



THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING
MONDAY, JANUARY 24, 2011 - 4:00 P.M.
BOARD OFFICE, 87 MILL STREET, DUBLIN, ONTARIO

AGENDA

1. OPENING PRAYER – Father R. Bester
2. CALL TO ORDER AND RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. DECLARATION OF INTEREST
5. PRESENTATIONS

Virtual Gallery - Celebrating the Spirit: A Celebration of Student Artwork - Student artwork is being displayed on the Board website to celebrate our Board theme, *Catholic Education: Celebrating the Spirit*. Superintendent JoAnn MacGregor will make a presentation and introduce student artists.

Board Christmas Card Artist - Superintendent of Education Dan Parr will introduce Art Teacher Helen Van Bakel and Grade 12 art student Erinn Dalton. Erinn recently won the system-wide Art Contest of designing this year's Board Christmas Card.

6. Approval of Minutes of the Regular Board Meeting of November 22nd, 2010, the Inaugural Board Meeting of December 17th, 2010, and the Special Board Meeting of December 17th, 2010 (pdf pgs. 4-11)
7. BUSINESS ARISING FROM THE MINUTES
8. REPORTS

I COMMITTEE OF THE WHOLE, IN CAMERA

II EDUCATION (pdf pgs. 12-14)

1. One Life...Many Gifts - One Life...Many Gifts is a curriculum resource to educate senior secondary school students about the vital importance of organ and tissue donation and transplantation. Superintendent Dan Parr will introduce St. Anne's teachers Laura Blackmore and Erma Weernink.
2. School Improvement Planning - Principals have worked with coordinators and their school improvement teams to analyze school and classroom data about student learning and arrive at their school SMART goal(s). Superintendent JoAnn MacGregor will introduce Michelle Shypula, Principal of St. Joseph's School, Stratford, and Dave Cassone, Principal of St. Aloysius School who will make presentations.

3. Draft Policy 3A:24, Catholic Leadership, Succession Planning, and Talent Development - The Ministry of Education's Ontario Leadership Strategy requires all school boards to develop and implement a Board Leadership Development Strategy that fosters high quality educational leadership throughout the board. Draft Policy 3A:24 was presented as information at the Board Meeting of November 22, 2010.

III MANAGEMENT (pdf pgs. 15-79)

The following items will be presented to the Board:

1. The Board will receive the Huron-Perth Catholic District School Board Consolidated Financial Statements for the year ended August 31, 2010.
2. The Board will receive Board Policy 3E:13 – Authorization For Use of School Facilities.
3. The Board will receive information regarding the appointment of external Audit Committee members.
4. The Board will receive a draft of Board Policy 3E:15 – Environmental Stewardship.
5. The Board will receive the 2010-2012 Budget Procedures Manual dated January 24, 2011.
6. The Board will receive a report regarding the Huron-Perth Transportation Consortium.

IV PERSONNEL

V OTHER

- SEAC Minutes of November 15th, 2011 and Information Session of December 16th, 2010 (pdf pgs. 80-83)

9. ITEMS FOR ACTION

10. ITEMS FOR INFORMATION

- Communication Strategy (M. Dutrizac)
- Mass cards and condolences on behalf of the HPCDSB for December & January were sent to: Denise & John McCarroll, Teacher at St. Michael/Principal at St. Ambrose on the death of Denise's father, Casey Rzakowski; Karen Teahen, Secretary at St. Ambrose on the death of her mother Barb Rayner; Paul Seliske, Teacher at St. Anne's on the death of his father, Victor Seliske; Dan and Bernice Bishop, retired Principal at St. Michael/Teacher on the death of Bernice's mother, Stella Wasowicz; Marie & Sean McDade, Teacher at St. Anne's/Coordinator at the Board Office on the death of Marie's father, Ron Budde; Nancy Cronin, retired Executive Assistant at the Board Office on the death of her mother, Alice Ott; Katrina & Cole Terpstra, Students at St. Mary's School, Listowel on the death of their father, Brian Terpstra; Mary-Ellen McBride, Business Analysis at the Board Office on the death of her father, Ray Ducharme.
- Cards of thanks were received from the following persons: Jim & Debbie McCarthy, Ellen Tousaw, Nancy Park, Crystal Brennan-Yeo, and Laura Ennett.

11. CORRESPONDENCE
12. FUTURE BUSINESS
13. STUDENT TRUSTEE REPORTS
14. QUESTION PERIOD
– Highlights of Board Activity (pdf pgs. 84-87)
15. ADJOURNMENT
16. CLOSING PRAYER – Father R. Bester



THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Minutes of the General Board Meeting
Monday, November 22, 2010 – 4:00 p.m.
Board Office, Dublin

1. **OPENING PRAYER** – Father Richard Bester
2. **CALL TO ORDER & RECORDING OF ATTENDANCE**
Trustees – Present
Administration – Present
Recording Secretary – Present
Chaplain – Present
Press – Absent
3. **APPROVAL OF AGENDA** – J. McDade - V. McInnes (CARRIED)
4. **DECLARATION OF INTEREST**
5. **PRESENTATIONS**
6. **APPROVAL OF THE MINUTES** – R. Marcy - B. Murray (CARRIED)
General Board Meeting of October 26th, 2010
7. **BUSINESS ARISING FROM MINUTES**
8. **REPORTS**

I COMMITTEE OF THE WHOLE, IN CAMERA

II EDUCATION

The Education Report was presented.

Champion of Inclusion Award Winners - Special Education Coordinator Maureen Sabin welcomed SEAC member Heather Voss to the meeting. Heather and Carolyn Carter, also a SEAC member, were recently honoured at the Coaching to Inclusion Conference held on October 22 at the University of Western Ontario. Both Heather and Carolyn are exemplary role models for inclusion.

School Improvement Planning - Principals have worked with coordinators and their school improvement teams to analyze school and classroom data about student learning and develop their school SMART goal(s). Mike Bruneel, Principal of St. Boniface School, and Nancy Barrett, Principal of St. Joseph's School (Clinton) provided a presentation.

Draft Policy 3A:24 - Catholic Leadership, Succession Planning, and Talent Development - Draft Policy 3A:24 is a plan to develop and implement a Catholic Leadership, Succession Planning, and Talent Development program to encourage, identify, prepare, select, support, mentor, train and develop its Catholic leaders.

Elementary to Secondary Transitions - Superintendent of Education Dan Parr presented the new document that has been developed in collaboration with the secondary school principals, heads of guidance, and student success teachers.

Regional Catholic School Council Dinner Meeting - The next meeting will be held on Wednesday, January 12, 2011 at the Mitchell Golf and Country Club.

III MANAGEMENT

The Management Report was presented.

Draft Policy 3E:13 - Authorization for Use of School Facilities - A Ministry initiative to automate the Community Use of Schools through online permitting of Board facilities provided the opportunity to review and update Board Policy 3E:13. The policy will be presented at the January Board meeting for approval.

Update Regarding Jeanne Sauvé Project - Construction is to begin in January of 2011 on the library and mezzanine areas. The renovation work for the new classrooms and resource office will be carried out over the summer beginning in July of 2011. Tenders for the project will close on December 7, 2010.

Request for Proposal (RFP) for Architectural Services - The Board received eight submissions in response for the RFP. Interviews will be held on December 7, 2010. It was recommended that a pool be established consisting of three firms to be used for future projects.

Agreement for Temporary Parking at St. Michael CSS - The current temporary parking agreement between the Stratford Public Works Committee and the Board will be extended for two years.

"Sustainable Solutions - Green and Beyond" - Manager of Plant Anne Marie Nicholson announced a new partnership with Swish Maintenance Limited. Swish was recently awarded the OECM (Ontario Education Collaborative Marketplace) tender for custodial supplies. The OECM is a Ministry-sanctioned entity serving all of Ontario's publicly funded educational institutions. The Board has enjoyed a positive relationship with Swish since 1992 and is now moving to a more seamless and comprehensive program in an effort to provide safer environments, improve productivity and reduce costs.

Board Policy 3A:18 – Harassment – As per Bill 168, Violence in the Workplace, the Board is required to review and revise its existing harassment policy to incorporate the new requirements that address the issue of harassment in the workplace. There is an expanded group of individuals that now fall under this policy, including third party individuals working at, visiting or having access to our site. The revisions also include a broader definition of the working environment with respect to the individual covered by the policy.

Motion #09/10-049	B. Murray – V. McInnes
That the Huron-Perth Catholic District School Board adopt Board Policy 3A:18 – Harassment effective November 22, 2010.	
CARRIED	

IV PERSONNEL

V OTHER

- SEAC minutes of October 18th were provided

9. **ITEMS FOR ACTION**

Motion #09/10-050

R. Marcy – V. McInnes

That the Board approve the changes made to the By-Laws of the Board.

CARRIED

10. **ITEMS FOR INFORMATION**

- Mass cards and condolences sent were noted.
- Card of thanks were distributed.

11. **CORRESPONDENCE**

12. **FUTURE BUSINESS**

The Inaugural Meeting of the Board will be held on Monday, December 6, 2010 beginning with Mass at St. Patrick's Church Dublin at 4:00 p.m. The next Regular Board Meeting date is Monday, January 24, 2011.

Superintendent of Education JoAnn MacGregor updated the Board on the Full Day Learning sites proposed for Year 3: 2 classrooms at Holy Name of Mary, St. Marys, and two classrooms at St. James, Seaforth.

13. **STUDENT TRUSTEE REPORTS**

St. Anne's CSS – Rachel Askett reported on the following:

- Student council retreat to hear Immaculee Ilibagiza
- Musical instruments have arrived from the music grant that St. Anne's recently received
- New junior music band has started up
- "Students for Life" holding baby clothing drive
- Antibully Week, Water Awareness Week, Chris D'souza presentation, mathlete competition, Gr. 11 retreat, midterms, Vow of Silence, drama

St. Michael CSS – Fiatsogbe Dzuali reported on the following:

- Student council retreat to hear Immaculee Ilibagiza
- Student trustee meeting with the Director re: Youth Forum
- Inclusion Week, Norm Kunc Assembly, Med-Quest visit, Remembrance Day liturgies, Vow of Silence

14. **QUESTION PERIOD**

- Highlights of Board Activity

15. **ADJOURNMENT – V. McInnes - B. Murray (CARRIED)**

16. **CLOSING PRAYER – Father Richard Bester**



THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Minutes of the Inaugural Meeting of the Board
Friday, December 17, 2010 – 10:30 a.m.
Board Office, Dublin

1. **OPENING PRAYER** – Trustee R. Marcy
2. **SINGING OF *O CANADA***
3. **CALL TO ORDER & RECORDING OF ATTENDANCE**
Trustees – Present
Student Trustees – Absent
Administration – Present
Recording Secretary – Present
Board Chaplain – Absent
Press – Shelly Miller-Cameron – CKNX Radio
4. **APPROVAL OF AGENDA – R. Marcy – B. Murray (CARRIED)**
5. **INTRODUCTION OF BOARD TRUSTEES**
Director of Education Martha Dutrizac welcomed guests to the meeting and introduced the 2011 Board of Trustees - Mike Miller, Bernard Murray, Ron Marcy, Jim McDade and Amy Cronin.
6. **TRUSTEE DECLARATION OF OFFICE/OATH OF ALLEGIANCE**
7. **ELECTION OF OFFICERS**
Chairperson of the Board, in accordance with By-Laws, Article II, Section 5.
Moved by B. Murray, seconded by M. Miller that R. Marcy be nominated to the position of Chairperson of the Board.

R. Marcy was acclaimed Chairperson of the Board.

Vice-Chairperson of the Board, in accordance with By-Laws, Article II, Section 5.
Moved by M. Miller, seconded by B. Murray that J. McDade be nominated to the position of Vice-Chairperson of the Board.

J. McDade was acclaimed Vice-Chairperson of the Board.

AREA CHAIRPERSONS
Education, in accordance with By-Laws, Article II, Section 6
Moved by B. Murray, seconded by A. Cronin that M. Miller be nominated to the position of Chairperson of the Education Committee.

M. Miller was acclaimed Chairperson of the Education Committee.

Management, in accordance with By-Laws, Article II, Section 6.

Moved by M. Miller, seconded by J. McDade that B. Murray be nominated to the position of Chairperson of the Management Committee.

B. Murray was acclaimed Chairperson of the Management Committee.

Personnel, in accordance with By-Laws, Article II, Section 6.

Moved by J. McDade, seconded by M. Miller that A. Cronin be nominated to the position of Chairperson of the Personnel Committee.

A. Cronin was acclaimed Chairperson of the Personnel Committee.

Audit Committee

B. Murray and R. Marcy were appointed members of the Board Audit Committee.

Special Education Advisory Committee (SEAC)

A. Cronin was appointed as an ad hoc member of the SEAC.

8. **ITEMS FOR ACTION**

Borrowing By-Law 1-2011, Borrowing By-Law 2-2011, Borrowing By-Law 3-2011.

Motion #10/11-001

B. Murray – M Miller

Be it resolved that the Chairman or Vice-Chairman and one of the Director of Education or the Superintendent of Business and Treasurer are authorized on behalf of the Board to borrow from time to time from the Canadian Imperial Bank of Commerce ("CIBC") a sum or sums not exceeding in the aggregate Five Million Dollars (\$5,000,000) to meet the current expenditures of the Board until the current revenue has been received, for the year (including the amounts required for the purposes mentioned in subsection 243 (1) and 243 (2) of the Act plus interest at a rate to be agreed upon from time to time with CIBC.

CARRIED

Motion #10/11-002

M. Miller – J. McDade

Be it resolved that the Chairman or Vice-Chairman and one of the Director of Education or the Superintendent of Business and Treasurer are authorized on behalf of the Board to borrow from time to time from the Canadian Imperial Bank of Commerce ("CIBC") a sum or sums not exceeding in the aggregate One Million, Five Hundred and Ninety-Three Thousand, Four Hundred and Twenty-Six Dollars (\$1,593,426) to meet the capital expenditures of the Board under the Good Places to Learn, Other (\$1,145,400), and Full Day Kindergarten (\$448,026) until such time as the projects are complete and long term financing is secured.

CARRIED

Motion #10/11-003

B. Murray – A. Cronin

Be it resolved that the Chairman or Vice-Chairman and one of the Director of Education or the Superintendent of Business and Treasurer are authorized on behalf of the Board to borrow from the Canadian Imperial Bank of Commerce ("CIBC") a sum or sums not exceeding in the aggregate Nine Hundred and Nineteen Thousand, Eight Hundred and Thirty Dollars (\$919,830) to meet the capital expenditures of the Board for the Ministry of Education's School Energy Efficiency Investment until such time as capital funding is received for this initiative.

CARRIED

Memo from the Director of Education dated November 30, 2010 re: Facsimile Signature Plates.

Motion #10/11-004

M. Miller – B. Murray

Be it resolved that facsimile signatures bearing the signature of the Chairperson of the Board and the Secretary or Treasurer for use on general account cheques under \$500.00 be approved, provided that one facsimile signature only appear on any cheque over \$500.00.

CARRIED

Memo from the Director of Education dated November 30, 2010 re: Appointment of Board Solicitor.

Motion #10/11-005

J. McDade – A. Cronin

Be it resolved that the firm of Donnelly & Murphy be appointed as Board Solicitors.

CARRIED

Memo from the Director of Education dated November 30, 2010 re: Appointment of Board Auditors.

Motion #10/11-006

J. McDade – M. Miller

Be it resolved that the firm of BDO Dunwoody Canada, Chartered Accountants and Advisors, be appointed as Board Auditors.

CARRIED

9. ITEMS FOR INFORMATION
10. CORRESPONDENCE
11. FUTURE BUSINESS
12. ADJOURNMENT – M. Miller – A. Cronin (CARRIED)
13. CLOSING PRAYER – Trustee J. McDade



THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Minutes of the Special Board Meeting
Friday, December 17, 2010 – 11:00 a.m.
Board Office, Dublin

1. **OPENING PRAYER** – Trustee M. Miller
2. **CALL TO ORDER & RECORDING OF ATTENDANCE**
Trustees - present
Student Trustees - absent
Administration - present
Recording Secretary - present
Chaplain - absent
Press – Shelly Miller-Cameron – CKNX Radio
3. **APPROVAL OF AGENDA** – M. Miller – A. Cronin (CARRIED)
4. **DECLARATION OF INTEREST**
5. **REPORTS**

MANAGEMENT

Motion #10/11-007

B. Murray – A. Cronin

That the Board award the tender for the addition and renovation to Jeanne Sauvé Catholic Elementary School in the amount of \$1,088,190, including HST, to Dacon Construction Limited.

CARRIED

Motion #10/11-008

J. McDade – M. Miller

That the Board appoint +VG Architects - The Ventin Group as Architects for the Early Learning addition to St. Mary's School, Goderich at an estimated fee of \$23,980, including HST, based on an estimated construction cost of \$460,000.

CARRIED

Motion #10/11-009

M. Miller – A. Cronin

That the architectural firms of MNSA Architects Inc., Allan Avis Architects Inc., and Marklevitz Architects Inc. be placed on the approved Architectural Firms list for Board projects until December 31, 2012.

CARRIED

Motion #10/11-010

M. Miller – B. Murray

That the Board approve the Consolidated Statement of Financial position and Consolidated Statement of Operation for the year ending August 31, 2010.

CARRIED

6. **ITEMS FOR ACTION**

7. **FUTURE BUSINESS**
8. **QUESTION PERIOD**
9. **ADJOURNMENT – J. McDade – M. Miller (CARRIED)**
10. **CLOSING PRAYER – Trustee B. Murray**



Huron-Perth Catholic District School Board

Mail PO Box 70 Dublin ON N0K 1E0 *Website* www.huronperthcatholic.ca
Phone 519 345 2440 *Fax* 519 345 2449

Strategy in Action - Realizing our Capacity



Growing As A Whole Person

Core Strategy: Our Core Literacy Strategy, Including Mathematical Literacy, demonstrates in text and visual form, how all of our work has a singular focus on increasing all students' achievement.

TO: Members of the Huron-Perth Catholic District School Board

RE: Monday, January 24, 2011 EDUCATION REPORT

PRESENTATIONS

One Life...Many Gifts

One Life...Many Gifts is a curriculum resource to educate senior secondary school students about the vital importance of organ and tissue donation and transplantation developed by Trillium Gift of Life Network, London Health Sciences Centre's Multi-Organ Transplant Program and the Kidney Foundation of Canada. The program is an engaging, curriculum-based program which is consistent with the expectations of our Catholic Science and Physical Education courses.

Teachers representing 240 Public and Catholic secondary schools from 20 school boards across Ontario were trained at day-long in-services on how to best use this curriculum and take advantage of all the support and assessment resources provided in *One Life...Many Gifts*. Presenting on the effects of this program, after one semester of implementation, are St. Anne's science teachers Laura Blackmore and Erma Weernink.

Superintendent Dan Parr will introduce St. Anne's teachers Laura Blackmore and Erma Weernink.

School Improvement Planning

Principals have worked with coordinators and their school improvement teams to analyze school and classroom data about student learning and arrive at their school SMART goal(s). Collaboratively developed strategies and actions to address the gaps in student learning and professional learning needs have been identified and these needs have been shared with Superintendents to determine upcoming learning networks. Principals have identified leading indicators on their School Improvement Plans. The evidence to support the leading indicators will be shared by teachers with their principals; principals, in turn, will share evidence with their Superintendents.

Superintendent JoAnn MacGregor will introduce Michelle Shypula, Principal of St. Joseph School (Stratford), and Dave Cassone, Principal of St. Aloysius School who will make presentations.

A. ITEMS FOR ACTION

1. **Draft Policy 3A:24, Catholic Leadership, Succession Planning, and Talent Development**

The Ministry of Education's Ontario Leadership Strategy requires all school boards to develop and implement a Board Leadership Development Strategy that fosters high quality educational leadership throughout the board. The Huron-Perth Catholic District School Board believes that a quality Catholic school system requires the support and development of competent, qualified leaders who demonstrate: a high degree of commitment to Catholic education; integration of faith and life; and dedicated service to the Catholic community as well as to the larger community.

Draft Policy 3A:24 was presented as information at the Board Meeting of November 22, 2010. It has since been posted on our board web-site for public review.

RECOMMENDATION:

That the Huron-Perth Catholic District School Board adopt Policy 3A:24, Catholic Leadership, Succession Planning, and Talent Development.

B. ITEMS FOR INFORMATION AND DISCUSSION

C. ITEMS FOR INFORMATION

Respectfully submitted:

Area Chairperson – Mike Miller

MM/mvb

BOARD MISSION STATEMENT

We are a Catholic School Board. We serve our students, working with the home, parish and school community to:

- *Nurture a Christ-centred environment;*
- *Provide student-focused learning opportunities;*
- *Support the growth of the whole person.*

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

SUBJECT:

CATHOLIC LEADERSHIP, SUCCESSION
PLANNING, AND TALENT DEVELOPMENT

3A:24



POLICY STATEMENT:

The Huron-Perth Catholic District School Board believes that a Catholic school system is one in which the teachings of Jesus Christ are integrated into the entire curriculum, social fabric, school life, and operations within all schools of our board.

To achieve this, we rely heavily on and support the development of competent, qualified staff who continually demonstrate:

- a high degree of commitment to Catholic education;
- the integration of faith and life;
- service dedicated to the Catholic community and to the community at large.

The Board's strategy for developing leaders recognizes the impact of Catholic leadership on the development of exemplary teaching practice, excellent schools and the continuous improvement of student achievement. Teachers in classrooms and administrators in our Catholic elementary and secondary schools play critical roles in ensuring that students understand and live the way of Jesus Christ in a system that is committed to excellence in Catholic Education. Fostering Catholic leadership development will ensure that students will be supported by skilled, passionate, faith filled leaders who ensure the achievement of our Catholic Graduate Expectations.

PROCEDURE:

1. The Board will develop a Catholic Leadership, Succession Planning, and Talent Development program to encourage, identify, prepare, select, support, mentor, train and develop its Catholic Leaders.
2. The Board commits to the full implementation of its Catholic Leadership, Succession Planning, and Talent Development program.
3. On a regular basis, the Board will review and revise its Catholic Leadership, Succession Planning, and Talent Development program to ensure that it is consistent with the Board's strategic long-term goals.

BOARD APPROVAL:

January 24, 2011

EFFECTIVE DATE:

January 25, 2011



Huron-Perth Catholic District School Board

Mail PO Box 70 Dublin ON N0K 1E0 *Website* www.huronperthcatholic.ca
Phone 519 345 2440 *Fax* 519 345 2449

Strategy in Action - Realizing our Capacity



Delivering Excellent Service

Core Strategy: Our operational services leverage all resources to support student success. Policies are translated into efficient, cross-functional processes designed to collaboratively achieve needed qualitative and quantitative outcomes.

TO: Members of the Huron-Perth Catholic District School Board

RE: Monday, January 24, 2011 MANAGEMENT REPORT

A. ITEMS FOR ACTION

1. The Huron-Perth Catholic District Board Consolidated Financial Statements For the year ended August 31, 2010. (attached)

RECOMMENDATION:

That the Huron-Perth Catholic District School Board approve the Consolidated Financial Statements For the year ended August 31, 2010.

2. Board Policy 3E:13 – Authorization For Use of School Facilities. (attached)

This policy was presented to the Board for information at the November Board meeting and was posted on the Board's website for comment. Reflecting further review and comments the following changes have been made to the draft policy:

- 4. WHEN FACILITIES MAY BE USED
 - Removed 4. b) "Use of school facilities during a Saturday, Sunday, or Statutory Holiday will result in a fee being charged as per the schedule of fees." as it is no longer applicable after the changes recommended in section 17.

- 17. SCHEDULE OF FEES
 - Under 4. OTHER and NOTE: removed “A \$50.00 fee will be applied for each booking under Groups B or C that occur during a Saturday, Sunday, or Statutory Holiday”, and modified remaining paragraph to also include a flat fee option and reference to a fee guideline for custodial charges.
 - Added new 6. CANCELLATIONS/REFUNDS
 - Added new 7. METHOD OF PAYMENT

RECOMMENDATION:

That the Huron-Perth Catholic District School Board approve Board Policy 3E:13 - Authorization For Use of School Facilities effective January 24, 2011.

3. Appointment of external Audit Committee members. (attached)

Under Ontario Regulation 361/10 Audit Committees the Board is required to establish an Audit Committee by January 31, 2011 with the first meeting date to be held no later than March 31, 2011. At its Inaugural meeting the Board appointed Trustees, Bernard Murray and Ron Marcy as members of the Audit Committee. The Regulation requires that for boards fewer than eight (8) members, the Audit Committee shall consist of four (4) members including two (2) Board members and two (2) persons who are not Board members.

Advertisements were placed in the local papers and church bulletins requesting interest for those in our community that would act as members on the Audit Committee. Responses were received and Martha Dutrizac, Director of Education and Gerry Thuss, Superintendent of Business interviewed two (2) candidates. The interviews were held to determine if the individuals met the selection criteria as set out by the Ministry. Ed Van Miltenburg, R.R. 1, Seaforth, is being recommended to the Board as a member of the Audit committee. A further candidate is being interviewed prior to the Board meeting and the name if recommended will be forwarded to the Board for approval.

RECOMMENDATION:

That the Huron-Perth Catholic District School Board appoint Ed Van Miltenburg as the community Audit Committee representative for a two-year period from January 24, 2011 to January 31, 2013.

B. ITEMS FOR INFORMATION AND DISCUSSION

1. Draft of Board Policy 3E:15 – Environmental Stewardship. (attached)

In an effort to incorporate the Clean and Green Program within our Environmental Stewardship Board Policy 3E:15, we have added Section 4. to the policy to reflect our new Clean and Green Program. This policy will be posted on the Board website for review and comments and will be presented at the Board meeting in February for approval.

2. 2010-2012 Budget Procedures Manual dated January 24, 2011. (attached)
3. Report from Ron Marcy and Bernard Murray regarding the Huron-Perth Transportation Consortium. (verbal)

C. ITEMS FOR INFORMATION

Respectfully submitted:

Area Chairperson – Bernard Murray

GHT/vjb

Att.

BOARD MISSION STATEMENT

We are a Catholic School Board. We serve our students, working with the home, parish and school community to:

- *Nurture a Christ-centred environment;*
- *Provide student-focused learning opportunities;*
- *Support the growth of the whole person.*

**Huron-Perth Catholic District
School Board
Consolidated Financial
Statements
For the year ended August 31, 2010**

Huron-Perth Catholic District School Board
Consolidated Financial Statements
For the year ended August 31, 2010

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Huron-Perth Catholic District School Board

Mail PO Box 70 Dublin ON N0K 1E0 Website www.huronperthcatholic.ca
Phone 519 345 2440 Fax 519 345 2449

MANAGEMENT REPORT

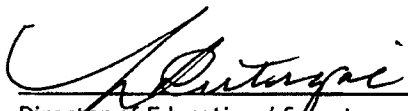
Management's Responsibility for the Financial Statements

The accompanying consolidated financial statements of the Huron-Perth Catholic District School Board are the responsibility of the Board's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants. A summary of the significant accounting policies is attached to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

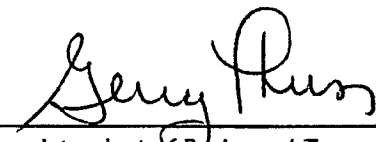
Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis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

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

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



Director of Education / Secretary



Superintendent of Business / Treasurer

December 22, 2010



Tel: 519 271 2491
Fax: 519 271 4013
www.bdo.ca

BDO Canada LLP
380 Hibernia Street
Stratford ON N5A 5W3 Canada

Auditors' Report

**To the Board of Trustees of the
Huron-Perth Catholic District School Board**

We have audited the consolidated statement of financial position of the Huron-Perth Catholic District School Board as at August 31, 2010 and the consolidated statements of operations, cash flows and change in net debt for the year then ended. These consolidated financial statements are the responsibility of the School Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Huron-Perth Catholic District School Board as at August 31, 2010 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

"BDO Canada LLP"

Chartered Accountants, Licensed Public Accountants

Stratford, Ontario
December 22, 2010

Huron-Perth Catholic District School Board

Consolidated Statement of Financial Position

August 31	2010	2009
Financial Assets		
Cash	\$ 4,230,983	\$ 2,811,543
Accounts receivable		
Local government	957,022	934,581
Other	350,666	427,737
Province of Ontario - Grants for Student Needs	1,015,887	130,005
Province of Ontario - Approved Capital (Note 2)	15,473,134	-
	<u>22,027,692</u>	<u>4,303,866</u>
Financial Liabilities		
Temporary borrowing (Note 7)	-	3,325,000
Accounts payable and accrued liabilities	1,812,301	1,076,695
Net long-term debt (Note 5)	17,235,547	13,716,340
Deferred revenue (Note 3)	180,719	267,796
Deferred revenue - other	1,418,339	1,021,759
Employee future benefits liability (Note 4)	4,901,958	4,658,210
	<u>25,548,864</u>	<u>24,065,800</u>
Net Debt	(3,521,172)	(19,761,934)
Non-Financial Assets		
Prepaid expenses	403,282	185,154
Tangible capital assets (Note 10)	47,263,786	48,779,715
	<u>47,667,068</u>	<u>48,964,869</u>
Accumulated Surplus (Note 1, Note 11)	\$ 44,145,896	\$ 29,202,935

Signed on Behalf of The Board

Signature of Director of Education / Secretary

Signature of Chair of School Board

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Huron-Perth Catholic District School Board

Consolidated Statement of Operations

For the year ended August 31	Budget 2010	Actual 2010	Actual 2009
	(Restated & Unaudited)		(Restated)
Revenues			
Local taxation	\$ 8,134,640	\$ 7,672,385	\$ 8,095,422
Provincial legislative grant	41,218,304	57,704,200	40,505,490
Provincial grants - other	889,013	2,681,313	1,418,478
Investment income	10,000	13,654	51,556
Other fees and revenues	30,000	181,850	314,589
School fundraising	1,750,000	1,915,320	1,820,961
	<u>52,031,957</u>	<u>70,168,722</u>	<u>52,206,496</u>
Expenditures			
Instruction	36,366,835	37,795,065	36,204,700
Administration	2,414,395	2,601,388	2,751,805
Transportation	5,314,850	4,906,499	4,956,914
Pupil accommodation	4,998,005	5,469,303	7,233,578
Other	2,399,223	2,592,812	334,292
School funded activities	1,750,000	1,860,694	1,809,698
	<u>53,243,308</u>	<u>55,225,761</u>	<u>53,290,987</u>
Annual surplus (deficit) (Note 1)	(1,211,351)	14,942,961	(1,084,491)
Accumulated surplus, beginning of year	<u>29,202,935</u>	<u>29,202,935</u>	<u>30,287,426</u>
Accumulated surplus, end of year	<u>\$ 27,991,584</u>	<u>\$ 44,145,896</u>	<u>\$ 29,202,935</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Huron-Perth Catholic District School Board

Consolidated Statement of Cash Flows

For the year ended August 31	2010	2009
		(Restated)
Operations		
Annual surplus	\$ 14,942,961	\$ (1,084,491)
Non-cash items including amortization, write downs and gain/loss on disposal	2,263,354	2,298,947
 Change in non-cash working capital balances		
Accounts receivable	(16,304,386)	201,950
Accounts payable and accrued liabilities	735,606	(331,453)
Deferred revenues - reserves	(87,077)	196,556
Deferred revenues - other	396,580	154,461
Employee future benefits liability	243,748	190,439
Prepaid expenses	(218,128)	108,284
	<u>1,972,658</u>	<u>1,734,693</u>
Net increase (decrease) in cash from operations		
Capital Transactions		
Acquisition of tangible capital assets	(747,425)	(582,218)
Financing		
Long-term debt issued	4,351,983	-
Decrease in temporary borrowing	(3,325,000)	(175,000)
Debt repayments	(832,776)	(732,146)
	<u>194,207</u>	<u>(907,146)</u>
Increase (decrease) in cash and equivalents during the year	1,419,440	245,329
Cash and equivalents, beginning of year	2,811,543	2,566,214
Cash and equivalents, end of year	\$ 4,230,983	\$ 2,811,543

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Huron-Perth Catholic District School Board

Consolidated Statement of Change in Net Debt

<u>For the year ended August 31</u>	<u>2010</u>	<u>2009</u>
		(Restated)
Annual Surplus (Deficit)	\$ 14,942,961	\$ (1,084,491)
Tangible Capital Asset Activity		
Acquisition of tangible capital assets	(747,425)	(582,218)
Amortization of tangible capital assets	2,263,354	2,298,947
Gain/loss on sale tangible capital assets	-	-
Proceeds on sale of tangible capital assets	-	-
	<u>1,515,929</u>	<u>1,716,729</u>
Other Non-Financial Asset Activity		
Acquisition of supplies inventories	(61,673)	-
Acquisition of prepaid expenses	(341,609)	(185,154)
Use of prepaid expenses	185,154	293,438
	<u>(218,128)</u>	<u>108,284</u>
(Increase) decrease in net debt	16,240,762	740,522
Net Debt at beginning of year	<u>(19,761,934)</u>	<u>(20,502,456)</u>
Net debt at end of year	<u>\$ (3,521,172)</u>	<u>\$ (19,761,934)</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Huron-Perth Catholic District School Board

Summary of Significant Accounting Policies

August 31, 2010

The consolidated financial statements are prepared by the management of Huron-Perth Catholic District School Board in accordance with the generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

(a) Reporting Entity

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

School generated funds, which include the assets, liabilities, revenues, expenses and fund balances of various organizations that exist at the school level and which are controlled by the Board.

(b) Basis of Accounting

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenses are the cost of goods and services acquired in the period whether or not payment has been made or invoices received.

(c) Cash and Cash Equivalents

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

(d) Deferred Revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenses are incurred or services performed.

Huron-Perth Catholic District School Board

Summary of Significant Accounting Policies

August 31, 2010

(e) Retirement and other employee future benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, retirement gratuity and workers' compensation. The Board has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance & health care cost trends, disability recovery rates, long-term inflation rates and discount rates.

For self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by employees, such as retirement gratuities and sick leave accumulation benefits, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group. Any actuarial gains and losses that are related to these benefits are amortized over the appropriate expected average remaining service lifetime for that plan.

For those self-insurance benefit obligations that arise from specific events that occur from time to time, such as obligations for workers' compensation, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to workers' compensation are recognized immediately in the period they arise, actuarial gains and losses that are related to all other benefits are amortized over the appropriate expected average remaining service lifetime for that plan.

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

Huron-Perth Catholic District School Board

Summary of Significant Accounting Policies

August 31, 2010

f) **Tangible Capital Assets**

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

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

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

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

Assets under construction are not amortized until they are available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service cease to be amortized and the carrying value is written down to its residual value.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

Huron-Perth Catholic District School Board

Summary of Significant Accounting Policies

August 31, 2010

(g) Government Transfers

Government transfers, which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and the amount can be reasonably estimated.

(h) Investment Income

Investment income is reported as revenue in the period earned.

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

(i) Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. Given differences between the funding model and generally accepted accounting principles for local governments established by the Public Sector Accounting Board, the budget figures presented have been adjusted to conform with this basis of accounting as it is used to prepare the consolidated financial statements. The budget figures are unaudited.

(j) Use of Estimates

The preparation of consolidated financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Actual results could differ from these estimates, as additional information becomes available in the future.

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

1. Change in Accounting Policy

The Board has implemented Public Sector Accounting Board ("PSAB") sections 1200 Financial Statement Presentation and 3150 Tangible Capital Assets. Section 1200 establishes general reporting principles and standards for the disclosure of information in government financial statements. Section 3150 requires governments to record and amortize their tangible capital assets in their financial statements. In prior years, tangible capital asset additions were expensed in the year of acquisition or construction.

The financial information recorded includes the actual or estimated historical cost of the tangible capital assets. Historical cost includes the costs directly related to the acquisition, design, construction, development, improvement or betterment of tangible capital assets. Cost includes overheads directly attributable to construction and development.

When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization of the assets. The estimates for land and buildings were determined by the Ministry of Education using an estimation methodology called the Book Value Calculator, using historical information provided by the Board. Other asset classes are recorded at historical cost where adequate information was available. If adequate information was not available, an alternative method was used to estimate a reasonable cost.

This change has been applied retroactively and prior periods have been restated. This change in accounting policy has changed amounts reported in the prior period as follows:

Accumulated surplus at August 31, 2009	
Operating fund	\$ -
Capital fund	(5,272,930)
Reserve funds balance	3,846,807
School activities fund	440,329
Amounts to be recovered by future revenues	<u>(18,590,986)</u>
Accumulated deficit, as previously reported	(19,576,780)
Net book value of tangible capital assets recorded	<u>48,779,715</u>
Accumulated surplus, as restated	<u>\$ 29,202,935</u>
Annual surplus for the year ended August 31, 2009	
Change in net assets/(liabilities), as previously reported	\$ 632,238
Plus: Capital expenditures capitalized, previously expensed	582,218
Less: Amortization expense not previously recorded	<u>(2,298,947)</u>
Annual deficit, as restated	<u>\$ (1,084,491)</u>

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

2. Accounts Receivable - Province of Ontario

The Province of Ontario has replaced variable capital funding with a one-time debt support grant. Huron-Perth Catholic District School Board will receive a one-time grant that recognizes capital debt as of August 31, 2010 that is supported by the existing capital programs. The Board will receive this grant in cash over the remaining term of the existing capital debt instruments.

The Board has an account receivable from the Province of Ontario of \$15,473,134 as at August 31, 2010 with respect to this one-time grant.

3. Deferred Revenue

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

Deferred revenue set aside for specific purposes by legislation, regulation or agreement as at August 31, 2010 is comprised of:

	Balance as at August 31 2009	Externally Restricted Revenue and Investment Income	Revenue Recognized in the Period	Balance as at August 31 2010
Ministry Equity Capital Reserve	58,841	-	-	58,841
Energy Efficient Schools	196,556	435,459	522,536	109,479
Special Education	12,399	-	-	12,399
	<u>\$ 267,796</u>	<u>\$ 435,459</u>	<u>\$ 522,536</u>	<u>\$ 180,719</u>

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

4. Retirement and Other Employee Future Benefits

	Retirement Gratuities	Retirement Benefits	Other Future Employment Benefits	Total
Balance at August 31, 2009	\$ 2,116,152	\$ 2,789,384	\$ 145,385	\$ 5,050,921
Current year benefit cost	191,988	181,679	91,910	465,577
Interest on accrued benefit obligation	95,297	124,280	-	219,577
Benefit payments	(188,869)	(236,879)	(43,345)	(469,093)
Balance at August 31, 2010	2,214,568	2,858,464	193,950	5,266,982
Unamortized gains/(losses)	336,919	(701,943)	-	(365,024)
Obligation at August 31, 2010	\$ 2,551,487	\$ 2,156,521	\$ 193,950	\$ 4,901,958

Retirement Benefits

(i) Ontario Teachers' Pension Plan

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

(ii) Ontario Municipal Employees Retirement System

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on their length of service and rates of pay. The Administration Corporation Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. OMERS provides pension services to more than 390,000 active and retired members and approximately 921 employers.

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

4. Retirement and Other Employee Future Benefits - continued.

Each year an independent actuary determines the funding status of the OMERS Primary Pension Plan (the Plan) by comparing the fair value of invested assets to the actuarially-estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2009. The results of this valuation disclosed total actuarial liabilities of \$54.253 billion in respect of benefits accrued for service, while the fair value of invested assets at that date was \$52.734 billion, indicating an actuarial deficit of \$1.519 billion. During the year ended August 31, 2010, the Board contributed \$384,351 (2009 - \$358,400) to the plan. As this is a multi-employer pension plan, these contributions comprise the Board's pension benefit expense. No pension liability for this type of plan is included in the Board's consolidated financial statements.

(iii) Retirement Gratuities

Upon retirement, after 12 years of consecutive service with this Board, employees who have applied for a pension under the provisions of the Teachers' Superannuation Act or the Ontario Municipal Employees Retirement System shall be entitled to payment of a sick leave gratuity, which is based on accumulated sick days, length of service and salary at retirement. The maximum sick leave gratuity payable on retirement is limited to 20% of annual salary at the date of retirement. In 2010, payments of \$188,869 (2009 - \$157,819) were made under this plan. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements.

(iv) Future Sick Leave Benefits

The Board allows employees to accumulate unused sick days up to an allowable maximum. In 2010, payments of \$236,879 (2009 - \$275,977) were made under this plan. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements.

The accrued benefit obligations for employee future benefit plans as at August 31, 2010 are based on actuarial valuations for accounting purposes as at August 31, 2007. These actuarial valuations were based on assumptions about future events. The economic assumptions used in these valuations are the Board's best estimates of expected rates of:

	<u>2010</u>	<u>2009</u>
Inflation	2%	2%
Wage and salary escalation	3%	3%
Discount on accrued benefit obligations	4.5%	4.5%

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

4. Retirement and Other Employee Future Benefits - continued

Other Employee Future Benefits

(i) Workplace Safety and Insurance Board Obligations

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. As at August 31, 2010 the Board has established an internal reserve for WSIB obligations amounting to \$400,000 (2009 - \$400,000).

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

5. Net Long-Term Debt

Net long-term debt reported on the Consolidated Statement of Financial Position is comprised of the following:

	2010	2009
Canadian Imperial Bank of Commerce demand installment loan, repayable in semi-annual payments of \$196,686 including interest at 6.08%, calculated semi-annually not in advance, due January 2012	\$ 1,528,569	\$ 1,816,532
Canadian Imperial Bank of Commerce demand installment loan, repayable in semi-annual payments of \$31,994 including interest at 4.69%, calculated semi-annually not in advance, due January 2012	91,650	149,304
Canadian Imperial Bank of Commerce demand installment loan, repayable in semi-annual payments of \$73,611 including interest at 4.74%, calculated semi-annually not in advance, due March 2011	142,149	277,793
BNY Mellon Trust Company sinking fund debenture, repayable in semi-annual interest only payments of \$63,634 at 5.30% and annual deposits of \$32,846 into a sinking fund, due for refinancing November 2013	2,401,270	2,401,270
BNY Mellon Trust Company, repayable in semi-annual payments of \$118,157 including interest at 5.80%, calculated semi-annually not in advance, due November 2028	2,659,585	2,738,208
BNY Mellon Trust Company, repayable in semi-annual payments of \$184,898 including interest at 5.483%, calculated semi-annually not in advance, due November 2029	4,395,569	4,519,247
Ontario Financing Authority, repayable in semi-annual payments of \$37,797 including interest at 4.56%, calculated semi-annually not in advance, due November 2031	1,028,959	1,056,682
Ontario Financing Authority, repayable in semi-annual payments of \$33,463 including interest at 4.90%, calculated semi-annually not in advance, due March 2033	912,783	934,192

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

5. Net Long-Term Debt - continued

Ontario Financing Authority, repayable in semi-annual payments of \$123,471 including interest at 5.047%, calculated semi-annually not in advance, due November 2034	3,450,031	-
Ontario Financing Authority, repayable in semi-annual payments of \$31,318 including interest at 5.232%, calculated semi-annually not in advance, due April 2035	866,439	-
	<u>\$ 17,477,004</u>	<u>\$ 13,893,228</u>
Less: Sinking fund assets	(241,457)	(176,888)
	<u>\$ 17,235,547</u>	<u>\$ 13,716,340</u>

Payments relating to net long-term debt outstanding as at August 31, 2010 are due as follows:

	Principal	Interest	Total
2010/2011	\$ 864,081	\$ 925,977	\$ 1,790,058
2011/2012	1,630,671	847,561	2,478,232
2012/2013	396,199	789,276	1,185,475
2013/2014	2,818,931	704,180	3,523,111
2014/2015	440,292	617,915	1,058,207
Thereafter	11,326,830	5,725,937	17,052,767
	<u>\$ 17,477,004</u>	<u>\$ 9,610,846</u>	<u>\$ 27,087,850</u>
Less: Sinking fund assets	(241,457)	-	(241,457)
	<u>\$ 17,235,547</u>	<u>\$ 9,610,846</u>	<u>\$ 26,846,393</u>

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

6. Debt Charges and Capital Loan Interest

	<u>2010</u>	<u>2009</u>
Principal payments on long-term liabilities	\$ 832,776	\$ 732,146
Interest payments on long-term liabilities	<u>885,330</u>	<u>840,543</u>
	<u>\$ 1,718,106</u>	<u>\$ 1,572,689</u>

Included in debt repayments on the Consolidated Statement of Cash Flows in total of \$832,776 (2009 - \$732,146) are principal payments on long-term debt of \$768,206 (2009 - \$692,671), sinking fund interest revenue of \$570 (2009 - \$6,629), and sinking fund contributions of \$64,000 (2009 - \$32,846).

7. Temporary Borrowings

The school board has an authorized line of credit of \$3,000,000 which bears interest at prime minus 0.25%. As at August 31, 2010 the Board had not drawn on this credit facility.

8. Ontario School Board Insurance Exchange (OSBIE)

The School Board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$20,000,000 per occurrence.

The ultimate premiums over a five year period are based on the reciprocal's and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires January 1, 2012.

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

9. Expenditures by Object

The following is a summary of the current and capital expenditures reported on the Statement of Operations by object:

	Budget 2010	Actual 2010	Actual 2009
	(Unaudited)		
Current expenditures			
Salary and wages	\$ 34,244,837	\$ 34,412,644	\$ 33,489,676
Employee benefits	3,829,180	4,272,734	4,038,944
Staff development	279,460	351,537	319,412
Supplies and services	5,227,577	6,720,481	5,882,857
Interest	853,122	899,990	840,543
Rental expenditures	84,124	55,365	67,776
Fees and contract services	6,067,736	5,944,970	5,991,736
Other	393,918	304,686	361,096
Amortization of tangible capital assets	2,263,354	2,263,354	2,298,947
Gain/loss on disposal	-	-	-
	<u>\$ 53,243,308</u>	<u>\$ 55,225,761</u>	<u>\$ 53,290,987</u>

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

10. Tangible Capital Assets

	Cost			Accumulated Amortization		Net Book Value	
	Opening September 1, 2009	Additions/Transfers	Disposals	Closing August 31, 2010	Opening September 1, 2009	Disposals	Closing August 31, 2010
Land	\$ 1,086,525	\$ -	\$ -	\$ 1,086,525	\$ -	\$ -	\$ 1,086,525
Land Improvements	971,381	28,935	-	1,000,316	251,392	-	748,924
Buildings	56,427,124	591,735	-	57,018,859	11,737,774	-	45,281,085
Portable Structures	1,356,465	42,672	(245,200)	1,153,937	958,711	(245,200)	905,737
First time equipping	1,229,054	-	(29,701)	1,199,353	770,218	(29,701)	1,169,652
Furniture	342,465	-	(28,606)	313,859	187,430	(28,606)	285,253
Equipment - 10 year	1,094,661	15,494	(93,611)	1,016,544	488,523	(93,611)	922,923
Equipment - 5 year	95,849	-	-	95,849	30,861	-	64,988
Computer hardware	1,140,362	58,891	(341,375)	857,878	646,974	(341,375)	516,503
Computer software	272,477	9,698	(73,184)	208,991	164,765	(73,184)	135,807
	\$ 64,016,363	\$ 747,425	\$ (811,677)	\$ 63,952,111	\$ 15,236,648	\$ (811,677)	\$ 47,915,086

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

11. Accumulated Surplus

Accumulated surplus consists of the following:

	2010	2009
		(Restated)
Available for Compliance - Unappropriated		
Accumulated operating surplus	\$ 667,942	\$ 735,765
Available for Compliance - Internally Appropriated		
Retirement gratuities	457,516	457,516
WSIB	400,000	400,000
School activities	88,872	104,313
Board projects	208,076	208,076
OFFSA	125,893	125,893
Pupil Accommodation Debt Reserve - NPP Portion	-	1,602,976
Pupil Accommodation Debt Reserve - School Renewal	210,105	212,268
Total Internally Appropriated	1,490,462	3,111,042
Unavailable for Compliance		
Invested in tangible capital assets	47,263,786	48,779,715
Receivable from Province re: Capital Wrap up	16,922,454	-
School-generated funds	494,955	440,329
Not permanently financed amounts	(293,988)	(5,272,930)
Debt	(17,235,547)	(13,716,340)
Interest to be accrued	(262,210)	(216,436)
Employee future benefits	(4,901,958)	(4,658,210)
Total Externally Appropriated	41,987,492	25,356,128
Total Accumulated Surplus	\$ 44,145,896	\$ 29,202,935

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

12. Budget Data

The unaudited budget data presented in these consolidated financial statements is based upon the 2010 budgets approved by the Board on June 15, 2009. Capitalization of assets, amortization, and gains and losses on disposal were not contemplated on development of the budget and, as such, have not been included. The chart below reconciles the approved budget to the budget figures reported in the Consolidated Statement of Operations. Where amounts were not budgeted for, the actual amounts for 2010 were used in order to adjust the budget numbers to reflect the same basis of accounting as that used to report the actual results.

As the Consolidated Statement of Change in Net Debt is a new statement in 2009-10 financial statements, the budget figures in that statement have not been provided.

Consolidated Statement of Operations For the year ended August 31, 2010

	2009/10 Budget	Change	Restated 2009/2010 Budget
	(Unaudited)		(Unaudited)
Total revenue	\$ 52,031,957	\$ -	\$ 52,031,957
Expenses			
Total Expenditures as in the 2009-10 Budget	51,727,379	-	51,727,379
Less: Capital asset expenditure	-	(747,425)	(747,425)
Plus: Amortization and write downs	-	2,263,354	2,263,354
Total expenses	51,727,379	1,515,929	53,243,308
Annual Surplus (Deficit)	304,578	(1,515,929)	(1,211,351)
Accumulated (deficit) surplus, beginning of year	(19,576,780)	-	(19,576,780)
Add: 2009 net book value of tangible capital assets	-	48,779,715	48,779,715
	(19,576,780)	48,779,715	29,202,935
Accumulated (deficit) surplus, end of year	\$ (19,272,202)	\$ 47,263,786	\$ 27,991,584

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2010

13. Transportation Consortia

The Board provides transportation services in partnership with the Avon Maitland District School Board in order to provide common administration of student transportation in the region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the Boards. Under the agreement, decisions related to the financial and operating activities of the Consortia Huron Perth Student Transportation Services are shared. No partner is in a position to exercise unilateral control. The Board's consolidated financial statements reflect transportation revenues, direct costs incurred by the Board as well as shared administration costs based on student rider-ship as outlined in the consortia agreement.

14. Future Accounting for Contributions used for Capital

In the Ministry of Finance Addendum to the 2010 Ontario Budget: Ontario's Plan to Enhance Accountability, Transparency and Financial Management, the government provided direction to school boards on the accounting treatment of capital contributions. This addendum proposes that, effective the fiscal year beginning on September 1, 2010, school boards in Ontario will adopt accounting policies consistent with the Province of Ontario, which include a policy to recognize government transfers and external contributions used in the acquisition of tangible capital assets over the period that the asset is expected to provide service. This policy is to ensure consistency with the current practice of senior governments in Canada and other major broader public-sector organizations (hospitals, colleges and universities), and to ensure that school board operating surpluses or deficits are not distorted by capital grant revenues.

This accounting treatment is not currently a recognized option by the Public Sector Accounting Standards Board (PSAB) and could not be implemented within these financial statements.

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

SUBJECT:

AUTHORIZATION FOR USE OF SCHOOL FACILITIES

3E:13



POLICY STATEMENT:

In accordance with the Education Act, the Huron-Perth Catholic District School Board may make available school facilities and premises for any educational or lawful purpose which it may deem proper, provided that it does not interfere with the proper conduct of the school, or does not violate the teaching of the Catholic Church.

PROCEDURE:

1. RIGHT OF SCHOOL

In granting permission for the use of school facilities, it is understood that school activities will take precedence over non-school activities.

2. WHO MAY USE FACILITIES

- a) Any responsible individual or organization, excluding political parties, may be granted a permit to use school facilities. However, school facilities shall not be available for use by individuals or organizations for private gatherings or whose purpose it is to use the facilities for the operation of a business for private gain.
- b) Any use of the facilities that may violate the canons of good morals, manners or taste, or may be potentially injurious to the Board's buildings, grounds or equipment will not be approved.

3. AVAILABLE FACILITIES

The accommodation of a school which shall be available are:

- a) Gymnasium – A gymnasium may include the regular area, the spectators' seating space, and if required, the dressing rooms and shower rooms.
- b) Classrooms – Secondary classroom use shall be at the discretion of the principal. The use of a classroom does not include the use of equipment within that classroom.
- c) Kitchen facilities – At the discretion of the principal.

Restricted spaces, unless specifically approved by the principal, are not available for rental. These include elementary classrooms, staff rooms, shops, kitchen facilities, science labs, administrative offices, computer rooms and technical facilities.

continued

PROCEDURE:

4. **WHEN FACILITIES MAY BE USED**

Permits may be granted for use of school facilities throughout the year.

a) Subject to cleaning and maintenance requirements, permits may not be approved during:

- School holidays, including summer vacation
- Christmas vacation period
- March Break
- Statutory Holidays

5. **EVENING USE**

The evening use of school facilities shall terminate no later than 10:00 p.m., the building to be cleared and closed by 11:00 p.m.

Start and end times of availability of school facilities for community use may be adjusted to accommodate custodial work schedules.

6. **EQUIPMENT**

Sports and technical equipment such as a public address system, sound equipment, computers, smart boards, etc. will not be available for use by organizations.

The provision of extra tables, chairs, dishes and cutlery shall be the responsibility of the organization renting the building. All tables, chairs, dishes, cutlery and other equipment brought in by the applicant for temporary use shall be removed without delay.

Use of tables and chairs regularly accessible at the school may be subject to a setup fee.

7. **STORAGE OF EQUIPMENT**

The storage of equipment or materials brought in by an organization shall not be permitted with the possible exception of: Cub, Scout, Brownie, Girl Guide, Catholic Parent-Teacher, School Council or YMCA groups. A principal may arrange storage of minor equipment, if space is available and it does not interfere with the operation of the school. The Board accepts no risk or responsibility for the loss or damage of any such equipment stored under this provision.

continued

PROCEDURE:

8. SUPERVISION

The applicant shall be responsible for the conduct and supervision of all persons admitted to the school buildings and grounds, and shall see that all regulations herein contained are strictly observed.

Youth activities held in the facility shall be supervised by a responsible adult who shall be named at the time the application for permit is made.

If the program requires the use of more than one room, the organization holding the permit shall provide one adult supervisor for each room in use.

9. CARE OF PROPERTY

a) The applicant shall be responsible for insuring that reasonable care is taken to prevent damage to school property.

b) Rubber soled shoes (approved for gymnastic use) shall be worn in gymnasium or auditorium for gymnastics or sports activities.

c) The applicant shall insure that the use of any facilities under the permit shall be so conducted as to create minimum interference with normal school operation.

d) Any damage to school property and equipment must be reported.

10. LIABILITY FOR DAMAGES

Any damages caused to the facilities or to any school equipment shall be the liability of the party holding the permit.

The Huron-Perth Catholic District School Board, its servants or agents shall not be responsible for any claims for damages that may arise out of the use of the facilities by the applicant.

The Huron-Perth Catholic District School Board, its servants or agents shall not be held liable for any charges which may be made as a result of the use of the facilities by the applicant.

As a condition of the rental, organizations and individuals using the Board facilities must provide proof of valid liability insurance (2 million minimum) with the Board named as an additional insured on the insurance certificate. If the organization or individual does not have insurance coverage, the Board will provide the option for the organization or individual to purchase insurance through the Ontario School Board's Insurance Exchange (OSBIE). The cost to purchase this insurance will be in addition to the permit fee.

11. ACCESS TO SCHOOL

If required, school keys shall be obtained from the Principal or such other agent as designated by the Board. School keys shall be picked up by the applicant prior to each use and returned to the Principal or such other agent of the Board in the morning on the first school day following each use.

Organizations and individuals using facilities or grounds on a regular basis, such as monthly or weekly, may be issued a key by an authorized official of the Board.

continued

PROCEDURE:

12. REGULATIONS GOVERNING THE PERMIT

- a) The facilities shall be used only on the date(s), hours and for the purpose indicated on the permit.
- b) The permit shall not be transferable.
- c) The permit may be revoked or cancelled by the Board at any time, with or without cause and there shall be no claim or right to damages or reimbursement, on account of any loss, damage, or expense whatsoever incurred by the applicant.
- d) The date of the permit may be changed by the Board should the facilities be required for school purposes.
- e) Games of chance, lottery, or gambling in any form shall be strictly forbidden.
- f) No alcoholic beverages will be consumed on the school premises including school grounds.
- g) No social dances shall be held in school facilities except as part of a school function.
- h) No smoking shall be allowed on school property.
- i) Any individual, group or organization using school facilities assumes full liability for any losses of or damage to school property, or neighbouring property, resulting from such use. Each applicant must obtain adequate liability insurance coverage for the use of the school facilities.
- j) Fees for services and supplies beyond facility use, administration and custodial time are to be billed on a cost recovery basis as determined by the Superintendent of Business.
- k) All fees for use of facilities shall be payable to the Huron-Perth Catholic District School Board.

13. SCHEDULE OF RENTAL FEES

- a) The rental fee to be charged an organization for the use of school facilities and premises shall be in accordance with a Schedule of Rental Fees.
- b) The fee charged shall be remitted to the Huron-Perth Catholic District School Board.

continued

14. ANNUAL REVIEW OF FEES

The Schedule of Rental Fees shall be examined and revised when necessary, by the Board.

15. CONTRACT

All of the statements contained in this policy are a part of every contract whether stated or not stated explicitly in the permit.

16. APPLICATION FOR PERMIT

- a) Any organization, group or individual wishing to use Board facilities must submit a permit application to the Huron-Perth Catholic District School Board for approval.
- b) If the permit application meets all requirements of the Policy the permit application will be approved.
- c) If the permit application does not meet all requirements of the Policy the permit application will not be approved.
- d) Permit application requests should be received as far in advance as possible, preferably at least two (2) weeks before the date of the event.

17. SCHEDULE OF FEES

1. GROUP A - Exempt

2. GROUP B

Classroom/Library/Seminar Room	\$6.00/hr
Gym/Cafetorium	\$9.00/hr

3. GROUP C - Commercial

Classroom/Library/Seminar Room	\$15.00/hr
Gym/Cafetorium	\$35.00/hr

4. OTHER

Permit applications for use of facilities during the summer must be approved by the Board.

NOTE:

Where a custodian is required for Groups B or C a flat fee and/or an hourly rate as contained in the current Board Custodian Agreement will be charged in addition to the permit fee as per the Fee Guideline.

5. FIELD OR PLAYGROUND USE

No charge for field or playground use, but permission to use must be submitted as a permit application for approval.

6. CANCELLATIONS/REFUNDS

In the event of a school closure or whenever a booking is cancelled by the Board, a refund will be issued for the unused booking. In the event of cancellation by a permit holder, a refund will be issued minus 20% of the booking cost as an administrative levy. Insurance costs are only refundable when a permit is cancelled and no bookings have been used.

continued

PROCEDURE:**7. METHOD OF PAYMENT**

The Board will determine appropriate methods of payment including, but not limited to, cash, cheque or electronic methods.

18. CLASSIFICATION OF GROUPS**GROUP A – Exempt**

- a) Use of school facilities under a reciprocal agreement are deemed to be “Exempt”.
- b) Activities sponsored by the Board.
- c) All activities or programs sponsored by groups within the school system, such as:
 - Parent-teacher association meetings
 - School council meetings
 - Student council activities
 - Employee union or federation meetings
- d) Meetings or activities sponsored by the Catholic Parent-Teacher Association and/or School Advisory Council.
- e) General meetings or activities of Community Health Associations.
- f) All activities or programs of youth groups under the leadership of a responsible adult, such as: Boy Scouts, Cubs, Girl Guides, Brownies, 4-H Clubs, Junior Farmers' Clubs, Church Youth Groups and similar groups.
- g) Meetings and social functions of, or sponsored by, Church associated groups such as Parish Councils, C.W.L., C.Y.O., K. of C., and similar parish groups.
- h) Community functions sponsored by local community recreational commissions.
- i) Meetings of recognized community service clubs.
- j) Federal, Provincial and Municipal elections.
- k) Local organization functions approved by the school Principal.
- l) Registered charitable organizations, such as Red Cross, Heart and Stroke Foundation, and Canadian Cancer Society.

GROUP B

Classroom/Library/Seminar Room	\$6.00/hr
Gym/Cafetorium	\$9.00/hr

- a) Adult activity and recreational groups including instructional dance clubs sponsored by other than a recognized community recreational commission.
- b) Industrial or business athletic groups and leagues for purposes authorized by the school Principal.
- c) Concerts, travelogues and other functions sponsored by service clubs and other local non-profit organizations where the admission charge is used to help defray expenses and/or for charitable work in the community authorized by the school Principal.
- d) Board employee events outside of regular school hours approved at the discretion of the principal.

continued

PROCEDURE:**18. CLASSIFICATION OF GROUPS (continued...)****GROUP C – Commercial**

Classroom/Library/Seminar Room	\$15.00/hr
Gym/Cafetorium	\$35.00/hr

- a) Activities sponsored by a profit-making group or individual. Admission may or may not be charged. If admission is charged, funds derived are for the benefit of the organization.
- b) All other groups not included in Groups A & B authorized by the school Principal.

19. INDEMNIFICATION AGREEMENT

For any permits issued under this Policy, the Organization, its officers and directors agree, jointly and severally to indemnify, protect, and save harmless the Board from all loss, costs, including legal costs, jointly and of any kind, or damages on account or as a result of claims, actions, causes of action or proceedings of any kind against the Board as a result of claims of injury to person (s) or property in any way caused by or resulting from or allegedly caused by or resulting from the negligence or wrongdoing of the Organization, its officers, directors, servants or volunteers arising out of the use of the premises or equipment of the Board or other matters to which this Agreement and the Schedule (s) hereto pertain. The Organization, at its expense, shall defend any such claim, suit, action or proceeding to which the Board is a named party or to which a party seeks to name the board as a party. The Organization shall maintain insurance satisfactory to the Board, and furnish evidence of same to the Board upon request, sufficient to protect it, its officers, directors and servants and the Board from any claim for damages for personal injury, including death, and from claims for property damage as set out above in this Agreement.

BOARD APPROVAL:

January 25, 1999
 Reviewed August 2004
 November 22, 2004
 January 24, 2011

EFFECTIVE DATE:

January 26, 1999
 Reviewed August 2004
 September 1, 2004
 January 24, 2011

Proposed Audit Committee Meeting Schedule & Agenda Topics

2010/11 School Year

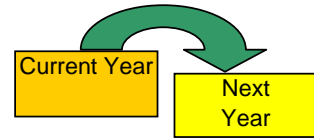
(September 2010 - August 2011)

1. March 2011

Inaugural meeting of the Audit Committee

Audit Committee

- Elect chair and appoint a secretary, if necessary
- Adopt and/or modify bylaws/protocols as needed
- Set a date for the planning meeting (in June)



Internal Audit

- Review the risk assessment for the board
- Review and recommend approval to the Board of the internal audit plan for the balance of the current year
- Review and recommend approval to the Board of the multi-year internal audit plan

External Audit

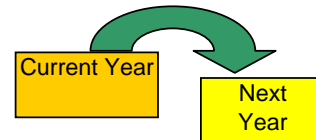
- Identify potential problem areas or accounting issues that may arise during the balance of the year and identify areas for specific and detailed discussion

2. June 2011

Planning Meeting for next fiscal year

Audit Committee

- Develop a work plan, meeting schedule, and tentative agenda for the next fiscal year



Internal Audit

- Review and recommend approval to the Board of the annual internal audit plan for next year.

External Audit

- Consider selection or reappointment of independent auditors for the next fiscal year
- Identify potential problem areas or accounting issues that may arise during the next fiscal year and identify areas for specific and detailed discussion

Pertaining to All Meetings

- Maintain minutes, review and approve the minutes of prior meetings
- Declaration of conflicts of interest by committee members (if any)
- Review any internal audit findings that have been completed since the previous meeting
- Follow up on actions taken by management to address audit findings
- Discuss any knowledge of instances of fraud
- Review legal matters with counsel (if any)
- Meet privately with external auditors, internal auditors and senior staff as required
- Approve changes to audit plan when required (applicable to all meetings except inaugural meeting)
- Review the interim audit plan/procedures with the external auditors for the current fiscal year as required
- Review board compliance audits (i.e. enrolment, school generated funds etc...) as required

Proposed Audit Committee Meeting Schedule & Agenda Topics

2011/12 School Year

(September 2011 - August 2012)

1. September 2011

Audit Committee

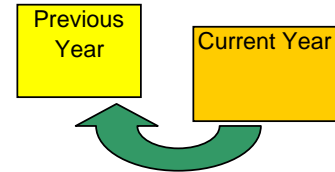
- Perform self-assessment of audit committees performance for the previous fiscal year
- Elect chair and appoint a secretary for the fiscal year

Internal Audit

- Review the annual report of the internal auditor for the previous fiscal year
- Review management's corrective actions plans for the organization

External Audit

- Review and comment on the audit plan and audit scope for the external auditors for the previous fiscal year
- Identify potential problem areas or accounting issues that may arise during the current fiscal year and identify areas for specific and detailed discussion



2. November 2011

Audit Committee

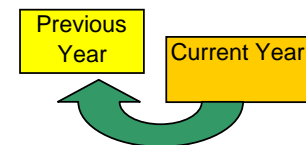
- Prepare a report of the audit committee's effectiveness for the previous fiscal year.

Internal Audit

- Present a report summarizing the audit results and findings and make recommendations to address the concerns arising from the previous fiscal year's audits
- Evaluate the performance of the Internal Audit Team for the previous fiscal year
- Discuss any significant deficiencies in internal control for the previous fiscal year and management's plan to address them

External Audit

- Debrief with the external auditor regarding the accounting issues that arose, and other relevant topics
- Review the previous year's financial statements, the auditor's report, the director's report and the management letter and recommend approval to the Board
- Review the senior management's follow-up on the status of previous year's external auditor comments and recommendations



Additional Meetings as Required (December - May)

- Discuss other matters as required

3. June 2012

Planning Meeting of the Year

Audit Committee

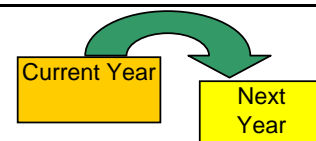
- Develop a work plan, meeting schedule, and tentative agenda for the next fiscal year

Internal Audit

- Review and recommend approval to the Board of the annual internal audit plan for next fiscal year

External Audit

- Consider selection or reappointment of independent auditors for the next fiscal year
- Identify potential problem areas or accounting issues that may arise during the next fiscal year and identify areas for specific and detailed



Pertaining to All Meetings

- Maintain minutes, review and approve the minutes of prior meetings
- Declaration of conflicts of interest by committee members (if any)
- Review any internal audit findings that have been completed since the previous meeting
- Follow up on actions taken by management to address audit findings
- Discuss any knowledge of instances of fraud
- Review legal matters with counsel (if any)
- Meet privately with external auditors, internal auditors and senior staff as required
- Approve changes to audit plan when required (applicable to all meetings except inaugural meeting)
- Review the interim audit plan/procedures with the external auditors for the current fiscal year as required
- Review board compliance audits (i.e. enrolment, school generated funds etc...) as required

BACKGROUND

WHAT:

The primary role of audit committees is to provide assurance to the board of trustees that the school board has the appropriate culture, personnel, policies, systems, and controls in place to safeguard the school board's assets and to accurately report financial information to internal and external users.

WHY:

To provide oversight for the education sector that manages budgets totaling more than \$20 billion

WHEN:

Effective January 31, 2011, first meeting to take place by March 31, 2011

COMPOSITION:

Typically 3 trustees and 2 representatives from the community

QUESTIONS ON AUDIT COMMITTEES?

PLEASE CONTACT:

Greg Fiorido – Audit Analyst
Ministry of Education
Financial Analysis &
Accountability Branch

Greg.Fiorido@ontario.ca
(416) 325-3244

AN OPPORTUNITY FOR COMMUNITY INVOLVEMENT



AUDIT COMMITTEE RECRUITMENT

ELIGIBILITY REQUIREMENTS:

- ✓ Has accounting, financial management or other relevant business experience that would enable you to understand public sector accounting standards,
- ✓ Is not an employee or officer of the board or of any other board at the time of the appointment, and
- ✓ Does NOT have a parent, child or spouse employed by the school board

SELECTION COMMITTEE:

The selection committee is a three member panel made up of:

- ✓ the Senior business official
- ✓ the Director of Education
- ✓ the Chair of the board or a board member designated by the chair

TERM OF APPOINTMENT:

- ✓ Up to 3 years for initial term with the possibility of reappointment afterwards
- ✓ Can resign at any time



SMALL TIME COMMITMENT:

- ✓ Generally meet 3 times per year (June, September, November)
- ✓ 2-3 hours in duration
- ✓ Teleconferencing available

TRAINING WILL BE PROVIDED:

2 day training session offered in Jan/Feb 2011 prior to starting your appointment to tell you everything you need to know about your role as an audit committee member

HOW TO APPLY:

Please visit your school board website for details

Candidates who are short listed may be requested to attend a private interview conducted by the audit committee's selection committee.

FURTHER INFORMATION:

This is a volunteer position but members may be reimbursed for out of pocket expenses.

LETTER OF APPOINTMENT OF AN
AUDIT COMMITTEE MEMBER FOR THE HURON PERTH CATHOLIC
DISTRICT SCHOOL BOARD

APPOINTMENT AND PURPOSE

You are hereby appointed as a member of the audit committee of the Huron-Perth Catholic District School Board. As a member of the audit committee you are accountable to the board of trustees through the chair of the committee. Your appointment is from January 24, 2011 to January 31, 2013. This appointment may be renewed upon satisfactory performance of your duties on the committee and with the approval of the chair of the audit committee and the chair of the board of trustees.

The audit committee is a standing committee of the board and its purpose is to assist the board of trustees to oversee and objectively assess the performance of the organization, its management and its auditors.

A copy of the audit committee regulation is attached as Appendix A, which outlines the responsibilities and duties of an audit committee.

SUPPORT AND TRAINING (First Year only)

There will be 2-day induction training in January / February 2011 for all audit committee members. The training dates for the audit committee members of this board are month day + day, 2011. Please notify the director of education on your intention of attending this training as soon as possible.

SUPPORT AND TRAINING (Subsequent Years)

The training material required to understand the governance arrangements and the role of audit committees in district school boards is posted on the Ministry of Education's financial analysis and accountability branch website. You are strongly encouraged to completing this training prior to attending your first audit committee meeting or as soon as possible thereafter should there not be sufficient time to complete it prior to that day.

COMMITMENT AND REMUNERATION

Your duties as an external audit committee member are expected to take between xx and xx hours per year (TBD), excluding the induction training above or additional meetings. This includes the time necessary to familiarise yourself with the organization, undergo appropriate professional development, prepare for and attend meetings.

The audit committee meets at least three times each year and at the call of the chair of the committee as the chair considers advisable.

As noted in our recruitment ad, this is a volunteer position for which you will not receive remuneration.

EXPENSES

Costs incurred by audit committee members may be reimbursed in accordance with the Huron-Perth Catholic District School Board's policies and procedures. A copy of the board's travel and meeting policy documents is attached as Appendix B for your information.

Any further clarification on the Huron-Perth Catholic District School Board's policies should be obtained from the business department at the school board.

CONFLICTS OF INTEREST

Every appointee must disclose any obligation, commitment, relationship or interest that could conflict or may be perceived to conflict with his or her role during the period of appointment. Conflicts must be declared to the chair of the audit committee, if a chair has not been selected at the time of signing the appointment letter, the declaration must be made to the director of education.

Any conflict of interest that arises after your appointment must be declared to the chair of the audit committee as per the audit committee regulation.

APPRAISAL

As a member of the audit committee you will be required to complete a periodic self assessment of your performance during your term as an audit committee member.

DUTY OF CARE

Audit committee members have a duty to truly, faithfully, impartially and to the best of their abilities execute their responsibilities as audit committee members.

CONFIDENTIALITY

As a member of the Huron-Perth Catholic District School Board's audit committee you will be asked to sign a confidentiality agreement at the beginning of your appointment. It has been attached to this acceptance letter as Appendix C for your review.

RESIGNATION / TERMINATION

A minimum of two months notice should be given should you choose to resign from the appointment. Should circumstances arise where you need to vacate your position immediately, you should provide notification as soon as possible to the audit committee chair.

The board of trustees may terminate the appointment prior to the end of the term should you get convicted of an indictable offence, absent yourself from three consecutive meetings without being authorized, or cease to hold the qualifications to be appointed to the committee as outlined in the audit committee regulation.

Audit Committee Member _____ Date _____

Audit Committee Chair _____ Date _____

OR

Director of Education _____ Date _____
(where the audit committee chair has not been appointed)

ONTARIO REGULATION 361/10 - AUDIT COMMITTEES

Consolidation Period: From September 10, 2010 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

Interpretation

1. (1) This Regulation applies in respect of audit committees established by district school boards under subsection 253.1 (1) of the Act. O. Reg. 361/10, s. 1 (1).

(2) In this Regulation,

“external auditor” means an auditor appointed by a board under subsection 253 (1) of the Act to perform the duties referred to in subsection 253 (4) of the Act; (“vérificateur externe”)

“internal auditor” means a contractor or employee of a board who examines and evaluates a board’s records and procedures related to the board’s risk management, internal controls and governance processes and makes recommendations on ways to improve the board’s risk management, internal controls and governance processes; (“vérificateur interne”)

“reporting entity” means, with respect to a board, an organization that is required to prepare reports for the purposes of the board regarding the organization’s financial affairs and resources; (“entité comptable”)

“senior business official” means a senior business official described in subsection 3 (2) of Regulation 309 of the Revised Regulations of Ontario, 1990 (Supervisory Officers) made under the Act. (“cadre supérieur de l’administration des affaires”) O. Reg. 361/10, s. 1 (2).

Establishment of audit committee

2. (1) Subject to subsection (3), every board shall establish an audit committee in accordance with this Regulation no later than January 31, 2011. O. Reg. 361/10, s. 2 (1).

(2) The first meeting of an audit committee established under subsection (1) shall be held no later than March 31, 2011. O. Reg. 361/10, s. 2 (2).

(3) A board established after the day this Regulation comes into force shall establish an audit committee in accordance with this Regulation no later than October 1 of the school year following the calendar year in which the board’s members are first elected. O. Reg. 361/10, s. 2 (3).

(4) The first meeting of an audit committee established under subsection (3) shall be held no later than December 1 of the school year following the calendar year in which the board’s members are first elected. O. Reg. 361/10, s. 2 (4).

Composition of audit committee

3. (1) An audit committee of a board shall consist of the following individuals appointed in accordance with the board’s by-laws:

1. If the board has fewer than eight board members, the audit committee shall consist of four members, including two board members and two persons who are not board members.
2. If the board has eight or more board members, but less than fifteen, the audit committee shall consist of five members, including three board members and two persons who are not board members.

3. If the board has fifteen or more board members, the audit committee shall consist of seven members, including four board members and three persons who are not board members. O. Reg. 361/10, s. 3 (1).

(2) In the absence of a by-law setting out an appointment process, the board shall appoint the members of the audit committee in accordance with paragraphs 1, 2 and 3 of subsection (1). O. Reg. 361/10, s. 3 (2).

(3) If the number of persons required by paragraphs 1, 2 and 3 of subsection (1) is not appointed to the audit committee, the Minister may appoint a person to each vacant position. O. Reg. 361/10, s. 3 (3).

(4) A person appointed under subsection (3) holds the position until the board appoints another person to the position. O. Reg. 361/10, s. 3 (4).

(5) An appointment made under subsection (3) must comply with paragraphs 1, 2 and 3 of subsection (1) and section 4. O. Reg. 361/10, s. 3 (5).

Eligibility for appointment of persons who are not board members

4. (1) A person who is not a board member is eligible to be appointed to the board's audit committee only if he or she,

- (a) has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the board;
- (b) is not an employee or officer of the board or of any other board at the time of his or her appointment;
- (c) does not have a conflict of interest, as described in subsection (2), at the time of his or her appointment; and
- (d) was identified by the selection committee described in section 5 as a potential candidate for appointment to the audit committee. O. Reg. 361/10, s. 4 (1).

(2) For the purposes of clause (1) (c), a person has a conflict of interest if his or her parent, child or spouse is employed by the board. O. Reg. 361/10, s. 4 (2).

(3) Clause (1) (d) does not apply if the person is appointed by the Minister under subsection 3 (3). O. Reg. 361/10, s. 4 (3).

Selection committee

5. (1) Each board shall have a selection committee for the purpose of identifying persons who are not board members as potential candidates for appointment to the board's audit committee. O. Reg. 361/10, s. 5 (1).

(2) The selection committee shall be composed of,

- (a) the board's director of education;
- (b) a senior business official of the board; and
- (c) the chair of the board or a board member designated by the chair. O. Reg. 361/10, s. 5 (2).

Chair of the audit committee

6. (1) At the first meeting of the audit committee in each fiscal year, the members of the committee shall elect the chair of the committee for the fiscal year of the board from among the board members appointed to the committee. O. Reg. 361/10, s. 6 (1).

(2) If at any meeting of the audit committee the chair is not present, the members present may elect a chair for that meeting. O. Reg. 361/10, s. 6 (2).

Term of appointment

7. (1) The term of office of a member of the audit committee who is a board member shall be determined by the board but shall not exceed four years. O. Reg. 361/10, s. 7 (1).

(2) The term of office of a member of the audit committee who is not a board member shall be determined by the board but shall not exceed three years. O. Reg. 361/10, s. 7 (2).

(3) Subject to subsection (4), a member of the audit committee may be reappointed. O. Reg. 361/10, s. 7 (3).

(4) An individual who is not a board member may not be appointed to the audit committee more than twice unless,

(a) the board advertised the position for at least 30 days; and

(b) after the 30 days, the selection committee did not identify any potential candidates. O. Reg. 361/10, s. 7 (4).

(5) When the term of a member of the audit committee expires, he or she continues to be a member until a successor is appointed or the member is reappointed. O. Reg. 361/10, s. 7 (5).

Vacancies

8. (1) A member who is a board member vacates his or her position on the audit committee if,

(a) he or she is convicted of an indictable offence; or

(b) he or she is absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence. O. Reg. 361/10, s. 8 (1).

(2) A member who is not a board member vacates his or her position on the audit committee if,

(a) he or she is convicted of an indictable offence;

(b) he or she is absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence;

(c) he or she becomes an employee or officer of the board or of any other board; or

(d) it is discovered that he or she had a conflict of interest as described in subsection 4 (2) at the time of his or her appointment and failed to disclose it. O. Reg. 361/10, s. 8 (2).

(3) Despite any by-law of a board, if a position on the audit committee becomes vacant, the position shall be filled as soon as possible in accordance with this Regulation. O. Reg. 361/10, s. 8 (3).

(4) A person who is appointed to fill a vacancy shall hold the position for the remainder of the term of the member whose position became vacant. O. Reg. 361/10, s. 8 (4).

Duties of an audit committee

9. (1) An audit committee of a board has the following duties related to the board's financial reporting process:

1. To review with the director of education, a senior business official and the external auditor the board's financial statements, with regard to the following:
 - i. Relevant accounting and reporting practices and issues.
 - ii. Complex or unusual financial and commercial transactions of the board.
 - iii. Material judgments and accounting estimates of the board.
 - iv. Any departures from the accounting principles published from time to time by the Canadian Institute of Chartered Accountants that are applicable to the board.
2. To review with the director of education, a senior business official and the external auditor, before the results of an annual external audit are submitted to the board,
 - i. the results of the annual external audit,
 - ii. any difficulties encountered in the course of the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information,
 - iii. any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit, and
 - iv. any significant disagreements between the external auditor and the director of education or a senior business official and how those disagreements were resolved.
3. To review the board's annual financial statements and consider whether they are complete, are consistent with any information known to the audit committee members and reflect accounting principles applicable to the board.
4. To recommend, if the audit committee considers it appropriate to do so, that the board approve the annual audited financial statements.
5. To review with the director of education, a senior business official and the external auditor all matters that the external auditor is required to communicate to the audit committee under generally accepted auditing standards.
6. To review with the external auditor material written communications between the external auditor and the director of education or a senior business official.
7. To ask the external auditor about whether the financial statements of the board's reporting entities, if any, have been consolidated with the board's financial statements.
8. To ask the external auditor about any other relevant issues. O. Reg. 361/10, s. 9 (1).

(2) An audit committee of a board has the following duties related to the board's internal controls:

1. To review the overall effectiveness of the board's internal controls.
2. To review the scope of the internal and external auditor's reviews of the board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the board's staff to those findings and recommendations.

3. To discuss with the board's officials the board's significant financial risks and the measures the officials have taken to monitor and manage these risks. O. Reg. 361/10, s. 9 (2).

(3) An audit committee of a board has the following duties related to the board's internal auditor:

1. To review the internal auditor's mandate, activities, staffing and organizational structure with the director of education, a senior business official and the internal auditor.
2. To make recommendations to the board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.
3. To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.
4. To review at least once in each fiscal year the performance of the internal auditor and provide the board with comments regarding his or her performance.
5. To review the effectiveness of the internal auditor, including the internal auditor's compliance with the document *International Standards for the Professional Practice of Internal Auditing*, as amended from time to time, published by The Institute of Internal Auditors and available on its website.
6. To meet on a regular basis with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed.
7. To review with the director of education, a senior business official and the internal auditor,
 - i. significant findings and recommendations by the internal auditor during the fiscal year and the responses of the board's staff to those findings and recommendations,
 - ii. any difficulties encountered in the course of the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information, and
 - iii. any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit. O. Reg. 361/10, s. 9 (3).

(4) An audit committee of a board has the following duties related to the board's external auditor:

1. To review at least once in each fiscal year the performance of the external auditor and make recommendations to the board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.
2. To review the external auditor's audit plan, including,
 - i. the external auditor's engagement letter,
 - ii. how work will be co-ordinated with the internal auditor to ensure complete coverage, the reduction of redundant efforts and the effective use of auditing resources, and
 - iii. the use of independent public accountants other than the external auditor of the board.

3. To review and confirm the independence of the external auditor.
4. To meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes should be discussed.
5. To resolve any disagreements between the director of education, a senior business official and the external auditor about financial reporting.
6. To recommend to the board a policy designating services that the external auditor may perform for the board and, if the board adopts the policy, to oversee its implementation. O. Reg. 361/10, s. 9 (4).

(5) An audit committee of a board has the following duties related to the board's compliance matters:

1. To review the effectiveness of the board's system for monitoring compliance with legislative requirements and with the board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the board's director of education, supervisory officers or other persons employed in management positions to address the non-compliance.
2. To review any significant findings of regulatory entities, and any observations of the internal or external auditor related to those findings.
3. To review the board's process for communicating any codes of conduct that apply to board members or staff of the board to those individuals and the board's process for administering those codes of conduct.
4. To obtain regular updates from the director of education, supervisory officers and legal counsel regarding compliance matters.
5. To obtain confirmation by the board's director of education and supervisory officers that all statutory requirements have been met. O. Reg. 361/10, s. 9 (5).

(6) An audit committee of a board has the following duties related to the board's risk management:

1. To ask the board's director of education, a senior business official, the internal auditor and the external auditor about significant risks, to review the board's policies for risk assessment and risk management and to assess the steps the director of education and a senior business official have taken to manage such risks, including the adequacy of insurance for those risks.
2. To perform other activities related to the oversight of the board's risk management issues or financial matters, as requested by the board.
3. To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing. O. Reg. 361/10, s. 9 (6).

(7) An audit committee of a board shall report to the board annually, and at any other time that the board may require, on the committee's performance of its duties. O. Reg. 361/10, s. 9 (7).

(8) An audit committee shall make all reasonable efforts to ensure that a copy of this Regulation is posted on the board's website. O. Reg. 361/10, s. 9 (8).

Powers of an audit committee

10. In carrying out its functions and duties, an audit committee of a board has the power to,

- (a) with the prior approval of the board, retain counsel, accountants or other professionals to advise or assist the committee;
- (b) meet with or require the attendance of board members, the board's staff, internal or external auditor or legal counsel or representatives from a reporting entity of the board at meetings of the committee, and require such persons or entities to provide any information and explanation that may be requested;
- (c) where the committee determines it is appropriate, meet with the board's external or internal auditor, or with any staff of the board, without the presence of other board staff or board members, other than board members who are members of the committee;
- (d) require the board's internal or external auditor to provide reports to the committee; and
- (e) have access to all records of the board that were examined by the internal or external auditor. O. Reg. 361/10, s. 10.

Meetings

11. (1) An audit committee of a board shall meet at least three times in each fiscal year at the call of the chair of the committee, and at such other times as the chair considers advisable. O. Reg. 361/10, s. 11 (1).

(2) The first meeting of the audit committee in each fiscal year after the 2011 year shall take place no later than September 30. O. Reg. 361/10, s. 11 (2).

(3) Each member of the audit committee has one vote. O. Reg. 361/10, s. 11 (3).

(4) The audit committee shall make decisions by resolution. O. Reg. 361/10, s. 11 (4).

(5) In the event of a tie vote, the chair is entitled to cast a second vote. O. Reg. 361/10, s. 11 (5).

(6) A majority of the members of the audit committee that includes at least one member who is not a board member constitutes a quorum for meetings of the committee. O. Reg. 361/10, s. 11 (6).

(7) The chair of the audit committee shall ensure that minutes are taken at each meeting and provided to the members of the committee before the next meeting. O. Reg. 361/10, s. 11 (7).

(8) Despite subsection (1), an audit committee of a board is required to meet only twice during the 2010-2011 fiscal year. O. Reg. 361/10, s. 11 (8).

Codes of Conduct

12. Any code of conduct of the board that applies to board members also applies to members of the audit committee who are not board members in relation to their functions, powers and duties as members of the committee. O. Reg. 361/10, s. 12.

Remuneration and compensation

13. (1) A person shall not receive any remuneration for serving as a member of the audit committee. O. Reg. 361/10, s. 13 (1).

(2) Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a board member at an audit committee meeting. O. Reg. 361/10, s. 13 (2).

(3) A board shall establish policies respecting the reimbursement of members of its audit committee for expenses incurred as members of the committee. O. Reg. 361/10, s. 13 (3).

(4) A board shall reimburse members of its audit committee for expenses incurred as members of the committee in accordance with the policies referred to in subsection (3). O. Reg. 361/10, s. 13 (4).

Declaration of conflicts

14. (1) Every member of an audit committee shall, when he or she is appointed to the committee for the first time and at the first meeting of the committee in each fiscal year, submit a written declaration to the chair of the committee declaring whether he or she has a conflict of interest as described in subsection 4 (2). O. Reg. 361/10, s. 14 (1).

(2) A member of an audit committee who becomes aware after his or her appointment that he or she has a conflict of interest, as described in subsection 4 (2), shall immediately disclose the conflict in writing to the chair. O. Reg. 361/10, s. 14 (2).

(3) If a member or his or her parent, child or spouse could derive any financial benefit relating to an item on the agenda for a meeting, the member shall declare the potential benefit at the start of the meeting and withdraw from the meeting during the discussion of the matter and shall not vote on the matter. O. Reg. 361/10, s. 14 (3).

(4) If no quorum exists for the purpose of voting on a matter only because a member is not permitted to be present at the meeting by reason of subsection (3), the remaining members shall be deemed to constitute a quorum for the purposes of the vote. O. Reg. 361/10, s. 14 (4).

(5) If a potential benefit is declared under subsection (3), a detailed description of the potential benefit declared shall be recorded in the minutes of the meeting. O. Reg. 361/10, s. 14 (5).

Reporting

15. (1) An audit committee of a board shall submit to the board on or before a date specified by the board an annual report that includes,

- (a) any annual or multi-year audit plan of the board's internal auditor;
- (b) a description of any changes made to a plan referred to in clause (a) since the last report of the committee;
- (c) a summary of the work performed by the internal auditor since the last annual report of the committee, together with a summary of the work the auditor expected to perform during the period, as indicated in the plan referred to in clause (a); and
- (d) a summary of risks identified and findings made by the internal auditor.
O. Reg. 361/10, s. 15 (1).

(2) A board who receives a report under subsection (1) shall submit a copy of it to the Minister in each fiscal year on or before a date specified by the Minister. O. Reg. 361/10, s. 15 (2).

(3) An audit committee of a board shall submit a report to the board in each fiscal year on or before a date specified by the board, and at any other time as may be requested by the board, that includes,

- (a) a summary of the work performed by the committee since the last report;
- (b) an assessment by the committee of the board's progress in addressing any findings and recommendations that have been made by the internal or external auditor;
- (c) a summary of the matters addressed by the committee at its meetings;
- (d) the attendance record of members of the committee; and

(e) any other matter that the committee considers relevant. O. Reg. 361/10, s. 15
(3).

[16.](#) Omitted (provides for coming into force of provisions of this Regulation).
O. Reg. 361/10, s. 16.

Appendix B – Travel & Meeting Directive

Appendix C – Confidentiality Agreement

CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement ("Agreement") is made and effective the 24th of January 2011 by and between [**Huron – Perth Catholic District School Board**] ("District School Board") and the Audit Committee Member.

1. Confidential Information.

The district school board proposes to disclose information to the audit committee member that is confidential in nature. Such information could be disclosed to the audit committee member by the district school board orally, electronically or in writing.

2. Audit Committee Member's Obligations.

A. As it may be difficult to determine which information received by the members of the audit committee is confidential, the member agrees that all information is to be considered confidential to the district school board. The audit committee member agrees not use any information received other than for the purposes of its role with the district school board, and shall disclose it only to its officers, directors, or employees with a specific need to know. The audit committee member will not disclose, publish or otherwise reveal any information received from the district school board to any other party whatsoever except with the specific prior written authorization of the district school board.

B. The information received in tangible form shall not be duplicated by the audit committee member except for purposes of this agreement. Upon the request of the district school board, the member shall return all information received in written or tangible form, including copies, or reproductions containing such information, within ten (10) days of such request. At the audit committee member's option, any documents developed by the member may be destroyed by the member. The audit committee member shall provide a written certificate to the district school board regarding its destruction within ten (10) days thereafter.

3. Term.

The obligations of the audit committee member herein shall be effective for **five years** from the date the district school board last discloses any information to the member pursuant to this agreement.

4. Other Information.

The audit committee member shall have no obligation under this agreement with respect to information which is or becomes publicly available without breach of this agreement.

Signature of Audit Committee Member

Date: _____

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

SUBJECT:

ENVIRONMENTAL STEWARDSHIP

3E:15



POLICY STATEMENT:

The Huron-Perth Catholic District School Board believes that we are called to show leadership in environmental stewardship in our community. As Catholic believers we are called to see the entire universe as a creative work of God's love. As Catholic educators, we are called to share, nurture, and develop that vision with our students.

We are called to be stewards of creation and to exercise leadership in ecological responsibility, and to work to change systems and structures that are ecologically unsound. To face this enormous challenge, we will move from awareness to an active realization of a cooperative healing of our planet. We will maintain and recover a safe, just and sustainable environment for future generations and celebrate our profound connectedness with all of creation.

PROCEDURE:

The Board will foster attitudes and beliefs that makes the protection of our environment an important priority by promoting the following principles and practices within its jurisdiction:

1. The Board acknowledges the protection of the environment as a moral responsibility and therefore adopts the concept of sustainable development as defined by the United Nations World Commission on Environment and Development as "meeting the needs of the present generation without compromising the ability of future generations to meet their own needs."
2. The Board expects that its Catholic School Graduates be responsible citizens who respect the environment and use resources wisely. The Board will develop and support curriculum initiatives across grades and subject areas that lead to this result, and will expect that environmental protection is addressed in School Improvement planning.
3. The Board aims to develop environmentally sound practices consistent with what students are learning in classrooms, so that curriculum and Board operations become aligned. To do so, the Board will conduct the following actions in the areas of waste minimization, energy conservation, and purchasing:
 - a) **Waste Minimization:** the Board will:
 - cooperate with municipalities and other school boards to maintain and promote reducing, reusing and recycling programs of all properties

continued

- ensure that all offices and classrooms have the necessary materials and equipment to reduce, reuse and recycle products (i.e. blue or green boxes/bins, toner/printer cartridges etc.)
- promote waste-free lunches in schools to minimize food related waste
- promote anti-littering campaigns and yard clean-up in the school and community
- promote composting
- promote reusing items and avoid use of disposables
- promote reusing paper and reusing or recycling dated resource materials
- advertise internally surplus resources, furniture and equipment
- limit paper use by reusing scrap paper and educating individuals on how to photocopy and print double-sided
- promote tree planting and school greening
- promote electronic communication of newsletters and all other school and board information
- utilize a sibling list when sending printed information to parents

b) **Energy Conservation:** the Board will:

- Utilize natural light
- Promote the use of sleep mode or OFF when all lights, computers, monitors and other electronic equipment are not in use
- implement equipment consolidation practices (i.e. computer networking) to ensure energy conservation
- ensure that windows are closed at the end of the school day
- ensure that space around vents, windows and doors are kept free from obstructions, that windows and doors are closed when possible and that weather stripping is examined for deficiencies and replaced when necessary
- ensure that schools, during the heating season, adhere to Board standard room temperatures of 21 degrees Celsius or less and 15 degrees Celsius during weekends and school breaks
- promote the reduction of heat in areas not being utilized
- make maximum use of its computer controlled temperature systems
- encourage staff to turn off air conditioning when building is not utilized
- ensure that air conditioners are not set lower than 10 degrees Celsius below outside temperature
- consider the use of energy efficiency products (i.e. compact fluorescent light bulbs)
- consider the use of renewable sources of energy (i.e. solar/wind...)
- ensure that mechanical equipment, air filters, water faucets, ventilation and heating systems are checked and cleaned regularly and any problems or defects are reported promptly

continued

c) **Purchasing:** the Board will:

- be selective where possible, about the products and packaging purchased as they influence the environment (i.e. Energy Star)
- discourage and where appropriate prohibit the use of products used for celebrations and promotions that would have a negative effect on the environment
- establish environmentally sound operational practices
- promote habitat restoration and school ground greening initiatives

4. *The Huron-Perth Catholic District School Board is committed to providing safe and healthy learning and working environments for our school community while answering our call to be stewards of the earth.*

*The following key components form a comprehensive Huron-Perth Catholic **Clean & Green Program:***

- *The use of high quality, safe, effective, environmentally preferred products*
- *Green Clean Standard Operating Procedures Manual*
- *A Green Clean Site Plan which aligns the principals of the Green Clean Standard Operating Procedures Manual with specific site needs in conjunction with custodial supply vendor(s)*
- *Records of cleaning chemicals, supplies and equipment for each site to be kept with MSDS at all sites*
- *Equipment Maintenance Logs*
- *Training Records to be maintained at the Board Office which will track participation of all custodians in training*
- *Regularly documented review of cleaning activities which will be a cooperative effort between administration and custodial staff. Reviews may take the form of site visits with custodial supply vendor(s).*
- *Comprehensive Communication program which will demonstrate senior management support for the Green Clean initiative and the long-term approach recognizing the evolutionary nature of green cleaning and need for continuous promotion.*

BOARD APPROVAL:

October 26, 1998

August 30, 2004

Reviewed May 22, 2006

February 25, 2008

EFFECTIVE DATE:

October 27, 1998

August 30, 2004

May 23, 2006

February 26, 2008

DRAFT



Huron-Perth Catholic District School Board

HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

2011-2012 BUDGET PROCEDURES MANUAL

(September 1, 2011 to August 31, 2012)

Nancy Becker

Manager of Finance

Gerry Thuss

Superintendent of Business

January 24, 2011

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1. INTRODUCTION

The Board's fiscal year runs for twelve months from September 1 to August 31st. The Ministry of Education normally announces its grants in late winter/early spring and requires that budgets be approved by August 31 of each year. This meets the legislative requirement in the Education Act. The Minister of Finance has indicated that he will be presenting the provinces budget at the end of March. Typically the Grants for Student Needs are announced following the budget announcement. We expect that the current economic condition of the Province will have a significant impact on the amount of funding that the Board will receive through the Grant for Student Needs process (G.S.N.'s). An early start to the budget process ensures that adequate time is available to react to any changes to the grants by the Ministry.

2. IMPLICATIONS OF THE FUNDING MODEL

All school boards in Ontario are funded through a combination of grants and taxes. They are received in what is referred to as the GSN's (i.e. Grant for Student Needs) In addition the Board receives grants from various agencies and departments that are outside this main funding source. These are referred to as EPO grants (Educational Program – Other Grants). The result is that the Boards operations are significantly influenced by the Ministry Funding Model. Currently there are three “envelopes” which boards must adhere to in order to meet the guidelines of the Funding Model's regulations, these are:

- the special education allocation establishes the minimum that each board must spend on special education
- the allocations for school board administration and governance establishes the maximum that each board may spend on these functions.

The Board has been able to operate successfully within these parameters.

The Ministry of Education has indicated to the Boards that it will fund the requirements of the Provincial Discussion Table as it relates staffing, and salary adjustments. This Board has been successful in reaching collective agreements with its entire staff until August 31, 2012. The effect of the wage restraint legislation will be incorporated into the GSN's as required.

3. ACTION PLAN AND TIMELINE

The following is an action plan with suggested timelines for the development of the 2011\2012 Budget. This will identify the opportunity for input from the various groups and outline clear timelines.

TIME LINE

Budget Procedures Manual to be prepared, approved by the Board for distribution to all supervisory officers, principals, co-ordinators and department managers.	January 24, 2011
Departmental expenditure estimates to be prepared in consultation with all relevant persons, consolidated, prioritized and forwarded to the Business department.	February - Mid March, 2011
Business department to summarize, collate and consolidate all departmental submissions and prepare Preliminary Expenditures Estimates for review by Executive Council	Mid March – Mid April, 2011
Board to receive and review the Preliminary Estimates	Mid April/May, 2011
Board to approve the Final Budget	June 20, 2011

4. BUDGET PROCESS

The purpose of a budget process is to provide in a consolidated form, the necessary guidelines for its preparation. The prime objective of a set of budget guidelines is to serve as a guide to those involved in the budgetary process by providing instructions that are clear, concise and easy to understand. Students are the focus of every action and every decision. It is imperative that budget decisions and allocations reflect our key priorities.

Realizing Our Capacity...reflects our Mission in Huron-Perth Catholic DSB

We will **Realize Our Capacity** through concentrated and precise focus on the **Core Strategy** in both themes-Growing as a Whole Person and Service Excellence.

Growing as A Whole Person

Core Strategy-Our Core Literacy Strategy, including Mathematical Literacy, demonstrates in text and visual form, how all of our work has a singular focus on increasing all students' achievement.

Service Excellence

Core Strategy-Our operational services leverage all resources to support student success. Policies are translated into efficient cross functional processes, designed to collaboratively achieve needed qualitative and quantitative outcomes.

Our Strategy...the work and focus to “Realize our Capacity”

Our Strategy comprised of a “cause and affect”...if we develop and support our structure, culture and skills, if we remain focused on specific actions and leverage our resources to do this, we will achieve our outcomes.

Our success is dependent on working with Cross Functional Teams, relationship building and collaboration to meet our Student Outcomes through these Key Enablers and Core Processes.

- > **Key Enablers** - To excel in the Core Process, we determine what key strengths we need to have in structure and systems, culture and skill

- > **Core Processes** - To achieve our Student Outcomes and our School Service Outcomes, we determine the main processes at which we must excel across the Board

Participation by all stakeholders to the budget process will ensure that the planned expenditures are aligned with the strategic priorities of the Board.

The Superintendent of Business (through the Business department) has the responsibility of co-ordinating the overall budget material into a consistent and readable format. The Supervisory Officers have the responsibility for developing and co-ordinating the budgets within their area of responsibility. Each principal and department manager has similar responsibilities with respect to their individual school and department.

Expenditure Estimates

A set of expenditure estimates will be established for each department (a school is considered to be an operating department). Each department will submit a complete set of expenditure estimates on the prescribed forms.

The starting point for developing the 2011-2012 Budget is to assume that expenditures in each department **cannot** rise over the 2010-2011 Year level.

The following “rules” should be followed to establish 2011-2012 expenditures budgets:

Salaries & Benefits

Actual FTE times the average salary projected to be in effect at September 1, 2011 for the period September 1, 2011 to August 31, 2012. It is important to use the same assumptions to calculate “average salary” as are used in the determination of the “Teacher Compensation Grant” i.e. a mix of experience and qualification.

Expenses:

Instruction - budgeted on an “as required” basis but not more than the 2010-2011 Year budget unless there are specific identified items to the contrary.

Non-Instruction - budgeted on an “as required” basis but not more than the 2010-2011 Year budget.

Major Maintenance\Capital Expenditures:

Estimated expenditures based on identified projects to be completed in the period September 1, 2011 to August 31, 2012, the total not to exceed the estimated School Renewal Grant.

Transportation:

Fees should be budgeted on the basis of the contracts in place at September 1, 2010 times the number of routes to August 31, 2011. The estimate of the reduction to expenditures should be considered for changes to the transportation policy regarding walking distances.

All “Other Expenses” should be based on actual identified needs in this period i.e. September 1, 2011 to August 31, 2012, the total not to exceed the 2010-2011 Year Budget.

Accordingly in order to meet the overall expenditures’ target, it will be necessary to follow these guidelines in the setting of each department’s (including school’s) individual budget:

- 1) That all 2011-2012 Year program and service levels in individual departments will start from the 2010-2011 Year level and will have to be justified on a must-need basis.
- 2) That the cost of any proposed new programs or changes in current programs or services be offset by a reduction in other current programs or services or by specific revenues or grants and accompanied by documentation supporting the proposal.
- 3) That the size of individual classrooms, elementary, and secondary, be set at the levels that are required by the Ministry of Education and allowable under existing collective agreements.
- 4) That each school set up a budget advisory committee (including members from the Catholic School Council) to review all expenditures under the school’s control.

Revenue Estimates

School boards continue to receive property tax revenue. Property taxes are collected for education purposes on residential and commercial\industrial properties, based on mill rates established by the Ministry. School boards do not have any other access to the property tax base. As previously indicated the Ministry of Education (“Ministry”) have not yet released any technical documents which pertain to the 2011-2012 Budget Year. Administration will use the 2010-2011 technical information, amended where known, to calculate initial revenue estimates. The actual regulations, forms and computer programs may not be available for some months and ultimately these will have to be completed and filed with the Ministry to determine the Board’s revenue. It may be that when such “official” forms are completed the initial estimates will have to be revised.

Role of the Supervisory Officers

The following sets out the major areas of responsibility for Supervisory Officers in the Budget Process.

- | | | |
|------------------------------|---|---|
| Director of Education | - | - General Administration
- Human Resources Department
- Functional Responsibilities |
| Superintendents of Education | - | - Curriculum Coordinator Budgets
- Information Technology
- Staff Development and Training
- Functional Responsibilities
- School Allocations |
| Superintendent of Business | - | -Business Department
-Debt Servicing Costs
-Capital Expenditures |

- Plant Operations
- Transportation & Planning
- Other Non-Instructional Expenditures
- Staffing calculations(all departments)
- Employee Benefits (all departments)
- Revenue – Provincial & Other

Supervisory Officers will be responsible for the preparation of budget information in their respective areas for the System as a whole.

Role of Executive Council

Based on the submissions from all departments (including schools), Executive Council will review and analyse the 2011-2012 Preliminary Expenditures Estimates at the end of March/ Early April, 2011. Executive Council will determine what action(s) might be necessary to comply with the Board's directions or guidelines as well as any legislative compliance that is necessary. Executive Council will prepare a complete set of 2011-2012 Preliminary Expenditures Estimates, for presentation to the Board in April at a special meeting called for this purpose. Any recommendations are to be prioritized by Executive Council and will include information as complete as is reasonably possible regarding their effect on schools and programs where applicable.

Role of the Community

The Board encourages public participation in all of its activities through a variety of strategies, e.g. general meetings, right to address trustees at meetings, openness of meetings, accessibility of the public to trustees and administration etc. These ways provide the general public a variety of opportunities throughout the year to comment, criticize, advise, object, etc. on the Board activities, including fiscal actions. The Budget process offers a specific opportunity for the public (whether or not they are ratepayers), and each school community in particular, to become involved in the determination of the Budget.

Members of each school community should be invited to share in the budget review process at the school level along with the school's administration and staff. This should be done through School Councils and/or Parent Advisory Groups though it should not preclude individuals from becoming involved in they are so inclined.

Role of the Board of Trustees

The Board of Trustees' **has the ultimate responsibility**, under the Education Act, to prepare and adopt annual estimates.

The Board must balance its desire to provide the best possible education for its students with the availability of the resources available to it to do so. While it should listen to local interest groups, it cannot abdicate the requirement to act as a responsible corporate body in fiscal matters. It must, by law, balance the annual budget.

The Board should finalize the 2010-2011 Budget (assuming final revenue information has been released in a timely fashion) not later than August 31, 2010 for submission to the Province at that time.



Huron-Perth Catholic District School Board

Mail PO Box 70 Dublin ON N0K 1E0 Website www.huronperthcatholic.ca
 Phone 519 345 2440 Fax 519 345 2440

November 15, 2010

TO: Special Education Advisory Committee
 FROM: Chairperson of Special Education Advisory Committee
 RE: **MINUTES – SEAC MEETING Monday, November 15th, 2010**

A meeting of the Special Education Advisory Committee was held at the Board Office, 87 Mill Street, Dublin on **Monday, November 15th at 4:30 pm.**

Present: Charmaine Chadwick, Shelley Fleming, Veronica Kolkman, Brent Langan, JoAnn MacGregor, Jim McDade, Maureen Sabin, and Caroline Simons

	Item	Att.	Discuss	Info	Responsibility
1	Opening Prayer, Welcome and Introductions <i>Welcomed Stephanie Gratton along with Brendon and Sarah from North-Perth Communities of Character.</i>	X			<i>Chair</i>
2	Approval of Agenda <i>Agenda approved by Veronica Kolkman and Caroline Simons</i>	X	X		<i>Chair</i>
3	Business arising from Minutes <i>Approval of October 18th, 2010 minutes.</i>		X		<i>Chair</i>
4	Correspondence <i>Presentation to Carolyn Carter at Coaching to Inclusion Conference went very well and she loved the sessions that she attended. Flowers were sent to Heather Voss that same day in recognition of her award.</i>			X	<i>Maureen Sabin</i>
5	Agency Reports <i>Shelley Fleming recently attended the Autism Ontario SEAC training sessions. Shelly shared that one item discussed was that some SEAC members were being contacted from parents directly about situations affecting their children. Shelley noted that SEAC is not to be used as a vehicle for complaints or grievances.</i> <i>Shelley's Chapter of Autism Ontario is working on organizing sibling gatherings. Rural Response for Healthy Children is also planning a sibling event. The London Autism Ontario branch has ongoing opportunities for individuals with ASD and their siblings.</i>			X	
6	Information Reports. <i>6.1 Community Living presentation re: Inclusion</i> <i>Stephanie Gratton, facilitator of the Self-Advocates Group-North Perth Community Living, along with Brandon and Sarah presented an overview of their organization "North Perth</i>			X	<i>Maureen Sabin</i>

	<p><i>Communities of Character”. Each shared their story and Sarah read us a Marsha Forest poem on inclusion. Stephanie explained that raising awareness of the diversity and need for equity in their community is their main goal. They raised some money and made a video about the people who live in North Perth. Brandon introduced the video that focused on connecting with people and building community. Jim McDade thanked the group for coming and Caroline Simons presented them with a gift.</i></p> <p><i>6.2 Special Education update</i></p> <p><i>JoAnn MacGregor shared an update on the new Ministry document – “Growing Success: Assessment, Evaluation and Reporting in Ontario Schools”. The resource is to be used as a guideline when reporting on student achievement. AnneMarie Petrasek and Sherry Poppe have visited each school to facilitate an interactive half-day session with teachers about the principles of Growing Success, review the reporting templates and answer their questions. Today parents will receive the new progress report home. There will be two report cards to follow one mid-February and the other in June.</i></p>				
7	<p>New Business <i>No new business discussed</i></p>				
8	<p>Date of Next Meeting: <i>Thursday, December 16th, 2010</i></p>		X		<i>Chair</i>
9	<p>Adjournment <i>7:00 p.m. by Veronica Kolkman and Shelley Fleming</i></p>			X	<i>Chair</i>



Huron-Perth Catholic District School Board

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December 16, 2010

TO: Special Education Advisory Committee
 FROM: Chairperson of Special Education Advisory Committee
 RE: **Information Session – SEAC MEETING Thursday, December 16th, 2010**

A meeting of the Special Education Advisory Committee was held at the Board Office, 87 Mill Street, Dublin on **Thursday, December 16th, 2010.**

Present: Carolyn Carter, Charmaine Chadwick, Brent Langan, Joanne Lombardi, JoAnn MacGregor, Jim McDade, Maureen Sabin, Caroline Simons

	Item	Att.	Discuss	Info	Responsibility
1	Opening Prayer, Welcome and Introductions	X			<i>Chair</i>
2	Approval of Agenda <i>Agenda confirmed by Caroline Simons.</i> <i>*This will be an information session</i>	X	X		<i>Chair</i>
3	Business arising from Minutes <i>Approval of November Minutes with correction of Shelley Fleming's name in the agency reports.</i>		X		<i>Chair</i>
4	Correspondence <i>Maureen Sabin shared a letter received from the SEAC chair of the Durham District School Board indicating their concern over the Ministry of Transportation may change the rules and regulations around the use of safety vests on our buses. We will continue to keep up-to-date on the DDSB's discussions with the Ministry.</i>			X	<i>Maureen Sabin</i>
5	Agency Reports <i>Maureen Sabin reported that Ali VanStraaten shared a SEAC package she received from the Provincial Parent Associations Advisory Committee (PAAC). This is a good training piece for a new member and we will have this reference available in hardcopy for the January meeting.</i>			X	<i>Maureen Sabin</i>
6	Information Reports. 6.1 Special Education Update - Regional Learning For All Parent DVD <i>This has been a work in progress. The Regional lead boards have produced a draft video that is geared towards a parent audience. SEAC members were asked for their input and the suggestions offered will be sent by Maureen to the Learning For All Regional Team leader.</i>			X	<i>Maureen Sabin</i>

	<p>6.2 Level 2 students with a Learning Disability - Board Project <i>Brent Langan reported that the work with teachers and students is going well at both St. Mary's, Listowel and St. Joseph's, Clinton. At this point, the students have their technology tools in place, which includes a home premier-to-go software program donated by the Premier Software company. A parent training, after school session on the software took place, with a 90% turnout. Overall, the students are embracing the technology and some work samples will be shared with members at a future SEAC meeting.</i></p> <p><i>JoAnn MacGregor invited a SEAC member to be part of Equity and Inclusive Education Committee.</i></p> <p><i>Maureen shared some background information about the PAAC package.</i></p>			X	<i>Brent Langan</i>
7	New Business				
8	Date of Next Meeting: <i>Monday, January 17, 2011</i>		X		<i>Chair</i>
9	Adjournment <i>5:52 p.m.</i>			X	<i>Chair</i>



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Phone 519 345 2440 *Fax* 519 345 2449

Strategy in Action - Realizing our Capacity



Growing As A Whole Person

Core Strategy: Our Core Literacy Strategy, Including Mathematical Literacy, demonstrates in text and visual form, how all of our work has a singular focus on increasing all students' achievement.

The following are learning opportunities that demonstrate core process, key enablers and/or leveraging of our resources to meet our student outcomes:

1. Advent - A Season of Hope

Board Office staff participate in Monday morning prayer service. During the season of Advent, we waited in anticipation for the coming of the Christ child. Students in the Kindergarten class from St. Patrick's School, Dublin, joined our faith community and filled us with hope, wonder and awe as they performed Advent and Christmas songs.

2. CATYO Kindergarten Registration for 2011-2012

The month of November was *Calling All Three-Year Olds* Kindergarten Registration for 2011-2012 at each elementary school. Parents and their child were provided with special activities, Full-Day Kindergarten information, tips on preparing their child for entering school and opportunities to learn more about their child's development. They met the Kindergarten teacher or Full-Day Kindergarten team, as well.

3. Full-Day Kindergarten and Early Childhood Educators

Full-Day Kindergarten and Early Childhood Educators attended further training by the Ministry of Education. The education teams had an opportunity to explore the philosophy and intent of the program, reflect and collaborate on planning aspects of the program and provide specific feedback on the draft document.

4. Early Primary Collaborative Inquiry

St. James School and St. Patrick's School (Kinkora) work collaboratively in their primary divisions. Their inquiry around student comprehension and 21st century skills began with collaborative planning. They co-plan lessons and engage in lesson study with their teaching grade partners. Professional learning journals are used to capture their reflections on their new learning, and changes to practice to improve their students' learning.

- 5. Schools in the Middle Primary Network**
Primary teachers from all of our Schools in the Middle attended a network meeting recently to share their strategies for helping young students who are struggling in reading. They discussed what works and looked at planning with the curriculum expectations devoted to two important skills - reading fluency and reading with meaning.
- 6. Emotional Regulatory Healing Conference**
Thirty Huron-Perth Catholic DSB staff participated in a two-day training session with Juli Alvarado. She shared her insights and expertise on emotional regulatory healing and treating severe behaviours in traumatized children. Participants shared that their learning was deep, powerful and immediately useful in their work with students.
- 7. Educational Assistant Focus Group**
The Educational Assistant Focus Group/PD Planning Committee met with Maureen Sabin to plan an exciting Professional Development Day for elementary and secondary educational assistants. The learning on February 2 at St. Anne's will focus on strategies for changing behaviour, through changing the environment, for our students with Autism.
- 8. Early Years Partnership Meeting**
The Huron and Perth Early Years Consultants met with Maureen Sabin to review the referral/transition process for preschoolers with special needs coming into our schools in September 2011. This annual review ensures that processes are in place to allow staff in all elementary schools to be well prepared to meet the needs of each new student.
- 9. RCAC Symposium - Young Minds, Digital Times**
Every year, the Western Regional Computer Advisory Committee hosts a one-day Symposium with a focus on teaching with technology. Ian Jukes explained why today's students are not the children that our current schools are designed for and offered suggestions about how to address this. Angela Maeirs spoke about the "Habitudes" of a 21st Century learner. Breakout sessions provided ideas for motivation and leadership for schools and boards.
- 10. Collaborative Inquiry for Learning Mathematics (CILM)**
Junior teachers engage in a project sponsored by the LNS and partnered with teachers from London District Catholic School Board. Teachers co-plan and co-teach math lessons in an effort to support their learning around teaching mathematics through problem solving.
- 11. Differentiated Instruction for Mathematics**
Junior and intermediate teachers have formed a Professional Learning Network to develop effective instructional strategies to support the diverse mathematical learning needs of students in grades 6-8. This network explores creative ways of linking student learning styles and instructional delivery models to present mathematical content to students in engaging ways.
- 12. A Virtual Gallery - Celebrating the Spirit**
Huron-Perth Catholic students from K-12 are invited to submit artwork which expresses their thoughts and feelings on one of the sub-themes of our Board theme, *Catholic Education: Celebrating the Spirit*. Students will communicate their ideas about celebrating the spirit of hospitality, understanding, wisdom, justice and gratitude and their artwork is highlighted on our board website.
- 13. Winter Grade 9 EQAO Mathematics Testing**
Grade 9 students at St. Anne's Catholic Secondary School and St. Michael Catholic Secondary School will participate in the Winter Grade 9 EQAO assessments for those currently enrolled in applied and academic classes in Semester 1 in early January.

14. November 5 Professional Development Day, Secondary

All secondary teachers and principals gathered to learn more about the new Ministry of Education Assessment, Evaluation and Reporting document entitled *Growing Success*. Two presenters from the Assessment Branch of the Ministry of Education led a highly engaging presentation about how to implement quality assessment practices for all students.

15. Interactive Projectors and Web 2.0 Tools in Secondary

Learning Coordinators Karen Tigani and Sean McDade lead workshops for secondary teachers on a new type of LCD projector (in many secondary classrooms) that allows teachers and students to interact with the projected image. The integration of Web 2.0 on-line tools, internet-based websites, and digital technology in teaching and learning is possible with this technology.

16. Student Forum

Two student teams, led by our Student Trustees, Rachel Askett of St. Anne's Secondary School and Fiatsogbe Dzuali of St. Michael Secondary School, are meeting to plan a student forum for elementary and secondary students on February 10. The Theme is "All About You-th". Students will engage in dialogue about what it means to be a Catholic student in the 21st century learning environment.

Delivering Excellent Service

Core Strategy: Our operational services leverage all resources to support student success. Policies are translated into efficient, cross-functional processes designed to collaboratively achieve needed qualitative and quantitative outcomes.

The following are activities that demonstrate core process, key enablers and/or leveraging of our resources to meet our student outcomes:

17. Outdoor Learning Pavilion

The Huron-Perth Catholic District School Board supports the construction of Outdoor Learning Pavilions on school grounds as they provide outdoor learning space for students, protection from the elements, and encourage staff and students to enjoy nature and all of God's creation. A standard pavilion model is being implemented. The planning, funding and construction of a shelter will be the responsibility of the school/school advisory council. It is also the responsibility of each school and/or their advisory council to investigate and apply for community grants. Partnering with community organizations and/or applying for grants on such a project is permitted and encouraged. This will be a three (3) year initiative in which the Board will share in the cost on a 50/50 basis to a maximum of \$10,000 per pavilion.

18. Custodian Christmas Dinner

The custodians throughout the Huron-Perth Catholic District School Board celebrated their annual Christmas luncheon at the Board Office on Monday, December 13, 2010. Manager of Facilities, Anne Marie Nicholson welcomed them to the Christmas celebration and acknowledged their daily preparation for staff, students and parents. Director of Education, Martha Dutrizac thanked them for their hard work and dedication to ensure the safety and well being of staff and students. Martha spoke highly of their safe and clean schools and noted their outstanding achievements throughout this past year in implementing strategies with the H1N1 crisis, the greening of cleaning products and the energy conservation focus. Trustees, Bernard Murray and Ron Marcy were also present to celebrate the festive occasion.

19. Bill 168 Training

All staff of the Board have been completing the required training for Bill 168. The presentation materials were prepared in the Human Resources and Plant offices. Employees will be trained by January 31, 2011.

BOARD MISSION STATEMENT

We are a Catholic School Board. We serve our students, working with the home, parish and school community to:

- *Nurture a Christ-centred environment;*
- *Provide student-focused learning opportunities;*
- *Support the growth of the whole person.*