

Regular Board Meeting
December 9, 2024 - 3:00 p.m.

AGENDA

1. Opening Business

- | | |
|---|-------------------|
| <p>1.1. Opening Prayer & Condolences - Board Chaplain, Fr. David Butler</p> <p>1.1.1. Mass cards and condolences on behalf of the Board for November and December were sent to the family of Deborah Jacques, mother of Rachel Skillen, teacher at St. Anne's Catholic SS on her passing; to the family of Gisele Lamont, sister of Lisa Kelly, teacher at Sacred Heart, Wingham on her passing; to the family of Joseph Moss, father of Aideen Moss, Principal at St. Patrick's, Kinkora on his passing; to the family of Basil Haefling, father-in-law to Julie Haefling, office assistant at Jeanne Sauve on his passing; to the family of Bruce Bossence, father of Angela Bossence, teacher at St. Patrick's, Kinkora on his passing; to the family of Laura Skinner, supply educational assistant with the Board and daughter to Pauline Skinner, teacher, St. Columban School on her passing; to the family of Zeruah Bobin, daughter of Reshma Bobin, noon-hour supervisor at Sacred Heart School, Wingham on her passing; to the family of Father Leonard Desjardins, retired priest of Precious Blood, and Our Lady of Mount Carmel parishes in our district on his passing; to the family of Olga Roehrig, mother of Chris Roehrig, Director of Education and mother-in-law of Carol Roehrig, accounts payable clerk at the Catholic Education Centre on her passing; the family of Judith Ross, mother-in-law to Bill Holton, teacher at St. Anne's Catholic SS on her passing.</p> | <p>Pages 4-6</p> |
| <p>1.2. Land Acknowledgement - Superintendent Boreham</p> | <p>Page 7</p> |
| <p>1.3. Attendance</p> | |
| <p>1.4. Approval of the Regular Board Meeting Agenda of December 9, 2024</p> | <p>Pages 1-3</p> |
| <p>1.5. Declaration of Interest</p> | |
| <p>1.6. Approval of the Regular Board Meeting Minutes of October 28, 2024, the Special Board Meeting of November 6, 2024 and the Annual Board Meeting of November 18, 2024.</p> | <p>Pages 8-19</p> |
| <p>1.7. Business Arising from the Minutes of the Regular Board Meeting of October 28, 2024, the Special Board Meeting of November 6, 2024 and the Annual Board Meeting of November 18, 2024.</p> | |

2. Presentations

- 2.1.** Christmas Card Student Artist Contest Winner Recognition

3. Delegations

4. Consent Agenda

- | | |
|---|--------------------|
| <p>4.1. Board Highlights</p> | <p>Pages 20-30</p> |
| <p>4.2. Approved Special Education Advisory Committee (SEAC) Meeting Minutes</p> | |

| | | |
|-------------|--|---------------|
| | of October 21, 2024 | Pages 31-33 |
| 4.3. | Approved Catholic Parent Involvement Committee (CPIC) Meeting Minutes of June 11, 2024 | Pages 34-35 |
| 4.4. | Approved Equity, Diversity, Inclusion and Anti-racism (EDIAR) Committee Minutes of June 12, 2024 | Pages 36-37 |
| 4.5. | Approved Regular Audit Committee Meeting Minutes of September 10, 2024 | Pages 38-42 |
| 4.6. | Nutritional Management Services | Pages 43-47 |
| 4.7. | 2024 Annual Lead Sampling Report | Pages 48-49 |
| 5. | Committee and Staff Reports | |
| | 5.1. Policy | |
| | 5.1.1. Board Policies recommended for approval/rescinding: | |
| | • Trustee Code of Conduct (Lawyer Trepanier available for questions) | Pages 50-57 |
| | • By-Laws of the Board | Pages 58-71 |
| | 5.1.2. Board Policies for review: | |
| | • Health & Safety | Pages 72-74 |
| | • Violence in the Workplace | Pages 75-79 |
| | 5.2. Student Achievement and Catholicity | |
| | 5.2.1. Early Reading Screening report | Pages 80-82 |
| | 5.2.2. EQAO Results by School | Pages 83-87 |
| | 5.2.3. Student Trustees' Report | Pages 88-90 |
| | 5.3. Corporate Services and Operations | |
| | 5.3.1. Elementary French Immersion Boundary Review | Pages 91-101 |
| | 5.3.2. 2024-2025 Secondary Enrolment Report | Pages 102-105 |
| | 5.3.3. Huron-Perth Catholic District School Board Consolidated Financial Statements For the Year Ended August 31, 2024 | Pages 106-138 |
| | 5.3.4. Audit Committee November 2024 Meeting Report | Pages 139-166 |
| 6. | Information and Correspondence | |
| | 6.1. OCSTA 2025 AGM Resolutions | Pages 167-177 |
| | 6.2. School Energy Coalition Summary Status Report September 2024 | Pages 178-180 |
| 7. | Notices of Motion | |
| 8. | Notices of Motion Considered for Adoption | |
| 9. | Trustee Inquiries | |
| 10. | In-Camera Session of the Regular Board Meeting | |
| 11. | Rise and Report on the In-Camera Session of the Regular Board Meeting and Approval of the Business of the In-Camera Session | |

207 (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves: a. The security of the property of the board; b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or her or her parent or guardian; c. The acquisition or disposal of a school site; d. Decisions in respect of negotiations with employees of the board; or e. Litigation affecting the board.

12. Future Meetings and Events

- Trustee Christmas Gathering - Wednesday, December 18, 2024
- OCSTA Catholic Trustees Seminar - "Leading with Hope" - January 17-18, 2025
- Special Education Advisory Committee (SEAC) meeting - Monday, January 20, 2025
- Catholic Parent Involvement Committee (CPIC) meeting - Tuesday, January 21, 2025
- Regular Board Meeting - Monday, January 27, 2025
- Regular Board Meeting - Monday, February 24, 2025

13. Closing Prayer - Board Chaplain, Fr. David Butler

14. Adjournment



HURON-PERTH CATHOLIC

District School Board

Regular Board Meeting - Monday, December 9, 2024
Advent Prayer Service
“Honouring Human Dignity”

Opening Prayer and Intentions - Board Chaplain, Father David

Good and gracious God, Be with us as we journey together as Pilgrims of Hope and builders of peace, sowing seeds of faith, hope and love along the way. Be with us as we journey through the season of Advent. Bless the path on which we travel and be our guiding light from above. Help us treat each other as your beloved. Let us honour human dignity as we welcome everyone into our communities with open hearts of love and kindness. We ask this in Jesus' name.

All: Amen.

Litany of Hope - Tina Doherty, Vice Chair

God of hope, your Son has shown us the way to love ourselves, others, and you. His life has been our greatest example of selfless love. As people of hope, may we...

All: Inspire our youth to pilgrim together through prayer and fellowship.

As people of hope, may we...

All: Share the hope in our hearts to lead others to Jesus.

As people of hope, may we...

All: Fan the flame of hope that has been given to us.

As we prepare to remember the birth of Emmanuel during the Advent season, may our hope...

All: Show us our true connection as faithful members of God's family.

As we wait for the promised coming of Emmanuel, God with us, God for us, God in us. May our hope...

All: Lead us ever closer to everlasting life in God's kingdom through the love of his Son, our Redeemer and King, Jesus Christ, whose coming we await this coming Advent.
Amen.

Gospel Reading - Levi Nyenhuis, Student Trustee

A reading from the holy Gospel according to John.

This is the testimony given by John when the Jews sent priests and Levites from Jerusalem to ask him, "Who are you?" He confessed and did not deny it, but confessed, "I am not the Messiah." And they asked him, "What then? Are you Elijah?" He said, "I am not." "Are you the prophet?" He answered, "No." Then they said to him, "Who are you? Let us have an answer for those who sent us. What do you say about yourself?" He said, "I am the voice of one crying out in the wilderness, 'Make straight the way of the Lord'" as the prophet Isaiah said. Now they had been sent from the Pharisees. They asked him, "Why then are you baptizing if you are neither the Messiah, nor Elijah, nor the prophet?" John answered them, "I baptize with water. Among you stands one whom you do not know, the one who is coming after me; I am not worthy to untie the thong of his sandal." This took place in Bethany across the Jordan where John was baptizing. The Gospel of the Lord.

All: Praise to you, Lord Jesus Christ.

Prayers of the Faithful - Sam Cronin - Student Trustee

The response to each petition is: R. Come, Lord Jesus.

For the Church throughout the world, as we pilgrim with hope in our hearts during our Advent journey. We pray to the Lord.

Response - Come, Lord Jesus

That world leaders work together to find common goals that respect the dignity of all people. We pray to the Lord.

Response - Come, Lord Jesus

For those who have lost hope during a period of sadness or loneliness, may they look to the word of God and find a renewed sense of hope and faith. We pray to the Lord.

Response - Come, Lord Jesus

That through prayer we take time to prepare our hearts for the coming of our Lord. We pray to the Lord.

Response - Come, Lord Jesus

For the consolation and healing of all persons who bear with ill health, that they and their loved ones trust our God for whom all things are possible and for those who have died recently

especially remembering Director Roehrig's mom, that they be crowned with everlasting joy. We pray to the Lord. R.

Response - Come, Lord Jesus

For the intentions we hold in the silence of our hearts... We pray to the Lord.

Response - Come, Lord Jesus

Closing Prayer - Fr. Butler, Board Chaplain

Loving God, Grant us strength to be people of hope. May we continue to be strengthened by the light of hope that shines from our advent candle.

God of hope, may the circular evergreen of our Advent wreath continually remind us that your love is everlasting and has no end.

God of hope, we seek you. May our hearts be filled with hope that comes from knowing that your promises are true.

All: Amen.

Fr. Butler: St. Andre Bessette

All: Pray for Us.

And may almighty God bless us. In the name of the Father and of the Son and of the Holy Spirit. Amen. Let us remain in the peace of our Saviour, Jesus Christ.



HURON-PERTH CATHOLIC

District School Board

Regular Board Meeting - Monday, December 9, 2024

Reflection - Superintendent Tara Boreham

Land Acknowledgement - Superintendent Tara Boreham

We would like to acknowledge that the land that we are gathered on today is the traditional lands of the Haudenosaunee, Anishinaabe, and Attawandaron. We honour and respect these groups for their continued stewardship of land and water, as well as, the contributions that they have made to our communities past, present, and will into the future. Together, as treaty people, we have a shared responsibility to act with respect for the environment, protecting the future for those generations to come.

We would also like to acknowledge and recognize the Upper Canada Treaties signed regarding this and, including Treaty #29 and Treaty #45 1/2, and our roles as treaty people, committed to moving forward in the spirit of reconciliation, gratitude, and respect with all First Nation, Métis, and Inuit people.

Regular Board Meeting
October 28, 2024 - 3:00 p.m.

MINUTES

Present:

Trustees: Chair Mary Helen Van Loon; Vice-Chair Jim McDade; Trustee Amy Cronin, Tina Doherty and Sue Muller

Student Trustee: Sam Cronin, St. Anne's CSS, Clinton; Levi Nyenhuis, St. Michael CSS, Stratford

Senior Administration: Director of Education & Secretary Chris N. Roehrig; Superintendents of Education Tara Boreham, Karen Tigani; Superintendent of Business & Treasurer Mary-Ellen Ducharme

Board Chaplain: Fr. David Butler

Absent: N/A

1. Opening Business

1.1. Opening Prayer & Condolences - All

1.2. Attendance - Noted above at start of meeting

1.3. Approval of Regular Board Meeting Agenda

Moved by: Amy Cronin

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board approves the agenda of the Regular Board Meeting of October 28, 2024.

Carried

1.4. Declaration of Interest

1.5. Approval of Regular Board Meeting Minutes

Moved by: Jim McDade

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board approves the minutes of the Regular Board Meeting of September 23, 2024.

Carried

1.6. Business Arising from the Minutes

2. Presentations

- 2.1. Catholic Education Foundation of Ontario Outstanding Catholic Student Award recipients, Keirsten R., St. Anne's Catholic SS and Brody H., St. Michael Catholic SS. Superintendent Tigani provided a background summary of the two student recipients.

3. Delegations

4. Consent Agenda

- 4.1. October Board Highlights
- 4.2. Approved Special Education Advisory Committee (SEAC) Meeting Minutes of June 10, 2024.
- 4.3. Approved Special Education Advisory Committee (SEAC) Meeting Minutes of September 16, 2024.
- 4.4. Approved HPSTS Steering Committee Meeting Minutes of June 4, 2024.
- 4.5. District Code of Conduct Changes- PPM 128.

Moved by: Tina Doherty

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board receives all reports, committee minutes, and approves all motions under the consent agenda, which are:

THAT the Huron-Perth Catholic District School Board receives the Board Highlights for October for information

AND

THAT the Huron-Perth Catholic District School Board receives the approved Special Education Advisory Committee (SEAC) Meeting Minutes of June 10, 2024

AND

THAT the Huron-Perth Catholic District School Board receives the approved Special Education Advisory Committee (SEAC) Meeting Minutes of September 16, 2024

AND

THAT the Huron-Perth Catholic District School Board receives the approved HPSTS Steering Committee Meeting Minutes of June 4, 2024

AND

THAT the Huron-Perth Catholic District School Board receives the District Code of Conduct Changes - PPM 128 report for information.

Carried

5. Committee and Staff Reports

5.1. Policy

5.1.1. Board Policies for Review:

- N/A

5.1.2. Board Policies Recommended for Approval/Rescinding:

- Catholic Leadership, Succession Planning & Talent Development

Moved by: Sue Muller

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board approves the policy Catholic Leadership, Succession Planning & Talent Development.

Carried

5.2. Student Achievement and Catholicity

5.2.1. EQAO Results

Trustees inquired about receiving granular results by school. Director Roehrig responded that staff will prepare a full report for the December 2024 meeting.

Moved by: Sue Muller

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board receives the EQAO Results report for information.

Carried

5.2.2. Math Achievement Action Plan

Moved by: Jim McDade

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board receives the Math Achievement Action Plan Update report for information.

Carried

5.2.3. Land Acknowledgement at Board Meetings report

Trustees inquired about which meetings the Land Acknowledgement would be honoured. Trustees determined that the land acknowledgement would be said at the annual meeting of the Board on November 18.

Moved by: Sue Muller

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board receives the Land Acknowledgement at Board Meetings report for information.

Carried

5.2.4. Student Trustees' Report

Trustees inquired about the process for resolving event conflicts between the parishes and the school.

Moved by: Tina Doherty

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board receives the Student Trustees' Report for information.

Carried

5.3. Corporate Services and Operations

5.3.1. 2024-25 Enrolment Update October 2024

Trustees inquired about the reason for students leaving Catholic education. Superintendent

Ducharme offered to prepare a retention report for the December 2024 Board meeting. Superintendent Ducharme shared that the Grade 8 graduating classes were smaller than the Grade 12 graduating classes, so there were less students coming in versus those leaving. There are also less fifth year students this year compared to previous years.

Moved by: Jim McDade

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board receives the 2024-25 October 2024 Enrolment Update Report.

Carried

5.3.2. Honoraria for Board Members November 15, 2024 to November 14, 2025

Trustees inquired about the increase as it does not typically increase. Superintendent Ducharme explained that the increase was tied to enrolment numbers; it was not a new benchmark.

Moved by: Amy Cronin

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board sets the Trustee Honorariums for the period November 15, 2024 to November 14, 2025 at the maximum rates as allowed per Regulation 357/06.

AND

THAT the Huron-Perth Catholic District School Board sets the meeting allowance for the period November 15, 2024 to November 14, 2025 at the maximum rates as allowed per Regulation 357/06.

Carried

5.3.3. Non-Resident and International Student Tuition Fees

Trustees inquired if the students enrolled will cover the expense of the international student portfolio. Director Roehrig explained this is the goal of the program. Staff will bring a report in the spring with the financials to provide an overview of expenses and revenue of the program.

Moved by: Tina Doherty

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board sets the tuition fee for non-resident and international students for the 2025-26 school year at \$14,500 (Elementary) and \$14,900 (Secondary).

AND

THAT the Huron-Perth Catholic District School Board sets the tuition fee for non-resident and international students during the spring budget process and reports annually to the Board of Trustees tuition fee amounts.

Carried

5.3.4. Student Transportation Update Report

Trustees inquired about out of boundary students and transportation. Trustee responded that every student who is eligible for transportation will receive transportation to the designated home school. Director Roehrig responded each application is considered on a case by case basis. Transportation is not provided for out-of-boundary students.

Moved by: Jim McDade

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board receives the 2024-25 October 2024 Enrolment Update Report. THAT the Huron-Perth Catholic District School Board receives the Student Transportation Update Report for information.

Carried

6. Information and Correspondence

6.1. Letter from Indigenous Education Council of the Board

Trustees inquired about the meaning behind the symbols included in the artwork. Trustees will send a thank you letter inviting the artist and Knowledge Carrier, Christin Dennis to a board meeting to share the artwork with the opportunity to explain the meaning behind it. Trustees would like the artwork to be framed and displayed at the CEC. Trustees inquired about the Medicine Wheels mosaics in each school, and requested that a plaque explaining the Medicine Wheel be posted with each piece if there is not already one posted.

7. Notices of Motion

8. Notices of Motion Being Considered for Adoption

9. Trustee Inquiries

9.1. Trustee Christmas gathering

9.2. COR November 8-10 for students aged 16-21; promote in your parish and school communities; share communication with secondary schools to avoid scheduling conflicts.

10. In-Camera Session of the Regular Board Meeting

Moved by: Amy Cronin

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board moves to an In-Camera Session of the Regular Board Meeting.

Carried

11. Rise and Report on the In-Camera Session of the Regular Board Meeting and Approval of the Business of the In-Camera Session

Moved by: Amy Cronin

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board approves all motions in the In-Camera Session of the Regular Board Meeting.

Carried

The following retirements were announced:

- Catherine Sinnamon, Educational Assistant, St. Michael Catholic Secondary School, effective October 25, 2024

12. Future Meetings and Events

- Catholic Parent Involvement Committee (CPIC) meeting- Tuesday, October 29, 2024

- Equity, Diversity, Inclusion and Anti-racism (EDIAR) Committee meeting- Wednesday, October 30, 2024
- Special Education Advisory Committee (SEAC) meeting- Monday, November 11, 2024
- Annual Board Meeting- Monday, November 18, 2024
- Regular Board Meeting- Monday, December 9, 2024
- OCSTA Catholic Trustees Seminar- “Leading with Hope”- January 17 & 18, 2025
- Director Roehrig’s Retirement Celebration - December 10, 2024 - Mitchell Golf and Country Club

13. Closing Prayer - Father David Butler

14. Adjournment

Moved by: Amy Cronin

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board adjourns the Regular Board Meeting of October 28, 2024.

Carried



**Special Board Meeting
November 6, 2024**

MINUTES

(In person)

Present:

Trustees: Chair Mary Helen Van Loon; Vice-Chair Jim McDade; Trustees Sue Muller, Tina Doherty, and Amy Cronin (approved by Chair to attend virtually due to extenuating circumstances)

Senior Administration: Superintendent of Education, Karen Tigani; Superintendent of Business & Treasurer Mary-Ellen Ducharme, Executive Manager of Employee Relations, Angela Hodgson

Board Chaplain: Fr. David Butler

Absent: Director of Education & Secretary Chris N. Roehrig; Superintendent of Education Tara Boreham; Board Chaplain, Fr. David Butler

1. Opening Business

1.1. Opening Prayer - Board of Trustees

1.2. Attendance - Noted Above

Superintendent of Business & Treasurer Mary-Ellen Ducharme acting as Director designate

1.3. Approval of the Special Board Meeting Agenda

Moved by: Tina Doherty

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board approves the Agenda of the Special Board Meeting of November 6, 2024.

Carried

1.4. Declaration of Interest

2. Committee and Staff Reports

Superintendent of Education, Karen Tigani, left the meeting.

3. In-Camera Session of the Special Board Meeting

Moved by: Tina Doherty

Seconded by: Jim McDade

THAT the Executive Manager of Employee Relations be present in the In-Camera Session of the Special Board Meeting.

Carried

AND

THAT the Huron-Perth Catholic District School Board moves to an In-Camera Session of the Special Board Meeting.

Carried

4. Rise and Report on the In-Camera Session of the Special Board Meeting and Approval of the Business of the In-Camera Session

Moved by: Amy Cronin

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board approves all motions in the In-Camera Session of the Regular Board Meeting.

Carried

The following appointment was announced:

THAT the Huron-Perth Catholic District School Board appoints Karen Tigani as Director of Education, effective February 24, 2025.

5. Closing Prayer - Trustees

6. Adjournment

Moved by: Jim McDade

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board adjourns the November 6, 2024 Special Board Meeting.

Carried

CHAIRPERSON

SECRETARY

**Annual Board Meeting
November 18, 2024 – 3:00 p.m.**

MINUTES

(In person)

Present:

Trustees: Mary Helen Van Loon, Tina Doherty, Amy Cronin, and Jim McDade

Student Trustees: Sam Cronin, St. Anne's CSS, Clinton

Senior Administration: Director of Education Chris N. Roehrig; Superintendents of Education Tara Boreham, Karen Tigani; Superintendent of Business Mary-Ellen Ducharme

Chaplain: Father David Butler

Absent: Trustee Sue Muller (absent with approval from Chair for medical reasons), Levi Nyenhuis, Student Trustee (illness)

1. Opening Business

- 1.1. Opening Prayer - Father David Butler
- 1.2. O Canada - all
- 1.3. Land Acknowledgement - Director Chris N. Roehrig
- 1.4. **Attendance and Welcome** - Noted above

Director of Education Chris N. Roehrig welcomed all of the attendees gathered for the Annual Board Meeting.

1.5. Approval of the Annual Board Meeting Agenda of November 18, 2024

Moved by: Amy Cronin

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board approves the agenda of the November 18, 2024, Annual Board Meeting.

Carried

1.6. Introduction of the Board of Trustees, Student Trustees, and Board Chaplain

Director Roehrig introduced the Board of Trustees and the Student Trustee present.

2. Appointment of Scrutineer

Director Roehrig appointed Superintendent Ducharme to be the scrutineer.

3. Election of Officers

- 3.1. Nomination and Election of Chair

Moved by: Tina Doherty

Seconded by: Jim McDade

THAT Mary Helen Van Loon be nominated to the position of Chair of the Board.

Carried

Mary Helen Van Loon was re-acclaimed Chair of the Board.

3.2. Nomination and Election of Vice-Chair

Moved by: Amy Cronin

Seconded by: Jim McDade

THAT Tina Doherty be nominated to the position of Vice-Chair of the Board.

Carried

Tina Doherty was acclaimed Vice-Chair of the Board.

4. Committee Appointments

- 4.1. Catholic Education Team (1)
- Equity, Diversity, Inclusion and Anti-Racism Committee (1)
- Special Education Advisory Committee (1)
- Catholic Parent Involvement Committee (1)
- Supervised Alternative Learning Committee (1)
- Student Discipline Committee (Expulsion/Suspension Appeals) (3)
- Audit Committee (2)
- Transportation Committee (2)

Moved by: Jim McDade

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board approves the following statutory and standing committee appointments as follows:

Sue Muller be appointed as a member of the Catholic Education Team.

Jim McDade be appointed as a member of the Equity, Diversity, Inclusion, Anti-Racism Committee.

Mary Helen Van Loon be appointed as a member of the Special Education Advisory Committee.

Sue Muller be appointed as a member of the Catholic Parent Involvement Committee.

Mary Helen Van Loon be appointed as a member of the Supervised Alternative Learning Committee.

Tina Doherty be appointed as a member of the Student Discipline Committee (Expulsion/Suspension Appeals).

Amy Cronin be appointed as a member of the Student Discipline Committee (Expulsion/Suspension Appeals).

Mary Helen Van Loon be appointed as a member of the Student Discipline Committee (Expulsion/Suspension Appeals).

Amy Cronin be appointed as a member of the Audit Committee.

Tina Doherty be appointed as a member of the Audit Committee.

Jim McDade be appointed as a member of the Transportation Committee.

Tina Doherty be appointed as a member of the Transportation Committee.

Carried

5. Borrowing By-Law 1-2024

Moved by: Tina Doherty

Seconded by: Amy Cronin

THAT the Chair or Vice-Chair 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 Three Million Dollars (\$3,000,000) 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

6. Appointment of Board Auditor

Moved by: Amy Cronin

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board appoints BDO Canada LLP as the Board’s external auditor for 2024/2025.

Carried

7. Appointment of Board Solicitor

Moved by: Jim McDade

Seconded by: Amy Cronin

THAT Donnelly & Murphy Lawyers (Professional Corporation) be appointed as Board Solicitors, effective January 1, 2025 until December 31, 2025.

Carried

8. Director’s Annual Report 2023-2024

Moved by: Tina Doherty

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board receives the Director’s Annual Report 2023-2024 for information.

Carried

9. Annual Address by the Chair of the Board

I would like to thank my fellow trustees for the opportunity to serve once again as Chair of the Board. We look forward to supporting our system as we work to implement our new strategic plan “on Fire with the Spirit” and to begin to witness and experience the fruits of this important work. It will be a year of transition as we say goodbye to Chris and welcome Karen to her new role as Director of Education. It is a time of great excitement and anticipation.

These past few years have been challenging and unprecedented....they have taught us much about faith and perseverance. Upon reflection, it is evident that during the times of fear and uncertainty; God instilled in us His hope and His faithfulness. During times of isolation and anxiety; He called us to model His kindness and compassion. During the times of controversy and division; He has shown us His path to peace. This knowledge fills our hearts and allows us to rejoice in a trust that radiates the light of God’s presence.

As we step into this new term, we do so in joy and hope. We have set lofty goals in math, literacy, and faith formation and each of us is called to do our part. We will rise to this challenge, because we know that when we are on fire with the spirit, we can do hard things! And so we ask for the continued protection and guidance of Our Blessed Mother, and the intercession of St. Brother Andre, as we go forth to fill the hearts and the minds of those entrusted to our care. Thank you!

10. Closing Prayer - Father David Butler

11. **Adjournment**

Moved by: Jim McDade

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board adjourns the November 18, 2024 Annual Board Meeting.

Carried



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Karen Tigani and Tara Boreham, Superintendents of Education
Presented to: The Huron-Perth Catholic District School Board
Date: Monday, December 9, 2024
Submitted by: Chris N. Roehrig, Director of Education and Secretary

BOARD HIGHLIGHTS FOR DECEMBER

Public Session

BACKGROUND

Many activities take place every month throughout the district to ensure that our students have rich, faith-filled, inclusive learning opportunities that support their learning and fulfill the goals of the Strategic Plan. The Board Highlights list many of the activities that take place in the month prior to the board meeting, with contributions from Superintendents of Education, Learning Coordinators, the Mental Health Lead, the OYAP Project Lead, and Managers of activities that take place under their leadership.

DEVELOPMENTS

The spiritual theme anchoring our new Strategic Plan is “On Fire With The Spirit: Awaken! Illuminate! Rejoice!” Inspired by the Holy Spirit and enlivened by the Pentecost story, we go forward into the winter season full of faith, hope, love and joy. We are excited about the incredible learning and growth that propels us forward as we journey together throughout the school year. December marks the beginning of the Advent season and is marked by many special signs and celebrations of our faith. The enthusiasm and commitment on the part of our students, staff, educators and families brings all of us incredible joy. We are delighted to highlight some of the activities and opportunities that took place this month across our district.

CATHOLIC EDUCATION

Remembrance Day Assemblies

Schools observed Remembrance Day through various prayer services in their gymnasiums and many had students represent their school at community Remembrance Day services on November 11. Employees working at the Catholic Education Centre (CEC) participated in a prayer liturgy as well.

Advent 2024

Schools across the district are gathering together for Mass and liturgical celebrations in preparation for Christmas. The Sacrament of Reconciliation is being offered in our schools through the support of our parish priests. Through Masses and liturgical celebrations, students are learning how they can exemplify the spirit of Christ through acts of kindness and selflessness, and by giving generously of themselves. They are sharing the true reason for the season through concerts featuring music that glorifies the Lord and developing artistic performances centred on Christmas themes. Others are participating in outreach to the community through service projects to ensure that those who are less fortunate may also feel the love of Jesus and the generous support of their neighbours.

Staff Advent Retreat

On December 4, all staff throughout the Board were invited to attend an Advent retreat after work hours. The theme “Carrying Jesus as Pilgrims of Hope” focused on how only one person in history has been asked to be the mother of Jesus and all of us have been invited to follow her example in carrying Jesus into a world eternally longing for Love. This retreat allows us to enter into Advent reflecting on how we carry the good news of a tiny infant Saviour into “the real moments of our actual, right-now lives”, exactly as we are, “putting flesh on hope even when it gets a bit messy”. The retreat was held at the Catholic Education Centre in Dublin.

St. Anne’s CSS Music Christmas Tour 2024

The St. Anne’s CSS Music Program was very excited to get back on the road and promote Secondary Music in our Catholic elementary schools. The “Tour Stops” were at 7 different Huron elementary schools throughout the month of December. The band includes 35 students from St Anne’s CSS under the direction of Music Teacher and Band leader Mr Geddis.

Secondary School Open Houses

On November 12 and November 20, St. Michael CSS and St. Anne’s CSS hosted their annual open houses, warmly welcoming future students and their families. Grade 6, 7, and 8 students had the chance to explore our diverse programs, departments, and co-curricular activities. The events featured scavenger hunts and interactive workshops, giving future students an exciting glimpse into the opportunities that await them in secondary school. The open houses were very well attended.

Fr. Tony Ricard’s Visit to St. Anne’s CSS and St. Michael CSS

Students at both St. Anne’s CSS and St. Michael CSS had the opportunity to listen to the dynamic Fr. Tony Ricard from the Archdiocese of New Orleans on November 14. During his talk, Fr. Tony inspired students to connect more deeply with their faith and to recognize how they can use their faith to “be an eagle and not a chicken” which meant to soar and strive to live and love in abundance. Students from both schools had very positive feedback about their experience with Fr. Tony and we know that this ignited the flame of the Holy Spirit in many of our students.



System-wide Faith Day

On November 15, all staff from across our system gathered for a day focused on our Board's new spiritual theme "On Fire with the Spirit" at St. Anne's CSS in Clinton. In the morning we were blessed to listen to two keynote addresses from Fr. Tony Ricard of the Archdiocese of New Orleans who used humour and personal stories to help us know that we are beloved children of God and that we need to remember to see Jesus in everyone (students, staff, and community) that we meet. The afternoon included the opportunity for individual schools and workplaces to reflect on Fr. Tony's message and our work toward the pastoral plan for each school. We ended the day with a beautiful Mass that was celebrated by Fr. Tony Lafore, Fr. Vince Guilikers, Fr. Tom Donohue, and Deacon Wayne who also joined. Music was led by a group of musicians from our Board. Staff feedback has been extremely positive about the day. It was an outstanding way to "refill our spiritual buckets" as we prepare to celebrate the Advent season.



LEADERSHIP

Leaders Learning Council

On November 12, we met online in the afternoon. The session began with a presentation from Greenfield Learning about Lexia, a tool we use in our schools across the district to support Literacy and the Multi-Tiered System of Support. Principals were engaged in learning about how they can leverage the tool and the data it provides to inform their leadership and progress toward school improvement goals. There were updates from the Business Superintendent and Executive Manager of Human Resources.



On November 26, we met in-person at the Precious Blood Parish Hall. The morning was devoted to building a culture of coaching in our system. System leaders heard from the Literacy and Math Learning Coordinators about the purpose and importance of instructional coaching in our schools in these key areas of learning. Principals were then able to meet with their school's Literacy Resource Teacher and Math Facilitator to determine the next steps in ensuring the impact of consulting and collaboration on student learning is strong in their school. In the afternoon, we hosted a collaborative

session between the Huron-Perth Deanery and school leaders. We were joined by many priests, a deacon, the secondary chaplains and members of the Families of Parishes lay ministry teams. Our Religion and Family Life Learning Coordinator Caroline Thuss led the group through a series of questions, careful listening, and discussion rooted in the synodal process. It focused on how we can work together to support student, staff and family faith formation. This session was well received by the deanery and the school leaders and we plan on continuing this important work through a second collaborative session in the spring.

On December 10, the Leaders Learning Council will be held in Mitchell. The day will begin with an Advent Liturgy. Following this, the areas of focus for most of the day will include Experiential Learning, Pathways Planning and Skilled Trades. We look forward to hosting guest presenters Jon Gallagher (Skilled Tradesman) and Sudeshna Dutta from the Ministry responsible for the SHSM programs. Leaders will learn the positive statistics in our Board regarding SHSM, dual credit, and OYAP participation as well as learning how this fits into the context for experiential learning and STEM programs across the province. Our participation and completion rates are very high in these three areas and this is an important area of shared learning across elementary and secondary schools. Connections will be made between STEM and the Literacy and Mathematics goals in our strategic plan. The school and system leaders will be joined by some members of our secondary school Guidance and Cooperative Education departments for these presentations. There will also be a presentation led by the Special Education Team and Facile Perth about how we can partner with the community, employers and families to support transitions and pathways for students with identified disabilities. The day will conclude with some discussion about School Climate.

Holy Moments Book Study

Members of the LLC were invited to participate in a book study of Matthew Kelly's *Holy Moments. A Handbook for the Rest of Your Life* throughout the month of December. Kelly's book offers profoundly simple, practical and faith-filled ways that we can use our faith to change our lives and the lives of others. Religion and Family Life Learning Coordinator Caroline Thuss led the discussions throughout December and plans to offer it again during Lent for those who were unable to participate this month.

Strategic Planning for Board Math Leads

Our Math Learning Coordinator attended an online meeting on November 26, hosted by the Ministry of Education Math Team for all provincial Math Leads. The focus of this session was the Grade 9 Math destreamed course and ensuring student success on the Grade 9 EQAO test. The Superintendent of Education and Math Learning Coordinator also met with other Math student achievement officers to discuss our progress, challenges, resources, and success stories with our Math Achievement Action Plan (MAAP). We submitted our initial 2024-2025 report on our MAAP on November 15.

Elementary New Teacher Induction Program (NTIP)

Our newly hired elementary teachers, both permanent and long-term occasional, met with their mentors for a full day of learning. The focus of this full-day session was to familiarize new teachers with our foundation of faith, our system's strategic plan priorities, and our board's policies on inclusion and assessment. New teachers will continue to be supported with additional release time with their mentors and access to subsidies for additional qualifications.

Secondary New Teacher Induction Program (NTIP)

We recently hosted a team of new secondary teachers at the Catholic Education Centre, including participants in the 2024-25 NTIP program. Alongside the newest permanent hires, several other secondary teachers were invited to participate, as they are either new to our Board or serving in long-term positions for the first, second, or third time. The sessions focused on topics such as Catholic faith integration, program planning and assessment, classroom management, and "the art of teaching." Our goal is to foster strong connections among teachers, colleagues, and system team members, ensuring ongoing support and dialogue to promote continuous learning and improvement.

International Education

International student recruitment has already started for the 2025-2026 school year. As a result of our overseas recruiting trip in October 2024, the Board has entered into four new agreements with international student recruitment agencies in Spain and Italy. Additionally, one of the new Spanish agencies has been approved to send a Grade 9 student to St. Anne's CSS in September 2025. Principal Grace was approached by Aston Herencia, one of Spain's largest international student recruitment agencies two weeks after they first met in Madrid to meet and start the paperwork for this student to come to Canada next year. Currently, the Board has five agents in Holland and six in Spain that have signed Agency Agreements to be the non-exclusive student recruitment agencies in these countries.

Mr Grace received a lot of positive feedback from the agents, students and parents that he met and all of these stakeholders commented very positively after learning about the exceptional communities of Huron and Perth counties and the world class Catholic education offered in our Board. The Board now has entered into twenty agreements with agencies in Europe, Asia and Brazil, Australia and the United States. Additionally, there are several other agreements that are in the negotiation phase.

Principal Grace met with the two agencies from Spain who have students enrolled at St. Anne's CSS and at St. Michael CSS. Both agencies report that their students are thoroughly enjoying their experiences in our schools and the homes that they are living in. As a result, the Grade 9 student at St. Michael CSS has decided to extend her stay until June 2025. Originally, the student had planned on only staying until December 2024. This extension will bring additional tuition revenue for the Board.

Indigenous Leads Gathering

Learning Coordinator Caroline Thuss, Special Assignment Teacher Mary Fischer, and Indigenous Student Support Advisor Josh Pagan attended the three-day conference in Toronto with other Indigenous Education teams from across the province. Keynote speakers included Dr. Sean Lessard from the University of Alberta and Riley Yesno an Anishinaabe PhD Student and political commentator from Eabametoong First Nation. This annual gathering provides opportunities to connect with other Indigenous Education teams and share best practices, problem solve, and collaborate on new ideas for how to best support Indigenous students and their families in our system.

SPECIAL EDUCATION

Special Education Resource Teacher (SERT) Meetings

During our November and December Meetings, SERTs had an opportunity to participate in a book study based on the book "The Next Steps in Literacy Instruction". Literacy Learning Coordinator Mary-Jo Drager led these sessions and will continue to work with Special Education Learning Coordinator Jessica Langan to facilitate this book study during the 2024-2025 school year. Other topics from meetings included sharing updated information about Attendance & Mental Health Referrals, learning about our Speech & Language Service Delivery Model, and exploring our partnership with Facile Perth and how we are working to improve transition planning and outcomes for students with disabilities as they transition beyond secondary school.

Facile Perth Partnership

The Board's partnership with Facile Perth focuses on the following areas:

- A. Transition planning for high school youth

- B. Development of post-school adult life plan
- C. School/Family/Community Collaboration
- D. Professional Learning in Education
- E. Tracking student outcomes
- F. Addressing gaps in policy and supports

During November, meetings were held between Facile Perth Managing Director Emily Branje, Learning Coordinator Jessica Langan, Superintendent Tara Boreham, and secondary teachers in Guidance, Co-op, and Special Education, and administrators at both of our secondary schools. The goal of these meetings was to learn about how our partnership has expanded, and the support and expertise that can be provided to our secondary schools as they plan and program for students with disabilities and their families particularly when they transition beyond secondary school. This information was also shared at the December Special Education Resource Teacher Meeting as well as at the December Leader's Learning Council. SERTs and leaders across the district had an opportunity to learn about the work that Facile Perth and our Board is doing with students, families, and community partners to improve our practices and outcomes in the area of transition planning beyond secondary for students with disabilities, while keeping inclusion at school and in community at the forefront.

Special Education Regional Coordinator/Consultant Conference

The System Special Education Resource Teacher and Coordinator of Special Education attended the Special Education Regional Coordinator/Consultant Conference (SERCC) on November 7th and 8th. Agenda items included Emotions, Metacognition, and Success for All Learners: Recent Research from Ontario Classrooms; Human Rights and Equity: Implications for Special Education; and Mathematics.

DIGITAL TOOLS TO SUPPORT LEARNING

Generative Artificial Intelligence (AI) in K-12 Education

On November 4, Learning Coordinators Jenna Meyers and Paul D'Hondt, along with Transitions and Guidance Teacher Nikki Gibson attended a workshop presented by the University of Waterloo on the use of generative AI in K-12 education. This workshop collaboratively explored the concepts of AI, the challenges and opportunities present for K-12 education, and best practices going forward. We continue to learn more about the role of AI in education.

Ontario Association of School Board Officials Conference

Superintendent Tigani, along with Learning Coordinators Paul D'Hondt and Jenna Meyers, and IT Manager John Lawson attended various workshops hosted at the recent 2024 OASBO Conference, focusing on cyber-security, innovative solutions in education technology, and operational excellence. This professional development opportunity will enhance their expertise and support our board's commitment to leveraging technology for improved student outcomes and operational efficiency.

STUDENT ACHIEVEMENT

Mathematics

The Math Team continued to support the mathematics goals of our strategic plan by working with teachers and students in classrooms. Our three Math Facilitators and one Math Learning Coordinator work in every elementary school supporting the implementation of our Mathematics Scope and Sequence Math lessons and the Effective Math Block. Supporting the monitoring of

the Scope and Sequence, the Math Team launched the first set of common assessments from our new assessment framework in Math and began analyzing the data with principals to determine the strategic use of student support.

Additionally, the Math Team met with the principals and junior teachers of two schools in our district who have students who historically and consistently achieve the highest EQAO math results to discuss instructional trends that impact student scores.

The Math Learning Coordinator and Secondary Learning Coordinator met with both Math departments of our secondary schools to build cohesion and fidelity to the grade 9 destreamed course. This collaboration will be ongoing throughout the year as we continue to develop and nurture a strong culture of co-learning between math classes, departments and panels. It is an exciting time for our Math teachers and leaders as we collectively work together toward continuous improvement.

Literacy

The Literacy Team has been actively involved in several key initiatives designed to improve literacy education across the district. Notably, the team successfully completed Early Reading Screening for all SK-2 students at every elementary school. The Literacy Team led this project and provided essential support to primary teachers during the screening process, all of whom were conducting these assessments for the first time. Literacy Resource Teachers (LRTs) worked closely alongside teachers, offering real-time feedback and guidance. Additionally, the LRTs took responsibility for entering the screening data into spreadsheets for subsequent district-level analysis. This data is valuable information that can be used to improve reading acquisition at the school and district level.

Following the screenings, data analysis meetings were held at each school, where Learning Coordinators Mary Jo Drager and Jessica Langan collaborated with school principals and staff to review class data, identify next steps, and offer further support. These meetings provided detailed, actionable recommendations aimed at enhancing instructional strategies and supporting student growth. Action plans were created and shared with school teams as a means of tracking actions to improve outcomes for all students.

Ontario Secondary School Literacy Test (OSSLT)

Our secondary schools each hosted small sessions of the OSSLT in November. These sittings were for students who, for whatever reason, were unable to successfully complete the assessment in the Spring of 2024. School teams worked with students to prepare them for the assessment. Current grade 10 students will participate in the OSSLT in Spring 2025.

Calling All Three Year Olds (CATYO)

Throughout November, prospective Kindergarten students and their families embraced the chance to explore their future school as part of Calling All Three-Year-Olds (CATYO). This initiative is a joint venture between the Board and various community partners, including the Health Unit, libraries, and early childhood programs in the 2 counties. CATYO's primary aim is to provide families with the means to access support before their child embarks on their educational journey. Whether it is identified that speech and language services or a range of other developmental programs within the community will be helpful, CATYO aims to provide families with the resources they need before their child begins school. Beyond support services, this event also serves as a valuable opportunity for families to acquaint themselves with their home school and immerse themselves in our shared Catholic faith community. This year we had 299 children register for Kindergarten at CATYO.

Sports Council Events

The Elementary Sports Council recently organized two highly successful volleyball tournaments for students in grades seven and eight. The tournaments took place at St. Anne's CSS and St. Joseph's in Clinton and at St. Michael CSS in Stratford, bringing together teams from across the district. Each team demonstrated outstanding skills, teamwork, and sportsmanship while competing in multiple games.

These events provided students with the opportunity to build confidence, foster camaraderie, and grow in their love of physical activity. We extend our deepest gratitude to the Elementary Sports Council, coaches, referees, and volunteers whose dedication made these tournaments possible. Their efforts exemplify our board's commitment to promoting active living, community spirit, and holistic student development. It was exciting to see so many parents, grandparents and other fans attend and cheer on the participants too.

Treaty Recognition Month (November)

Treaties Recognition Month was honoured throughout the Board to reflect on the importance of treaties and to learn more about treaty rights and treaty relationships during the month of November. Throughout the month of November and into December, the grade 4 to 6 classes at each elementary school have been invited to spend half a day learning about treaties and the seven sacred teachings at the Tipi of Huron-Perth with Knowledge Carrier Christin Dennis. These visits complement our learning in Language, Social Studies and History.



EXPERIENTIAL LEARNING PROGRAMS IN SECONDARY

Dual Credit Programs

- The Dual Credit Foods class with Conestoga College continued throughout November. Students at both secondary schools gained hands-on experience in culinary skills, preparing dishes from a variety of cultures.
- The Dual Credit Plumbing course with Conestoga College began in early November. A total of 20 students are participating between each school, attending once a week for a full day.
- Fanshawe College Dual Culinary Course started on November 11, this course runs at the REACH Centre in Clinton. Chef Reid is working with SACSS students until January

6, and students will earn both high school and college credits. Students are provided with free kitchen shoes and uniforms.

OYAP Level 1 Options

SMCSS students are currently exploring the Level 1 training options available in Electrical and Welding at Conestoga and Lambton Colleges.

SHSM Certifications and Training Opportunities:

- **Hair Demonstrations with Textured Hair** - On November 12, Hazel Taylor returned to St. Anne's CSS to provide a cultural presentation and demonstrate braiding techniques for hairstyling students.
- **Level Up Skilled Trades Career** - On November 13, both SMCSS and SACSS students travelled to London to participate at the Level Up Skilled Trades Career event. Students explored skilled trade pathways through hands-on demonstrations by local unions, small businesses, and college representatives.
- **Elegance School Inc. Tour** - On November 15 SMCSS SHSM Arts & Culture students visited Elegance School in London, learning about the school's programs and products. They also experienced a spa treatment and heard from the owner of Illume Spa.
- **Ethical Considerations Presentation** - On November 19, students in Non-Profit, Business, and Health and Wellness SHSM streams received a half-day certification in Ethical Considerations from the Development and Peace Organization.
- **Business Presentation** - On November 25, Business SHSM students attended a presentation by Michael Bartlett, CEO of Basketball Canada, who shared his experience managing large-scale marketing events like the Raptors Championship Parade.
- **Wolfman Indigenous Cooking Class** - 20 students from St. Michael CSS participated in an Indigenous Fusion Cooking Class on December 4 led by David Wolfman, learning about traditional dishes and preparing meals together.
- **First Aid/CPR Training** - On December 4 - 5, 25 SHSM students participated in mandatory First Aid/CPR training, an essential certification for their skill sets.
- **Women in Skilled Trades Day + Mental Health Certification** - 45 female students from St. Michael CSS and St. Anne's CSS attended a full-day event, which included a Mental Health presentation and certification, followed by industry mentors sharing their trades and career pathways at the Stratford Rotary Complex on December 12.
- **Molecular Genetics Day - McMaster University** - On December 13, 30 SHSM Health and Wellness students will attend McMaster University for a Molecular Genetics Day, earning a certification in lab practices.

Women in Skilled Trades Event

On November 21, 8 students from SACSS participated in a welding event led by Technical Training Group (TTG) instructors and local welding shops. Students worked on a TTG project and toured welding facilities in Seaforth. November 22, 25 students from SMCSS participated in a full-day event hosted by the Carpenters Union in London. The day included a facility tour, surveying inside the shop, and completing a hands-on woodworking project.

Experience St. Anne's CSS Days

SHSM presentations for future students were held, on November 29, December 4, 6, 9, and 16, providing information about SHSM, OYAP, and Dual Credit opportunities to future St Anne's CSS students.

D2L Page

The Skills@St. Mike's D2L page was updated with information on all SHSM, Dual Credit, and OYAP programs, and continues to support students interested in technological education.

SMCSS SHSM Enrollment - Fall 2024

- Grade 11: 86 students
- Grade 12: 106 students
- Total: 192 students enrolled in SHSM

SACSS SHSM Enrollment - Fall 2024

- Grade 11: 92 students
- Grade 12: 82 students
- Total: 174 students enrolled in SHSM

MENTAL HEALTH AND WELL-BEING

School Mental Health Ontario (SMH-ON) West Regional Conference

On November 4, our Mental Health Lead (MHL) attended the School Mental Health Ontario West Regional Meeting with other MHLs from boards within our region. This Conference provided an opportunity to discuss how the various leadership roles contribute to an integrated use of the tools and resources that support the goals and activities in each board's 2024-25 Action Plans.

More specifically we worked through:

- PPM 128 Requirements
- Implementing Leading Mentally Healthy Schools
- Curriculum Connections with mental health and well-being

Mental Health Lead School Visits and School Service Agreements

Schools throughout the District have now engaged in School Social Work Agreements that help us ensure that our School Based Social Workers are able to provide schools with a Multi-Tiered System of Intervention ranging from:

Tier 1 - Mental Health Promotion

Tier 2 - Prevention and Early Intervention

Tier 3 - Intensive Intervention

This process is a collaborative endeavour between the school Administrators, SERTS, School Social Worker and Mental Health Lead. The process ensures all schools have access to mental health and wellness initiatives, supports and programming that meets each school community's unique needs. These are created in the fall, reviewed in the winter and then again in the spring to see how the services were implemented and the level of staff/student engagement throughout the Multi-Tiered System of Supports available.

School Based Social Workers Faith and Wellness Engagement

Members of the MHWT continue to engage in school faith-based wellness activities within our schools. In November and December both Secondary School Based Social Workers and School Chaplains collaborated to co-facilitate student retreat opportunities that emphasize the role our Catholic faith plays in maintaining good mental health and well-being.

Perth RESET Implementation

School-Based Social Worker Anne Culligan and Bachelor of Social Work student Abby Legge delivered the Recognizing Exploitation a Syllabus to End Trafficking (RESET) curriculum at four elementary schools to our Grade 7/8 students in Perth County. This curriculum was developed by the Anti-Human Trafficking and Public Education teams at the Sexual Assault Support Centre of Waterloo Region. The RESET curriculum delivers 4 modules that occur over two 75 minute learning blocks. In week one our Grade 7/8 students learn about Vulnerability and Exploitation & Healthy Relationships. During week two the focus is about Online Safety and activities to consolidate learning.

Peace and Kindness Week

In mid November, our district honoured Bullying Prevention Week through celebrating Peace and Kindness Week as these virtues connect to our Ontario Catholic School Graduate Expectations and focus on upstream student well-being and healthy friendships. The Mental Health and Wellness Team created an Educator Newsletter, which included Peace and Kindness related activities for the classroom.

Classroom Interventions

School Social Workers implemented classroom programming to support student wellness and promote growth of the whole person. These offerings were provided to classrooms who requested mental health expertise to support our students' abilities to create meaningful relationships, care for one another, and treat everyone with dignity and respect.

Multi-Tiered System of Support for Attendance and School Engagement

As part of our Strategic Plan, Attendance Counsellor Lindsay Durst has been actively promoting the importance of early and consistent attendance. She participated in Calling All Three-Year-Olds events across six elementary schools in Huron and Perth counties, connecting with parents and caregivers. This year, we have seen a significant increase in attendance referrals, with 9 prolonged and 9 persistent absence cases compared to just 2 last year.

To support staff, Lindsay Durst provided Special Education Resource Teachers (SERTs) with training about supporting student attendance within the Multi-Tiered System of Support Framework and providing a tutorial about how to submit attendance referrals to the Attendance Counsellor.

Additionally, the attendance counsellor engaged in a Ministry of Education learning session about working collaboratively with the Child Welfare System, enhancing our approaches to engaging families and addressing attendance challenges.

Advancing Student Well-being - Mental Health and Wellness Summary

From September to December, the team supported 144 students through mental health referrals, utilizing *Brief Interventions for School Clinicians* (BRISC) to provide brief, solution oriented support focused on skill-building to 13 of these students. Additionally, 10 classroom presentations reached 550 students, fostering Social Emotional Learning across the District and strengthening the foundation for positive mental health in our schools.

RECOMMENDATION

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|---|
| THAT the Huron-Perth Catholic District School Board receives the Board Highlights for December for information. |
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**Special Education Advisory Committee
October 21, 2024 – 4:00 p.m.**

MINUTES

Present:

SEAC Members Present:, Jill Plokhaar (Family Services Perth Huron), Jennifer Doak (Community Living Central Huron), Julie Welch (Community Services Coordination Network), Brenda Mason (Stratford Children Services), Jenn Costello (Community Living St. Marys), Emily Branje (Facile Perth), Hannah Duncan (Community Living Stratford & Area), Doris Barkley (Autism Ontario),

Board Trustee:

Guest: Lindsay Durst

Board Office Staff Present: Jessica Langan, Tara Boreham, Vanessa Yeats, Sarah McArthur

Absent: Val Milson (Huron Perth Centre), Kristina Howatt-Gerber, Sean McDade, Sue Muller, Shona Gracey

Quorum (Minimum 6/10 voting members required): ACHEIVED

1. Opening Prayer, Welcome & Introductions

Meeting Started: 4:00 pm

2. Approval of Agenda & Minutes

2.1 Approval of Sept 2024 Minutes

Approved: Brenda Mason

Seconded: Emily Branje

THAT the Huron-Perth Catholic District School Board approves the meeting minutes of the Sept 2024 Special Education Advisory Committee meeting.

Carried.

2.2 Approval of October 2024 Agenda

Approved: Doris Barkley

Seconded: Brenda Mason

THAT the agenda be accepted as is.

Carried.

3. Business Arising from Minutes

Nothing to report.

4. Correspondence

Nothing to report.

5. Agency Reports

5.1 ***Stratford Children Services***

Expanding services to cater four beds for children and youth with autism.

5.1 ***Autism Ontario***

Nothing to report at this time.

5.3 ***Facile Perth***

A family retreat on November 9th is being held at the Stratford Perth Museum. There will be a key speaker and a drumming circle.

5.4 ***Community Living Stratford & Area***

Nothing to report.

5.5 ***Community Living Central Huron***

Nothing to report.

5.6 ***Family Services Perth Huron***

Avrey is officially on maternity leave and Jill has taken over her role in the SEAC committee.

5.7 ***Community Living St. Marys***

Nothing to report.

5.8 ***Trustee Report***

Nothing to report.

5.9 ***Huron-Perth Center***

[***Huron-Perth Centre for Children and Youth Updates October 2024***](#)

5.10 ***CSCN***

Nothing to report.

6. Information Reports

6.1 ***Attendance Awareness Campaign – Members of our Mental Health Team***

Lindsay Durst is a social worker and the HPCDSB attendance counsellor. October is Attendance Awareness Month and the focus has been on getting the message out about the importance of good attendance and promoting early positive attendance for young students at CATYO events and staff meetings.

6.2 ***Partnership with Facile Perth – Highlights from 2023/24 – Jessica Langan and Emily Branje***

Last year, there was 15 students that were served in both high schools who received increased advocacy, and staff worked with families to get a better understanding what opportunities are available through community collaboration.

The areas that Facile Perth and HPCDSB are working together on are transition planning for high school youth, development of post school adult life and school/family/community collaboration.

7. New Business

HPCDSB welcomes the following new staff to the Special Education Team; Communicative Disorders Assistant, Julie Moss, BCBA's, Megan Delcourt and Emma DeWeaver.

8. Future Meetings

Next SEAC Meeting – Hybrid Option – Monday, Nov 11, 2024

9. Adjournment

Motion to end meeting was made by: Julie Welch

Meeting adjourned: Brenda Mason

Ended: 4:40 pm

Catholic Parent Involvement Committee Meeting #4
June 11, 2024 at 6:00 pm
MINUTES

Location: Catholic Education Centre, Dublin

Present:

Senior Administration: Tara Boreham, Superintendent of Education, Trustee Mary Helen Van Loon
CPIC Members:, James Walsh, Brenda Roth, Evan Brotherston, Lori Miller, Kascha McLeod, Michelle Van Loon, Mary Adele O'Connell Davies, Sandra Murphy, Christa Heibein, Brianna Schlegel (Flynn), Tammy Smith, Teresa Oud

Guests:

Regrets: Shawn Terpstra, Chair, Elly Regier, Jan Vanden Hengel, Janet Roelands, Sheri deBoer, Michelle McRobert

Quorum: (14 members) yes

Recording Secretary: Kerri Catalan Executive Assistant

1. Opening Business

1.1. Opening Prayer – Jim Walsh, Co-chair

1.2. Introductions – Superintendent, Tara Boreham

1.3. Attendance and Welcome – Jim Walsh, Co-chair

1.4. Approval of the Agenda – Jim Walsh, Co-chair

Moved by: Brenda Roth

Seconded by: Mary Adele

That the agenda be accepted as is.

Carried

1.5. Approval of the CPIC Meeting Minutes – April 10, 2024 - Jim Walsh, Co-chair

Moved by: Michelle Van Loon

Seconded by: Evan Brotherston

THAT the Huron-Perth Catholic District School Board approves the meeting minutes of the April 10, 2024 Catholic Parent Involvement Committee meeting.

Carried

2. Reports and Discussion Items

2.1. Board Report - Trustee Mary Helen Van Loon

- The Inclusionary Flag at St. Michael was damaged and brought down Monday night. Police are investigating.
- A draft of The Board's Strategic Plan was presented. Tara Boreham will bring the completed plan to the next meeting.
- The 2024/2025 budget will be presented to the Board June 17, 2024.

- Graduations and Masses are happening this time of year and all Trustees were invited to attend.

2.2. Director's Report – Superintendent Boreham

- Mental Health Team - Data 2023-2024
- RFP with Huron Perth Centre for Children and Youth will be dissolved for the 2024-2025 school year, but we will continue to collaborate with them as valuable community partners
- 2024-2025 Calendar

2.3. Parent's Update – All

Committee members shared activities, events and fundraising initiatives that took place at each of their schools

- St. Patrick's School, Kinkora
Hosted the Jr/Int Soccer Tournament and CSAC ran a successful food booth. Forty children from "Family of Parishes" received the Sacrament of Confirmation
- Sacred Heart, Wingham
Hosted a parent engagement and pizza night for families.
- St. Joseph's Catholic School, Stratford
Held a year end family BBQ and invited new JK families.
- St. Michael Catholic Secondary students enjoyed prom and graduation ceremonies.
- Jeanne Sauve Catholic, Stratford
Purchased new tetherball, hockey nets, and basket ball nets. Spring Fling was hosted. Gr. 8 Graduation was celebrated and year end trips occurred.
- Our Lady of Mount Carmel
CWL ladies held a social dinner and raised \$2000 for St. Andre Bessette Trust Fund.
- St. Patrick's and St. Columban schools
Held an online silent auction that raised over \$20,000 to fund swings and two accessible swings. They will be hosting an open house to thank all the families for their support.
- St. Anne's Catholic Secondary School performed a Wizard of Oz production which included two elementary school students. The graduates celebrated prom and it was well attended. Hoodies were a hit and exams will start June 19, 2024.
- St. Mary's, Listowel
Hosted a school BBQ. The money raised will go towards a new roof. A new glass window was put in the school in memory of a student who recently passed.

Future Meetings and Events

2.4. Events and Resources

- Professional Development Day, June 28, 2024
- Professional Development Day, September 3, 2024
- First day of school for students Wednesday, September 4, 2024

2.5. CPIC Upcoming School Year Meeting Schedule

- Tuesday October 29, 2024 at 6:00 pm at the Catholic Education Centre.

3. Closing Business

3.1. Closing Prayer – Tara Boreham

Moved by Mary Adel O'Connell Davies,
Seconded: Brianna Schlegel

Adjournment - 7:20 pm.

Equity, Diversity, Inclusion and Anti-Racism (EDIAR) Committee Meeting
Wednesday June 12, 2024 – 4:30 p.m.

MINUTES

Present: Chair Director Roehrig, Superintendent Boreham, Trustee McDade, Natanael Mateus-Ruiz, Caroline Thuss, Valentine A. St. Michael CSS, Tara Cakebread, Majo Damas, Mary Helen Van Loon

Regrets: Colton Maracle, Leire Douros, Charmaine Chadwick, Nicol Cuellar. St. Anne's CSS, Leroy Hibbert

Recording Secretary: Kerri Catalan

1.1. Opening Prayer

1. Opening Business

1.1. Opening Prayer

1.2. Attendance - Noted above

1.3. Approval of EDIAR Meeting Agenda

Moved by: Caroline Thuss

Seconded by: Majo Damas

THAT the EDIAR Committee approves the agenda of the EDIAR Meeting of June 12, 2024.

Carried

1.4. Declaration of Interest

No declaration of interest was declared.

1.5. Approval of EDIAR Meeting Minutes

Moved by: Natanel Mateus-Ruiz

Seconded by: Nicol Cuellar

THAT the EDIAR Committee approves the minutes of the EDIAR Meeting of February 27, 2024

Carried

1.6. Business Arising from the Minutes

No business arising from the minutes.

2. Committee and Staff Reports

2.1. Annual Committee Training Session – Catholic Social Teaching/Racism

Presentation by Tara C. and Natanel

<https://sites.google.com/huronperthcatholic.ca/cstequity/home>

A committee member suggested breaking the presentation throughout the course of the next couple of meetings- 15 min. at each meeting and to implement into the 2024-2027 Strategic Plan.

2.2. EDIAR Report (Equity Lead Update, Superintendent's Equity Action Plan Progress)

[EDIAR Action Plan Inquiry Report](#) - reported on progress and impact of EDIAR Action Plan, collected student and staff voice;

- 4 pillars of EDIAR Action Plan examined: School and Classroom Practices, Leadership, Governance and Human Resource Practices, Data Collection, Integration and Reporting, and Organizational Culture Change

2.3. Bullying Prevention Report – discussion and feedback for the Director of Education

A link was shared with this committee at the last meeting and there was no feedback.

A committee member would like a pamphlet that can be shared with parents the difference between conflict and bullying, then explaining progressive discipline. This pamphlet will support staff as well as the parent/guardian.

2.4 Annual Mental Health Report

[Annual Mental Health Report](#)

Approval of all reports

Moved: Natanel Mateus-Ruiz

Seconded by: Majo Damas

Carried

3. Information and Correspondence

A committee member suggested including two student representatives from Catholic secondary school. A junior student who would shadow the senior student over the term.

4. Meetings and Events

- 4.1. Set Meeting Schedule for 2024-2025
Wednesday at 4:30 pm

5. Closing Prayer

6. Adjournment

Moved by: Natanel Mateus-Ruiz

Seconded by: Valentine A.

THAT the EDIAR Committee adjourns the EDIAR Meeting of June 12 2024.

Carried

Audit Committee Meeting
September 10, 2024 - 1:00 p.m.

MINUTES

Hybrid

Present: Chair Amy Cronin (Trustee), Tina Doherty (Trustee), Tyler Canal, (Audit Committee Member), Chris Roehrig (Director of Education), Mary-Ellen Ducharme (Superintendent of Business), Sarah Devereaux (Manager of Finance), Katie Becker (Finance Services Officer), Lexi Templeman (Finance Services Officer), Silvana Slavik, BDO Canada LLP, Suk Bedi (KPMG LLP), Brad Sisson (KPMG LLP), Tara Boreham (Superintendent of Education), Kaitie Westbrook (Mental Health Lead)

Absent: Denise Feeney (Audit Committee Member), Valerie Basler (Executive Assistant)

1. Opening Business

1.1 Opening Prayer

1.2 Attendance and Welcome – *Superintendent of Business and Treasurer*
T.Doherty will be acting Chair for this meeting.

1.3 Approval of the Agenda

Moved by: T.Canal

Seconded by: A.Cronin

THAT the Audit Committee approves the agenda of the September 10, 2024 Audit Committee Meeting.

Carried

1.4 Declaration of Conflict of Interest
No declarations were made.

1.5 Approval of Audit Committee Meeting Minutes – June 18, 2024

Moved by: A.Cronin

Seconded by: T.Canal

THAT the Audit Committee approves the minutes of the Huron-Perth Catholic District School Board Audit Committee June 18, 2024 meeting.

Carried

1.6 Business Arising from the Minutes

2. Presentations

3. Reports and Discussion Items

3.1 2023-24 Student Mental Health Audit - *KPMG*

Suk Bedi from KPMG provided information on the 2023-24 Student Mental Health Audit. KPMG took a dynamic risk based approach, based on information they received from the Board as well as information from key stakeholders, resulting in action taken that would add the most value. A key factor is ensuring our mental health strategy aligns with PPM 169. The report identified key strengths which included the Board's commitment to student mental health. A goal is to assign more resources to tier 1 support. The Audit Committee was reassured that the strategy the Board is taking is in alignment with other boards. There was discussion on strategies to best support students, identifying mental health concerns, the Board's approach to integrating social and emotional learning skills into the curriculum for all grades, and creating a welcoming environment in our schools to help limit mental health concerns. The role of student attendance covered by the Board's mental health team was also discussed.

Moved by: T.Canal

Seconded by: A.Cronin

THAT the Audit Committee receives the Student Mental Health Audit Report.

Carried

3.2 External Auditor (BDO Canada LLP) Audit Planning Report - *BDO Canada LLP*

Discussion with Silvana Slavik from BDO on its year end audit plan. There will be a new BDO manager this year. Interim work has started, the field work is scheduled for mid October, timelines in place to have everything complete for the November meeting. The auditor's responsibility is to bring forward any significant findings, such as fraud. Since Bill 124 is new for this year, it will be a large focus and identified as a potential risk. BDO will be looking at how Bill 124 revenue was received, and details on how Bill 124 remedy payments were made. Other potential risks include revenue recognition and complex Information Technology, including who has authorization for process and applications at

different levels. The Audit Committee also viewed a sample audit report, and discussed the summary letter.

Moved by: A.Cronin

Seconded by: T.Canal

THAT the Audit Committee receives the External Auditor (BDO Canada) 2023-24 Audit Planning Report.

Carried

- 3.3 Huron-Perth Catholic District School Board 2023-24 Year End Audit Plan - *Superintendent of Business & Treasurer / Manager of Finance*

Moved by: T.Canal

Seconded by: A.Cronin

THAT the Audit Committee receives the Huron-Perth Catholic District School Board 2023-24 Audit Planning Report.

Carried

- 3.4 Annual Written Declaration of Conflict of Interest – *Superintendent of Business & Treasurer*

Forms to be distributed for completion.

Moved by: Amy

Seconded by: Tyler

THAT the Audit Committee receives the Annual Written Declaration of Conflict of Interest Report.

Carried

- 3.5 Audit Committee Report September 10, 2024 – *Superintendent of Business & Treasurer*

The audit committee report as presented was discussed. Scheduling of future audit committee meetings to be completed, reminder that the external auditor evaluation process to be completed at the November meeting.

Moved by: A.Cronin

Seconded by: T.Canal

THAT the Audit Committee receives the Audit Committee Report dated September 2024.

Carried

3.6 May 31, 2024 Financial Statement - *Superintendent of Business & Treasurer*

Third quarter financial statements were presented to the Board of Trustees at their August meeting. There were no issues identified.

Moved by: A.Cronin

Seconded by: T.Canal

THAT the Audit Committee receives the May 31, 2024 Financial Statement Report.

Carried

4. Information and Correspondence

4.1 Ministry of Education Memorandum 2024:SB11 - 2023-24 Enhanced Accountability Measures - External Audit - *Superintendent of Business & Treasurer*

This is a report for information relating to the auditing of enrollment and teacher FTE. Enrollment is the primary driver of revenue for school boards and thus regularly audited by the Ministry. The Board has not been notified that it will have an enrollment audit this school year. The Board does not have recent experience with a teacher FTE audit.

5. In-Camera Session of the Audit Committee Meeting

Moved by: A.Cronin

Seconded by: T.Canal

THAT the Audit Committee moves to the In-Camera session of the meeting.

Carried

6. In-Camera Private Session with Internal Auditors (if requested)

Reg. Ref. 10 (c) - Where the committee determines it is appropriate, meet with the board's external or internal auditor.

Session not requested.

7. Future Meetings and Events

A doodle poll will be distributed to determine the November Audit Committee meeting date.

8. Closing Prayer

9. Adjournment



Catholic Education Centre
3927 Perth Road 180, PO Box 70
Dublin, ON N0K 1E0

Moved by: T.Canal

Seconded by: A.Cronin

THAT the Audit Committee adjourns the September 10, 2024 meeting at 2:31 p.m.

Carried



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: December 9, 2024
Submitted by: Chris N. Roehrig, Director of Education and Secretary

NUTRITIONAL MANAGEMENT SERVICES

Public Session

BACKGROUND

Nutritional Management Services Limited (NMS) provides food services to St. Anne's Catholic Secondary School and St. Michael Catholic Secondary School. The Board receives a Cafeteria Enhancement Fund contribution equal to 5% of cafeteria sales. NMS provides reports each term to the Superintendent of Business.

DEVELOPMENT

NMS was pleased to announce its Cafeteria Enhancement Fund contribution of \$5,721.08 for the period of April 1, 2024 to June 30, 2024.

Functions catered during this period:

- St. Annes:
 - Graduation Breakfast, school wide lunch, and on-site school board meetings.
- St. Michael:
 - June Professional Development day.

Purchase analysis shows:

- The nutri-meal continues to dominate sales at St. Michael;
- The breakfast sandwich is a huge success at St. Anne's;
- Students are trending towards purchasing more grab and go items such as hamburgers. Most food items are offered in grab and go packaging - even the nutri-meal to meet this demand.

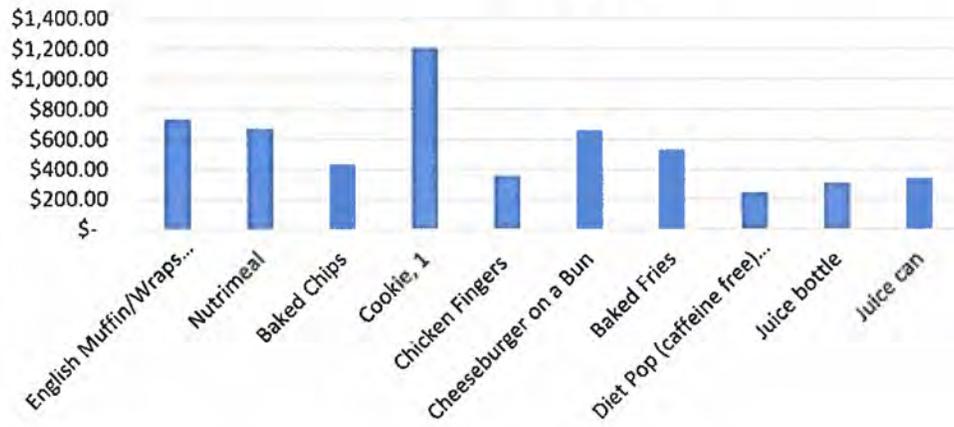
NMS announced its new Meals Around the World program in which nutri-meals are prepared that celebrate different cultures. This program was also highlighted in the October Student Trustees report.

Reports providing information on sales by category, and also additional information on the proposed Meals Around the World program are attached.

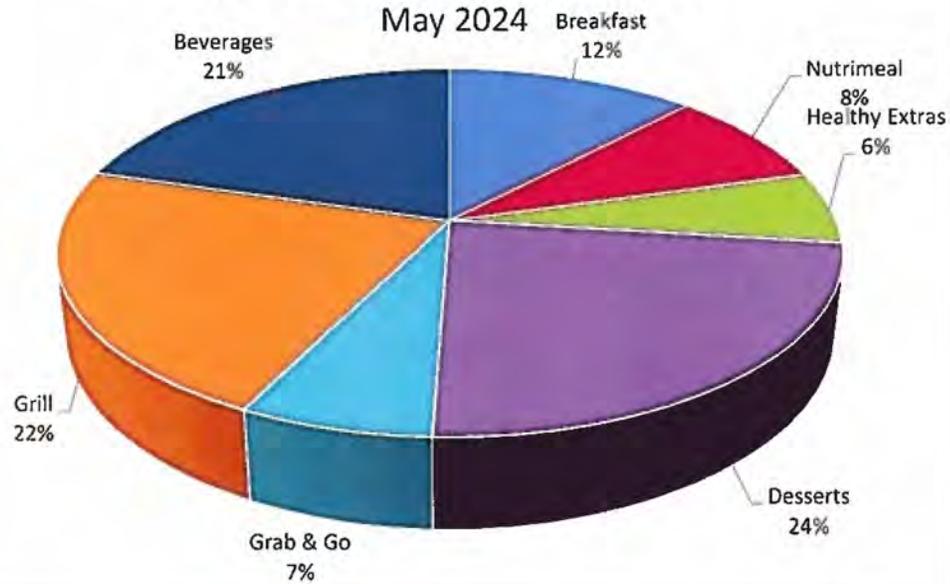
RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Nutritional Management Services Report.

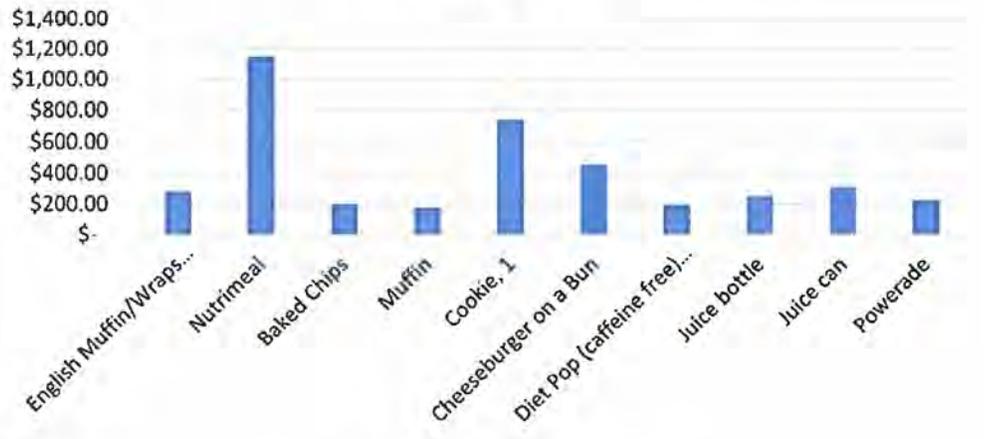
HPCDSB Top 10 Item by Sales
May 2024



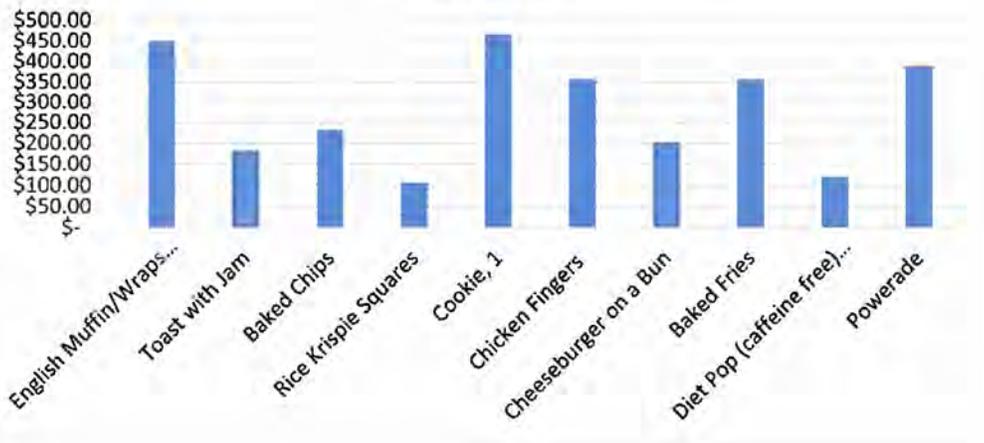
HPCDSB Sales by Category/week
May 2024



St. Michael's Top 10 Item by Sales
May 2024



St. Anne's Top 10 Item by Sales
May 2024



GOALS

1. Implement suggestions from Unit Manager's idea/best practice idea exchange meeting from both Unit Managers and head office staff/Regional Managers.
2. Implement NMS' Meals Around the World program.
3. Implement new NMS Catering Menu.



Meals Around the World

| Country or Religion | Date | Holiday | Meal |
|---------------------|--|---|--|
| Indigenous | June | Indigenous Heritage Month | Bannock Dogs, Salad & Milk |
| Muslim | April October | Apr-EID Oct-Islamic Heritage Month | Beef Stew, Naan & Rice Pudding |
| Judaism | September Sep-16th December May June | Sep 16th - Rosh Hashanah Sep - Yom Kippur Dec - Chanukah May - Canadian Jewish Heritage Month Jun - Shavuot | Roast Chicken, Beans & Apple Crumble |
| Hispanic | October | Oct - Hispanic Heritage Month | Empanada, Salad & Tres Leches |
| Greek | January | Jan - Epiphany/Hellje Dree Tjeenijich | Souvlaki, Rice & Baklava |
| Chinese | February | Lunar Year/Chinese New year/Spring Festival | Chicken Balls, Rice, Veggies & Fortune Cookie |
| Bangladesh | March | Mar- Heritage Month | Curry & Rice |
| Irish | March | Mar- Heritage Month | Corned Beef Sandwich or Lucky Charms Rice Krispies |

| | | | |
|-----------|----------------------------------|--|---|
| Sikh | April | Heritage Month | Lentil Soup with Pita & Rice Pudding |
| Hinduism | November Jan-14th Mar-24th | Nov-Diwali Jan 14th- Makar Sankranti Mar 24th - Holi | Samosa or Vegetable Curry Fruit Custard |
| Asian | May | May - Asian/South Asian Heritage Month | Spring Rolls, Rice, Stir Fry Sauce, Vegetables & Custard tart |
| Dutch | May | Heritage Month | Pancakes, Sausage & Apple Pie |
| Polish | May | Heritage Month | Cabbage Casserole & Jelly Donut |
| England | NA | NA | Fish & Chips & Sticky Toffee Pudding |
| Filipino | June | Heritage Month | Chicken & Rice or Garlic Rice with Flan |
| Portugese | June | Heritage Month | Piri Piri Chicken, Rice & Creme Brule |
| Mexico | May-5th | Cinco de Mayo | Tacos & Churros |
| Ukraine | Sep-7th | Sep 7th-Heritage Day | Chicken Kiev, Salad & Cheesecake |



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: December 9, 2024
Submitted by: Chris N. Roehrig, Director of Education and Secretary

2024 ANNUAL LEAD SAMPLING REPORT

Public Session

BACKGROUND

Ontario Regulation 243/07 made under the Safe Drinking Water Act requires the flushing of plumbing in schools, private schools and child care centres. Flushing has been shown to reduce lead levels in water at drinking water fixtures. The Regulation also requires sampling and testing to measure the concentration of lead in drinking water against the provincial drinking water quality standard for lead.

One drinking water fountain or tap per location is to be tested annually. The fixture that is tested at each site is rotated each year. The Ontario drinking water quality standard for lead is 10 micrograms per litre (0.010 milligrams/litre).

DEVELOPMENT

Flushing requirements for the Board are weekly, on the first day of the week that the school is open to students. The Board completes a five minute flush at the farthest tap, and then a ten second flush on each afterwards.

As of December 2024, there are sixty bottle stations with filters installed in schools. Warning lights on the bottle fill stations signal when the filter needs replacing. At a minimum, all filters are changed at least once annually.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the 2024 Annual Lead Sampling Report.



Huron Perth Catholic District School Board

Lead Sampling 2024

Standing and Flushed

| SCHOOL | DATE | ROOM | STANDING | FLUSHED |
|---|-------------|----------------------------|----------|---------|
| Holy Name of Mary of Mary School, St. Marys | 13-Jun-2024 | Tap Room 208 | ND | ND |
| Jeanne Sauve School, Stratford | 13-Jun-2024 | Bottle Fill O/S Room 112 | 1.30 | 0.09 |
| Our Lady of Mount Carmel School, Mt. Carmel | 11-Jun-2024 | Bottle Fill O/S Room 102 | ND | ND |
| Precious Blood School, Exeter | 11-Jun-2024 | Bottle Fill O/S Room 128 | ND | ND |
| Sacred Heart School, Wingham | 11-Jun-2024 | Bottle Fill O/S Room 113 | 2.50 | 2.40 |
| St. Aloysius School, Stratford | 13-Jun-2024 | Bottle Fill O/S Room 117 | ND | ND |
| St. Ambrose School, Stratford | 13-Jun-2024 | Bottle Fill O/S Room 118 | ND | ND |
| St. Anne's Secondary School, Clinton | 11-Jun-2024 | Bottle Fill O/S Room 145-3 | ND | ND |
| St. Boniface School, Zurich | 11-Jun-2024 | Bottle Fill O/S Room 119 | 0.07 | ND |
| St. Columban School, St. Columban | 11-Jun-2024 | Bottle Fill O/S Room 112 | ND | ND |
| St. James School, Seaforth | 11-Jun-2024 | Bottle Fill O/S Room 117 | ND | ND |
| St. Joseph's School, Clinton | 11-Jun-2024 | Bottle Fill O/S Room 111 | ND | ND |
| St. Joseph's School, Stratford | 13-Jun-2024 | Bottle Fill O/S Room 101 | ND | ND |
| St. Mary's School, Goderich | 11-Jun-2024 | Bottle Fill O/S Room 135 | ND | ND |
| St. Mary's School, Listowel | 13-Jun-2024 | Bottle Fill O/S Room 122 | ND | ND |
| St. Michael Secondary School, Stratford | 13-Jun-2024 | Bottle Fill O/S room 109 | 1.00 | 0.05 |
| St. Patrick's School, Dublin | 11-Jun-2024 | Bottle Fill O/S Room 105 | ND | ND |
| St. Patrick's School, Kinkora | 13-Jun-2024 | Bottle Fill O/S Room 118 | ND | ND |

** ND = Not Detected

Units of Measurement = ug/L



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Chris N. Roehrig, Director of Education and Secretary
Presented to: The Huron-Perth Catholic District School Board
Date: December 9, 2024
Submitted by: Chris N. Roehrig, Director of Education and Secretary

TRUSTEE CODE OF CONDUCT

Public Session

BACKGROUND

As part of the constellation of sweeping changes to the Education Act and the introduction of corresponding regulations, several changes are required for the Trustee Code of Conduct. A draft policy was brought to the Board in September for feedback and has been posted on the Board website for feedback. Changes to the current Trustee Code of Conduct stem from changes to the Education Act and its regulations. Furthermore, OCSTA provided guidance to boards on standards of conduct. The Board inquired about several aspects of the draft policy including but not limited to:

- Processes for possible breaches
- Clarification on resolutions between the respondent and the Board and
- Selection and role of Integrity Commissioners.

DEVELOPMENTS

In order to assist in the final draft, staff retained the services of Jennifer Trepanier (a lawyer with substantial education sector experience). In consultation with the Director of Education, a revised policy is presented to the Board for approval.

The revised version of the Trustee Code of Conduct Policy includes track-changes. The key changes were related to the clarification of the term 'resolution' and the process for reaching resolution. The policy encourages the use of a facilitator instead of an investigator for the initial process for dealing with alleged breaches. This process is more in keeping with a spirit of reconciliation and understanding rather than a more adversarial approach. The revised version also includes further clarification on the appeal process.

The revised Trustee Code of Conduct Policy was posted on the Board website in accordance with Board policy and is presented to the Board for approval.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board approves the Trustee Code of Conduct Policy.



HURON-PERTH CATHOLIC

District School Board

Trustee Code of Conduct

| | | | |
|-----------------|--------------------------|-------------------------|------------------------------|
| Adopted: | June 20, 2011 | Policy #: | P 1.1.2. |
| Revised: | February 22, 2021 | Policy Category: | 1.0. Board Governance |

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board (the Board) believes that the Board of Trustees shall promote gospel values and provide faith-based Catholic education for its students. The Board of Trustees commits itself and individual Trustees to ethical, professional and lawful conduct. The Board of Trustees commits itself to an open and transparent governance model, and to respect the distinctive role of the Board, its individual Trustee members and staff of the Huron-Perth Catholic District School Board.

POLICY STATEMENT:

1. Integrity and Dignity of Office

It is the policy of the Board that:

- 1.1. Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- 1.2. Trustees shall conduct themselves in accordance with the mission, vision and values of the Board.
- 1.3. When acting or holding themselves out as Trustees of the Board, a Trustee shall conduct themselves in a manner that would not discredit or compromise the integrity of the Board.
- 1.4. When acting or holding themselves out as a Trustee, the Trustee shall treat persons equally without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.
- 1.5. Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.
- 1.6. Trustees, as leaders of the Board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when attending Board events, or while on Board property.
- 1.7. Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members.
- 1.8. Trustees shall endeavour to participate in trustee development opportunities to enhance their ability to fulfill their obligations.

2. Avoidance of Personal Advantage and Conflict of Interest

It is the policy of the Board that:

- 2.1. No Trustee shall accept a gift from any person, group or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing their duties to the Board, unless
 - 2.1.1. the gift is of nominal value,
 - 2.1.2. the gift is given as an expression of courtesy or hospitality, and
 - 2.1.3. accepting the gift is reasonable in the circumstances.
- 2.2. A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated.
- 2.3. No Trustee shall use his or her office to obtain employment with the Board for the Trustee or a family member.
- 2.4. No Trustee shall use or permit the use of board resources for any purposes other than the business of the Board.

3. Respect, Civility and Communication

It is the policy of the Board that:

- 3.1. Trustees share in the responsibility of creating a positive working and learning environment that is safe, harmonious, comfortable, inclusive and respectful.
- 3.2. Trustees shall respect and comply with all applicable federal, provincial and municipal laws; Uphold and comply with all Board policies, procedures, protocols of the Board; Demonstrate honesty and integrity; Treat others fairly and with dignity and respect at all times, especially when there is disagreement; Employ appropriate language and professionalism in performing their duties as Trustees, and in all matters of communication (oral and written) including email, social media, telephone and face-to-face meetings with staff, parents, other stakeholders and members of the community at large.

4. Complying with Legislation

It is the policy of the Board that:

- 4.1. Trustees shall comply with all Federal and Provincial legislation and any contractual obligations of the Board in conducting the business of the Board.
- 4.2. Trustees shall comply with this Trustee Code of Conduct (the Code) and any applicable board by-law, resolution, policy or procedure and uphold the spirit of the Code; familiarize themselves and comply with the duties of Board members as set out in Section 218.1 of the Education Act including any applicable regulations, specifically Regulation 312/24; familiarize themselves with duties and/or requirements applicable to them in the Municipal Freedom of Information and Protection of Privacy Act, the Municipal Conflict of Interest Act, and all Board by-laws and policies.

5. Confidentiality

It is the policy of the Board that:

- 5.1. No Trustee shall disclose confidential information obtained or made available to them in their role as a Trustee except as authorized by law or the Board. Confidential information includes personal information about an identifiable individual or information subject to solicitor-client privilege.
- 5.2. No Trustee shall use confidential information, including confidential information obtained by them or made available to them in their role as a Trustee for the purpose of personal gain or for the gain of the Trustee's parent, spouse or child and shall not use such confidential information in a manner that would be detrimental to the interests of the Board. [Parent, spouse and child have the same meaning as in Section 1 of the Municipal Conflict of Interest Act.] Trustees acknowledge that as part of their duties they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data, inventions, trade secrets or other work produced, developed by or for the Board, confidential student and personnel information, legal matters and opinions.
- 5.3. Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee. Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to Section 122 of the Criminal Code.
- 5.4. The confidentiality of personal information received in the course of duties shall be respected and protected. Trustees shall keep all information received, including but not limited to, in camera discussions and actions in complete confidence. Information received shall not be discussed in public where another person not privy to the information could accidentally overhear or read such information.
- 5.5. A Trustee's duty of confidentiality survives their term of office.

6. Upholding Decisions of the Board

It is the policy of the Board that:

- 6.1. All Trustees of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
- 6.2. Each Trustee shall comply with Board policies, procedures, by-laws, and rules of order.
- 6.3. Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's By-Laws, can be brought by a Trustee.
- 6.4. A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.

- 6.5. The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall act as spokesperson to the public on behalf of the Board unless authorized by the Board.
- 6.6. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

PROCEDURE:

1. Notification of Alleged Breach(s)

1.1. Restrictions

- 1.1.1. A Trustee who has reasonable grounds to believe that another Trustee has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board.
- 1.1.1. No Trustee shall give notice of an alleged breach of the Code if the allegation is frivolous or vexatious or the notice is given in bad faith.
- 1.1.2. No Trustee shall engage in reprisal or the threat of reprisal against another trustee who gave notice of an alleged breach of the Code or who provides information about an alleged breach to the Integrity Commissioner.

1.2. Allegations

- 1.2.1. A Trustee may bring an alleged breach to the Board of Trustees through the Chair of the Board (with a copy to the Director of Education), or, if the allegation relates to the Chair, through the Vice-Chair of the Board (with a copy to the Director of Education) or, if the allegations relates to both the Chair and the Vice-Chair), through the Director of Education.
- 1.2.2. The notification of the alleged breach shall be in writing and include the following:
 - A. The name and contact information of the trustee alleging the breach
 - B. The name and contact information of the trustee who is alleged to have breached the Code
 - C. The provision(s) of the Code that have allegedly been breached
 - D. Details of the alleged breach including the date(s) and a description of the alleged breach.

2. Investigations and Integrity Commissioner

2.1. Possible facilitation and Investigation

- 2.1.1. Upon receipt of an alleged breach of the Code, the Board may involve a third-party facilitator to seek to resolve the matter within 20 days.

- 2.1.2. If the Board cannot resolve the matter within 20 days of receipt of the notification of the alleged breach, the Board shall refer the matter to the Integrity Commissioner (Section 3.0).
- 2.1.3. Once a matter is referred to the Integrity Commissioner, they have authority under section 218.3(7) of the Education Act to determine the scope of the investigation into the alleged breach.
- 2.1.4. The Integrity Commissioner appointed by the Board shall commence an investigation into the alleged breach of the Code no later than 14 days after being appointed and shall provide the trustee with the opportunity to respond to the allegations, as well as a right of reply, as appropriate.

2.2. Determination and Sanctions

- 2.2.1. The Integrity Commissioner shall make a determination with respect to a complaint of an alleged breach no later than 90 days after commencing the investigation, unless the Integrity Commissioner notifies the Board and the member, who is the subject of the complaint, that an extension is necessary and of the reasons for the extension.
- 2.2.2. Upon determination by the Integrity Commissioner that a breach of the Code has occurred; the Integrity Commissioner may impose one or more of the following sanctions:
 - A. Censure of the member.
 - B. Requiring the Board to reduce the member's honorarium by a maximum of 25% of a trustee's base and enrollment amount for the year [under O. Reg 357/06 to be amended, consistent with the Regulation as applicable] requiring the member to return any excess already paid to the member and authorizing the Board to recover the excess from the member.
 - C. Barring the member from attending all or part of one or more meetings of the board or one or more meetings of a committee of the Board, for the period of time specified by the integrity commissioner up to a maximum of 90 days or the balance of the member's term of office, whichever is less.
 - D. Barring the member from sitting on one or more committees of the Board, for the period of time specified by the integrity commissioner, up to a maximum of 90 days or the balance of the member's term of office, whichever is less.
 - E. Barring the member from becoming the chair or vice-chair of the Board or of any committee of the Board, or removing the member from any of those positions.
 - F. Barring the member from exercising the privileges of a Board member or acting as a board representative, or removing the member from a position the member holds as a board representative.
 - G. Subject to any other limits set out in paragraphs 1 to 6, any other sanction that, in the opinion of the integrity commissioner, is reasonable and appropriate in the circumstances.
 - H. Any other sanction that, in the opinion of the integrity commissioner, would promote compliance with the Code.

2.3. Appeal Process

- 2.3.1.** Either the Board or the member whose conduct was the subject of the Integrity Commissioner's determination may appeal the determination, the sanctions imposed, or both, and the Board and the Trustee are the parties to such an appeal.
- 2.3.2.** The Appellant has 15 business days to provide written notice to appeal the determination of the Integrity Commissioner;
- 2.3.3.** The appeal shall be heard by a panel of three integrity commissioners (appointed by the Deputy Minister or his or her delegate within 15 business days of having received the appeal application) but the panel shall not include the integrity commissioner whose determination is the subject of the appeal.
- 2.3.4.** One of the Integrity Commissioners on the panel shall be appointed by the panel to act as chair and co-ordinate the hearing of the appeal; the chair of the panel will notify the parties to the appeal process and the requirements of the process;
- 2.3.5.** The panel will hear the appeal in writing only;
- 2.3.6.** The Appellant will provide written submissions to the panel and the Integrity Commissioner who found the trustee in breach of the Code within 20 business days after receiving notice that the panel has been appointed;
- 2.3.7.** The Respondent will provide a written submission to the panel and the trustee within 20 business days after receiving the trustee's submissions;
- 2.3.8.** The Appellant will provide the panel a written reply to the Integrity Commissioners submission within 10 business days after receiving the Integrity Commissioners submission;
- 2.3.9.** The chair of the panel may extend the above timelines at the written request of one of the parties to the appeal; a copy will be sent to the Deputy Minister of Education.
- 2.3.10.** The panel will meet to consider the appeal in person or via electronic means;
- 2.3.11.** The panel may:
 - A. Define or narrow the scope of the appeal;
 - B. Limit length of submissions from the parties;
 - C. Make interim decisions and orders;
 - D. On its motion, and without a hearing, dismiss an appeal as frivolous or vexatious or commenced in bad faith;
 - E. The panel's decision regarding dismissal on the ground of it being frivolous or vexatious or made in bad faith is final;
 - F. The chair of the panel will notify the parties to the appeal of its decision on the above matters;
 - G. Final decision: the panel will provide its decision and reasons, including any dissent, to the parties within 30 business days after receiving the Respondent's submission. The panel will provide the Deputy Minister a copy of the decision, reasons and dissent, if any.

3. Review of Trustee Code of Conduct Policy

The Board shall review the Code for, among other things, compliance with Ontario Regulation 312/24 and shall pass a board resolution setting out the required changes, or if no changes are required, confirming the Code.

The first review shall be completed within 30 days after this Regulation comes into force.

The second review shall be completed no later than May 15, 2027.

Each subsequent review shall be completed in the fourth year following the previous review and no later than May 15 in that year.

If one or more changes are set out in a board resolution the Board shall update its Code to reflect the changes no later than August 31 in the year of the review.

4. Declaring a Conflict of Interest

Where a Trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- a) prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- b) not take part in the discussion of, or vote on any question in respect of the matter;
- c) not discuss the issue with any other person;
- d) not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- e) leave the meeting or the part of the meeting during which the matter is under consideration.

DEFINITIONS:

REFERENCES:

- Municipal Conflict of Interest Act
- The Education Act - O. Reg. 312/24

RESOURCES, APPENDICES AND FORMS:

- N/A



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Chris N. Roehrig, Director of Education and Secretary
Presented to: The Huron-Perth Catholic District School Board
Date: December 9, 2024
Submitted by: Chris N. Roehrig, Director of Education and Secretary

BY-LAWS OF THE BOARD

Public Session

BACKGROUND

Based on a review of the Board's former Trustee Code of Conduct, two areas were moved from the Code of Conduct to the By-Laws:

- Determination of Closed Meetings (moved/ additional provision from Education Act also included); and
- Resolving Quorum.

As a result of the promulgation of regulations under the Education Act that relate to the Trustee Code of Conduct, integrity commissioners and requirements for trustee attendance at board meetings. The revised By-Laws provide clarification on the role of the Chair in approving requests to be absent in compliance with O. Reg. 463/97.

A review of the Trustee Code of Conduct revealed that the By-Laws were missing our local provisions to resolve quorum issues due to conflicts of interest (given we have only 5 trustees). This was moved from the Code of Conduct to the By-Laws.

At a previous Board meeting - trustees discussed delegation requests and the need for the list of all approved and declined requests to be sent to the Board - this change has been made to the By-Laws for consideration.

The By-Laws have been amended to require the Board (upon creation of the ad hoc committee) to determine how it wishes to handle the final meeting minutes of the committee.

DEVELOPMENTS

The revised Board By-Laws were posted to the website for several months - there was no feedback provided. The Trustee Code of Conduct was revised and changes were contemplated to the By-Laws with them in mind.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board approves the By-Laws of the Board as amended.



HURON-PERTH CATHOLIC

District School Board

By-Laws of the Board

| | | |
|----------|-------------------|--|
| Adopted: | Policy #: | P 1.1.1. |
| Revised: | December 11, 2023 | Policy Category: 1.0. Board Governance |

Mission

The mission of the Huron-Perth Catholic District School Board is to serve its students, working with the home, parish and school community to:

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

This mission is in furtherance of meeting the Board's obligations under the [Education Act](#) including the promotion of student achievement and ensuring the effective stewardship of the Board's resources.

ARTICLE I - GENERAL

Section 1: Definitions and Interpretation

1.1 *Definitions*

"Annual Meeting" means the first meeting held in November of each year, which is not a municipal election year;

"Board " means the Board of Trustees of the Huron-Perth Catholic District School Board;

"Committee" includes any committee or sub-committee of the Board established pursuant to these By-Laws;

"Director" means the Director of Education who is also the Secretary of the Board and who has the duties as set out in the [Education Act](#) Act and Board policy;

"Education Act" and "Act" means the [Education Act](#), R.S.O. 1990, c.E.2, and includes, where the context requires, the Regulations enacted thereunder;

"Inaugural Meeting" means the first Meeting at which the Chair and the Vice-Chair are elected in accordance with these By-Laws and Trustees of committees are appointed in each year following a municipal election and the commencement of the term of office;

“In-Camera” means a private meeting of the whole Board or a committee from which the public is excluded, as per the [Education Act](#), Section 207 (2);

"Meeting" includes a meeting of the Board and, where applicable, a meeting of a committee;

“Minister” means the Minister of Education in Ontario;

“Municipal Elections Act” means the [Municipal Elections Act](#), 1996, S.O. 1996, c.32 and includes, where the context requires, the Regulations enacted thereunder;

“Quorum” A quorum shall consist of a majority of the elected Trustees constituting the Board, and the vote of a majority of such quorum is necessary to bind the Board;

“Rise and Report” means that the In-Camera Meeting of the Board is reporting matters to the public through the public Meeting of the Board;

"Statutory Committee" means any committee which, by law, the Board is required to appoint;

"Trustee" means a person elected, acclaimed or appointed to the office of Trustee of the Board of Trustees pursuant to the provisions of the [Education Act](#) or the [Municipal Elections Act](#). For the purposes of these By-Laws, a “Trustee” does not include a Student Trustee except where permitted to act as such by the [Education Act](#).

- 1.2 In these By-Laws, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa. A reference to a statute refers to that statute, as amended from time to time, and any statute that replaces or is substituted for it. Any references to a new replacement Act in the By-Laws shall refer to the new Act and any of its corresponding provisions.

Section 2: These By-Laws of the Board shall be observed for the order and dispatch of business and shall regulate the conduct and duties of its Trustees, officers, teachers, and any and all other employees.

Section 3: For any point of order not covered by the By-Laws, Robert's Rules of Order shall govern. From time to time the Board may choose which version and/or edition of Robert's Rules of Order shall be used.

Section 4: Any point of the By-Laws or rules of order of the Board may be altered or rescinded in the following manner:

- a) at any regular business Meeting by a vote of the majority, all Trustees being present, if notice of the proposed amendment was given in the notice required by Article III, Section 2(a); or,
- b) at any regular business Meeting by a vote of the majority, a quorum being present, if notice of motion of the proposed amendment was given at the previous regular Meeting.

Section 5: Subject to the [Education Act](#), the Board may enact policies to indemnify Trustees, Officers, members of Committees, the Director of Education, and other employees as required from time to time.

Section 6: At each Meeting, devotional exercises will be conducted.

Section 7: The schools' operations will be administered by an Executive Council composed of:

- Director (as Chair)
- Superintendents of Education
- Superintendent of Business (and Treasurer)
- Other persons as appointed by the Director of Education

Section 8: In addition to the requirements of the [Education Act](#), the Board of Trustees shall:

- a) promote student achievement and well-being;
- b) deliver effective and appropriate education while properly managing the resources of the Huron-Perth Catholic District School Board;
- c) develop and maintain policies, practices, procedures and organizational structures that allow the Board to achieve its mission;
- d) hire the Director, Superintendent; and,
- e) monitor and evaluate the performance of the Director or his or her delegate as appropriate.

ARTICLE II – INAUGURAL AND ANNUAL MEETINGS OF THE BOARD

Section 1: **Inaugural Meeting:** The first meeting of the Board following a municipal election in each year is the Inaugural Meeting. The Inaugural Meeting shall be held in the Board Room, or such other place as the Board may designate on notice to the public. The Inaugural meeting shall be held on November 15 if it is a Monday or on the first Monday following November 15 at the hour of 3:00 p.m., or at such other hour as may have been fixed by resolution of the former Board. In case of emergency or as otherwise required, the Inaugural Meeting may be changed by a majority decision of the Board at some other specified time and date provided that the date is not later than the 21st of November. At the appointed time, the Director, in his/her capacity as Secretary of the Board, shall call the Meeting to order and proceed to read the returns of election to the Board, if any, as certified to him/her by the municipal clerks. Trustees shall make their Declaration of Office and Oath of Allegiance prior to commencing their role as Trustee.

Annual Meeting: The first Meeting of the Board between municipal elections is an Annual Meeting and shall be held in the Board Room, or such other place as the Board may designate on notice to the public on November 15 if it is a Monday or on the first Monday following November 15 at the hour of 3:00 p.m., or at such other hour as may have been fixed by resolution of the former Board. In case of emergency or as otherwise required, the Annual Meeting may be changed by a majority decision of the Board provided that the date is not later than the 21st of November.

Section 2: If Monday, November 15 or the first Monday following November 15 is a statutory holiday, the Inaugural or Annual Meeting of the Board will be held at the hour of 3:00 p.m. of the next day following, or on such other day as may have been fixed by resolution of the former Board.

Section 3: The Board shall elect a Chair and Vice-Chair at the Inaugural Meeting of the Board and each Annual Meeting of the Board or when an office becomes vacant:

- a) a Chair of the Board and the Vice-Chair shall take the chair upon election;

Section 4: The election of the Chair and Vice-Chair shall be conducted as follows:

- a) the voting shall be by ballot;
- b) the Poll Clerk (presiding officer) for the election shall be the Director of Education, the Returning Officer shall be the Superintendent of Business and the Superintendent of Education shall serve as Scrutineer;
- c) the presiding officer shall declare nominations closed if no additional nomination is received within one minute after the last nomination, or if a motion to close nomination has been made, seconded and carried;
- d) nominees shall declare their intention after no more nominations have been received;
- e) if all nominees withdraw, an opportunity shall be given for further nominations;
- f) if there is more than one nominee for a position, the vote shall be conducted by way of a secret ballot. The specific number of votes cast for each nominee will not be announced when declaring the successful nominee;
- g) each nominee standing for election may appoint one scrutineer to supervise the voting and the counting of ballots;
- h) where no candidate receives a clear majority of those present, a Trustee receiving the least number of votes shall be eliminated and a subsequent vote shall be held to declare the Trustee elected should there be more than two candidates for the position (the presence of a majority of all Trustees constituting the Board is necessary to form a quorum); and,
- i) in the case of an equality of votes (with only two candidates remaining) one more vote shall be taken. If after this vote there is still a tie, the candidates shall draw lots to fill the position and this process shall be overseen by the Director.

Section 5: The Chair, in consultation with the Vice-Chair and the Board, shall appoint Trustees to serve on the Statutory Committees and other committees where Trustees serve as members.

Section 6: The Board shall appoint its Auditor at its Inaugural/Annual Meeting.

ARTICLE III – REGULAR MEETINGS OF THE BOARD

Section 1: a) The Regular Meetings of the Board shall be held each month (except November and July) at 3:00 p.m. Regular Meetings of the Board are held on the fourth Monday of each month (except December and June) at 3:00 p.m. In case of emergency or as otherwise required, the Regular Meeting of the Board may be changed by a majority decision of the Board, or by a joint decision of the Chair and Vice-Chair of the Board. If the fourth Monday is a statutory holiday, the Regular Meeting of the Board will be held the next day.

b) For the month of December, the Regular Meeting of the Board shall be held on the second Monday of the month.

c) For the month of June, the Regular Meeting of the Board shall be held on the third Monday of the month.

Section 2: a) The agenda of each Regular Meeting of the Board shall be sent electronically at least five days, before the time of the Meeting, to each Trustee, and;
 b) The agenda shall be prepared according to an approved format (see Appendices).

Section 3: Unless there shall be a quorum present within thirty minutes after the time appointed for any meeting, or should quorum be lost during the course of the meeting, the Secretary (Director of Education) shall record the names of the

Trustees present, and the Board shall forthwith stand adjourned until the next Regular Meeting of the Board unless a special meeting is called in the interval as hereinafter provided.

Section 4: Special Meetings of the Board may be called by the Chair at any time and it shall be his/her duty to convene a special meeting whenever requested to do so in writing by two Trustees of the Board. If the Chair shall be absent or shall refuse to call the meeting, it shall be the duty of the Vice-Chair to convene such a Meeting, or, in the case of his/her absence or refusal, the duty of the Director as Secretary. A minimum of twenty-four (24) hours' notice of any Special Meeting must be given to Trustees using the last known electronic mailing address of each Trustee. Any Trustee may waive notice of any such special meeting.

Section 5: In calling a Special Meeting every Trustee shall be notified of the object for which such meeting is called and no business shall be considered at such meeting other than that named in the notice. If all Trustees of the Board are in attendance at such a special meeting, any business may be introduced upon a resolution carried by a vote of three Trustees of the Board.

Section 6: An adjourned meeting shall be deemed to be called for the completion of the transacting of business included in the agenda of the preceding Regular Meeting of the Board. The business interrupted by the adjournment is the first in order after the approval of the minutes at the next meeting.

Section 7: The Board shall not remain in session later than 8:00 p.m. unless determined by a vote of three of the Trustees present, but no meeting shall be extended beyond 8:30 p.m. unless by unanimous approval.

Section 8: At the first Meeting after a vacancy occurs in the office of Chair or Vice-Chair, the vacancy shall be filled by the method used for election at the Inaugural Meeting.

Section 9: **Requirements for Trustee Attendance:**
Trustees are required to be physically present for every Regular Meeting of the Board and every meeting of the Committee of the Whole in each year of the term of office, unless one of the exceptions to the requirement for in-person attendance applies. Failure to attend in person as required would result in the trustee's seat being vacated pursuant to clause 228(1)(e) of the Education Act. The Chair may approve a request to be absent if they are satisfied that one or more of the following circumstances exist:

- a) the distance from the trustee's primary residence to the meeting location is 125 kilometres or more;
- b) weather conditions do not allow the trustee to travel to the meeting location safely;
- c) the trustee cannot be physically present at a meeting due to health-related issues;
- d) the trustee has a disability that makes attending meetings in-person more challenging; or
- e) the trustee is unable to attend in person due to family responsibilities.

Section 10: **Electronic Meetings:** The Board may hold a meeting of the Board or committee meetings using electronic means. The public will be notified about electronic meetings at Board designated sites through postings on the Board's website. The electronic means by which the meeting will be held may be one of teleconference, videoconference or webconference. The electronic means must provide for a

manner to verify that a Trustee has left the meeting in the case that the Trustee declares a conflict of interest. At the request of any Board Trustee or Student Trustee, the Board shall provide the Trustee or Student Trustee with electronic means for participating in meetings. The electronic means shall permit the Trustee to hear and be heard by all other participants in the meeting.

Subject to any conditions or limitations provided for under the [Education Act](#) or under Regulations, a Trustee of a Board who participates in a meeting through electronic means shall be deemed to be present at the meeting. Roll call for all electronic meetings will be taken verbally and duly recorded to ensure Board Trustees are recognized as in attendance. Board Trustees participating in an electronic meeting will notify the Chair of their departure (either temporary or permanent) from the meeting before absenting themselves in order to ensure a quorum is maintained. Where a Trustee declares a conflict of interest, the Trustee shall excuse himself from the meeting by leaving the electronic conference.

At every Regular Meeting of the Board the following persons shall be physically present in the meeting room of the Board:

- a) the Chair of the Board or his or her designate;
- b) at least one additional Trustee of the Board; and,
- c) the Director of Education of the Board or his or her designate.

The Chair of the Board, in consultation with the Director of Education, shall determine whether electronic means should be provided at one or more locations within the area of jurisdiction of the Board, to permit participation by Trustees of the public in meetings.

Where the Board determines that electronic means should be provided under this section, the Board shall:

- a) provide for the extent and manner of participation by members of the public through electronic means; and,
- b) ensure that members of the public who are participating through electronic means do not participate in any proceedings that are closed to the public in accordance with the Act.

Should there be technical difficulties and the electronic portion of the meeting is interrupted, the meeting shall be recessed for a period not exceeding thirty (30) minutes as determined by the chair of the meeting. Should there be technical difficulties and the electronic portion of the meeting cannot be reconvened before the end of the recess, Article III – Section 6 shall apply. The minutes of the meeting shall indicate the time of any electronic disruption and the adjourned meeting determined by the chair of the meeting and the name of any Trustee who thereby ceases to be present.

ARTICLE IV – ORDER OF BUSINESS

Section 1: The Chair may, at any time, suspend or vary the order of business with the majority consent of the Trustees present. All motions relating to the order of business shall be decided without debate.

Section 2: A sample order of business for Regular Meetings of the Board and In-Camera Meetings of the Board are provided in the Appendices.

Section 3: Minutes of meetings shall contain the following items:

- a) the date of the meeting;
- b) whether the meeting was a regular or special meeting;
- c) the names of the Trustees in attendance at the meeting and those who were absent;
- d) names/positions of senior staff present at the meeting;
- e) identification of any external consultants or advisors present including but not limited to auditors or solicitors;
- f) identification of the officers present;
- g) any other individuals invited to attend;
- h) the name of each Trustee who declared an interest in any matter on the agenda of such meeting, the matter in question, and the general nature of the interest so disclosed; and,
- i) details of all matters that were placed upon the agenda, the decisions taken and actions required.

Section 4: Delegations

Subject to the approval of the Director of Education and the Chair of the Board, delegations are permitted to make presentations to the Board at a Regular Board Meeting. The Chair of the Board may place limitations on the number of presentations scheduled for a Board Meeting. As the Board package is sent to trustees five days prior to a Board Meeting, applications to the Director of Education and the Chair of the Board must be submitted at least seven days prior to the Regular Board Meeting. Delegations must be at least one of the following: Catholic ratepayers from Huron-Perth, parents of children enrolled in Huron-Perth Catholic schools or representatives from a recognized agency or organization that is a Catholic school stakeholder (e.g. The Catholic Women's League, The Knights of Columbus, The Society of St. Vincent De Paul or a municipality). Employees of the Board are not eligible to make presentations to the Board; however, employees may make written submissions on matters to trustees of the Board.

Applications by delegations to make a presentation to the Board shall include the following information:

- The topic to be presented
- The date of the meeting requested to speak
- The name of the group that wishes to present
- The spokesperson from the group
- The home address of the spokesperson
- The spokesperson's phone number and email address
- A statement that attests that the application is from a Catholic ratepayer from Huron-Perth and/or parents of children enrolled in Huron-Perth Catholic schools and/or a representative from a recognized agency or organization that is a Catholic school stakeholder (e.g. The Catholic Women's League, The Knights of Columbus, the Society of St. Vincent De Paul or a municipality).
- A summary (250 - 750 words) of the presentation.

The Director of Education or Chair of the Board shall notify applicants of the status of their application in a timely manner. Presentations to the Board shall be limited to 10 minutes. Each trustee may ask up to two follow-up questions for each presentation. Delegations are eligible to present on a particular topic, once in a 12-month period.

A report summarizing the approved and declined applications and the summaries of the approved presentations will be sent to all of the Board of Trustees prior to the Board Meeting.

Presenters at public meetings of the Board are visitors of the Board and shall follow the Board's Code of Conduct at all times as well as all stipulations noted in ARTICLE V, Section 12 of these By-Laws.

ARTICLE V – RULES OF ORDER

Section 1: All Trustees must comply with any Code of Conduct of the Board established, and amended from time to time, by the Board. The Board shall have the powers to enforce the Code of Conduct in accordance with the [Education Act](#).

Section 2: All Regular Meetings of the Board shall be open to the public.

Section 3:

- a) All motions shall be recorded in the minutes, both carried and defeated.
- b) The result of the voting shall be recorded in the minutes. In the instance where a Trustee requests a recorded vote, the minutes shall note the number of Trustees voting for and against as well as the names of each trustee and how they voted.

Section 4: Where a Trustee has a pecuniary interest in the question (as defined by the Municipal Conflict of Interest Act), he/she shall declare the interest, shall not enter into debate, shall leave the meeting and shall abstain from voting. Once the Trustee has declared the interest, the Trustee shall not be in possession or be entitled to receive any materials that relate to that matter which are not available to members of the public.

Section 5: Every Trustee, speaking to any motion or amendment, shall address the Chair, confining himself/herself to the matter in debate, and avoiding all discourteous language and references to personalities.

Section 6: After the Chair has put the question to vote, there shall be no further debate.

Section 7: When a question is under debate, the only motions in order shall be:

1. to adjourn (no debate)
2. to table (no debate)
3. to put the previous question (no debate)
4. to postpone
5. to refer
6. to amend; and each shall have precedence in the order named; and the first, second, and third shall be decided without debate.

Section 8: A motion to adjourn shall be in order, except when a Trustee is speaking, or a vote is being taken, or when the previous question shall be called. A motion to adjourn shall not be open to amendment or debate; but a motion to adjourn to a certain time may be amended and debated. After a motion to adjourn has been lost, no second motion to the same effect shall be made until after some intermediate proceedings shall have been made.

Section 9: After a motion has been stated by the Chair, it shall be open to debate, and shall be disposed of only by a vote of the Board unless the mover, by permission of the Board, withdraws it.

Section 10: A motion to reconsider can be made only by a Trustee who voted with the prevailing side and when new information has come to the attention of the Board. In other words, a reconsideration can be moved only by one who voted *aye* if the motion involved was adopted, or *no*, if the motion was lost."

Section 11: A valid motion to reconsider, being once made as provided in this By-Law and decided in the negative, shall not be again entertained during that calendar year unless a majority of the Trustees present at a meeting resolve that the motion can be entertained earlier.

Section 12: Visitors at Public Board Meetings

The Chair of the Board shall maintain decorum at all times during meetings of the Board. All visitors are required to follow the Board's Code of Conduct at all times. Visitors at public meetings of the Board are required to follow the direction of the Chair at all times. All visitors are required to sign-in and out prior to joining the meeting. Visitors are required to provide the following information and may be required to provide evidence of:

- Name
- Address
- Phone Number
- Email Address
- Arrival Time
- Signature
- Departure Time
- Signature

Visitors to the Board are subject to the Trespass to Property Act.

Section 13: Determination of Closed Meetings (In-Camera Meetings of the Board)

The Board may close to the public a part of a meeting of the Board if the matter(s) involve(s) any of the following matters:

- a) the security of the property of the Board;
- b) the disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
- c) the acquisition or disposal of a school site;
- d) decisions in respect of negotiations with employees of the Board;
- e) litigation affecting the Board; or
- f) when the subject-matter under consideration involves an ongoing investigation under the Ombudsman Act respecting the Board.

Section 14: Resolving Quorum

In some cases where the number of Trustees who, by reason of the provisions of the Municipal Conflict of Interest Act and the Board's Code of Conduct for Trustees, are disabled from participating in a meeting is such that at that meeting the remaining

members are not of sufficient number to constitute a quorum, then, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

For each term, the Board will determine if there may be circumstances where the remaining number of Trustees who are not disabled from participating in the meeting is less than two. If this is the case, the Board will make an application to a judge to declare that Municipal Conflict of Interest provisions do not apply to the Board. The Board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate.

ARTICLE VI – DUTIES OF OFFICERS AND TRUSTEES

Section 1: The Officers of the Board shall be the following:

- Chair
- Vice-Chair
- Secretary who is the Director of Education
- Treasurer who is the Superintendent of Business

Section 2:

- a) The Chair shall preserve order and shall decide all questions of order subject to an appeal to the Board. When called upon to decide a point of order he/she shall, if requested, state the rule applicable to the question. If a Trustee should appeal a ruling, such appeal shall be decided without debate (unless the Chair invites discussion). The Chair may vote on such an appeal, and in the event that there is an equality of votes, the decision of the Chair shall be deemed to be sustained.
- b) All questions, and any question upon which there is an equality of votes shall be deemed to be negative, and the Chair will vote on that matter before the Board.
- c) The Chair shall perform such other duties as may be required by the [Education Act](#), its Regulations, by any other Act or these By-Laws.
- d) The Chair ensures that the Board behaves consistently within its own rules and those legally imposed by the provincial government.
- e) The Chair acts as spokesperson to the public on behalf of the Board on all Board matters or their designate or the Director of Education.
- f) The Chair is the primary link between the Board and the Director of Education. The Chair does not have authority to supervise or direct the Director of Education.
- g) The Chair chairs Board meetings with the commonly accepted responsibility of that position while working constructively with the Trustees to achieve consensus when arriving at decisions.
- h) The Chair may delegate his/her authority to another Trustee, but remains accountable for the use of this authority.

Section 3:

- a) The Vice-Chair shall preside at any meeting in the absence of the Chair or where the Chair is unable to act.
- b) If at any meeting, a quorum being present, there is no Chair or Vice-Chair present or the Chair or Vice-Chair are present but unable to act, the Trustees present may elect a Chair for that meeting.
- c) During the continued absence of the Chair from duty, or upon his/her written request, the Vice-Chair shall perform all the duties of the Chair unless otherwise precluded by the [Education Act](#), its Regulations, any other Act, or these By-Laws.

- Section 4:
- a) The Secretary shall keep a full and correct record of the proceedings of every Meeting of the Board in the Minutes Book.
 - b) The Secretary shall perform such other duties as may be required by the [Education Act](#), the Regulations, by any other Act, or by the Board.
 - c) The Secretary shall furnish the auditors with any papers or information in his/her power that may be required.

- Section 5:
- a) The Treasurer shall receive and account for all school moneys.
 - b) The Treasurer shall open an account or accounts in the name of the Board in such of the chartered banks of Canada or in such other place of deposit, as may be approved by the Board.
 - c) The Treasurer shall deposit all moneys received by him/her on account of the Board, and no other moneys, to the credit of such account or accounts.
 - d) The Treasurer shall disburse all moneys as directed by the Board.
 - e) The Treasurer shall perform such other duties as may be required by [Education Act](#), the Regulations, by any other Act, or by the Board.

- Section 6: In addition to any other duties under the [Education Act](#) or these By-laws, each Trustee shall:
- a) assist the Board of Trustees in fulfilling its duties under the [Education Act](#) and the mission of the Board;
 - b) prepare for, attend and participate in Meetings of the Board of Trustees, including meetings of committees in which he or she is a member;
 - c) uphold the implementation of any resolution passed by the Board of Trustees; and,
 - d) comply with the Code of Conduct.

ARTICLE VIII - COMMITTEES OF THE BOARD

Section 1: The Board shall establish Statutory Committees as required by the [Education Act](#).

Section 2: Subject to the [Education Act](#), the Board may from time to time appoint other standing committees whose Trustees will hold their offices at the will of the Board. The Board shall determine the terms of reference and duties of such committees and may fix by resolution a policy for the repayment of reasonable expenses incurred by committee members in the performance of their duties.

Section 3: Ad Hoc Committees may be appointed by the Board from time to time as required to accomplish specific tasks. The Board shall appoint members to these Ad Hoc Committees, shall determine the terms of reference (including a fixed time for the final report of the committee), shall decide on the manner in which the Board wishes to report the final unapproved minutes of the committee and duties of such committees; the Board may fix by resolution a policy for the repayment of reasonable expenses incurred by Committee members in the performance of their duties.

Section 4: The action of any committee, whether standing or ad hoc, shall not be binding until formally approved by the Board unless the Board gives the committee power to act with reference to a particular matter or matters.

Section 5: At every meeting of a committee of the Board, except a Committee of the Whole Board, the following persons shall be physically present in the meeting room of the committee:

- a) the Chair of the committee or his or her designate; and,

b) the Director of Education of the Board or his or her designate.

ARTICLE X – EXECUTION OF DOCUMENTS

Section 1: All deeds, conveyances, mortgages, bonds, debentures, approved by the Board shall be signed by the Director of Education and Treasurer.

Section 2: The Chair and the Secretary shall sign the minutes of all Regular Board Meeting Minutes.

Section 3: Contracts, documents or any instruments in writing requiring the signature of the Board, shall be signed by any two Officers and all contracts, documents and instruments in writing so signed shall be binding upon the Board without any further authorization or formality. The Trustees shall have the power from time to time to appoint an Officer(s) on behalf of the Corporation to sign specific contracts, documents and instruments in writing.

ARTICLE XI – MEMBERSHIP IN ORGANIZATIONS

Section 1: The Board shall be a member of the Ontario Catholic School Trustees' Association.

Section 2: Membership in all other organizations for school Boards shall be decided annually on an individual basis.

ARTICLE XII – BANKING

Section 1: The bank signing officers of the Board shall be any two of the following:

- Chair
- Vice-Chair
- Secretary (Director of Education)
- Treasurer (Superintendent of Business)

Section 2: The signatures of signing officers are required to:

- a) make, draw, accept, endorse, negotiate, lodge, deposit or transfer all or any cheques, promissory notes, drafts, acceptances, bills of exchange, order for payment of money, contracts for letters of credit and forward exchange; and,
- b) issue cheques, drafts or orders for payment drawn on the bank accounts of the Board.

Section 3: The Treasurer, by signature or by rubber stamp endorsement, may negotiate or deposit with or transfer to the bankers for the Board of Trustees, but for the credit only of the account of the Board of Trustees, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.

Section 4: Signatures of persons authorized to sign may be printed, lithographed or otherwise mechanically reproduced as provided by the [Education Act](#).

ARTICLE XIII – STATE OF EMERGENCY

Section 1: In the instance whereby the municipal, provincial or federal governments have declared a state of emergency or issued emergency orders that impact the governance of the Board, the Chair of the Board and the Director of Education may, by mutual agreement, make decisions related to these bylaws without the

approval of the Board insofar as they report to the Board all decisions related to this section to the Board at the earliest convenience.

DEFINITIONS:

- N/A

REFERENCES:

- N/A

RESOURCES, APPENDICES AND FORMS:

- N/A



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: December 9, 2024
Submitted by: Chris N. Roehrig, Director of Education and Secretary

HEALTH AND SAFETY

Public Session

BACKGROUND

The Huron-Perth Catholic District School Board regularly reviews all policies to ensure compliance and relevance with legislation and corresponding alignment with the mission and vision of our Catholic school system. Additionally, under the Occupational Health & Safety Act, it is a requirement for the Joint Health and Safety Committee (JHSC) to review the Health & Safety policy on an annual basis. The Health and Safety policy was last reviewed by the Board of Trustees on April 22, 2024.

DEVELOPMENT

The policy was reviewed by the Health and Safety Committee at its meeting held on October 16, 2024. No changes were recommended to the policy and is now presented for the consideration of the Board of Trustees.

The revised policy will be available for vetting and comment by the community in advance of the policy coming to the Board for approval in January 2025.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Health and Safety policy for review.



HURON-PERTH CATHOLIC

District School Board

Health and Safety

| | | | |
|-----------------|--------------------------|------------------------|--|
| Adopted: | February 23, 1998 | Policy #: | P 3.1.1. |
| Revised: | April 22, 2024 | Policy Category | 3.1. Facilities/Health & Safety |

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board believes in ensuring both the physical and psychological health and safety of its employees through the promotion of safe work practices and procedures and maintaining a healthy and safe workplace.

The Huron-Perth Catholic District School Board shall foster a culture of health and safety as part of its commitment to its employees. This culture shall be included in decision-making processes, and highlighted in the organization's Vision, Mission and Values.

POLICY STATEMENT:

It is the policy of the Huron-Perth Catholic District School Board that it supports the operation of the Joint Health and Safety Committee in accordance with the JHSC Terms of Reference. The Internal Responsibility System within the HPCDSB acknowledges that everyone has "direct" responsibility for health and safety as an essential part of his or her job. The purpose of this policy and procedures is to promote a healthy and safe working environment for all employees that is consistent with the requirements of the Occupational Health and Safety Act and Regulations.

PROCEDURES:

Responsibility of Management:

HPCDSB Management are accountable for the health and safety of employees and are responsible to:

- Ensure that employees work in a manner and with protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations,
- Ensure that employees use or wear the equipment, protective devices or clothing that his/her employer requires to be used or worn,
- Advise the employee of the existence of any potential or actual hazards to the health or safety of the employee of which the supervisor is aware,
- Provide where prescribed (i.e., in a regulation under the OH&S Act), an employee with written instructions about measures and procedures to protect the employee,
- Take every precaution reasonable given the circumstances to protect the employee.

Responsibility of Employees:

Every employee must protect their own health and safety by:

- Working in compliance with the Occupational Health and Safety Act and its regulations,
- Working with safe work practices and procedures established by the HPCDSB,
- Reporting unsafe conditions and practices immediately,
- Utilizing appropriate personal protective equipment.

REFERENCES:

- Occupational Health and Safety Act and Regulations

RESOURCES, APPENDICES AND FORMS:

- N/A

DEFINITIONS

- N/A



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: December 9, 2024
Submitted by: Chris N. Roehrig, Director of Education and Secretary

VIOLENCE IN THE WORKPLACE

Public Session

BACKGROUND

The Huron-Perth Catholic District School Board regularly reviews all policies to ensure compliance and relevance with legislation and corresponding alignment with the mission and vision of our Catholic school system. Additionally, under the Occupational Health & Safety Act, it is a requirement for the Joint Health and Safety Committee (JHSC) to review the Violence in the Workplace policy on an annual basis. The Health and Safety policy was last reviewed by the Board of Trustees on April 22, 2024.

DEVELOPMENT

The policy was reviewed by the Health and Safety Committee at its meeting held on October 16, 2024. No changes were recommended to the policy and is now presented for the consideration of the Board of Trustees.

The revised policy will be available for vetting and comment by the community in advance of the policy coming to the Board for approval in January 2025.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Violence in the Workplace policy for review.



HURON-PERTH CATHOLIC

District School Board

Violence in the Workplace

| | | | |
|-----------------|-----------------------|-------------------------|-----------------------------|
| Adopted: | June 21, 2010 | Policy #: | P 3.4.16. |
| Revised: | April 22, 2024 | Policy Category: | 3.4. Human Resources |

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. The Board recognizes that the inherent right of all individuals to be treated with dignity and respect is central to Catholic values and beliefs, and supports a safe and nurturing environment for staff and students.

POLICY STATEMENT:

It is the policy of the Huron-Perth Catholic District School Board that it be committed to protecting employees from workplace violence from all sources. Any act of workplace violence is unacceptable. Workplace violence in any form erodes the mutual trust and confidence that is essential to the well-being of our staff. The Board is committed to addressing any form of workplace violence or threat of violence reported. The following procedures are in place to ensure this policy can be implemented.

PROCEDURES:

1. **Application:** This procedure applies to all members of the Board community, including but not limited to trustees, students, employees, visitors such as parents and community members, volunteers, permit holders, contractors and employees of other organizations who work on or are invited onto Board property.
2. **Risk Assessment:** To enhance employee safety, the Board will perform a Risk Assessment respecting the potential for violent incidents in all of the Board's schools and facilities and during employment-related events and activities. The results of the Risk Assessment will be shared with the Joint Health and Safety Committee.
3. Based upon the Risk Assessment, the Board will develop any additional preventive measures as identified or as needed to decrease the risk of workplace violence in keeping with its duties and responsibilities under the Occupational Health and Safety Act, Education Act and Regulations. The risks of workplace violence will be re-assessed as often as necessary, but at least annually, to ensure that the policy and program continue to protect workers from workplace violence.

Domestic violence occurring in the workplace is recognized by the Occupational Health and Safety Act as workplace violence. Unlike many risks which may lead themselves to regular and ongoing assessment, the risk of domestic violence taking place in the workplace is much more variable and less easily anticipated although nonetheless real. The Occupational Health and Safety Act does not require an assessment of the risks of

domestic violence becoming workplace violence. However, the Huron-Perth Catholic District School Board is committed to educating workers regarding domestic violence and to take every reasonable precaution to protect workers from domestic violence that is likely to expose workers to physical injury in the workplace.

4. Responsibilities: As an employer, the Board is responsible for the health and safety of its employees. Under the Occupational Health and Safety Act, the Board is required to take every precaution reasonable in the circumstances for the protection of workers (section 25 (2) (h) of OHSA).

Managers and supervisors, as defined by the OHSA, are also required to take every precaution reasonable in the circumstances for the protection of workers (section 27 (2) (c) of OHSA). Associated with this duty, supervisors are also required to advise workers of the existence of work-related hazards which include potentially violent workplace circumstances (section 27 (2) (a) of OHSA).

In association with the duties of the employer and of supervisors, employees also have duties prescribed by OHSA.

Workers must act in compliance with the Act and regulations and importantly are required to report to his or her employer or supervisor of the existence of any hazard/potentially violent circumstances of which he or she knows (section 28 (1) (d) of OHSA). This includes circumstances in a worker's personal life, such as domestic violence, that would likely expose a worker or his or her co-workers to physical injury in the workplace.

The legislation requires everyone in the workplace to act cooperatively together in dealing with any circumstances which pose unacceptable risks in the context of the duties and responsibilities of the Board, Teachers, Vice-Principals, Principals and Supervisory Officers under the Occupational Health and Safety Act, Education Act and Regulations.

5. Reporting Incidents: As a part of the IRS (Internal Responsibility System), the Occupational Health and Safety Branch of the Ministry of Labour (MOL) requires that individuals engaging in unsafe activity be held accountable for their actions. This, together with safe schools legislation, means that violent and potentially violent activity will be investigated by the Board and will be acted upon in a manner that protects members of the school community in the workplace.

Violent behaviour and behaviour which increases the risk of violence in the workplace will not be tolerated. The Board's progressive discipline procedure for employees may be applied in cases of unsafe behaviour and where the behaviour is as described in the definition of "workplace violence" above. Workplace violence may also lead to the individual being removed from the Board's premises.

The Board's violence prevention program includes the following:

- i. To the extent legally possible, reports of workplace violence or of potentially violent behaviour will be held in confidence.
- ii. Under this policy, persons are required and encouraged to report an act of violence. Reprisals and any negative consequences will not be condoned because a person has acted in accordance with this policy.
- iii. Reports shall be made to a person's immediate supervisor. In schools, this means to the Principal or Vice-Principal.

- iv. Management is obliged to investigate the report. In most cases the investigation will be done by the immediate supervisor.
- v. The results of the investigation will be communicated to the person who reported the circumstances and to others who reasonably ought to be informed of the result, or as otherwise required by law.
- vi. The Board will provide such medical and counselling support as necessary in the circumstances, consistent with programs described in collective agreements or by Board policy applicable to non-unionized staff.
- vii. In conjunction with any discipline that may be imposed, the Board may reassign staff or students during or after the Board's investigation as reasonable in the circumstances.
- viii. Staff will receive training appropriate to the tasks they perform to deal with violent acts and the potential for violent acts, including the measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur.
- ix. The Board will report any incident of workplace violence to the Joint Health and Safety Committee where a worker is disabled from their regular duties and/or requires medical attention as a result of workplace violence within four days of its occurrence.
- x. The Board will report any incident of workplace violence to the Ministry of Labour where a person is killed or critically injured. The report will be made immediately by telephone and will be followed in writing within 48 hours of the workplace incident.

This Policy is to be interpreted and applied in conjunction with other Board policies having to do with employee behaviour, progressive discipline, conflict prevention and resolution and school safety.

Threatening, violent or harassing student misconduct is dealt with by the Safe Schools provision of the Education Act. Bill 168 covers harassment and risks of workplace violence that may arise because of student behaviours. This Policy, therefore, applies in appropriate circumstances.

- 6. Training: The Board and the site supervisor shall ensure that all employees in the workplace have received the Board Policy and procedures on Workplace Violence.

The Board and site supervisor shall ensure that, based on the level of risk to which individual employees are exposed, the employees have qualifications, experience and training to minimize the risk of workplace violence. Intensity and type of training will vary according to the risk level for workers as identified in the assessment(s).

- 7. Posting of Policy: The Board's Violence in the Workplace Policy shall be posted in a conspicuous place in all schools and the Board Office.
- 8. Review of Policy: The Board's Violence in the Workplace Policy shall be reviewed as necessary, but at least annually.

DEFINITIONS:

Workplace - The workplace is any place where work activities occur while on Board business, or workplace social event.

Workplace Violence - The Occupational Health and Safety Act workplace violence definition is:

- a) The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that would cause physical injury to the worker.

REFERENCES:

- The Occupational Health & Safety Act - Bill 168

RESOURCES, APPENDICES AND FORMS:

- N/A



Prepared by: Karen Tigani, Superintendent of Education
Presented to: The Huron-Perth Catholic District School Board
Date: December 9, 2024
Submitted by: Chris N. Roehrig, Director of Education and Secretary

EARLY READING SCREENING

Public Session

BACKGROUND

The Huron-Perth Catholic District School Board is dedicated to providing students with opportunities to achieve success in reading. One of the key tools used to assess this progress is Acadience Early Reading Screening. In October, the Ministry-mandated screenings were conducted with students from Senior Kindergarten (SK) to Grade 2. This report provides an overview of the Early Reading Screening conducted across all elementary schools in the Huron-Perth Catholic District School Board using the Acadience Reading assessment. It summarizes the findings from the screening tool, discusses the implications of the data, and outlines next steps for supporting student literacy development.

DEVELOPMENTS

In October 2024, the Huron-Perth Catholic District School Board administered the Ministry-mandated Early Reading Screening using Acadience Reading for students in Senior Kindergarten (SK) through Grade 2.

This screening tool was designed to assess early literacy skills, identify students who might require additional support, and monitor progress in key areas of reading development. Acadience Reading is an evidence-based assessment that measures fundamental reading skills, such as phonemic awareness, fluency, and comprehension, which are critical for early literacy success. By using Acadience, the Board gathered valuable data to guide instructional practices and ensure that students are on track to meet grade-level reading expectations.

A total of 969 students were screened through this process: 314 SK students, 312 Grade 1 students, and 335 Grade 2 students. There were 8 students in total who were not able to participate in the screening due to complex needs and for whom this screening would not be appropriate.

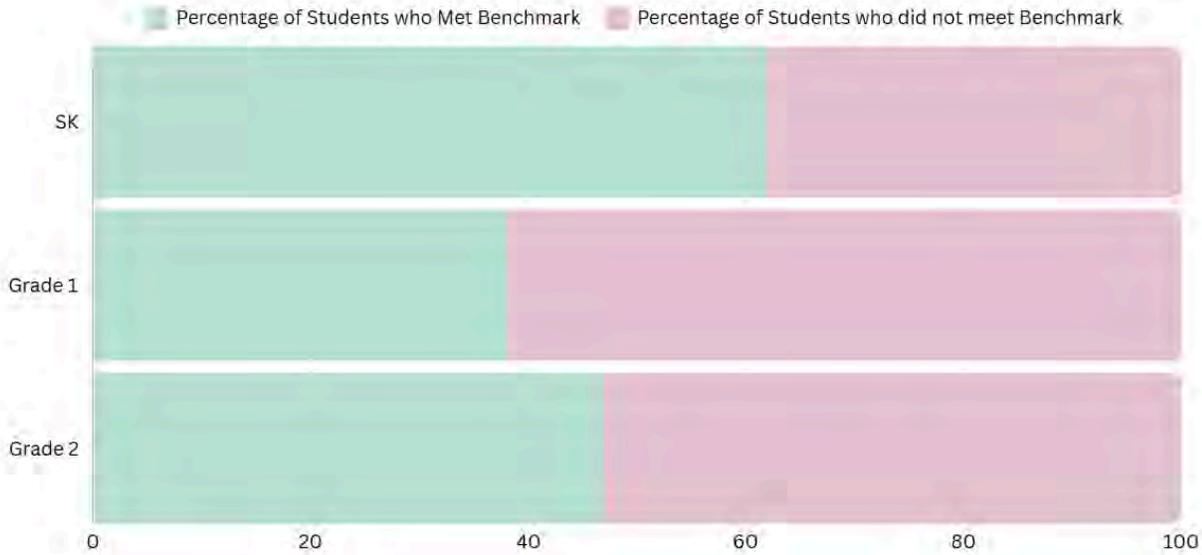
The results of the Early Reading Screening using Acadience revealed some key findings.

Overall Performance: These percentages are based on the Composite Score. The composite score in Acadience Reading offers a comprehensive measure of a student's early literacy abilities, helping teachers identify students who are on track for success as well as those who may need additional intervention. It provides a reliable overview of performance by combining multiple subtest results into one score.

Based on the Composite score, below are our students' results:

- SK students : 62% of students met benchmark
- Grade 1 students: 38 % of students met benchmark
- Grade 2 students: 47% of students met benchmark

Overall Performance by Grade



Performance by Skill:

- **Kindergarten (SK):** 60% of Kindergarten students met or exceeded the benchmark for First Sound Fluency. However, there was a large portion (40%) who were below benchmark, indicating a need for increased support in phonemic awareness. In addition, Letter Naming Fluency also rose as a need for teachers to address as a whole class.
- **Grade 1:** 58% of Grade 1 students met the benchmark for Phoneme Segmentation Fluency (PSF), suggesting some good foundational skills in phonemic awareness. However, the remaining 42% of students who did not meet the benchmark indicates a need for more targeted instruction and interventions focused on enhancing phonemic awareness and segmentation skills.
- **Grade 2:** Nonsense Word Fluency (NWF), emerged as a great need for our Grade 2 students as only 38% of Grade 2 students met or exceeded the benchmark, demonstrating that explicit instruction in phonics warrants additional instructional focus.

Based on these findings, several strategic recommendations have emerged to enhance early reading instruction. First and foremost, it is essential to maintain a focused approach on explicit instruction in phonemic awareness and phonics at Tier 1. Adherence to district-approved resources, such as Heggerty for phonemic awareness and UFLI for phonics, is crucial to ensure classroom consistency and effectiveness. Additionally, the daily implementation of structured literacy practices within the literacy block will be instrumental in improving student outcomes.

For students identified as at-risk, small-group interventions focused on phonics, phonemic awareness, and fluency will be implemented. It is also imperative to incorporate differentiated instruction within classrooms to ensure all students receive the appropriate level of support. At the school level, Special Education Resource Teachers and other support staff will provide targeted assistance to classrooms and students who scored below or well below benchmark. At the district level, priority schools will be identified, and targeted interventions will be offered at these schools three days per week beginning in January 2025.

Another key recommendation is to provide professional development for teachers on evidence-based strategies for teaching early literacy, particularly in phonemic awareness, letter-sound correspondence, and fluency-building techniques, through ongoing coaching and support. Furthermore, the Literacy Learning Coordinator and Special Education Learning Coordinator have planned and met with each school team, including the principal, Special Education Resource Teacher, Literacy Resource Teacher and classroom teacher, to examine the results of their students and determine next steps and appropriate interventions based on the screening data. These teams also developed data-driven action plans. These meetings will empower school teams to effectively utilize Acadience data to inform instructional decisions and track student progress over time and are crucial to support the Multi-Tiered Systems of Support (MTSS) in Literacy.

Finally, the district will continue to monitor student progress and adjust interventions as needed based on ongoing data analysis. The use of Acadience screening data will be integral in tracking student growth and ensuring that interventions are effectively addressing areas of need, allowing for informed decision-making and continuous improvement throughout the year.

RECOMMENDATION

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| THAT the Huron-Perth Catholic District School Board receives the Early Reading Screening report for information. |
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Prepared by: Karen Tigani, Superintendent of Education
 Presented to: The Huron-Perth Catholic District School Board
 Date: December 9, 2024
 Submitted by: Chris N. Roehrig, Director of Education and Secretary

EQAO RESULTS UPDATE

Public Session

EQAO Results

Public Session

BACKGROUND

The Huron-Perth Catholic District School Board celebrates the achievement and success of our students on the EQAO Provincial Assessments of Reading, Writing, and Mathematics. The annual assessments were conducted in the spring of 2024. Our students participated in the Primary and Junior Divisions (Grade 3 and 6 assessments) in our elementary schools. In secondary, Grade 9 students participated in the Mathematics assessment and Grade 10 students (and a small group of second time writers in older grades) wrote the Ontario Secondary School Literacy Test.

| EQAO | Board 24 | Province 24 | Board 23 | Province 23 | Board 22 | Province 22 |
|------------------------|------------|-------------|------------|-------------|------------|-------------|
| Primary Reading | 78% | 71% | 81% | 73% | 82% | 73% |
| Primary Writing | 68% | 64% | 74% | 65% | 71% | 65% |
| Primary Math | 67% | 61% | 66% | 60% | 69% | 59% |
| Junior Reading | 88% | 82% | 81% | 84% | 88% | 85% |
| Junior Writing | 83% | 80% | 85% | 84% | 90% | 84% |
| Junior Math | 46% | 50% | 49% | 50% | 45% | 47% |
| Grade 9 Math | 55% | 54% | 55% | 54% | 44% | 52% |
| OSSLT | 84% | 85% | 87% | 85% | 82% | 82% |

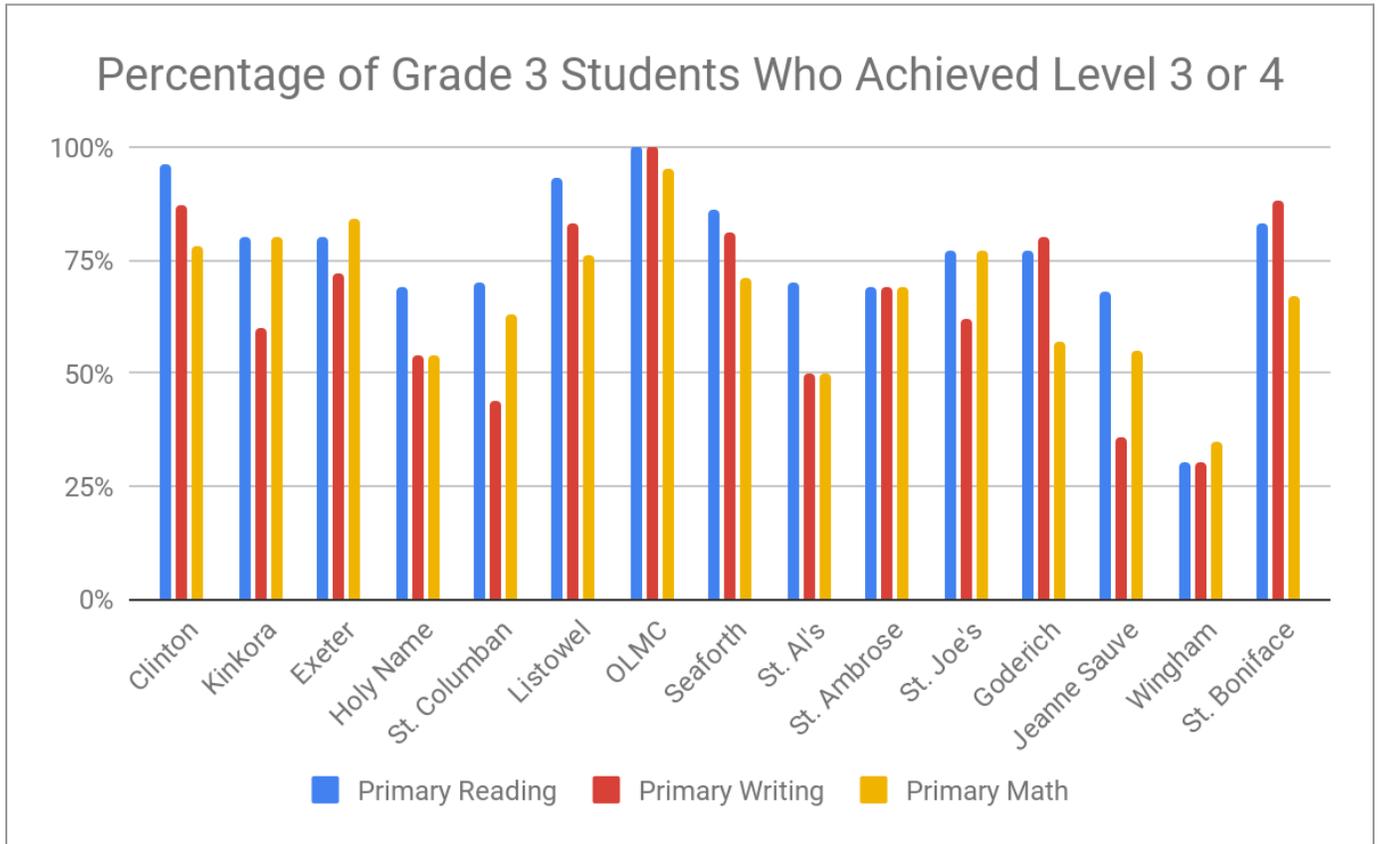
DEVELOPMENTS

Elementary

The students in the Primary Division of Huron-Perth Catholic exceeded the provincial achievement in Reading, Writing, and Mathematics.

- 78% of the students in the Primary Division achieved Level 3 or 4 in Reading compared to the provincial achievement of 71%.

- 68% of the students in the Primary Division achieved Level 3 or 4 in Writing compared to the provincial achievement of 64%.
- 67% of the students in the Primary Division achieved Level 3 or 4 in Mathematics compared to the provincial achievement of 61%.

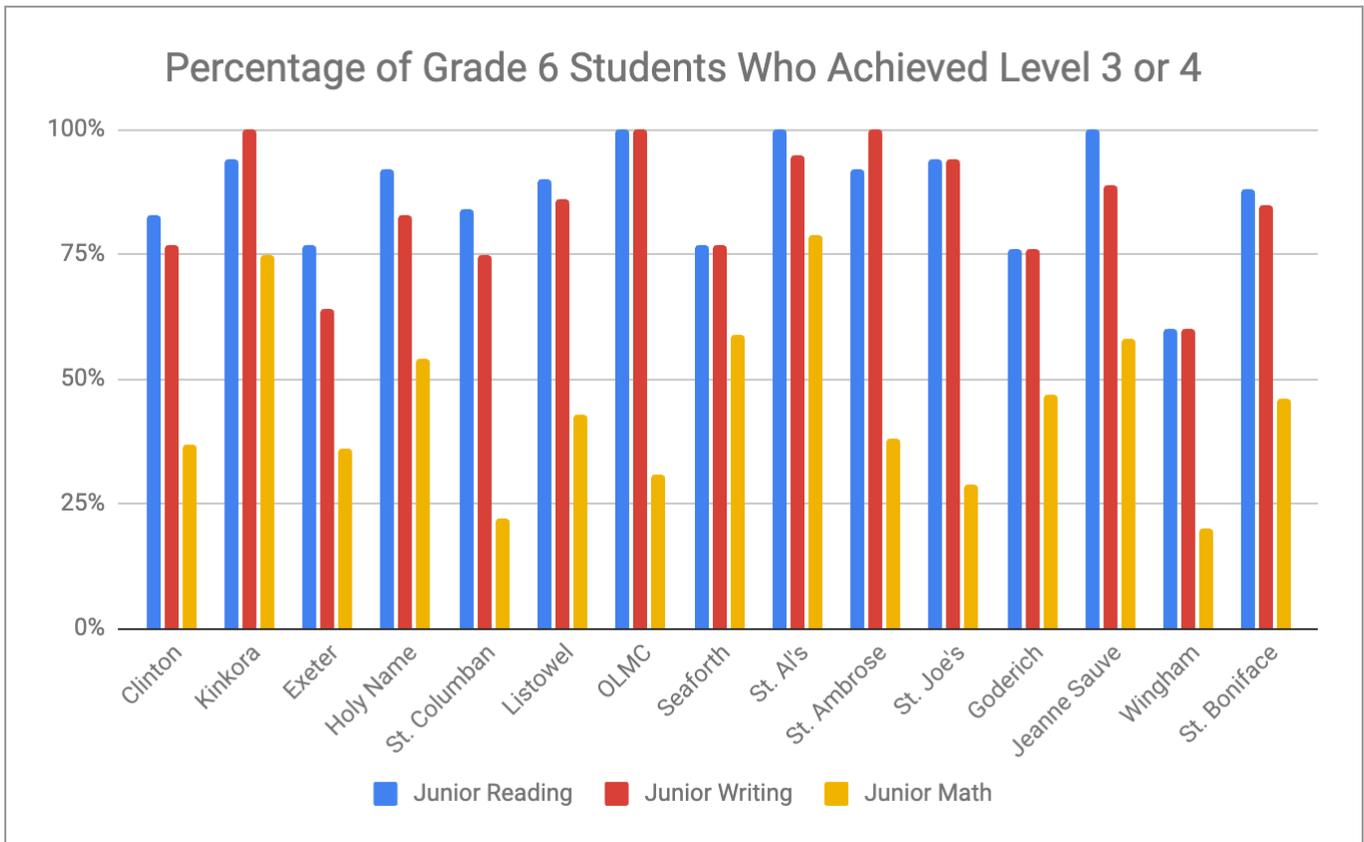


In Literacy, our Primary students have consistently achieved above the province in percentage of students at Level 3 and 4. We have embarked on early reading screening with all SK-3 students this fall and are using the data to identify those students who are at risk of future reading difficulties. We are also strengthening our Tier 1 practices with the use of resources such as Heggerty and UFLI to address needs in phonemic awareness and phonics. Support from our Literacy Resource Teachers is one of the primary ways we provide this. Ongoing investment of time and training in the Multi-tiered System of Support (MTSS) Model working in partnership with Special Education Resource Teachers is another key strategy we are using in our district to improve outcomes for all students. In literacy, we are using this data along with early reading screening data to determine priority schools that will receive additional reading intervention support.

In Mathematics, our Primary students have consistently achieved above the province in percentage of students at Level 3 and 4. We will continue to provide students writing provincial assessments with targeted, planful practice opportunities by ensuring teachers have access to high quality resources and support using EQAO practice questions with feedback and follow-up. Support from our Mathematics Facilitators is one of the primary ways we provide this.

The students in the Junior Division of Huron-Perth Catholic exceeded the provincial achievements in Reading and Writing and are approaching the provincial achievement in Mathematics.

- 88% of the students in the Junior Division achieved Level 3 or 4 in Reading compared to the provincial achievement of 82%.
- 83% of the students in the Junior Division achieved Level 3 or 4 in Writing compared to the provincial achievement of 80%.
- 46% of the students in the Junior Division achieved Level 3 or 4 in Mathematics compared to the provincial achievement of 50%.



In Literacy, our Junior students continue to achieve above the province in Reading and Writing. In order to continue to meet the needs of our students, our educators have been explicitly teaching morphology using Morpheme Magic and consolidating writing practices using a resource called The Writing Revolution. In addition to this, our educators work elbow to elbow with our Literacy Resource teachers to refine their literacy block and assessment practices. We are engaging all classroom teachers in a process of continuous learning aimed at continuous improvement.

In Mathematics, our Junior students continue to approach the province's achievement of students at Level 3 and 4. We will continue to provide students writing provincial assessments with targeted, planful practice opportunities based on on-going data from Number strand common assessments. The Math Team will also ensure teachers have access to high quality resources and support using EQAO practice questions with feedback and follow-up. In addition, the Board's ongoing progress toward implementing the Math Achievement Action Plan and in particular, using the Board's Mathematics Scope and Sequence as a guide will ensure increased consistency across classrooms and the district. As a result of recent data, we have changed our priority school from Holy Name of Mary to Sacred Heart Wingham. A Math Facilitator works there twice a week, with a particular focus further developing fluency strategies of the Grade 6 students. The Math Team is consulting with the

Junior Math teachers at our two higher achieving schools to analyse trends of practice in order to share with the system.

Secondary School Update

Grade 9 students participated in the provincial assessment of the destreamed Grade 9 Mathematics curriculum. Our students' performance on the assessment indicates a trend in achievement consistent with students across the province in Grade 9 Mathematics.

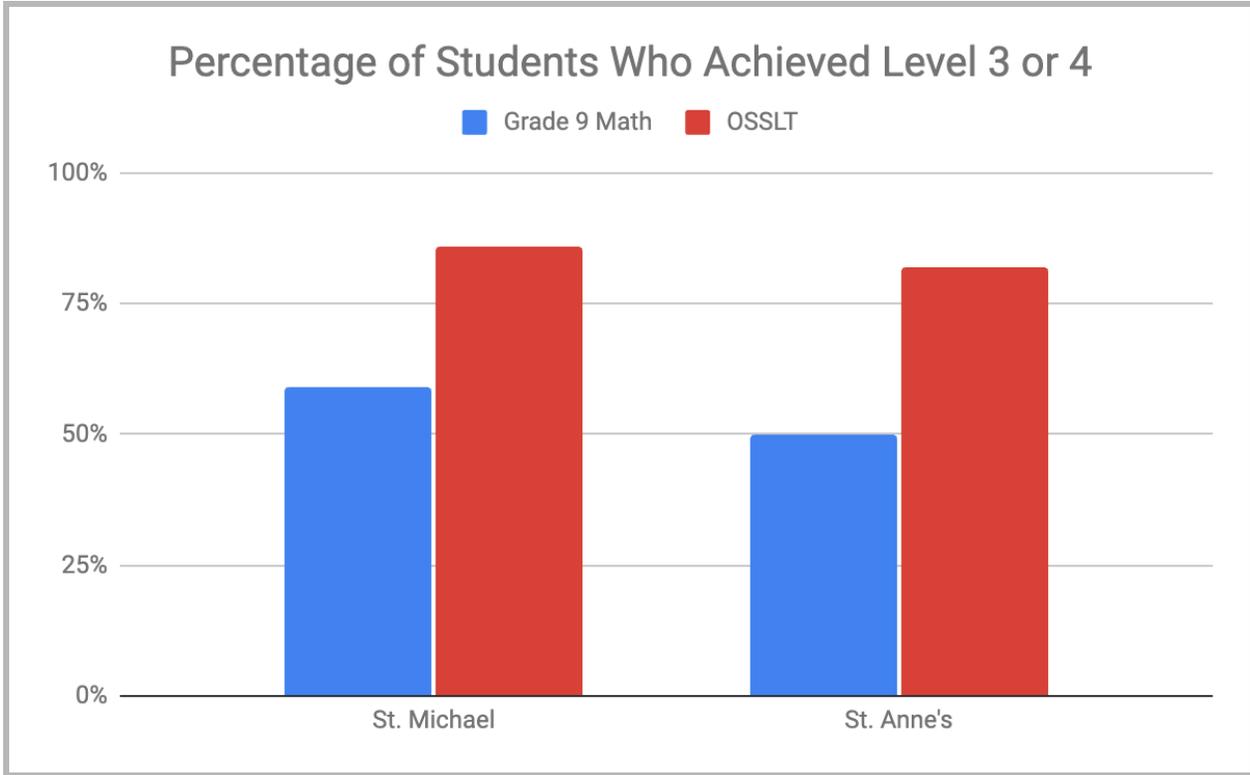
- 55% of the students in Grade 9 Mathematics achieved Level 3 or 4 compared to the provincial achievement of 54%.
- 98% of our eligible students participated in the assessment, compared to a provincial rate of 90%. We are committed to an inclusive model of support where our students receive the support they need to participate.

Secondary Math departments are collaborating with our system Math Team to explore high-impact instructional strategies and how to incorporate them in a consistent course plan for all students. To further enhance student math skills, we prioritize consistent best practices in grades 7-10 classrooms and analyze achievement data to ensure a smooth transition to grade 9. This learning and collaboration is ongoing and is rooted in the Ministry of Education's [High Impact Instructional Practices in Mathematics](#).

The achievement of Grade 10 students who participated in the Ontario Secondary School Literacy Test (OSSLT) aligned with the provincial achievement.

- 84% of students in Grade 10 were successful on the Ontario Secondary School Literacy Test, consistent with the provincial achievement of 85%.
 - In 2023: 87% of students in Grade 10 were successful on the Ontario Secondary School Literacy Test, consistent with the provincial achievement of 85%.
 - In 2022: 82% of students in Grade 10 were successful on the Ontario Secondary School Literacy Test, consistent with the provincial achievement of 82%.
- 98% of our eligible students wrote the Ontario Secondary School Literacy Test, compared to 92% provincially.
 - In 2023: 97% of our eligible students wrote the Ontario Secondary School Literacy Test, compared to 93% provincially.
 - In 2022: 96% of our eligible students wrote the Ontario Secondary School Literacy Test, compared to 90% provincially.

In order to support our students' achievement, staff will be developing targeted lessons for students writing the OSSLT, as well as implementing a system of monitoring to ensure all students who write the assessment have the support they need. This includes pre-assessment learning sessions based on diagnostic information, and post-assessment learning for those who have previously not been successful.



We are pleased to recognize the achievement of all our students in all EQAO testing categories. We are committed to providing high quality instruction and learning opportunities, with an emphasis on literacy and mathematics, to all of our students. We continue building on our successes and implementing targeted resources and supports to improve the achievement of our students.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Update EQAO Results report for information.



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Levi Nyenhuis – St. Michael CSS, Stratford
Sam Cronin – St. Anne's CSS, Clinton
Presented to: The Huron-Perth Catholic District School Board
Date: December 9, 2024
Submitted by: Chris N. Roehrig, Director of Education and Secretary

STUDENT TRUSTEES' REPORT Public Session

BACKGROUND

The Huron-Perth Catholic District School Board recognizes that student trustees are an important and valuable voice in representing the interests of the student body at Board Meetings. The Board is committed to providing an opportunity for student voice at the Board table.

Below is a summary highlighting Catholic faith initiatives, academic updates, and information about activities and events taking place at each of our secondary schools.

DEVELOPMENTS

Religious/Charitable Events/Accomplishments

St. Michael CSS

- The Grade 12 Retreat was held on Thursday, November 7. Students travelled to Hidden Acres and spent the day outdoors reflecting on "What is Your Legacy?" 170 students attended the retreat that provided opportunities for self-reflection and team building.
- On November 8, we gathered as a school community in prayer and honoured our veterans who served in World War II, and the Korean Conflict, and those who have participated in peacekeeping missions across the world. The concert band played a number of pieces for the ceremony. A guest speaker from the Juno Beach Centre spoke to students about the importance of remembrance.
- The Open House for future students was held on November 12. This provided all Grade 6-8 students in our community an opportunity to begin their pre-Warrior life in prayer, tour the school, and ask any questions to staff. Student visitors participated in a scavenger hunt to allow them to become familiar with the building and the clubs and extracurriculars they have access to at St. Michael CSS.
- Staff took part in a System Faith Day for their PD Day on Nov. 14. Father Tony Ricard presented in the morning and they ended their day in prayer as a system-wide community.
- Students and staff volunteered at the Community Kitchen on November 21 at St. Joseph's Parish. Mr. Damen led staff and community members in attendance in prayer before students served dinner to the community members.
- We held our Advent food drive on December 3. It was a great night for our students to go door to door asking for non-perishable food items in support of St. Vincent de Paul. Student, staff and family volunteers provide vehicles to collect the food and drive students and they come together at the Parish Hall at the end. All volunteers began their night in prayer before heading out to collect food.
- We celebrated the Feast of St. Nicholas on December 4 as a school community. We hosted a "Live Nativity" from 6:00pm - 8:00pm.
- Students had the opportunity to celebrate the Sacrament of Reconciliation on December 6. There were two priests visiting the school for this.

- Advent Mass will be held on Dec. 17 in the school gymnasium. It will be a beautiful celebration to mark the Advent season. Mass will be celebrated by Father David Butler.

St. Anne's CSS

- Julie Sawchuck presented to our whole school on November 4, about the “ability of the disabled”. Essentially, she spoke about how someone with a disability is capable, just in different ways. She also met with members of the Anti-racism Club (ARC) and went around the school to share specific insights about our school facility in light of her experience.
- On November 5 we gathered in prayer for our November Mass and the Sacrament of Reconciliation with Fr. Tony Laforet.
- We held our annual Remembrance Day assembly, led by our Drama club, on November 7. They did a wonderful job with their presentation. The many members of the Legion enjoyed the reception following the assembly and added compliments about the sophistication and hard work put into the assembly.
- Fr. Tony Ricard did a wonderful job presenting to our school on November 14. We had many students that asked questions and we were all left with the final message, “Be an Eagle, not a chicken”. He was very good at engaging with the students but also gave some amazing advice that applied to all of the students.
- We hosted the Grade nine retreat led by NET ministries on November 25. The event went very well with a high level of participation.
- We are running our Advent project all Advent season long called “Pack the Pantry”. Our goal is to raise \$1000 and collect 1000 pounds of food and toiletries for the St. Vincent de Paul Society in Goderich.
- On December 11 we are running the Grade 10 retreat based on faith and wellness. It is being run by our chaplain Zack, Deacon Dan, and Laura W (the school based social worker).
- We are hosting the Advent Mass on December 19 led by Fr. Tony Laforet.

Academic Events/Accomplishments

St. Michael CSS

- There were 15 business students who competed in the Regional DECA competition in St. Catharines on November 6. Nine of those students have qualified for the provincial competition in February. 5 of those students were recognized for their outstanding achievement by receiving awards for placing top 10 in their respective categories.
- Forty-five of our Grade 10 students took learning on the road and participated in a hands-on exploration day at Ripley's Aquarium in Toronto on November 19.
- Twenty-two Grade 11 and 12 students had the opportunity to rewrite the Ontario Secondary School Literacy Test (OSSLT) on November 29. Ms. Robinson and Ms. Laurin worked with the students in the weeks previous to help them prepare for the test.
- Mid-term report cards were available for students on November 19.
- There were 125 Grade 9 and 10 Technology students who participated in the Level Up Event in London on November 12.
- The CEO of Basketball Canada presented to our Sports and Entertainment class on Friday, December. 6.

St. Anne's CSS

- We have 14 students taking part in the dual credit plumbing program at St. Michael CSS.
- We have 12 students taking part in the Foods dual credit program at the REACH centre in Clinton.
- We had guest presenter Hazel Taylor in the hairstyling classes focusing on textured hair and the specialized braiding process on November 12.
- There were 120 Grade 9 and 10 tech students who participated in the Level Up Event in London on November 13.
- Mid term reports went home on November 19.

- We hosted the Discover St. Anne's Open House on November 20. There was a great turnout!
- On November the 21 we had 8 female students attend the Women In Skilled Trades Event for welding.
- We had 18 students write the literacy test on November 27.
- We hosted an SHSM First Aid training on December 4 and 5.
- On December 12, there will be another Women In Skilled Trades Event with multiple workshops.

Athletics/Arts Events/Accomplishments

St. Michael CSS

- St. Michael hosted the elementary schools for their Annual Volleyball Tournament on November 12.
- A Holiday Market was held on November 26. Art students, as well as members of the community, sold their creations. Hot chocolate and cookies were served, and the proceeds from those sales were donated to Optimism Place. The Holiday Market raised \$1800 for Optimism Place.
- The Senior Drama Club presented "Unity 1918" on November 28.
- St. Michael CSS senior girls' basketball team competed at AA OFSSA from November 20-23 in North Bay. St. Michael had an outstanding season and lost in the quarterfinals.
- All winter sports are up and running.
- On December 1, the concert band performed in the Stratford Santa Claus parade.
- The concert band will be going on tour. They will be performing at all Perth County Catholic elementary schools in December.

St. Anne's CSS

- We hosted our Winter Semi-Formal on November 8. There was a great turnout of students. They had a lot of fun.
- On November 12, we hosted all of our elementary Catholic partner schools for the Annual Elementary Volleyball tournament.
- On various days (November 29, December 4,6,9, and 16) we are hosting our Experience St. Anne's days when future Eagles spend a day at the school experiencing life as a secondary student firsthand.
- The Christmas band tour is going out to all of Huron County Catholic elementary schools on December 3, 11, and 17.
- We have our Christmas Cabaret on December 13. The funds raised and the food donations brought in will support the Advent project.
- On December 17 we are hosting our annual road hockey tournament. Teams can pay with a \$20 team fee or donate 1 canned food item from each player toward our Advent project.
- The Student Cabinet is planning a festive Christmas week from December 16 to the 20.
- We had two girls that represented St. Anne's at the Huron-Perth Girls All-Star basketball game.
- The junior girls volleyball team participated in a tournament in Medway on November 21. This was a great opportunity for them to develop their skills before starting this season.
- The varsity girls hockey team defeated SDSS 10-1 and tied CHSS. They are off to a great start.
- The E-Sports team had two students compete and one of these students won all of their matches in the Ontario-wide competition.
- Winter sports for all athletic teams are up and running.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Student Trustees' Report for information.



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: December 9, 2024
Submitted by: Chris N. Roehrig, Director of Education and Secretary

ELEMENTARY FRENCH IMMERSION BOUNDARY REVIEW

Public Session

BACKGROUND

In the 2023-24 school year, Huron-Perth Catholic District School Board (HPCDSB) opened a third elementary French Immersion (FI) program at St. Mary's Catholic School in Listowel, in addition to existing program offerings at Jeanne Sauvé Catholic School, Stratford, and St. Mary's Catholic School in Goderich. In 2023-24 St. Mary's Listowel offered FI in grade 1 only, starting a phased-in approach to the new FI program, without a defined catchment area (attendance boundary). The intention moving forward is to offer a complete grade 1-8 offering of FI at St. Mary's Listowel that will be in effect by 2029-30.

DEVELOPMENT

Watson & Associates Economists Ltd. were engaged in early 2024 to complete a review of the Board's elementary FI boundaries.

Proposed French Immersion:

The current FI boundaries are depicted in attached Figure 1. The proposed French Immersion attendance area for St. Mary's Listowel includes that of the existing St. Mary's Listowel Regular Track program boundary plus Option areas 1 and 2, that cover the remainder of North Perth and extend into Huron County (as outlined in Figure 2 and Figure 3). In addition, Option area 3, 4 and 7 are also proposed to be considered as part of the St. Mary's Listowel FI attendance area, as they are in closer proximity to that of St. Mary's Goderich and would provide a feasible option if those students wish to enrol in FI.

Additional areas have been reviewed due to their proximity to St. Mary's Listowel compared to that of their proximity to St. Mary's Goderich and are depicted in Figure 4. Within these additional areas (areas 3-7), existing FI populations decrease drastically to less than 10% and would require additional transportation offerings. The proposed FI attendance area (including areas 1, 2, 3, 4 and 7) is projected to have a full offering of grades 1-8 with between 90 to 105 students by 2029-30 and beyond.

Summary of Figures attached:

Figure 1 - Current FI attendance areas.

Figure 2 - Proposed FI attendance areas.

Figure 3 - Proposed FI attendance area for St. Mary's Listowel.

Figure 4 - Option Areas. (there are also separate reports for areas 1, 2, 3, 4 and 7).

Next Steps:

School boards have the option to complete a modified pupil accommodation review in cases where the options available are deemed to be less complex. Policy P 3.1.2 Pupil Accommodation Review Guidelines (Attendance Boundary and/or Consolidation Review) outlines the modified accommodation review process. Communication to community members and stakeholders advising that the Board is considering a review of the elementary FI boundaries to go out in January or February 2025, and providing an opportunity for input at a public meeting. Following that, an initial staff report will be presented to the Board of Trustees along with a request that the Board of Trustees give approval to conduct a modified pupil accommodation review.

RECOMMENDATIONS

| |
|--|
| THAT the Huron-Perth Catholic District School Board receives the Elementary French Immersion Boundary Review Secondary Enrolment Report. |
|--|



Figure 1: 2023/24 French Immersion Attendance Areas

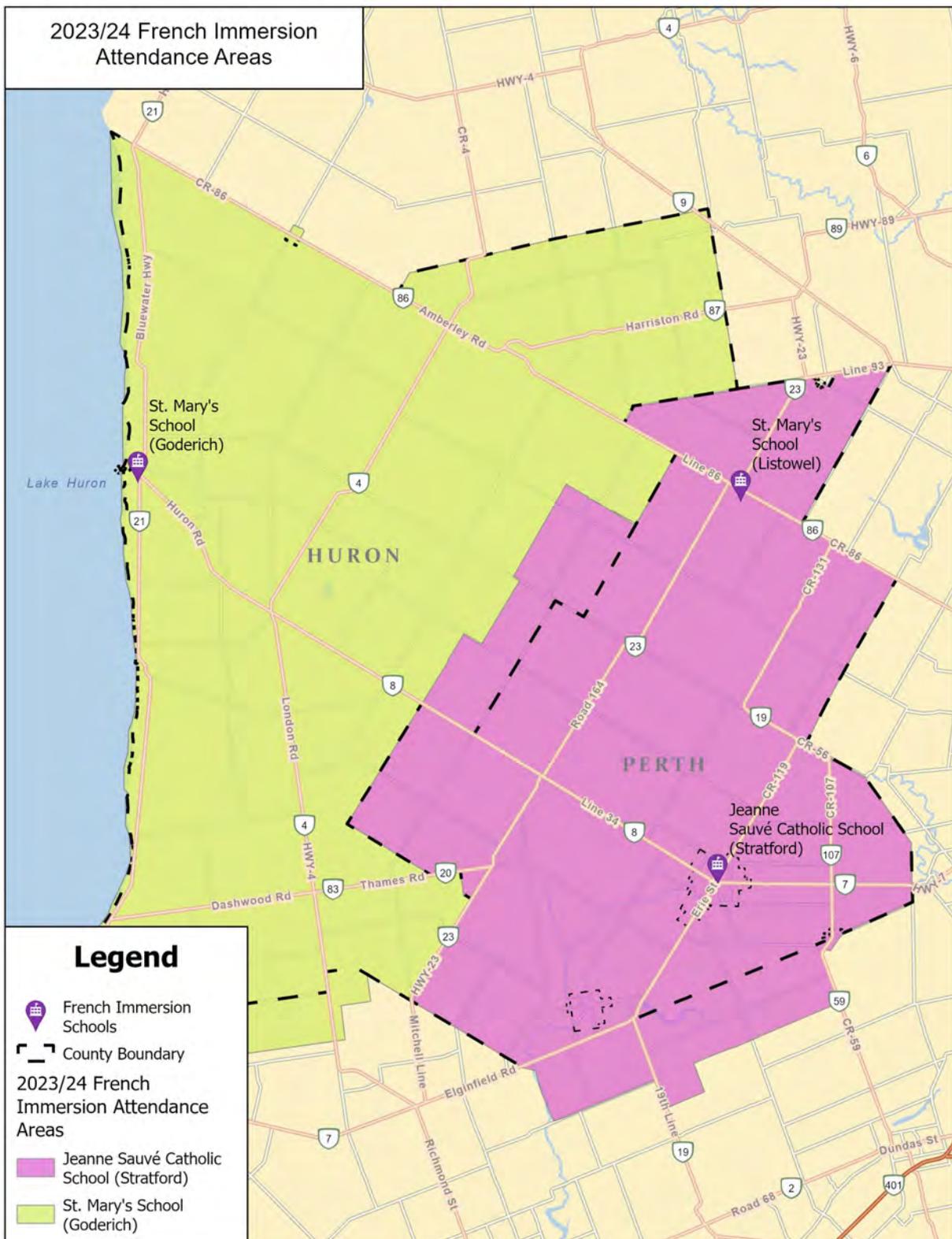




Figure 2: 2024/25 French Immersion Attendance Areas





Figure 3: 2024/25 French Immersion Attendance Areas – St. Mary's School (Listowel)

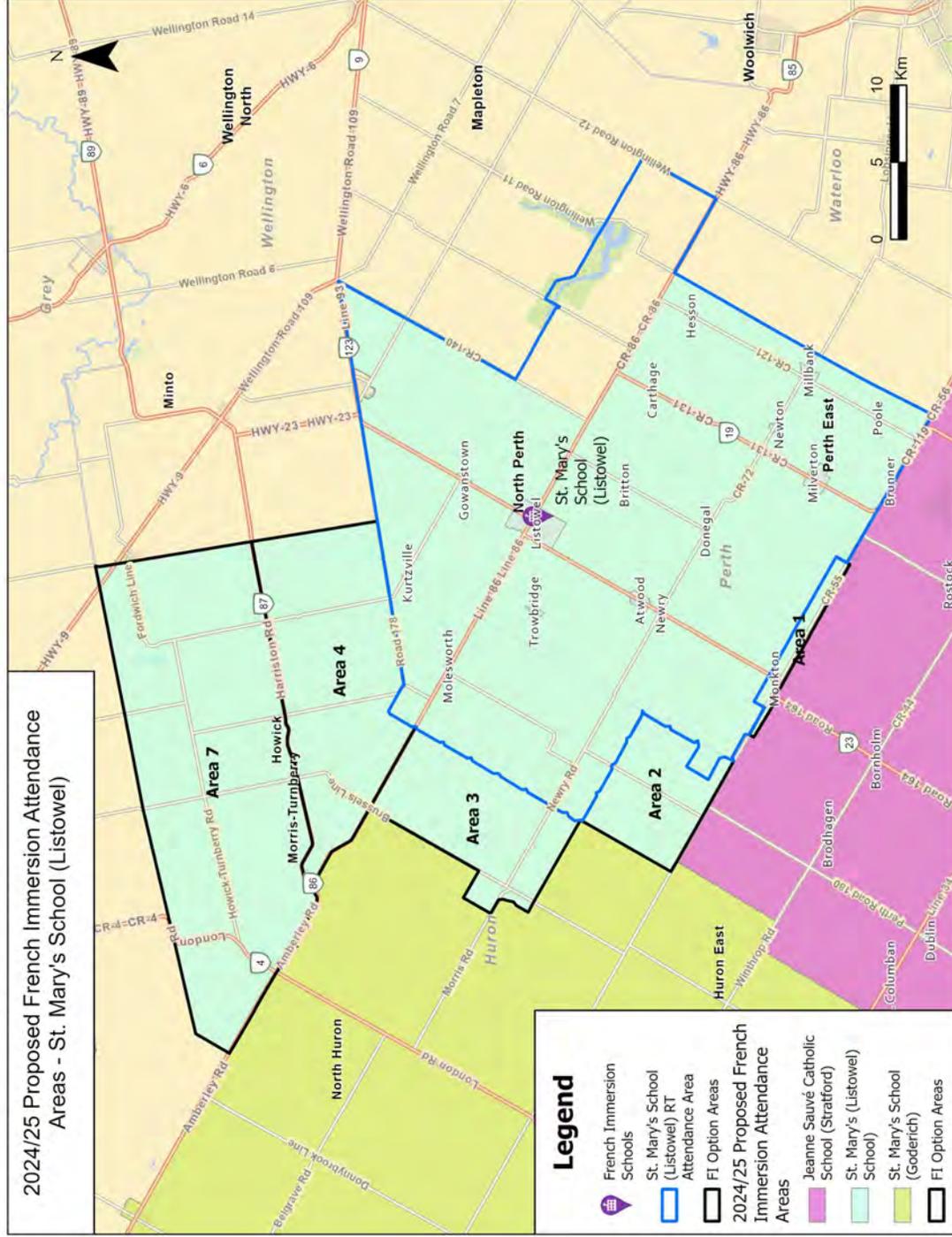
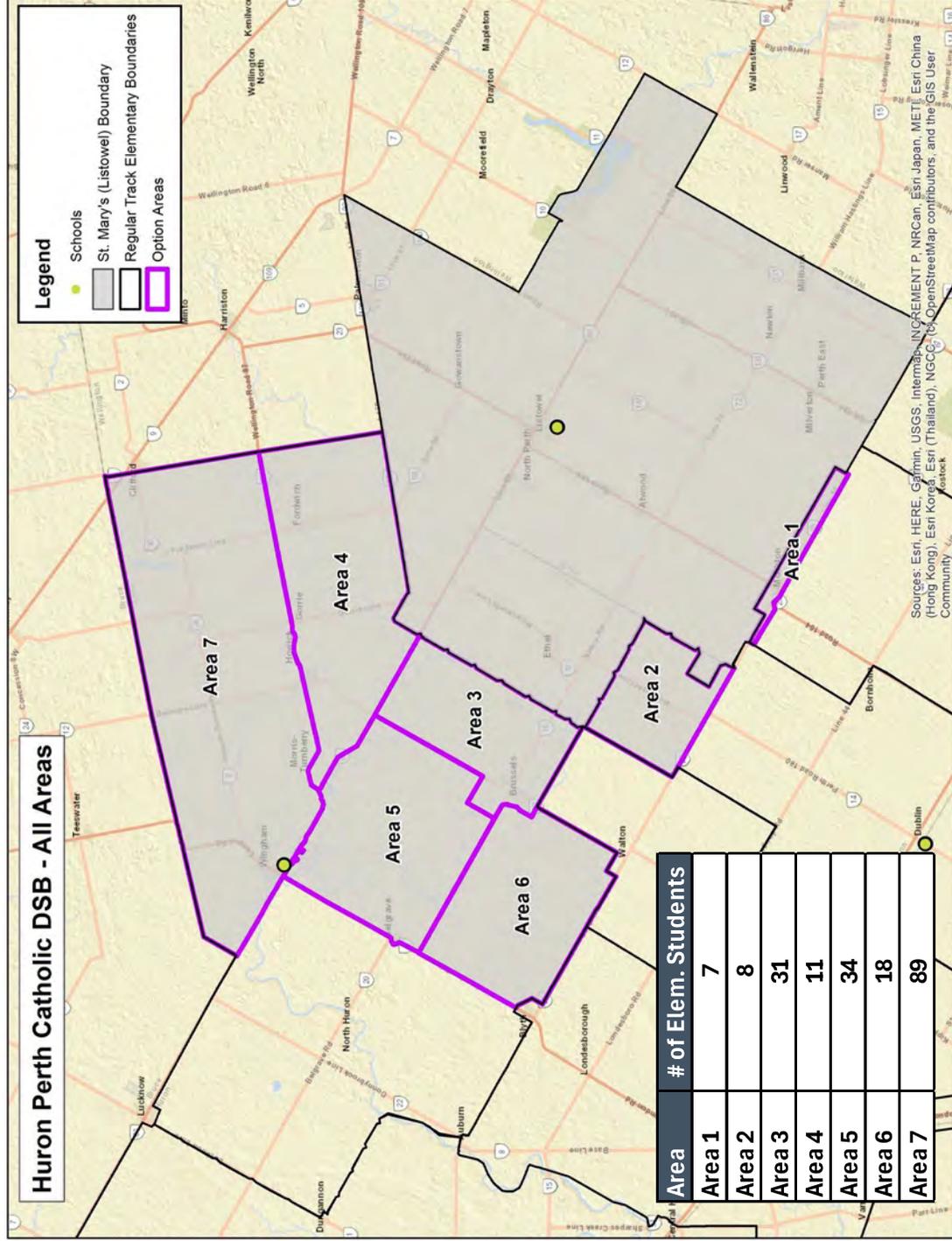
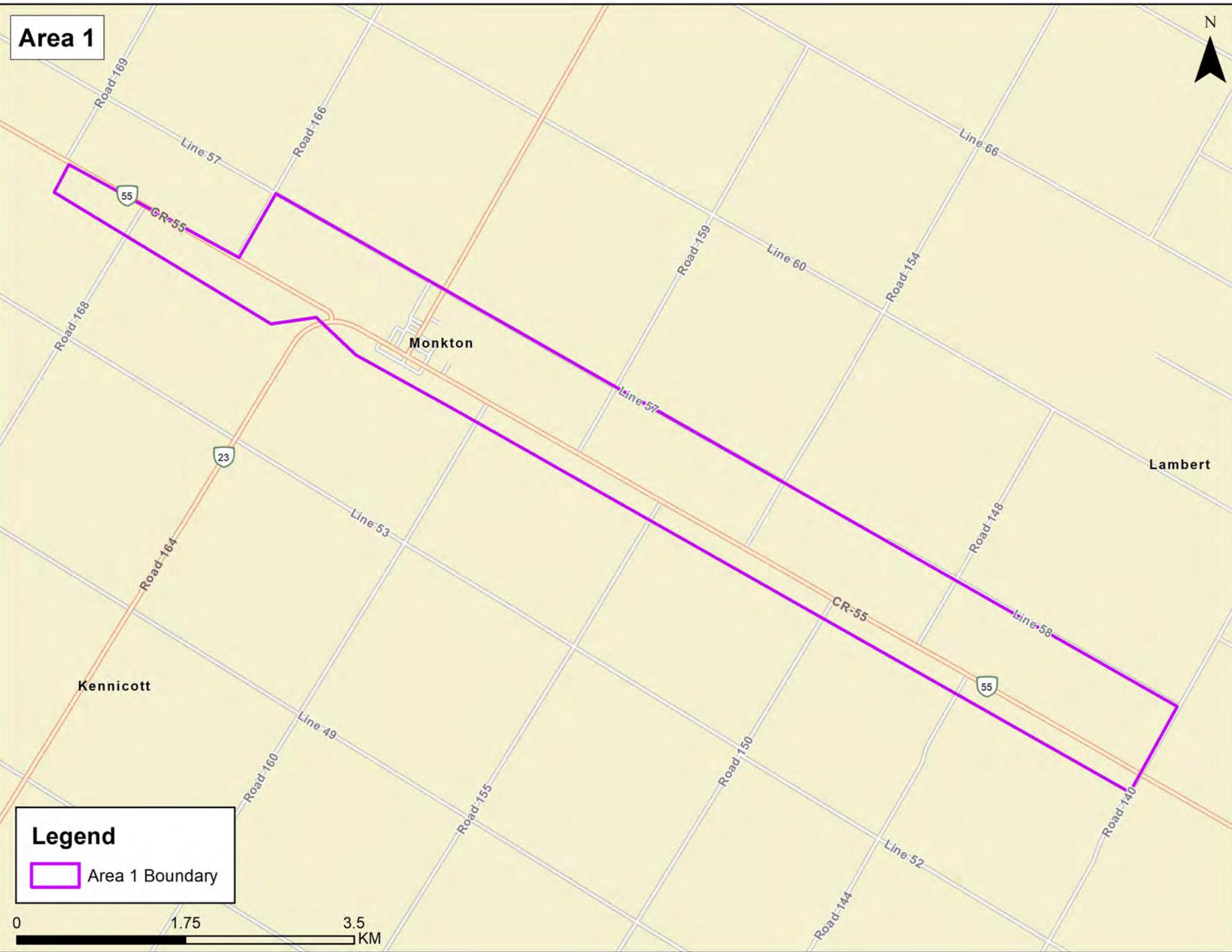




Figure 4: FI Option Areas

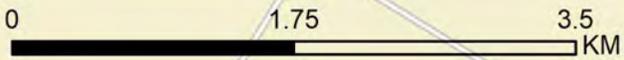


Area 1



Legend

-  Area 1 Boundary

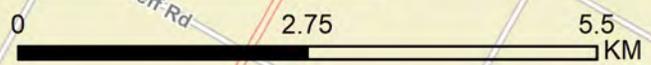


Area 3

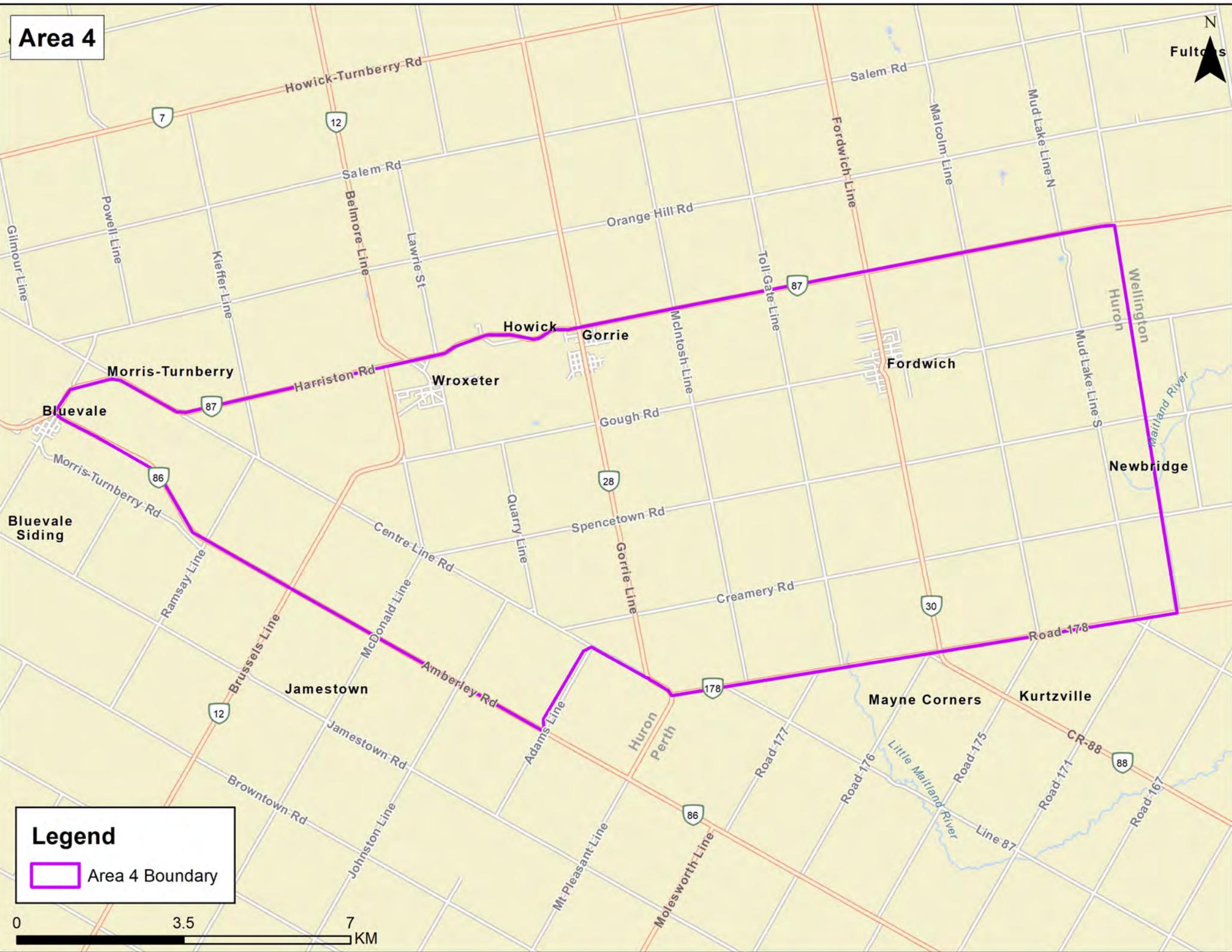


Legend

 Area 3 Boundary

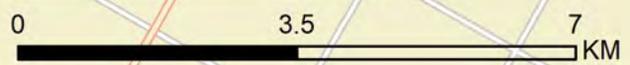


Area 4

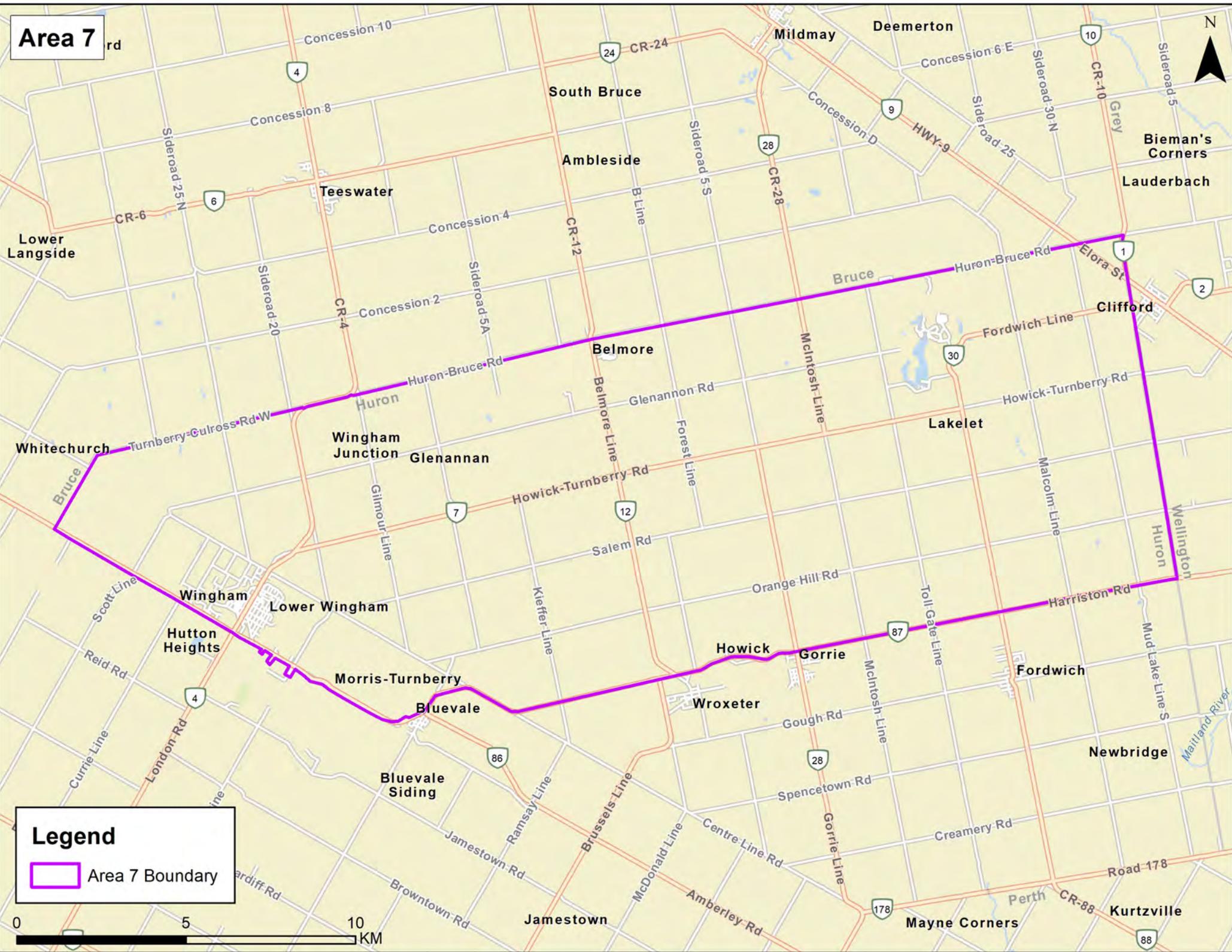


Legend

 Area 4 Boundary

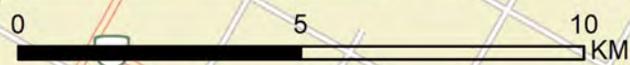


Area 7



Legend

 Area 7 Boundary





REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
 Presented to: The Huron-Perth Catholic District School Board
 Date: December 9, 2024
 Submitted by: Chris N. Roehrig, Director of Education and Secretary

2024-2025 SECONDARY ENROLMENT REPORT

Public Session

BACKGROUND

2024-25 enrollment projections made in the spring of 2024 were conservative. On the secondary panel, projections are based on completed student choice registrations, the number of students registered in the spring for the next school year, and information received from the principal group. As a result of over estimating secondary enrolment in the prior year, the Board worked closely with guidance departments and families to assist in ensuring that spring course registrations for 2024-25 occurred only when there was a fair probability that the student would be attending in the fall. 2024-25 secondary enrolment was projected to be less than 2023-24. Though October 31 data is not fully verified yet, it is known that revised 2024-25 secondary enrolment projections will be close to what was projected.

| | 2023-24 Final | 2024-25 Revised Estimates* | Difference (23-24 vs. 24-25 Rev.Est) |
|-------------------------|---------------|----------------------------|--------------------------------------|
| Secondary <21 | | | |
| Pupils of the Board | 1,272 | 1,213 | -59 |
| High Credit | 10 | 6 | -4 |
| Total (ADE) | 1,282 | 1,219 | -63 |
| | | *not finally verified | |

DEVELOPMENT

An analysis has been completed on the 2024-25 secondary enrolment, which includes Grade 9 student retention information, and some detail in how each of the grades was affected by the decrease in enrolment from 2023-24. Grade 9 student retention has decreased slightly from 2023-24, though overall the Grade 9 class this year is larger than the 2023-24 Grade 9 class. There was an increase of approximately 18 students. This can be attributed to the fact that the enrolment of Grade 9's from other boards was higher this year. The Board saw the composition of the 2024-25 Grade 9 class to be 79% HPCDSB students and 21% from other boards. In 2023-24 this split was 83% HPCDSB students and 17% from other boards.

At October 31, the number of students 2024-25 Grade 10, 11, and 12 classes were lower than 2023-24; Grade 10: Decrease of approximately -25 students. This is to be expected due to the size of the 2023-24 Grade 9 class.

Grade 11: Decrease of approximately -20 students. There were 7 prior year grade 10 students move out of the district, and 11 students move to the Avon Maitland District School Board. Other differences were marked as unknown.

Grade 12: Decrease of approximately -36 students. This can be attributed to a decrease in the number of prior year Grade 12 students remaining. This could be a shift back to normal following the pandemic approach of staying an additional year.

RECOMMENDATIONS

| |
|--|
| THAT the Huron-Perth Catholic District School Board receives the 2024-2025 Secondary Enrolment Report. |
|--|

HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

November 2024 (page 1)

Grade 9 Student Retention Data (page 1)

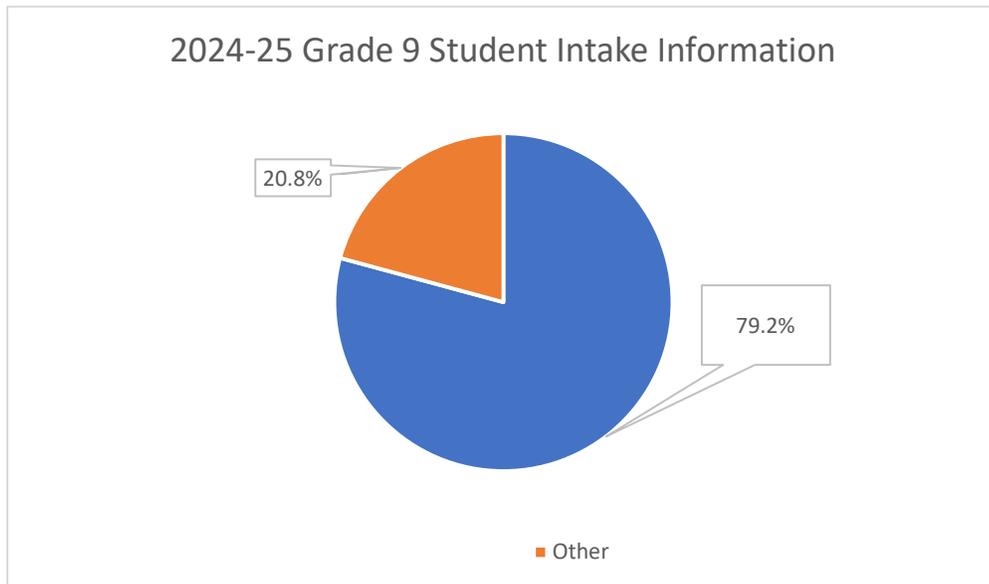
| School | 2024/2025 | | | 2023/24 | | | Difference | History | | | | |
|--------------------------|-------------------------------------|-----------------------|---------------------------|-------------------------------------|-----------------------|---------------------------|---------------------------|----------------|----------------|----------------|----------------|----------------|
| | Nov. 2024 Retention | | Retention % Sept. 2024 | Sept. 2023 Retention | | Retention % Sept. 2023 | 2023/2024 vs 2024/2025 | Retention % |
| | # of Grade 8 students March 2024 | 8's moved to HP Gr.9) | | # of Grade 8 students March 2023 | 8's moved to HP Gr.9) | | | September 2022 | September 2021 | September 2020 | September 2019 | September 2018 |
| Holy Name | 26 | 21 | 80.8% | 16 | 16 | 100.0% | -19.2% | 82% | 69% | 84% | 57% | 66% |
| Jeanne Sauvé | 23 | 20 | 87.0% | 25 | 22 | 88.0% | -1.0% | 96% | 85% | 100% | 100% | 83% |
| Our Lady of Mount Carmel | 15 | 7 | 46.7% | 12 | 7 | 58.3% | -11.7% | 50% | 15% | 38% | 73% | 50% |
| Precious Blood | 14 | 7 | 50.0% | 27 | 8 | 29.6% | 20.4% | 38% | 46% | 37% | 47% | 52% |
| Sacred Heart, Wingham | 15 | 10 | 66.7% | 16 | 9 | 56.3% | 10.4% | 68% | 65% | 75% | 87% | 33% |
| St. Aloysius | 25 | 23 | 92.0% | 28 | 28 | 100.0% | -8.0% | 100% | 93% | 100% | 96% | 86% |
| St. Ambrose | 15 | 15 | 100.0% | 25 | 24 | 96.0% | 4.0% | 78% | 74% | 92% | 96% | 90% |
| St. Boniface | 20 | 18 | 90.0% | 19 | 17 | 89.5% | 0.5% | 90% | 100% | 100% | 100% | 100% |
| St. Columban | 29 | 22 | 75.9% | 21 | 17 | 81.0% | -5.1% | 80% | 87% | 95% | 96% | 84% |
| St. James | 16 | 17 | 106.3% | 17 | 13 | 76.5% | 29.8% | 100% | 100% | 91% | 100% | 100% |
| St. Joseph's, Stratford | 12 | 8 | 66.7% | 28 | 25 | 89.3% | -22.6% | 76% | 88% | 96% | 100% | 88% |
| St. Joseph's, Clinton | 22 | 20 | 90.9% | 19 | 15 | 78.9% | 12.0% | 93% | 78% | 100% | 96% | 96% |
| St. Mary's, Listowel | 39 | 11 | 28.2% | 30 | 14 | 46.7% | -18.5% | 29% | 24% | 35% | 25% | 7% |
| St. Mary's, Goderich | 34 | 29 | 85.3% | 24 | 21 | 87.5% | -2.2% | 91% | 100% | 94% | 96% | 90% |
| St. Patrick, Kinkora | 14 | 12 | 85.7% | 7 | 6 | 85.7% | 0.0% | 79% | 100% | 100% | 100% | 86% |
| TOTALS | 319 | 240 | 75.2% | 314 | 242 | 77.1% | -1.8% | 78% | 76% | 83% | 86% | 76% |

HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

November 2024 (page 2)

2024-25 Grade 9 Student Intake Information

| Category | Name of School | |
|-------------------|--|--------------|
| Retained Students | HPCDSB Elementary Schools | 240 |
| Other Brd | Holy Cross CSS (London Catholic DSB) | 1 |
| Other Brd | North Lambton SS (Lambton Kent DSB) | 1 |
| Other Brd | North Middlesex DHS (Thames Valley DSB) | 2 |
| Other Brd | Norwell DSS (Upper Grand DSB) | 1 |
| Other Brd - AMDSB | Central Huron SS | 1 |
| Other Brd - AMDSB | FE Madill SS | 5 |
| Other Brd - AMDSB | GDCI - Elementary | 2 |
| Other Brd - AMDSB | Listowel DSS | 25 |
| Other Brd - AMDSB | Mitchell District Elementary | 3 |
| Other Brd - AMDSB | South Huron District - Elementary | 13 |
| Other Brd - AMDSB | St. Marys DCVI | 4 |
| Other Brd - AMDSB | Straford Central CSS | 1 |
| Other Brd - AMDSB | Straford District Secondary | 4 |
| | Subtotal | <u>63</u> |
| | TOTAL Grade 9s (<i>unverified Oct. stats</i>) | 303 |
| | HPCDSB Students | 79.2% |
| | Other | <u>20.8%</u> |
| | | 100.0% |





REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: December 9, 2024
Submitted by: Chris N. Roehrig, Director of Education and Secretary

HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED AUGUST 31, 2024

Public Session

BACKGROUND

Under Section 252 of the Education Act, the Board is required to submit annual financial statements, and an auditor's report to the Ministry.

DEVELOPMENTS

BDO Canada LLP has audited the 2023-24 financial statements of Huron-Perth Catholic District School Board. The final draft Consolidated Financial Statements for the year ended August 31, 2024 are attached. It is comprised of:

- Consolidated Statement of Financial Position.
- Consolidated Statement of Operations.
- Changes in net debt and cash flows for the year then ended (Consolidated Statement of Cash Flows & Consolidated Statement of Change in Net Debt).
- Notes to Consolidated Financial Statements, including a summary of significant accounting policies.

A surplus of \$741,083 for the fiscal year ending August 31, 2024 is shown in the Statement of Operations. The result is a surplus representing approximately 0.85% of total revenue.

Significant salary adjustments were completed in the 2023-24 school year. These adjustments were a result of the monetary resolution to Bill 124 that has been reached between the Crown and the Ontario English Catholic Teachers' Association (OECTA), the Canadian Union of Public Employees (CUPE), and the Catholic Principals' Council of Ontario (CPCO). Bill 124 salary increases were also applied to non-unionized employee groups, excluding school board executives. In addition to Bill 124 salary adjustments, salary contracts were ratified for OECTA, with an effective date of September 1, 2022.

Consolidated Statement of Financial Position

- Financial Assets have increased from 2022-23 by \$2,553,979
 - There is an increase in Province of Ontario - Other receivable of \$1,224,742.
 - For CPCO, the Bill 124 resolution and contract ratification effective September 2023 was completed subsequent to the financial statement date. The amount associated with this retro (approx. \$555K) is a year end receivable from the Province, received in October 2024.
 - For OECTA, CUPE and non-union staff (excluding executives), a cash advance was provided in fiscal 2023-24 for Bill 124 and retroactive compensation, with additional amounts of approximately \$1.7M receivable at year end, flowed in September and October, 2024.
 - Prior year receivable included \$472K of transportation grant fuel escalator due to high fuel prices, not applicable in 2023-24.
 - The remaining change in year end accounts receivable represents changes in the final grant, and priorities and partnerships contracts year end balances.
 - There is an increase in year end bank balances, partially due to deferred revenue for which we received cash flow during the year.
- Financial Liabilities have increased from 2022-23 by \$3,059,370.
 - There is an increase in accounts payable and accrued liabilities of \$3,482,704. This is largely attributed to:
 - OECTA labour contingency for 2023-24 (retro owing for newly ratified grids not processed at August 31. Approx. \$2.8M.
 - CPCO Bill 124 retro and labour contingency for 2023-24 (retro owing for newly ratified grids not processed at August 31. Approx. \$598K.
 - The remaining change related to the change in delayed grant payment under the Ministry's Cash Management Strategy.
 - This increase is offset by decreases as a result of principal payments of long term debt, deferred revenue, and other small variances.

Net debt is the difference between financial assets and financial liabilities. Every school board is in a net debt position because deferred capital contributions (DCC) is a financial liability, but tangible capital assets, including ARO, are not reported as a financial asset.

Consolidated Statement of Operations

- Revenues: increase of \$7,055,344 from budget.
 - The reported increase (\$6,878,331) in Grants for Student Needs (GSN) from the budget is primarily due to additional revenue generated as a result of salary benchmark increases related to Bill 124 for OECTA, CUPE and non-union employee groups, as well as salary increases for OECTA and non-union (excluding school board executives).
 - Investment income reflects an increase due to rising interest rates.

- A decrease in other fees and revenues can be attributed to a summer learning Council of Ontario Directors of Education (CODE) grant being moved from 3rd party to the GSN.
- Expenses: increase of \$6,314,261 from budget.
 - The instruction increase (\$4,003,259) from the budget is a result of salary increases for classroom staff. This additional expense was offset partially by:
 - Technology purchases capitalized
 - Deferred special education equipment purchases
 - Staffing challenges resulted in decreased replacement costs
 - Deferred other special purpose grants
 - The other increase (\$2,270,417) from the budget is due to the increase in OECTA labour contingency based on ratified collective agreements.

The Ministry of Education introduced a cash management strategy effective September 1, 2018. As part of the strategy, the Ministry of Education delays part of the grant payments to school boards where the adjusted accumulated surplus and deferred revenue balances are in excess of certain criteria set out by the Ministry of Education. The balance of delayed grant payments resulting from the Ministry cash management strategy at August 31, 2024 is \$4,486,821 and is reported on the consolidated statement of financial position.

The total accumulated surplus available for compliance at August 31, 2024 is \$7,511,363. There is the ability to appropriate amounts for specific purposes. The amounts in Note 15 (page 25) of the consolidated financial statements detail the recommended appropriations of accumulated surplus for specific purposes. The amounts unavailable for compliance which total \$390,670 consists of amounts prescribed by the Ministry and Public Sector accounting standards, and are not available for appropriation by the Board.

RECOMMENDATIONS

THAT the Huron-Perth Catholic District School Board approves the Huron-Perth Catholic District School Board Consolidated Financial Statements for the year ended August 31, 2024.

THAT the Huron-Perth Catholic District School Board approves the 2023-2024 internal appropriations of accumulated surplus in the amount of \$4,179,417 as outlined in Note 15 of the Consolidated Financial Statements be approved.

**Huron-Perth Catholic District
School Board
Consolidated Financial
Statements
For the year ended August 31, 2024**

Draft for Discussion

Huron-Perth Catholic District School Board
Consolidated Financial Statements
For the year ended August 31, 2024

Contents

Huron-Perth Catholic District School Board

| | |
|--|---------|
| Management Report | 2 |
| Independent Auditors' Report | 3-5 |
| Consolidated Statement of Financial Position | 6 |
| Consolidated Statement of Operations | 7 |
| Consolidated Statement of Cash Flows | 8 |
| Consolidated Statement of Change in Net Debt | 9 |
| Notes to Consolidated Financial Statements | 10 - 29 |

MANAGEMENT REPORT

Management's Responsibility for the Consolidated 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 accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act, as described in Note 1 to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's 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 consolidated financial statements. These systems are monitored and evaluated by management. The Board meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

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

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

Director of Education / Secretary

TBD

Superintendent of Business / Treasurer



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BDO Canada LLP
3630 Rhodes Drive
Windsor, Ontario
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Independent Auditors' Report

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

We have audited the consolidated financial statements of Huron-Perth Catholic District School Board ("the Board"), which comprise the consolidated statement of financial position as at August 31, 2024, the consolidated statements of operations, changes in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements of the Board as at August 31, 2024 are prepared, in all material respects, in accordance with the basis of accounting as described in Note 1 to the consolidated financial statements.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting and Restriction on Use

We draw attention to Note 1 of the consolidated financial statements which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian public sector accounting standards. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

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

In preparing the consolidated financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the financial reporting process.



Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves compliance with the disclosed basis of accounting.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Board to express an opinion on the consolidated financial statements.



We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Ontario

TBD

Draft for Discussion

Huron-Perth Catholic District School Board

Consolidated Statement of Financial Position

| As at August 31, | 2024 | 2023 |
|--|---------------------|---------------------|
| Financial Assets | | |
| Cash and cash equivalents | \$ 6,551,913 | \$ 6,029,642 |
| Investments (Note 2) | 41,250 | 49,318 |
| Accounts receivable | | |
| Local government | 926,052 | 879,512 |
| Other | 1,481,657 | 1,379,376 |
| Province of Ontario - Approved Capital (Note 3) | 9,087,863 | 8,909,222 |
| Province of Ontario - Delayed Grant Payment (Note 3) | 4,486,821 | 3,999,249 |
| Province of Ontario - Other | 2,112,695 | 887,953 |
| | <u>24,688,251</u> | <u>22,134,272</u> |
| Financial Liabilities | | |
| Accounts payable and accrued liabilities | 8,336,850 | 4,854,146 |
| Deferred revenue - mandatory (Note 4) | 2,483,086 | 2,585,939 |
| Deferred revenue - other | 894,567 | 881,817 |
| Deferred capital contributions (Note 5) | 48,939,782 | 48,612,387 |
| Asset retirement obligation (Note 6) | 1,694,025 | 1,585,644 |
| Employee future benefits liability (Note 8) | 1,856,061 | 1,916,726 |
| Net long-term debt (Note 10, 11 and Note 21) | 6,118,434 | 6,826,776 |
| | <u>70,322,805</u> | <u>67,263,435</u> |
| Net Debt | <u>(45,634,554)</u> | <u>(45,129,163)</u> |
| Non-Financial Assets | | |
| Prepaid expenses and inventory | 1,598,639 | 629,247 |
| Tangible capital assets (Note 13) | 51,547,278 | 51,270,196 |
| | <u>53,145,917</u> | <u>51,899,443</u> |
| Accumulated Surplus (Note 15) | <u>\$ 7,511,363</u> | <u>\$ 6,770,280</u> |

Signed on Behalf of The Board

Signature of Director of Education / Secretary

Signature of Chair of School Board

The accompanying 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 2024 | 2024 | 2023 |
|---|---------------------|----------------------------|---------------------|
| | (Unaudited) | | |
| Revenues | | | |
| Grants for Student Needs (Note 16) | \$ 70,463,619 | \$ 77,330,753 | \$ 66,990,959 |
| Provincial grants - other (Note 17) | 1,680,448 | 1,991,847 | 1,647,763 |
| Federal grants | - | - | 51,272 |
| Deferred capital contributions - related to third parties (Note 5) | 210,588 | 246,074 | 226,601 |
| Deferred capital contributions - related to provincial legislative grants (Note 5) | 4,425,574 | 4,310,173 | 4,110,629 |
| Investment income | 250,000 | 438,328 | 288,059 |
| Other fees and revenues | 589,342 | 318,388 | 361,784 |
| School fundraising | 1,700,000 | 1,739,352 | 1,370,719 |
| | <u>79,319,571</u> | <u>86,374,915</u> | <u>75,047,786</u> |
| Expenses (Note 18) | | | |
| Instruction | 54,754,534 | 58,757,794 | 52,406,720 |
| Administration | 2,964,652 | 3,279,602 | 2,918,833 |
| Transportation | 7,377,584 | 6,714,397 | 6,220,180 |
| Pupil accommodation | 11,264,619 | 11,614,088 | 10,654,018 |
| Other | 1,258,182 | 3,528,599 | 850,956 |
| School funded activities | 1,700,000 | 1,739,352 | 1,370,719 |
| | <u>79,319,571</u> | <u>85,633,832</u> | <u>74,421,426</u> |
| Annual surplus | - | 741,083 | 626,360 |
| Accumulated surplus, beginning of year | <u>6,770,280</u> | <u>6,770,280</u> | <u>6,143,920</u> |
| Accumulated surplus, end of year | <u>\$ 6,770,280</u> | <u>\$ 7,511,363</u> | <u>\$ 6,770,280</u> |

The accompanying 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, | 2024 | 2023 |
|--|---------------------|---------------------|
| Operations | | |
| Annual surplus | \$ 741,083 | \$ 626,360 |
| Add: Amortization of tangible capital assets | 4,643,588 | 4,419,975 |
| Add: Amortization on tangible capital assets - Asset retirement obligation | 71,352 | 51,445 |
| Less: Amortization of deferred capital contributions | (4,556,246) | (4,337,230) |
| Add: Loss on disposal of tangible capital assets | - | 4,597 |
| Add: Loss on disposal of asset retirement obligation | - | 18,534 |
| | <u>158,694</u> | <u>157,321</u> |
| Change in non-cash working capital balances | | |
| Accounts receivable - local government, other, and grants for student needs | (1,373,563) | (23,888) |
| Accounts payable and accrued liabilities | 3,482,703 | 129,246 |
| Deferred revenues - mandatory | (102,853) | (361,363) |
| Deferred revenues - other | 12,750 | 484,652 |
| Employee future benefits liability | (60,665) | (118,021) |
| Prepaid expenses and inventory | (969,392) | 120,186 |
| Asset retirement obligation | 108,381 | 64,980 |
| | <u>1,997,138</u> | <u>1,079,473</u> |
| Net increase in cash from operations | | |
| Capital transactions | | |
| Acquisition of tangible capital assets | (4,992,022) | (4,444,271) |
| Financing | | |
| Delayed grant payment | (487,572) | (94,444) |
| Debt repayments | (708,341) | (671,856) |
| Deferred capital contributions received | 4,883,641 | 4,268,956 |
| Change in accounts receivable - Province of Ontario, approved capital | (178,641) | 815,965 |
| | <u>3,509,087</u> | <u>4,318,621</u> |
| Increase in cash and equivalents | 514,203 | 953,823 |
| Cash and equivalents, beginning of year | 6,078,960 | 5,125,137 |
| Cash and equivalents, end of year | \$ 6,593,163 | \$ 6,078,960 |
| Represented by: | | |
| Cash | \$ 6,551,913 | \$ 6,029,642 |
| Short-term debt | 41,250 | 49,318 |
| | <u>\$ 6,593,163</u> | <u>\$ 6,078,960</u> |

The accompanying notes are an integral part of these financial statements.

Huron-Perth Catholic District School Board

Consolidated Statement of Change in Net Debt

| For the year ended August 31, | 2024 | 2023 |
|---|------------------------|------------------------|
| Annual Surplus | \$ 741,083 | \$ 626,360 |
| Tangible Capital Asset Activity | | |
| Acquisition of tangible capital assets | (4,992,022) | (4,444,271) |
| Amortization of tangible capital assets | 4,714,940 | 4,471,420 |
| Loss on sale tangible capital assets | - | 4,597 |
| Loss of disposal of asset retirement obligation | - | 18,534 |
| | <u>(277,082)</u> | <u>50,280</u> |
| Other Non-Financial Asset Activity | | |
| Acquisition of supplies inventories | (62,351) | (70,531) |
| Prepayment of expenses | (1,536,288) | (558,716) |
| Consumption of supplies inventories | 70,531 | 186,917 |
| Use of prepaid expenses | 558,716 | 562,515 |
| | <u>(969,392)</u> | <u>120,185</u> |
| (Increase) decrease in net debt | (505,391) | 796,825 |
| Net debt at beginning of year | (45,129,163) | (45,925,988) |
| Net debt at end of year | \$ (45,634,554) | \$ (45,129,163) |

The accompanying notes are an integral part of these financial statements.

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES

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

a) Basis of Accounting

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

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

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

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian public sector accounting standards which require that:

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

As a result, revenue recognized in the statement of operations and certain related deferred revenues and deferred capital contributions may be recorded differently under Canadian Public Sector Accounting Standards.

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

b) Reporting Entity

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

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

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

c) Trust Funds

Trust funds and their related operations administered by the board are not included in the consolidated financial statements as they are not controlled by the board.

d) Cash and Cash Equivalents

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

e) Investments

The board has Other Investments in guaranteed investment certificates, which are recorded at amortized cost using the effective interest rate method.

f) 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.

g) 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, performance obligations and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred, or services are performed.

h) Deferred Capital Contributions

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

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

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

i) 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, life and accidental death and dismemberment insurance.

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the Principals and Vice-Principals Associations, an Employee Life and Health Trust (ELHT) was established for the Ontario English Catholic Teachers' Association (OECTA) in 2016-17 (excluding daily occasional teachers). The following ELHTs were established in 2017-18: Canadian Union of Public Employees (CUPE) (excluding casual and temporary staff), and ONE-T for non-unionized employees including principals and vice-principals. The ELHTs provide health, life and dental benefits to teachers, education workers (excluding casual and temporary staff), other school board staff and retired workers up to a school board's participation date in the ELHT. These benefits are being provided through a joint governance structure between the bargaining/employee groups, school board trustee associations and the Government of Ontario. The Board is no longer responsible to provide certain benefits to OECTA (February 1, 2017), CUPE (March 1, 2018), Principals and Vice-principals (April 1, 2018), and other school board staff (June 1, 2018). School Boards are required to remit a negotiated amount per full-time equivalency (FTE) on a monthly basis. Funding for the ELHTs is based on the existing benefit funding embedded within the Grants for Student Needs (GSN), additional Ministry funding in the form of a Crown contribution as well as a stabilization adjustment.

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

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

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation and long-term disability, the cost is recognized immediately in the period the events occur. Any

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

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

j) 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 and legally or contractually required retirement activities. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all 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:

| Asset | Estimated Useful Life in Years |
|-------------------------------------|--------------------------------|
| Land improvements with finite lives | 15 |
| Buildings and building improvements | 40 |
| Portable Structures | 20 |
| First-time equipping of schools | 10 |
| Furniture | 10 |
| Equipment | 5-15 |
| Computer hardware | 3 |
| Computer software | 5 |
| Vehicles | 5-10 |

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

k) Government Transfers

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

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

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

l) Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the Revised Estimates budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. The budget figures presented have been adjusted to reflect the same accounting policies that were used to prepare the consolidated financial statements. The budget figures are unaudited.

m) Use of Estimates

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

There is measurement uncertainty surrounding the estimation of liabilities for asset retirement obligations (ARO). These estimates are subject to uncertainty because of several factors including but not limited to incomplete information on the extent of controlled materials used (e.g. asbestos included in inaccessible construction material), indeterminate settlement dates and/or the allocation of costs between required and discretionary activities.

n) Education Property Tax Revenue

Under Canadian Public Sector Accounting Standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the board, is the Province of Ontario. As a result, education property tax revenue received from the municipalities is recorded as part of Grants for Student Needs, under Education Property Tax.

o) Other Revenue

Other revenues from transactions with performance obligations, for example, fees or royalties from the sale of goods or rendering of services, are recognized as the board satisfies a performance obligation by providing the promised goods or services to the payor. Other revenue from transactions with no performance obligations, for example, fines and penalties, are recognized when the board has the authority to claim or retain an inflow of economic resources and when a past transaction or event is an asset. Amounts received prior to the end of the year that will be recognized in subsequent fiscal year are deferred and reported as a liability. The majority of board revenues do not fall under the new PS 3400 accounting standard.

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

2. INVESTMENTS

Investments are carried on the Statement of Financial Position. The board's investments are comprised of GICs recorded at amortized cost that are held in trust for student bursaries paid out annually. Investments consist of the following:

| | Maturity Date | Interest Rate (%) | Amount as at August 31, 2024 (\$) | Amount as at August 31, 2023 (\$) |
|--------------|----------------------|--------------------------|--|--|
| GIC #1 | May 30, 2025 | 5.05% | \$ 4,481 | \$ 5,220 |
| GIC #2 | May 21, 2025 | 5.05% | 28,687 | 35,878 |
| GIC #3 | April 16, 2025 | 5.05% | 8,082 | 8,220 |
| Total | | | \$ 41,250 | \$ 49,318 |

3. ACCOUNTS RECEIVABLE - GOVERNMENT OF ONTARIO

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

The board has an account receivable from the Province of Ontario of \$9,087,863 as at August 31, 2024 (2023 - \$8,909,222) with respect to capital grants.

The Ministry of Education introduced a cash management strategy effective September 1, 2018. As part of the strategy, the ministry delays part of the grant payment to school boards where the adjusted accumulated surplus and deferred revenue balances are in excess of certain criteria set out by the Ministry. The balance of delayed grant payments at August 31, 2024 is \$4,486,821 (2023 - \$ 3,999,249).

4. DEFERRED REVENUE

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the Consolidated Statement of Financial Position. Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2024 is comprised of:

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

| | Balance as at August 31, 2023 | Externally Restricted Revenue Received | Revenue Recognized in the Period | Transfers to Deferred Capital Contributions | Balance as at August 31, 2024 |
|--|-------------------------------------|---|--|--|-------------------------------------|
| Legislative Grants, Operating | \$ 949,714 | \$ 10,990,941 | \$ 10,670,047 | \$ - | \$ 1,270,608 |
| Other Ministry of Education Grants | 73,099 | 1,691,064 | 1,658,927 | 16,346 | 88,890 |
| School Renewal | 620,905 | 882,539 | 279,812 | 776,150 | 447,482 |
| Temporary Accommodation | 193,816 | 48,676 | 21,055 | 221,437 | - |
| Rural & Northern Education Fund | 526,627 | 342,722 | 410,589 | - | 458,760 |
| Experiential Learning | 200,000 | 662,086 | 662,086 | - | 200,000 |
| Ministry of Public & Business Service Delivery | 21,778 | 99,791 | 104,223 | - | 17,346 |
| Total Deferred Revenue | \$ 2,585,939 | \$ 14,717,819 | \$ 13,806,737 | \$ 1,013,933 | \$ 2,483,086 |

5. DEFERRED CAPITAL CONTRIBUTIONS

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

Amortization of deferred capital contributions reporting on the Statement of Operations has been modified to remove the reporting from the Provincial Legislative Grants line and identify the split between Amortization of DCC Related to Provincial Legislative Grants and Amortization of DCC related to Third Parties (for example, Federal Government capital funding).

| | 2024 | 2023 |
|---|----------------------|----------------------|
| Balance, beginning of year | \$ 48,612,387 | \$ 48,680,661 |
| Additions to DCC | 4,833,642 | 4,268,956 |
| Revenue recognized in the period - provincial legislative grants | (4,310,173) | (4,110,629) |
| Revenue recognized in the period - third parties | (246,074) | (226,601) |
| Balance, end of year | \$ 48,939,782 | \$ 48,612,387 |

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

6. ASSET RETIREMENT OBLIGATIONS

The board's financial statements include an asset retirement obligation for the remediation of asbestos contained within school buildings, drinking water wells and septic tank and bed removal. The related asset retirement costs are being amortized on a straight-line basis. The estimated total undiscounted future expenditures are \$1,694,025 (2023 - \$1,585,644), which are to be incurred over the remaining productive useful life of the assets. The liability is expected to be settled at the end of the buildings' productive useful life.

| | 2024 | 2023 |
|-----------------------------------|---------------------|---------------------|
| Balance, beginning of year | \$ 1,585,644 | \$ 1,520,663 |
| Increase due to accretion expense | 108,381 | 150,899 |
| Abatement of ARO | - | (85,918) |
| Balance, end of year | \$ 1,694,025 | \$ 1,585,644 |

7. FINANCIAL INSTRUMENTS

The board's financial instruments consist of cash, other investments (GICs), accounts receivable, accounts payable and accrued liabilities, and long-term debt.

The board is exposed to a variety of financial risks including credit risk, liquidity risk and market risk. The board's overall risk management program focuses on the unpredictability of financial markets and seeks to minimize potential adverse effects on the board's financial performance.

Credit Risk

The board's principal financial assets are cash, accounts receivable and investments, which are subject to credit risk. The carrying amounts of financial assets on the Statement of Financial Position represent the board's maximum credit exposure as at the Statement of Financial Position date.

Liquidity Risk

Liquidity risk is the risk that the board will not be able to meet all cash flow obligations as they come due. The board mitigates the risk by monitoring cash activities and expected outflows through extensive budgeting and maintaining sufficient cash on hand if unexpected cash outflows arise.

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

Market risk

The board is exposed to interest rate risk and price risk with regard to its portfolio and other investments and interest rate risk on its long-term debt, all of which are regularly monitored.

The board's financial instruments consist of cash, other investments, accounts receivable accounts payable and accrued liabilities, and long-term debt. It is the board's opinion that the board is not exposed to significant interest rate or currency risks arising from these financial instruments except as otherwise disclosed.

8. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS

| Retirement and Other Employee Future Benefit Liabilities | | 2024 | | 2023 |
|---|----------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| | Retirement Benefits | Other Employee Future Benefits | Total Employee Future Benefits | Total Employee Future Benefits |
| Accrued Employee Future Benefit Obligations at August 31 | \$ 1,137,953 | \$ 693,969 | \$ 1,831,922 | \$ 1,860,168 |
| Unamortized Actuarial Gains (Losses) at August 31 | 24,139 | - | 24,139 | 56,558 |
| Employee Future Benefits Liability at August 31 | \$ 1,162,092 | \$ 693,969 | \$ 1,856,061 | \$ 1,916,726 |

| Retirement and Other Employee Future Benefit Expenses | | 2024 | | 2023 |
|--|----------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| | Retirement Benefits | Other Employee Future Benefits | Total Employee Future Benefits | Total Employee Future Benefits |
| Current Year Benefit Cost | \$ - | \$ 254,938 | \$ 254,938 | \$ 179,165 |
| Interest on Accrued Benefit Obligation | 50,782 | 21,510 | 72,292 | 70,616 |
| Recognized Actuarial (Gains)/Losses | 3,079 | (19,371) | (16,292) | (3,271) |
| Employee Future Benefits Expenses¹ | \$ 53,861 | \$ 257,077 | \$ 310,938 | \$ 246,510 |

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

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

Actuarial Assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2024 are based on actuarial assumptions of future events determined for accounting purposes as at August 31, 2024 and based on updated average daily salary and banked sick days as at August 31, 2024. These valuations take into account the plan changes outlined above and the economic assumptions used in these valuations are the board's best estimates of expected rates of:

| | 2024 | 2023 |
|---|-------|-------|
| Inflation | | |
| Retirement Gratuity | 2.00% | 2.00% |
| Other Future Employee Benefits | 2.00% | 2.50% |
| Wage and Salary Escalation | | |
| Other Future Employee Benefits | 2.00% | 2.00% |
| Discount on Accrued Benefit Obligations | | |
| Retirement Gratuity | 3.80% | 4.40% |
| Other Future Employee Benefits | 3.80% | 4.40% |

Retirement Benefits

(i) Ontario Teacher's Pension Plan

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

(ii) Ontario Municipal Employees Retirement System

All non-teaching employees of the board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The board contributions equal the employee contributions to the plan. During the year ended August 31, 2024, the board contributed \$1,201,634 (2023 - \$983,133) to the plan. As this is a multi-employer pension plan, these contributions are the board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

As at December 31, 2023, the OMERS plan was in a deficit of \$4.2 billion (2022 - \$6.7 billion). There were no changes to contribution rates in 2023 and contribution rates and will remain unchanged in 2024. Pension payments increased by a cost-of-living adjustment of 6% in 2023 and 4.93% in 2024. The multiemployer plan is valued on a current market basis for all plan assets. The projected benefit method prorated on services was used for the actuarial valuation.

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

(iii) Retirement Gratuities

The board provides retirement gratuities to certain groups of employees hired prior to specified dates. 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 amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service up to August 31, 2012.

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 Bboard's consolidated financial statements. School boards are required to provide salary top-up to a maximum of 4.5 years for employees receiving payments from the Workplace Safety and Insurance board, where the collective agreement negotiated prior to 2012 included such a provision. As at August 31, 2024 the board has established an internal reserve for WSIB obligations amounting to \$400,000 (2023 - \$400,000).

(ii) Sick Leave Top-Up Benefits

A maximum of eleven unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit costs expensed in the financial statements are \$33,452 (2023 – \$43,357).

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial valuation about future events determined as at August 31, 2024 and is based on the average daily salary and banked sick days of employees as at August 31, 2024.

9. TEMPORARY BORROWING

The board had established the following credit facilities to address operating requirements or to bridge capital expenditures:

Demand operating line of credit with a limit of \$3,000,000 at an interest rate of prime minus 0.25%. As at August 31, 2024 the board was not using this credit facility.

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

10. NET LONG TERM DEBT

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

| | 2024 | 2023 |
|--|--------------------|--------------------|
| 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 | \$ 924,288 | \$ 1,099,342 |
| 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 | 1,735,549 | 1,999,290 |
| 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 | 475,647 | 527,763 |
| 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 | 473,606 | 515,768 |
| 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 | 1,993,708 | 2,134,671 |
| 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 | 515,636 | 549,942 |
| | \$6,118,434 | \$6,826,776 |

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

Principal and interest payments relating to long-term debt of \$7,528,897 outstanding as at August 31, 2024 are due as follows:

| | Principal Repayments | Interest | Total Future Payment by Year |
|--------------------------|---------------------------------|---------------------|---|
| 2025 | 746,819 | 311,389 | 1,058,208 |
| 2026 | 787,395 | 270,813 | 1,058,208 |
| 2027 | 830,187 | 228,021 | 1,058,208 |
| 2028 | 875,315 | 182,892 | 1,058,207 |
| 2029 | 804,753 | 135,298 | 940,051 |
| Thereafter | 2,073,967 | 282,048 | 2,356,015 |
| Future Year Total | \$ 6,118,436 | \$ 1,410,461 | \$ 7,528,897 |

11. DEBT CHARGES AND CAPITAL LOAN INTEREST

| | 2024 | 2023 |
|---|---------------------|---------------------|
| Principal payments on long-term liabilities | \$ 708,341 | \$ 671,856 |
| Interest expense on long-term liabilities | 339,221 | 375,925 |
| | \$ 1,047,562 | \$ 1,047,780 |

12. 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 of Ontario. OSBIE insures general liability, property damage and certain other risks. Liability insurance is available to a maximum of \$27,000,000 per occurrence. Premiums paid to OSBIE for the policy year ending December 31, 2024 were \$108,191 (2023 - \$98,938).

Any school board wishing to join OSBIE must execute a reciprocal insurance exchange agreement whereby every member commits to a five-year subscription period, the current one of which will end on December 31, 2026.

OSBIE exercises stewardship over the assets of the reciprocal, including the guarantee fund. While no individual school board enjoys any entitlement to access the assets of the reciprocal, the agreement provides for two circumstances when a school board, that is a member of a particular underwriting group, may receive a portion of the accumulated funds of the reciprocal.

- 1) In the event that the board of directors determines, in its absolute discretion, that the exchange has accumulated funds in excess of those required to meet the obligations of the Exchange, in respect of claims arising in prior years in respect of the underwriting group, the Board of Directors may reduce the actuarially determined rate for policies of insurance or may grant premium credits or policyholder dividends for that underwriting group in any subsequent underwriting year.

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

- 2) Upon termination of the exchange of reciprocal contracts of insurance within an Underwriting Group, the assets related to the Underwriting Group, after payment of all obligations, and after setting aside an adequate reserve for further liabilities, shall be returned to each Subscriber in the Underwriting Group according to its subscriber participation ratio and after termination the reserve for future liabilities will be reassessed from time to time and when all liabilities have been discharged, any remaining assets returned as the same basis upon termination.

In the event that a Board or other Board organization ceases to participate in the exchange of contracts of insurance within an Underwriting Group or within the Exchange, it shall continue to be liable for any Assessment(s) arising during or after such ceased participation in respect of claims arising prior to the effective date of its termination of membership in the Underwriting Group or in the exchange, unless satisfactory arrangements are made within the board of directors to buy out such liability.

Draft for Discussion

Huron-Perth Catholic District School Board
Notes to Consolidated Financial Statements

August 31, 2024

13. TANGIBLE CAPITAL ASSETS

| | Cost | | | | | Accumulated Amortization | | | | Net Book Value | |
|--------------------------|------------------------------|-----------------------|------------------------|-----------------------|-------------------------|------------------------------|---------------------|-----------------------|-------------------------|----------------------|----------------------|
| | Balance at September 1, 2023 | Additions & Transfers | Revaluation of TCA-ARO | Disposals | Closing August 31, 2024 | Balance at September 1, 2023 | Amortization | Disposals | Closing August 31, 2024 | August 31, 2023 | August 31, 2024 |
| Land | \$ 1,156,106 | \$ - | \$ - | \$ - | \$ 1,156,106 | \$ - | \$ - | \$ - | \$ - | \$ 1,156,106 | \$ 1,156,106 |
| Land Improvements | 2,489,920 | 1,817,452 | - | (31,993) | \$ 4,275,379 | 795,676 | 225,510 | (31,993) | \$ 989,193 | \$ 1,694,244 | \$ 3,286,186 |
| Buildings | 91,915,164 | 2,090,759 | 108,381 | - | \$ 94,114,304 | 45,309,041 | 3,776,501 | - | \$ 49,085,542 | \$ 46,606,123 | \$ 45,028,761 |
| Portable Structures | 848,542 | 405,488 | - | - | \$ 1,254,030 | 168,956 | 53,724 | - | \$ 222,680 | \$ 679,586 | \$ 1,031,350 |
| Construction in Progress | - | 32,446 | - | - | \$ 32,446 | - | - | - | \$ - | \$ - | \$ 32,446 |
| First Time Equipping | 327,075 | - | - | (251,926) | \$ 75,149 | 293,942 | 20,111 | (251,926) | \$ 62,127 | \$ 33,133 | \$ 13,022 |
| Furniture | 47,062 | - | - | (34,433) | \$ 12,629 | 42,182 | 2,985 | (34,433) | \$ 10,733 | \$ 4,880 | \$ 1,895 |
| Equipment 15yrs | 46,822 | 16,346 | - | - | \$ 63,168 | 27,819 | 3,666 | - | \$ 31,485 | \$ 19,003 | \$ 31,682 |
| Equipment 10yrs | 237,406 | 76,600 | - | (7,866) | \$ 306,140 | 115,732 | 27,177 | (7,866) | \$ 135,043 | \$ 121,674 | \$ 171,097 |
| Equipment 5 yrs | 343,866 | 26,285 | - | - | \$ 370,151 | 197,833 | 71,401 | - | \$ 269,234 | \$ 146,033 | \$ 100,916 |
| Computer Hardware | 1,666,426 | 418,266 | - | (677,561) | \$ 1,407,132 | 895,036 | 512,260 | (677,561) | \$ 729,735 | \$ 771,390 | \$ 677,397 |
| Computer Software | 79,788 | - | - | - | \$ 79,788 | 50,233 | 15,957 | - | \$ 66,190 | \$ 29,555 | \$ 13,598 |
| Vehicle | 28,233 | - | - | - | \$ 28,233 | 19,764 | 5,647 | - | \$ 25,411 | \$ 8,469 | \$ 2,822 |
| TOTAL | \$ 99,186,411 | \$ 4,883,641 | \$ 108,381 | \$ (1,003,780) | \$ 103,174,652 | \$ 47,916,212 | \$ 4,714,940 | \$ (1,003,780) | \$ 51,627,375 | \$ 51,270,196 | \$ 51,547,278 |

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

15. ACCUMULATED SURPLUS

Accumulated surplus consists of the following:

| | 2024 | 2023 |
|---|---------------------|---------------------|
| Available for Compliance - Unappropriated | | |
| Accumulated Operating Surplus | \$ 2,941,276 | \$ 2,392,859 |
| Available for Compliance – Internally Appropriated | | |
| Retirement Gratuities | 457,516 | 457,516 |
| WSIB | 400,000 | 400,000 |
| Classroom Budget Allocation | 226,232 | 226,232 |
| Board Projects | 770,707 | 832,250 |
| OFSAA | 90,000 | 90,000 |
| Sinking Fund Interest | 55,960 | 60,264 |
| Board Capital | 2,179,002 | 1,859,784 |
| Total Internally Appropriated | \$ 4,179,417 | \$ 3,926,046 |
| Unavailable for Compliance | | |
| Revenues Recognized for Land | \$ 1,156,106 | \$ 1,156,106 |
| Asset Retirement Obligation | (1,178,462) | (1,107,111) |
| School-Generated Funds | 506,392 | 506,392 |
| Interest to be Accrued | (93,366) | (104,011) |
| Total Externally Appropriated | \$ 390,670 | \$ 451,376 |
| Total Accumulated Surplus | \$ 7,511,363 | \$ 6,770,281 |

16. GRANTS FOR STUDENT NEEDS

School boards in Ontario receive the majority of their funding from the provincial government. This funding comes in two forms: provincial legislative grants and local taxation in the form of education property tax. The provincial government sets the education property tax rate. Municipalities in which the board operates collect and remit education property taxes on behalf of the Province of Ontario. The Province of Ontario provides additional funding up to the level set by the education funding formulas. Eighty-seven percent of the consolidated revenues of the board are directly controlled by the provincial government through the grants for student needs. The payment amounts of this funding are as follows:

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

| | Budget 2024 | 2024 | 2023 |
|-------------------------------|----------------------|----------------------|----------------------|
| Education Property Tax | \$ 7,465,332 | \$ 7,839,932 | \$ 7,527,299 |
| Provincial Legislative Grants | 62,998,287 | 69,490,821 | 59,463,660 |
| | \$ 70,463,619 | \$ 77,330,753 | \$ 66,990,959 |

17. PROVINCIAL GRANTS – OTHER

The following is a summary of other provincial grant revenue:

| | Budget 2024 | 2024 | 2023 |
|-----------------------------------|---------------------|---------------------|---------------------|
| Educational Program – Other (PPF) | \$ 1,363,414 | \$ 1,658,926 | \$ 1,298,027 |
| Government Entity Reporting | 317,034 | 332,921 | 349,736 |
| Other | - | - | - |
| | \$ 1,680,448 | \$ 1,991,847 | \$ 1,647,763 |

18. EXPENSES BY OBJECT

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

| | Budget 2024 | 2024 | 2023 |
|---|----------------------|----------------------|----------------------|
| Salary and Wages | \$ 46,093,298 | \$ 54,626,482 | \$ 45,411,712 |
| Employee Benefits | 8,641,131 | 9,092,870 | 8,126,622 |
| Staff Development | 408,628 | 436,185 | 423,940 |
| Supplies and Services | 9,588,285 | 8,630,895 | 7,774,834 |
| Interest | 338,837 | 339,221 | 375,925 |
| Rental Expenditures | 83,867 | 94,760 | 85,446 |
| Fees and Contract Services | 8,170,545 | 7,547,625 | 6,907,611 |
| Other | 1,213,182 | 150,856 | 820,785 |
| Amortization, Write-Downs and Net Loss on Disposal of TCA & ARO | 4,781,798 | 4,714,938 | 4,494,551 |
| | \$ 79,319,571 | \$ 85,633,832 | \$ 74,421,426 |

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

19. TRANSPORTATION CONSORTIUM

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 Huron Perth Student Transportation Services Consortium are shared. No partner is in a position to exercise unilateral control.

The board's consolidated financial statements reflect proportionate consolidation, whereby they include the assets that it controls, the liabilities that it has incurred, and its pro-rata share of revenues and expenses. The board's pro-rata share for 2024 is 28.7% (2023 – 29.1%)

The following provides condensed financial information.

| | 2024 | 2023 |
|---------------------------------------|--------------|--------------|
| Operations | | |
| Revenues | \$ 6,696,263 | \$ 6,210,250 |
| Transportation Expenses | 6,494,179 | 6,043,507 |
| Administration Expenses | 202,084 | 166,743 |
| Annual Surplus/ (Deficit) | \$ - | \$ - |
| Financial Position | | |
| Financial Assets | \$ 102,175 | \$ 69,688 |
| Liabilities | 102,175 | 69,688 |
| Accumulated Surplus/ (Deficit) | \$ - | \$ - |

20. REPAYMENT OF "55 SCHOOL BOARD TRUST" FUNDING

On June 1, 2003, the board received \$1,823,717 from The 55 School Board Trust for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the Trust. The 55 School Board Trust was created to refinance the outstanding not permanently financed (NPF) debt of participating boards who are beneficiaries of the Trust. Under the terms of the agreement, the 55 School Board Trust repaid the board's debt in consideration for the assignment by the board to the Trust of future provincial grants payable to the board in respect of the NPF debt.

As a result of the above agreement, the liability in respect of the NPF debt is no longer reflected in the Board's financial position. The flow-through of \$135,868 (2023 \$135,868) in grants in respect of the above agreement for the year ended August 31, 2024, is recorded in these consolidated financial statements.

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

21. RELATED PARTY DISCLOSURES

The board carries long term debt financed through the Ontario Financing Authority (OFA) which is a provincial agency and related party. This borrowing was incurred to finance capital projects and is included in the Statement of Financial Position as a long-term debt, in the amount of \$3,458,599 (2023- \$3,728,145). The board made principal payments of \$269,546 (2023 - \$256,676) and recorded an expense for interest payments of \$182,551 (2023 - \$195,422) related to this debt. Repayment terms are provided in Note 11.

22. IN-KIND TRANSFERS FROM THE MINISTRY OF PUBLIC AND BUSINESS SERVICE DELIVERY

The board has recorded revenues, expenses, deferred revenue and inventory entries associated with centrally procured in-kind transfers of personal protective equipment (PPE) and critical supplies and equipment (CSE) received from the Ministry of Public and Business Service Delivery (MPBSD). The amounts recorded were calculated based on the weighted average cost of the supplies as determined by MPBSD and quantity information based on the board's records. The in-kind revenue and expense recorded on the financial statements for these transfers is \$104,223 (2023 - \$134,189) with inventory and deferred revenue balances of \$17,346 at August 31, 2024 (2023 - \$21,778).

23. CONTRACTUAL OBLIGATIONS AND CONTINGENT LIABILITIES

In the normal course of business, various claims and litigious matters may be pending by and against the board. In respect of any outstanding claims, in managements judgement, no material exposure exists on the eventual settlement of such litigation. Accordingly, no provision has been made in the accompanying consolidated financial statements.

At August 31, 2024 the board has commitments related to construction contracts in the amount of \$1,696,883 (2023 - \$966,859).

24. FUTURE ACCOUNTING STANDARD ADOPTION

The board is in the process of assessing the impact of the upcoming new standards and the extent of the impact of their adoption on its financial statements.

Applicable for fiscal years beginning on or after April 1, 2026 (in effect for the board for as of September 1, 2026 for the year ending August 31, 2027). Standards must be implemented at the same time:

New Public Sector Accounting Standards (PSAS) Conceptual Framework:

This new model is a comprehensive set of concepts that underlie and support financial reporting. It is the foundation that assists:

- preparers to account for items, transactions and other events not covered by standards;
- auditors to form opinions regarding compliance with accounting standards;
- users in interpreting information in financial statements; and
- Public Sector Accounting Board (PSAB) to develop standards grounded in the public sector environment.

Huron-Perth Catholic District School Board

Notes to Consolidated Financial Statements

August 31, 2024

The main changes are:

- Additional guidance to improve understanding and clarity
- Non-substantive changes to terminology/definitions
- Financial statement objectives foreshadow changes in the Reporting Model
- Relocation of recognition exclusions to the Reporting Model
- Consequential amendments throughout the Public Sector Accounting Handbook

The framework is expected to be implemented prospectively.

Reporting Model- PS 1202- Financial Statement Presentation:

This reporting model provides guidance on how information should be presented in the financial statements and will replace PS 1201- Financial Statement Presentation. The model is expected to be implemented retroactivity with restatement of prior year amounts.

25. MONETARY RESOLUTION TO BILL 124, THE PROTECTING A SUSTAINABLE PUBLIC SECTOR FOR FUTURE GENERATIONS ACT

A monetary resolution to Bill 124 was reached between the Crown and the Ontario English Catholic Teachers' Association (OECTA) and the Canadian Union of Public Employees (CUPE). This agreement provides a 0.75% increase for salaries and wages on September 1, 2019, a 0.75% increase for salaries and wages on September 1, 2020, and a 2.75% increase in salaries and wages on September 1, 2021, in addition to the original 1% increase applied on September 1 in each year during the 2019-22 collective agreements. The same increases also apply to non-unionized employee groups excluding Principals and Vice-Principals and school board executives.

The Crown has funded the monetary resolution for these employee groups to the applicable school boards through the appropriate changes to the Grants for Student Needs benchmarks and additional Priorities and Partnerships Funding (PPF).

Subsequent to the financial statement date, a monetary resolution to Bill 124 was reached between the Crown and the association representing principals and vice-principals (Catholic Principals' Council of Ontario). This agreement provides a 0.75% increase for salaries and wages on September 1, 2020, a 2.75% increase for salaries and wages on September 1, 2021, and a 2.00% increase in salaries and wages on September 1, 2022, in addition to the original 1% increase applied on September 1 in each year during the 2020-23 collective agreements. The memorandum of settlement was reached on August 10, 2024 and was ratified on September 30, 2024.

The Crown intends to fund the monetary resolution for principals and vice-principals to the applicable school boards through the appropriate changes to the GSN benchmarks.

Due to this resolution, there is an impact on salary and wages expenses of \$7,414,813 in the 2023-24 fiscal year. The portion related to 2019-20 to 2022-23 is \$5,131,831, with the remainder of \$2,282,982 related to 2023-24.



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: December 9, 2024
Submitted by: Chris N. Roehrig, Director of Education and Secretary

AUDIT COMMITTEE NOVEMBER 2024 MEETING REPORT

Public Session

BACKGROUND

Section 15 of Ontario Regulation 361/10, "Audit Committees", requires an Audit Committee to report to the Board of Trustees. There are three types of reports (annual, ministry, meeting), and two frequencies for Audit Committee reporting. The detailed annual report and Ministry report are completed annually. The meeting report is to be done after each meeting. The meeting report can be oral and/or written.

DEVELOPMENT

One item was brought forward for information and discussion at the November 14, 2024 meeting:

1. November 2024 Audit Committee Report.

Items brought forward for action at the November 14, 2024 meeting:

1. Huron-Perth Catholic DSB Consolidated Financial Statements for the Year Ended August 31, 2024;
2. BDO Canada LLP Audit Final Report to the Audit Committee;
3. Annual Report to the Ministry of Education for the Year Ended August 31, 2024; and
4. Annual Evaluation of the External Auditor.

Reports for Items 2 and 3 are attached. The consolidated financial statements for the year ended August 31, 2024 are presented to the Board under a separate agenda item.

RECOMMENDATIONS

THAT the Huron-Perth Catholic District School Board receives the Audit Committee November 2024 Meeting Report for information.

AND

THAT the Huron-Perth Catholic District School Board approves the Annual Report to the Ministry of Education for the year ended August 31, 2024.

AND

THAT the Huron-Perth Catholic District School Board approves the BDO Canada LLP Audit Final Report.



Huron-Perth Catholic District School Board

Audit final communication to the Audit
Committee for the year ended August 31,
2024



START



To the Audit Committee of Huron-Perth Catholic District School Board

We are pleased to provide you with the results of our audit of Huron-Perth Catholic District School Board (the "Entity") financial statements for the year ended August 31, 2024.

The enclosed final communication includes our approach to your audit, including: significant risks identified and the nature, extent, and results of our audit work. We will also communicate any significant internal control deficiencies identified during our audit and reconfirm our independence.

During the course of our audit, management made certain representations to us - in discussions and in writing. We documented these representations in the audit working papers.

We look forward to discussing our audit conclusions with you. In the meantime, please feel free to contact us if you have any questions or concerns.

Yours truly,

BDO Canada LLP
November 14, 2024



Table of contents

| | | |
|----|--------------------------------------|----|
| 1 | Audit at a glance | 4 |
| 2 | Status of the audit | 5 |
| 3 | Audit findings | 6 |
| 4 | Internal control matters | 7 |
| 5 | Adjusted and unadjusted differences | 8 |
| 6 | Other required communications | 9 |
| 7 | How we audit financial statements | 10 |
| 8 | Your audit: Responsiveness in action | 13 |
| 9 | BDO's digital audit suite | 14 |
| 10 | Recommended resources | 16 |
| 11 | Appendices | 20 |

For the year ended August 31, 2024



BDO'S DIGITAL AUDIT SUITE APT Next Gen

We use our APT Next Gen software and documentation tool to save time, streamline processes, and go paperless with your audit.

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DIGITAL DIFFERENCE



Audit at a glance

Preliminary materiality was \$1,480,000. Final materiality changed to \$2,00,000 from our preliminary assessment. The change is due to receiving the final trial balance and increasing our factor to 2.5% vs 2% of the previous year.

We are not aware of any fraud affecting the Entity. If you have become aware of changes to processes or are aware of any instances of actual, suspected, or alleged fraud since our discussions held at planning, please let us know.

We have complied with relevant ethical requirements and are not aware of any relationships between Huron-Perth Catholic District School Board and our Firm that may reasonably be thought to bear on our independence.



Silvana Slavik

Email: SSlavik@bdo.ca

Direct: 519-994-6993



October 15, 2024



November 1, 2024



Status of the audit

We have substantially completed our audit of the year ended August 31, 2024 financial statements.

Outstanding items include:

- Final review of subsequent events to date of board meeting
- Legal confirmation to date of board meeting
- Approval of the financial statements from the Board of Trustees

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement.

The scope of the work performed was substantially the same as that described in our Planning Communication to the Audit Committee dated September 10, 2024.



Audit findings

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Entity's accounting practices, including accounting policies, accounting estimates and financial statements disclosures. We look forward to exploring these topics in depth and answering your questions. A summary of the key discussion points are below:

| Financial statement areas | Risks noted | Audit findings |
|-----------------------------|--|---|
| General Legislative Grants | There is a risk that the Board may overstate enrolment figures to ensure a higher general legislative grant each year. | <p>We compared the current year enrolment to prior year enrolment by grade and by school.</p> <p>We recalculated and vouched components of EFIS grant package and assessed reasonability of the estimate against increase/decrease in advances.</p> <p>We randomly selected four schools and reviewed the signed Principal reports for October and March.</p> <p>These procedures have been completed without any issues noted.</p> |
| Asset Retirement Obligation | There is a risk the liability is not reflected with the current activity of the organization | <p>We discussed and reviewed the mythology used for the ARO and tested activity during the year.</p> <p>BDO did not encounter any issues on the ARO.</p> |



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DISCOVER THE
DIGITAL DIFFERENCE





Internal control matters

- ▶ During the audit, we performed the following procedures regarding the Entity's internal control environment:
- ▶ Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.
- ▶ We considered the results of these procedures in determining the extent and nature of audit testing required.



We are required to communicate to you in writing about any significant deficiencies in internal control that we have identified during the audit.

A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that merits the attention of those charged with governance.

The audit expresses an opinion on the Entity's financial statements. As a result, it does not cover every aspect of internal controls—only those relevant to preparing the financial statements and designing appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

No control deficiencies were noted that, in our opinion, are of significant importance to discuss.



Adjusted and unadjusted differences

- ▶ We have no adjusting entries or unadjusted differences to report to the committee.



Other required communications

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the attached table summarizes these additional required communications.

| Issue | BDO response |
|---|--|
| Potential effect on the financial statements of any material risks and exposures, such as pending litigation, that are required to be disclosed in the financial statements. | BDO has received management's representations regarding pending litigations and confirmed with the Board's legal counsel regarding pending and potential legal liabilities. No legal liabilities identified that would need to be disclosed in the financial statements. |
| Material uncertainties related to events and conditions that may cast significant doubt on the entity's ability to continue as a going concern. | None noted |
| Disagreements with management about matters that, individually or in the aggregate, could be significant to the entity's financial statements or our audit report. | None noted |
| Matters involving non-compliance with laws and regulations. | None noted |
| Significant related party transactions that are not in the normal course of operations and which involve significant judgments made by management concerning measurement or disclosure. | None noted |
| Management consultation with other accountants about significant auditing and accounting matters. | None noted |
| Other Matters | None noted |



How we audit financial statements: Our audit process

IDENTIFY AND ASSESS RISK

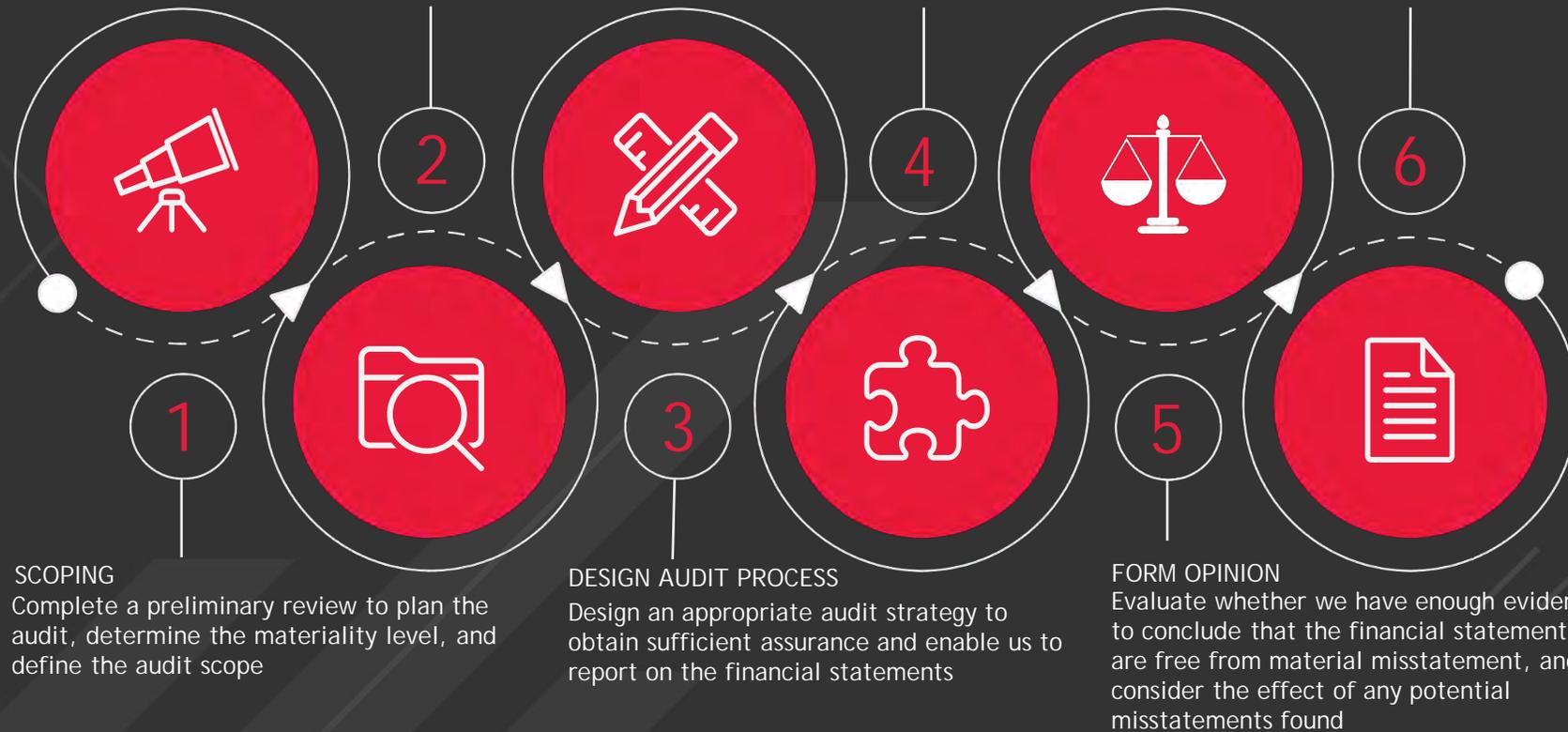
Focus on those areas of financial statements that contain potential material misstatements as a consequence of the risks you face

OBTAIN AUDIT EVIDENCE

Perform audit procedures while maintaining appropriate degree of professional skepticism, to conclude whether or not the financial statements are presented fairly

COMMUNICATION

Communicate our opinion and details of matters on which we are required to communicate





How the firm's system of quality management (SoQM) supports the consistent performance of quality audit engagements

The firm is committed to maintaining high standards of audit quality that meet stakeholders' expectations and serve the public interest. We foster a culture where audit quality is at the center of our strategy and priorities. All partners and staff are accountable for performing quality engagements and upholding professional ethics, values, and attitudes.

The firm invested significant time and resources to establish and operate a SoQM that complies with the requirements set out in Canadian Standard on Quality Management 1 - Quality Management for Firms that Perform Audits or Reviews of Financial Statements, or Other Assurance or Related Services Engagements (CSQM 1) as issued by the Auditing and Assurance Standards Board (AASB). The SoQM ensures the firm and its personnel meet professional standards, legal and regulatory requirements, and conduct engagements accordingly, with reports issued appropriately for the circumstances.

Taken together our system of quality management supports consistent performance of audit engagements by focusing on eight components that operate in an iterative and integrated manner. These include:



Standard for Audit Quality



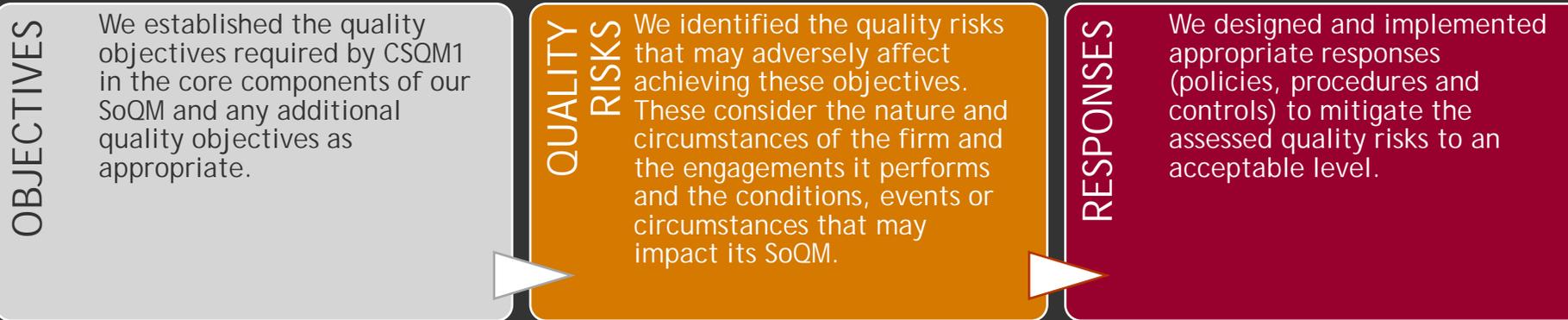
CSQM 1

The quality of an audit depends not only on the people conducting it—but also on the systems underpinning it. These new rules up the ante for your audit quality.



Establishing and improving the firm's SoQM

In establishing and continuously improving our firm's SoQM, we carried out the following for each of the SoQM components:



Evaluating SoQM:

Our annual SoQM evaluation involves reviewing information about the system's design, implementation, and operation through monitoring activities. It includes testing response effectiveness, reviewing findings from inspections, and other relevant SoQM information. Using professional judgment, we assess whether identified findings represent deficiencies in the SoQM, investigating their root causes and evaluating their severity and pervasiveness.

MONITORING

We monitor the design, implementation and operating effectiveness of the firm's SoQM to identify areas for improvement. Root cause analysis is performed on deficiencies identified and remedial actions are implemented on a timely basis. This robust monitoring and remediation process is important for continuous improvement in quality processes.

On at least an annual basis the firm evaluates whether these deficiencies have a severe and/or pervasive impact on the achievement of the quality objectives in the SoQM.

We identify emerging developments and changes in the circumstances of the firm or its engagements and adapt the SoQM to respond to such changes.



Our audit approach: Responsiveness in action

Our firm is deliberately structured to allow one partner to every six staff members. This means easy access to senior staff and the lead partner throughout your audit. It also helps our team gain a better understanding of your organization. Our audit process differs from the typical audit in our use of in-field reviews. The benefit of these in-field reviews is that final decision-makers are on site ensuring issues are resolved and files closed quickly. We offer clients the full-service expertise of a national firm. Yet we maintain a local community focus. The comprehensive range of services we deliver is complemented by a deep industry knowledge gained from over 100 years of working within local communities.



Discover how we're accelerating audit quality



Audit Quality Report

We collected our core beliefs around audit quality, the very practical steps we take to sustain it, and the progress we have made to accelerate its quest.

[Follow our progress](#)



BDO's digital audit suite

Our digital audit suite of technologies enables our engagement teams to conduct consistent risk-based audits, both domestically and internationally, with maximum efficiency and minimal disruption to our clients' operations and people.

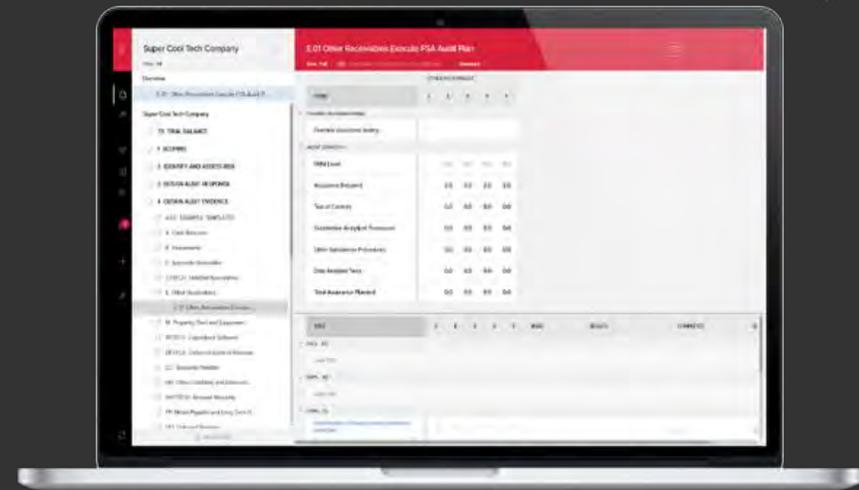
APT Next Gen

Our audit software and documentation tool, APT, is an integral part of our audit methodology. Our professionals engage APT to devise and perform appropriate, risk-based audit procedures and testing based on applicable Canadian Auditing Standards (CASs), as well as to factor in engagement and industry-specific objectives and circumstances.

APT enables us to deliver an audit that fits your organization—whether large or small; complex or basic.

This sophisticated tool also amplifies two key attributes of our audits: consistency and quality. The quality framework that we developed measures our audit performance with hard quality indicators and reflects our indispensable culture for quality. To see our audit quality and consistency in action, look no further than how our teams share best audit practices for continuous improvement.

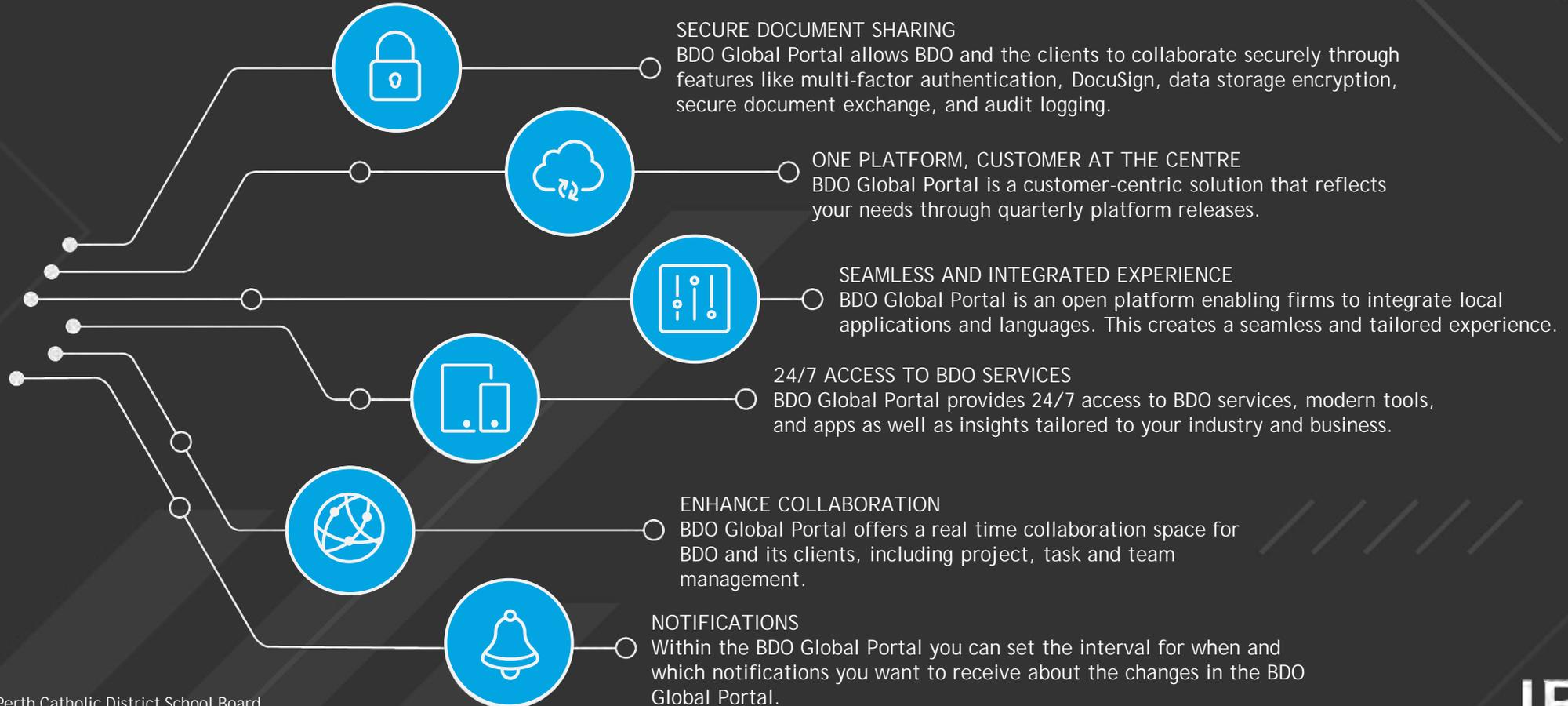
Through a strategic alliance with Microsoft and the introduction of new technology, this global, cloud-based application can now streamline and focus the audit process in even more ways for BDO professionals and their clients.





BDO Global Portal

BDO Global Portal transforms and enhances your digital experience with your BDO advisors. Available at any time, Portal enables you to access all services, tools, apps, and information and to collaborate with your advisors in a seamless way through a flexible, appealing, and secure environment.





Recommended Resource

Staying in the know with knowledge and perspective

Key changes to financial reporting



When the rules of reporting change, you may need to fine-tune how to present financial statements and govern the organization.

[ACCESS OUR KNOWLEDGE CENTRE](#)

The latest tax pointers



Corporate. Commodity. Transfer pricing. International tax. Government programs. Together they add up to immense differences on the organization's bottom line. Our tax collection keeps you current.

[STAY ON TOP OF TAXES](#)

Trending topics



As a community of advisors with the best interests of our clients in mind, we keep our ear to the ground to bring insights and perspectives related to key business trends to you.

[EXPLORE NOW](#)

Asset Retirement Obligations (ARO): A Practical Approach to Section PS 3280



This publication will walk through a practical approach to applying Section PS 3280 including: identification, recognition and measurement of an obligation, and the different options available to entities on transition.

[READ ARTICLE](#)



Recommended Resource

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[READ ARTICLE](#)

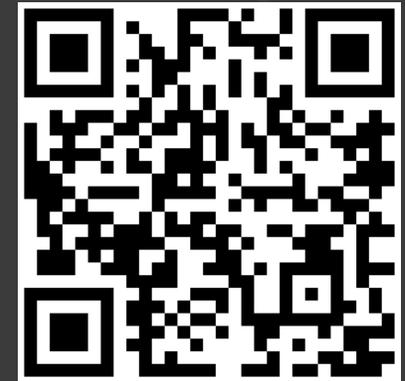
Spotlight on ESG



Transformative world events—an international health crisis, social movements, shareholder and investor values, global supply chains, energy transition, smart cities, and sustainable finance—are transforming Canadian business.

Standards and regulations are rapidly changing to reflect the goals of all of your stakeholders. Organizations, investors, and customers are embracing environmental, social, and governance (ESG) considerations as important measures of success. Non-financial and financial information is becoming more interconnected.

ESG Insights



Sector insights at your convenience

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Appendices

- ▶ Appendix A: Independence letter
- ▶ Appendix B: Representation letter



Appendix A: Independence letter



Tel: (519) 944-6993
Fax: +1 (519) 944-6116

BDO Canada LLP
3630 Rhodes Drive,
Suite 100
Windsor, Ontario
N8W 5A4

November 14, 2024

Members of the Audit Committee
Huron Perth Catholic District School Board

Dear Members of the Audit Committee:

We have been engaged to audit the consolidated financial statements of Huron Perth Catholic District School Board (the "Organization") for the year ended August 31, 2024.

Canadian generally accepted auditing standards require that we communicate at least annually with you regarding all relationships between the Organization and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, the standards require us to consider independence rules and interpretations of the CPA profession and relevant legislation.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since September 10, 2024, the date of our last letter.

We are aware of the following relationships between the Organization and us that, in our professional judgment, may reasonably be thought to have influenced our independence. The following relationships represent matters that have occurred from September 10, 2024 to November 14, 2024.

- We have provided assistance in the preparation of the consolidated financial statements, including adjusting journal entries and/or bookkeeping services. These services created a self-review threat to our independence since we subsequently expressed an opinion on whether the consolidated financial statements presented fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian Public Sector Accounting Standards.
- We, therefore, required that the following safeguards be put in place related to the above:
 - Management provided us with a trial balance and draft consolidated financial statements, including notes, prior to completion of our audit.
 - Management created the source data for all the accounting entries.
 - Management developed any underlying assumptions required with respect to the accounting treatment and measurement of the entries.
 - Management reviewed advice and comments provided and undertook their own analysis considering the Organization's circumstances and generally accepted accounting principles.
 - Management reviewed and approved all journal entries prepared by us, as well as changes to financial statement presentation and disclosure.



- Members of our Firm providing bookkeeping services did not participate on the audit engagement team.
- Someone other than the preparer reviewed the proposed journal entries and consolidated financial statements.

This letter is intended solely for the use of the Audit Committee, management and those charged with governance of the Organization and should not be used for any other purpose.

Yours truly,

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants



Appendix B: Representation letter

Huron Perth Catholic District School Board
Mill Street
P.O. Box
Dublin, Ontario
N0K 1E0

December 9, 2024

BDO Canada LLP
Chartered Professional Accountants
3630 Rhodes Drive,
Suite 100
Windsor Ontario
N8W 5A4

This representation letter is provided in connection with your audit of the financial statements of Huron Perth Catholic District School Board for the year ended August 31, 2024, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian Public Sector Accounting Standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated July 29, 2024, for the preparation of the financial statements in accordance with Canadian Public Sector Accounting Standards; in particular, the financial statements are fairly presented in accordance therewith.

- However, the following departures from Canadian Public Sector Accounting Standards have occurred and have been reported in the independent auditor's report:

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian public sector accounting standards which require that:

- Government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410;
 - Externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100; and
 - Property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510.
- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement and/or disclosure that are reasonable in accordance with Canadian Public Sector Accounting Standards.
 - Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian Public Sector Accounting Standards.
 - All events subsequent to the date of the financial statements and for which Canadian Public Sector Accounting Standards require adjustment or disclosure have been adjusted or disclosed.
 - The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.

- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. No material unadjusted misstatements were identified.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

General Representations

- Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
- We have provided you with significant assumptions that in our opinion are reasonable and appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity when relevant to the use of fair value measurements or disclosures in the financial statements.

- We confirm that there are no derivatives or off-balance sheet financial instruments held at year end that have not been properly recorded or disclosed in the financial statements.
- Except as disclosed in the financial statements, there have been no changes to title, control over assets, liens or assets pledged as security for liabilities or collateral.
- The entity has complied with all provisions in its agreements related to debt and there were no defaults in principal or interest, or in the covenants and conditions contained in such agreements.
- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).
- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

Other Representations Where the Situation Exists

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. When applicable, these litigation and claims have been accounted for and disclosed in the financial statements.

Yours truly,

Signature

Position

Signature

Position

**Annual Report to the Board of Trustees and Forwarded
To the Ministry of Education
For the year ended August 31, 2024**

District School Board Name: Huron-Perth Catholic District School Board

Fiscal Year: 2023-24

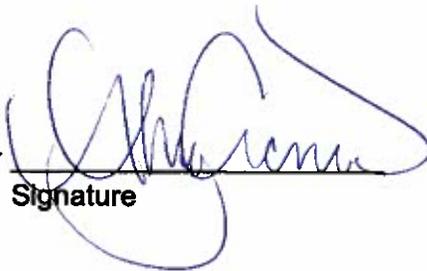
Re: Annual Audit Committee report to the Ministry of Education as per Ontario Regulation 361/10, Audit Committees

- During the 2023-24 fiscal year, the following internal audit was completed by KPMG:
 - Student Mental Health Audit

- During the 2024-25 fiscal year, as per the multi-year audit plan, the following internal audit is expected to be performed by KPMG:
 - Talent Needs Assessment Internal Audit

- Based on the internal audit plan, we are not expecting any enrollment audits to be performed.

November 14, 2024
Date


Signature

Amy Cronin
2023/24 Audit Committee Chair



Ontario Catholic School Trustees' Association

October 28, 2024

MEMORANDUM

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

FROM: Nick Milanetti, Executive Director

SUBJECT: 2025 AGM Resolutions

PLEASE REVIEW THIS INFORMATION AT A MEETING OF YOUR BOARD

The study and processing of resolutions is one of the fundamental responsibilities of OCSTA. The resolution process provides member boards with the opportunity to shape the work of the Association by bringing important issues, which have provincial implications to the attention of all trustees in the province. Delegates will consider and vote on all resolutions received from OCSTA members.

During the year, important issues of a provincial nature that arise at the board level may be used to develop resolutions for OCSTA. Resolutions may be submitted at any time up until the deadline of 12:00 p.m. EST February 7, 2025.

Attachments

- *Guidelines*
- *Sample Resolution*
- *Explanation of Committee Recommendations & Resolution Procedures*
- *OCSTA Mission, Vision, Strategic Priorities*
- *Chart of 2024 Resolutions with AGM Decisions*
- *Related By-Law Section 5.9 (Resolutions)*



Ontario Catholic School
Trustees' Association

Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to shape the work of the Association by addressing problems, solutions or concerns, which affect Catholic education in Ontario. **A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.**

- A. All Resolutions will be reviewed by the Resolutions Committee and a Committee Recommendation will be added to each Resolution. Committee Recommendations will be guided by the following criteria.**

The resolution:

- a. Is in keeping with the Mission, Vision and Strategic Priorities of the Association.
- b. Is of a provincial nature and addresses an area of concern for the province's Catholic school boards and is a matter that requires attention or action.
- c. Is written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Is accompanied by substantiated rationale.
- e. OCSTA addresses education funding issues in the **Annual Finance Brief to the Minister** and submission to the yearly **Pre-Budget Consultation**. Boards are encouraged to submit education funding issues requiring Association action and advocacy by the middle of October.

B. Steps in Preparing a Resolution

1. Review the Mission, Vision and Strategic Priorities of OCSTA. (attached)
2. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
3. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
4. Write the resolution in the following proposed format taking care to ensure that:
 - a. Each "*Whereas*" is accompanied by adequate background material.
 - b. The "*Therefore be it Resolved*" directs OCSTA to take specific action.

C. Writing A Resolution

Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word “WHEREAS”.

2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore be It Resolved” portion should be divided into a), b), c), etc.

3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]
[Secunder’s Name]
[Board Name]
[Topic]

D. **Submission Deadline Date**

The **final** deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, February 7, 2025**. Please submit resolutions by email to Connie Araujo-De Melo at cdemelo@ocsta.on.ca.

E. **Regulations**

Please see the attached current regulations regarding submission and presentation of resolutions at the Annual General Meeting.

These guidelines, the enclosed sample resolution, and the resolution session procedures are provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

Sample Resolution

When submitting a resolution **do not use** tables, text boxes or any type of graphic or letterhead. The type of font to be used in this document is **Times New Roman 12pt**.

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

Moved by: [Mover's Name] **[Board Name]**

Seconded by: [Seconder's Name]

Topic: [e.g. Vacancies on School Boards]

Whereas: from time to time a vacancy occurs in the office of a member of the board; and

Whereas: according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

Whereas: boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

Whereas: the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

Whereas: the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

THEREFORE, BE IT RESOLVED THAT:

OCSTA petition the Ministry of Education to review the section of the Education Act which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

Does the above resolution reflect the interest of students and/or publicly funded Catholic School Boards in the province of Ontario?

Please briefly outline below how the above resolution is of province-wide scope reflecting the interest of students and/or publicly funded Catholic School Boards in the province of Ontario.

Explanation of Committee Recommendations & Resolution Session Procedures

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

Explanation of Committee Recommendations

The **Resolutions** Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not support**
No action will be taken.
- v. **No recommendation**
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**
The intent of the resolution has been met. No further action will be taken.
- vii. **No action required – In Progress**
OCSTA is actively working to meet the intent of the resolution.

Resolution Session Procedures

Delegates wishing to speak to a resolution must state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak **once** to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates at the session when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show the proxies they are carrying. Ballots will be provided in the event that a vote by ballot is called for.

Note Re Quorum: *Quorum for the transaction of business at any meeting of the Members shall require the presence in person or by proxy of not less than a total of forty (40) current Members.*

Grouped Resolutions

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

Resolutions Handled Individually

These will include resolutions removed from the groups and resolutions for which the committee has not made any recommendation.

A. Resolutions with committee recommendations

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
 - the chair will call for the sponsoring board to move and second **the committee recommendation;**
 - delegates will speak to the committee recommendation;
 - delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
 - the chair will call for the sponsoring board to move their **original resolution;**
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:
 - the chair will call for the sponsoring board to move their **original resolution;**
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- the chair will **read** the amendment;
- delegates will speak to the amendment;
- delegates will vote on the amendment;
- delegates will vote on the resolution as amended.

If the amendment is defeated:

- delegates will be asked to speak to the original resolution;
- delegates will vote on the original resolution.

D. **Members’ Discussion Right**

Under Article 5.11 (*Members Discussion Right*), any Member entitled to vote at an Annual Meeting is entitled to raise for discussion at that meeting any matter with respect to which the Member would have been entitled to submit a proposal, subject to the conditions outlined in Sections 5.10.1 to 5.10.5⁸, and provided that:

- 5.11.1 if such Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak to the discussion item, for up to three minutes per member; and
- 5.11.2 no discussion item shall be put to the membership for a vote at the meeting at which it was raised for discussion.

⁸S.56(1)(b) of the ONCA



Ontario Catholic School Trustees' Association

Our Mission

Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.

Our Vision

Ontario is enriched by a publicly funded Catholic education system governed by locally elected Catholic school trustees who serve with faith, commitment and compassion.

The Association's **Strategic Priorities** are as follows:

1. Enhance Political Advocacy for Catholic Education

- a. Strengthen current advocacy platform by building positive new relationships and reinforcing existing ones with groups like OAPCE, OCSOA, CWL, etc.
- b. Communicate and promote current messages about the value of Catholic education to our key target audiences: parents, students, politicians, teachers, alumni, parishioners, etc.

2. Engage Trustees in an Enriched Development Program

- a. Assess the current needs and interests of members to guide development of appropriate programming.
- b. Ensure OCSTA programming provides timely and relevant content to support trustees in their roles as advocates and spokespersons for Catholic education.

3. Manage Human and Fiscal Resources to Effectively meet Changing Needs

- a. Align the work of committees, staff and fiscal resources behind structures and initiatives that support the association's three key priorities.
- b. Ensure OCSTA is structurally aligned to successfully fulfill its role as the legislated Employer Bargaining Agent for all of Ontario's English Catholic District School Boards.



Ontario Catholic School
Trustees' Association

2024 RESOLUTIONS WITH AGM DIRECTIVES

| | BOARD | TOPIC | AGM DECISION |
|-----|-------------------------|---|---|
| 1. | Halton | Additional Funding to Equalize EI and CPP Federal Payments | Approve |
| 2. | Simcoe Muskoka | School Condition Improvement (SCI) & School Renewal Allocation (SRA) Funding Shortfalls | Approve |
| 3. | Simcoe Muskoka | Trustee Honoraria | Approve |
| 4. | Toronto | Free Menstrual Products in Schools | Approve |
| 5. | CDSB of Eastern Ontario | Two-Year Bachelor of Education Degrees -Teacher Shortage | Approve & Refer to Political Advocacy Committee |
| 6. | Halton | Additional Funding to Address Network Needs & Cybersecurity | Approve & Refer to Political Advocacy Committee |
| 7. | Waterloo | Cyber Security Funding | Approve & Refer to Political Advocacy Committee |
| 8. | Halton | Increase Funding to the Temporary Accommodation Allocation | Approve & Refer to Political Advocacy Committee |
| 9. | PVNC | Additional Ministry Funding to Adequately Fund Sick Leave Plan | Approve & Refer to Political Advocacy Committee |
| 10. | Simcoe Muskoka | Accessibility for Ontarians: Education Standards Development Committee Recommendations | Approve & Refer to Political Advocacy Committee |
| 11. | Simcoe Muskoka | Inflexibility of GSN Funding | Approve & Refer to Political Advocacy Committee |
| 12. | Simcoe Muskoka | Safe Schools: Violence Threat Risk Assessment Training | Approve & Refer to Political Advocacy Committee |
| 13. | Simcoe Muskoka | Security Cameras (Video Surveillance) | Approve & Refer to Political Advocacy Committee |
| 14. | Waterloo | Speech & Language Pathologist Funding | Approve & Refer to Political Advocacy Committee |
| 15. | Toronto | International Language Elementary Program | Approve & Refer to Political Advocacy Committee |
| 16. | Waterloo | Transportation Funding Formula | Receive & Refer to Political Advocacy Committee |
| 17. | Algonquin & Lakeshore | School Safety Zones | Receive & Refer to Political Advocacy Committee |
| 18. | Ottawa | Make Mandatory that Police and/or the Crown Inform the | Receive & Refer to Political Advocacy Committee |



Ontario Catholic School
Trustees' Association

2024 RESOLUTIONS WITH AGM DIRECTIVES

| | BOARD | TOPIC | AGM DECISION |
|-----|---------------|--|---|
| | | Employer in a Vulnerable Sector, such as a School Board, of any Employee Charged with a Criminal Offense | |
| 19. | PVNC | Fair & Equitable Funding for Transportation of Students with Special Needs | Receive & Refer to Political Advocacy Committee |
| 20. | Toronto | Electric School Buses | Receive & Refer to Political Advocacy Committee |
| 21. | Toronto | Addressing Rising Mental Health Crisis Facing Children & Youth in Ontario | Receive & Refer to Political Advocacy Committee |
| 22. | Toronto | Mental Health & Well-Being and Enhanced Funding for New & Existing Active School Travel Initiatives | Receive & Refer to Political Advocacy Committee |
| 23. | Waterloo | Teacher Vacancies on School Boards | Receive & Refer to Political Advocacy Committee |
| 24. | York | Special Education Training for Teachers and Education Workers | Receive & Refer to Political Advocacy Committee |
| 25. | Toronto | Provincial Leadership Regarding the Use of Artificial Intelligence in Education | Receive & Refer to Political Advocacy Committee |
| 26. | Halton | Special Education Dedicated Professional Activity Day | Receive & Refer to Political Advocacy and CETE Committees |
| 27. | Toronto | Closing the Equity Gap in Before & After School Programs for Students with Special Needs | Receive & Refer to Political Advocacy and CETE Committees |
| 28. | Dufferin-Peel | Artificial Intelligence Funding | Receive & Refer to Political Advocacy and CETE Committees |
| 29. | Waterloo | Addressing the Voter Registration Default to English Public School Support | Approve & Refer to Political Advocacy and CETE Committees |



Ontario Catholic School
Trustees' Association

**Excerpt from
Ontario Catholic School Trustees' Association
General Working By-law 2020-1**

5. MEETINGS OF MEMBERS

5.9 Resolutions from CDSBs

Any CDSB may submit a Resolution for consideration at an Annual Meeting to address any challenge or opportunity which affects Catholic education in Ontario, subject to the following:

- 5.9.1 each such Resolution shall have been received at the Head Office of the Corporation not less than sixty (60) days prior to the date of the Annual Meeting;
- 5.9.2 each such Resolution shall have been considered and reported upon by a Committee of the Board, or by the Board of Directors;
- 5.9.3 each such Resolution shall be circulated among all CDSBs not less than thirty (30) days prior to the Annual Meeting;
- 5.9.4 each such Resolution shall be included in the notice of the Annual Meeting; and
- 5.9.5 no such Resolution shall be acted upon unless approved by a majority of the votes cast at an Annual Meeting.