

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



REGULAR BOARD MEETING

AGENDA

Monday, February 26, 2018

7:30 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

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Durham Catholic District School Board

REGULAR BOARD MEETING

Monday, February 26, 2018

Open Session 7:30 p.m.

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

OPEN SESSION AGENDA

A.	<u>CALL TO ORDER</u>	<u>Page</u>
a.1	Motion to Move In Camera (7:00 p.m.)	
a.2	National Anthem (7:30 p.m.)	All Saints CSS Choir
a.3	Acknowledgement of Traditional Territory	
a.4	Memorials and Prayer	Student Trustees
a.5	Roll Call and Apologies	
B.	<u>APPROVAL OF AGENDA</u>	
b.1	Changes to printed agenda	
b.2	Approval of Agenda	
C.	<u>ANNOUNCEMENTS</u>	
c.1	Announcement from the In Camera Session of the Board Meeting	
c.2	Recognition of St. Mary CSS Finalists for the Ontario Catholic School Trustees' Association Short Video Contest 2017	
D.	<u>NOTICES OF MOTIONS</u>	
E.	<u>DECLARATIONS OF INTEREST</u>	
e.1	Declaration of conflict of interest	
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G. PRESENTATION

- g.1 Safe and Caring Schools Update – Janine Bowyer, Superintendent of Education
- g.2 Chaplains Report – Rosemary Leclair, Superintendent of Education
- g.3 Multi-Year Budget Framework – Ryan Putnam, Superintendent of Business

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 February 26, 2018

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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, January 22, 2018.

Trustees Present

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

Staff Present

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

Student Trustees

A. Paul
M. Malkin

A. OPEN SESSION CALL TO ORDER

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

a.1 MOTION TO MOVE IN CAMERA

Motion No. B2018-01-22-01

Motion to Move In Camera

Moved by J. Oldman seconded by J. McCafferty

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

Carried

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

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

a.2 NATIONAL ANTHEM – O CANADA

Jillian Foote, Grade 5 student of St. Joseph Catholic School (Uxbridge) sang O Canada.

a.3 ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Chapman 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

Trustee LeFort attended by teleconference.

B. APPROVAL OF AGENDA

ITEM b1. CHANGES TO THE PRINTED AGENDA

Item I.3.1 Executive Compensation moved to Item I.4.2.

ITEM b.2 APPROVAL OF AGENDA

Motion No. B2018-01-22-02

Approval of Agenda

Moved by T. Corless seconded by P. Pulla

“THAT the Durham Catholic District School Board approve the agenda of the Monday, January 22, 2018 Regular Board Meeting as amended.”

Carried

C. ANNOUNCEMENTS**c.1. ANNOUNCEMENTS FROM THE IN CAMERA SESSION OF THE REGULAR BOARD MEETING OF JANUARY 22, 2018**

Vice Chair Forster made the following announcements:

PLACEMENT OF SECONDARY VICE PRINCIPAL

Effective January 29, 2018:

<u>Name:</u>	<u>Current Placement:</u>	<u>New Placement:</u>
Kate Remiz	Student Services Coordinator	Monsignor John Pereyma Catholic Secondary School.

PLACEMENT OF ELEMENTARY PRINCIPAL

Effective January 29, 2018:

<u>Name:</u>	<u>Current Placement:</u>	<u>New Placement:</u>
Fredericks, Jasmine	Vice Principal Msgr John Pereyma C.S.S.	Principal St. Thomas Aquinas C.S.

ELEMENTARY PRINCIPAL TRANSFER

Effective January 29, 2018:

<u>Name:</u>	<u>Current Placement:</u>	<u>New Placement:</u>
Jennifer Harvey	St. Thomas Aquinas CS	St. Josephine Bakhita CS

SECONDMENT TO MINISTRY OF EDUCATION

Secondment of Mariah O'Reilly, Principal, St. Josephine Bakhita Catholic School, to the position of Education Officer with the Ministry of Education, effective January 29, 2018

ELEMENTARY VICE PRINCIPAL TRANSFERS

effective February 5, 2018:

<u>Name:</u>	<u>Current Placement</u>	<u>New Placement:</u>
Catherine Tynan	St. John Bosco CS	Monsignor Philip Coffey CS and St. Thomas Aquinas CS

<u>Name:</u>	<u>Current Placement</u>	<u>New Placement:</u>
Elizabeth Torok-Orban	St. Luke the Evangelist CS	St. John Bosco CS

APPOINTMENT AND PLACEMENT OF INTERIM ELEMENTARY VICE PRINCIPAL

Effective February 5, 2018

<u>Name:</u>	<u>Current Placement</u>	<u>New Placement</u>
Carmela Alexander:	St. Christopher CS	Interim Elementary Vice Principal

<u>Name:</u>	<u>New Placement:</u>
Carmela Alexander	Interim Elementary Vice Principal, St. Luke the Evangelist CS

RETIREMENTS

<u>Name</u>	<u>Current Position</u>	<u>Effective</u>
Michael A. Savage.	Teacher, St. Leo C.S.	December 31, 2017

D. NOTICES OF MOTIONS

None.

E. DECLARATION OF INTEREST

None.

F. ACTIONS TO BE TAKEN

APPROVAL AND SIGNING OF MINUTES – DECEMBER 18, 2017 REGULAR BOARD MEETING

Motion No. B2018-01-22-03

Approval and Signing of Minutes

Moved by J. Oldman seconded by P. Pulla

“THAT the Durham Catholic District School Board approve the Minutes of the Open session of the December 18, 2017 Regular Board Meeting.”

Carried

BUSINESS ARISING FROM THE OPEN SESSION OF THE REGULAR BOARD MEETING OF DECEMBER 18, 2017

None

G. PRESENTATIONS

g. 1 DAILY PHYSICAL EDUCATION INITIATIVE

Superintendent Barill and staff presented research and data on the benefits of incorporating increased moderate to vigorous intensity Daily Physical Activity (DPA) for children. They noted that in September 2017 the Board launched the #DCDSBMoves campaign, placing a renewed focus on DPA and its importance to student achievement and well-being. The campaign supports the Ministry of Education's mandate to ensure students in elementary schools across the province receive a minimum of 20 minutes of daily, quality physical activity.

g.2 LONG TERM ACCOMMODATION PLAN 2018-2022

Superintendent Camozzi and Manager of Planning and Admissions, Lewis Morgulis presented the five-year Long-Term Accommodation Plan (LTAP) which included proposed actions for 2018-2022. The proposed actions presented include the expansion of child care centres, reducing the number of portable classrooms, and proposed actions to be submitted to the Ministry of Education for approval. Trustee Corless inquired on the possible boundary change for Monsignor Paul Dwyer Catholic High School. She noted that the boundary around Highway 2 and Townline, currently feeds to Msgr. John Pereyma and expressed concern that it should be reviewed. Superintendent Camozzi noted that a full review of Msgr. Paul Dwyer CHS and Msgr. John Pereyma CSS will take place following the Ministry of Education approval for a new Msgr. Paul Dwyer CHS.

g.3 DIRECTOR'S ANNUAL REPORT 2016-2017

Director O'Brien presented the 2016-2017 Director's Annual Report to the Community. The Theme of the report, A Year of Community, reflects the completion of the second year of the board's three-year New Evangelization plan and our guiding principles of Excellence, Equity and New Evangelization. She reviewed strategic accomplishments in each pillar:

- Witnessing Faith
- Teaching and Learning
- Expanding Pathways
- Inspiring Leadership
- Celebrating Inclusion
- Serving in Partnership
- Emerging Technology
- Advancing Communications
- Managing Resources
- Continuing Education
- Learning and Living in Faith

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 OF JANUARY 22, 2018

Vice Chair Forster deemed the Motions read from the In Camera session of the January 22, 2018 Board meeting.

J. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None

K. COMMITTEE REPORTS

k.1.1 IPRC REPORT FOR DECEMBER 2017

Motion No. B2018-01-22-04

IPRC Report for December 2017

Moved by J. Oldman seconded by J. McCafferty

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

Carried

k.1.2 SPECIAL EDUCATION ADVISORY COMMITTEE MEETING – JANUARY 2018

Motion No. B2018-01-22-05

Special Education Advisory
Committee Meeting – January 9,
2018

Moved by J. Oldman seconded by J. McCafferty

“THAT the Durham Catholic District School Board accept the report of the January 9, 2018 Special Education Advisory Committee meeting.”

Carried

k.2. MATTERS REFERRED FROM COMMITTEE

None

L. STAFF REPORTS

I.1. TEACHING AND LEARNING

I.1.1 DAILY PHYSICAL EDUCATION INITIATIVE

Motion No. B2018-01-22-06

Daily Physical Education Initiative

Moved by T. Corless seconded by J. McCafferty

“THAT the Durham Catholic District School Board receive and file as information the verbal report on the 2017-2018 Board initiative to revitalize Daily Physical Activity for students.”

Carried

I.2 FACILITIES SERVICES

I.2.1 LONG TERM ACCOMMODATION PLAN 2018-2022

Motion No. B2018-01-22-07

Long Term Accommodation Plan
2018-2022

Moved by K. LeFort seconded by P. Pulla

“THAT the Durham Catholic District School Board receive and file as information the report entitled Long Term Accommodation Plan 2018-2022 dated January 22, 2018.”

Carried

Motion No. B2018-01-22-08

Long Term Accommodation Plan
2018-2022

Moved by K. LeFort seconded by P. Pulla

“THAT the Durham Catholic District School Board approve the Guiding Principles of the Long Term Accommodation Plan 2018-2022 dated January 22, 2018.”

Carried

Motion No. B2018-01-22-09

Long Term Accommodation Plan
2018-2022

Moved by K. LeFort seconded by P. Pulla

“THAT the Durham Catholic District School Board approve the actions proposed for 2017 within the Long Term Accommodation Plan 2018-2022 dated January 22, 2018.”

Carried

I.2.1 LONG TERM ACCOMMODATION PLAN 2018-2022 - continued

Motion No. B2018-01-22-10

Long Term Accommodation Plan
2018-2022

Moved by K. LeFort seconded by P. Pulla

“THAT the Durham Catholic District School Board approve, “In Principle”, the actions proposed for 2019-2022 within the Long Term Accommodation Plan 2018-2022 dated January 22, 2018.”

Carried

L. 3 DIRECTOR’S REPORT

I.3.2 OUT OF PROVINCE TRAVEL

Motion No B2018-01-22-11.

Out of Province Travel

Moved by J. Oldman seconded by T. Corless

THAT the Durham Catholic District School Board approve up to three (3) staff member(s) to travel to the following Faculty of Education Teacher Candidate Recruitment Fairs:

- University of New Brunswick in Fredericton, NB - January 25, 2018 (joint Fair with St. Thomas University and UPEI);
- Mount St. Vincent University, Halifax, NS – January 27, 2018 (joint Fair with Acadia, St. Francis Xavier and St. Anne Universities); and
- McGill University, Montreal, PQ - February 5, 2018.”

Carried

I.3.3 OUT OF PROVINCE TRAVEL

Motion No. B2018-01-22-12

Out of Province Travel

Moved by P. Pulla seconded by J. McCafferty

“THAT the Durham Catholic District School Board approve the attendance of a staff member at the national Education Research Development & Innovation (ERDI) Spring 2018 Symposium, scheduled for April 4 – April 7, 2018 in Kelowna, British Columbia.”

Carried

I.3.4 DIRECTOR'S ANNUAL REPORT 2016-2017Motion No. B2018-01-22-12Out of Province Travel

Moved by P. Pulla seconded by J. McCafferty

“THAT the Durham Catholic District School Board receive and file as information the 2017 Director’s Annual Report.”

Carried

I.3.5 DIRECTOR'S VERBAL REPORT

The Director asked the Catholic learning community to keep Durham Catholic secondary students in their prayers for a successful completion of their first semester as they prepare for exams. She thanked staff for preparing our students throughout their educational journeys.

Director O’Brien thanked all parents who enrolled their younger students for Kindergarten and French Immersion for September 2018, noting that the board continues to welcome new registrations throughout the year.

The Director shared news about the launch of the Elephant in the Room Campaign for staff across the system. The campaign is part of an ongoing effort to raise awareness about mental illness and reduce the stigma is sometimes associated with it. She thanked Student Services staff and members of the Employee Wellness Committee for their commitment to this program and ending stigma. She also encouraged everyone to participate in Bell Let’s Talk Day on Wednesday, January 31, recognizing that this national initiative is supported by DCDSB’s *Together for Mental Health* strategic plan for mental health and addictions, and encourages students and families to talk more about mental health and understand the importance of recognizing when to seek help. This day complements many activities that take place throughout the year in support of DCDSB’s mental health strategy, the training that is available for staff, and the mental health curriculum that is taught in classrooms.

The Director noted other board-wide celebrations coming up in February, including Black History Month, Stand Up to Bullying Week and Pink Shirt Day. In preparation for the upcoming Lenten journey with Ash Wednesday on February 14, Director O’Brien wished students, staff and families a peaceful retreat in the anticipation of the resurrection of Jesus Christ. She also extended her best wishes for a joyous Family Day.

L.4 CHAIR'S REPORT

I.4.1 EXECUTIVE COMPENSATION PROGRAM

Trustees agreed that the following Motion will be tabled to a future Board meeting.

Motion No. B2018-01-22-13

Executive Compensation
Program

“THAT the Durham Catholic District School Board approved the proposed Executive Compensation Program as vetted with and endorsed by the Ministry of Education”.

Tabled

I.5.1 CHAIR'S VERBAL REPORT

Chair Chapman noted that trustees recently attended the annual professional development seminar for members of the Ontario Catholic School Trustees' Association (OCSTA). This year's theme was Advancing the Catholic Education Agenda in Ontario. She said it was a welcome opportunity to learn and discuss how we can work together to strengthen our thriving school system.

Chair Chapman acknowledged a special announcement from the Ministry of Education prior to the Christmas Break regarding funding for the expansion of child care centres at Good Shepherd and Monsignor Philip Coffey Catholic Schools. She extended gratitude on behalf of the Board of Trustees to the province and our valued child care partners for making Durham schools a priority.

The Chair congratulated students who celebrated the completion of Centre of Success programs in January, thanking staff members from both Durham College and Father Donald MacLellan Catholic Secondary School for providing a safe and encouraging environment for learning and personal development.

Chair Chapman was grateful to have the opportunity to visit Monsignor John Pereyma Catholic Secondary School's art exhibition and vocal performance at Carruthers Creek Marsh Pavilion, where students displayed their vocal talents and showcased a collaborative art piece of daVinci's Virgin Child with St. Anne. She also attended the 8th annual coffeehouse at Father Don McLellan Catholic Secondary School, where students and staff performed in a spirit of friendship and collaboration.

The Chair invited fellow trustees and the Durham Catholic learning community to attend the next event in the Parents as Partners series, Connection is Key: Promoting Positive Mental Health. Featuring Dr. Jean Clinton, the event will take place on February 27 at Father Leo J. Austin Catholic Secondary School through the Special Education Advisory Committee and Parents Reaching Out Grant.

As we move closer to the Lenten season, the Chair wished everyone a peaceful journey of both reflection and anticipation.

I.5.2 STUDENT TRUSTEES' REPORT

Student Trustee Malkin and Paul provided Trustees with copies of the 2017 Report on Ontario Student, Parent and Educator Survey and a copy of the handout from OSTA/AECO "A Turning Point for Education: The Student Platform". The Student Trustees noted that following discussion at OCSTA, students are pursuing two partnership opportunities: with WE organization for a poverty initiative in Tanzania and Durham District School Board for a street patrol in Toronto. Other events that are being considered are: In the Steps of Jesus Walk.

a.1 MOTION TO MOVE IN CAMERA

Motion No. B2018-01-22-14

Motion to Move In Camera

Moved by T. Corless seconded by P. Pulla

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

Carried

RESUMPTION OF OPEN SESSION (11:15 P.M.)

P. ADJOURNMENT

Motion No. B2018-01-22-15

Adjournment

Moved by J. McCafferty, seconded by P. Pulla

"THAT the Durham Catholic District School Board adjourn the Regular Board Meeting of Monday, January 22, 2018."

Carried

Tricia Chapman, Chair of the Board
Durham Catholic District School Board

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

(11:15 p.m.)

V. Kunar, Recording Secretary



Durham Catholic District School Board

MINUTES of the **OPEN SESSION** of the Special Board Meeting of the Durham Catholic District School Board which was held in the Board Room of the Catholic Education Centre, 650 Rossland Road West, in Oshawa on Monday, January 29, 2018.

Trustees Present

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

Staff Present

A. O'Brien

With Regrets

J. Rinella

Guests

E. Roher, Legal Counsel
(teleconference) – January 29, 2018
M. Axlerod, Legal Counsel
(teleconference) – January 30, 2018

CALL TO ORDER

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

a.1 MEMORIALS AND PRAYERS

Vice Chair Forster offered the opening prayer.

a.2 ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Chapman acknowledged Traditional Lands and Territory.

a.3 ROLL CALL AND APOLOGIES

Trustees LeFort, McCafferty and Pulla attended by teleconference. Trustee Rinella sent regrets.

APPROVAL OF AGENDA

b.1 CHANGES TO THE PRINTED AGENDA

None

b.2 APPROVAL OF AGENDA

Motion No. SB2018-01-29-01

Approval of Agenda

Moved by P. Pulla, seconded by M. Forster

“THAT the Durham Catholic District School Board approve the agenda for Open session of the Special Board Meeting of Monday, January 29, 2018 as printed.”

Carried

ITEM c.1 DECLARATION OF CONFLICT OF INTEREST

None.

BUSINESS

d.1 MOTION TO MOVE IN CAMERA

Motion No. B2018-01-29-02

Motion to Move In Camera

Moved by P. Pulla seconded by J. Oldman

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

Carried

RESUMPTION OF OPEN SESSION (8:10 P.M.)

RECESS CALLED (8:15 P.M.)

Chair Chapman called a recess. Trustees agreed to resume the Special Board meeting on Tuesday, January 30, 2018 at 6:00 p.m.

RESUMPTION OF OPEN SESSION- JANUARY 30, 2018 (6:00 P.M.)

The Special Board meeting resumed in the Director's Conference Room of the Catholic Education Centre, 650 Rossland Road West, in Oshawa on Tuesday, January 30, 2018.

Trustees Present

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

Staff Present

A. O'Brien

With Regrets

J. Rinella

Guest

M. Axelrod, Legal Counsel
(teleconference)

MOTION TO MOVE IN CAMERA

Motion No. B2018-01-30-03

Motion to Move In Camera

Moved by P. Pulla seconded by J. Oldman

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

Carried

RESUMPTION OF OPEN SESSION- JANUARY 30, 2018 (9:05 P.M.)

i.1 MOTIONS TO BE READ IN OPEN SESSION FROM THE IN CAMERA SESSION OF THE BOARD MEETING OF JANUARY 29, 2018

Chair Chapman deemed the Motions read from the In Camera session of the January 29, 2018 Board meeting.

ADJOURNMENT

Motion No. BI2018-01-29-04

Adjournment

Moved by P. Pulla seconded by J. Oldman

“THAT the Durham Catholic District School Board adjourn the Special Board Meeting of Monday, January 29, 2018.”

Carried

Tricia Chapman, Chair of the Board
Durham Catholic District School Board

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

(9:02 p.m.)

Recording Secretary: V. Kunar



MINUTES of the **OPEN SESSION** of the Regular Board Meeting (Policy) 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, February 5, 2018.

Trustees Present

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

Staff Present

B. Camozzi, Director Designate
J. Mullins
J. Bowyer
B. Camozzi
M. Gray
R. Leclair
G. O'Reilly
T. Barill
R. Putnam (teleconference)

Student Trustees

A. Paul
M. Malkin

With Regrets

A. O'Brien

OPEN SESSION CALL TO ORDER

Chair Chapman called the Open Session to order at 7:33 p.m.

ITEM a.1 MOTION

ITEM a.2 MEMORIALS AND PRAYERS

P. Pulla 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. B2018-02-05-01

Approval of Agenda

Moved by P. Pulla, seconded by M. Forster

“THAT the Durham Catholic District School Board approve the agenda of the February 5, 2018 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. B2018-02-05-02

Roster of Policies and Administrative Procedures

Moved by T. Corless, seconded by P. Pulla

“THAT the Durham Catholic District School Board receive and file as information the Roster of Polices and Administrative Procedures – February 5, 2018.”

Carried

ITEM I1.2 FIRE SAFETY ADMINISTRATIVE PROCEDURE

Trustees inquired if procedures were consistent with Fire Department practices and the impact for employees if they do not follow as specified. Superintendent Camozzi advised that it was and during an emergency, employees are expected to react in a reasonable fashion. With regard to notification process, Superintendent Bowyer noted that an Emergency Preparedness Board Committee provided input to the creation of the Administrative Procedure and it is connected to the Crisis Communication Administrative Procedure (AP440-2) and Emergency Notification Administrative Procedure (AP 414-8).

Motion No. B2018-02-05-03

Fire Safety Administrative Procedure

Moved by K. LeFort, seconded by M. Forster

“THAT the Durham Catholic District School Board receive and file as information the Fire Safety Administrative Procedure (AP414-1).”

Carried

ITEM I1.3 DISABILITY MANAGEMENT POLICY

Motion No. B2018-02-05-04

Disability Management Policy

Moved by K. LeFort, seconded by T. Corless

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

Carried

ITEM I1.4 REVISED DISABILITY MANAGEMENT ADMINISTRATIVE PROCEDURE

Motion No. B2018-02-05-05

Revised Disability Management Administrative Procedure

Moved by K. LeFort, seconded by T. Corless

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

Carried

ITEM I1.5 REVISED SUBSTANCE ABUSE PREVENTION/INTERVENTION ADMINISTRATIVE PROCEDURE

Discussion ensued regarding the proposed legalization of cannabis and medical marijuana. Superintendent Camozzi noted that a thorough review including consultation with the Durham Health Department will take place as needed. Vice-Chair Forster inquired about the process in relation to employees when there is substance abuse. Superintendent Gray confirmed that there is a process that respects the dignity and worth with potential supports included for employees.

Motion No. B2018-02-05-06

Revised Substance Abuse Prevention/Intervention Administrative Procedure

Moved by M. Forster, seconded by P. Pulla

“THAT the Durham Catholic District School Board receive and file as information the revised Substance Abuse Prevention/Intervention Administrative Procedure (AP312-2).”

Carried

ITEM I1.6 EMPLOYEE CONFLICT OF INTEREST POLICY

Motion No. B2018-02-05-07

Employee Conflict of Interest Policy

Moved by T. Corless, seconded by K. LeFort

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

Carried

ITEM I1.7 REVISED EMPLOYEE CONFLICT OF INTEREST ADMINISTRATIVE PROCEDURE

Trustee Pulla asked for clarification pertaining to hospitality, business gifts and honoraria, and indicating the distinction pertaining to charitable organizations. Superintendent Camozzi duly noted and advised that it will be amended.

Motion No. B2018-02-05-08

Revised Employee Conflict of Interest Administrative Procedure

Moved by T. Corless, seconded by K. LeFort

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

Carried

ITEM I1.8 REVISED APPLICATION TO THE LEADERSHIP POSITION OF CONSULTANT/COORDINATOR ADMINISTRATIVE PROCEDURE

Motion No. B2018-02-05-09

Revised Application to the Leadership Position of Consultant/Coordinator Administrative Procedure

Moved by J. Oldman, seconded by K. LeFort

“THAT the Durham Catholic District School Board receive and file as information the revised Application to the Leadership Position of Consultant/Coordinator Administrative Procedure (AP325-2).”

Carried

ITEM I1.9 HEARING PROTECTION ADMINISTRATIVE PROCEDURE

Student Trustee Paul inquired about construction noise in schools and acceptable levels of noise. Superintendent Camozzi advised that staff, project and site managers routinely monitor noise during renovation projects.

Motion No. B2018-02-05-10

Hearing Protection Administrative Procedure

Moved by J. McCafferty, seconded by M. Forster

“THAT the Durham Catholic District School Board receive and file as information the Hearing Protection Administrative Procedure (AP318-1).”

Carried

ITEM I1.10 DRONE SAFETY ADMINISTRATIVE PROCEDURE

Vice-Chair Forster inquired if Board insurance is applicable if there are incidents involving drones. Superintendent Camozzi confirmed that there is and noted that drone operators are required to follow federal legislation as noted in the Administrative Procedure.

Motion No. B2018-02-05-11

Drone Safety Administrative Procedure

Moved by P. Pulla, seconded by J. McCafferty

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

Carried

ITEM I1.11 REVISED INDOOR ENVIRONMENTAL QUALITY (IEQ) ADMINISTRATIVE PROCEDURE

Trustee LeFort inquired about inspection timelines. Superintendent Camozzi noted that they are inspected on an ongoing , in addition, Durham Regional Health Department randomly selects portables for inspection annually across the Region.

Motion No. B2018-02-05-12

Revised Indoor Environmental Quality (IEQ) Administrative Procedure

Moved by T. Corless, seconded by K. LeFort

“THAT that Durham Catholic District School Board receive and file as information the revised Indoor Environmental Quality (IEQ) Administrative Procedure (AP318-7)”

Carried

ITEM I1.12 STAFFING POLICY

Motion No. B2018-02-05-13

Staffing Policy

Moved by K. LeFort, seconded by M. Forster

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

Carried

ITEM I1.13 REVISED PERSONNEL FILE: REVIEW BY EMPLOYEE ADMINISTRATIVE PROCEDURE

Motion No. B2018-02-05-14

Revised Personnel File: Review by Employee Administrative Procedure

Moved by T. Corless, seconded by J. Oldman

“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 I1.14 REVISED TEACHER RECRUITMENT AND HIRING ADMINISTRATIVE PROCEDURE

Chair Chapman inquired whether Universities are providing Religion pre-service qualifications. Superintendent Camozzi confirmed that Ontario Universities are providing the Religion pre-service course and that the Religion Additional Qualifications Part 1 is offered by Service Providers such as OECTA and UOIT.

Motion No. B2018-02-05-15

Revised Teacher Recruitment and Hiring
Administrative Procedure

Moved by J. McCafferty, seconded by J. Oldman

“THAT the Durham Catholic District School Board receive and file as information the revised Teacher Recruitment and Hiring Administrative Procedure (AP328-2).”

Carried

ITEM I1.15 EMPLOYEES RUINNING FOR, AND/OR ELECTED TO PUBLIC OFFICE POLICY

Motion No. B2018-02-05-16

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

Moved by T. Corless, seconded by J. McCafferty

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

Carried

ITEM I1.16 REVISED TEACHER TRANSFERS ADMINISTRATIVE PROCEDURE

Motion No. B2018-02-05-17

Revised Teacher Transfers Administrative
Procedure

Moved by T. Corless, seconded by J. McCafferty

“THAT the Durham Catholic District School Board receive and file as information the revised Teacher Transfers Administrative Procedure (AP328-3).”

Carried

ITEM I1.17 REVISED ALLOCATION OF TEACHING STAFF ADMINISTRATIVE PROCEDURE

Motion No. B2018-02-05-18

Revised Allocation of Teaching Staff
Administrative Procedure

Moved by J. McCafferty, seconded by T. Corless

“THAT the Durham Catholic District School Board receive and file as information the revised Allocation of Teaching Staff Administrative Procedure (AP328-4).”

Carried

ITEM I1.18 REVISED STAFF ABSENCE: SEVERE WEATHER CONDITIONS ADMINISTRATIVE PROCEDURE

Vice-Chair Forster inquired about the status of supervision of students at school when buses are cancelled. Superintendent Camozzi noted school administration ensure that there is adequate supervision of teacher and support staff available.

Motion No. B2018-02-05-19

Revised Staff Absence: Severe Weather
Conditions Administrative Procedure

Moved by P. Pulla, seconded by M. Forster

“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 I1.19 INCLUSION POLICY

Motion No. B2018-02-05-20

Inclusion Policy

Moved by T. Corless, seconded by J. McCafferty

“THAT the Durham Catholic District School Board approve the Third and Final Reading of the Inclusion Policy.”

Carried

ITEM I1.20 INCORPORATING APPLIED BEHAVIOURAL ANALYSIS METHODS FOR STUDENTS WITH AUTISM SPECTRUM DISORDER ADMINISTRATIVE PROCEDURE

Motion No. B2018-02-05-21

Incorporating Applied Behavioural Analysis
Methods for Students with Autism Spectrum
Disorder Administrative Procedure

Moved by J. McCafferty, seconded by J. Oldman

“THAT the Durham Catholic District School Board receive and file as information the Incorporating Applied Behavioural Analysis Methods for Students with Autism Spectrum Disorder Administrative Procedure (AP804-1).”

Carried

ITEM I1.21 APPLICATION FOR CHANGE OF SALARY LEVEL/RESPONSIBILITY ALLOWANCE ADMINISTRATIVE PROCEDURE

Motion No. B2018-02-05-22

Application for Change of Salary
Level/Responsibility Allowance Administrative
Procedure

Moved by J. McCafferty, seconded by J. Oldman

“THAT the Durham Catholic District School Board rescind the Application for Change of Salary Level/Responsibility Allowance Administrative Procedure AP459).”

Carried

**ITEM I1.22 EMPLOYEE PROFESSIONAL IMPROVEMENT PROGRAM – CUPE
SECRETARIAL/CLERICAL/TECHNICAL/CUSTODIAL/MAINTENANCE
AND NON-UNION EMPLOYEES ADMINISTRATIVE PROCEDURE**

Motion No. B2018-02-05-23

Employee Professional Improvement Program –
CUPE
Secretarial/Clerical/Technical/Custodial/Maintena
nce and Non-Union Employees Administrative
Procedure

Moved by J. McCafferty, seconded by J. Oldman

“THAT the Durham Catholic District School Board rescind the Employee Professional Improvement Program – CUPE Secretarial/Clerical/Technical/Custodial/Maintenance and Non-Union Employees Administrative Procedure AP427).”

Carried

**ITEM I1.23 EMPLOYEE PROGRESS REPORT INVOLVING PROBATIONARY PERIOD
ADMINISTRATIVE PROCEDURE**

Motion No. B2018-02-05-24

Employee Progress Report Involving
Probationary Period Administrative Procedure

Moved by J. McCafferty, seconded by J. Oldman

“THAT the Durham Catholic District School Board rescind the Employee Progress Report Involving Administrative Procedure AP459).”

Carried

**ITEM I1.24 REQUEST FOR ADDITIONAL TEMPORARY HELP (FOR CATHOLIC
EDUCATION CENTRE ONLY) ADMINISTRATIVE PROCEDURE**

Motion No. B2018-02-05-25

Request for Additional Temporary Help (for
Catholic Education Centre only) Administrative
Procedure

Moved by J. McCafferty, seconded by J. Oldman

“THAT the Durham Catholic District School Board rescind the Request for Additional Help (for Catholic Education Centre only) Administrative Procedure AP410).”

Carried

**ITEM I1.25 STAFF ABSENCE: PREGNANCY/PARENTAL LEAVE OF ABSENCE
ADMINISTRATIVE PROCEDURE**

Motion No. B2018-02-05-26

Staff Absence: Pregnancy/Parental Leave of
Absence Administrative Procedure

Moved by J. McCafferty, seconded by J. Oldman

“THAT the Durham Catholic District School Board rescind the Staff Absence:
Pregnancy/Parental Leave of Absence Administrative Procedure AP406).”

Carried

**ITEM I1.26 USE OF OCCASIONAL TEACHERS ON PROFESSIONAL ACTIVITY DAYS
ADMINISTRATIVE PROCEDURE**

Motion No. B2018-02-05-27

Use of Occasional Teachers on Professional
Activity Days Administrative Procedure

Moved by J. McCafferty, seconded by J. Oldman

“THAT the Durham Catholic District School Board rescind the Use of
Occasional Teachers on Professional Activity Days Administrative Procedure
AP456).”

Carried

**ITEM I1.27 MONTHLY STAFF AND ENROLMENT REPORT: ELEMENTARY
SCHOOLS ADMINISTRATIVE PROCEDURE**

Motion No. B2018-02-05-28

Monthly Staff and Enrolment Report: Elementary
Schools Administrative Procedure

Moved by J. McCafferty, seconded by J. Oldman

“THAT the Durham Catholic District School Board rescind the Monthly Staff
and Enrolment Report: Elementary Schools Administrative Procedure
AP310).”

Carried

**ITEM I1.28 MONTHLY STAFF AND ENROLMENT REPORT: SECONDARY SCHOOLS
ADMINISTRATIVE PROCEDURE**

Motion No. B2018-02-05-29

Monthly Staff and Enrolment Report: Secondary
Schools Administrative Procedure

Moved by J. McCafferty, seconded by J. Oldman

“THAT the Durham Catholic District School Board rescind the Monthly Staff
and Enrolment Report: Secondary Schools Administrative Procedure
AP311).”

Carried

CORRESPONDENCE

None

INQUIRIES AND MISCELLANEOUS

Superintendent Camozzi provided an update on the Provincial discussions related to student excursions involving water and prevalent medical conditions for students diagnosed with Asthma, Anaphylaxis, Epilepsy and Diabetes.

PENDING ITEMS

None

ADJOURNMENT

Motion No. B2018-02-05-30

Adjournment

Moved by K. LeFort, seconded by M. Forster

“THAT the Durham Catholic District School Board adjourn the Regular Board Meeting of Monday, February 5, 2018.”

Carried

CLOSING PRAYER

J. Rinella closed the meeting with a prayer.

Tricia Chapman, Chair of the Board
Durham Catholic District School Board

Bob Camozzi, Superintendent of Education
Durham Catholic District School Board

(9:06 p.m.)



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: February 26, 2018

Subject: **Record Keeping of Minutes of Board and Committee Meetings**

Origin: Ryan Putnam, Superintendent of Business & CFO
Bob Camozzi, Superintendent of Facilities Services
Ronald Rodriguez, Chief Information Officer

RECOMMENDATIONS:

Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board receive as information the Record Keeping of Minutes of Board and Committee Meetings report dated February 26, 2018."

Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board approve the replacement of the Board Room Audio Visual System as per Option 1."

Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board conduct a review of the recording process and published content of Minutes in school boards and other public sector organizations."

RATIONALE:

On November 27, 2017 Trustees approved a motion directing staff to investigate different means and practices of record keeping of minutes of Board and Committee meetings (per the attached Notice of Motion). In preparing this report staff has undertaken the following actions: survey of all School Boards in Ontario as to their record keeping practices; investigated the cost of transcription services; and assessed the functionality and remaining service life of the current Board Room AV system.

To: Board of Trustees
Re: Record Keeping of Minutes
Date: February 26, 2018

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Survey Results

All 72 School Boards in Ontario were asked to respond to a two question multiple choice survey via Survey Monkey. 53 of the 72 Boards responded to the survey. The results of the survey are attached.

Minute Practices

Question 1 of the survey asked Boards to indicate the level of detail captured in the official minutes of Board and Committee meetings. The majority of respondents (35 of 53) indicated that their minutes reflect a synopsis of the proceedings similar to the Board's current practice. 7 respondents indicated that a more detailed summary is provided while 11 respondents indicated that only the motion and outcome is reported. Of the 53 responses no Board indicated that it prepares or maintains verbatim minutes.

Transcription Services

Staff investigated the provision of verbatim minutes by way of court reporter and also via transcription of either audio or video recording. Pricing for a court reporter is \$60 an hour with a 3 hour minimum for attendance at meetings with transcription of a verbatim transcript at a cost of \$5.45 per page with a standard delivery time of 10 to 15 business days. Expedited services are available at an additional charge. Transcription of a recorded meeting (audio or video) would be price determinant based on the quality of the recording and level of detail required.

Current Audio/Video System

With the assistance of a professional consultant staff assessed the current Board Room AV system. The system utilizes components of previous sound and AV systems and while still functional it was noted that the decoder (a main component of the system) is becoming antiquated to today's digital technology requirements. Recent challenges with clarity of reception for teleconference participants is also an increasing concern given the frequency by which electronic attendance at meetings is required for out of town participants. Furthermore, the current system is not presently functional to support audio or video recording should either or both functions be considered a desired practice. Staff investigated the cost of replacing the existing AV system with various levels of functionality as follows:

- Option 1 - replacement of current AV system - \$80,000
- Option 2 - Option 1 plus push button audio recording capability - \$85,000
- Option 3 - Option 2 plus push button video recording capability via one ceiling mounted camera - \$100,000
- Option 4 - Option 3 plus live stream capability - \$110,000
- Option 5 - Option 4 with three ceiling mounted cameras - \$160,000

To: Board of Trustees
Re: Record Keeping of Minutes
Date: February 26, 2018

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Video Recording and Live Stream Considerations

In addition to the above capital costs video recording and/or live streaming also requires consideration of the following additional ongoing costs: annual live stream licensing requirement of \$3,000; human resource costs relating to technician support at each meeting (one hour prior and for the duration of the meeting - cost of a three hour meeting would be \$200); and further time to edit and post the final version of the feed for the official archive (estimated to be a half day per meeting at a cost in staff time of \$200). The feed itself would be housed on the Board's YouTube site at no cost. In addition to the above costs the potential for technical difficulties during live stream was noted as a challenge encountered by the few Boards who employ the practice. Further considerations associated with video recording and/or live streaming meetings for public viewing include the need to develop policies and procedures to address any privacy related considerations and loss of the Board Room for in-camera sessions prior to Open session to allow for any set up, testing and troubleshooting of the system to mitigate the potential for technical issues during the public meeting.

Recommendations

Based on the survey results, current AV system assessment, and resultant cost considerations staff is recommending the following:

- 1) Replacement of the current Board Room AV system as per Option 1; and
- 2) Maintain the current practice of preparing minutes which are a synopsis of the proceedings in support of the official motion and transaction.

Staff is recommending replacement of the current AV system (Option 1) in order to ensure there is a reliable system with proper sound quality in the main Board Room during public meetings and to provide the basic infrastructure to support potential additional functionality in the future. Should Trustees wish to maintain a recording of meetings for archive purposes staff would recommend Option 2 (system replacement with push button audio recording capability). The audio recording would be archived and remain available for historical reference and would assist the Board's Executive Officer in maintaining and preparing official minutes of meetings. It should be noted that the additional functionality outlined in Options 2 to 5 can be added at any time dependent on the needs and desired practices of the Board. The replacement of the AV system will be funded through the Multi-Year Technology Program which is already accounted for in the Board's Annual Operating Budget.

AOB:RP:br
Attachments

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.

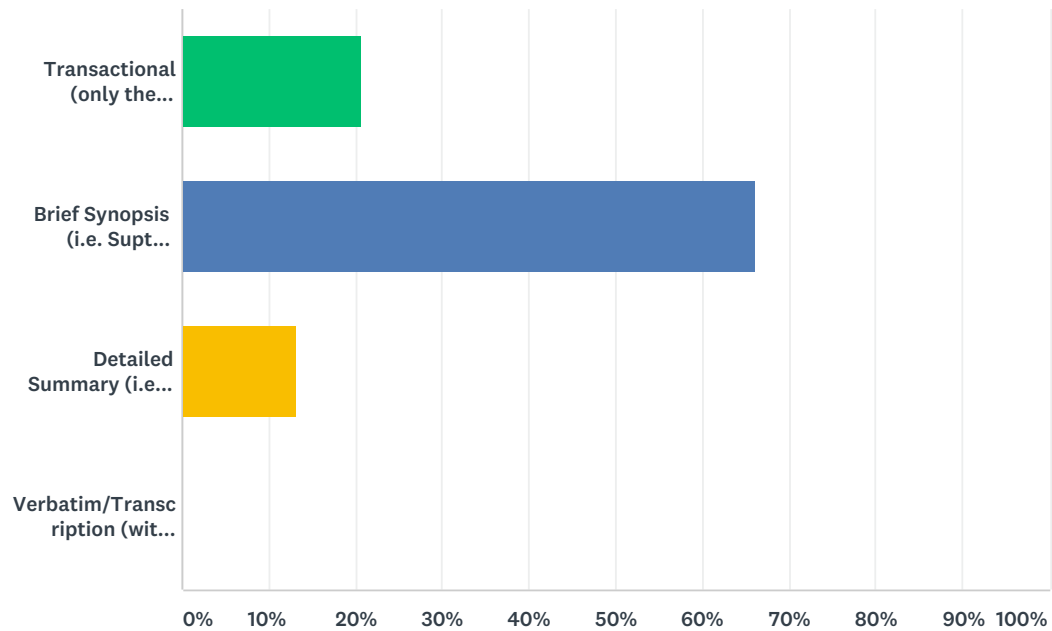
Moved by Paul Pulla, Trustee for the City of Oshawa

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

Q1 Are the official published minutes of your Board and Committee meetings:

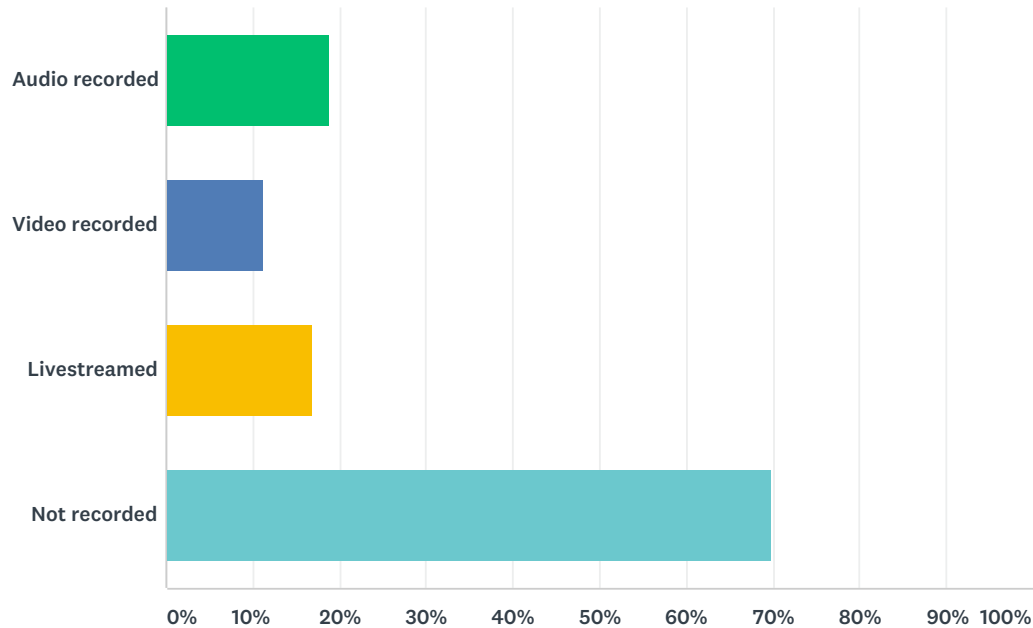
Answered: 53 Skipped: 0



ANSWER CHOICES	RESPONSES	
Transactional (only the mover, second, motion and result - i.e. Carried or Defeated)	20.75%	11
Brief Synopsis (i.e. Supt Putnam reviewed the Budget Booklet and responded to questions)	66.04%	35
Detailed Summary (i.e. Trustee Jones asked how the program would be funded to which staff replied...)	13.21%	7
Verbatim/Transcription (with or without the use of a Court Reporter)	0.00%	0
TOTAL		53

Q2 Are your Board Meetings (choose 1 or more):

Answered: 53 Skipped: 0



ANSWER CHOICES	RESPONSES	
Audio recorded	18.87%	10
Video recorded	11.32%	6
Livestreamed	16.98%	9
Not recorded	69.81%	37
Total Respondents: 53		



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: February 26, 2018

Subject: **I.P.R.C. Report for January 2018**

Origin: Janine Bowyer, Superintendent of Education – Student Services

RECOMMENDATION

Moved by _____, seconded by _____

“THAT the Durham Catholic District School Board accept the I.P.R.C. report for the month of January 2018.”

RATIONALE

I.P.R.C. REPORT FOR JANUARY

Number of Pupils Referred to I.P.R.C.:	0
Number of Pupils Identified as Exceptional:	3
Number of Pupils Reviewed by I.P.R.C.:	5

FROM SEPTEMBER 2017 TO JUNE 2018

Total Number of Pupils Referred to I.P.R.C.:	0
Total Number of Pupils Identified as Exceptional:	6
Total Number of Reviews:	9
Total Number of Parent Requested Deferments:	0

AOB/JB:cc



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Durham Catholic Parent Involvement Committee

Date: February 26, 2018

Re: **Durham Catholic Parent Involvement Committee
– February 15, 2018**

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

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, February 15, 2018.”</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, February 15, 2018.**

Committee Members

Trevor Aitcheson
Judy Bear
Candice Belmontes-Deonarayan
Tom Brennan
Camilla Brown
Nancy Henry
Natalie John
Rose LoPresti
Kamille Rambally (teleconference)
John Rinella - Trustee
Cynthia Scott
Andrea Sullivan
Chris Szent-Ivany

Regrets

Adedowyn Adesemo
Melissa Bevan
Theresa Corless
Linda Dodson-Trchala
Erin Groat
Lori Jones
Hannah Kent
Ken Lyons
Babajide Ogundare
Caroline Ogundare
Amanda Roffey
Josephine-Dora Spitale

Staff Present

Rosemary Leclair

CALL TO ORDER

Item a.1

OPENING PRAYER

Vice-Chair LoPresti opened with the Acknowledgement of Traditional Territory and C. Szent-Ivany offered the Opening Prayer.

Item a.2

WELCOME AND COURTESIES

Vice-Chair LoPresti called the meeting to order at 7:07 p.m. and welcomed all committee members to the February 15, 2018 meeting.

APPROVAL OF AGENDA

Item b.1 **APPROVAL OF AGENDA**

Motion No. DCPIC2018-02-15-01 **Approval of Agenda**

Moved by C. Scott, seconded by C. Brown

“THAT the Durham Catholic Parent Involvement Committee approve the February 15, 2018 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, March 22, 2018.

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 November 9, 2017**

Motion No. DCPIC2018-02-15-02 **Approval of Minutes**

Moved by T. Brennan seconded by C. Scott

“THAT the Durham Catholic Parent Involvement Committee approve the Minutes of the November 9, 2017 Durham Catholic Parent Involvement Committee Meeting.”

PRESENTATION

Item e.1 “Prevalent Medical Conditions” Policy Consultation
(Superintendent Bob Camozzi)

Superintendent Camozzi shared that under PPM 161, the Ministry of Education has given direction to Ontario School Boards to develop and maintain a policy/policies to support students in schools who have asthma, diabetes, epilepsy, and/or are at risk for anaphylaxis. These medical conditions, as per the PPM, will now be referred to as “prevalent medical conditions”, and a policy direction to address “prevalent medical conditions” is to be implemented by September 2018.

Superintendent Camozzi shared that the Board has existing policies related to anaphylaxis and asthma, and will be reviewing these policies and procedures along with developing the new policy/procedures as per the requirements of PPM 161. He also

provided the committee with some background and statistics on each of the four prevalent medical conditions and shared the Ministry of Education templates which have been created to develop a Plan of Care in schools for each of the four prevalent medical conditions.

After a review of the information and four Plan of Care templates, Superintendent Camozzi provided an opportunity for questions and committee input. He encouraged the committee members to watch for the draft policies and review them carefully for further input through the dcdsb.ca policy input process.

REPORTS/INFORMATION/DISCUSSION ITEMS

F.1 **Standing Items**

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

Vice-Chair LoPresti shared a framework that outlined the purpose of each DCPIC Sub-Committee. Existing members of the sub-committees were confirmed by those in attendance. All members were encouraged to join one sub-committee and consider their preferences in that regard.

Vice-Chair LoPresti shared a renewed framework for supporting local Catholic School Councils. Historically, committee members were assigned as DCPIC contact persons, and were asked to engage in direct outreach with a number of schools. Moving forward, the Chair will send an e-mail to all Catholic School Council Chairs indicating that the committee is available to provide resource and that any questions could be sent to the central intake e-mail for the DCPIC. The committee would also ask Catholic School Councils to share best practice ideas and resources which the DCPIC would document through dcpic.ca. Through the sharing of best practice and providing a consistent means by which local Catholic School Council Chairs can contact the committee, the hope is to better serve the needs of our schools.

Item f.1.2 **TRUSTEE REPORT**

Trustee Rinella was very pleased to share in the Ministry of Education's announcement of a replacement school to be built on the current site of St. Marguerite d'Youville Catholic School in Whitby. The Board looks forward to providing staff, students and families in this community with a new and innovative learning environment, projected to open in 2020. He also noted that the Ministry of Education also announced funding for two new full service childcare centre additions to be built at Good Shepherd Catholic School in Port Perry, and Monsignor Philip Coffey Catholic School in Oshawa.

Trustee Rinella shared that at the recent Board Meeting, staff presented an annual update on the Long Term Accommodation Plan, which outlines future vision and projects (subject to Ministry approval) which will respond to the growing needs in our region for, e.g. new schools and childcare centres, etc. The plan can be found on the Board website within the posted Agenda for the January Board Meeting.

Trustee Rinella encouraged parents to attend the Special Education Advisory Committee's Parents as Partners Event featuring keynote speaker Dr. Jean Clinton. The theme is Connection is Key: Promoting Positive Mental Health and it takes place Thursday, February 27, 2018, from 5:30 – 8:30pm at Father Leo J. Austin CSS. Several break-out sessions are planned as well as the keynote address.

Lastly, Trustee Rinella thanked the committee for hosting a very successful Advent Family Movie in December. This was a wonderful way to build community and also give back to the community during our Year of Service through the collection for The Refugee Oshawa. He expressed that committee efforts to promote parent engagement and faith formation are very much appreciated.

Item f.1.3 RESOURCE REPORT

Superintendent Leclair offered sincere thanks and appreciation for Melanie O'Neill in her role as DCPIC Community Rep. Melanie submitted her resignation indicating that she was moving on to new opportunities. Superintendent Leclair thanked her for her contributions to the committee and the work she did in recent years as our Faith Formation lead.

Superintendent Leclair shared that the Indigenous Education department of the Board, under Superintendent Barill and Lead James MacKinnon, invite any interested DCPIC member to attend a learning session with Dr. Niigaan Sinclair. Dr. Sinclair has presented to staff previously and is returning to build our knowledge of Indigenous culture and perspectives. His presentation "What Does Reconciliation Look Like?" is being offered for teachers and administrators on March 1, 2018 at Camp Samac.

Superintendent Leclair noted that our schools have now entered into the season of Lent with the observance of Ash Wednesday on February 14th. We continue to pray for our staff, students and families as they spend the next 6 weeks in a period of self-reflection and renewal that is meant to bring us closer to God through prayer, fasting and almsgiving. She was proud to report that all of our schools embrace this faith tradition through their acts of service, liturgies, daily prayers and classroom learning across the system.

Looking ahead, she asked committee members to save the date for the Distinguished Catholic Volunteer Awards Ceremony and Reception which will take place this year on Tuesday, April 17, 2018 (National Volunteer Week) at Msgr. Paul Dwyer CHS, as well as the date for the 5th annual Durham Catholic Children's Foundation Dinner on Thursday, May 3, 2018 at the Jubilee Pavillion in Oshawa.

Item f.1.4 PRO GRANT SUB-COMMITTEE REPORT

Deferred.

Item f.1.5 COMMUNICATIONS SUB-COMMITTEE REPORT

C. Belmontes-Deonarayan noted that the DCPIC Winter Newsletter has been prepared and is ready for distribution. She asked the committee to consider moving to a paperless delivery model for the newsletters to model stewardship of creation and support the schools in their Eco-Schools initiatives. Following a discussion of the pros and cons, it was decided to distribute hard copies of the Winter Newsletters according to past practice, and to add a note in the newsletter indicating that future editions would be distributed electronically through Board e-mail push-out to parents/guardians and via social media. A limited number of hard copies could also be provided for the schools to have on hand in the offices and to provide to parents who do not receive electronic communications.

Item f.1.6 SCHOOL COUNCIL OUTREACH SUB-COMMITTEE REPORT

Deferred.

Item f.1.7 FAITH FORMATION SUBCOMMITTEE REPORT

Deferred.

Item f.1.8 POLICY SUBCOMMITTEE REPORT

Deferred.

Item f.1.9 BUDGET SUBCOMMITTEE REPORT

Deferred.

ADJOURNMENT

The DCPIC meeting adjourned at 8:37 p.m. J. Bear offered the closing prayer.

Motion No. DCPIC2018-02-15-03 Adjournment

Moved T. Aitcheson. Seconded by N. Henry.

“THAT the Durham Catholic Parent Involvement Committee meeting of Thursday, February 15, 2018, adjourn.”

Carried

Linda Dodson-Trchala
Chair, Durham Catholic Parent
Involvement Committee

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: February 26, 2018

Subject: **Finance Committee Minutes – February 12, 2018**

Origin: Ryan Putnam, Superintendent of Business & CFO

RECOMMENDATION

Moved by , seconded by

“THAT the Durham Catholic District School Board receive and file the minutes of the February 12, 2018 Finance Committee meeting.”

RATIONALE:

See attached.

AOB:RP:br
Attachment



Durham Catholic District School Board

MINUTES of the **OPEN SESSION** of the **FINANCE COMMITTEE** meeting which was held at the Catholic Education Centre on Monday, February 12, 2018.

Committee Members

T. Corless (Chair)
M. Forster (Vice-Chair)
P. Pulla (Teleconference)

Staff

R. Putnam
R. Rodriguez

Guests

A. Paul, Student Trustee

A. CALL TO ORDER

Superintendent Putnam called the meeting to order at 7:05 p.m.

a.1 Memorials and Prayers

Superintendent Putnam offered the opening prayer.

a.2 Roll Call and Apologies

Superintendent Putnam welcomed Aaron Paul, Student Trustee.

B. APPROVAL OF AGENDA

b.1 Changes to the Printed Agenda

None

b.2 Approval of Agenda

Motion No. FC-2018-02-12-01

Approval of Agenda

Moved by T. Corless, seconded by M. Forster

"THAT the Finance Committee approve the February 12, 2018 Agenda."

Carried

C. ANNOUNCEMENTS

None

D. NOTICE OF MOTIONS

None

E. DECLARATIONS OF INTEREST

None

F. ACTIONS TO BE TAKEN

f.1 Election of Chair

Motion No. FC-2018-02-12-02

Election of Chair

Moved by P. Pulla, seconded by M. Forster

“THAT the Finance Committee of the Durham Catholic District School Board appoint Trustee Corless as Chair of the Finance Committee.”

Carried

(Trustee Corless assumed the Chair)

f.2 Election of Vice-Chair

Motion No. FC-2018-02-12-03

Election of Vice-Chair

Moved by T. Corless, seconded by P. Pulla

“THAT the Finance Committee of the Durham Catholic District School Board appoint Trustee Forster as Vice-Chair of the Finance Committee.”

Carried

f.3 Approval and Signing of Minutes of the December 11, 2017 Finance Committee Meeting

Motion No. FC-2018-02-12-04

Approval of Minutes

Moved by P. Pulla, seconded by M. Forster

“THAT the Finance Committee approve the minutes of the December 11, 2017 Finance Committee meeting.”

Carried

f.4 Business Arising from Minutes of the December 11, 2017 Finance Committee Meeting

None

G. DISCUSSION ITEMS**g.1 Current Financial Position Overview**

Superintendent Putnam provided an overview of the current financial position with a focus on potential upcoming pressures and strategies to minimize any future financial implications. Superintendent Putnam responded to questions as they arose.

Motion No. FC-2018-02-12-05

Current Financial Position Overview

Moved by M. Forster, seconded by P. Pulla

“THAT the Finance Committee receive as information the Current Financial Position Overview as presented by staff on February 12, 2018.”

Carried

g.2 2018/2019 Multi-Year Budget Framework

Superintendent Putnam provided an overview of the 2018/2019 Multi-Year Budget Framework and responded to questions as they arose. Further details with respect to planned budget measures will be provided at the April Finance Committee meeting.

Motion No. FC-2018-02-12-06

Multi-Year Budget Framework

Moved by M. Forster, seconded by P. Pulla

“THAT the Finance Committee receive as information the 2018/2019 Multi-Year Budget Framework as presented by staff on February 12, 2018.”

Carried

g.3 2018/2019 Budget Schedule

The Committee reviewed the 2018/2019 Budget Schedule. April 9th was confirmed as the date for Public Consultation. The Committee added April 11th as an additional meeting at which time staff will provide an update on the Budget Framework. The first draft of the 2018/19 Estimates will be presented on May 14th with the final draft to be presented on June 4th prior to approval by the Board of Trustees on June 11th.

Motion No. FC-2018-02-12-07

2018/2019 Budget Schedule

Moved by P. Pulla, seconded by M. Forster

“THAT the Finance Committee approve the 2018/2019 Budget Schedule as discussed on February 12, 2018.”

Carried

g.4 Stakeholder Consultation

The Committee reviewed the proposed communication to system stakeholders.

Motion No FC-2018-02-12-08

Stakeholder Consultation

Moved by P. Pulla, seconded by M. Forster

“THAT the Finance Committee receive as information the Stakeholder Consultation as presented by staff on February 12, 2018.”

Carried

g.5 Motion to Move In-Camera (9:35 p.m.)

Motion No FC-2018-02-12-09

Move In-Camera

Moved by M. Forster, seconded by T. Corless

“THAT the Finance Committee meeting of February 12, 2018 move into In-Camera.”

(Open Session resumed at 9:38)

H. **ADJOURNMENT (9:39 p.m.)**

Motion No. FC-2018-02-12-10

Adjournment

Moved by M. Forster, seconded by P. Pulla

“THAT the February 12, 2018 meeting of the Finance Committee be adjourned.”

Carried

I. **CLOSING PRAYER**

Closing prayer was offered by Trustee Pulla.

T. Corless, Chair, Finance Committee

R. Putnam, Resource, Finance Committee

Recording Secretary: B. Rotondi



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: February 26, 2018

Subject: **School Year Calendar Committee Minutes – February 12, 2018**

Origin: Ryan Putnam, Superintendent of Business & CFO

RECOMMENDATION:

Moved by _____, seconded by _____

“THAT the Durham Catholic District School Board receive as information the minutes of the February 12, 2018 School Year Calendar Committee meeting.”

RATIONALE:

See attached.

AOB:RP:br
Attachment



Durham Catholic District School Board

MINUTES of the SCHOOL YEAR CALENDAR COMMITTEE MEETING of the Durham Catholic District School Board held on Monday, February 12, 2018 in the CEC North Boardroom of the Durham Catholic District School Board, 650 Rossland Road West, Oshawa.

Present:

Ryan Putnam	Superintendent of Business
Gerry O'Reilly	Superintendent of Education
Chris Montgomery	OECTA Secondary
Paul Collicutt	OECTA Secondary
Anita Cherayil	OECTA Elementary
Kelli Somers	OECTA Elementary
Bill Stratton	OECTA Occasional Teachers
Kristin Adamcewicz	APSSP
Theresa Corless	Trustee
Anne Marie Corey	Non-Union
David Dubowitz	Chaplain
Kelly Mulville	DECE
Mike O'Neill	CPCO
Paula Sorhaitz	CPCO
Maureen MacInnis	CUPE Educational Assistants
Mike Morris	CUPE Secretarial/Clerical/Technical
Maggie Malkin	Student Trustee
Aaron Paul	Student Trustee

A. CALL TO ORDER

R. Putnam called the meeting to order at 4:10 p.m.

a.1 Memorials and Prayers

R. Putnam offered the opening prayer.

B. APPROVAL OF AGENDA

b.1 Changes to the Printed Agenda

None

b.2 Approval of Agenda

Motion No. SYC-2018-02-12-01

Approval of Agenda

Moved by T. Corless, seconded by M. O'Neill,

"THAT the School Year Calendar Committee approve the February 12, 2018 agenda."

Carried

C. BUSINESS**c.1 Ministry of Education Correspondence**

R. Putnam provided a brief summary of the Ministry correspondence regarding the School Year Calendar dated December 3, 2017.

c.2 System Stakeholder Survey Results

The results of the System Stakeholder Survey were provided to the Committee with respect to the proposed placement of a PA Day on August 30, 2018 which would allow for a Board Designated Holiday on March 8, 2019 prior to the March Break. The results indicated that 78% of the 3,100 respondents were in favour.

c.3 Draft Elementary/Secondary Calendars

- **March Break**

The Committee supported the system stakeholder survey results. March Break to be scheduled from March 8, 2019 to March 15, 2019 with a PA Day on August 30, 2018.

- **P.A. Day Placement**

Superintendent Putnam reviewed the proposed placement of PA days noting that 5 of 7 were common between DCDSB panels and that 6 of 7 Elementary and 7 of 7 Secondary PA days were aligned with DDSB. After discussion the Committee supported moving the proposed February PA day preceding Family Day weekend to June for the Secondary panel to support Student Wellbeing prior to year end exams and to November for the Elementary panel to support School Improvement.

- **Reporting Dates (Elementary)**

Superintendent O'Reilly highlighted that the proposed Elementary Reporting Days would be in January and June in order to provide a reporting day in each reporting cycle. After discussion the Committee suggested that the current practice of having the reporting days in October and January be considered for continuance in order to allow for early assessment of students in the fall in preparation for first term progress reports and that the June day could be designated for the half Health and Safety day with the balance of the day for School Improvement, Collaboration and Assessment. Superintendent Putnam indicated that Senior Administration would consider the suggestion prior to finalizing the calendar for approval by the Board of Trustees.

- **Exam Days Placement (Secondary)**

Superintendent Putnam advised that the Exam Days placement allows for balanced semesters (89 and 88 instructional days respectively) with January 31, 2019 being the first day of semester two.

- **Turnaround Days (Secondary)**

Superintendent Putnam advised that Turnaround Days have been placed on January 30, 2019 and June 26, 2019 in order to allow students to review their exams and provide an opportunity for credit recovery if necessary.

c.4 Approval Process and System Communication

Superintendent Putnam indicated that the amended calendars will be shared with the Committee after discussion at Administrative Council on February 20, 2018. The final Administrative Council endorsed draft calendars will be presented for Trustee approval at the February 26, 2018 Board meeting.

D. ADJOURNMENT (5:55 p.m.)

D. Dubowitz offered the closing prayer.

Recording Secretary: B. Rotondi



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Janine Bowyer, Superintendent of Safe Schools

Date: February 26, 2018

Subject: **Safe and Caring Schools Update**

RECOMMENDATION

Moved by _____ seconded by _____

<p>"THAT the Durham Catholic District School Board receive and file as information the Safe and Caring Schools Update."</p>

RATIONALE

School Improvement Planning

Principals and Student Achievement Teams were encouraged to work collaboratively with members of their Safe Schools Team to integrate the Catholic Community Culture and Caring school improvement goals with the school's Bullying Prevention goals and school goals from the Mental Health Action Plan. In November, we had the support of Dr. Wendy Craig in setting our Bullying Prevention goals. Dr. Craig is the co-founder and co-director of PREVNet, a national network of leading researchers and organizations, working together to stop bullying in Canada. Dr. Craig shared recent national statistics about bullying and then helped the Safe Schools Teams from all schools to examine their 2016-2017 School Climate Survey results in order to set realistic and achievable goals. For example, Board and school data showed that very few students knew how to access "Report It" – the anonymous reporting application on the Board and school websites for reporting instances of bullying. As such, all schools will focus on ensuring that both students and their parents know how to locate and use the anonymous reporting tool if they do not feel comfortable reporting incidences of bullying in person.

Safe and Caring Schools Bullying Prevention Initiatives

This year's Safe and Caring Schools theme connects with our year-long theme of Service. Staff and students celebrated both the November and February bullying prevention awareness weeks using the theme ***Serving my School Community Through Acts of Kindness.***

To: Board of Trustees
 Re: Safe and Caring Schools Update
 Date: February 26, 2018

Page 2

Our Board bullying prevention slogan **Kindness is my Superpower** and the theme of ***Serving My School Community Through Acts of Kindness*** reminds everyone that demonstrating service through acts of kindness helps all members of the school community feel they are welcomed and valued.

Each year, the Durham Catholic District School Board designates two Safe and Caring Schools weeks focused on bullying prevention - one in November and one in February. The Safe Schools Committee provided Prayers, Announcements and talking points focused on the theme of *Serving My Community Through Acts of Kindness* for each day in these two weeks to help schools focus on a positive and proactive approach to developing healthy relationships among students. All classroom teachers were also expected to complete the five mandatory lessons in K-12 Bullying Prevention Curriculum between the Safe and Caring Schools week in November and the week in February.

As part of the November Bullying prevention activities, students across the Board were invited to submit multi-media presentations that demonstrated the theme “Kindness is My Superpower”. Noah Santos, a grade 11 student at All Saints Catholic Secondary School won for his visual representation of our theme. His drawing will be used in a poster to be unveiled during Children’s Mental Health week in May. Grade 8 students from St. John Paul II Catholic School won the video contest with their video titled Spread Kindness Like Confetti.

During the February Stand Up to Bullying Week all schools are expected to hold at least one school wide event to draw attention to bullying prevention. All schools will be participating in International Stand Up to Bullying Day on February 28, 2018 by wearing pink shirts. The day will be captured on Twitter using the hashtag #DCDSBgetpink.

System-Level Training

Universal De-escalation Strategies:

Throughout the course of the year, the Safe Schools Committee has provided professional learning materials to schools to be shared at monthly staff meetings to help address aggressive student behaviour. A significant focus this year has been on universal de-escalation strategies and understanding the difference between stress-behaviour versus misbehaviour.

Violent Threat Risk Assessment (VTRA):

Our in-house VTRA trainers continue to staff and community members in Level One Violent Risk Threat Assessment and Kevin Cameron from The Canadian Centre for Threat Assessment and Trauma Response will provide the Level Two training for the same group. Continued training in VTRA ensures that we have many staff trained in each school.

To: Board of Trustees
Re: Safe and Caring Schools Update
Date: February 26, 2018

Page 3

Traumatic Events Systems Training:

In March, system administrators who were not trained last year, will receive Traumatic Events Systems Training with Kevin Cameron. Participants will learn how to support students, staff and parents following a traumatic event.

Restorative Practices

This year we continued our Durham Catholic District School Board training on Restorative Practices. Day one of training is Developing a Restorative Mindset: Theory into Practice and day two of training is Social Architecture: Circles in the Classroom. The training was offered to school teams so that the team can collaborate on their learning in between sessions.



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: February 26, 2018

Subject: **Durham Catholic Secondary School Chaplaincy Presentation**

Origin: Rosemary Leclair, Superintendent of Education

RECOMMENDATION

Moved by _____, seconded by _____

<p>"THAT the Durham Catholic District School Board receive and file as information the presentation on Durham Catholic Secondary School Chaplaincy."</p>
--

SUMMARY

For over 30 years, the Durham Catholic District School Board has recognized the essential role of Chaplaincy Team Leaders in each of our Catholic secondary schools. Guided by the vision outlined in the Assembly of Catholic Bishops of Ontario's (ACBO) "Pastoral Letter on Catholic Secondary School Chaplaincy" (2009), our Chaplains play an integral role in enlivening the spiritual dimension in our secondary schools. The presentation will provide an overview of the following areas of ministry:

- Sacraments and Liturgy
- Retreats
- Pastoral Care
- Adult Faith Formation; and
- Student Voice.



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: February 26, 2018

Subject: **Multi-Year Budget Framework**

Origin: Ryan Putnam, Superintendent of Business & CFO

RECOMMENDATION:

Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board receive as information the Multi-Year Budget Framework as presented by staff on February 26, 2018."

RATIONALE:

As reported to Trustees in November and December 2017 there are a number of factors beyond the Board's control which can significantly impact the budget. Such factors include student enrolment, employee benefits, multi-year service contracts, absence related costs and legislative requirements such as the Employment Standards Act. In recent years the Province has imposed significant costs onto School Boards either by way of labour negotiations or through legislation. Staff will present an updated 5 year forecast of the Board's overall financial position which includes best estimates of future cost pressures, student enrolment projections and potential measures required to ensure the Board maintains a balanced Multi-Year Budget Framework which addresses the financial pressures currently facing the Board while maintaining necessary investments in student well-being and achievement in support of the Board's Strategic Plan. The multi-year framework was reviewed in detail with the Finance Committee on February 12, 2018 and is being presented at the February 26, 2018 Board meeting so all Trustees are aware of the Board's current financial position and future challenges.

RSP:br



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: February 26, 2018

Subject: **2018/2019 School Year Calendar**

Origin: Ryan Putnam, Superintendent of Business & CFO

RECOMMENDATION

Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board receive as information the 2018/2019 School Year Calendar report dated February 26, 2018."

Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board approve the 2018/2019 School Year Calendars for elementary and secondary schools, subject to final approval by the Ministry of Education."

RATIONALE

Staff is recommending the attached calendars for elementary and secondary schools for the upcoming 2018/2019 school year. The proposed calendars are based on input received from Administrative Council, system stakeholders and the School Year Calendar Committee. The calendars presented are compliant with legislative requirements as outlined by the Ministry of Education. Of the seven PA days three must be dedicated to provincial education priorities (as denoted with an asterisk in the attached summary). Within the attached calendars it is proposed that the first day of student instruction occur on Tuesday, September 4, 2018 following Labour Day. In addition, the proposed calendars require a PA Day for both panels prior to the start of the school year on Thursday, August 30, 2018 to accommodate a Board designated holiday prior to the March break. As a result, the proposed calendars are considered modified calendars. Having a PA Day prior to Labour Day will allow for effective and coordinated School Improvement Planning for the upcoming school year. Also of note is that secondary school exams in both semesters will be followed by an instructional day to provide opportunities for student review of their course and exam assessments consistent with the principles of the Ministry's Growing Success document. Following Board approval the calendars will be submitted to the Ministry of Education for final review and approval in accordance with mandated timelines and legislated requirements.

AOB:RP:br
Attachments



Durham Catholic District School Board

Re: 2018/2019 School Year Calendar

Below is the outline for Professional Activity Days regarding the proposed 2018/2019 School Year Calendar for the Elementary and Secondary panels.

Elementary:

- *August 30, 2018 – School Improvement Planning (EQAO, Numeracy)
- October 22, 2018 – Assessment & Evaluation
- *November 16, 2018 – School Improvement Planning (Numeracy, Equity, Well-being)
- January 18, 2019 – Assessment & Evaluation
- April 5, 2019 – Faith Awareness Day, Board Improvement Planning
- *June 7, 2019 – Health and Safety (0.5) and School Improvement Planning (0.5)
- June 28, 2019 – School Improvement Planning

Secondary:

- August 30, 2018 – School Improvement Planning (Assessment/Evaluation)
- *October 22, 2018 – School Improvement Planning (EQAO/Taking Stock)
- *November 16, 2018 – School Improvement Planning (Numeracy, Equity, Well-being)
- April 5, 2019 – Faith Awareness Day, Board Improvement Planning
- *June 7, 2019 – Health and Safety (0.5) and School Improvement Planning (0.5)
- June 27, 2019 – School Improvement Planning
- June 28, 2019 – School Improvement Planning

(* denotes PA days devoted to Provincial Education Priorities)

Legend		H	Statutory Holiday Schedule		P	Professional Activity Day		B	Board Designated Holiday																			
Month	Number of Instructional Days	Number of Professional Activity Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week					
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
August	0	1			1	2	3	6 H	7	8	9	10	13	14	15	16	17	20	21	22	24	25	27	28	29	30 P	31	
September	19	0	3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						
October	21	1	1	2	3	4	5	8 H	9	10	11	12	15	16	17	18	19	22 P	23	24	25	26	29	30	31			
November	21	1				1	2	5	6	7	8	9	12	13	14	15	16 P	19	20	21	22	23	26	27	28	29	30	
December	15	0	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24 B	25 H	26 H	27 B	28 B	31 B					
January	18	1		1 H	2 B	3 B	4 B	7	8	9	10	11	14	15	16	17	18 P	21	22	23	24	25	28	29	30	31		
February	19	0					1	4	5	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28		
March	15	0					1	4	5	6	7	8 B	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29	
April	19	1	1	2	3	4	5 P	8	9	10	11	12	15	16	17	18	19 H	22 H	23	24	25	26	29	30				
May	22	0			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31	
June	18	2	3	4	5	6	7 P	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 P						
TOTAL	187	7																										

Legend		H	Statutory Holiday Schedule	E	Scheduled Examination Day	P	Professional Activity Day	B	Board Designated Holiday																									
Month	Number of Instructional Days	Number of Professional Activity Days	Number Of Scheduled Examination Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week										
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F						
August	0	1	0			1	2	3	6 H	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30 P	31						
September	19	0	0	3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28											
October	21	1	0	1	2	3	4	5	8 H	9	10	11	12	15	16	17	18	19	22 P	23	24	25	26	29	30	31								
November	21	1	0				1	2	5	6	7	8	9	12	13	14	15	16 P	19	20	21	22	23	26	27	28	29	30						
December	15	0	0	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24 B	25 H	26 H	27 B	28 B	31 B										
January	14	0	5		1 H	2 B	3 B	4 B	7	8	9	10	11	14	15	16	17	18	21	22	23 E	24 E	25 E	28 E	29 E	30	31							
February	19	0	0					1	4	5	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28							
March	15	0	0					1	4	5	6	7	8 B	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29						
April	19	1	0	1	2	3	4	5 P	8	9	10	11	12	15	16	17	18	19 H	22 H	23	24	25	26	29	30									
May	22	0	0			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31						
June	12	3	5	3	4	5	6	7 P	10	11	12	13	14	17	18	19 E	20 E	21 E	24 E	25 E	26	27	28 P											
TOTAL	177	7	10																															



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: February 26, 2018

Subject: Interim Accommodation Options St. Marguerite
D'Youville Catholic School

Origin: Bob Camozzi, Superintendent of Education, Facilities Services
Gerry O'Reilly, Superintendent of Education, Family of Schools
Lewis Morgulis, Manager of Planning, Admissions & Partnerships

RECOMMENDATIONS

Moved by , seconded by

"THAT the Durham Catholic District School Board receive as information the report entitled Interim Accommodation Options St. Marguerite D'Youville Catholic School dated February 26, 2018."

Moved by , seconded by

"THAT the Durham Catholic District School Board approve the relocation of students from St. Marguerite D'Youville Catholic School to St. John the Evangelist Catholic School to facilitate reconstruction as outlined within the report."

RATIONALE

Overview

On September 8, 2017 the Durham Catholic District School Board applied to the Ministry of Education to replace the existing St. Marguerite D'Youville Catholic School on its current site.

On January 23, 2018 the Ministry of Education announced the approval of Capital projects submitted by the Durham Catholic District School Board in September 2017. The replacement of the existing St. Marguerite D'Youville Catholic School was approved.

To: Board of Trustees

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Re: **Interim Accommodation Options St. Marguerite D'Youville CS**

Date: February 26, 2018

This report addresses the replacement school project scope and timelines, and seeks approval from the Board of Trustees for the interim relocation of the existing school population and programs during the reconstruction of St. Marguerite D'Youville Catholic School.

Project Summary

In September 2017 staff requested that the Ministry of Education fund the replacement of St. Marguerite D'Youville Catholic School on the site located at 250 Michael Boulevard in the Town of Whitby. The original school was constructed in 1988 with prefabricated classroom modules integrated around a permanent load bearing masonry core. The core included the general purpose room (gym), washrooms and change rooms. The prefab modules are a hybrid of steel and wood construction.

Given the age, lifespan and temporary nature of the relocatable modules the Board requested approval to demolish the existing school and construct a permanent replacement school on the same site. The requirement to demolish the existing school means that the existing student population has to be relocated during the period of demolition, site preparation and reconstruction.

Project Requirements

The existing St. Marguerite D'Youville Catholic School site measures 1.62 ha (4.0 ac) in size with a single frontage onto Michael Boulevard. The school site is located adjacent to West Lynde Public School to the north, and Annes Street Park to the east (See Appendix 1). The existing school building is two stories with a total gross floor area of 3,860 m² (41,550 ft²). The replacement school building is intended to reflect the program spaces in the existing school and will be comprised of the following facilities;

- 2 kindergarten rooms,
- 11 regular classrooms,
- 2 special education classrooms,
- Learning commons (library),
- Gymnasium with stage,
- Staff room,
- Administration office areas,
- Ancillary spaces including washrooms,
- Storage areas,
- Meeting room,
- Corridors,
- Mechanical spaces,
- Child care centre,
- Early ON (family) centre

In addition, the replacement school has to provide adequate on-site parking to meet bylaw requirements, staff and visitor requirements, drop off and pick up

To: Board of Trustees

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Re: **Interim Accommodation Options St. Marguerite D'Youville CS**

Date: February 26, 2018

areas for parents and school busses, and both paved and natural play areas around the school building for students.

Timelines

The replacement school project must follow the process set up by the Ministry of Education for new school construction. The anticipated timeline for approvals, design, demolition and construction could potentially be as follows:

	Item	Start	Completion	Duration
1	Program Review	Feb-18	18-Feb	1 month
2	Architect Selection	Mar-18	Apr-18	2 months
3	Sketch Plan Development	Apr-18	Jun-18	3 months
4	Site Plan Application to Whitby	Jun-18	Nov-18	6 months
5	Implement Interim Accommodation	Jul-18	Aug-18	2 months
6	Abandon existing school	<i>Anywhere between July 2018 and March 2019</i>		
7	Open Interim location	<i>Anywhere between Sept 2018 and March 2019</i>		
8	Complete Working Drawings	Sep-18	Feb-19	6 months
9	Prepare Cost Report for Ministry	Jan-19	Feb-19	2 months
10	Ministry Approval to Proceed	Feb-19		
11	Tender Period	Feb-19	Mar-19	1 month
12	Award of Contract	Mar-19		
13	Demolition/Site Preparation	Apr-19	Jun-19	3 months
14	Construction	Jun-19	Jun-20	12 months
15	Occupancy	Sep-20		

This schedule assumes that at each stage all necessary milestone approvals will be reached without any Agency, Ministry or Municipal delays. Notwithstanding the design and approvals process, interim accommodation would be required to be in place by September 2018 at a site to allow demolition to occur mid-year in the 2018-2019 school year. The abandonment and move over to the interim location can take place anywhere between September 2018 (soonest) and March 2019 (latest) at the break in programming most convenient to the School and Board.

Once construction is completed the new building can be occupied and classes would recommence at St. Marguerite D'Youville Catholic School.

To: Board of Trustees

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Re: **Interim Accommodation Options St. Marguerite D'Youville CS**

Date: February 26, 2018

Interim Accommodation Options

In developing alternatives and recommending a preferred alternative for interim accommodation Board staff considered the following principles:

- Locating students in a temporary location as close to the existing site as possible to reduce transportation time and distance;
- Keeping as many students in one location as possible;
- Ensuring that the number of portable classrooms could be kept to a minimum;
- Organizing the staff and students on site as St. Marguerite D'Youville Catholic School to minimize disruption to class structures and teaching assignments;
- Ensuring that there will be access to gym facilities, program support spaces, and resource spaces;
- Ensuring that there is appropriate parking, pick up and drop off at the site;
- maintaining child care programs in the temporary location

In order to develop interim accommodation options the Board identified the following space requirements for the existing St. Marguerite D'Youville Catholic School:

- 2 kindergarten rooms
- 10 regular classrooms
- 1 program support room
- 1 room for administration
- Access to a gym
- Access to a library
- Access to staff work space
- Access to student and staff washrooms
- 1 room for a nursery school
- 1 room for an Early ON program

In total the Board would need a minimum of 14 classrooms and access to shared facilities in which to locate programs. Staff also believe that students in the early years (JK/SK) should be located within the school building, and as many of the primary grades be located inside a school building.

In considering the foregoing, there are three potential options for interim accommodation that staff reviewed in depth:

1. Placing all students at St. John the Evangelist Catholic School in a combination of interior spaces and portable classrooms;
2. Placing all students at a combination of St. John the Evangelist Catholic School and St Theresa Catholic School in a combination of interior spaces and portable classrooms;

To: Board of Trustees

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Re: **Interim Accommodation Options St. Marguerite D'Youville CS**

Date: February 26, 2018

3. Placing all students at St. Theresa Catholic School in portable classrooms;

Preferred Interim Accommodation Option

Staff analyzed all three options and recommend that Option 1. Place all students at St. John the Evangelist Catholic School in a combination of interior spaces and portable classrooms. The rationale for the selection of this option is as follows:

- The sites for St. John the Evangelist Catholic School is located 0.83 kilometers from St. Marguerite D'Youville Catholic School. St. Theresa Catholic School is located 2.96 kilometers St. Marguerite D'Youville Catholic School. As a result Option 1 is closest to the existing school.
- There are 3 classrooms at St. John the Evangelist Catholic School and additional ancillary spaces that can be used to accommodate the Kindergarten and Grade 1 programs indoors. An additional 11 portable classrooms located at the school will accommodate all students in one location. If options 2 or 3 are used, portables would be required in two locations, or all students would require up to 14 portables if the St. Theresa Catholic School option is used. Option 1 consolidates the students at one site and limits the use of portables to a maximum of 11 portables on site.
- With respect to on-site supervision, Options 1 and 3 will allow for easy setup of a school within a school as only one school location is contemplated. Option 2 would require supervision over 2 campuses.
- All options required the shared use of gym, library, program support and administrative spaces. There is more accessible space available at St. John the Evangelist Catholic School than at St. Theresa Catholic School.
- With respect to on-site parking, Option 1 requires the use of the 39 spaces located at St. John the Evangelist Catholic School and use of a portion of the 148 parking spaces located at the Giffard Centre and St. John Catholic Church. For Option 2 a portion of the 48 parking spaces at St. Theresa Catholic School will also be required in addition to the spaces located at St. John Catholic School and the Giffard Centre. For Option 3 all parking will have to take place at St. Theresa Catholic School.
- In options 1 and 2 staff will have to develop a shared use agreement for the use of parking on a short term basis with the church. The Board will reach out to the archdiocese of Toronto for use of the parking lot at St. John Catholic Church on a temporary basis to meet the parking requirements.
- All three options have the potential for before and after school child care, although each site has a different child care provider than the current St. Marguerite D'Youville Catholic School uses.

To: Board of Trustees

Page 6 of 10

Re: **Interim Accommodation Options St. Marguerite D'Youville CS**

Date: February 26, 2018

- With respect to student transportation, Option 1 and 3 each use one site which means that the buses have to make less stops to drop off in the morning and pick up at night. Option 2 would require pick up and drop off at two locations.

Interim Accommodation Costs

The relocation of the existing St. Marguerite D'Youville Catholic School will have the following identified costs;

- Location of portable classrooms to the St. John the Evangelist site;
- Short term leasing of portable classrooms for student accommodation;
- Relocation of classroom furniture from St. Marguerite D'Youville Catholic School where appropriate;
- Site preparation costs for asphalt walkways and minor parking and drop off improvements at St. John the Evangelist Catholic School;
- Electrical, security and data connection costs for all classrooms and portables;
- Storage of existing equipment and materials

Staff intends to recover all interim accommodation costs from the Ministry of Education as part of the replacement school project funding.

Next Steps

Following approval of the report, staff will go out to the St. Marguerite D'Youville Catholic School community to address the following:

1. Explain the approval and timelines for the replacement school project;
2. Explain the design and construction process that is being contemplated;
3. Address why students must be relocated off-site;
4. Explain the recommended location for interim accommodation;
5. Receive parental input and feedback with respect to the first four items;

The dates for the public meetings with the school communities are as follows:

St Marguerite D'Youville Catholic School - Gymnasium

Wednesday March 21, 2018

7pm to 9pm

St John the Evangelist Catholic School - Gymnasium

Thursday April 5, 2018

7pm to 9 pm

Appendices

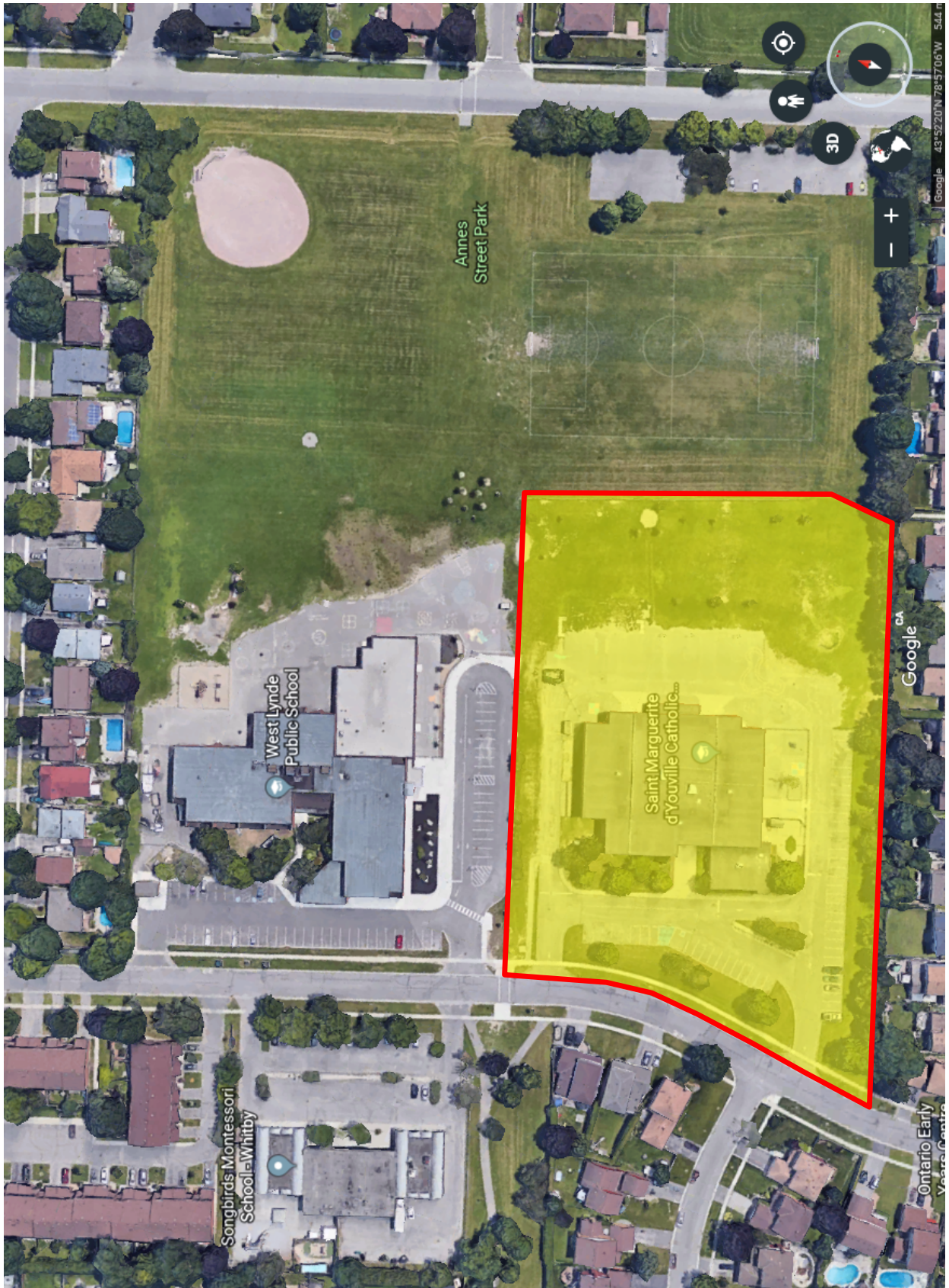
AO'B:BC:GO'R:LM:tc

To: Board of Trustees

Re: **Interim Accommodation Options St. Marguerite D'Youville CS**

Date: February 26, 2018

APPENDIX 1: LOCATION OF ST. MARGUERITE D'YOUVILLE CS

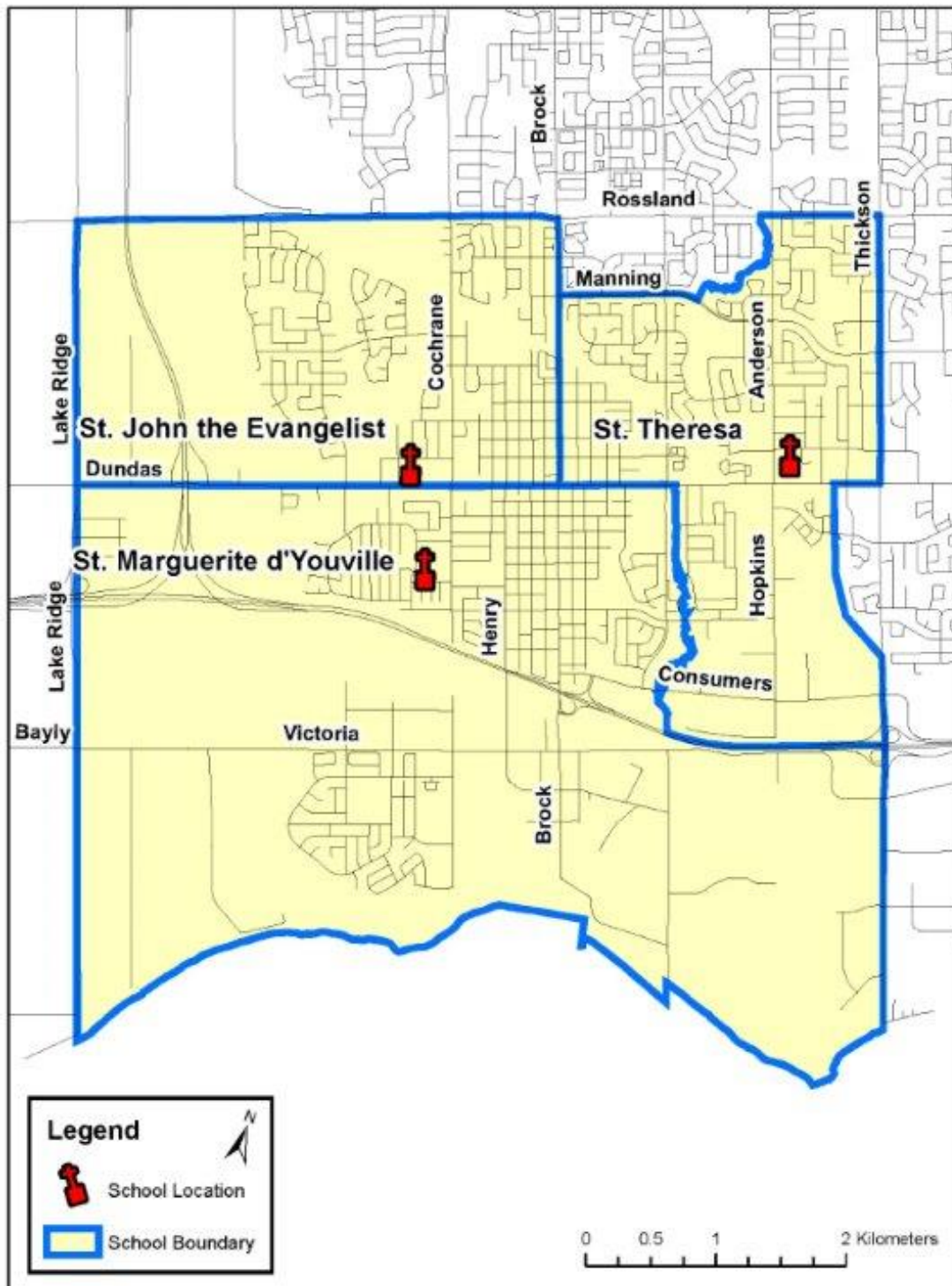


To: Board of Trustees

Re: **Interim Accommodation Options St. Marguerite D'Youville CS**

Date: February 26, 2018

APPENDIX 2: LOCATION OF ACCOMMODATION OPTIONS

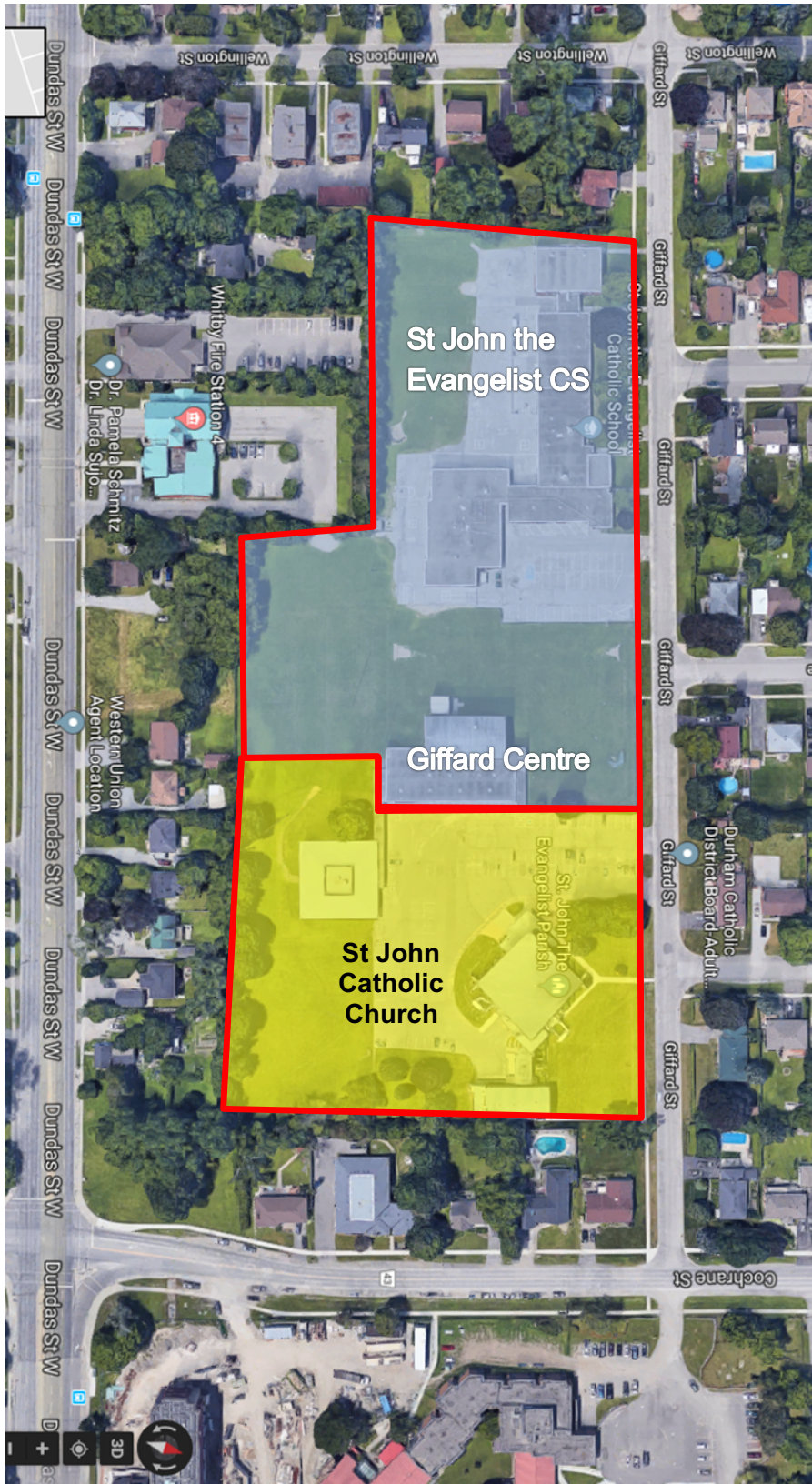


To: Board of Trustees

Re: **Interim Accommodation Options St. Marguerite D'Youville CS**

Date: February 26, 2018

APPENDIX 3: ST JOHN THE EVANGELIST SITE PLAN



To: Board of Trustees

Re: **Interim Accommodation Options St. Marguerite D'Youville CS**

Date: February 26, 2018

APPENDIX 4: ST THERESA CATHOLIC SCHOOL SITE PLAN





Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: February 26, 2018

Subject: Unnamed North Oshawa Catholic Elementary School Boundary Report

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

RECOMMENDATIONS

Moved by , seconded by

"THAT the Durham Catholic District School Board receives, for information the Unnamed North Oshawa Catholic Elementary School Boundary Report dated February 26, 2018."

Moved by , seconded by

"THAT the Durham Catholic District School Board approves 'In Principle' the proposed boundary revisions for Father Joseph Venini Catholic School and the New Unnamed North Oshawa Catholic Elementary School outlined in the report dated February 26, 2018."

RATIONALE

On February 27, 2017 the Board of Trustees received the Long Term Accommodation Plan 2017-2021 (LTAP) report and approved the guiding principles and actions to be undertaken. Within the LTAP report, staff was directed to review the boundaries between Father Joseph Venini Catholic School and the Unnamed North Oshawa Catholic Elementary School. This report summarizes the requirements to develop school boundaries in accordance with Board Policy PO-415 and proposes that students currently located at Father Joseph Venini Catholic School be directed to the new Unnamed north Oshawa Catholic School starting in 2019.

To: Board of Trustees

Page 2

Re: Unnamed North Oshawa Catholic Elementary School Boundary Report

Date: February 26, 2018

Boundary Policy

In accordance with Board Policy PO-415 School Boundary, a proposed school boundary is developed for each Catholic Elementary and Secondary School located within the Board's jurisdiction. The development of boundaries is undertaken to create neighbourhood or community schools. The boundary of each school should be of a sufficient size to sustain the long-term operation of the school at a full or near full capacity level.

Staff is required, through Policy, to report to the Board of Trustees with respect to the proposed boundaries. The Board of Trustees approves "In Principle" so that when the community consultation process commences, the affected schools will have a draft set of boundaries to work from and provide comments on.

Following the meetings with the affected communities, and based on input from these communities, a final report on the proposed set boundaries is brought to the Board of Trustees for approval.

Boundary Review Process

1. Staff develop draft boundaries for review by Administrative Council;
2. The draft boundaries are brought forward to Trustees for Approval "In Principle";
3. Staff are directed to meet with the affected school communities to present the approved "In Principle" boundaries and receive public input;
4. Staff review all input and present the proposed final boundaries to the Board of Trustees for approval;
5. The Board of Trustees provides final approval to the boundaries;
6. Staff communicates the approved boundaries to all affected parents and guardians of students living within the school boundaries and communicate all changes to attendance.

ANALYSIS

Existing Enrolment and Boundaries

Father Joseph Venini Catholic School serves students in Grades JK-8 and is located at 120 Glovers Road, north of Taunton Road and East of Simcoe Street North in the City of Oshawa. The boundary for the existing school includes growth areas located north of Conlin Road on both the east and west side of Simcoe Street North. Rapid growth within these subdivisions will generate additional students to be accommodated in north Oshawa.

To: Board of Trustees

Page 3

Re: Unnamed North Oshawa Catholic Elementary School Boundary Report

Date: February 26, 2018

In July 2016 the Durham Catholic District School Board submitted a funding request to the Ministry of Education to construct a new North Oshawa Catholic Elementary school to serve 412 students in Grades JK-8. This new school includes a Child Care centre with capacity for 73 children and a Family Centre. On November 16, 2016 The Ministry granted funding to create this new school on the school site located on the East side of Bridle Road, north of Britannia Road in the City of Oshawa.

As of October 31, 2017 the enrolment at Father Joseph Venini Catholic School was 344 students in Grades JK-8. The enrolment at the school includes students from the areas surrounding the existing school, students in the Samac neighbourhood (which is adjacent to Durham College and UOIT), and the growth areas in the Windfields Community (north of Conlin Road, east and west of Simcoe Street North) Kedron Community, and students south of Taunton Road who are out of area to the school. Table 1 below demonstrates the proportion that each area makes up of the existing school. The existing school boundary is shown on Appendix 1 attached.

Table 1

Area	JK	SK	1	2	3	4	5	6	7	8	Total	% Total
Glovers Rd	8	7	5	6	8	3	8	7	7	11	70	20%
Samac Area	7	7	4	6	8	5	8	5	7	12	69	20%
Windfield West	3	2	1	3	2	1	2	0	4	2	20	6%
Windfield East	14	14	4	18	12	9	17	8	12	12	120	35%
Kedron	1	4	3	1	3	5	3	3	6	4	33	10%
Rural 2	1	0	0	0	0	0	0	0	0	1	2	1%
Rural 1	1	0	1	2	0	3	0	0	0	0	7	2%
Out of Area	5	3	2	3	0	2	1	3	1	2	22	6%
Total	40	37	20	39	33	28	39	26	37	44	343	

Not all students located within the boundary attend the existing school. In total 86 students attend other Catholic elementary schools for French Immersion or regular track programming. It is possible that with the construction of the new school which contains a full Child Care and Family Centre some additional students may apply to attend the new location. Appendix 3 contains the locations of the study areas within the existing boundary.

Projected Enrolment

Staff prepared projections for Father Joseph Venini Catholic School from 2017 to 2027 using the existing boundaries and the new housing development growth to be accommodated from the Samac and Windfields Communities. Table 2 below indicates the projected number of students from 2017 to 2027 by area.

To: Board of Trustees

Page 4

Re: Unnamed North Oshawa Catholic Elementary School Boundary Report

Date: February 26, 2018

Table 2: Enrolment by Area 2017 - 2027											
Area	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Glovers Rd	70	68	67	68	65	64	67	68	70	68	70
Samac Area	69	68	66	68	65	64	66	67	70	67	67
Windfield West	20	25	33	42	48	54	63	70	89	93	99
Windfield East	120	125	137	160	180	197	210	223	240	258	261
Kedron	33	35	36	45	50	63	70	78	82	91	99
Rural 2	2	2	2	3	2	2	2	2	2	2	2
Rural 1	7	8	7	8	7	7	7	7	7	7	6
Out of Area	22	20	23	19	20	24	25	22	21	20	21
Total	343	351	371	413	437	475	510	537	581	606	625

Notwithstanding the construction of the new school on Bridle Road for September 2019, an additional new Catholic Elementary School will be required by 2022 to serve students who will be generated from growth within the Kedron Planning Community. Once approved and constructed, it will relieve accommodation pressures at several schools in North Oshawa including the new Unnamed North Oshawa Catholic Elementary School. Appendix 4 contains the proposed housing located within the Father Joseph Venini Catholic School boundary.

Recommended Boundary Option

Staff recommends that the boundary for the Unnamed North Oshawa Catholic School be the same as the boundary for Father Joseph Venini Catholic School since there is no logical division that would allow the existing school to remain viable or open. Table 3 below contains the projected enrolment and utilization for the new school. Appendix 2 contains the map of the staff recommended boundary for the Unnamed North Oshawa Catholic School.

Table 3: Recommended Boundary Option											
School	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Father Joseph Venini CS	343	351									
Unnamed North Oshawa CES			371	413	437	475	510	537	581	606	625
Capacity	277	277	412	412	412	412	412	412	412	412	412
Utilization	124%	127%	90%	100%	106%	115%	124%	130%	141%	147%	152%
Portables		1			1	2	4	5	7	8	9

Once the new school opens in September 2019, the Board may wish to close the existing Father Venini Catholic School, and may do so without the requirement for an Accommodation Review as it meets the test for an exemption from the Pupil Accommodation Review Guidelines and the Board's Policy.

To: Board of Trustees

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Re: Unnamed North Oshawa Catholic Elementary School Boundary Report

Date: February 26, 2018

Alternate Boundary Option

Staff also examined an option to relocate a portion of the Father Joseph Venini Catholic School boundary to St. John Bosco Catholic School. In this option, a portion of the students located immediately north of Taunton Road east of Simcoe Street North, and students located east of Ritson Road North would be sent to St. John Bosco. For the students to be located at St. John Bosco Catholic School, the distance travelled would be less than the distance to the new school.

As a result the new school would open in 2019 with 305 students while 66 students would be directed to attend St. John Bosco Catholic School. Table 4 below outlines the projections for both schools and the utilization from 2017 to 2027. Appendix 5 shows the proposed boundary that would be used if this alternate boundary was approved.

Table 4: Alternate Boundary Option											
School	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Father Joseph Venini CS	343	349									
Unnamed North Oshawa CES			305	345	372	411	444	470	511	539	558
Capacity	277	277	412	412	412	412	412	412	412	412	412
Utilization	124%	126%	74%	84%	90%	100%	108%	114%	124%	131%	135%
Portables		1					1	2	4	5	6
St John Bosco CS	521	504	573	579	601	607	625	657	701	731	762
Capacity	398	398	398	398	398	398	398	398	398	398	398
Utilization	131%	127%	144%	145%	151%	153%	157%	165%	176%	184%	191%
Portables	2	1	3	3	4	4	5	6	8	9	11

Implementation

A number of issues have historically arisen with respect to the implementation of boundary changes and the creation of new Catholic elementary and secondary schools. In this boundary review staff have used the following assumptions with respect to students affected by the boundary change:

- All students within the boundary be directed to attend the new Unnamed North Oshawa Catholic Elementary School on opening in September 2019;
- Any student who is currently attending out-of-area to Father Joseph Venini Catholic School because of Child Care provision will have the opportunity to attend the new school as long as they continue to require the Child Care located at the new school, but without student transportation;
- Transportation to the new school will be provided in accordance with Board Policy and based on ride time parameters;
- The existing Father Joseph Venini Catholic School would be available to accommodate other uses in September 2019, or be closed when the new school opens.

To: Board of Trustees

Page 6

Re: Unnamed North Oshawa Catholic Elementary School Boundary Report

Date: February 26, 2018

Additional issues with respect to implementation may arise during consultation with the school community as outlined below. As issues arise staff will add them to the final boundary report.

NEXT STEPS

Staff will schedule a series of public meetings in January and February 2018 to review the Recommended Boundary Option for the New Unnamed North Oshawa Catholic School, and to seek input regarding the boundary and any issues related to implementation. The dates for the proposed meetings at Father Joseph Venini Catholic School are as follows:

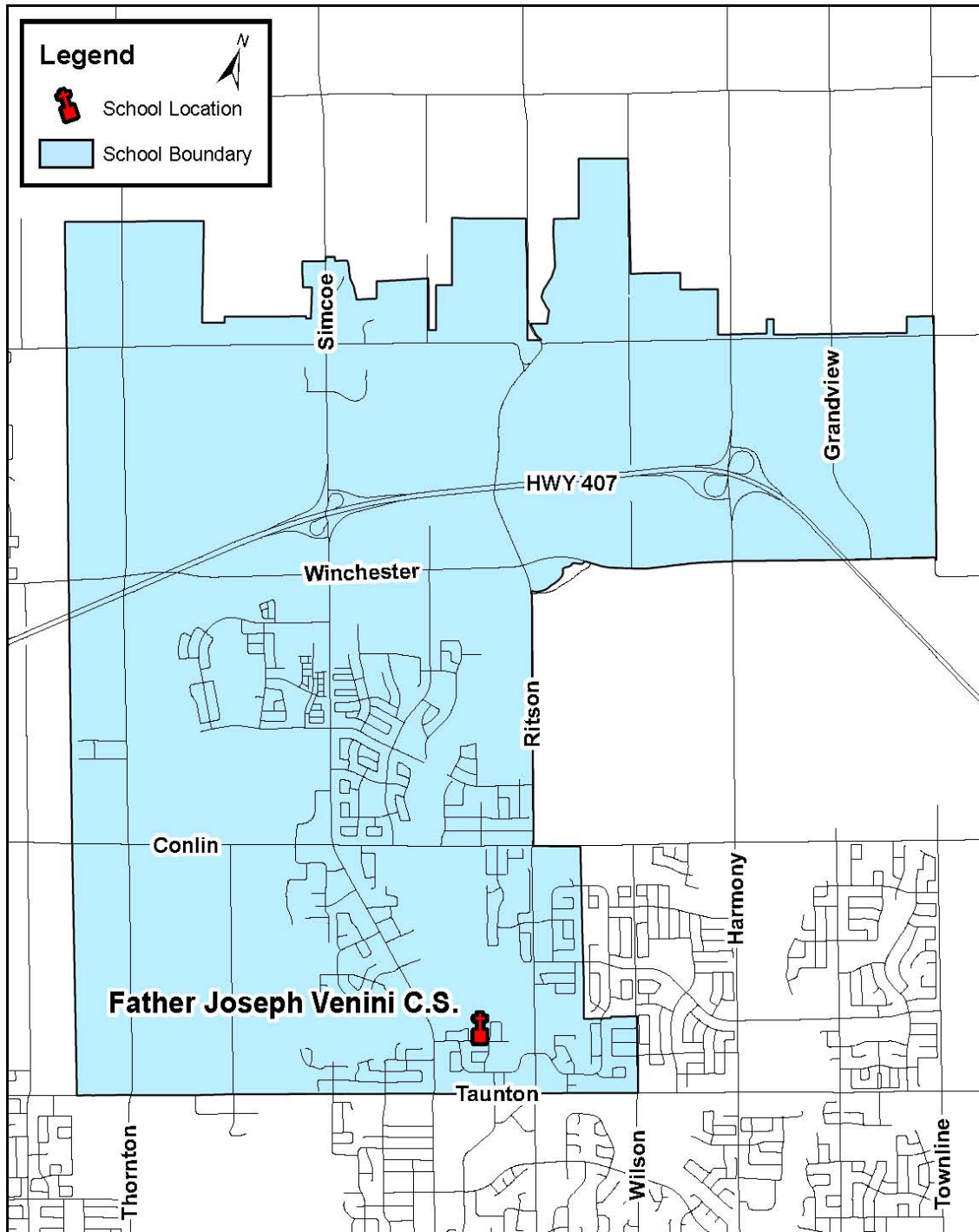
1. Tuesday March 20, 2018; 7-9 pm
2. Thursday March 22, 2018; 7-9 pm
3. Wednesday March 28, 2018 7-9 pm

Following the meetings with the school community staff proposes to return to the April 2018 meeting of the Board of Trustees to receive final approval for the boundaries, and to address all issues related to implementation.

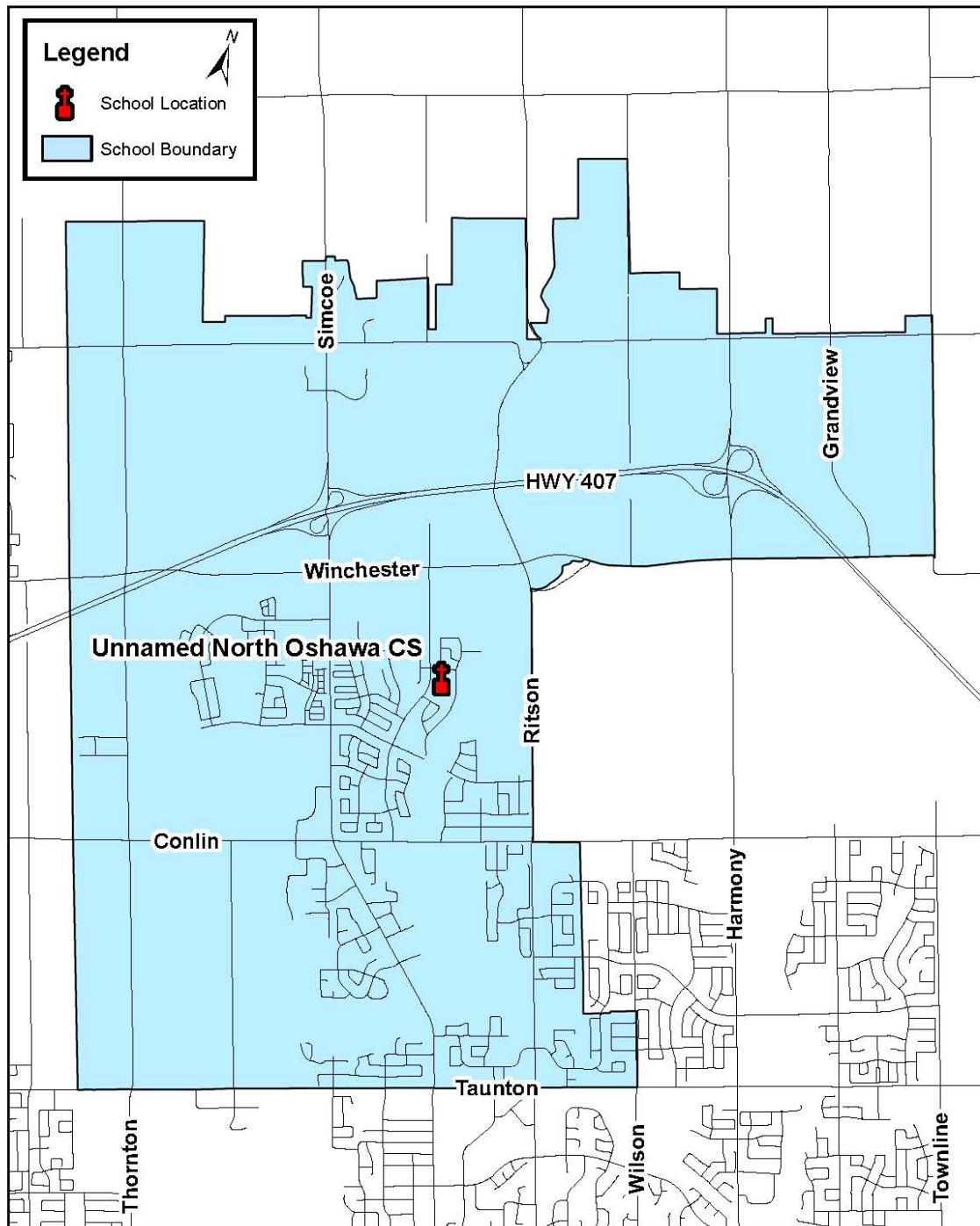
Attachments

AOB:BC:RL:LM:tc

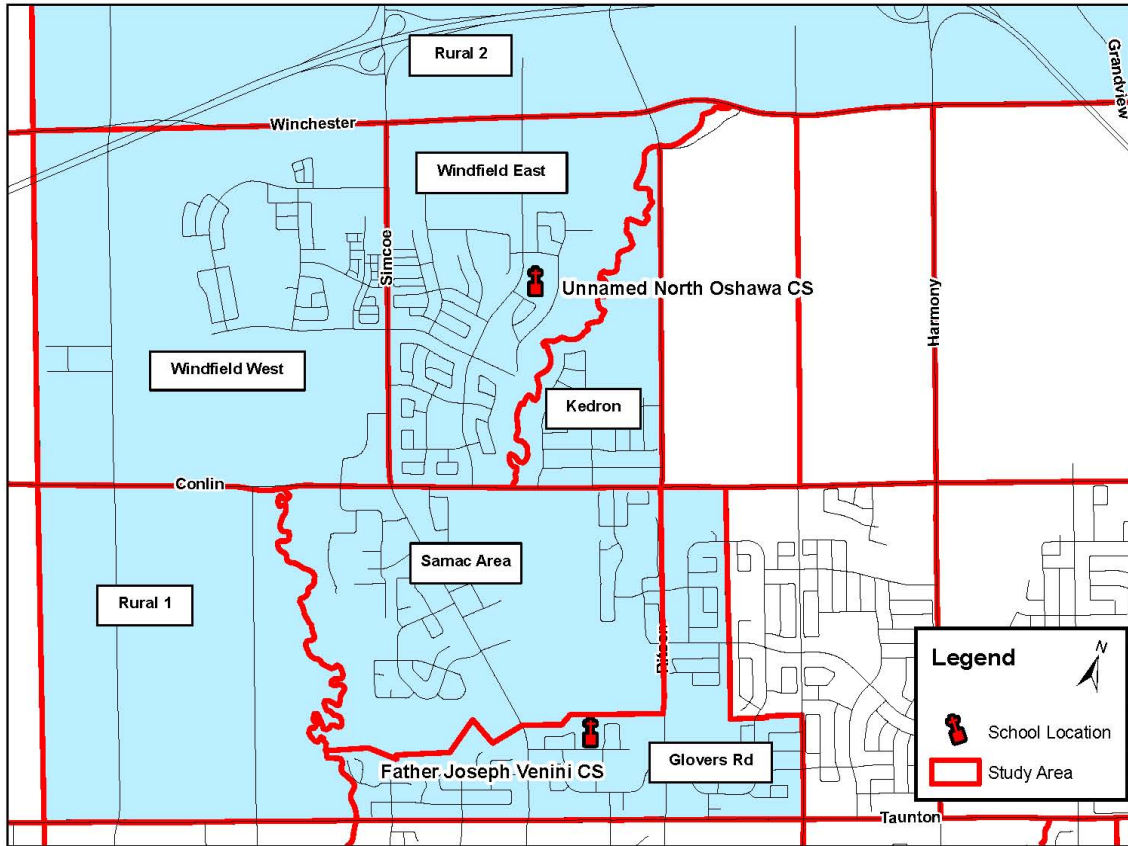
APPENDIX 1: EXISTING SCHOOL BOUNDARY



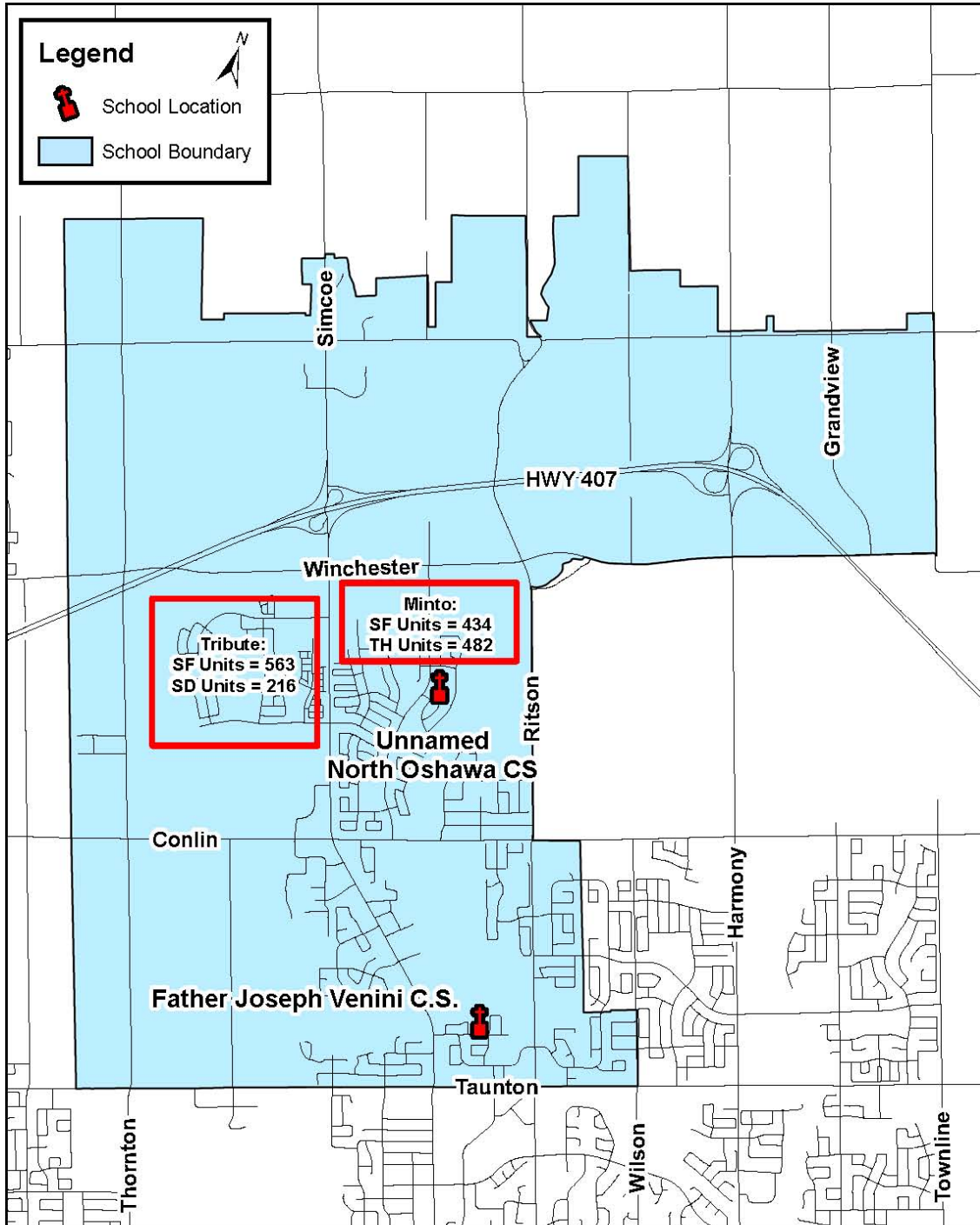
APPENDIX 2: Recommended Boundary Option



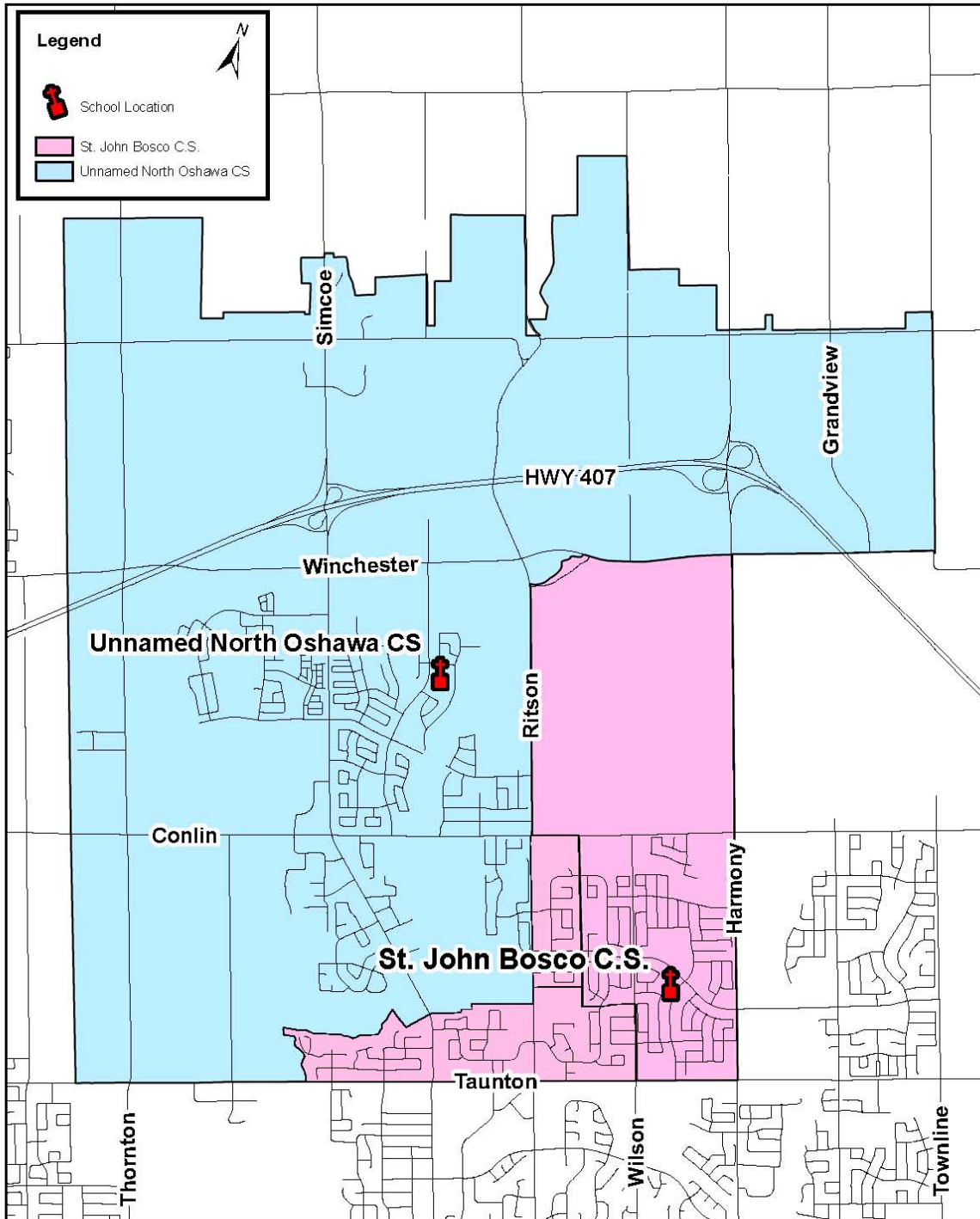
Appendix 3: Student Location Map for Father Joseph Venini Catholic School



Appendix 4: Housing Development in the Unnamed North Oshawa CS Boundary



Appendix 5: Alternate Boundary Option for the Unnamed North Oshawa CS





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

RECOMMENDATIONS

Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board receive as information the report entitled Long Term Accommodation Plan 2016-2020 Update dated November 27, 2017."

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 taken to date.

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: February 26, 2018

Subject: **Trustee Determination and Distribution**

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

RECOMMENDATIONS

Moved by , seconded by

"THAT the Durham Catholic District School Board receive as information the Trustee Determination and Distribution report dated February 26, 2018."

Moved by , seconded by

"THAT the Durham Catholic District School Board identifies the Township of Scugog, Township of Uxbridge and Township of Brock as low population Municipalities in compliance with Ontario Regulation 412/00. The sum of the electoral quotients for these municipalities shall be increased by one (1). "

Moved by , seconded by

"THAT the Durham Catholic District School Board will make no changes to the current number or distribution of elected Trustees for the 2018 municipal elections."

To: Board of Trustees
Re: Trustees Determination and Distribution
Date: February 26, 2018

RATIONALE

Provincial Regulation

The provisions regarding the number of elected Trustees within the jurisdiction of the board are found in Section 58.1 of the Education Act and in Ontario Regulation 412/00: Elections to and Representation on District School Boards.

The requirements of the regulation are that the number of elected Trustees within the Boards jurisdiction is to be calculated and submitted to The Ministry of Education in accordance with the regulation before March 31, 2018.

Number of Trustees

The number of elected Trustees for the Durham Catholic District School Board is based in part on the total electoral population of the area under the jurisdiction of the Board. The Board's electoral population was calculated as of February 15, 2018 by the Municipal Property Assessment Corporation (MPAC) and totals 87,960 persons who support the English Separate System.

The Board's electoral population entitles the Board to a total of eight (8) elected Trustees as outlined in Table 2 of the Regulation (See Appendix 1). This is the same number of Trustees as was identified in 2006, 2010 and 2014.

The Board can choose to pass a resolution to reduce the number of Trustees in accordance with Section 58.1 (10.1) of the Education Act, however the resolution cannot provide for fewer than five (5) Trustees.

Additional provisions of the Regulation allow for additional Trustee representation if one or more conditions are met with respect to density or dispersal as identified in Table 3, 4, and 5 of the Regulation. The Durham Catholic District School Board does not meet the requirements for additional elected Trustees under any of these provisions.

Distribution of Members

Ontario Regulation 412/00 makes provisions for the distribution of elected Trustees in section 4 of the Regulation. The principles included in the Regulation address the following:

- Ensuring that Municipalities with low populations receive reasonable representation,
- Addressing evidence of historic, traditional or geographic communities,
- When identifying low population municipalities, establish geographic boundaries that coincide with school communities.

To: Board of Trustees
Re: Trustees Determination and Distribution
Date: February 26, 2018

In accordance with Ontario Regulation 412/00 Section 4 (1) the Board shall:

“(a) pass a resolution designating one or more municipalities within the board’s area of jurisdiction as low population municipalities and directing that an alternative distribution of members be done in respect of them for purposes of the election of board members;

or

(b) pass a resolution stating that the board has decided not to designate any municipality within the board’s area of jurisdiction as a low population municipality.”

Where option (a) above is chosen designating low population municipalities, the Board must choose whether the sum of the electoral quotients for the municipalities designated as low population will be increased by one (1) or two (2). In 2006, 2010 and 2014 the Durham Catholic District School Board identified the Township of Scugog, Township of Uxbridge and Township of Brock collectively known as “the North” as a low population municipalities for the purposes of elected Trustee distribution and designated the sum of electoral quotients for this grouping of municipalities to be increased by one (1).

The distribution of elected Trustees can be calculated by several means using an electoral quotient formula depending on whether or not there is a low population municipality to be considered. If the Board passes the resolution to increase the quotient by one (1) to calculate the alternate electoral quotient for the low population municipalities then the Alternate Electoral Quotient column below is used to calculate representation for low population Municipalities within the jurisdiction of the Board.

Electoral Group Municipality	Electoral Population 2018	Electoral Quotient	Alternate Electoral Quotient	Current Trustee Allocation
Township of Scugog	1,579	0.14	0.55	1
Township of Uxbridge	1,834	0.17	0.64	
Township of Brock	456	0.04	0.16	
<i>Total</i>	3,869	0.35	1.35	1
City of Pickering	18,253	1.66	1.44	1
Town of Ajax	20,851	1.90	1.65	2
Town of Whitby	23,129	2.10	1.83	2
City of Oshawa	21,858	1.99	1.73	2
<i>Total</i>	84,091	7.65	6.65	7
Overall Total Number of Trustees	87,960 8	8.00	8.00	8

To: Board of Trustees
Re: Trustees Determination and Distribution
Date: February 26, 2018

Historical and Geographical Considerations

For the 1997 municipal election, The Local Education Improvement Commission (LEIC) for Durham's new Durham Catholic District School Board recommended that a low population area be identified for the Township of Scugog, Township of Uxbridge and Township of Brock be created and was established as the North Durham Region and assigned 1 elected Trustee.

In subsequent municipal elections in 2000, 2003, 2006, 2010 and 2014 the North was identified as a low population area and the Board passed resolutions in accordance with the Regulation.

During the 1980's the organization of separate school zones was completed in Scugog, Uxbridge and Brock accompanied by growth in these three predominantly rural communities. In 1988, the Durham Region Roman Catholic Separate School Board approved a motion to increase Trustee representation by 1 Trustee to represent the needs of the northern three municipalities. The North Durham Region has had continuous Trustee representation since 1988.

The northern three municipalities are served by three community churches including Immaculate Conception Catholic Church in Port Perry, Sacred Heart Catholic Church in Uxbridge and St. Joseph Catholic Church in Beaverton. The reasons for the operation of this number of churches are to serve the large geographic area being served.

Additional Requirements

Following the approval of the required actions within the report, the Board shall by March 31, 2018 prepare a report that includes:

- (a) the results of the determination and distribution;
- (b) where a geographic area consists of all or part of two or more municipalities, the identification made under section 8.1 of the municipality with the largest population of the board's electoral group; and
- (c) a copy of the data and calculations by which the determination and distribution were made

The board shall send a copy of the report to the Minister of Education, the school board election clerks for all the municipalities within the area of jurisdiction of the board; and the secretary of every other board, the area of jurisdiction of which is wholly or partially within the area of jurisdiction of the board. The copy of the report shall be sent by April 3 in the election year.

To: Board of Trustees
Re: Trustees Determination and Distribution
Date: February 26, 2018

Appendix 1:

TABLE 2
NUMBER OF MEMBERS BASED ON ELECTORAL GROUP
POPULATION

Item	Total Population of Electoral Group	Number of Members
1.	Less than 30,000 persons	5
2.	30,000 to 44,999 persons	6
3.	45,000 to 59,999 persons	7
4.	60,000 to 99,999 persons	8
5.	100,000 to 149,999 persons	9
6.	150,000 to 249,999 persons	10
7.	250,000 to 399,999 persons	11
8.	400,000 to 999,999 persons	12
9.	1,000,000 to 1,499,999 persons	17
10.	1,500,000 persons or more	22



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: February 26, 2018

Subject: **2017/2018 Schedule for Board and Committee Meetings - Revised**

RECOMMENDATION

Moved by _____, seconded by _____

<p>"THAT the Durham Catholic District School Board approve the revised Schedule of Board and Committee Meetings for the 2017-2018 school year."</p>

RATIONALE

Finance Committee
April 9, 2018 – Public Consultation
April 11, 2018 – Finance Meeting

AOB:vk



2017/ 2018 Meeting Schedule

MONTH	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August							1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25
September					1	4 H	5	6 S/E	7	8	11	12 S	13 S/E	14 PIC	15	18 A	19	20 S/E	21	22	25 B	26	27	28	29
October	2 B*	3 S	4 S/E	5 PIC	6	9 H	10	11 S/E	12	13	16 F	17	18 S/E	19	20	23 B	24	25 S/E	26	27	30	31			
November			1 S/E	2	3	6 B*	7 S	8 S/E	9 PIC	10	13	14	15 S/E	16	17	20 A	21	22 S/E	23	24	27 B	28	29	30	31
December					1	4 I	5 S	6 S/E	7 PIC	8	11 F	12	13 S/E	14	15	18 B	19	20	21	22	25 H	26 H	27 H	28 H	29 H
January	1 H	2 H	3	4	5	8	9 S	10 S/E	11 PIC	12	15 F	16	17 S/E	18	19	22 B	23	24 S/E	25	26	29	30	31		
February				1	2	5 B*	6 S	7 S/E	8	9	12 F	13	14 S/E	15 PIC	16	19 H	20	21 S/E	22	23	26 B	27	28		
March					2	5	6 S	7	8	9 H	12 H	13 H	14 H	15 H	16 H	19 B	20	21 S/E	22 PIC	23	26	27	28	29	30 H
April	2 H	3	4 S/E	5	6	9 F	10 S	11 F	12 PIC	13	16 A	17	18 S/E	19	20	23 B	24	25 S/E	26	27	30				
May		1	2 S/E	3	4	7 B*	8 S	9 S/E	10	11	14 F	15	16 S/E	17 PIC	18	21 H	22	23 S/E	24	25	28 B	29	30		
June					1	4 F	5 S	6 S/E	7 PIC	8	11 B	12	13 S/E	14	15	18	19	20 S/E	21	22	25	26	27	28	29
July						2 H	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27

B - Regular Board Meeting/ B*- Board Meeting (Policy)

S/E - Tentative Suspension/ Expulsion Hearing

F - Finance Committee Meeting

S - Special Education Advisory Committee Meeting (SEAC)

PIC – Durham Catholic Parent Involvement Committee

H - Statutory School Holiday/Board Designated Holiday

I - Inaugural Board Meeting

A - Audit Committee Meeting



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: February 26, 2018

Subject: **Trustees Attendance – January to December 2017**

Origin: Vijaya Kunar, Executive Officer of Governance

RECOMMENDATION

Moved by , seconded by

"THAT the Durham Catholic District School Board receive and file as information, Trustees Attendance Report for the period January to December 2017."

RATIONALE

In keeping with the past practice of the Board, Trustees Attendance Report for Board and Committee meetings from January to December 2017 is attached.

AOB:vk

Durham Catholic District School Board

TRUSTEE AND STUDENT REPRESENTATIVE ATTENDANCE Regular and Special Board Meetings



January - December 2017

Meeting Date	In Camera/ Open	T. Chapman	T. Corless	M. Forster	K. LeFort	J. McCafferty	J. Oldman	P. Pulla	J. Rinella	Student Trustee	Student Trustee
Jan 23	In Camera	X	X	X	X	X	E	E	X		
	Open	X	X	X	X	X	E	E	X	X	WR
Jan 30 (Special)	In Camera	X	X	X	X	X	X	E	X		
	Open	X	X	X	X	X	X	E	X		
Feb 6	In Camera	X	WR	X	X	X	E	E	X		
	Open	X	WR	X	X	X	E	E	X		
Feb 27	In Camera	X	X	X	X	X	X	E	X		
	Open	X	X	X	X	X	X	E	X	X	X
Mar 27	In Camera	X	X	X	X	X	E	WR	X		
	Open	X	X	X	X	X	E	WR	X	X	WR
Apr 24	In Camera	X	X	X	X	X	X	E	X		
	Open	X	X	X	X	X	X	E	X	X	X
May 5	In Camera	X	WR	X	X	X	X	E	X		
	Open	X	WR	X	X	X	X	E	X		
May 23	In Camera	X	WR	X	X	X	X	X	X		
	Open	X	WR	X	X	X	X	X	X	X	WR
Jun 12	In Camera	X	X	X	X	X	X	E	X		
	Open	X	X	X	X	X	X	E	X	X	X
Sep 25	In Camera	X	X	X	X	X	X	E	X		
	Open	X	X	X	X	X	X	E	X	X	X
Sep 28 (Special)	In Camera	X	X	X	X	X	X	E	X		
	Open	X	X	X	X	X	X	E	X		
Oct 2	Open	X	E	X	X	X	X	WR	WR		
Oct 23	In Camera	X	X	X	X	X	X	X	X		
	Open	X	X	X	X	X	X	X	X	X	X
Nov 13	Open	X	WR	X	X	E	WR	X	X		
Nov 27	In Camera	X	WR	X	X	X	WR	X	X		
	Open	X	WR	X	X	X	WR	X	X	X	X
Dec 4 (Inaugural)	Open	X	X	X	X	X	X	X	X	X	X
Dec 6 (Special)	Open	X	X	X	WR	X	WR	E	X		
Dec 18	In Camera	X	X	X	X	X	E	WR	X		
	Open	X	X	X	E	X	X	E	X	X	X

WR - With Regret E- attended electronically (via teleconference)

X - in attendance

Student Trustees attend Open sessions of Board Meetings only

DURHAM CATHOLIC DISTRICT SCHOOL BOARD**TRUSTEE ATTENDANCE****JANUARY 2017- DECEMBER 2017****X - Present****WR - With Regrets****N - No Meeting****A - Absent****E - Attended Electronically**

AUDIT		COMMITTEE MEMBERS			
DATE	K. LeFort	J. Oldman	T. Chapman	J. Rinella	Trustee
JANUARY					
FEBUARY					
MARCH					
APRIL	X	X	X		
MAY					
JUNE					
SEPTEMBER	X	X	X	X	
OCTOBER					
NOVEMBER	X	X	X	X	
DECEMBER					

SEAC		COMMITTEE MEMBERS			
DATE	K. LeFort	J. Oldman	Trustee	Trustee	Trustee
JANUARY	N	N	N	N	N
FEBUARY	N	N	N	N	N
MARCH	X	WR			
APRIL	X	X			
MAY	E	E			
JUNE	X	X			
SEPTEMBER	X	X			
OCTOBER	X	E			
NOVEMBER	X	WR			
DECEMBER	X	WR			

SAL		COMMITTEE MEMBERS			
DATE	J. Oldman	M. Forster	J. Rinella	Trustee	Trustee
JANUARY	X				
FEBUARY	WR	X			
MARCH	WR	X			
APRIL	X				
MAY	X				
JUNE	X				
SEPTEMBER	X				
OCTOBER	X				
NOVEMBER	WR		X		
DECEMBER	WR	X			

SUSPENSION APPEAL COMMITTEE		COMMITTEE MEMBERS			
DATE	J. Rinells	J. McCafferty	J. Oldman	P. Pulla	Trustee
JANUARY					
FEBUARY					
MARCH					
APRIL					
MAY					
JUNE					
SEPTEMBER	X	X	X	WR	
OCTOBER					
NOVEMBER					
DECEMBER					

EXPULSION HEARING COMMITTEE		COMMITTEE MEMBERS			
DATE	K. LeFort	J. Oldman	J. Rinella	T. Chapman	J. McCafferty
JANUARY	X	X	X		
FEBUARY	X	X	X		
MARCH	X	X	X		
APRIL	X	WR	X		X
MAY	X	WR	WR	X	X
JUNE	X	X	X		
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					

DCPIC		COMMITTEE MEMBERS			
DATE	T. Corless	T. Chapman	J. Rinella	Trustee	Trustee
JANUARY	E				
FEBUARY	X				
MARCH	X				
APRIL		X			
MAY			X		
JUNE		X			
SEPTEMBER		X			
OCTOBER		X			
NOVEMBER		X			
DECEMBER	N				

FINANCE		COMMITTEE MEMBERS			
DATE	T. Corless	M. Forster	T. Chapman	J. Rinella	J. McCafferty
JANUARY	X	X		X	X
FEBUARY					
MARCH					
APRIL	X	X		WR	X
MAY	WR	X		X	X
JUNE	WR	X		X	X
SEPTEMBER					
OCTOBER	X	X		X	X
NOVEMBER					
DECEMBER	X	E	X	X	X

STUDENT SENATORS		COMMITTEE MEMBERS			
DATE	T. Chapman	J. McCafferty	Trustee	Trustee	Trustee
JANUARY	X				
FEBUARY	X				
MARCH	WR				
APRIL	WR	X			
MAY	X				
JUNE	X				
SEPTEMBER	X				
OCTOBER	X				
NOVEMBER	X				
DECEMBER	X				

BOARD AWARD OF MERIT		COMMITTEE MEMBERS			
DATE	J. Oldman	T. Chapman	J. McCafferty	Trustee	Trustee
JANUARY					
FEBUARY					
MARCH					
APRIL	X	X	E		
MAY					
JUNE					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					

TRUSTEE YOUTH AWARD		COMMITTEE MEMBERS			
DATE	T. Corless	M. Forster	J. McCafferty	Trustee	Trustee
JANUARY					
FEBUARY					
MARCH					
APRIL	X	X	X		
MAY					
JUNE					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					

OUTSTANDING HOME/SCHOOL AWARD		COMMITTEE MEMBERS			
DATE	T. Chapman	Trustee	Trustee	Trustee	Trustee
JANUARY					
FEBUARY					
MARCH					
APRIL	X				
MAY					
JUNE					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					

SCHOOL YEAR CALENDAR		COMMITTEE MEMBERS			
DATE	T. Corless	Trustee	Trustee	Trustee	Trustee
JANUARY					
FEBUARY	X				
MARCH					
APRIL					
MAY					
JUNE					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: February 26, 2018

Subject: **Out of Province Travel**

Origin: John Mullins, Superintendent of Education

RECOMMENDATION

Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board approve the request of four team members of the Board to travel to Norway from April 20-28, 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 four members of staff are requesting to go to Norway to collaborate with International partners regarding transitional Math learning.

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

AOB/JM/lm



Durham Catholic District School Board
MEMORANDUM

To: Board of Trustees
From: Anne O'Brien
Date: February 26, 2018
Subject: **Out of Province Travel**

RECOMMENDATION

Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board approve travel for 8 staff members to Vancouver, BC to facilitate observation and deeper collaboration on instructional strategies in Secondary schools that support feedback-based learning classrooms."

RATIONALE

Growing Success: Assessment, Evaluation and Reporting, Grades 1-12 identifies descriptive feedback as an essential component of the teaching and learning process.

Feedback provides students with a description of their learning. The purpose of providing feedback is to reduce the gap between a student's current level of knowledge and skills and the learning goals. Descriptive feedback helps students learn by providing them with precise information about what they are doing well, what needs improvement, and what specific steps they can take to improve. According to Davies (2007, p. 2), descriptive feedback "enables the learner to adjust what he or she is doing in order to improve." Ongoing descriptive feedback linked specifically to the learning goals and success criteria is a powerful tool for improving student learning and is fundamental to building a culture of learning within the classroom.

Members of our secondary school panel who have been deeply involved in the Renewed Mathematics Strategy have established authentic student learning councils whereby students are invited to provide input and feedback on the learning environment, including instructional strategies with a view to improving math engagement and outcomes for all students. One critical piece of feedback from the student learning council was the desire to decrease the emphasis on traditional grades during the learning process while at the same time increasing the quality and quantity of descriptive feedback to improve learning. Current

research and the Growing Success policy support this approach as a method to increase student achievement. A small network of educators has formed to pursue deeper learning in this area. This research is connected to and builds upon the NORCAN project and previous Teacher Learner and Leadership Program projects. Two schools in Vancouver, BC have been identified that have operationalized these strategies in the classroom who are willing to host a delegation.

Purpose:

- To expand knowledge and research around feedback-based learning classrooms
- To continue NORCAN inquiry relating to how to increase student engagement, measure student learning (rather than performance), and ensure equity in transitional Math classrooms
- To continue NORCAN inquiry regarding inquiry-based classrooms and ways to effect change in school cultures

Plan of Action:

On May 27 – 30, 2018, a team consisting of teachers, school and system administrators would visit two schools, Seycove Secondary School (Vancouver, BC) and Maple Ridge School District (Maple Ridge, BC), in order to learn more about strategies used to facilitate implementation of feedback-based learning classrooms and inquiry-based learning communities. Funding for the travel portions of this inquiry would come from 2018 NORCAN funds.



Durham Catholic District School Board

MEMORANDUM

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: February 26, 2018

Re: **Correspondence**

RECOMMENDATION

Moved by _____, seconded by _____

"THAT the Durham Catholic District School Board receive and file as information the following correspondence:

- Ontario Catholic School Trustees' Association 'Government of Canada Summer Jobs Program.'

RATIONALE

As attached.

AOB:vk



Ontario Catholic School
Trustees' Association

February 20, 2018

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Patrick J. Daly, President

SUBJECT: Government of Canada Summer Jobs Program

Further to our memos of January 31, 2018 and February 8, 2018, we would like to provide you with a recent update (Appendix A) we received from the Canadian Conference of Catholic Bishops. We provide it to you for your information and with appreciation to our Bishops for their tremendous leadership regarding this important matter.

We encourage all Catholic boards whether they have applied for funding under the Summer Jobs Program or not, to send letters of deep concern to Prime Minister Trudeau, Minister Hajdu and your local members of Federal Parliament. In this regard you will find attached Appendix B, the February 2, 2018 OCSTA letter. We would appreciate it if you could forward to us a copy of your letter as well as any responses you receive.

Attachments

Appendix A

I wish to provide you an update on the Government of Canada Summer Jobs program. As you may be aware, organizations, which have applied to the Program (either by altering or modifying the problematic attestation, or submitting a paper application without checking the attention box), have begun receiving notification from Service Canada stating that their applications are deemed incomplete. Service Canada is giving organizations 10 days from the date of its letter to check the attestation box or have their applications rejected. Attached to this email is a copy of the Service Canada letter (the original in English only) which was scanned from a website.

Below is an email from Mr. Barry W. Bussey, Director, Legal Affairs for The Canadian Council of Christian Charities (CCCC), one of the organizations that signed the interfaith faith statement released 25 January. Mr. Bussey is recommending that charities, which are still unwilling to affirm the attestation, respond to Service Canada's letter by requesting an accommodation under the Charter and the Canadian Human Rights Act. Although it seems unlikely such a response will alter the government's position, it may be of evidentiary value in future litigation at either the Federal or Supreme Court. A template of the letter is attached in English and French for possible distribution in your diocese/eparchy should it prove useful to any applicant wishing to respond in this way.

Lastly, the CCCB has updated its website with the statements and letters by Catholic dioceses expressing their concerns with the government's requirements for 2018 Canada Summer Jobs program, together with a listing of media coverage both before and after the interfaith news conference held in Toronto on 25 January 2018. For your convenience, this bilingual listing is found at:

http://www.cccb.ca/site/images/stories/pdf/Statements_media_coverage.pdf

Sincerely yours in Jesus with Mary,

Rev. Msgr. Frank Leo, Jr.
General Secretary

Important: If Your Canada Summer Jobs Application Has Been Returned...

Dear Ministry Leader,

Over the past days, we have received a number of notices from charities that their applications for funding through the Canada Summer Job Grant program have been returned due to "missing information" as a result of submitting an altered or modified attestation.

According to the Service Canada notification, any alteration or modification of the attestation will result in an incomplete application.

However, Service Canada permits applicants to resubmit their application within 10 days of the rejection with the offending attestation completed in order to perfect their application.

Essentially, Service Canada is asking charities to accept the Government's attestation despite their religious and conscience rights.

CCCC's Recommendations

CCCC suggests that charities that are unable to check the attestation box unamended resend their application along with the following request for an accommodation under the *Charter of Rights and Freedoms* and the *Canadian Human Rights Act*.

To Whom It May Concern:

We have received your notification that our application has not been processed because "...the attestation cannot be altered or modified. The "I attest" box must be checked and the application signed."

However, as we explained to you in our application, the requirement of the government to force us to make the attestation is a violation of our constitutional rights. Compelled speech violates our long-held democratic rights that have existed before the Charter of Rights and Freedoms, have been reiterated in the Charter, and are recognized in the Canadian Human Rights Act.

Our religious beliefs and obligations, our conscience, our beliefs, thoughts, and opinions all preclude us from making the attestation as set out in the application and guide, including the supplementary information.

It is for this reason that we request an accommodation of our Charter rights to

- freedom of religion;*
- freedom of conscience;*
- freedom of belief;*
- freedom of opinion;*

- *freedom of thought;*
- *freedom of expression; and*
- *equality rights;*
-

as well as our right to not be discriminated against on the basis of religion under the Canadian Human Rights Act.

We trust that you will consider the Charter and human rights accommodations we require.



Ontario Catholic School
Trustees' Association

February 2, 2018

The Right Honourable Justin Trudeau, Prime Minister of Canada
The Honourable Patty Hajdu, Minister of Employment
House of Commons
Ottawa, ON K1A 0A6

Dear Prime Minister Trudeau & Minister Hajdu:

I am writing you to express the deep concern of the Ontario Catholic School Trustees' Association with regard to the additional requirements of the application process of the Canada Summer Jobs Program. Our Association was founded in 1930 and represents the 29 English Catholic District School Boards in Ontario. These publicly funded school systems educate approximately 545,000 students from Junior Kindergarten to Grade 12 and many thousands more through our Continuing Education Programs. Collectively the locally elected trustees who serve on these boards represent the almost 2.2 million Catholic School ratepayers in Ontario.

For many years Catholic School Boards in Ontario have applied for and received grants through the Canada Summer Jobs Program. The grants received enable them to provide meaningful employment to a number of young people. Consistent with their missions, these Catholic School Boards often target this funding to socio-economic disadvantaged youth in their communities.

The requirements in the current application process clearly and most unfairly violate religious freedom and will serve to deny many vulnerable and disadvantaged young people summer employment. We urge and call upon you to immediately amend the Summer Jobs guidelines and application process so as to permit faith based organizations like those we represent to remain true "to their communal identity and beliefs".

Yours very truly,

Patrick J. Daly
President