

Durham Catholic District School Board  
Catholic Education: Learning & Living in Faith



**REGULAR BOARD MEETING**

**AGENDA**

**Monday, November 27, 2017**  
**6:30 p.m.**

Catholic Education Centre



Catholic Education Centre, 650 Rossland Road West, Oshawa, Ontario L1J 7C4  
Main Telephone Number: (905) 576-6150; Toll Free: 1-877-482-0722  
Main Fax Number: (905) 576-0953 - Board Web Site: [www.dcdsb.ca](http://www.dcdsb.ca)

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## Durham Catholic District School Board

### REGULAR BOARD MEETING

**Monday, November 27, 2017**

Open Session 6:30 p.m.

Durham Catholic District School Catholic Education Centre  
650 Rossland Road West, Oshawa, L1J 7C4

### OPEN SESSION AGENDA

<b>A.</b>	<b><u>CALL TO ORDER</u></b>	<b><u>Page</u></b>
a.1	Motion to Move In Camera (6:30p.m.)	
a.2	National Anthem (7:30 p.m.)	Archbishop Denis O'Connor CHS Choir
a.3	Acknowledgement of Traditional Territory	
a.4	Memorials and Prayer	Student Trustees
a.5	Roll Call and Apologies	
<b>B.</b>	<b><u>APPROVAL OF AGENDA</u></b>	
b.1	Changes to printed agenda	
b.2	Approval of Agenda	
<b>C.</b>	<b><u>ANNOUNCEMENTS</u></b>	
c.1	Announcement from the In Camera Session of the Board Meeting	
c.2	St. Joseph Catholic Elementary School (Uxbridge) Healthy Water Award Recognition	
<b>D.</b>	<b><u>NOTICES OF MOTIONS</u></b>	
<b>E.</b>	<b><u>DECLARATIONS OF INTEREST</u></b>	
e.1	Declaration of conflict of interest	
<b>F.</b>	<b><u>ACTIONS TO BE TAKEN</u></b>	
f.1	Approval and Signing of Minutes of the Open Session of the Regular Board Meeting of October 23, 2017	4
f.2	Business Arising from the Open Session of the Regular Board Meeting of October 23, 2017	
f.3	Approval and Signing of Minutes of the Open Session of the Committee of the Whole Board Meeting (Policy) of November 13 2017	18
f.4	Business Arising from the Open Session of the Committee of the Whole Board Meeting (Policy) of November 13 2017	

**G. PRESENTATION**

- g.1 Regional Arts and Media Program – Tracy Barill, Superintendent of Education
- g.2 Together for Mental Health 2017-2020 – Janine Bowyer, Superintendent of Education
- g.3 2016/2017 Year End Results – Ryan Putnam, Superintendent of Business and Chief Financial Officer

**H. DELEGATION**

**I. CONSIDERATION OF MOTION**

- i.1 Motion to be read in Open Session from the In Camera Session of the Board Meeting of November 27, 2017

**J. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**

- j.1 Notice of Motion: Record Keeping of Minutes of the Board and Board Committee Meetings – (as per Appendix 1 of the Minutes of the Regular Board Meeting of October 23, 2017)

**K. COMMITTEES**

**k.1 Committee Reports**

- k.1.1 IPRC – October 2017 25
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**k.2 Matters Referred from Committee**

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- l.4.1 Long Term Accommodation Plan 2017-2021 Update 109

**l.5 Director's Report**

- l.5.1 Out of Province Travel 114
- l.5.2 Out of Province Travel 115
- l.5.3 Director's Verbal Report

**l.6 Chair's Report**

- l.6.1 Chair's Year-End Verbal Report
- l.6.2 Student Trustees Verbal Report

**M. CORRESPONDENCE**

**N. INQUIRIES AND MISCELLANEOUS**

**O. PENDING ITEMS**

**P. ADJOURNMENT**

**Q. CLOSING PRAYER**



## Durham Catholic District School Board

**MINUTES** of the **OPEN SESSION** of the Regular Board Meeting of the Durham Catholic District School Board which was held in the Catholic Education Centre, 650 Rossland Road West, in Oshawa on Monday, October 23, 2017.

### Trustees Present

J. Rinella, Chair  
K. LeFort, Vice Chair  
T. Chapman  
T. Corless  
M. Forster  
J. McCafferty  
J. Oldman  
P. Pulla

### Student Trustees

A. Paul  
M. Malkin

### Staff Present

A. O'Brien, Director  
T. Barill  
J. Bastarache  
J. Bowyer  
B. Camozzi  
S. Grieve  
M. Hammond  
T. Keay  
R. Leclair  
J. McVeigh  
L. Morgulis  
J. Mullins  
G. O'Reilly  
R. Putnam  
R. Rodriguez

## **A. OPEN SESSION CALL TO ORDER**

Chair Rinella called the Open Session to order at 7:00 p.m.

### **a.1 MOTION TO MOVE IN CAMERA**

Motion No. B2017-10-23-01

Motion to Move In Camera

Moved by T. Corless seconded by J. Oldman

"THAT the Durham Catholic District School Board Meeting move into In Camera Session."

Carried

**RESUMPTION OF OPEN SESSION (7:30 p.m.)**

Chair Rinella called the Meeting to order and welcomed all in attendance.

**a.2 NATIONAL ANTHEM – O CANADA**

Monsignor John Pereyma Catholic Secondary School choir sang O Canada.

**a.3 ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Rinella acknowledged Traditional Lands and Territory.

**a.4 MEMORIALS AND PRAYERS**

Student Trustees Paul and Malkin offered the opening prayer.

**ITEM a.3 ROLL CALL AND APOLOGIES**

All trustees in attendance.

**B. APPROVAL OF AGENDA**

**ITEM b1. CHANGES TO THE PRINTED AGENDA**

Addition of Item 1.4.5 Revised Meeting Schedule. Trustee Forster requested the addition of Item N.1.1 Backpacks.

**ITEM b.2 APPROVAL OF AGENDA**

Motion No. B2017-10-23-02

Approval of Agenda

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board approve the agenda of the Monday, October 23, 2017 Regular Board Meeting as amended.”

Carried

## **C. ANNOUNCEMENTS**

### **c.1. ANNOUNCEMENTS FROM THE IN CAMERA SESSION OF THE REGULAR BOARD MEETING OF OCTOBER 23, 2017**

Vice Chair LeFort made the following announcements:

#### **RETIREMENT**

<u>Name</u>	<u>Current Position</u>	<u>Effective</u>
Joan C. Richardson	Teacher, Arch Denis O'Connor CHS	November 30, 2017

### **c.2. SHARELIFE AWARD RECOGNITION**

The Board was recognized for their commitment to service with the Mother Delphine Award presented by Thomas Cardinal Collins on October 3, 2017. Awarded by ShareLife, a charitable organization of the Archdiocese of Toronto, the award is a testament to the charitable hearts of students, families and staff across the Board. Director O'Brien noted that 100% of Durham Catholic schools participated in ShareLife fundraising activities for 11 consecutive years.

### **c.3. CANADIAN ASSOCIATION OF COMMUNICATORS IN EDUCATION BRAVO AWARDS RECOGNITION**

The Board received three BRAVO Awards for demonstrating exemplary work in school board public relations, communications, marketing and engagement. Awarded by the Canadian Association of Communicators in Education (CACE), this national recognition aligns with the strategic priority of Advancing Communications in the board's Discovery 2020 Strategic Plan. Director O'Brien commended our communications staff, Jennifer Bastarache and Amanda Roffey for demonstrating a high level of creativity, passion and leadership.

### **c.4. NOMINATION FOR THE OSHAWA CHAMBER OF COMMERCE BUSINESS EXCELLENCE AWARD RECOGNITION**

In recognition of our efforts in maintaining our commitment to caring for God's creation and preserving our planet, the Board was selected as a finalist in consideration of the Greater Oshawa Chamber of Commerce's Civic Pride Award. Director O'Brien commended Supervisor of Energy and Building Systems, Scott Grieves and Waste Recycling Specialist, Grant Vermeulen for their work on the submission on behalf of the Board.

**D. NOTICES OF MOTIONS**

Chair Rinella read a Notice of Motion on Record Keeping of Minutes of the Board and Board Committee Meetings (Appendix 1).

**E. DECLARATION OF INTEREST**

None.

**F. ACTIONS TO BE TAKEN**

**APPROVAL AND SIGNING OF MINUTES – SEPTEMBER 25, 2017 REGULAR BOARD MEETING**

Motion No. B2017-10-23-03

Approval and Signing of Minutes

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board approve the Minutes of the Open session of the September 25, 2017 Regular Board Meeting.”

Carried

**BUSINESS ARISING FROM THE OPEN SESSION OF THE REGULAR BOARD MEETING OF SEPTEMBER 25, 2017**

None

**APPROVAL AND SIGNING OF MINUTES – SEPTEMBER 28, 2017 SPECIAL BOARD MEETING**

Motion No. B2017-10-23-04

Approval and Signing of Minutes

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board approve the Minutes of the Open session of the September 28, 2017 Special Board Meeting.”

Carried

**BUSINESS ARISING FROM THE OPEN SESSION OF THE SPECIAL BOARD MEETING OF SEPTEMBER 28, 2017**

None

**APPROVAL AND SIGNING OF MINUTES – OCTOBER 2, 2017 COMMITTEE OF THE WHOLE BOARD MEETING (POLICY)**

Motion No. B2017-10-23-05

Approval and Signing of Minutes

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board approve the Minutes of the Open session of the October 2, 2017 Committee of the Whole Board Meeting (Policy).”

Carried

**BUSINESS ARISING FROM THE OPEN SESSION OF THE OCTOBER 2, 2017 COMMITTEE OF THE WHOLE BOARD MEETING (POLICY)**

None

**G. PRESENTATIONS**

**g. 1 UNNAMED NORTH OSHAWA CATHOLIC ELEMENTARY SCHOOL FACILITY REPORT**

Director O'Brien introduced Robert Ferkul, Architect for Moffet and Duncan Inc. to present on the Unnamed North Oshawa Catholic Elementary school facility. Mr. Ferkul provided the detailed design for the new North Oshawa Catholic Elementary School. The design included an overview of the site area including building layout, landscaping, parking and student access. Mr. Ferkul also outlined the various specifications for the building as well as the structural concept, mechanical and electrical designs. Trustees inquired about the cross included in the design. Mr. Ferkul indicated that the cross on the front of the building is embedded into the structure.



## **g.2 EQAO PRIMARY AND JUNIOR ASSESSMENT OF READING, WRITING AND MATH AND GRADE 9 MATH – OSSLT 2016**

Teaching and Learning staff shared details regarding the Board's 2017 EQAO results. Judy Bear, Math teacher at Father Leo J. Austin CSS was invited to speak about the success of implementing the Ultimate Potential (UP) Math program. She noted that while the province has been struggling with the success of students, particularly in Grade 9 Applied Math, last year Grade 9 EQAO Math results showed improvement. Ms. Bear noted that the students who wrote Grade 9 EQAO assessment showed a significant increase of students achieving Levels 3 and 4 from the previous assessment they wrote in Grade 6. She credited the UP Math learning strategy for the success of this cohort of students. Trustee Chapman asked for an update on the Board's numeracy plan (funded by the Ministry) with special emphasis on the targeted elementary schools, the parent engagement objective and the learnings from the special teams.

## **g.3 BOARD IMPROVEMENT PLAN**

Director Anne O'Brien shared an overview of the 2017-2018 Student Well-Being and Achievement Board Improvement Plan. The plan builds on the goals and actions that were accomplished since 2014. Superintendent Janine Bowyer distributed copies of the Student Well-Being and Achievement Board Improvement Plan 2017-2018 to committee members. This plan has been developed to enable our system and school level staff to identify key priorities and establish common goals for the 2017-2018 academic year. The plan aligns with key principles identified in Durham Catholic District School Board's *Discovery 2020: Strategic Plan 2014-2019*. Each of the 10 themes discovered through the strategic planning process have been established to promote Excellence, Equity and New Evangelization. Chief Information Officer, Ronald Rodriguez, was invited to expand on the information presented in the strategic priority of Emerging Technology. Mr. Rodriguez provided an update on the work achieved over the last five years and discussed the strategic priorities for the ICT Team for 2017-2018 including Service and Equalization; Modernization to improve efficiency and productivity; and security

## **H. DELEGATION**

None

## **I. CONSIDERATION OF MOTION**

### **i.1 MOTIONS TO BE READ IN OPEN SESSION FROM THE IN CAMERA SESSION OF THE BOARD MEETING OCTOBER 23, 2017**

Vice Chair LeFort deemed the Motions read from the In Camera session of the October 23, 2017 Board meeting.

**J. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**

None

**K. COMMITTEE REPORTS**

**k.1.1 IPRC REPORT FOR SEPTEMBER 2017**

Motion No. B2017-10-23-06

IPRC Report for September 2017

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board accept the IPRC Report for the month of September 2017”

Carried

**k.1.2 SPECIAL EDUCATION ADVISORY COMMITTEE MEETING – SEPTEMBER 12, 2017**

Motion No. B2017-10-23-07

Special Education Advisory  
Committee Meeting – September  
12, 2017

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board accept the report of the October 3, 2017 Special Education Advisory Committee meeting.”

Carried

**k.1.3 DURHAM CATHOLIC PARENT INVOLVEMENT COMMITTEE – SEPTEMBER AND OCTOBER 2017**

Motion No. B2017-10-23-08

Durham Catholic Parent  
Involvement Committee –  
September and October 2017

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board accept the written report from the Durham Catholic Parent Involvement Committee Meeting of Thursday, September 14, 2017 and Thursday, October 5, 2017.”

Carried

**k.1.4 FINANCE COMMITTEE MINUTES – OCTOBER 16, 2017**

Motion No. B2017-10-23-09

Finance Committee Minutes –  
October 16, 2017

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board receive and file the minutes of the October 16, 2017 Finance Committee meeting.”

Carried

**k.2. MATTERS REFERRED FROM COMMITTEE**

None

**L. STAFF REPORTS**

**I.1. STUDENT ACHIEVEMENT**

**I.1.1 EQAO PRIMARY AND JUNIOR ASSESSMENT OF READING, WRITING AND MATH AND GRADE 9 MATH – OSSLT 2016**

Motion No. B2017-10-23-10

EQAO Primary and Junior  
Assessment of Reading, Writing  
and Math and Grade 9 Math –  
OSSLT 2016

Moved by T. Corless seconded by P. Pulla

“THAT the Durham Catholic District School Board receive and file the verbal report with respect to the EQAO Primary & Junior Assessment of Reading, Writing and Mathematics and Grade 9 Math – OSSLT- 2016”.

Carried

## **I.2 FACILITIES SERVICES**

### **I.2.1 UNNAMED NORTH OSHAWA CATHOLIC ELEMENTARY SCHOOL FACILITY REPORT**

Motion No. B2017-10-23-11

Unnamed North Oshawa Catholic  
Elementary School Facility  
Report

Moved by J. McCafferty seconded by P. Pulla

“THAT the Durham Catholic District School Board receive as information the Unnamed North Oshawa Catholic Elementary School Facility Report dated October 23, 2017.”

Carried

### **I.2.2 ALL SAINTS CATHOLIC SECONDARY SCHOOL ARTS AND MEDIA PROGRAM REPORT**

Motion No. B2017-10-23-12

All Saints Catholic Secondary  
School Arts and Media Program  
Report

Moved by K. LeFort seconded by T. Chapman

“THAT the Durham Catholic District School Board receive as information the All Saints Catholic Secondary School Arts and Media Program (AMP) report dated October 23, 2017.”

Carried

### **I.2.3 MINISTRY OF EDUCATION 2017 CAPITAL PROJECT FUNDING SUBMISSION**

Motion No. B2017-10-23-13

Ministry of Education 2017  
Capital Project Funding  
Submission

Moved by K. LeFort seconded by M. Forster

“THAT the Durham Catholic District School Board receive as information the Ministry of Education 2017 Capital Project Funding Submission report dated October 23, 2017.”

Carried

### **L.3 HUMAN RESOURCES AND ADMINISTRATIVE SERVICES**

#### **I.3.1 OFFENCE DECLARATIONS 2017/2018**

Motion No. B2017-10-23-14

Offence Declarations 2017/2018

Moved by T. Corless seconded by P. Pulla

“THAT the Durham Catholic District School Board receive as information the Ministry of Education 2017 Capital Project Funding Submission report dated October 23, 2017.”

Carried

### **L. 4 DIRECTOR’S REPORT**

#### **I.4.1 OUT OF PROVINCE TRAVEL**

Motion No. B2017-10-23-15

Out of Province Travel

Moved by J. Oldman seconded by P. Pulla

“THAT the Durham Catholic District School Board approve the Out of Province travel for a staff member to attend the TED-Ed Educational Summit in the United States.”

Carried

#### **I.4.2 ENROLLMENT AND STAFFING UPDATE**

Motion No. B2017-10-23-16

Enrollment and Staffing Update

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board receive as information the Enrolment and Staffing Update as at October 23, 2017.”

Carried

### **I.4.3 BOARD IMPROVEMENT PLAN**

Motion No. B2017-10-23-17

Enrollment and Staffing Update

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board receive and file as information the 2017-2018 Board Improvement Plan.”

Carried

### **I.4.4 2017-2018 SCHEDULE FOR BOARD AND COMMITTEE MEETINGS – REVISED**

Motion No. B2017-10-23-18

2017-2018 Schedule for Board  
and Committee Meetings –  
Revised

Moved by J. Oldman seconded by P. Pulla

“THAT the Durham Catholic District School Board approve the revised Schedule of Board and Committee Meetings for the 2017-2018 school year.”

Carried

### **I.4.2 DIRECTOR’S VERBAL REPORT**

Director O’Brien highlighted the celebrations that took place during the month of October such as Indigenous Education Month, Child Abuse Prevention Month, Principals’ Month, Mental Health Day and other important initiatives. She expressed her thanks for our Durham Catholic family - educators, administrators, support staff, parents, students, clergy and community members - for their contributions and commitment to Catholic education. The Director extended her personal thanks to our parish priests who led individual communities in Masses of Thanksgiving this month. October 15 to 21 was designated by the province as Local Government Week. Director O’Brien thanked the Board of Trustees and acknowledged their role as elected officials. This designation by the Province was established to increase youth and public awareness about the role local government plays in our communities. She also thanked Trustees for reaching out to the community, and advocating for Catholic education here in Durham and across the province.

The Director asked everyone to pause to recognize All Saints Day on November 1, and All Souls Day on November 2. She noted that the privilege of recognizing these holy obligations in our Catholic learning communities is part of what makes our schools special and unique.

## **L.5 CHAIR'S REPORT**

### **L.5.1 CHAIR'S VERBAL REPORT**

Chair Rinella extended his thanks to Trustees, staff, partners and ratepayers, for their involvement and continued support of our quality Catholic education system.

The Chair noted that earlier this month, he was invited to participate as a guest at the annual conference for the Canadian Association of Communicators in Education. With a focus on emergency preparedness and crisis situations, the sessions offered perspective on the work and preparation by our communications staff on a daily basis. He extended his congratulations to Communication Officers, Jennifer Bastarache and Amanda Roffey for their leadership, often working behind the scenes while making a positive impact in our Board.

Chair Rinella commended our EcoSchool teams who were recognized at the recent annual EcoSchools Celebration. The event recognized students, staff and parents for their dedication to environmental awareness within their school communities. He thanked the teams for selflessly giving their time to environmental matters, and to our school and trustee representatives who attended the evening.

The Chair reminded everyone of the upcoming Commissioning Mass for our Catholic Parent Council chairs and members this week at our Pope Francis Centre. He also encouraged everyone to wear purple on Tuesday, October 24 in support of our partners at the Durham Children's Aid Society. This awareness raising initiative for Child Abuse Prevention aligns with our strategic directions and promoting student well-being and achievement.

### **L.5.2 STUDENT TRUSTEES' REPORT**

Student Trustee Paul provided an update on three initiatives that the Student Senate is working on: Inclusion – on how to make students feel more welcome; Working with feeder schools to provide a seamless transition of Grade 8's into high schools; and a Professional Development day for Grade 8's.

## **N. INQUIRIES AND MISCELLANEOUS**

### **n.1 BACKPACKS IN SECONDARY SCHOOLS**

Trustee Forster inquired on the status pertaining to eliminating backpacks in secondary schools classrooms. Director O'Brien noted that any issue such as this would be a local school decision, creating agile flexible learning spaces, so that students can move around with ease and accessibility. Superintendent of Secondary schools, John Mullins, indicated that students have secured lockers and any questions are considered on an individual student basis. He added that school administration monitors and adapts to each situation with students' safety and well-being as a priority.

**MOTION TO RESUME IN CAMERA (9:32 p.m.)**

Motion No. B2017-10-23-19

Motion to Resume In Camera

Moved by T. Corless seconded by T. Chapman

“THAT the Durham Catholic District School Board Meeting resume the In Camera Session.”

Carried

**RESUMPTION OF OPEN SESSION (10:30 P.M.)**

**P. ADJOURNMENT**

Motion No. B2017-10-23-20

Adjournment

Moved by J. McCafferty, seconded by P. Pulla

“THAT the Durham Catholic District School Board adjourn the Regular Board Meeting of Monday, October 23, 2017.”

Carried

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John Rinella, Chair of the Board  
Durham Catholic District School Board

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Anne O'Brien, Director of the Board  
Durham Catholic District School Board

(10:30 p.m.)

V. Kunar, Recording Secretary



Durham Catholic District School Board

## **Notice of Motion**

Re: Record Keeping of Minutes of the Board and Board Committee Meetings

Whereas the record keeping of minutes of the Board and its respective Committees is a statutory and/or Board By-law requirement;

and

Whereas an accurate record of the minutes is in the public interest and in the interest of Board;

and

Whereas the minutes are a vehicle for reflecting debate, discussion and questions by the members of the Board;

and

Whereas the minutes maintained as a written record have limitations with respect to the details recorded;

Be it resolved that the Board of Trustees direct staff to investigate alternative means of recording the minutes of the Board and its Committees, including but not limited to:

1. Direct transcription by a Court Recorder;
2. Video Recording of all Board Meetings and its Respective Committees;

and

Report to the Board, not later than the Regular Board Meeting of January 2018, the recommendations of staff with the attendant plan for implementation.

Moved by Paul Pulla, Trustee for the City of Oshawa

Seconded by Tricia Chapman, Trustee for the Town of Whitby

Submitted respectfully to the Secretary of the Board, on this the 23rd day of October, 2017



## Durham Catholic District School Board

**MINUTES** of the **OPEN SESSION** of the Policy Committee of the Whole Board Meeting of the Durham Catholic District School Board which was held in the Board Room of the Durham Catholic District School Board, 650 Rossland Road West, Oshawa, Ontario on Monday, November 13, 2017.

### Trustees Present

J. Rinella, Chair  
K. LeFort, Vice-Chair  
M. Forster  
T. Chapman  
J. McCafferty (teleconference)  
P. Pulla

### Staff Present

A. O'Brien  
R. Putnam  
J. Bowyer  
B. Camozzi  
M. Gray  
R. Leclair  
G. O'Reilly  
T. Barill  
R. Rodriguez  
J. Mullins

### Regrets

J. Oldman  
T. Corless

## **OPEN SESSION CALL TO ORDER**

Vice-Chair LeFort called the Open Session to order at 7:32 p.m.

### **ITEM a.1 MOTION**

### **ITEM a.2 MEMORIALS AND PRAYERS**

K. LeFort offered the opening prayer.

### **ITEM a.3 ROLL CALL AND APOLOGIES**

None

## **APPROVAL OF AGENDA**

### **ITEM b.1 CHANGES TO THE PRINTED AGENDA**

None

**ITEM b.2 APPROVAL OF AGENDA**

Motion No. B2017-11-13-01

Approval of Agenda

Moved by P. Pulla, seconded by K. LeFort

“THAT the Durham Catholic District School Board approve the agenda of the November 13, 2017 Regular Board Meeting.”

Carried

**ANNOUNCEMENTS**

None

**NOTICES OF MOTIONS**

None

**DECLARATIONS OF INTEREST**

**ITEM e.1 DECLARATION OF CONFLICT OF INTEREST**

None

**ACTIONS TO BE TAKEN**

**PRESENTATION**

None

**DELEGATIONS**

None

**CONSIDERATION OF MOTION**

None

**UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**

None

## **COMMITTEES**

### **ITEM k.1 Committee Reports**

None

### **ITEM k.2 MATTERS REFERRED FROM COMMITTEE**

None

## **STAFF REPORTS**

### **ITEM I1.1 POLICIES AND ADMINISTRATIVE PROCEDURES**

#### **ITEM I1.1 ROSTER OF POLICIES AND ADMINISTRATIVE PROCEDURES**

Motion No. B2017-11-13-02

Roster of Policies and Administrative Procedures

Moved by M. Forster, seconded by K. LeFort

“THAT the Durham Catholic District School Board receive and file as information the Roster of Policies and Administrative Procedures – November 13, 2017.”

Carried

#### **ITEM I1.2 DRONE SAFETY ADMINISTRATIVE PROCEDURE**

Motion No. B2017-11-13-03

Drone Safety Administrative Procedure

Trustee Pulla inquired about insurance coverage with respect to the individuals operating the drones. Superintendent Camozzi advised that individuals are covered by the Board's insurer but are subject to penalty if the federal law is breached.

Moved by K. LeFort, seconded by P. Pulla

“THAT the Durham Catholic District School Board receive and file as information the Drone Safety Administrative Procedure (AP318-6).”

Carried

**ITEM I1.3 STAFFING POLICY**

Motion No. B2017-11-13-04

Staffing Policy

Moved by M. Forster, seconded by K. LeFort

“THAT the Durham Catholic District School Board approve the First Reading of the Staffing Policy (PO328).”

Carried

**ITEM I1.4 REVISED PERSONNEL FILE: REVIEW BY EMPLOYEE ADMINISTRATIVE PROCEDURE**

Trustee Chapman inquired about adding disciplinary action to the list of items contained in a personnel file. Bullet point to be added. Trustee Chapman also inquired as to whether timelines could be added to 3.3.3. Superintendent Gray advised that a timeline would be added prior to Second Reading. Trustee Pulla inquired about the procedure for tracking of the personnel file. Superintendent Camozzi advised that although not written in policy, Human Resources do follow a strict protocol with respect to the handling of personnel files. The files remain locked and are only to be handled by designated employees. Director O’Brien advised that staff would look into developing a policy for Records Management.

Motion No. B2017-11-13-05

Revised Personnel File: Review by Employee Administrative Procedure

Moved by K. LeFort, seconded by P. Pulla

“THAT the Durham Catholic District School Board receive and file as information the revised Personnel File: Review by Employee Administrative Procedure (AP328-1).”

Carried

**ITEM I1.5 EMPLOYEES RUNNING FOR, AND/OR ELECTED TO PUBLIC OFFICE POLICY**

Motion No. B2017-11-13-06

Employees Running for, and/or Elected to Public Office Policy

Moved by M. Forster, seconded by K. LeFort

“THAT the Durham Catholic District School Board approve the First Reading of the Employees Running for, and/or Elected to Public Office Policy (PO301).”

Carried

**ITEM I1.6    REVISED STAFF ABSENCE: SEVERE WEATHER CONDITIONS  
ADMINISTRATIVE PROCEDURE**

Motion No. B2017-11-13-07

Revised Staff Absence: Severe Weather  
Conditions Administrative Procedure

Moved by M. Forster, seconded by K. LeFort

“THAT the Durham Catholic District School Board receive and file as information the revised Staff Absence: Severe Weather Conditions Administrative Procedure (AP328-5).”

Carried

**ITEM I1.7    INCLUSION POLICY**

Motion No. B2017-11-13-08

Inclusion Policy

Moved by M. Forster, seconded by K. LeFort

“THAT the Durham Catholic District School Board approve the Second Reading of the Inclusion Policy (PO804).”

Carried

**ITEM I1.8    DISABILITY MANAGEMENT POLICY**

Motion No. B2017-11-13-09

Disability Management Policy

Moved by M. Forster, seconded by K. LeFort

“THAT the Durham Catholic District School Board approve the First Reading of the Disability Management Policy (PO312).”

Carried

**ITEM I1.9 DISABILITY MANAGEMENT ADMINISTRATIVE PROCEDURE**

Motion No. B2017-11-13-10

Disability Management Administrative Procedure

Moved by M. Forster, seconded by K. LeFort

“THAT the Durham Catholic District School Board receive and file as information the Disability Management Administrative Procedure (AP312-1).”

Carried

**ITEM I1.10 EMPLOYEE CONFLICT OF INTEREST POLICY**

Motion No. B2017-11-13-11

Employee Conflict of Interest Policy

Moved by M. Forster, seconded by K. LeFort

“THAT the Durham Catholic District School Board approve the First Reading of the Employee Conflict of Interest Policy (PO317).”

Carried

**ITEM I1.11 REVISED EMPLOYEE CONFLICT OF INTEREST ADMINISTRATIVE PROCEDURE**

Motion No. B2017-11-13-12

Revised Employee Conflict of Interest  
Administrative Procedure

Moved by M. Forster, seconded by K. LeFort

“THAT that Durham Catholic District School Board receive and file as information the revised Employee Conflict of Interest Administrative Procedure (AP317-1)”

Carried

**ITEM I1.12 APPLICATION TO INTERIM LEADERSHIP POSITION ADMINISTRATIVE PROCEDURE**

Motion No. B2017-11-13-13

Application to Interim Leadership Position  
Administrative Procedure

Moved by M. Forster, seconded by K. LeFort

“THAT that Durham Catholic District School Board rescind the Application to Interim Leadership Position Administrative Procedure (AP451) as this administrative procedure is redundant.”

Carried

**CORRESPONDENCE**

None

**INQUIRIES AND MISCELLANEOUS**

**PENDING ITEMS**

None

**ADJOURNMENT**

Motion No. B2017-11-13-14

Adjournment

Moved by K. LeFort, seconded by P. Pulla

“THAT the Durham Catholic District School Board adjourn the Regular Board Meeting of Monday, November 13, 2017.”

Carried

**CLOSING PRAYER**

Vice-Chair LeFort closed the meeting with a prayer.

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John Rinella, Chair of the Board  
Durham Catholic District School Board

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Anne O'Brien, Director of Education  
Durham Catholic District School Board

(7:49 p.m.)





Durham Catholic District School Board

**MEMORANDUM**

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 27, 2017

Subject: **I.P.R.C. Report for October 2017**

Origin: Janine Bowyer, Superintendent of Education – Student Services

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**RECOMMENDATION**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

“THAT the Durham Catholic District School Board accept the I.P.R.C. report for the month of October 2017.”

**RATIONALE**

**I.P.R.C. REPORT FOR OCTOBER**

Number of Pupils Referred to I.P.R.C.:	0
Number of Pupils Identified as Exceptional:	0
Number of Pupils Reviewed by I.P.R.C.:	2

**FROM SEPTEMBER 2017 TO JUNE 2018**

Total Number of Pupils Referred to I.P.R.C.:	0
Total Number of Pupils Identified as Exceptional:	0
Total Number of Reviews:	3
Total Number of Parent Requested Deferments:	0

AOB/JB:cc

# MEMORANDUM

To: Board of Trustees

From: Special Education Advisory Committee

Date: November 24, 2017

Subject: **Special Education Advisory Committee Meeting – November 7, 2017**

Origin: Janine Bowyer, Superintendent of Education – Student Services

Moved by \_\_\_\_\_ seconded by \_\_\_\_\_

“THAT the Durham Catholic District School Board accept the report of the November 7, 2017 Special Education Advisory Committee meeting.”

As per attached minutes.

AOB:JB:cc  
Attach.



## Durham Catholic District School Board

**MINUTES** of the **SPECIAL EDUCATION ADVISORY COMMITTEE** meeting of the Durham Catholic District School Board which was held in the North Board Room of the Catholic Education Centre, 650 Rossland Road West, in Oshawa on **Tuesday, November 7, 2017.**

### **Present**

K. Lefort  
A. Shiels  
L. Cook  
E. Van de Klippe  
C. Nossier  
T. McGarry  
J. McCafferty  
K. Burke  
V. Adamo

### **Staff**

J. Bowyer  
C. Baetz  
S. Phoenix  
D. Mullane  
C. Plommer

### **With Regrets**

L. Smart  
J. Oldman  
L. McInnes  
M. LePage  
C. Pegler

### **Absent**

M. Feeheley  
B. Cummins

### **S.E.A.C. Representatives**

B. Larson, APSSP  
L. Wardle, Principal/Vice Principal Association

## **CALL TO ORDER**

### **Item a.1**      **Memorials and Prayer**

Vice Chair Valerie Adamo called the meeting to order at 7:32 p.m. and offered the opening prayer keeping in mind Trustee Oldman's brother, Mark Mooney, who passed away this week.

### **Item a.2**      **Roll Call and Apologies**

## **APPROVAL OF AGENDA**

### **Item b.1**      **Changes to Printed Agenda**

None

### **Item b.2**      **Approval of Agenda**

Motion No. SS-2017-11-07-01      Approval of Agenda

Moved by L. Cook, seconded by C. Nossier

"THAT the Special Education Advisory Committee approve the agenda of the Tuesday, November 7, 2017 meeting as printed."

Carried

## **ANNOUNCEMENTS**

## **CONSIDERATIONS OF MOTIONS**

### **DECLARATIONS OF INTEREST**

#### **Item e.1**      **Declaration of Conflict of Interest**

None

### **ACTIONS TO BE TAKEN**

#### **Item f.1**      **Approval of Minutes of the Special Education Advisory Committee Meeting of October 3, 2017**

Motion No. SS-2017-11-07-02                      Approval of Minutes

Moved by E. Van de Klippe, seconded by J. McCafferty

“THAT the Special Education Advisory Committee approve the  
Minutes of the October 3, 2017 meeting as submitted.”

Carried

#### **Item f.2**      **Business Arising from the Minutes of the Special Education Advisory Committee October 3, 2017**

None

## **PRESENTATIONS**

#### **Item g.1**      **Student Well-Being and Achievement Board Improvement Plan      J. Bowyer**

Superintendent Janine Bowyer distributed copies of the Student Well-Being and Achievement Board Improvement Plan 2017-2018 to committee members. This plan has been developed to enable our system and school level staff to identify key priorities and establish common goals for the 2017-2018 academic year. The plan aligns with key principles identified in Durham Catholic District School Board's *Discovery 2020: Strategic Plan 2014-2019*. Each of the 10 themes discovered through the strategic planning process have been established to promote Excellence, Equity and New Evangelization.

Superintendent Bowyer reviewed the three strategic priorities, goals, and actions for the Celebrating Inclusion pillar:

- Universal Design for Learning
- Differentiated Practice
- Precise and Personalized Intervention

At the end of June a Balanced Scorecard will be issued to assess the results and outcomes of our Student Well-Being and Achievement Board Improvement Plan.

**Item g.2      Engagement on Governance Supports****J. Bowyer**

Superintendent Bowyer reviewed the letter and discussion guide from the Ministry of Education regarding school board governance supports. The Ministry is engaging with education partners on several governance topics. As part of this engagement, the Ministry is also seeking feedback on effective practices that could support boards in their efforts to strengthen local accountability and transparency frameworks.

SEAC committee members were asked for their feedback on the following topics:

- Integrity commissioner and trustee code of conduct
- Trustee honoraria
- Electronic participation in board and committee meetings
- Student trustee term of office and election process
- Broadening the director of education qualifications

Members shared their responses with the committee. Superintendent Bowyer welcomed those who still wanted to provide feedback to email her within the next few days. Responses will be forwarded to the Ministry by November 13, 2017.

**DELEGATIONS**

None

**NOTICES OF MOTIONS**

None

**UNFINISHED BUSINESS FROM PREVIOUS MEETINGS****STAFF REPORTS****Item k.1      Coordinator's Report – C. Plommer**

November 7<sup>th</sup> – “Pathways to the Future....Looking Beyond Secondary School”  
Approximately 18 community agencies have participated in the event this evening.

November 23<sup>rd</sup> - Sharing of Excellence – Parents as Partners presents “Changing Bodies...Changing Lives” – This sexual education workshop assists parents to increase their awareness of ages and stages of sexual development; issues of public and private behavior; and social relationships and personal boundaries.

**Assistive Technology**

The Assistive Technology Team began the 'Students with Assistive Technology Trips' at the end of October and into November. With five trips completed across the system, and another 14 booked throughout the month of November, students are engaged and excited about transitioning to Secondary school. One student shared, "I love this OneNote! I will use it all my classes – this keeps me so organized," said one student from St. Theresa Catholic School. Another student from Fr. Fénelon CS shared, "I was very nervous about coming here today and now I feel like high school is going to be good." Continue to watch the trips taking place across the system by tuning in to our Twitter Feed (@SpecialEdDCDSB)

The Assistive Technology Team supported the 'Pathways to the Future' today. They answered many questions from parents and Program Support Teachers about how to support transitions for students with Assistive Technology from Secondary school to Post-Secondary institutions. The team continues to work with promoting self-advocacy skills with students with Assistive Technology, so that students are able to let educators know what they need in order to succeed.

**Renewed Math Strategy**

Elementary Program Support Teachers are working on supporting students with Learning Disabilities through the support of Learning Profiles and the Psychological Services Department. The Program Support Meeting in October brought together Psychological Services and Program Support Teachers to further understand each individual learner profile. Data was collected at the meeting to determine what supports PSTs are looking for to further understand the students they are supporting.

Secondary Program Support Teachers are working closely with the Ultimate Potential Math Teachers, Grade 9 Applied Math Teachers, and Psychological Services to ensure a common understanding on the students' class profiles of the students enrolled in these two courses. After educators and the psychologists delved into understanding those students whose profile includes a Learning Disability last month, the feedback was that they required more information on understanding Executive Functioning. Dr. Amanda Fuentes presented to the Secondary Program Support Teachers on Executive Functioning, linking strategies to supporting Numeracy instruction.

**Item k.1      Mental Health Leader's Report – D. Mullane**

October was a busy month for capacity building, including Mental Health First Aid for Educational Assistants, safeTALK for Secretaries, ASIST training for Elementary and Secondary "gatekeepers," TAMI training for Intermediate teachers who will be running the TAMI classroom program and Sharing of Excellence workshops related to various mental health topics. Delegates from several of our Secondary schools also participated in the Durham Youth Drug Awareness Committee (DYDAC) annual student conference, and committed to working on a plan to bring substance use awareness back to their schools.

In November, we'll be officially launching our revised Mental Health Strategy. A communication plan is being developed, which will include sharing the document with our community partners.

We're offering a safeTALK session on November 16 in Uxbridge for staff who live and work in the North. We're also doing a session on Mindfulness on November 22, and as a follow-up to this, we'll have a new batch of participants taking part in the Mindfulness Fundamentals on-line course for educators.

Finally, we've started planning for the parent conference, generously funded by the SEAC PRO Grant. The event will take place on the evening of February 27, 2018 at Fr. Leo J. Austin CSS. Our keynote speaker is Dr. Jean Clinton, a child psychiatrist and Clinical Professor at McMaster. She is on staff at McMaster Children's Hospital with cross appointments in Pediatrics and Family Medicine, and an Associate in the Department of Child Psychiatry, University of Toronto and Sick Children's Hospital. She has been a consultant to children and youth mental health programs, child welfare, and primary care for almost 30 years. Dr Clinton was recently appointed as an education advisor to the Premier of Ontario and the Minister of Education. Dr Clinton is renowned locally, provincially, nationally, and more recently internationally as an advocate for children's issues. Her special interest lies in brain development, and the crucial role relationships and connectedness play therein. We'd be happy to welcome a SEAC member to the planning committee. Please e-mail me if interested.

### **Item k.3**      **Superintendent's Report - J. Bowyer**

Congratulations to Lisa Coghlan, and all of the coordinators for organizing a fantastic event today. Wonderful turn out from parents and program support teachers. We appreciate having Joe Dale with us from the Ontario Disability Employment Network.

At the end of the month, I am going to be at the Ministry of Education for a Planning Together Regional Dialogue. I will be participating in discussions on the new Special Education document as well as continued conversations about the implementation of the Ministry's Well-being Strategy that included Mental Health and Equity and Inclusive Education.

Next week is Bullying Prevention and Intervention week – schools will be hosting a number of activities that week. As well, there is a multi-media contest on the theme of Providing Service to my Community through acts of kindness. All Entries will be reviewed and the winners will be announced in February as part of the Stand Up to Bullying Week activities. Dr. Wendy Craig, Co-director of PREVnet and a Psychology Professor at Queens University will be speaking to our Safe Schools Teams as part of Bullying Prevention and Intervention week..

PPM 161 – Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) In Schools was released last week. The Ministry of Education expects that all Boards will write a procedure and then implement Plan of Care for each of these conditions. Standard templates for the Plan of Care will be consistent across the Boards. Implementation of this new procedure is to be September 2018.

Professional Learning Opportunities: Over the next two months we will be providing inservice (via our Program Support Teachers) on PPM 140; Incorporating Methods of Applied Behaviour Analysis (ABA) Into Programs For Students With Autism Spectrum Disorders (ASD). A reminder about what it is and the expectation that ABA strategies are implemented for all student with Autism Spectrum Disorder. Over the next few months we will be reviewing these strategies at all staff meetings.

Professional Learning Opportunity: Over the next two months we will be continuing the work that we are doing supporting students in numeracy who have a learning disability, but we will also be looking at how can we best program for students in numeracy who have an intellectual disability.

Last Wednesday, the Ministry of Education formally announced the Autism Pilot Program. The pilot program will allow us to provide 20 Educational Assistants with 40 hours of training in ABA methods.

Since September, Principals have been engaging their staff in professional learning opportunities on de-escalation strategies.

Motion SS-2017-11-07-03

Approval of the Nov. 7, 2017 Verbal Coordinator,  
Mental Health Leader and Superintendent Reports

Moved by L. Cook, seconded by J. McCafferty

“THAT the Special Education Advisory Committee accept the verbal Coordinator, Mental Health Leader and Superintendent Reports at the November 7, 2017 Meeting.”

Carried

## **ASSOCIATION REPORTS**

### **Grandview Kids – C. Nosseir**

Grandview will be attending the upcoming Ontario Association of Children's Rehabilitation Centres on Nov. 26-28. We are presenting 4 posters at the conference and will upload the posters to our website [www.grandviewkids.ca](http://www.grandviewkids.ca) for anyone interested in reading what we have been working on lately. We will also be participating in the closing panel with a focus on Family Engagement.



In partnership with MTC and the Children's Safety Village, there will be a special Grandview Kids preview of Christmas at The Village (November 17 to 25) on Nov. 23 from 4-5:30. This will allow Grandview families who have been unable to attend the event in the past a chance to enjoy the event in a more sensory friendly manner.

Grandview's Annual Sensory Santa event is growing. 3 days, 3 sites (Oshawa, Ajax and Port Perry). Families can book individual sessions during the day or attend a cookies and story with Santa event in the evening. (Nov. 27, Dec. 4&5). Watch our social media channels for registration information.

#### Autism Ontario – E. Van de Klippe

**The Autism Ontario - Durham Region Chapter** has a long history of excellent work in the region and we are excited to meet with Chapter members and the Durham community as we look toward the future. Join us on **Tuesday, November 14<sup>th</sup> at 6:30pm** to learn about upcoming events and provide your input on future initiatives, identifying community needs, local experiences for chapter supports and areas where you see need.

The meeting will take place in the board room in building 2 of 105 Consumers Rd., Whitby (where the Durham Chapter office is located) from 6:30-7:30PM.

An overview of volunteer opportunities and needs within Durham Region

- An update on upcoming events
- Update from Special Education Advisory Committee Representatives
- Identifying needs and priorities for the Durham Chapter

As you may be aware, the Durham Chapter does not currently have a Chapter Leadership Council (CLC) and is in need of volunteers to assist in all areas, most specifically the CLC. The CLC works closely with Autism Ontario across the province to ensure activities, initiatives and programs are provided safely and consistently for families in your community. This special meeting will include a discussion about an upcoming election, where Chapter members will have the opportunity to elect volunteers who are interested in being a part of the CLC.

#### Durham Down Syndrome Association – A. Shiels

Annual Holiday Party – Saturday, November 25, 2017 from 1:00-5:00 p.m. at Port Whitby Marina. Free for DDSA members and their families.

Learning Disabilities Association – Durham – L. Smart

November 15, 2017 – Webinar on Neurodiversity 3:45-4:45 p.m. Register at @ONedchat

November 30, 2017 – D.J. Cunningham, founder of Learn Styles speaking on Resilience 7:00 p.m. Atrium at Trent University Durham Campus

November 2, 2017 – Durham Chapter LDAO held a Study Skills Carousel at Trent Durham Campus. Well attended!

**CORRESPONDENCE**

**m.1 Cover Letter: Engagement on Governance Supports**

Motion No. SS-2017-11-07-04      Receive and File Correspondence

Moved by J. McCafferty, seconded by C. Nossier

“THAT the Special Education Advisory Committee receive and file the Cover Letter: Engagement on Government Supports correspondence at the November 7, 2017 Meeting.”

Carried

**m.2 Discussion Guide: Engagement on Governance Supports**

Motion No. SS-2017-11-07-05      Receive and File Correspondence

Moved by K. LeFort, seconded by L. Cook

“THAT the Special Education Advisory Committee receive and file the Discussion Guide: Engagement on Government Supports correspondence at the November 7, 2017 Meeting.”

Carried

**INQUIRIES AND MISCELLANEOUS**

**PENDING ITEMS**

None

**ADJOURNMENT**

The meeting adjourned at 8:27 p.m.

Motion No. SS-2017-11-07-06    Adjournment

Moved by J. McCafferty, seconded by L. Cook

“THAT the Special Education Advisory Committee meeting of  
November 7, 2017 adjourn.”

Carried

**CLOSING PRAYER**

The closing prayer was offered by K. LeFort

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Valerie Adamo  
Vice Chair, Special Education Advisory Committee

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Janine Bowyer  
Superintendent of Education

Recording Secretary: Liz Beckstead



Durham Catholic District School Board

**MEMORANDUM**

To: Board of Trustees

From: Durham Catholic Parent Involvement Committee

Date: November 20, 2017

Re: **Durham Catholic Parent Involvement Committee  
– November 2017**

Origin: Rosemary Leclair, Superintendent of Education – Durham Catholic Parent Involvement Committee

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**RECOMMENDATIONS**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

<p>“THAT the Durham Catholic District School Board accept the written report from the Durham Catholic Parent Involvement Committee Meeting of Thursday, November 9th, 2017.”</p>
--

**RATIONALE**

As per the attached minutes.

AOB/RL/lj



## **Durham Catholic District School Board**

**MINUTES** of the **OPEN SESSION** of the **DURHAM CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING** of the Durham Catholic District School Board which was held at Catholic Education Centre, North & South Boardroom, 650 Rossland Road West, Oshawa, on **Thursday, November 9, 2017.**

### **Committee Members**

Adedoyin Adesemowo  
Trevor Aitcheson  
Melissa Bevan  
Tom Brennan  
Camilla Brown  
Candice Belmontes-Deonarayan  
Tricia Chapman  
Linda Dodson-Trchala  
Erin Groat  
Natalie John  
Rose Lo Presti  
Melanie O'Neill  
John Rinella  
Amanda Roffey  
Cynthia Scott  
Josephine-Dora Spitale  
Andrea Sullivan

### **Regrets**

Bibi Ally  
Judy Bear  
Theresa Corless  
Nancy Henry  
Hannah Kent  
Ken Lyons  
Babajide Ogundare  
Caroline Ogundare  
Kamille Rambally  
Chris Szent-Ivany

### **Staff Present**

Rosemary Leclair  
Lori Jones

## **CALL TO ORDER**

### **Item a.1**

### **OPENING PRAYER**

Chair Linda Dodson-Trchala opened with the Acknowledgement of Traditional Territory and M. Bevan offered the Opening Prayer.

### **Item a.2**

### **WELCOME AND COURTESIES**

Chair Dodson-Trchala called the meeting to order at 7:13 p.m. and welcomed all committee members to the November 8, 2017 meeting.

## **APPROVAL OF AGENDA**

### **Item b.1**                      **APPROVAL OF AGENDA**

#### **Motion No. DCPIC2017-11-09-01**                      **Approval of Agenda**

Moved by M. Bevan, seconded by E. Groat

“THAT the Durham Catholic Parent Involvement Committee approve the November 9, 2017 Durham Catholic Parent Involvement Committee Meeting Agenda as printed.”

Carried

## **ANNOUNCEMENTS**

**Item c.1**                      The next Durham Catholic Parent Involvement Committee meeting will be held Thursday, December 7, 2017.

## **ACTIONS TO BE TAKEN**

### **Item d.1**                      **APPROVAL AND SIGNING OF THE MINUTES OF THE OPEN SESSION OF THE DURHAM CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING OF October 5, 2017**

#### **Motion No. DCPIC2017-11-09-02**                      **Approval of Minutes**

Moved by T. Brennan seconded by M. Bevan

“THAT the Durham Catholic Parent Involvement Committee approve the Minutes of the October 5, 2017 Durham Catholic Parent Involvement Committee Meeting.”

## **PRESENTATION**

### **Item e.1**                      **Commissioning Service & Personal Affirmation of DCPIC Members (R. Leclair)**

Superintendent Leclair reviewed the DCPIC Ethical Code of Conduct as listed in the DCPIC By-Laws, and all members present affirmed their commitment through an Affirmation of Faith and Commitment Ceremony.

### **Item e.2**                      **Overview of Roles and Responsibilities of DCPIC Members (L. Dodson-Trchala, R. LoPresti)**

Chair Dodson-Trchala and Vice-Chair LoPresti reviewed the Membership Roles and the Responsibilities of DCPIC committee members, as stated in the DCPIC By-Laws.

**Item e.3** Introduction to Technology Tools for DCPIC Members  
(A. Roffey/R. Leclair)

Superintendent Leclair confirmed that everyone received an email from Microsoft providing access to the DCPIC Sharepoint site. Amanda Roffey reviewed the tools available to the committee through this site, and discussed how these tools could be used to encourage collaboration and share information among committee members.

**REPORTS/INFORMATION/DISCUSSION ITEMS**

**F.1** **Standing Items**

**Item f.1.1** **CHAIR'S REPORT**

Chair Dodson-Trachala shared an update from the Ontario Association of Parents in Catholic Education Conference. She encouraged DCPIC Committee members to attend these types of conferences going forward, as they provide an excellent opportunity for provincial networking in support of parent engagement.

Chair Dodson-Trachala expressed that she was encouraged by the excellent response to the upcoming DCPIC events (Math Café & Advent Movie). Interest in these events are a positive sign for parent engagement in our Board.

**Item f.1.2** **TRUSTEE REPORT**

Trustee Rinella shared that he was pleased to see the DCDSB receive a number of special recognitions during the month of October, including the Mother Delphine Award for 11 consecutive years of 100% participation in ShareLife, and three Bravo Awards (a national recognition program for excellence in school board communications). He offered special thanks to Amanda Roffey and Jennifer Bastarache for their work in supporting effective communications.

Trustee Rinella noted that there has been a positive response to the Arts and Media Program at All Saints CSS. On-line applications to the AMP Program open November 27<sup>th</sup>.

Trustee Rinella congratulated the DCPIC for another successful Commissioning Mass and Orientation Session for Catholic School Councils, and for providing Principals and CSC Members with the tools they need for a successful year.

### **Item f.1.3      RESOURCE REPORT**

Superintendent Leclair shared a thank you note from Director O'Brien, congratulating the committee on an excellent Commissioning Mass and CSC Orientation Session.

She discussed providing an option for child minding at DCPIC Meetings for committee members, and asked committee members to contact her directly if this was a need.

Superintendent Leclair facilitated a round table discussion on School Board Governance Supports, utilizing the Discussion Guide provided by the Ministry of Education. Feedback from the committee was recorded to be submitted to the Leadership, Collaboration and Governance Branch of the Ministry of Education.

### **Item f.1.4      PRO GRANT SUB-COMMITTEE REPORT**

Josepine-Dora Spitale provided an update on the PRO-Grant initiatives. Plans for the Math Café were well underway, and there has been a strong response from parents to participate in the Digital Story Telling Project. The videographer for the story-telling has begun meeting with families. All aspects of these projects are on track.

### **Item f.1.5      COMMUNICATIONS SUB-COMMITTEE REPORT**

Candice Belmontes-Deonarayan gave update. The DCPIC Fall Newsletter went out November 2, and the Winter Newsletter will be prepared to send out on February 14<sup>th</sup>.

### **Item f.1.6      SCHOOL COUNCIL OUTREACH SUB-COMMITTEE REPORT**

Deferred.

### **Item f.1.7      FAITH FORMATION SUBCOMMITTEE REPORT**

Melanie O'Neill provided update on the Advent Family Movie at the Landmark Theatre in Whitby. This event is sold out. The DCPIC is partnering with the Refuge Centre who will be collecting donations at this event for homeless youth in our community. It promises to be an excellent faith formation outreach activity.

### **Item f.1.8      POLICY SUBCOMITTEE REPORT**

Deferred.

### **Item f.1.9      BUDGET SUBCOMMITTEE REPORT**



Rose LoPresti provided an update on how the DCPIC budget is funded. She reviewed historical carry-overs and gave a general overview of projected expenses that the committee must plan for annually.

### **ADJOURNMENT**

The DCPIC meeting adjourned at 9:39 p.m. K. Rambally offered the closing prayer.

### **Motion No. DCPIC2017-11-09-03**      **Adjournment**

Moved T. Aitcheson. Seconded by M. Bevan.

“THAT the Durham Catholic Parent Involvement Committee meeting of Thursday, November 9<sup>th</sup>, 2017, adjourn.”

Carried

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Linda Dodson-Trchala  
Chair, Durham Catholic Parent  
Involvement Committee

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Rosemary Leclair  
Superintendent of Education

Recording Secretary: Lori Jones



Durham Catholic District School Board

**MEMORANDUM**

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 27, 2017

Subject: **2016/2017 Audited Financial Statements**

Origin: Ryan Putnam, Superintendent of Business & CFO  
Marie Hammond, Comptroller of Finance

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**RECOMMENDATION:**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

"THAT the Durham Catholic District School Board approve the 2016/2017 Audited Financial Statements for the year ended August 31, 2017."

**RATIONALE:**

Attached are the 2016/2017 Audited Financial Statements for the year ended August 31, 2017. Of particular note is the year end balance in the Board's Accumulated Operating Surplus (formerly known as the Reserve for Working Funds) of \$2.65 million (see Note 12 on page 25 of the Financial Statements) wherein the use of approximately \$675K was required to offset one-time costs relating to the transition of all teachers to the Provincial benefit plan with another \$175,000 being appropriated to fund the Board's contribution to the Durham College Centre for Success project (as approved by the Board of Trustees in June 2017). In addition, the note also details that use of the full Actuarial Estimates fund of \$775K was required to offset changes to the compliance component of the Board's actuarial liability obligations.

Otherwise, the financial results for the year were neutral relative to budget wherein pressures in some areas of expenditure (increased supply teacher costs in particular) were offset by positive results in other areas (such as Ministry funding, utilities and transportation). In terms of the Board's overall financial position the Accumulated Operating Surplus of \$2.65 million represents 1.04% of the Board's Operating Expenditures (net of DDSB's share of DSTS) of \$253.3 million and therefore meets the Ministry's recommendation that Boards maintain a minimum of 1% in reserve for unexpected situations.

The Audit Committee reviewed the External Auditors' Report and related Audited Financial Statements in detail on November 20, 2017. Following discussion with staff and the External Audit Partner, the Committee passed a motion recommending that the Board of Trustees approve the 2016/2017 Financial Statements.

AOB:RP:cc  
Attachment

**Durham Catholic District School Board**



# **Durham Catholic District School Board**

Consolidated Financial Statements  
For the year ended August 31, 2017

650 Rossland Road West, Oshawa, Ontario L1J 7C4  
Tel 905 576-6150 Toll Free 1 877 482-0722  
[www.dcdsb.ca](http://www.dcdsb.ca)

Anne O'Brien B.A., B. Ed., M. Ed. Director of Education / Secretary -Treasurer

## Durham Catholic District School Board



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## Durham Catholic District School Board



### MANAGEMENT REPORT

#### Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Durham Catholic District School Board are the responsibility of the Board management and have been prepared in compliance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act, as described in Note 1 to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management (and by the Board's internal auditors).

The Audit Committee of the Board meets with the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by Collins Barrow Kawarthas LLP, independent external auditors appointed by the Board. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Board's consolidated financial statements.

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Director of Education and  
Chief Executive Officer

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Superintendent of Business and  
Chief Financial Officer

November 27, 2017

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**Collins Barrow Kawarthas LLP**  
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## INDEPENDENT AUDITOR'S REPORT

### To the Board of Trustees of the Durham Catholic District School Board

We have audited the accompanying consolidated financial statements of the Durham Catholic District School Board, which comprise the consolidated statement of financial position as at August 31, 2017, and the consolidated statements of operations, change in net debt, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### *Management's Responsibility For The Consolidated Financial Statements*

Management is responsible for the preparation of these financial statements in accordance with the basis of accounting described in Note 1 to the consolidated financial statements and for such internal controls as management determines are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Opinion*

In our opinion, the consolidated financial statements of Durham Catholic District School Board as at August 31, 2017 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1 to the consolidated financial statements.

#### *Emphasis of Matter*

Without modifying our opinion, we draw attention to Note 1 to the consolidated financial statements which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian Public Sector Accounting Standards.

Chartered Professional Accountants  
 Licensed Public Accountants

Peterborough, Ontario  
 November 27, 2017

**Durham Catholic District School Board**  
**Consolidated Statement of Financial Position**

August 31	2017	2016
<b>Financial assets</b>		
Cash and cash equivalents	\$ 2,285,638	\$ 9,663,513
Temporary investments (Note 2)	70,747	24,649
Accounts receivable - Other	12,519,273	9,770,093
Accounts receivable - Government of Ontario - Approved Capital (Note 3)	53,793,302	58,133,121
Assets held for sale	-	136,143
	<u>68,668,960</u>	<u>77,727,519</u>
<b>Financial liabilities</b>		
Bank indebtedness (Note 4)	10,000,000	6,500,000
Accounts payable and accrued liabilities	9,762,677	10,823,240
Accrued interest on long term debt	689,338	742,804
Deferred revenue (Note 5)	8,618,376	8,448,518
Deferred capital contributions (Note 6)	245,194,700	245,563,622
Retirement and other employee future benefits (Note 7)	6,169,419	7,756,286
Long term debt (Note 8)	50,704,862	54,701,074
	<u>331,139,372</u>	<u>334,535,544</u>
<b>Net debt (Page 7)</b>	<u>(262,470,412)</u>	<u>(256,808,025)</u>
<b>Non-financial assets</b>		
Prepaid expenses	8,239,707	2,504,360
Tangible capital assets (Note 11)	306,241,627	300,041,900
	<u>314,481,334</u>	<u>302,546,260</u>
<b>Accumulated Surplus (Note 12)</b>	<u>\$ 52,010,922</u>	<u>\$ 45,738,235</u>

Contractual obligations and contingent liabilities (Note 14)

Approved by

\_\_\_\_\_  
 Director of Education and  
 Chief Executive Officer

\_\_\_\_\_  
 Superintendent of Business and  
 Chief Financial Officer

See accompanying notes to the consolidated financial statements.

**Durham Catholic District School Board**  
**Consolidated Statement of Operations**

Year ended August 31	Budget 2017 (Unaudited)	Actual 2017	Actual 2016
<b>Revenues</b>			
Provincial grants - Grants for Student Needs	\$ 229,254,052	\$ 229,670,304	\$ 229,314,689
Provincial grants - Other	2,865,602	2,402,783	2,692,799
School generated funds	6,700,000	6,584,225	6,987,545
Federal grants and fees	462,837	466,377	440,906
Investment income	-	60,093	58,639
Recovery of transportation costs (Note 15)	19,799,623	19,255,218	19,223,039
Amortization of deferred capital contributions (Note 6)	11,633,149	11,799,300	11,165,908
Education development charges	-	6,200,718	108,051
Other fees and revenues	2,668,790	2,389,655	2,253,560
	<u>273,384,053</u>	<u>278,828,673</u>	<u>272,245,136</u>
<b>Expenditures</b>			
Instruction	196,069,624	196,152,411	194,984,637
Administration	7,939,131	7,888,308	7,891,929
Transportation (Note 15)	27,791,098	26,912,923	27,109,106
Pupil Accommodation	34,610,293	35,073,999	34,406,093
School generated funds	6,700,000	6,528,345	6,960,492
	<u>273,110,146</u>	<u>272,555,986</u>	<u>271,352,257</u>
<b>Annual surplus</b>	273,907	6,272,687	892,879
<b>Accumulated surplus, beginning of year</b>	<u>45,738,235</u>	<u>45,738,235</u>	<u>44,845,356</u>
<b>Accumulated surplus, end of year</b>	\$ <u>46,012,142</u>	\$ <u>52,010,922</u>	\$ <u>45,738,235</u>

See accompanying notes to the consolidated financial statements.



# **Durham Catholic District School Board**

## **Consolidated Statement of Cash Flows**

Year ended August 31	2017	2016
<b>Operating activities</b>		
Annual surplus	\$ 6,272,687	\$ 892,879
Non-cash charges to operations		
Amortization expense	12,403,818	11,851,339
Amortization of deferred capital contributions	(11,799,300)	(11,165,908)
Deferred gain on disposal of restricted assets	(2,975,935)	-
Sources (uses) of cash		
Temporary investments	(46,098)	26,416
Accounts receivable - other	(2,749,180)	(685,842)
Prepaid expenses	(5,735,347)	(9,014)
Accounts payable and accrued liabilities	(1,060,563)	(1,314,190)
Accrued interest on long term debt	(53,466)	(49,416)
Deferred revenue - operating	164,697	53,758
Retirement and other employee future benefits	(1,586,867)	(1,843,384)
Cash provided by (applied to) operating activities	<u>(7,165,554)</u>	<u>(2,243,362)</u>
<b>Financing activities</b>		
Principal repayment on net debt and capital loans	(3,996,212)	(3,807,114)
Additions to deferred capital contributions	11,430,378	20,637,711
Proceeds on sale of assets held for sale	698,430	12,537,838
Deferred gain on disposal of assets held for sale	(562,287)	(9,768,108)
Increase in deferred revenue - capital	5,161	964,573
Decrease in accounts receivable - Government of Ontario - Approved Capital	4,339,819	6,590,676
Cash provided by financing activities	<u>11,915,289</u>	<u>27,155,576</u>
<b>Capital activities</b>		
Proceeds on sale of tangible capital assets	6,119,598	-
Purchase of tangible capital assets	(21,747,208)	(13,592,447)
	<u>(15,627,610)</u>	<u>(13,592,447)</u>
<b>Net (decrease) increase in cash and cash equivalents</b>	<b>(10,877,875)</b>	<b>11,319,767</b>
<b>Cash and cash equivalents, beginning of year</b>	<b><u>3,163,513</u></b>	<b><u>(8,156,254)</u></b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ <u>(7,714,362)</u></b>	<b>\$ <u>3,163,513</u></b>
<b>Cash and cash equivalents consists of:</b>		
Cash and cash equivalents	\$ 2,285,638	\$ 9,663,513
Bank indebtedness	(10,000,000)	(6,500,000)
Total cash and cash equivalents	<u>\$ (7,714,362)</u>	<u>\$ 3,163,513</u>

See accompanying notes to the consolidated financial statements.

**Durham Catholic District School Board**  
**Consolidated Statement of Change in Net Debt**

Year ended August 31	2017	2016
<b>Annual surplus</b>	\$ <u>6,272,687</u>	\$ <u>892,879</u>
<b>Tangible capital asset activity</b>		
Acquisition of tangible capital assets	(21,747,208)	(13,592,447)
Amortization of tangible capital assets	12,403,818	11,851,339
Proceeds on sale of tangible capital assets	6,119,598	-
Gains on sale allocated to deferred revenue	(2,975,935)	-
	<u>(6,199,727)</u>	<u>(1,741,108)</u>
<b>Other non-financial asset activity</b>		
Increase in prepaid expenses	<u>(5,735,347)</u>	<u>(9,014)</u>
<b>Increase in net debt</b>	<b>(5,662,387)</b>	<b>(857,243)</b>
<b>Net debt, beginning of year</b>	<u><b>(256,808,025)</b></u>	<u><b>(255,950,782)</b></u>
<b>Net debt, end of year</b>	\$ <u><b>(262,470,412)</b></u>	\$ <u><b>(256,808,025)</b></u>

See accompanying notes to the consolidated financial statements.

August 31, 2017

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**1. SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below.

**a) Basis of Accounting**

These consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Canadian public sector accounting standards commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the consolidated statement of operations over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect of the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in the revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian Public Sector Accounting Standards which require that:

- Government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410;
- Externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100;
- Property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510; and
- Budget figures be presented on the consolidated statement of change in net debt.

August 31, 2017

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As a result, revenue recognized in the Consolidated Statement of Operations and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

**b) Reporting Entity**

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

School generated funds, which include the assets, liabilities, revenues and expenses of various organizations that exist at the school level and which are controlled by the Board are reflected in the consolidated financial statements.

Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

**c) Cash and Cash Equivalents**

Cash and cash equivalents comprise of cash on hand, demand deposits and short-term investments. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

**d) Temporary Investments**

Temporary investments consist of marketable securities which are liquid short-term investments with maturities of between three months and one year at the date of acquisition, and are carried on the Consolidated Statement of Financial Position at cost.

**e) Deferred Revenue**

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. Deferred revenue includes an operating and a capital component:

- (i) Operating deferred revenue amounts are recognized as revenue in the fiscal year the related expenses are incurred or service performed.
- (ii) Capital deferred revenue represents capital contributions received that remain unspent as at year end. These amounts are recognized as deferred capital contributions in the year the amounts are spent.

August 31, 2017

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**f) Deferred Capital Contributions**

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, shall be recognized as deferred capital contribution as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized. The following items fall under this category:

- Government transfers received or receivable for capital purpose;
- Other restricted contributions received or receivable for capital purpose; and
- Property taxation revenues which were historically used to fund capital assets.

**g) Retirement and Other Employee Future Benefits**

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance, health care benefits, dental benefits, retirement gratuity, worker's compensation and long-term disability benefits.

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, the following Employee Life and Health Trusts (ELHTs) were established in 2016-17: Elementary Teachers' Federation of Ontario – Education Workers (ETFO-EW) and Ontario English Catholic Teachers' Association (OECTA). The ELHTs provide health, life and dental benefits to teachers (excluding daily occasional teachers), education workers (excluding temporary staff), other school board staff and retired individuals up to a school board's participation date into the ELHT. These benefits are being provided through a joint governance structure between the bargaining/employee groups, school board trustees associations and the Government of Ontario. Starting February 1, 2018, the Board is no longer responsible to provide certain benefits to Education Workers' Alliance of Ontario (EWAO), Canadian Union of Public Employees (CUPE), non-unionized employees including principals and vice-principals. Beginning in the 2016-17 school year, school boards whose employee groups transitioned their health, dental and life benefits to the ELHT are required to remit a negotiated amount per full-time equivalency (FTE) on a monthly basis. Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs (GSN) an additional ministry funding in the form of a Crown contribution and Stabilization Adjustment.

August 31, 2017

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The Board has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of self-insured employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance and health care costs trends, disability recovery rates, long-term inflation rates and discount rates. The cost of retirement gratuities are actuarially determined using the employee's salary, banked sick days and years of service as at August 31, 2012 and management's best estimate of discount rates. Any actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.

For other employee future benefits that vest or accumulate over the periods of service provided by employees, such as life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation, long-term disability and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- (ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period.
- (iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

August 31, 2017

**h) Tangible Capital Assets**

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

<b>Asset</b>	<b>Estimated Useful Life in Years</b>
Land improvements with finite lives	15
Buildings and building improvements	40
Portable Structures	20
Other Buildings	20
First-time equipping of schools	10
Furniture	10
Equipment	5-15
Computer hardware	5
Computer software	5
Vehicles	5-10
Leasehold improvements	Over the lease term

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

**i) Assets Held for Sale**

Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the Consolidated Statement of Financial Position.

August 31, 2017

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**j) Government Transfers**

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made. If government transfers contain stipulations which give rise to a liability, they are deferred and recognized in revenue when the stipulations are met.

Government transfers for capital are deferred as required by Regulation 395/11, recorded as deferred capital contributions (DCC) and recognized as revenue in the consolidated statement of operations at the same rate and over the same periods as the asset is amortized.

**k) Investment Income**

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

**l) Budget Figures**

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. The budget figures are unaudited.

**m) Use of Estimates**

The preparation of consolidated financial statements in conformity with the basis of accounting described in Note 1a requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Accounts subject to significant estimates include employee future benefits, estimated useful lives of tangible capital assets and historical cost of tangible capital assets. Actual results could differ from these estimates.

**n) Non-Financial Assets**

Tangible capital and other non-financial assets are accounted for as assets by the Board because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the Board unless they are sold.



August 31, 2017

**o) Property Tax Revenue**

Under Public Sector Accounting Standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province of Ontario. As a result, property tax revenue received from the municipalities is recorded as part of Provincial Legislative Grants.

**2. TEMPORARY INVESTMENTS**

Temporary investments are comprised as follows:

	2017		2016	
	Cost \$	Market Value \$	Cost \$	Market Value \$
Money Market Funds	70,747	70,747	24,649	24,649

**3. ACCOUNTS RECEIVABLE - GOVERNMENT OF ONTARIO**

The Province of Ontario replaced variable capital funding with a one-time debt support grant in 2009-10. Durham Catholic District School Board received a one-time grant that recognized capital debt as of August 31, 2010 that is supported by the existing capital programs. The Board receives this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

The Board has an account receivable from the Province of Ontario of \$53,793,302 as at August 31, 2017 (2016 - \$58,133,121) with respect to capital grants.

**4. BANK INDEBTEDNESS**

The Board has lines of credit available to the maximum of \$60,000,000 to address operating requirements and to bridge capital expenditures.

Interest on these credit facilities are at the bank's prime lending rate. All loans are unsecured, due on demand and are in the form of bank overdrafts.

As at August 31, 2017 the amount drawn under these facilities was \$10,000,000 (2016 - \$6,500,000). In addition, the Board has outstanding letters of credit in the amount of \$247,607 (2016 - \$232,607) as at August 31, 2017.

August 31, 2017

**5. DEFERRED REVENUE**

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the Consolidated Statement of Financial Position.

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2017 is comprised of:

	Balance as at August 31, 2016	Externally restricted revenue and investment income	Revenue recognized in the period	Transfers to deferred capital contributions	Balance as at August 31, 2017
Legislative Grants	\$628,020	\$771,897	\$832,301	\$-	\$567,616
Other Ministry Grants	199,863	1,732,701	1,722,134	-	210,430
Other	634,212	1,216,636	1,002,102	-	848,746
<b>Total Deferred Revenue - Operating</b>	<b>1,462,095</b>	<b>3,721,234</b>	<b>3,556,537</b>	<b>-</b>	<b>1,626,792</b>
Education Development Charges	4,144,183	4,441,185	7,998,620	-	586,748
School Renewal	138,770	2,959,415	802,862	2,295,323	-
Temporary Accommodation	198,587	715,000	913,587	-	-
Proceeds of Disposition	2,368,740	5,080,127	-	1,044,031	6,404,836
Assets Held for Sale	136,143	(136,143)	-	-	-
<b>Total Deferred Revenue - Capital</b>	<b>6,986,423</b>	<b>13,059,584</b>	<b>9,715,069</b>	<b>3,339,354</b>	<b>6,991,584</b>
<b>Total Deferred Revenue</b>	<b>\$8,448,518</b>	<b>\$16,780,818</b>	<b>\$13,271,606</b>	<b>\$3,339,354</b>	<b>\$8,618,376</b>

August 31, 2017

**6. DEFERRED CAPITAL CONTRIBUTIONS**

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with regulation 395/11 that have been expended by year end. The contributions are amortized into revenue over the life of the asset acquired.

	2017	2016
Balance, beginning of year	\$245,563,622	\$236,091,819
Additions to deferred capital contributions	12,776,139	20,637,711
Disposals	(1,345,761)	-
Revenue recognized in the period	(11,799,300)	(11,165,908)
<b>Balance as at August 31</b>	<b>\$245,194,700</b>	<b>\$245,563,622</b>

August 31, 2017

**7. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS**

<b>Retirement and Other Employee Future Benefit Liabilities</b>	<b>2017</b>			<b>2016</b>
	Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits
<b>Accrued Employee Future Benefit Obligations at August 31</b>	\$2,140,663	\$4,027,912	<b>\$6,168,575</b>	<b>\$7,767,156</b>
<b>Unamortized Actuarial Gain (Losses) at August 31</b>	844	-	<b>844</b>	<b>(10,870)</b>
<b>Employee Future Benefits Liability at August 31</b>	\$2,141,507	\$4,027,912	<b>\$6,169,419</b>	<b>\$7,756,286</b>

<b>Change in Retirement and Other Employee Future Benefit Obligations</b>	<b>2017</b>			<b>2016</b>
	Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits
Current Year Benefit Cost <sup>1</sup>	\$-	\$(301,995)	<b>\$(301,995)</b>	<b>\$181,890</b>
Interest on Accrued Benefit Obligation	51,457	88,775	<b>140,232</b>	<b>215,826</b>
Recognized Actuarial (Gains) Losses	(15,969)	-	<b>(15,969)</b>	<b>(528,653)</b>
Benefit Payments	(786,374)	(622,761)	<b>(1,409,135)</b>	<b>(1,712,447)</b>
	<b>\$(750,886)</b>	<b>\$(835,981)</b>	<b>\$(1,586,867)</b>	<b>\$(1,843,384)</b>

1 Excluding pension contributions to the Ontario Municipal Employees Retirement System, a multi-employer pension plan, described below.

August 31, 2017

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**Retirement Benefits****(i) Ontario Teacher's Pension Plan**

Teachers and related employee groups are eligible to be members of Ontario Teacher's Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's consolidated financial statements.

**(ii) Ontario Municipal Employees Retirement System**

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2017, the Board contributed \$3,475,345 (2016 - \$3,510,973) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

**(iii) Retirement Gratuities**

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service at August 31, 2012. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements.

**(iv) Retirement Life Insurance and Health Care Benefits**

The Board provides life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. The premiums are based on the Board experience and retirees' premiums may be subsidized by the Board. The benefit costs and liabilities related to the plan are provided through an unfunded defined benefit plan and are included in the Board's consolidated financial statements. Effective September 1, 2013, employees retiring on or after this date, do not qualify for board subsidized premiums or contributions.

August 31, 2017

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**Other Employee Future Benefits****(i) Workplace Safety and Insurance Board Obligations**

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. Plan changes made in 2012 requires school boards to provide salary top-up to a maximum of 4 ½ years for employees receiving payments from the Workplace Safety and Insurance Board, where the previously negotiated collective agreements included such provision.

**(ii) Long-Term Disability Life Insurance and Health Care Benefits**

The Board provides life insurance, dental and health care benefits to employees on long-term disability leave until age 65. The Board is responsible for the payment of life insurance premiums and the costs of health care benefits under this plan. The Board provides these benefits through an unfunded defined benefit plan. The costs of salary compensation paid to employees on long-term disability leave are fully insured and not included in this plan.

**(iii) Sick Leave Top-up Benefits**

As a result of changes made in 2013 to the short term sick leave and disability plan, a maximum of 11 unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term and disability plan in that year. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements.

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2017 and is based on the average daily salary and banked sick days of employees as at August 31, 2017.

August 31, 2017

**Actuarial Assumptions**

The accrued benefit obligations for employee future benefit plans as at August 31, 2017 are based on the most recent actuarial valuations completed for accounting purposes as at August 31, 2017. These valuations take into account the plan changes outlined above and the economic assumptions used in these valuations are the Board's best estimates of expected rates of:

	<b>2017</b>	<b>2016</b>
	%	%
Inflation	1.50	1.50
Insurance and health care cost escalation	3.00-8.00	3.00-8.00
Discount on accrued benefit obligations	2.55	2.05

August 31, 2017

**8. LONG TERM DEBT**

Debenture debt and capital loans reported on the Consolidated Statement of Financial Position is comprised of the following:

	2017	2016
CIBC Mellon Global Series 2000 – A1 debenture, repayable semi-annually at \$944,244 principal and interest, with an effective interest rate of 7.20%, maturing June 2025	\$11,334,514	\$12,351,668
Ontario Financing Authority, term loan, repayable semi-annually at \$93,943 principal and interest at 4.56% due November 2031	1,977,424	2,071,897
Ontario Financing Authority, term loan, repayable semi-annually at \$86,308 principal and interest at 4.95%, due March 2033	1,882,968	1,960,459
Ontario Financing Authority, term loan, repayable semi-annually at \$25,973 principal and interest at 5.28%, due April 2035	599,123	618,943
Ontario Financing Authority, term loan, repayable semi-annually at \$380,620 principal and interest at 5.28%, due April 2035	8,779,773	9,070,209
Ontario Financing Authority, term loan, repayable semi-annually at \$65,392 principal and interest at 5.28%, due April 2035	1,508,405	1,558,303
Ontario Financing Authority, term loan, repayable semi-annually at \$1,745,072 principal and interest at 3.94%, due September 2025	24,622,655	27,069,595
<b>Balance as at August 31</b>	<b>\$50,704,862</b>	<b>\$54,701,074</b>



August 31, 2017

Principal and interest payments relating to net debenture debt and capital loans of \$50,704,862 outstanding as at August 31, 2017 are due as follows:

	<b>Principal</b>	<b>Interest Payments</b>	<b>Total</b>
2018	\$4,195,464	\$2,487,642	\$6,683,106
2019	4,405,462	2,277,644	6,683,106
2020	4,626,833	2,056,273	6,683,106
2021	4,860,244	1,822,862	6,683,106
2022	5,106,402	1,576,704	6,683,106
Thereafter	27,510,457	5,668,556	33,179,013
<b>Total</b>	<b>\$50,704,862</b>	<b>\$15,889,681</b>	<b>\$66,594,543</b>

Interest on long-term debt amounted to \$2,633,428 (2016 - \$2,826,576).

## 9. DEBT CHARGES AND CAPITAL LOANS AND LEASES INTEREST

	<b>2017</b>	<b>2016</b>
Principal payments on long-term liabilities	<b>\$3,996,212</b>	<b>\$3,807,114</b>
Interest payments on long-term liabilities	<b>2,686,894</b>	<b>2,875,992</b>
	<b>\$6,683,106</b>	<b>\$6,683,106</b>

August 31, 2017

**10. EXPENSES BY OBJECT**

The following is a summary of the expenses reported on the Consolidated Statement of Operations by object:

	<b>2017 Budget (Unaudited)</b>	<b>2017 Actual</b>	<b>2016 Actual</b>
<b>Expenses:</b>			
Salary and wages	\$176,810,701	\$178,071,223	\$177,825,340
Employee benefits	26,778,614	27,197,701	25,703,558
Staff development	644,574	429,719	465,230
Supplies and services	15,699,783	14,117,541	14,046,596
Interest charges on capital	2,717,894	2,633,428	2,826,576
Rental	923,712	1,028,848	852,765
Fees and contract services	30,610,321	30,145,363	30,820,361
School fund activities	6,700,000	6,528,345	6,960,492
Amortization and write downs of tangible capital assets	12,224,547	12,403,818	11,851,339
	<b>\$273,110,146</b>	<b>\$272,555,986</b>	<b>\$271,352,257</b>

## 11. TANGIBLE CAPITAL ASSETS

	Cost (in 000's)					Accumulated Amortization (in 000's)					Net Book Value	
	Balance at September 1, 2016	Additions and Transfers	Disposals	Transfer to Assets Held for Sale	Balance at August 31, 2017	Balance at September 1, 2016	Amortization	Disposals, Write-offs, Adjustments	Transfer to Assets Held for Sale	Balance at August 31, 2017	August 31, 2017	August 31, 2016
Land	\$47,237	\$7,884	\$1,798	\$-	\$53,323	\$-	\$-	\$-	\$-	\$-	\$53,323	\$47,237
Land Improvements	4,876	1,236	-	-	6,112	1,534	419	-	-	1,953	4,159	3,342
Buildings	352,097	11,323	2,395	-	361,025	110,581	9,806	1,049	-	119,338	241,687	241,516
Portable Structures	6,403	-	-	-	6,403	5,388	128	-	-	5,516	887	1,015
Leasehold Improvements	698	-	698	-	-	698	-	698	-	-	-	-
First time equipping	3,139	209	247	-	3,101	1,399	291	247	-	1,443	1,658	1,740
Furniture	807	156	27	-	936	293	85	27	-	351	585	514
Equipment	1,946	92	42	-	1,996	1,312	182	42	-	1,452	544	634
Computer hardware	5,556	725	1,073	-	5,208	3,455	875	1,073	-	3,257	1,951	2,101
Computer software	3,298	122	222	-	3,198	1,502	592	222	-	1,872	1,326	1,796
Vehicles	558	-	138	-	420	411	25	138	-	298	122	147
<b>Total</b>	<b>\$426,615</b>	<b>\$21,747</b>	<b>\$6,640</b>	<b>\$-</b>	<b>\$441,722</b>	<b>\$126,573</b>	<b>\$12,403</b>	<b>\$3,496</b>	<b>\$</b>	<b>\$135,480</b>	<b>\$306,242</b>	<b>\$300,042</b>

a) **Assets under construction:** Included in the additions for the year is capitalized interest in the amount of \$74,588 (2016 - \$113,107).

b) **Write-down of Tangible Capital Assets:** There were no write-downs of tangible capital assets during the year.

August 31, 2017

**12. ACCUMULATED SURPLUS**

	2017	2016
<b>Accumulated Surplus:</b>		
Amounts restricted for future use by Board motion	\$3,391,353	\$5,098,642
Invested in land	53,289,836	47,203,790
Other	(4,670,267)	(6,564,197)
<b>Total</b>	<b>\$52,010,922</b>	<b>\$45,738,235</b>

Comprised of:

Year ended August 31	2017	2016
Amounts restricted for future use by Board motion		
Operating	\$2,646,442	\$3,500,002
Committed capital projects	69,911	300,744
Technology equalization fund	500,000	500,000
Student Centre for Success	175,000	-
Accommodation transition fund	-	22,267
Actuarial estimates fund	-	775,629
Sub Total (a)	<u>3,391,353</u>	<u>5,098,642</u>
Invested in land (b)	<u>53,289,836</u>	<u>47,203,790</u>
Other		
Committed sinking fund interest	1,697,614	1,792,985
Interest on long term debt	(689,337)	(742,804)
School generated funds	1,746,896	1,691,016
Employee benefits and post employment liabilities	<u>(7,425,440)</u>	<u>(9,305,394)</u>
Sub Total (c)	<u>(4,670,267)</u>	<u>(6,564,197)</u>
<b>Total (a) + (b) + (c)</b>	<b>\$52,010,922</b>	<b>\$45,738,235</b>

August 31, 2017

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**13. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)**

The school board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$20 million per occurrence.

The ultimate premiums over a five year period are based on the reciprocal's and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience.

**14. CONTRACTUAL OBLIGATIONS AND CONTINGENT LIABILITIES**

The Board has entered into contractual obligations for completion of school projects and capital initiatives. The Board has outstanding commitments of \$1,830,969 as at August 31, 2017 that will be incurred as capital expenditures in future years as the projects are completed.

In addition, the Board has a commitment to purchase vacant land in the Town of Ajax in the amount of \$15,089,019. The closing date is November 2, 2017.

The Board has entered into operating leases for premises in Ajax, Whitby and Oshawa. The minimum annual lease payments for the next five years and thereafter are as follows:

<b>Year</b>	<b>Amount</b>
2018	\$1,047,627
2019	977,926
2020	1,002,248
2021	969,753
2022	990,302
Thereafter	8,300,593
	<b>\$13,288,449</b>

The Board is contingently liable with respect to litigation and claims, which arise from time to time in normal course of business. In the opinion of management, the liability that may arise from such contingencies would not have a significant adverse effect on the financial position of the Board, and therefore, no amounts have been recorded in these financial statements.

August 31, 2017

**15. DURHAM STUDENT TRANSPORTATION SERVICES (DSTS) CONSORTIUM****Transportation Consortium**

On December 19, 2005, the Board entered into an agreement with the Durham District School Board (DDSB) in order to provide common administration of student transportation in the Region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the Boards. Under the agreement, decisions related to the financial and operating activities of the Durham Student Transportation Services (DSTS) are shared. No member Board is in a position to exercise unilateral control.

As part of the agreement both Boards directly remunerate the employees who were previously working exclusively for their respective Boards. All other expenses are paid by the Durham Catholic District School Board (DCSSB) on behalf of the Consortium with a monthly recovery from the Durham District School Board with a final cash flow reconciliation done at year-end. As such the Consolidated Financial Statements for the Durham Catholic District School Board reflect all payments made on behalf of the consortium as shown on the Consolidated Statement of Operations and the corresponding recovery from the Durham District School Board of \$19,255,218 is recorded as revenue in this Statement.

A summary of these transactions are as follows:

<b>Expenditure</b>	<b>DDSB</b>	<b>DCDSB</b>	<b>Total 2017</b>	<b>Total 2016</b>
Student Transportation	\$19,021,704	\$7,224,673	\$26,246,377	\$26,489,606
Administrative Costs	820,237	433,032	1,253,269	1,201,012
Total Expenditures	19,841,941	7,657,705	27,499,646	27,690,618
Administrative Costs Paid Directly by DDSB	(586,723)	-	(586,723)	(581,512)
<b>Total</b>	<b>\$19,255,218</b>	<b>\$7,657,705</b>	<b>\$26,912,923</b>	<b>\$27,109,106</b>



Durham Catholic District School Board

**MEMORANDUM**

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 27, 2017

Subject: **Honoraria for Board Members**

Origin: Ryan Putnam, Superintendent of Business & CFO

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**RECOMMENDATION:**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

"THAT the Durham Catholic District School Board receive as information the Honoraria for Board Members for December 1, 2017 to November 30, 2018."

**RATIONALE:**

**Overview**

Ontario Regulation 357/06 sets out the method for calculating the limits on honoraria paid to Board Members for each year of term of office. The Board has established Policy PO213 and Administrative Procedure AP213-1 in regards to administering and communicating Board Member honoraria under the regulation.

**Compensation Restraint**

As per the attached letter from the Minister of Education, dated September 23, 2014, Regulation 357/06 has been amended to restrain the base amount of Trustee honoraria for the 2014-2018 term of office at \$5,900 per year. For a term of office beginning December 1, 2018 the base amount will be adjusted for pre-restraint CPI as outlined in the attached legislation.

To: Board of Trustees  
 Re: Honarium for Board Members  
 Date: November 27, 2017

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### **Honarium Components**

For a term of office beginning in 2014 (therefore December 1, 2014) the annual honorarium for a member of a District School Board (Trustee) shall consist of the following four components:

- 1) The Base Amount for the year (constant for the 4-year term);
- 2) The Enrolment Amount for the year (to be recalculated annually);
- 3) The Attendance Amounts payable for the year (for prescribed Committees);
- 4) The Distance Amounts payable for the year (if applicable).

#### **1) Base Amount (constant for the 4-year term)**

- a) The annual base amount for each Board Member is \$5,900 per year;
- b) The Chair will receive an additional \$5,000 per year; and
- c) The Vice-Chair will receive an additional \$2,500 per year.

#### **2) Enrolment Amount (to be adjusted annually)**

The enrolment to be used for each year beginning December 1<sup>st</sup> is that of the previous fiscal year (therefore enrolment for the fiscal year ending August 31, 2017 will be used to determine the December 1, 2017 to November 30, 2018 amount). For the Durham Catholic District School Board the average daily enrolment for the 2016/2017 school year was 21,130 students (2015/2016 was 21,227 students):

- a) The basic enrolment amount for the Board as a whole is \$1.75 per student (therefore 21,130 students at \$1.75 each yields a total of \$36,977.50).
- b) The total amount for the Board is divided by the number of Board Members (therefore \$36,977.50 divided by 8 Members equals an annual amount of \$4,622.19 per Member).
- c) The calculations contained within the Regulation add the following amounts to the basic enrolment amount for the Chair (5 cents per student) and Vice-Chair (2.5 cents per student) respectively:
 

Chair -	\$1,056.50
Vice-Chair -	\$ 528.25

#### **3) Attendance Amount (for prescribed Committees)**

An attendance amount of up to \$50.00 may be paid to a Member for attending any meeting of a Committee of the Board that is required to be established by an Act or Regulation made under an Act. As outlined in the attached correspondence Boards may provide the attendance amount for the following four (4) committees for the 2014-2018 term: Audit Committee, Parent Involvement Committee, Special Education Advisory Committee, and Supervised Alternative Learning Committee.



To: Board of Trustees  
 Re: Honorarium for Board Members  
 Date: November 27, 2017

Page 3

#### 4) Distance Amount (if applicable)

This component is not applicable for the Durham Catholic District School Board as the minimum distance between a Member's residence and the meeting location (i.e. – Catholic Education Centre) is 200 kilometers in order to be eligible to receive this amount.

#### Summary

Presented in Table One below is a summary of the amount to be paid, by component, for the Chair, Vice-Chair and Trustees for the period of December 1, 2017 to November 30, 2018. Comparative amounts for the previous year (December 1, 2016 to November 30, 2017) have also been provided for information purposes.

**Table One - Annual Honorarium**

For the period December 1, 2017 to November 30, 2018:			
	<b>Chair</b>	<b>Vice-Chair</b>	<b>Trustee</b>
1) Base Amount (Pre-CPI level)	\$10,900.00	\$8,400.00	\$5,900.00
2) Enrolment Amount (21,130 students)	<u>5,678.69</u>	<u>5,150.44</u>	<u>4,622.19</u>
Total Honorarium	<u>\$16,578.69</u>	<u>\$13,550.44</u>	<u>\$10,522.19</u>
For the period December 1, 2016 to November 30, 2017:			
	<b>Chair</b>	<b>Vice-Chair</b>	<b>Trustee</b>
1) Base Amount (Pre-CPI level)	\$10,900.00	\$8,400.00	\$5,900.00
2) Enrolment Amount (21,227 students)	<u>\$5,704.76</u>	<u>\$5,174.09</u>	<u>\$4,643.41</u>
Total Honorarium	<u>\$16,604.76</u>	<u>\$13,574.09</u>	<u>\$10,543.41</u>

AOB:RP:cc  
 Attachments

Appendix 1

**Ministry of Education**

Minister

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2

**Ministère de l'Éducation**

Ministre

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2



September 23, 2014

Dear chairs,

We value and appreciate the essential role that school board trustees play in helping every student reach their full potential. Our publicly funded education system is among the best in the world, thanks to people like you who energize our schools, inspire our educators, and serve our communities.

As you know, our overarching goal is to improve student achievement and well-being, while ensuring long-term financial sustainability. We are in a challenging fiscal time, and our government is committed to balancing the budget by 2017-18. In our climate of continued financial restraint, we are asking everyone to do their part to address Ontario's economic challenges.

As such, I am amending Ontario Regulation 357/06 to restrain the base amount limit of trustee honoraria at \$5,900 per year for the 2014-18 term of office. This is necessary until we achieve our goal of eliminating the province's deficit.

Having been a trustee myself, I understand and appreciate the work you do each and every day, the difficult decisions you have to make, and the considerable time you commit to this role. You provide an important voice in your community, and you help to build confidence in our education system through your focus and commitment to student achievement and well-being. I thank you again for serving Ontario's students. Your passion, hard work and dedication are key to a brighter future for all Ontarians.

Sincerely,

A handwritten signature in black ink, appearing to read "Liz Sandals".

Liz Sandals  
Minister

Regulations filed with the Registrar of Regulations are published on the e-Laws website and in *The Ontario Gazette*. Those published regulations are official copies of the law. This copy is being provided for convenience only.

## ONTARIO REGULATION

made under the

### EDUCATION ACT

Amending O. Reg. 357/06

#### (HONORARIA FOR BOARD MEMBERS)

**1. (1) Paragraph 2 of subsection 5 (2) of Ontario Regulation 357/06 is amended by,**

**(a) striking out “For each year of a term of office beginning on or after December 1, 2010, the amount calculated for a year of the previous term of office” and substituting “For each year of the term of office beginning on December 1, 2010, the amount calculated for a year of the term of office beginning on December 1, 2006”; and**

**(b) striking out subparagraphs i and ii and substituting the following:**

i. July 1, 2006, and

ii. June 30, 2010.

**(2) Subsection 5 (2) of the Regulation is amended by adding the following paragraphs:**

3. For each year of the term of office beginning on December 1, 2014, \$5,900.

4. For each year of a term of office beginning on or after December 1, 2018, the amount applicable for a year of the previous term of office, increased by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada for the period between,

2

- i. July 1 of the calendar year in which the previous term of office started, and
- ii. June 30 of the calendar year in which the term of office starts.

**Commencement**

**2. This Regulation comes into force on the day it is filed.**

**Ministry of Education**

Deputy Minister

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2**Ministère de l'Éducation**

Sous-ministre

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2

**Memorandum To:** Directors of Education

**From:** George Zegarac  
Deputy Minister

**Date:** September 23, 2014

**Subject:** Honoraria for District School Board Members

---

Further to Minister Sandals' letter to trustees on September 23, 2014, I am writing to provide you with information about amendments to O. Reg. 357/06 – *Honoraria for Board Members*. As you know, restrictions on increases to trustee honoraria have been in place since March 2010.

The amending regulation (O. Reg. 190/14), which was filed on September 23, 2014, establishes the base amount limit of honoraria that the board may pay for the 2014-18 term of office at \$5,900. It also changes the calculation of future increases to the base amount limit which depends on the Ontario Consumer Price Index. These changes are discussed in greater detail below.

As boards are required to set their honoraria policy by October 15, I will take this opportunity to review the allowable payments under each component of honoraria for the 2014-2018 term of office.

*Base amount*

The board may set an amount that does not exceed \$5,900 for a trustee for each year of the term of office. To this amount, the board may add up to \$5,000 for the chair and up to \$2,500 for the vice-chair.

For clarity, adjustments to the base amount limit for future terms will be limited to the increase in the Ontario Consumer Price Index from the previous term of office.

.../2

-2-

*Enrolment amount*

The enrolment amount limit is recalculated annually. The limit for each year of office is tied to the estimate of the board's day school average daily enrolment (ADE) for the previous year. For example, the 2014-15 enrolment amount would be based on the board's day school estimate for the 2013-14 school year that was reported in June 2013. The formula for calculating the enrolment amount limit is found in section 6 of O. Reg. 357/06.

*Attendance amount*

The board may pay up to \$50 for attendance at a meeting of a committee of the board that is *required to be established by an act or regulation*. Boards may not pay an attendance amount for attending other meetings. There are currently four committees that require membership of one or more trustees under the *Education Act*: Audit Committee, Parent Involvement Committee, Supervised Alternative Learning Committee and Special Education Advisory Committee.

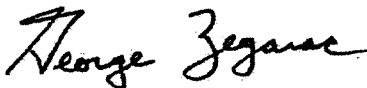
*Distance amount*

For boards and trustees who meet the criteria in section 8 (2) of O. Reg. 357/06, there is a limit of \$50 that may be paid for attending a meeting of the board or of a committee of the board that is required to be established by an act or regulation. The board must have a board area greater than 9,000 km<sup>2</sup> or a dispersal factor greater than 25 as set out in O. Reg. 412/00. The board member must reside more than 200 km from the meeting location and the member can only receive the distance amount once in respect of any single day.

The amending regulation is attached and the revised version of O. Reg. 357/06 will be available shortly on the E-Laws website: [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

Should you have any questions regarding the changes to O. Reg. 357/06, please contact Bruce Drewett at 416-325-1079 or [Bruce.Drewett@ontario.ca](mailto:Bruce.Drewett@ontario.ca)

Sincerely,



George Zegarac  
Deputy Minister

**Attachments:**

O. Reg. 190/14 (the amending regulation)  
Minister Sandals' September 23, 2014 letter to trustees

c: Executive Directors of School Board Associations  
Superintendents of Business and Finance



Durham Catholic District School Board

## MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 27, 2017

Subject: **Regional Arts and Media Program**

Origin: Tracy Barill, Superintendent of Education, Teaching and Learning

---

### **RECOMMENDATIONS**

Moved by , seconded by

"THAT the Durham Catholic District School Board receive and file as information the report on the Regional Arts and Media Program implementation."

### **RATIONALE**

On January 30, 2017, the Board of Trustees approved a motion to establish a Regional Arts and Media Program (AMP) at All Saints Catholic Secondary School. Since that time, staff have carried out the necessary steps and actions to develop and implement this program with a start date of September 2018.

To: Board of Trustees  
Re: **Regional Arts and Media Program**  
Date: November 27, 2017

## **Purpose**

The purpose of this report is to provide the Board of Trustees with an update on the implementation of the All Saints Catholic Secondary School Regional Arts and Media Program.

## **Staffing**

Upon Board approval of the establishment of the AMP, Consultant Tish Sheppard was assigned as the Program Implementation Lead reporting directly to Superintendent Tracy Barill – Teaching and Learning Department.

In the spring of 2017 the Board was pleased to be able to invite applications for the position of Curriculum Chair for the Arts at All Saints Catholic Secondary School and through a separate process the Intermediate Arts Classroom Teacher Positions.

The following individuals were the successful candidates to these positions:

- Curriculum Chair – Arts Department: Johnny Soln
- Intermediate Classroom Teacher positions
  - Dance: Melanie Lang
  - Drama: Chad Richard
  - Instrumental Music: Tim Chan
  - Media and Technology Integration: Cory McBride
  - Vocal Music: Mary Lynne Calvert
  - Visual Arts: John Linhares

A process is currently underway to identify the teaching staff for the grade 9 Arts and Media courses.

## **Consultations and Community Information Meetings**

An important part of the implementation process has been the development of strategic communications plan to build the program's brand and create public awareness for the new program at All Saints Catholic Secondary School. The Communications Department has been involved throughout every phase of the program's creation with a multi-phased communications plan that uses a variety of different tactics to reach stakeholders across Durham Region.



To: Board of Trustees  
 Re: **Regional Arts and Media Program**  
 Date: November 27, 2017

Communications tactics used to build public awareness included:

- **Visual identity and branding** for the new program (Goal of AMP's branding is to complements All Saints CSS's existing branding, while creating excitement and interest)
- **Development of a dedicated AMP Webpage** – <http://www.dcdsb.ca/amp>
  - Website banners added to all elementary schools (and All Saints CSS) websites to promote key dates for AMP; and
  - Key dates added to all elementary schools and All Saints CSS website calendars.
- **Promotional Materials** – a variety of promotional materials have been created to promote the new program, these include:
  - **External banner** placed on wall facing Rossland Road at All Saints CSS to create excitement and interest while advertising the new program.
  - **External banners** promoting AMP and all other programs currently available at All Saints CSS.
  - **Pop-up banners** that travel to information sessions, visible at All Saints, Board office, etc created with AMP brand.
  - **Van Wraps** – Two DCDSB vans were wrapped with Arts & Media visual identity and brand to promote the new program at All Saints Catholic Secondary School. The vans travel across Durham Region and promote the new program.
  - **Postcards** – promoting Summer C-AMP and October's Student Audition workshops created and distributed to students currently in Grades 6, 7, and 8 at DCDSB schools.
- **Podcast** – a series of three podcasts where created to answer the public's questions regarding the new program, Grade 7 to 12 model and program majors. Podcasts are available on [dcdsb.ca/amp](http://dcdsb.ca/amp) and have been shared via social media.
- **Parent Information Meetings** – in June and October 2017
  - 350 families attended Parent Information Night in June 2017
  - Over 400 people attended the Parent Information Night in October 2017.
- **Tours to DCDSB Elementary Schools** – the implementation team toured Grade 6, 7, and 8 classes in all our DCDSB elementary school to promote the new program, and October's Student Audition Workshop. These face to face information sessions created excitement for the new program with students and answered questions.
- **Synervoice Email and Telephone Messages** – Synervoice has been used to reach out to families in Grades 6, 7, and 8 at the DCDSB regarding upcoming important dates for AMP. Dates such as the June Parent Information Night, Summer C-AMP, October's Parent Information Night, October's Student Audition Workshops, and Online Applications opening on November 27 have been shared via Synervoice messages.

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- **Social Media posts**
  - Strategic social media posts used prior to key registration or information dates such as Parent Information Nights, Summer C-AMP, October's Student Audition Workshop, and Online Application Process.
- **Advertising** – Ads have been placed via:
  - External Banners at All Saints – June 2017
  - Van Wraps – Summer 2017
  - Targeted Cineplex and Landmark Ads (Ajax, Whitby and Oshawa) – July-October 2017
  - Durham Parent Magazine – August/September 2017 issue and October/November 2017 issue
  - Local Parent Magazine – Fall 2017 issue
  - Twitter and Facebook Ads – Prior to all key dates as noted above.
  - Oshawa Little Theatre Ad – in Anne of Green Gables program November 2017
  - Oshawa Express Ad – November 2017
- **Media Coverage** – Local media coverage includes articles in Oshawa, Whitby, Ajax, Pickering, Port Perry, Uxbridge and Beaverton markets:
  - January 18, 2017 – Catholic board proposes Grade 7 to 12 arts and technology school in Whitby;
  - February 8, 2017 – Students can soon audition to attend specialty arts school in Whitby;
  - June 1, 2017 – All Saints CSS in Whitby to get multimillion dollar reno to house new arts and media program;
  - June 15, 2017 – Renovations to Whitby's All Saints CSS for new arts and media program will cost \$2.5 million;
  - July 12, 2017 – Getting Audition Ready for Durham Catholic board's new Arts Program;
  - August 30, 2017 – Arts and media camp;
  - September 14, 2017 – Arts and media camp;
  - November 1, 2017 – Countdown to Auditions: Hundreds of Students hoping for an AMP spot attend weekend workshop; and
  - November 9, 2017 – Durham kids hoping for an AMP spot attend workshop.

### Meeting Details

In the spring of 2017 consultation meetings were held with board staff and with community partners who support the Arts in Durham Region.

- Staff Consultation – Pope Francis Center - April 4, 2017
- Community Partner Consultation – All Saints CSS – May 11, 2017

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An initial parent/community information session was held at All Saints Catholic Secondary School on June 14, 2017. There were well over 350 people in attendance. The goals of this meeting were:

- To provide background on the Whitby study and the establishment of the program
- To provide an overview of the Intermediate and Secondary Program that will be offered
- To share plans for the facility upgrades and renovations that will be taking place
- To tour the building
- To invite parents/guardians to participate in an initial interest survey

On October 18, 2017, a second parent/community information session was held in the theatre at Notre Dame Catholic Secondary School.

- To share the Arts and Media Program strands for Grade 7, 8 and 9
- To provide sample student schedules
- To provide information regarding the student profile for the AMP program
- To provide information on the application and audition process
- To share information on the October C-AMP Sessions
- To share important dates

### School Visits

In order to ensure that every eligible student in our Board is aware of this new program opportunity a team of the identified AMP staff visited every single elementary school in the Board and did a presentation to the grade 6, 7, and 8 students. These school presentations took place from October 2-11, 2017. The teams received a great deal of positive feedback and there was a large uptake of student applications to the October 28, 2017 C-AMPs

### **C-AMPs**

In order to support students in understanding and being able to prepare for the application and audition process, staff have offered student workshops (C-AMPs) through Archbishop Anthony Meaghar Catholic Continuing Education Center.

The first C-AMP was held from August 22-24, 2017. The foci of the August C-AMP were the "performing arts" - drama and vocal music. Students participated in several performance-enhancing games and activities designed to build confidence with their singing and acting technique. The C-AMP culminated with a monologue and song for performance. There were approximately 55 students in attendance.

On October 28<sup>th</sup>, 2017 staff offered an application and audition clinic (C-AMP) at Notre Dame Catholic School. These sessions were open to students in Grades 6, 7 and 8 from inside and outside of Durham Catholic. The charts below provide a breakdown of the student enrolment by area and Arts Discipline.

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<b>C-AMP Arts Discipline Selection – Grade 6</b>							
<b>SCHOOL</b>	<b>DANCE</b>	<b>DRAMA</b>	<b>INSTR MUSIC</b>	<b>MEDIA ARTS</b>	<b>VISUAL ARTS</b>	<b>VOCAL MUSIC</b>	<b>Totals</b>
<b>PICKERING SCHOOLS</b>							
St. Mary FOS	10	6	2	n/a	13	5	36
<b>AJAX SCHOOLS</b>							
Notre Dame FOS	5	7	3	n/a	7	3	25
Arch. Denis O'Connor FOS	3	5	3	n/a	5	3	19
<b>WHITBY SCHOOLS</b>							
All Saints FOS	9	10	4	n/a	11	2	36
Fr. Leo J. Austin FOS	3	2	1	n/a	2	1	9
<b>OSHAWA SCHOOLS</b>							
Msgr Paul Dwyer FOS	9	3	2	n/a	3	3	20
Msgr John Pereyma FOS	1	1		n/a	2		4
<b>Non DCDSB Schools</b>	4	2	1	n/a	2	2	11
<b>TOTALS</b>	<b>44</b>	<b>36</b>	<b>16</b>	<b>n/a</b>	<b>45</b>	<b>19</b>	<b>160</b>

<b>C-AMP Arts Discipline Selections - Grade 7</b>							
<b>SCHOOL</b>	<b>DANCE</b>	<b>DRAM A</b>	<b>INSTR MUSIC</b>	<b>MEDIA ARTS</b>	<b>VISUAL ARTS</b>	<b>VOCAL MUSIC</b>	<b>Totals</b>
<b>PICKERING SCHOOLS</b>							
St. Mary FOS	5	7	3	n/a	12	4	31
<b>AJAX SCHOOLS</b>							
Notre Dame FOS	6	10	5	n/a	17	8	46
Arch. Denis O'Connor FOS	1	1	2	n/a	3	1	8
<b>WHITBY SCHOOLS</b>							
All Saints FOS	4	9	2	n/a	6	2	23
Fr. Leo J. Austin FOS	6	3	1	n/a	8	1	19
<b>OSHAWA SCHOOLS</b>							
Msgr Paul Dwyer FOS	3	3	2	n/a	2		10
Msgr John Pereyma FOS		2		n/a	1		3
<b>Non DCDSB Schools</b>	1	1		n/a	2		4
<b>TOTALS</b>	<b>26</b>	<b>36</b>	<b>15</b>	<b>n/a</b>	<b>51</b>	<b>16</b>	<b>144</b>

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<b>C-AMP Arts Disciplines Selections – Grade 8</b>							
<b>SCHOOL</b>	<b>DANCE</b>	<b>DRAMA</b>	<b>INSTR MUSIC</b>	<b>MEDIA ARTS</b>	<b>VISUAL ARTS</b>	<b>VOCAL MUSIC</b>	<b>Totals</b>
<b>PICKERING SCHOOLS</b>							
St. Mary FOS	0	5	4	7	12	2	<b>30</b>
<b>AJAX SCHOOLS</b>							
Notre Dame FOS	1	5	3	3	3	7	<b>22</b>
Arch. Denis O'Connor FOS	2	3	3	1	6	9	<b>24</b>
<b>WHITBY SCHOOLS</b>							
All Saints FOS	5	9	0	9	5	3	<b>31</b>
Fr. Leo J. Austin FOS	1	4	3	8	5	6	<b>27</b>
<b>OSHAWA SCHOOLS</b>							
Msgr. Paul Dwyer FOS	2	4	1	7	7	5	<b>26</b>
Msgr John Pereyma FOS	0	0	2	3	1	1	<b>7</b>
<b>Non DCDSB Schools</b>	<b>6</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>22</b>
<b>TOTALS</b>	<b>17</b>	<b>35</b>	<b>19</b>	<b>40</b>	<b>43</b>	<b>35</b>	<b>189</b>

## Next Steps

### Application and Audition Process

Through the Information Communication Technology Department an online application process has been developed which will open from November 27, 2017 to December 20, 2017.

The application process will require the completion of the following:

- Identification/demographic information
- A student questionnaire
- A parent questionnaire
- A teacher referral (which is also submitted online)

Students can apply to up to two disciplines. An application fee of \$35 is applied for each discipline. These fees are commensurate with fees charged by other Arts programs and will be applied to the costs associated with the audition process, including payment to community partners who will be members of the adjudication teams. Fees can be paid online or in person at the auditions.

Students who have completed the full application will be scheduled for an audition and notified by email of their audition time.

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Auditions are scheduled for:

- January 27 & 28, 2018 at Notre Dame Catholic Secondary School

If necessary, additional auditions may take place on:

- February 3, 2018 at Notre Dame Catholic Secondary School
- February 11, 2018 at Monsignor Paul Dwyer Catholic High School

All auditions will include an interview plus a discipline-specific tasks. The audition tasks are briefly outlined below:

### **Dance**

- A prepared solo piece of choreography that is approximately 45 seconds to one minute in length, that is age and content appropriate in terms of music and choreography and a taught short piece of choreography that is approximately 4-6 counts of 8.

### **Drama**

- A prepared monologue that is approximately 1.5 minutes in length that is also age and content appropriate. Monologue options have been provided or students may supply their own as long as it fits the criteria. Students may be given redirects during their audition.

### **Instrumental Music**

- Students may prepare up to two musical selections on their instrument of choice. Their selection(s) should be roughly two minutes in length.
- Wind instruments: concert B flat major scale. Piano and guitar: G major or F major scales (guitarists may substitute pentatonic or blues scales).
- Rhythm exercises: sight clapping and rhythm clap-back
- Ear exercises: determine whether an interval is ascending or descending (do not have to identify the exact distance or type); match a given pitch with your voice

### **Media Arts (Grade 8s only)**

- Students will be required to produce a digital art work (1-2 minutes in length) using video production software of your choice (i.e. iMovie - access is provided) that includes photos taken by the student. Students will be briefly instructed on how to capture images based on some elements of photography (colour, shape,

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abstract, line, and perspective). Students will then capture the images at the audition, export them to the program, produce their finished work and export the file for review.

- Students may also bring in up to 5 supplemental photos on a memory stick that they have taken outside of the audition process, should they have any previous experience in photography.

## **Visual Arts**

- Once the online application is completed, students will email [amp@dcdsb.ca](mailto:amp@dcdsb.ca) to ***digitally submit 3 photos of 3 pieces of art they have created*** and are proud of.
- Students will be required to **bring one of these pieces to their audition and speak to it.**
- On the day of your audition, students will have 30 minutes to 1 hour for the creation process (drawing/sketching) where they will choose 1-3 items and sketch them in a creative composition.

## **Vocal Music**

- Students will sing a prepared piece. A list of approved song/song types will be available in advance. The accompanist will play the section you indicate in your sheet music. Students should refer to the selection criteria before choosing their piece.
- Students will do a quick range test and pitch matching test.

AOB:TB



Durham Catholic District School Board

## MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 27, 2017

Subject: **French Immersion and Extended French Programs**

Origin: Tracy Barill, Superintendent of Education, Teaching and Learning

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### **RECOMMENDATIONS**

Moved by , seconded by

"THAT the Durham Catholic District School Board receive and file as information the French Immersion and Extended French Programs Report."

### **RATIONALE**

The purpose of this report is to provide the Board of Trustees with an update on the Elementary French Language Programs as well as information regarding the planned processes for registration and enrolment for French Immersion and Extended French Programs for the 2018-2019 school year.



To: Board of Trustees  
Re: **French Immersion and Extended French Programs**  
Date: November 27, 2017

## **Background**

### Elementary French Programs

Extended French programming began in the Durham Catholic District School Board in the 1980's with a grade four entry point offered at two schools (Saint Thomas Aquinas Catholic School and Holy Redeemer Catholic School) servicing the whole Board.

In 2010, French Immersion with a grade one entry point was first introduced at 5 Catholic elementary schools (St. Thomas Aquinas, St. Mark the Evangelist, St. Patrick, St. Leo and Holy Redeemer). This was our phase one expansion.

In September 2012, a second French Immersion expansion took place that included five additional schools (St. Christopher, St. John the Evangelist, St. James, Mother Teresa and St. Elizabeth Seton).

As a result of the decisions made by the Board on February 11, 2013 with respect to pupil accommodation in the City of Pickering, the French programs previously located at Holy Redeemer Catholic School were relocated to St. Isaac Jogues Catholic School and a new French Immersion Program was established at St. Monica Catholic School effective September 2013.

Following consultation with the parent community at St. Elizabeth Seton Catholic School, it was decided that the students in the two classes (Grade 1 French Immersion and Grade 4 Extended French) located at that school would be permitted to continue their French studies at that school in September 2013. The Grade 4 Extended French class completed Grade 8 in June 2017, therefore there is now only one remaining French Immersion class (Grade 6) at St. Elizabeth Seton CS.

In September 2013, Blessed Pope John Paul II opened in Brooklin and the Grades 1-4 Immersion program was split between St. Leo Catholic School and the new school. St. Leo retained the extended French program.

Two additional schools, St. Kateri Tekakwitha Catholic School and St. Joseph Catholic School, Uxbridge opened a grade 1 French Immersion classes in September 2015.

The Board report of November 2013 indicated that the grade four entry Extended French program was being phased out with the last admissions having taken place in September 2014. As of September 2017, the only remaining Elementary Extended French classes in the system are located at St. Isaac Jogues Catholic School and St. Mark the Evangelist Catholic School. In each case, Extended French Grade 7 & 8 classes remain. The students who were in Extended French in the 5 other schools

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completed Grade 8 in June 2017. The phase out of the Elementary Extended French program will be completed in June 2019.

The chart below indicates the grades of FI (French Immersion) and EF (Extended French) offered at each school site from 2010 to the current school year:

<b>MUNICIPALITY/School</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
St. Thomas Aquinas Catholic School	1 (FI) 4-8 (EF)	1&2 (FI) 4-8 (EF)	1-3 (FI) 4-8 (EF)	1-4 (FI) 5-8 (EF)	1-5 (FI) 6-8 (EF)	1-6 (FI) 7&8 (EF)	1-7 (FI) 8 (EF)	1-8 (FI)
St. Christopher Catholic School			1 (FI) 4 (EF)	1&2 (FI) 5 (EF)	1-3 (FI) (Gr 6 EF moved to St. Thomas)	1-4 (FI)	1-5 (FI)	1-6 (FI)
St. Kateri Tekakwitha Catholic School						1 (FI)	1&2 (FI)	1-3 (FI)
St. John the Evangelist			1 (FI) 4 (EF)	1&2 (FI) 5 (EF)	1-3 (FI) 6 (EF)	1-4 (FI) 7 (EF)	1-5 (FI) 8 (EF)	1-6 (FI)
St. Mark the Evangelist	1 (FI) 4 (EF)	1&2 (FI) 4&5 (EF)	1-3 (FI) 4-6 (EF)	1-4 (FI) 4-7 (EF)	1-5 (FI) 4-8 (EF)	1-6 (FI) 5-8 (EF)	1-7 (FI) 6-8 (EF)	1-8 (FI) 7&8 (EF)
St. Leo Catholic School	1 (FI) 4 (EF)	1&2 (FI) 4&5 (EF)	1-3 (FI) 4-6 (EF)	1-4 (FI) 5-8 (EF)	1-5 (FI) 6-8 (EF)	1-6 (FI) 7&8 (EF)	1-7 (FI) 8 (EF)	1-8 (FI)
Blessed Pope John Paul II				1-4 (FI)	1-5 (FI)	1-6 (FI)	1-7 (FI)	1-8 (FI)
St. James Catholic School			1 (FI)	1&2 (FI)	1-3 (FI)	1-4 (FI)	1-5 (FI)	1-6 (FI)
Mother Teresa Catholic School			1 (FI) 4 (EF)	1&2 (FI) 5 (EF)	1-3 (FI) 6 (EF)	Program moved to St. Patrick		
St. Patrick Catholic School	1 (FI) 4 (EF)	1&2 (FI) 4&5 (EF)	1-3 (FI) 4-6 (EF)	1-4 (FI) 5-7 (EF)	1-5 (FI) 6-8 (EF)	1-6 (FI) 7&8 (EF)	1-7 (FI) 8 (EF)	1-8 (FI)
St. Elizabeth Seton Catholic School			1 (FI) 4 (EF)	2 (FI) 5 (EF)	3 (FI) 6 (EF)	4 (FI) 7 (EF)	5 (FI) 8 (EF)	6 (FI)
Holy Redeemer Catholic School	1 (FI) 4-8 (EF)	1&2 (FI) 4-8 (EF)	1-3 (FI) 4-8 (EF)	Program moved to St. Isaac Jogues				
St. Isaac Jogues Catholic School				1-4 (FI) 4-8 (EF)	1-5 (FI) 4-8 (EF)	1-6 (FI) 5-8 (EF)	1-7 (FI) 6-8 (EF)	1-8 (FI) 7&8 (EF)
St. Monica Catholic School				1 (FI)	1&2 (FI)	1-3 (FI)	1-4 (FI)	1-5 (FI)
St. Joseph Catholic School						1 (FI)	1&2 (FI)	1-3 (FI)

To: Board of Trustees

Re: **French Immersion and Extended French Programs**

Date: November 27, 2017

### Current Elementary Enrolment by School, Program Type and Grade

See Appendix A

### Elementary School French Immersion and Extended French Programs for September 2018

See Appendix B

### After School Assistance

The after-school assistance programs for students in French Immersion/Extended French Programs will continue this year. Schools have submitted their proposals with starting dates from November 22, 2017 to January 18, 2018.

### Secondary French Programs

In September 2012, All Saints Catholic Secondary School housed the only Secondary French Immersion Program in the Durham Catholic District School Board. At that time, a decision was made to open an East and West Secondary site in order to better serve the increasing numbers of Secondary French Immersion/Extended French students. Grade 9 students were therefore directed to St. Mary Catholic Secondary School or Father Leo Austin Catholic Secondary School. In each successive year, a grade was added to the east and west secondary schools and a grade was phased out of All Saints CSS. As of September 2016, All Saints Catholic Secondary School no longer offered any French Immersion classes. In September 2015 grade nine French Immersion programming was introduced at Notre Dame Catholic Secondary School.

Students who are pursuing French programming in Secondary school are required to take 10 of 12 potential courses from grades 9-12 in French.

### Current Secondary Enrolment by School and Grade

See Appendix C

To: Board of Trustees

Re: **French Immersion and Extended French Programs**

Date: November 27, 2017

**Program Growth**

The following chart outlines the 3 year overall elementary and secondary enrolment:

	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2019</b>
Elementary French Immersion	1677	2078	2387
Elementary Extended French	428	284	88
<b>Total Elementary</b>	<b>2105</b>	<b>2362</b>	<b>2475</b>
Secondary Extended French	384	437	519
<b>Overall Total</b>	<b>2489</b>	<b>2799</b>	<b>2994</b>

**Grade One Registration Process for 2018-2019**

Registration timelines and procedures for our Grade One French Immersion for September 2019 have been established in accordance with operational needs. These include the necessity to establish the number of classes required as early as possible in order to complete our staffing requirements effectively. Recruitment of teachers qualified to instruct a French Immersion class begins in mid-January. Additionally, registration in French Immersion classes means that student population in their original home schools decline. Staff require timely and accurate student enrolment projections by the end of February in order to determine staffing needs for September relative to redundancy and surplus declarations as well as postings.

<b>Timelines</b>	<b>Processes</b>
November 16-10, 2017	<ul style="list-style-type: none"> <li>Letters sent home to all Year 2 Kindergarten students to advertise parent information nights</li> <li>Advertisements in local papers, on website, via social media and parish bulletins</li> </ul>
November 15 – 29, 2017	<u>Parent Information Nights</u> <ul style="list-style-type: none"> <li>Oshawa – St. Christopher Catholic School (Nov. 28)</li> <li>Whitby – St. Leo Catholic School (Nov. 28)</li> <li>Pickering – St. Isaac Jogues Catholic School (Nov. 29)</li> <li>Uxbridge – St. Joseph Catholic School (Nov. 15)</li> <li>Ajax – St. James Catholic School (Nov. 28)</li> </ul>
December 11, 2017 - January 19, 2018	<ul style="list-style-type: none"> <li>Grade One French Immersion Online Registration open</li> <li>Automatic email will be sent to acknowledge receipt of application (but not approval or placement)</li> </ul>
January 22 – Feb 2, 2018	<ul style="list-style-type: none"> <li>Review of all applications received</li> <li>FI Principal Meeting – January 25, 2018</li> <li>Classes are formed in accordance with the following parameters: 1. Students in boundary; 2. Students with childcare ; 3. Students with siblings in attendance;</li> </ul>

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Re: **French Immersion and Extended French Programs**

Date: November 27, 2017

	<ul style="list-style-type: none"> <li>Where there is overflow, students are redirected to another site.</li> <li>Classes will be considered full at 20; Superintendent approval required to exceed 20. (no class to exceed 23)</li> </ul>
February 5, 2018	<ul style="list-style-type: none"> <li>Email communication to parents regarding acceptance and placement</li> </ul>
February 16, 2018	<ul style="list-style-type: none"> <li>Deadline for parents to confirm registration</li> <li>Parents request transportation if desired</li> <li>Parents of children new to the Board will need to go to the designated FI school and provide the required documentation (Baptismal Certificates, Immunization records etc.) in order to confirm their registration</li> <li>Transition scheduling in student information system begins once parents have confirmed registration</li> <li>Registrations that have not been confirmed with the school by February 17, 2017 will be considered to be withdrawn.</li> </ul>
February 16– March 2, 2018	<ul style="list-style-type: none"> <li>Durham Student Transportation System (DSTS) to review all transportation requests and communicate eligibility to FI school Principals</li> <li>FI schools will contact those families who have requested transportation but are not eligible</li> </ul>
March 12, 2018 - forward	<ul style="list-style-type: none"> <li>Late Registrations - made through the FI school (desired location) - Secretaries will update online lists</li> <li>Late Registrations will be processed on a first come, first serve basis while space is available.</li> <li>When classes have been filled to capacity, a waiting list will be established.</li> </ul>
April 2018	<ul style="list-style-type: none"> <li>Orientation Night/Day for Students/Parents</li> <li>Additional transportation information to be shared - including student OEN and information on how to access bussing info</li> </ul>

The following guidelines will be applied to the application/enrolment process:

- All applicants to the Grade One French Immersion Program who submit their application through the online registration process will be offered a position in the French Immersion Program, the Board may however be required to redirect students to an alternate location in order to maximize class size and organization in accordance with primary class size requirements;
- If/when necessary, students on overflow placement will be directed to original or phase one sites;

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Date: November 27, 2017

- While every effort will be made to accommodate parent requests for cross boundary approval for reasons of childcare and/or to keep siblings together, the Board must maximize classroom organization, therefore location cannot be guaranteed;
- Bussing will not be provided for students who are cross boundary by request of the parent/guardian;
- Parents who wish to register their children after the online application process has been closed will do so through the desired French School Site. Late applications will be approved on a first come, first serve basis where space permits;
- If/when a program has reached capacity, late registrants will be placed on a waiting list and/or redirected to another location where space permits;
- In classes, where a threshold of 15 students is met, consideration will be given to opening an additional class at an appropriate location;
- Cross boundary applications for Kindergarten siblings will be approved where space permits; and
- Transportation for Kindergarten siblings will be provided on a non-prejudice basis for Kindergarten siblings where there is room on the bus; space availability will be reviewed yearly.

FAQ documents will be shared with parents at the parent information sessions and will be posted on the Board Website for parents during the registration process.

AOB:TB

## Appendix A

<b>Elementary French Programs by School, Program Type and Grade</b> <b>2017-2018</b> (as of September 21, 2017 enrolment data)											
School	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr.8	Total (FI)	Total(EF)	Total(All)
<b>Oshawa</b>											
St. Thomas Aquinas C.S.	21	26	17	18	10	23	14	15	144		144
St. Christopher C.S.	34	24	30	20	19	18			145		145
St. Kateri Tekakwitha	36	34	39						109		109
<b>Whitby</b>											
St. Mark the Evangelist (FI)	49	60	37	44	53	36	24	38	341		341
St. Mark the Evangelist (EF)							25	18		43	43
St. John the Evangelist	28	34	24	22	13	24			151		151
St. Leo	13	14	12	21	11	22	21	8	122		122
Blessed Pope John Paul II	20	25	27	14	23	11	17	14	151		151
<b>Ajax</b>											
St. Patrick	89	86	75	75	68	59	69	58	580		580
St. James	29	33	35	26	26	18			167		147
<b>Pickering</b>											
St. Isaac Jogues (FI)	39	43	36	35	34	38	25	32	282		282
St. Isaac Jogues (EF)							31	14		45	45
St. Elizabeth Seton						22			22		22
St. Monica	30	40	33	20	18				141		141
<b>Uxbridge</b>											
St. Joseph, Uxbridge	13	18	7						38		38
									2387	88	2475

## Appendix B



## Durham Catholic District School Board

### French Immersion Registration

*Program availability at all sites will be subject to sufficient student registration.*

The following chart outlines the French Immersion and Extended French Programs that the Durham Catholic District School Board is intending to provide in the **2018/2019** school year.

Municipality/School	French Immersion (student entry into this program is in Grade 1)	Extended French (this program is phasing out over time)
<b>OSHAWA</b>		
St. Kateri Tekakwitha C.S.	Grade 1-4	n/a
St. Christopher C.S.	Grades 1-7	n/a
St. Thomas Aquinas C.S.	Grades 1-8	n/a
<b>WHITBY</b>		
St. John the Evangelist C.S.	Grades 1-7	n/a
St. Mark the Evangelist C.S.	Grades 1-8	Grade 8
<b>BROOKLIN</b>		
St. Leo C.S.	Grades 1-8	n/a
Blessed Pope John Paul II	Grades 1-8	n/a
<b>AJAX</b>		
St. James C.S.	Grades 1-7	n/a
St. Patrick C.S.	Grades 1-8	n/a
<b>PICKERING</b>		
St. Elizabeth Seton C.S.	Grade 7	n/a
St. Isaac Jogues C.S.	Grades 1-8	Grade 8
St. Monica C.S.	Grades 1-6	n/a
<b>UXBRIDGE</b>		
St. Joseph C.S.	Grade 1-4	n/a

EXTENDED FRENCH SECONDARY SCHOOL PROGRAMS	GRADE LEVELS OFFERED AS OF 2017/2018
Father Leo J. Austin C.S.S. (Whitby/Oshawa)	Grades 9-12
St. Mary C.S.S. (Pickering)	Grades 9-12
Notre Dame C.S.S. (Ajax)	Grade 9-12



**APPENDIX C**Current Secondary Enrolment in French Programming by School and Grade – September 21, 2017

<b>School</b>	<b>Program</b>	<b>GR09</b>	<b>GR10</b>	<b>GR11</b>	<b>GR12</b>	<b>Total</b>
Father Leo J. Austin C.S.S.	FI	84	61	50	46	241
Notre Dame C.S.S.	FI	50	32	40	0	122
St. Mary C.S.S.	FI	48	26	28	54	156
<b>Total FI Students</b>	FI	182	119	118	100	519



Durham Catholic District School Board

## MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 27, 2017

Subject: **Board Numeracy Action Plan**

Origin: Tracy Barill, Superintendent of Education, Teaching and Learning

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### **RECOMMENDATIONS**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

"THAT the Durham Catholic District School Board receive and file as information the report of the 2016-2017 outcomes of initiatives related to the Numeracy Action Plan."

### **RATIONALE**

On September 24, 2017, a presentation and accompanying report were brought to the Board to provide an update on the Board's Numeracy Action Plan at the beginning of Year Two of the Ontario Ministry of Education's Renewed Math Strategy. This was followed by a presentation and report to Board on October 23, 2017 that outlined the 2016-2019 Education Quality and Accountability Office Assessments results for Durham Catholic.

This report will provide trustees with more specific information on the impact of various supports and initiatives that were put in place in 2016-2017 to support increased student achievement, well-being and engagement in Mathematics.

To: Board of Trustees  
Re: **Board Numeracy Action Plan**  
Date: November 27, 2017

## **Purpose**

The purpose of this report is to provide further information to the Board of Trustees regarding outcomes of specific learning initiatives from Year One of on the Durham Catholic District School Board's implementation of the Ontario Ministry of Education's Renewed Math Strategy (RMS) through our local DCDSB Numeracy Action Plan.

## **Numeracy Action Plan 2016-2017**

The first year of the Numeracy Action Plan yielded a number of promising practices and encouraging results.

A primary goal in 2016-2017 was to establish and maintain a collective commitment to deep content knowledge development for leaders in order to enhance their capability to provide authentic leadership for school and system improvement. This commitment was carried out most evidently in consistently "doing the math" at all leadership meetings (i.e. Director's meetings, Teaching and Learning Department Meetings, Capacity Building, Family of Schools, Learning Council etc.). With limited exceptions, the system maintained this commitment throughout the year. As a result, system and school leaders reported orally and through formal surveys increased confidence with mathematics content and ability to facilitate math based professional learning (Principals from 44% to 57%).

Also in year one of the Numeracy Action Plan, a series of structures were put in place to maintain a consistent focus on numeracy. These included the establishment of a Mathematics Leadership Team, Numeracy Specialist Team and Learning Council as well as changes to the agendas for Teaching and Learning Department Meetings. These structures proved to be effective as measured by increased cohesion and alignment across departments and schools. The Mathematics Leadership Team established in year one of the numeracy action plan reported a need to further refine their mandate for future clarity of purpose.

One significant in-year adjustment which was made in 2016-2017 was the removal of the Secondary Schools from scheduled capacity building sessions. It became apparent mid-year that the Secondary Schools were struggling to make effective use of the Ministry's AEAC (Achieving Excellence in Applied Mathematics) process to drive their school improvement processes. Mid-year, a decision was made to reallocate the supply coverage to allow for the Secondary Schools to have focused networked "AEAC" Sessions with the members of their school's Professional Learning Teams. Principals were also intentionally engaged in the planning of these sessions to support their growth and development as instructional leads.

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Re: **Board Numeracy Action Plan**  
Date: November 27, 2017

Significant learning in year one involved identifying strategies that support equity of outcomes for students. These included:

- The use of the Concrete-Diagrammatic-Symbolic Continuum;
- Understanding of Fractions and Fractional thinking;
- The role of the social, emotional, physical and cognitive aspects of a student in the learning process;
- Strategies to enhance student thinking such as the use of Vertical non-permanent surfaces, open vs closed questions, rich tasks, manipulatives and technology;
- The Five Practices (Smith and Stein); and
- Think time.

In year one strategic actions to support parent engagement included:

- Presenting the Renewed Math Strategy to the DCPIC at the November Meeting (November 3, 2016)
- Hosting regional Math Café Sessions for parents in each Family of Schools
- Supporting local Catholic School Councils in the planning and facilitation of local “math nights” in individual schools
- Creating a “Numeracy Notes” Newsletter for Parents to be sent home to elementary students during report card cycles
- Expanding on the web-based resource links posted at both dcdsb.ca and dcpic.ca

<http://www.dcdsb.ca/en/programs-services/Numeracy.asp>

<http://www.dcpic.ca/en/parents/homework-help.aspx>

- Sharing school improvement goals at each local Catholic School Council with a special emphasis on our numeracy goals, strategic actions and indicators of success
- Seeking regular and ongoing feedback from our parent groups with respect to our goals and our monitoring of progress throughout the year

To: Board of Trustees  
Re: **Board Numeracy Action Plan**  
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In Year Two of the Numeracy Action Plan a heavier focus will be placed on examining the impact of a focus on parent engagement at a school level through the networked learning of selected schools.

The role of student voice was a topic of inquiry for the Mathematics Leadership team. This work was guided and informed by the experiences of some pilot projects in Monsignor John Pereyma and Father Leo J. Austin Catholic Secondary Schools where Student Math Councils were formed as part of the NORCAN initiative. In Year Two, support will be provided to expand on this work.

One piece of feedback that has resulted in a significant change in Year Two of the Numeracy Action Plan was the response of secondary educators to the professional learning model that was implemented in Year One. Many indicated that they found it too difficult to be out of class as frequently as they were within the context of a semestered system. It was also noted that most secondary schools did not make use of their full allotment of supply days for job-embedded learning. It was therefore concluded that we needed to rethink this model and seek to find an effective strategy to balance the need for professional collaboration and inquiry while protecting teaching time. As a result, in Year Two the Board has redistributed funds to allow for Numeracy Coaches to be released for one period in each semester to support the professional learning in each Secondary School in a more fluid manner.

## **Highlights of Year One**

The Numeracy Action Plan is divided into several sections which when combined comprise a whole system approach to improved student achievement, well-being and engagement in mathematics. The following information highlights some of the significant outcomes of particular initiatives.

### **Pilot Study of a School-Based Professional Development Numeracy Intervention Program for Students with Learning Disabilities**

A major initiative falling under the section devoted to Supporting Students with Learning Disabilities was the pilot study conducted by the Student Services Department with support from Teaching and Learning Services.

This study examined the feasibility of a school-based professional development numeracy intervention for students with Learning Disabilities. Thirty-one students with Learning Disabilities were randomized to an intervention group or control group. Participants in both the intervention and control groups received one 60-minute session per week of program support focused on numeracy. The Program Support Teachers and Classroom Teachers of participants in the intervention group received four professional development sessions. The initial professional development session consisted of a review of students' learning profiles. Subsequent professional development sessions consisted of psychoeducation focused on psychological

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processes (working memory, visual spatial, executive functioning) and numeracy (Measurement, Geometry, Applied Problem Solving) intervention strategies. Students completed standardized numeracy assessments pre- and post-intervention.

The results of the study indicated a near two-year growth in students' learning in the areas of Measurement (0.80 effect size) and Geometry (0.77 effect size) for students in the intervention group. In comparison, the control group demonstrated less than a year's worth of growth in Measurement (0.21 effect size) and Geometry (0.24 effect size). Minimal growth was found in the area of Applied Problem Solving. Findings suggest that intervention in the form of professional development in the area of psychological processes and numeracy for instructors is useful in improving mathematics achievement in students. By extension, educators knowing the learner through the use of a learning profile, will aid in improving mathematics achievement by focusing on the strengths of the student.

### **Ultimate Potential (UP) Math**

In addition to the establishment of a UP Math Program in all seven Catholic Secondary schools, last year, UP Math teachers were given time to work and learn together in the classroom. They formed a network. The learning that began in these sessions expanded and developed into a dedicated group of teachers determined to improve their collective teaching practice and better meet the needs of the students in their classrooms. The supportive relationships that formed between educators nurtured risk-taking and de-privatization of our classrooms which in turn supported the transfer of teacher learning into other Math classrooms.

As with any program, quantitative measures of growth take time to develop. The members of the network are continually using data to target new directions for growth. While some schools are still refining that direction, schools such as Father Leo J. Austin saw marked improvement in student achievement, as measured by the Grade 9 Applied EQAO data in year one of UP Math implementation. At Austin, results rose from 19% of students achieving provincial standard in 2015-2016 to 64% achievement last year.

The most important data in the UP Math classroom deals with student perception. Student feedback indicated that students felt a sense of connection and belonging in the UP Math classrooms and through that experience an increase in connection to the school community. Students learned to take responsibility for each other's learning and that success is only gained when everyone has achieved their potential.

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## **Numeracy Facilitators**

Through funding from the Renewed Math Strategy and local reorganization of staff, the Board hired three numeracy facilitators to provide direct support in schools in 2016-2017. These facilitators were assigned to work with the two Elementary schools designated by the Ministry of Education as requiring intensive support and a second tier of schools that were locally identified as requiring additional support as follows:

<b>Christine Corso</b>	<b>Natalie Reid</b>	<b>Chad Richard</b>
St. Bernadette	Sir Albert Love	St. Christopher
St. Thomas Aquinas	St. Joseph, Oshawa	Monsignor Philip Coffey
St. Jude CS/St. Teresa	St. James /St. Theresa	

The work of the Numeracy Facilitators was individualized to the local context of the schools to which they were assigned and was determined in consultation with the Principal (informed by their School Achievement Teams and School Improvement Plans). Below is a reflection provided by the facilitators on the work and learning focus in each of the schools where a facilitator was assigned.

### **Monsignor Philip Coffey Catholic School**

A big focus at Monsignor Philip Coffey was around well-being and resiliency, which we believed would impact attitudes in Mathematics, and ultimately, achievement. With professional development around the achievement chart and good math questions, we were able to identify some improvement around attitudes in math. Attitudes in Grade 3 and 6 relatively remain consistent from year to year (80-90% of students saying they like math sometimes or most of the time). The biggest change has been an attitude change in improving pedagogy with educators. Educators have been trying harder questions with students as a result of having higher expectations, and have been doing more small-group instruction to address different learning needs.

### **Sir Albert Love**

The school focus at Sir Albert Love was on thinking questions and good communication in math. As a facilitator, I was able to work with both primary and junior teachers, however a greater amount of my time was spent in the junior classes as that was a greater area of need as indicated on previous EQAO data. I worked in classrooms to support teachers with the school focus, to model strategies, and to support teachers using small group instruction based on Continuum Based Math (CBM) diagnostics. As a result, EQAO data showed a 9% increase from last year's results for junior students who achieved at or above provincial standard in mathematics. Also, EQAO results also showed an increase in achievement of both primary and

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junior students in Number Sense and Numeration, which was a strand of focus for this school. Based on our work with the achievement chart, more thinking questions were being used in classrooms. Educators monitored student work in problem solving and collected pre- and post-data which showed movement among students in both thinking and communication.

### **St. Bernadette**

Based on EQAO results, the school learning focus was on the Junior division and in particular on Geometry and Thinking questions. My schedule was divided amongst the 10 teachers in grades 3 to 6. Grade 3 teachers focused on problem solving with students choosing and using the appropriate tools and strategies. As a result of our work together, teachers felt their students were the most prepared for EQAO this year over previous years. Students felt confident with solving problems independently. Grades 4 to 6 focused on using Thinking questions and I modelled teaching strategies while in their classrooms. Teachers were subsequently better able to assess students through observation and to use the achievement chart to identify the type of questions being asked of students.

### **St. Christopher Catholic School**

The school improvement plan involved a focused look at Junior Mathematics as EQAO indicated a decrease in achievement from Primary to Junior. As a facilitator, I spent the majority of my time working with Junior teachers in their classrooms during Mathematics, and as a result, it yielded some gains in achievement. When comparing how St. Christopher Junior students performed on EQAO questions to the board results, we saw an increase on the percentage of students who performed better than the board, particularly in Geometry and Algebra (0% of students in 15/16 compared to 7-8% in 16/17). Also, we saw a 5% improvement in success in Application style questions. A result, we believe, that can be connected to our focused work on the achievement chart.

### **St. James**

I worked with St. James for the first half of the school year. The school improvement plan focused on thinking and application questions and on the strand Geometry and Spatial Sense. My work as a facilitator included all staff in terms of school improvement, but also focused on being in grade 3 and 6 classes. As a result of focused work on the achievement chart (using more thinking and application questions with students), and modelling strategies in the classrooms, there were many gains on EQAO scores. There was an increase of 5% of primary students achieving at or above provincial standard in math on EQAO. There was an increase in achievement in most strands of math, especially Geometry and Spatial Sense for both primary and junior students with primary students increasing 16% and junior students increasing 34% in that strand. There was also an increase in the attitudes of students liking math sometimes or most of the time indicated on EQAO. Primary students increased 4% from 90 to 94% and junior students increased 9% from 61 to 70% liking math some or most of the time. Educators also monitored student work in problem solving using pre-and post-assessments during my time there and then continued with that work after I left.



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### **St. Joseph**

The school improvement plan focused on thinking and application questions as it was an area of need. Previous EQAO data also showed that there was a decrease in achievement from primary to junior. Therefore, as a facilitator I worked with both primary and junior teachers, however more time was given to junior classes over the course of the year. My work with teachers in classrooms around the problem-solving model, the achievement chart, small group instruction based on CBM, and modelling strategies in classes resulted in gains. There was an overall increase on EQAO results in all strands of mathematics for junior students as well as in increase in achievement for thinking and application questions. Junior students achieving at or above provincial standard on EQAO in math increased 7% from last year to this year. Improvement was shown on CBM diagnostics for both primary and junior students. Teachers developed and administered pre-and-post assessments as a means of monitoring and measuring growth in learning which resulted in student growth in that area. Also, more thinking questions were used and students were better able to articulate what makes a good problem solver as a result of our work on thinking questions and the problem-solving model.

### **St. Jude**

I supported this school during first term. In order for the school's math leads to feel comfortable leading the math learning once I left, it was determined that I would support the two math leads most frequently. Additionally, in order to help the initiative of supporting students with Learning Disabilities in mathematics that was initiated by student services, two other junior classes were identified along with their grade partners. School data was used to find the focus of Measurement and Thinking questions. As a result, the math leads felt comfortable leading professional development at staff meetings and PA days. Junior EQAO results were higher overall particularly in Thinking and Measurement. As well, the math leads felt more confident in leading professional learning with their colleagues

### **St. Teresa of Calcutta Catholic School**

I supported this school during term 2 and based on EQAO data, I concentrated on the Primary Division. When I arrived, the primary division had begun to take small groups of students that had a common area of need based on CBM Counting information. Students were grouped based on the diagnostic and were in multi-age groups. We co-developed thinking tasks to support students in their understanding of counting and quantity. As a facilitator, I was able to support the reassessment of students and we adjusted student groupings every 4-6 weeks to ensure appropriate supports. The students in the primary division all progressed in their understanding of counting and quantity. On EQAO, gains were made in all strands and all skills.

### **St. Theresa Catholic School**

I worked with St. Theresa the second half of the school year. When I arrived, St. Theresa was working on a focus to increase student engagement and focus in mathematics to ultimately impact achievement in math. I had the opportunity to work with educators in the classrooms of

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all grades. In order to increase student engagement in mathematics, our work focused around using the achievement chart to vary the types of questions and activities students were working on as well as planning and modelling strategies following the concrete/diagrammatic/symbolic continuum and the use of manipulatives especially in the junior and intermediate grades. As a result, educators learned and started including more manipulatives and concrete ways to teach in their lessons and more thinking and application questions were asked. On EQAO, 93% of primary students and 88% of junior students indicated that they like math some or most of the time. There was improvement in CBM diagnostic student results in quantity as a strategy wall was created in order to monitor student achievement in that area.

#### **St. Thomas Aquinas Catholic School**

The school improvement plan focused on Number Sense and Numeration and Thinking questions across all strands. As a facilitator, I supported all classroom teachers as they addressed the needs of students identified through the CBM diagnostic tool. Through the use of pre- and post- data we were able to move students in their understanding of counting and quantity. Educators participated in professional development to build their understanding of the achievement chart and the Thinking category. As a result, teachers are using more thinking questions in their classrooms. Part of my role included modeling for teachers, the instructional strategies needed to support students when solving thinking questions. Overall EQAO scores were up year over year and growth was noted on thinking questions and number sense.

AOB:TB



Durham Catholic District School Board

**MEMORANDUM**

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 27, 2017

Subject: **Together for Mental Health 2017-2020**

Origin: Janine Bowyer, Superintendent of Student Services

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**RECOMMENDATION:**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

"THAT the Durham Catholic District School Board receive and file as information the 2017-2020 report on Together for Mental Health."

**RATIONALE:**

Our Mental Health and Addiction Strategy, ***Together for Mental Health***, is part of the larger Board vision to create safe, healthy, engaging and inclusive schools. Supporting and developing mentally healthy schools is part of the Ministry of Education's Well-Being Strategy and is a key component of the Board Strategic Plan Discovery 2020 as well as the yearly Well Being and Student Achievement Board Improvement Plan.

The first iteration of *Together for Mental Health 2014-2017* had three main strategic priorities:

- Building the foundation for sustainable school mental health practices
- Capacity building for staff, students and parents
- Evidence-informed mental health promotion and prevention practices.

Significant progress was made in each of these three areas over the past three years.

To: Board of Trustees  
Re: **Together for Mental Health 2017-2020**  
Date: November 27, 2017

The second iteration of *Together for Mental Health 2017-2020* will continue to expand upon the work in the original three priorities, as well as two new priorities:

- Consolidate Organizational Conditions for School Mental Health: The foundation for sustainable practices in school mental health include internal and external communication, standardizing processes and protocols, continuous quality monitoring and improvement, and alignment with the Ministry of Education's Well-Being Strategy.
- Build Mental Health Literacy and Capacity: This priority includes developing capacity at all levels of the system in order to promote and improve mental health literacy and mentally healthy classrooms and schools.
- Implement Evidence-Informed Mental Health Promotion and Prevention Practices, Strategies and Programming: Educators are supported in the delivery of universal evidence-based/evidence-informed programs including system-level initiatives on self-regulation, anxiety, mindful awareness and every day mental health practices and strategies, including the promotion of physical health.
- Support for Specific Populations: Several specific groups have been identified that may require more or different mental health supports at school because of their unique context and attributes (e.g., Indigenous populations)
- Partner with the Community: Continue the work toward equitable and sustainable community partnerships and articulating clear pathways to service to ensure the right service at the right time.

AOB:JB:cc



Durham Catholic District School Board

**MEMORANDUM**

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 27, 2017

Subject: **Long Term Accommodation Plan 2017-2021 Update**

Origin: Bob Camozzi, Superintendent of Education, Facilities Services  
Lewis Morgulis, Manager of Planning, Admissions & Partnerships

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**RECOMMENDATIONS**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

"THAT the Durham Catholic District School Board receive as information the report entitled Long Term Accommodation Plan 2017-2021 Update."

**RATIONALE**

**Overview**

On February 27, 2017 the Board of Trustees received the Long Term Accommodation Plan 2017-2021 (LTAP) report. This report provides information to the Board of Trustees that summarizes the status of the projects identified in the LTAP and any actions for 2017-2018.

**SUMMARY OF PROPOSED ACTIONS BY YEAR**

**2017**

1. Open the new 6 classroom addition and major renovations at St. James Catholic School;
2. Open the new Child Care Centre at St. Josephine Bakhita Catholic School;

To: Board of Trustees

Re: **Long Term Accommodation Plan 2017-2021 Update**

Date: November 27, 2017

3. Initiate a boundary change between All Saints Catholic Secondary School and Father Leo J. Austin Catholic Secondary School in accordance with Board Policy PO415;
4. Initiate a boundary change between St. Matthew the Evangelist Catholic School and St. Luke the Evangelist Catholic School in accordance with Board Policy PO415;
5. Initiate a boundary change between Father Leo J. Austin Catholic Secondary School and Monsignor Paul Dwyer Catholic High School for French Immersion programming in accordance with Board Policy PO415;
6. Complete the disposition of the former St. Gertrude Catholic School;
7. Complete the disposition of the former Immaculate Conception Catholic School;
8. Open the new Adult and Continuing Education program site in Oshawa;
9. Open the new hub space for the Community Innovation Lab at Monsignor Paul Dwyer Catholic High School;
10. Review the boundaries between Father Joseph Venini Catholic School and the Unnamed North Oshawa Catholic Elementary School;
11. Examine potential locations for a North Durham hub partnership and/or Continuing and Adult Education programs;
12. Determine potential location(s) for the Board's Alternative Education programs;
13. Purchase the Unnamed Audley Road Catholic Elementary School site in Ajax;
14. Request Ministry funding approval for the addition of a Child Care and Family Centre for Good Shepherd Catholic School;
15. Request Ministry funding approval for the construction of the replacement of Monsignor Paul Dwyer Catholic High School;
16. Request Ministry funding approval for the replacement of St. Marguerite D'Youville Catholic School;
17. Request Ministry funding approval for the construction of the Unnamed Seaton #1 Catholic Elementary School;
18. Request Ministry funding approval for the construction of a Brooklin Catholic Secondary School.

To: Board of Trustees

Re: **Long Term Accommodation Plan 2017-2021 Update**

Date: November 27, 2017

## **SUMMARY OF ACTIONS TO DATE**

### **Open the new 6 classroom addition and major renovations at St. James Catholic School;**

The Board completed construction of the addition and students moved into the new classrooms after March break of 2017. All other renovations and site works have been completed on site.

### **Open the new Child Care Centre at St. Josephine Bakhita Catholic School;**

The Board has completed and occupied the child care addition on site.

### **Initiate a boundary change between All Saints Catholic Secondary School and Father Leo J Austin Catholic Secondary School;**

The Board completed the boundary change at the April 24, 2017 Board meeting, and the new boundaries are now in effect.

### **Initiate a boundary change between St. Matthew the Evangelist Catholic School and St. Luke the Evangelist Catholic School;**

The Board completed the boundary change at the April 24, 2017 Board meeting, and the new boundaries are now in effect.

### **Initiate a boundary change between Father Leo J Austin Catholic Secondary School and Monsignor Paul Dwyer Catholic High School;**

The Board completed the boundary change at the April 24, 2017 Board meeting, and the new boundary for French Immersion at Monsignor Paul Dwyer will commence in September 2020.

### **Complete the disposition of the former St. Gertrude Catholic School;**

The Board has sold the former St. Gertrude Catholic School and has turned over possession to the new owner

### **Complete the disposition of the former Immaculate Conception Catholic School;**

The Board has sold the former Immaculate Conception Catholic School and has turned over possession to the new owner.

To: Board of Trustees

Re: **Long Term Accommodation Plan 2017-2021 Update**

Date: November 27, 2017

### **Open the new Adult and Continuing Education program site in Oshawa;**

The new site located at 850 King Street West has been completed and is now open. The new site replaces the former St. Gertrude Catholic School in Oshawa.

### **Determine potential location(s) for the Board's Alternative Education programs;**

Staff are examining extending the leases at the existing Alternative Education sites beyond the current expiry dates in 2018. Additional capacity for Alternative Education programs exists at the Continuing Education sites at both 850 King Street in Oshawa and 458 Fairall Avenue in Ajax.

### **Open the new hub space for the Community Innovation Lab at Monsignor Paul Dwyer Catholic High School;**

The Community Innovation Lab completed a partnership agreement with the Board and occupied four vacant classrooms at Monsignor Paul Dwyer Catholic High School on April 1, 2017. Renovations for the lab space have been completed and the Community Innovation Lab is working in its new space.

### **Review the boundaries between Father Joseph Venini Catholic School and the Unnamed North Oshawa Catholic Elementary School;**

Staff will commence the boundary review in December 2017 with a report to Board. Once the boundaries are approved "in principle" in accordance with Board Policy, staff will meet with the affected community to seek input.

### **Purchase the Unnamed Ajax Audley Catholic Elementary School site;**

Board staff completed the purchase of the site on November 2, 2017.

### **Capital Requests to the Ministry of Education**

In August 2017, the Board submitted a list of 5 child care and family centre project requests for funding to the Ministry of Education for the following schools:

- Good Shepherd Catholic School – Child Care and Family Centre
- Monsignor Philip Coffey Catholic School – Child Care and Family Centre
- St. Teresa of Calcutta Catholic School – Child Care and Family Centre
- St. Theresa Catholic School – Child Care expansion
- Oshawa Continuing Education – Child Care



To: Board of Trustees

Re: **Long Term Accommodation Plan 2017-2021 Update**

Date: November 27, 2017

On September 8, the Board submitted the following Capital Requests to the Ministry of Education for approval and funding:

- Monsignor Paul Dwyer Catholic High School replacement
- St. Marguerite D'Youville Catholic School replacement
- New Unnamed Seaton #1 Catholic School
- New Unnamed Brooklin Catholic Secondary School

Once reviewed the Ministry will make capital announcements for both Child Care and Capital projects later in 2017 or early in 2018.

### **Next Steps**

Staff will bring updates to the Board of Trustees for all of the actions in the LTAP, and individual reports as required through the specific policies that drive those actions.

AOB:BC:LM:tc



## Durham Catholic District School Board

### MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 27, 2017

Subject: **Out of Province Travel**

Origin: Rosemary Leclair, Superintendent of Education

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### **RECOMMENDATION**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

"THAT the Durham Catholic District School Board approve the request of up to two staff members from Monsignor John Pereyma C.S.S. to travel to San Francisco, CA from February 15-17, 2018."

### **RATIONALE**

The Attendance of Board Employees at Conventions, Conferences and Seminars policy (PO 319) and its attendant Administrative Procedure (AP 319-1) requires that out of province travel be brought by the Director to the Board for approval.

NORCAN is a partnership between schools, ministry and teacher federation officials from Alberta, Norway and Ontario focused on achieving excellence through equity in the subject area of Mathematics. The goal of the project is to discover how an international network of schools and educators committed to mindful leadership can help to identify obstacles to students' mathematical learning and develop strategies for attaining success. Administration and teachers are expected to take initiative to engage in research driven practice, and develop learning connections with members of this network in order to support their own team's learning goals.

To support the research requirements of the project, up to two members of staff are requesting to attend a conference entitled Learning and the Brain Conference in San Francisco, California.

The Ministry covers any cost associated with Pereyma's participation in the project, including this learning opportunity.

AOB:RL



## Durham Catholic District School Board

### MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 27, 2017

Subject: **Out of Province Travel**

Origin: Ronald Rodriguez, Chief Information Officer

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### **RECOMMENDATION**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

<p>"THAT the Durham Catholic District School Board approve the request of up to two staff members from the Information, Communication and Technology Department to travel to the United States CA for Laserfiche training from January 9 - 12, 2018."</p>
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### **RATIONALE**

The Attendance of Board Employees at Conventions, Conferences and Seminars policy (PO 319) and its attendant Administrative Procedure (AP 319-1) requires that out of province travel be brought by the Director to the Board for approval.

Laserfiche is the world's leading software for enterprise content management, business process automation, and productivity-boosting analytics. From digitizing documents to supporting smarter business decisions, Laserfiche provides a progressive roadmap to help organizations of all sizes embrace the benefits of digital transformation. Laserfiche allows the transformation of offices into a digital workplace.

Thinkdox Inc. will be facilitating Laserfiche Records Management software for the Durham Catholic District School Board and will cover the cost of travel and expenses for training of up to two members of staff.

AOB:RR