

MINUTES OF THE REGULAR BOARD MEETING

Date: June 2, 2020
 Time: 7:30 pm
 Location: Catholic Education Centre
 802 Drury Lane, Burlington

Board Room Attendance: V. Iantomasi, Chair of the Board
 P. Daly, Secretary of the Board
 C. Cipriano, Superintendent of Education, Special Education Services
 A. Lofts, Superintendent and Treasurer of the Board, Business Services
 A. Swinden, Manager, Strategic Communications
 R. Di Pietro, Recording Secretary

Trustees: (Electronically)	B. Agnew P. DeRosa M. Duarte, Vice-Chair of the Board N. Guzzo	H. Karabela P. Murphy J. O’Hearn-Czarnota T. O’Brien
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Student Trustees: (Electronically)	M. Bhambra D. Caratao	D. Suan
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Senior Staff: (Electronically)	S. Balogh J. Crowell C. McGillicuddy R. Merrick	L. Naar J. O’Hara T. Pinelli A. Prkacin
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Also Present:
(Electronically)

M. Carnelos, Curriculum Coordinator (Acting), Curriculum Services
 A. Cross, Senior Manager, Financial Services
 L. Collimore, Chief Officer, Research and Development Services
 K. Davison, Curriculum Consultant, Curriculum Services
 R. DeFranco, Creative Design Officer, Strategic Communications
 M. Ives, Curriculum Consultant, Curriculum Services
 J. Kenney, Curriculum Consultant, Curriculum Services
 J. Staples, Curriculum Coordinator, Curriculum Services

1. Call to Order

The Chair called the meeting to order.

1.1 Opening Prayer, National Anthem, and Oath of Citizenship (M. Bhambra)

The meeting opened at 7:30 p.m. with a prayer led by Student Trustee Bhambra.

1.2 Motions Adopted In-Camera

There were no motions adopted in-camera to be read in public session.

1.3 Information Received In-Camera

The following information was received in-camera:

Retirements

Ann Marie Di Leonardo, Kathleen Douthart and Wendy Glinski retiring effective June 30, 2020.

Acting Department Heads

Denise Grightmire and Jessica Maciel appointed as Acting Department Heads effective September 1, 2020 for a period of up to one (1) year.

2. Approval of the Agenda

The following was added to the agenda:

- Notice of Motion – School Generated Funds (P. DeRosa)

#125/20

Moved by: M. Duarte

Seconded by: P. DeRosa

RESOLVED, that the agenda be approved as amended.

The Chair called for a vote on **#125/20** and it **UNANIMOUSLY CARRIED**.

3. Declarations of Conflict of Interest

There were no conflicts on interest declared.

4. Presentations

There were no presentations.

5. Delegations

There were no delegations.

6. Approval of Minutes

6.1 Minutes of the May 19, 2020 Regular Board Meeting

#126/20

Moved by: T. O'Brien

Seconded by: B. Agnew

RESOLVED, that the minutes of the May 19, 2020 Regular Board Meeting be approved.

The Chair called for a vote on **#126/20** and it **UNANIMOUSLY CARRIED**.

6.2 Minutes of the May 21, 2020 Special Board Meeting

#127/20

Moved by: J. O'Hearn-Czarnota

Seconded by: M. Duarte

RESOLVED, that the minutes of the May 21, 2020 Special Board Meeting be approved.

The Chair called for a vote on **#127/20** and it **UNANIMOUSLY CARRIED**.

7. Business Arising from Previous Meetings**7.1 Summary of Outstanding Items from Previous Meetings**

The Summary of Outstanding Items from Previous Meetings was updated.

8. Action Items**8.1 Financial Reporting & Board Responsibility for Financial Oversight (P. DeRosa)
#128/20**

Moved by: P. DeRosa

Seconded by: H. Karabela

BE IT RESOLVED that the Board of Trustees direct the Secretary of the Board, starting in the fiscal year 2020-2021 to provide the Board of Trustees actual monthly financial results compared to the plan for the same month, and identify the variances with appropriate explanations.

BE IT FURTHER RESOLVED THAT all changes to the approved plan over \$150,000 will be reviewed and approved by the Board.

The following amendment was proposed:

#128/20 (AMENDMENT)

Moved by: M. Duarte

Seconded by: T. O'Brien

BE IT RESOLVED that the Board of Trustees direct the Secretary and Director of the Halton Catholic District School Board to implement monthly financial reporting from fiscal year 2020/2021 by no later than January 2021 and provide the board with a line by line report of variances to budget exceeding \$100,000.

BE IT FURTHER RESOLVED that all changes to the final approved budget in June over \$100,000 will be reviewed and approved by the Board of Trustees before the December budget update to the Ministry.

During discussion, the following motion was proposed:

#129/20

Moved by: J. O'Hearn-Czarnota

Seconded by: M. Duarte

RESOLVED, that Trustees Lay on the Table, agenda item 8.1 – Financial Reporting & Board Responsibility for Financial Oversight.

The Chair called for a vote on **#129/20**:

IN FAVOUR	OPPOSED	ABSTAIN
B. Agnew	P. DeRosa	M. Bhambra (non-binding)
N. Guzzo	M. Duarte	D. Caratao (non-binding)
J. O'Hearn-Czarnota	H. Karabela	D. Suan (non-binding)
	P. Murphy	
	T. O'Brien	

The motion was **DEFEATED**.

The Chair called a vote on **#128/20 (AMENDMENT)**:

IN FAVOUR	OPPOSED	ABSTAIN
D. Caratao (non-binding)	B. Agnew	
P. DeRosa	M. Bhambra (non-binding)	
M. Duarte	N. Guzzo	
H. Karabela	J. O'Hearn-Czarnota	
P. Murphy	D. Suan (non-binding)	
T. O'Brien		

The motion **CARRIED**.

The Chair called for a vote of **#128/20 (AS AMENDED)**:

IN FAVOUR	OPPOSED	ABSTAIN
D. Caratao (non-binding)	B. Agnew	
P. DeRosa	M. Bhambra (non-binding)	
M. Duarte	N. Guzzo	
H. Karabela	J. O'Hearn-Czarnota	
P. Murphy	D. Suan (non-binding)	
T. O'Brien		

The motion **CARRIED**.

8.2 2019-20 Year End Audit Planning Report from KPMG (A. Lofts)

#130/20

Moved by: M. Duarte

Seconded by: T. O'Brien

RESOLVED, that the Halton Catholic District School Board approve the External Auditor's 2019-2020 Year-End Audit Planning Report.

The Chair called for a vote on **#130/20** and it **UNANIMOUSLY CARRIED**.

8.3 Renaming of Jean Vanier Catholic Secondary School - Recommended Names (J. Crowell)

#131/20

Moved by: T. O'Brien

Seconded by: B. Agnew

RESOLVED, that the Halton Catholic District School Board approve the following two school names, ordered in priority, as possible names for Jean Vanier Catholic Secondary School:

Preferred Name: St. Francis Xavier Catholic Secondary School

Alternate Name: St. Kateri Tekakwitha Catholic Secondary School

BE IT FURTHER RESOLVED, that the Board approved list of possible school names be submitted to His Excellency Bishop Crosby for his consideration and response.

The Chair called for a vote on **#131/20** and it **UNANIMOUSLY CARRIED**.

9. Staff Reports

9.1 STEM and Math/Science - Extra Curricular Engagement (A. Prkacin)

Following discussion, it was agreed to establish a Steering Committee consisting of but not limited to HCDSB staff, Trustees representatives and community partners with the following timelines:

- Draft Terms of Reference for June 2020
- Committee Final Terms for September 2020
- Initial Staff Report back to the Board of Trustees for the October 20, 2020 Regular Board Meeting

A request was made regarding what the costs would be to dedicate staff to this program.

10. Information Items

10.1 Student Trustees Update - Verbal (M. Bhabra, D. Caratao, D. Suan)

The pillars of Achieving, Believing and Belonging were shared.

10.2 Evidence Based Strategies (EBS) Literacy/Numeracy Teams Annual Report and Student-Centered Coaching (A. Prkacin)

Evidence provided regarding the impact of EBS and Student-Centered Coaching on student achievement.

10.3 Halton Student Transportation Services (HSTS) Annual Home to School Transportation Review (A. Lofts)

The review which included changes for the 2020-21 school year was provided.

10.4 Halton Student Transportation Services (HSTS): Annual School Hour Report (2020-21 School Year) (A. Lofts)

Results of the report were provided.

A request was made to receive information regarding route efficiencies.

10.5 Provincial Consolidation of School Board Financial Statements Accountants' Report with Respect to the Seven-Month Period from September 1, 2019 - March 31, 2020 (A. Lofts)

Seven-Month report provided as information.

10.6 2020-21 Budget Estimates Update (Verbal) (A. Lofts)

Trustees informed that Ministry information regarding Grant for Student Needs (GSN) will most likely not be received until the middle or late June.

#132/20

Moved by: M. Duarte

Seconded by: P. DeRosa

RESOLVED, that the meeting move past 10:00 p.m.

The Chair called for a vote on **#132/20** and it **UNANIMOUSLY CARRIED**.

10.7 Extended School Closure and Distance Learning (P. Daly)

The Director updated Trustees on distance learning during the extended closure period. Information included, guidelines principles, phases of school closure and student learning during COVID-19, goals during school closure, mental health supports for students, special education, updates on staff resources and supports for distance learning, supports for staff and school administrators, priorities during the prolonged school closure, graduation, access to schools, summer learning and the plans for school reopening.

#133/20

Moved by: H. Karabela

Seconded by: N. Guzzo

RESOLVED, that the meeting move past 10:30 p.m.

The Chair called for a vote on **#133/20**. The vote was not unanimous, therefore the meeting had to adjourn.

Post Notes:

10.8 Notice of Motion – School Generated Funds (P. DeRosa)

The following notice of motion was provided to Trustees on Wednesday, June 3, 2020:

BE IT RESOLVED, that the Board of Trustees direct the Secretary and Director of the Halton Catholic District School Board to provide the Board of Trustees with a report on School Generated Funds (SGF) explaining the program and including SGF reports from all schools, with a summary (SGF) report totaling all schools for the years ending 18/19, 19/20 as well as the schools budget for 20/21 at the Sept 22, 2020 Regular Board meeting. The total (SGF) summary report as shown below will show, opening balances at the beginning of the year, revenues and expenses by source for the year and ending balances at the end of the year by category with a description of what is included in each category.

Category	Opening Balance	Year		Ending Balance
		Revenues	Expenses	
<i>Administration</i>				
<i>Athletics</i>				
<i>Clubs & Activity Fees</i>				
<i>Commissions</i>				
<i>Departments</i>				
<i>External Charities</i>				
<i>Fieldtrips/excursions</i>				
<i>Fundraising</i>				
<i>School Council</i>				
<i>Special Events</i>				
<i>Other</i>				
<i>Other Categories as Applicable</i>				
Total				

BE IT FURTHER RESOLVED that a list of cash balances (including a physical count of cash on hand where applicable) as at August 31, 2020 by school, be provided at the September 22, 2020 Regular Board meeting.

11. Miscellaneous Information

11.1 Minutes of the November 19, 2019 Audit Committee Meeting

The meeting was adjourned.

11.2 Minutes of the April 14, 2020 Policy Committee Meeting

The meeting was adjourned.

11.3 Minutes of the April 27, 2020 SEAC Meeting

The meeting was adjourned.

12. Correspondence

The meeting was adjourned.

13. Open Question Period

The meeting was adjourned.

14. In Camera

The meeting was adjourned.

15. Resolution re Absentees

There were no absentees.

16. Adjournment and Closing Prayer (J. O'Hearn-Czarnota)

#134/20

Moved by: J. O'Hearn-Czarnota

Seconded by: M. Duarte

RESOLVED, that the meeting adjourn.

The Chair called for a vote on **#134/20** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 10:30 p.m. with a prayer led by Trustee O'Hearn-Czarnota.

Secretary of the Board

Chair