



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## Regular Board Meeting

# Agenda

Monday, March 27, 2023

7:30 p.m.

Live Streaming Details: <https://dcdsb.ca/BoardMeeting>

St. Francis of Assisi Catholic Education Centre  
650 Rossland Road West  
Oshawa, ON L1J 7C4

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Board Website: [www.dcdsb.ca](http://www.dcdsb.ca)

If you require accessibility related accommodations for attendance at this meeting, please notify the meeting organizer in advance of the meeting date so that arrangements can be made.

## **Regular Board Meeting - Open Agenda**

Durham Catholic District School Board  
650 Rossland Road West, Oshawa, North Boardroom  
Mar 27, 2023 7:30 PM - Mar 27, 2023 9:30 PM EDT

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## Opening Prayer

Father, thank you for bringing each of us safely to this place. We gladly surrender our lives to you in worship and praise. We invite your beautiful Holy Spirit to move freely amongst us. Come dwell in each of our hearts. Equip us, challenge us, comfort us, teach us. Inspire us as we learn more about your majestic ways. Father, as we meet now may we behold your beauty and encounter your grace.

Amen.



## Land Acknowledgement

We here in the Durham Region respectfully acknowledge that we are on the traditional lands of the Mississaugas of Scugog Island.



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **Regular Board Meeting – Open Session Minutes**

Durham Catholic District School Board – North Boardroom  
650 Rossland Road West, Oshawa, ON, L1J 7C4  
February 27, 2023 at 7:30 PM EST

### **Trustees Present**

M. Forster (Chair), M. Ste. Marie\* (Vice Chair)  
Trustees K. Beatty, R. Damianopoulos\*, R. De Souza\*, J. Emanuel, M. Hall,  
J. McCafferty

### **Student Trustees Present**

M. Esan\*, S. Nwaoha\*

### **Director of Education Present**

T. Barill

### **Senior Administration Present**

K. Akomolafe, S. Grieve, M. Hammond, S. Lee-Fernandes, M. O'Neill, R. Rodriguez,  
P. Sorhaitz, D. Stargatt, K. Stevenson, J. Wilson, G. Winn

### **Senior Managers Present**

J. McVeigh

*\* Attended virtually*

#### **1. Opening**

Chair Forster opened the meeting at 7:03 p.m.

##### **1.1. Motion to Move In Camera**

##### **Motion:**

B2023-02-27-01 - Motion to Move In Camera

"THAT the Durham Catholic District School Board meeting move into In  
Camera session."

Motion moved by J. Emanuel and motion seconded by J. McCafferty.  
CARRIED

The meeting resumed at 7:37 p.m.

##### **1.2. Memorials and Prayer**

Student Trustee Nwaoha offered the opening prayer.

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1.3. Land Acknowledgement

Chloe C., a student from St. John XXIII Catholic School acknowledged Traditional Lands and Territory (pre-recorded).

1.4. Canadian Anthem

Performance by St. John XXIII Catholic School choir (pre-recorded).

1.5. Roll Call and Apologies

All trustees were present. Trustees Damianopoulos, De Souza, and Ste. Marie attended virtually.

1.6. Call to Order

Chair Forster called the meeting to order at 7:41 p.m.

1.7. Approval of the Agenda

**Motion:**

B2023-02-27-02 – Approval of Agenda

"THAT the Durham Catholic District School Board approve the agenda of the Monday, February 27, 2023 Regular Board Meeting as provided."

Motion moved by J. McCafferty and motion seconded by R. Damianopoulos. CARRIED

1.8. Approval and Signing of the Minutes of the Previous Meetings:

1.8.1. Regular Board Meeting held January 23, 2023

**Motion:**

B2023-02-27-03 – Approval and Signing of Minutes

"THAT the Durham Catholic District School Board approve the Minutes of the Open session of the January 23, 2023 Regular Board Meeting."

Motion moved by M. Hall and motion seconded by R. De Souza. CARRIED

1.9. Declarations of Interest

None.

2. Items of Information

2.1. Announcements

2.1.1. Announcements from the In Camera Session of the Board Meeting

Chair Forster read the following announcements:

**Retirement** (Effective February 28, 2023)

Richard Dobson, Father Leo J. Austin CSS

**Resignations** (Effective January 31, 2023)

Karina Lawrynowicz, St. Mary C.S.S.

Melissa McGroarty, St. Marguerite d'Youville C.S.

2.1.2. Appointments and Transfers

Chair Forster read the following appointment:

Appointment to Elementary Vice Principal (Effective February 21, 2023)

- Geoffrey McPherson appointed to Vice Principal of Father Fenelon Catholic School from teacher, St. Bridget Catholic School

2.1.3. OCSTA 2022 Short Video Contest

Congratulations to All Saints Catholic Secondary School for winning third place in the Ontario Catholic School Trustees' Association's (OCSTA) Short-Video Contest. This year's contest focused on the Catholic Education Week theme of "We are Many, We are One". [The video can be viewed on the DCDSB's YouTube channel.](#)

2.2. Notices of Motions

None.

2.3. Presentations

2.3.1. Black History Month Highlights

- Kayode Akomolafe, Human Rights and Equity Advisor, and Mike O'Neill, Superintendent of Education, presented an update on 2023 Black History Month - Celebration of Black Excellence in Canada: Yesterday and Today. The activities for Black History Month were aligned with the *Discovery 2023* strategic priorities of Excellence, Equity and Engagement. Mr. Akomolafe and Mr. O'Neill emphasized the importance of celebrating Black history and Black excellence all year long, extending past the month of February.
- Highlights from their presentation include:
  - Black History Month and DCDSB Multi-Year Strategic Plan
  - School Presentations
  - Interactive Displays for Students Celebrating Black Excellence
  - Student Voice
  - Student Learning
  - Board Office Events
  - Black Leadership History Event



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- Communications – Black Excellence, Celebration, History Lives Here
  - Social Media
  - Durham Black History Month
- Mr. Akomolafe and Mr. O'Neill also shared the [Black Excellence, Celebration, History Lives Here](#) webpage that is on the board and school websites all year long, along with social media posts and other communication materials. Suggestions for future Black History Month initiatives and planning concluded the presentation.

## 2.3.2. Long-Term Accommodation Plan 2023-2027

- Scott Grieve, Superintendent of Business, Finance, and Facilities Services, and Jody Dale, Planning Coordinator, presented an overview of the Long-Term Accommodation Plan (LTAP).
- Highlights from their presentation include:
  - Executive Summary
  - Guiding Principles
  - Accommodation and Utilization Projections
  - Enrolment Projections
  - Impact of Legislative Changes
  - Action Items
- Director Barill and Superintendent Grieve responded to questions from Trustees.

## 2.3.3. Safe and Caring Schools – School Climate Survey Update

- Paula Sorhaitz, Superintendent of Education, and Richard DeCaires, Data and Research Officer, provided an overview of Safe Schools initiatives for the 2022-2023 school year, including a brief overview of the Safe Schools Climate Survey results.
- Highlights from their presentation include:
  - Bullying Prevention and Intervention Weeks
  - Restorative Practices
  - Traumatic Events System Training
  - Teacher Professional Development
  - School Climate Surveys
  - Next Steps/Action
  - Looking Ahead
- Superintendent Sorhaitz and Mr. DeCaires presented the results of the DCDSB's Safe and Inclusive Schools Survey. The Ministry of Education requires all schools in the province to implement a Grade 4 - 12 School Climate Survey every two years. The Safe Schools steering committee will continue

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to work with the data from the climate surveys and use the data to inform the development of resources targeting key areas of need within our schools.

- Staff responded to questions from Trustees.

## 2.4. Delegations

None.

## 2.5. Order Paper: Resolutions Approved for Implementation

Received for information.

## 2.6. Minutes and/or reports from Committee meetings

The minutes and/or reports from Committee meetings were received for information. Trustees were provided an opportunity to ask questions.

2.6.1. Finance Committee Meeting - February 6, 2023

2.6.2. Special Education Advisory Committee Meeting - February 14, 2023

2.6.3. Durham Catholic Parent Involvement Committee Meeting - February 16, 2023

## 2.7. Staff Reports (for information)

The following staff reports were received for information. The Director and staff responded to questions from the Trustees.

2.7.1. 2023/2024 Budget Process

2.7.2. Trustee Expenses - September 2021 to August 2022

## 3. Items for Decision

## 3.1. Consideration of Motions for which previous notice has been given

3.1.1. State of Student Transportation (as per Appendix 1 of the Minutes of the January 23, 2023, Regular Board Meeting)

- Chair Forster read the motion on the State of Student Transportation.
- Discussion ensued. The Director responded to questions from Trustees.

**Motion:**

B2023-02-27-04 – State of Student Transportation

"WHEREAS ongoing issues and challenges, including a province-wide bus driver shortage, continue to impact student transportation services in Durham Region; and,

WHEREAS the DCDSB is committed to actively monitor and manage student transportation issues;

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BE IT RESOLVED THAT the DCDSB request a report on the state of student transportation to be presented at the next regular Board meeting; and

THAT such report cover the impacts and management of:

- The bus driver shortage;
- Bus service in remote and rural areas including service on dead-end roads; and,
- Durham Region Transit Bus Passes

Motion moved by R. Damianopoulos and motion seconded by J. McCafferty. CARRIED

- 3.2. Motions to be read in Open Session from the In Camera Session of the Board Meeting of February 27, 2023

**Motion:**

B2023-02-27-05 – Motions Deemed Read

"THAT the Durham Catholic District School Board approve the Motions as deemed read from the In Camera session of the February 27, 2023 Regular Board Meeting."

Motion moved by J. McCafferty and motion seconded by J. Emanuel. CARRIED

- 3.3. Business arising from previous meetings  
None.

- 3.4. Staff Reports (for decision)

- 3.4.1. Long-Term Accommodation Plan 2023-2027

**Motion:**

B2023-02-27-06 – Long-Term Accommodation Plan 2023-2027

"THAT the Durham Catholic District School Board approve the Guiding Principles of the Long-Term Accommodation Plan 2023-2027 dated February 27, 2023."

Motion moved by J. McCafferty and motion seconded by K. Beatty. CARRIED

**Motion:**

B2023-02-27-07 – Long-Term Accommodation Plan 2023-2027

"THAT the Durham Catholic District School Board approve the actions proposed for 2023 within the Long-Term Accommodation Plan 2023-2027 dated February 27, 2023."

Motion moved by J. McCafferty and motion seconded by K. Beatty. CARRIED

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**Motion:**

B2023-02-27-08 – Long-Term Accommodation Plan 2023-2027

“THAT the Durham Catholic District School Board approve “In Principle”, the actions proposed for 2023-2027 within the Long-Term Accommodation Plan 2023-2027 dated February 27, 2023.”

Motion moved by J. McCafferty and motion seconded by K. Beatty.  
CARRIED

3.4.2. International Student Fees 2023/2024 Update

**Motion:**

B2023-02-27-09 – International Student Fees 2023/2024 Update

“THAT the Durham Catholic District School Board approve International Student Fees in the amount of \$15,200 for an elementary school student and \$16,200 for a secondary school student for the 2023/2024 school year.”

Motion moved by J. McCafferty and motion seconded by J. Emanuel.

- Discussion ensued and an amendment to the original motion was proposed:

**Motion:**

B2023-02-27-10 – International Student Fees 2023/2024 Update

~~“THAT the Durham Catholic District School Board approve International Student Fees in the amount of \$15,200 for an elementary school student and \$16,200 for a secondary school student for the 2023/2024 school year.”~~

“That we increase the fee for future students to match that of the Durham District students and that the fees outlined in the original motion be maintained for current students.”

Motion moved by M. Ste. Marie and motion seconded by R. Damianopoulos.

- Further discussion ensued.

**Motion to Extend Length of Meeting (10:00 p.m.)**

**Motion:**

B2023-02-27-11 – Motion to Extend Length of Meeting

“THAT the Durham Catholic District School Board extend the length of the Regular Board Meeting of Monday, February 27, 2023, by one hour as per General Working By-Law section 3.10.”

Motion moved by K. Beatty and motion seconded by R. Damianopoulos. CARRIED

## 3.4.2 International Student Fees 2023/2024 Update (Continued)

- Vice Chair Ste. Marie withdrew his original motion to amend (Motion B2023-02-27-10).
- Vice Chair Ste. Marie proposed the following new amendment.

**Motion:** B2023-02-27-12 – International Student Fees 2023/2024 Update

“THAT the Durham Catholic District School Board approve International Student Fees in the amount of \$15,200 for an elementary school student and \$16,200 for a secondary school student for the 2023/2024 school year.”

**And that in 2024-2025 that the rates match the Durham District School Board rates.**

Motion moved by M. Ste. Marie and motion seconded by R. Damianopolous. DEFEATED

- The original motion was then voted on.

**Motion:**

B2023-02-27-09 – International Student Fees 2023/2024 Update

“THAT the Durham Catholic District School Board approve International Student Fees in the amount of \$15,200 for an elementary school student and \$16,200 for a secondary school student for the 2023/2024 school year.”

Motion moved by J. McCafferty and motion seconded by J. Emanuel. CARRIED

## 4. Other Business

## 4.1. Board Communications

Correspondence received for information.

4.1.1. Correspondence to the Ontario Catholic School Trustees' Association

4.1.2. Correspondence to the Education Quality and Accountability Office

## 4.2. Director's Report

Director Barill provided the following report:

- The DCDSB is currently in the process of gathering feedback to assist with our 2023-2024 strategic priorities and budget development. At this time, we are asking for input and suggestions about investments that

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the Board should consider for the upcoming school year in support of student learning. There are three ThoughtExchange questions, and the feedback received will help to inform our 2023-2024 budget and strategic priorities. Further details can be found on our [Budget Consultation webpage](#). The ThoughtExchange questions will be available until March 24.

- On February 15, we hosted our first Navigating Kindergarten Zoom session titled Welcome to Kindergarten at DCDSB and Information on Before and After Childcare. Navigating Kindergarten is a live virtual parent/guardian series to prepare parents and guardians and their child for Kindergarten. We have three upcoming [Navigating Kindergarten](#) sessions including Early Literacy Skills on March 8, Supporting Transitions for Students with Special Needs on March 29, and Tips and Strategies to Support Communication Skills and Well-Being in Kindergarten on April 19. Interested families are encouraged to visit our website at [dcdsb.ca/Kindergarten](https://dcdsb.ca/Kindergarten) for further details.
- The United Nations has declared this the International Decade of Indigenous Languages and that Indigenous Languages Day is coming up on March 31. Professional Development learning sessions for 60 elementary and secondary educators, led by Beedahbin Peltier and the Indigenous Education team, took place in February 2023, with a focus on Anishinaabe ways of knowing and how these ways of knowing are rooted in Anishinaabemowin language.
- In February, seven teachers from our secondary schools participated in their third and final welding training session with the Canadian Welding Bureau (CWB). Following this training, all seven teachers successfully completed the CWB Certification Qualification exam and were awarded their *CWB 47.1 Fillet Weld Qualification in the Flat & Horizontal Positions using the SMAW (Shielded Metal Arc Welding) & GMAW (Gas Metal Arc Welding) Processes*. Achieving this qualification will allow these educators to prepare their students to complete the same CWB certification while in our secondary schools. Also in February, Father Leo J. Austin Catholic Secondary School and St Mary Catholic Secondary School were certified as official CWB test centres. This will allow students in our school board to gain their certifications through testing done in our own schools. A special thank you to the Canadian Welding Bureau Foundation for offering the training and to our other partners in our welding initiative, which includes UA Locals 401 and 46, OPG and Black and McDonald.
- Some highlights of our Adult and Continuing Education programs through Archbishop Anthony Meagher Catholic Continuing Education Centre:
  - As part of the Adult Day School program, adult learners are now able to work from home or school, which allows us to reach more

students in various parts of the province and offers more flexibility for students. In 2021-2022, 215 adult students graduated with their Ontario Secondary School Diploma. In addition, 125 students received their Personal Support Worker certificate.

- Our Continuing Education Center offers a myriad of programs such as:
  - The Child Care Assistant Training Program
  - The Custodial Services Training Program
  - The Personal Support Worker (PSW) Program
  - The Young Parent School Program at the Rose of Durham allows mothers and fathers who are 16-26 years of age to obtain credits for the Ontario Secondary School while in a supported learning environment with an educator and Rose of Durham counsellors.
- We have an upcoming Continuing Education presentation to Board scheduled when we will provide more details and insights on all that we do at our Archbishop Anthony Meagher Catholic Continuing Education Center.

### **Highlights of Upcoming March Events**

- We are currently seeking parent and guardian feedback on the Oshawa Program and Boundary Study. There are public meetings scheduled for:
  - Tuesday, March 7 at Sir Albert Love Catholic School
  - Tuesday, March 21 at St. Christopher Catholic School
  - Thursday, March 23 at St. Kateri Tekakwitha Catholic School
  - Further information on our boundary reviews is available at [dcdsb.ca/boundaryreviews](https://dcdsb.ca/boundaryreviews)
- In April, Grade 10 culinary students from Father Leo J. Austin Catholic Secondary School will be engaging in learning with Indigenous Education and the Ontario Youth Apprenticeship Program. Learning will be supported by community partner Beedahbin Peltier who will lead learning sessions on the land where he will share plant knowledge and the connection to health. Keri-Ann Peacock of Indigenish Catering will also join to share her pathway journey and lead students in cooking classes. The project will culminate with a visit to Durham College.
- Through partnerships with the Ministry of Education and the Ontario DELF Centre, the Durham Catholic District School Board is pleased to offer Core French, Extended French and French Immersion students registered in a Grade 12 French as a Second Language course in the 2022-2023 school year the opportunity to participate in the Diplôme d'études en langue française (DELF) Proficiency Exam. Interested DCDSB Grade 12 students are encouraged to review the

information on our [DELf webpage](#), or contact their French teacher or Guidance department for registration details.

- DCDSB staff are looking forward to the much-anticipated Lenten Twilight Retreat on March 2 at the Manresa Retreat Centre. Staff will celebrate mass, followed by dinner, then transition into guided meditation followed by reflective ritual action. Thank you to our dedicated Faith Formation department for supporting this faith enrichment opportunity for our staff.
- The Coach/Advocates for Black Youth will be facilitating a March Break Recreational Leadership Camp at Archbishop Denis O'Connor Catholic High School from March 13-17. The camp is designed for Grade 7 and 8 students who identify as Black. Students will participate in a variety of recreational activities aimed at building leadership skills, fitness skills, peer relationships skills and community building.

### **Recognition**

- March 7-13 is Ontario Social Work Week. Director Barill acknowledged and thanked all our social workers who provide invaluable support and resources to our students and families. The mental health and well-being of our students, staff and families is so important, especially now, and we greatly appreciate all our amazing social work staff.
- The Toronto and Region Conservation Authority (TRCA) invited a member of the Board of Trustees from Durham Catholic District School Board to participate on the Natural Science and Education Committee. Subject to approval by the TRCA Board of Directors, Director Barill was pleased to announce that Chair Forster will be participating in this committee, which is expected to convene in April 2023. Active involvement from the DCDSB on this committee is essential to the long-term success of any collaborative framework involving school boards, conservation authorities and other key public sector education stakeholders. On behalf of the Senior Administrative Team and staff, we want to thank Chair Forster for her leadership on this committee.
- Director Barill shared the news that Superintendent Lee-Fernandes will be joining the Ontario Principals' Council as Director of Professional Learning effective March 6, 2023. Her last day with the DCDSB will be March 3, before she begins her secondment with the Ontario Principals' Council. Superintendent Lee-Fernandes has over twenty years of service with the DCDSB, during which time she has held the positions of classroom teacher, program support teacher and school administrator with the board. Prior to becoming a Superintendent, she served on several board committees, including the Equity Steering Committee, Mentorship Steering Committee, and the board's Together for Hope Poverty Action



Plan. A valued member of the DCDSB Senior Administrative team since January 2020 when she was appointed to the position of Superintendent of Education, Dr. Lee-Fernandes has tirelessly and effectively led Family of Schools and key system portfolios such as Student Services and Equity. On behalf of the entire DCDSB community, Director Barill expressed her sincere appreciation to Superintendent Lee-Fernandes for her leadership and dedication over the years. Although she will be deeply missed, we wish her all the very best in her new role.

- Director Barill welcomed all students, staff, and families to embrace the Lenten season with an open heart, mind, and spirit as we take this opportunity to strengthen our connection to our faith, through our values and our actions, to make the world a better place. Director Barill wished everyone a blessed Lenten season filled with the opportunity to strengthen our personal connection with Christ.

#### 4.3. Chair's Report

Chair Forster provided the following report:

- Thank you to this evening's presenters for sharing updates on Black History Month, the Long-Term Accommodation Plan and Safe and Caring Schools.

##### **Recognition**

- The Ontario Catholic School Trustees' Association (OCSTA) has announced the 2023 OCSTA Trustee Award of Merit recipients. DCDSB Trustee for the City of Pickering, Jim McCafferty, has been announced as a recipient of this honour. The award recognizes trustees who have rendered exceptional service to Catholic education over the years. Congratulations to Trustee McCafferty on being recognized for your many years of dedicated service to the DCDSB and Catholic education.
- Congratulations to All Saints Catholic Secondary School students Joseph, Sierra, Ashley, Kaitlyn, and Robyn. They are the third-place winners in this year's Ontario Catholic School Trustees' Association's (OCSTA) Short-Video Contest themed "We are Many, We are One". Congratulations also to their educators and advisors.
- On Wednesday, February 22, we began the Liturgical season of Lent with the distribution of ashes and our own Lenten promises. Lent is a period of 40 days of repentance and preparation leading up to the celebration of Easter – our most holy time of year with the resurrection of Jesus Christ. Pope Francis' Lenten message connects to the Durham Catholic District School Board's 2022-2023 spiritual theme, *Listening with the Ear of the Heart*. A time for us to continue to reflect on to whom we listen, to what we listen, and to

how we listen during this holy Lenten season. This Lenten season is a time to deepen our relationship with God.

- On Wednesday, February 8, DCDSB secondary students attended the Durham Youth Drug Awareness Committee's 4<sup>th</sup> "The Leader in Me: Awareness to Action" Student Conference. The Student Conference was presented in partnership with the Durham Region Health Department, Lakeridge Health Mental Health and Addiction Services, Carea Community Health Centre, and the YMCA Youth Cannabis Awareness Program. The keynote presentation was by the Canadian Centre on Substance Use and Addiction. During the conference, students learned to create effective health promotion campaigns and were provided up-to-date information regarding alcohol, marijuana, and vaping to use in their school campaigns. Chair Forster also extended her thanks to Trustee Beatty who was able to attend a part of the conference.
- The Durham Catholic District School Board 2023 student art show is now open at The Robert McLaughlin Gallery (RMG). The DCDSB's student art show is titled *Kaleidoscope* and will be available for the public to view free-of-charge from February 24, 2023, until March 12, 2023. This year's show features over 90 pieces of artwork created by students from kindergarten to Grade 12. We hope you can visit the exhibit and enjoy our students' works of art.

### **Upcoming Events**

- The board is currently accepting nominations for three different awards, including the Board Award of Merit, the Distinguished Catholic Alumni Awards, and the Reverend John Markle Home-School Communications Award.
- The Board Award of Merit recognizes an individual or group who has made an extraordinary contribution to the cause of Catholic education or who has performed an extraordinary community service outside of their normal work duties. The people nominated for this award may include a Priest, a member of a religious community, an employee of the Board, a ratepayer, a student, or a Trustee who is, or formerly was, under the jurisdiction of the DCDSB. Nominations may be made by any individual within the broader Catholic community. Nominations are open until Wednesday, March 1.
- As a Board we believe in the foundational partnerships between home school and parish. Communication is essential to keeping these relationships strong which is why each year the Board sponsors the Reverend John Markle Home-School Communications Award to recognize excellence in Elementary and Secondary School Communications. Nominations for these awards are open until Friday, March 3.

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- The Distinguished Catholic Alumni Awards recognizes former students at the Durham Catholic District School Board who have achieved significant success in their chosen pathway. Through their pursuit of personal excellence, these individuals have made a positive contribution to their communities and represent the image of the Catholic learner as outlined in the Ontario Catholic School Graduate Expectations. Nominations are open until Friday, March 31.
- To learn more about these awards, or to submit a nomination, please visit [dcdsb.ca](http://dcdsb.ca).
- March 6, 2023, marks the fourth annual Black Mental Health Day, recognized by communities across Ontario. On Black Mental Health Day, we are called to recognize the ongoing impact on mental health that results from experiences of anti-Black racism. It is also a day to raise awareness of the specific mental health needs of Black communities across Ontario. This year DCDSB proudly presents, Dionne Sinclair, Vice President Clinical Operations & Chief Nursing Executive Centre for Addiction and Mental Health (CAMH) and Maryanne Oketch Winner of Survivor, Season 42. The event will take place on Monday, March 6, beginning at 6:30 p.m. at Notre Dame Catholic Secondary School. Please visit [dcdsb.ca](http://dcdsb.ca) for further details or to register for this event.
- On Thursday, March 9, our chaplains and secondary students representing our board will participate in the 33<sup>rd</sup> Annual Ordinandi event along with other Catholic school boards, the Archdiocese of Toronto, and the Office of Catholic Youth. In the evening, trustees and senior staff will attend the Ordinandi Dinner to honour the Transitional Deacons who study, pray and reside at St. Augustine's Seminary and Redemptoris Mater Seminary who will be ordained to the priesthood this year.

**Ontario Catholic School Trustees' Association**

- This year, the Durham Catholic District School Board will be hosting the Ontario Catholic School Trustees' Association Annual General Meeting in Toronto from April 27-29, 2023. We will be sharing further details in the next couple of months.

In closing, Chair Forster wished all members of the Durham Catholic family a safe, happy and restful March Break from March 13-17, 2023.

**4.4. Student Trustees Report**

The Student Trustees provided the following report:

- Introduction (Sophie) – The month of February is a time to celebrate and acknowledge the many accomplishments and contributions of Black Canadians. The Student Senate is extremely happy to see the many wonderful celebrations, initiatives and presentations that took

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place. The announcements, museum walkthroughs guest speakers and cultural performances that took place gave students the opportunity to learn more about Black, African and Caribbean cultural, practices and history.

- Senate (Moyin) – The student senate continued their conversations and work around student leadership in the board. This month we welcomed Superintendent Grieve, who did a presentation on eco schools and provided us with information and insights into the organization. The senate hopes to continue our work in environmental sustainability and with eco teams striving towards the goals outlined by eco schools with the hopes of creating environmentally friendly schools and communities. The Senate is also in the midst of preparing for Student Trustee elections and a few student leadership events and opportunities.
- OSTA BCC (Sophie) – Moyin and I had the pleasure of attending OSTA-AECO's annual Board Council Conference in Ottawa 2 weeks ago. You may hear us say it a lot, but it truly is always an amazing experience to meet with our fellow Student Trustees and friends from across the province for a weekend packed with insightful and informative PD. This is my first BCCs in person and Moyin's first BCCs ever, so we both were entering the weekend without much experience of how the conference would run. BCCs is a much different conference than the FGM and AGM as it is a time for the board councils and working groups to get lots of work done. Moyin had the opportunity to run a guided discussion with our fellow trustees in the golden horseshoe region. These conversations yielded important dialogue on our shared bussing concerns, how to engage students and build leadership in our boards and the importance of nurturing positive relationships with staff and admin. On my end, my working group was able to obtain information regarding equity-based issues student trustees wanted to gain more insight on. A lot of the conversations we had were regarding the importance of making reporting and accountability measures more accessible to students who may have a lack of understanding of how to come forward to report incidents of discrimination. We additionally discussed how we can create better safety measures for students that do come forward to report. We also had an exciting presentation and discussion with OPC and CPCO, the respective principal councils for Public and Catholic Principles. Finally, Development and peace presented to the Catholic Student Trustees on the meaning of justice, and we had an exciting brainstorming session around current issues in education and how Student Trustees can do more in our boards to address said issues. Overall, it was an amazing conference and Moyin and I are extremely

## Minutes of the Open Session of the Regular Board Meeting

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excited to see how the work that was done flourishes in the upcoming months.

- OSTA AECO (Sophie) – As I previously mentioned, my working group had many insightful and informative conversations around equity at the board council conference. In addition to that work, my working group also published an informative post on the OSTA-AECO Instagram regarding Black History Month and how we can continue celebrating and acknowledging the excellence and accomplishments of Black Canadians.
- Moyin: As board Council representative as Sophie mentioned earlier most of my work recently focused on bccs which was a huge success, I also promoted the applications for the OCSTA Student Trustee Advisory Council.
- Closure (Moyin) – As the month comes to an end, The Senate continues to praise the brilliant minds of students across our board, who come together to plan and organize initiatives and projects they are passionate about. The amazing work that was done during Black History Month by students just shows how engaged students are in their communities and schools. We look forward to the upcoming Student Trustee elections and the passionate, driven, and aspiring students who come out to make their voices heard.

#### 4.5. Trustee Questions

- Vice Chair Ste. Marie requested that three new board presentations be added to the current schedule of presentations.
- After some discussion, Vice Chair Ste. Marie made the following motion which was seconded by Trustee Beatty.

**Motion:**

B2023-02-27-13 – Board Presentations

“THAT the Board of Trustees request the following topics be added to the schedule of future presentations for the current school year:

- Right to Read
- Gaps in learning with students on IEPs.
- What the progress has been on the new curriculum documents in Mathematics, Science and Technology.”

Trustee McCafferty left the meeting room at 10:36 p.m. and a short recess was called. The meeting resumed at 10:41 p.m. with all trustees in attendance.

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## 4.5. Trustee Questions (Continued)

- Trustee Damianopoulos put forth an amendment to the Board Presentations motion.

**Motion:**

B2023-02-27-14 – Board Presentations

“THAT the Board of Trustees request the following topics be added to the schedule of future presentations for the current school year:

- Right to Read
- Gaps in learning with students on IEPs.
- What the progress has been on the new curriculum documents in Mathematics, Science and Technology.”

and,

“THAT the presentation currently scheduled on Faith Formation includes an assessment of the current state and how to improve the Home-School-Parish relationship.

and,

“THAT the Chair, working with the Director shall consult Trustees before the presentation schedule is set at the beginning of each year and that input from Trustees be used to ensure presentations cover all topics of interest.

- A motion to waive the notice of motion requirements as per Section 9.1 of the Board’s By-law was put to a vote.

**Motion:**

B2023-02-27-15 – Waive Notice of Motion Requirements

“THAT the Board of Trustees waive the Notice of Motion requirements to bring a motion at a Board meeting without prior notice, as per Section 9.1 of the Board’s By-law.”

Motion moved by M. Ste. Marie and motion seconded by R. Damianopoulos. DEFEATED

## 4.6. Motion to Adjourn

**Motion:**

B2023-02-27-16 – Adjournment

“THAT the Durham Catholic District School Board adjourn the Regular Board Meeting of Monday, February 27, 2023.”

Motion moved by J. McCafferty and motion seconded by J. Emanuel.  
CARRIED

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4.7. Closing Prayer

A closing prayer was offered by the Student Trustees.

The meeting adjourned at 11:00 p.m.

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Monique Forster, Chair of the Board  
Durham Catholic District School Board

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Tracy Barill, Director of Education  
Durham Catholic District School Board

Recording Secretary: L. Beckstead



## **Policy Meeting Minutes (Open)**

Durham Catholic District School Board

March 6, 2023 at 7:30 PM EST

650 Rossland Road West, Oshawa, North Boardroom

### **Attendance**

#### **Trustees Present**

M. Forster (Chair), M. Ste. Marie\* (Vice Chair)

R. Damianopoulos\*, R. De Souza, J. McCafferty\*, J. Emanuel\*, K. Beatty, M. Hall

#### **Student Trustees Present**

S. Nwaoha

#### **Regrets**

M. Esan

#### **Director of Education Present**

T. Barill

#### **Senior Administration Present**

D. Stargratt, G. Winn\*, K. Akomolafe, S. Grieve, M. O'Neill\*, R. Rodriguez, J. Wilson, K. Stevenson, P. Sorhaitz

#### **Regrets**

M. Hammond

\*attended virtually

#### **1. Opening**

Chair Forster opened the meeting at 7:00 p.m.

##### **1.1. Motion to Move In Camera**

###### **Motion:**

P2023-03-06-01 – Motion to Move In Camera

"THAT the Durham Catholic District School Board meeting move into In Camera session."

Motion moved by J. McCafferty and motion seconded by R. De Souza.  
CARRIED

The meeting resumed at 7:30 p.m.

##### **1.2. Memorials and Prayer - Student Trustees**

Student Trustee Nwaoha offered the opening prayer.



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1.3. Land Acknowledgement

St. John XXIII acknowledged Traditional Lands and Territory (pre-recorded).

1.4. Canadian Anthem

Performance by St. John XXIII Catholic School Choir (pre-recorded).

1.5. Roll Call and Apologies

Trustees Ste. Marie, Damianopoulos, Emanuel and McCafferty attended electronically.

1.6. Call to Order

Chair Forster called the meeting to order.

1.7. Approval of Agenda

**Motion:**

P2023-03-06-02 - Approval of Agenda

"THAT the Durham Catholic District School Board approve the agenda of the March 6, 2023 Policy Meeting."

Motion moved by M. Hall and seconded by J. McCafferty. CARRIED

1.8. Declarations of Interest

None

2. Items of Information

2.1. Announcements

None

2.2. Notices of Motions

None

2.3. Presentations

None

2.4. Delegations

None

2.5. Order Paper: Resolutions Approved for Implementation

None

2.6. Staff Reports

Trustees were provided with an opportunity to ask questions.

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2.6.1. Policy Roster

2.6.1.1. Current Roster of Policies

Trustees were provided with the current roster of policies.

2.6.2. Input Received

Trustees were provided with a summary of the stakeholder input received since the last Policy Meeting.

3. Items for Decision

3.1. Consideration of Motions For Which Previous Notice Has Been Given

None

3.2. Business Arising from Previous Meetings

None

3.3. Staff Reports

3.3.1. Policy Roster (Addition)

**Motion:**

P2023-03-06-03 - Roster of Policies (addition) - PO215 Student Trustees

"THAT the Durham Catholic District School Board approve the addition of PO215 Student Trustees Policy to the Current Roster of Policies."

Motion moved by R. De Souza and seconded by K. Beatty. CARRIED

**Motion:**

P2023-03-06-04 - Roster of Policies (addition) - PO611 Student Discipline

"THAT the Durham Catholic District School Board approve the addition of PO611 Student Discipline Policy to the Current Roster of Policies."

Motion moved by K. Beatty and seconded by J. McCafferty.  
CARRIED

3.3.2. First Reading

3.3.2.1. PO215 Student Trustees - Interim

**Motion:**

P2023-03-06-05 - Student Trustees (Interim) Policy (PO215)

"THAT the Durham Catholic District School Board approve the First Reading of the Student Trustees (Interim) Policy (PO215)."

Motion moved by R. De Souza and seconded by J. McCafferty.  
CARRIED

3.3.2.2. PO406 School Playground Equipment

**Motion:**

P2023-03-06-06 - School Playground Equipment Policy (PO406)

"THAT the Durham Catholic District School Board approve the First Reading of the School Playground Equipment Policy (PO406)."

Motion moved by R. De Souza and seconded by J. McCafferty.  
CARRIED

3.3.2.3. PO419 Healthy Food and Beverage

**Motion:**

P2023-03-06-07 - Healthy Food and Beverage Policy (PO419)

"THAT the Durham Catholic District School Board approve the First Reading of the Healthy Food and Beverage Policy (PO419)."

Motion moved by R. De Souza and carried by J. McCafferty.  
CARRIED

3.3.2.4. PO611 Student Discipline – Interim

Trustees inquired as to why staff had completely overhauled the policy. Director Barill and Superintendent Sorhaitz provided that the current policy required an update due to changes in legislation with respect to suspensions and students in grades K-3. Upon review of the policy, it was noted that there were a lot of procedural statements within the policy and significant repetition. Once all changes were completed, the markups were extensive.

**Motion:**

P2023-03-06-08 - Student Discipline (Interim) Policy (PO611)

"THAT the Durham Catholic District School Board approve the First Reading of the Student Discipline (Interim) Policy (PO611)."

Motion moved by K. Beatty and seconded by M. Hall. CARRIED

3.3.2.5. PO613 Student Attendance

**Motion:**

P2023-03-06-09 - Student Attendance Policy (PO613)

"THAT the Durham Catholic District School Board approve the First Reading of the Student Attendance Policy (PO613)."

Motion moved by R. De Souza and seconded by J. McCafferty.  
CARRIED

3.3.3. Second Reading

3.3.3.1. PO217 Trustee Expenses and Entitlements

**Motion:**

P2023-03-06-10 - Trustee Expenses and Entitlements Policy (PO217)

"THAT the Durham Catholic District School Board approve the Second Reading of the Trustee Expenses and Entitlements Policy (PO217)."

Motion moved by R. Damianopoulos and seconded by R. DeSouza. CARRIED

3.3.3.2. PO507 Extra-Curricular Activities - Elementary and Secondary

**Motion:**

P2023-03-06-11 - Extra-Curricular Activities - Elementary and Secondary Policy (PO507)

"THAT the Durham Catholic District School Board approve the Second Reading of the Extra-Curricular Activities - Elementary and Secondary Policy (PO507)."

Motion moved by R. Damianopoulos and seconded by R. DeSouza. CARRIED

3.3.3.3. PO508 Selection and Reconsideration of Learning Resources

**Motion:**

P2023-03-06-12 - Selection and Reconsideration of Learning Resources Policy (PO508)

"THAT the Durham Catholic District School Board approve the Second Reading of the Selection and Reconsideration of Learning Resources Policy (PO508)."

Motion moved by R. Damianopoulos and seconded by R. DeSouza. CARRIED

3.3.3.4. PO604 Access to Board Premises

**Motion:**

P2023-03-06-13 - Access to Board Premises Policy (PO604)

"THAT the Durham Catholic District School Board approve the Second Reading of the Access to Board Premises Policy (PO604)."

Motion moved by R. Damianopoulos and seconded by R. DeSouza. CARRIED

3.3.4. Third and Final Reading

3.3.4.1. PO431 Acceptable Use of Information and Communications Technology

**Motion:**

P2023-03-06-14 - Acceptable Use of Information and Communications Technology Policy (PO431)

"THAT the Durham Catholic District School Board approve the Third and Final Reading of the Acceptable Use of Information and Communications Technology Policy (PO431)."

Motion moved by M. Hall and seconded by J. Emanuel. CARRIED

3.3.5. Rescind

Trustees inquired as to why PO441 Social Media was being rescinded. Director Barill advised that this policy was a stand-alone policy which contained procedural statements and AP440-5 Social Media has been revised to include required content. Director Barill also shared that the process for social media accounts has changed. Social media account holders (Social Media Administrators) will now be required to use board issued email addresses for ease of access (to update, edit, manage accounts).

3.3.5.1. PO441 Social Media

**Motion:**

P2023-03-06-15 - Social Media Policy (PO441)

"THAT the Durham Catholic District School Board approve the rescinding of the Social Media Policy (PO441)."

Motion moved by R. De Souza and seconded by M. Hall. CARRIED

3.3.6. Annual Reviews

Trustees inquired about whether a line stating that Trustees are not included as employees should be re-added to the policy. Director Barill suggested that the distinction could be provided for in the Policy Development and Implementation Policy (PO210) which will be identified for the 2023-2024 policy roster. Trustees were in agreement with Director Barill's recommendation. Trustees also requested that the reference to Trustees in the Application/Scope section of the Occupational Health and Safety Policy (PO318) should be removed. PO318 will be revised accordingly.

3.3.6.1. PO318 Occupational Health and Safety

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**Motion:**

P2023-03-06-16 - Occupational Health and Safety Policy (PO318)

"THAT the Durham Catholic District School Board approve the revised Occupational Health and Safety Policy (PO318)."

Motion moved by M. Hall and seconded by M. Ste. Marie.  
CARRIED

3.3.6.2. PO320 Workplace Harassment and Workplace Sexual Harassment

**Motion:**

P2023-03-06-17 - Workplace Harassment and Workplace Sexual Harassment Policy (PO320)

"THAT the Durham Catholic District School Board approve the revised Workplace Harassment and Workplace Sexual Harassment Policy (PO320)."

Motion moved by M. Hall and seconded by M. Ste. Marie.  
CARRIED

3.3.6.3. PO324 Workplace Violence

**Motion:**

P2023-03-06-18 - Workplace Violence Policy (PO324)

"THAT the Durham Catholic District School Board approve the revised Workplace Violence Policy (PO324)."

Motion moved by M. Hall and seconded by M. Ste. Marie.  
CARRIED

4. Other Business

4.1. Board Communications

None

4.2. Trustee Questions

None

**Motion to Resume into In Camera (7:56 p.m.)**

Motion:

P2023-03-06-19 – Motion to Resume into In Camera

"THAT the Durham Catholic District School Board resume into the In Camera session of the March 6, 2023 Policy meeting."

Motion moved by R. De Souza and seconded by R. Damianopoulos. CARRIED

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**Resumption of the Open Session (9:03 p.m.)**

4.3. Motion to Adjourn

**Motion:**

P2023-03-06-20 - Motion to Adjourn

"THAT the Durham Catholic District School Board adjourn the Policy Meeting of March 6, 2023."

Motion moved by R. De Souza and seconded by J. Emanuel. CARRIED

4.4. Closing Prayer

A closing prayer was offered.

The meeting adjourned at 9:04 p.m.

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Monique Forster, Chair of the Board  
Durham Catholic District School Board

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Tracy Barill, Director of Education  
Durham Catholic District School Board

Recording Secretary: C. Cavalier



## Memorandum

To: Board of Trustees

From: Tracy Barill, Director of Education

Date: March 27, 2023

Subject: **Information and Communications Technology Strategic Goals**

Origin: Ronald Rodriguez, Chief Information Officer – Freedom of Information and Privacy

## Purpose

To provide an update to the Board of Trustees on initiatives currently taking place in the Information and Communications Technology Services as aligned with the Durham Catholic District School Board 2022-2023 Strategic Goals and Actions:

- Implementation of a new Enterprise Resource Planning (ERP)
  - Human Resources
  - Payroll
  - Finance
- Multi-Year Technology Plan
  - 2:1 technology ratio (two students per device)
- System-wide Cyber Security improvements

TB/RR/II

Attachment: Information and Communications Technology Presentation



# Information and Communications Technology

Ronald R. Rodriguez – Chief Information Officer – Freedom of Information and Privacy

Paulette Wilson-Chambers – Project Manager, ERP

Jason Adams – Manager, Infrastructure Solutions

Chris Skelton – Supervisor, Network and Cyber Security



**Durham Catholic  
District School Board**

**2022-2023  
Strategic Goals  
and Actions**

**Rooted in Faith:**  
**Excellence | Equity | Engagement**



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## Information and Communications Technology

### Goals

Implement new Enterprise Resource Planning (ERP) System

### Actions to be Taken

Dedicated ERP Project Manager to oversee all aspects of implementation.

Weekly meeting between Information and Communications Technology, Human Resources Services, Business and Compensation Services to monitor implementation and progress.

Work with Communications Department on Communications plan to support rollout to system.

Employee training schedule:

1. Super-users - Fall 2022
2. All Users - Winter/Spring 2023

### How will success be measured?

- Implementation process to be monitored by the Audit Committee and Internal Auditors.
- Reports scheduled for November 2022 and April 2023
- New ERP becomes System of Record

Continue implementation of the Multi-Year Technology Plan

Continue to refresh staff technology based on the established 5-year cycle

Work with school Principals to reach the 2:1 technology ratio (two students/device). 3:1 technology ratio was established in 2021-2022 through the School Technology Equalization Strategy

- Using the Asset Management system to monitor life cycle and ratio of technology.

To continue to improve system-wide Cyber Security

Invest in an enhanced backup solution for the Main Datacentre and Disaster Recovery (DR) to support cyber security.

Continue to enhance cyber attack prevention and detection, data protection, and data recovery.

Build staff and student awareness about email phishing through a formal communication plan.

- Providing high performance and high availability systems. Meeting or exceeding 99.9% system availability
- Tracking system availability with a goal of meeting and exceeding the 99.9% system availability.





# Enterprise Resource Planning

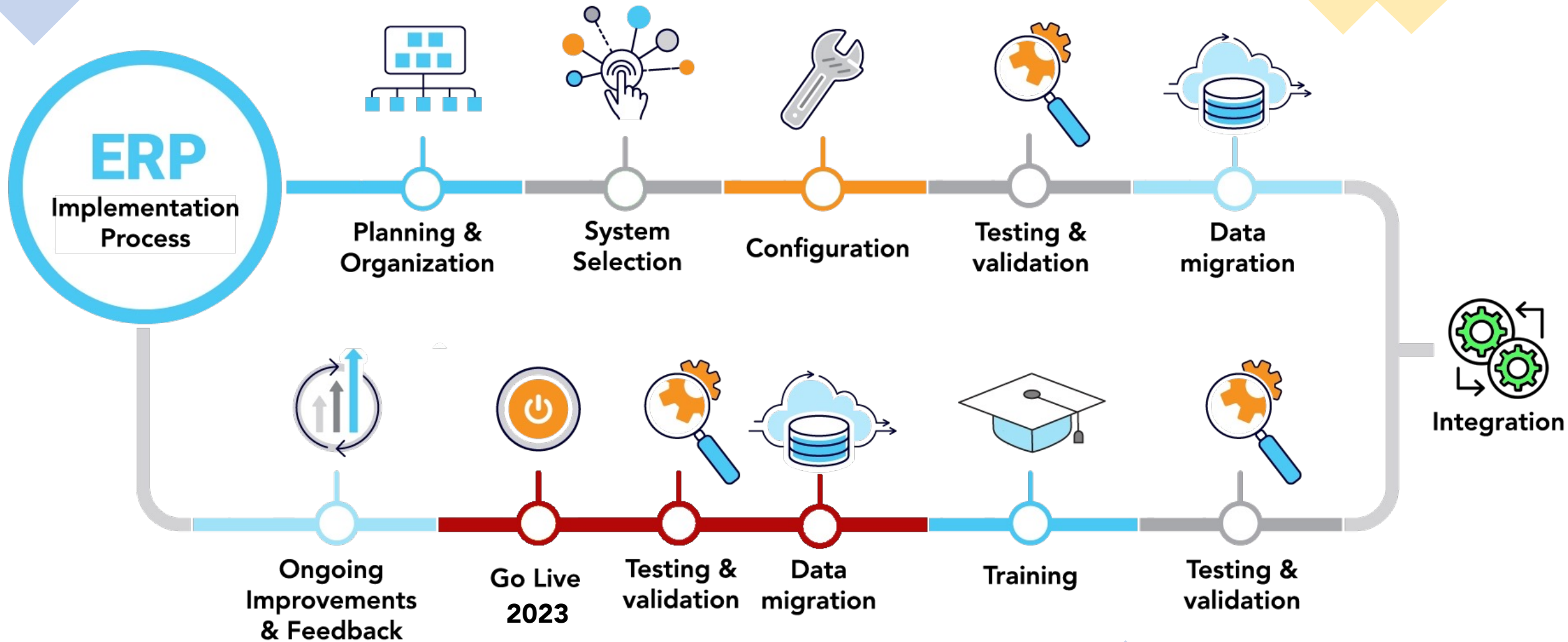
**Paulette Wilson-Chambers**  
Project Manager, ERP

# Modernization

- Replace a 20+ year old ERP system
  - FINANCE
  - HUMAN RESOURCES
  - PAYROLL
- SaaS Solution (Software as a Service) – Unit4.com
- Bring efficiencies
- Integration of some of the important part of our business

# UNIT 4

2021



# QUESTIONS



# Continue implementation of the Multi-Year Technology Plan

## 2:1 ratio

In 2021-2022 we completed the 3:1 ratio and our goal for 2022-2023 is to ensure that all schools are in the 2 students to 1 device ratio.



A graphic with a dark blue background featuring glowing blue lines and nodes. In the center is a rounded rectangle containing the text 'CYBER SECURITY'. Surrounding this are various icons: a bar chart, a laptop, a house, a magnifying glass, a globe, and a Wi-Fi symbol. A hand is visible on the right side, appearing to interact with the graphic.

# CYBER SECURITY

**Jason Adams**

Manager, Infrastructure Solutions

**Chris Skelton**

Supervisor, Network and Cyber Security

A graphic with a dark blue background featuring various white icons related to technology and security, such as a bar chart, a laptop, a house, a magnifying glass, a globe, a Wi-Fi symbol, a shield, and a cloud. In the center, the words "CYBER SECURITY" are written in large, bold, white capital letters within a rounded rectangular frame. A hand is visible on the right side, appearing to interact with the graphic.

# CYBER SECURITY

## Cyber Preparedness and Recovery Plan

- 2021 and 2022 Ministry special funding has allowed us to strengthen our cyber attack prevention strategy and detection systems
- Also, we have enhanced our data protection and data recovery solution

- Upgraded email filtering
- Upgraded our anti-virus with XDR (Extended, Detection and Response)
- Perform periodically Phishing attacks
- Periodically check for weak and leaked passwords
- Multi-Factor Authentication was implemented
- Enhanced backups
  - Immutable Backups
  - Exceed the 3-2-1 backup strategy





# SASE

## Secure Access Service Edge

- Prevents connection to malicious websites
- Content filtering
- More importantly, students and staff with board owned devices are protected everywhere



CYBER  
SECURITY

# QUESTIONS



## Memorandum

To: Board of Trustees

From: Tracy Barill, Director of Education

Date: March 27, 2023

Subject: **Durham Student Transportation Services Update**

Origin: Jim Wilson, Superintendent of Education  
Kelly Mechoulan, DSTS Chief Administrative Officer

## Purpose

In accordance with provisions of the Education Act, a Board may provide transportation to students. There are ongoing challenges that continue to impact student transportation services in the Durham Region. The purpose of this report is to cover the impacts and management of:

- The bus driver shortage;
- Bus service in remote and rural areas including service in dead-end roads; and
- Durham Region Transit Bus Passes.

## Background

### 1. Durham Student Transportation Services

Durham Student Transportation Services (DSTS) is a consortium formed by an agreement between Durham Catholic District School Board (DCDSB) and Durham District School Board (DDSB), for the purpose of providing common administration of student transportation services for Durham Region. DSTS is one of more than thirty consortia within Ontario mandated by the Ministry of Education.

DSTS transports approximately 30,000 students per day on 481 busses to over 180 schools throughout the region.

The role of DSTS is to provide efficient and effective student transportation. In order to meet this objective, the routes must be planned and implemented in a manner that optimizes the resources as well as considers service levels and the safety of students.

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Durham Transportation Services

DSTS is governed by a joint transportation policy that was approved by the Trustees of both member school boards. DSTS administers this transportation policy and plans and implements all aspects of home-to-school transportation services. The entire policy and stakeholder responsibilities can be found on the DSTS website at [www.dsts.on.ca](http://www.dsts.on.ca).

The governing body for DSTS is the DSTS Governance Committee comprised of staff and trustees from each partner school board.

## 2. Bus Driver Shortage

Shortage of school bus drivers is an ongoing challenge. This is an issue of concern across the province, Durham Region included. DSTS continues to monitor the driver's situation and route cancellations. On average since the beginning of the school year, DSTS has needed to cancel four routes daily due to driver shortages.

All efforts are being made by School Bus Operators to recruit and retain drivers. These efforts are being supported by DSTS, DDSB, and DCDSB.

In order to optimize the number of buses required to transport students, as a proactive measure, significant changes were made to school bell times for the 2022-2023 school year. Since 2016, DSTS has reduced its overall fleet usage by 136 vehicles, and they continue to look for additional efficiencies wherever possible. In many cases, buses are triple, or quadruple routed in the morning and afternoon, to make the best use of available bus driver resources.

There are a small number of routes that do not currently have a permanent driver assigned to them (i.e. "open routes"), and there are not enough supply drivers available to cover all routes on a daily basis. DSTS works with operators every morning to ensure that as many routes as possible are covered and that no bus route is cancelled for more than three consecutive days. Though supply drivers are rotated through routes to get as much coverage as possible, drivers of permanent routes are not rotated.

## 3. Bus Service in Remote and Rural Areas Including Service on Dead-end Roads

Although ongoing challenges are experienced in all areas of Durham, bus service in remote and rural areas can be unique concerning bus stop locations, dead-end roads, inclement weather, and ride times.

Bus stop locations are selected to ensure the efficiency of the service while maximizing safety and reducing risks for students. Common community bus stops are used and walk distances to bus stops are maintained at a maximum walk distance of 800 meters whenever possible. In some situations in rural areas, road conditions and/or road design require students to walk further to a stop, or transport is required to get to an alternate stop location.

Generally school bus stops are not located on cul-de-sacs and dead-end roads. Buses are not designed, staffed, or equipped to safely back up on route or perform multi-point turns, stops are not assigned in areas where the bus does not have an adequate turning

Memorandum | Page 3 of 5  
Durham Transportation Services

radius to exit. Roadway maintenance and design are the responsibility of the township/municipality, roadways without adequate turnaround have been identified and communicated to all townships/municipalities throughout the Durham region.

Parents/guardians may request a review of the bus stop location by completing the review request form located on the DSTS website, [www.dsts.on.ca](http://www.dsts.on.ca)

The region is split into four (4) separate weather zones.

- Zone 1 – Brock Area
- Zone 2 – Uxbridge Area
- Zone 3 – Scugog Area
- Zone 4 – Pickering, Ajax, Whitby, Oshawa Areas

Information about weather zones and any cancellations is posted daily on the DSTS website ([www.dsts.on.ca](http://www.dsts.on.ca)). Media outlets are contacted for all weather-related cancellations. Also, families are encouraged to subscribe to the DSTS parent portal to receive updates on their child's bus route, including cancellations and delays.

As of March 14, 2023, weather conditions have resulted in 9 zone bus cancellations for this school year. 6 of these were for all zones, while 3 were specific for the northern zones.

Weather decisions impacting student transportation begin as early as 4:30 a.m. DSTS staff begin to receive calls from township/regional staff and bus operators. Weather is monitored by all groups and a determination of warranted cancellation is made at or before 6:00 a.m. and communicated no later than 7:00 a.m. When a bus does not travel a route in the morning due to a weather-related cancellation, it will not do so in the afternoon (i.e. when buses are cancelled, it is for the whole day).

DSTS operates under a maximum one-way ride time of 60 minutes where possible. Ride times for most rural areas are within the maximum. A longer ride time would be due to the location of the program for the residential address.

#### 4. Request for Reconsideration

In situations where a parent/guardian disagrees with the way in which transportation policies and/or procedures have been applied, they may request reconsideration. There are two levels at which requests may be made. All requests are to be first submitted in writing with sufficient detail and relevant documentation to [concerns@dsts.ca](mailto:concerns@dsts.ca). Decisions will be made by the DSTS Chief Administrative Officer (CAO) based on policy and procedure and will be provided in writing within 15 working days. If there is still a concern, or if the parent/guardian is not satisfied with the response of the CAO, a further request for reconsideration may be made to the Administrative Committee of DSTS. Decisions made by the Administrative Committee will be provided in writing within 30 days.



## 5. Durham Region Transit Bus Passes

Currently, most elementary and secondary students living outside the walk distance are transported to and from school on DSTS contracted school buses. In 2022, DSTS Governance Committee along with staff representatives from both partner school boards engaged in discussions on how to explore expanded student access to public transit to help ensure ongoing access to sustainable and reliable transportation for all eligible students. The expanded use of Regional Transit for students would have many benefits including increased flexibility for students in selecting travel times to and from school, which would allow students better access to co-curricular activities that happen before and after classes. From an environmental perspective, other jurisdictions in Ontario have embraced partnering on student transportation as a method of introducing young people to the regional transit system in the hopes that they would continue to use it beyond their years in high school.

Following the discussions in 2022, a memorandum of understanding (MOU) was developed under the guiding principle that all parties are committed to enhancing the use of public transit for youth in Durham Region, including secondary school students, within a fiscally responsible framework.

Currently, the DCDSB utilizes transit for the Regional Arts Program and Alternate Education, with the DCDSB purchasing 380 transit passes monthly. Through the MOU, Durham Regional Transit currently offers subject to yearly approval the following discounts:

- Less than 126 monthly passes: youth rate or 20% discount on standard fare (\$93.50)
- 126-250 monthly passes: 25% discount on standard fare (\$87.75)
- More than 250 monthly passes: 35% discount on standard fare (\$76.05)

While there are benefits, some of which have been mentioned above, it is important to note that increased use of bus passes would not necessarily have a direct and immediate impact on resolving the issue of driver shortage. Currently, there are areas across the Durham region where transit services are not widely available or require multiple transfers to arrive at school. In these areas, school buses would still be required. Additionally, transportation-eligible secondary students are bussed to and from school bus vehicles through tiering (i.e. one bus doing up to three or four runs before and after school). Increasing transit use would not necessarily reduce the overall number of bus drivers required unless elementary bell times were reviewed and shifted to further tier vehicles reducing the overall number of fleet usage.

The MOU is reviewed annually between the parties and DSTS and DRT meet at least semi-annually to monitor progress and review priorities.

## **Next Steps**

The DCDSB will collaborate closely with DSTS and work in partnership concerning driver recruitment and efficiencies with routing. Routing and technology continue to be a priority through further implementation of the the Bus Planner Software and the MTransport pilot in order to enhance the efficiency in optimizing school bus routes.

The DCDSB continues to collaborate with Durham Region Transit concerning the use of DRT transit passes. The MOU is a starting point from which the partner boards will continue to engage in discussions with DRT toward expanding student access to transit across the Region and eventually increasing capacity. Through a combination of successful outcomes related to the MOU and ongoing advocacy for the province, there is the potential to see an expansion of greater participation and increased service levels available for secondary students on transit.

TB/JW

# Durham Student Transportation Services Update

Monday, March 27, 2023

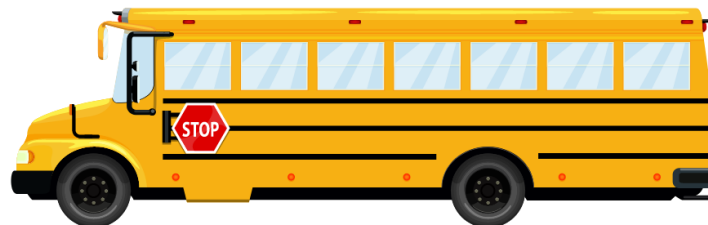
# Durham Student Transportation Services

- Durham Student Transportation Services (DSTS) is a consortium formed by agreement between the DDSB and DCDSB.
- The role of DSTS is to provide efficient and effective transportation.
- DSTS is governed by a joint transportation policy.
- The governing body for DSTS is the DSTS Governance Committee comprised of staff and trustees from each partner school board.



# Bus Driver Shortage

- On average since the beginning of the school year, DSTS has needed to cancel 4 routes daily due to driver shortages.
- DSTS works with operators every morning to ensure that as many routes as possible are covered.
- Various efforts are being made to recruit and retain drivers.
- Since 2016, DSTS has reduced its fleet usage by 136 vehicles due to significant bell time changes.



# Bus Service In Remote and Rural Areas

- In some situations in rural areas, road conditions and/or road design require students to walk further to a stop.
- Generally school bus stops are not located on cul-de-sacs and dead-end roads.
- Weather conditions have resulted in 9 zone bus cancellations for this school year. 6 of these were for all zones, while 3 were for northern zones.
- Ride times for most rural areas are within the 60 minute maximum.



# Durham Region Transit Bus Passes

- In 2022, the DSTS Governance Committee with staff from both boards engaged in discussions concerning student access to public transit.
- A memorandum of understanding was developed with Durham Region Transit.
- DCDSB purchases 380 Durham Region Transit Passes.
- Increasing public transit has potential benefits such as increased flexibility for students and positive environmental impact through encouraging life-long use of regional transit.
- Increasing use would not necessarily result in the reduction of the overall number of bus drivers unless elementary bell times were reviewed.



# Next Steps

- The DCDSB will continue to support DSTS concerning driver recruitment and efficiencies with routing.
- The DCDSB will continue to collaborate with Durham Region Transit to facilitate an expansion of greater participation and increased service levels available for secondary students on public transit.







## Memorandum

To: Board of Trustees  
From: Tracy Barill, Director of Education  
Date: March 27, 2023  
Subject: **Trustee Code of Conduct Presentation**

Please find attached a copy of the Trustee Code of Conduct presentation.

TB/eb  
Attachment: Trustee Code of Conduct Presentation

# Trustee Code of Conduct

March 27, 2023  
Regular Board Meeting  
7:30 p.m.

## **Regulation 246/18 - MEMBERS OF SCHOOL BOARDS - CODE OF CONDUCT**

### *Code of Conduct*

1. (1) Every board shall adopt a code of conduct that applies to the members of the board.

(3) Every board shall make its code of conduct available to the public.

### *Review of code of conduct*

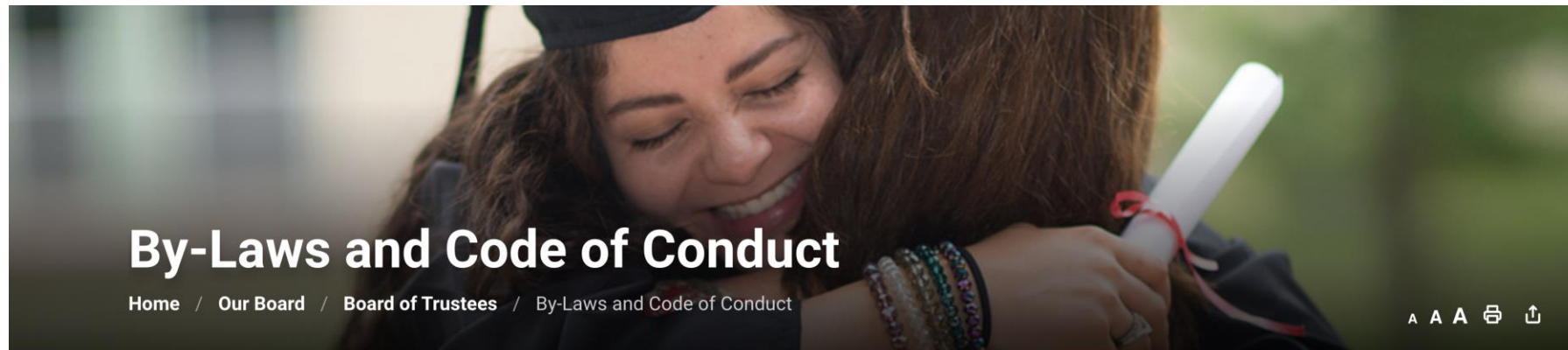
(2) Every board referred to in subsection 1 (2) shall review its code of conduct, in accordance with subsection (3), on or before May 15, 2023 and on or before May 15 in every fourth year thereafter.

## **Regulation 246/18 - MEMBERS OF SCHOOL BOARDS - CODE OF CONDUCT**

(3) A board shall review a code of conduct by complying with the following requirements:

1. The board shall determine whether any changes are required to the code of conduct and,
  - i. if changes are required, make the required changes, or
  - ii. if no changes are required, confirm the existing code of conduct.
2. The board shall pass a board resolution setting out the course of action determined under paragraph 1.

# General Working By-Law Number 2021 and Supplementary Documents (Rev. Oct. 25, 2022)



The Durham Catholic District School Board General Working By-Law Number 2021, together with the Education Statutes and Regulations of Ontario, govern the affairs of the DCDSB.

[General Working By-Law Number 2021](#)

[Trustee Code of Conduct](#)

[Board Governance Role Descriptions](#)

[Trustee Vacancy Appointment Procedure](#)

[Commissioning of Catholic Trustees](#)

[Rite of Renewal of Trustees](#)

Mandate and Terms of Reference:

[Audit Committee](#)

## Our Board

Board of Trustees +

▪ [By-Laws and Code of Conduct](#)

▪ Check! Direction of Catholic  
School Support

▪ Good Governance for Board of  
Trustees

▪ How to Become a Catholic  
School Trustee

# Revision

With the adoption of the new Multi-Year Strategic Plan, Inspire 2026, the Trustee Code of Conduct will be revised to reflect our Board's new Mission Statement:

To be an inclusive Catholic learning community that inspires every student to achieve their full potential through faith and education.

# Catholic Faith Community and Culture

Each Durham Catholic District School Board Trustee (“Trustee”) as an extension of the Church’s ministry shall, within the duties prescribed in the *Education Act*, Regulations and other applicable statutes:

- recognize and affirm that Catholic schools are an expression of Catholic Church teachings;
- model in word and deed their commitment to the teachings of the Church;
- provide a Catholic education consistent with programs approved by the Canadian Conference of Catholic Bishops and the provincial Minister of Education;
- defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;

# Catholic Faith Community and Culture (con't)

- respect the confidentiality of the Board;
- conduct the affairs of the Board with a spirit of collaboration, openness, justice and compassion;
- commit to improve personal knowledge of current Catholic educational research and practices subject to Board policy;
- affirm the development of Christian Catholic Community; and
- provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic education.



# Integrity and Dignity of the Office

Holding positions of public trust and confidence, Trustees shall:

- discharge their duties and responsibilities professionally, ethically and in a manner that is consistent with Gospel values, the teachings of the Catholic Church, the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the Board's By-laws, Policies and other applicable statutes;
- act in the best interests of the Durham Catholic District School Board, taking into account members of the public and stakeholders served by the DCDSB;
- commit to excellence in Catholic education by promoting student achievement and well-being through the delivery of effective and appropriate education programs and effective stewardship of the board's resources.

# Civil Behaviour

Sharing in the responsibility to create a positive governance environment that is safe, inclusive and respectful, Trustees shall:

- act with decorum and be respectful of other Trustees, the Director of Education, staff, all members of the Durham Catholic District School Board community and the public;
- serve as role models of exemplary behaviour reflective of the values articulated in the Ontario Catholic School Graduate Expectations, including but not limited to:
  - respecting all applicable federal, provincial and municipal laws;
  - adhering to Robert's Rules of Order;
  - demonstrating honesty and integrity, respecting differences in people, their ideas, and their opinions, treating one another with dignity and respect at all times, and especially when there is disagreement;
  - respecting and treating others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, disability or other difference.

# Civil Behaviour (con't)

- be prepared for meetings, avoiding at all times unnecessary disruptions and refraining from engaging in conduct that contributes to a tone of sarcasm or denigration;
- adhere to the Acceptable Use Policy with respect to on-line communications and demonstrate professionalism in communication with stakeholders and other community members;
- comply with all policies of the board;
- notwithstanding the right of individual trustees to debate a motion before the Board, and personally disagree with a decision of the Board, a Trustee shall publicly uphold resolutions approved by the Board and at all times refrain from making disparaging or offensive remarks.

# Civil Behaviour

- comply with all policies of the board;
- notwithstanding the right of individual trustees to debate a motion before the Board, and personally disagree with a decision of the Board, a Trustee shall publicly uphold resolutions approved by the Board and at all times refrain from making disparaging or offensive remarks.

# Comply with Legislation

Individual Trustees shall comply with the duties of Board members, including but not limited to those set out in section 218.1 of the *Education Act*, which states that:

*A member of a board shall,*

- (a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;*
- (b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;*
- (c) consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1(1)(f);*

# Comply with Legislation

- (d) use appropriate communication protocols to bring concerns of parents, students and supporters of the board to the attention of the board;*
- (e) uphold the implementation of any board resolution after it is passed by the board;*
- (f) entrust the day-to-day operations and management of the board to its staff through the Board's Director of Education;*
- (g) maintain focus on student achievement and well-being through the development of policies; and*
- (h) comply with the Board's code of conduct.*

# Upholding Decisions

As the governing body of a corporation, Trustees understand that they may deliberate with many voices, but must govern as one. Trustees shall therefore:

- accept that authority rests with the Board of Trustees and that an individual Trustee has no independent authority to make decisions or act on behalf of the Board, except as specifically delegated by resolution of the Board;
- uphold the implementation of any Board resolution after it is passed by the Board;
- comply with Board policies and procedures; and
- refrain from speaking on behalf of the Board unless authorized by resolution of the Board to do so.

# Avoidance of Personal Advantage and Conflict of Interest

Trustees are subject to the *Municipal Conflict of Interest Act*, and in addition are responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest.

Only the Trustee may declare that their own interest is in conflict with the interest of the Board.



# Conflict of Interest (Con't)

Where a Trustee, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest in any matter, whether direct or indirect, as defined by the *Municipal Conflict of Interest Act*, and the Trustee is present at a meeting of the Board or Committee at which the matter is the subject of consideration, the Trustee:

The Trustee:

- a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where the meeting *in camera*, the Trustee shall, in addition to complying with the requirements herein, forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

# Pecuniary Interest

A pecuniary interest is **any interest involving money**. The pecuniary interest can be direct or indirect.

*a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,*

- (a) the member or his or her nominee,*
  - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,*
  - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or*
  - (iii) is a member of a body, that has a pecuniary interest in the matter; or*
- (b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter.*

**3** *For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.*

# Disclosure of Interest

- The Trustee shall also file a written statement of the interest and its general nature with the Secretary of the Board.
- The Board shall establish and maintain a registry in which it will keep a copy of each statement of interest filed with the Secretary, and a record of each declaration of an interest. The register shall be available for public inspection.
- The Trustee is also prohibited from using their office in any way to attempt to influence any decision or recommendation that results from consideration of the matter.

# Perceived or Potential Conflict of Interest

DCDSB Trustees are responsible for maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board.

Trustees must not therefore use their position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee, or in any manner conflict with the interests of the Board.

# Perceived or Potential COI (Con')

- No requirement that a Trustee act on the basis of a perceived conflict of interest. However, each Trustee must evaluate whether or not their judgment and decision-making could be conflicted by other interests and whether a particular decision made as a Trustee could result in a personal advantage. If so, they should refrain from acting in that matter.
- Trustee shall exercise extreme caution and discretion in accepting any gift, hospitality or benefit from a person or entity that has dealings with the Board. Where a reasonable person could conclude that the gift hospitality or benefit could have real, potential or perceived influence on a Trustee in the performance of their duties to the Board, the gift should be refused.

# Lobbying

In the interests of fair and transparent procurement practices and in compliance with the *Broader Public Sector Procurement Act*, Trustees have an obligation to:

- i. report any inquiries or communications for the purpose of influencing the procurement of goods and services and the awarding of contracts to the Director of Education;
- ii. refrain from communicating with anyone during a procurement process and abstain from exercising their influence to gain or advance the interests of any individual or group during such a process.

# Respect for Confidentiality

Recognizing that protecting the confidential information of the DCDSB is a fiduciary duty of every Trustee, each Trustee shall abide by the confidentiality agreement attached hereto as Appendix A.

# Respect for Board Resources

Trustees shall not use Board resources for personal gain, and shall not permit their relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the Criminal Code (Canada). All Trustees shall comply with Board Policies and General Administrative Procedures regarding the use of Board resources, including information technology resources.



# Respect for Board Staff

- Trustees shall model respect for and deference to the roles and responsibilities of Board staff. Recognizing that a Trustee's workplace is in the boardroom, a Trustee shall not attempt to influence staff decision-making or staff activities outside the boardroom.

# Respect for Staff

- Trustees shall in particular demonstrate sensitivity to weight of their office if it is necessary to address a school issue concerning the Trustee's child. Where another parent cannot communicate on behalf of the family, a Trustee shall ensure that all electronic and telephone communications are sent to and from a personal address or phone, and that the Trustee's occupation of the office remains as removed as possible from interactions with their child's school.
- For greater clarity, any attempt to use the weight of the office of Trustee to gain personal advantage for a family member, or to advance a matter of interest or policy outside the boardroom, will be deemed to be an exercise of undue influence, a misuse of the office of Trustee, and contravention of this Code of Conduct.

# Enforcement of the Code of Conduct

The Board of Trustees has a collective responsibility to enforce the Code of Conduct.

Procedures for enforcement of the code are included on pages 7-11 and address what needs to be done if/when a Trustee has reasonable grounds to believe another Trustee has breached the Code, including:

- Reporting process and timelines (6 weeks)
- Investigation
- Response to Finding of a Breach
- Reconsideration
- Reversal
- Confirmation
- Meeting in Camera



## Memorandum

To: Board of Trustees

From: Tracy Barill, Director of Education

Date: March 27, 2023

Subject: **Order Paper: Resolutions Approved for Implementation**

Please find attached a copy of the Order Paper: Resolutions Approved for Implementation.

TB/eb  
Attachment: Order Paper

Resolution	Date of Approval	Referred to	Return Date to Board	Date of Completion
<p>“THAT the Durham Catholic District School Board approve the Schedule of Financial Reports to the Board of Trustees as outlined in the report titled Financial Reporting, dated January 24, 2022.”</p> <ul style="list-style-type: none"> <li>• 2022/2023 Budget Process</li> <li>• Ministry of Education Funding Announcement</li> <li>• 2021/2022 Second Quarter Budget Status Report</li> <li>• 2022/2023 Budget Update</li> <li>• 2022/2023 Final Budget Report</li> <li>• 2021/2022 Audited Financial Statements</li> <li>• 2022/2023 Revised Estimates Report</li> </ul>	Jan. 27/22	Chief Financial Officer	<p>Feb. 28/22 Mar./Apr. 2022 Apr. 25/22 May 24/22 June 20/22 Nov./22 Dec./22</p>	<p>Feb. 28/22 Mar. 28/22 Apr. 25/22 May 24/22 June 20/22 Dec./22 Dec./22</p>
<p>“THAT pending legal advice, that renders no significant issues, the Durham Catholic District School Board review its existing policies and develop new policies to support implementation of the following not sooner than September 2022:</p> <ul style="list-style-type: none"> <li>• live streaming and recording of Board meetings;</li> <li>• the establishment of a publicly available video archive;</li> <li>• the retention of recordings for a specified period of time, as recommended by staff;</li> <li>• the continued use of written minutes as the official record of Board actions;</li> <li>• the permanent deletion of recordings after a period of time, and</li> </ul> <p>THAT 12 months after implementation begins, the Board will review the effectiveness of this practice on the following criteria - community engagement, accessibility, and best practices in relation to other provincial school boards.”</p>	Apr. 25/22	Director of Education	<p>Sept. 2022</p> <p>Oct. 2022</p> <p>Fall 2023</p>	<p>Sept. 26/22</p> <p>Oct. 2022</p>

Order Paper: Resolutions Approved for Implementation  
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Resolution	Date of Approval	Referred to	Return Date to Board	Date of Completion
<p>“Whereas, the priorities outlined in the Board’s new strategic plan, Inspire 2026 place a renewed focus on listening to the voices of our diverse communities to cultivate a learning environment that supports human rights, anti-racism and inclusion, and</p> <p>Whereas, the Board currently has three advisory groups representing equity deserving populations, (Indigenous, Black, and 2SLGBTQ+),</p> <p>The DCDSB Board of Trustees request a staff report that outlines the following:</p> <ol style="list-style-type: none"> <li>1. What are the terms of reference for our current advisory committees?</li> <li>2. What are the conditions that prompt the creation of an advisory committee?</li> <li>3. What are the membership requirements and who are the current members?</li> <li>4. What is the current process to bring forward Committee reports to the Board of Trustees and what options exist to enhance information sharing and communication going forward?</li> </ol> <p>Be it resolved that the Board of Trustees use the information in the report to explore a better connection with the advisory groups.”</p>	Jan. 23/23	Director of Education	Mar. 27/23	
<p>“THAT the Board of Trustees write a letter to the Education Quality and Accountability Office (EQAO) requesting additional access to Grade 3, 6 and 9 assessment data, including individual student reports and a breakdown of levels of achievement for each question.”</p>	Jan. 23/23	Chair of the Board / Director of Education	Feb. 27/23	Feb. 27/23

Order Paper: Resolutions Approved for Implementation  
Page | 3

Resolution	Date of Approval	Referred to	Return Date to Board	Date of Completion
“THAT the Durham Catholic District School Board approve the Schedule of Financial Reports to the Board of Trustees as outlined in the report.”	Jan. 23/23	Chief Financial Officer		
<ul style="list-style-type: none"> <li>• 2023/2024 Budget Process</li> <li>• Ministry of Education Funding Announcement</li> <li>• 2022/2023 Second Quarter Budget Status Report</li> <li>• 2023/2024 Budget Update</li> <li>• 2023/2024 Final Budget Report</li> <li>• 2022/2023 Audited Financial Statements</li> <li>• 2023/2024 Revised Estimates Report</li> </ul>			Feb. 27/23 Mar./Apr. 2023 Apr. 24/23 May 23/23 June 19/23 Nov./23 Dec./23	Feb. 27/23
<p>"WHEREAS ongoing issues and challenges, including a province-wide bus driver shortage, continue to impact student transportation services in Durham Region; and,</p> <p>WHEREAS the DCDSB is committed to actively monitor and manage student transportation issues;</p> <p>BE IT RESOLVED THAT the DCDSB request a report on the state of student transportation to be presented at the next regular Board meeting; and</p> <p>THAT such report cover the impacts and management of:</p> <ul style="list-style-type: none"> <li>• The bus driver shortage;</li> <li>• Bus service in remote and rural areas including service on dead-end roads; and,</li> <li>• Durham Region Transit Bus Passes”</li> </ul>	Feb. 27/23	Director of Education	Mar. 27/23	



## Memorandum

To: Board of Trustees

From: Tracy Barill, Director of Education

Date: March 27, 2023

Subject: **Special Education Advisory Committee Meeting – March 7, 2023**

Origin: Paula Sorhaitz, Superintendent of Education

Please find attached a copy of the Minutes of the Special Education Advisory Committee Meeting held on March 7, 2023.

TB/PS/dp

Attachment: Minutes of March 7, 2023





Special Education Advisory Committee Meeting Minutes  
Durham Catholic District School Board  
March 9, 2023 at 7:30 PM  
Virtual and at CEC – North & South Board Rooms

**Members Present:**

V. Adamo (VOICE for the Hearing Impaired), W. Heeney (Durham Down Syndrome Association) virtually, S. Casola (Autism Ontario) virtually, J. Sorhaitz (Learning Disabilities Ontario), C. Nosseir (Grandview Kids) virtually, A. Massis (Community Representative), C. Julien (Community Representative) virtually

**Trustees Present:**

J. McCafferty, Robert De Souza

**Staff Present:**

P. Sorhaitz (Superintendent of Education), F. Mosier (Student Services Coordinator), Dr. M. Evans (Senior Manager, Psychological and Speech-Language Services/Lead Psychologist)

**SEAC Representatives:**

D. Assenza (CPCO Representative) virtually, T. Robertson (APSSP Representative) virtually, L. Jemmott (OECTA Representative)

**Regrets:**

M. Cope (CUPE Representative), F. Pileggi (Communications)

Opening

1.1. Memorials and Prayer

Chair Adamo called the meeting to order at 7:36 p.m., offered the opening prayer and welcomed everyone to the meeting.

1.2. Land Acknowledgements

1.3. Roll Call and Apologies

1.4. Call to Order

1.5. Approval of the Agenda

SS-2023-03-07-01

Approval of Agenda

Motion moved by J. McCafferty, and motion seconded by C. Nosseir.

"That the Special Education Advisory Committee approve the agenda of the Tuesday, March 7, 2023 meeting, as printed."

CARRIED

1.6. Approval of the minutes of February 14, 2023 SEAC Meeting

SS-2023-03-07-02

Approval of Minutes

Motion moved by J. Sorhaitz and motion seconded by J. McCafferty.

"That the Special Education Advisory Committee approve the Minutes of the Tuesday, February 14, 2023 meeting, as printed."

CARRIED

1.7. Declarations of Interest

None

2. Items for Information/Decision

None

2.1. Announcements

Superintendent Paula Sorhaitz announced that Christine Congrady, Student Services Coordinator, won the Community Champion Award on March 4th at the Abilities Centre Gala. Christine was recognized for her outstanding dedication and hard work with Project Search. Congratulations Christine, well deserved!

2.2. Presentations

2.2.1. Durham Down Syndrome Association (DDSA) - Yma Frison, President

Yma Frison, President of the Durham Down Syndrome Association (DDSA), informed the committee that DDSA has been around for over 40 years, supporting people with Down Syndrome and their families. She gave a brief history of the association and shared good news stories about Jan, Assistant Librarian at Fr. Fenelon C.S. and Jocelyn, Teacher's Assistant at Msgr. Philip Coffey C.S., both volunteers and actively involved and engaged at DCDSB.

Ms. Frison invited the committee to share any good new stories about other individuals with Down Syndrome in the community.

2.2.2. School Year Calendar for 2023-2024 – Superintendent Jim Wilson

Superintendent Wilson provided a brief overview of what the calendar for the next school year would look like. Two calendar options for the 2023-2024 school year were presented.

Option 1 would have the first day of school start on September 5, 2023 and March break starting Thursday, March 7 to Monday, March 18th. The 2nd option would have school start Wed. September 6, 2023 and March Break Friday, March 8th to Monday March 18th.

The committee agreed that, similar to last year, the extra day for the March Break would provide extra time for anyone wishing to travel during the break.

2.3. Discussion Items

None

2.4. Business arising from previous meeting

2.4.1. Draft letter - Requesting the option to extend the time students with differing abilities have to remain or continue in Secondary School beyond year 7 and beyond age 21

The committee agreed that a letter be drafted in support of the Peel-Dufferin CDSB's position requesting to extend the time students with differing abilities have to remain or continue in Secondary School beyond year 7 and beyond age 21.

2.4.2. Draft letter - SIP funding

After further review, the draft letter requires detailed financial data and therefore, the Student Services department will look into acquiring this information and bring back to the next SEAC meeting.

2.5. Staff Reports

2.5.1. Student Services Report - Shelley Phoenix, Francesca Mosier, Paula Sorhaitz

Francesca Mosier presented the Coordinator's report.

- Student Services Coordinators are meeting with school teams as the second step in the Educational Assistant allocation process for the 2023-2024 school year
- New Program Support Teacher mentoring continued with a session on Psychological Assessments
- Sharing of Excellence Workshop Series for March:
- How to use a Token Economy – participants will learn how to develop and implement token economies
- As part of DCDSB's plan to support transitions, in-person Students with Assistive Technology Transition Trips (SWATTT) occurred at each secondary school over the past few weeks.
- Students with Special Equipment Amount (SEA) Ministry-funded Assistive Technology (AT) devices attended SWATTT.
- SWATTT was hosted by the Assistive Technology Specialists (ATs) & AT Techs in collaboration with Program Support Teachers (PSTs) and Intermediate Guidance Teachers (IGTs).

Highlights of SWATTT include:

- Welcome and Introductions
- Tour of school
- Student Voice
- AT-related Kahoot game
- Self-advocacy scenarios
- AT at receiving school
- Follow-up with IGT after SWATTT

On behalf of Shelley Phoenix, Dr. Michaela Evans presented the Mental Health report.

### **Updates**

- Black Mental Health Day event was a success  
SOS/Wellness Groups
- Running in half of our secondary schools
- Sharing of Excellence taking place March 22: Engaging Youth in Mental Health and Anti-Stigma Initiatives (Tips for Starting a Student Wellness Group)

### **Upcoming**

#### **Mental Health Series for Parents**

- Partnering with community agencies (i.e. Pinewoods, YMCA, Black Health Alliance) to offer virtual webinars that are to be offered to parents
- Tentative dates are April 18th, 25th, May 2nd, 9th

#### **Mental Health Week** (formerly Children's Mental Health Week)

- First week of May - collaborating with the Faith department as it is Catholic Education week

Superintendent Sorhaitz thanked the committee for the warm welcome and provided an update on the Special Education Review.

Superintendent Sorhaitz shared that the Student Services Department had the opportunity to provide their input on goals and strategies through a survey.

She informed that a meeting was held with the Program Support Teachers this week and she would be meeting with the Student Services Executive team later this week to talk about departmental goals and look at the feedback from the PSTs.

Superintendent Sorhaitz invited the SEAC committee to participate in the 2023-2024 DCDSB budget ThoughtExchange.

1. Share your thoughts about how we can work together to make sure that all students have access to and receive support for their faith development, mental health, and well-being.

[Please click here to participate in this ThoughtExchange.](#)

2. What are your thoughts on how we can work together to ensure that the voices of our diverse communities are heard and respected, and that disparities are addressed to cultivate a safe and equitable learning environment for all students?

[Please click here to participate in this ThoughtExchange.](#)

3. What are your thoughts on how we can work together to engage students in meaningful interactions, connections and experiential learning opportunities that meet the needs of our diverse student population?

[Please click here to participate in this ThoughtExchange.](#)

Feedback received from the ThoughtExchange questions will help to inform the DCDSB's 2023-2024 budget and strategic priorities. ThoughtExchange is an anonymous platform that will allow everyone to share their thoughts and rate the thoughts and ideas of others.

ThoughtExchange is open until Friday March 24, 2023.

Marie Hammond, Chief Financial Officer will join the next SEAC meeting to discuss the results.

**Motion:**

SS-2023-03-07-03

Approval of the March 7, 2023, verbal Coordinator, Mental Health Leader and Superintendent Reports

“THAT the Special Education Advisory Committee accept the verbal Coordinator, Mental Health Leader and Superintendent Reports of the March 7, 2023 meeting.”

Motion moved by J. Sorhaitz and motion seconded by J.

McCafferty.

CARRIED

2.6. Association Reports

**Autism Ontario - S. Casola**

**Celebrate the Spectrum:** Celebrate the Spectrum is our theme for World Autism Day 2023 celebrations. It is an opportunity for positive action to provide spaces of support and advocacy for our diverse communities while learning about autism and how to make our communities better for people on the autism spectrum. The campaign is

flexible, and there are many great ways to get your students involved, including:

- Registering for the Celebrate the Spectrum School Giving Challenge and fundraise in support of Autism Ontario
- Creating a 'strengths link' with your class
- Donating to Autism Ontario Autism Ontario is launching Celebrate the Spectrum to enhance our activities and celebrations throughout the whole month of April.
- Elementary and Secondary Toolkits can be downloaded here: [Celebrate the Spectrum - Toolkits](#)
- Sign your school up at [Autism Ontario CTS Form](#)
- If you are interested in participating in our Celebrate the Spectrum campaign, you can connect with your local Autism Ontario Region or email [celebratethespectrum@autismontario.com](mailto:celebratethespectrum@autismontario.com).

**Celebrate the Spectrum School Giving Challenge:** Students and their schools are some of our most active supporters. In honour of these young autism champions, we're launching the Celebrate the Spectrum School Giving Challenge, which will run throughout April. The school that raises the most donations in support of Autism Ontario will be eligible to win special recognition, including an article in Autism Matters magazine. Each school's top fundraising student will be eligible for a chance to win an iPad! More detail and the registration form can be found on the Celebrate the Spectrum website at [Celebrate the Spectrum School Giving Challenge](#). Please help us promote this challenge with your schools and school board; let's urge all our school contacts to register and challenge a rival school!

Autism Ontario's Fund Development Department will be mailing trustees and schools to encourage participation over the next month. Keep your eyes open for updates, and if you'd like more detail, please contact Erin Cunningham at [erin.cunningham@autismontario.com](mailto:erin.cunningham@autismontario.com).

## 2.7. Correspondence

- 2.7.1. Email from: Minister's Advisory Council on Special Education (MASC) re: Community Collaboration Form Feedback Form - Response Requested by March 9th

**Motion:**

SS-2023-03-07-04

Motion to accept and complete form

"THAT the Special Education Advisory Committee accept the completed Minister's Advisory Council on Special Education Collaboration form.

Motion moved by A. Massis and motion seconded by J. McCafferty.  
CARRIED

Ministry Advisory Council on Special Education (MACSE) requested the form be filled out and submitted by March 9th. The committee worked collaboratively to complete the form which is attached with the minutes.

3. Other Business

3.1. Board Communications

None

3.2. Motion to Adjourn

**Motion:**

SS-2023-03-07-05

Motion to Adjourn

“THAT the Special Education Advisory Committee meeting of March 7, 2023 adjourn.”

Motion moved by J. Sorhaitz and seconded by J. McCafferty.

CARRIED

3.2.1. The next meeting of the Special Education Advisory Committee will be held on Tuesday, April 11, 2023 @ 7:30 pm

3.3. Closing Prayer

Closing prayer was offered by Chair Adamo

The meeting adjourned at 9:07 p.m.

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Valerie Adamo  
Chair, Special Education Advisory Committee

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Paula Sorhaitz  
Superintendent of Education

Recording Secretary: Delfina Pinto

**MINISTER'S ADVISORY COUNCIL ON SPECIAL EDUCATION (MACSE)****COMMUNICATION: COLLABORATING WITH THE COMMUNITY****March 2023**

The purpose of this form is to obtain targeted feedback to support discussion at the next MACSE meeting. Please use this form to gather input on issues related to special education programs and services.

**INSTRUCTIONS:**

➤ Please submit the completed form electronically to your MACSE representative by **March 9, 2023**.

SUBMITTED BY: **Durham Catholic District School Board- SEAC**  
(Name of Individual/Organization)

EXCEPTIONALITY/SECTOR: **Special Education**

<b>SUCCESSFUL PRACTICES</b>	<ul style="list-style-type: none"> <li>• Hybrid option very important for increasing participation</li> <li>• We are fundamentally about access and inclusion – geographic limitations as well</li> </ul>
<b>CHALLENGES /ISSUES</b>	<ul style="list-style-type: none"> <li>• Some potentially interested parties may not be able to participate</li> <li>• Very few Alternates for representation/difficulty in securing second representatives</li> </ul>
<b>POSSIBLE SOLUTIONS / FUTURE DIRECTIONS</b>	<ul style="list-style-type: none"> <li>• Look to broaden list of members – not all from designated groups</li> <li>• Post recordings of meetings</li> </ul>
<b>OTHER COMMENTS</b>	<ul style="list-style-type: none"> <li>• Celebrated in DCDSB – no need for IPRC for students to have IEP</li> <li>• Leads to more congenial conversation as IPRCs are not necessary for service. In post-secondary world IPRC carries more weight than IEP</li> <li>• DCDSB has a balanced approach – IPRC process readily available but not required to obtain services.</li> </ul>





## Memorandum

To: Board of Trustees

From: Tracy Barill, Director of Education

Date: March 27, 2023

Subject: **Durham Catholic Parent Involvement Committee (DCPIC)**  
**Minutes of March 9, 2023**

Origin: Jim Wilson, Superintendent of Education

Please find attached a copy of the Minutes of the Durham Catholic Parent Involvement Meeting held on March 9, 2023.

TB/JW/lj  
Attachment: Minutes of March 9, 2023



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **Durham Catholic Parent Involvement Minutes**

Durham Catholic District School Board  
March 9, 2023 at 7:30 PM North Boardroom  
650 Rossland Road West, Oshawa, ON L1J 7C4

### **Committee Members Present:**

Rose Lo Presti (Chair), Morgan Ste. Marie (Trustee)(Virtual), Vanessa Asgarali (Secretary/Treasurer), Josie Mullin (Vice-Chair), Melissa Bevan, Jihan Ferguson, Andrea Gagliardi, Michelle Gillis, John Rinella, Christine Santos, Michelina Dos Santos, Marjorie Poliquin

### **Staff Present:**

Jim Wilson, Lori Jones, Faeron Pilleggi

#### **1. Call to Order**

Chair Lo Presti called the meeting to order at 7:38 p.m. and welcomed all committee members to the March 9, 2023, meeting. Chair Lo Presti acknowledged Traditional Lands and Territory.

##### **1.1. Opening Prayer – Superintendent Wilson**

Superintendent Wilson recited the opening prayer.

##### **1.2. Welcome and Courtesies**

#### **2. Approval of Agenda**

##### **Motion:**

DCPIC2023-09-01 - Approval of Agenda

"THAT the Durham Catholic Parent Involvement Committee approve the Agenda of Thursday, March 9, 2023, Durham Catholic Parent Involvement Committee meeting as provided".

Motion moved by Melissa Bevan and motion seconded by Josie Mullin

CARRIED

### **3. Announcements**

- 3.1. Next Durham Catholic Parent Involvement Committee Meeting: Thursday, April 13, 2023

### **4. Actions To Be Taken**

- 4.1. Approval and Signing of the Minutes of the Open Session of the Durham Catholic Parent Involvement Committee Meeting of February 16, 2023.

DCPIC2023-03-09-02 - Approval of Minutes

"THAT the Durham Catholic Parent Involvement Committee approve the Minutes of February 16, 2023, meeting."

Motion Moved by Michelle Gillis and seconded by Andrea Gagliardi.

CARRIED

### **5. Presentations**

- 5.1 Jim Wilson, Superintendent of Education, 2023-2024 School Year Calendar Presentation

Superintendent Wilson presented to the Durham Catholic Parent Involvement Committee the process of developing the Durham Catholic District School Board's School Year Calendar for the 2023-2024 school year.

Superintendent Wilson explained when developing a school year calendar, the Board must adhere to Ministry guidelines regarding the number of instructional days, the start and end dates, the number of Professional Activity days, etc. This year an important decision making point involves the timing of the March Break. Option 1 is to have 6 days at March Break and a PA Day on August 31<sup>st</sup> OR Option 2 is to have 5 days at March Break and a PA Day on September 5<sup>th</sup>.

Superintendent Wilson explained how all the shareholders are being presented this proposed modified calendar and a parent survey will be going out to all families. All input will be taken into account as we work with our stakeholder groups to finalize our calendar for the coming year.

Superintendent Wilson explained how recommendations will be brought to the Board of Trustees at the Regular Board Meeting of Monday, March 27, 2023. Once approved by the Board of Trustees, the calendar will be submitted to the Ministry of Education for final approval before it is published.

5.1. Durham Catholic Parent Involvement Committee – Catholic Volunteer Awards

Rose Lo Presti addressed the Durham Catholic Parent Involvement Committee regarding the annual Catholic Volunteer Awards Ceremony. Lori Jones updated the Committee on the following details: date of event, Tuesday, April 18, 2023, location of event, Pope Francis Centre, staff Numbered Memo sent out to all Principals/Vice-Principals and letter for School Council Chairs sent to Principals/Vice-Principals to share, catering arranged, gifts ordered.

Sub-committee will get together to discuss details such as decorations, Agenda of the evening, etc.

**6. Reports/Information/Items**

6.1. Chair's Report

As we continue to journey into Lent, Chair Lo Presti welcomed families to continue to explore the Lenten activities on the DCPIC website. There you will find printable colouring pages and an Easter word search. Each week during Lent there are videos of Lenten family craft activities.

Chair Lo Presti spoke to the 2022-2023 Distinguished Catholic Volunteer Awards that will be on April 18<sup>th</sup> at the Pope Francis Centre. This important evening of recognition will begin with a reception at 6:30 p.m. and the ceremony at 7:00 p.m.

Chair Lo Presti informed the Committee that the second Pro Parent Engagement Meeting for DCPIC Chairs was held on Wednesday, February 22<sup>nd</sup>. During the meeting, School Mental Health Ontario gave a session that was led by the Co-Director, Theresa Kennedy. She described how School Mental Health Ontario provides service model support for school boards. Ms. Kennedy made us aware that they can help parents know what is available to them and how they can navigate to get supports. Then they share strategies to help parents support their children's mental health, as well as supports provided to schools. You are welcome to visit their website at [smho-smso.ca](http://smho-smso.ca).

Chair Lo Presti shared that the DCPIC Spring Newsletter was published today. Thank you to Christine and Faeron for your work on this excellent publication that promotes parent engagement throughout all DCDSB schools.

Chair Lo Presti also explained that nominations are now being accepted for the Reverend John Markle Home-School Communications Award. A selection

committee is accepting nominations from parents, guardians and students who believe their school has done an outstanding job communicating with students and families over the 2022-2023 school year. One elementary and one secondary school will be selected to receive the award at the May 23<sup>rd</sup> board meeting. Nominations are accepted until March 13<sup>th</sup> and the nomination form can be found on the DCDSB website.

Chair Lo Presti announced the next Durham Catholic Parent Involvement Committee meeting is on April 13<sup>th</sup> at 7:30 p.m.

## **6.2 Trustee's Report**

Trustee Ste. Marie informed the DCPIC about the February 27<sup>th</sup> Board Meeting and how they viewed presentations on Black History Month, the Long-Term Accommodation Plan, and the results of the Student Climate Survey.

Trustee Ste. Marie also spoke about the decisions made around International Student tuition rates, and a request for a report on the state of bussing and driver shortages, as well as an update on the Memorandum of Understanding between Durham Region Transit and DSTS, the bussing consortium for DDSB and DCDSB. This project is exploring the use of city buses for high school students in areas served by Durham Region Transit.

There was a policy meeting that introduced policies for first reading. These are revisions of existing policies on Student Trustees, Playground equipment, Healthy Food and Beverages, Student Discipline and Student Attendance. These policies are now open to feedback.

Trustee Ste. Marie also explained to the DCPIC that he shared the DCPIC's request to make more Administrative Procedures available with the Policies. In an effort towards greater transparency, Staff have committed to making more Administrative Procedures publicly available as they come up for review.

Trustee Ste. Marie also shared information to the DCPIC that the Board is currently accepting nominations for the Board Award of Merit. Selection is based on the following:

- Those who may bring honour to the school community and/or the Board through the outstanding performance of their duties deserve acknowledgement.
- Extraordinary contribution for the cause of Catholic Education that is consistent with the Board's Mission Statement should be recognized.
- Special recognition should be given to those who demonstrate exemplary service in promoting and affirming Catholic Education.

- A person eligible for nomination may be a Priest, employee, parent, ratepayer, student, or Trustee who is currently, or was formerly, within the Board's jurisdiction.  
Nominations are due March 20th at 4:30.

The next Regular Board Meeting will be held on March 27th at 7:30. Everyone is welcome to attend in-person and can also view the meeting by live stream.

Trustee Ste. Marie thanked the DCPIC for their efforts to enhance parent engagement and provide input to the Board's policies.

### **6.3 Resource Report**

Superintendent Wilson greeted the DCPIC and wished all the DCDSB families an excellent March Break.

Superintendent Wilson explained what the Distinguished Catholic Alumni Award is and how it recognizes former students at the Durham Catholic District School Board who have achieved significant success in their chosen pathway. Through their pursuit of personal excellence, they have made a positive contribution to their communities and represent the image of the Catholic learner as outlined in the Ontario Catholic School Graduate Expectations. Nominations are being accepted until April 13<sup>th</sup> at 4:30 p.m. and the nomination form can be found on the DCDSB website.

Superintendent Wilson informed the DCPIC that the DCDSB is currently completing the Oshawa Program and Boundary Study and input is appreciated through a series of public meetings. Board staff will compile considerations and recommendations to bring to the June 19<sup>th</sup> Board Meeting. There was already a meeting at Sir Albert Love Catholic School on Tuesday, March 7<sup>th</sup>. The next meeting is at St. Christopher Catholic School on Tuesday, March 21<sup>st</sup>. There is also a meeting at St. Kateri Tekakwitha Catholic School on March 23<sup>rd</sup>.

Superintendent Wilson thanked the DCPIC for allowing him to present the proposed 2023-2024 School Year Calendar Consultation this evening. Superintendent Wilson expressed its importance and appreciates the parent voice when making these decisions. Superintendent Wilson asked the DCPIC to feel free to submit their preference by using the survey link in the DCDSB website. The survey will close at 5:00 p.m. tomorrow. The finalized 2023-2024 school year calendars will be shared with families once they have been approved by the Ministry of Education.

Superintendent Wilson shared this is the second week of Lent which is a time of prayer, fasting, and almsgiving, and he hopes families have time together and an opportunity for reflection and spiritual renewal as we head to Easter.

#### **6.4 PRO Grant Subcommittee Report**

The Pro Grant committee had asked Lori Jones to check on the availability at our Secondary School's to host the "Parent Convention". Lori Jones reported two dates had availability at Arch. Denis O'Connor C.H.S. May 6<sup>th</sup> and June 3<sup>rd</sup> both had these dates available. DCPIC voted and May 6<sup>th</sup> was the date selected. The sub-committee will now go forward and try and secure a guest speaker and other agenda items for the day. The PRO Grant Subcommittee will give a report at the next meeting on progress.

#### **6.5 Communications Subcommittee Report**

Christine Santos informed DCPIC that the DCPIC Newsletter went out today to all families. Christine thanked Faeron Pileggi for all her assistance. The next newsletter will be sent out in June. Christine mentioned how important communication is and how the sub-committee will be looking at revamping the Facebook page and trying to entice new members.

#### **6.6 School Council Outreach Subcommittee Report**

Marjorie Poliquin addressed the DCPIC concerning cameras to enhance student's safety in portables. Superintendent Wilson recommended Scott Grieve attend the next meeting to address.

#### **6.6 Faith Formation Subcommittee Report**

Deferred

#### **6.7 Policy & By-Law Subcommittee Report**

Michelle Gillis thanked Trustee Ste. Marie for advocating for the policy sub-committee. Michelle mentioned the Board's Policy page has not been updated yet, but once it has been she will update the sub-committee and they will reconvene.

#### **6.8 Budget Subcommittee Report**

Deferred

Minutes of the Durham Catholic Parent Involvement Committee Meeting

Thursday, March 9, 2023

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**7. Adjournment**

Motion:

DCPIC2023-03-09-03 - Adjournment

"THAT the Durham Catholic Parent Involvement Committee Meeting on Thursday, March 9, 2023, adjourn at 9:25 p.m.

Motion moved by Michelle Gillis and seconded by Melissa Bevan.

CARRIED

**8. Closing Prayer**

Jim Wilson

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Rose Lo Presti  
Chair, Durham Catholic Parent  
Involvement Committee

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Jim Wilson  
Superintendent of Education

RLP:JW:lj





## Memorandum

To: Board of Trustees

From: Tracy Barill, Director of Education

Date: March 27, 2023

Subject: **Board Advisory Groups**

## Purpose

The purpose of this report is to provide the Board of Trustees with information regarding advisory groups. As requested by motion of the Board on January 23, 2023, the report will specifically address the conditions that prompt the formation of an advisory group; the terms of reference and membership of advisory groups currently in existence in the Board. The report will also review the current process to bring forward Committee reports to the Board of Trustees and options that exist to enhance information sharing and communication going forward.

## Background

In keeping with common and best practice for Boards across Ontario, the Durham Catholic District School Board has established various advisory groups for the purpose of consulting with parents/guardians/caregivers, students, community members and supporters of the Board on matters pertaining to its duty to provide educational services and promote a positive school environment that is inclusive and accepting of all pupils. Building relationships and engaging in dialogue with all members of the community is consistent with the moral perspective, tradition and fundamental mission of Catholic education to support faith development and student achievement. The legal mandate, authority and responsibility to establish and maintain such groups is primarily located in the Education Act, Regulations, Ministry of Education Policy and Program Memorandums (PPMs), Framework documents, approved Board policies and the Multi-Year Strategic Plan.

## Responsibilities of the Board under Legislation and Regulation

**Section 169.1 of the Education Act** outlines the duties of Boards. Particular duties which support the need for advisory bodies are outlined below.

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Board Advisory Groups

1) Every board shall,

- (a) promote student achievement and well-being;
  - (a.1) promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
  - (a.2) promote the prevention of bullying;
- (c) deliver effective and appropriate education programs to its pupils;
- (d) develop and maintain policies and organizational structures that,
  - (i) promote the goals referred to in clauses (a) to (c), and
  - (ii) encourage pupils to pursue their educational goals;
- (e) monitor and evaluate the effectiveness of policies developed by the board under clause (d) in achieving the board's goals and the efficiency of the implementation of those policies;
- (f) develop a multi-year plan aimed at achieving the goals referred to in clauses (a) to (c);

Additionally, section **218.1 of the Education Act** outlines the duties of Board members to:

218.1 (a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;

And to:

218.1 (c) consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1 (1) (f);

### **Formation of Advisory Groups**

System level advisory groups in the Durham Catholic District School Board are variously formed in response to legislation, regulation, ministry direction, ministry frameworks, board policy and/or board motions. In all cases, advisory groups are intended as a forum to engage with parents/guardians/caregivers, students, and/or community partners to better serve local needs. In some cases, such as Parent

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Board Advisory Groups

Involvement Committees and Special Education Advisory Committees, specific direction is provided through regulations which stipulate how Boards are to carry out these duties to provide programs in an inclusive environment and to consult with the community.

### **Parent Involvement Committees**

[Regulation 612/00](#) (sections 28 and 33) establishes the mandate and composition for Parent Involvement Committees.

**28.** A parent involvement committee of a board shall,

- (a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
- (b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);
- (c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;
- (d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,
  - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
  - (ii) identify and reduce barriers to parent engagement,
  - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and
  - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and
- (e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the *Education Act* for parent involvement as described in section 27 and clauses (a) to (d), is to be used. O. Reg. 330/10, s. 6.

**33.** (1) A parent involvement committee of a board shall include the following:

- 1. The number of parent members specified in the by-laws of the committee.
- 2. The director of education of the board.

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Board Advisory Groups

3. One member of the board, appointed by the board.
4. The number of community representatives specified in the by-laws of the committee. O. Reg. 330/10, s. 6.

### **Special Education Advisory Committees (SEAC)**

Similarly, [Regulation 464/97](#) establishes the composition for Special Education Advisory Committees which every board must establish.

2. (1) Every district school board shall establish a special education advisory committee that shall consist of,
  - (a) subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the board, as nominated by the local association and appointed by the board;
  - (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the board;
  - (c) such number of members from among the board's own members as is determined under subsection (4), as appointed by the board;
  - (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);
  - (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
  - (f) one or more additional members appointed under subsection (5).

The regulation also outlines the expected activities of the SEAC:

11. (1) A special education advisory committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board.
- (2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred. O. Reg. 464/97, s. 11.

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12. (1) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual review, under Regulation 306 of the Revised Regulations of Ontario, 1990, of its special education plan.

(2) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual budget process under section 231 of the Act, as that process relates to special education.

(3) The board shall ensure that its special education advisory committee is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education. O. Reg. 464/97, s. 12.

### **Indigenous Education Councils (IECs)**

Supports for learners and expectations of Boards related to Indigenous Education are outlined in the *First Nation, Métis and Inuit Education Policy Framework*, that was released in 2007. Information about direction on these matters can be found on the Ministry of Education [website](#). As noted on this webpage "All school boards must have formal structures such as IECs to support Indigenous Education in school boards. In Durham Catholic this is our Indigenous Education Circle (IEC).

### **Equity-based Advisory Committees**

The above noted groups are examples of specific formal structures that have been mandated by the Ministry of Education under particular regulations or frameworks. These groups represent best practice as a means for Boards to engage with parents/guardians/caregivers, students and community members and become informed about the needs particular to the community they serve.

When it comes to the establishment of advisory committees for equity deserving groups, one must look to direction provided by Ministry Program Policy Memorandums (PPMs) and Board policy. On matters of Equity, PPM 119 - Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools states:

When reviewing or developing their equity and inclusive education policy, boards are expected to consult widely with students, parents, principals, teachers and other staff, school councils, their Special Education Advisory Committee, their Parent Involvement Committee and other committees (e.g., Diversity Committee; First Nation, Métis, and Inuit Education Advisory Committee), federations and unions, service organizations, and community partners in order to reflect the diversity of the community.

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Boards have flexibility to adapt their equity and inclusive education policy to take into account local needs and circumstances.

PPM 119 also gives direction regarding Board leadership and school-community relationships:

### **Shared and committed leadership**

Board and school leaders must be responsive to the diverse nature of Ontario's communities. Leadership is second only to teaching in its impact on student outcomes. School boards and schools are expected to provide leadership that is committed to identifying and removing discriminatory biases and systemic barriers to learning.

In accordance with the principles of the ministry's Ontario Leadership Strategy, effective board and school leaders promote the development of collaborative environments in which participants share a commitment to equity and inclusive education principles and practices. This collaborative approach includes and supports the active engagement of students, parents, federations and unions, colleges and universities, service organizations, and other community partners.

### **School–community relationships**

Schools and boards will continue building their capacity – with the active engagement of parents and school community partners – to create and sustain a positive school climate that supports student achievement and well-being. Each board and its schools should review the structures of existing committees and partnerships to help ensure that they reflect the principles of equity and inclusive education. Boards should expand upon their outreach efforts in order to foster new partnerships that engage a cross-section of diverse students, parents, staff, community members, and various organizations, including business groups (e.g., business education councils). Boards are encouraged to draw upon the expertise of their partners to explore innovative ways of sharing resources that can help them meet the diverse needs of their students and provide new and relevant learning opportunities. Strong, positive, and respectful relationships are necessary to effect real change so that all students can reach their potential regardless of personal circumstances.

Durham Catholic District School Board Policy also supports the establishment of equity based advisory groups.

### **PO 200 Anti-Racism**

The Board is committed to identifying and eliminating discriminatory practices, systemic barriers and biases from our schools, and seeks to create spaces

where all racialized persons are seen, heard, respected and supported to succeed as fully contributing members of the DCDSB community. This is congruent with the protection afforded in the Code, the Constitution Act, 1982 and confirmed in the Canadian Charter of Rights and Freedoms.

5.3 The Board supports the establishment and maintenance of relationships with all members of our diverse partner community so that the perspectives and experiences of all students, families and employees are recognized and their needs are met.

6.5 The Board will seek opportunities to expand upon its outreach efforts in order to foster new partnerships with underserved and underrepresented groups, including to intentionally engage diverse students, parents/guardians, staff, community members, and various organizations, including business groups (e.g., business education councils).

## **PO 216 – Equity and Inclusive Education**

The Durham Catholic District School Board recognizes that an equitable, inclusive education system is fundamental to achieving its strategic priorities. Equity and Inclusive Education aims to understand, identify, address, and eliminate the biases, barriers, and power dynamics that limits students' prospects for learning, growing, and fully contributing to society. The Board is committed to identifying and eliminating discriminatory practices, systemic barriers and bias from our schools and classrooms to support the potential for all students to succeed. The Board recognizes that any form of discrimination or bias is not compatible with Catholic values and is in violation of the Ontario Human Rights Code.

5.1.2 the establishment and maintenance of partnerships with diverse members of our community is encouraged so that the perspectives and experiences of all students, staff and families are recognized, understood and honoured.

6.4 In accordance with the principles of the Ministry's Ontario Leadership Strategy, the Board and school leaders will promote the development of collaborative environments in which participants share a commitment to equity and inclusive education principles and practices. This collaborative approach includes and supports the active engagement of students, parents/guardians, parish priests, federations and unions, colleges and universities, professional associations, service organizations, and other community partners.

## **Information/Analysis/Research**

### **Durham Catholic Parent Involvement Committee (DCPIC)**

The Durham Catholic Parent Involvement Committee was established during the 1998-1999 school year, twelve years prior to the release of Regulation 612/00 which mandated Parent Involvement Committees in all school boards.

A full outline of the history, mandate and membership of the DCPIC which includes Trustee representation, can be found at: <https://www.dcpic.ca/en/our-committee/committee-information.aspx#Membership>

Communications between the Board and DCPIC: The Trustee representative(s) to the DCPIC brings information from the Board to the members of the Committee at their meetings. Minutes of the DCPIC meetings are included in the agendas of the Regular Board meetings.

### **Durham Catholic Special Education Advisory Committee (SEAC)**

Online archived minutes of the Durham Catholic Special Education Advisory Committee (SEAC) date back to 2015-2016. Based on the requirements of Regulation 464/97 it is presumed that the Committee was first established in 1997-1998.

Information about SEAC, its meetings and membership, which includes Trustee representation, can be found at <https://www.dcdsb.ca/en/parents/Special-Education-Advisory-Committee.aspx>

Communications between the Board and SEAC: The Trustee representative(s) to the SEAC brings information from the Board to the members of the Committee at their meetings. Minutes of the SEAC meetings are included in the agendas of the Regular Board meetings.

### **DCDSB Indigenous Education Circle**

The Durham Catholic Indigenous Education Circle (IEC) has been in existence for approximately 10+ years. This group has evolved over time as a common understanding of the role of the IEC in supporting our vibrant Indigenous Education programs and initiatives has developed through conversation and collaboration. During this time an Indigenous Student Circle (ISC) to assist in providing authentic student voice in planning and learning processes has also been established.

In past years, there has been voluntary participation in the Board's IEC by a former trustee.



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The Indigenous Education Circle makes recommendations that focus on creating an environment of respect, while promoting the values of Indigenous history, culture, world views, language, and spirituality in our schools.

Information about the membership of our Indigenous Education Circle can be found at:

<https://www.dcdsb.ca/en/programs-services/indigenous-education-circle.aspx>

Communications between the Board and IEC: Currently there is no Trustee representative to the IEC. Information regarding activities of the IEC and the work they contribute to is highlighted in the Weekly Buzz and through periodic reports/presentations to Board.

### **Anti-Black Racism and Black Excellence Committee (ABR & BE)**

The Anti-Black Racism and Black Excellence Committee was formed as part of our Board's Annual Equity Action Plan in response to system wide consultations with students/parents regarding Anti-Black Racism which took place in the fall of 2020. The call for members originally went out to parents and guardians on February 26, 2021.

The Committee met three times between Feb 2021-June 2021 and had five meetings in 2021-2022. Following the conversations arising from the Anti-Racism Policy, it was decided that it would be good to re-examine the structure and mandate of the committee. A meeting was held with the Director, HREA and the executive members (7 parents) on November 29, 2022. On February 21, 2023 a hybrid meeting of members (parents/guardians/caregivers, community partners and staff) of the committee was held. Fourteen people attended in person and 16 people joined electronically. Three additional meetings have been scheduled for March 21, April 26 and May 24.

#### Current Mandate (under review):

The Advisory Committee will support practices and processes throughout the Board's curriculum and organizational initiatives that identify and address anti-Black racism through evidence-based and asset-based consultation. Working with key stakeholders (including students, employees, organizational partners, parents, guardians, caregivers and volunteers), the Advisory Committee will help promote a DCDSB community that is free of discrimination and harassment based on race and other intersectional identification markers. It will also provide a breadth of knowledge and advice regarding strategies for boosting Black talent, scholarship and advancement.

The Advisory Committee provides feedback on gaps, needs and impacts, and ensures on-going engagement with key stakeholder communities. Feedback from the committee will be used to inform Board actions and initiatives around areas of need for, and impact to, the Black community, Black learners and Black professionals working within the DCDSB.

Memorandum | Page 10 of 11  
Board Advisory Groups

Communications between the Board and the ABR & BE Committee: Currently there is no Trustee representative to the ABR & BE Committee. Information regarding activities of the ABR & BE Committee and the work they contribute to is highlighted in the Weekly Buzz and through periodic reports/presentations to Board.

## **2SLGBTQ+ Advisory Committee**

In May 2021 the Durham Catholic District School Board passed the following motion:

“THAT a multi-disciplinary working group be established by the Director to act as an advisory body to ensure staff have resources and training to provide for the ongoing support of 2SLGBTQ+ students and staff in our Catholic Schools.”

This Committee is still in the early stages of development. During the 2021-2022 school year, discussions were initiated through the Faith Department about the structure and potential membership of the committee and terms of reference were developed in draft form. Key staff from various departments were identified along with the Chaplains, and employee group reps and some initial meetings were held. The issue of authentic representation from individuals who identify as 2SLGBTQ+ has been considered. Student voice is also a priority.

Senior Administration Portfolio changes in 2022-2023 have taken place. Superintendent Stevenson who currently resources the group has reviewed the work to date and convened a meeting of the committee on March 7, 2023 to review the membership and share data from the most recent school climate surveys. A second meeting is scheduled in April.

Communications between the Board and the 2SLGBTQ+ Committee: Currently there is no Trustee representative to the 2SLGBTQ+ Committee. Information regarding activities related to work that is informed by the 2SLGBTQ+ Committee is included in the Weekly Buzz and through periodic reports/presentations to Board.

## **Next Steps**

[Renewing the Promise – A Pastoral Letter for Catholic Education](#), written in 2018 by the Assembly of Catholic Bishops of Ontario speaks to the important role of Trustees:

“You share responsibility with the other partners in the Catholic education community. Parents, clergy, pastoral teams, teachers and staff all work in the service of the same mission, and all voices need to be heard, and all persons need to be recognized and respected for their inherent dignity and goodness.” (p. 20)

Memorandum | Page 11 of 11  
Board Advisory Groups

Additionally, Inspire 2026, the Board's new Multi-Year Strategic plan has identified listening, learning and living in faith as foundational processes that will be utilized in the coming years. Specifically, the plan indicates that:

We will build better understanding of the needs of each member of our community by creating spaces and establishing intentional practices to listen with the ear of the heart, to all voices.

Additionally, through Inspire 2026, advancing human rights and equity has been identified as one of three strategic priorities. The plan indicates that the board will:

Listen to the voices of our diverse communities and address disparities to cultivate a community that is focused on human rights, equity, anti-racism and inclusion.

These core processes and strategic priorities are fully aligned with our mission to be an inclusive Catholic learning community that inspires every student to achieve their full potential through faith and education.

**What options exist to enhance information sharing and communication going forward?**

Based upon experience, the inclusion and participation of Trustee representative(s) on important system-wide advisory groups (e.g., DCPIC, SEAC, Student Senate) has effectively served the function of supporting two-way communication and information sharing between the committees and the Board. The Trustee representatives report to the membership on the activities of the Board and the minutes of meetings that have Trustee representation are shared with the full Board in the agendas for the Regular Board Meetings.

While Trustee representation for DCPIC and SEAC is mandated by the Ministry, this practice has been extended in other Boards (e.g., Toronto Catholic) to all of their advisory committees and is recommended as a best practice conducive to building respectful relationships, fostering trust and enhancing communication. Should the Board of Trustees wish to explore enhanced involvement with the Indigenous Education Circle, Anti-Black Racism and Black Excellence Committee and the 2SLGBTQ+ Advisory Committee, staff can initiate discussions with the group membership to facilitate that potential representation.

TB/eb



## Memorandum

To: Board of Trustees

From: Tracy Barill, Director of Education

Date: March 27, 2023

Subject: **Revised Schedule of Presentations 2022-2023**

## Purpose

The purpose of this report is to provide the Board of Trustees with a revised schedule of presentations for Board Meetings from December 2022 – June 2023.

## Background

In keeping with the Board's commitment to transparency and accountability, a draft schedule Board meeting presentations was shared with the Board of Trustees on December 19, 2022. The schedule of presentations was developed with the intention of keeping the Board of Trustees apprised of ongoing work and important information specifically related to the Board Budget Priorities and Strategic Goals and Actions for the 2022-2023 school year. It was noted in the original report that the schedule was subject to change.

Due to motions of the Board for a presentation on Durham Student Transportation and the requirement for the Board of Trustees to engage in a review of the Trustee Code of Conduct, the presentations scheduled for the March Board Meeting have been altered.

Additionally, the topics for presentations scheduled for April and May have been refined.

December 19, 2022	<ul style="list-style-type: none"> <li>• Brooklin Boundary Study</li> <li>• Financial Overview</li> </ul>
January 23, 2023	<ul style="list-style-type: none"> <li>• Education Quality and Accountability Office (EQAO) Assessments</li> <li>• Indigenous Education Updates</li> </ul>

Memorandum | Page 2 of 2  
 Revised Schedule of Presentations 2022-2023

February 27, 2023	<ul style="list-style-type: none"> <li>• School Climate Survey</li> <li>• Black History Month</li> <li>• Long-Term Accommodations Plan</li> </ul>
March 27, 2023	<ul style="list-style-type: none"> <li>• Information &amp; Communications Technology Report</li> <li>• Durham Student Transportation Services Update</li> <li>• Trustee Code of Conduct</li> </ul>
April 24, 2023	<ul style="list-style-type: none"> <li>• Mental Health and Special Education Updates</li> <li>• Witnessing Faith in our Schools/Board</li> <li>• Catholic Continuing Education</li> </ul>
May 23, 2023	<ul style="list-style-type: none"> <li>• Awards and Recognitions</li> <li>• Understanding Equity and Curriculum Implementation</li> </ul>
June 19, 2023	<ul style="list-style-type: none"> <li>• Oshawa Boundary Review</li> <li>• National Indigenous History Month</li> <li>• Year-End Accountability Update</li> </ul>

TB/eb



## Memorandum

To: Board of Trustees

From: Tracy Barill, Director of Education

Date: March 27, 2023

Subject: **2023-2024 School Year Calendar**

Origin: Jim Wilson, Superintendent of Education

## Recommendation

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

“THAT the Durham Catholic District School Board approve the calendars recommended by staff for the 2023-2024 School Year (Appendix 1) for elementary and secondary schools, subject to final approval by the Ministry of Education.”

## Rationale

On March 9, 2023, staff received a Memorandum from the Ministry of Education providing information to support the planning of the 2023-2024 school year calendar.

The Ministry's expectations for the new School Year Calendar are as follows:

- A minimum of 194 days school days.
- A minimum of three (3) days be identified as Professional Activity days, dedicated to Ministry priority.
- The Board may designate up to an additional four (4) Professional Activity days, with a general outline of the activities to be conducted on these PA days.

## Information

In accordance with these directives, the administration proposed two possible calendar scenarios that were put to different groups for consultation.

In **Scenario 1** (see Appendix 1), which is a modified calendar, August 31 would be a PA Day and the first day of school would be September 5, 2023. March break would start

Memorandum | Page 2 of 2  
2023-2024 School Year Calendar

on Friday, March 8, 2024, to Friday, March 15, 2024, and school would resume on Monday, March 18, 2024 (a total of 6 days).

In **Scenario 2** (see Appendix 2), which is a modified calendar, Tuesday, September 5, 2023, would be a PA Day and school would begin on Wednesday, September 6, 2023. March break would start Monday, March 11, 2024, to Friday, March 15, 2023, and school would resume on Monday, March 18, 2024 (a total of 5 days).

### Consultations

- January 6, 2023, The Durham District School Board was consulted and shared they would be proposing a similar calendar.
- March 7, 2023, the Special Education Advisory Committee was consulted.
- March 9, 2023, the Durham Catholic Parents Involvement Committee was consulted.
- March 10, 2023, the Student Senate was consulted.
- Between March 3-10, a survey was sent to parents, guardians, and all personnel.
- March 20, 2023, the Ontario Catholic Teachers Association (OECTA), The Association of Professional Student Services Personnel (APSSP), Catholic Principals' Council of Ontario (CPCO), Canadian Union of Public Employees (CUPE) and the Elementary Teachers' Federation of Ontario (ETFO) were consulted.
- March 20, 2023, based on the results of all consultations, the Administration's final decision is to submit scenario 1 for approval.
- March 21, 2023, submission to the Ministry of Education.

### Results and summary of comments

- The Student Senate voted unanimously in favor of Option #1 modified calendar.
- The Special Education Advisory Committee was in favor of Option #1 modified calendar.
- The Durham Catholic Parent Involvement Committee was in favor of Option #1 modified calendar.
- Both OECTA Elementary and OECTA Secondary were in favor of Option #1 modified calendar.
- APSSP, CPCO, CUPE, and ETFO were in favor of Option #1 modified calendar.
- The Parents' survey resulted in 3,527 parents responding, with 2,475 (70%) in favor of Option #1 modified calendar.
- The Durham Catholic District School Board employees survey resulted in 1,266 responses, with 1,134 (90%) in favor of Option #1 modified calendar.

### Next Steps

Based on consultation staff recommends Scenario 1 (Appendix 1).

TB/JW/lj



Ministry of Education

# School Year Calendar 2023 - 2024

## ELEMENTARY - OPTION 1

**Legend** ► **H** - Statutory Holiday    **E** - Scheduled Examination Day    **P** - Professional Activity Day    **B** - Board Designated Holiday    Half Day

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 <sup>st</sup> Week					2 <sup>nd</sup> Week					3 <sup>rd</sup> Week					4 <sup>th</sup> Week					5 <sup>th</sup> Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2023	0	1	0		1	2	3	4	7 <b>H</b>	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31 <b>P</b>	
September 2023	19	0	0					1 <b>B</b>	4 <b>H</b>	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
October 2023	20	1	0	2	3	4	5	6 <b>P</b>	9 <b>H</b>	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
November 2023	21	1	0			1	2	3	6	7	8	9	10	13	14	15	16	17 <b>P</b>	20	21	22	23	24	27	28	29	30	
December 2023	16	0	0					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 <b>B</b>	26 <b>B</b>	27 <b>B</b>	28 <b>B</b>	29 <b>B</b>
January 2024	17	1	0	1 <b>B</b>	2 <b>B</b>	3 <b>B</b>	4 <b>B</b>	5 <b>B</b>	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 <b>P</b>	29	30	31		
February 2024	20	0	0				1	2	5	6	7	8	9	12	13	14	15	16	19 <b>H</b>	20	21	22	23	26	27	28	29	
March 2024	14	0	0					1	4	5	6	7	8 <b>B</b>	11 <b>B</b>	12 <b>B</b>	13 <b>B</b>	14 <b>B</b>	15 <b>B</b>	18	19	20	21	22	25	26	27	28	29 <b>H</b>
April 2024	20	1	0	1 <b>H</b>	2	3	4	5	8	9	10	11	12	15	16	17	18	19 <b>P</b>	22	23	24	25	26	29	30			
May 2024	22	0	0			1	2	3	6	7	8	9	10	13	14	15	16	17	20 <b>H</b>	21	22	23	24	27	28	29	30	31
June 2024	18	2	0	3	4	5	6	7 <b>P</b>	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 <b>P</b>					
July 2024	0	0	0	1 <b>H</b>	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
<b>TOTAL</b>	<b>187</b>	<b>7</b>	<b>0</b>	<b>Note:</b> The 2023-2024 calendar provides for 195 possible school days between September 1, 2023 and June 30, 2024. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days																								






Ministry of Education

# School Year Calendar 2023 - 2024

## SECONDARY - OPTION 1

**Legend** ► **H** - Statutory Holiday    **E** - Scheduled Examination Day    **P** - Professional Activity Day    **B** - Board Designated Holiday     Half Day

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 <sup>st</sup> Week					2 <sup>nd</sup> Week					3 <sup>rd</sup> Week					4 <sup>th</sup> Week					5 <sup>th</sup> Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2023	0	1	0		1	2	3	4	7 <b>H</b>	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31 <b>P</b>	
September 2023	19	0	0					1 <b>B</b>	4 <b>H</b>	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
October 2023	20	1	0	2	3	4	5	6 <b>P</b>	9 <b>H</b>	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
November 2023	21	1	0			1	2	3	6	7	8	9	10	13	14	15	16	17 <b>P</b>	20	21	22	23	24	27	28	29	30	
December 2023	16	0	0					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 <b>B</b>	26 <b>B</b>	27 <b>B</b>	28 <b>B</b>	29 <b>B</b>
January 2024	13	0	5	1 <b>B</b>	2 <b>B</b>	3 <b>B</b>	4 <b>B</b>	5 <b>B</b>	8	9	10	11	12	15	16	17	18	19	22	23	24 <b>E</b>	25 <b>E</b>	26 <b>E</b>	29 <b>E</b>	30 <b>E</b>	31		
February 2024	19	1	0				1	2	5	6	7	8	9	12	13	14	15	16 <b>P</b>	19 <b>H</b>	20	21	22	23	26	27	28	29	
March 2024	14	0	0					1	4	5	6	7	8 <b>B</b>	11 <b>B</b>	12 <b>B</b>	13 <b>B</b>	14 <b>B</b>	15 <b>B</b>	18	19	20	21	22	25	26	27	28	29 <b>H</b>
April 2024	20	1	0	1 <b>H</b>	2	3	4	5	8	9	10	11	12	15	16	17	18	19 <b>P</b>	22	23	24	25	26	29	30			
May 2024	22	0	0			1	2	3	6	7	8	9	10	13	14	15	16	17	20 <b>H</b>	21	22	23	24	27	28	29	30	31
June 2024	13	2	5	3	4	5	6	7	10	11	12	13	14	17	18	19 <b>E</b>	20 <b>E</b>	21 <b>E</b>	24 <b>E</b>	25 <b>E</b>	26	27 <b>P</b>	28 <b>P</b>					
July 2024	0	0	0	1 <b>H</b>	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
<b>TOTAL</b>	<b>177</b>	<b>7</b>	<b>10</b>	<b>Note:</b> The 2023-2024 calendar provides for 195 possible school days between September 1, 2023 and June 30, 2024. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days																								



Ministry of Education

# School Year Calendar 2023 - 2024

## ELEMENTARY - OPTION 2

**Legend** ► **H** - Statutory Holiday    **E** - Scheduled Examination Day    **P** - Professional Activity Day    **B** - Board Designated Holiday    Half Day

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 <sup>st</sup> Week					2 <sup>nd</sup> Week					3 <sup>rd</sup> Week					4 <sup>th</sup> Week					5 <sup>th</sup> Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2023	0	0	0		1	2	3	4	7 <b>H</b>	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
September 2023	18	1	0					1 <b>B</b>	4 <b>H</b>	5 <b>P</b>	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
October 2023	20	1	0	2	3	4	5	6 <b>P</b>	9 <b>H</b>	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
November 2023	21	1	0			1	2	3	6	7	8	9	10	13	14	15	16	17 <b>P</b>	20	21	22	23	24	27	28	29	30	
December 2023	16	0	0					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 <b>B</b>	26 <b>B</b>	27 <b>B</b>	28 <b>B</b>	29 <b>B</b>
January 2024	17	1	0	1 <b>B</b>	2 <b>B</b>	3 <b>B</b>	4 <b>B</b>	5 <b>B</b>	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 <b>P</b>	29	30	31		
February 2024	20	0	0				1	2	5	6	7	8	9	12	13	14	15	16	19 <b>H</b>	20	21	22	23	26	27	28	29	
March 2024	15	0	0					1	4	5	6	7	8	11 <b>B</b>	12 <b>B</b>	13 <b>B</b>	14 <b>B</b>	15 <b>B</b>	18	19	20	21	22	25	26	27	28	29 <b>H</b>
April 2024	20	1	0	1 <b>H</b>	2	3	4	5	8	9	10	11	12	15	16	17	18	19 <b>P</b>	22	23	24	25	26	29	30			
May 2024	22	0	0			1	2	3	6	7	8	9	10	13	14	15	16	17	20 <b>H</b>	21	22	23	24	27	28	29	30	31
June 2024	18	2	0	3	4	5	6	7 <b>P</b>	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 <b>P</b>					
July 2024	0	0	0	1 <b>H</b>	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
<b>TOTAL</b>	<b>187</b>	<b>7</b>	<b>0</b>	<b>Note:</b> The 2023-2024 calendar provides for 195 possible school days between September 1, 2023 and June 30, 2024. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days																								



Ministry of Education

# School Year Calendar 2023 - 2024

## SECONDARY - OPTION 2

**Legend** ► **H** - Statutory Holiday    **E** - Scheduled Examination Day    **P** - Professional Activity Day    **B** - Board Designated Holiday    Half Day

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 <sup>st</sup> Week					2 <sup>nd</sup> Week					3 <sup>rd</sup> Week					4 <sup>th</sup> Week					5 <sup>th</sup> Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2023	0	0	0		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
September 2023	18	1	0					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
October 2023	20	1	0	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
November 2023	21	1	0			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
December 2023	16	0	0					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
January 2024	13	0	5	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
February 2024	19	1	0				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	
March 2024	15	0	0					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
April 2024	20	1	0	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
May 2024	22	0	0			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
June 2024	13	2	5	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
July 2024	0	0	0	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
<b>TOTAL</b>	<b>177</b>	<b>7</b>	<b>10</b>	<b>Note:</b> The 2023-2024 calendar provides for 195 possible school days between September 1, 2023 and June 30, 2024. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days																								



## Memorandum

To: Board of Trustees  
From: Tracy Barill, Director of Education  
Date: March 27, 2023  
Subject: **Trustee Code of Conduct**

## Recommendation

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

“THAT in accordance with Regulation 246/18 the Durham Catholic District School Board confirm the revised Trustee Code of Conduct as referenced in section 6.3 and contained in the Supplementary Documents of the General Working By-Law Number 2021 (Rev. Oct. 25, 2022).”

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

“THAT the Durham Catholic District School Board make available the revised Trustee Code of Conduct to the public on the Durham Catholic District School Board website.

## Rationale

Regulation 246/18 states:

### **MEMBERS OF SCHOOL BOARDS - CODE OF CONDUCT**

#### *Code of conduct*

1. (1) Every board shall adopt a code of conduct that applies to the members of the board.
- (2) Every board that has not adopted a code of conduct before the day this Regulation comes into force shall adopt a code of conduct on or before May 15, 2019.
- (3) Every board shall make its code of conduct available to the public.

Memorandum | Page 2 of 3  
Trustee Code of Conduct

*Review of code of conduct*

2. (1) Every board that adopted a code of conduct before the day this Regulation came into force shall review its code of conduct, in accordance with subsection (3), on or before May 15, 2019 and on or before May 15 in every fourth year thereafter.

(2) Every board referred to in subsection 1 (2) shall review its code of conduct, in accordance with subsection (3), on or before May 15, 2023 and on or before May 15 in every fourth year thereafter.

(3) A board shall review a code of conduct by complying with the following requirements:

1. The board shall determine whether any changes are required to the code of conduct and,
  - i. if changes are required, make the required changes, or
  - ii. if no changes are required, confirm the existing code of conduct.
2. The board shall pass a board resolution setting out the course of action determined under paragraph 1.

## **Information/Analysis/Research**

The Trustee Code of Conduct was formally reviewed and revised by the By-Law Committee with the assistance of legal counsel in 2021 when the General Working By-Laws for the Board of Trustees was last updated.

In the fall of 2022, the Board of Trustees approved the new Multi-Year Strategic Plan which includes a new Board Mission Statement. The Trustee Code of Conduct has been revised to update the Mission Statement and is included in Appendix 1.

The Code of Conduct outlines the expectations of Trustee conduct with respect to:

- Catholic Faith, Community and Culture
- Integrity and Dignity of Office
- Civil Behaviour
- Complying with Legislation
- Upholding Decisions
- Avoidance of Personal Advantage and Conflict of Interest
- Perceived or Potential Conflict of Interest
- When Interest is Not a Conflict
- Lobbying
- Respect for Confidentiality
- Respect for Board Resources

Memorandum | Page 3 of 3  
Trustee Code of Conduct

The Code of Conduct also outlines procedures for:

- Enforcement of Code of Conduct
- Response to a Finding of Breach
- Reconsideration
- Reversal
- Confirmation
- Meeting in Camera

It is expected that all Trustees have fully reviewed the Trustee Code of Conduct, are familiar with its contents, and endeavour at all times, to conduct themselves accordingly.

TB/eb

Attachment: Appendix 1 – Trustee Code of Conduct



## Appendix 1

# Trustee Code of Conduct

## Our Mission

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

To be an inclusive Catholic learning community that inspires every student to achieve their full potential through faith and education.

## Catholic Faith, Community and Culture

Each Durham Catholic District School Board Trustee ("Trustee") as an extension of the Church's ministry shall, within the duties prescribed in the *Education Act*, Regulations and other applicable statutes:

- recognize and affirm that Catholic schools are an expression of Catholic Church teachings;
- model in word and deed their commitment to the teachings of the Church;
- provide a Catholic education consistent with programs approved by the Canadian Conference of Catholic Bishops and the provincial Minister of Education;
- defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- respect the confidentiality of the Board;
- conduct the affairs of the Board with a spirit of collaboration, openness, justice and compassion;
- commit to improve personal knowledge of current Catholic educational research and practices subject to Board policy;
- affirm the development of Christian Catholic Community; and
- provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic education.

## Integrity and Dignity of Office

Holding positions of public trust and confidence, Trustees shall:

- discharge their duties and responsibilities professionally, ethically and in a manner that is consistent with Gospel values, the teachings of the Catholic Church, the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the Board's By-laws, Policies and other applicable statutes;
- act in the best interests of the Durham Catholic District School Board, taking into account members of the public and stakeholders served by the DCDSB;
- commit to excellence in Catholic education by promoting student achievement and well-being through the delivery of effective and appropriate education programs and effective stewardship of the board's resources.

## Civil Behaviour

Sharing in the responsibility to create a positive governance environment that is safe, inclusive and respectful, Trustees shall:

- act with decorum and be respectful of other Trustees, the Director of Education, staff, all members of the Durham Catholic District School Board community and the public;
- serve as role models of exemplary behaviour reflective of the values articulated in the Ontario Catholic School Graduate Expectations, including but not limited to:
  - respecting all applicable federal, provincial and municipal laws;
  - adhering to Robert's Rules of Order;
  - demonstrating honesty and integrity, respecting differences in people, their ideas, and their opinions, treating one another with dignity and respect at all times, and especially when there is disagreement;
  - respecting and treating others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, disability or other difference.
- be prepared for meetings, avoiding at all times unnecessary disruptions and refraining from engaging in conduct that contributes to a tone of sarcasm or denigration;



- adhere to the Acceptable Use Policy with respect to on-line communications and demonstrate professionalism in communication with stakeholders and other community members;
- comply with all policies of the board;
- notwithstanding the right of individual trustees to debate a motion before the Board, and personally disagree with a decision of the Board, a Trustee shall publicly uphold resolutions approved by the Board and at all times refrain from making disparaging or offensive remarks.

## Complying with Legislation

Individual Trustees shall comply with the duties of Board members, including but not limited to those set out in section 218.1 of the *Education Act*, which states that:

*A member of a board shall,*

- (a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;*
- (b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;*
- (c) consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1(1)(f);*
- (d) use appropriate communication protocols to bring concerns of parents, students and supporters of the board to the attention of the board;*
- (e) uphold the implementation of any board resolution after it is passed by the board;*
- (f) entrust the day-to-day operations and management of the board to its staff through the Board's Director of Education;*
- (g) maintain focus on student achievement and well-being through the development of policies; and*
- (h) comply with the Board's code of conduct.*

## Upholding Decisions

As the governing body of a corporation, Trustees understand that they may deliberate with many voices, but must govern as one. Trustees shall therefore:

- accept that authority rests with the Board of Trustees and that an individual Trustee has no independent authority to make decisions or act on behalf of the Board, except as specifically delegated by resolution of the Board;
- uphold the implementation of any Board resolution after it is passed by the Board;
- comply with Board policies and procedures; and
- refrain from speaking on behalf of the Board unless authorized by resolution of the Board to do so.

### **Avoidance of Personal Advantage and Conflict of Interest**

Trustees are subject to the *Municipal Conflict of Interest Act*, and in addition are responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest.

The *Act* holds a Trustee to the standard of an independent and trusted decision-maker. Only the Trustee may declare that their own interest is in conflict with the interest of the Board.

Where a Trustee, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest in any matter, whether direct or indirect, as defined by the *Municipal Conflict of Interest Act*, and the Trustee is present at a meeting of the Board or Committee at which the matter is the subject of consideration, the Trustee:

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where the meeting *in camera*, the Trustee shall, in addition to complying with the requirements herein, forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of a Trustee has not been disclosed as required by reason of the Trustee's absence from the meeting, the Trustee shall disclose the interest and otherwise comply with this Code of Conduct at the next Board or Committee meeting, as the case may be, at which they are in attendance.

The pecuniary interest, direct or indirect, of a parent or the spouse or any child of the Trustee shall, if known to the Trustee, be deemed to be also the pecuniary interest of the Trustee, and must be so declared.

Where a declaration of an interest is made at a meeting open to the public, the Secretary shall record the declaration of the interest and the nature thereof in the minutes. Where the meeting is not open to the public, the Secretary shall record the declaration but not the nature of the interest in the minutes of the next public meeting of the board.

At a meeting at which a Trustee discloses an interest, or as soon as possible thereafter, the Trustee shall also file a written statement of the interest and its general nature with the Secretary of the Board. The Board shall establish and maintain a registry in which it will keep a copy of each statement of interest filed with the Secretary, and a record of each declaration of an interest. The register shall be available for public inspection.

Where a Trustee, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the board, or by a person or body to which the board has delegated a power or duty, the Trustee is also prohibited from using their office in any way to attempt to influence any decision or recommendation that results from consideration of the matter.

## **Perceived or Potential Conflict of Interest**

DCDSB Trustees are responsible for maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board. Trustees must not therefore use their position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee, or in any manner conflict with the interests of the Board.

Under the *Municipal Conflict of Interest Act*, there is no requirement that a Trustee act on the basis of a perceived conflict of interest. However, each Trustee must evaluate whether or not their judgment and decision-making could be conflicted by other interests and whether a particular decision made as a Trustee could result in a personal advantage. If so, they should refrain from acting in that matter.

A Trustee who questions whether a fellow Trustee has a conflict of interest, or is sensitive to the potential perception of a conflict of interest, may raise the matter respectfully and informally with the potentially conflicted Trustee, but may not declare a conflict on that Trustee's behalf, or assert that the Trustee should be denied the opportunity to participate in discussion or cast a vote.

A Trustee shall exercise extreme caution and discretion in accepting any gift, hospitality or benefit from a person or entity that has dealings with the Board. Where a reasonable person could conclude that the gift hospitality or benefit could have real, potential or perceived influence on a Trustee in the performance of their duties to the Board, the gift should be refused.

Where a Trustee is not confident in their assessment of whether or not they have a conflict, they may choose to seek a separate legal opinion from their own legal counsel.

## When is an Interest Not a Conflict

The Trustee's interest does not constitute a conflict with the interests of the Board when:

- (a) the Trustee's pecuniary interest is common to the general electorate;
- (b) the interest is so insignificant or remote in nature that it could not reasonably be regarded as likely to influence the Trustee in the exercise of their responsibilities.

A competing interest giving rise to a conflict must also be distinguished from personal bias. It is assumed that in meeting statutorily defined board responsibilities Trustees may be biased by their values, experiences and individual assessment of policy priorities. Personal differences may lead to varying but valid interpretations of the Board's best interests. Such differences of opinion are inherent to the governance process and are intended to be resolved by the application of *Robert's Rules of Order*, the Board's By-law, and adherence to this Code of Conduct. However, a personal bias or opinion does not in and of itself constitute a conflict of interest as defined by the *Municipal Conflict of Interest Act* or this Code of Conduct.

## Lobbying

In the interests of fair and transparent procurement practices and in compliance with the *Broader Public Sector Procurement Act*, Trustees have an obligation to:

- i. report any inquiries or communications for the purpose of influencing the procurement of goods and services and the awarding of contracts to the Director of Education;
- ii. refrain from communicating with anyone during a procurement process and abstain from exercising their influence to gain or advance the interests of any individual or group during such a process.

## Respect for Confidentiality

Recognizing that protecting the confidential information of the DCDSB is a fiduciary duty of every Trustee, each Trustee shall abide by the confidentiality agreement attached hereto as Appendix A.

## Respect for Board Resources

Trustees shall not use Board resources for personal gain, and shall not permit their relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the Criminal Code (Canada). All Trustees shall comply with Board Policies and General

Administrative Procedures regarding the use of Board resources, including information technology resources.

## **Respect for Board Staff**

Trustees shall model respect for and deference to the roles and responsibilities of Board staff. Recognizing that a Trustee's workplace is in the boardroom, a Trustee shall not attempt to influence staff decision-making or staff activities outside the boardroom.

Trustees shall in particular demonstrate sensitivity to weight of their office if it is necessary to address a school issue concerning the Trustee's child. Where another parent cannot communicate on behalf of the family, a Trustee shall ensure that all electronic and telephone communications are sent to and from a personal address or phone, and that the Trustee's occupation of the office remains as removed as possible from interactions with their child's school.

For greater clarity, any attempt to use the weight of the office of Trustee to gain personal advantage for a family member, or to advance a matter of interest or policy outside the boardroom, will be deemed to be an exercise of undue influence, a misuse of the office of Trustee, and contravention of this Code of Conduct.

## **Enforcement of Code of Conduct**

In accordance with the provisions of section 218.3 of the *Education Act*, a breach of this Code of Conduct by a Trustee shall be addressed employing the procedures in the paragraphs that follow.

A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board, provided that they do so within six (6) weeks of when they became aware that the alleged breach took place.

The Trustee who has reported the alleged breach shall be asked to consider an informal resolution process, whereby the actions are brought to the attention of the Trustee who is alleged to have breached the Code, with a view to determining if an apology or other corrective measure would be appropriate.

If the Trustee alleging a breach of the Code does not agree to informal resolution, they shall put their complaint in writing and submit it to the Chair, or if alleging a breach by the Chair, then to the Vice Chair. The complaint shall include the name of the Trustee alleged to have breached the Code, information regarding when the breach became known, their grounds for believing a breach occurred, and contact information for any witnesses or people who may have information relevant to an investigation. The written complaint shall be shared with all Trustees on a confidential basis within seven (7) days of receipt.

Upon receipt of a written complaint, the Chair and at least one other Trustee appointed by the Board shall investigate the matter and shall make a finding of fact as to whether

the action took place as alleged, and report their findings to the Board. If the allegation involves the Chair, the investigation shall be led by the Vice Chair. The investigation shall be conducted in private, and shall include at a minimum an opportunity for the Trustee alleged to have breached the Code to review the written complaint and make an oral and written response.

If the Chair (or Vice Chair) and Trustee appointed by the Board to investigate determine that the complaint is frivolous, out of time, not made in good faith, or unsubstantiated by any finding of fact, they shall confidentially recommend to the complainant that the complaint withdraw the complaint. Where the complainant refuses to withdraw the complaint the complaint shall be considered by the Board.

If the Chair (or Vice Chair) and Trustee appointed by the Board to investigate find that the facts support a conclusion that the Code of Conduct was breached, they shall report their findings to the Board.

The Board shall consider the findings of the investigation and based solely on what has been reported make a determination as to whether the Code of Conduct was breached.

### ***Response to a Finding of Breach***

Notwithstanding a conclusion that the Code of Conduct was breached, the Board may nevertheless determine by resolution that the contravention was trivial, made through inadvertence, or in good faith, and impose no sanction.

The Board may alternatively impose by resolution one or more of the following sanctions:

- (a) Censure of the Trustee in accordance with Board Policy and Procedures;
- (b) Bar the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board; and/or
- (c) Bar the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board, or sitting on committee of the Board, is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.

In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If the Board determines that a Trustee has breached this Code of Conduct, the Board shall forthwith give the Trustee written notice of the determination and any sanction imposed, and notify the Trustee of their right to request a reconsideration.

## **Reconsideration**

The notice of decision shall inform the Trustee that he or she may make written submissions to the Board in respect of a reconsideration of the determination of a breach or a sanction imposed, by the date specified in the notice that is at least fourteen (14) days after the notice is received by the Trustee.

The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

## **Reversal**

If the Board revokes a determination that the Trustee breached the Code of Conduct, any sanction imposed by the Board shall be revoked.

## **Confirmation**

If the Board confirms its determination that the Trustee breached the Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.

## **Meeting In Camera**

In accordance with subsection 207(2) of the *Education Act* the Board may meet *in camera* to consider an alleged breach of the Code of Conduct that involves any of the following matters:

- (a) the security of the property of the Board;
- (b) the disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the Board; or
- (e) litigation affecting the Board.

Notwithstanding the foregoing, the Board shall meet in public in order to vote on any resolution regarding:

- (a) a determination that a Trustee has breached this Code of Conduct;

- (b) the imposition of a sanction on a Trustee for a breach of this Code of Conduct;
- (c) confirmation or revocation of a determination regarding a Trustee's breach of this Code of Conduct;
- (d) confirmation, variation or revocation of a sanction after confirming or revoking a determination regarding a Trustee's breach of the Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution listed above is approved, the resolution shall be recorded in the Minutes of the meeting.

The *Statutory Powers Procedure Act* does not apply to any of the enforcement provisions under section 218.3 of the *Education Act*.

Nothing in this Code of Conduct prevents a Trustee's breach of the *Municipal Conflict of Interest Act* from also being dealt with in accordance with that *Act*.

A Trustee who is subject to a Board investigation and determination of whether the Trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses will not be paid unless extraordinary circumstances are determined to warrant payment, as determined by Board motion.

Where the number of Trustees who, by reason of the provisions of the *Municipal Conflict of Interest Act*, are unable to participate in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other provision of this by-law, the remaining number of Trustees shall be deemed to constitute a quorum, provided such number is not less than two.

Effective: June 30, 2021  
Revised: March 27, 2023





## Appendix A

# Confidentiality Agreement

I \_\_\_\_\_, Trustee of the Durham Catholic District School Board understand that, as part of my duties as a Trustee that:

I may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board. I have a duty to the DCDSB not to disclose any such information.

Except as required by law, I agree not to use, directly or indirectly, for my benefit or the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to me, and recognize that such inappropriate use of confidential information for personal benefit or disclosed to others may constitute a breach of trust contrary to section 122 of the Criminal Code (Canada).

I will respect and comply with my responsibilities under the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act* to protect the privacy rights of students, parents/guardians and staff. As a member of the Board, I understand that I may only collect, use, disclose and store personal information in accordance with these *Acts*.

Further to the public nature of my role, I will be particularly mindful not to discuss confidential or personal information in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

I acknowledge that my Trustee duty of confidentiality and protection of privacy survives my term as Trustee.

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



## Memorandum

To: Board of Trustees

From: Tracy Barill, Director of Education

Date: March 27, 2023

Subject: **Out of Province Travel – Canadian Catholic School Trustees’ Association (CCSTA) Annual General Meeting and Conference**

## Recommendation

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

“THAT the Durham Catholic District School Board approve the request of members of the Board and the Director’s designate at the Canadian Catholic School Trustees’ Association Annual General Meeting and Conference scheduled June 1-3, 2023, in Saskatoon, Saskatchewan.”

## Rationale

The Broader Public Sector Procurement and Expense Directives Policy (PO109) and its attended Administrative Procedure (AP109-1) require that out-of-province travel be brought by the Director to the Board for approval.

The Canadian Catholic School Trustees’ Association (CCSTA) is a national organization promoting excellence in Catholic education throughout Canada.

CCSTA represents seven provincial and territorial Catholic school trustees’ associations in Canada. In turn, these associations represent over 90 Catholic school boards, which educate more than 850,000 students in almost 2,000 schools from Vancouver, British Columbia to St. John’s, Newfoundland and Yellowknife, Northwest Territories to Ontario

CCSTA works closely with the Canadian Conference of Catholic Bishops, Catholic organizations, and the federal government to enhance and promote Catholic education. The Association also provides assistance to Catholic school trustees and parents so they can fully participate in the Catholic education process in their communities.

Trustees have been invited to attend the Annual CCSTA Conference from June 1-3, 2023, in Saskatoon, Saskatchewan. In addition to the Annual General Meeting, the conference will also include keynote speaker presentations, Mass, and great networking opportunities.

TB/eb



## Memorandum

To: Board of Trustees

From: Tracy Barill, Director of Education

Date: March 27, 2023

Subject: **Out of Province Travel – Canadian Association of School System Administrators (CASSA) Annual General Meeting and Conference**

## Recommendation

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

“THAT the Durham Catholic District School Board approve the attendance of up to six members at the Canadian Association of School System Administrators (CASSA) – Annual General Meeting and Conference scheduled for July 5-7, 2023, in Victoria, British Columbia.”

## Rationale

The Broader Public Sector Procurement and Expense Directives Policy (PO109) and its attended Administrative Procedure (AP109-1) require that out-of-province travel be brought by the Director to the Board for approval.

The Canadian Association of School System Administrators (CASSA) is the national network of senior school system leaders. CASSA members include provincial affiliates and individual members. The Association serves its members by providing a forum for communications and professional development through its annual leadership conference, magazine, webinars, and newsletters.

Senior staff members have been invited to attend the Annual CASSA Conference on “*Leadership – Coast to Coast to Coast.*”

This year’s conference will feature guest speakers, best practices, and networking opportunities. The CASSA Annual General Meeting and Conference is an excellent opportunity to connect with senior level decision-makers and influencers across the country.

TB/eb



## Memorandum

To: Board of Trustees

From: Tracy Barill, Director of Education

Date: March 27, 2023

Subject: **Correspondence from the Education Quality and Accountability Office (EQAO)**

Please see the attached correspondence that was received from the Education Quality and Accountability Office (EQAO) on March 3, 2023.

TB/eb  
Attach.

Education Quality and  
Accountability Office



2 Carlton Street, Suite 1200  
Toronto ON M5B 2M9  
Tel: 1-888-327-7377  
Fax: 416-325-0831  
Web site: [www.eqao.com](http://www.eqao.com)

March 3, 2023

Monique Forster, Chair of the Board  
Durham Catholic District School Board  
650 Rossland Road West  
Oshawa ON L1J 7C4

Dear Chair Forster,

Thank you for taking the time to connect with me and share your concerns. As always, EQAO is committed to working in partnership with the education community to provide useful and reliable data that contribute to supporting Ontario students.

EQAO has been on the path to modernize its assessment program and the agency has recently digitalized its large-scale assessments. Each step of EQAO's modernization initiative has been informed by feedback from Ontario educators and other experts to improve students' assessment experience and increase schools' administration flexibility. Last year, a new online mode of delivery and new assessment testing models (that is, multi-stage computer adaptive and testlet-based linear on the fly testing) were implemented. These changes and other considerations related to providing increased flexibility mean that EQAO will not be providing the same reports that schools have received in the past.

To support educators better in analyzing EQAO assessment data and as part of its modernization, the agency launched the interactive and user-friendly EQAO Data Reporting Tool that presents information about students' achievement, perceptions and attitudes collected through EQAO assessments. This tool, available to boards and schools, also offers the ability to generate and download various customized reports designed to assist you in your school's journey to support student learning and improvement.

As you mention in your letter, EQAO used to provide educators with Item Information Reports (IIRs) and I understand it might have come as a surprise not to be able to rely on these reports to further support your students. While providing IIRs is no longer possible due to the new assessment format and its digital mode of delivery, the agency is working towards generating reports around strands and categories of knowledge and skills, which will provide information at the school, school board and provincial levels.

I would be happy to discuss this matter further with yourself and your fellow board members as we aim to support our education community stakeholders with information that promotes positive student outcomes.

Sincerely,

A handwritten signature in black ink that reads 'D. Koenig'. The signature is stylized with a large, looped 'D' and a cursive 'Koenig'.

Dan Koenig  
Chief Executive Officer



# Meeting Notes

Page provided to record notes

## **Closing Prayer**

Father, thank you for all the marvelous things you have done. Thank you for your love that you have revealed to us. As we leave this place now, thank you for walking with us. May we be alert to your promptings and live in your endless love. For yours is the kingdom, the power, and the glory in this age and forevermore.

Amen.