



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

**OPEN SESSION OF THE BOARD
MEETING
WEDNESDAY, OCTOBER 20, 2021**

AGENDA & REPORTS

MEETING TO BE HELD

Chapel / Google Meet

**STREAMED VIA YOUTUBE TO PUBLIC
AND PRESS**

7:15 P.M.

**AGENDA FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, OCTOBER 20, 2021 @ 7:15 PM
In Chapel/Google Meet
STREAMED VIA YOUTUBE FOR PUBLIC**

A CALL TO ORDER

1. Acknowledgement of Traditional Lands – (Adam)

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:

Adam Morgenstern, Jenna Viotto

Other Reps:

Darrell Czop (President, O.E.C.T.A.)
Marnie McDonald (Vice-President, O.E.C.T.A.)
Fil Lettieri (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. **Motion:** That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, October 20, 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 September 22, 2021.** (Pg 9)
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the Board Meeting of September 22, 2021.
2. **Minutes of the Closed Board Meeting of September 22, 2021.**
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the Closed Board Meeting of September 22, 2021.

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

1. **Board Literacy Plan and Intervention Overview** – Superintendent Durocher to introduce Beth West (Early Interventions) and Micaela Olejnik (Catholic Curriculum Co-Ordinator K-8).
2. **Introduction of New Speech and Language Pathologist** – Superintendent Chilelli to introduce Courtney Cizinoski.

H COMMITTEE REPORTS

1. **Minutes of the Special Education Advisory Committee Meeting** (Pg 15)
Motion: That the Minutes of the S.E.A.C. meeting of the Huron-Superior Catholic District School Board of June 15, 2021 be approved.

I ADMINISTRATIVE ITEMS REQUIRING ACTION

1. **Policy 4010 – Fundraising in Schools** (Pg 20)
Motion: That the Huron-Superior Catholic District School Board approve Policy 4010 as presented.
2. **Policy 4017 – Copyright** (Pg 24)
Motion: That the Huron-Superior Catholic District School Board approve Policy 4017 as presented.
3. **Policy 6028 – Workplace Ergonomics** (Pg 26)
Motion: That the Huron-Superior Catholic District School Board approve Policy 6028 as presented.
4. **Policy 6029 – Non-Academic Hiring Practices** (Pg 30)
Motion: That the Huron-Superior Catholic District School Board approve Policy 6029 as presented.
5. **Policy 6032 – Principal/Vice-Principal Hiring Practices** (Pg 35)
Motion: That the Huron-Superior Catholic District School Board approve Policy 6032 as presented.

J INFORMATION ITEMS

1. **Reports to the Director of Education / Board of Trustees**
 - a) **Response to SEAC Recommendations** – Superintendent Chilelli (Pg 40)
 - b) **Trustee Honoraria** – Superintendent Pino (Pg 47)
 - b) **SMC Activity Report** – Student Trustees Morgenstern and Viotto (Pg 49)
2. **Correspondence**
Michael Mantha MPP – Sacred Heart School Grand Opening (Pg 51)
3. **Notes of Thanks**

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

L UPCOMING EVENTS

- | | | |
|------------|---|---|
| October 24 | - | Day of Prayer for Peace |
| October 27 | - | SEAC Meeting |
| October 28 | - | Retirement/Twenty-Five Year Service Celebration |
| October 31 | - | Halloween |
| November 1 | - | All Saints' Day |
| November 2 | - | All Souls' Day |
| November 7 | - | National Inuit Day |
| November 7 | - | Daylight Savings Time Ends |

- November 11** - **Remembrance Day**
- November 13** - **World Kindness Day**
- November 14** - **World Day of the Poor**
- November 24** - **Next Board Meeting**

M CLOSING PRAYER – Superintendent Durocher

N ADJOURNMENT

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

Opening Prayer - *Adam*

+God of the season,
you paint the world in a glorious array
during the autumn.
We wake up to a world
filled with colour and plenty.
The mighty trees show off their splendor.
The harvests show us the ripened fruit of our labours.
We praise you for this wonderful season.
Help us to appreciate all the wonder of our world.
We ask this through your Son, Jesus Christ. **Amen**



A reading from Paul's letter to the Christians at Ephesus

Now God has us where he wants us, with all the time in this world and the next to shower grace and kindness upon us in Christ Jesus. Saving is all his idea, and all his work. All we do is trust him enough to let him do it. It's God's gift from start to finish! We don't play the major role. If we did, we'd probably go around bragging that we'd done the whole thing! No, we neither make nor save ourselves. God does both the making and saving. He creates each of us by Christ Jesus to join him in the work he does, the good work he has gotten ready for us to do, work we had better be doing. The word of the Lord. **Thanks be to God.**

Litany: Autumn

Sandra: To the north, to the east, to the south, to the west,
Gary: No matter where we look during the season of autumn, we see that God shows us the wonders of our world, the glory of creation, the splendors of life.
Debbie: Inward, outward and all around us,
John: At every turn and within our hearts, we feel God's great love for us. With every breath we take, and with every glance around us, we know that God is always with us.

ALL: For God graces us children with the season of autumn.

Leslie: God blesses us with rainbows of rich colours.
Tony: Painted forests and feathered heather,
Carol: Fresh, crisp mornings, brisk and cool,
Joe: Rich shades of ochre, plum, maroon and deep red,

Kathleen: Bountiful harvest of fruit and of wheat.
Lindsay: From the north, from the east, from the south, from the west,
Rose: No matter where we look, and at every turn,

ALL: For God graces us children with the season of autumn.

Closing Prayer - Jenna

God of the seasons,
 we praise you in thanksgiving
 for the season of autumn.
 Your paintbrush fills the world
 with glorious colour.
 By the grace of your will, we are blessed
 With bountiful harvest.
 May we, your children, celebrate
 the earth's beauty
 and be ever thankful for the plentiful riches
 you bestow on us.
 + Amen.



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

Adapted from Words for the journey – Ten-Minute Prayer Services for Teachers and Administrators by Lisa Freemantle & Les Miller, page 27





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, SEPTEMBER 22, 2021 @ 7:15 PM
In Meeting Room #6/Google Meet
STREAMED VIA YOUTUBE FOR PUBLIC**

PRESENT: Trustees:

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

Officials:

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

Student Representatives:

Adam Morgenstern, Jenna Viotto

REGRETS: Gary Trembinski (Vice-Chair), Danny Viotto

Vision and Values

Chair Turco announced that the trustees had accepted Director Burton Spohn's intention to retire letter, after years of dedicated services. Chair Turco expressed her admiration for Director Burton Spohn's ability to lead the board and highlighted her exceptional qualities. Burton Spohn's retirement will take place in the spring of 2022.

Adg# Res#

B-1 B-586 Moved by: L. Cassidy-Amadio Seconded by: C. MacEachern
That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, September 22, 2021.
CARRIED

Addition to Agenda

Administrative Items Requiring Action - Item I-7 – Travel to Espanola. A proposed resolution was added to allow trustees to travel on October 7, 2021.

E-1 B-587 Moved by: J. Caputo Seconded by: T. D'Agostino
That the Huron-Superior Catholic District School Board approve the Minutes of the Board Meeting of June 16, 2021.
CARRIED

E-2 B-588 Moved by: K. Rosilius**Seconded by: L. Liske**

That the Huron-Superior Catholic District School Board approve the Minutes of the Closed Board Meeting of June 16, 2021.

CARRIED**G-1 Introduction of New Administrators**

Superintendent Joe Chilelli introduced each of the new administrators to the board, who spoke briefly about their careers and thanked the board for the opportunities provided to them to help lead their schools. Miranda Lambruschini (Acting Principal of St. Augustine School, Wawa) and Mike Oliveira (Acting Vice-Principals of Our Lady of Lourdes School, Sault Ste. Marie) both presented and were welcomed to administration.

G-2 Introduction of New Student Trustee

New student trustee, Jenna Viotto introduced herself to the trustees by highlighting her family, athletic endeavours and plans for the future. She expressed her pleasure at being provided the opportunity to serve as a student trustee. She is looking forward to the upcoming year.

G-3 Summer Learning/Indigenous/Literacy Programs and Summer Transition Program

The board offered various summer programs, which were designed to promote student academic success, reduce learning gaps, and ensure that students were fully engaged in their studies. A number of special activities were highlighted, such as bluecoat scientists from Science North, weekly coding/Scratch sessions, art classes, and hoop dancing. Students enrolled in virtual programs had the opportunity for students to meet and learn with students from across the board.

H-1 B-589 Moved by: L. Cassidy-Amadio**Seconded by: J. Ruscio**

That the Minutes of the S.E.A.C. meeting of the Huron-Superior Catholic District School Board of May 26, 2021 be approved.

CARRIED**I-1 B-590 ELECTRONIC POLL**

That the Huron-Superior Catholic District School Board issue a change order in the amount of \$693,500 + HST to Nu-Style Construction Co. Ltd. Funds for this portion of the work will be expended from the 2021-2022 School Renewal Allocation (SRA) and/or School Condition Improvement (SCI).

CARRIED

I-2 B-591 ELECTRONIC POLL

That the Huron-Superior Catholic District School Board accept the proposal from LANtelligence, Inc. for Voice Over IP Vendor of Record for a period of two years.

CARRIED

I-3 B-592 ELECTRONIC POLL

That the Huron-Superior Catholic District School Board approve an international student program that meets current federal and provincial regulations for the 2021-22 school year.

CARRIED

I-4 B-593 Moved by: J. Caputo**Seconded by: T. D'Agostino**

That the Huron-Superior Catholic District School Board authorizes the Chair or Vice-chair and Director of Education and Treasurer to borrow funds from time to time not to exceed \$15 million in aggregate from the Royal Bank of Canada for the 2021/22 school year in accordance with Section 243 of the Education Act, specifically,

That the Chair or Vice Chair and the Director of Education and Treasurer are authorized on behalf of the Board to borrow from time to time by way of loan agreement or promissory note(s), or overdraft, or banker's acceptance from the Banker of the Board, currently Royal Bank of Canada ("RBC") or from any other approved lender authorized for borrowing purposes in accordance with Section 243 of the Act a sum or sums not exceeding in aggregate \$10,000,000 to meet, until current revenue is collected, the current expenditures of the board, currently from RBC, or from any other approved lender loan agreement, promissory note(s) or bankers acceptances, as the case may be, sealed with the corporate seal of the Board and signed by two of the Chair or Vice Chair and the Director of Education and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Banker of the Board, currently RBC, or from any other approved lender.

That the Chair or Vice Chair and the Director of Education and Treasurer are authorized on behalf of the Board to borrow from time to time by way of loan agreement, promissory note, or overdraft, or banker's acceptance from the Banker of the Board, currently Royal Bank of Canada ("RBC") or from any other approved lender authorized for borrowing purposes in accordance with Section 243 of the Act a sum or sums not exceeding in aggregate \$5,000,000 to meet, until current revenue is collected, the current Capital expenditures of the board, currently from RBC, or from any other approved lender loan

agreement, promissory note(s) or bankers acceptances, as the case may be, sealed with the corporate seal of the Board and signed by two of the Chair or Vice Chair and the Director of Education and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Banker of the Board, currently RBC, or from any other approved lender. The Director of Education and Treasurer is authorized and directed to apply in payment of all or any sums borrowed plus interest, all of the money collected or received in respect of the current revenues of the Board.

The Treasurer of the Board is authorized and directed to deliver to the Banker of the Board, currently RBC, or from any other approved lender from time to time upon request a statement showing (a) the amount of the estimated current revenues of the Board for the current year not yet received, or, where the estimates for the current year have not been adopted, a statement showing the estimated revenues of the Board as set forth in the estimates adopted for the previous fiscal year and the amount of the revenues of the current year already received and also showing the total of any amounts borrowed under Section 243 of the Education Act in the current year that have not been repaid.

CARRIED

- I-5 B-594 Moved by: L. Cassidy-Amadio Seconded by: C. MacEachern**
That the Huron-Superior Catholic District School Board approves Policy 2000 as presented.

CARRIED

- I-6 B-595 Moved by: T. D'Agostino Seconded by: J. Ruscio**
That the Huron-Superior Catholic District School Board approves Policy 2003 as presented.

CARRIED

- I-7 B-596 Moved by: K. Rosilius Seconded by: L. Cassidy-Amadio**
That the Huron-Superior Catholic District School Board allows Leslie Cassidy-Amadio, John Caputo, Tony D'Agostino, Lindsay Liske, Debbie Mayer, Kathleen Rosilius, Gary Trembinski, and Director Rose Burton Spohn to travel to Espanola to attend the official opening of Sacred Heart Catholic Elementary School on Thursday, October 7, 2021.

CARRIED

- I-8 B-597 Moved by: L. Liske Seconded by: J. Caputo**
That the Huron-Superior Catholic District School Board approves Policy 2005 as presented.
CARRIED
- I-9 B-598 Moved by: J. Caputo Seconded by: T. D’Agostino**
That the Huron-Superior Catholic District School Board approves Policy 2007 as presented.
CARRIED
- I-10 B-599 Moved by: C. MacEachern Seconded by: L. Cassidy-Amadio**
That the Huron-Superior Catholic District School Board approves Policy 6026 as presented.
CARRIED
- I-11 B-600 Moved by: T. D’Agostino Seconded by: L. Liske**
That the Huron-Superior Catholic District School Board approves Policy 6027 as presented.
CARRIED
- I-12 B-601 Moved by: D. Mayer Seconded by: L. Cassidy-Amadio**
That the Huron-Superior Catholic District School Board approves Policy 6030 as presented.
CARRIED
- I-13 B-602 Moved by: C. MacEachern Seconded by: L. Liske**
That the Huron-Superior Catholic District School Board approves Policy 6031 as presented.
- I-14 B-603 Moved by: L. Cassidy-Amadio Seconded by: C. MacEachern**
That the Huron-Superior Catholic District School Board approves Policy 7000 as presented.
CARRIED
- I-15 B-604 Moved by: L. Cassidy-Amadio Seconded by: K. Rosilius**
That the Huron-Superior Catholic District School Board approves Policy 7021 as presented.
CARRIED

I-16 B-605 Moved by: K. Rosilius**Seconded by: T. D’Agostino**

That the Huron-Superior Catholic District School Board approves Policy 7022 as presented.

CARRIED

J-1 Accessibility Report

Director Rose Burton Spohn highlighted the various projects undertaken by the board to ensure accessibility for all students, staff and the public. Areas addressed throughout the 2020-21 school year included customer service training, information and communication upgrades, transportation, and relevant upgrades to physical/architectural structures.

J-2 SMC Activity Report

Student Trustees Adam Morgenstern and Jenna Viotto reported that students are excited to be back at school and able to reengage in some new opportunities. They highlighted some September events at the school. A few noteworthy items were the “One Block Retreat”, the designing of new spirit wear, receiving Student Senate applications and the Student Council filming of the yearly spirit video.

N-1 B-606 Moved by: J. Ruscio**Seconded by: L. Cassidy-Amadio**

That the Huron-Superior Catholic District School Board meeting of Wednesday, September 22, 2021 adjourns at 9:10 p.m.

CARRIED

Chairperson: _____

Secretary: _____

SPECIAL EDUCATION ADVISORY COMMITTEE

S.E.A.C.

Minutes

Date: Tuesday, June 15, 2021

**Google Meet:
Time: 4:00pm - 6:00pm**

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

Student Trustees and Guests: Lucas Marano, Anita Turcotte, Stephanie Vendramin
Erin Turpin

Regrets: Lorna Connolly Beattie, Jacques Ribout, Adam Morgenstern

Google Meet: <https://meet.google.com/gkd-qytd-bjy>

AGENDA ITEMS		ACTION	WHO	WHEN
1.	PRAYER FOR SEAC Welcome and Thank You!	<ul style="list-style-type: none"> Prayer was said by all. 	Rosanne Zagordo	
2.	ACCEPTANCE OF PREVIOUS MINUTES (May 26, 2021)	<ul style="list-style-type: none"> Minutes were accepted 	Sherri Kitts Gary Trembinski	
3.	AGENDA ADDITIONS/CHANGES			

4.	<p>GUEST(s) Report:</p> <ul style="list-style-type: none"> • Student Trustees • Anita Turcotte and Stephanie Vendramin • Jared Lambert and Erin Turpin 	<ul style="list-style-type: none"> • SMC virtual concert was organized and hosted by a student. Acts were pre-recorded and put in a video for all to enjoy. • Year end mass was held on June 9. All grade 12 students have been given the opportunity to read. • Graduation will be held on June 24 with different times to visit the school • technology continues to be of benefit to the students • student counsellor has met and the council has been selected for the next school year • In school tours have been scheduled for 8 all together. • Google meet have continued to go well • EAS continue to meet in google break out rooms • Many are excited to return in the fall face to face. • Anita Turcotte and Stephanie Vendramin spoke about the enrichment program. The CCAT results were administered and results were shared with parents. Nineteen students participated in 11 one hour sessions. • Learning opportunities involved: STEM, coding, numeracy, literacy, indigenous and more. Welcome bags were distributed and certificates were provided after the program was completed. • A presentation to the Board will be held June 16 including parent and student testimonials. • Erin Turpin introduced herself to SEAC and her duties within the board. Erin will be the counsellor that is working throughout the summer and supporting the summer programs and any high risk students from other counsellor caseloads. • Jared spoke about the Mental Health app for students over the age of 12 called Mood Fit. • Mood Fit is the app that we have purchased and we will be able to sign our students up for a year long subscription. A code will be provided to the student to allow them access to use the app. • This app allows students to track their mood by using a scale and then logs the information. The information then is stored which presents the user 	<p>Adam Morgenstern Lucas Marano</p> <p>Anita Turcotte Stephanie Vendramin</p> <p>Jared Lambert Erin Turpin</p>	
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		with this information and resources can be offered to them.		
5.	MINISTRY UPDATES <ul style="list-style-type: none"> Ministry updates 	<ul style="list-style-type: none"> Vaccines for youth have been rolling out 12-17 years of age. People will be vaccinated before the end of August in hopes that we can reopen in September. Schools are remaining online until the end of the school year. We are doing our best to keep students engaged until the very end. There are summer programs being offered as well. The school screening tool has been updated to reflect vaccine side effects. Destreamed math curriculum has been released. Education standards report has been sent out and is open to receiving feedback. More information to follow. 	Rose Burton Spohn	
6.	SEAC BUSINESS <ul style="list-style-type: none"> SEAC recommendations reminder- June 16, 2021 	<ul style="list-style-type: none"> Tomorrow is the Board meeting where the SEAC recommendations will be presented by Irma Drenzo. The meeting starts right at 7:00 pm with a prayer service. The next meeting in September will be held via Google Meet. The meetings after that will be determined after this meeting. 	Theresa Coccimiglio	
7.	BUSINESS CARRIED FORWARD	<ul style="list-style-type: none"> No business carried over. 		
8.	SUPERINTENDENT AND COORDINATOR'S REPORT <ul style="list-style-type: none"> SEAC Calendar SEAC committee feedback SEAC dates Letter from DDSB 	<ul style="list-style-type: none"> SEAC dates for next year were provided and calendar invites will be sent out shortly. The SEAC calendar of events was sent out in a draft form and input from the committee is requested Durham DSB is requesting clarification of and to share concerns regarding the implementation of the new funding model to support children with a diagnosis of Autism. Clarification is required as to when this pilot is expected to begin; the expected duration of this pilot and when the Ministry expects to have a final decision on how it intends to move forward on service provision to children with Autism. 	Joe Chilelli Rosanne Zagordo	

i	North Shore Tribal Council (S. Kitts)	<ul style="list-style-type: none"> • Preparations for their graduation parade are still going on. hoping to be in the office in the Fall. 		
ii	AUTISM ONTARIO SSM CHAPTER PARENT INVOLVEMENT COMMITTEE (I. DiRenzo)	<ul style="list-style-type: none"> • No report at this time. 		
iii	ALGOMA FAMILY SERVICES (T. Coccimiglio)	<ul style="list-style-type: none"> • Dr. Ulzen is having a clinic in July where he is face to face. He also does OTN clinics. • AFS is back in the office, week on and week off. 		
v	ALGOMA PUBLIC HEALTH (L. Ivey)	<ul style="list-style-type: none"> • ICDP worker 		
vi	THRIVE – WELL BEING COMMITTEE (T. Newell)	<ul style="list-style-type: none"> • Spring groups are wrapping up and Tina was hopeful that we would be returning to face to face in the fall. 		
viii	COMMUNITY LIVING ALGOMA (J. Ribout)	<ul style="list-style-type: none"> • No report at this time. 		
x	MEMBER-AT-LARGE – FOCUS ON FAITH (L. Connolly Beattie)	<ul style="list-style-type: none"> • Focus on Faith meeting on June 7, Bishop Thomas joined the meeting and introduced himself • A document was sent out to support girls who are pregnant and for boys who are fathering. This would be primarily for students at SMC. 		
xi	TRUSTEES REPORT (Sandra Turco, G. Trembinski)	<ul style="list-style-type: none"> • SEAC recommendations will be presented on June 16. • Prayer service will be held before the Board meeting in order to honour the lost lives in Kamloops, British Columbia • Enrichment program will have a presentation. • Resolution and policies will be brought forward • Operating budget will be voted on. • The student trustees will be presenting along with a final report from Lucas Marano. 		
9.	NOTES	Meeting was adjourned at 5:24 pm		

BOARD PRAYER - Nurturing Hope

Gracious and generous God, creator of the earth, our common home,
With each new day, we prepare the earth of our lives by sowing seeds of gratitude for all you have given.
Inspire us to cultivate relationships with all living beings.
May we harvest new fruit and marvel in the wonder at the beauty around us.
Nurture us in hope.
Amen.

Next Meeting: September 29, 2021

Place: TBA

Time: 4:00 – 6:00 p.m.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE: FUNDRAISING IN SCHOOLS

Approved: March 31, 1999
Amended: October 20, 2021

POLICY NO: 4010

Page: 1 of 1

POLICY

The Huron-Superior Catholic District School Board will govern with a faith-filled, strategic perspective, continually improving its mission, on behalf of the Catholic community.

The Huron Superior Catholic District School Board believes that fundraising activities have the potential to enrich the experience of students and therefore encourages fundraising in its schools.

In addition to this policy, the Huron-Superior Catholic District School Board adheres to the *Ministry of Education Fundraising Guideline* (<http://www.edu.gov.on.ca/eng/parents/fund2012guideline.pdf>).

ADOPTED Board Meeting – March 31, 1999
 Motion B-62

AMENDED Board Meeting – June 13, 2001
 Motion B-56

AMENDED Board Meeting – March 25, 2009
 Motion B-19

AMENDED Board Meeting – November 14, 2012
 Motion B-89

AMENDED Board Meeting – October 18, 2017
 Motion B-180

AMENDED Board Meeting – October 20, 2021
 Motion B-

DISTRIBUTION

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



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES

FUNDRAISING

Definitions

School-generated funds

School-generated funds are funds that are raised and collected in the school or broader community, in the name of the school, by school councils or other school or parent administrated groups. These funds are administered by the school principal, and are raised or collected from sources other than the school board's operating and capital budgets.

School generated funds is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs, such as payments to charities or other third parties (e.g. tour operators, and hot lunch programs).

Fundraising

Fundraising is any activity, permitted under a school board's policy, to raise money or other resources, that is approved by the school principal, in consultation with, and upon the advice of the school council, and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

School Community

The school community refers to students, parents, guardians, school councils, trustees, school administrators, staff, members of the broader community and partners, as well as others, who support the local school and student achievement.

1. The Principal of the school will provide consent and/or prior approval for all canvassing or fundraising activities on the part of pupils attending the school.
2. Fundraising activities shall be carried out to assist charitable groups and enhance school activities, such as field trips, or programs, or purchases which benefit the

children of the schools and are aligned with the board's strategic directions. The Board prohibits fundraising activities which detract from the educational program, or which significantly interrupt teachers or students from the performance of their duties. Funds raised for school purposes are used to complement, not replace, public funding for education.

Capital projects supported by fundraising proceeds should:

- Be complementary to publicly funded education;
- Not result in an increase in the student capacity of a school; and
- Not result in a significant increase in school or board operating or capital costs.

Fundraising activities must be compliant with:

- Municipal, provincial, and federal legislation; and
- Ministry of Education guidelines and policies; such as the School Food and Beverage Policy, Equity and Inclusive Education Strategy, Facility Partnerships Guideline and the Boarder Public Sector Procurement Directive.

3. It is recognized that communication and cooperation among school, home and community are vital. Fundraising activities are developed and organized with advice and assistance from the school community, including students, staff, parents, and community organizations.
 - a) Any group wishing to raise funds must complete a "Request for Fund-Raising" Form A, approved by the Principal.
 - b) A record of ALL funds raised will be kept in the Principal's office for public scrutiny, with a copy sent to the school superintendent.
 - c) An annual financial report, listing all fund-raising activities (and an accounting of such), carried out during the school year, shall be completed by the Principal/designate and shared with the Catholic School Council.
 - d) A fundraising activity does not result in any person, including school board staff or volunteers, benefiting materially or financially from the activity.
 - e) Fundraising has a designated purpose and the proceeds are used for that purpose.

4.
 - a) Participation in fundraising activities is strictly voluntary. No individuals should feel compelled to participate in any fundraising activity, nor should they be subject to penalties, or denied any benefits, if they choose not to participate.
 - b) The safety of students is a primary consideration in all fundraising activities.
 - c) JK to grade three children will be prohibited from participating in door-to-door canvassing.
 - d) Students above grade 3 shall be instructed on all aspects of canvassing and fundraising, to assure their safety and welfare at all times, and parents will be advised of the need to ensure adequate supervision when canvassing door-to-door.
 - e) Privacy must be respected. The personal information of staff, students or other individuals is not shared for the purposes of fundraising without prior consent.

5. The person (s) in charge of coordinating/organizing the particular fundraising activity shall ensure the safekeeping of the funds, as per Board Policy 4011.

6. Note: Fundraising as it relates to school councils outlined in Policy 4000 - Section 5:10
 - 5.10 Fundraising:
 - 5.10 i) *A Catholic School Council may engage in fundraising activities.*
 - 5.10 ii) *A Catholic School Council shall not engage in fundraising activities unless,*
 - *the activities are conducted in accordance with any applicable policies established by the board;*
 - *the activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the Board.*
 - 5.10 iii) *A Catholic School Council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the Board.*



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE: COPYRIGHT

Approved: December 12, 2012

Amended: October 20, 2021

POLICY NO: 4017

Page: 1 of 1

POLICY

The Huron-Superior Catholic District School Board will comply with the Fair Dealing Guidelines as developed by the Council of Ministers of Education Canada (CMEC) Copyright Consortium.

The Huron-Superior Catholic District School Board will communicate the Fair Dealing Guidelines to all school locations on an annual basis in order to ensure that all staff understand the obligations of the school board in accordance with the *Copyright Modernization Act*.

ADOPTED Regular Meeting of the Board Dec. 12, 2012
Motion No. B-107

REVISED Regular Meeting of the Board Oct. 18, 2017
Motion B-181

REVISED Regular Meeting of the Board Oct. 20, 2021
Motion B-

DISTRIBUTION

- i) Trustees
- ii) Administration
- iii) Principals
- iv) Teaching Personnel
- v) C.U.P.E.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES

COPYRIGHT

Objective:

The objective of Copyright Policy and Procedural Guideline #4017 is to inform staff of their obligations regarding the use of copyright-protected work.

Definitions:

The fair dealing provision of the Copyright Act permits use of copyright protected work with permission from the copyright owner or the payment of copyright royalties.

Procedures:

In order to qualify for fair dealing, two tests must be passed.

First, the “dealing” must be for the purpose stated in the Copyright Act: research, private study, criticism, review, news reporting, education, satire, and parody. Education use of copyright – protected works passes the first test.

The second test is that the dealing must be “fair”.

In order to determine whether “fair dealing” permits classroom use of print materials, artistic works or audiovisual materials without first getting copyright permission, staff are to utilize the Fair Dealings decision tool at: www.fairdealingdecisiontool.ca.

Staff are encouraged to utilize the Fair Dealings decision tool at: www.fairdealingdecisiontool.ca when determining whether “fair dealing” permits classroom use of print materials, artistic works or audiovisual materials without first getting copyright permission.

Principals will review this policy annually to staff. All staff are expected to review and adhere to the guidelines.



POLICY TITLE: **WORKPLACE ERGONOMICS**

Approved: **October 20, 2021**

POLICY NO: **6028**

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 physical environment, are important factors that contribute to each employee’s personal success and positive contribution to the board’s mission.

Ergonomic hazards can contribute to the development of musculoskeletal disorders (MSDs), which can develop as a result of overuse of body tissues through awkward, repetitive and/or forceful movements. This policy was developed to provide a resource to help all employees of the board correct ergonomic issues in their individual work areas and to design tasks to achieve optimum performance of a task while minimizing the risk of injury or discomfort.

ADOPTED

Regular Meeting – October 20, 2021
Motion B –

DISTRIBUTION

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



PROCEDURAL GUIDELINES
WORKPLACE ERGONOMICS

The board develops and maintains policies, practices and programs that contribute to a safe and healthy workplace, including physical environment, occupational health and safety, workplace culture, and supportive environment.

Definition

Ergonomics is the science of fitting the work environment to the people who do the work. It looks at the interaction between humans and other aspects of the work environment, and strives to match the abilities and characteristics of people with the tasks they perform.

Introduction

Musculoskeletal disorders (MSDs) are injuries and disorders of the musculoskeletal system. They may be caused or aggravated by various hazards or risk factors in the workplace.

MSDs can occur in:

- Muscles
- Tendons and tendon sheathes
- Nerves
- Bursa
- Blood vessels
- Joints/spinal discs
- Ligaments

MSDs do not include musculoskeletal injuries or disorders that are the direct result of a fall, struck by or against, caught in or on, vehicle collision, and/or violence. They are caused by overuse of the musculoskeletal system, whether it be during a single forceful exertion, or through repeated use of the same joint over time. They are often known as “sprains and strains”.

MSDs can affect many body parts. The back is the most common, but the shoulders, neck, elbows, hands and wrists are also frequently involved. MSD-related pain and discomfort can also occur in the hips, knees, legs and feet. The incidence of tendonitis increases with age as muscles and tendons lose some of their elasticity.

A number of medical diagnoses are covered by the term MSD, including:

- Carpal tunnel syndrome (wrist/hand)
- Epicondylitis (tennis or golfer’s elbow)
- Muscle strain
- Rotator cuff disorder or syndrome (shoulder)
- Tension neck syndrome
- Tendonitis or tenosynovitis (anywhere in the body)
- Back pain

While different body parts can be affected by these disorders, the symptoms of MSDs are similar no **28** matter where they occur.

The symptoms generally include:

- Pain with or without movement
- Swelling and tenderness
- Reduced range of motion and/or stiffness, and
- Tingling and/or numbness in nerve-related injuries or disorders

Hazard Overview

There are three main risk factors that can contribute to MSDs in material handling tasks. They are:

Force

- Refers to the amount of effort made by the muscles and the amount of pressure on a body part.
- All work tasks require some level of force; however, if the required force is higher than the capability of the muscle, it can damage muscles or associated tendons, ligaments, and joints.
- Injury can occur from a single action that requires a very high level of force, or more commonly, can occur because of moderate to high forces generated over long duration, and is more likely when the body is in an awkward posture.

Fixed or Awkward Postures

- Is the position of the joints of the body during an activity.
- In “neutral posture”, the joints work near the middle of their normal range of motion.
- MSD injuries can occur when the joint is not in “neutral posture”, when the joint moves toward the end of the normal range of motion.
- The more awkward the posture, the more strain on the joints, ligaments, discs (in the spine) and muscles, and the higher the risk of injury.
- A “fixed posture” refers to staying in the same position for a long period of time, and injuries occur as the tissue fatigues while exerting effort to maintain the posture.

Repetition

- High repetition of the same task or movement can lead to fatigue and microscopic tissue damage.
- If no recuperation of the tissues is allowed through rest or task rotation, injury can occur.
- Rest allows specific body parts to recuperate.
- If the posture is awkward, fatigue occurs much more quickly.
- Combining the risk factors of force, awkward posture and repetition increases the risk of injury.

Responsibilities

A healthy and safe workplace is a shared responsibility.

Employees are responsible for:

- Working safely and being mindful of potential ergonomic hazards.
- Removing or adjusting ergonomic hazards, where appropriate.
- Making their supervisors aware of any existing or potential ergonomic hazards they are unable to address.
- Cooperating by safely using any specialized equipment, materials, or furniture that has been purchased for and/or issued to them.
- Contributing their ideas, opinions, and skills to better their work environment.

- Creating and contributing to the environment in which they work.
- Taking ergonomic breaks, as appropriate. This may amount to pausing one activity to focus on a different task, rest one's eyes, change positions, and/or take a two-minute walk in the workplace setting.
- Being aware of the potential negative effect that factors outside of the workplace might have on employment and/or how they might aggravate ergonomic hazards (e.g., employees who work in sedentary jobs during the work week might wish to avoid or limit sedentary activities on weekends).

Administrators and supervisors will:

- Model the responsibilities for employees, as outlined above.
- Factor the workplace ergonomics of all employees when making decisions.
- Communicate their support of the health and wellness of employees.
- Provide resources, including information and feedback, to continuously improve and sustain a healthy workplace environment.
- Receive relevant training and development on workplace ergonomics.
- Follow through appropriately on employees' ergonomic concerns.

General Ergonomic Tips

Repetitive or awkward movements are a common cause of MSDs. Below are some basic tips for identifying ergonomic risks. Employees are encouraged to look for these characteristics of work that may be causing concerns in the workplace:

- Frequent bending or twisting of the back or neck.
- Heavy, awkward or repetitive lifting, pushing or pulling.
- Tasks requiring lifting either below the knees or above the shoulder.
- Static postures - spending long periods without movement of a particular body part. This could include, but is not limited to, sitting, standing, bending, and crouching.
- Working with arms above shoulder height, elbows away from the body, or reaching behind the body.
- Repetitive or prolonged grasping and holding of objects, gripping with the wrist or elbow in an awkward position, or repetitive bending or twisting of the wrists or elbows.
- Frequent exposure to whole-body or hand-arm vibration that has not been controlled.
- Work surfaces that require elevation of the shoulders or stooping of the back for long periods.
- Contact stress, where force is concentrated on a small area of the body.
- Using any part of the body, especially your hand, as a hammer or mallet.
- Inadequate or excessive light or glare.

Often, low-cost, simple solutions can be used to correct these risk factors, like re-arranging storage shelves, changing the height of work surfaces, re-organizing tasks to reduce unnecessary manual material handling, opening or closing blinds, and taking appropriate ergonomic breaks to work different muscle groups. The most effective ergonomic solutions involve both the workers and supervisors.

Sources

Algoma University. (2016). *Ergonomics Program*. Retrieved from <https://employees.algomau.ca/services/wsDocuments/3112>

Public Services Health and Safety Association. (2021). *Ergonomics*. Retrieved from <https://www.pshsa.ca/search?qSearchText=ergonomics>



POLICY TITLE: **NON-ACADEMIC HIRING
PRACTICES**

Approved: **October 20, 2021**

POLICY NO: **6029**

Page: **1 of 1**

POLICY

The Huron-Superior Catholic District School Board (the “board”) recognizes that staff members can have a tremendous impact on the personal, academic, spiritual, emotional, and physical lives of students. The importance of hiring competent employees who espouse Catholic values and exemplify the board’s mission cannot be overstated.

The board is committed to a fair and equitable standard with respect to hiring practices. The board undertakes hiring in accordance with the *Ontario Human Rights Code*; school district collective agreements, both central and local, where applicable; the *Education Act*; and all applicable regulations and Program and Policy Memoranda (PPMs).

The board strives to recruit and retain motivated employees who are the most qualified, as outlined in job postings. Any assignment or appointment of a person to a position within the board shall be made with due regard for the provision of the best possible service of the board’s pupils, employees, and school communities.

ADOPTED Regular Meeting – October 20, 2021
Motion B –

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



PROCEDURAL GUIDELINES NON-ACADEMIC HIRING PRACTICES

Legal References

Hiring in the Huron-Superior Catholic District School Board (HSCDSB) is undertaken in accordance with the *Ontario Human Rights Code*; school district collective agreements, both central and local, where applicable; and the *Education Act* and all applicable regulations thereunder.

Diversity, Equity, and Human Rights

HSCDSB recognizes that any form of discrimination or oppression is incompatible with Catholic moral principles and is in violation of the *Ontario Human Rights Code*. HSCDSB recognizes that discrimination, prejudice, and oppressions can be related to any of the prohibited grounds as outlined in the *Ontario Human Rights Code*.

HSCDSB strives to ensure that all employment policies and practices are non-discriminatory. The board is committed to the identification and removal of barriers for candidates from Indigenous and equity-seeking groups at each stage of the hiring process, within the context of the denominational rights of Catholic school districts. HSCDSB strives to achieve a diverse and representative workforce to meet the needs of its diverse student population.

Qualifications and Merit

HSCDSB is committed to selecting the best-qualified applicant for each position within the board. The board is committed to ethical, fair, and transparent practices that focus on bona fide job requirements when hiring and promoting candidates. Non-academic candidate selection is based on a combination of qualifications, experiences, and/or skills candidates bring to the role, and differentiated evaluation criteria in a variety of different formats (e.g., resumes, responses to interview questions).

In order to provide consistency, the Human Resources (HR) Department oversees the hiring of all non-academic employees. The schools from time to time have emergency situations where a principal may require the immediate services of an individual. When this occurs, HR will expedite the required process.

HSCDSB is committed to a fair hiring process, which is free from any bias and/or conflict of interest. HSCDSB prioritizes and establishes, as available, diverse hiring and selection panels. It is understood that Policy 6021 – Conflict of Interest applies to the posting, shortlisting, interviewing, selection, hiring, monitoring, supervision, and promotion of all board employees.

CUPE (Plant, Clerical, Educational Assistants, Early Childhood Educators)

- Positions are posted on the board's website, in accordance with the applicable collective agreement. External recruitment websites (e.g., Indeed) and other sources (e.g., social media platforms, news outlets) may also be used to advertise vacancies.
- HR shortlists and contacts candidates based on the qualifications and experiences outlined in the job posting.
- Interviews are held, where applicable. Interview teams, usually of three, may consist of principals, managers, non-union staff, and/or superintendents.
- Interview panels recommend selection(s).
- HR proceeds with reference checks, and if acceptable, HR offers the position to the recommended candidate(s). Vacancies are filled.
- All related documentation, including resumés and interview notes, is retained in HR for one year.
- Additional details about the hiring of academic staff (i.e., ECEs) may be found in Policy 6022 – Teacher Hiring Guidelines.

OSSTF (Noon-Hour Aides)

- Positions are posted on the board's website, in accordance with the applicable collective agreement. External recruitment websites (e.g., Indeed) and other sources (e.g., social media platforms, news outlets) may also be used to advertise vacancies.
- HR shortlists and contacts candidates based on the qualifications and experiences outlined in the job posting.
- Interviews are held, where applicable. Interview teams, usually of three, may consist of principals, managers, non-union staff, and/or superintendents.
- Interview panels recommend selection(s).
- HR proceeds with reference checks, and if acceptable, HR offers the position to the recommended candidate(s). Vacancies are filled.
- All related documentation, including resumés and interview notes, is retained in HR for one year.

- A posting is prepared and sent to Administrative Council for input and review.
- Positions are posted on the board's website. External recruitment websites (e.g., Indeed) and other sources (e.g., social media platforms, news outlets) may also be used to advertise vacancies.
- HR shortlists and contacts candidates based on the qualifications and experiences outlined in the job posting.
- Interviews are held, where applicable. Interview teams, usually of three, may consist of principals, managers, non-union staff, teacher leaders, and/or superintendents.
- Interview panels recommend selection(s).
- HR proceeds with reference checks, and if acceptable, HR offers the position to the recommended candidate(s). Vacancies are filled.
- All related documentation, including resumés and interview notes, is retained in HR for one year.

Summer Students**Definitions**

- **Qualified Students** – those students who have completed the previous school year at a post-secondary institution and will be returning the next school term, on a full-time basis; or students on a post-secondary co-operative placement from a recognized co-operative studies program; or high schools students in their final year and who are planning to attend a post-secondary institution the following year.
- **Non-Students** – those students who have graduated and/or are not returning to school are presumed to be looking for full-time employment and do not qualify for summer employment with the board.
- **Re-Hires/Recalls** – those students who qualify in accordance with the above definition, who have a satisfactory work record with the board may be rehired/recalled in subsequent years (total of 3 years) while they remain qualified, prior to the engagement of new hires.

Procedure

- Positions for summer students, where required, are posted on the board's website. External recruitment websites (e.g., Indeed) and other sources (e.g., social media platforms, news outlets) may also be used to advertise vacancies.
- Students who were employed by the board during the previous year's summer program AND are recommended for re-hire/recall will be recalled first.

- HR then shortlists and contacts other candidates based on the qualifications and experiences outlined in the job posting. Preference for interviews will be given to those students currently attending a post-secondary institution and returning. Consideration shall then be given to those high school students in their final year and who are planning to attend a post-secondary institution the following year.
- Interviews are held, where applicable. Interview teams, usually of three, may consist of principals, managers, and/or non-union staff.
- Interview panels recommend selection(s).
- HR proceeds with reference checks, and if acceptable, HR offers the position to the recommended candidate(s). Vacancies are filled.
- All related documentation, including resumés and interview notes, is retained in HR for one year.

Monitoring and Evaluation

HSCDSB is committed to monitoring and evaluating the effectiveness of these staffing guidelines and to making adjustments as necessary. At a minimum, all HSCDSB policies and procedural guidelines are reviewed on a five-year, cyclical basis.

Best Practices in Candidate Selection, Representation, and Accountability

HSCDSB is committed to continuous growth in developing and adhering to best practices related to candidate selection, representation, and accountability. With this in mind, the board is committed to working with various partners to ensure workforce demographic data are collected and used as a foundation for well-informed discussions and decision-making about the vision for a diverse and inclusive workplace.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE: PRINCIPAL / VICE-PRINCIPAL
HIRING PRACTICES

Approved: October 20, 2021

POLICY NO: 6032

Page: 1 of 1

POLICY

The Huron-Superior Catholic District School Board (the “board”) recognizes that principals and vice-principals have a tremendous impact on the personal, academic, spiritual, emotional, and physical lives of the students, families, and communities they serve. The importance of hiring outstanding school administrator role models who espouse Catholic values, live the Gospel, and exemplify the board’s mission cannot be overstated.

The board is committed to a fair and equitable standard with respect to hiring practices. In addition to considering Catholic principles, the board undertakes the hiring of school administrators in accordance with the *Ontario Human Rights Code*; terms and conditions, both central and local; the *Education Act*; and all applicable regulations and Program and Policy Memoranda (PPMs).

The board strives to recruit and retain motivated school administrators who are the most qualified, as outlined in job postings. Any assignment or appointment of a person to a principal or vice-principal position shall be made with due regard for the provision of the best possible program and the safety and wellbeing of the board’s pupils.

ADOPTED Regular Meeting – October 20, 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 PRINCIPAL / VICE-PRINCIPAL HIRING PRACTICES

Legal References

Hiring in the Huron-Superior Catholic District School Board (HSCDSB) is undertaken in accordance with the *Ontario Human Rights Code*; school district terms and conditions, both central and local; and the *Education Act* and all applicable regulations thereunder.

Qualifications and Merit

HSCDSB is committed to selecting the best-qualified applicant for each position within the board. The board is committed to ethical, fair, and transparent practices that focus on bona fide job requirements when hiring and promoting candidates. School administrator candidate selection is based on a combination of qualifications, experiences, and/or skills candidates bring to the role, and differentiated evaluation criteria in a variety of different formats (e.g., resumes, responses to interview questions). The importance of hiring principals and vice-principals who exemplify and espouse Catholic values and principles cannot be overstated.

As permitted under Section 24(1) of the *Ontario Human Rights Code* and Section 29 of the *Canadian Charter of Rights and Freedoms*, hiring preference shall be given to all Catholic candidates for academic positions, including principals and vice-principals. In addition, school administrator candidates must have successfully completed, as a minimum requirement, Religious Education in Catholic Schools, Part 1. Religious Education in Catholic Schools, Specialist, is preferred for academic leadership positions.

A pastoral reference is required for all academic positions, including vice-principals and principals. HSCDSB reserves the right to request an additional, updated pastoral reference from applicants for positions of leadership and/or additional responsibility.

Diversity, Equity, and Human Rights

HSCDSB recognizes that any form of discrimination or oppression is incompatible with Catholic moral principles and is in violation of the *Ontario Human Rights Code*. HSCDSB recognizes that discrimination, prejudice, and oppressions can be related to any of the prohibited grounds as outlined in the *Ontario Human Rights Code*.

HSCDSB strives to ensure that all employment policies and practices are non-discriminatory. The board is committed to the identification and removal of barriers for candidates from Indigenous and equity-seeking groups at each stage of the hiring process, within the context of the denominational rights of Catholic school districts. HSCDSB strives to achieve a diverse and representative workforce to meet the needs of its diverse student population.

HSCDSB is committed to a fair hiring process, which is free from any bias and/or conflict of interest. HSCDSB prioritizes and establishes, as available, diverse hiring and selection panels. It is understood that Policy 6021 – Conflict of Interest applies to the posting, shortlisting, interviewing, selection, hiring, monitoring, supervision, and promotion of all board employees.

Fairness and Transparency

In keeping with Catholic social teachings and our mission statement, a fair, equitable and consistent selection process and guidelines for the board and its employees in this process will be followed and monitored to ensure equal opportunity in recruitment, hiring, and promotion procedures.

To support a fair, consistent, and transparent process for candidates, the board will:

- Determine the bona fide or “legitimate” job requirements and qualifications and follow the requirements outlined in Regulation 298: Operation of Schools – General, which allows all school boards to provide the best possible education program for students.
- Ensure that the Human Resources (HR) Department remains responsible for the hiring process of all teachers and school administrators.
- Adhere to the process and criteria for hiring, as outlined in what follows.

Item	Detail
General Information	For the purposes of this document, principals and vice-principals are administrators who are assigned to schools during the regular school year.
Recruitment Process	When hiring principals and vice-principals, the board gives consideration to current academic employees; it may also give consideration to qualified external applicants. At a minimum, all vice-principal and principal positions are advertised on the board’s website. The board reserves the right to advertise in the broader media and/or on other recruitment websites (e.g., Apply to Education, Indeed).
Documentation Required	The board currently requires all vice-principal and principal candidates to submit the following documentation: <ul style="list-style-type: none"> • Cover letter and resume • Current Faith Reference Form (available on board’s website) (i.e., less than two years old) • University transcripts, if not already on file with the board • Practice teaching reports and/or recent Teacher Performance Appraisals (TPAs), if not already on file with the board

Item	Detail
	<ul style="list-style-type: none"> • Three reference letters and/or names of reference, with permission to contact them • Certificate of Qualification and Registration from the Ontario College of Teachers (if not yet issued, a Letter of Eligibility or Interim Certificate of Qualification may be submitted). Note: Religious Education in Catholic Schools, Part 1 is a required qualification for all school administrator positions • QECO Statement of Evaluation, if not already on file with the board
Process Followed	<ul style="list-style-type: none"> • Administrative Council, when planning for the upcoming school year, will determine the need for vice-principals and principals. • Postings will clearly identify qualifications (both required and preferred). • All applications are summarized by HR to include the following information: <ul style="list-style-type: none"> ○ Name ○ Qualifications – basic (e.g., Primary, Junior, Intermediate) and additional (AQ) courses ○ Updated Faith Reference Form ○ A column to indicate whether or not the applicant has the basic qualifications, in accordance with the posting • Applicants are short-listed, if necessary, by Administrative Council, based on qualifications, merit, lived and work experience, skills, and backgrounds. • Short-listed applicants are contacted for an interview. • Interview teams consist of three or more non-union representatives (e.g., senior team members, HR administrators), in order to represent a diversity of experiences and perspectives. • Interview team members are required to declare a conflict of interest where applicable and an alternate representative is substituted, where required. See the board's Conflict of Interest policy. • Interviews are conducted and include questions relevant to the posting. Interviews will include the following: <ul style="list-style-type: none"> ○ A five to ten-minute presentation on Catholic School Level Leadership by the applicant ○ Standard interview questions based on the Ontario Leadership Framework and Catholic School-Level Leadership Framework (2013) ○ Teaching / Methods / Planning / Assessment / Curriculum ○ A written assignment • The interview team provides a ranking for each applicant and makes recommendations for hiring. • Administrative Council reviews the information provided by the interview team and makes all hiring decisions. • Reference checks are completed.

Item	Detail
	<ul style="list-style-type: none"> • All successful and unsuccessful candidates are contacted. All related interview notes are retained in HR for three (3) years for further reference. • Communication of successful applicants will be made across the system. • Debriefings are available to all unsuccessful interview candidates who request one. Upon request, at least one member of the interview panel will provide constructive feedback to the candidate. • Since debriefings are intended for the applicant, third parties (e.g., family members, union representatives, friends, advocates) are not permitted to attend, listen in on, and/or participate in them. Exceptions will be made for candidates who require a third party to be in attendance for accessibility reasons (e.g., an ASL interpreter). <p>NOTE: If Administrative Council does not identify any suitable candidates, a further number of applicants will be selected from the short-list for interviews based on qualifications, merit, lived and work experience, skills, and backgrounds.</p>

Continuing Education (Summer School) Principal

When hiring for continuing education (summer school) principal, the position(s) will be posted and current CPCO members who apply by the deadline shall be given priority. If no applications are received by current CPCO members by the established deadline, a posting will go out to the system and no priority shall be given to current CPCO members if they apply in response to the system posting.



**REPORT TO THE DIRECTOR
RE: RESPONSE TO THE SPECIAL EDUCATION ADVISORY COMMITTEE
RECOMMENDATIONS**

October 20, 2021

*Submitted by: Joe Chilelli
Superintendent of Education*

As outlined in Ontario Regulation 464/97, the Special Education Advisory Committee (SEAC) provides recommendations to our Board on an annual basis. These recommendations were intentionally aligned with each of the strategic directions of the Board's Multi-Year Strategic Plan (MYSP) and presented at the Board meeting in June. While the complete response to all SEAC recommendations is attached, this report will focus on the highlights of the recommendations.

The Huron-Superior Catholic District School Board's (MYSP) lists Success and Well-Being of our Students and Nurturing our Catholic Faith as two of its strategic directions. This report relates primarily to:

- Providing safe and inclusive Catholic environments.
- Respond to the needs, preferences, experiences, ideas, and voices of all our students.
- Raising awareness and understanding about mental health needs and supports as we transition back to school.
- Closing learning gaps that may be attributed to remote learning.

In order to address anticipated learning gaps, all staff participated in learning recovery professional development sessions prior to the start of the school year. Additionally, staff also participated in mental health and health and safety training sessions in order to be prepared to welcome back their students.

There was a general consensus among SEAC that additional mental health supports would be required as students transitioned into summer and back to school following remote learning. For the third consecutive year, a counselor was put in place to support students over the summer. This counselor was available face-to-face, virtually and supported students in our summer learning programs. Further to this, all students in grades 6-12 are being provided a subscription to the MoodFit app this year to assist in improving overall well-being. The board, through the Special Education Department will also approve participation for a number of

interested staff in virtually attending, “Children and the Mental Health Crisis: The Role of Meditation.”

The board also agrees with the recommendation to assist students and families in re-entering their faith communities and will continue to provide meaningful ways to engage students and families should a further pivot to remote learning be required (e.g., virtual prayer services, masses, prayer, Christian meditation).

The board is also committed to work with SEAC to improve bus safety and to gather feedback on the effectiveness of our special education programs and services in order to support continuous improvement.

These additional supports, and training represent concrete actions that are consistent with the recommendations of SEAC and our school teams. We are very optimistic that these exciting changes will have a significant impact on our staff’s ability to meet the needs of all learners. Thank you to SEAC for producing this very well thought out and researched list of recommendations. Your time and effort in service of our students with special education needs is greatly appreciated.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

Response to SEAC Recommendations

Recommendation	Response
Success and Well-being of our Students	
SEAC recommends that the Board continue to administer its year-round counselling services.	<p>The board agrees that fluid mental health services are important, especially during remote learning. During remote learning, counsellors will continue to support students over a secure video platform, on the phone, or face-to-face at the board testing and counselling centre (if public health guidelines permit).</p> <p>The board recognizes the importance of year-round counselling and has offered this service over the last two years. We plan to continue with summer counselling going forward. Additionally, the board has launched the MoodFit App to support students wellbeing from grades 6-12.</p>
SEAC recommends that the Board (in collaboration with the Ministry of Education and transportation consortia) continue to provide training to all transportation personnel on enhanced health and safety guidelines as directed by Transport Canada for the COVID-19 pandemic. Regardless of transportation type (i.e., large/small bus, taxi)	The board will work with the transportation consortium to confirm guidelines and training provided to bus drivers and review with an eye to enhancing safety.
SEAC recommends that drivers be trained on the specific health risks affecting the special needs students that they will be coming into contact with. We advise hiring of additional specialized personnel, for monitoring adherence to standards and service delivery for all points of contact along	The board will continue to utilize an individualized student transportation plan (ISTP), which is shared with the consortium and drivers in order to share pertinent health / safety information and so drivers are aware of how to respond in emergency situations.

routes. Recognizing the significant impact on student mental health with respect to changes in (bus) routine/rules/regulations.	We, nor the transportation consortium, have experienced or become aware of widespread challenges requiring additional staff. Should there be a need on a specific run, we will work with the consortium to rectify any issue in an equitable fashion.
SEAC additionally recommends that any changes to routes, pick-up and drop-off times, and all enhanced health and safety measures, be communicated directly to families prior to September's school start.	All routes, pick-up and drop-off times are published prior to the start of school and on the transportation consortium website. School reopening plans, which include information related to transportation, are shared prior to school. Those students requiring and participating in transition visits prior to school or participating in the summer transition program would have opportunity to review any protocols prior to school starting.
SEAC recommends that the Board create a pathway with timelines for students who are on modified days, excluded or who have voluntarily withdrawn.	We have not excluded or expelled any students in our board in a very long time. We do have a few students who are on a modified day. The board will track the number of students on modified days and monitor their progression as their hours increase to a full day.
SEAC recommends that the board administer a survey to families prior to September 2021 in order to prioritize students with disabilities' academic recovery, and plan for future success.	A survey did not take place prior to September 2021. All staff did participate in learning recovery PD sessions prior to the start of the school year.
SEAC continues to recommend that Principals, in collaboration with program personnel, ensure that students placed in specialized classrooms are provided an opportunity to participate in regular programming in areas of strength and interest.	Opportunities for integration in areas of strength and interest are a part of all our specialized programs. The Special Ed. Department will ask for regular updates. When presenting to SEAC, we will ask the schools with specialized programs, to illustrate what the integration looks like in a typical week.
SEAC recommends that the board continue to monitor ministry amendments for supporting students with Autism under the Ontario Autism Program and adhere to new roles and responsibilities.	The board has been part of on-going dialogue regarding the new OAP – particularly the transition to school program starting this year.

Engagement with our Employees and Partners	
SEAC continues to recommend that the Board regularly undertake a student/family census and a staff census, for the purpose of gathering perceptions regarding school environments (i.e. barriers to achievement, professional development, wellbeing) and for prioritizing needs within its system.	The board is open to discussing various possibilities to obtaining feedback from parents/ students / staff to assist in prioritizing system needs such as professional development and barriers to achievement.
<p>Broadly, SEAC advises that anonymous surveys should be administered during periods of peak student/family/system engagement (i.e., school start, semester/year completion)</p> <p>SEAC recommends that the board demonstrate its commitment to engagement, responsiveness, and collaboration by providing a forum (i.e, virtual portal or hub) for employees to openly express concerns/questions, and seek advice/support from program staff, principals, and/or fellow colleagues.</p>	The board will provide information around what resources are available and who to contact in our system if you need assistance.
Recognizing that the COVID-19 pandemic has compounded many of the challenges already faced by families of students with special needs, SEAC recommends that the Board endeavour to respond to all individual student challenges flexibly, and with the priority of inclusivity. Specific to the start and stop imposed by lockdown, we recommend that it critically review/assess policies, procedures, and program models for which restrictiveness interferes with the right of the students' equitable access to learning.	The board will continue to respond to student challenges flexibly during any period of lockdown or remote learning.
Nurturing our Catholic Faith	
SEAC recommends and encourages ongoing collaboration between Board personnel (trustee/admin council/program staff/school) and	The board agrees with the recommendation to assist students and families in re-entering their faith communities and will continue to

<p>parishes (priest/catechists) in order to provide meaningful ways for students and families to remain engaged and active in their faith during COVID restrictions and to provide assistance for re-entering faith communities.</p> <p>SEAC further acknowledges and appreciates the support it receives from the Focus on Faith Committee (FOFC) in jointly endeavouring to identify which barriers preclude children with special needs from fully accessing and participating in sacraments, faith formation, and faith-based community activities. We further request/recommend that the Chair of FOFC issue a biannual status report to SEAC (after its first quarterly meeting, and prior to its last) with updates on these issues of concern.</p>	<p>provide meaningful ways to engage students and families should a further pivot to remote learning be required (e.g., virtual prayer services, masses, prayer, Christian meditation).</p> <p>The board agrees that connecting SEAC with the FOFC to provide regular updates could be both informative and helpful. The FOFC Chairperson has been added to the SEAC agenda in October and April.</p>
<p>SEAC recommends that the Board and Administrative council approve funding for virtually attending “Children and the Mental Health Crisis: The Role of Meditation”, presented by the Catholic Association of Religious and Family Life Educators of Ontario (CARFLEO). (*presenters are Dr. Jean Clinton, Father Laurence Freeman OSB)</p>	<p>The board, through the Special Education Department will approve participation of interested staff in virtually attending, “Children and the Mental Health Crisis: The Role of Meditation.” The last session ran on July 5, 2021 and the next dates have not yet been published. The number of spots to be approved will be dependent of the time of session, availability of replacement staff, and the cost.</p>
<p>Equitable Stewardship of our Resources</p>	
<p>SEAC recommends that the board (Superintendent of Finance) continue to issue a biannual status report of the special education budget (Dec. 2021, Feb. 2022)</p> <p>SEAC recognizes that the board has received its apportioned COVID-19 Support Funding. Further, it recognizes the inequities experienced by many families with regards to accessing materials necessary for learning at home. These materials include, but are not limited to, food and school supplies. SEAC recommends that the Board (in</p>	<p>The finance presentations will continue as in previous years.</p> <p>During COVID-19, breakfast program funds were diverted to AFS who took lead in providing food bags to families in need. The boards helping hands, caring hearts fund also has dispersed over \$50000 to our students in need.</p>

consultation with community agencies which support the health and wellbeing of students with disabilities) develop/revise procedures that would allow for vital programs (i.e., food nutrition programs) to continue during periods of remote learning.	
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**REPORT TO THE DIRECTOR OF EDUCATION
Trustee Honoraria**

Date:
October 20th 2021

Submitted by:
Justin Pino
Superintendent of Business

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 resources responsibly, justly, responsively, and wisely.

[Ontario Regulation 357/06](#) of the Education Act requires school boards to adopt a policy establishing the honoraria for its members during their term of office. There are four components to trustee honoraria which a board may pay as follows:

- The base amount for the year.
- The enrolment amount for the year.
- The attendance amounts payable to a member for the year.
- The distance amount payable to a member for the year.

According to board Policy 2004 (Trustee Honoraria), the board will only pay its members the base and enrolment amounts.

Board Policy 2004 also requires the Superintendent of Business to provide the board with a calculation annually for Trustee Honoraria. This is in accordance with [Ontario Regulation 357/06](#).

Below is the calculation for the year commencing December 1, 2021.

Base and Enrolment Amount

Average Daily Enrolment (2021/22 Estimates)	4,014.00
ADE x \$1.75	<u>1.75</u>
	7,025
Divide by 9 (number of elected trustees)	781
Add - base amount	5,900
Trustee Honorarium effective December 1, 2021	<u>6,681</u>

Chair and Vice-Chair Amounts

	Chair	Vice-Chair
Trustee amount (above)	6,681	6,681
Add Chair/Vice-chair base amount	5,000	2,500
Enrolment allotment		
ADE x 5 cents - min 500 (chair)	500	
ADE x 2.5 cents - min 250 (vice-chair)		250
Maximum Chair / Vice-Chair honoraria	<u>12,181</u>	<u>9,431</u>



Re: St. Mary's College School Activity Report

October 2021

October 20, 2021

*Submitted by:
Adam Morgenstern
Jenna Viotto
Student Trustees
St. Mary's College*

Faith:

- SMC continues to teach about the Catholic Virtues of the Month through morning prayers and announcements. Each classroom teacher is invited to nominate a student to be recognized for the virtue of the particular month.
- Staff prayer is being led every Tuesday and Thursday morning at 8:10 in the Chapel by Miss Parniak. A small group of teachers has been attending and feedback has been positive. Some teachers have even asked that the prayer be shared with their class leading to increased use of the Chapel. The ILS 1 class had their first prayer service in the Chapel with Miss Parniak as well. Students have been accessing the Chapel before the start of the school day and at lunch.
- Our Opening Prayer Service took place in video format on September 21 st . You can access it through the following links:
You Tube: <https://youtu.be/Uwlp2XmgoJs>
Google Drive:
<https://drive.google.com/file/d/1TPqxG-fFW5t7Piy4gObdELtQPAI4njTM/view?usp=sharing>
- One Block Retreats have begun for all grade 9 and 10 classes. The retreats run from 9:45-11:00. Students begin in S214 and conclude in the Chapel. There's an icebreaker activity, a Parables of Jesus Escape Room and a Guided Meditation. They have been an excellent opportunity for students to get to know Miss Parniak, Chaplaincy Services and learn about our school Chapel.
- Our Thanksgiving Prayer Service took place on October 7th . The links were not available at the time this report was submitted but it can be found on the SMCtv YouTube Channel. It was wonderful to have our ESL students share what they are thankful for in their mother tongue, our NSL students lead opening prayer in Ojibwe, a grade 11 World Religions class lead the Responsorial Prayers, two grade 9 students participate in reading and our Dance Team perform.

- Mrs. Oak Brown's grade 9 Religion Class led a canned food drive for St. Vincent Place in conjunction with their Big Blue Box Food Drive. Students and staff also spent time volunteering at Vincent Place on September 25th for the initiative.
 - Mrs. VanMidde's grade 12 Religion Class led a week-long campaign educating students and staff about Missing and Murdered Indigenous Women and Children. Several displays were set up in and out of the school and students led prayers on the PA during the week.
- Miss Parniak continues to visit SMC students who have been admitted to the hospital. As a registered Spiritual Support Services volunteer she is able to visit even with COVID-19 visitor restrictions in place.

Sports:

- Junior and Senior Football are well underway. Juniors are in 2nd place and Seniors are tied for 2nd place. Playoffs start in 2 weeks.
- Cross Country Running is underway. There have been 2 mini meets so far with the City Championship Oct. 20.
- Girls Basketball started the week of the 27th. Both Junior and Senior Girls are 1 win and 1 loss. Games are every Wednesday, with Juniors being at 5pm and Seniors at 7pm.

Student Council:

- Our welcome month was a great success. Many of the students got very involved in all the activities that their grade was a part of, and we got some great feedback about the month!
- Student Council has been hard at work planning our Halloween week. We are planning on doing a haunted house, costume day, bingo on the announcements, how many candies in the jar and murder mystery for the week.

Student Senate:

- Student Senate held our first meeting on Monday, October 4th. There was lots of participation and great ideas of how to get students involved in both elementary and high school. We decided in the meeting to have a pumpkin carving contest for all elementary students. The classes will choose their best design and submit them to the student senate. We will be choosing 3 designs in each category; primary, junior and intermediate. Prizes are to be determined for first, second and third places for each category.



Michael Mantha MPP/député
Algoma-Manitoulin

October 7th, 2021

Dear Director Burton Spohn, Huron-Superior Catholic District School Board Administration and Sacred Heart Catholic School Community,

As Member of Provincial Parliament for Algoma-Manitoulin, I am pleased to congratulate you on the grand opening of Sacred Heart Catholic School. Your administration and staff can take great pride in the years of planning and preparation that went into this project. This school stands as a testament to what can be achieved when school boards work collaboratively as Huron-Superior Catholic District School Board and Conseil scolaire catholique Nouvelon have successfully demonstrated.

It is encouraging to know that this wonderful building will serve to develop and broaden the minds of our children, preparing them to go forth into a world of endless challenges and opportunities. Civil rights leader, Malcom X said, "Education is the passport to the future, for tomorrow belongs to those who prepare for it today."

In the years to come, thousands of impressionable young minds will cross this schools warm and inviting thresholds where they will have the opportunity to embrace our treasured Northern values and principles to help guide them into a long and prosperous future.

On behalf of the people of Algoma-Manitoulin, please accept my best wishes for a bright and enduring future.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Mantha".

*Michael Mantha MPP
Algoma-Manitoulin*





Ontario

October 7th, 2021

Michael Mantha

*Member of Provincial Parliament for Algoma-Manitoulin
is pleased to congratulate*

***Huron-Superior Catholic
District School Board***

in honour of the grand opening of

Sacred Heart Catholic School

***"A good head and good heart are always a formidable
combination. But when you add to that a literate tongue
or pen, then you have something very special." ~Nelson Mandela***

*Best wishes for a bright and enduring future
serving the communities of Central Algoma.*



Sincerely,

*Michael Mantha, MPP
Algoma-Manitoulin*