



MEETING MINUTES
February 22,, 2024

3945 MATCHETTE ROAD
WINDSOR, ONTARIO N9C 4C2
School Phone: (519) 977-2200
School Fax: (519) 977-2201
<http://school.jmccentre.ca>

A meeting of the John McGivney Children's Centre School Authority was held in-person at the School Authority on February 22, 2024.

PRESENT: L. Baghat, C. Di Domenico, R. Kapetanov, S. Ortiz, C. Petryshyn, P. Skillings, M. Wilcox

GUESTS: G. Geml, A. Tyrrell

REGRETS: L. Coppola, L. McLaughlin

1. **Call to Order**

P. Skillings called the meeting to order at 5:45 pm.

2. **Approval of the Agenda**

It was moved by L. Baghat, seconded by C. Di Domenico that the agenda be approved as amended with the four Information Technology policies and procedures under with John McGivney Bursaries being added to the agenda after Item 8 Information Technology policies and procedures under No. 8 b) be moved to Item No. 7 a) (Carried)

3. **Conflict of Interest Declarations**

None were declared.

4. **By Consent**

The information was received. There were no questions.

5. **Approval of Board Minutes – December 14, 2023 Board Meeting**

It was moved by R. Kapetanov, seconded by L. Bahgat, that minutes of the December 14, 2023 School Authority Board Meeting be approved. (Carried)

6. **Finance**

a) Income Statement as of January 31, 2024

The income statement as of January 31, 2024 and the Finance Report, dated February 22, 2024 were shared with the Board.

b) Finance Report, dated February 22, 2024

It was shared that we are still waiting on budget approval from the Ministry. None of the other Section 68 Hospital Schools have approved budgets at this time.

7. **New Business**

a) Policy and Procedure Review

i. Bring Your Own Device Policy and Procedure

It was moved by R. Kapetanov, seconded by C. Petryshyn that the *Bring-Your-Own-Device Policy and Procedure* be approved as amended. (Carried)

ii. Acceptable Use of Information Resources Technology Policy and Procedure

It was moved by R. Kapetanov, seconded by C. Di Domenico that the *Acceptable Use of Information Resources Technology Policy and Procedure* be approved as amended. (Carried)

iii. Information Technology Security Policy and Procedure

It was moved by C. Di Domenico, seconded by C. Petryshyn that the *Information Technology Security Policy and Procedure* be approved as amended. (Carried)

iv. User Access and Management Policy and Procedure

It was moved by R. Kapetanov, seconded by L. Baghat that the *User Access and Management Policy and Procedure* be approved as amended. (Carried)

8. **Business Arising from Minutes**

a) By-Laws Update (Finance/Audit and Governance Committees)

- S. Ortiz shared that questions that the Board had regarding the revised by-laws were not sent to the lawyer as we were waiting on the final decision regarding the Standing Committees which was deferred at the December 14, 2023 meeting.
- Discussion occurred about the need to strike two committees, a Finance/Audit Committee and a Governance Committee.

It was moved by M. Petryshyn, seconded by R. Kapetanov that the Board strike a Finance/Audit Committee and a Governance Committee (including terms of reference) to be submitted as part of our revised by-laws. (Carried)

- It was decided that the Governance Committee's focus would be policies/procedures, principal recruitment, hiring and evaluation
- Expression of interests for the Governance Committee included R. Kapetanov and L. Baghat
- Expressions of interest for the Finance Committee included C. Di Domenico and C. Petryshyn

- M. Wilcox would send out an email to trustees unable to make this evening's meeting to see if they would like to express an interest to be on either of the two Committees

b) Principal's Report, dated February, 2024

The report was received in the package. M. Wilcox provided a brief overview. C. Petryshyn asked about Brain Computer Interface (BCI). M. Wilcox provided a brief overview and offered to share some information electronically on BCI.

c) Section 68 AGM Update

M. Wilcox share the following information:

- The confirmed date is Thursday, May 16th for the Section 68 Annual General Meeting which will be a hybrid model both in-person and virtual
- The formal meeting will take place in the morning
- A letter was sent out on behalf of Chairperson Skillings to the trustees of the other Section 68 Hospital Schools asking for suggested topics for the AGM agenda. Responses are due February 29th
- More information to follow

9. **New Business**

a) 2024-25 School Calendar

It was moved by L. Baghat, seconded by C. Petryshyn, that the JMCCSA submit a 2024-2025 School Year Calendar consistent with our coterminous school boards. (Carried)

b) Policy and Procedure Review

- Human Rights Policy- deferred
- Accommodation Policy and Procedure – deferred
- Religious and Creed-Based Accommodation of Staff Procedure – deferred
- Disconnecting From Work Employee Procedure – deferred
- Employee Code of Conduct Policy and Procedure – deferred
- Employee Off Duty Conduct Procedure – deferred

10. **Health and Safety – deferred due to early adjournment**

11. **Committee of the Whole – deferred due to early adjournment**

12. **Approval of Motions put forth in the Committee of the Whole – deferred due to early adjournment**

13. **Date of Next Meeting**

April 18, 2024

14. **Adjournment**

The meeting of the JMCCSA was adjourned at 7:50 pm. Let the minutes reflect that the meeting was adjourned early due to a fire evacuation at the JMCC building.

Chairperson

Secretary