
Regular Board Meeting
January 27, 2025 - 3:00 p.m.

MINUTES

Present:

Trustees: Vice-Chair Tina Doherty (Acting as Chair); Trustees Amy Cronin; Sue Muller (virtually as approved by Chair for medical reason) and Mary Helen Van Loon (virtually as approved by Chair for family reason)

Student Trustee: Sam Cronin, St. Anne's CSS, Clinton; Levi Nyenhuis, St. Michael CSS, Stratford

Senior Administration: Director of Education & Secretary Designate Karen Tigani; Superintendents of Education Tara Boreham, Sean McDade; Superintendent of Business & Treasurer Mary-Ellen Ducharme

Absent: Trustee Jim McDade (as approved by Chair for medical reason), Fr. David Butler, Board Chaplain

1. Opening Business

1.1. Opening Prayer & Condolences - Vice-Chair Doherty

1.2. Land Acknowledgement - Vice-Chair Doherty

1.3. Attendance - Noted above at start of meeting

1.4. Approval of Regular Board Meeting Agenda

Moved by: Amy Cronin

Seconded by: Mary Helen Van Loon

THAT the Huron-Perth Catholic District School Board approves the agenda of the Regular Board Meeting of January 27, 2025.

Carried

1.5. Declaration of Interest - none

1.6. Approval of Regular Board Meeting Minutes

Moved by: Amy Cronin

Seconded by: Mary Helen Van Loon

THAT the Huron-Perth Catholic District School Board approves the minutes of the Regular Board Meeting of December 9, 2024.

Carried

1.7. Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

- 4.1. December Board Highlights
- 4.2. Approved Special Education Advisory Committee (SEAC) Meeting Minutes of November 11, 2024
- 4.3. Travel Reimbursement Rates effective January 1, 2025
- 4.4. Facility Project Approval (St. Anne's CSS)

Trustees inquired about the Catholic student leadership retreat in February. Director Designate Tigani responded that it will be open to students at both secondary schools who wish to attend.

Trustees inquired about the additional funds for the St. Anne's Catholic SS track project, Superintendent Ducharme responded that the additional funds will come from School Condition Improvement Funding which is earmarked for capital projects. This funding would not be able to purchase classroom resources. It is funding that can only be used on capital projects.

Trustees inquired about training on 3D printers from the Highlights report. Director Designate Tigani responded that staff will be receiving training to ensure the machines are being used to their full capabilities in our schools. This equipment is in both secondary schools for use in the technology classes such as construction and carpentry. It is the same equipment that would be used in the industry, offering opportunities to better prepare our students for the workforce. The CNC equipment was fully funded through a CTMA grant. The newest piece of equipment was installed at St. Michael CSS and trustees can expect an invitation to a ribbon cutting ceremony in the near future.

Moved by: Amy Cronin

Seconded by: Mary Helen Van Loon

THAT the Huron-Perth Catholic District School Board receives all reports, committee minutes, and approves all motions under the consent agenda, which are:

THAT the Huron-Perth Catholic District School Board receives the Board Highlights for January for information

AND

THAT the Huron-Perth Catholic District School Board receives the approved Special Education Advisory Committee (SEAC) Meeting Minutes of November 11, 2024

AND

THAT the Huron-Perth Catholic District School Board receives the Travel Reimbursement Rate Effective January 1, 2025 Report

AND

THAT the Huron-Perth Catholic District School Board approves additional costs associated with the St. Anne's Catholic Secondary School, Clinton site improvement project in the amount of \$152,143.70 (including HST).

Carried

5. Committee and Staff Reports

5.1. Policy

5.1.1. Board Policies for Review:

- a) Media Relations
- b) Infectious Disease Emergency (Pandemics)

Director Designate Tigani shared that media relations policy is unchanged with the exception of adding a belief statement.

Director Designate Tigani shared that Pandemic policy name change is to encompass infectious disease emergencies, not just pandemics. The revised policy was shared with the Huron Perth Public Health (HPPH) unit for feedback. Director Designate Tigani shared the considerations from the HPPH which will be incorporated into the policy that comes back to the Board in February for approval.

Trustees inquired about the Board making decisions about vaccinations. Director Designate Tigani responded that this is not something that is being considered. As situations arise staff will work with HPPH recommendations at the time.

Trustees inquired if remote learning will be available if part of a class is unable to attend in person. Director Designate Tigani responded that teaching and learning will be addressed based on the situation and the circumstance at the time.

Trustees offered that the word pandemic be removed from the policy title, infectious disease covers pandemic. Trustees inquired about enforcing specific requirements such as PPE that are outlined in the resource guidelines. Director Designate Tigani responded that the resource guideline is specific to the Covid-19 pandemic. It would be used as a resource starting point and would be adapted for the specific infectious disease at the time.

Moved by: Mary Helen Van Loon

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board receives the following policies for review: Media Relations and Infectious Disease Emergency (Pandemics)

Carried

5.1.2. Board Policies Recommended for Approval/Rescinding:

- a) Health & Safety
- b) Violence in the Workplace

Moved by: Mary Helen Van Loon

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board approves the following policies:

Health & Safety and Violence in the Workplace

Carried

5.2. Student Achievement and Catholicity

5.2.1. Equity, Diversity, Inclusion and Anti-racism (EDIAR) Update

Director Designate Tigani shared context for the EDIAR report, the work plan and the equity

symbol and that all work being done is to align with Ontario Catholic Graduate Expectations. Superintendent Boreham shared that the equity symbol work has included input from secondary teachers and students.

Trustees inquired about the video training links that were shared in the last EDIAR update. Will these video learning clips continue? Superintendent Boreham will look into the videos that were referenced and share back with the Board if the video series will continue and where they will be made available.

Moved by: Mary Helen Van Loon

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board receives the EDIAR Update report for information.

Carried

5.2.2. Strategic Plan Update

Superintendent McDade and Superintendent Boreham shared highlights of the report.

Trustees inquired about the allotment of funds to support Faith Formation strategic plan goals and if the items would be purchased from the school budget or Board budget. Director Designate Tigani responded that in reviewing the budget at the halfway mark of the year, they were able to reallocate funds to faith formation goals of the strategic plan, the school resources will be purchased from Board budget.

Moved by: Amy Cornin

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board receives the Strategic Plan Update report for information.

Carried

Trustee Van Loon's virtual link dropped, was not present for vote but was present for the discussion.

5.2.3. Student Trustees' Report

Trustee Van Loon rejoined virtually

Moved by: Amy Cronin

Seconded by: Mary Helen Van Loon

THAT the Huron-Perth Catholic District School Board receives the Student Trustees' Report for information.

Carried

5.3. Corporate Services and Operations

5.3.1. 2024-2025 Revised Estimates

Trustees inquired about additional expenses incurred from the IBM audit and demographer, will these projects be completed by August 31, 2025. Superintendent Ducharme responded that the IBM audit will be completed and funded from the 2024-2025 budget. Watson & Associations demography study will not be completed, the study often takes 12-14 months

to complete. A portion of the cost will be funded from the 2024-2025 school year, the remaining will be budgeted in the 2025-26 year.

Moved by: Sue Muller

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board approves the 2024-25 Revised Estimates budget in the amounts of \$85,000,416 operating revenue, and expenditures of \$85,000,416.

Carried

5.3.2. November Financial Report

Superintendent Ducharme shared that the Finance team has an efficient process for monitoring expenditures. This process allows decisions to be made to optimize budget expenditures.

Trustees inquired about the staffing increase. Superintendent Ducharme responded that since estimates in June, two classrooms were opened, one in Listowel in the summer, and one at St. Aloysius in the fall. Trustees inquired for next year's planning, if district enrolment stays the same, is there an opportunity to decrease staffing. Superintendent Ducharme responded yes, staffing for 2025-2026 is being assessed now.

Moved by: Amy Cronin

Seconded by: Mary Helen Van Loon

THAT the Huron-Perth Catholic District School Board receives the November 30, 2024 Financial Report.

Carried

5.3.3. 2025-2026 Budget Procedures Manual

Trustees inquired if this is the same procedure manual as last year. Superintendent Ducharme responded it is the same, the only thing new is the timeline specifically speaks to having a special board meeting in June.

Moved by: Mary Helen Van Loon

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board receives the 2025-2026 Budget Procedures Manual.

Carried

6. Information and Correspondence

- 6.1.** Father David Butler has been granted a personal leave by the Bishop. The diocese will be in contact about the Board Chaplain positions and next steps for the Board.
- 6.2.** Express bus route from Listowel to St. Michael CSS plan is in development with only two stops. This will decrease student travel time and help with student recruitment and retention plans. Superintendent Ducharme shared that the plan is to announce the new route prior to students selecting their course for next year in the coming weeks. Superintendent Ducharme stated that at this time, funding will come from rural funding that is available to our Board in the transportation envelope from the ministry.
- 6.3.** IBM optimization review started today.
- 6.4.** Artificial Intelligence policy will be reviewed more frequently due to the changing landscape of this technology.

7. Notices of Motion

8. Notices of Motion Being Considered for Adoption

9. Trustee Inquiries

- 9.1. Trustees inquired about the recent OCSTA seminar, Director Designate Tigani and trustees who attended shared the highlights of the conference and the sessions attended.
- 9.2. Trustees inquired about the Directors Performance Appraisal (DPA) and the upcoming deadlines. A full review is required if a Director appointment is in place prior to March 1, 2025. The DPA committee needs to develop a plan with a clear timeline and expectations. Director Designate Tigani will connect with the Ontario Education Collaborative Marketplace (OESC) for a clear direction and deadlines. The DPA committee which consists of the five trustees will work together with Director Designate Tigani to meet ministry regulations.
- 9.3. Trustees inquired about a St. Boniface School posting about diversity training. The post was neurodiversity training with a system staff for Grade 1 students. Trustees highlighted the importance of the language used in social media postings and that it aligns with Catholic Social Teachings and the strategic plan.
- 9.4. Trustees inquired about school pastoral plans. They are interested in the guidance that is provided to Principals to create the plans and would like to know more about this process. Trustees requested a report to provide a general understanding of the process, how it connects to the strategic plan, the pastoral plan of the London Diocese and the support provided to principals when developing their school plan.
- 9.5. Trustees inquired if there had been any contact from the community concerning the recent bus incidents. No concerns have been brought forward to the trustees. Director Designate Tigani responded that no communication has been received as it pertains to bus incidents and commented thankfulness that there were no serious injuries.

10. In-Camera Session of the Regular Board Meeting

Moved by: Amy Cronin

Seconded by: Mary Helen Van Loon

THAT the Huron-Perth Catholic District School Board moves to an In-Camera Session of the Regular Board Meeting

Carried

11. Rise and Report on the In-Camera Session of the Regular Board Meeting and Approval of the Business of the In-Camera Session

Moved by: Amy Cronin

Seconded by: Mary Helen Van Loon

THAT the Huron-Perth Catholic District School Board approves all motions in the In-Camera Session of the Regular Board Meeting.

Carried

The following retirements were announced:

- Patricia Barnett, Custodian, Precious Blood School, Exeter, effective February 20, 2025
- John Lawson, Manager of ICT, Catholic Education Centre, Dublin, effective June 27, 2025

12. Future Meetings and Events

- Equity, Diversity, Inclusion and Anti-racism Committee (EDIAR) meeting - January 30, 2025

- District Skills Competition - Wednesday, February 19, 2025, 10am-2pm
- Regular Board Meeting - Monday, February 24, 2025
- Regular Board Meeting - Monday, March 24, 2025
- Catholic Parent Involvement Committee (CPIC) - Tuesday, March 25, 2025
- OCSTA 2025 Business Seminar - May 1 - 3 - Hosted by York CDSB
- Catholic Education Week Mass - Monday, May 5, 2025

13. Closing Prayer - Vice-Chair Doherty

14. Adjournment

Moved by: Amy Cronin

Seconded by: Mary Helen Van Loon

THAT the Huron-Perth Catholic District School Board adjourns the Regular Board Meeting of January 27, 2025

Carried