstances might require employees to work from home. These circumstances include, but are not limited to, emergency health and safety situations, such as a global pandemic or local disaster.

Process and Eligibility

Not all work performed lends itself to remote work. Where circumstances exist where employees might be required to work from home (e.g., global pandemic), the decision as to whether employees can and will be permitted to work from home rests with the Director of Education or his/her designate. Permission for employees to work from home might be withdrawn at any time, as the board's business needs require. In addition, employees permitted to work from home may, from time to time, be required to come to their usual work site, as required by the needs of the board.

Designated Workspace

It is the responsibility of employees to designate a remote workspace, which is typically a space at home (e.g., an office, spare bedroom). Ideally, this workspace should be quiet, comfortable, and free of distractions. No work should be performed outside of this designated workspace. Employees must communicate to their supervisors where the remote workspace is located. Depending upon the circumstances, supervisors might need to conduct an ergonomic assessment of the remote workspace to ensure its safety.

The designated workspace must be kept in a safe condition, free from hazards to both the employee and the equipment. Should employees sustain any injuries in their designated workspace and in conjunction with their regular work duties, the employees are responsible for notifying their supervisors of such injuries as soon as is practicable. The board will not be responsible for any injuries to employees or any third parties outside of the designated workspace or during the employee's non-working time.

Unless otherwise directed, employees who are eligible and permitted to work from home must fulfil the same expectations and adhere to the same policies and practices that they do when they are working in person. These include, but are not limited to:

- **Rules and Policies:** All of the Huron-Superior Catholic District School Board rules, procedural guidelines, and policies apply to employees who are working from home. These policies include, but are not limited to, those regarding attendance, reporting absences, reporting health and safety incidents, confidentiality, and workplace safety. Working from home is not to be used in place of sick leave or short-term disability leave. The board is not responsible for any expenses related to working from home.
- **Designated Work Time:** Employees working from home must follow their regularly assigned work schedule. All arrangements for childcare, elder care, and other personal commitments (e.g., a tradesperson visiting the home to perform household repairs) must be arranged so as not to interfere with employees' regular work schedules. This includes taking an uninterrupted meal break of at least 30 minutes. Employees must be particularly cognizant of public perception related to working from home and refrain from accessing and posting on social media sites during their regular work hours, unless this is part of their regular employment duties.
- **Confidentiality and Security:** Employees working from home are bound by all confidentiality and/or security agreements with the board. While working remotely, employees are expected to ensure the protection of proprietary board information accessible from their home office. Steps include regularly maintaining passwords, locking file cabinets and desks to store sensitive information, and taking any other measures appropriate for the job and the environment of the designated workspace.
- **Communication and Virtual Classes / Meetings:** Employees working from home are expected to attend all essential meetings via board-approved web-conferencing platforms (e.g., Google Meet) and/or by phone. Employees must be available by phone and/or web-conferencing software during the workday. Supervisors might need to contact employees via such means throughout the day. Emails and voicemails must be checked and responded to within a reasonable time period (i.e., one to two working days).
- **Special Considerations:** It is the board's responsibility to ensure that all employees have access to the appropriate equipment and technology to fulfill their duties. If, while working from home, employees experience technical issues with their computer or Internet access that prevent them from working remotely, these employees must notify their supervisor immediately. Interruptions to work caused by hydro or Internet outages may require such employees to work from their regular office space for the remainder of the day, or until the outage is fixed. Additionally, should the board require employees to work from home and should these employees require specialized equipment, the board will work with them to find ergonomic solutions to address these requirements. This may include finding these employees alternative workspaces.

Health and Safety and Workspace Ergonomics

Employees working from home must give due regard to workplace safety in all its forms. This includes, but is not limited to, office ergonomics. Employees are advised to adhere to the following recommendations:

- Everything used frequently should be within arm's reach.
- Anything that does not need to be accessed frequently, including printers, should be stored out of arm's reach to help keep the workspace free of clutter. Employees should stand up to retrieve such items, rather than straining to reach them.
- All cords, boxes, and books should be stored safely so they do not create trip hazards.
- Workspaces should be set at a comfortable temperature.
- A one to two minute physical break should be taken every 30 minutes throughout the day.
- Eye fatigue should be reduced by following the 20-20-20 rule: every 20 minutes, look 20 feet away for 20 seconds.
- Proper posture should be maintained and varied throughout the workday.

Additional Tips for Employees Working From Home

- Maintain a morning routine by waking up at the same time and continuing a normal work routine.
- Repurpose commute time for self-care by engaging in praying, reading, meditating, journaling, or exercising.
- Dress for success. Dressing comfortably yet professionally helps get everyone in the right mindset to stay productive.
- Focus on nutrition. Maintain focus and energy by avoiding foods with sugars, artificial ingredients, or empty calories.
- Take time to go outside during break and meal times. Getting exercise outdoors is also a good way to recharge after the work day or before the work day begins.
- Use web-conferencing software to maintain a personal connection with others. For example, rather than emailing a colleague about a complex issue, a ten-minute web conference could lead both to a resolution to the issue and a deeper connection with others.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE: EMPLOYEE HEALTH AND WELLNESS

Approved: May 19, 2021

POLICY NO: 6024

Page: 1 of 1

POLICY

As part of its mission, the Huron-Superior Catholic District School Board (the “board”) affirms the sacredness of life and the dignity of each person. The board’s respect for all humans as children of God is evident in its commitment to protect the health and wellness of all of its employees.

The board recognizes that individual health practices, as well as the social, physical, spiritual, and psychological environment, are important factors that collectively contribute to each employee’s personal success and positive contribution to the board’s mission. The purpose of this policy is to support and uphold the board’s commitment to ensuring a healthy, safe, and supportive place to work for all employees.

ADOPTED Regular Meeting – May 19, 2021
Motion B –

- DISTRIBUTION**
- i) Trustees
 - ii) Administration
 - iii) Principals
 - iv) Teaching Personnel
 - v) Non-Teaching Personnel



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES EMPLOYEE HEALTH AND WELLNESS

The board develops and maintains policies, practices and programs that contribute to a physically and psychologically safe and healthy workplace, including physical environment, occupational health and safety, workplace culture, and supportive environment. These procedural guidelines recognize that physical, psychological, and spiritual health and well-being is a shared responsibility between the board and its employees.

Guiding Principles

The following principles will be followed in order to develop and sustain a workplace where employees feel physically and psychologically healthy and safe:

- 1) Both the board and the employee play key roles in promoting and maintaining a physically and psychologically safe and healthy workplace.
- 2) All individuals are accountable for creating the environment and culture in which they work.
- 3) A culture of respect, trust, honesty, and fairness underpins a physically and psychologically safe and healthy workplace.
- 4) Leadership will take steps to engage employees in reinforcing a healthy workplace.
- 5) All factors that contribute to the wellness of employees, regardless of their current level of health, will be considered.
- 6) An employee's lifestyle consists of an interdependent set of health habits. Comprehensive workplace health promotion includes improvements in the physical and occupational health and safety environment, the workplace culture and supportive environment, and personal health and lifestyle practices. These areas interact synergistically to meet employee needs, thus influencing their health and well-being.
- 7) Workplace health and well-being initiatives are based on best practices and are regularly reviewed and evaluated in order to sustain a supportive culture and relevant programming.

Key Elements of a Healthy Workplace

The board believes that healthy employees help to create a healthy workplace. Greater health, safety³⁵ and wellness lead to improved satisfaction and morale, which contribute to a more effective organization. Creating a healthy, safe, and supportive work environment requires a comprehensive effort that includes the following key elements:

1. Physical Environment

Physical environment refers to health and safety factors of a workplace, such as noise levels, toxic substances, infection control practices, air quality, light levels, equipment, and design of work. This element influences workplace disabilities and requires constant attention as the board introduces new technologies, makes process changes, and increases productivity by looking for workplace efficiencies.

2. Healthy Lifestyles

Healthy lifestyles refers to the personal resources and lifestyle practices that affect employees' health, such as physical activity; eating habits; sleeping habits; smoking; alcohol, drug, and substance use. It also includes the means by which individuals cope with stress, the sense of control they have over their work and health, and the perception that there is support in times of distress or unhappiness.

This element includes how well the board helps employees to:

- Develop and maintain healthy lifestyle practices.
- Drop unhealthy and risky habits.
- Make optimal use of the health care system.

3. Mental Health and Workplace Culture

A supportive workplace culture is the bedrock of a healthy workplace. Culture is created, reinforced, and sustained by ongoing patterns of relationships and communications that are known to have an important influence on psychological and physical health and safety.

This element refers to psychosocial factors of a workplace that affect employee psychological health and safety, such as reasonableness of deadlines, organization and design of work, opportunities to influence how tasks are done, relationships with supervisors and co-workers, quality of communications, adequacy of training and development, and the interplay of home and work responsibilities.

Responsibilities

Employees participate in developing, implementing and reviewing policies, programs, and actions related to the health of the workplace. A healthy and safe workplace is a shared responsibility.

Administrators and supervisors will:

- Factor the health and wellness of all employees when making decisions.
- Communicate their support of programs that support the health and wellness of employees, and, when possible, take part in the activity.
- Provide resources to continuously improve and sustain a healthy workplace environment.
- Take into consideration work-life balance and staff competency when distributing workload.
- Receive relevant training and development on health and wellness.
- Make their employees aware and/or remind them of the Employee Assistance Program (EAP).

Employees are responsible for:

- Contributing their ideas, opinions, and skills to better their work environment.
- Creating and contributing to the environment in which they work.
- Taking advantage of health and wellness programs, activities and resources.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

REPORT TO THE DIRECTOR OF EDUCATION

Partial Roof Replacement

At

St. Joseph French Immersion Catholic School

May 6, 2021

Submitted by: Steve Brown
Manager of Plant Services

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Equitable Stewardship of our Resources as one of its strategic directions. This report relates specifically to utilizing our resources responsibly, justly, responsively, and wisely.

Present: S. Brown (HSCDSB)
T. Janzen (MET Energy Systems)
G. Ferlaino (MET Energy Systems)
L. Belkosky (Maverick & Son Exteriors)

Electronic tenders for the Partial Roof Replacement at St. Joseph French Immersion Catholic School project were received at the office of MET Energy Systems in Sault Ste. Marie on May 4, 2021. Four tenders were received, with results as follows:

<u>Contractor</u>	<u>Total Stipulated Price</u>
Maverick & Son Exteriors	\$434,037
Pro North Roofing	\$449,402
Designed Roofing Inc.	\$463,808
Nu-Style Construction	\$621,133

The budgeted cost for the project is \$450,000.

Proposed Resolution: That the Huron-Superior Catholic District School Board awards the construction contract for the Partial Roof Replacement at St. Joseph French Immersion Catholic School project to Maverick & Son Exteriors.



**REPORT TO THE DIRECTOR
RE: CHROMEBOOK AND LAPTOP PURCHASE**

Submitted by: Patrick Pelletier
Manager of Information Technology
2021-05-19

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Equitable Stewardship of our Resources 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.

The Information Technology Department is requesting approval to purchase 450 Dell Chromebooks and 20 Dell laptops to enhance and support all virtual learning.

This purchase will be acquired from Dell Canada through our OEM contract and MGCS. Based on the Board's purchasing policy, Board of Trustee approval is required. This purchase will be funded through the Ministry of Education – Second Phase of the Safe Return to Class Fund.

Description	Qty	Price per unit	Total Price
Dell Chromebook 11 3100 with LTE Capable	50	\$387	\$19,350
Dell Chromebook 3100 Cel 4020/11"HD/NT/4GB/32GBSSD/Wrls9560/Chrome/1yr MI/KB/2xUSB-C	400	\$327	\$130,800
Latitude 3190 2 in 1	20	\$400	\$8,000
TOTAL			\$158,150

PROPOSED RESOLUTION: That the Huron-Superior Catholic District School Board approve the purchase of 450 new Dell Chromebooks and 20 new Dell laptops at cost of \$158,150.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

REPORT TO THE DIRECTOR RE: PALO ALTO RENEWAL

Submitted by: Patrick Pelletier
Manager of Information Technology
2021-05-19

The Huron-Superior Catholic District School Board’s Multi-Year Strategic Plan (MYSP) lists Equitable Stewardship of our Resources 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.

The Information Technology Department is requesting approval to renew its annual maintenance support contract and licensing for its Palo Alto firewalls. The Palo Alto firewalls maintain all our security, firewall protection, threat prevention and URL filtering for students and staff. There is one device located at every site.

Quantity	Description
1	Prem. Support renewal, Panorama 25
2	Standard support year 1 PA-850, URL filtering, threat prevention
5	Premium support year 1 PA-220, URL filtering, threat prevention
12	Standard support year 1 PA-820, URL filtering, threat prevention
	Total Cost
	\$48,682.98

This purchase will be acquired from Compugen Inc through our OECM contract. Based on the Boards purchasing policy, Board of Trustee approval is required. Existing I.T. budget will be used for this purchase.

Proposed Resolution: That the Huron-Superior Catholic District School Board approve the purchase of its annual support contract for Palo Alto from Compugen Inc at cost of \$48,682.98



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

REPORT TO THE BOARD OF TRUSTEES NEXT YEAR'S BOARD MEETING DATES

Date: May 19, 2021

Submitted by:
Rose Burton Spohn
Director of Education

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Engagement with our Employees and Partners as one of its strategic directions. This report relates to providing regular updates and frequent opportunities to participate in meaningful dialogue.

It is recommended that, wherever possible and appropriate, board meetings be preceded by Mass and other meetings that require the involvement of two or more trustees (e.g., Policy Committee, Trustee Retreat Committee, Finance Committee, Closed Sessions). Depending on a number of factors, including health restrictions and changes made to provincial regulations, board meetings may be held in person and/or electronically.

It is also recommended that board meetings begin at 7:15 p.m. and occur on the following dates during the 2021-22 school year:

- Wednesday, September 22, 2021
- Wednesday, October 20, 2021
- Wednesday, November 17, 2021
- Wednesday, December 15, 2021
- Wednesday, January 19, 2022
- Wednesday, February 16, 2022
- Wednesday, March 23, 2022
- Wednesday, April 20, 2022
- Wednesday, May 18, 2022
- Wednesday, June 15, 2022

It is also recommended that a meeting of the Finance Committee be held on Tuesday, June 7, 2022.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

Re: ST. MARY'S COLLEGE SCHOOL ACTIVITY REPORT

May 2021

May 19, 2021

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

Faith Initiatives:

- The Catholic Virtues for the Month of April were Respect, Stewardship and Reverence
- Morning prayers online for the week of April 26-30th focussed on these virtues.
- Because we were learning online during nominations a Google Form was set up so that students and staff could nominate KNIGHTS. It was accessible following Morning Prayer on the LMS Home Page.
- 11 Knights were recognized as exemplary models of these virtues: Romilola Araba, Megan Bassanello, Tylor Coudert, McKena Cowan, Danny Folz, Brianna Guido, Michael Hapanovich, Matteo Ianni-Palarchio, Ryan Mauro, Taylor Patterson Chloe (Clorinda) Perna.
- ALPHA for Youth wrapped up this month on May 4th. Student participants and leaders shared that it was a positive experience and they are hoping for more!
- During Catholic Education Week clergy were invited to share messages with our school. On Monday we had a message from Bishop Dowd and on Tuesday Fr. Daniele shared a message.
- Miss Parniak is offering virtual Chaplaincy hours every day. Students have dropped in and sent e-mails. Synchronous virtual prayer services are being planned for the ILS classes.
- Miss Parniak is reaching out to and maintaining contact with families who will be receiving food boxes
- Catholic education week consisted of many different videos.
- On Monday there was meditation, an audio file was shared to guide students and staff. Also the message from Bishop Dowd and the intro to our Virtual Walk for Justice.
- Tuesday consisted of morning prayer followed by a message from Fr. Daniele.
- Wednesday had morning prayer followed by message from Student Council and a link was shared for a Province Wide Mass for Students and Staff.

- Thursday there was morning prayer followed by message from Miss Parniak
- Friday involved morning Prayer followed by a message from Mrs. Hannah, Mrs. Palumbo and Mr. Czop along with the Virtual Walk for Justice.

Student Council

- We have continued preparation for the upcoming Student Council election. The election will be held virually. Application forms will be available on the 10th, forms are due on the 14th, a meet with approved candidates will takeplace on the 17th, candidates will be able to campaign from the 18th to 19th, and finally the election will takeplace on the 20th.
- Concluding our Student Trustee election, we are very excited to welcome the successful candidate Jenna Viotto!

Student Senate

- The Matt Sicol presentations took place on April 29th and they went extremely well.
- We have recieved plenty of positive comments from staff and students as they seemed to really enjoy Matt's presentation.
- Matt was very thankful for the opportunity and he was a pleasure to work with.