

HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD

OPEN SESSION

AGENDA AND REPORTS



Wednesday, November 13, 2024

7:15 p.m.

Board Room

90 Ontario Avenue

**Photo Courtesy of:
St. Basil Catholic School, White River**



**AGENDA FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, NOVEMBER 13, 2024 @ 7:15 PM
IN THE BOARD ROOM**

A CALL TO ORDER

1. **Acknowledgement of Traditional Lands –** (Student Trustee Jensen)
The Huron-Superior Catholic District School Board recognizes that the land where we learn, work, and live is the traditional territory of Indigenous peoples who have been its caretakers for millennia. We are inspired by their legacy to care for Mother Earth, cherish the sacredness of creation, and use resources wisely and with gratitude. Today we meet on Turtle Island in the area governed by the Robinson-Huron Treaty of 1850. It is the traditional land of the Batchewana First Nation, the Garden River First Nation and the Metis settlement at Bawating. We are committed to listening, learning, and fostering meaningful relationships. We open our hearts to the teachings, knowledge, and stories shared by our Indigenous brothers and sisters.
2. **Prayer** (Pg 7)
3. **Call the Roll:**

Trustees:

Carol Amadio, John Bruno, John Caputo, Kerri Commanda, Tony D'Agostino, Lindsay Liske, Carol MacEachern, Kathleen Rosilius, Gary Trembinski, Sandra Turco

Officials:

Fil Lettieri (Director of Education), Joe Chilelli, Stephanie Circelli, Justin Pino, Franca Spadafora, Syndy Withers

Student Trustees:

Kenzie Garson, Mya Jensen, Alexander Oraziatti

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, November 13, 2024.

Are there any additions/changes/deletions?

C DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**D NEW BUSINESS****1. ELECTION FOR THE OFFICE OF CHAIRPERSON**

The election shall proceed in compliance with By-Law 02-1, Policy No. 1000.

- (a) Scrutineers will be named. Each trustee will receive a ballot with the names of all of the trustees. Each trustee will mark a ballot to nominate one individual for the position of Chairperson.
- (b) Voting shall be conducted by secret ballot.
- (c) The ballots will be collected by the scrutineers who will recess and prepare a list of the nominees alphabetically.
- (d) The names of the nominees will be recorded on the white board and each will be asked if they wish their name to stand for the office of Chairperson. Trustees permitting their names to stand will stand for election. Each nominee, in reverse order of his/her nomination, will be given an opportunity to address the Board for up to three (3) minutes.
- (e) The member receiving a clear majority of the votes, cast by the members present shall be declared elected Chairperson.
- (f) Should no candidate receive a clear majority of the votes cast, the name of the candidate receiving the smallest number of votes shall be dropped and the Board shall proceed to vote anew and so continue until the Chairperson is elected.
- (g) In case of equality of votes, the candidates shall draw lots to fill the position.
- (h) The Secretary shall announce the results of the ballot by declaring the name of the member who has received a clear majority of the votes cast and shall not declare the count.

2. CHAIRPERSON ASSUMES THE CHAIR

Chairperson's Remarks (Inaugural Address) will be given on December 11, 2024, at the Inaugural Mass.

3. ELECTION FOR THE OFFICE OF VICE-CHAIRPERSON

The same procedure will be followed as above for the election of the Vice-Chairperson.

Vice-Chairperson's Remarks

4. COMMITTEES OF THE BOARD

The Chairperson of the Board shall request volunteers for committees to submit their names in writing. The Chairperson shall appoint board members to a committee as is deemed to be in the Board's best interests.

Appointments will be announced at the December 11, 2024, meeting.

(a) **Special Education Advisory Committee (4-year term)**

(Current term ending December 2026)

- John Caputo
- Sandra Turco
- Kathleen Rosilius (alternate)
- Gary Trembinski (alternate)

(b) **Audit Committee (4-year term)**

(Current term ending December 2026)

- John Bruno
- Lindsay Liske
- Gary Trembinski

(c) **Parent Involvement Committee**

- Chair or Designate
- 1 Alternate

(d) **Transportation Governance Committee**

- Chair or Designate

(e) **Policy Committee**

- Board Chair
- 3 Trustees

(f) **Focus on Faith**

- Chair or Designate
- 1 Alternate

(g) **Supervised Alternative Learning Committee**

- 1 Trustee
- 1 Alternate

‘Ad Hoc’ Committees (when required)

- (a) **Suspension/Expulsion Appeals Committee**
 - Committee of the Board
- (b) **Director’s Performance Appraisal Committee**
 - Committee of the Board
- (c) **Centre for Social Justice and Good Works**
 - 1 Trustee
 - 1 Alternate
- (d) **Finance Committee**
 - Committee of the Board

E CONFIRMATION OF MINUTES

1. **Minutes of the Open Board Meeting of October 16, 2024.** (Pg 8)
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the Open Board Meeting of October 16, 2024.
2. **Minutes of the In-Camera Board Meeting of October 16, 2024.**
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the In-Camera Board Meeting of October 16, 2024.

F BUSINESS ARISING FROM THE MINUTES**G PRESENTATIONS****H COMMITTEE REPORTS**

1. **Special Education Advisory Committee Meeting Minutes** – September 25, 2024 (Pg 12)
2. **Policy Committee Meeting Minutes** – October 2, 2024 (Pg 17)

I ADMINISTRATIVE ITEMS REQUIRING ACTION

1. **Electrical Maintenance and Repair Services** (Pg 20)
Motion: That the Huron-Superior Catholic District School Board awards the RFP for Electrical Maintenance and Repair Services to Tombari Electric, S & T Electrical and Phase 4 Electric for a two-year period effective January 1, 2025.
2. **HAVC Maintenance and Repair Services** (Pg 22)
Motion: That the Huron-Superior Catholic District School Board awards the RFP for HVAC Maintenance and Repair Services to Henderson Metal and S & T Electrical for a two-year period effective January 1, 2025.

3. **Policy 2010 – Trustee Code of Conduct** (Pg 23)
Motion: That the Huron-Superior Catholic District School Board approve Policy 2010 as presented.
4. **Policy 4014 – Corporate Sponsorship** (Pg 35)
Motion: That the Huron-Superior Catholic District School Board approve Policy 4014 as presented.
5. **Fieldtrips** (Pg 39)
Motion: That the Huron-Superior Catholic District School Board approves the following field trip applications:
 1. St. Paul School – to travel to Toronto, ON on June 17, 2025, and returning on June 20, 2025.

J INFORMATION ITEMS

1. **Reports to the Director of Education / Board of Trustees**
 - a) **Annual Trustee Expenses Report** – Superintendent Pino (Pg 45)
 - b) **Capital Projects 2024-25** – Steve Brown, Manager of Plant Services (Pg 46)
 - c) **SMC Activity Report** – Student Trustees Garson, Jensen and Oraziatti (Pg 50)
2. **Correspondence**
3. **Notes of Thanks**

K TEN-MINUTE QUESTION AND ANSWER PERIOD

- ON AGENDA ITEMS FOR THOSE IN ATTENDANCE

L UPCOMING EVENTS

November 13	-	World Kindness Day
November 17	-	World Day of the Poor
November 21	-	Presentation of the Blessed Virgin Mary
November 24	-	World Youth Day
November 27	-	SEAC Meeting
December 1	-	First Sunday of Advent
December 2	-	Special Education Appreciation Day
December 4	-	SEAC Meeting
December 8	-	Second Sunday of Advent
December 10	-	Immaculate Conception
December 10	-	Human Rights Day
December 11	-	Inaugural Mass
December 11	-	Next Board Meeting

M CLOSING PRAYER – Trustee Caputo

N ADJOURNMENT



November Board Meeting Prayer



(Trustee D'Agostino)

"Speak out for those who cannot speak, for the rights of all the destitute. Speak out, judge righteously, defend the rights of the poor and needy." (Proverbs 31:8-9)

The seventeenth-century English poet John Donne wrote: "No man is an island entire of itself ... any man's death diminishes me, because I am involved in mankind." This fundamental truth, that we are all part of the same human family, is expressed by Christians as membership in the body of Christ.

We pray,

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

(Trustee Liske)

Loving Creator, every human being, as well as all of creation, was breathed into existence by you. Whatever the differences between us, all people are our sisters and brothers. When one suffers, we are all affected. When one hungers, we are all diminished.

(Trustee MacEachern)

We offer to you our humble efforts to build a more just world. Strengthen our voices when we try to speak for those who are silenced. Give us the courage to stand with those who are oppressed. Help us to use whatever talents and resources we have to fight against inequality and discrimination. Support us when we become discouraged with the slow pace of change.

God of Mercy, may we be your hands and your voice in the pursuit of justice for all.

Amen.

St. Joseph, pray for us.

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



**MINUTES FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, OCTOBER 16, 2024 @ 7:15 PM
IN THE BOARD ROOM**

PRESENT Trustees:

Gary Trembinski (Chair), John Bruno (Vice-Chair), Carol Amadio, John Caputo, Kerri Commanda (virtual), Lindsay Liske, Carol MacEachern, Kathleen Rosilius, Sandra Turco

Officials:

Fil Lettieri (Director of Education), Joe Chilelli, Stephanie Circelli, Justin Pino, Syndy Withers

Student Trustees:

Kenzie Garson, Mya Jensen, Alexander Oraziatti

REGRETS Tony D'Agostino, Franca Spadafora

Values and Vision

Superintendent Pino introduced Mike DePratt (President, Local 2251 Steelworkers) who presented the board with a donation of \$7,000 toward the Breakfast Program. Trustees and board staff thanked the Local and proclaimed their appreciation on behalf of all the students that benefit from their kindness.

Director Lettieri congratulated all organizers and staff for an overwhelmingly successful Faith Day on September 27, 2024, at St. Mary's College. Employees enjoyed an engaging keynote speaker, and 25 afternoon sessions led by Elders/Knowledge Keepers. Staff donated approximately \$1,500 to the Helping Hands, Caring Hearts fund for helping students/families in need, as well as over 500 canned goods for St. Vincent Place.

Superintendent Withers highlighted the senior team's visit to the sweat lodge in Garden River First Nation. All in attendance found the experience challenging, yet spiritual as they asked for help from our creator. A special thank you was extended to Elder Joe Jones and Fire Keepers Aimee Brunetti and Lina DiPasquale for their assistance in making this event so meaningful.

Superintendent Circelli commended the St. Mary's College students who participated in the Canstruction event that took place at Station Mall on September 28, 2024. Over 3,000 cans were collected with over 750 of them from SMC. All collected goods were donated to The Algoma Food Security Network, benefiting five agencies and 50 non-profit organizations in Sault Ste. Marie and Algoma region. The students won "Best Meal"!

Adg# Mtn#

- B-1 B-914 Moved by: J. Caputo Seconded by: C. MacEachern**
That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, October 16, 2024.
CARRIED
- E-1 B-915 Moved by: K. Rosilius Seconded by: J. Bruno**
That the Huron-Superior Catholic District School Board approve the Minutes of the Open Board Meeting of September 18, 2024.
CARRIED
- E-2 B-916 Moved by: K. Commanda Seconded by: L. Liske**
That the Huron-Superior Catholic District School Board approve the Minutes of the In-Camera Board Meeting of September 18, 2024.
CARRIED
- G-1 Experiential Learning 2024/25**
Paula Trainor (Experiential Learning Lead) and Kelly McKay (SHSM/STEAM Lab Tech) highlighted Experiential Learning, a hands-on learning approach that provides developmentally appropriate opportunities for students of all ages. This program allows students to see the relevance of their classroom learning and its connection to the broader world, as well as helping students broaden their knowledge of themselves and see the range of career opportunities. Students have enjoyed participating in a wide variety of events, such as CANstruction, Young Women in the Trades Day, E-Sports Elementary Tournament and the Skills Ontario Competition.
- I-1 B-917 ELECTRONIC POLL – Fieldtrip Request for Holy Name of Jesus School**
That the Huron-Superior Catholic District School Board approves the fieldtrip for Holy Name of Jesus School to travel to Sault Ste. Marie, ON and Boyne City, MI on October 17, 2024, and returning October 19, 2024.
CARRIED
- I-2 B-918 Moved by: L. Liske Seconded by: J. Bruno**
That the Huron-Superior Catholic District School Board receive the 2023-24 Annual Report of the Audit Committee as outlined in the Report to the Director dated October 16, 2024.
CARRIED
- I-3 B-919 Moved by: K. Rosilius Seconded by: C. MacEachern**
That the Huron-Superior Catholic District School Board accept the HSCDSB Mathematics Achievement Plan, as presented.
CARRIED
- I-4 B-920 Moved by: C. Amadio Seconded by: L. Liske**
Motion: That the Huron-Superior Catholic District School Board approves Policy 4027 as presented.
CARRIED

I-5 B-921 Moved by: J. Caputo**Seconded by: K. Rosilius**

That the Huron-Superior Catholic District School Board issue a change order in the amount of \$150,560 + HST to Builtwright Construction Ltd. Funds for this portion of the work will be expended from the 2024-2025 capital contingency.

CARRIED**I-6 B-922 Moved by: C. Amadio****Seconded by: K. Commanda**

That the Huron-Superior Catholic District School Board approves the following field trip application:

1. St. Mary's French Immersion School – travelling to Quebec City, QC on June 16, 2025, and returning June 20, 2025.
2. Our Lady of Lourdes School – travelling to Toronto, ON on June 16, 2025, and returning June 19, 2025.
3. Holy Angels Adult Learning Centre – travelling to Thailand on July 12, 2025, and returning on July 26, 2025.

CARRIED**J-1-a Response to SEAC Recommendations**

Rosanne Zagordo answered questions on the board's plan to support students. Many of the goals set with the SEAC recommendations are already being met and others are planned to be met by the end of the school year. The recommendations maximize priority funding and provide relevant training.

J-1-b Trustee Honoraria

Superintendent Pino advised that trustee honoraria is based on enrolment and is calculated accordingly as per Ontario Regulations.

J-1-c Summer Learning Credit Course in Thailand

Darren Vaughan, Owner/Operator of CANASIAN Academic Adventures, provided an overview of the planning for the Thailand 2025 trip. This four-week course will take place at St. Mary's College (2 weeks) and in Thailand (2 weeks) for which participating students will earn one credit in Co-operative Education. Promotions will begin shortly and the trip will take place in the spring of 2025.

J-1-d SMC Activity Report

Student trustees Garson, Jensen and Oraziotti highlighted some of the October events at the school, including components from faith, sports, student council and student senate. A few noteworthy items were the "Faith on Fire" club, SMC Choir performing at Faith Day, the planning of Homecoming events, supporting Breast Cancer Awareness and the newly named Indigenous Student Union.

N-1 B-923 Moved by: J. Caputo**Seconded by: K. Rosilius**

That the Huron-Superior Catholic District School Board meeting of Wednesday, October 16, 2024, adjourns at 8:40 p.m.

CARRIED

Chairperson: _____

Secretary: _____



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

Date: Wednesday September 25, 2024

Location: Board Room

Time: 4:00pm - 6:00pm


Google Meet: <https://meet.google.com/rca-pdnd-onk>

Attendance: John Caputo, Kasia Ceglarz, Theresa Coccimiglio, Irma DiRenzo, Jared Lambert, Rachelle Lambert, Jacques Ribout, Melanie Ross, Tiana Rushon, Franca Spadafora, Gary Trembinski, Rosanne Zagordo


Student Trustees and Guests: Kenzie Garson, Mya Jesnsen, Alexander Orazietti

Regrets:

AGENDA ITEMS		ACTION	WHO	WHEN
1.	WELCOME LAND ACKNOWLEDGEMENT PRAYER FOR SEAC	<ul style="list-style-type: none">Land Acknowledgement and Prayer was said by all.	Franca Spadafora	
2.	ACCEPTANCE OF PREVIOUS MINUTES June 5, 2024	<ul style="list-style-type: none">Minutes from June 5, 2024 were accepted.	Gary Trembinski John Caputo	
3.	AGENDA ADDITIONS/CHANGES		Jacques Ribout Rachelle Lambert	
4.	GUEST(s): REPORTS <ul style="list-style-type: none">SMC Student Trustees	<ul style="list-style-type: none">Report from Trustees:<ul style="list-style-type: none">September 24' SEAC Report.pdf	Kenzie Garson Mya Jensen Alexander Orazietti	

5.	MINISTRY UPDATES	<ul style="list-style-type: none"> • Special Incidence Portion (SIP) – revised data collection process that is being implemented by the Ministry of Education as part of the Special Incidence Portion modernization review. • PPM 170 – School board communication with parents • Purpose: to strengthen service standards and ensure consistent and reliable information is provided and made available to a parent for greater transparency and accountability in the education system across the province. • PPM 128 - The Provincial Code of Conduct and School Board Codes of Conduct Code of Conduct has been updated to reflect the recommendations brought forward by PPM 128. • The Ministry approved the application submitted regarding removing barriers for students with disabilities. \$11,000.00 was allocated to help ensure students with disabilities are receiving meaningful programming that enables them to take part in more enriching learning experiences, such as K-course in our secondary school, and outings that support our students 	Franca Spadafora	
6.	SEAC BUSINESS <ul style="list-style-type: none"> • MASCE UPDATES • Roles and Responsibilities • Vacancy for PIC and Well Being Committees • SEAC Calendar 	<ul style="list-style-type: none"> • SEAC Calendar DRAFT: DRAFT SEAC Calendar • Motion: School Tours and Presentation- List of presentations was generated and school tours. This motion was carried and passed. • There are no updates for MACSE • Jacques Ribout has put his name forward for Well Being Committee • Kasia Ceglarz has put her name forward for the PIC committee. 	Irma DiRenzo	
7.	BUSINESS CARRIED FORWARD	<ul style="list-style-type: none"> • SEAC Calendar- review 		
8.	SUPERINTENDENT, COORDINATOR and MENTAL HEALTH LEADER'S REPORTS	<ul style="list-style-type: none"> • Special Education Plan  Special Education Plan 2024-2025 	Franca Spadafora Rosanne Zagordo Jared Lambert	

	<ul style="list-style-type: none"> • Special Education Plan • Mental Health Lead report • Special Education Coordinator report 	<ul style="list-style-type: none"> • ADSB, Fit Bodies and Fit Minds and HSCDSB partnered to offer Well Being days through the summer • Pre Venture will be offered into all of our elementary schools • GreenSpace has been purchased and will include screening tools which pertains to PPM 169 (evidence based data capturing) • Summer Transition Program and Indigenous Transition Program were offered. Students from both panels attended. • Teacher Diagnostician position is vacant as Anita Turcotte has accepted the Curriculum Coordinator Position. • LRT who are new to Empower reading were trained by a team leader from Sick Kids. • BMS training will be offered in the Fall to new EAs or team members who require it. • Transition meetings and Pre- Registration meetings are ongoing to welcome new students with needs who may need special education programs and services. • Hiring of Reading Intervention Teachers • Vision Itinerant Teacher - another posting will be put forward. The board has agreed to provide financial support to a teacher who expresses interest in attaining qualifications for such a position. • The Summer Transition Program (STP) supports HSCDSB students with special education needs who'd benefit from additional assistance transitioning back to school. The program is offered to both elementary and secondary students, providing an opportunity to practice essential school readiness skills. This year, the program served 49 elementary students and 15 secondary students at locations in Sault Ste. Marie, Blind River, Elliot Lake, and Espanola. 		
9.	ASSOCIATION REPORTS			

a.	NORTH SHORE TRIBAL COUNCIL (R. Lambert)	<ul style="list-style-type: none"> Batchewana, partnered with KBX and worked on self esteem workshops which will continue throughout the year. BFN is piloting a program for students who are suspended in conjunction with the schools. 	Rachelle Lambert	
b.	AUTISM ONTARIO SSM CHAPTER PARENT INVOLVEMENT COMMITTEE (Name required) (I. DiRenzo)	<ul style="list-style-type: none"> Link for AO updates: <div>  AO Update - 2024 09 EN.pdf </div>	Irma DiRenzo	
c.	ALGOMA FAMILY SERVICES (T. Coccimiglio)	<ul style="list-style-type: none"> Marcia Ledyt- new manager Rocking out for Recovery AFS grade 7 and 8 counselors are now removed from the board. 	Theresa Coccimiglio	
d.	THRIVE – WELL BEING COMMITTEE (K. Ceglarz)	<ul style="list-style-type: none"> Community partner meeting is upcoming for students who are transitioning to JK. This meeting has alot of community members. 	Kasia Ceglarz	
e.	COMMUNITY LIVING ALGOMA (J. Ribout)	<ul style="list-style-type: none"> CLA is working on getting work for their clients 	Jacques Ribout	
f.	MEMBER-AT-LARGE (M. Ross)	<ul style="list-style-type: none"> CICE has a new space at Sault College in the B wing. There is a dedicated space for employees and students. Some programs were lost at Sault College that affected one student in the Office Admin Program. 	Melanie Ross	
g.	MEMBER-AT-LARGE – FOCUS ON FAITH (I. DiRenzo)	<ul style="list-style-type: none"> Faith Day is coming up on Friday September 25. 	Irma DiRenzo	
h.	EASTER SEALS (T. Rushon)	<ul style="list-style-type: none"> Allison Morse is the contact person for Easter Seals who will be preparing communication to SEAC. 	Tiana Rushon	
i.	TRUSTEES' REPORTS (J. Caputo, G. Trembinski)	<ul style="list-style-type: none"> There was an update to the STEAM LAB and a big donation from Algoma Steel. Two new Superintendents were announced: Stephanie Circelli and Syndy Withers. Regional conference is being held at North Bay this upcoming weekend. 	John Caputo Gary Trembinski	
10.	ADJOURNMENT	<ul style="list-style-type: none"> Adjournment at 6:06 pm 	Theresa Coccimiglio Rachelle Lambert	
11.	NOTES			

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Next Meeting: October 30, 2024

Location: Board Room

Time: 4:00-6:00 pm



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY COMMITTEE MINUTES Wednesday, October 2, 2024

Google Meet: <https://meet.google.com/gyo-xrrw-tpg>

Board Room

4:30 – 6:30 p.m.

Attendance: John Bruno, Tony D'Agostino, Sandra Turco, Gary Trembinski

Regrets:

Resources: F. Lettieri, J. Pino

Guests: J. Chilelli, D. Dupuis,

Chair: Tony D'Agostino

Minutes: F. Lettieri

Items		Discussion	Who / When
1.	Prayer	<ul style="list-style-type: none">Board prayer	F. Lettieri
2.	Review of Minutes – September 11, 2024	<ul style="list-style-type: none">The minutes were reviewed and approved.	T. D'Agostino
3.	Policies for Current Committee Review		
	1000 – Procedure By-Laws	<ul style="list-style-type: none">It was recommended that the Procedural By-Laws be brought back to a committee of the whole in advance of the regular meeting of the board in October to confirm the proposed changes, since 2/3 of Trustees do not participate in this standing committee, as is required for revisions to By-Laws. Proposed changes were made to reflect existing Board Meeting practices and changes to EDU regulations.The Director of Education was asked to inquire what other school boards do with respect to Term Limits for Chair/Vice-Chair, particularly boards in northern Ontario. It was suggested that feedback be sought from OCSTA.	F. Lettieri

Items		Discussion	Who / When
	4015 – Acceptable Use of Information and Communication Technology Resources – Social Media Procedural Guidelines	<ul style="list-style-type: none"> The Procedural Guidelines were reviewed and approved by the Policy Committee. It is not required to go to the Board for approval since there was no change to the Policy. The committee recommended that this procedural guideline, given the significant changes made, be shared with all Trustees and added to a committee of the whole in advance of the regular meeting of the board in November. 	D. Dupuis
	4027 – School Board Communications with Parents and Guardians	<ul style="list-style-type: none"> The Policy and Procedural Guidelines were reviewed, and it was recommended that it be brought to the regular board meeting for approval. 	J. Chilelli
	5007 - Home Schooling	<ul style="list-style-type: none"> The Procedural Guideline was reviewed and approved by the Policy Committee. It is not required to go to the Board for approval since there was no change to the Policy. 	J. Chilelli
	6035 – Supervisory Officer Performance Appraisal	<ul style="list-style-type: none"> Deferred 	F. Lettieri
4.	Future Policies for Review in the 2024-25 School Year		
	<ul style="list-style-type: none"> 2002 - Inclusive Language 		S. Circelli
	<ul style="list-style-type: none"> 3003 - Naming of Schools 		F. Lettieri
	<ul style="list-style-type: none"> 3004 - Community Planning and Partnerships 		J. Pino
	<ul style="list-style-type: none"> 4014 - Corporate Sponsorship 		J. Pino
	<ul style="list-style-type: none"> 4015 – Personal Mobile Devices and Acceptable Use of ICT Resources 		P. Pelletier
	<ul style="list-style-type: none"> 4016 - Bullying Prevention and Intervention 		F. Spadafora
	<ul style="list-style-type: none"> 4022 - Pupil/School Accommodation Review 		J. Pino
	<ul style="list-style-type: none"> 4024 – Safe Schools and Workplaces 		F. Spadafora
	<ul style="list-style-type: none"> 4026 - Flags on Board Property 		J. Pino
	<ul style="list-style-type: none"> 5001 – Catholic Education: Instruction, Assessment, Evaluation and Reporting Grades 1-12 		S. Circelli
	<ul style="list-style-type: none"> 5005 - Combined Grade Student Placement 		S. Circelli
	<ul style="list-style-type: none"> 5008 - Environmental Education 		S. Circelli
	<ul style="list-style-type: none"> 5009 - Supervised Alternative Learning 		S. Circelli

Items		Discussion	Who / When
	<ul style="list-style-type: none"> • 6000 - Criminal Reference Checks 		S. Withers
	<ul style="list-style-type: none"> • 6001 – Attendance Support 		S. Withers
	<ul style="list-style-type: none"> • 6003 – Occupational Health and Safety 		F. Spadafora
	<ul style="list-style-type: none"> • 6007 - Leaves of Absence 		S. Withers
	<ul style="list-style-type: none"> • 6009 - Performance Appraisal of Experienced Teachers 		S. Withers
	<ul style="list-style-type: none"> • 6010 - Performance Appraisal of New Teachers 		S. Withers
	<ul style="list-style-type: none"> • 6013 - Employee Use of Medical and Recreational Cannabis 		S. Withers
	<ul style="list-style-type: none"> • 6014 - Employee Use of Drugs and Alcohol 		S. Withers
	<ul style="list-style-type: none"> • 6015 - Performance Appraisal of Occasional Teachers 		S. Withers
	<ul style="list-style-type: none"> • 6016 - Principal / Vice-Principal Placements 		S. Withers
	<ul style="list-style-type: none"> • 6017 - Return to Work / Accommodation 		S. Withers
	<ul style="list-style-type: none"> • 7004 - Student Use of Medical and Recreational Cannabis 		F. Spadafora
	<ul style="list-style-type: none"> • 7008 - Concussions 		F. Spadafora
	<ul style="list-style-type: none"> • 7010 - Equity and Inclusive Education 		S. Circelli
	<ul style="list-style-type: none"> • 7011 - Release of Information Regarding Pupils 		S. Withers
	<ul style="list-style-type: none"> • 7012 - Ontario Student Record (OSR) 		F. Spadafora
	<ul style="list-style-type: none"> • 7019 - Traffic Safety on Board Property 		J. Pino
	<ul style="list-style-type: none"> • 7020 - Third Party Providers in Schools 		F. Spadafora
5.	Next Meeting	Date: Tuesday, October 29, 2024 Time: 4:30 – 6:30 p.m. Location: Google Meet / Board Room	
6.	Adjournment	Meeting adjourned at 5:46 p.m.	



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

REPORT TO THE DIRECTOR OF EDUCATION

Electrical Maintenance and Repair Services

October 31, 2024

Submitted by: Steve Brown
Manager of Plant Services

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

A Request for Proposal (RFP) for Electrical Maintenance and Repair Services was issued on September 18, 2024 with a closing date of October 16, 2024. The term of the contract is for a two-year period, with an option for a third year at the Board's discretion.

Five RFPs were received by the following companies:

- Ainsworth
- Guzzo Electric
- Phase 4 Electric
- S & T Electrical
- Tombari Electric

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

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

Total points for each company are as follows:

- | | |
|---------------------|-----------|
| • Tombari Electric | 80 points |
| • S & T Electrical | 76 points |
| • Phase IV Electric | 76 points |
| • Guzzo Electric | 71 points |
| • Ainsworth | 50 points |

Tombari Electric scored the most points with S & T Electrical and Phase IV Electric second. As per the terms of the RFP, the Evaluation Committee recommends that the contract for Electrical Maintenance and Repair Services be awarded to three firms as it is in the Board's best interest to do so. Proposed assignment of buildings is as follows:

Tombari Electric - All Sault Ste. Marie buildings

S & T Electrical - All north schools (Chapleau, White River, Hornepayne, Wawa)

Phase 4 Electric - All east schools excluding Espanola (Blind River, Elliot Lake (2), Massey)

Motion: That the Huron-Superior Catholic District School Board awards the RFP for Electrical Maintenance and Repair Services to Tombari Electric, S & T Electrical and Phase 4 Electric for a two-year period effective January 1, 2025.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

REPORT TO THE DIRECTOR OF EDUCATION

HVAC Maintenance and Repair Services

October 31, 2024

Submitted by: Steve Brown
Manager of Plant Services

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

A Request for Proposal (RFP) for HVAC Maintenance and Repair Services was issued on September 18, 2024 with a closing date of October 16, 2024. The term of the contract is for a two-year period, with an option for a third year at the Board's discretion.

Four RFPs were received by the following companies:

- Ainsworth
- Henderson Metal
- Nor-Therm Refrigeration
- S & T Electrical

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

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

Total points for each company are as follows:

- | | |
|---------------------------|-----------|
| • Henderson Metal | 95 points |
| • S & T Electrical | 81 points |
| • Nor-Therm Refrigeration | 80 points |
| • Ainsworth | 71 points |

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

Motion: That the Huron-Superior Catholic District School Board awards the RFP for HVAC Maintenance and Repair Services to Henderson Metal and S & T Electrical for a two-year period effective January 1, 2025.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE: TRUSTEE CODE OF CONDUCT

Approved:

Amended:

POLICY NO: 2010

Page: 1 of 1

POLICY

The Huron-Superior Catholic District School Board (HSCDSB) believes that the role of Trustee is one where public trust and confidence is essential. Trustees are elected to represent all stakeholders in the Board and HSCDSB believes that personal commitment to high ethical standards is required by all individuals elected to the role. This will ensure that the Board can responsibly fulfill its obligations and discharge its duties in a manner motivated by the spirit of the Gospel and modeled on the examples of Jesus Christ. Trustees of HSCDSB are expected to fulfill their duties and responsibilities consistent with Gospel Values, the teachings of the Catholic Church, the Board's By-Laws and the *Education Act*.

APPROVED Regular Meeting – November 13, 2024
Motion



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES TRUSTEE CODE OF CONDUCT

PURPOSE

This Trustee Code of Conduct Procedural Guideline has been established to ensure that the Board of Trustees always conduct themselves in a manner consistent with the Board's Mission, Vision and Values. The Trustees of the Huron-Superior Catholic District School Board are to conduct themselves in an ethical, professional, respectful and lawful way, in the promotion and provision of quality faith-based Catholic education for its students. Every Trustee of the Board, including the Chair of the Board and Student Trustees, shall comply with this Code of Conduct and uphold the spirit of the Code.

CODE OF CONDUCT

Catholic Faith, Community and Culture

Every Huron-Superior Catholic District School Board Trustee shall, within the duties prescribed in the Education Act, its Regulations and other applicable legislation and reflecting a ministry within the Church:

- Acknowledge that Catholic schools are an expression of the teaching mission of the Church.
- Provide an example to the Catholic community that reflects the teaching of the Church.
- Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the Minister of Education.
- Recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board.
- Ensure the affairs of the Board are conducted with openness, justice and compassion.
- Work to improve personal knowledge of current Catholic educational research and practices.
- Affirm a strong sense of Christian, Catholic community; and
- Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic education in Canada.

Integrity and Dignity of Office

Catholic Trustees occupy positions of public trust and confidence. They represent all stakeholders in the Board by articulating and supporting a shared commitment to excellence in Catholic Education that promotes student achievement and well-being. Trustees, as leaders of the Board, shall:

- Discharge their duties loyally, faithfully, impartially and in a manner that will inspire

public confidence in the abilities and integrity of the Board.

- Recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.
- Uphold the dignity of the office and conduct themselves in a professional manner that would not discredit or compromise the integrity of the Board.
- When acting or holding themselves as board member, treat persons equally without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.
- Not act as a spokesperson to the public on behalf of the Board unless authorized to do so by the Chair.
- Ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members.
- Endeavour to participate in Trustee development opportunities to enhance their ability to fulfill their obligations.

Civil Behaviour

Catholic Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful. As stewards of the system, Catholic Trustees are held to a high standard of conduct and as such, they shall:

- Respect and comply with all applicable federal, provincial and municipal laws.
- Uphold and abide by all Board policies, procedures, protocols and the Huron-Superior Catholic District School Board.
- Demonstrate honesty and integrity.
- Not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee of the Board.
- Treat others fairly and with dignity and respect at all times, especially when there is disagreement.
- Employ appropriate language and professionalism in performing their duties as Trustees, and in all matters of communication (Oral and written) including email, social media, telephone and face-to-face meetings with staff, parents, other stakeholders and members of the community at large.

Respect for Confidentiality

All Trustees acknowledge that, as part of their duties to the Board, they may be privy to private, confidential and/or legally privileged financial, business, student and personnel information and/or legal matters and opinions. All Catholic Trustees shall:

- Not disclose confidential information obtained or made available to them in their role as a Trustee except as authorized by law or the Board. Confidential information includes personal information about an identifiable individual or information subject to solicitor-client privilege.
- Not use confidential information, including confidential information obtained by

them or made available to them in their role as a Trustee for the purpose of personal gain or for the gain of the Trustee's parent, spouse or child and shall not use such confidential information in a manner that would be detrimental to the interests of the Board.

- Trustees acknowledge that as part of their duties they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data, inventions, trade secrets or other work produced, developed by or for the Board, confidential student and personnel information, legal matters and opinions.
- Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, form, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee. Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to Section 122 of the *Criminal Code*.
- The confidentiality of personal information received in the course of duties shall be respected and protected. Trustees shall keep all information received, including but not limited to, in camera discussions and actions in complete confidence. Information received shall not be discussed in public where another person not privy to the information could accidentally overhear or read such information.
- A Trustee's duty of confidentiality survives their term of office.

Avoidance of Personal Advantage and Conflict of Interest

All Trustees are expected to comply with the provisions of the Municipal Conflict of Interest Act and identify when they have a direct, indirect, or deemed conflict of interest. Catholic trustees shall:

- Not use or permit the use of Board resources for any purpose other than the business of the Board.
- Not use information in a manner that would be detrimental to the interests of the Board or for the purpose of personal gain or for the gain of the member's parent, spouse or child.
- Not accept a gift from any person, group or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing his or her duties unless:
 - The gift is of nominal value;
 - The gift is given as an expression of courtesy or hospitality, and
 - Accepting the gift is reasonable in the circumstances.
- Not use his or her office to obtain employment with the Board for the Trustee or a family member.

Upholding Decisions of the Board

Catholic Trustees must understand their role as a corporate body and the expectation that they may deliberate with many voices but must act as one. Trustees shall:

- Accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
- Uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's Rules of Order, can be brought by a Trustee.
- Be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
- Comply with Board policies, procedures, By-Laws, and Rules of Order.
- Recognize that the Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or the Board to do so. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

ENFORCEMENT OF CODE OF CONDUCT

Identifying a Breach of the Code

- A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board
- No Trustee shall give notice of an alleged breach of the Code of Conduct if the allegation is frivolous or vexatious or the notice is given in bad faith.
- Any allegation of a breach of the Code must be brought to the attention of the Chair of the Board no later than six (6) weeks after the breach comes to the knowledge of the Trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.
- Any allegation of a breach of the Code of Conduct shall be investigated following the *Informal* or *Formal* Complaint Procedures, as the case may be.
- No Trustee shall engage in reprisal or the threat of reprisal against:
 - Another Trustee who gave notice of an alleged breach of the Code of Conduct or
 - Who provides information about the alleged breach to the Integrity Commissioner.
- It is expected that whenever possible, allegations of a breach of the Code of Conduct by a Trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code is to assist the Trustee in understanding his/her obligations under the Code. Only serious and/or reoccurring breaches of the Code by a Trustee should be investigated following the *Formal Complaint Procedure*.

Chair/Presiding Officer

- The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-Chair of the Board.
- Each year two alternate Trustees shall be chosen by the Board to be used when the circumstance warrant that one or both Trustees are needed in place of the Chair and/or Vice- Chair of the Board to carry out any of the duties required under this Code of Conduct and Enforcement. In no circumstance shall the Trustee who brought the complaint of a breach of the Code of Conduct be involved in conducting any Formal Inquiry into the complaint.
- Nothing in this Code prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the *Education Act* to *expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting*. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any Trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.
- The Chair of the Board or Presiding Officer of any meeting of the Board or committee of the Board shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or views.
- The Chair of the Board or Presiding Officer shall follow the special rules of order of the Board and/or the adopted Rules of Order and meeting procedures contained in any Policy or By- Law of the Board. A breach of a rule of order should be dealt with at the meeting in question by a Trustee rising to a point of order or appealing a ruling of the Chair in accordance with any applicable rule of order. Once such a motion is dealt with by the Board of Trustees, all Trustees shall abide by that decision and no further action shall be undertaken pursuant to the *Enforcement of the Code of Conduct*, except for persistent improper use of the applicable rules of order by the Chair or Presiding Officer.

Informal Complaint Procedure

- The Chair of the Board, on his/her own initiative, or at the request of a Trustee of the Board (without the necessity of providing a formal written complaint) who alleges a breach of the Code has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private.
- The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation *Professional Development Program for School Board Trustees*. If the Chair of the Board and the Trustee alleged to have breached this Code cannot agree

on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Complaint Procedure below.

- The result of the informal complaint procedure will be communicated to the Trustee who brought the alleged breach forward to the Chair.

Formal Complaint Procedure

Formal Notification of Alleged Breach

- A formal notification of an alleged breach of a Board's Code of Conduct shall be provided to:
 - The vice-chair, if the notice relates to the conduct of the chair;
 - Another member of the board who is neither the complainant nor the subject of the complaint, if the notice relates to the conduct of both the chair and vice-chair; and
 - In all other situations, the chair.
- A member of the board who gives notification of an alleged breach of the Board's Code of Conduct shall provide a copy of the notification to the Director of Education.
- The notification alleging a breach of the Board's Code of Conduct shall include a written, signed complaint setting out the following:
 - The name and contact information of the member alleging the breach;
 - The name and contact information of the member whose conduct is the subject of the notification;
 - The date of the alleged breach;
 - A description of the alleged breach; and
 - The provision of the Code of Conduct that was allegedly breached.
- Except as provided below, if a written complaint is filed with the Chair of the Board then a formal inquiry shall be undertaken, unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the Informal Complaint Procedure.
- In an election year for Trustees, a code of conduct complaint respecting a Trustee who is seeking re-election shall not be brought during the period commencing two months prior to election day and ending after the first Board meeting after the new term of office of the Board commences. If the Trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code by that Trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.
- The chair shall provide to all Trustees of the Board a confidential copy of the complaint within ten (10) days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code.
- If the alleged breach cannot be settled by the Board within 20 days, a formal inquiry of an allegation of a breach of the Code of Conduct is undertaken, led by an Integrity commissioner as outlined in *Ontario Regulation 306/24 Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct* (effective January 1, 2025).
- The Board will appoint an integrity commissioner from a roster of candidates

established by the Ministry. If the roster has not yet been established, school boards will appoint an integrity commissioner who has the qualifications, as set out in Ontario Regulation 306/24.

- The Board shall pay all fees charged by an appointed integrity commissioner.
- The integrity commissioner will define the scope of and complete the investigation.
- The Integrity Commissioner appointed by a board shall commence an investigation into the alleged breach of the board's code of conduct no later than 14 days after being appointed and shall provide the trustee with the opportunity to respond to the allegations, as well as a right of reply, where appropriate.
- The integrity commissioner shall make a determination with respect to a complaint of an alleged breach no later than 90 days after commencing the investigation, unless the integrity commissioner notifies the board and the member who is the subject of the complaint that an extension is necessary and of the reasons for the extension.
- If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence.

Refusal to Conduct Formal Inquiry

If the integrity commissioner is of the opinion that the complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for a formal inquiry, they shall prepare a confidential report to all the Trustees of the Board stating their opinion and the rationale for it. The Trustee who is alleged to have breached the Code of Conduct shall not vote on the resolution. If the opinion is adopted by the Board of Trustees a formal inquiry shall not be conducted.

If an allegation of a breach of the Code of Conduct on its face is with respect to the non-compliance with a more specific Board Policy with a separate complaint procedure, the allegation shall be processed under that procedure.

Suspension of Formal Inquiry

If the integrity commissioner, when conducting the formal inquiry, discovers that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another *Act*, the formal inquiry shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the rest of the Board of Trustees.

Decision of the Integrity Commissioner

- The final report from the integrity commissioner shall be shared with the Board of Trustees, as soon as practical after receipt of the final report by the Chair of the Board.
- The determination of a breach of the Code of Conduct and the imposition of a sanction by the integrity commissioner with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. The

reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board present and voting.

- Despite s. 207 (1) of the *Education Act*, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
 - The security of the property of the Board;
 - The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - The acquisition or disposal of a school site;
 - Decisions in respect of negotiations with employees of the board; or
 - Litigation affecting the board.
- The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to accept the integrity commissioner's decision as to whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.
- The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.
- The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed by the Integrity Commissioner, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.

Sanctions

If the integrity commissioner determines that the Trustee has breached the Board's Code of Conduct, they may impose sanctions, including:

Barring a Trustee from exercising the privileges of the office, including but not limited to:

- Censure of the Trustee.
 - Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
 - Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board.
 - Barring the Trustee from becoming the Chair or Vice-Chair of the Board.
 - Any other sanction that in the opinion of the integrity commissioner is reasonable and appropriate in the circumstances.
- Reducing the member's honorarium by up to 25% of a trustee's base and enrollment amount for the year, requiring the Trustee to return any excess already paid to the member and authorizing the Board to recover the excess from the Trustee.
 - The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete specified professional development courses at the expense of the Board. The Board has no power to declare the Trustee's seat

vacant.

- A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
- The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the *Education Act* regarding absences from meetings.

Notice of Appeal

- Either the board or the member whose conduct was the subject of the integrity commissioner's determination may appeal the determination, the sanctions imposed, or both, and the board and the Trustee are the parties to such an appeal.
- The Trustee shall make a written appeal submission to the Board no later than 15 business days after receiving the notice of the integrity commissioner's determination.

Appointment of Appeal Panel

- The Deputy Minister of Education or their delegate will appoint a panel of three integrity commissioners, no later than 15 business days after the receipt of the notice of appeal.
- One of the integrity commissioners shall be named by the panel to act as chair and co-ordinate the hearing of the appeal.
- The chair of the panel will notify the parties to the appeal of the appointment of the panel and the requirements for the written appeal submission.

Written Appeal Submissions

- The panel will hear the appeal in writing.
- The Trustee who is appealing will provide written submissions to the appeal panel and the Trustee who reported the alleged breach of the Code of Conduct no later than 20 business days after receiving notice that the panel has been appointed.
- The Trustee who reported the alleged breach of the Code of Conduct will provide written submissions to the panel and the appealing Trustee no later than 20 business days after receiving the submission of the appealing Trustee.
- The appealing Trustee will provide their written reply to the Trustee who reported the alleged breach of the Code of Conduct no later than 10 business days after receiving the reporting Trustee's submissions.
- The chair of the panel may extend any timeline set out above at the written request of a party in order to provide for the fair, just and expeditious resolution of the appeal.
- A decision to extend a timeline will be provided in writing and a copy of the

decision will be provided to the Deputy Minister.

Appeal Panel Consideration and Decisions

- The panel will convene to consider the appeal at such times and in such places as they determine.
- The panel may be convened by electronic means.
- The panel may,
 - Define or narrow the scope of the appeal;
 - Limit the length of submissions from the parties;
 - Make interim decisions and orders; and
 - On its own motion and without holding a hearing, dismiss an appeal as frivolous or vexatious or commenced in bad faith.
- The panel's decision is final.
- The chair of the panel shall notify the parties of any decisions made by the panel.
- The panel shall provide its decision and its reasons, including any dissent, to the parties in writing no later than 30 business days after receiving the submission from Trustee who reported the breach.
- The panel shall provide a copy of the decision, reasons and dissent to the Deputy Minister.

REVIEW OF THE CODE OF CONDUCT

- The Trustee Code of Conduct, in addition to an archive of all previous versions of the Code of Conduct will be made publicly available on its website.
- The Catholic Board shall review its Code of Conduct for, among other things, compliance with Regulation 312/24 and shall pass a Board resolution setting out the required changes, or if not changes are required, confirming the code of conduct.
- The first review shall be completed within 30 days after this Regulation comes into force.
- The second review shall be completed no later than May 15, 2027.
- Each subsequent review shall be completed in the fourth year following in previous review, no later than May 13th in that year.
- If changes are set out in a Board resolution, the Board shall update its Code of Conduct to reflect the changes no later than August 31 in the year of the review.

ACKNOWLEDGEMENT AND UNDERTAKING

I confirm that I have read, understand and agree to abide by the Board's Code of Conduct and the Enforcement Procedures.

DATE: ►

SIGNATURE: _____

Please Print Name: _____

This Procedural Guideline is based on the Ontario Public School Boards' Association (OPSBA) Trustee Code of Conduct template and reflective of legislative changes to the following:

- O. Reg. 306/24 Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct (effective January 1, 2025)
- O. Reg. 312/24: Members of School Boards – Code of Conduct
- O. Reg. 306/24: Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct
- O. Reg. 357/06: Honoraria for Board Members



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE: **CORPORATE SPONSORSHIP**

Approved: September 3, 2003

Amended: November 13, 2024

POLICY NO: **4014**

Page: 1 of 1

POLICY

The Huron-Superior Catholic District School Board (HSCDSB) recognizes the importance of having a Sponsorship Policy to effectively manage both inbound sponsorships (where HSCDSB receives support) and outbound sponsorships (where HSCDSB provides support). The HSCDSB shall endorse the use of corporate sponsorships that support the Board's mission, values, and strategic goals.

APPROVED Regular Meeting of the Board - September 3, 2003
Motion B-92

AMENDED Regular Meeting of the Board – March 11, 2020
Motion B-455

AMENDED Regular Meeting of the Board – November 13,
2024 Motion B-

DISTRIBUTION

- i) Trustees
 - ii) Administration
 - iii) Principals
 - iv) Teaching Personnel
 - v) School Councils
 - vi) Student Councils
-



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES CORPORATE SPONSORSHIP

Sponsorship Guidelines:

Overview:

The Huron-Superior Catholic District School Board (HSCDSB) recognizes the importance of establishing inbound and outbound sponsorship guidelines and parameters to effectively manage sponsorship requests it receives or pursues.

Definitions:

Inbound Sponsorship - is an agreement between the Board or school and a business or community organization (the sponsor), where the sponsor provides funds, goods or services to the Board or school in exchange for advertising.

Outbound Sponsorship – is an agreement between the Board (the sponsor) and a business or community organization, where the Board provides funds, goods or services to the business or community organization to strengthen partnerships, foster collaborations with the goal of enhancing student learning while promoting positive values within the community.

Purpose of Guideline:

This guideline aims to ensure alignment with the Board's mission, values, and strategic goals, while also adhering to relevant legal and regulatory frameworks. The HSCDSB seeks to enhance educational opportunities, resources, and experiences for students, staff and the community while maintaining transparency and accountability with inbound and outbound sponsorship activities.

Inbound Sponsorship:

Guiding Principles:

- a) The Board shall welcome financial assistance in cash, goods or services provided that the conditions attached to the gift do not impose restrictions on the normal operation of the school or circumvent board policies (e.g., purchasing).
- b) The Board shall encourage corporate sponsorships that benefit the entire student body of the school.
- c) The gift or funds received shall be spent on items that would not normally be funded by the Board.

- d) All requests for Corporate Sponsorship at schools shall be vetted through the principal and approved by Admin Council. All other requests shall be approved by Admin Council.
- e) Every attempt shall be made to limit contracts to a maximum of ten (10) years.
- f) The Corporate Sponsorship Agreement (Appendix A) shall be completed for all sponsorships involving signage on board property. The form shall define terms and expectations of the sponsorship.

Outbound Sponsorship Guidelines:

Guiding Principles:

- a) Sponsorships must enhance student learning and well-being, align with HSCDSB educational objectives and goals, and be consistent with HSCDSB's mission, values, vision and strategic plan.
- b) Sponsorship must be compliant with municipal, provincial, and federal statutes, and to all applicable HSCDSB policies and procedures.
- c) Sponsorships must be non-exclusive, transparently documented, and reported.
- d) Sponsorship arrangements shall be confirmed in writing or by contract as deemed necessary. Such arrangements shall address, as applicable, the following:
 - The precise nature of the contribution, or the resources provided to an external party (s).
 - The sponsorship arrangement shall be for a specified period of time.
 - Sponsorships must not result in, or be perceived to result in any competitive advantage, benefit, or preferential treatment for the sponsor outside of the sponsorship agreement.
 - The goals, objectives and benefits of the sponsorship must be stated clearly at the outset.
 - The specific details as to the sponsors' recognition should be clear.
 - The roles and responsibilities of all parties (board, schools, teachers, students, sponsors) must be clearly defined.
 - The Sponsorship must not create an ongoing financial obligation for the HSCDSB beyond the term of the agreement.
 - The Sponsorship must not interfere with existing contractual obligations.
- e) HSCDSB shall establish a tracking mechanism regarding sponsorship agreements.
- f) Sponsorship parties are to be and remain independent.
- g) HSCDSB shall have complete discretion over decisions related to providing outbound sponsorships.
- h) Proposals and evaluation for outbound sponsorships must demonstrate how the sponsorship aligns with HSCDSB's mission and contributes to community development.

Checklist for evaluating Outbound Sponsorship Requests:

HSCDSB's Admin Council will review outbound sponsorship requests on a case-by-case basis. In reviewing requests, the following must be considered:

- Does the outbound sponsorship request align with HSCDSB's mission, vision, values and its multi-year strategic plan?

- How does the outbound sponsorship request benefit the students HSCDSB serves. This benefit may be direct, such as food security for our students or indirect through enhanced collaboration with the requesting organization?
- How long is the outbound sponsorship obligation?
- Does outbound sponsorship pose any risk to the board (financial, reputational)?
- Has the board verified the reputation of the requesting organization?

After the evaluation of an Outbound Sponsorship request has taken place, the result as to whether to accept or deny the request will be documented in Admin Council meeting minutes.

Admin Council reserves the right to amend these guidelines at any point based on the nature of the requests it receives.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

FIELD TRIPS - FORM B

APPLICATION FOR BOARD OF TRUSTEES APPROVAL EXTENDED FIELD TRIP

SCHOOL: St. Paul

NAME OF TEACHER Krista Morgenstern & Rosa Pavoni GRADE 8

requests authorization to take his/her class to Toronto, Ontario
(place or area)

Date of Departure: Tues June 17, 2025

Date of Return: Fri June 20, 2025

Number of Students: 39 Number of Staff: 3 Number of Adults: 5
(at least 1 required)

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

Means of Transportation: Coach Bus
(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: YES ☐ NO ☒ NOT REQUIRED ☐

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.

P.R.T.
(Signature of Principal)

Oct 21, 2024
(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.

TORONTO CULTURAL TOUR

Custom Designed Especially For:

ST. PAUL SCHOOL: MS. KRISTA MORGENSTERN, CO-ORDINATOR

4-DAYS/ 3 NIGHTS: June 17TH to 20TH, 2025

PROGRAM INCLUSIONS:

- Deluxe Highway Coach Transportation, air-conditioned, washroom and DVD-equipped
- 3-night hotel accommodation at the Holiday Inn Express & Suites Toronto Markham Hotel based upon students sharing quad rooms (4 students per room/ 2 DBL beds). Chaperons accommodated in Single Rooms.
- All hotel taxes and service charges
- Hot Breakfast Daily in the hotel
- 2 Dinners
- Sightseeing Package as per the itinerary including all admission fees, guides etc.
- Toronto Blue Jays Baseball Tickets (200 Level - \$55.00 Maximum Face Value per ticket)
- CCT Tour Manager
- Nighttime Security Patrol exclusive to your group
- Detailed and personalized itineraries
- 24-hour Emergency Contact Telephone Numbers
- Identification lanyards for each student traveler
- Online Meeting Presentation at a Parents' Information Evening by Senior Staff of CCT Ltd.

PROGRAM EXTRAS:

- **Comprehensive Insurance Coverage:** Trip Cancellation (for Medical Reasons ONLY but excluding certain psychological and psychiatric conditions), Cancellation for Board decision – labour strike or government travel advisory, Baggage Loss and Damage AND Extended Health Coverage - \$42.00 per student including PST
- **Cancellation ONLY Insurance Coverage:** Trip Cancellation (for Medical Reasons ONLY but excluding certain psychological and psychiatric conditions) - \$32.00 per student including PST
- Adult Travel Insurance: Please contact us for a quote
- All Meals and any Tour Components not specifically mentioned in the Cost Inclusions
- Items of a Purely Personal Nature
- Supply Teacher Costs

PROGRAM COST: Each Paying Student with 05 Complimentary Chaperons

Paying Student Passengers	Cost per student including 13% H.S.T
35 to 39 Paying Students	\$1,079.15
30 to 34 Paying Students	\$1,185.37

(1 x 56 seat motorcoach)

Travel with less than the stated number of Paying Passengers will result in a cost surchar

ST. PAUL SCHOOL: TORONTO TOUR
4 DAYS – 3 NTS: June 17TH-20TH, 2025

PROPOSED ITINERARY

TUE. JUNE 17TH

- 8:00 a.m. Arrival for loading of your Deluxe Motor Coach & depart for Toronto. Snack and rest stop en route
- 5:00 p.m. Arrive at Vaughan Mills Mall, meet your Tour Manager, explore the mall and have Dinner (cost extra)
- 7:00 p.m. Re-group and transfer to your hotel
- 7:45 p.m. Check-in at the Holiday Inn Express & Suites Toronto Markham & overnight
- 11:00 p.m. Nighttime Security Patrol exclusive to your group

WED. JUNE 18TH

- 8:00 a.m. Hot Breakfast in the hotel
- 9:00 a.m. Load the busses and transfer to downtown Toronto
- 10:00 a.m. Visit to the Royal Ontario Museum
- 12:00 p.m. Lunch (cost extra) at the ROM
- 1:00 p.m. Guided Tour of the Legislative Assembly of Ontario
- 2:30 p.m. Visit to the CN Tower Observation Decks
- 4:00 p.m. Visit to Ripley's Aquarium of Canada
- 6:30 p.m. Dinner and Show at Medieval Times
- 9:30 p.m. Return to the hotel
- 11:00 p.m. Nighttime Security Patrol exclusive to your group

THU. JUNE 19TH

- 7:45 a.m. Hot Breakfast in the hotel
- 8:45 a.m. Load the busses and transfer to downtown Toronto
- 9:45 a.m. Meet your local Toronto Guide & Guided Tour of Graffiti Alley
- 11:45 p.m. Transfer to St. Michael's Cathedral
- 12:10 p.m. Mass at St. Michael's Cathedral
- 1:30 p.m. Lunch (cost extra) at St. Lawrence Market
- 3:30 p.m. Visit to The Museum of Illusions
- 5:00 p.m. Dinner at the Old Spaghetti Factory
- 7:07 p.m. Play Ball! Toronto Blue Jays vs. Arizona Diamondbacks
- 9:30 p.m. Return to the hotel
- 11:00 p.m. Nighttime Security Patrol exclusive to your group

FRI. JUNE 20TH

- 7:00 a.m. Hot Breakfast in the hotel
- 8:00 a.m. Check-Out, load the Bus and depart for home
- 5:00 p.m. Approximate arrival at your school

PROGRAM INCLUSIONS

Return Deluxe Motorcoach Transportation
3-night hotel accommodations at Holiday Inn Express & Suites Toronto Markham Hotel
All Hotel Taxes and Service Charges
Hot Breakfast Daily in the hotel
2 Dinners
Admissions, Guides, and Sightseeing as per The Itinerary
Toronto Blue Jays Baseball Tickets (200 Level Outfield - \$55.00 Maximum Face Value per ticket)
CCT Tour Manager
Nighttime Security Patrol
Detailed Itineraries Before Departure
24-Hr. Emergency Contact Numbers
Identification lanyards for each student traveler

PROGRAM EXTRAS

Comprehensive Insurance Coverage: Trip Cancellation (for Medical Reasons ONLY but excluding certain psychological and psychiatric conditions), Cancellation for Board decision – labour strike or government travel advisory, Baggage Loss and Damage AND Extended Health Coverage - \$42.00 per student including PST

Cancellation ONLY Insurance Coverage: Trip Cancellation (for Medical Reasons ONLY but excluding certain psychological and psychiatric conditions) - \$32.00 per student including PST

PROGRAM COST

Paying Student Passengers	Cost per student including 13% H.S.T
35 to 39 Paying Students	\$1,079.15
30 to 34 Paying Students	\$1,185.37

(Travel with less than quoted number will result in a cost surcharge)

PAYMENT SCHEDULE

First Deposit of \$275.00 + optional travel insurance per student is due:	Nov. 22 ND , 2024
Second Deposit of \$275.00 per student is due:	Feb. 24 TH , 2025
Balance due:	May 2 ND , 2025

INSURANCE & CANCELLATION INFORMATION

Insurance covers Trip Cancellation, Baggage Loss/Damage PLUS Outside Canada Extended Health Coverage. The Insurance covers cancellation prior to the tour, tour delay/interruption FOR MEDICAL REASONS ONLY supported by a Doctor's Certificate. However, certain psychological and psychiatric conditions and pre-diagnosed illnesses may not be covered. A student who did not purchase Insurance or cancels/joins the tour late/leaves early, FOR NON-MEDICAL REASONS, the following penalties will apply:

After the first deposit:	NO REFUND
After the second deposit:	NO REFUND
After final payment:	\$650.00 per student
Within 21 Days of Travel:	100% NON-REFUNDABLE
Insurance Premium is Non-Refundable	

IMPORTANT NOTES REGARDING THIS BOOKING

Tour Prices and tickets:

Tours are quoted based upon current rates and conditions. Prices are as accurate as can be determined before the itinerary is completely confirmed but are subject to change as the result of changes in fees, taxes and exchange rates until receipt of the final payment.

Prices are quoted based on the number of paid participants and may include allowances for chaperons to accompany the group at no charge. Should the number of participants and/or chaperons change, the price of the tour may increase or decrease accordingly.

Tours will not be confirmed until appropriate deposits have been received by CCTL.

Flight, theatre, concert, and event tickets will not be confirmed until payment is received by CCTL.

Flight, theatre, concert, and event tickets are non-refundable.

CCTL will purchase tickets for the number of participants for whom deposits have been received by the date requested. Additional tickets may be confirmed after this time subject to available seats and prices and appropriate payment being received.

CCTL will bear no responsibility for reservations that may be lost as the result of late payment of the requested deposit.

CCTL will make its best efforts to reinstate such reservations once deposit payment is received.

Student passengers added to an existing trip within 3 weeks of departure date is subject to availability and a 10% service charge

Payments and Deposits:

Deposits are due according to the schedule agreed with the group. Deposits are important as they establish the number of travelers in the group and enable CCTL to secure the different elements included in the itinerary. Delays in the payment of deposits may affect the planned inclusions of the tour.

NOTE: All payments subject to a cancellation penalty of 60% plus theatre and event tickets. Cancellations within 60 days of tour departure – NO REFUND

Hotel Accommodations:

CCTL will make its best efforts to confirm accommodations as quoted. It is understood that accommodations are subject to the availability at the hotel or residence and to the payment of a deposit.

Should CCTL be unable to obtain the proposed hotel, it will offer alternate accommodations of a similar category and cost, subject to the approval of the group and the required conditions of payment.

Hotel rooms will accommodate a maximum of 4 students per room unless otherwise stated. Maximum occupancy rates are determined by the hotel based on capacity and local fire and emergency laws.

Tour prices are based on students sharing 4 to a room and chaperons two to a room unless otherwise stated. Group leaders must prepare rooming lists to maximize the number of quad occupancy rooms.

Tour Manager:

If your tour includes the services of one of our Tour Managers it is important to underline that the Tour Managers' responsibility is the oversight of the operation of your tour, to ensure that the itinerary proceeds as we have confirmed it. Should the need to modify the itinerary or the operation of the tour, the Tour Manager will take appropriate action to mitigate the potential impact on the tour.

The Tour Manager is not a Tour Guide. To guarantee a quality experience, we contract licensed or approved tour guides as required for local sightseeing in destination in many of the visits and attractions featured in the itinerary.

Changes to Itineraries

CCT reserves the right to make changes in the itinerary when deemed necessary. These changes might include shifting the order of cities visited, reversal of the tour and timings, or exchanges of bus lines, or modes of transportation. All itinerary changes requested by the Group Leader must be made through CCT and may incur additional fees.

Trip Cancellation and/or Out of Province Extended Health Insurance

Chapman Cultural Tours Ltd. recommends the purchase of Cancellation/Trip Interruption and Out of Province Medical Insurance for all group participants as applicable.

Price Changes

Taxes, fees, and fuel surcharges are subject to change and will be reassessed at the time of full payment and ticketing. NO price changes are permitted after Chapman Cultural Tours has received full payment for the group.

Travel Documentation

Passengers are responsible for ensuring they are in possession of valid necessary travel documents for travel. Chapman Cultural Tours is not responsible for delays or expenses resulting from denied boarding by the carrier or denied entry to another country.

Living Standards

Please note that living standards and the standards of services and facilities may differ from those found in Canada.

QUOTE VALID FOR 21 DAYS FROM DATE OF ISSUE



CCT LTD. has implemented the new safety measures for travelers that the @WTTC has recognized and approved through the #SafeTravels Stamp



REPORT TO THE DIRECTOR OF EDUCATION Annual Trustee Expense Report

Date:
November 13, 2024,

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.

The Board is committed to promoting financial integrity, accountability and transparency. Board Policy 2007 (Trustee Expense), states that "Each Trustee's annual expenditures will be reported to the Board annually (e.g. sometime between September to November).

Below are the total annual expenses incurred for travel (hotel, meals, mileage/airfare and conference registration), and cell phone reimbursement (applicable for the position of board chair). Trustee honorariums are excluded. This is for fiscal year 2023-24 (September 1, 2023, to August 31, 2024).

Board of Trustees	Home Location	Expenses
Amadio, Carol	SSM	\$4,933.15
Bruno, John	SSM	\$4,954.22
Caputo, John	SSM	\$3,960.66
Commanda, Kerri	Indigenous Trustee	\$306.87
D'Agostino, Tony	SSM	\$779.68
Liske, Lindsay	McKerrow	\$11,047.23
MacEachern, Carol	Hornepayne	\$4,063.27
Rosilius, Kathleen	Elliot Lake	\$6,729.00
Trembinski, Gary	SSM	\$5,872.65
Turco, Sandra	SSM	\$4,773.23
Total Board of Trustees		\$47,419.96
Student Trustees	Home Location	Expenses
Garson, Kenzie	SSM	\$2,340.26
Middleton, Owen	SSM	\$2,472.47
Jensen, Mya	SSM	\$1,893.38
Oraziotti, Alexander	SSM	\$828.20
Total Student Trustees		\$7,534.31
Total Trustee Expenses		\$54,954.27



REPORT TO THE DIRECTOR OF EDUCATION

Capital Projects 2024-2025

November 1, 2024

Submitted by:
Steve Brown
Manager of Plant Services

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

The Ministry's School Condition Improvement (SCI) and School Renewal Allocation (SRA) programs target the replacement of key building components and systems, which are at least five years old, in operating schools.

Additional funding for the 2024-2025 school is being accessed through the Board's Proceeds of Disposition (POD), which has been in reserve since the sale of the former Sister Mary Clare, St. Hubert, St. Bernadette, and St. Ann schools

The Huron-Superior Catholic District School Board SCI and SRA allotments for 2024-2025 are \$2,461,390 and \$1,371,319 respectively. There is also carry-over from 2023-2024 in the SCI and SRA in the amounts of \$925,414 and \$559,875 respectively. The Board has \$790,000 in POD funding and has received Ministry of Education approval to apply the funds to the St. Kateri Outdoor Learning Centre Renovations project. There is \$420,000 remaining in 2023-2024 Capital projects to be expended in 2024-2025.

As a result, there is a net total of Capital funding available in 2023-2024 in the amount of \$5,687,998.

Attached is the funding summary and a list of proposed Capital projects for 2022-2023. Note, that in addition to the listed projects, there is a contingency provision in the amount of \$732,998.

SB/fm
Attachments



Huron-Superior Catholic District School Board

School Condition Improvement (SCI)/Plant Renewal 2024 - 2025

Funding available in:	2024 - 2025		2023 - 2024 Carry-over	
School Condition	2,461,390	+	925,414	3,386,804
Plant Renewal	1,371,319		559,875	1,931,194
POD			790,000	790,000
TOTAL				\$ 6,107,998

Remaining 2023 - 2024 capital projects to be expended in 2024 - 2025:

Our Lady of Lourdes/St. Paul	Barrier-Free Upgrades	165,000
St. Basil Elementary	Renovations	180,000
Our Lady of Lourdes FI	LED Lighting Upgrade	75,000
Our Lady of Fatima (Elliot Lake)		
TOTAL		\$ 420,000
Net Capital Funding available for new projects for 2023 - 2024		\$ 5,687,998



Huron-Superior Catholic District School Board

School Condition Improvement (SCI)/Plant Renewal

2024 - 2025

Project List

Location	Item	Estimated Cost
Our Lady of Fatima - Elliot Lake	Schoolyard Improvements	750,000
St. Mary's College	Refinish gym floor	100,000
St. Mary's College	Repair retaining wall	70,000
St. Mary's FI	Barrier-free Upgrades	330,000
St. Mary - Massey	Barrier-free Upgrades	330,000
St. Kateri OLC	Renovation	1,875,000
St. Mary's Blind River	Roof & electrical service replacement	800,000
	Total Estimated Capital Expenditures	\$4,255,000
	General School Requests & Major Maintenance	700,000
	Total Estimated SCI/Renewal Expenditures	\$4,955,000
	Total Funds Available	\$5,687,998
	Contingency	\$732,998



PROJECT SUMMARY

2024-2025

St. Kateri OLC

- Expanded and upgraded washroom facilities including replacement of existing septic system
- Additional classroom
- Upgrades to ventilation system
- Conversion to LED lighting
- Upgraded electrical service

Our Lady of Fatima – Elliot Lake

- New bus bay, parent drop-off and staff parking
- Asphalt replacement at rear of school
- New chain link fencing around perimeter of property

St. Mary's French Immersion

- Various barrier-free upgrades including improvements to student washrooms
- Secure access (fob/card readers)

St. Mary Massey

- Various barrier-free upgrades including improvements to student washrooms
- Partial Roof Replacement
- Secure access system (fob/card readers)

St. Mary's College

- Sand and refinish gym floor, including new main court logo, game lines, volleyball sockets

St. Mary's College

- Repair concrete retaining wall including asphalt replacement at top to promote positive drainage away from wall.

St. Mary's Blind River

- Roof replacement
- Replace main electrical service.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

St. Mary's College School Activity Report September 2024

November 13, 2024

Submitted by:
Kenzie Garson
Alexander Oraziatti
Mya Jensen
Student Trustees
St. Mary's College

Faith:

- Faith on Fire continues to meet every Friday at lunch. Students are taking turns giving brief talks about different faith-based topics. They are using personal stories along with scripture to lead the discussions. So far, some of the topics discussed are God is Love, The Value of Saints, and Making a Personal Connection to Jesus
- Father Jeff continues to visit at SMC to meet more students. He has been in discussion with Chaplain, Mario Rochetta about introducing a few initiatives at SMC
- Jennifer Martin and Vanessa O'dell along with the support of Mario Rocchetta, are spearheading the joyful socks campaign from October 29 to November 11

Extracurricular Activities:

- Senior and Junior Girls Basketball Teams have semi-final game on November 5. Juniors play at 5:30 and Seniors play at 7:00
- Boys Volleyball has semi-final game on November 4
- Boys Basketball had tryouts and the list of the team was released on November 1
- OFFSA Cross Country takes place in Ottawa on November 4
- The Boy's Hockey Team has begun practices

- SMC football team battled their way to the end of the season, facing a loss against Korah in the city final game

SMC Student Council:

- Student Council hosted its annual Haunted House on October 29, featuring the theme “Phobias,” which included rooms themed around clowns, spiders, and hospitals. All students at SMC were invited to attend for a fee of \$2, with proceeds donated to a local cancer clinic
- On October 31, a Halloween-themed dress-down day took place, allowing students to wear costumes or black and orange clothing at no cost
- Additionally, Student Council will begin looking into details regarding participating in the annual Christmas parade on November 23

Indigenous Student Union:

- Throughout Treaty Week (November 4-8) the Indigenous Student Union will be celebrating and recognizing the significance of this week in Culture Room at St. Mary’s College and through various activities planned
- On November 6, the Indigenous Student Union attended
- On November 7, the Indigenous Student Union will be attending Sault College for a special Guest Speaker
- The Indigenous Student Union will be hosting a Treaty Week Kahoot at lunch on November 7 to end Treaty Week in an effective and fun way

Student Senate:

- The winners of the Pumpkin Decorating Contest were Mme Kelly from St. Mary’s French Immersion and Mrs. Morgenstern from St. Paul’s
- Both classes visited SMC to experience the Student Council’s Haunted House and participate in various Halloween activities
- The next Student Senate meeting is scheduled for November 4
- Long-sleeve t-shirts are currently being made for all Student Senate members