



Agenda

COMMITTEE OF THE WHOLE OPEN MEETING

OCTOBER 21, 2024

Large Boardroom at 6:45 p.m.

IF YOU ARE UNABLE TO ATTEND IN PERSON, [CLICK HERE TO JOIN VIA VIDEO CONFERENCE](#)

Chairperson: John Connolly

Trustees/Members who are unable to attend the meeting
are asked to please notify Sarah Barker,
Administrative Assistant at sbarker@pvnccdsb.on.ca .

A. Call to Order

- | | |
|---|--------------------------|
| 1. Opening Prayer | Superintendent Armstrong |
| 2. Land Acknowledgement | Superintendent Heuchert |
| 3. Approval of Agenda | |
| 4. Declarations of Conflict of Interest | |
| 5. Approval of the Minutes of the Meeting of Monday, September 16, 2024 | Page 3 |
| 6. Business Arising from the Minutes | |

B. Recommended Actions/Presentations

- | | |
|---|---------------------------|
| 1. 2024-2025 Trustee Honoraria | B.1.a) R.A. Page 8 |
| Sean Heuchert, Superintendent | B.1.b) Report Page 9 |
| 2. Trustee Expenses for the Fiscal Period 2023-2024 | B.2.a) R.A. Page 12 |
| Sean Heuchert, Superintendent | B.2.b) Report Page 13 |
| 3. Enrollment Update - October 8, 2024 | B.3.a) R.A. Page 15 |
| Sean Heuchert, Superintendent | B.3.b) Report Page 16 |
| | B.3.c) Enrollment Page 17 |
| 4. 2024-2025 Staffing Report | B.4.a) R.A. Page 18 |
| Darren Kahler, Superintendent | B.4.b) Report Page 19 |



Agenda

C. Information Items

D. Old Business

E. New Business

F. Next Meeting

1. November 11, 2024, Large Boardroom, 6:30 p.m.
2. December 9, 2024, Large Boardroom, 6:30 p.m.
3. January 13, 2025, Large Boardroom, 6:30 p.m.
4. February 10, 2025, Large Boardroom, 6:30 p.m.
5. March 17, 2025, Large Boardroom, 6:30 p.m.
6. April 7, 2025, Large Boardroom, 6:30 p.m.
7. May 12, 2025, Large Boardroom, 6:30 p.m.
8. June 2, 2025, Large Boardroom, 6:30 p.m.

G. Conclusion

1. Adjournment.
2. Closing Prayer

Superintendent Armstrong

The Minutes of the Committee of the Whole Open Meeting held on Monday, September 16, 2024 at 6:30 p.m. in the Large Boardroom and by Google meet. (*)

PRESENT

Trustees: Chair Connolly (Committee Chairperson), Trustee MacKenzie (Board Chairperson)(*), Trustee Martin, Trustee Leahy, Trustee Durst, Trustee Heitzner (Senior Student Trustee), Trustee Peios (Junior Student Trustee).

Absent/Regrets: Trustee Tanguay

Administration: Director O'Sullivan, Superintendent Di Ianni, Superintendent Heuchert, Superintendent Selby (*), Superintendent Piggott, Superintendent Kahler, Superintendent Armstrong.

Guests:

Recorder: Mrs. Sarah Barker.

A. Call to Order

Trustee Connolly called the meeting to order at 7:15 pm.

1. Opening Prayer

Superintendent Di Ianni led the Committee of the Whole in Opening Prayer.

2. Land Acknowledgment

Superintendent Heuchert respectfully acknowledged that the Committee of the Whole meeting is taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

3. Approval of Agenda

Motion: Moved by Trustee Martin, seconded by Trustee Leahy, that the Committee of the Whole excuse Trustee Tanguay from the Open meeting.

Carried.

Motion: Moved by Trustee Martin, seconded by Trustee Leahy, that the Committee of the Whole Open Agenda for Monday, September 16, 2024 be accepted.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest declared.

5. Approval of the Minutes of the Committee of the Whole Open Meeting on Monday, June 10, 2024.

Motion: Moved by Trustee Leahy, seconded by Trustee Martin, that the Committee of the Whole remove the last paragraph under the New Business section of the Monday, June 10, 2024 Open Meeting Minutes regarding the Bonnerworth Park Redevelopment discussion.

Carried.

Motion: Moved by Trustee Leahy, seconded by Trustee Martin, that the Committee of the Whole Open Meeting Minutes from Monday, June 10, 2024 be accepted, with the amendments.

Carried.

6. Business Arising from the Minutes

There was no business arising from the minutes.

Trustee Connolly wanted to recognize Trustee Carter Peios, and welcome back Trustee Claire Heitzner. He advised an induction ceremony will take place at the first Board Meeting, on September 24, 2024.

B. Recommended Actions/Presentations:

There was no recommended actions/presentations items.

C. Information Items:

1. Capital Priorities Update - Sept 2024

Superintendent Sean Heuchert reported PVNC Catholic will be submitting two project submissions to the Ministry by the end of the day, as the deadline is today.

The first, and number one priority, is a new school for the Northumberland area. The same floorplan that was submitted for the Northglen project will be used for this submission. One of the metrics used by the Ministry is looking for a positive net present value, this project does not meet that requirement. PVNC Catholic does have a motion for the consolidation of the three schools in Northumberland, and has gone through the ARC process that could work in the boards favor. PVNC Catholic hired a third party engineer to do a very detailed facility assessment, that revealed a total of 23 million dollars of outstanding work that needs to be completed.

The second project being submitted is having the pie shaped classrooms removed and replaced with a two floor plan addition to the Notre Dame CES school. There was a Class D estimate done that came in at 13 millions dollars. There was not enough time to conduct a Class C estimate, but the first project is the priority. This project does have a positive net present value.

Two proposals for the same school were purposely sent to show the Ministry that PVNC Catholic wants upgrades in this community.

There were discussions regarding the speed of growth in the City of Kawartha Lakes area, and how the inventory there is older. That area does not have the same enrollment pressures as the Bowmanville area, and will have to wait until the moratorium is lifted before requests for new schools can be made. Parts of this area might be assessed when the Bowmanville catchments are re evaluated for the Northglen school.

2. Northglen Update

Superintendent Sean Heuchert reported the Northglen project is currently on time for completion to meet the September 2026 deadline. Currently the board and the architect are working on obtaining permits. There is a two step process being used to pre qualify contractors, 9 contractors have submitted. This will help compile a list of contactors to invite to do a full tender once 85% of certainty has been reached on the plans.

Superintendent Julie Selby and Superintendent Sean Heuchert have been working with Jack Amendola, from Watson and Associates, regarding the new school boundaries. It is expected to have a draft boundary to share on the PVNC Engage platform in three weeks, as it would be beneficial for the boundaries to be approved before January, when families begin their registrations for Junior Kindergarten.

Motion: Moved by Trustee Martin, seconded by Trustee Leahy, that the Committee of the Whole receive the Capital Priorities Update - September 2024 and the Northglen Update for information.

Carried.

D. Old Business:

There were no old business items.

E. New Business

Trustee Durst raised question if the parent letter received this evening was going to be discussed. Not all recipients have received their letter due to being absent. The letters were given as confidential, therefore they will be discussed in a closed format at a later time.

F. Next Meeting:

1. October 21, 2024, Large Boardroom, 6:30 p.m.
2. November 11, 2024, Large Boardroom, 6:30 p.m.
3. December 9, 2024, Large Boardroom, 6:30 p.m.
4. January 13, 2025, Large Boardroom, 6:30 p.m.
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7. April 7, 2025, Large Boardroom, 6:30 p.m.
8. May 12, 2025, Large Boardroom, 6:30 p.m.
9. June 2, 2025, Large Boardroom, 6:30 p.m.

G. Conclusion

1. Closing Prayer

Superintendent Di Ianni led the committee in closing prayer.

2. Adjournment

Motion: Moved by Trustee Martin, seconded by Trustee Leahy,
that the Committee of the Whole meeting be adjourned at 7:51 pm.

Carried.

John Connolly
Committee Chairperson
/sb

Sean Heuchert
Superintendent of Business
and Finance



B.1.a)

*Creating a culture of
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to ensure equity
and well-being.*

Committee of the Whole:

Recommended Action:

That the Committee of the Whole recommend to the Board that the Honoraria for Board members as outlined in the following report for the period November 15, 2024 to November 14, 2025 be accepted.

BUSINESS and FINANCE

Report to Committee of the Whole

Meeting: In Camera
 Open

Presented for: Information
 Approval

Meeting Date: October 21, 2024

Presented by: **Sean Heuchert, Superintendent of Business & Finance**

Submitted by: Senior Administration

Subject: 2024-2025 Trustee Honoraria

1. Background:

- 1.1. Ontario Regulation 357/06, as amended, sets out the method for calculating the limits on honoraria paid to Board members. In addition, the Board has established Administrative Procedure 616 – Honoraria for Trustees in regards to administering and communicating Board member honoraria under the regulation.

2. Legislated Components:

- 2.1. For a term of office beginning in 2022 (therefore November 15, 2022) the annual honorarium for a member of a District School Board (Trustee) shall consist of the following four components:
- 2.1.1. The Base Amount for the year (constant for the 4 year term);
 - 2.1.2. The Enrolment Amount for the year (to be recalculated annually, values rounded up to nearest dollar);
 - 2.1.3. The Attendance Amounts payable for the year (for prescribed Committees)
 - 2.1.4. The Distance Amounts payable for the year (if applicable)

3. Base Amount

3.1. The limit for the base amount for each Board Member, beginning on November 15, 2022 is \$5,900.

3.1.1. Per trustee amount of \$5900

3.1.2. Chairperson Amount of \$5000

3.1.3. Vice-Chairperson Amount of \$2500

4. Enrolment Amount

4.1. The enrolment to be used for each year beginning November 15th is that of the previous fiscal year (therefore the estimated enrolment for the fiscal year ending August 31, 2024 will be used to determine the November 15, 2024 to November 14, 2025 amount). For the Peterborough Victoria Northumberland & Clarington Catholic District School Board the average daily enrolment for the 2023/24 school year was 14,841 students.

4.1.1. The basic enrolment amount for the Board as a whole is \$1.75 per student (therefore 14,841 students at \$1.75 each yields a total of \$25,972).

4.1.2. The total amount for the Board is divided by the number of Board members (therefore \$25,972 divided by 7 Members equals an annual amount of \$3,711 per Member.)

4.1.3. The calculations contained within the Regulation also add \$743 for the Chairperson (\$0.050/ADE) and \$372 for the Vice-Chairperson (\$0.025/ADE)

5. Attendance Amount

5.1. By Board motion September 25, 2006 no committees were approved as eligible.

6. Distance Amount

6.1. By Board motion September 25, 2006, no amount was approved.

7. Summary

- 7.1. Presented in the table below is a summary of the amount to be paid, by component, for the Chair, Vice-Chair and Trustees for the period November 15, 2024 to November 14, 2025. Comparative amounts for the previous year (November 15, 2023 to November 14, 2024) have also been provided for information purposes.

For the Period November 15, 2024 to November 14, 2025:			
	Chair	Vice-Chair	Trustee
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	\$4,454	\$4,083	\$3,711
	\$15,354	\$12,483	\$9,611

For the Period November 15, 2023 to November 14, 2024:			
	Chair	Vice-Chair	Trustee
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	\$4,413	\$4,045	\$3,677
	\$15,313	\$12,445	\$9,577



B.2.a)

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Committee of the Whole:

Recommended Action:

That the Committee of the Whole recommend to the Board that the Trustee Expenses for the Fiscal Period 2023-2024 be accepted and posted to the Board website.

BUSINESS AND FINANCE

Report to Committee of the Whole

Meeting: In Camera

Open

Presented for: Information

Approval

Meeting Date: October 21, 2024

Presented by: Sean Heuchert, Superintendent of Business and Finance

Subject: Trustee Expenses for the Fiscal Period 2023-2024

Recommended Action(s): That the Committee of the Whole recommend to the Board that the Trustee Expenses for the Fiscal Period 2023-2024 be accepted and posted to the Board website.

Background:

Administrative Procedure 617 Trustee Expenses outlines the guidelines for reimbursing trustees for out-of-pocket expenses incurred in connection with carrying out the responsibilities of a Board member.

As outlined in the Administrative Procedure, a summary of expenses incurred by each trustee, including those expenses paid centrally or by other administrative staff on behalf of a trustee, will be posted on the Board's website for a twelve month period aligned with the Board's fiscal year.

Included in this report is a summary of eligible expenses reimbursed to trustees or incurred on behalf of trustees under the categories of Mileage, Meeting Expenses, Events & Professional Development, and Supplies & Equipment. This summary is for the period September 1, 2023 to August 31, 2024, with comparatives of the year prior.

Trustee expenditures from September 1, 2023 to August 31, 2024

Name	Area	Mileage	Meeting Expenses	Events and P.D.	Supplies and Equipment	Total
Connolly, John	City of Peterborough	\$0	\$0	\$0	\$1,150	\$1,150
Durst, Loretta	City of Peterborough	\$373	\$0	\$1,783	\$1,200	\$3,357
Glover, Joshua	Clarington	\$1,696	\$0	\$2,424	\$1,200	\$5,319
Leahy, Jenny	Peterborough County	\$1,236	\$0	\$2,182	\$1,200	\$4,618
MacKenzie, Kevin	Clarington	\$4,056	\$0	\$397	\$1,230	\$5,684
Martin, Mary Ann	City of Kawartha Lakes	\$3,597	\$0	\$7,023	\$1,465	\$12,085
Tanguay, Kathleen	Northumberland County	\$2,666	\$0	\$2,980	\$1,200	\$6,845
TOTAL		\$13,624	\$0	\$16,788	\$8,646	\$39,058

For comparative purposes, the previous year's (September 1, 2022 to August 31, 2023) expenses are noted below.

Name	Area	Mileage	Meeting Expenses	Events and P.D.	Supplies and Equipment	Total
Ainsworth, Linda	Clarington	\$261	\$0	\$309	\$0	\$570
Ayotte, Michael	City of Peterborough	\$1,188	\$0	\$519	\$1,190	\$2,897
Connolly, John	City of Peterborough	\$0	\$0	\$0	\$0	\$0
Durst, Loretta	City of Peterborough	\$370	\$0	\$2,076	\$461	\$2,907
Glover, Joshua	Clarington	\$3,368	\$0	\$5,341	\$1,390	\$10,099
Leahy, Jenny	Peterborough County	\$765	\$0	\$2,560	\$444	\$3,769
Leal, Braden	City of Peterborough	\$0	\$0	\$136	\$0	\$136
MacKenzie, Kevin	Clarington	\$3,487	\$0	\$1,386	\$444	\$5,317
Martin, Mary Ann	City of Kawartha Lakes	\$3,143	\$0	\$4,962	\$1,390	\$9,495
McCarthy, Helen	City of Peterborough	\$0	\$0	\$0	\$0	\$0
Tanguay, Kathleen	Northumberland County	\$1,641	\$0	\$2,183	\$461	\$4,285
TOTAL		\$14,223	\$0	\$19,472	\$5,780	\$39,475



B.3.a)

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Committee of the Whole:

Recommended Action:

That the Committee of the Whole recommend to the Board that the Enrollment Update - October 8, 2024 be accepted.

BUSINESS and FINANCE

Report to Committee of the Whole

Meeting: In Camera

Open

Presented for: Information

Approval

Meeting Date: October 21, 2024

Presented by: Sean Heuchert, Superintendent of Business & Finance

Submitted by: Senior Administration

Subject: Enrolment Update - October 8, 2024

Background:

The following information pertains to Board enrolment projections for developing the 2024-2025 Budget and our most current enrolment data as at October 8, 2024.

PVNCCDSB Enrolment as of October 8, 2024 - Number of Students

No.	School	Budgeted Enrolment	Enrolment at 8 October 2024	Difference
102	St. Joseph (Douro) CES	205	205	0
103	St Catherine CES	608	609	1
104	St Martin CES	417	418	1
105	St Paul (Lakefield) CES	179	198	19
106	Immaculate Conception CES	227	236	9
108	St Alphonsus CES	206	216	10
109	St Anne CES	553	545	(8)
110	St John (Peterborough) CES	269	269	0
111	St Patrick CES	213	202	(11)
112	St Paul (Peterborough) CES	305	329	24
114	St Francis of Assisi CES	561	573	12
115	St John Paul II CES	232	235	3
116	St Mother Teresa CES	407	401	(6)
117	St Teresa CES	295	295	0
118	St Paul (Norwood) CES	347	324	(23)
119	St Joseph (Bowmanville) CES	504	507	3
120	St. Mary (Campbellford) CES	276	280	4
121	St. Joseph (Cobourg) CES	194	197	3
122	St Dominic CES	386	380	(6)
123	St Michael CES	161	161	0
124	St Mary (Grafton) CES	222	221	(1)
126	St Anthony CES	335	346	11
127	Monsignor Leo Cleary CES	203	205	2
130	St Luke CES	159	159	0
131	St. Mary (Lindsay) CES	118	112	(6)
132	St Elizabeth CES	711	722	11
133	Notre Dame CES	154	154	0
134	Monsignor O'Donoghue CES	368	379	11
135	Good Shepherd CES	630	645	15
137	Holy Family CES	749	755	6
	TOTAL ELEMENTARY	10,194	10,278	84
251	Holy Cross C.S.S.	820	847	27
253	St. Peter C.S.S.	1,014	1,042	28
254	St. Thomas Aquinas C.S.S.	238	260	22
255	Holy Trinity C.S.S.	737	762	25
256	St. Mary C.S.S.	820	842	22
257	St. Stephen C.S.S.	1,295	1,304	9
	TOTAL SECONDARY	4,924	5,057	133
	GRAND TOTAL	15,118	15,335	217



B.4.a)

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Committee of the Whole:

Recommended Action:

That the Committee of the Whole recommend to the Board that the 2024-2025 Staffing Report be accepted.

Human Resource Services

Report to the Committee of the Whole

Meeting: Open
 In-Camera

Presented for: Information
 Approval

Meeting Date: **October 21, 2024**
Presented by: **Darren Kahler**
Submitted by: Darren Kahler
Subject: **2024-2025 Staffing Report**
Recommended Action(s): N/A

Elementary Staffing Requirements:

Requirement	Board Statistic
Kindergarten: The board-wide class size average for Kindergarten must not exceed 26.0.	25.76
90% of Kindergarten classes must have 29 students or fewer.	91.3%
All kindergarten classes must have 32 or fewer students.	100 %
Primary (grades 1 to 3): At least 90% of primary classes must have 20 or fewer students;	90.4 %
All primary classes must have 23 or fewer students;	100 %
Junior/Intermediate (grades 4 to 8): must maintain a board wide average class size of 24.50 or less.	24.5
All combined primary and junior classes must have 23 or fewer students.	100%

As of September 16, 2024, the Board has met these requirements and is compliant with the Elementary Class Size Report for 2024-25.

Secondary Staffing Requirements:

Secondary average for a classroom is 23:1

Retirements During 2023-24

Position	Number of Retirees
Principal	1
Teacher	29
CUPE	9
Chaplain	0
Superintendent/Director	0
Non-Aligned	1
Grand Total for 2023-24	40

Occasional Teacher List:

Currently on the supply list: 352 (including retirees)
Continuous general recruitment for OTs.

Principal and Vice-Principal Eligibility Pool:

- Eligibility pool consists of 3 principal and 1 vice-principal candidates.
- Principal/vice-principal recruitment is currently underway.