

OPEN SESSION

Agenda and Reports
Wednesday, February 15, 2023

7:15 P.M. - Board Meeting - Board Room



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

PHOTO SUPPLIED BY:
OUR LADY OF LOURDES FRENCH
IMMERSION SCHOOL,
ELLIOT LAKE, ON



**AGENDA FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, FEBRUARY 15, 2023 @ 7:15 PM
IN THE BOARD ROOM**

A CALL TO ORDER

1. **Acknowledgement of Traditional Lands – (Jenna)**
We are currently located on the traditional lands of the Batchewana First Nation, Garden River First Nation and the Metis Nation. As people who now reside in the 1850 Robinson-Huron Treaty territory, 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 5)**
3. **Call the Roll:**

Trustees:

Gary Trembinski (Chair), John Caputo (Vice-Chair), Carol Amadio, Ogimaa Brent Bissaillon, John Bruno, Tony D'Agostino, Lindsay Liske, Carol MacEachern, Kathleen Rosilius, Sandra Turco

Officials:

Danny Viotto (Director of Education), Joe Chillelli, Christine Durocher, Fil Lettieri, Justin Pino

Student Trustees:

Owen Middleton, Jenna Viotto

Regrets:

Other Reps:

Darrell Czop (President, O.E.C.T.A.)
Marnie McDonald (Vice-President, O.E.C.T.A.)
Corey Gardi (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, February 15, 2023.

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 Open Board Meeting of January 18, 2023.** (Pg 7)
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the Open Board Meeting of January 18, 2023.
2. **Minutes of the Closed Board Meeting of January 18, 2023.**
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the Closed Board Meeting of January 18, 2023.

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

1. **New Programming Initiatives at Algoma University** – Director Viotto to introduce Asima Vezina (President and Vice-Chancellor) and Jake Pastore (Board of Governors, Order in Council Representative) from Algoma University.

H COMMITTEE REPORTS

1. **Minutes of the Special Education Advisory Committee Meeting** (Pg 11)
Motion: That the Minutes of the S.E.A.C. meeting of the Huron-Superior Catholic District School Board of December 7, 2022, be approved.

I ADMINISTRATIVE ITEMS REQUIRING ACTION

1. **School Year Calendar 2023-2024** (Pg 15)
Motion: That the Huron-Superior Catholic District School Board approves the School Year Calendar for the 2023-2024 school year, as recommended and outlined in “Option 1”.
2. **Policy 2004 – Trustee Honoraria** (Pg 19)
Motion: That the Huron-Superior Catholic District School Board approve Policy 2004 as presented.

3. **Policy 4009 - Volunteers (Pg 22)**
Motion: That the Huron-Superior Catholic District School Board approve Policy 4009 as presented.

4. **Fieldtrips (Pg 54)**
Motion: That the Huron-Superior Catholic District School Board approves the following field trip applications:
 1. Holy Family School – to travel to Toronto, ON on June 26, 2023, and returning June 28, 2023.
 2. Huron-Superior Catholic Young Leaders Program – to travel to Barrie, ON on May 23, 2023, and returning May 26, 2023.
 3. St. Mary’s College – to travel to North Bay, ON on February 24, 2023, and returning on February 26, 2023.

J INFORMATION ITEMS

1. **Reports to the Director of Education / Board of Trustees**
 - a) **SMC Activity Report** – Student Trustees Viotto and Middleton (Pg 61)

2. **Correspondence**

3. **Notes of Thanks**
 Marnie Pedinelli

K TEN-MINUTE QUESTION AND ANSWER PERIOD

- ON AGENDA ITEMS FOR THOSE IN ATTENDANCE

L UPCOMING EVENTS

February 20	-	Family Day
February 22	-	Ash Wednesday
February 22	-	Pink Shirt Day
February 22	-	SEAC Meeting
March 3	-	World Day of Prayer
March 8	-	International Women’s Day
March 12	-	Daylight Savings Begins
March 13 – 17	-	March Break
March 17	-	St. Patrick Day
March 21	-	International Day for the Elimination of Racial Discrimination
March 22	-	World Water Day
March 22	-	Next Board Meeting

M CLOSING PRAYER – Trustee Amadio

N ADJOURNMENT

When We Reflect

Carol M.

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

OPENING PRAYER

We are so blessed Jesus because you formed us as a community of faith.
We do not have to walk the path alone.
Help us to reflect on your word so we are guided on our journey.
We ask this through the Holy Spirit. Amen.



Kathleen

READING ~ A reading from the book of Sirach

Stand in the company of the elders: Who is wise? Attach yourself to such a one.
Be ready to listen to every godly discourse, and let no wise proverbs escape you.
If you see an intelligent person, rise early to visit him; let your foot wear out his door.
Reflect on the statutes of the Lord, and meditate at all times on his commandments.
It is he who will give insight to your mind, and your desire for wisdom will be granted.

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

Gary

QUESTIONS FOR PERSONAL REFLECTION

“The Book of Sirach is unique in the Jewish Scriptures because it clearly identifies its author: Jesus Ben Sira, a wise teacher who lived early in the second century BCE. Living in Jerusalem during a time of great change, he saw many of his people especially those who were rich - deserting traditional Jewish beliefs in favour of more fashionable ideas coming from Greece.” The Catholic Youth Bible - NRSV Catholic Education

Sandra

1. *Do you think we live in a time of great change in 2023?*
2. *How do you see people around you deserting traditional Christian beliefs in favour of the more fashionable secular values?*
3. *Do you think Sirach’s solution to the problem would work for leaders in Catholic Education?*

Danny

READING - Self-reflection

“Woven throughout the duty and seasonal cycles of Catholic life is a practical emphasis on self-reflection. This practice is given special focus during particular liturgical seasons of the Church year (Lent/Advent), and in particular traditional activities (the ‘parish mission’) and groups...encouraged personally and communally in the parish pastoral context. It is part of Catholic culture. There are two important aspects of this broad practice to which I draw your attention: ‘theological reflection’, and ‘life narrative reflection’. While these have long been a part of Catholic practice, they are meeting contemporary needs in new ways.”

Jill Gowdie, *Stirring the Soul of Catholic Education - Formation for Mission, 2017*

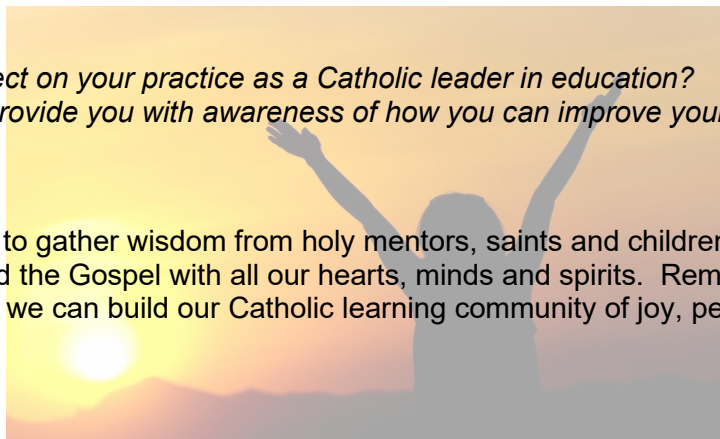
Joe

1. *How much do you reflect on your practice as a Catholic leader in education?*
2. *Does your reflection provide you with awareness of how you can improve your practice?*

Christine

CLOSING PRAYER

Gracious God, inspire us to gather wisdom from holy mentors, saints and children.
We want to serve you and the Gospel with all our hearts, minds and spirits. Remind us to reflect regularly on Scripture and tradition so we can build our Catholic learning community of joy, peace and gratitude.
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 values

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 vision

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.

Journey Together in Faith and Learning

**MINUTES FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, JANUARY 18, 2023 @ 7:15 PM
IN THE BOARD ROOM**

PRESENT: Trustees:

Gary Trembinski (Chair), John Caputo (Vice-Chair) (virtual), Carol Amadio, Ogimaa Brent Bissaillon (virtual), John Bruno, Tony D'Agostino, Lindsay Liske, Kathleen Rosilius

Officials:

Danny Viotto (Director of Education), Joe Chilelli, Christine Durocher, Fil Lettieri, Justin Pino

Student Trustees:

Owen Middleton, Jenna Viotto

REGRETS: Carol MacEachern, Sandra Turco

Other Reps:

Darrell Czop (President, O.E.C.T.A.)
Marnie McDonald (Vice-President, O.E.C.T.A.)
Christopher Czop (C.P.C.O.)
Theresa Barone (C.U.P.E.)

Vision and Values

Chair Trembinski congratulated the schools for continuing to hold their Christmas Concerts either before or after the break regardless of the cyber incident interruption. With the support of the trustees, Chair Trembinski will send a letter to all principals thanking them and their staffs for all of their work organizing and presenting these fabulous concerts to their school communities.

Trustee Liske commented on an incident of a child choking and being saved by two former students of the board. Their quick action was instrumental in providing the happy outcome for the child.

Superintendent Lettieri highlighted his visit to the ACE class at Our Lady of Fatima School in Elliot Lake. This program was piloted this year and has been an overwhelming success. It provides authentic and meaningful life skill learning to our students.

Adg# Res#

B-1 B-730 Moved by: L. Liske

Seconded by: J. Bruno

That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, January 18, 2023.

CARRIED

- I-2 B-737 Moved by: C. Amadio Seconded by: L. Liske**
That the Huron-Superior Catholic District School Board approves the appointment of Irma DiRenzo as a SEAC member, representing Autism Ontario.
CARRIED
- I-3 B-738 Moved by: K. Rosilius Seconded by: J. Caputo**
That the Huron-Superior Catholic District School Board approves the appointment of Melanie Ross as a SEAC member at large.
CARRIED
- I-4 B-739 Moved by: J. Bruno Seconded by: T. D’Agostino**
That the Huron-Superior Catholic District School Board approves the 2022-23 Revised Estimates as presented.
CARRIED
- I-5 B-740 Moved by: J. Bruno Seconded by: J. Caputo**
That the Huron-Superior Catholic District School Board approve the purchase of monitoring 700 endpoint devices from Kroll Business Services at a cost of \$69,212 USD annually for a three-year term.
CARRIED
- I-6 B-741 Moved by: J. Bruno Seconded by: K. Rosilius**
That the Huron-Superior Catholic District School Board approves the appointment of Jacques Ribout as a SEAC member, representing Community Living Algoma.
CARRIED
- J-a Northern/Rural Catholic School Boards Advisory Council**
Chair Trembinski reviewed the background for this newly formed committee. The council shall make recommendations to and advise the OCSTA Board of Directors on various items, such as district challenges and priorities of Ontario’s northern/rural Catholic school board, and recommendations that reflect the greater good of publicly funded Catholic education in Ontario. Trustees were asked to put their name forward if they wished to be a part of the council, representing the HSCDSB.
- B-742 Moved by: J. Caputo Seconded by: T. D’Agostino**
That the Huron-Superior Catholic District School Board approves the appointment of Trustee Lindsay Liske to the Northern/Rural Catholic School Boards Advisory Council.
CARRIED
- J-b SMC Activity Report**
Student Trustees Viotto and Middleton reported on the accomplishments of the SMC students and teams and highlighted some January events at the school. A few noteworthy items were the Celebration of Giving, Grade 12 Religion classes retreats and the preparation for the ALPHA for Youth February start-up. It was also highlighted that the Heaven Cent campaign, which was formed in 1992, assisted 15 different charities in Sault Ste. Marie.

N-1 B-743 Moved by: K. Rosilius

Seconded by: J. Bruno

That the Huron-Superior Catholic District School Board meeting of Wednesday, January 14, 2023, adjourns at 8:35 p.m.

CARRIED

Chairperson: _____

Secretary: _____

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

Date: Wednesday, December 7, 2022

**Location: Quattro Restaurant
Time: 4:00pm - 6:00pm**

Attendance: John Caputo, Karisa Ceglaz, Theresa Coccimiglio, Sherri Kitts, Jared Lambert, Fil Lettieri,, Melanie Ross, Tiana Rushon, Gary Trembinski, Rosanne Zagordo

Student Trustees and Guests:

Regrets: Irma Di Renzo, Jacques Ribout, Owen Middleton, Jenna Viotto, Kasia Ceglaz

AGENDA ITEMS		ACTION	WHO	WHEN
1.	PRAYER FOR SEAC Welcome, Land Acknowledgement and Prayer	<ul style="list-style-type: none"> Prayer was said by everyone 	Fil Lettieri	
2.	ACCEPTANCE OF PREVIOUS MINUTES (November 23, 2022)	<ul style="list-style-type: none"> Minutes from November 23, 2022 were accepted. 	Gary Trembinski Sherri Kitts	
3.	AGENDA ADDITIONS/CHANGES			
4.	GUEST(s): REPORTS <ul style="list-style-type: none"> SMC Trustee report 	<ul style="list-style-type: none"> Heaven sent activities are in progress ILS class in participating in outings at KBX Students continue to use technology- Google and LMS 	Jenna Viotto Owen Middleton	

		<ul style="list-style-type: none"> Outdoor classes are running this semester at St. Kateri. Extra help is offered for students at lunch. 		
5.	MINISTRY UPDATES	<ul style="list-style-type: none"> An extension for SIP claims has been offered to school boards as needed. 	Fil Lettieri	
6.	SEAC BUSINESS <ul style="list-style-type: none"> Letter from DDSB 	<ul style="list-style-type: none"> This letter from Durham District School Board urges the Minister to evaluate the true costs associated with SIP claims to support our students and increase funding accordingly. Additionally, they request, once again, that the Special Education funding model be reviewed and changed to accurately reflect the increasing and more complex needs of students with special needs.” 	Rosanne Zagordo	
7.	BUSINESS CARRIED FORWARD			
8.	SUPERINTENDENT AND COORDINATOR’S REPORT <ul style="list-style-type: none"> Updates 	<ul style="list-style-type: none"> Transition to Kindergarten meetings are in the process of being booked from THRIVE and Garden River SIP claims are in progress and due December 15, 2022 to the Ministry. 	Fil Lettieri Rosanne Zagordo	
a.	North Shore Tribal Council (S. Kitts)	<ul style="list-style-type: none"> Sherri continues to meet with school teams to support students and families. 	Sherri Kitts	
b.	AUTISM ONTARIO SSM CHAPTER PARENT INVOLVEMENT COMMITTEE (I. DiRenzo)	<ul style="list-style-type: none"> Newsletter from Autism Ontario was received and sent out widely to employees. 	Irma DiRenzo	
c.	ALGOMA FAMILY SERVICES (T. Coccimiglio)	<ul style="list-style-type: none"> AFS is open during the holidays. Phoenix Rising Christmas Party is planned. 	Theresa Coccimiglio	
d.	THRIVE – WELL BEING COMMITTEE (K. Ceglarz)	<ul style="list-style-type: none"> No report at this time. 	Kasia Ceglarz	
e.	COMMUNITY LIVING ALGOMA (J. Robout)	<ul style="list-style-type: none"> Shelley Moore provided details to CLA regarding a Potential 5 Part Learning Series with us and our partners building upon the work from our October 24th session. Members of our CLA tem have been meeting in-person with our community partners (ADSB, HSCDSB, and various agency leaders) to: a) share details from organizational and financial perspectives, b) gather their thoughts and ideas, 	Jacques Ribout	

		and c) garner interest in this opportunity/initiative moving forward. Sergio met with Brent Vallee of the ADSB last week and was meeting with Fil a HSCDSB this week to discuss the next Shelley Moore visit (S)		
f.	Easter Seals (T. Rushon)	<ul style="list-style-type: none"> In January, Easter Seals is looking at supporting accessibility devices for the home. 	Tiana Rushon	
g	Member at Large- Melanie Ross	<ul style="list-style-type: none"> No report at this time. 	Melanie Ross	
h	MEMBER-AT-LARGE – FOCUS ON FAITH (I. Direnzo)	<ul style="list-style-type: none"> No report at this time. 	Irma DiRenzo	
i.	TRUSTEES REPORT (J. Caputo, G. Trembinski))	<ul style="list-style-type: none"> No report at this time. 	John Caputo Gary Trembinski	
9.	NOTES	<ul style="list-style-type: none"> Meeting adjourned at 5:30 pm. 	Gary Trembinski Sherri Kitts	

BOARD PRAYER -We are many, we are one; we all form one body in Christ.

Lord,

when we see the one before us, let us reverence your presence within;

when we listen to one another, let us hear with our hearts;

when we reflect on each encounter, may we discern to understand;

when we learn from those around us, let us respect our differences with joy;

and when we act, may we be kind and generous to all,

for each person is a member of your body, with all that they are.

We are many, we are one.

Amen



Next Meeting: January 31, 2023

Location: TBA

Time: 4:00 – 6:00 p.m.



REPORT TO THE DIRECTOR

Re: School Year Calendar 2023-2024

Submitted by: Joe Chilelli
Superintendent of Education
Date: February 15, 2023

Background

Regulation 304, School Year Calendar, Professional Activity Days requires that each school board prepare, adopt and submit to the Regional Manager of the Ministry of Education on or before the first day of March, the School Year Calendar to be followed in its jurisdiction for the following year.

Information

A consultative process that provided opportunity for all board employees, school communities, parents and trustees to provide feedback on the proposed calendar was completed. A total of 286 surveys with comments and suggestions were received as part of the consultation.

The board also followed a collaborative process with the other District School Boards with whom we need to co-ordinate calendars. Using the feedback from the Huron-Superior Catholic District School Board consultation, the board administration worked through a consensus exercise to come up with a common calendar for board approval.

As per Regulation 304, the proposed calendar for 2023/2024 includes a 194 day school year comprised of 187 instructional days and 7 professional activity days. For the secondary level, exam days are also noted on the calendar. This year, after the consultation with our community, and additional feedback received, we are recommending "OPTION 1" which is included as a part of this report.

The first day of class would be Wednesday September 6, 2023 and Board Holidays would be scheduled for Friday March 8, 2024.

Professional Activity Days would be scheduled for Friday September 1, 2023, Tuesday September 5, 2023, Friday September 29, 2023 (Faith Day), Friday November 10, 2023, Friday February 2, 2024 (assessment), Friday April 19, 2024 and Monday June 10, 2024 (assessment).

Motion: **That the Huron-Superior Catholic District School Board approves the School Year Calendar for the 2023 – 2024 school year, as recommended and outlined in "OPTION 1" (attached).**

Option 1

Ontario School Year Calendar 2023-2024

Calendar Title 98243882: Elementary/Secondary Calendar OPTION 1		Calendar Description Elementary/Secondary					LEGEND	
Board Name Huron-Superior CDSB		Date Created Jan 09, 2023	Panel Elementary	Calendar Type Regular	Calendar Status Draft			H Statutory Holiday E Scheduled Examination Day P Board Directed PA Day P* PA Day Devoted to Provincial Priorities* B Board Designated Holiday / Half Day
Start of School Year Sep 01, 2023	End of School Year Jun 28, 2024	First Day Students Sep 6, 2023	Last Day Students Jun 28, 2024	Total PA Days 7	Total Instr. Days 177	Total Exam Days 10		

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August 2023		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	0	0
September 2023					1 P	4 H	5 P	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 P	3	17	0
October 2023	2	3	4	5	6	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	21	0
November 2023			1	2	3	6	7	8	9	10 P	13	14	15	16	17	20	21	22	23	24	27	28	29	30		1	21	0
December 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 B	26 B	27 B	28 B	29 B	0	16	0
January 2024	1 B	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 E	29 E	30 E	31 E			0	14	4
February 2024				1 E	2 P	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29		1	18	1
March 2024					1	4	5	6	7	8 B	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29 H	0	14	0
April 2024	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19 P	22	23	24	25	26	29	30				1	20	0
May 2024			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31	0	22	0
June 2024	3	4	5	6	7	10 P	11	12	13	14	17	18	19	20	21	24 E	25 E	26 E	27 E	28 E						1	14	5
July 2024	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
TOTAL																						7	177	10				

Option 2

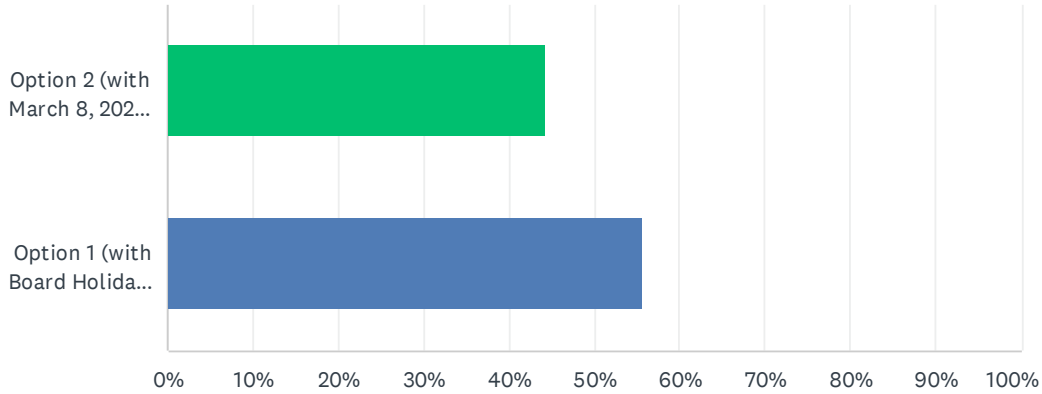
Ontario School Year Calendar 2023-2024

Calendar Title 98243882: Elementary/Secondary Calendar OPTION 2					Calendar Description Elementary/Secondary							LEGEND				
Board Name Huron-Superior CDSB					Date Created Jan 09, 2023			Panel Elementary		Calendar Type Regular		Calendar Status Draft				
Start of School Year Sep 01, 2023		End of School Year Jun 28, 2024			First Day Students Sep 6, 2023		Last Day Students Jun 27, 2024			Total PA Days 7		Total Instr. Days 177		Total Exam Days 10		
					H Statutory Holiday					E Scheduled Examination Day						
					P Board Directed PA Day					P* PA Day Devoted to Provincial Priorities*						
					B Board Designated Holiday					/ Half Day						

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August 2023		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	0	0
September 2023					1 P	4 H	5 P	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 P	3	17	0
October 2023	2	3	4	5	6	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	21	0
November 2023			1	2	3	6	7	8	9	10 P	13	14	15	16	17	20	21	22	23	24	27	28	29	30		1	21	0
December 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 B	26 B	27 B	28 B	29 B	0	16	0
January 2024	1 B	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 E	29 E	30 E	31 E			0	14	4
February 2024				1 E	2 P	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29		1	18	1
March 2024					1	4	5	6	7	8	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29 H	0	14	0
April 2024	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19 P	22	23	24	25	26	29	30				1	20	0
May 2024			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31	0	22	0
June 2024	3	4	5	6	7 P	10	11	12	13	14	17	18	19	20	21 E	24 E	25 E	26 E	27 E	28 B						1	14	5
July 2024	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
TOTAL																						7	177	10				

Q1 Do you prefer Option 1 or Option 2?

Answered: 286 Skipped: 0



ANSWER CHOICES	RESPONSES
Option 2 (with March 8, 2024 is a regular work day. Board Holiday is designated June 28 so the last day of School is June 27, 2024. PA day #7 is Friday, June 7, 2024)	44.41% 127
Option 1 (with Board Holiday on the day before March Break (Friday March 8, 2024). Because board holiday is designated Friday March 8, 2024, the last day of school is June 28, 2024. PA day #7 is Monday June 10, 2024)	55.59% 159
Total Respondents: 286	



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

19

POLICY TITLE:	TRUSTEE HONORARIA	Approved:	October 28, 2006
		Amended:	February 15, 2023
POLICY NO:	2004	Page:	1 of 1

POLICY

Pursuant to Ontario Regulation 357/06, the Board is required to adopt a policy establishing the maximum honoraria for its Board members, including the Chair and Vice-Chair, on or before October 15, of the calendar year in which the term of office for Board members begins. The Board recognizes the importance and value of providing fair levels of honoraria for its members as set out in provincial regulations.

<u>ADOPTED</u>	Regular Meeting of the Board October 28, 2006 Motion B-128	<u>DISTRIBUTION</u>	
<u>AMENDED</u>	Regular Meeting of the Board September 15, 2010 Motion B-85	i)	Trustees
<u>AMENDED</u>	Regular Meeting of the Board October 15, 2014 Motion B-100	ii)	Administration
<u>AMENDED</u>	Regular Meeting of the Board October 17, 2018 Motion B-293	iii)	Principals
		iv)	Teaching Personnel
		v)	OECTA
<u>AMENDED</u>	Regular Meeting of the Board February 15, 2023 Motion B-		



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES TRUSTEE HONORARIA

Ontario Regulation 357/06 sets out member terms and the method for calculating the limits on honoraria paid under section 191 of the Education Act.

Members' Terms

- In 2018, 2019 and 2020, the year of a member's term of office begins on December 1 and ends on the following November 30. O. Reg. 292/18, s. 2.
- In 2021, the year of a member's term of office begins on December 1 and ends on the following November 14. O. Reg. 292/18, s. 2.
- Beginning in 2022, a year of a member's term of office begins on November 15 and ends on the following November 14. O. Reg. 292/18, s. 2.

Components of the Maximum Level of Honorarium

The maximum honorarium for a member of the Board, the Chair of the Board and the Vice-Chair of the Board, in respect of a year of a term of office, shall consist of the following components, as per regulation:

- 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.

The Board will only pay its members the base and enrolment amounts. In being consistent with past practice, the Board will not pay its members the attendance or distance amounts.

The Superintendent of Business will provide the Board with a calculation yearly by October 15, for the year commencing December 1.

Calculation of Honorarium

The honorarium for each of the nine trustees, excluding the student trustees of the Huron-Superior Catholic District School Board will be calculated as follows:

- a) Base Amount: \$5,900

- b) Enrolment Amount: Multiply the Average Daily Enrolment (ADE) from the previous school year by \$1.75. Divide that number by the number of elected trustees. This represents the amount that each trustee who is not a chair or vice-chair will receive.

The additional honorarium for the Chair and Vice-Chair of the Board will be calculated as follow:

- a) Trustee Amount noted above plus
- b) Base Amount: \$5,000 chair; \$2500 Vice- Chair plus
- c) Enrolment Amount:
 - a. For the Chair: ADE from the previous school year multiplied by \$0.05 with a minimum of \$500 and a maximum of \$5,000.
 - b. For the Vice Chair: ADE from the previous school year multiplied by \$0.025, with a minimum of \$250, and a maximum of \$2,500.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE:	VOLUNTEERS	Approved	September 5, 2000
		Amended	October 17, 2018
POLICY NO:	4009	Page:	1 of 1

POLICY

As outlined in our mission statement, the Huron-Superior Catholic District School Board is a Catholic learning community that is called and committed to develop the full potential of each child.

The Huron-Superior Catholic District School Board believes volunteers can support us in this mission and have the potential to:

- strengthen school/community relationships;
- support teachers in developing the full potential of each child;
- cultivate enriching opportunities that enhance student learning in a Catholic environment;
- inspire ownership and Catholic leadership throughout the educational process; and
- interact positively with students and other community volunteers.

The Board recognizes that volunteers have many gifts and talents to share, and it both encourages and recognizes their participation. The Board is pleased to be able to offer volunteers this opportunity to contribute, learn and grow.

<u>ADOPTED</u>	Regular Meeting of the Board Sept. 5, 2000 Motion B-81		<u>DISTRIBUTION</u>
<u>AMENDED</u>	Regular Meeting of the Board November 18/09 Motion B-87	i)	Trustees
<u>AMENDED</u>	Regular Meeting of the Board Sept. 10, 2014 Motion B-89	ii)	Administration
<u>AMENDED</u>	Regular Meeting of the Board Oct. 17, 2018 Motion B-295	iii)	Principals
		iv)	School Councils
		v)	OECTA
		vi)	CUPE



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES VOLUNTEERS

In keeping with O. Reg. 521/01, the Huron-Superior Catholic District School Board requires all volunteers who are entrusted with frequent, lengthy contact with students (e.g., coaches, tutors, fundraisers) to undergo and produce a Police Criminal Records Check.

The Huron-Superior Catholic District School Board permits principals and supervisors “to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the board and to terminate such assignment.” Such permission is granted in S. 171 (1) 4 of the Education Act.

The following procedural guidelines are supported by the Board’s Manual for Volunteers and Volunteers in Schools – Manual for Supervisors.

A. Definitions

A volunteer is a person who supports educators as they cultivate enriching opportunities for our students. Volunteers serve in their capacity without compensation or employee benefits of any type, except for Liability Insurance Coverage for Volunteers, as provided by Board Insurance. A Principal/Supervisor is responsible for a school, department or an identified area. A designate is someone identified by the Principal/Supervisor to help implement the Procedural Guidelines.

B. The Role of Volunteers

Volunteers:

- are responsible to the principal/supervisor and/or designate of the school or department;
- support educators in providing an enduring education;
- reverence the dignity of each person;
- maintain and respect confidentiality;
- participate in training sessions, as required;
- inform appropriate personnel in case of absence or withdrawal of service;
- respect communication protocols; and
- may assist in conducting activities, provided they are supervised (see samples below).

Samples of supervised activities with which volunteers may assist include:

- photocopying and/or setting up equipment and materials;
 - creating displays;
 - helping with winter activities (e.g., tying skates);
 - collecting funds (e.g., lunch money, fundraising efforts);
 - developing school newspapers;
 - independent coaching, in collaboration with a designated teacher;
- sharing individual expertise (e.g., nurse, artist, craftsperson) to enhance curriculum;
- assisting with the organization and/or running of cultural activities;
 - chaperoning field trips;
 - helping in the library / book room;
 - assisting with literacy and numeracy activities;
 - supporting the use of computers and technology;
 - assisting with breakfast programs;
 - playing instructional games; and
 - participating in liturgical celebrations.

Volunteers are NOT responsible for curriculum delivery or other bargaining unit work as these roles are *reserved for qualified employees in our various bargaining units*.

C. Responsibilities of Principals/Supervisors

Principals/supervisors are ultimately responsible for volunteers. It is the responsibility of principals/supervisors to fulfill the following roles, as required:

- assess the need for volunteers, in consultation with the teachers;
- assist in recruiting volunteers;
- interview volunteers;
- request and keep records of required Police Criminal Records Checks and Offence Declarations;
- provide in-service educating volunteers on policies, procedures, buildings and facilities, logs, confidentiality, health and safety, school calendars, routine changes, and the values of the Huron-Superior Catholic District School Board, as stated in our mission (*see Manual for Volunteers*);
- encourage and support welcoming and respectful relationships between volunteers, staff, students and parents;
- provide information to parents regarding the school's volunteer program;
- assign volunteers to supervised activities;
- monitor the volunteer program and address any concerns that may arise;

- terminate volunteer assignments, where appropriate;
- appropriately recognize and celebrate volunteers.

D. Responsibilities of Teachers/Designates

Teachers/designates will fulfill the following roles, as required:

- consult with the principal regarding the need for volunteers and assist in recruitment;
 - train and instruct volunteers on routines and procedures;
 - ensure confidentiality and privacy of student information;
- encourage and support welcoming and respectful relationships between volunteers and students;
- monitor the volunteer program and addresses any concerns that may arise;
 - assist in maintaining volunteer logs;
- appropriately recognize and celebrate volunteer contributions.

E. Insurance

Under Section 5.8 Insured, of the OSBIE LIABILITY POLICY (2012), the term “Insured”, refers to:

“Any statutory officer, elected or appointed official, appointed committee member, including a member of a recreation committee recognized by statute, fiduciary, trustee, employee, volunteer worker, school council member, chaperon or member of the Board or a similar governing body while acting within the scope of his or her duties on behalf of the Named Insured and not to limit the meaning of the foregoing, while they are participating in trips or tours arranged by them for students of the Named Insured if such trips or tours have been approved by the Named Insured.”

For Volunteer Drivers, the Board’s insurance policy provides excess liability insurance over and above the owner’s primary insurance:

“Employees, trustees, volunteers, parents, students, and other individuals are protected while operating a vehicle not owned by them on board business. Further, they are protected while operating their own vehicle on board business, such as field trips. Driving to and from work is not considered board business. Again, coverage is in excess of any vehicle owner’s insurance coverage.

Additional information about insurance for volunteers may be found in the Board’s Policy 5003 – Field Trips.



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

VOLUNTEERS IN THE SCHOOL

MANUAL FOR SUPERVISORS

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

Updated January 2023



THE VALUE OF VOLUNTEERING

“Let your light shine before others, so that they may see your good works and give glory to our God in heaven.”

Matthew 5:16

Volunteer activities are valued because they help develop the full potential of each child.

These benefits include:

- Cultivating school/community relationships.
- Enhancing and supporting student learning.
- Providing an enduring education that reflects the essence of our Catholic traditions.
- Providing members of the Catholic community and community at large with opportunities to share their gifts and talents.
- Gaining valuable experience that enhances their personal growth.
- Inspiring our young to be the best for our world.

Volunteering activities are extremely diverse. The type of activity and extent of involvement can vary immensely for a variety of reasons, including but not limited to:

- Volunteer interest, aptitude, availability.
- The scope and duration of events (e.g., visiting St. Kateri for one day is different from taking a group of students out of the country for a week and different from engaging in ongoing curriculum activities with a class).
- The amount of responsibility for students (e.g., coaching an athletic team for an entire season involves much more responsibility than assisting two students after class with their art work).

This manual provides guidelines for supervisors. The investment of time in screening, preparing, informing, and training volunteer **depends on** the degree of **impact the volunteer would reasonably have on your duty of care.**



RECRUITMENT

When it is necessary to recruit volunteers, schools may choose to do so according to their resources, community make-up and preference of others involved (e.g., staff and Catholic School Council). During this initial stage when you are considering volunteers for various activities, it is prudent to provide relevant information to any interested individuals (e.g., amount of time required, activities). Surveys, sign-up sheets, or direct contact/invitations can be used for recruitment.

SCREENING

The depth and degree of your screening will be dependent upon the volunteering activity and the volunteer's extent of interaction with and/or responsibility for students.

The following guidelines may help:

- Some degree of screening and selection is required for everyone.
- People expect and accept that their suitability for the volunteer role will be scrutinized.
- Remind yourself that volunteers are meant to help and not hinder you in your job. The benefits received should clearly outweigh the costs of screening, selection, supervising, and training.
- When in doubt, consult with colleagues.
- Know the members of your community and the parents as well as you can. The knowledge that teachers and other staff members have about prospective volunteers should be considered.
- Obtain assurances when selecting volunteers from a volunteer agency.
- Inform volunteers that they are in a position of trust and that they must maintain confidentiality as a condition for assisting in the school.
- The use of volunteers, in schools, is governed by a board policy. Refer to this policy for a clear outline of the responsibilities of the principal/supervisor and of the teacher/designate.
- See **Appendix A - Risk Analysis Guideline**.
- Select volunteers who demonstrate acceptable levels of commitment and whose values are aligned with the Board's Mission statement.



In selecting a volunteer, consider at least some of the following:

- Skills, knowledge, values.
- Ability to relate to the students.
- Past experiences (e.g., work, community, personal).
- What you learn in an interview with them.
- References.

ORIENTATION

All volunteers need to be properly welcomed and provided with some basic information.

The amount of information/effort required will vary according to the extent of activities anticipated for the volunteer. Schools must individually decide what orientation components to include at any given time. See **Appendix B – Orientation Checklist – Principal** and **Appendix C – Orientation Checklist – Teacher**.

ACTIVITIES

Every volunteer requires a clear understanding of his/her activities, duties and responsibilities. It is understood that these can change over time and often according to student/school needs.

The volunteer needs to know the activity objectives, how achieved, the parameters of the volunteers' involvement in the activity, and the reminder that, if they are unsure, they should ask.

Some guidelines to defining the elements of the role description are:

- The activities align with our Mission Statement and the School Improvement Plan.
- There are specific duties and responsibilities.
- The activities align with the volunteer's available time.
- There is a specific staff member who wishes to work with a volunteer.
- The activities do not take over the professional duties traditionally performed by paid staff.



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- The activities provide volunteers with a sense of personal satisfaction and connection to the community.
- The volunteer is able to relate to the students.

NOTE: It may be appropriate and/or desirable that a volunteer work or not work with specific students (e.g., their own students, neighbours' students, specific preferences, skills or difficulties, age/gender fit). The reasons for these decisions should be reviewed with the volunteer.

TRAINING AND SUPPORT

Do provide these as required and according to the activities and responsibilities.

PERFORMANCE PROBLEMS

No one volunteers to do a bad job, but, you as a supervisor will occasionally be challenged by the performance of a volunteer. Though there are no specific laws or statutes conferring specific rights to volunteers and corresponding obligations or restrictions to employers, it is recommended that a due and fair process be followed in addressing problem areas.

The following reminders may be helpful:

- Volunteers require and deserve ongoing supervision.
- Volunteers require adequate orientation and training.
- Volunteers benefit from clear expectations, regular feedback, and discussion.
- Volunteers benefit from support and recognition.
- Are personalities or specific tasks the issue?
- Is reassignment possible?
- Are similar standards being applied to staff?
- If difficulties arise, follow due process, be sincere and forthright.
- Terminate if necessary. Ultimately, you are held responsible for the volunteer's actions.



OTHER PROCEDURES

It may be appropriate to provide volunteers, depending on their scope of activities, with information on the following:

- **Evacuation Procedures:** The response and evacuation procedures to be followed when a school receives a bomb threat, or other possible emergency.
- **Child Abuse:** The legal obligation of employees and volunteers to report suspected child abuse and the procedures for dealing with such incidents.
- **Emergency Weather Conditions:** Recommended action in the event of extreme weather conditions, such as snowstorms.
- **Field Trip Guidelines:** All aspects of the safe conduct of student on field trips, including issues of insurance and volunteer drivers.
- **Fire Drills:** The requirements of each school to have a fire safety plan.
- **Fire Hazards:** The precautions to be taken to control fire hazards, if applicable to the activity.
- **Oral Medication:** The guidelines that govern the administering of oral medication to students and procedures for the school.
- **Privileged Records:** The legal responsibility of the principal for the management of privileged, confidential information about students.

RECOGNITION

Volunteers give their time, energy, skills and resources because they wish to contribute to activities and objectives that they ultimately see as worthwhile. The activities engaged in and results achieved will provide some intrinsic reward and recognition. Some suggestions for acknowledgement by school staff are:

- Consideration (and implementation) of volunteer suggestions.
- Regular encouragement, praise, and appreciation.
- Acknowledgement of contributions through communication channels (e.g., school newsletter) and/or annual school events.
- Invitation to special school events (e.g., recognition assemblies).
- See **Appendix D – Ways to Recognize Volunteers** for more ideas.



POSSIBLE ACTIVITIES - VOLUNTEERS IN THE SCHOOL

There are a variety of tasks and duties, too numerous to list fully here, that volunteers may be asked to perform, depending on their interests, skills, abilities and time availability. **NOTE: All activities must be conducted under supervision.** Volunteers may be asked to **assist** in such activities as:

Instruction-Related Assistance

- Preparing manipulatives, under the direction of the teacher.
- Assisting groups with lessons taught by the teacher.
- Assisting the teacher in conducting group discussions.
- Acting as a presenter in an enrichment or topic of special interest.
- Reading aloud to small groups.
- Supervising student work areas.
- Assisting students with computers and other technology.

General Non-Instructional Assistance

- Obtaining learning resources and related equipment (e.g., books, i-books, LCD projectors).
- Arranging materials for lessons, as directed by the teacher.
- Setting up activity centres (e.g., reading or math areas), as directed by the teacher.
- Setting up, operating, and removing technology for presentations.
- Distributing and clearing away equipment.
- Organizing resource materials (e.g., items in the book room or library).
- Arranging and supervising games.
- Coaching school teams.
- Overseeing routine health tasks (e.g., guiding hand washing after art activities).
- Supporting with clean-up time.
- Organizing programs or assemblies.
- Supervising students on tours and field trips.
- Assisting young students with outdoor clothing.
- Putting up bulletin boards.



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- Serving on the Catholic School Advisory Council.
- Serving hot lunches (e.g., pizza, pasta).
- Raising and/or collecting funds.
- Preparing items for graduation or other large events.
- Designing school newsletters, slide shows, or multimedia presentations.

Promoting our Catholic Faith

Assisting students with prayer or faith-based activities, such as art projects, creating rosaries, or dramatizations (e.g., Stations of the Cross, Christmas story, Easter story).

- Promoting and providing education on parish ministries.
- Providing opportunities for Christian service.
- Promoting and providing education about social justice initiatives.

ADDRESSING STAFF CONCERNS ABOUT VOLUNTEERS

CONCERN	STRATEGIES
<p>Volunteers take too much time to supervise.</p>	<ul style="list-style-type: none"> . recruit, select carefully . provide good orientation . work with a buddy . clarify expectations and roles . create good procedures and establish checkpoints
<p>Professional standards are compromised because volunteers aren't trained. Students are at risk when volunteers deliver service.</p>	<ul style="list-style-type: none"> . select volunteer assignments carefully . monitor to ensure assignment is appropriate . provide appropriate training and information . schedule regular meetings between staff and volunteers . ensure volunteers understand their rights and responsibility to ask for clarification when needed



CONCERN	STRATEGIES
<p>Volunteers don't respect confidentiality.</p>	<ul style="list-style-type: none"> . do similar standards apply to staff? . make pledge of confidentiality a part of orientation . give examples of breaches of confidentiality . enforce the rules . terminate as warranted . be a role model for others
<p>Volunteers are unreliable.</p>	<ul style="list-style-type: none"> . establish clear guidelines and expectations for attendance and cancellation . enforce rules when broken . address unacceptable behaviour . speak to the person immediately . terminate if a pattern emerges
<p>You can't fire volunteers.</p>	<ul style="list-style-type: none"> . you can
<p>Volunteers will replace paid employees.</p>	<ul style="list-style-type: none"> . be sure volunteers are used ethically . be sensitive to, and individually assess, specific issues and circumstances . ensure volunteer services enhance, not replace, services; replacement could constitute contracting out and could be in breach of legal obligations
<p>Volunteers aren't committed to the students' welfare as I am – they just drop in at their own convenience.</p>	<ul style="list-style-type: none"> . ensure volunteers attend as expected/agreed to . involve staff in planning for how and when volunteers will be used . give staff opportunity for input on volunteer activities . involve staff in orientation and training . introduce staff to successful, committed volunteers . clarify volunteer roles/expectations . assign well-established volunteers to affirm the value of the program . allow staff to exercise their right to refuse a volunteer



Good relationships between staff and volunteers require some simple and inclusive maintenance:

- Give clear and complete instructions.
- Communicate: let people know how they are doing.
- Give credit when it is due.
- Involve people in decisions.
- Promote a sense of belonging and value for the volunteer.
- Apply similar standards of treatment for both staff and volunteers.

QUESTIONS AND ANSWERS

1. CAN THE BOARD BE HELD LEGALLY RESPONSIBLE FOR THE WRONGFUL ACTS OF A VOLUNTEER TO A STUDENT?

Yes. The Board has a duty to ensure that volunteers who interact with students have adequate knowledge or training. The volunteer, in turn, has a duty to provide a reasonable standard of service in performing volunteer activities. No task should be undertaken without the authorization of the volunteer's supervisor.

2. ARE VOLUNTEERS BOUND BY LEGISLATION GOVERNING THE INSTITUTION?

Yes. All those working within an institution, either for paid or on a voluntary basis, are governed to a varying degree by relevant legislation and regulations, as well as any policies and practices.

3. ARE VOLUNTEERS PERMITTED TO SEE STUDENT ACADEMIC RECORDS?

No. Volunteers may be provided information related to student records depending on the activities being performed; however, access to written student records would be a breach of confidentiality.

4. SHOULD VOLUNTEERS REPORT INCIDENTS AND ACCIDENTS?

Yes. The failure to report an incident or accident with injury to a person or damage to property (or the potential of same) could have legal implications for the Board.



5. WILL VOLUNTEERS BE PROTECTED FROM UNFOUNDED OR MALICIOUS COMPLAINTS OR ACCUSATIONS?

Yes. The Board will take all reasonable measures to investigate and resolve such issues. To do so is in everyone's best interests.

6. ARE VOLUNTEERS PROTECTED AGAINST ACCIDENT AND INJURY?

Yes. As required under the Education Act, volunteers are insured under the Board's Group Accident Insurance Policy, providing they are acting in good faith and in a reasonable manner.

7. ARE VOLUNTEER DRIVERS PROTECTED AGAINST LIABILITY ISSUES?

Yes. For volunteer drivers, the school board policy provides excess liability insurance over and above the owner's primary insurance.

*The above questions and answers should be considered seriously by all volunteers. Basically, you should be aware of the fact that **you are not to perform any duties unless you have received proper training and know the scope of your duty**, or unless in an unusual situation, you have been instructed by a staff person. **Never do anything of which you are not sure; always ask.***



APPENDIX A

RISK ANALYSIS GUIDELINES

The Board and its employees have a **high duty of care under the Education Act**. Though certain duties and responsibilities can be delegated to volunteers, **Board employees cannot divest themselves of this duty of care.**

1. Assess the risk involved with this **particular student or student group**. For example:
 - No student involved or present
 - High school vs. intermediate vs. primary
 - Students with special needs

2. Assess the risk involved with this **particular type of activity**. For example:
 - Art-work – helping teacher vs. helping student
 - Reading with one student vs. a group of students
 - Coaching
 - Chaperoning
 - One-time short-term event vs. infrequent different activities vs. regular repeated activity vs. one-time long-term event

3. Assess the risk involved with this **particular setting**. For example:
 - In school, others present or not
 - Out of school, others present or not
 - Out of city, others present or not

4. Assess the risk based on the **nature and extent of supervision**. For example:
 - Supervisor almost always there
 - Sporadic supervision
 - Little or no supervision during most of the activity

5. Assess where the candidate is within the **police record check process**.



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6. Apply the **Reasonable or Prudent Person Test/Standard**. Consider the degree or level of care that a person of average skill, judgement, memory and experience would take in a given set of circumstances

7. **Assess the risk on an ongoing basis** and act accordingly. The duty of care is ongoing, and any change in circumstances should be assessed accordingly.

8. A volunteer's **negligence** may account for or result in an accident and unintentional harm, but it is not an excuse, in the eyes of the student, the family, or the law.

9. When in **doubt – consult**.



APPENDIX B

ORIENTATION CHECKLIST – PRINCIPAL

A comprehensive orientation would include the following

- A complete review of the Volunteer Manual, including Mission Statement
- Review of school specific information:
 - Site plan
 - School handbook
 - Code of conduct
 - Safety plan / evacuation procedure
 - Medication
 - Confidentiality
 - Other information relevant to the activity
- A review of the following:
 - Role description
 - Schedule, absence, sign-in procedures
 - Training and support
 - Recognition
 - Evaluation

Criminal Record Check (copy kept on file)

Child Abuse Reporting

- Questions of Volunteers
- Other _____



APPENDIX C

ORIENTATION CHECKLIST – TEACHER

When you meet your volunteer:

- ❑ Introduce yourself and show the volunteer around your teaching / working area.
- ❑ Discuss the days and times that the volunteer will be working with you.
- ❑ Discuss the communication procedures with the volunteer (e.g., regular conferences, importance of calls if absent, notes in mailbox).
- ❑ Discuss plans for occasions when a substitute teacher will be in charge of the volunteer's activities.
- ❑ Decide on the name that students are to use in addressing the volunteer; this is especially important for student volunteers who may wish to be called by their first names.
- ❑ Talk about your own expected procedures and any rules for student behaviour, emergency procedures, and schedules.
- ❑ Indicate how you will inform the volunteer of the daily assignment or tasks to be completed (e.g., folder, note, brief meeting).
- ❑ Decide with the volunteer when to start and discuss the initial tasks or expectations.
- ❑ Share helpful hints with the volunteer such as:
 - Listen to what the students are saying in order to understand their level of development.
 - Present information or directions in a way that encourages students to seek clarification or ask questions.
 - Provide students with simple, direct explanations, illustrations or instructions.
 - Allow for further explanation, illustration or demonstration by making minor changes to the presentation method.
 - Seek the assistance of the teacher if the student seems confused, perplexed or unable to demonstrate understanding.
 - Ask if you're unsure of anything.
 - Other information as determined by yourself and/or Principal/Supervisor.



APPENDIX D

WAYS TO RECOGNIZE VOLUNTEERS

As a Catholic learning community, we are dedicated to excellence in education and desire to live the values of Jesus. In doing so, we are called to affirm, reverence, and respect each person as a Child of God. Those who commit themselves to service to our school communities are to be applauded for their generosity and commitment. Remember to honour and recognize those who serve our school communities. Below are some simple ways to do so.

- ❑ Be pleasant, courteous, and smile.
- ❑ Greet them by name in the morning, during the day, and at the end of the day.
- ❑ Put up a volunteer suggestion box.
- ❑ Treat them to refreshments (e.g., coffee and cake).
- ❑ Reimburse them for assignment-related expenses.
- ❑ Ask them for a verbal update on how things are going.
- ❑ Send them a birthday or other greeting card.
- ❑ Give them service certificates or plaques.
- ❑ Plan annual recognition occasions, such as receptions, luncheons, or social events.
- ❑ Post a volunteers' honour roll in your building's reception area.
- ❑ Respect their wishes, preferences, individuality, and sensitivities.
- ❑ Provide them with pertinent information and take time to explain it to them.
- ❑ Keep challenging them.
- ❑ Provide good pre-service training.
- ❑ Help develop their self-confidence.
- ❑ Give them additional responsibilities.
- ❑ Invite them to participate in team planning sessions.
- ❑ Enable them to grow on the job.
- ❑ Enable them to grow out of the job.
- ❑ Send newsworthy information about their work to the media.
- ❑ Create pleasant surroundings.
- ❑ Welcome them to coffee breaks.
- ❑ Enlist them to train other volunteers.



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- ❑ Take time to talk to them.
- ❑ Make good plans and thorough pre-arrangements.
- ❑ Recommend them to prospective employers.
- ❑ Provide opportunities to attend workshops or professional learning sessions.
- ❑ Write them thank-you notes.
- ❑ Celebrate their outstanding projects and achievements.
- ❑ Nominate them for a volunteer award.
- ❑ Provide them with useful tools in good working condition.
- ❑ Be a real person.
- ❑ Instigate happy surprises.
- ❑ Promote a “Volunteer of the Month” space.
- ❑ Plan a “Recognition Edition” of the school newsletter.
- ❑ Say, “We missed you.”
- ❑ Maintain safe working conditions.
- ❑ Award special citations for extraordinary achievements.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

MANUAL FOR VOLUNTEERS



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



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

MESSAGE FROM THE DIRECTOR OF EDUCATION

Welcome to our Team!

Schools in the Huron-Superior Catholic District School Board value the contribution that all members of the community make to the education of our students. We believe that the experiences that volunteers bring to the life of the school enrich the quality of our programs, enhance successful outcomes for students, and complement the activities of existing staff.

We are committed to creating an environment that welcomes and promotes opportunities for volunteer participation by members of our diverse community.

We extend a warm welcome to you as a volunteer and thank you for your willingness to share your time. Your knowledge, experiences and talents will certainly enhance student learning.

Sincerely,

Danny Viotto
Director of Education

Mission Statement

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

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

- ❑ *affirm the sacredness of life and respect for all creation;*
- ❑ *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 and*
- ❑ *cultivate enriching opportunities that will deepen faith.*

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



WHAT IS A VOLUNTEER?

A volunteer is a person who supports educators as they cultivate enriching opportunities for our students. Volunteers will serve in that capacity without compensation or employee benefits of any type, except for Liability Insurance Coverage for Volunteers as provided by Board Insurance. Volunteer activities are meant to enhance, but not take over, professional duties traditionally performed by paid staff.

Volunteer activities may take place within or be connected with your school under the authority of the principal; or they may take place beyond the school as a system-wide activity under the authority of senior staff. You may undertake this activity as an individual or as part of a group. The activity may be short term or long term, and can be focused or diverse.

The specific terms and conditions will be mutually agreed upon by you, and the staff or designate responsible for the activity.

YOUR ROLE AS VOLUNTEER

As a volunteer, you will be responsible to the principal/supervisor and/or designate of the school/department and will:

1. Support educators in providing an enduring education.
2. Reverence the dignity of each person.
3. Maintain and respect confidentiality.
4. Participate in training sessions as required.
5. Inform appropriate personnel in case of absence or withdrawal of service.
6. Respect communication protocols.

A VARIETY OF ACTIVITIES

There are a variety of tasks and duties, too numerous to list fully here, that you may be asked to perform, depending on your interests, skills, abilities and time availability. NOTE: All activities must be conducted under supervision.

As a volunteer, you may assist in such activities as:

1. Setting up equipment and materials.
2. Creating displays.
3. Helping with winter activities (e.g., tying skates).
4. Collecting funds for specific purposes (e.g., charitable campaigns).
5. Photocopying.
6. Developing school newspapers.
7. Independent coaching, in collaboration with a designated teacher.
8. Using your individual expertise in a given area (e.g., firefighting, nursing, arts and crafts) to enhance the curriculum.
9. Organizing cultural activities.
10. Participating in field trips.
11. Arranging materials in the library/book room.
12. Assisting with literacy and numeracy activities.
13. Supporting others with computers and other forms of technology.
14. Playing instructional games with students.
15. Planning liturgical celebrations.

THE VALUE OF VOLUNTEERING

“Let your light shine before others, so that they may see your good works and give glory to our God in heaven.” Matthew 5:16

Volunteer activities are valued because they help develop the full potential of each child.

These benefits include:

1. Cultivating school/community relationships.
2. Enhancing and supporting student learning.
3. Providing an enduring education that reflects the essence of our Catholic traditions.
4. Providing members of the Catholic community and community at large with opportunities to share their gifts and talents.
5. Gaining valuable experience that enhances their personal growth.
6. Inspiring our young to be the best for our world.

RIGHTS AND RESPONSIBILITIES

Volunteering is no longer a casual activity for those with leisure time, but rather an acceptance of the fact that community service is an essential component that contributes to the growth and success of students, our schools and the community. Therefore, as a volunteer performing an important and viable role with students and in our schools, you have a number of rights and are charged with a number of responsibilities.

You have a right to.....	You have the responsibility to.....
sufficient knowledge, training orientation and information regarding activities you are involved in	ask related questions, seek as required, help and clarification, and respect the defined boundaries of activities
express your individual opinions and ideas and have these considered by your supervisor	maintain confidentiality of all information acquired about students, family and staff, as this is strictly confidential.
input into which activities you choose to undertake	ensure that you feel comfortable with the type and amount of activities
request general and specific information from the principal, teacher, (or other person) who directly supervises you	follow through with directions and discuss with your supervisor any issues that may arise
be treated with respect and dignity (by staff, students and others) and in accordance with related Board policies and practices	treat others (students, staff, and others) with respect and dignity and in accordance with Board policies and practices
express your creativity and share your personality and skills as well as time	do so in a manner which allows the same for students and others
feel that you belong and that your contributions matter	perform your activities in a manner that is consistent with the expectations and norms of the school
be regularly evaluated by your supervisor	participate in the evaluation process and follow-up on specific comments and recommendations
say no to the student, teacher, principal or anyone who asks too much of you	not offer or continue your services if you do not believe in the value of what you are doing
terminate your volunteer activities at any time	provide reasonable advance notice when terminating your volunteer activities

SUGGESTIONS FOR SUCCESS

1. Become familiar with health and safety procedures. The health and safety of the student(s) is a primary concern at all times.
2. Become familiar with school and classroom routines. Ensure that students follow routines that are normally expected by the teacher and principal. When in doubt, ask the student, "What would your teacher expect you to do?"
3. Consider your relationship with students and staff members as one which involves mutual respect and confidentiality.
4. Follow the teacher's instructions closely so that students are not confused.
5. Give short, simple directions. Ask if there are any questions before the tasks are begun.
6. Be a positive appropriate model and example for the students.
7. Treat student(s) with the same respect that would be given to an adult.
8. Encourage independent efforts and creativity. Be alert and open to new ideas.
9. Make a note of any problems or questions that you have and discuss them with the teacher in a timely manner.
10. Refer all discipline problems to the teacher immediately.
11. Be consistent with all students.
12. Be diligent in building and preserving positive self-concept in student(s).

FREQUENTLY ASKED QUESTIONS

1. **CAN THE BOARD BE HELD LEGALLY RESPONSIBLE FOR THE WRONGFUL ACTS OF A VOLUNTEER TO A STUDENT?**

Yes. The Board has a duty to ensure that volunteers who interact with students have adequate knowledge or training. The volunteer, in turn, has a duty to provide a reasonable standard of service in performing volunteer activities. No task should be undertaken without the authorization of the volunteer's supervisor.

2. **ARE VOLUNTEERS BOUND BY LEGISLATION GOVERNING THE INSTITUTION?**

Yes. All those working within an institution, either for paid or on a voluntary basis, are governed to a varying degree by relevant legislation and regulations, as well as any policies and practices.

3. **ARE VOLUNTEERS PERMITTED TO SEE STUDENT ACADEMIC RECORDS?**

No. Volunteers may be provided information related to student records depending on the activities being performed; however, access to written student records would be a breach of confidentiality.

4. **SHOULD VOLUNTEERS REPORT INCIDENTS AND ACCIDENTS?**

Yes. The failure to report an incident or accident with injury to a person or damage to property (or the potential of same) could have legal implications for the Board.

5. **WILL VOLUNTEERS BE PROTECTED FROM UNFOUNDED OR MALICIOUS COMPLAINTS OR ACCUSATIONS?**

Yes. The Board will take all reasonable measures to investigate and resolve such issues. To do so is in everyone's best interests.

6. **ARE VOLUNTEERS PROTECTED AGAINST ACCIDENT AND INJURY?**

Yes. As required under the Education Act, volunteers are insured under the Board's Group Accident Insurance Policy, providing they are acting in good faith and in a reasonable manner.

7. **ARE VOLUNTEER DRIVERS PROTECTED AGAINST LIABILITY ISSUES?**

Yes. For volunteer drivers, the school board policy provides excess liability insurance over and above the owner's primary insurance.

*The above questions and answers should be considered seriously by all volunteers. Basically, you should be aware of the fact that **you are not to perform any duties unless you have received proper training and know the scope of your duty**, or unless in an unusual situation, you have been instructed by a staff person. **Never do anything of which you are not sure; always ask.***

HEALTH AND SAFETY

Observing the safe work practices in our day-to-day activities is **the responsibility of all** who work for the Huron-Superior Catholic District School Board, both employees and volunteers. An effective safety program requires that everyone follows **safe work practices**, since the unsafe act of one individual may endanger others, as well as yourself. More detailed information about these safe work practices may be found in the Occupational Health and Safety Act (OHSA).

Safety rules will not solve all of our safety problems – you as an individual must assume **personal responsibility for your own safety as well as the safety of others**. The Board urges your cooperation and welcomes your suggestions to improve our safety program.

As a volunteer, you may be involved in a variety of activities. Normally, **using common sense, exercising good judgment, and asking questions when in doubt** may be sufficient. When your supervisor identifies specific training or information needs, these will be provided. If you feel a need for information or training, please contact your supervisor immediately.

SMOKING

Smoking is not permitted anywhere on school property.

ALCOHOL, CANNABIS AND ILLEGAL DRUGS

These are strictly forbidden.

ILLNESS AND HEALTH

Please bear in mind that your activities will regularly involve contact with others. If you are ill or not feeling well, it is probably best to stay home.

GIVING MEDICATION TO STUDENTS

Giving students any kind of medication, including non-prescription drugs, is not permitted.

EMERGENCIES AND EMERGENCY DRILLS

These are generally indicated by an alarm bell. Follow your supervisor's instructions calmly and quickly. Everyone must leave the building. Note that the students have usually rehearsed for these eventualities.

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BODILY FLUIDS AND INFECTION CONTROL

This risk of transmission of serious and even deadly disease requires that any bodily fluids (e.g., blood, vomit, urine) be cleaned up and handled in a prescribed manner. Each school has a clean-up kit and procedures for these emergencies.

USE OF CHEMICALS

Hazardous chemicals carry descriptive information regarding their proper use and storage. You will normally not be using these products; however, your supervisor will be informing you in any circumstances where you are. Please read the labels, be informed, and use them accordingly.

INCIDENTS AND ACCIDENTS

Please report any incident or accident to your supervisor, even if there seems to be no injury to yourself or others, or damage to equipment or property. Accidents must be investigated thoroughly, so that we can learn from them and prevent future incidents.

Remember: It is in everyone's best interests to work safely in our schools.

JUST GOOD SENSE

1. Perform all your activities safely and follow up on any health and safety concerns with your supervisor.
2. Maintain good housekeeping in any activity.
3. Wear protective equipment as required for specific activities.
4. You have the right and responsibility to work safely.
5. When in doubt, contact your supervisor immediately.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

Oath of Confidentiality for Volunteers

Except as I may be legally authorized or required, I, _____,
swear that I will not discuss with or give to any person, any information or document that I
have access to or see by reason of my being a volunteer with the Huron-Superior Catholic
District School Board.

Dated at _____ this _____ day of _____, 20__.
(city/town)

Signature

FIELD TRIPS - FORM A

Huron-Superior Catholic District School Board

APPLICATION FOR BOARD APPROVAL
EXTENDED FIELDTRIP OUTSIDE THE BOARD'S
JURISDICTION

SCHOOL: Holy Family Catholic School

NAME OF TEACHER Kristi Coletti GRADE 8

requests authorization to take his/her class to Toronto Ont.
(place or area)

Date of Departure: June 26, 2023

Date of Return: June 28, 2023

Number of Students: 20 Number of Staff: 3 Number of Adults: 3
(at least 1 required)

Note: Both male and female chaperones should accompany overnight trips with mixed student groups.

Means of Transportation: Plane (Porter Airline)
(Under no circumstances are students to drive other students.)

Itinerary to be provided with this application.

Special provisions to provide for Universal Access: _____

Note: The Principal confirms that all "Volunteers" have had a Criminal Reference Check and that all students have out of province/country medical insurance for travel outside the province/country. The principal also confirms that all staff/chaperones are aware of Policy 5003 Field Trips and its accompanying Procedural Guidelines.

M. Shuk
(Signature of Principal)

January 18, 2023
(Date)

AUTHORIZATION

This Extended Field trip is approved.

(Signature of Director)

(Date)

Distribution: The Principal will sign the form and send it to the Director of Education.

Once approved, a copy will be sent to the Principal for his/her records.

Holy Family - Grade 8 Field Trip - Tentative Itinerary

Monday June 26, 2023

6:30 a.m - Arrive at Sault Ste. Marie Airport
7:25 a.m - Flight Departure to Toronto Via Porter Airlines
9:00 - 9:30 a.m - Land in Toronto, TTC to Ryerson Daphne Cockwell Residences
9:30 a.m - 11:00 a.m - Check in / Light breakfast provided in Common Area
11:00 a.m - Depart on Double Decker Bus to Legislature
12:00 p.m - 2:00 p.m - Tour Legislature
2:00 p.m - 3:00 p.m - Late Lunch
3:00 p.m - 6:00 p.m - Eaton Center/Dinner on own in Food Court
6:00 p.m - 8:00 p.m - CN Tower
8:00 p.m - 10:00 p.m - Common Area
10:00 p.m - Own Rooms
11:00 p.m - Lights Out

Tuesday June 27, 2023

8:00 a.m - 9:30 a.m - Wake up, Breakfast in Common Area
10:30 a.m - 12:30 p.m - Ripley's
12:30 p.m - 1:30 p.m - Lunch at Restaurant
1:30 p.m - 4:00 p.m - Ontario Museum
4:00 p.m - 5:30 p.m - Return to Dorm before Blue Jay's Game
5:30 p.m - Departure for Blue Jay Game
6:00 p.m - Arrive at the Blue Jay's Game, Game time 7:07 p.m
Return to Dorm following the Blue Jay Game

Wednesday June 28, 2023

8:00 a.m - 9:30 a.m - Wake up, Breakfast
10:00 a.m - 1:00 p.m - Google Headquarters
1:00 p.m - 2:00 p.m - Lunch
2:00 p.m - 4:00 p.m - Art Gallery
4:00 p.m - 7:00 p.m - Return to Residence, Dinner in Commons Area, Pack for return home
7:45 p.m - Depart for Airport
8:55 p.m - Departure from Airport, Flight home



Huron-Superior Catholic DISTRICT SCHOOL BOARD

FIELD TRIPS - FORM B

APPLICATION FOR BOARD OF TRUSTEES APPROVAL EXTENDED FIELD TRIP

SCHOOL: Huron-Superior Catholic Young Leaders Program

NAME OF TEACHER Nadia Zanatta GRADE 6-8

requests authorization to take his/her class to SPARK Leadership Conference
(place or area)

Date of Departure: May 23, 2023 (Wawa, White River, Chapleau, Hornepayne) North

Date of Return: May 24, 2023 (Blind River, Elliot Lake, Massey, Espanola) - East
May 25, 2023 - East Schools ; May 26, 2023 North Schools

Number of Students: 34 Number of Staff: 9 Number of Adults: n/d
(at least 1 required)

Note: Both male and female chaperones should accompany overnight trips with mixed student groups.

Means of Transportation: coach bus (from Sault Ste. Marie)
(Under no circumstances are students to drive other students.)

A detailed itinerary must be provided with this application.
The itinerary must outline the educational value of the field trip and list the curriculum
and/or Ontario Catholic School Graduate Expectations being met.

Special provisions to provide for Universal Access: n/d

Note: The Principal confirms that all "Volunteers" have had a Criminal Records Check and a Vulnerable Sector Screening and that all students have out of province/country medical insurance for travel outside the province/country. The principal also confirms that all staff/chaperones are aware of Policy 5003 Field Trips and its accompanying Procedural Guidelines.

Stephane Priest
(Signature of Principal)

January 19, 2023
(Date)

AUTHORIZATION

This Extended Field trip is approved.

(Signature of Director)

(Date)

Distribution: The Principal will sign the form and send it to the Director of Education.

Once approved by the Board of Trustees, a copy will be sent to the Principal for his/her records.

January 13th 2023

Huron-Superior Catholic Young Leaders Program: SPARK Leadership Conference Itinerary

This is the culminating event for the Huron-Superior Catholic Young Leaders Program: representing HSCDSB at a Youth Conference:

<https://www.canadaswonderland.com/groups/student-and-youth/leadership-conference>

Spark Leadership Conference
Thursday May 25th 2023
Canada's Wonderland

Students: 34

Staff Representatives: 9

This opportunity aligns with the following HSCDSB Strategic Directions:

<u>Strategic Direction</u>	<u>Connection</u>
Success and Wellbeing of our Students <ul style="list-style-type: none"> - Foster a culture of high standards and excellence - Respond to the needs, preferences, experiences, ideas, and voices of our students 	Students will have the opportunity to learn about, as well as improve and develop their leadership skills.
Nurturing of our Catholic Faith <ul style="list-style-type: none"> - Strengthen connections between school, Church, and home 	Students will have the opportunity to apply the Catholic Graduate Expectations through their experience of attending the Conference.
Equitable Stewardship of our Resources <ul style="list-style-type: none"> - Allocate resources equitably 	Supported by the Northern and Rural Grant

Accommodations:

Georgian College Residence (Barrie, Ontario)

- Double occupancy rooms

Tuesday May 23rd 2023

- After school, students and staff from Wawa, White River, Chapleau, and Hornepayne will travel to Sault Ste. Marie to spend the night

Wednesday May 24th 2023

- Coach Bus will depart from Sault Ste. Marie at 8:00am with the North school students and staff representatives to pick up Blind River, Elliot Lake, Massey, and Espanola students and staff
- Coach Bus will continue its travel to Georgian College Residence

- Dinner in Barrie, Ontario (location TBD)

Thursday May 25th 2023

- SPARK Leadership Conference at Canada's Wonderland (9:00am)
- Coach Bus will depart from Canada's Wonderland (time TBD) and travel back to Sault Ste. Marie, making stops in Espanola, Massey, Elliot Lake, and Blind River
- The North school students and staff will stay overnight in Sault Ste. Marie

Friday May 26th 2023

- Students and staff from Wawa, White River, Chapleau, and Hornepayne will travel back to their communities in the morning and return to school for the afternoon

FIELD TRIPS - FORM A

Huron-Superior Catholic District School Board

APPLICATION FOR BOARD APPROVAL
EXTENDED FIELDTRIP OUTSIDE THE BOARD'S
JURISDICTION

SCHOOL: St. Mary's College

NAME OF TEACHER Stephanie Parniak GRADE 9-12

requests authorization to take his/her class to the Northern Ontario Catholic Leadership Conference
(place or area) (North Bay, ON)

Date of Departure: Fri. Feb. 24

Date of Return: Sat. Feb. 25 / Sun. Feb. 26 (early morning)

Number of Students: ≤ 40 Number of Staff: 2-3 Number of Adults: _____
(at least 1 required)

Note: Both male and female chaperones should accompany overnight trips with mixed student groups.

Means of Transportation: AJ Bus Lines Coach
(Under no circumstances are students to drive other students.)

Itinerary to be provided with this application.

Special provisions to provide for Universal Access: Donations to cover cost by local
CWL units

Note: The Principal confirms that all "Volunteers" have had a Criminal Reference Check and that all students have out of province/country medical insurance for travel outside the province/country. The principal also confirms that all staff/chaperones are aware of Policy 5003 Field Trips and its accompanying Procedural Guidelines.

[Signature]
(Signature of Principal)

02/09/2023
(Date)

AUTHORIZATION

This Extended Field trip is approved.

(Signature of Director)

(Date)

Distribution: The Principal will sign the form and send it to the Director of Education.
Once approved, a copy will be sent to the Principal for his/her records.

Itinerary

Friday February 24

- 3:30 pm Load bus from front lobby of SMC
3:45 pm Depart for North Bay (stops in Blind River and Sturgeon Falls if needed. Students may wish to bring money for supper/snacks or pack supper for the road)
- 10:00 pm Approximate arrival time at Holiday Inn Express North Bay
12:00 pm Lights out

Saturday February 25

- 8:00 am Wake up calls
8:00-9:00 Breakfast provided in hotel
9:15 Board bus to St. Joseph Scollard Hall for Conference
10:00 Conference begins
8:00 pm Conference Ends
Change into comfy clothes, board bus, leave for Sault (Stops in Sturgeon Falls and Blind River if needed. Students may wish to bring money for snacks.)

Sunday February 26

- 2:00 am Approximate arrival back at SMC



Re: St. Mary's College School Activity Report
February 2023

February 3, 2023

Submitted by:
Jenna Viotto
Owen Middleton
Student Trustees
St. Mary's College

Faith:

- Grade 12 retreats for Semester 1 Religion classes took place this month, focussing on the theme of rest and retreat. Unfortunately one class was canceled due to weather conditions.
- The ILS classes visited the Chapel for a prayer service focussing on the New Year and how each of us are called to be Salt and Light.
- Pause, Pray, Pass took place during the exam period once again where students were able to receive a prayer card and breakfast in the front lobby prior to their exams each day. This year the prayer was composed by Miss Parniak. (You can come pick up copies of the cards for the trustees from me if you would like)
- The ILS Classes returned to the Chapel for a Prayer Service on February 14th to celebrate the virtue of LOVE.

Sports:

- The senior boys basketball team is doing very well and is in first place right now
- The junior and senior boys basketball team has there next game against White Pines on February 8th
- The senior girls volleyball team has won 9 out of 10 games
- The junior girls volleyball team have not lost a game and have won all 10 of their games
- The junior and senior girls volleyball teams have there next game on February 7th
- The hockey team is still has not lost any of their games and there next game is February 5th against Korah

Student Council:

- Student Council will be participating in the ABCD Bon Soo Winter Olympics, along with any other students encouraged to participate.
- Our Love Week is planned, with activities such as a Valentine's Kahoot game, Match-o-Matic surveys and Candy Grams, Love song trivia, and Intramural Ultimate Dodgeball.

Student Senate:

- The Heaven Cent "Amazing Race" was a successful event for the winning classes of our previous initiative.
- In February, we planned a Valentine's Day poem contest. Winning classes from elementary schools will receive Candy Grams.
- Student Senate is giving free cookies to the elementary students on February 10th as a little treat for their basketball tournament held at St. Mary's

