

## REGULAR BOARD MEETING

## AGENDA

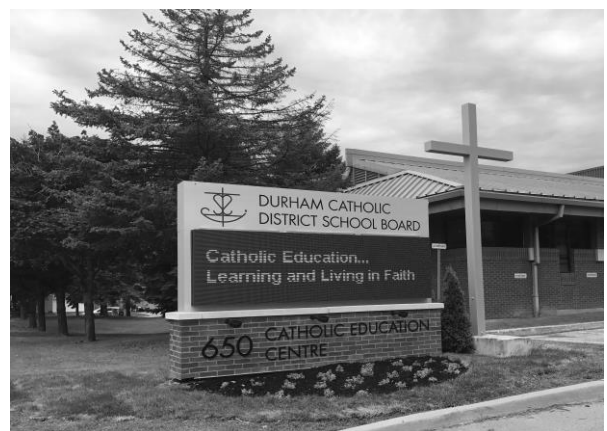
**Monday, December 17, 2018**

**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, December 17, 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 (6:30 p.m.)	
a.2	National Anthem (7:30 p.m.)	Notre Dame Catholic Secondary 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	
<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 November 26, 2018	4
f.2	Business Arising from the Open Session of the Regular Board Meeting of November 26, 2018	
f.3	Approval and Signing of Minutes of the Open Session of the Inaugural Board Meeting of December 3, 2018	19
f.4	Business Arising from the Open Session of the Inaugural Board Meeting of December 3, 2018	

**G. PRESENTATIONS**

- g.1 Together for Mental Health Update: 2018-2019 – Janine Bowyer, Superintendent of Education
- g.2 Young Parent School Program Partnership Between Archbishop Anthony Meagher Catholic Continuing Education Centre and Rose of Durham – Rosemary Leclair, Superintendent of Education
- g.3 Annual Chief Financial Officer Overview and 2018/2019 Revised Estimates – 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 December 17, 2018

**J. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**

**K. COMMITTEES**

**k.1 Committee Reports**

- k.1.1 I.P.R.C. Report for November 2018 29
- k.1.2 Special Education Advisory Committee Meeting – December 4, 2018 30

**k.2 Matters Referred from Committee**

**L. STAFF REPORTS**

**I.1 Business Services**

- I.1.1 2018/2019 Revised Estimates 39
- I.1.2 Annual Audit Committee Activity Report 56

**I.2 Student Services**

- I.2.1 Together for Mental Health Update: 2018-2019 61

**I.3 Continuing Education**

- I.3.1 Young Parent School Program Partnership Between Archbishop Anthony Meagher Catholic Continuing Education Centre and Rose of Durham 63

**I.4 Director's Report**

- I.4.1 Selection of Committee Members 65
- I.4.2 Director's Verbal Report

**I.5 Chair's Report**

- I.5.1 Chair's Verbal Report
- I.5.2 Student Trustees' Verbal Report

**M. CORRESPONDENCE**

- m.1 ShareLife 68

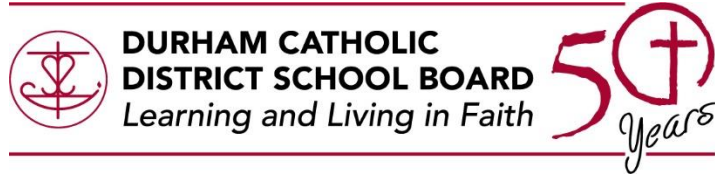
**N. INQUIRIES AND MISCELLANEOUS**

**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, November 26, 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  
T. Barill  
J. Bastarache  
J. Bowyer  
B. Camozzi  
M. Gray  
S. Grieve

M. Hammond  
L. Morgulis  
J. McVeigh  
G. O'Reilly  
R. Putnam  
R. Rodriguez  
J. Wilson

Regrets

P. Pulla

Student Trustees

J. Cara  
S. Zamorano

**A. OPEN SESSION CALL TO ORDER**

Chair Chapman called the Open Session to order at 6:00 p.m.

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

Motion No. B2018-11-26-01

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 Father Fenelon Catholic 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. B2018-11-26-02

Approval of Agenda

Moved by J. McCafferty seconded by K. LeFort

“THAT the Durham Catholic District School Board approve the agenda of the Monday, November 26, 2018 Regular Board Meeting as printed.”

Carried

**C. ANNOUNCEMENTS****c.1 ANNOUNCEMENTS FROM THE IN CAMERA SESSION OF THE REGULAR BOARD MEETING OF NOVEMBER 26, 2018**

Vice Chair Forster announced that the following motions were read and approved in the In Camera session:

Motion No. B2018-11-26-03

Approval of Recommendation of Report I1.1 Received and Considered in Private Session

Moved by J. McCafferty seconded by J. Oldman

“Be it resolved that the Durham Catholic District School Board approves the recommendation of Superintendent Gray in accordance with Report I1.1, received and considered in private session.

Carried

**APPOINTMENT OF ACTING SUPERVISORY OFFICER**

Effective: November 26, 2018

<u>Name</u>	<u>Current Position</u>	<u>New Placement</u>
Wilson, Jim	Secondary Principal Continuing Education Department	Acting Supervisory Officer

**APPOINTMENT OF ACTING SECONDARY PRINCIPAL**

Effective: November 27, 2018

<u>Name</u>	<u>Current Position</u>	<u>New Placement</u>
Gardner, Christopher	Secondary Vice Principal Msgr. John Pereyma CSS	Father Don MacLellan CSS Alternative and International Education

**TRANSFER OF SECONDARY VICE PRINCIPAL**

Effective: January 7, 2019

<u>Name</u>	<u>Current Placement</u>	<u>New Placement</u>
Travis, Roger Maxwell	All Saints CSS	Msgr. John Pereyma CSS

**APPOINTMENT OF INTERIM ELEMENTARY VICE PRINCIPAL**

Effective: November 27, 2018

<u>Name</u>	<u>Current Placement</u>	<u>New Placement</u>
Principe, Jennifer	Program Support Teacher St. Andre Bessette CS	Interim Elementary Vice Principal St. Wilfrid CS

**RETIREMENTS**

<u>Name</u>	<u>Current Placement</u>	<u>Effective</u>
Lacy, Mark	Principal, Father Don MacLellan CSS	November 16, 2018
MacDonald, Marci A.	Teacher, Catholic Education Centre	December 31, 2018

**c.2 CANADIAN ASSOCIATION OF COMMUNICATORS IN EDUCATION BRAVO AWARDS RECOGNITION**

- Director O'Brien recognized the collaborative efforts of the Communications staff and the Regional Arts & Media Program implementation team. The new program launched at All Saints Catholic Secondary School in September 2018.
- She congratulated the Communications staff on receiving a BRAVO Award of Excellence for demonstrating success in the branding of the new Regional Arts and Media Program in collaboration with the implementation team. Awarded by the Canadian Association of Communicators in Education (CACE), this national recognition highlights the strategic communications skills that are involved in the launch of a new board-wide initiative.
- Trustee LeFort expressed her thanks to the Communication staff.

**D. NOTICE OF MOTIONS**

None.

**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 OCTOBER 29, 2018**

Motion No. B2018-11-26-04

Approval and Signing of Minutes

Moved by J. Oldman seconded by T. Corless

“THAT the Durham Catholic District School Board approve the Minutes of the Open session of the October 29, 2018 Regular Board Meeting.”

Carried

**f.2 BUSINESS ARISING FROM THE OPEN SESSION OF THE REGULAR BOARD MEETING OF OCTOBER 29, 2018**

None.

**f.3 APPROVAL AND SIGNING OF MINUTES OF THE OPEN SESSION OF THE REGULAR BOARD MEETING (POLICY) OF NOVEMBER 5, 2018**

Motion No. B2018-11-26-05

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 November 5, 2018 Regular Board Meeting (Policy).”

Carried

**f.4 BUSINESS ARISING FROM THE OPEN SESSION OF THE REGULAR BOARD MEETING (POLICY) OF NOVEMBER 5, 2018**

None.

## **G. PRESENTATIONS**

### **g.1 REGIONAL ARTS AND MEDIA PROGRAM UPDATE**

- Superintendent Barill and staff shared a presentation on the Regional Arts and Media Program (AMP), which opened in September 2018. She noted that approximately 600 people attended the Open House on November 22. Brochures with important information and upcoming dates.
- Faeron Pileggi, Systems Program Coordinator, said over 300 students are enrolled in the program currently operating for students in Grades 7 to 9. She spoke about the summer C-AMP that was 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. Over 100 students participated in this four-day C-AMP in the summer. On October 27, over 180 students participated in the Fall Audition Workshop C-AMP.
- Christopher Cuddy, Principal of All Saints CSS gave an overview of the facility including the arts studio, sculpture studio, vocal music room and theatre. He spoke about the fundraising campaign.
- Principal Cuddy said the Grand Opening of the newly renovated Arts and Media facilities is scheduled for December 19, 2018. The Most Reverend Bishop Nguyen will be celebrating the blessing.
- Teachers Chad Richard and Johnny Soln spoke about the elementary and secondary programs.
- Students Olivia (Grade 9) and Corinne (Grade 7) spoke about their positive experiences in the program and on the seamless transition from their home school to All Saints CSS. Student Trustee Sofia Zamorano commented on the positive impact the program has had on the school culture.
- A video of the AMP's World Ensemble performance was shown.
- Trustees thanked staff and students for their presentation and for their enthusiasm and energy for the program.

### **g.2 EMERGING TECHNOLOGY UPDATE**

- Chief Information Officer, Ronald Rodriguez, presented an update on how the Information and Communications Technology (ICT) Department is implementing technology updates that support student achievement. Some of the highlights from 2017-2018 include:
  - Upgrading state-of-the-art technology for all secondary school learning commons.
  - Implementing new technology for the Regional Arts and Media Program.
  - Completing ICT service for over 13,000 Help Desk Tickets.
  - Implementation of School Messenger.
  - Upgrading and strengthening network security.

**g.2 EMERGING TECHNOLOGY UPDATE** (Cont'd)

- He reviewed the Strategic Goals for 2018/2019:
  - Strategic Goal 1: To plan and implement technology upgrades that supports student achievement.
  - Strategic Goal 2: To continue implementation of emerging technology, enabling 21<sup>st</sup> century education.
  - Strategic Goal 3: To implement an integrated system to improve productivity and efficiency.
- Chair Chapman asked how the Edsby software application was chosen. Ronald Rodriguez responded that it was decided through a Request for Proposal process and stated that they built an evaluation panel consisting of elementary teachers, Teaching and Learning staff with secondary teaching experience, elementary principal and secondary principal, and academic superintendents.
- Trustee LeFort inquired about the attendance assessment. Ronald Rodriguez responded that Edsby is a full Learning Management System that supports online learning, it has an integrated gradebook system based on growing success, and generates provincial report cards, it has a student portfolio, and it is a great communication and collaboration tool between parents, students and teachers.

**g.3 2017/2018 YEAR END RESULTS: AUDITED FINANCIAL STATEMENTS**

- Chief Financial Officer and Superintendent of Business, Ryan Putnam, presented the 2017/2018 Audited Financial Statements. He commented that financial results for the year are consistent with the second quarter mid-year forecast and leave the board in a financial position to meet its current and future budget commitments.
- He advised that areas of financial focus moving into 2019 include:
  - 2018/2019 Revised Estimates
  - Annual CFO Financial Overview
  - Annual Audit Committee Activity Report
  - Long Term Accommodation Plan
  - Multi-Year Capital and Technology Programs
  - Ministry Funding and Sector Consultation
  - Provincial Bargaining
  - 2019/2020 Budget Process
- Trustee Corless commented that as Chair of the Finance Committee she is very pleased that the Board continues to make equity, student wellbeing and faith formation a priority, providing quality Catholic education that is accessible to all our students. She thanked Director O'Brien, Superintendent Putnam and the rest of the Senior Team for their efforts through the years in working with the Finance Committee to ensure the budget reflects and supports the Strategic Plan thereby ensuring the Board continues to provide quality Catholic Education to students now and into the future.

**H. DELEGATION**

None.

## **I. CONSIDERATION OF MOTION**

### **I.1 MOTIONS TO BE READ IN OPEN SESSION FROM THE IN CAMERA SESSION OF THE BOARD MEETING OF NOVEMBER 26, 2018**

- Vice Chair Forster deemed the Motions read from the In Camera session of the November 26, 2018 Board meeting.

Chair Chapman transferred the Chair's position to Vice Chair Forster for item J. Unfinished Business from Previous Meeting

## **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)**

- Trustee LeFort put forward the following motion.
- Discussion ensued regarding the referral to the Student Senate.

Motion No. B2018-11-26-06

Referral of Renaming the Catholic Education Centre to the Student Senate

Moved by K. LeFort seconded by J. Rinella

“THAT the Durham Catholic District School Board refer to the Student Senate, for their input, renaming the Catholic Education Centre and that a report with their recommendation be brought to the March 2019 Board Meeting.”

Defeated

Motion No. B2018-11-26-07

Renaming the Catholic Education Centre

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.”

Carried

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

## **K. COMMITTEES**

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

#### **k.1.1 IPRC REPORT FOR OCTOBER 2018**

Motion No. B2018-11-26-08

IPRC Report for October 2018

Moved by J. Oldman seconded by T. Corless

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

Carried

#### **k.1.2 SPECIAL EDUCATION ADVISORY COMMITTEE MEETING – NOVEMBER 6, 2018**

Motion No. B2018-11-26-09

Special Education Advisory Committee  
Meeting – November 6, 2018

Moved by J. Oldman seconded by T. Corless

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

Carried

#### **k.1.3 DURHAM CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING – NOVEMBER 7, 2018**

Motion No. B2018-11-26-10

Durham Catholic Parent Involvement  
Committee Meeting November 7, 2018

Moved by J. Oldman seconded by T. Corless

“THAT the Durham Catholic District School Board accept the written report from the Durham Catholic Parent Involvement Committee Meeting of Wednesday, November 7, 2018.”

Carried

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

### **k.2.1 2017/2018 AUDITED FINANCIAL STATEMENTS**

Motion No. B2018-11-26-11

2017/2018 Audited Financial Statements

Moved by J. McCafferty seconded by J. Rinella

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

Carried

Motion No. B2018-11-26-12

2017/2018 Audited Financial Statements

Moved by J. McCafferty seconded by J. Rinella

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

Carried

## **L. STAFF REPORTS**

### **I.1 TEACHING AND LEARNING**

#### **I.1.1 REGIONAL ARTS AND MEDIA PROGRAM UPDATE**

Motion No. B2018-11-26-13

Regional Arts and Media Program Update

Moved by K. LeFort seconded by J. Rinella

“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”.

Carried

### **I.1.2 FRENCH IMMERSION AND EXTENDED FRENCH PROGRAMS**

- Trustee Corless inquired whether we are still doing the after school homework help. Superintendent Barill noted that it is in the budget this year and that most programs start after Christmas.

Motion No. B2018-11-26-14

French Immersion and Extended French Programs

Moved by J. Oldman seconded by J. McCafferty

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

Carried

### **I.1.3 FRENCH STUDY COMMITTEE REPORT**

- Superintendent Barill provided an update on the French Study including accommodations, staffing, program growth, program viability and next steps.
- Trustee Corless inquired about the rapidly expanding French Immersion program in North Oshawa. Director O’Brien stated that Monsignor Paul Dwyer Catholic High School will be a French Immersion site.
- Vice Chair Forster asked about the expanding program at St. Patrick Catholic School. Superintendent Barill stated that they will continue to monitor the numbers. She indicated that the pilot program for Kindergarten French Immersion instruction will no longer be in effect, and we may have to review the cross boundary policy due to enrolment.

Motion No. B2018-11-26-15

French Study Committee Update

Moved by J. Oldman seconded by T. Corless

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

Carried

### **I.2 INFORMATION AND COMMUNICATION TECHNOLOGY**

Motion No. B2018-11-26-16

Emerging Technology Update

Moved by K. LeFort seconded by J. McCafferty

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

Carried

### **I.3 DIRECTOR'S REPORT**

#### **I.3.1 REVISED 2018/2019 SCHEDULE FOR BOARD AND COMMITTEE MEETINGS**

- Director O'Brien advised that the December 10, 2018 Finance Committee meeting is being removed from the schedule due to change in Board.

Motion No. B2018-11-26-17

Revised 2018/2019 Schedule for Board and  
Committee Meetings

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board approve the Revised Schedule of Board and Committee Meetings for the 2018-2019 school year.”

Carried

#### **I.3.2 OUT OF PROVINCE TRAVEL**

Motion No. B2018-11-26-18

Out of Province Travel

Moved by K. LeFort seconded by M. Forster

“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.”

Carried

#### **I.3.3 DIRECTOR'S VERBAL REPORT**

- Director O'Brien expressed her gratitude for the Board of Trustees upon the completion of their term.
- She acknowledged Chair Chapman and Vice Chair Forster for their ongoing support, passion and commitment to Catholic Education.
- She recognized outgoing Trustee Theresa Corless for her eight years of service and dedication.
- Director O'Brien acknowledged all staff members involved in organizing Remembrance Day Masses and ceremonies across the board; and trustee participation in their municipalities.
- She also thanked staff for their participation in many other successful events this month, such as Treaties Recognition Week, honouring the importance of treaties and help Ontarians learn more about treaty rights and relationships; Bullying Prevention and Intervention Week, connecting to the theme of Living as Joyful Disciples to Promote a Positive School Community; Pathways to Success – for students with exceptional needs as they complete secondary school; 50<sup>th</sup> Day of School, in acknowledgement of the board's 50<sup>th</sup> Anniversary within DCDSB school

### **I.3.3 DIRECTOR'S VERBAL REPORT** (Cont'd)

communities; Year of Joy All Staff PA Day, celebrating Mass with His Excellency, Our Most Reverend Bishop Bergie and presentations by the Bishop and Michael Paulter, Executive Director of the Institute for Catholic Education; an information session for interested families for the Regional Arts and Media Program at All Saints CSS.

- The Director announced that the Inaugural Board Meeting will take place at the Catholic Education Centre on Monday, December 3, at which time the recently elected and re-elected trustees will be sworn in by oath.
- Trustee Corless expressed her gratitude for the opportunity to serve on the Board of Trustees. She thanked parents, students, the director, superintendents and her fellow Trustees for this wonderful journey and extended her best wishes to Oshawa Trustee Morgan Ste. Marie.

### **I.4 CHAIR'S REPORT**

#### **I.4.1 CHAIR'S YEAR-END VERBAL REPORT**

- Chair Chapman expressed her sincere gratitude to the Board of Trustees for their continued advocacy in sharing a common purpose of keeping the Catholic school system alive, and making it a hub for students and families in Durham Catholic communities.
- The Chair thanked the Board of Trustees, staff, administrators, Catholic education leaders, fellow trustees, student trustees, ratepayers, partners and members of the religious communities, for their dedication to the DCDSB's unique school system. She stated that this past year as Chair opened her eyes to a new view of leadership; and from that viewpoint, she witnessed the joy, light and energy of our schools first hand; along with the commitment that runs deep throughout our system.
- The Chair noted unprecedented progress, collaboration and innovation in the areas of Faith, Teaching and Learning, Expanding Pathways, Celebrating Inclusion, Serving in Partnership, Emerging Technology, Managing Resources, Inspiring Leadership, Continuing Education, and Advancing Communications.
- Chair Chapman noted that September 2018 marked the official opening of the new Grade 7 to 12 Regional Arts & Media Program at All Saints CSS, bringing a new element of opportunity, innovation and creativity to students across the board while maintaining the integrity of the existing Grade 9 to 12 program and she is excited to see the continued momentum of the program unfold. She invited trustees to attend the official opening of the program on December 19.
- The Chair highlighted other initiatives that have emerged from the board's Long-Term Accommodation Plan, noting many areas of expansion, including:
  - New learning commons that continue to be renovated – ensuring equity and providing access to a variety of tools that promote success;
  - Expansion of child care and family programs;
  - New community hubs and increase in Community Use of Schools;
  - A continued focus on excellence in academic programming and pathways planning;

#### **I.4.1 CHAIR'S YEAR-END VERBAL REPORT (Cont'd)**

- An ongoing commitment to Catholic charities through the Year of Service;
- Celebration of the Year of Joy across the board in 2018/2019;
- Participation in the board's Indigenous Advisory Circle;
- Together for Hope and Together for All documents, promoting equity and inclusion.
- Vice Chair Forster expressed her gratitude and thanks to Chair Chapman, fellow trustees, the director and superintendents.

#### **MOTION TO EXTEND MEETING (10:00 P.M.)**

Motion No. B2018-11-26-19

Motion to Extend Meeting

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board extend the Open Session meeting.”

Carried

#### **I.4.2 STUDENT TRUSTEES' VERBAL REPORT**

- Student Trustees Zamorano and Cara focused this month on faith and community. They will be attending the annual Lobby Day at Queen's Park with the Catholic Board Council of OCSTA-AECP and will be speaking with MPP's to promote publicly funded Catholic education.
- They collaborated with the student senate on the importance of Catholic education.
- One of the three pillars they have decided to focus on this year with the student senate is building community and include the voices of elementary students in a student voice forum for the intermediate students to introduce them to student politics and student voice opportunities in secondary school.
- They acknowledged and thanked all Trustees and senior staff for their commitment to the board, to education and to the students.

#### **M. CORRESPONDENCE**

Motion No. B2018-11-26-20

Correspondence

Moved by K. LeFort seconded by J. Oldman

“THAT the Durham Catholic District School Board receive and file as information correspondence from ShareLife dated September 17, 2018.”

Carried

**N. INQUIRIES AND MISCELLANEOUS**

Motion No. B2018-11-26-21

Education Reform

Moved by K. LeFort seconded by J. McCafferty

“THAT the Board of Trustees direct staff to collate and submit the Trustee responses to the “Government Consultation on Education Reform”.

Carried

**O. PENDING ITEMS**

None.

**P. ADJOURNMENT**

Motion No. B2018-11-26-22

Adjournment

Moved by T. Corless, seconded by J. McCafferty

“THAT the Durham Catholic District School Board adjourn the Regular Board Meeting of Monday, November 26, 2018.”

Carried

**Q. CLOSING PRAYER**

The Student Trustees offered the closing prayer.

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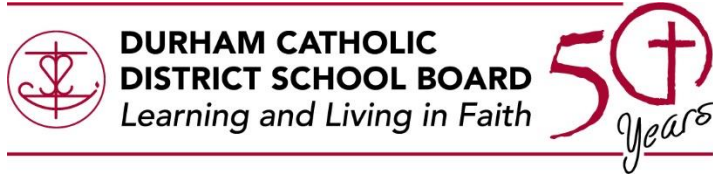
Tricia Chapman, Chair of the Board  
Durham Catholic District School Board

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

(10:11 p.m.)

L. Beckstead, Recording Secretary



**MINUTES** of the **INAUGURAL BOARD MEETING** of the Durham Catholic District School Board which was held in the Board Room of the Catholic Education Centre, 650 Rossland Road West, in Oshawa on Monday, December 3, 2018.

Trustees Present

T. Chapman  
M. Forster  
K. LeFort  
J. McCafferty  
J. Oldman  
P. Pulla (via teleconference)  
J. Rinella  
M. Ste. Marie

Staff Present

A. O'Brien, Director	J. McVeigh
T. Barill	G. O'Reilly
J. Bastarache	R. Putnam
J. Bowyer	R. Rodriguez
B. Camozzi	J. Wilson
M. Gray	
S. Grieve	
R. Leclair	

Student Trustees

J. Cara  
S. Zamorano

**A. CALL TO ORDER**

Director of Education, Anne O'Brien called the Inaugural Board Meeting to order at 7:07 p.m.

**a.1 MEMORIALS AND PRAYER**

His Excellency, Bishop Vincent Nguyen offered the opening prayer.

**a.2 ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Director O'Brien acknowledged Traditional Lands and Territory.

**a.3 ROLL CALL AND APOLOGIES**

Director O'Brien stated that she met with Trustee Pulla earlier in the day to administer the Oath of Office. Legal Counsel Frank Perruccio was in attendance. She confirmed that Trustee Pulla made his declaration in accordance with Section 209(1) of the Education Act and is now a member of the Board for the 2018-2022 term of office.

Director O'Brien said that Trustee Pulla would be attending tonight's meeting by electronic means, to observe the swearing in of his fellow trustees, and to participate in the business portion of the meeting that follows.

**B. WELCOME**

Director O'Brien welcomed Most Reverend Bishop Vincent Nguyen, trustees, staff and representatives from all employee groups and all other guests to the meeting.

**C. READING THE RETURNS OF THE ELECTIONS**

Having received official confirmation of the electoral returns from each of the electoral areas, Director O'Brien duly noted that the following were elected as Trustees of the Durham Catholic District School Board in the Municipal Elections held on October 22, 2018:

For the Town of Ajax	Janice Oldman and Monique Forster - elected
For the Townships of Brock/Scugog and Uxbridge	Kathleen LeFort – elected
For the City of Oshawa	Morgan Ste. Marie and Paul Pulla – elected
For the City of Pickering	Jim McCafferty – acclaimed
For the Town of Whitby	John Rinella and Tricia Chapman - elected

**D. DECLARATION AND OATH OF TRUSTEE**

Director O'Brien administered the Declaration and Oath of Allegiance individually to each Trustee.

**E. DECLARATION THAT THE BOARD IS LEGALLY CONSTITUTED**

Director O'Brien confirmed that each member of the Board had made the declaration and taken the oath. She declared the Board to be legally constituted and that it has jurisdiction as prescribed by legislation and the Working By Laws of the Durham Catholic District School Board.

**F. COMMENTS FROM CHIEF EXECUTIVE OFFICER**

Good evening. I would like to welcome and thank His Excellency Most Reverend Bishop Vincent Nguyen for celebrating the Holy Eucharist with us and guiding us in prayer as the Durham Catholic District School Board Trustees embark on a journey that signifies their commitment to our thriving Catholic school system.

I also welcome our new and re-elected trustees; representatives from all employee groups; and all other guests to this meeting. Thanks to everyone for joining us. We were pleased to come together as a Catholic school system to witness our trustees as they were guided in their Declaration of Oath this evening.

**F. COMMENTS FROM CHIEF EXECUTIVE OFFICER** (Cont'd)

These words of solidarity and commitment to Catholic education signify their guardianship, stewardship and advocacy for each and every student in the Durham Catholic District School Board.

It is a special time to become a Catholic school trustee – or to renew the promise of fulfilling the role. This year, as you know, we are celebrating our 50<sup>th</sup> commemorative year as a Catholic school system which runs in hand with the Year of Joy. As system leaders, we witness first-hand the gift of Catholic education, and we are blessed to have our trustees advocating on a local and provincial level, for our families and ratepayers who believe in our unique faith-filled system.

In keeping with the words of *Renewing the Promise: A Pastoral Letter on Catholic Education* released by the Assembly of Catholic Bishops of Ontario, I quote the following words to Catholic school trustees:

**“You are entrusted with the profound responsibility of stewardship of the mission of Catholic education. Let the Gospel of Jesus guide your policies and your governance of our Catholic school districts, for in his Gospel the Church discovers truth, goodness and beauty.”**

May these words, along with the context of *Renewing the Promise*, remain in your hearts throughout your term as Catholic school trustees.

As we approach the final phase of our five-year *Discovery 2020 Strategic Plan*, and prepare to plan for the future, it is important to reflect on our most recent achievements.

Last year, we celebrated the final year of our three-year plan for New Evangelization. The theme for the 2017-2018 school year was Service. Every school community participated in acts of kindness, service and social justice movements that impacted vulnerable populations both locally and on a global scale – doing the work of the Gospel.

In keeping with the Board’s mission, vision, Catholic values and strategic priorities, the Board has also made great strides in:

- continued implementation of the Discovery 2020 Strategic Plan guided by Excellence, Equity and New Evangelization;
- launching our 50<sup>th</sup> Anniversary celebrations in August with ongoing activities throughout the 2018-2019 school year;
- opening our schools to the Year of Joy in September, celebrating our faith with system activities such as the staff Year of Joy PA Day; school Masses, Liturgies and prayer services;
- the ongoing transformation of our school libraries to 21<sup>st</sup> Century Learning Commons – with all of our secondary school transformations completed
- the opening of the Regional Arts & Media Program at All Saints Catholic Secondary School;

**F. COMMENTS FROM CHIEF EXECUTIVE OFFICER** (Cont'd)

- continued focus on mental health and wellness, including the renewed Mental Health Strategy; launch of the Elephant in the Room Campaign; additional training for staff and increased promotion of our Family Services Employee Assistance Program;
- for the third consecutive year, Durham Catholic District School Board was a recipient of the Durham Region Healthy Workplace Award;
- recognition from ShareLife with 100% participation by all Durham Catholic schools. A total of \$95,174 was raised in the 2018 campaign – with a five-year total of \$411,973 for ShareLife;
- a Premier's Award for Safe and Accepting Schools, for the work taking place at St. Mary Catholic Secondary School in creating a safe, inclusive and accepting school environment. We know that all of our schools are doing great work in this area through clubs, awareness days and mental well-being.

There are many other wonderful initiatives which have been celebrated and highlighted throughout the year, and I would like to thank our dedicated staff:

- classroom teachers, consultants, resource teachers;
- educational assistants;
- early childhood educators;
- custodians;
- secretaries;
- principals
- vice-principals
- support staff;
- managers;
- student services staff; and
- Administrative Council.

Collectively through their dedication and service to our students, our Catholic school communities continue to build on 50 years of Living in Faith.

In this Advent Season of renewal, and Year of Joy, I extend my personal gratitude to our trustees as entrusted stewards of Catholic education, and to each of you for your service, commitment and dedication to the Durham Catholic District School Board.

**G. PRESENTATION OF THE GAVEL TO OUTGOING CHAIR**

The Director presented the gavel to outgoing Chair Chapman. Trustee Chapman thanked fellow trustees, the director and staff for their support and wished all continued success.

**H. ELECTION FOR POSITION OF CHAIR OF THE BOARD****h.1 NOMINATIONS**

Director O'Brien advised that the appointed Returning Officers for elections were Superintendents Putnam and Camozzi. The Director opened the floor for nominations for the position of Chair of the Board for the period December 4, 2018 to November 30, 2019.

<u>Nominee</u>	<u>Moved by</u>	<u>Seconded by</u>	<u>Willing to Stand?</u>
M. Forster	P. Pulla	J. McCafferty	Yes
J. Rinella	J. Oldman	K. LeFort	Yes

The Director of Education then called three times for further nominations. Nominations were then declared closed.

Motion No. Inaug 2018-12-03-01

Close Nominations

Moved by K. LeFort, seconded by J. McCafferty

“THAT the Durham Catholic District School Board close nominations for the position of Chair of the Board for the period December 1, 2018 to November 30, 2019.”

Carried

**h.2 CANDIDATES' COMMENTS**

Trustee Forster and Trustee Rinella, nominated for the position of Chair of the Board, gave their speeches.

**h.3 VOTING FOR BOARD CHAIR**

Returning Officers, Superintendents Putnam and Camozzi, distributed a ballot to each Trustee. Trustee Pulla submitted his vote electronically to Returning Officer Superintendent Putnam. Following completion of ballots by each Trustee, the ballots were given to the Director, who read the following results:

<u>Trustee</u>	<u>Voted For</u>
T. Chapman	M. Forster
M. Foster	M. Forster
K. LeFort	J. Rinella
J. McCafferty	M. Forster
J. Oldman	J. Rinella
P. Pulla	M. Forster
J. Rinella	J. Rinella
M. Ste. Marie	J. Rinella

M. Forster – 4 votes; J. Rinella – 4 votes

**h.3 VOTING FOR BOARD CHAIR** (Cont'd)

With the votes divided equally between Trustee Forster and Trustee Rinella, as per General Working By-Law Section 2.9.9, candidates would draw lots to fill the position. The Director invited Bishop Nguyen to select which Trustee would pull straws first, and that person would decide if the short or long straw would fill the position of Chair. Trustee Forster decided that the shorter straw would determine the position of Chair.

Trustee Rinella drew the shorter straw and filled the position of Chair of the Board.

**DESTRUCTION OF BALLOTS**Motion No. Inaug 2018-12-03-02Destruction of Ballots

Moved by J. Oldman, seconded by J. McCafferty

“THAT the ballots cast for the election of the Chair of the Durham Catholic District School Board be destroyed.”

Carried

**h.4 ACCEPTANCE SPEECH BY CHAIR OF THE BOARD**

Chair Rinella extended his thanks to Trustees LeFort and Oldman for their nomination and other members of the board for their support. The Chair noted that he is grateful to work with fellow board members and staff this year and looks forward to supporting and advocating for Catholic education.

**I. ELECTION FOR POSITION OF VICE CHAIR OF THE BOARD****i.1 NOMINATIONS**

Chair Rinella opened the floor for nominations for the position of Vice Chair of the Board for the period December 4, 2018 to November 30, 2019.

<u>Nominee</u>	<u>Moved by</u>	<u>Seconded by</u>	<u>Willing to Stand?</u>
T. Chapman	M. Forster	J. McCafferty	Yes
J. Oldman	K. LeFort	J. Rinella	Yes

Chair Rinella then called three times for further nominations. Nominations were then declared closed.

Motion No. Inaug 2018-12-03-03Close Nominations

Moved by K. LeFort, seconded by J. Oldman

“THAT the Durham Catholic District School Board close nominations for the position of Vice Chair of the Board for the period December 1, 2018 to November 30, 2019.”

Carried

**i.2 CANDIDATES' COMMENTS**

Trustee Chapman and Trustee Oldman, nominated for the position of Vice Chair of the Board, gave their speeches.

**i.3 VOTING FOR BOARD VICE CHAIR**

Returning Officers, Superintendents Putnam and Camozzi, distributed a ballot to each Trustee. Trustee Pulla submitted his vote electronically to Returning Officer Superintendent Putnam. Following completion of ballots by each Trustee, the ballots were given to the Director, who read the following results:

<b><u>Trustee</u></b>	<b><u>Voted For</u></b>
T. Chapman	T. Chapman
M. Foster	T. Chapman
K. LeFort	J. Oldman
J. McCafferty	T. Chapman
J. Oldman	J. Oldman
P. Pulla	T. Chapman
J. Rinella	J. Oldman
M. Ste. Marie	J. Oldman

T. Chapman – 4 votes; J. Oldman – 4 votes

With the votes divided equally between Trustee Chapman and Trustee Oldman, as per General Working By-Law Section 2.9.9, candidates would draw lots to fill the position. Bishop Nguyen selected which Trustee would pull straws first, and that person would decide if the short or long straw would fill the position of Vice Chair. Trustee Oldman decided that the longer straw would determine the position of Vice Chair.

Trustee Chapman drew the longer straw and filled the position of Vice Chair of the Board.

**DESTRUCTION OF BALLOTS**

Motion No. Inaug 2018-12-03-04

Destruction of Ballots

Moved by J. McCafferty, seconded by K. LeFort

“THAT the ballots cast for the election of the Vice Chair of the Durham Catholic District School Board be destroyed.”

Carried

#### **I.4 ACCEPTANCE SPEECH BY THE VICE CHAIR OF THE BOARD**

In her acceptance speech, Vice Chair Chapman said she was thrilled to fulfill the role of Vice Chair and to stand by her commitment to advancing our system and our school board.

#### **J. APPROVAL OF BUSINESS SECTION OF THE AGENDA**

Motion No. Inaug 2018-12-03-05                      Approval and Business Section of Agenda

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board approve the business section of the Inaugural agenda.”

Carried

#### **K. BUSINESS**

##### **k.1 APPOINTMENT OF HONOURARY CHAIR OF THE BOARD**

Motion No. Inaug 2018-12-03-06                      Appointment of Honourary Chair of the Board

Moved by J. McCafferty seconded by M. Forster

“THAT the Durham Catholic District School Board approve the appointment of His Excellency Bishop Vincent Hieu Nguyen as Honourary Chair of the Board for the period December 1, 2018 to November 30, 2019.”

Carried

##### **k.2 APPROVAL OF SIGNING OFFICERS OF THE BOARD**

Motion No. Inaug 2018-12-03-07                      Approval of Signing Officers of the Board

Moved by K. LeFort seconded by J. Oldman

“THAT the Durham Catholic District School Board approve that the Signing Officers of the Board shall be two (2) in number as follows:

- One (1) of either the Chair of the Board or the Vice Chair of the Board; and
- One (1) of either the Secretary/Treasurer (Director of Education) or the Superintendent of Business.”

Carried

**k.3 RE-APPOINTMENT OF EXTERNAL AUDITOR**

Motion No. Inaug 2018-12-03-08

Re-Appointment of External Auditors

Moved by J. McCafferty seconded by J. Oldman

“THAT the Durham Catholic District School Board re-appoint Collins Barrow Kawarthas LLP as external auditors for the period of December 1, 2018 to November 30, 2019.”

Carried

**k.4 OFFICIAL RESULTS 2018 MUNICIPAL ELECTIONS**

Motion No. Inaug 2018-12-03-09

Official Results 2018 Municipal Elections

Moved by J. Oldman seconded by K. LeFort

“THAT the Durham Catholic District School receive and file the official results of the 2018 Municipal elections as received by the respective Town Clerks and Returning Officers of the respective municipalities and towns: Ajax, Brock, Scugog, Uxbridge, Oshawa, Pickering and Whitby.”

Carried

**L. INQUIRIES AND MISCELLANEOUS**

Chair Rinella invited trustees, staff and guests for the social following the adjournment of the Inaugural Board Meeting.

**M. ADJOURNMENT**

Motion No. Inaug 2018-12-03-10

Adjournment

Moved by J. McCafferty, seconded by M. Ste. Marie

“THAT the Durham Catholic District School Board adjourn the Inaugural Board Meeting of Monday, December 3, 2018.”

Carried

**N. CLOSING PRAYER**

His Excellency, Bishop Vincent Nguyen offered the closing prayer.

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

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

(8:10 p.m.)

L. Beckstead, Recording Secretary



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: December 17, 2018

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

Origin: Janine Bowyer, Superintendent of Education – Student Services

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### **RECOMMENDATION**

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

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

### **RATIONALE**

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

Number of Pupils Referred to I.P.R.C.:	0
Number of Pupils Identified as Exceptional:	1
Number of Pupils Reviewed by I.P.R.C.:	3

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

Total Number of Pupils Referred to I.P.R.C.:	0
Total Number of Pupils Identified as Exceptional:	3
Total Number of Reviews:	5
Total Number of Parent Requested Deferments:	0

AOB:JB:cc

To: Board of Trustees

From: Special Education Advisory Committee

Date: December 17, 2018

Subject: **Special Education Advisory Committee Meeting –  
December 4, 2018**

Origin: Janine Bowyer, Superintendent of Education – Student Services

“THAT the Durham Catholic District School Board accept the report of the December 4, 2018 Special Education Advisory Committee meeting.”

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, December 4, 2018.**

<b>Present</b>	<b>Staff</b>	<b>With Regrets</b>	<b>Absent</b>
V. Adamo (Vice-Chair)	J. Bowyer	C. Nossier	
T. McGarry	C. Plommer	D. Mullane	
L. McLellan (tele)	D. Lood	K. Boyer-Miller	
J. McCafferty	S. Phoenix		
K. LeFort			
K. Burke			
E. van de Klippe (tele)			
M. LePage			

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

T. Robertson, APSSP  
L. Wardle, Principal/Vice Principal Association  
P. Sorhaitz, Principal/Vice Principal Association

**CALL TO ORDER**

**Item a.1**      **Land Acknowledgment**

**Item a.2**      **Memorials and Prayer**

Chair Adamo called the meeting to order at 7:35 p.m. and offered the opening prayer. She welcomed everyone to the meeting. Superintendent Bowyer introduced Paula Sorhaitz as the new Principal/Vice-Principal rep and Theresa Robertson as the new APSSP rep and welcomed them to the Committee.

**APPROVAL OF AGENDA**

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

None

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

Motion No. SS-2018-12-04-01      Approval of Agenda

Moved by K. LeFort, seconded by J. McCafferty

“THAT the Special Education Advisory Committee approve the agenda of the Tuesday, December 4, 2018 meeting.”

Carried

## **ANNOUNCEMENTS**

None

## **CONSIDERATIONS OF MOTIONS**

None

## **DECLARATIONS OF INTEREST**

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

None

## **ACTIONS TO BE TAKEN**

### **Item f.1**      **Approval of Minutes of the Special Education Advisory Committee Meeting of September 11, 2018**

Motion No. SS-2018-12-04-02                      Approval of Minutes

Moved by K. LeFort, seconded by K. Burke

“THAT the Special Education Advisory Committee approve the  
Minutes of the September 11, 2018 meeting as submitted.”

Carried

### **Item f.2**      **Business Arising from the Special Education Advisory Committee Meeting of September 11, 2018**

None

### **Item f.3**      **Approval of Minutes of the Special Education Advisory Committee Meeting of October 2, 2018**

Motion No. SS-2018-12-04-03                      Approval of Minutes

Moved by K. LeFort, seconded by K. Burke

“THAT the Special Education Advisory Committee approve the  
Minutes of the October 2, 2018 meeting as submitted.”

Carried

**Item f.4**      **Business Arising from the Special Education Advisory Committee Meeting of October 2, 2018**

None

**Item f.5**      **Approval of Minutes of the Special Education Advisory Committee Meeting of November 6, 2018**

Motion No. SS-2018-12-04-04

Approval of Minutes

Moved by K. LeFort, seconded by K. Burke

“THAT the Special Education Advisory Committee approve the Minutes of the November 6, 2018 meeting as submitted.”

Carried

**Item f.6**      **Business Arising from the Special Education Advisory Committee Meeting of November 6, 2018**

None

**PRESENTATIONS**

**Item g.1**      **Learning Profiles**

**C. Plommer**

Corrie Plommer, Student Services Coordinator, provided detailed information with respect to development of Learning Profiles for those students with special needs. The group meetings have been held over the past 7 months for collaboration purposes. She advised that the goal was to benefit the student as a learner with system wide learning profiles that are shared with teachers throughout the student's school career. The Student Services Coordinators have been working alongside Program Support Teachers to develop the profiles and the hope is that they will be ready for use with our grade eight students transitioning to Secondary minimally. Corrie Plommer responded to questions as they arose.

**DISCUSSION ITEMS**

**Item h.1**      **Review of Special Education Data including IEPs**

Superintendent Bowyer reviewed the number of students with IEPs and IPRCs. She also shared the percentages of students who receive the support of an Educational Assistant. Percentages of the number of students diagnosed with on the autism spectrum disorder, Down Syndrome, or a Learning Disability were also shared. She also shared information about the number of Assistive Technology devices in the system.

**Item h.2 Ministry of Education Consultation and Input**

Superintendent Bowyer requested SEAC's input on questions provided by the Ministry of Education. The Committee responded to these questions and their responses were then submitted to the Ministry of Education electronically.

Motion No. SS-2018-12-04-05

Ministry of Education Consultation and Input

Moved by K. LeFort, seconded by M. LePage

"THAT the Special Education Advisory Committee reviewed and submitted the Ministry of Education request for Consultation and Input."

Carried

**DELEGATIONS**

None

**NOTICES OF MOTIONS**

None

**UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**

None

**STAFF REPORTS****Item I.1 Coordinator's Report – C. Plommer**

On November 20, the Student Services department hosted a successful Post-Secondary Transition Night. *The Carving Your Own Path* event welcomed keynote speakers from the Access Centre at Durham College and from the Credit Counselling Society. After the presentations, representatives from Durham College, UOIT, Trent University, Fleming College, the LDA-Durham, the Credit Counselling Society, and the Regional Assessment and Resource Centre offered information to attendees in a carousel format. Parents and students in attendance were grateful for the opportunity to learn details about how to access learning supports and to speak directly with representatives from local institutions. Student Services extended their thanks to the Learning Disability Association of Durham for their partnership on this project.

**Robotics Social Club**

DCDSB is excited to be offering *The Robotics Social Club* for former participants of the Friendship Lab. It is a four week project and is being held on Tuesday evenings at St. Patrick's school.

**SIP**

Throughout the month of November, Student Services Coordinators supported PSTs with completing SIP claims for the Ministry. SIP claims are submitted for those students that require significant levels of support to ensure safety. Coordinators are in the process of reviewing the claims that will be submitted to the Ministry later this month for approval.

**Item I.2      Mental Health Report – read by C. Plommer on behalf of D. Mullane**

In November, the following capacity-building sessions were offered:

- Two MindUP Cafés on Nov 6 and 13. (Following the workshops, approximately 25 educators applied to receive a free copy of the MindUP resource, and committed to running the program in their classroom).
- The Supporting Minds Mental Health Literacy Series (Nov 15, 22 & 29) - a three-part series focused on recognizing when a student might be struggling with anxiety, mood or attention problems, and how to provide support in the classroom
- One safeTALK session for school board staff (Nov 20) and one for community members (Nov 13)

On November 8 & 9, Diane Mullane, Pamela Garant (All Saints teacher), a student from All Saints, and Director O'Brien all presented at the Canadian Educators Conference on Mental Health (CECMH). This was an excellent opportunity to showcase the board's initiatives in the areas of both staff and student well-being.

On November 21, all Managers and school Administrators participated in a training through the Human Resources department on supporting employees with mental health challenges in the workplace.

On November 27, delegates (including one staff member and four grade 7-8 students) from eight of our Elementary schools participated in the TAMI Summit. Paul Ranger, former NHL defenceman and graduate of Fr. Leo J. Austin Secondary School was the keynote speaker. He shared a video of his journey with depression and a powerful message with the students about hope, resiliency, seeking help and never giving up. Overall, the day was a tremendous success.

In December, Student Services will be working with principals and sharing some new resources to support their work in Leading Mentally Healthy Schools.

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

Superintendent Bowyer announced that there a new chair of the Board was elected at last night's inaugural Board meeting: Trustee John Rinella from Whitby; and Vice Chair – Trustee Tricia Chapman.

Superintendent Bowyer thanked trustee representatives Jim McCafferty and Kathy Lefort and advised that the committees would be assigned at the next Board meeting. SEAC may or may not have the same people back.

Superintendent Bowyer also thanked Valerie Adamo for her leadership this year and for stepping into the chair position this fall. Elections will be held at the next SEAC meeting which is in the first week of school.

Superintendent Bowyer extended her thanks to Linda Cook whose role as Community Rep came to an end at tonight's meeting. Superintendent Bowyer advised that she and Valerie Adamo will be interviewing for the position next week, so that SEAC would have a new Community Rep in place for January.

**Item I.3 Superintendent's Report - J. Bowyer (cont'd)**

Superintendent Bowyer also extended her thanks to Colleen Plouffe and PST Denise Ste. Marie for initiating the Carve Your Own Path evening in support of transitions to College or University for students needing accommodations. It was very informative.

Superintendent Bowyer drew the Committee's attention to the Policy Input button on the main page of the Board Website. There are a number of Policies and Procedures that are being reviewed.

Changes as the result of Cannabis Legislation:

- PO611 – Student Discipline
- AP611-1 – Student Discipline
- PO 610 – Code of Conduct
- AP610-1 – Code of Conduct
- PO407 – Smoke and Tobacco Free Environments
- AP407-1 – Smoke and Tobacco Free Environments

Changes to Administrative Procedures as the results of Ontario's Occupational Health and Safety Act

- AP324-2 - Workplace Violence Prevention – Students
- AP804-3 - Safe Physical Interventions for Student Behaviours Causing a Risk of Injury

Motion SS-2018-12-04-06

Approval of the December 4, 2018 Verbal  
Coordinator, Mental Health Leader and  
Superintendent Reports

Moved by J. McCafferty, seconded by K. LeFort

“THAT the Special Education Advisory Committee accept the verbal Coordinator, Mental Health Leader and Superintendent Reports at the December 4, 2018 Meeting.”

Carried

**ASSOCIATION REPORTS**

M. LePage – Durham Chapter – Cystic Fibrosis Canada

Princess Ball – Sunday, February 3, 2019 Ajax Convention Centre

11 am – 2 pm

Tickets available online at. <https://ajax.snapd.com/events/view/1176423>

## **ASSOCIATION REPORTS (cont'd)**

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

Website sponsored by Autism Ontario and a number of community partner organizations - <http://www.planningnetwork.ca/en-ca>  
With webinars, tips sheets and information for families on issues such as estate planning, Disability Tax Credits, building resiliency, etc.

The Big White Wall – commissioned by the Central East LHIN and the Ontario Telemedicine Network - Online mental health and wellbeing service \* safe and anonymous \* includes online peer community support \* a place for creative and artistic expression of emotions \* guided support courses and tools to help with self-management \* mental health self-assessments.

In 2018, [Ontario Telemedicine Network \(OTN\)](#) and [Ontario's Ministry of Health and Long Term Care](#) commissioned Big White Wall to provide digital mental health support, in line with the recommendations made in 'Changing Directions, Changing Lives: The Mental Health Strategy for Canada'. The partnership represents one of the biggest single deployments of mental health services online in the world.  
<https://www.bigwhitewall.ca>

## **CORRESPONDENCE**

None

## **INQUIRIES AND MISCELLANEOUS**

None

## **PENDING ITEMS**

None

## **ADJOURNMENT**

The meeting adjourned at 9:05 p.m.

Motion No. SS-2018-12-04-07     Adjournment

Moved by J. McCafferty, seconded by K. Burke

“THAT the Special Education Advisory Committee meeting of December 4, 2018 adjourn.”

Carried

**CLOSING PRAYER**

The closing prayer was offered by K. LeFort

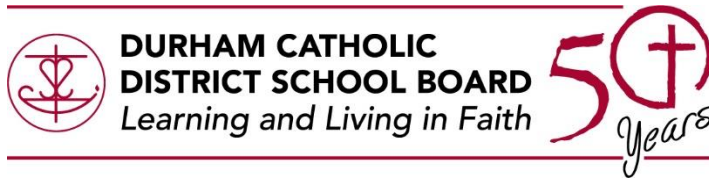
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Valerie Adamo  
Vice-Chair, Special Education Advisory Committee

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Janine Bowyer  
Superintendent of Education

Recording Secretary: Candice Cavalier



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: December 17, 2018

Subject: **2018/2019 Revised Estimates**

Origin: Ryan Putnam, Superintendent of Business & CFO

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### **RECOMMENDATIONS:**

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

"THAT the Durham Catholic District School Board receive and file the 2018/2019 Revised Estimates."

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

"THAT the Durham Catholic District School Board approve the 2018/2019 Revised Estimates."

### **RATIONALE:**

A part of the regular financial cycle of School Boards across the Province is the preparation of Revised Estimates. This exercise essentially entails a review of the major underlying revenue and expenditure factors originally used in preparing the 2018/2019 Estimates. In addition, adjustments are made to include new information which was not known when the initial 2018/2019 school year budget was approved in June 2018.

To: Board of Trustees  
Re: 2018/2019 Revised Estimates  
Date: December 17, 2018

Page 2

The budget presented in the 2018/2019 Revised Estimates continues to provide for expanded programs and services while maintaining a balanced budget during times of fiscal constraint. Such financial stability will provide the Board with the opportunity and capacity to advance the strategic directions outlined in the Discovery 2020 Strategic Plan ensuring that students and staff will be provided with the resources and supports necessary to foster positive student well-being and achievement now and into the future.

Staff will provide an overview of the adjustments made in the 2018/2019 Revised Estimates and highlight any corresponding impact on the upcoming 2019/2020 budget at the December 17, 2018 Board meeting as part of the Annual CFO Financial Overview.

AOB:RP:dm  
Attachment



Excellence | Equity | New Evangelization

Durham Catholic District School Board

*Catholic Education: Learning & Living in Faith*



# 2018/2019 Revised Estimates



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## ***Mission Statement***

We are called to celebrate and nurture the God-given talents of each student as we serve with excellence in the light of Christ.



## 2018/2019 Budget Highlights

- Alignment with key Strategic Plan goals and priorities
- Reflects public consultation and stakeholder input
- Ongoing investment in Religion and Faith Formation resources
- Continuation of Advancing Communication strategies
- Additional Student Services and Special Education supports
- Continuation of Safe and Healthy Schools initiatives
- Advances the Student Well-Being and Achievement mandate
- Provides Pathways to Success opportunities for all students
- Continuation of the Ministry's Province-wide Focus on Math initiatives
- Dedicated resources towards Equity, Diversity and Indigenous Studies
- Provides Staff Development and Capacity Building opportunities
- 21<sup>st</sup> Century Learning strategies and Emerging Technology initiatives
- Support for after school Transportation and French programs
- Continuation of expanded French and Music program offerings
- Resources to support English as a Second Language students
- Enhancement and intensification of International Student programs
- Reflects ongoing implementation of the Long Term Accommodation Plan
- Ministry funding for Schools, Child Care and Family Centre spaces
- Growth in Continuing Education, Partnerships and Community Use
- Revisioning of Alternative Education supports and services
- Incorporates multi-year contract with School Bus Operators
- Allocation of School Administrators based on equity factors
- Allocation of School Support Staff based on equity factors
- Staff recruitment and retention strategies to better serve students
- Incorporates Provincial Labour Framework terms and conditions
- Compliant with Ministry funding enveloping requirements
- Compliant with Ministry legislated class size requirements
- Compliant with Provincial Employment Standards Act legislation
- Balanced budget without reliance on operating reserve fund
- Maintains a base level of reserves for contingency purposes

**Table One – Projected Enrolment**

<b>Panel</b>	<b>2018/2019 Revised Estimates</b>	<b>2018/2019 Estimates</b>	<b>Variance</b>
Elementary	14,912	14,563	349
Secondary	6,383	6,349	34
<b>Total</b>	<b>21,295</b>	<b>20,912</b>	<b>383</b>

**Table Two – Operating Revenue**

<b>Category</b>	<b>2018/2019 Revised Estimates</b>	<b>2018/2019 Estimates</b>
Ministry Grants (GSN)	\$241,016,334	\$240,913,109
Ministry Funding (EPO)	1,634,857	2,211,486
Recoveries – Secondments	999,573	885,319
Government of Canada	437,924	462,837
Other Provincial Agencies	791,800	884,782
Community Use of Schools	350,000	350,000
Continuing Education	200,000	200,000
International Education	487,500	343,750
Partnership Agreements	600,000	550,000
Other Revenue	170,000	170,000
School Generated Funds	6,700,000	6,700,000
Operating Reserve Fund	<u>Not required</u>	<u>Not required</u>
	<b><u>\$253,387,988</u></b>	<b><u>\$253,671,283</u></b>

**Table Three – Operating Reserve Fund**

Balance end of 2017/2018	\$1,630,323
Applied towards 2018/2019 Operations	<u>Not required</u>
<b>Balance Available for Future Use</b>	<b><u>\$1,630,323</u></b>

## Planned Operating Expenses

Category	2018/2019 Revised Estimates	2018/2019 Estimates
Salaries and Benefits	\$219,208,797	\$219,902,226
Student Transportation	7,366,667	7,277,320
Facilities Services	7,156,048	7,123,398
School Budgets	2,246,009	2,093,866
Information and Communication Technology	2,828,100	2,821,348
Academic Services	4,616,688	4,415,831
Business Services	745,608	702,664
Human Resources & Administrative Services	441,515	466,515
Mileage and Travel Allowances	536,640	536,640
Director's Office and Board Administration	234,954	234,954
Legal and Professional Services	364,109	364,109
Trustees and Student Representatives	212,017	212,017
Staff Development and Capacity Building	609,836	699,395
Corporate Communications	121,000	121,000
School Generated Funds	<u>6,700,000</u>	<u>6,700,000</u>
	<b><u>\$253,387,988</u></b>	<b><u>\$253,671,283</u></b>

Academic Services includes:

- Program Services
- Student Services
- Equity and Diversity
- Indigenous Studies
- Faith Formation
- French Immersion
- Early Years (FDK)
- Safe & Healthy Schools
- Student Success
- Student Achievement
- Continuing Education
- Alternative Education
- International Education

### Staffing Summary by Position

Employee Group	2018/2019 Revised Estimates	2018/2019 Estimates	FTE Change	% Change
<i>Elementary Teachers*</i>	881.86	864.53	17.33	2.0%
<i>Secondary Teachers*</i>	435.66	430.34	5.32	1.2%
Coordinators and Consultants	27.50	27.50	0.00	0.0%
<i>Principals and Vice-Principals</i>	74.50	74.50	0.00	0.0%
Secondments (External/Capital)	8.33	7.33	1.00	13.6%
Director of Education	1.00	1.00	0.00	0.0%
Supervisory Officers	8.00	8.00	0.00	0.0%
Middle Management	38.00	38.00	0.00	0.0%
Non-Union	15.50	17.00	(1.5)	(8.8%)
Chaplains and Faith Animator	8.00	8.00	0.00	0.0%
Student Services	46.90	47.90	(1.00)	(2.1%)
Educational Assistants	288.00	285.50	2.50	.9%
<i>Early Childhood Educators*</i>	106.00	99.00	7.00	7.1%
Custodial and Maintenance*	184.00	184.00	0.00	0.0%
<i>Secretarial/Clerical/Technical*</i>	109.00	109.00	0.00	0.0%
Trustees	8.00	8.00	0.00	0.0%
<b>Total</b>	<b>2,240.25</b>	<b>2,209.60</b>	<b>30.65</b>	<b>1.4%</b>

Note 1 – categories in *italics* have an enrolment component to the annual allocation.

Note 2 – positions on Secondment are fully recoverable from the external agency or capital fund.

Note 3 – positions with an asterisk (\*) are primarily determined by legislation or collective agreement.

Note 4 – compliant with Ministry funding for Administration, Special Education, Student Achievement.

Note 5 – the above table includes 26.8 FTE (12.6 Teaching and 14.2 Support Staff) which are funded by the Ministry of Education through the Provincial Labour Framework until August 2019.

## 2018/2019 Non-Operating Budget

### Table One – Revenue Sources

Capital Priorities Funding	\$14,183,719
Child Care Funding	10,357,122
Family Centres Funding	1,260,425
Full Day Kindergarten	1,502,930
Proceeds of Disposition	1,542,635
School Renewal Allocation	3,011,937
School Condition Allocation	6,983,579
Greenhouse Gas Reduction Funding	467,270
Ministry Funded Debenture Payments	6,683,107
Multi-Year Technology Program	947,300
Educational Development Charges	<u>2,000,000</u>
	\$48,940,024

### Table Two – Planned Expenses

St. Marguerite d'Youville C.S. Replacement School	\$8,270,628
New North Oshawa C.S.	13,202,346
Child Care Centres	7,836,272
Early Years Centre	252,085
School Renewal Program	3,011,937
School Condition Program	6,983,579
Greenhouse Gas Reduction Projects	467,270
Debenture Principal Payments	4,405,463
Debenture Interest Payments	2,277,644
Multi-Year Technology Program	947,300
Transfer to EDC Reserve	<u>1,285,500</u>
	\$48,940,024

### Appendix One - Detailed Operating Expenses

Category	2018/2019 Revised Estimates	2018/2019 Estimates
Salaries and Benefits		
Salaries – Teaching	\$137,968,898	\$138,797,235
Salaries – Support Staff	43,935,142	44,241,802
Statutory Benefits	11,776,408	11,721,492
Employee Benefits	20,278,849	19,892,197
Provincial Benefits Transition	0	0
Supply Teacher Costs	4,850,700	4,850,700
Lunch Hour Supervisors	398,800	398,800
<b>Subtotal</b>	<b>\$219,208,797</b>	<b>\$219,902,226</b>
Student Transportation		
Elementary	\$3,778,394	\$3,783,189
Secondary	2,078,000	2,025,640
Special Education	1,393,606	1,358,491
Administrative	116,667	110,000
<b>Subtotal</b>	<b>\$7,366,667</b>	<b>\$7,277,320</b>
Facilities Services		
Utilities	\$4,539,329	\$4,559,329
Maintenance	1,375,085	1,372,435
Snow Removal	650,000	600,000
Portable Moves	226,634	226,634
Custodial Supplies	365,000	365,000
<b>Subtotal</b>	<b>\$7,156,048</b>	<b>\$7,123,398</b>
School Budgets		
Elementary	\$1,086,377	\$1,008,080
Secondary	1,159,632	1,085,786
<b>Subtotal</b>	<b>\$2,246,009</b>	<b>\$2,093,866</b>

## Appendix One - Detailed Operating Expenses (cont'd)

Category	2018/2019 Revised Estimates	2018/2019 Estimates
Information Technology		
Software Licenses	\$852,000	\$852,000
Wide Area Network	639,000	639,000
Telephone Services	160,000	160,000
Multi-Year Program	650,000	650,000
Cellular Technology	150,000	150,000
Remaining	377,100	370,348
<b>Subtotal</b>	<b>\$2,828,100</b>	<b>\$2,821,348</b>
Academic Services		
Teaching and Learning	\$308,443	\$503,519
Student Services	753,552	761,400
Faith Formation	267,150	267,150
System/Regional Programs	240,000	350,000
Safe & Healthy Schools	64,600	143,223
Student Success	560,484	526,708
Student Achievement	97,523	57,478
Continuing Education	1,304,974	1,304,974
Alternative Education	121,500	121,500
International Education	46,000	46,000
Aboriginal Education	88,766	61,616
Parent Involvement	64,703	57,510
Outdoor Education	115,811	111,441
Assistive Technology	583,182	103,312
<b>Subtotal</b>	<b>\$4,616,688</b>	<b>\$4,415,831</b>

# Appendix One - Detailed Operating Expenses (cont'd)

Category	2018/2019 Revised Estimates	2018/201
Business Services		
Insurance	\$438,664	\$438,664
Audit and Actuarial Fees	60,000	60,000
Cafeteria Equipment	93,500	93,500
Remaining	153,444	110,500
<b>Subtotal</b>	<b>\$745,608</b>	<b>\$702,664</b>
Human Resources & Administrative Services		
Health and Safety	\$49,100	\$49,100
Summer Students	106,965	106,965
CPCO Membership	119,600	119,600
Employee Family Assistance Program	55,000	55,000
Remaining	110,850	135,850
<b>Subtotal</b>	<b>\$441,515</b>	<b>\$466,515</b>
Mileage and Travel Allowances		
Mileage Reimbursement	\$252,480	\$252,480
Travel Allowances	284,160	284,160
<b>Subtotal</b>	<b>\$536,640</b>	<b>\$536,640</b>
Director's Office and Board Administration		
Board Memberships	\$54,000	\$54,000
System Wide Events	20,000	20,000
Partnerships	25,000	25,000
School Celebrations	50,000	50,000
Remaining	85,954	85,954
<b>Subtotal</b>	<b>\$234,954</b>	<b>\$234,954</b>

## Appendix One - Detailed Operating Expenses (cont'd)

Category	2018/2019 Revised Estimates	2018/2019 Estimates
Legal and Professional Services		
<b>Subtotal</b>	<b>\$364,109</b>	<b>\$364,109</b>
Trustees and Student Representatives		
OCSTA Membership	\$104,017	\$104,017
Student Trustees	25,000	25,000
Professional Development	40,000	40,000
Other	43,000	43,000
<b>Subtotal</b>	<b>\$212,017</b>	<b>\$212,017</b>
Staff Development and Capacity Building		
Teacher Release Time	\$609,836	\$699,395
<b>Subtotal</b>	<b>\$609,836</b>	<b>\$699,395</b>
Corporate Communications		
Public Relations	\$50,000	\$50,000
JK/FI Registration	25,000	25,000
Trustee Initiatives	10,000	10,000
Website	20,000	20,000
Remaining	16,000	16,000
<b>Subtotal</b>	<b>\$121,000</b>	<b>\$121,000</b>
School Generated Funds		
Elementary	\$3,950,000	\$3,950,000
Secondary	2,750,000	2,750,000
<b>Subtotal</b>	<b><u>\$6,700,000</u></b>	<b><u>\$6,700,000</u></b>
	<b><u>\$253,387,988</u></b>	<b><u>\$253,671,283</u></b>

## Strategic Plan Themes and Priorities

### Witnessing Faith



Celebrating Equity, Excellence and New Evangelization  
Creating and Sustaining a Caring Catholic School Culture  
Building Relationships and Developing People  
Teaching and Learning in the Formation of a Distinct Catholic Identity

### Teaching and Learning



Leading and Learning in the 21<sup>st</sup> Century Classroom  
Achieving Instructional Excellence  
Instruction for the 21<sup>st</sup> Century  
Assessment, Evaluation and Reporting

### Expanding Pathways



Differentiating Opportunities for Every Student's Future  
Adopting a Pathways Planning Mindset  
Assisting Students with Transitions Planning  
Promoting Student Engagement

### Inspiring Leadership



Promoting a Culture of Professional Growth  
Employee Performance Growth  
Capacity Building  
Board Leadership Strategy

### Celebrating Inclusion



Personalization, Precision and Professional Development  
Universal Design for Learning  
Differentiated Practice  
Precise and Personalized Intervention

## Strategic Plan Themes and Priorities (cont'd)

### Serving in Partnership



Building Connections to Enhance Catholic Education

Classroom, School and Board

Outreach and Programs

Parents, Stakeholders and Community Involvement

### Emerging Technology



Empowering Today for a Changing Tomorrow

Infrastructure, Security and User Experience

Information Management

Ministry Compliance – Managing Information for Student Achievement (MISA)

### Advancing Communications



Strengthening Relationships to Enhance Student Achievement

Collaborative Communication

Branding and Visual Identity

Community Engagement

### Managing Resources



Establishing Sustainable Priorities and Raising Stakeholder Confidence

Financial Stability

Resource Management

System Accountability

### Continuing Education



Serving the Needs and Interests of All Learners

Career Training and Personal Development

Expanding and Extending Programs

Promoting Student Engagement

## **Glossary – Ministry Funding**

### **Grants for Student Needs (GSN)**

The Ministry provides funding to School Boards based primarily on an enrolment based funding model on a per pupil basis to support the basic operations of a school system (eg – Teachers, Utilities, Consumable Supplies). Special purpose grants are provided to support specific students (eg – Special Education), services (eg - Transportation) or programs (eg – French Language Instruction). Certain funding areas have specific spending criteria (called envelopes) as outlined below.

### **Education Programs Other (EPO)**

The Ministry provides funding through the various divisions (eg – Literacy and Numeracy, Student Success) to support specific targeted initiatives in support of current education priorities. These initiatives can change depending on the Provincial priorities and must be spent in support of the specific initiative. The funds support specified staffing, professional development (eg - teacher release time) and resources and typically require a dedicated report back to the Ministry with respect to expenditure and outcomes.

## **Ministry Funding Envelopes/Restrictions**

### **Special Education**

Funds may only be used for Special Education related expenditures.

### **Board Administration**

Expenditure may not exceed Board Administration funding.

### **Operating Funds**

May be used to support Operating or Capital Expenditures.

### **Capital Funds**

May only be used to support Capital related expenditure.

### **Balanced Budget**

The Operating budget does not require reliance on reserves.

### **Operating Reserves**

Ministry requirement to maintain 1-2% for unexpected events.

## **Glossary – Academic Program Definitions**

### **Student Achievement**

Using the school effectiveness framework educators learn more about instructional strategies, student assessment and effective practice through observation, analysis and collaboration. The framework is also used as a tool to inform School and Board Improvement Plans. The Board has incorporated school effectiveness related funding into its Student Achievement and Professional Development programs and portfolios.

### **Teaching and Learning**

Provides for curriculum related resources and supports for all subject areas including Music/Arts, Literacy, Numeracy, Religion, Sciences/Technology, Indigenous Studies, Health and Physical Education, 21<sup>st</sup> Century Learning/Innovation and e-Learning.

### **Student Success**

The Student Success portfolio focuses on providing every student in Grades 7-12 with various pathways and opportunities to reach their ultimate potential and goals through such initiatives as Specialist High Skills Majors, Dual Credit, Transitions, Reengagement and Alternative Education programs.

### **Safe and Accepting Schools**

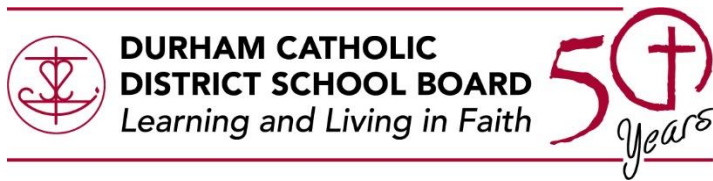
The Ministry and Board believe that a safe, inclusive and accepting school environment is a necessary condition for student well being and achievement. Building a positive and inclusive school climate requires healthy and respectful relationships among and between students, staff, parents and the community.

### **Faith Formation**

The Board budget provides for various faith formation related activities, retreats and celebrations in addition to the purchase of religion textbooks, Many Gifts resources and Bibles for our Grade 4 students.

### **Parent Involvement**

The Ministry and Board recognize that student achievement improves when parents play an active role in their children's education and that parent engagement is a key factor in the enhancement of student well-being. The Ministry provides funding to Boards to support parent involvement activities at the district and school level through a base annual allocation as well as through specific application based grants (PRO – Parents Reaching Out).



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: December 17, 2018

Subject: **Annual Audit Committee Activity Report**

Origin: Ryan Putnam, Superintendent of Business & CFO

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### **RECOMMENDATION:**

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

"THAT the Durham Catholic District School Board receive as information the Annual Audit Committee Activity Report."

### **RATIONALE:**

A component of Ministry reporting is for School Boards to provide an annual summary of Audit Committee Activity and in particular, to indicate work undertaken in the previous school year through the Internal Audit function. Attached is an Activity Report highlighting the various discussion items and initiatives undertaken by the Audit Committee during the past four years. The report will be submitted to the Ministry of Education prior to the January 15, 2019 deadline.

AOB:RP:dm  
Attachment



## Durham Catholic District School Board

### MEMORANDUM

To: Ministry of Education – Business Services Branch

From: Ryan Putnam, Superintendent of Business & Chief Financial Officer

Date: December 2018

Subject: **Annual Audit Committee Activity Report**

Copy: John Malyjasiak, Audit Committee Chair  
Anne O'Brien, Director of Education and Secretary/Treasurer

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#### Background

The Durham Catholic District School Board (DCDSB) has had an established and active Audit Committee for a number of years. With the introduction of Ontario Regulation 361/10 in 2010 the Committee was extended to include external members. Over the past eight years the external members have provided valuable insight and expertise in supporting Board members assigned to the Committee. In addition, there has been a focused effort to maintain continuity of the Board members assigned to the Committee from a capacity building and core competency perspective.

The Committee meets a minimum of three times a year and has a broad range of discussion items and topics on each agenda in the context of its statutory and fiduciary responsibilities. A summary of the agenda items for the past four years is attached as Appendix One. The Board's External and Internal Auditors are invited to attend the meetings in the context of their respective roles and duties.

All minutes of the Audit Committee meetings are provided to the Board of Trustees for information with any action items presented for approval as required. The information contained within this report is drawn from excerpts of various reports to the Audit Committee and Board of Trustees during the past four years. This summary report was provided to the Board of Trustees as an information item prior to submission to the Ministry of Education as part of the annual reporting requirements.

#### External Audit

The Audit Committee meets with the Board's External Auditors a minimum of twice each year. The first meeting is in September to approve the year end audit plan with the second meeting taking place in November to review the audit results and discuss any internal control and/or governance related matters. The Audit Committee is responsible for recommending approval of the Audited Financial Statements as well as the appointment or annual re-appointment of the External Auditors for consideration by the Board of Trustees.

**Internal Audit**

The Board enjoys a very fluid and positive working relationship with the Regional Internal Audit Manager and the assigned Senior Internal Auditor. Much work has occurred over the past four years with many of the audits undertaken being of a value added nature in areas of risk to the Board both financially and operationally. The Annual Internal Audit Plan is presented to the Audit Committee each September for recommendation to the Board of Trustees with updates provided by the Internal Audit Team throughout the year. A summary of the audits completed over the course of the past four years is provided as Appendix Two. Following approval of the Internal Audit Plan the Senior Internal Auditor is granted autonomy to work directly with the respective Superintendents and staff in order to execute the audit work. All audit findings and recommendations are reviewed with the Director of Education and Superintendent of Business & CFO prior to being formally presented to the Audit Committee. Follow up audits are commissioned and performed to ensure any recommendations and remedial actions have been implemented.

**Concluding Remarks**

From a staff perspective the Audit Committee provides a forum to review and discuss items of material risk to the Board from a financial, legal and operational perspective. The Committee has developed a level of proficiency that enables it to carry out its mandate in an efficient and effective manner providing recommendations to the Board and direction to staff on key issues. The internal audit function continues to develop and mature into critical process and risk based audits providing value to both staff and the Board. The Board of Trustees and Senior Administration has embraced the presence and premise of internal audit and will continue to work in collaboration with the Internal Audit Team to ensure the purpose and intent of the internal audit initiative is achieved with continuous improvement, transparency and accountability at the center of the audit program.

Respectfully submitted,

Original signed by

Ryan Putnam, CPA, CA  
Superintendent of Business & CFO

Attachments (2)

## **Appendix One – Audit Committee Discussion Items**

### **January to December 2015**

- 2014/2015 Year End External Audit Plan
- 2014/2015 Year End External Audit Report
- 2014/2015 Audited Financial Statements
- Re-Appointment of External Auditors
- Quarterly Budget Status Reports
- Internal Audit Plan for 2015/2016
- Regional Internal Auditor Updates

### **January to December 2016**

- 2015/2016 Year End External Audit Plan
- 2015/2016 Year End External Audit Report
- 2015/2016 Audited Financial Statements
- Re-Appointment of External Auditors
- Quarterly Budget Status Reports
- Internal Audit Plan for 2016/2017
- Regional Internal Auditor Updates

### **January to December 2017**

- 2016/2017 Year End External Audit Plan
- 2016/2017 Year End External Audit Report
- 2016/2017 Audited Financial Statements
- Re-Appointment of External Auditors
- Quarterly Budget Status Reports
- Internal Audit Plan for 2017/2018
- Regional Internal Auditor Updates

### **January to December 2018**

- 2017/2018 Year End External Audit Plan
- 2017/2018 Year End External Audit Report
- 2017/2018 Audited Financial Statements
- Re-Appointment of External Auditors
- Quarterly Budget Status Reports
- Internal Audit Plan for 2018/2019
- Regional Internal Auditor Updates

## **Appendix Two – Internal Audit Initiatives**

### **2014/2015 Completed**

- Internal Audit Program and Heat Maps
- Student Enrolment and Attendance
- Director of Education Expenses
- Annual Trustee Expense Audit

### **2015/2016 Completed**

- Continuing Education Financial Analysis
- Student Information System Process Mapping
- Information Technology Asset Management
- Director, Superintendent and CIO Expenses
- Annual Trustee Expense Audit

### **2016/17 Completed**

- School Funds Cash Collections
- Director, Superintendent and CIO Expenses
- Annual Trustee Expense Audit

### **2017/2018 Completed**

- Critical Functions Assessment
- Student Enrolment and Attendance
- Director, Superintendent and CIO Expenses
- Annual Trustee Expense Audit

### **2018/2019 Planned**

- Legislative Compliance
- Workforce Strategy
- Director, Superintendent and CIO Expenses
- Annual Trustee Expense Audit
- Internal Audit Program and Heat Maps

### **Future Considerations**

- Attendance Support Data Analysis
- Records and Document Management
- Vendor Performance Management
- Health and Safety Risk Management
- Customer Service Standards
- Special Education Processes
- Classroom Instructional Blocks



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: December 17, 2018

Subject: **Together for Mental Health Update: 2018-2019**

Origin: Janine Bowyer, Superintendent of Education – Student Services

### **RECOMMENDATION**

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

"THAT the Durham Catholic District School Board receive and file as information the Together for Mental Health Update: 2018-2019."

### **RATIONALE**

Our Mental Health Strategy, ***Together for Mental Health*** (2017-2020) is part of the larger board vision to create safe, healthy, engaging and inclusive schools. In the Board Strategic Plan ***Discovery 2020***, the Mental Health Strategy falls under the theme of Celebrating Inclusion. Our Together for Mental Health Mission is to create caring and supportive Catholic school communities that promote well-being and maximize achievement for all learners.

The Mental Health Strategic Plan focuses on five strategic priorities, as listed below:

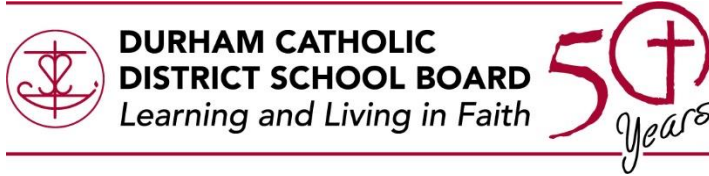
1. Consolidate Organizational Conditions for School Mental Health
2. Build Mental Health Literacy and Capacity
3. Implement Evidence-informed Mental Health Promotion and Prevention Practices, Strategies and Programming
4. Support for Specific Populations
5. Partner with the Community

The work of the mental health strategy continues to reflect our Catholic faith, as we recognize the impact that a positive spiritual life has on one's mental health and well-being. A major focus is to embed knowledge, habits and skills for well-being into everyday school and classroom practices. The inextricable link between student and staff well-being is also reflected in the strategy.

The Elephant in the Room anti-stigma campaign was launched in January 2018 as a staff wellness initiative. Schools were encouraged to proudly display their blue elephant in the main office sending a clear and visible message to staff, parents and students that this is stigma free zone. By talking openly about mental health and mental illness, and being willing to engage in courageous conversation, treatment and recovery can happen earlier.

Since the initial launch, we've worked hard to keep the campaign alive by sending posters and tip sheets to schools, and by launching a contest where schools who send in photos and creative ideas have a chance to win a prize. Although the Elephant in the Room campaign was initially launched as a staff wellness initiative, in some schools the student population has also adopted it and it has taken on a life of its own.

AOB:JB:DM:cc



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: December 17, 2018

Subject: **Young Parent School Program Partnership Between Archbishop Anthony Meagher Catholic Continuing Education Centre and Rose of Durham**

Origin: Rosemary Leclair, Superintendent of Education – Archbishop Anthony Meagher Catholic Continuing Education Centre

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### **RECOMMENDATION**

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

"THAT the Durham Catholic District School Board receive and file as information, the staff presentation on the Young Parent School Program."
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### **BACKGROUND**

Archbishop Anthony Meagher Catholic Continuing Education Centre is pleased to partner with the Rose of Durham to provide a Young Parent School Program hosted at the Rose of Durham Oshawa location.

The Rose of Durham is a young parent support centre that serves young parents and their children throughout Durham Region, providing holistic programming and services including attachment-based parenting programs (group and individual format), supportive strength based counselling, high school programming, life skills, social drop in programs, and donation room services.

The Young Parent School Program assists parents who are 16 to 27 years of age and interested in earning credits towards their Ontario Secondary School Diploma (OSSD). In the program, students are supported by caring adults that include: a teacher from Archbishop Anthony Meagher Catholic Continuing Education Centre, a Guidance Counsellor/Prior Learning Assessment and Recognition (PLAR) Assessor and a Rose of Durham Counsellor.

To: Board of Trustees Page 2  
Re: Young Parent School Program Partnership  
Between Archbishop Anthony Meagher Catholic Continuing Education  
Centre and Rose of Durham  
Date: December 17, 2018

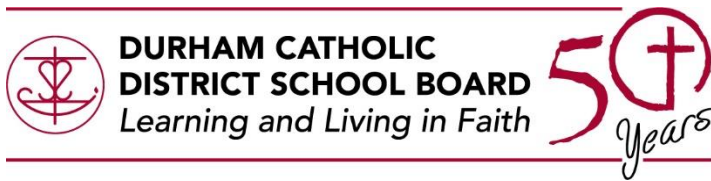
### **PROGRAM OVERVIEW**

Young parents who are parenting or pregnant, between the ages of 16 to 27 and are registered with the Rose of Durham and enrolled in either the Durham Catholic District School Board's Adult and Continuing Education Program (over 18) or Alternative Education Program (under 18) are eligible for the Young Parent School Program. The program takes place at the Rose of Durham location at 707 Simcoe Street South, Oshawa, on Mondays and Wednesdays from 10:00am to 2:00pm.

Program participants benefit from having the flexibility of bringing their child under age one to class, and having access to all of the programs and services offered at the Rose of Durham, including a hot lunch. Through the support of 1:1 guidance counsellor and teacher, flexible options are provided for the completion of OSSD credits (e.g., Correspondence, eLearning, and Credit Recovery). PLAR assessments provide opportunities for mature students to earn credits, and students are provided with options for transitioning to Adult Education at Archbishop Anthony Meagher CCEC. The academic component of this program is further supported through the wrap around services of the on-site Counsellors from the Rose of Durham.

We are pleased to report an increased enrolment in the Young Parent School Program with 27 students receiving direct instruction and support. Through a continuous intake model, we are looking forward to continuing to serve in partnership with the Rose of Durham to build connections for clients within the community, support positive parenting skills and help participants achieve their OSSD and meet their personal goals.

AOB/RL



## Memorandum

To: Board of Trustees

From: Anne O'Brien, Director of Education

Date: December 17, 2018

Subject: **Selection of Committee Members**

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### **RECOMMENDATION**

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

"THAT the Durham Catholic District School Board approve the membership for the following statutory committees as follows:

Audit Committee:

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Special Education Advisory Committee (SEAC):

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Supervised Alternative Learning Committee:

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Expulsion Hearing Committee:

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Suspension Appeal Committee:

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Durham Catholic Parent Involvement Committee:

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“THAT the Durham Catholic District School Board approve the membership for the following Standing Committees as follows:

Finance:

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Student Senate Committee:

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Board Award of Merit Committee:

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Trustee Youth Award Committee:

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The Outstanding Home/School Communication Award Committee:

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School Year Calendar Committee:

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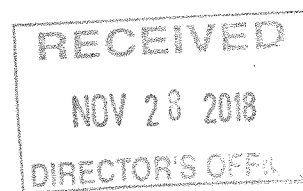
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**RATIONALE**

Membership selection for the Committees of the Board shall be in accordance with the General Working By-Laws enacted July 1, 2016.

AOB/eb



November 5, 2018

Ms. Anne O'Brien  
Director of Education  
Durham Catholic District School Board  
650 Rossland Road West  
Oshawa, ON L1J 7C4

Dear Ms. O'Brien,

Thank you to the staff and students of the Durham Catholic District School Board for your support of the 2018 ShareLife campaign. Our Parish Campaign, which includes the results of the Schools Campaign, exceeded \$13 million for the first time in our history. We're so grateful!


I have enclosed a copy of our annual Report to Donors, outlining the results of the campaign and the ways your support is impacting others. This report can also be read at [www.sharelife.org](http://www.sharelife.org). I invite you to share this information with colleagues through your board website.

The generosity of our partners in education enables our agencies to be a blessing to the most vulnerable and marginalized members of our communities. Your support is making a difference in the following ways, among many others:

- Helping homeless youth build life skills and transition to independent living.
- Increasing access to walk-in counselling, which provides a lifeline to individuals experiencing bereavement, domestic violence, and mental health issues.
- Running day programs to enrich the lives of those with developmental disabilities, which also gives respite for their caregivers.
- Supporting the Office for Refugees as they welcome those fleeing persecution.

Once again, I thank you and the Durham Catholic District School Board for your generous response to the 2018 ShareLife Campaign, which makes these and many other services possible. You are truly "living the Gospel by providing for those in need!"

Sincerely in Christ,

  
Arthur Peters  
Executive Director, ShareLife

*Thank you to the Durham Catholic District School Board for all that you are doing for ShareLife.*