

## REGULAR BOARD MEETING

## AGENDA

**Monday, November 26, 2018**  
**7:30 p.m.**

Catholic Education Centre  
650 Rossland Road West  
Oshawa, ON L1J 7C4

Main Telephone Number: (905) 576-6150  
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## REGULAR BOARD MEETING

**Monday, November 26, 2018**

7:30 p.m.

Durham Catholic District School Board

Catholic Education Centre

650 Rossland Road West, Oshawa

## OPEN SESSION AGENDA

<b>A.</b>	<b>CALL TO ORDER</b>	<b><u>Page</u></b>
a.1	Motion to Move In Camera (7:00 p.m.)	
a.2	National Anthem (7:30 p.m.)	Father Fénélon Catholic School Choir
a.3	Acknowledgement of Traditional Territory	
a.4	Memorials and Prayer	Student Trustees
a.5	Roll Call and Apologies	
<b>B.</b>	<b>APPROVAL OF AGENDA</b>	
b.1	Changes to printed Agenda	
b.2	Approval of Agenda	
<b>C.</b>	<b>ANNOUNCEMENTS</b>	
c.1	Announcements from the In Camera Session of the Board Meeting	
c.2	Canadian Association of Communicators in Education Bravo Awards Recognition	
<b>D.</b>	<b>NOTICES OF MOTIONS</b>	
<b>E.</b>	<b>DECLARATIONS OF INTEREST</b>	
e.1	Declaration of Conflict of Interest	
<b>F.</b>	<b>ACTIONS TO BE TAKEN</b>	
f.1	Approval and Signing of Minutes of the Open Session of the Regular Board Meeting of October 29, 2018	4
f.2	Business Arising from the Open Session of the Regular Board Meeting of October 29, 2018	
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f.4	Business Arising from the Open Session of the Regular Board Meeting of November 5, 2018	

**G. PRESENTATIONS**

- g.1 Regional Arts and Media Program Update – Tracy Barill, Superintendent of Education
- g.2 Emerging Technology Update – Ronald Rodriguez, Chief Information Officer, Information and Communication Technology
- g.3 2017/2018 Year End Results: Audited Financial Statements – Ryan Putnam, Superintendent of Business and Chief Financial Officer

**H. DELEGATION**

**I. CONSIDERATION OF MOTION**

- I.1 Motions to be read in Open Session from the In Camera Session of the Board Meeting of November 26, 2018

**J. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**

- j.1 Notice of Motion: Naming the Catholic Education Centre (as per Appendix 1 of the Minutes of the Regular Board Meeting of Monday, October 29, 2018)

**K. COMMITTEES**

**k.1 Committee Reports**

- k.1.1 I.P.R.C. Report for October 2018 31
- k.1.2 Special Education Advisory Committee Meeting – November 6, 2018 32
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**I.1 Teaching and Learning**

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- I.1.2 French Immersion and Extended French Programs 80
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- I.3.1 Revised 2018/2019 Schedule for Board and Committee Meetings 96
- I.3.2 Out of Province Travel 98
- I.3.3 Director's Verbal Report

**I.4 Chair's Report**

- I.4.1 Chair's Year-End Verbal Report
- I.4.2 Student Trustees' Verbal Report

**M. CORRESPONDENCE**

- m.1 ShareLife 99

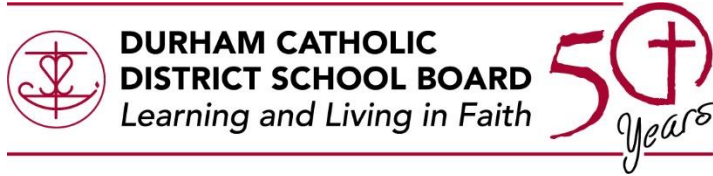
**N. INQUIRIES AND MISCELLANEOUS**

**O. PENDING ITEMS**

**P. ADJOURNMENT**

**Q. CLOSING PRAYER**

Student Trustee



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

Trustees Present

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

Staff Present

A. O'Brien, Director  
J. Bowyer  
B. Camozzi  
M. Gray  
S. Grieve  
M. Hammond  
T. Keay

R. Leclair  
J. McVeigh  
J. Mullins  
G. O'Reilly  
R. Putnam  
R. Rodriguez

Regrets

P. Pulla

Student Trustees

J. Cara  
S. Zamorano

**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. B2018-10-29-01

Motion to Move In Camera

Moved by T. Corless seconded by J. Oldman

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

Carried

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

Chair Chapman reconvened the meeting to order and welcomed all in attendance.

**a.2 NATIONAL ANTHEM – O CANADA**

Students from All Saints Catholic Secondary School opened the meeting with O Canada.

**a.3 ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Chapman acknowledged Traditional Lands and Territory.

**a.4 MEMORIALS AND PRAYERS**

Student Trustees Zamorano and Cara offered the opening prayer.

**ITEM a.5 ROLL CALL AND APOLOGIES**

Trustee Pulla sent regrets.

**B. APPROVAL OF AGENDA**

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

None.

**ITEM b.2 APPROVAL OF AGENDA**

Motion No. B2018-10-29-02

Approval of Agenda

Moved by K. LeFort seconded by J. McCafferty

“THAT the Durham Catholic District School Board approve the agenda of the Monday, October 29, 2018 Regular Board Meeting as printed.”

Carried

**C. ANNOUNCEMENTS**

**c.1 50<sup>th</sup> ANNIVERSARY STUDENT VIDEO**

- Director O'Brien thanked Grade 12 student Dani Webster for volunteering her time on producing a 50<sup>th</sup> Anniversary multi-media presentation that helped launch DCDSB's 50<sup>th</sup> Anniversary celebrations with staff before the school year start-up. The video presentation highlighted past and present members of the Durham Catholic learning community. The video can be viewed online on DCDSB's YouTube channel.

**c.2 AJAX FIRE CHIEF FOR A DAY CONTEST WINNER RECOGNITION**

- Chair Chapman recognized Kinzee Beroncal, a student from St. Josephine Bakhita Catholic School, for being named Junior Fire Chief for the Town of Ajax. Kinzee submitted a winning poster among 470 submissions, which illustrated her knowledge and understanding of key fire safety messages, such as having working smoke alarms, calling 9-1-1 in an emergency and ensuring that exits are not blocked.

**c.2 AJAX FIRE CHIEF FOR A DAY CONTEST WINNER RECOGNITION** (Cont'd)

- The Chair further stated that this recognition is a wonderful opportunity to celebrate the importance of our partnerships with local fire departments and other Safe School supporters.

**c.3 FATHER PATRICK FOGARTY AWARD RECIPIENTS RECOGNITION**

- Director O'Brien acknowledged DCDSB secondary students who were recently recognized with the Father Patrick Fogarty Awards at the annual Canadian Education Foundation of Ontario banquet. This event honours students who have distinguished themselves in their Catholic high schools.
- All Saints Catholic Secondary School student, Marcus Yip, said he was honoured to represent students at the dinner.
- Chair Chapman extended congratulations to all award recipients.

**c.4 ANNOUNCEMENTS FROM THE IN CAMERA SESSION OF THE REGULAR BOARD MEETING OF OCTOBER 29, 2018**

Vice Chair Forster made the following announcement:

**RETIREMENT**

<u>Name</u>	<u>Current Position</u>	<u>Effective Date</u>
McPhee, Jennifer J.	Teacher, St. John XXIII C.S.	December 31, 2018"

Chair Chapman transferred the Chair's position to Vice Chair Forster for item D. Notice of Motions.

**D. NOTICE OF MOTIONS**

Trustee Chapman read the Notice of Motion on the naming of the Catholic Education Centre (Appendix 1).

Chair Chapman resumed the position of Chair for the remainder of the meeting.

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

None.

## **F. ACTIONS TO BE TAKEN**

### **f.1 APPROVAL AND SIGNING OF MINUTES OF THE OPEN SESSION OF THE REGULAR BOARD MEETING OF SEPTEMBER 24, 2018**

Motion No. B2018-10-29-03

Approval and Signing of Minutes

Moved by J. McCafferty seconded by T. Corless

“THAT the Durham Catholic District School Board approve the Minutes of the Open session of the September 24, 2018 Regular Board Meeting.”

Carried

### **f.2 BUSINESS ARISING FROM THE OPEN SESSION OF THE REGULAR BOARD MEETING OF SEPTEMBER 24, 2018**

None.

### **f.3 APPROVAL AND SIGNING OF MINUTES OF THE OPEN SESSION OF THE REGULAR BOARD MEETING (POLICY) OF OCTOBER 1, 2018**

Motion No. B2018-10-29-04

Approval and Signing of Minutes

Moved by J. Rinella seconded by T. Corless

“THAT the Durham Catholic District School Board approve the Minutes of the Open session of the October 1, 2018 Regular Board Meeting (Policy).”

Carried

### **f.4 BUSINESS ARISING FROM THE OPEN SESSION OF THE REGULAR BOARD MEETING (POLICY) OF OCTOBER 1, 2018**

None.

## **G. PRESENTATIONS**

### **g.1 ST. MARGUERITE D'YOUVILLE CATHOLIC SCHOOL REPLACEMENT FACILITY**

- Superintendent Camozzi introduced Priscilla Ladouceur and Brandon Martin from Hossack & Associates Architects to present on the replacement of St. Marguerite d'Youville Catholic School.
- The architects presented a virtual tour on the replacement of St. Marguerite d'Youville Catholic School that included an overview of the site plans, floor plans, and exterior elevations.

### **g.1 ST. MARGUERITE D'YOUVILLE CATHOLIC SCHOOL REPLACEMENT FACILITY (Cont'd)**

- Trustees inquired about the number of stalls in the boys washroom as well as access to the stage, placement of coat racks, and seating in the gym.
- The architects replied that the all washrooms are designed to code, access to the stage is from the hallway, coat racks are situated outside the classrooms except for the kindergarten rooms where coat racks are situated in the classrooms and that there is no permanent seating in the gym.

### **g.2 EQAO PRIMARY & JUNIOR ASSESSMENT OF READING, WRITING AND MATHEMATICS AND GRADE 9 MATH – OSSLT – 2017**

- Superintendent O'Reilly and staff shared a presentation on 2017 EQAO and OSSLT results, which indicated continued gains for Durham Catholic District School Board students, in the areas of math, reading and writing. Mathematics continues to be an area of focus for DCDSB and provincially as staff continues to support educators and students through the board's Numeracy Action Plan.
- Teaching and Learning Consultant Christine Corso reported on the use of cohort data in Academic and Applied Math.
- Maria Clunis, Principal, St. Mark the Evangelist Catholic School, spoke to the Board of Trustees about using EQAO data to inform school improvement actions at the school level.
- Veronica Boyden, Vice Principal, St. Mark the Evangelist Catholic School, spoke about creating a positive atmosphere including: a positive mindset ("I can!"), non-permanent surfaces, concrete manipulatives, rich, engaging tasks, collaborative groupings, active involvement, risk taking as learning and problem solving model.
- Trustee Corless commented that there still seems to be a gap between secondary and post secondary. Superintendent O'Reilly stated that we can track elementary to secondary but there is no mechanism from secondary to college/university.
- Vice Chair Forster asked if there were resources available for secondary school students. Teaching and Learning Consultant Christine Corso responded that four Math Café's have been scheduled and advertised for parents. Math kits have been ordered for all elementary and secondary schools from the Durham Catholic Parent Involvement Committee.

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

- Director O'Brien shared an overview of the 2018-2019 Student Well-Being and Achievement Board Improvement Plan. The plan builds on the goals and actions outlined in the *Discovery 2020 Strategic Plan* in its culminating year. Copies of the plan were distributed to the Board of Trustees.
- The Director reviewed the DCDSB Mission, Vision, Values and the three interconnected priority areas of the Board and described the evidence based practices, the habits of mind, and the instructional core. She outlined the strategic priorities across the 10 themes in the Board Improvement Plan.



**g.3 BOARD IMPROVEMENT PLAN (Cont'd)**

- Director O'Brien recognized the senior administrative team for their work on the document and for their dedication.
- Trustees acknowledged the amount of detail and work that went into preparing the Board Improvement Plan and expressed gratitude to the senior team.

**H. DELEGATION**

None.

**I. CONSIDERATION OF MOTION**

**I.1 MOTION TO BE READ IN OPEN SESSION FROM THE IN CAMERA SESSION OF THE BOARD MEETING OF OCTOBER 29, 2018**

- Vice Chair Forster deemed the Motions read from the In Camera session of the October 29, 2018 Regular Board meeting.

**J. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**

None.

**K. COMMITTEES**

**k.1 COMMITTEE REPORTS**

**k.1.1 IPRC REPORT FOR SEPTEMBER 2018**

Motion No. B2018-10-29-05

IPRC Report for September 2018

Moved by J. McCafferty seconded by T. Corless

“THAT the Durham Catholic District School Board accept the IPRC Report for the month of September 2018.”

Carried

**k.1.2 SPECIAL EDUCATION ADVISORY COMMITTEE MEETING – OCTOBER 2, 2018**

- Chair Chapman asked for an overview of the special education supports for students in French as a Second Language.
- Superintendent Bowyer commented that Carol Caputo, Teaching and Learning Consultant, presented at the October 2, 2018 Special Education Advisory Committee meeting. At that meeting, she provided an overview on supports to assist students with special education needs in the three French as a Second Language programs to provide them with opportunity to learn French.

**k.1.2 SPECIAL EDUCATION ADVISORY COMMITTEE MEETING – OCTOBER 2, 2018** (Cont'd)

- Superintendent Bowyer reviewed all of the service delivery options for students with exceptional needs.

Motion No. B2018-10-29-06

Special Education Advisory Committee Meeting – October 2, 2018

Moved by J. McCafferty seconded by T. Corless

“THAT the Durham Catholic District School Board accept the report of the October 2, 2018 Special Education Advisory Committee meeting.”

Carried

**k.1.3 DURHAM CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING – SEPTEMBER 13, 2018**

Motion No. B2018-10-29-07

Durham Catholic Parent Involvement Committee Meeting September 13, 2018

Moved by T. Corless seconded by J. Oldman

“THAT the Durham Catholic District School Board accept the written report from the Durham Catholic Parent Involvement Committee Meeting of Thursday, September 13, 2018.”

Carried

**k.1.4 DURHAM CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING – OCTOBER 4, 2018**

Motion No. B2018-10-29-08

Durham Catholic Parent Involvement Committee Meeting October 4, 2018

Moved by T. Corless seconded by J. Rinella

“THAT the Durham Catholic District School Board accept the written report from the Durham Catholic Parent Involvement Committee Meeting of Thursday, October 4, 2018.”

Carried

### **k.1.5 FINANCE COMMITTEE MINUTES – OCTOBER 15, 2018**

- Chair Chapman requested an overview of the Finance Committee Minutes.
- Superintendent Putnam provided updates on Enrolment and Staffing, Operating Budget Factors, Strategic Directions and Priorities and Ministry Funding.

Motion No. B2018-10-29-09

Finance Committee Minutes – October 15, 2018

Moved by T. Corless seconded by M. Forster

“THAT the Durham Catholic District School Board receive and file the minutes of the October 15, 2018 Finance Committee meeting.”

Carried

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

None.

## **L. STAFF REPORTS**

### **I.1 STUDENT ACHIEVEMENT**

#### **I.1.1 EQAO PRIMARY & JUNIOR ASSESSMENT OF READING, WRITING AND MATHEMATICS AND GRADE 9 MATH – OSSLT - 2018**

Motion No. B2018-10-29-10

EQAO Primary & Junior Assessment of Reading, Writing and Mathematics and Grade 9 Math – OSSLT – 2017

Moved by K. LeFort seconded by M. Forster

“THAT the Durham Catholic District School Board receive and file as information the report entitled EQAO Primary & Junior Assessment of Reading, Writing and Mathematics and Grade 9 Math – OSSLT – 2017”.

Carried

## **I.2 TEACHING AND LEARNING**

### **I.2.1 FRENCH PROGRAMS UPDATE**

- Chair Chapman inquired about the next steps for this study. Director O'Brien indicated there will be subsequent reports in future meetings outlining recommendations and solutions.

Motion No. B2018-10-29-11

French Programs Update

Moved by T. Corless seconded by J. Oldman

“THAT the Durham Catholic District School Board receive and file as information the report entitled French Programs Update dated October 29, 2018.”

Carried

## **I.3 FACILITIES SERVICES**

### **I.3.1 ST. MARGUERITE D'YOUVILLE CATHOLIC SCHOOL REPLACEMENT FACILITY REPORT**

Motion No. B2018-10-29-12

St. Marguerite d'Youville Catholic School  
Replacement Facility Report

Moved by K. LeFort seconded by J. Oldman

“THAT the Durham Catholic District School Board receive as information the St. Marguerite d'Youville Catholic School Replacement Facility Report dated October 29, 2018.”

Carried

### **I.3.2 EDUCATIONAL DEVELOPMENT CHARGES UPDATE**

- Director O'Brien invited Superintendent Camozzi to provide an update on the Educational Development Charges (EDC). He advised that under Regulation 438/18 there is a temporary rate freeze of EDCs for our board and boards who would now qualify to implement EDCs will be frozen from doing so until the freeze is lifted.
- Trustee Forster asked about the Ajax schools that have existing portables. Superintendent Camozzi confirmed that the freeze on EDCs would have an effect on the number of portables across the system.

### **I.3.2 EDUCATIONAL DEVELOPMENT CHARGES UPDATE (Cont'd)**

- Trustee LeFort asked if the mandatory public meeting for the ECD by-law renewal would still occur. Superintendent Camozzi confirmed that the EDC by-law renewal would remain on track as scheduled.

Motion No. B2018-10-29-13

Educational Development Charges Update

Moved by J. McCafferty seconded by J. Rinella

“THAT the Durham Catholic District School Board receive as information the report entitled Educational Development Charges Update dated October 29, 2018.”

Carried

### **I.4 HUMAN RESOURCES AND ADMINISTRATIVE SERVICES**

#### **I.4.1 HUMAN RESOURCES AND ADMINISTRATIVE SERVICES**

Motion No. B2018-10-29-14

2018-19 Class Size Compliance and Staffing Update

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board receive and file as information the report entitled Class Size Compliance and Staffing Update.”

Carried

### **I.5 DIRECTOR’S REPORT**

#### **I.5.1 OUT OF PROVINCE TRAVEL – INTERNATIONAL EDUCATION PROGRAM**

Motion No. B2018-10-29-15

Out of Province Travel – International Education Program

Moved by J. Rinella seconded by K. LeFort

“THAT the Durham Catholic District School Board approve one (1) staff member to attend the ICEF Miami Florida workshop on behalf of the Board’s International Education Program from December 10-12, 2018.”

Carried

**I.5.2 2018-2019 BOARD IMPROVEMENT PLAN**Motion No. B2018-10-29-162018-2019 Board Improvement Plan

Moved by K. LeFort seconded by J. Oldman

“THAT the Durham Catholic District School Board receive and file as information the 2018-2019 Board Improvement Plan.”

Carried**I.5.3 DIRECTOR'S VERBAL REPORT**

- Director O'Brien shared the results of the municipal elections for the Durham Catholic District School Board of Trustees. She noted that new and returning trustees will be sworn in by oath at the Inaugural Meeting in December. She thanked the current trustees for their service over the last four years and acknowledged their roles as elected officials.
- The Director highlighted the Board Improvement Plan, which builds on the goals and actions that were accomplished over the four-year journey through the *Discovery 2020 Strategic Plan*, which was launched in 2014. The plan will be presented to principals in the coming weeks as a resource for developing school improvement plans. She thanked the Senior Administrative Team for their work on this document and for their dedication to student well-being and achievement under the guiding principles of Excellence, Equality and New Evangelization.
- Director O'Brien highlighted the celebrations that took place during the month of October such as Indigenous Education, Child Abuse Prevention, Mental Illness Awareness, Local Government Week, National Principals' Month, along with designated appreciation days for teachers, custodians, early childhood educators, educational assistants and other significant days. She also noted that she was pleased to celebrate all staff at the System Wide Mass that took place on October 1.
- She expressed her thanks for our Durham Catholic family – educators, administrators, support staff, students, families, clergy and community members – for their contributions, dedication and commitment to Catholic education.
- Director O'Brien extended her personal thanks to our parish priests who led individual communities in Masses of Thanksgiving this month.

**I.6.1 CHAIR'S REPORT**

- Chair Chapman extended her thanks to Trustees, staff, partners and ratepayers, for their involvement and continued support of our quality Catholic education system.
- She commended our EcoSchool teams who were recognized at the recent annual EcoSchools celebration. The event recognized students and staff for their dedication to environmental awareness within their school communities. She said she was inspired when she saw so many young leaders who were chosen to represent their schools at this event, as stewards of God's creation and was happy to see St. Francis as our Ecology Saint.

**I.6.1 CHAIR'S REPORT** (Cont'd)

- The Chair said she was pleased to celebrate the Durham Catholic Parent Involvement Committee and Catholic School Council Chairs at a Commissioning Mass last week. She spoke about the special commitment from parents and their roles in making our schools faith-filled school communities.
- Chair Chapman attended the Durham Regional Police Service (DRPS) Appreciation Dinner and Awards Ceremony with fellow trustees and senior staff. She noted her gratitude for our partnership with DRPS and for their day-to-day service in helping to support school safety.
- The Chair asked everyone to pause to recognize All Saints Day on November 1, and All Souls Day on November 2. She noted that the privilege of recognizing these holy obligations in our Catholic learning communities is part of what makes our schools special and unique.
- Chair Chapman discussed the provincial consultation on education reform. She encouraged participation in this initial phase. She stated that the next phase of the consultation will take place through scheduled Telephone Town Hall sessions across the province and encouraged everyone to participate. The call for Durham Region took place earlier today and another call is scheduled for November 8 at 8:30 p.m. More information is available at [www.fortheparents.ca](http://www.fortheparents.ca)
- The Chair reminded everyone of our System Wide Faith Day on November 16.

**I.6.2 STUDENT TRUSTEES' VERBAL REPORT**

- Student Trustees Zamorano and Cara provided an update on several professional development workshops and conferences they have attended including OCSTA regional meeting, Ontario Catholic Student Leadership Conference, and the Ontario Student Trustee Association's Fall General Meeting.
- They provided an update on the initiatives they are working towards with the Student Senate in recognition of the board's 50<sup>th</sup> anniversary.
- The Student Trustees along with the Student Senators intend to write a letter to MP's and MPP's in support of Catholic education.
- Each senator intends to bring *Toonies for Tuition* back to their school to fundraise for Catholic Education.

**M. CORRESPONDENCE**Motion No. B2018-10-29-17Correspondence

Moved by J. Oldman seconded by T. Corless

"THAT the Durham Catholic District School Board receive and file as information the following correspondence: Ontario Catholic School Trustees' Association 'Health & Physical Education Curriculum Reforms: Public Consultation Process'."

Carried

**N. INQUIRIES AND MISCELLANEOUS**

None.

**O. PENDING ITEMS**

None.

**P. ADJOURNMENT**

Motion No. B2018-10-29-18

Adjournment

Moved by T. Corless, seconded by J. McCafferty

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

Carried

**Q. CLOSING PRAYER**

The Student Trustees offered the closing prayer.

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

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

(9:57 p.m.)

L. Beckstead, Recording Secretary



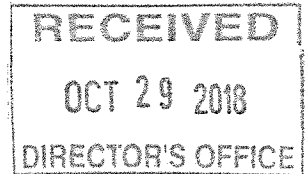
## NOTICE OF MOTION

October 29, 2018 Board Meeting

**RECOMMENDATION**

Moved by T. Chapman, seconded by T. Corless

"THAT the Durham Catholic District School Board accept the recommendation to rename the Catholic Education Centre, to the St. Francis of Assisi Catholic Education Centre."

**RATIONALE**

Over the last year, members of the board's 50<sup>th</sup> Anniversary Committee met several times for the purpose of planning and celebrating the board's 50<sup>th</sup> anniversary. To reflect our role as a Catholic school system drawing on our faith to sustain us in the future, a recommendation from the 50th Anniversary Committee is to rename the Catholic Education Centre, the St. Francis of Assisi Catholic Education Centre.

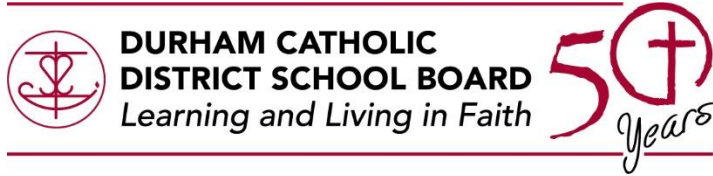
The *St. Francis of Assisi Catholic Education Centre* is a name that coincides with the Durham Catholic District School Board's unique history as a Catholic institution, the board's 50<sup>th</sup> anniversary, Year of Joy and our renewing the promise and commitment to Catholic education.

In keeping with the Board's St. Francis of Assisi Chapel, renaming the Catholic Education Centre as the *St. Francis of Assisi Catholic Education Centre* will further solidify the board's commitment to our strategic goal of Promoting and Sustaining a Caring Catholic School Culture (from the *Discovery 2020 Strategic Plan*). The name furthers a key theme among our strategic priorities of Witnessing Faith – enabling the development of our distinct Catholic identity in everything we do.

The *St. Francis of Assisi Catholic Education Centre* is the core of our Catholic schools and embodies each theme. At the core of St. Francis of Assisi were his love for animals and creation, but his greatest love was reserved for God, spreading the Gospel and serving others. After hearing the words 'rebuild my church' during prayer, St. Francis of Assisi committed his life to evangelizing, protecting ecology and seeing each person as a child of God. The light of Christ that exuded from St. Francis of Assisi manifested in the rebuilding of Catholicism in Europe.

At this time of the board's 50<sup>th</sup> anniversary, the culminating years of the Discovery 2020 Plan and the Bishops of Ontario Renewing the Promise of Catholic education, the invocation of the name of St. Francis of Assisi to the Catholic Education Centre exhibits the Durham Catholic District School Board's continued commitment to Catholicism, to excellence, to equity, to the new evangelization and to keeping the light of Christ vibrant in all our schools.

The approved name shall be shared with the Archdiocese of Toronto.



**MINUTES** of the **OPEN SESSION** of the Regular Board Meeting (Policy) of the Durham Catholic District School Board which was held in the Catholic Education Centre, 650 Rossland Road West, in Oshawa on Monday, November 5, 2018.

Trustees Present

T. Chapman, Chair  
M. Forster, Vice Chair  
J. McCafferty  
J. Oldman  
J. Rinella

Staff Present

A. O'Brien, Director  
J. Bowyer  
B. Camozzi  
R. Leclair  
J. Mullins  
R. Putnam

Regrets

T. Corless  
K. LeFort  
P. Pulla

**A. OPEN SESSION CALL TO ORDER**

Chair Chapman called the Open Session to order at 7:30 p.m.

**a.1 ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Chair Chapman acknowledged Traditional Lands and Territory.

**a.2 MEMORIALS AND PRAYER**

Trustee Oldman offered the opening prayer.

**a.3 ROLL CALL AND APOLOGIES**

Trustee Pulla, Trustee LeFort and Trustee Corless sent regrets.

**B. APPROVAL OF AGENDA**

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

None

**ITEM b.2 APPROVAL OF AGENDA**

Motion No. B2018-11-05-01

Approval of Agenda

Moved by J. Rinella seconded by J. McCafferty

“THAT the Durham Catholic District School Board approve the agenda of the Monday, November 5, 2018 Regular Board Meeting as printed.”

Carried

**C. ANNOUNCEMENTS**

None

**D. NOTICES OF MOTIONS**

None

**E. DECLARATIONS OF INTEREST**

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

None

**F. ACTIONS TO BE TAKEN**

None

**G. PRESENTATION**

None

**H. DELEGATIONS**

None

**I. CONSIDERATION OF MOTION**

None

**J. UNFINISHED BUSINESS FROM PREVIOUS MEETING**

None

## **K. COMMITTEES**

### **k.1 COMMITTEE REPORTS**

None

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

None

## **L. STAFF REPORTS**

### **ITEM I.1 POLICY**

#### **ITEM I.1.1 ROSTER OF POLICIES AND ADMINISTRATIVE PROCEDURES**

Motion No. B2018-11-05-02

Roster of Policies and Administrative  
Procedures

Moved by J. Oldman seconded by M. Forster

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

Carried

#### **ITEM I.1.2 SMOKE AND TOBACCO FREE ENVIRONMENT POLICY**

- Chair Chapman inquired about the wording ‘reduce smoking’ in section 3.0 Purpose subsection 3.1. She asked whether the word ‘prevent’ could be added so that there is consistency with the Smoke Free Ontario Act.
- Superintendent Bowyer agreed to add prevent to the policy and administrative procedure.

Motion No. B2018-11-05-03

Smoke and Tobacco Free Environment Policy

Moved by J. McCafferty seconded by J. Rinella

“THAT the Durham Catholic District School Board approve the First Reading of the revised Smoke and Tobacco Free Environment Policy (PO407).”

Carried

**ITEM I.1.3 INTERIM SMOKE AND TOBACCO FREE ENVIRONMENT POLICY**

Motion No. B2018-11-05-04

Interim Smoke and Tobacco Free Environment Policy

Moved by J. McCafferty seconded by J. Rinella

“THAT the Durham Catholic District School Board declare the revised Smoke and Tobacco Free Environment Policy (PO407) as an interim Policy pending Third and Final Reading.”

Carried

**ITEM I.1.4 INTERIM SMOKE AND TOBACCO FREE ENVIRONMENT ADMINISTRATIVE PROCEDURE**

- Superintendent Bowyer advised that a new Appendix A for the Smoke Free Ontario Act was sent to the board on November 5, and would be attached to the administrative procedure to have immediate effect.
- The attachment was distributed to the Board of Trustees at the meeting.

Motion No. B2018-11-05-05

Interim Smoke and Tobacco Free Environment Administrative Procedure

Moved by J. McCafferty seconded by J. Rinella

“THAT the Durham Catholic District School Board receive and file as information the interim Smoke and Tobacco Free Environment Administrative Procedure (AP407-1).”

Carried

**ITEM I.1.5 STUDENT EXCURSIONS AND/OR EXCHANGES FOR EDUCATIONAL PURPOSES POLICY**

Motion No. B2018-11-05-06

Student Excursions and/or Exchanges for Educational Purposes Policy

Moved by J. McCafferty seconded by J. Oldman

“THAT the Durham Catholic District School Board approve the First Reading of the revised Student Excursions and/or Exchanges for Educational Purposes Policy (PO512).”

Carried

**ITEM I.1.6 STUDENT EXCURSIONS AND/OR EXCHANGES FOR EDUCATIONAL PURPOSES ADMINISTRATIVE PROCEDURE**

Motion No. B2018-11-05-07

Student Excursions and/or Exchanges for Educational Purposes Administrative Procedure

Moved by J. McCafferty seconded by J. Oldman

“THAT the Durham Catholic District School receive and file as information the Student Excursions and/or Exchanges for Educational Purposes Administrative Procedure (AP512-1).”

Carried

**ITEM I.1.7 EMPLOYEE CONFLICT OF INTEREST POLICY**

Motion No. B2018-11-05-08

Employee Conflict of Interest Policy

Moved by J. McCafferty seconded by J. Oldman

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

Carried

**ITEM I.1.8 EMPLOYEE CONFLICT OF INTEREST ADMINISTRATIVE PROCEDURE**

Motion No. B2018-11-05-09

Employee Conflict of Interest Administrative Procedure

Moved by J. McCafferty seconded by J. Oldman

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

Carried

**ITEM I.1.9 WORKPLACE VIOLENCE POLICY**

Motion No. B2018-11-05-10

Workplace Violence Policy

Moved by M. Forster seconded by J. Rinella

“THAT the Durham Catholic District School Board approve the First Reading of the revised Workplace Violence Policy (PO324).”

Carried

**ITEM I.1.10 WORKPLACE VIOLENCE PREVENTION – GENERAL ADMINISTRATIVE PROCEDURE**

Motion No. B2018-11-05-11

Workplace Violence Prevention – General  
Administrative Procedure

Moved by M. Forster seconded by J. Rinella

“THAT the Durham Catholic District School receive and file as information the revised Workplace Violence Prevention – General Administrative Procedure (AP324-1).”

Carried

**ITEM I.1.11 WORKPLACE VIOLENCE PREVENTION – STUDENTS ADMINISTRATIVE PROCEDURE**

Motion No. B2018-11-05-12

Workplace Violence Prevention – Students  
Administrative Procedure

Moved by M. Forster seconded by J. Rinella

“THAT the Durham Catholic District School receive and file as information the Workplace Violence Prevention – Students Administrative Procedure (AP324-2).”

Carried

**ITEM I.1.12 EMPLOYEES RUNNING FOR, AND/OR ELECTED TO PUBLIC OFFICE POLICY**

Motion No. B2018-11-05-13

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

Moved by J. Oldman seconded by M. Forster

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

Carried

**ITEM I.1.13 MODIFIED WORK PROGRAM ADMINISTRATIVE PROCEDURE**

- Chair Chapman inquired about ‘undue hardship’ as it relates to accommodation of an employee. Director O’Brien pointed out that the term ‘undue hardship’ relates to the board’s ability to provide specific types of accommodation.

Motion No. B2018-11-05-14

Modified Work Program Administrative Procedure

Moved by J. McCafferty seconded by J. Rinella

“THAT the Durham Catholic District School receive and file as information the revised Modified Work Program Administrative Procedure (AP328-6).”

Carried

**ITEM I.1.14 STUDENT PROTECTION POLICY**

Motion No. B2018-11-05-15

Student Protection Policy

Moved by J. Oldman seconded by J. McCafferty

“THAT the Durham Catholic District School Board approve the Second Reading of the revised Student Protection Policy (PO607).”

Carried

**ITEM I.1.15 INTERIM STUDENT PROTECTION POLICY**

Motion No. B2018-11-05-16

Interim Student Protection Policy

Moved by J. Oldman seconded by J. McCafferty

“THAT the Durham Catholic District School Board declare the revised Student Protection Policy (PO607) as an interim Policy pending Third and Final Reading.”

Carried



**ITEM I.1.16 INTERIM STUDENT PROTECTION INTERIM ADMINISTRATIVE PROCEDURE**

Motion No. B2018-11-05-17

Interim Student Protection Administrative Procedure

Moved by J. Oldman seconded by J. McCafferty

“THAT the Durham Catholic District School Board receive and file as information the interim Student Protection Administrative Procedure (AP607-1).”

Carried

**ITEM I.1.17 CODE OF CONDUCT POLICY**

- Chair Chapman inquired about the terminology “conduct themselves in an appropriate manner” as it relates to parent conduct. She asked if this applies to community partners.
- Superintendent Bowyer confirmed that the terminology is from the Code of Conduct legislation as it relates to parents and that conduct of community partners is part of written formalized partnership agreements with signatory community partners with the board.

Motion No. B2018-11-05-18

Code of Conduct Policy

Moved by M. Forster seconded by J. McCafferty

“THAT the Durham Catholic District School Board approve the First Reading of the revised Code of Conduct Policy (PO610).”

Carried

**ITEM I.1.18 INTERIM CODE OF CONDUCT POLICY**

Motion No. B2018-11-05-19

Interim Code of Conduct Policy

Moved by J. McCafferty seconded by J. Rinella

“THAT the Durham Catholic District School Board declare the revised Code of Conduct Policy (PO610) as an interim Policy pending Third and Final Reading.”

Carried

**ITEM I.1.19 INTERIM CODE OF CONDUCT ADMINISTRATIVE PROCEDURE**

Motion No. B2018-11-05-20

Interim Code of Conduct Administrative  
Procedure

Moved by J. McCafferty seconded by J. Rinella

“THAT the Durham Catholic District School Board receive and file as information the interim Code of Conduct Administrative Procedure (AP610-1).”

Carried

**ITEM I.1.20 STUDENT DISCIPLINE POLICY**

Motion No. B2018-11-05-21

Student Discipline Policy

Moved by J. Oldman seconded by M. Forster

“THAT the Durham Catholic District School Board approve the First Reading of the revised Student Discipline Policy (PO610).”

Carried

**ITEM I.1.21 INTERIM STUDENT DISCIPLINE POLICY**

Motion No. B2018-11-05-22

Interim Student Discipline Policy

Moved by J. Oldman seconded by M. Forster

“THAT the Durham Catholic District School Board declare the revised Student Discipline Policy (PO611) as an interim Policy pending Third and Final Reading.”

Carried

**ITEM I.1.22 INTERIM STUDENT DISCIPLINE ADMINISTRATIVE PROCEDURE**

Motion No. B2018-11-05-23

Interim Student Discipline Administrative  
Procedure

Moved by J. Oldman seconded by M. Forster

“THAT the Durham Catholic District School Board receive and file as information the interim Student Discipline Administrative Procedure (AP611-1).”

Carried

**ITEM I.1.23 SAFE PHYSICAL INTERVENTIONS FOR STUDENT BEHAVIOURS  
CAUSING A RISK OF INJURY ADMINISTRATIVE PROCEDURE**

Motion No. B2018-11-05-24

Safe Physical Interventions for Student  
Behaviours Causing a Risk of Injury  
Administrative Procedure

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board receive and file as information the Safe Physical Interventions for Student Behaviours Causing a Risk of Injury Administrative Procedure (AP804-3).”

Carried

**ITEM I.1.24 FLEXIBILITY IN ALLOCATING TEACHERS POLICY**

- Chair Chapman inquired about the reasons for rescinding the five noted policies and administrative procedures. Superintendent Camozzi confirmed that the said policies and administrative procedures were redundant and applicable in other current policies, administrative procedures and collective agreements.

Motion No. B2018-11-05-25

Flexibility in Allocating Teachers Policy

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board rescind the Flexibility in Allocating Teachers Policy (PO305) as this policy was replaced by Allocation of Teaching Staff Administrative Procedure (AP328-4).”

Carried

**ITEM I.1.25 TEACHER RECRUITMENT AND HIRING (PERSONNEL) POLICY**

Motion No. B2018-11-05-26

Teacher Recruitment and Hiring (Personnel)  
Policy

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board rescind the Teacher Recruitment and Hiring (Personnel) Policy (PO309) as this policy was replaced by Teacher Recruitment and Hiring Administrative Procedure (AP328-2).”

Carried

**ITEM I.1.26 TEACHER TRANSFER POLICY**

Motion No. B2018-11-05-27

Teacher Transfer Policy

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board rescind the Teacher Transfer Policy (PO310) as this policy was replaced by Teacher Transfers Administrative Procedure (AP328-3).”

Carried

**ITEM I.1.27 TRANSITIONAL WORK PROGRAM POLICY**

Motion No. B2018-11-05-28

Transitional Work Program Policy

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board rescind the Transitional Work Program Policy (PO313) as this policy was replaced by Modified Work Program Administrative Procedure (AP328-6).”

Carried

**ITEM I.1.28 TRANSITIONAL WORK PROGRAM ADMINISTRATIVE PROCEDURE**

Motion No. B2018-11-05-29

Transitional Work Program Administrative Procedure

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board rescind the Transitional Work Program Administrative Procedure (AP313-1) as this administrative procedure was replaced by Modified Work Program Administrative Procedure (AP328-6).”

Carried

**MOTION TO MOVE IN CAMERA (8:02 P.M.)**

Motion No. B2018-11-05-30

Motion to Move In Camera

Moved by J. McCafferty seconded by M. Forster

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

Carried

**RESUMPTION OF OPEN SESSION (8:27 P.M.)**

**MISCELLANEOUS**

Vice Chair Forster brought forward a recommendation for the nomination of Trustee McCafferty for the 2019 OCSTA Trustee Award of Merit. Discussion ensued. Trustee McCafferty accepted the nomination.

Motion No. B2018-11-05-31

Nomination for the 2019 OCSTA Trustee  
Award of Merit

Moved by T. Chapman seconded by J. Rinella

“THAT the Durham Catholic District School Board approve the nomination of Trustee Jim McCafferty for the 2019 OCSTA Trustee Award of Merit.”

Carried

**M. CORRESPONDENCE**

None

**N. INQUIRIES AND MISCELLANEOUS**

None

**O. PENDING ITEMS**

None

**P. ADJOURNMENT**

Motion No. B2018-11-05-32

Adjournment

Moved by J. Oldman, seconded by J. McCafferty

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

Carried

**Q. CLOSING PRAYER**

Vice Chair Forester closed the meeting with a prayer.

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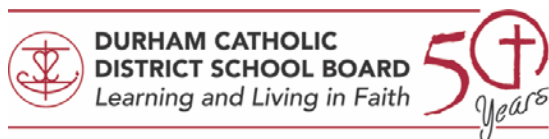
Tricia Chapman, Chair of the Board  
Durham Catholic District School Board

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

(8:30 p.m.)

L. Beckstead, Recording Secretary



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 26, 2018

Subject: **I.P.R.C. Report for October 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 October 2018.”

### **RATIONALE**

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

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

#### **FROM SEPTEMBER 2018 TO JUNE 2019**

Total Number of Pupils Referred to I.P.R.C.:	0
Total Number of Pupils Identified as Exceptional:	2
Total Number of Reviews:	2
Total Number of Parent Requested Deferments:	0

AOB:JB:cc

To: Board of Trustees

Date: November 26, 2018

Origin: Janine Bowyer, Superintendent of Education – Student Services

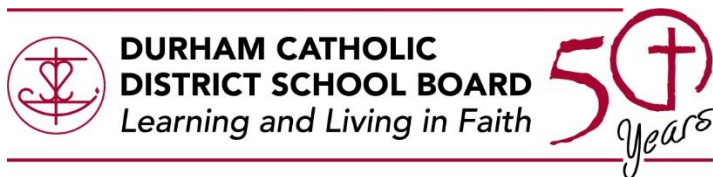
Moved by \_\_\_\_\_ seconded by \_\_\_\_\_

“THAT the Durham Catholic District School Board accept the report of the November 6, 2018 Special Education Advisory Committee meeting.”

As per attached minutes.

AOB:JB:cc  
Attach.





Durham Catholic District School Board

**MINUTES** of the **SPECIAL EDUCATION ADVISORY COMMITTEE** meeting of the Durham Catholic District School Board which was held in the North Board Room of the Catholic Education Centre, 650 Rossland Road West, in Oshawa on **Tuesday, November 6, 2018.**

<b>Present</b>	<b>Staff</b>	<b>With Regrets</b>	<b>Absent</b>
V. Adamo (Vice-Chair)	J. Bowyer	K. LeFort	
K. Burke	H. Killoran	C. Pegler	
C. Nosseir	D. Lood	T. McGarry	
J. McCafferty (tele)	D. Mullane	L. McLellan	
M. LePage			

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

B. Larson, APSSP

L. Wardle, Principal/Vice Principal Association

**CALL TO ORDER**

**Item a.1      Land Acknowledgment**

**Item a.2      Memorials and Prayer**

Vice-Chair Adamo called the meeting to order at 7:33 p.m. and offered the opening prayer. She welcomed everyone to the meeting.

**ANNOUNCEMENTS**

**CONSIDERATIONS OF MOTIONS**

**DECLARATIONS OF INTEREST**

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

None

**PRESENTATIONS****Item g.1      Review of EQAO Data for Students with an IEP****C. Corso**

Christine Corso, Teaching and Learning Numeracy and Science Consultant, shared EQAO data that detailed the position of DCDSB's Students with Special Education needs relative to the province. She shared what areas of the testing may present challenges (e.g., application questions versus knowledge and understanding) to those students. Christine Corso detailed steps DCDSB has taken to assist those who require additional aids (e.g., scribes). She noted that DCDSB is typically in line with the province's EQAO scoring or slightly above. She also responded to questions from the Committee as they arose.

**Item g.2      Review of Special Education Component of Board Improvement Plan****J. Bowyer**

Superintendent Bowyer provided a detailed overview of the Celebrating Inclusion component of the DCDSB Student Well-Being and Achievement Board Improvement Plan. She noted that there are 3 main priorities under this component; Universal Design for Learning with a focus on the Mental Health and Addictions Strategic Plan, Differentiated Practice with a focus on implementing effective strategies that meet the diverse needs of all students and Precise and Personalized Intervention with a focus on continued improvement of individual education plans. Superintendent Bowyer noted that an electronic copy of the document can be accessed on the Board's website.

**DISCUSSION ITEMS****Item h.1      Service Animals**

Superintendent Bowyer shared that DCDSB currently has three service dogs in the school system; DCDSB has generally had two to three service dogs at any time over the last 10 years.

Superintendent Bowyer advised that DCDSB's Service Animals procedure falls under the Accessibility Policy (PO434) titled Use of Service Dogs in Schools by Students AP414-7. Superintendent Bowyer shared that this administrative procedure was written in April 2010, revised in October 2016 and will likely be revised again when the Ministry of Education completes its review of Service Animals in Ontario schools. Both the policy and procedure are available on the Board website.

Superintendent Bowyer stated that the current stance of DCDSB and Boards across the province is that service dogs are allowed into the school setting when it is deemed that the service dog is essential for the student to access the curriculum.

Superintendent Bowyer shared that there are steps that must be followed in terms of informing the community; steps the family must take in terms of getting a certified service animal from specific certified organizations; training for staff and students, and processes for dealing with the routines of a dog. She continued that it is a long process when it is the first time a dog is being brought into the school.

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**DELEGATIONS**

None

**NOTICES OF MOTIONS**

None

**STAFF REPORTS****Item I.1      Coordinator's Report – H. Killoran**

Helen Killoran, Autism Services Consultant advised that an expression of interest for the Registered Behaviour Technician (RBT) training was sent to the Educational Assistants in October. The posting closed on Friday, Nov. 2. Ten participants will be chosen by lottery, for this term. The training will take place at OMAC for 10 full day sessions, with supply coverage provided. Geneva Centre offers the course as an online certificate. Professional Learning Community sessions are facilitated by the BCBA and Project Coordinator. Program Support Teachers are participating school will also be receiving an overview of the training, with support for how to incorporate this new learning into their students' IEPs.

Helen Killoran shared that DCDSB has received funding from the Ministry of Education to offer an afterschool program focused on the development of social skills for students with an autism spectrum disorder. Two programs that are currently being offered are PEERS and the Robotics Social Club. 24 students began the PEERS social skills program for adolescence on the spectrum, at Arch. Denis O'Connor C.S.S. last week. The course runs over 16 weeks for 1.5 hours a week. Two classes are being offered on Tuesdays and Wednesdays. The Robotics Social Club program is being offered to students in grades 4 – 6 who participated in the Friendship Lab. The program will continue to create opportunities for participants to learn social skills, make friends and socialize with peers over a common interest and enhance their session of engagement and belonging. The Club will meet on Tuesday evenings for four weeks beginning November 13<sup>th</sup>.

Helen Killoran also shared that 20 staff members from student services and program support attended the Geneva Centre Symposium 3-day conference on October 24-26<sup>th</sup>. Some of the topics included ASD and mental health, how to support inclusion in the schools, ABA, sensory processing, mindfulness, CBT, challenging behaviour, social skills development, new technology and transitions into post-secondary and beyond.

Helen Killoran advised that 13 members of student services and one of the EIC teams were trained in PEAK at the end of September, in Kingston. The PEAK Relational Training System is an evaluation and curriculum guide for teaching basic and advanced language skills from a contemporary behavior analytic approach. Participants from student services, including BCBAs and SLPs are collaborating to offer a pilot program to facilitate the program in the EIC classrooms.

Helen Killoran shared that Pathways to the Future...Looking Beyond Secondary School (Nov 6) Today had 21 various community agencies represented at a Pathways to the Future...Looking Beyond Secondary School event. Parents, students, educators and Program Support teachers dropped in between 2-4 and 6-8 at the Pope Francis Centre to learn more about post-secondary services and recreational and employment opportunities.

**Item I.1**      **Coordinator's Report – H. Killoran (cont'd)****Durham Catholic District School Board Learning Profile**

Helen Killoran provided more detail regarding the DCDSB Learning Profile. She noted that since February 2018, a committed group of Program Support Teachers, lead by Student Services Coordinator, Corrie Plommer, have been working diligently to create a Learning Profile that will be used system-wide for all students with Individual Education Plans at the elementary and secondary levels.

This Learning Profile Working Group has researched what the “Benefits of Knowing Students as Learners” looks like, as well as identifying the 5 important dimensions of learning. These dimensions of learning include:

- Biological traits
- Cultural and Societal Factors
- Emotional and Social Influences
- Academic Performance
- Learning Preferences

Helen continued that the final stages of creating the template are underway and will be ready for classroom and program support teachers to access through the IEP Online program toward the end of this school year with a focus on students in grade 8 who are transitioning to grade 9.

**Item I.2**      **Mental Health Report – D. Mullane**

Diane Mullane, Mental Health Leader shared that a number of capacity-building sessions for staff took place during the month of October, including Applied Suicide Intervention Skills Training (ASIST), safeTALK and Mental Health First Aid.

Diane Mullane also shared that the parent conference took place on October 17. Unfortunately, Dr. Jean Clinton had to cancel again, but fortunately Diane Mullane found Dr. Brenda Smith-Chant from Trent University, who seamlessly filled in with very short notice and did a fantastic job. The feedback was extremely positive and the event was a great success.

Diane Mullane noted that on October 19, Social Work and Psychological Services staff participated in a professional learning opportunity on the topic of Non-Suicidal Self-Injury with Dr. Stephen Lewis from University of Guelph. Feedback was positive and the training will help develop some board guidelines for dealing with students who self-injure.

Diane Mullane shared that October was also a busy month for student conferences, including the Talking About Mental Illness (TAMI) Secondary Summit on October 23 and the Durham Youth Drug Awareness Committee (DYDAC) conference on October 29. Both of these events were well attended by our high schools.

Diane Mullane advised that in November, DCDSB is offering two MindUp café's (Nov 6 and 13) to share this program with elementary educators as one option that they might consider for bringing mindfulness to their classrooms. Supporting Minds: Mental Health Literacy Series over three evenings will also be running.

Diane Mullane also advised that a safeTALK session is open to all staff on November 20. Diane Mullane will also be co-facilitating a safeTALK session to a group of parents and community members as part of our involvement on the community Youth Suicide Prevention Action Group.

**Item I.2      Mental Health Report – D. Mullane (cont'd)**

Diane Mullane shared that on November 8 & 9, DCDSB will be very visible at the Canadian Educators Conference on Mental Health (CECMH). Herself and Pam Garant (All Saints teacher) will be co-facilitating a workshop titled Engaging Youth in Anti-Stigma Activities. In addition, an All Saints student will be doing a testimonial, and Anne O'Brien, Director will be participating on a Directors Panel and will also share the board's experience with the Elephant in the Room Campaign.

Diane Mullane also shared an All Saints Catholic Secondary School video, showcasing their Stomping out Stigma initiatives for 2017-2018.

**Item I.3      Superintendent's Report - J. Bowyer**

Superintendent Bowyer congratulated Lisa Coghlan, and all of the coordinators and consultants for organizing today's Pathways to the Future event and shared that there was a wonderful turn out from parents and program support teachers.

Superintendent Bowyer shared that in two weeks it is Bullying Prevention and Intervention week – schools will be hosting a number of activities that week. As well, there will be a contest to create a new DCDSB pink shirt for the February Pink Shirt Day. It has been three years since the last t-shirt contest, so in keeping with the 50<sup>th</sup> anniversary of the Board and the year of Joy, a good idea to do it again. This is also the year in which all schools of the Board are expected to do the School Climate Survey. All students in grade 4 to 12 are asked to complete the survey. Students with special education needs will be given support so that they too can participate in this survey as much as possible. All parents are invited to participate in the survey as well. Superintendent Bowyer noted that the link is on both the Board and school websites for the entire month of November.

Superintendent Bowyer advised that all of DCDSB's administrators and managers will be participating in training focused on the Ontario Human Rights Code tomorrow – specifically what it means in a school setting to ensure that we are removing barriers that prevent all DCDSB students from having an equitable access to education.

Superintendent Bowyer advised that the funding announcement of October 17, 2018 was a reiteration of the information received in August. The changes in the way in which the Ministry of Education is administering special education funding means that DCDSB a potential net loss of \$500 000 to their special education funds this year. The loss was on the proposed increase to the SIP (Special Incident Portion) allocation. Superintendent Bowyer noted that the Board would know better once the SIP application process is completed.

Superintendent Bowyer advised that the Board is sharing through twitter and our other social media programs the link to the Public Consultation sessions being offered by the Ministry of Education and encouraged all members of SEAC to participate in the consultation process where possible.

Posting for the Community Representative has gone out to the Board. Posting closes on November 30, 2018. Interviews will be held in December, to begin in the role in January 2019.

## **ASSOCIATION REPORTS**

### **Learning Disabilities Association – Durham Chapter – K. Burke**

Nov. 20 – Carving Your Own Path- Considerations for Students with Learning Disabilities in collaboration with DCDSB and local post secondary institutions. 6:30 to 8:30 PM Learning Commons Notre Dame High School

Nov. 29- Ready, Set, Go! Preparing for Post Secondary School. In collaboration with Trent University Durham. Craig Cameron Academic and Career Advisor will share his insider knowledge and personal stories of transitions, tribulations and triumphs and what you can do to ease the transition to post-secondary life. 7 to 9 PM Room 110 Trent University Durham

## **CORRESPONDENCE**

- n.1 **Correspondence from Peterborough Victoria Northumberland and Clarington Catholic District School Board dated October 4, 2018 re: “Ministry of Education: Ministry Funding and Oversight of School Boards” – Chapter 3 – Reports on Value for Money Audits.**
- n.2 **Correspondence from Upper Grand District School Board dated October 10, 2018 re: support of Bill 44 – “promoting awareness and understanding of permanent brain injury resulting for prenatal alcohol exposure”.**

## **INQUIRIES AND MISCELLANEOUS**

None

## **PENDING ITEMS**

None

## **ADJOURNMENT**

The meeting adjourned at 9:09 p.m.

## **CLOSING PRAYER**

The closing prayer was offered by V. Adamo

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Valerie Adamo  
Vice-Chair, Special Education Advisory Committee

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Janine Bowyer  
Superintendent of Education

Recording Secretary: Candice Cavalier



## Memorandum

To: Board of Trustees

From: Durham Catholic Parent Involvement Committee

Date: November 26, 2018

Subject: Durham Catholic Parent Involvement Committee Meeting  
November 7, 2018

Origin: Rosemary Leclair, Superintendent of Education

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### **RECOMMENDATION**

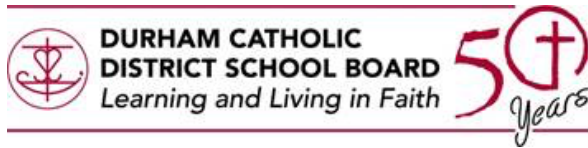
Moved by , seconded by

<p>“THAT the Durham Catholic District School Board accept the written report from the Durham Catholic Parent Involvement Committee Meeting of Wednesday, November 7, 2018.”</p>
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### **RATIONALE**

As per the attached minutes.

AOB:RL/lj  
Attachment



**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 **Wednesday, November 7, 2018.**

**Committee Members**

Trustee Theresa Corless  
 Melissa Bevan  
 Tom Brennan  
 Linda Dodson-Trchala  
 Erin Groat  
 Rose Lo Presti  
 Amanda Roffey  
 Candice Belmontes  
 Camilla Brown  
 Nancy Henry  
 Andrea Sullivan  
 Madonna Augustus  
 Kimberly Chisholm  
 Andrea Gagliardi  
 Angela Kielbowski  
 Christina Melick  
 Josie Mullin  
 Melanie O'Neill  
 Lara Spiers

**Regrets**

Adedoyin Adesemowo  
 Maryane Obwaka  
 Cynthia Scott  
 Chris Szent-Ivany

**Staff Present**

Rosemary Leclair  
 Lori Jones  
 Anne O'Brien

**CALL TO ORDER**

**Item a.1**

**OPENING PRAYER**

Chair Melissa Bevan opened with the Acknowledgement of Traditional Territory and Lara Spiers offered the Opening Prayer.

**Item a.2**

**WELCOME AND COURTESIES**

Chair Bevan called the meeting to order at 7:32 p.m. and welcomed all committee members to the November 7, 2018 meeting.



## **APPROVAL OF AGENDA**

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

#### **Motion No. DCPIC2018-11-07-01**                    **Approval of Agenda**

Moved by E. Groat, seconded by L. Dodson Trchala

“THAT the Durham Catholic Parent Involvement Committee approve the November 7, 2018 Durham Catholic Parent Involvement Committee Meeting Agenda as printed.”

Carried

## **ANNOUNCEMENTS**

**Item c.1**                    The next Durham Catholic Parent Involvement Committee is scheduled for Thursday, December 6, 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 October 4, 2018.**

#### **Motion No. DCPIC2018-11-07-02**                    **Approval of Minutes**

Moved by C. Belmontes seconded by C. Melick.

“THAT the Durham Catholic Parent Involvement Committee approve the Minutes of the October 4, 2018 Durham Catholic Parent Involvement Committee Meeting.”

Carried.

## **PRESENTATION**

### **Item e.1**                    **DCPIC Member Affirmation – Director Anne O’Brien**

Director O’Brien presided over an Affirmation Ceremony for new and returning members of the committee. Each member in attendance confirmed their commitment to the Code of Ethical Conduct for DCPIC Members as outlined in the DCPIC By-Laws.

**Item e.2**      **Overview of The Student Well-Being and Achievement Board Improvement Plan – Presented by Director Anne O'Brien**

Director O'Brien introduced herself to the committee and shared her background and advocacy in the importance of parent engagement in student well-being and achievement. She reviewed the development of the Discovery 2020: Strategic Plan 2014-2019 and highlighted the three guiding principles of Equity, Excellence and New-Evangelization and ten themes outlined in the plan. She explained the significance of each of these themes and how all initiatives and priorities of the board align with these principles and themes. Director O'Brien went on to review the Student Well-Being and Achievement Plan 2018/2019 providing highlights of the strategic goals and actions that are being implemented this year to support student well-being and achievement. She noted that all of the plans are available for review at [dcdsb.ca](http://dcdsb.ca).

**REPORTS/INFORMATION/DISCUSSION ITEMS**

**F.1**            **Standing Items**

**Item f.1.1**    **CHAIR'S REPORT**

Chair Bevan thanked everyone for their support and participation at the DCPIC Commissioning Mass & Orientation Session for Catholic School Council Chairs and Administrators. She noted that this event was a huge success and she has received positive feedback from attendees. She explained that last year each Catholic School Council Chair and Administrator received a newly revised DCPIC Catholic School Council Handbook. This is an invaluable resource to support schools in the effective operation of the parent involvement committees at school level. All new Chairs received a physical copy at this session as well.

Chair Bevan provided an overview of the role and function of each sub-committee within the DCPIC. Chair Bevan encouraged everyone to sign-up for a sub-committee and circulated a sign-up sheet to determine interest. She indicated she would ensure that all members were assigned to a sub-committee this year, as required in the By-Laws.

**Item f.1.2**    **TRUSTEE REPORT**

Trustee Corless thanked everyone for all their support and commitment to the community during her years of service on the DCPIC both as a Trustee and as parent

member involved in parent engagement initiatives for twenty-five years. She expressed her gratitude for the relationships that were formed and for the strong sense of

partnership that exists in the Durham Catholic District School Board. She noted that she was very proud to be a member of the Board of Trustees and particularly proud of the wonderful work that has happened to build a vibrant system of Catholic education over the years. She stressed the importance of the gift of Catholic education, and our role in supporting and preserving that gift. She encouraged DCPIC members to become involved with the various celebrations planned for the 50<sup>th</sup> Anniversary of the Durham Catholic District School Board and particularly the Family Picnic scheduled on Sunday, June 2, 2019, beginning with a Mass at 10:00am.

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

Superintendent Leclair echoed Chair Bevan's thanks to all who contributed to the success of the Annual Catholic School Council Commissioning Mass and Orientation Session. She noted that she had also received positive feedback, and felt that the promotion of the Math at Home Kits demonstrated the alignment that Director O'Brien spoke about in her presentation. She indicated that despite a pause on PRO-Grant funding from the Ministry of Education, parent engagement outreach activities are continuing at both the system and school level. She noted the recent Pathways to the Future evening organized by Student Services, the keynote presentation by Peter Yellowquill, a residential school survivor, organized by the Indigenous Education Advisory Circle, and the S.E.A.C. presentation entitled "Connection is Key" which took place earlier this fall.

Superintendent Leclair shared that the Student Success department was hosting a "Let's Talk Trades" evening at the Whitby Campus of Durham College from 7:00 to 8:30pm. Families of students from grade 7 to 12 were invited via school messenger email.

The Math Café Series for Parents is moving ahead, with the first in the series taking place on November 13, 2018 at St. Mary C.S.S. in Pickering. The Teaching and Learning Department has been working on assembling the Math at Home Kits for distribution to the schools, and these kits would be introduced in the classrooms before they are sent home for families, similar to the "Borrow-a-Book" program that many parents/guardians would be familiar with.

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

Camilla Brown gave a status update on the Math Cafés. All four of the sessions are full, with session one taking place on November 13th at St. Mary CSS. A waiting list has been created and as registered attendees send in their regrets, the waiting list will be filled.

Child minding will be available at each location with a DECE from the Board as the room Supervisor. All DCPIC members were welcomed to attend the sessions. The sub-

committee is exploring options for sharing the content from each session for parents/guardians who are unable to attend.

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

Candice Belmontes-Deonarayan updated committee members on the publication and distribution of the Fall Newsletter. A draft has been prepared and was currently being reviewed and will be completed shortly. She encouraged Committee members to join the Communications Sub-Committee.

**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**

Nancy Henry provided an update on the current roster of policies and procedures up for review by the Board. Cynthia Scott attended the Policy Meeting of the Board on Monday, November 5, 2018. Policies under review from this meeting are now posted at dcddb.ca for input. Nancy Henry noted that there are four Policy Meetings of the Board, two have taken place and two are remaining.

The sub-committee will meet to review the newly posted policies from a parent perspective. Nancy Henry noted there were a number of policies that would be of interest to parents, and she encouraged members for the committee to sign-up to join the policy sub-committee.

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

Deferred

**ADJOURNMENT**

The DCPIC meeting adjourned at 9:00 p.m. C. Melick offered the closing prayer.

**Motion No. DCPIC2018-11-07-03**      **Adjournment**

Moved by C. Brown seconded by C. Belmontes-Deonarayan.

“THAT the Durham Catholic Parent Involvement Committee meeting of Wednesday, November 7, 2018, adjourn.”

**Carried**

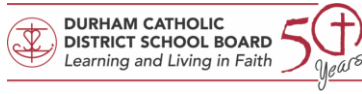
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Melissa Bevan  
Chair, Durham Catholic Parent  
Involvement Committee

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Rosemary Leclair  
Superintendent of Education

Recording Secretary: Lori Jones



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 26, 2018

Subject: **2017/2018 Audited Financial Statements**

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

---

### **RECOMMENDATIONS:**

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

"THAT the Durham Catholic District School Board receive and file the 2017/2018 Audited Financial Statements for the year ended August 31, 2018."

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

"THAT the Durham Catholic District School Board approve the 2017/2018 Audited Financial Statements for the year ended August 31, 2018."

### **RATIONALE:**

Attached are the 2017/2018 Audited Financial Statements for the year ending August 31, 2018. Of particular note is the year end balance in the Board's Accumulated Operating Surplus (formerly known as the Reserve for Working Funds) of \$1.6 million (see Note 12 on page 25 of the Financial Statements) wherein the use of approximately \$1M was required to offset pressures identified in the 2017/2018 Second Quarter Budget Status Report and Mid-Year Forecast in April 2018. The note also denotes the use of the Technology Equalization Fund and funds previously set aside for the Board's commitment to the Durham College Centre for Success program as approved in the 2017/2018 Revised Estimates in December 2017.

To: Board of Trustees  
Re: 2017/2018 Audited Financial Statements  
Date: November 26, 2018

Page 2

Otherwise, the financial results for the year were neutral relative to budget wherein pressures in some areas of expenditure were offset by positive results in other areas. In terms of the Board's overall financial position the Accumulated Operating Surplus of \$1.6 million represents 0.6% of the Board's Operating Expenditures and therefore is below the Ministry's recommendation that Boards maintain a minimum of 1% in reserve for unexpected situations. The 2017/2018 Audited Financial Statements were reviewed in detail at the November 19, 2018 Audit Committee meeting after which the Committee passed a motion recommending approval by the Board of Trustees. Staff will provide an overview of the year end results by way of presentation at the Board meeting.

AOB:RP:MAH:dm  
Attachment

# **Durham Catholic District School Board**

Consolidated Financial Statements  
For the year ended August 31, 2018



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## **MANAGEMENT REPORT**

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

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

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

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

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

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

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Director of Education and  
Chief Executive Officer

---

Superintendent of Business and  
Chief Financial Officer

November 26, 2018



**Collins Barrow Kawarthas LLP**  
 272 Charlotte Street  
 Peterborough, Ontario K9J 2V4  
 T: 705.742.3418  
 F: 705.742.9775  
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## INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying consolidated financial statements of the Durham Catholic District School Board, which comprise the consolidated statement of financial position as at August 31, 2018, and the consolidated statements of operations, change in net debt, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

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

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

#### *Auditor's Responsibility*

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

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

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

#### *Opinion*

In our opinion, the consolidated financial statements of Durham Catholic District School Board as at August 31, 2018 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1 to the consolidated financial statements.

#### *Emphasis of Matter*

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

***Collins Barrow Kawarthas LLP***

Chartered Professional Accountants  
 Licensed Public Accountants

Peterborough, Ontario  
 November 26, 2018

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

August 31	2018	2017
<b>Financial assets</b>		
Cash and cash equivalents	\$ 3,543,164	\$ 2,285,638
Temporary investments (Note 2)	1,883	70,747
Accounts receivable - Other	11,069,233	12,519,273
Accounts receivable - Government of Ontario - Approved Capital (Note 3)	55,448,724	53,793,302
	<u>70,063,004</u>	<u>68,668,960</u>
<b>Financial liabilities</b>		
Bank indebtedness (Note 4)	31,210,996	10,000,000
Accounts payable and accrued liabilities	9,964,468	9,762,677
Accrued interest on long term debt	633,849	689,338
Deferred revenue (Note 5)	6,351,312	8,618,376
Deferred capital contributions (Note 6)	248,851,990	245,194,700
Retirement and other employee future benefits (Note 7)	4,388,630	6,169,419
Long term debt (Note 8)	46,509,403	50,704,862
	<u>347,910,648</u>	<u>331,139,372</u>
<b>Net debt (Page 7)</b>	<u>(277,847,644)</u>	<u>(262,470,412)</u>
<b>Non-financial assets</b>		
Prepaid expenses	10,719,980	8,239,707
Tangible capital assets (Note 11)	322,663,394	306,241,627
	<u>333,383,374</u>	<u>314,481,334</u>
<b>Accumulated Surplus (Note 12)</b>	\$ <u>55,535,730</u>	\$ <u>52,010,922</u>

Contractual obligations and contingent liabilities (Note 14)

Approved by

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

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

See accompanying notes to the consolidated financial statements.

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

Year ended August 31	Budget 2018 (Unaudited)	Actual 2018	Actual 2017
<b>Revenues</b>			
Provincial grants - Grants for Student Needs	\$ 235,638,063	\$ 237,852,175	\$ 229,670,304
Provincial grants - Other	2,994,674	4,445,263	2,402,783
School generated funds	6,700,000	6,647,677	6,584,225
Federal grants and fees	462,837	602,112	466,377
Investment income	-	61,250	60,093
Recovery of transportation costs (Note 15)	19,799,623	18,918,637	19,255,218
Amortization of deferred capital contributions (Note 6)	12,237,609	11,776,529	11,799,300
Education development charges	-	2,801,780	6,200,718
Other fees and revenues	2,474,179	2,851,766	2,389,655
	<u>280,306,985</u>	<u>285,957,189</u>	<u>278,828,673</u>
<b>Expenditures</b>			
Instruction	202,720,858	203,502,376	196,152,411
Administration	8,808,376	8,829,018	7,888,308
Transportation (Note 15)	26,896,149	25,999,853	26,912,923
Pupil Accommodation	36,188,653	36,041,675	35,073,999
Other	-	1,514,670	-
School generated funds	6,700,000	6,544,789	6,528,345
	<u>281,314,036</u>	<u>282,432,381</u>	<u>272,555,986</u>
<b>Annual (deficit) surplus</b>	(1,007,051)	3,524,808	6,272,687
<b>Accumulated surplus, beginning of year</b>	<u>52,010,922</u>	<u>52,010,922</u>	<u>45,738,235</u>
<b>Accumulated surplus, end of year</b>	\$ <u>51,003,871</u>	\$ <u>55,535,730</u>	\$ <u>52,010,922</u>

See accompanying notes to the consolidated financial statements.

# **Durham Catholic District School Board**

## **Consolidated Statement of Cash Flows**

Year ended August 31

2018

2017

**Operating activities**

Annual surplus	\$	3,524,808	\$	6,272,687
Non-cash charges to operations				
Amortization expense		12,166,890		12,403,818
Amortization of deferred capital contributions		(11,776,529)		(11,799,300)
Deferred gain on disposal of restricted assets		-		(2,975,935)
Retirement and other employee future benefits		(1,780,789)		(1,586,867)
Sources (uses) of cash				
Accounts receivable - other		1,450,040		(2,749,180)
Prepaid expenses		(2,480,273)		(5,735,347)
Accounts payable and accrued liabilities		201,791		(1,060,563)
Accrued interest on long term debt		(55,489)		(53,466)
Deferred revenue - operating		(224)		164,697
Cash provided by (applied to) operating activities		<u>1,250,225</u>		<u>(7,119,456)</u>

**Investing activities**

Purchase (proceeds) of temporary investments		<u>68,864</u>		<u>(46,098)</u>
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**Financing activities**

Principal repayment on net debt and capital loans		(4,195,459)		(3,996,212)
Additions to deferred capital contributions		15,433,819		11,430,378
Proceeds on sale of assets held for sale		-		698,430
Deferred gain on disposal of assets held for sale		-		(562,287)
Increase (decrease) in deferred revenue - capital		(2,266,840)		5,161
Decrease (increase) in accounts receivable - Government of Ontario - Approved Capital		<u>(1,655,422)</u>		<u>4,339,819</u>
Cash provided by financing activities		<u>7,316,098</u>		<u>11,915,289</u>

**Capital activities**

Proceeds on sale of tangible capital assets		-		6,119,598
Purchase of tangible capital assets		<u>(28,588,657)</u>		<u>(21,747,208)</u>
		<u>(28,588,657)</u>		<u>(15,627,610)</u>

**Net decrease in cash and cash equivalents**

	(19,953,470)	(10,877,875)
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**Cash and cash equivalents, beginning of year**

	<u>(7,714,362)</u>	<u>3,163,513</u>
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**Cash and cash equivalents, end of year**

\$	<u>(27,667,832)</u>	\$	<u>(7,714,362)</u>
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**Cash and cash equivalents consists of:**

Cash and cash equivalents	\$	3,543,164	\$	2,285,638
Bank indebtedness		<u>(31,210,996)</u>		<u>(10,000,000)</u>
Total cash and cash equivalents	\$	<u>(27,667,832)</u>	\$	<u>(7,714,362)</u>

See accompanying notes to the consolidated financial statements.

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

Year ended August 31	2018	2017
<b>Annual surplus</b>	\$ <u>3,524,808</u>	\$ <u>6,272,687</u>
<b>Tangible capital asset activity</b>		
Acquisition of tangible capital assets	(28,588,657)	(21,747,208)
Amortization of tangible capital assets	12,166,890	12,403,818
Proceeds on sale of tangible capital assets	-	6,119,598
Gains on sale allocated to deferred revenue	-	(2,975,935)
	<u>(16,421,767)</u>	<u>(6,199,727)</u>
<b>Other non-financial asset activity</b>		
Increase in prepaid expenses	<u>(2,480,273)</u>	<u>(5,735,347)</u>
<b>Increase in net debt</b>	<b>(15,377,232)</b>	<b>(5,662,387)</b>
<b>Net debt, beginning of year</b>	<u><b>(262,470,412)</b></u>	<u><b>(256,808,025)</b></u>
<b>Net debt, end of year</b>	\$ <u><b>(277,847,644)</b></u>	\$ <u><b>(262,470,412)</b></u>

See accompanying notes to the consolidated financial statements.

August 31, 2018

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**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**a) Basis of Accounting**

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

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

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

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

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



August 31, 2018

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

**b) Reporting Entity**

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

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

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

**c) Cash and Cash Equivalents**

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

**d) Temporary Investments**

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

**e) Deferred Revenue**

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

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

August 31, 2018

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**f) Deferred Capital Contributions**

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

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

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

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

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, the following Employee Life and Health Trusts (ELHTs) were established in 2016-2017: Elementary Teachers' Federation of Ontario – Education Workers (ETFO-EW) and Ontario English Catholic Teachers' Association (OECTA). The following ELHTs were established in 2017-2018: Education Workers' Alliance of Ontario (EWAO), Canadian Union of Public Employees (CUPE), ONE-T for non-unionized employees including principals and vice-principals. The ELHTs provide health, life and dental benefits to teachers (excluding daily occasional teachers), education workers (excluding temporary staff), other school board staff and retired individuals up to a school board's participation date into the ELHT. These benefits are being provided through a joint governance structure between the bargaining/employee groups, school board trustees associations and the Government of Ontario. Upon transition of the employee groups' health, dental and life benefits plans to the ELHT, school boards are required to remit a negotiated amount per full-time equivalency (FTE) on a monthly basis. Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs (GSN), additional ministry funding in the form of a Crown contribution as well as a Stabilization Adjustment.

Depending on prior arrangements and employee group, the Board provides health, dental and life insurance benefits for retired individuals for all groups and continues to have a liability for payment of benefits for some retirees who are retired under these plans.

August 31, 2018

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

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

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

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

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

August 31, 2018

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**h) Tangible Capital Assets**

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

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

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

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

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

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

August 31, 2018

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**i) Government Transfers**

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

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

**j) Investment Income**

Investment income is reported as revenue in the period earned.

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

**k) Budget Figures**

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

**l) Use of Estimates**

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

**m) Non-Financial Assets**

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

August 31, 2018

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**n) Property Tax Revenue**

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

**o) Revenue Recognition**

- (i) **Recovery of Transportation Costs:** Recovery of transportation costs are recognized as revenue in accordance with the terms of the Durham Student Transportation Services Consortium agreement.
- (ii) **School Generated Funds:** School generated funds revenues consist of revenues for various school activities and are recognized as revenue in the year the activities occur.
- (iii) **Education Development Charges:** Education development charges are recognized as revenue in the period in which the related eligible expenditures are recorded.

**2. TEMPORARY INVESTMENTS**

Temporary investments are comprised as follows:

	<b>2018</b>		<b>2017</b>	
	<b>Cost</b>	<b>Market Value</b>	<b>Cost</b>	<b>Market Value</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Money Market Funds	1,883	1,883	70,747	70,747

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

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

The Board has an account receivable from the Province of Ontario of \$55,448,724 as at August 31, 2018 (2017 - \$53,793,302) with respect to capital grants.

August 31, 2018

**4. BANK INDEBTEDNESS**

The Board has lines of credit available to the maximum of \$90,000,000 to address operating requirements and to bridge capital expenditures.

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

As at August 31, 2018 the amount drawn under these facilities was \$31,210,996 (2017 - \$10,000,000). In addition, the Board has outstanding letters of credit in the amount of \$247,607 (2017 - \$247,607) as at August 31, 2018.

**5. DEFERRED REVENUE**

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

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2018 is comprised of:

	Balance as at August 31, 2017	Externally restricted revenue and investment income	Revenue recognized in the period	Transfers to deferred capital contributions	Balance as at August 31, 2018
Legislative Grants	\$567,616	\$768,588	\$874,872	\$-	\$461,332
Other Ministry Grants	210,430	4,019,605	3,665,826	-	564,209
Other	848,746	787,718	1,035,437	-	601,027
<b>Total Deferred Revenue - Operating</b>	<b>1,626,792</b>	<b>5,575,911</b>	<b>5,576,135</b>	<b>-</b>	<b>1,626,568</b>
Education Development Charges	586,748	2,215,032	2,801,780	-	-
Proceeds of Disposition	6,404,836	-	-	1,680,092	4,724,744
<b>Total Deferred Revenue - Capital</b>	<b>6,991,584</b>	<b>2,215,032</b>	<b>2,801,780</b>	<b>1,680,092</b>	<b>4,724,744</b>
<b>Total Deferred Revenue</b>	<b>\$8,618,376</b>	<b>\$7,790,943</b>	<b>\$8,377,915</b>	<b>\$1,680,092</b>	<b>\$6,351,312</b>

August 31, 2018

**6. DEFERRED CAPITAL CONTRIBUTIONS**

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

	2018	2017
Balance, beginning of year	<b>\$245,194,700</b>	<b>\$245,563,622</b>
Additions to deferred capital contributions	<b>15,433,819</b>	<b>12,776,139</b>
Disposals	-	<b>(1,345,761)</b>
Revenue recognized in the period	<b>(11,776,529)</b>	<b>(11,799,300)</b>
<b>Balance as at August 31</b>	<b>\$248,851,990</b>	<b>\$245,194,700</b>



August 31, 2018

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

Retirement and Other Employee Future Benefit Liabilities	2018			2017
	Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits
<b>Accrued Employee Future Benefit Obligations at August 31</b>	\$1,464,368	\$2,920,597	<b>\$4,384,965</b>	<b>\$6,168,575</b>
<b>Unamortized Actuarial Gain at August 31</b>	3,665	-	<b>3,665</b>	<b>844</b>
<b>Employee Future Benefits Liability at August 31</b>	<b>\$1,468,033</b>	<b>\$2,920,597</b>	<b>\$4,388,630</b>	<b>\$6,169,419</b>

Change in Retirement and Other Employee Future Benefit Obligations	2018			2017
	Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits
Current Year Benefit Cost <sup>1</sup>	\$-	\$(346,410)	<b>\$(346,410)</b>	<b>\$(301,995)</b>
Interest on Accrued Benefit Obligation	45,433	85,732	<b>131,165</b>	<b>140,232</b>
Recognized Actuarial Gains	(971)	-	<b>(971)</b>	<b>(15,969)</b>
Benefit Payments	(717,936)	(846,637)	<b>(1,564,573)</b>	<b>(1,409,135)</b>
	<b>\$(673,474)</b>	<b>\$(1,107,315)</b>	<b>\$(1,780,789)</b>	<b>\$(1,586,867)</b>

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

August 31, 2018

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

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

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

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2018, the Board contributed \$3,612,370 (2017 - \$3,475,345) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

**(iii) Retirement Gratuities**

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

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

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

August 31, 2018

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

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

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

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

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

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

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2018 and is based on the average daily salary and banked sick days of employees as at August 31, 2018.

August 31, 2018

**Actuarial Assumptions**

The accrued benefit obligations for employee future benefit plans as at August 31, 2018 are based on the most recent actuarial valuations completed for accounting purposes as at August 31, 2018. These valuations take into account the plan changes outlined above and the economic assumptions used in these valuations are the Board's best estimates of expected rates of:

	<b>2018</b>	<b>2017</b>
	%	%
Inflation	1.50	1.50
Insurance and health care cost escalation	3.00-8.00	3.00-8.00
Discount on accrued benefit obligations	2.90	2.55

August 31, 2018

**8. LONG TERM DEBT**

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

	2018	2017
CIBC Mellon Global Series 2000 – A1 debenture, repayable semi-annually at \$944,244 principal and interest, with an effective interest rate of 7.20%, maturing June 2025	\$10,242,812	\$11,334,514
Ontario Financing Authority, term loan, repayable semi-annually at \$93,943 principal and interest at 4.56% due November 2031	1,878,595	1,977,424
Ontario Financing Authority, term loan, repayable semi-annually at \$86,308 principal and interest at 4.95%, due March 2033	1,801,633	1,882,968
Ontario Financing Authority, term loan, repayable semi-annually at \$25,973 principal and interest at 5.28%, due April 2035	578,254	599,123
Ontario Financing Authority, term loan, repayable semi-annually at \$380,620 principal and interest at 5.28%, due April 2035	8,473,942	8,779,773
Ontario Financing Authority, term loan, repayable semi-annually at \$65,392 principal and interest at 5.28%, due April 2035	1,455,862	1,508,405
Ontario Financing Authority, term loan, repayable semi-annually at \$1,745,072 principal and interest at 3.94%, due September 2025	22,078,305	24,622,655
<b>Balance as at August 31</b>	<b>\$46,509,403</b>	<b>\$50,704,862</b>

August 31, 2018

Principal and interest payments relating to net debenture debt and capital loans of \$46,509,403 outstanding as at August 31, 2018 are due as follows:

	<b>Principal</b>	<b>Interest Payments</b>	<b>Total</b>
2019	\$4,405,462	\$2,277,644	\$6,683,106
2020	4,626,833	2,056,273	6,683,106
2021	4,860,244	1,822,862	6,683,106
2022	5,106,402	1,576,704	6,683,106
2023	5,366,060	1,317,046	6,683,106
Thereafter	22,144,402	4,351,510	26,495,912
<b>Total</b>	<b>\$46,509,403</b>	<b>\$13,402,039</b>	<b>\$59,911,442</b>

Interest on long-term debt amounted to \$2,432,153 (2017 - \$2,633,428).

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

	<b>2018</b>	<b>2017</b>
Principal payments on long-term liabilities	<b>\$4,195,459</b>	<b>\$3,996,212</b>
Interest payments on long-term liabilities	<b>2,487,647</b>	<b>2,686,894</b>
	<b>\$6,683,106</b>	<b>\$6,683,106</b>

August 31, 2018

**10. EXPENSES BY OBJECT**

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

	<b>2018 Budget (Unaudited)</b>	<b>2018 Actual</b>	<b>2017 Actual</b>
<b>Expenses:</b>			
Salary and wages	\$182,793,381	\$183,982,850	\$178,071,223
Employee benefits	30,160,566	29,357,810	27,197,701
Staff development	659,852	582,337	429,719
Supplies and services	14,831,778	14,885,878	14,117,541
Interest charges on capital	2,432,153	2,432,153	2,633,428
Rental	1,281,190	1,330,669	1,028,848
Fees and contract services	29,695,073	29,634,335	30,145,363
School fund activities	6,700,000	6,544,789	6,528,345
Other	-	1,514,670	-
Amortization	12,760,043	12,166,890	12,403,818
	<b>\$281,314,036</b>	<b>\$282,432,381</b>	<b>\$272,555,986</b>

## 11. TANGIBLE CAPITAL ASSETS

	Cost (in 000's)					Accumulated Amortization (in 000's)					Net Book Value	
	Balance at September 1, 2017	Additions and Transfers	Disposals	Transfer to Assets Held for Sale	Balance at August 31, 2018	Balance at September 1, 2017	Amortization	Disposals, Write-offs, Adjustments	Transfer to Assets Held for Sale	Balance at August 31, 2018	August 31, 2018	August 31, 2017
Land	\$53,323	\$15,743	\$-	\$-	\$69,066	\$-	\$-	\$-	\$-	\$-	\$69,066	\$53,323
Land Improvements	6,112	537	-	-	6,649	1,953	481	-	-	2,434	4,215	4,159
Buildings	361,025	12,085	-	-	373,110	119,338	9,867	-	-	129,205	243,905	241,687
Portable Structures	6,403	-	-	-	6,403	5,516	128	-	-	5,644	759	887
First time equipping	3,101	15	180	-	2,936	1,443	282	180	-	1,905	1,391	1,658
Furniture	936	-	15	-	921	351	91	15	-	457	494	585
Equipment	1,996	18	209	-	1,805	1,452	135	209	-	1,796	427	544
Computer hardware	5,208	6	939	-	4,275	3,257	728	939	-	4,924	1,229	1,951
Computer software	3,198	145	351	-	2,992	1,872	428	351	-	2,651	1,043	1,326
Vehicles	420	39	-	-	459	298	27	-	-	325	134	122
<b>Total</b>	<b>\$441,722</b>	<b>\$28,588</b>	<b>\$1,694</b>	<b>\$-</b>	<b>\$468,616</b>	<b>\$135,480</b>	<b>\$12,167</b>	<b>\$1,694</b>	<b>\$</b>	<b>\$145,953</b>	<b>\$322,663</b>	<b>\$306,242</b>

**a) Assets under construction:** Included in the additions for the year is capitalized interest in the amount of \$18,715 (2017 - \$74,588).

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



August 31, 2018

**12. ACCUMULATED SURPLUS**

	2018	2017
<b>Accumulated Surplus:</b>		
Amounts restricted for future use by Board motion	\$1,700,234	\$3,391,353
Invested in land	55,581,207	53,289,836
Other	(1,745,711)	(4,670,267)
<b>Total</b>	<b>\$55,535,730</b>	<b>\$52,010,922</b>

Comprised of:

Year ended August 31	2018	2017
Amounts restricted for future use by Board motion		
Operating	\$1,630,323	\$2,646,442
Committed capital projects	69,911	69,911
Technology equalization fund	-	500,000
Student Centre for Success	-	175,000
Sub Total (a)	1,700,234	3,391,353
Invested in land (b)	55,581,207	53,289,836
Other		
Committed sinking fund interest	1,602,243	1,697,614
Interest on long term debt	(633,848)	(689,337)
School generated funds	1,849,784	1,746,896
Employee benefits and post employment liabilities	(4,563,890)	(7,425,440)
Sub Total (c)	(1,745,711)	(4,670,267)
<b>Total (a) + (b) + (c)</b>	<b>\$55,535,730</b>	<b>\$52,010,922</b>

August 31, 2018

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

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

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

**14. CONTRACTUAL OBLIGATIONS AND CONTINGENT LIABILITIES**

The Board has entered into contractual obligations for completion of school projects and capital initiatives. The Board has outstanding commitments of \$4,345,961 as at August 31, 2018 that will be incurred as capital expenditures in future years as the projects are completed.

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

<b>Year</b>	<b>Amount</b>
2019	\$1,042,357
2020	1,066,679
2021	1,012,793
2022	1,001,702
2023	1,012,071
Thereafter	7,299,923
	<b>\$12,435,525</b>

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

August 31, 2018

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

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

As part of the agreement both Boards directly remunerate the employees who were previously working exclusively for their respective Boards. All other expenses are paid by the Durham Catholic District School Board (DCSSB) on behalf of the Consortium with a monthly recovery from the Durham District School Board with a final cash flow reconciliation done at year-end. As such the Consolidated Financial Statements for the Durham Catholic District School Board reflect all payments made on behalf of the consortium as shown on the Consolidated Statement of Operations and the corresponding recovery from the Durham District School Board of \$18,918,637 is recorded as revenue in this Statement.

A summary of these transactions are as follows:

<b>Expenditure</b>	<b>DDSB</b>	<b>DCDSB</b>	<b>Total 2018</b>	<b>Total 2017</b>
Student Transportation	\$18,640,614	\$6,656,022	\$25,296,636	\$26,246,377
Administrative Costs	889,627	425,194	1,314,821	1,253,269
Total Expenditures	19,530,241	7,081,216	26,611,457	27,499,646
Administrative Costs Paid Directly by DDSB	(611,604)	-	(611,604)	(586,723)
<b>Total</b>	<b>\$18,918,637</b>	<b>\$7,081,216</b>	<b>\$25,999,853</b>	<b>\$26,912,923</b>



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 26, 2018

Subject: **Regional Arts and Media Program Update**

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

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### **RECOMMENDATION**

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

"THAT the Durham Catholic District School Board accepts as information the verbal presentation and written update titled Regional Arts and Media Program Update dated November 26, 2018."

### **RATIONALE**

#### **Purpose**

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

#### **Background**

On January 30, 2017, the Board of Trustees approved a motion to establish a Regional Arts and Media Program (AMP) at All Saints Catholic Secondary School. Staff across many departments worked through the 2017-2018 school year to design, develop and implement a program that was opened to students in grades 7, 8 and 9 in September 2018.

#### **Enrolment**

There are currently 302 students from grade 7-9 attending All Saints Catholic Secondary School for the Regional Arts and Media Program (AMP) in the following grades and streams:

	<b>Dance</b>	<b>Drama</b>	<b>Instrumental Music</b>	<b>Vocal Music</b>	<b>Visual Arts</b>	<b>Media Arts</b>
<b>Grade 7</b>	16	16	16	16	16	
<b>Grade 8</b>	15	16	15	15	15	
<b>Grade 9</b>	22	25	24	24	29	22

### **Communications and Advertising**

Having completed the audition and acceptance processes for students who entered the AMP in September 2018, staff have been engaged since June 2018 in communication and advertising geared toward applicants for September 2019 admission.

June 6-13, 2018 - Systems Program Coordinator Faeron Pileggi, Consultant Tish Sheppard, Curriculum Chair Johnny Soln and Intermediate Drama Teacher Chad Richard visited every Durham Catholic District School Board elementary school to share information about the program with all (then current) Gr. 5 and Gr. 7 students in our Board. A postcard with important information and dates was created and distributed to all students during these school visits.

A second round of school visits was conducted in the fall. From October 11-19, 2018, the AMP Coordinator and AMP Teachers went to every DCDSB elementary school to share information about the program with all current Gr. 6 and Gr. 8 students in our Board. A brochure with important information and upcoming dates was created and distributed to all students during these school visits.

C-AMPs: Summer C-AMPs have been organized and facilitated by staff to orient interested students to the Regional Arts and Media Program and provide experience related to what to expect in the audition process

- Summer C-AMP: July 30 – August 2, 2018
  - 112 participants in the four-day C-AMP
- Fall Audition Workshop C-AMP: Saturday, October 27, 2018
  - 182 participants

The Metroland Education Reporter wrote an article on the Summer C-AMP, which also promoted the Regional Arts & Media Program: <https://www.durhamregion.com/news-story/8795244-getting-amped-up-regional-arts-program-launches-at-all-saints-in-whitby-this-fall/>.

In September 2018, the Board launched its new Regional Arts and Media Program website ([amp.dcdsb.ca](http://amp.dcdsb.ca)) to provide comprehensive and current information to the community at large.

On October 15, 2018, the Board posted a news release about applications opening for the Regional Arts & Media Program. This news release was picked up by local media: <https://www.durhamregion.com/news-story/8967442-applications-open-for-dcdsb-arts-and-media-program/>.

A Regional Arts & Media Program advertisement ran in Metroland newspapers – Oshawa, Whitby, Ajax/Pickering, Port Perry, Brock, and Uxbridge in October 2018.

On October 16, 2018, a Synrevoice email was sent to all families that have Gr. 6 and Gr. 8 students. This email notified families that applications were open for the Regional Arts & Media Program, and of the important upcoming dates such as the Fall Audition Workshop C-AMP, the Information Session and Open House, etc.

In October 2018, Regional Arts & Media Program banners were posted to all DCDSB elementary school websites. The banners indicated that applications to the program were open, and directed users to the new website for further details and to apply.

The Regional Arts & Media Program Information Session and Open House will take place on Thursday, November 22, 2018 and all interested families, students and members of the community are welcome to attend.

The digital signs at the Catholic Education Centre and All Saints CSS have been utilized to notify passersby that applications for the Regional Arts & Media Program are open, and of the Information Session and Open House.

All Saints CSS and DCDSB have been using social media channels, such as Twitter and Facebook to promote the program, that applications for the Regional Arts & Media Program are open, that registration for the Fall Audition Workshop C-AMP was open, and of the Information Session and Open House. Social media use for promotion and communication purposes is ongoing.

### **Application Process for 2019**

Below are a list of important application/audition dates for students interested in attending the Regional Arts and Media Program in September 2019:

- October 15, 2018: Online Applications Open for the September 2019 start
- October 27, 2018: Fall Audition Workshop C-AMP
- November 22, 2018: Information Session & Open House at All Saints CSS
- December 8, 2018: Online Applications for September 2019 Close
- January 12-13, 2018: Auditions
- January 18, 2019: Applicants will receive details on whether they were accepted into the program
- February 1, 2019: Applicants must confirm their acceptance
- February 20, 2019: Orientation Night for successful applicants

**Grand Opening**

In order to facilitate this high-quality program, Facility Services has worked diligently to ensure that the necessary renovations were made that would effectively support the various Arts and Media streams being studied at All Saints Catholic Secondary School. We are pleased to announce that the Grand Opening of our newly renovated Arts and Media facilities at All Saints Catholic Secondary School is scheduled for Wednesday, December 19, 2018. The Most Reverend Bishop Nguyen will be celebrating the blessing.

AOB:TB

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 26, 2018

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

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

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

“THAT the Durham Catholic District School Board receives as information the French Immersion and Extended French Programs Report dated November 26, 2018.”

The purpose of this report is to provide the Board of Trustees with an update on the Elementary French Language Programs as well as information regarding the planned processes for registration and enrolment for French Immersion and Extended French Programs for the 2019-2020 school year.

## Elementary French Programs

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



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

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

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

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

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

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

The Board report of November 2013 indicated that the grade four entry Extended French program was being phased out with the last admissions having taken place in September 2014. As of September 2018, the only remaining Elementary Extended French classes in the system are located at St. Isaac Jogues Catholic School and St. Mark the Evangelist Catholic School. In each case, Extended French Grade 8 classes remain. The students who were in Extended French in the 5 other schools completed Grade 8 in June 2017. The phase out of the Elementary Extended French program will be completed in June 2019.

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

<b>MUNICIPALITY/ School</b>	<b>2010- 2011</b>	<b>2011- 2012</b>	<b>2012- 2013</b>	<b>2013- 2014</b>	<b>2014- 2015</b>	<b>2015- 2016</b>	<b>2016- 2017</b>	<b>2017- 2018</b>	<b>2018- 2019</b>
St. Thomas Aquinas Catholic School	1 (FI) 4-8 (EF)	1&2 (FI) 4-8 (EF)	1-3 (FI) 4-8 (EF)	1-4 (FI) 5-8 (EF)	1-5 (FI) 6-8 (EF)	1-6 (FI) 7&8 (EF)	1-7 (FI) 8 (EF)	1-8 (FI)	1-8 (FI)
St. Christopher Catholic School			1 (FI) 4 (EF)	1&2 (FI) 5 (EF)	1-3 (FI) (Gr 6 EF moved to St. Thomas )	1-4 (FI)	1-5 (FI)	1-6 (FI)	1-7 (FI)
St. Kateri Tekakwitha Catholic School						1 (FI)	1&2 (FI)	1-3 (FI)	1-4 (FI)
St. John the Evangelist			1 (FI) 4 (EF)	1&2 (FI) 5 (EF)	1-3 (FI) 6 (EF)	1-4 (FI) 7 (EF)	1-5 (FI) 8 (EF)	1-6 (FI)	1-7 (FI)
St. Mark the Evangelist	1 (FI) 4 (EF)	1&2 (FI) 4&5 (EF)	1-3 (FI) 4-6 (EF)	1-4 (FI) 4-7 (EF)	1-5 (FI) 4-8 (EF)	1-6 (FI) 5-8 (EF)	1-7 (FI) 6-8 (EF)	1-8 (FI) 7&8(EF)	1-8 (FI) 8 (EF)
St. Leo Catholic School	1 (FI) 4 (EF)	1&2 (FI) 4&5 (EF)	1-3 (FI) 4-6 (EF)	1-4 (FI) 5-8 (EF)	1-5 (FI) 6-8 (EF)	1-6 (FI) 7&8(EF)	1-7 (FI) 8 (EF)	1-8 (FI)	1-8 (FI)
Blessed Pope John Paul II				1-4 (FI)	1-5 (FI)	1-6 (FI)	1-7 (FI)	1-8 (FI)	1-8 (FI)
St. James Catholic School			1 (FI)	1&2 (FI)	1-3 (FI)	1-4 (FI)	1-5 (FI)	1-6 (FI)	1-7 (FI)
Mother Teresa Catholic School			1 (FI) 4 (EF)	1&2 (FI) 5 (EF)	1-3 (FI) 6 (EF)	Progra m moved to St. Patrick			
St. Patrick Catholic School	1 (FI) 4 (EF)	1&2 (FI) 4&5 (EF)	1-3 (FI) 4-6 (EF)	1-4 (FI) 5-7 (EF)	1-5 (FI) 6-8 (EF)	1-6 (FI) 7&8 (EF)	1-7 (FI) 8 (EF)	1-8 (FI)	1-8 (FI)
St. Elizabeth Seton Catholic School			1 (FI) 4 (EF)	2 (FI) 5 (EF)	3 (FI) 6 (EF)	4 (FI) 7 (EF)	5 (FI) 8 (EF)	6 (FI)	7 (FI)
Holy Redeemer Catholic School	1 (FI) 4-8 (EF)	1&2 (FI) 4-8 (EF)	1-3 (FI) 4-8 (EF)	Progra m moved to St. Isaac Jogues					
St. Isaac Jogues Catholic School				1-4 (FI) 4-8 (EF)	1-5 (FI) 4-8 (EF)	1-6 (FI) 5-8 (EF)	1-7 (FI) 6-8 (EF)	1-8 (FI) 7&8(EF)	1-8 (FI) 8 (EF)
St. Monica Catholic School				1 (FI)	1&2 (FI)	1-3 (FI)	1-4 (FI)	1-5 (FI)	1-6 (FI)
St. Joseph Catholic School						1 (FI)	1&2 (FI)	1-3(FI)	1-4 (FI)

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

See Appendix A

### Secondary French Programs

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

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

### Current Secondary Enrolment by School and Grade

See Appendix B

### Grade One Registration Process for 2019-2020

Registration timelines and procedures for our Grade One French Immersion for September 2020 have been established in accordance with operational needs. These include the necessity to establish the number of classes required as early as possible in order to complete our staffing requirements effectively. Recruitment of teachers qualified to instruct a French Immersion class begins in mid-January. Additionally, registration in French Immersion classes means that student population in their original home schools decline. Staff require timely and accurate student enrolment projections by the end of February in order to determine staffing needs for September relative to redundancy and surplus declarations as well as postings.

<b>Timelines</b>	<b>Processes</b>
November 12-16, 2018	<ul style="list-style-type: none"> <li>• Letters sent home to all Year 2 Kindergarten families to advertise parent information nights</li> <li>• Advertisements in local papers, on website, via social media and parish bulletins</li> </ul>
November 26-30, 2018	<u>Parent Information Nights</u> <ul style="list-style-type: none"> <li>• West – St. Patrick C.S. – Nov. 27, 2018</li> <li>• East - St. Mark the Evangelist C.S. – Nov. 29, 2018</li> <li>• North – St. Joseph C. S. (Uxbridge) – Nov. 12, 2018</li> </ul>
December 10, 2018 – January 18, 2019	<ul style="list-style-type: none"> <li>• Grade One French Immersion online Registration open</li> <li>• Automatic email will be sent to acknowledge receipt of application (but not approval or placement)</li> </ul>
January 21 – February 1, 2019	<ul style="list-style-type: none"> <li>• Review of all applications received</li> <li>• FI Principal Meeting – January 24, 2019</li> <li>• Classes are formed in accordance with the following parameters: 1. Students in boundary; 2. Students with childcare ; 3. Students with siblings in attendance;</li> <li>• Where there is overflow, students are redirected to another site.</li> <li>• Classes will be considered full at 20; Superintendent approval required to exceed 20. (no class to exceed 23)</li> </ul>
February 4, 2019	<ul style="list-style-type: none"> <li>• Email communication to parents regarding acceptance and placement</li> </ul>
February 15, 2019	<ul style="list-style-type: none"> <li>• Deadline for parents to confirm registration</li> <li>• Parents request transportation if desired</li> <li>• Parents of children new to the Board will need to go to the designated FI school and provide the required documentation (Baptismal Certificates, Immunization records etc.) in order to confirm their registration</li> <li>• Transition scheduling in student information system begins once parents have confirmed registration</li> <li>• Registrations that have not been confirmed with the school by February 15, 2019 will be considered to be withdrawn.</li> </ul>
February 15 – March 1, 2019	<ul style="list-style-type: none"> <li>• Durham Student Transportation System (DSTS) to review all transportation requests and communicate eligibility to FI school Principals</li> <li>• FI schools will contact those families who have requested transportation but are not eligible</li> </ul>
March 18, 2019 - forward	<ul style="list-style-type: none"> <li>• Late Registrations - made through the FI school (desired location) - Secretaries will update online lists</li> <li>• Late Registrations will be processed on a first come, first serve basis while space is available.</li> <li>• When classes have been filled to capacity, a waiting list will be established.</li> </ul>
April 2019	<ul style="list-style-type: none"> <li>• Orientation Night/Day for Students/Parents</li> <li>• Additional transportation information to be shared - including student OEN and information on how to access bussing info</li> </ul>

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

- All applicants to the Grade One French Immersion Program who submit their application through the online registration process will be offered a position in the French Immersion Program, the Board may however be required to redirect students to an alternate location in order to maximize class size and organization in accordance with primary class size requirements;
- If/when necessary, students on overflow placement will be directed to original or phase one sites;
- While every effort will be made to accommodate parent requests for cross boundary approval for reasons of childcare and/or to keep siblings together, the Board must maximize classroom organization and take into consideration accommodation issues therefore location cannot be guaranteed;
- Bussing will not be provided for students who are cross boundary by request of the parent/guardian;
- Parents who wish to register their children after the online application process has been closed will do so through the desired French School Site. Late applications will be approved on a first come, first serve basis where space permits;
- If/when a program has reached capacity, late registrants will be placed on a waiting list and/or redirected to another location where space permits;
- In schools, where a threshold of 15 students is met, consideration will be given to opening a class or additional classes at an appropriate location;
- Cross boundary applications for Kindergarten siblings will be approved where space permits; and
- Transportation for Kindergarten siblings will be provided on a non-prejudice basis for Kindergarten siblings where there is room on the bus; space availability will be reviewed yearly.

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

AOB:TB  
Attachment

**APPENDIX A**

<b>Elementary French Program Enrolment by School, Program Type and Grade</b> <b>2018-2019</b> (as of October 16, 2018)													
<b>School</b>	<b>K</b>	<b>Gr 1</b>	<b>Gr 2</b>	<b>Gr 3</b>	<b>Gr 4</b>	<b>Gr 5</b>	<b>Gr 6</b>	<b>Gr 7</b>	<b>Gr 8 (FI)</b>	<b>Gr 8(EF)</b>	<b>Total (FI)</b>	<b>Total (EF)</b>	<b>Total EF and FI</b>
<b>Oshawa</b>													
St. Thomas Aquinas C.S.		23	17	21	16	16	10	19	14		136	0	136
St. Christopher C.S.		23	32	24	29	20	19	16			163	0	163
St. Kateri Tekakwitha		46	34	30	37						147	0	147
<b>Whitby</b>													
St. Mark the Evangelist		44	48	55	38	44	52	37	19	27	337	27	337
St. John the Evangelist		25	34	36	28	28	13	20			184	0	184
St. Leo		9	11	14	11	20	11	17	19		112	0	112
St. Pope John Paul II		24	17	24	29	15	25	8	15		157	0	157
<b>Ajax</b>													
St. Patrick		94	86	80	73	74	67	54	66		594	0	594
St. James		38	30	32	34	25	27	18			204	0	204
<b>Pickering</b>													
St. Isaac Jogues		39	37	42	38	28	31	36	22	29	273	29	302
St. Elizabeth Seton									20		20		20
St. Monica		45	30	42	32	21	19				189		189
<b>Uxbridge</b>													
St. Joseph, Uxbridge		12	9	18	6						45		45
											2561	56	2617

**APPENDIX B**Current Secondary Enrolment in French Programming by School and Grade

<b>School</b>	<b>Program</b>	<b>GR09</b>	<b>GR10</b>	<b>GR11</b>	<b>GR12</b>	<b>Total</b>
Father Leo J. Austin C.S.S.	FI	79	78	57	39	253
Notre Dame C.S.S.	FI	52	56	30	41	179
St. Mary C.S.S.	FI	38	48	24	27	137
<b>Total FI Students</b>	FI	169	182	111	107	569

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 26, 2018

Subject: **French Study Committee Update**

Origin: Tracy Barill, Superintendent of Education, Teaching and Learning  
Lewis Morgulis, Manager of Planning, Admissions and Partnerships

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

“THAT the Durham Catholic District School Board receive and file as information the report entitled French Study Committee Update dated November 26, 2018.”

## Overview

On October 29, 2018, the Board of Trustees received the French Programs Update Report which outlined information regarding a review of French programs being conducted by a staff committee. This report provides an update regarding the study, addresses three areas for future action that will be brought to the Board and concludes the pilot Kindergarten 40 minutes/day of French Program at St. Patrick Catholic School.

## Background

The French Study Committee, established in September 2018 is comprised of the following members:

- Tracy Barill, Superintendent of Education (Chair)
- Michael Gray, Superintendent of Human Resources and Administrative Services
- Ryan Putnam, Superintendent of Business
- Bob Camozzi, Superintendent of Education – Facilities Services
- Lewis Morgulis, Manager of Planning, Admissions & Partnerships (Co-Chair)
- Kelly Mechoulan, Manager of Durham Student Transportation Services



- Carolyn Bartlett, Principal St. Christopher Catholic School
- Carole Caputo, French Language Consultant
- Rob Fortin, Principal St. John the Evangelist Catholic School
- Kevin Bell, Principal St. Joseph Catholic School (Uxbridge)
- Lynnette Wardle, Principal St. Monica Catholic School
- Stephanie Richard, Principal St. John Paul II Catholic School
- Lisa True, Principal St. Patrick Catholic School
- Kelly Denomme, Principal Father Leo J. Austin Catholic Secondary School
- Jackie McVeigh, Senior Manager of Human Resources
- Teresa Laurie, Human Resources Coordinator

This staff committee met to conduct a comprehensive review of the Board's French Programs on the following dates:

- September 20, Context and Background Information
- September 27, Ministry FSL Plan, Staffing and Student Services
- October 4, Operational Issues and Projections
- October 18, School site Issues
- October 25, Preliminary Options

### **Committee Meeting Dates and Topics**

#### **Week 1 - September 20, 2018**

- Staff framed the study and explained each members role;
- The committee mandate and scope was explained and developed along with establishing committee norms;
- The context for the study was explained;
- A series of meeting dates were established;
- The committee reviewed background data from previous French studies in 2012 and 2014, reviewed enrolment data, existing school and program boundaries, and the location data for Kindergarten students.

#### **Week 2 - September 27, 2018**

- Teaching and Learning staff explained the Ministry FSL Framework and the Boards 3 Year French Plan;
- Human Resources addressed issues related to staff recruitment, deployment and retention for French programs;
- Student Services explained the resourcing available for French programs and challenges encountered in supporting French Immersion programming.

#### **Week 3 - October 4, 2018**

- Durham Student Transportation Services addressed existing transportation requirements and challenges with respect to the phase in of the Board's French programs.

- The Board's Admissions process and relevant Policies were addressed to explain how students register through OSAS for the French Immersion programs
- Planning staff presented areas where projected French program growth and decline require accommodation solutions to be developed

#### Week 4 - October 18, 2018

- Planning staff explained accommodation issues derived from out-of-area enrolment;
- Regional housing growth and student yield were reviewed to provide a context for projections
- Detailed site and projection data were reviewed for schools to determine some preliminary actions

### **Issues Arising from the work of the Committee**

As a result of the work of this committee, staff identified a number of issues that will need to be addressed in order to ensure that the Durham Catholic District School Board will continue to be able to provide vibrant French Immersion Program options for its students into the future. These issues include but are not limited to:

- I. Accommodations
- II. Staffing
- III. Program Viability

This report provides the Board of Trustees with preliminary information regarding the concerns identified with respect to the three areas noted. It is the intention of staff to expand on each of these areas with more in depth reports and recommendations in future months.

#### **I. Accommodations**

The Committee identified schools where the current facilities or sites will not accommodate the projected enrolment either in the short term or long term. Each of the affected schools either has no ability to add portable classrooms without substantially impacting the available play space, or is accommodating a significant proportion of the JK/SK students in regular classrooms. The immediate solution for these schools rests in the short term in limiting the out-of-area kindergarten enrolment, reducing out-of-area enrolment in other grades, or in undertaking a boundary change. The affected schools include:

- St. Christopher Catholic School - Oshawa
- St. Kateri Tekakwitha Catholic School – Oshawa
- St. Patrick Catholic School - Ajax

## II. Staffing

The Board's Human Resources Department works to recruit and retain French teachers to staff the French language programs.

### Program Growth

The following chart outlines the last four years of overall program enrolment within the Board:

	2015-2016	2016-2017	2017-2018	2018-2019
Elementary French Immersion	1677	2078	2387	2561
Elementary Extended French	428	284	88	56
<b>Total Elementary</b>	<b>2105</b>	<b>2362</b>	<b>2475</b>	<b>2617</b>
Secondary French (Extended and Immersion)	384	437	519	569
<b>Overall Total</b>	<b>2489</b>	<b>2799</b>	<b>2994</b>	<b>3186</b>

The projected growth in the elementary and secondary panel will require additional teachers to be attracted and retained over a multi-year period. It has become increasingly challenging to attract and retain qualified French teachers as this is a subject area that is in high demand. The Durham Catholic District School Board shares the same staffing issues as all other Boards implementing French programs. The ability to adequately staff French language programs must be given due consideration in all decision-making processes going forward.

## III. Program Viability

The Committee identified schools where the current enrolment of either the English program or the French Immersion program will decline and impact the viability of either program. The sustainability of each program requires both the number of students entering the program and periodic demission from the program to be tracked. Where programs have started with small class sizes, and where there is significant demission from the program, the viability for staffing, resourcing and supporting the program is impacted.

Recommendations and decisions to address sustainability of one or more programs take longer to formulate and may involve program relocation, boundary change or eventually consolidation in consultation with the affected school communities. Each of the schools where program viability is an issue should be addressed through the LTAP in 2019 and beyond. The schools requiring a review of viability include:

- St. Leo Catholic School – Brooklin (English and French program)
- St. John Paul II Catholic School – Brooklin (French program)
- St. John the Evangelist Catholic School – Whitby (English program)
- St. Joseph Catholic School – Uxbridge (French program)

The Committee also identified one circumstance where additional student growth will require a long term capital solution. The growth for St. Kateri Tekakwitha Catholic School in both programs requires a long term solution to be addressed through the LTAP. In this case based on the growth of the English and French program, and notwithstanding any out-of-area limitations, the projected enrolment will reach in excess of 800 students by 2025. This would require 21 portables on site.

### **St. Patrick Catholic School Kindergarten French Pilot Project**

Grade one is the designated point of entry for the Elementary French Immersion Programs. In all English and dual track schools, core French as a second language is provided for students from grades 4-8. Core French is delivered in 40 minute blocks daily (200 minutes/week).

In November 2014, St. Patrick Catholic School was designated as a Single Track French Immersion site. It was determined at that time that families who intended to enroll their children in French Immersion in grade one could register at St. Patrick Catholic School for the Kindergarten program which would be delivered in English. A decision was made to launch a pilot program at St. Patrick which provided 40 minutes of French instruction for the Kindergarten Year One and Year Two students.

During the years in which the pilot has been in place, staff monitored its effectiveness and viability. While, there are no definitive drawbacks to providing exposure to French in Kindergarten, the challenges posed with regards to staffing and effective program integration are significant enough to warrant its discontinuation.

As addressed within the study the Board has an ongoing shortage of qualified French language teachers. The Board's Human Resources Department has worked diligently to recruit and retain French teachers to staff the expanding French programs. The Board continues to face periodic shortages of qualified French language teachers. St. Patrick requires approximately 1.5 full-time equivalent (FTE) qualified French Teachers to provide 40 minutes of daily French instruction across the seven Kindergarten classrooms. These French teachers could be redirected assist in meeting the Board's staffing requirements for the mandatory FSL (Core or Immersion) programs in other schools.

The Kindergarten curriculum utilizes a play/inquiry-based delivery model. The four frames of the program: belonging and contributing; self-regulation and well-being; demonstrating literacy and mathematics behaviours and problem solving and innovating are delivered in an integrated fashion (i.e. the program is not intended to be delivered in segregated subject areas). It has been challenging to integrate French seamlessly into the school day. Moreover, there is not a ministry defined curriculum for a Core French delivery model in Kindergarten, therefore the educators are required to self-design the content of their instruction in this area. Finally, the Kindergarten program is designed to be facilitated by a teacher and early childhood educator team. When the French-

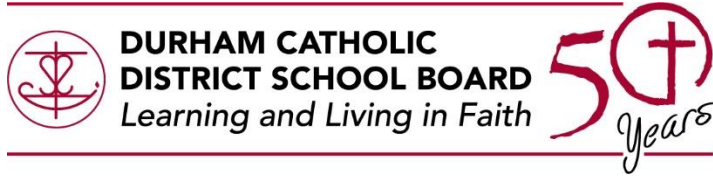
speaking teacher is brought in for curriculum coverage, the designated early childhood educator (DECE), who is a partner in the classroom, is not replaced by a French speaking DECE during that time, thus not honouring the partnership envisioned in the program design.

For the reasons indicated above, a decision has been made to discontinue the pilot of 40 minutes of daily French instruction being provided as part of the Kindergarten program at St. Patrick Catholic School effective September 2019. Kindergarten year one and year two students at St. Patrick would henceforth be instructed in a manner consistent with all Kindergarten classes in the Durham Catholic District School Board. Information regarding the discontinuation of this pilot will be provided in writing to families who have children currently attending St. Patrick in Kindergarten Year One Programs as well as families who are seeking to register their children for September 2019.

### **Next Steps**

Staff will bring subsequent individual comprehensive reports to the Board of Trustees which will provide more detail on each of the issues noted in this report as well as recommendations for follow up action. Where appropriate these actions will include processes and designated opportunities for community consultation that will inform outcomes. Such recommendations will also be included in the 2019-2023 Long Term Accommodation Plan.

AOB:TB



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 26, 2018

Subject: **Emerging Technology Update**

Origin: Ronald Rodriguez, Chief Information Officer

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### **RECOMMENDATION**

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

"THAT the Durham Catholic District School Board receive and file as information the report for the Emerging Technology Update."

### **RATIONALE**

To provide an update to the Board of Trustees on initiatives currently taking place in the Information and Communications Technology Services as aligned with the Durham Catholic District School Board Discovery 2020 Strategic Plan: Emerging Technology.

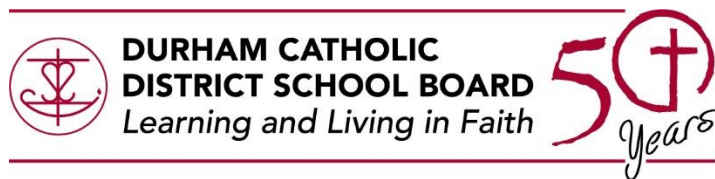
### **2017/2018**

- **TO PLAN AND IMPLEMENT TECHNOLOGY UPGRADES THAT SUPPORT STUDENT ACHIEVEMENT**
  - All secondary schools' Learning Commons have been upgraded with state-of-the-art technology
  - We invested in technology for the Arts & Media Program
  - School Cash Online was implemented with 100% school participation
  - 99% of the school board technology assets are now registered in the new Asset Management database
  - From September 2017 to August 2018 we closed over 13,000 Help Desk tickets

- **TO CONTINUE IMPLEMENTATION OF EMERGING TECHNOLOGY, ENABLING 21<sup>ST</sup> CENTURY**
  - Edsby Phase 1 integration with PowerSchool was completed
  - We successfully piloted Edsby (Learning Management System) with elementary and secondary schools
  - Successfully replaced the SafeArrival application with School Messenger Application
- **TO IMPROVE SECURITY AND SYSTEM INTEGRATION, ENHANCING END-USER EXPERIENCE AND PRODUCTIVITY**
  - Upgraded Firewalls to improve security
  - Performed a cyber security network penetration test and vulnerability assessment
  - Improved password complexity to strengthen security

## **2018/2019**

- **TO PLAN AND IMPLEMENT TECHNOLOGY UPGRADES THAT SUPPORT STUDENT ACHIEVEMENT**
  - Produce a report of technology deficiencies in elementary and secondary schools
  - Close the gaps on schools' technology equalization
  - Implementation of Ministry's Broadband Modernization Program that mandates a Software Defined Wide Area Network (SD-WAN)
- **TO CONTINUE IMPLEMENTATION OF EMERGING TECHNOLOGY, ENABLING 21<sup>ST</sup> CENTURY**
  - Phase 2 of the Learning Management System, Edsby
- **TO IMPLEMENT AN INTEGRATED SYSTEM TO IMPROVE PRODUCTIVITY AND EFFICIENCY**
  - Work in collaboration with Human Resources and Finance Department to produce an ERP (Enterprise Resource Planning) RFP (Request for Proposal)



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 26, 2018

Subject: **Revised 2018/2019 Schedule for Board and Committee Meetings**

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### **RECOMMENDATION**

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

<p>"THAT the Durham Catholic District School Board approve the Revised Schedule of Board and Committee Meetings for the 2018-2019 school year."</p>
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### **RATIONALE**

As per the attached schedule, the December 10, 2018 Finance Committee meeting be removed, due to change in Board.

AOB:eb





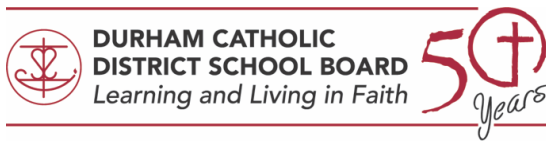
2018/ 2019 Meeting Schedule

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

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



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 26, 2018

Subject: **Out of Province Travel**

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### **RECOMMENDATION**

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

<p>"THAT the Durham Catholic District School Board approve the attendance of one member at the Canadian Association of Principals National Conference 2019 (CAP) "Northern Lights – Illuminating Our Experience", scheduled for April 30-May 3, 2019 in Whitehorse, Yukon.</p>
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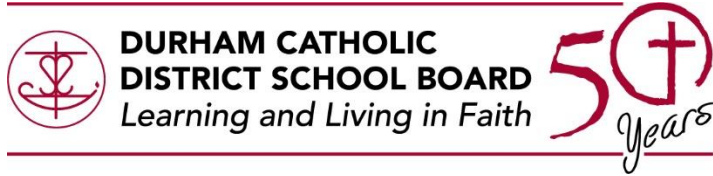
### **RATIONALE**

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

The CAP Conference, focuses on authentic learning. Authentic learning incorporates instructional approaches that allow students to explore concepts which are meaningful, and in the context of real-world, but often in unconventional ways. Speakers will explore a variety of topics, including everything from educational leadership and democracy education, to the First Nations ways of knowing, with direct application to on-the-land programming, as well as "decolonizing the classrooms" as a way to engage all learners.

The Director of Education has been invited to be a keynote speaker on "Authentic Leadership". All costs, including airfare, hotel, etc., are covered by the Canadian Association of Principals.

AOB/ml



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: November 26, 2018

Subject: **Correspondence**

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### **RECOMMENDATION**

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

<p>"THAT the Durham Catholic District School Board receive and file as information correspondence from ShareLife dated September 17, 2018."</p>
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### **RATIONALE**

As per attached.

AOB:eb  
Attach.

September 17, 2018

Tricia Chapman  
Chair, Durham Catholic District School Board  
650 Rossland Rd. W.  
Oshawa, ON  
L1J 7C4

Dear Trustee Chapman,

On behalf of ShareLife and the marginalized in the community, I would like to congratulate and thank the Trustees of the Durham Catholic District School Board (DCDSB) for their support of ShareLife; the Catholic annual appeal of the Archdiocese of Toronto.

ShareLife's mission is clear. "To Live the Gospel by providing for those in need." The Board has done just that, raising \$95,174.52 and achieving full participation from all schools for the 12<sup>th</sup> consecutive year! Over the past five years, a cumulative total of \$411,793.64 has been raised by the staff and students of your schools – we are grateful!

The support of the DCDSB has allowed ShareLife to...

- Maintain walk-in counselling clinic services to families, giving clients access to same-day service without an appointment, thereby reducing or eliminating the need for additional counselling sessions
- Enhance life-skills and mentorship to youth in transitional housing. These supportive measures help youth make a positive transition from foster care to independent living with training, mentorship and after-care services.
- Help agencies to build capacity to evaluate and report on the effectiveness of programs and services, which assists in demonstrating the importance of ShareLife funding.
- Provide \$100,000 to the St. John Paul the Great Centre at St. Augustine of Canterbury Parish. The centre helps transform the spiritual lives of those who use it and provides regular after-school programs for youth and activities for seniors.
- Support the retention and enhancement of agency staff to meet the increased demand for services.
- Provide meals to hungry children in the developing world. Canadian Food for Children sent more than 300 shipping containers of food to 18 countries in 2017. With ShareLife support, more than two million meals were served to hungry children during the past year.

A principal once told us "If you're growing up Catholic in the Archdiocese, you need to know what ShareLife is". Through curriculum resources featuring the Ontario Catholic School Graduate Expectations, guest speakers and fun ways to raise funds in support of the marginalized in our community, we will continue to raise awareness in a meaningful way that is not only in line with our faith, but also the religion curriculum within the Board.

Once again, thank you to the Trustees of Durham Catholic District School Board for your continued support for the work of ShareLife agencies!

With Thanks,



Arthur Peters

Director of ShareLife and Development



Michael Penafiel

Coordinator, Schools and Employee Campaigns