

Regular Board Meeting
October 23, 2023 - 3:00 p.m.

AGENDA

1. Opening Business

- 1.1. Opening Prayer & Condolences - Board Chaplain Fr. Butler & Board of Trustees** Pages 3-4

1.1.1. Mass cards and condolences on behalf of the HPCDSB for this month were sent to the family of Edgar Chaput, father-in-law of Beth Chaput, Educational Assistant at St. Michael CSS on his passing, to the family of Rita Lauwaert, retired teacher and administrator for the Huron-Perth Catholic District School Board on her passing, and to the family of Laurie Kraftcheck, retired teacher and administrator for the Huron-Perth Catholic District School Board on his passing; and to the family of Donelda Dobson, mother of Dave Dobson, Library Technician at St. James School and mother-in-law of Kate Dobson, Teacher at Precious Blood School, on her passing.

- 1.2. Attendance**

- 1.3. Approval of the Regular Board Meeting Agenda of October 23, 2023** Pages 1-2

- 1.4. Declaration of Interest**

- 1.5. Approval of the Regular Board Meeting Minutes of September 25, 2023** Pages 5-9

- 1.6. Business Arising from the Minutes of September 25, 2023**

2. Presentations

- 2.1. Catholic Education Foundation of Ontario (CEFO) - Outstanding Catholic Student Award - Secondary Student Recipients**

- 2.2. Awe and Wonder Science Curriculum Resource**

3. Delegations

4. Consent Agenda

- 4.1. October Board Highlights** Pages 10-19

- 4.2. Approved Special Education Advisory Committee (SEAC) Meeting Minutes of September 18, 2023** Pages 20-22

5. Committee and Staff Reports

5.1. Policy

- 5.1.1. Board Policies for review:

- 3E:3 Advertising in Schools Pages 23-24
- Artificial Intelligence Pages 25-30

- 5.1.2. Board Policies recommended for approval/rescinding:

- 1:1 By-Laws of the Board Pages 31-43
- Infectious Disease Reporting Pages 44-46

- 3B:5 Information and Communications Technology Pages 47-55
- 3B:8 Electronic Social Media (rescind) Pages 56-57
- 3E:21 Purchasing Pages 58-72

5.2. Student Achievement and Catholicity

- 5.2.1. Math Action Plan Pages 73-75
- 5.2.2. EQAO Results Pages 76-77
- 5.2.3. Strategic Plan 2024-2027 - Milestones Pages 78-79
- 5.2.4. Student Trustees' Report Pages 80-81

5.3. Corporate Services and Operations

- 5.3.1. 2023-24 Enrolment Update October 2023 Pages 82-84
- 5.3.2. Honoraria for Board Members November 15, 2023 to November 14, 2024 Pages 85-86

6. Information and Correspondence

- 6.1. Fifth Disease Policy

7. Notices of Motion

8. Notices of Motion Considered for Adoption

9. Trustee Inquiries

- 9.1 Trustee Christmas Dinner - Date/Time/Location

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

- Equity, Diversity Inclusion, and Anti-Racism (EDIAR) Committee Meeting - Tuesday, October 24, 2023, 4:30 p.m.
- Special Education Advisory Council (SEAC) Meeting - Monday, November 13, 2023, 4:00 p.m.
- Catholic Parent Involvement Committee (CPIC) Meeting - Tuesday, November 14, 2023, 6:00 p.m.
- Annual Board Meeting - Monday, November 20, 2023, 3:00 p.m.
- Regular Board Meeting - Monday, December 11, 2023, 3:00 p.m.

13. Closing Prayer - Board Chaplain Fr. Butler

14. Adjournment



HURON-PERTH CATHOLIC

District School Board

**October Board Meeting
Monday, October 23, 2023**

Opening Prayer

Board Chaplain, Father Butler: Intentions and Reflection:

Father Butler will lead us to pray the Glorious Mysteries of the Rosary in honour of Our Lady during the month of the Rosary. Each trustee will lead a decade in the following order: Vice-Chair Cronin, Trustee Doherty, Trustee Muller, Trustee McDade, and Chair Van Loon.

Father Butler will continue with special intentions, reflections and condolences.

The Apostles' Creed (Father Butler)

I believe in God the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, our Lord; Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell. On the third day, He arose again from the dead. He ascended into heaven, and sits at the right hand of God, the Father Almighty; from there He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen

1 Our Father / 3 Hail Marys / 1 Glory Be

Vice-Chair Cronin - The First Glorious Mystery - The Resurrection - Spiritual Fruit: Faith

Trustee Doherty - The Second Glorious Mystery - The Ascension of Jesus - Spiritual Fruit - Hope

Trustee Muller - The Third Glorious Mystery - The Descent of the Holy Spirit - Spiritual Fruit - Openness to the Gifts of the Holy Spirit

Trustee McDade - The Fourth Glorious Mystery - The Assumption of Mary - Spiritual Fruit - The Grace of Final Perseverance

Chair Van Loon - The Fifth Glorious Mystery - Mary is Crowned Queen of Heaven and Earth - Spiritual Fruit - To Jesus Through Mary

The Our Father

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread: and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen.

The Hail Mary

Hail Mary, full of grace, the Lord is with thee: blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen

The Glory Be

Glory be to the Father, and to the Son and to the Holy Spirit. As it was in the beginning, is now and ever shall be, world without end. Amen.

The Fatima Prayer

O my Jesus, forgive us our sins, save us from the fires of hell, lead all souls to Heaven, especially those most in need of Your Mercy.

The Hail Holy Queen

Hail, holy Queen, Mother of Mercy! our life, our sweetness, and our hope! To thee do we cry, poor banished children of Eve; to thee do we send up our sighs, mourning and weeping in this valley of tears. Turn, then, O most gracious Advocate, your eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of thy womb, Jesus; O clement, O loving, O sweet Virgin Mary. Pray for us O Holy Mother of God, that we may be made worthy of the promises of Christ. Let us pray:

O God whose only begotten Son by His Life, Death and Resurrection, has purchased for us the rewards of eternal life. Grant we beseech Thee that by meditating upon these mysteries of the Most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through that same Christ our Lord Amen.

Fr. David: St. André Bessette.

All: Pray for us.

Sign of the Cross: In the Name of the Father, and of the Son, and of the Holy Spirit, Amen.

Regular Board Meeting
September 25, 2023 – 3:00 p.m.

MINUTES

(In person)

Present:

Trustees: Chair Mary Helen Van Loon; Vice-Chair Amy Cronin, Trustee Jim McDade

Student Trustees: Mya Moore, St. Michael CSS, Stratford; Kiersten Ryan - 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

Absent:

Board Chaplain: Fr. David Butler

Trustees: Tina Doherty and Sue Muller

1. Opening Business

1.1. Opening Prayer & Condolences - Trustees & Student Trustees

1.2. Attendance - Noted above

1.3. Approval of Regular Board Meeting Agenda

Moved by: Amy Cronin

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board approves the agenda of the Regular Board Meeting of September 25, 2023.

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 August 28, 2023.

Carried

1.6. Business Arising from the Minutes

2. Presentations

3. Delegations

4. Consent Agenda

Moved by: Jim McDade

Seconded by: Amy Cronin

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 September for information.

THAT the Huron-Perth Catholic District School Board receives the approved Special Education Advisory Committee (SEAC) Meeting Minutes of June 12, 2023 and the approved Audit Committee Meeting Minutes of June 6, 2023.

Carried

Moved by: Amy Cronin

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board lays the following motion on the table until later in the meeting; THAT the Huron-Perth Catholic District School Board awards RFP OPS-23-02 for Snow Removal Services to the Bidders listed in the summary per location at the removal rate per hour listed.

Carried

4.1. September Board Highlights

Trustees inquired about the Faith in Action bulletin, the focus/plan on catechism for the school year, the Awe and Wonder Program, Grade 9 Destreaming, EQAO data measurements related to the literacy program, and the new French Immersion Program at St. Mary's, Listowel.

4.2. Approved Special Education Advisory Committee (SEAC) Meeting Minutes of June 12, 2023

4.3. Approved Audit Committee Meeting Minutes of June 6, 2023

4.4. Snow Removal Services

Trustees inquired about the differences in rates per hour and time element in the tender for snow removal. Superintendent Ducharme shared that the rates solely come from the vendors who bid in response to the Board tender and the priority access expectations are clear in the submission requirements.

5. Committee and Staff Reports

5.1. Policy

5.1.1. Board Policies for Review:

- Infectious Disease Reporting
- 3B:5 Information and Communications Technology
- 3E:21 Purchasing for information

Trustees inquired about the Infectious Disease Reporting report in particular the Board's process surrounding Fifth Disease as a non-reportable disease. Director Roehrig shared that the reporting process would be decided by the

Board and not as a requirement by the Ministry.

Trustees inquired about the considerations on safety and use of personal devices for students and staff within policy 3B:5 Information and Communications Technology. Director Roehrig shared that direction was given on the use of cell phones to the district in the summer months and guidance was provided at the beginning of the school year to school administrators regarding the Board's Code of Conduct to be shared with students and families.

Moved by: Amy Cronin

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board refers the Infectious Disease Reporting report to the next Regular Board Meeting.

Carried

Moved by: Jim McDade

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board receives the following policies: 3B:5 Information and Communications Technology and 3E:21 Purchasing for information.

Carried

5.1.2. Board Policies Recommended for Approval/Rescinding:

- 3E:30 Copyright

Trustees inquired about artificial intelligence and how it relates to copyright issues. Director Roehrig shared that a draft policy on artificial intelligence will be brought to the Board in October and will address concerns the Board has brought forward.

Moved by: Jim McDade

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board approves the following policy 3E:30 Copyright.

Carried

5.2. Student Achievement and Catholicity

5.2.1. Cell Phone and Social Media Use in Schools

Trustees inquired about how the cell phones and social media usage report and references will be shared. Superintendent Tignia noted that the report resources and materials have been shared with administrators and are being used to communicate the importance of usage at the school level, as appropriate.

Moved by: Amy Cronin

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board receives the Cell Phone and Social Media in Schools report for information.

Carried

5.2.2. New Language Curriculum

Director Roehrig shared that there has been a lot of work that has taken place in regards to the development of the new language curriculum, with more EQAO data to come in the next month. A report will come to the Board in the near future.

Moved by: Jim McDade

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board receives the New Language Curriculum report for information.

Carried

5.2.3. Student Trustees' Report

Moved by: Amy Cronin

Seconded by: Jim McDade

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. 2023-24 Enrolment Update September 2023 - Walk-In

Superintendent Ducharme provided a summary of the 2023-24 Enrolment Update September 2023 report.

Moved by: Amy Cronin

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board receives the 2023-24 Enrolment Update - September 2023 Report for information.

Carried

5.3.2. Transportation Report

Moved by: Jim McDade

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board receives the Transportation Report for information.

Carried

5.3.3. Audit Committee September 2023 Meeting Report

Moved by: Amy Cronin

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board receives the Audit Committee September 2023 Meeting Report for information.

Carried

5.3.4. Snow Removal Tender (Tabled from Consent Agenda)

Superintendent Ducharme supplied additional information regarding the snow removal tenders and a vote was called on the motion to approve the Consent Agenda.

Moved by: Jim McDade

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board awards RFP OPS-23-02 for Snow Removal Services to the Bidders listed in the summary per location at the removal rate per hour listed.

Carried

6. Information and Correspondence

7. Notices of Motion

8. Notices of Motion Being Considered for Adoption

9. Trustee Inquiries

9.1. Osgoode PD Session

Trustees will need to email Osgoode PD to provide further instructions to complete the reflections questions.

10. In-Camera Session of the Regular Board Meeting

Moved by: Amy Cronin

Seconded by: Jim McDade

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

No Report.

12. Future Meetings and Events

- Special Education Advisory Council (SEAC) Meeting - Monday, October 16, 2023, 4:00 p.m.
- Regular Board Meeting - Monday, October 23, 2023, 3:00 p.m.
- Equity, Diversity, Inclusion, and Anti-Racism (EDIAR) Committee Meeting - Tuesday, October 24, 2023, 4:30 p.m.
- Catholic Parent Involvement Committee (CPIC) Meeting - Tuesday, November 14, 2023, 6:00 p.m.

13. Closing Prayer - Trustees

14. Adjournment

Moved by: Amy Cronin

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board adjourns the Regular Board Meeting of September 25, 2023.

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: October 23, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

BOARD HIGHLIGHTS FOR OCTOBER

Public Session

BACKGROUND

Many activities take place every month throughout the district to ensure that our students have rich, 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, and Managers of activities that take place under their leadership.

DEVELOPMENTS

The spiritual theme we anchor the 2023-24 school year in is "Go Forth!" and it builds upon the Gospel story of the Road to Emmaus which has been guiding our district over the past three years. The Holy Spirit continues to guide our district and lovingly supports us as we cycle through states of encounter, accompaniment and transformation. As we begin the Autumn season and the month when we celebrate Thanksgiving and the Holy Rosary, we are reminded of our many rich blessings. We go forth with incredible enthusiasm, ever grateful for the many gifts of our students, families, staff members, parishes, and communities. Together, we are on a journey of discipleship. We are people of hope and we delight in the many signs of God's love and joy in our schools and facilities.

CATHOLIC EDUCATION

When Faith Meets Pedagogy Youth Forum

We are delighted that 18 youth and chaplains from our two secondary schools will be participating in the Catholic Curriculum Corporation's When Faith Meets Pedagogy Youth Forum on Thursday, October 6. This event takes place in Toronto and will include keynote speakers Fr. Tony Ricard from the Archdiocese of New Orleans, David Patterson, L'Arche Canada and Development and Peace. These youth will be involved in additional faith leadership opportunities throughout this school year to engage them in sharing what they are learning and provide faith-based leadership for their peers at St. Michael CSS and St. Anne's CSS.

Faith in Action

Our schools participated in a variety of food drives connected with local Catholic service organizations, such as the Society of St. Vincent de Paul, throughout the month. We greatly appreciate the support that our schools and the families of our students provide to the local food banks throughout the academic year.

Elementary Sports Council Update

The Elementary Sports Council has successfully run four Two-Pitch Tournaments as well as the district-wide Cross Country Meet. This year, the two-pitch tournaments took place in Goderich, Exeter and Stratford and included students from grades five to eight. Each team played three games and our athletes demonstrated sportsmanship and dedication at each tournament. The Annual District Cross Country Meet was hosted at St. Joseph's and St. Anne's in Clinton on October 11. Once again, this event was a resounding success, seeing close to 700 students participate.

We extend our gratitude to the members of the Elementary Sports Council for their diligent organization of both of these events, promoting community spirit and commitment to physical activity among our students. Elementary Sports Council events are valuable experiences for our students and exemplify the unity and sense of community that define the Huron-Perth Catholic District School Board.

Loving Hands Event - October 24

On October 24, members of the various Perth County Catholic Women's League chapters will be welcomed to St. Michael Catholic Secondary School for a time of prayer and community-building with our students in the Hairstyling and Aesthetics program, many of whom are in an SHSM program. Our students will pamper the CWL members with a manicure, pray the rosary together in our chapel, and then finish with some refreshments and fellowship. This event was a resounding success in the past and the school looks forward to hosting once again.

Equity, Diversity, Inclusion and Anti-Racism (EDIAR)

The first meeting of the school year for the EDIAR committee will be held on October 24, 2023. The aim of the committee is to bring together individuals who are passionate about promoting diversity, equity and inclusion within our organization. During the first meeting findings of the KPMG Equity audit and research inquiry results from the Board's Western and Queen's University partners will be shared. Findings from the Demographic data study and school climate report will also be shared. The committee will review the Terms of Reference and the work plan for the year.

LEADERSHIP

Leaders' Learning Council (LLC)

School and system leaders met online on October 10 in the morning. The primary areas of focus included reviewing the Ontario Student Record (OSR) Guidelines and Records Retention schedules for documentation housed in schools. Furthermore, information about the development of a policy on Artificial Intelligence was shared and input was sought.

On October 24, an in-person Leaders Learning Council will be held at the Catholic Education Centre for the full day. The morning will include a presentation from the Children's Aid Society regarding the duty to report, an important aspect of our partnership with this community agency. Another presentation will be led by an Addictions and Mental Health Nurse, outlining the important support these professionals provide to students in our district. The morning will finish with a presentation from our Speech and Language Pathologists. In the afternoon, principals, vice-principals and learning coordinators will engage in small group discussions to respond to various "problems of practice" that reflect real life challenges out in the schools as it relates to three key areas of leading the instructional program: ensuring consistent, high quality use of

instructional time; fidelity to the math and literacy blocks including use of approved resources; and nurturing the delivery of all curriculum and programs through a distinctly Catholic lens. Faith formation and prayer are intentionally built into the agenda of all LLC meetings.

When Faith Meets Pedagogy Conference (WFMP)

We are pleased to have 12 teachers attending the upcoming Catholic Curriculum Corporation's (CCC) When Faith Meets Pedagogy Conference in Toronto from Thursday, October 26 to the 28. Keynote speakers are Fr. Tony Ricard from the Archdiocese of New Orleans, Devin Boucree and Mass will be led by celebrant Archbishop Francis Leo of Toronto. Of note, is the leadership that HPCDSB teachers and leaders provide within the CCC and at this conference each year. HPCDSB's Literacy Resource Teacher, Cathy Buchanan, is presenting a workshop focusing on strategies for teaching complex texts in junior and intermediate classes. We are proud to showcase the leadership of our Catholic teachers as they support classroom teachers in all schools in literacy and language through the lens of our faith. We look forward to seeing the new knowledge, and the many fruits of the networking with other Catholic educators brought back and used to nurture students and staff in our schools. Superintendent Karen Tigani is Chair of the CCC and Religion and Family Life Coordinator Caroline Thuss is a leader on the WFMP Planning Committee.

Ontario Council for Technology Education (OCTE) Conference

The Board's OYAP Project Lead and a team of secondary teachers from guidance, technology and experiential learning as well as our transitions teacher attended the annual OCTE fall leadership and pathways conference that was held at the Fern Resort on October 15-17. There was a focus on working collaboratively between departments to support students accessing all pathways and preparing for their future while they are secondary students.

SPECIAL EDUCATION

Empower Refresher Training

On October 26, our fully trained Empower Teachers will take part in their annual half-day "Refresher Training". This is an important component to the success of our Empower Reading Program which is being offered in all of our elementary schools as a tier 3 reading intervention.

RSEC (Regional Special Education Council)

RSEC will be held in Niagara on the Lake on October 26 and 27. This event brings together system leaders in Superintendent and Coordinating roles a couple of times each year. Some key agenda items include quality implementation of school and system improvement, unlocking the Science of Reading, and current regional issues in special education. Tara Boreham, Superintendent of Education, Deb McCarthy, Coordinator of Special Education, Mary-Jo Drager, Coordinator of Literacy and Language, and Jessica Langan, System Special Education Resource Teacher, will be attending the conference.

Educational Assistants Professional Development

On October 20 all Educational Assistants participated in Non-Violent Crisis Intervention (NVCi) training at three different locations with our Applied Behaviour Analysis Consultants.

Continued Partnership with Facile Perth

Facile Perth assists people with disabilities and their families in Perth and Huron Counties to plan for and build a good life in the community. We have partnered with them to offer independent facilitation and planning to students and families of both our secondary schools.

Through this partnership, we are ensuring that people have the information they need to build a good life in their community, including accessing the necessary resources and support. Members of the Special Education team, representatives from Facile Perth and staff from both secondary schools met in October to discuss the goals and plans for this year's collaboration.

DIGITAL TOOLS TO SUPPORT LEARNING

Coding and Robotics: Grade 7/8 Science

In the month of October, the Huron-Perth Catholic District School Board saw yet another significant development in our Board's commitment to STEM education. Graciously supported by donations from NWMO (Nuclear Waste Management Ontario) and the Stratford Optimist Club, we are proud to announce the launch of STEM workshops in all Grade 7 and 8 classrooms across HPCDSB. These workshops, orchestrated by the IT/Science Learning Coordinator, offer our students hands-on learning experiences. These experiences not only enrich their comprehension of science and technology but also nurture their creativity and critical thinking abilities. The heart of this initiative lies in the provision of LEGO Spike Education kits for each school in HPCDSB. These kits are exceptional tools that will empower our students to demonstrate their scientific knowledge in a practical and engaging way. This initiative reflects our ongoing dedication to fostering a dynamic and forward-thinking learning environment for all students in Huron-Perth Catholic District School Board.

STUDENT ACHIEVEMENT

Mathematics

The Math Team continued to be busy in October supporting teachers and students in classrooms. Our two Math Facilitators spent two weeks at our priority school, Holy Name of Mary, working in primary, junior, and intermediate classrooms on the teaching and learning of mathematics using the Effective Math Block and a focus on assessment for learning. They will continue to support Holy Name weekly while attending to the needs of other schools in our district. The Math Team met regularly to develop the Math Action Plan and attend Ministry math meetings focused on fidelity to the curriculum, developing mathematical knowledge for teaching and leading, and knowing our learners. The Math Team also led a professional development session on Friday, October 20 for elementary teachers. At this session, schools were introduced to our Math Action Plan and participated in breakout sessions with divisional focus.

Literacy

October has proven to be a significant month for the System Literacy Team, marked by the implementation of several carefully planned initiatives. Our foremost focus has been on supporting educators in the integration of our newly introduced phonics resource, UFLI. This endeavor has entailed extensive discussions concerning the literacy block and the adoption of best practices to effectively incorporate all components of the new Language Curriculum. In addition, the team has conducted informative sessions for our Special Education Teachers, as well as Secondary Literacy Coaches and English Department Heads. These sessions were designed to equip them with the requisite knowledge and strategies to enhance their teaching practices and implement the new Grade 9 destreamed English curriculum. Furthermore, our team is poised to embark on the provision of small-group K-3 interventions within two schools. The objective is to offer targeted assistance to students, thereby bolstering their readiness for success in the regular classroom environment. We firmly believe that early intervention is pivotal to ensuring the future academic accomplishments of these students.

Multidisciplinary Literacy Team Meeting

Members of our curriculum and special education teams meet throughout the year to examine the roles that each department and area plays in supporting literacy throughout the district. The first meeting this year was held on October 13 at the Catholic Education Centre. This brought together Learning Coordinators in the areas of Literacy, Religion, Special Education and Technology as well as our Literacy Resource Teachers, System Special Education Resource Teacher, Curriculum Support Teacher, and Speech and Language Pathologists. Working as a cross-disciplinary team of professionals, the team collaborates on implementation of best practices in literacy and the interdependence of support that everyone provides across the district in this critical aspect of student learning and instructional practice. The agenda included the following topics: morphology, implementation of UFLI, universal screening and data analysis, Lexia, Empower, digital tools to support literacy, equity and faith, intervention plans, and ensuring the new curriculum is well supported.

English Language Learners Project

Our Learning Coordinators with responsibilities to support multilingual learners, MJ Drager and Paul D'Hondt, have conducted numerous Initial STEP assessments for our newcomer students in several schools. These assessments offer crucial insights into the English proficiency levels of each child, thereby equipping classroom teachers and school teams with valuable data to inform their educational strategies. Following each assessment, an individualized student profile is generated and shared electronically, facilitating seamless data tracking and accessibility for our schools. Furthermore, several in-person meetings have been convened to engage in comprehensive discussions regarding the program objectives and tailored goals for each student. In line with our commitment to supporting effective oral language acquisition, a digital program has been purchased to enhance the learning experiences of these students. We are exploring effective ways to track student progress and ensure teachers have access to valuable information about their students' needs as well as opportunities to collaborate with one another to respond to their students' learning needs.

French as a Second Language (FSL)

Sandra O'Neil, our FSL System Support Teacher, has been actively engaged in delivering personalized one-on-one coaching sessions to our core French educators. These sessions have placed a strong emphasis on fostering discussions pertaining to oral language acquisition and the application of the Common European Framework of Reference (CEFR) within the curriculum. In addition to her coaching efforts, Sandra has undertaken an initiative within each French immersion school. Her role has been instrumental in providing invaluable guidance regarding the extensive array of new educational resources procured for our French immersion programs last year. To ensure seamless accessibility for all educators, each of these resources has been cataloged, thereby facilitating equitable access to these materials across our schools.

Kids First Community Partner Collaboration

Huron-Perth Catholic District School Board has an active role with Kids First Huron Perth. Kids First is a consortium of over 60 local agencies and professionals that seek to ensure that all children and families have access to a range of high-quality, inclusive and affordable early years and child care programs and services that are child and family-centred and contribute to children's learning, development and well being. This group hosted a forum on October 11, 2023 where Early Years Coordinator MJ Drager presented to the group regarding the important work of Calling All Three Year Olds.

Indigenous Education

We have had the opportunity to welcome two Indigenous knowledge keepers into several of our schools this month. Brenda Collins worked with three of our elementary schools on creating a Medicine Wheel Mosaic, during which she taught about the cultural significance of the medicine wheel and healing circles for some Indigenous cultures. The finished mosaic will hang in the school as a visual reminder to the community about the important role that Indigenous cultures and history plays in our community and country. It will also hopefully help to contribute to the nurturing of cultural understanding and awareness for students and staff.

Christin Dennis shared his teachings about the Medicine Wheel with the Secondary World Religions and the Understanding Contemporary First Nations, Métis, and Inuit Voices classes at St. Anne's CSS and St. Michael CSS. Christin also shared cultural information about the Indigenous peoples who lived on the land that the schools are located in and about their relationships to the land and all creation.

Secondary Teacher Collaboration: Literacy Focus

On October 3, our secondary English department heads, along with our secondary destreaming coaches, met at the Catholic Education Centre with Coordinators Paul D'Hondt and Mary-Jo Drager, and literacy support teachers Karen Kramers and Cathy Buchanan to discuss the new English curriculum being implemented across the system, in Grades 1-9. They discussed the new aspects of the curriculum and highlighted the continuity between elementary and secondary. Ongoing work will investigate implementation strategies, with a focus on identifying and supporting areas that will best prepare students for success throughout their high school experience. A thoughtful analysis of OSSLT results as well as classroom level student achievement will inform the ongoing work of teachers to close learning gaps and elevate student performance in English classes and beyond.

EXPERIENTIAL LEARNING PROGRAMS IN SECONDARY

Electrical Board Presentations

In partnership with Conestoga College, we hosted presentations at Our Lady of Mount Carmel and St. Boniface schools for Grade 8 students on October 5. Students learned about electrical current flow, shut-off systems, used math skills, and had a great time in this experiential learning opportunity which blended science and mathematics learning expectations as well as communication skills.

Elementary Students Experiencing Learning in Our Secondary Schools:

Grade 8 Arts Day at St. Michael CSS

On October 18 and 19, Grade 8 students from Perth County travelled to St. Michael CSS for an Arts Day that featured experiences in the various arts programs as well as information about the Arts and Culture SHSM program offered. It was a great day for the Arts community at St. Michael CSS to showcase their programs and to complement the learning that is taking place for our Grade 8 students in their schools.

Grade 6 Trades Expo: Indigenous Canoe Building and Women in Skilled Trades Event

On October 24 - 27, Grade 6 students from our Catholic elementary schools are invited to our secondary schools for some great learning opportunities. Student Cabinet representatives are excited to show off their schools and share insights with our future Eagles and Warriors.

Students will participate in two technology rotations, attend an Indigenous Canoe Building Event, and attend a Jamie McMillan presentation.

Marcel, an Indigenous Canoe builder who has worked with HPCDSB over the past couple of years, will spend the week building a canoe at the secondary schools. While building, he will make presentations to the elementary and secondary students. Jamie McMillan, an Ironworker by trade and a professional trades speaker, will do several presentations over the week for students.

Wee Warriors

The Wee Warriors program continues through October in the St. Michael CSS Hair and Aesthetics room. There are 21 participants. This evening program is offered for interested children from ages 8 -13.

SHSM Certifications, Activities and Events:

Jill of All Trades - Reach Ahead Experience

This experience enabled Grade 11 and 12 students to gain confidence in their ability to be successful, refine skills and work habits, and make informed choices about future careers and next steps. This is one of many initiatives that the Ministry supports to ensure female students are encouraged to pursue pathways that include skilled trades.

First Aid & CPR

This certification is a requirement for all students enrolled in a SHSM program. Forty-two students in our new Sports and Environment SHSM at St. Anne's CSS participated for the first time in this training. The training happened on October 10, 11 and 13.

Leadership Skills Certification - St. Anne's CSS Strides Event

SHSM students in Ms. Gaynor's afternoon classes planned and led student activities for the St. Anne's CSS "Strides" (walkathon) event while earning a Leadership Skills certification as part of their SHSM Sports Program. This is a great example of student leadership and showcased one of the reasons why students might want to consider signing up for an SHSM program to enhance their learning and secondary school experience as well as preparing them for the workplace and post-secondary opportunities.

SHSM Arts and Culture Trip

The St. Michael CSS Arts Department set up an advanced training in an art-form, experiential learning and career exploration opportunity with the Stratford Shakespeare Festival for over 50 students at St. Michael CSS and 25 students from St. Anne's CSS. Students participated in a Dance workshop and went to a performance. This SHSM training, experiential learning and career exploration activity gave students opportunities to explore, observe, participate in, and reflect on a variety of sector-specific experiences and careers.

SHSM Environment Certifications

On October 19, the St. Michael CSS SHSM students participated in "Leave No Trace and Species" Identification certifications. A former trainer with the Ausable Bayfield Conservation Area put together a great curriculum to inspire students.

SHSM Training at LiUNA, London

Students travelled to the LiUNA Training Centre in London for Elevated Platform and Scissor Lift training. LiUNA trainers will come to St. Anne's CSS to help the students achieve their Working

at Heights Certifications. SHSM students in Agriculture, Construction and Transportation had an opportunity to participate in Confined Space Training. These certifications are highly valued by employers and look good on student's resumes.

OYAP Level 1 Students

We have a large group of students interested in entering OYAP Level 1 programs at Fanshawe, Conestoga and Lambton Colleges. Students enrolled in a 4-credit co-op during Semester 2 can apply to enter a college to complete their Level 1 studies with one of our college partners. There are many advantages to completing an OYAP Level 1 program while in high school including having transportation, program and other costs covered by the college of choice.

An information session for interested students was held at both schools and an outreach program for parents took place during the first week of October. The goal was to identify specific student interests, inform students about the program requirements and outline appropriate interview techniques. Areas of interest include welding, plumbing, electrical, and truck and coach programs.

Dual Credit Courses at Lambton College

We have six St. Anne's CSS students who are attending dual credit courses at Lambton College every Thursday in the following areas: Styling and Cutting, Make-up Applications, Introduction to Electrical, Mental Health, e-Sports Marketing, Criminology, Diversity Issues in Policing, Baking, and Photography. Each student earns 2 high school credits and 2 college credits upon successful completion of their courses.

Dual Credit Courses at Conestoga College

We have three St. Michael CSS students attending Doon Campus in Kitchener to participate in Crime Scene Investigation and the Canadian Criminal Justice System courses. By participating, these students will be able to earn 2 college credits and 2 high school credits, simultaneously through enrollment in this student success initiative.

Team-taught Dual Credit Foods Classes

We are partnering with Fanshawe College once again to deliver team-taught food classes at St. Anne's CSS. Students participating in this program also have an opportunity to earn their Food Handler Certification which is great to have for summer jobs and beyond. This is a very popular program for students at the school.

The Huron Manufacturing Association (HMA) Tour

The Huron Manufacturing Association set up a tour of 2 different manufacturing sites for secondary students. This experiential learning and career exploration activity gives students opportunities to explore, observe, participate in, and reflect on a variety of sector-specific experiences and careers. These activities also enable students enrolled in the SHSM to find out about the opportunities available in careers that interest them.

MENTAL HEALTH AND WELLNESS

Caregiver Lunch and Learn

Huron-Perth Catholic District School Board and Avon Maitland District School Board, in partnership with the Huron Perth Children's Aid Society (HPCAS) locally, facilitated our first Caregiver Lunch and Learn of the year on October 11th. This month's presenter was Alta Bennett and she provided practical strategies and learning about "The Power of Mindful Parenting" and over 240 participants registered for this event.

The Caregiver Lunch and Learn Series will run monthly and showcase varying community partners and topics for caregivers that consider common mental health challenges that children and youth are facing as well as strategies that can be implemented by caregivers at home or in the community to support their children.

Please see our schedule of upcoming sessions that may interest you and stay tuned for registration links via your school's communication system and HPCDSB's social media sites:

2023-2024 MHWB CAREGIVER MINI-SERIES:	
November 8, 2023	Conflict Resolution and Restorative Justice Approaches by The Salvation Army
December 13, 2023	Recognizing Signs of Unhealthy Relationships presented by Emily Murphy Centre

Secondary Professional Development Day

On October 20 our Secondary Educators benefited from a collaborative Professional Development Day, where our Mental Health and Wellness Team partnered with the Huron OPP in the morning. This featured learning about the following:

- **Current Trends in Youth Behaviour:** The Huron OPP shared insights into current trends in vaping and drug use, providing valuable perspectives on the challenges they encounter in their work, including the issues of sextortion and child exploitation.
- **Online Safety and Privacy:** We delved into online safety, explored the impact of social media on mental health, discussed the nuances of location sharing, and examined privacy settings.
- **Educator Roles:** Educators were provided information about recognizing and responding to student concerns, along with guidance on connecting students to the appropriate services, including resources from the School Mental Health Ontario (SMH-ON). When to involve the mental health team and/or police and what they might expect from these services.

The topics emphasized ensuring trauma-informed practices and staff engaged in scenario-based exercises and discussion was encouraged throughout to enhance learning and understanding about the topics discussed.

Mental Health Literacy Grade 7/8 Curriculum Implementation Planning

On October 11, our Religion and Family Life Coordinator (Caroline Thuss) and Mental Health and Wellness Coach (Lindsay Durst) attended the London District Catholic School Board for School Mental Health Ontario's (SMH-ON) West Region Meeting for implementation planning. Throughout the day they gained a comprehensive understanding of the MH78 modules by exploring the available implementation support, accessing tools for effective monitoring and engaged in dedicated time to customize plans and tailor them to our HPCDSB context.

Enhancing Student Safety through R.E.S.E.T. Curriculum

RESET = Recognizing Exploitation a Syllabus to End Trafficking

The Ministry of Education provided funding to enhance student safety across Ontario concerning Human Trafficking. This funding has enabled HPCDSB to partner with Victim

Services Huron to introduce the R.E.S.E.T. curriculum in our Huron schools. R.E.S.E.T. was developed by experts from the Sexual Assault Support Centre of Waterloo Region, well-versed in frontline services for trafficking survivors, curriculum development, and workshop delivery. Talking about human trafficking with youth is crucial. The average age of entry is just 13, with the majority of victims being Canadian girls and women under 25. The curriculum's content aligns with our Catholic faith, emphasizing the sanctity of human life, the sacred nature of relationships, and the importance of educating on consent and safety. We are committed to delivering this critical safety information in our Catholic schools, ensuring that our students are well-equipped to navigate the complexities of the modern world.

Introducing the R.E.S.E.T. curriculum builds off of the groundwork done last spring where the board provided an [informational webinar about Human Trafficking for caregivers](#) and St. Anne's CSS hosted Victim Services for a presentation to staff and students to raise awareness about Human Trafficking.

School Service Advisory Council (SSAC)

On October 17 our Mental Health Lead Kaitie Westbrook co-chaired the first School Service Advisory Council (SSAC) meeting alongside AMDSB Lead Heather Hirdes. The SSAC committee functions as a sub committee of the Children and Youth Mental Health Network which fits under the Huron Perth Ontario Health Team and is comprised of organizations that are actively providing services to HPCDSB and AMDSB students. The committee works collaboratively to address the needs amongst children and youth and at the system level to support clear pathways to service with an understanding of our agency protocols and scopes of practice.

This year's priorities include:

1. Collaborative and integrated services for students in Huron and Perth
2. Focus on awareness promotion of all services available to students in Huron and Perth County Schools and support the navigation and negotiation for families to access the appropriate services for their child
3. Caregiver Lunch and Learn Series
4. Update Community MH Crisis Response Protocol and Sexual Assault Protocol

MAINTENANCE AND HEALTH AND SAFETY

Joint Health and Safety Meeting

The Joint Health and Safety Committee held a meeting on October 18, 2023. Items discussed include the following:

- Incident Reporting
- Hayes Award and Accessing Ebase
- Workplace Violence Risk Assessments
- Monthly Inspections

The meeting minutes are posted on the Google Administrative site.

RECOMMENDATION

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

Special Education Advisory Committee
September 18th, 2023 – 4:00 p.m.

MINUTES

Present:

SEAC Members Present: Jennifer Doak (Community Living Central Huron), Veronica Kolkman (VOICE, Huron Perth Public Health), Amanda Brown (Community Living St. Marys), Julie Welch (Community Services Coordination Network), Sandra McLaren (Community Living Stratford & Area), Brenda Mason (Stratford Children Services), Val Milson (Huron Perth Centre), Doris Barkley (Autism Ontario)

Board Trustee: Sue Muller

Guest:

Board Office Staff Present: Deb McCarthy, Jessica Langan, Tara Boreham, Mary-Kathryn Simmons, Vanessa Yeats, Kristina Howatt Gerber, Racheal Chadwick

Absent:

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 June 2023 Minutes

Approved: Brenda Mason

Seconded: Sandra McLaren

THAT the Huron-Perth Catholic District School Board approves the meeting minutes of the June 2023 Special Education Advisory Committee meeting.

Carried.

2.2 Approval of September 2023 Agenda

Approved: Amanda Brown

Seconded: Doris Barkley

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 Community Living Central Huron

The Clinton office is moving to Goderich on November 8th.

5.2 Huron-Perth Center

There will be a meeting on September 27th in regard to EDI, prevention and pathway work. The Huron-Perth Centre has a new strategic plan in the works. This past summer they hosted 47 youth in intensive programming which ran successfully.

5.3 Family Services Perth Huron

The executive director has announced their retirement coming soon, and a new person will be transitioning into this role.

5.4 Autism Ontario

The Autism Ontario website provides helpful tips with school preparation amongst many other helpful guides which we are encouraged to have a read-through. The annual walk for Autism will take place next Sunday, September 24th at 11am in Stratford.

5.5 Community Living Stratford & Area

Highlighting the success of summer program's new participants and friendships. Calendar of events to be shared.

5.5 Stratford Children Services

New legislation is in place to further enhance quality of care.

5.7 Community Living St. Marys

Highlighting the success of summer programming with 10 families, and 7 youth achieving work and volunteer placements.

5.8 CSCN

Nothing to report at this time.

5.9 VOICE – Huron Perth Public Health

Nothing to report at this time.

5.10 Trustee Report

At the last trustee meeting they had an overview and of the new curriculum.

6. Information Reports

6.1 System Team – Changes and Updates (Tara)

Tara gave an update on different staffing changes.

6.2 2023-24 SEAC dates, topics of interest and logistics (Deb)

A list of the scheduled SEAC meetings were provided and new ideas of topics/interests are welcomed to the table if anyone has suggestions.

6.3 Celebrating Summer Camp Success (Jessica, Rachael & Mary-Kathryn)

Jess provided an overview of two in person connection & engagement camps. This included 13-15 campers at St. Michael. Some of the goals of the camp were to offer teens somewhere to be, to connect and to hangout, while facilitating friendships and working on individualized goals/skill building. Activities included things such as video games, puzzles, art, baking, cooking and more.

Rachael shared success stories of the 48 SK-Grade 8 campers who enjoyed a physical activity, craft, and outdoor game everyday of camp, while learning how to be a good friend, using their words and helping others.

Mary-Kathryn gave insight on all the hard work students put into their Lexia goals over the summer and their achievements of completing new reading levels. 41 students participated and logged in for 20 minutes per day, 5 times a week for 4 weeks. 35 of those students completed the level they were in, or moved up a level. Video messages were sent to students to encourage, support, and provide guidance.

7. New Business

No new business at this time.

8. Future Meetings

Next SEAC Meeting – Hybrid – Monday October 16th, 2023

9. Adjournment

Motion to end meeting was made by: Brenda Mason

Meeting adjourned: Doris Barkley

Ended: 5:00 pm



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: October 23, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

3E:3 ADVERTISING IN SCHOOLS

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. Policy 3E:3 Advertising in Schools was reviewed by the Board of Trustees on February 27, 2017.

DEVELOPMENT

The policy has been reviewed and is now presented for the consideration of the Board of Trustees. Changes to the format of the policy were completed to align with other Board policies. This includes the addition of a belief statement and a reference section. The policy will be posted on the Board website for vetting and comment by the community in advance of the policy coming back to the Board, subject to changes, at the next Board meeting for approval.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives policy 3E:3 Advertising in Schools.
--



Huron-Perth Catholic District School Board

ADVERTISING IN SCHOOLS

Adopted:	September 28, 1998	Policy #:	3E:3
Revised:	February 27, 2017	Policy Category:	Student Related

BELIEF POLICY STATEMENT:

The Board believes that in-school advertising serves a useful purpose if it is aimed at community service or community improvement. The Board nurtures students in a Christ-centred environment and recognizes the benefit in supporting advertising that supports our environment, and is consistent with the mission of our Catholic School Board.

POLICY STATEMENT:

It is the policy of the Huron-Perth Catholic District School Board that business and community agencies may, from time to time, support educational endeavours, by means of advertising in schools. The Board recognizes the need to be transparent and equitable in the manner in which it permits advertising. Most importantly, the Board acknowledges its responsibility to expose its students to no advertising except that which is permitted by this policy and procedure.

PROCEDURE:

1. Unless authorized by the Director of Education/designate, agents, canvassers or salespersons from commercial enterprises shall not be permitted to solicit on school or Board premises.
2. Unless authorized by the Director of Education/designate, commercial enterprises shall not be permitted to advertise or distribute materials within the Board's schools.
3. Unless otherwise determined by the Director of Education/designate, the distribution of advertising and promotional materials by non-profit organizations at the individual school level shall be subject to the approval of the Principal.

DEFINITIONS:

N/A

REFERENCES:

O. Reg. 298 s.24 :- Operation of Schools - General



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: October 23, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

ARTIFICIAL INTELLIGENCE

Public Session

BACKGROUND

The Huron-Perth Catholic District School Board has incorporated the use of information and computer technology throughout our district. The pervasive use of technology will result in increased exposure to artificial intelligence that is embedded in computer applications and exist as stand alone applications like Chat Gpt.

DEVELOPMENTS

The proposed policy covers topics and provides guidance in the following areas:

- Ethical and Responsible Use
- Application Approvals
- Accountability and Transparency
- Reliability, Validity and Bias
- Data Security and Privacy
- Considerations for Program Planning and Assessment
- Student Use Cases

The policy has been reviewed by the Leading Learning Council and senior administration. The policy has received input from our local ICT staff. Subject to the approval of the Board and because to the speed at which this technology is changing - the policy is likely to return to the Board for review on an annual basis.

The policy is attached to this report and will stay on the Board website until (at least) the next regular meeting of the Board of Trustees.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Artificial Intelligence policy for information.



HURON-PERTH CATHOLIC

District School Board

Artificial Intelligence

Adopted:	Policy #:
Revised:	Policy Category:

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board (the Board) believes that, wherever appropriate, artificial intelligence should be used responsibly with careful consideration for the best interests of students and alignment with the Board's Mission and Vision. The use of artificial intelligence in schools shall be aligned with Church teaching. The Board believes that all persons are created in the image and likeness of God and in our obligation to promote human well-being. The Board believes that we are called to live out Catholic Social Teaching with respect to a commitment to the common good and exercising a preferential option for the poor and marginalized. The Board believes that the work is created by God and is for the benefit of life. The Board endeavours to support the marginalized by supporting communities protected by the Ontario Human Rights Code.

POLICY STATEMENT:

It is the policy of the Board that all use of artificial intelligence shall consider accountability by users to the Catholic community and be founded on principles of transparency and explainability. It is the policy of the Board that all computer applications used in schools or to support operations shall be approved by the Board. It is the policy of the Board that any use of generative AI for student learning be in the best interest of the student to meet their learning goals and approved by the school principal. It is the policy of the Board that all use of AI in the district must be aligned with the belief statement and procedures set out in this policy.

PROCEDURE:

1. General

1.1. Ethical and Responsible Use - The board supports the responsible and ethical use of AI and maintains that addressing issues related to bias, discrimination, and misinformation is required at the same time. Before generative AI is used, users must understand that algorithms form the foundation of generative AI and are shaped by cultural, political and social structures.

1.2. Approvals of Applications

1.2.1. General - All computer applications must be approved by the Board for use in a classroom setting. In order for any computer application to be approved for use in the district, all built-in artificial intelligence must be evaluated in relation to (but not limited to) privacy, security, safety,

transparency and ethical use. Where an application has generative AI built in vendors are required to inform the Board of its purpose upon request.

- 1.2.2. **Privacy, Cyber-Security and Data Handling** - the collection, storage, and use of student and teacher data by AI systems must adhere to strict privacy and security standards in compliance with Board policy, applicable statutes and regulations (e.g. FIPPA/MFIPPA).

- 1.3. **Accountability and Transparency - Plagiarism - Citations** - No staff member or student is permitted to use artificial intelligence as a means to produce content and claim it as their own. All use of artificial intelligence that leads to any content, material, document, product, assignment, communication etc shall include a citation of the source of the AI used.

Required Citation₁

Author's (Parent Company) Medium, Response to "Query in quotes." Name of Website, Parent Company, Date accessed, URL.

OpenAI's ChatGPT, Response to "Explain to general audiences the possible causes and effects of climate change." ChatGPT, OpenAI, February 15, 2023, <https://chatgpt.pro/>

- 1.4. **Content Ownership** - It is important to check the terms of use for each generative AI application. Content generated by generative AI applications are owned by the person who prompted the output (content). However, a person is not permitted to represent content generated by AI as their own.
- 1.5. **Reliability and Validity** - For all uses of generative AI, especially for practical problem-solving, it is necessary to check/test outputs for accuracy and bias. Outputs from generative AI should always be verified using primary and reliable sources.
- 1.6. **Risk management** - When using generative AI for problem-solving advice, output should be evaluated to mitigate risks which may be related to finance, health and safety, privacy/confidentiality, academics or reputation.
- 1.7. **Misuse** - Any concerns related to the ethical use of AI in classrooms should be reported to the school principal or management in the appropriate circumstance. Violations of this policy may result in disciplinary action.

2. Teaching and Learning

2.1. Educators - Program Planning and Assessment

- 2.1.1. **AI Literacy** - Prior to use in classroom settings, teachers are required to review the benefits and risks of using generative AI. Teachers are required to inform students of any risks regarding privacy, cyber-security and data handling that are associated with using generative AI.

- 2.1.2. Supervision and Monitoring** - Prior to use in classroom settings, teachers are required to inform students of the appropriate use cases for their class as well as citation requirements in the appropriate circumstance. Teachers are required to inform students of the need to test/check outputs for reliability, validity and bias. When generative AI is approved for use in a classroom setting, teachers are required to carefully supervise and monitor student use to ensure that it is used in accordance with this policy and requirements set out by the College of Teachers and the Ministry of Education.
- 2.1.3. Lesson/Unit Planning** - The use of generative AI applications to support lesson planning is permissible subject to the following conditions: the lesson planning is consistent with the Ministry and Board guidelines on program planning and assessment (e.g. Growing Success), any reference material used in the lesson planning has been verified as accurate and cited appropriately (see section 1.4), lesson planning is connected to the Ontario Curriculum, the Ontario Catholic Graduate Expectations and ICE supported curriculum (in the appropriate circumstance), and lesson planning has met all of the conditions of the belief and policy statements of this policy as well as complies with all of section 1.0 in the procedures of this policy.
- 2.1.4. Student Assessment** - The use of generative AI applications to support diagnostic or formative assessment is permitted subject to the following conditions: the assessment is consistent with the Ministry and Board guidelines on program planning and assessment (e.g. Growing Success), the assessment is connected to the Ontario Curriculum, the Ontario Catholic Graduate Expectations and ICE supported curriculum (in the appropriate circumstance) as covered in the course by the instructor, the assessment has met all of the conditions of the belief and policy statements of this policy as well as complies with all of section 1.0 in the procedures of this policy. **Generative AI is prohibited for use in summative assessments.**
- 2.1.5. Evaluation/ Grading** - The use of generative AI applications may be used to assist in evaluating and grading formative and diagnostic assessments. The use of generative AI for evaluation and grading purposes is subject to the conditions of the belief and policy statements of this policy as well as section 1.0 in the procedures of this policy. **The use of generative AI applications for evaluating/grading summative assessments is prohibited.**
- 2.1.6. Reporting** - The use of generative AI applications to support information for reporting student achievement to caregivers/students is prohibited.

- 2.1.7. Special Education - Differentiation** - The use of generative AI to support differentiated instruction for students on modified programs is permitted subject to the following conditions: program modifications are consistent with special education best practices (e.g. Education for All), modifications are consistent with the Ministry and Board guidelines on program planning and assessment (e.g. Growing Success), any reference material used has been verified as accurate and cited appropriately (see section 1.4), connected to the Ontario Curriculum, the Ontario Catholic Graduate Expectations and ICE supported curriculum (in the appropriate circumstance), and modifications have met all of the conditions of the belief and policy statements of this policy as well as complies with all of section 1.0 in the procedures of this policy. All use of generative AI to support program modifications requires consultation with the Principal before use.

2.2. Students

- 2.2.1. General** - Generative AI for student use is prohibited in the Primary Division. The use of generative AI by students requires the approval of the classroom teacher and is subject to the conditions set out in this policy.
- 2.2.2. Generative/Creative Content** - The use of generative AI for creative endeavours is subject to the approval and supervision of the teacher. Generative AI may be used to support understanding of principles of creative expression and to explore the potential of AI - it is not intended to be a substitute for human expression.
- 2.2.3. Research** - The use of generative AI for research is permissible in certain circumstances but shall not replace research that requires primary or secondary sources. When generative AI is used to support research endeavours it shall be under the supervision of a teacher. Requirements for citation are noted earlier in this policy.
- 2.2.4. Problem-Solving - Advising** - Generative AI can be a useful advisor when determining a strategy to solve a problem. The use of generative AI for problem-solving in the classroom setting requires the approval of the classroom teacher. Requirements for citations are noted earlier in this policy.
- 2.2.5. Efficiency and Productivity** - Generative AI can be useful for providing advice to improve processes and procedures as well as to expedite tasks. Applications with machine learning embedded to improve efficiency are permitted insofar as the application has been approved for use by the Board. The use of generative AI for efficiency and productivity in the classroom setting requires the approval of the classroom teacher.

DEFINITIONS:

Artificial Intelligence - The theory and development of computer systems able to perform tasks that normally require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages. (Oxford)

Generative AI - refers to deep-learning models that can generate high-quality text, images, and other content based on the data they were trained on.

REFERENCES:

1. Chicago Style - University of Waterloo 2023
2. Ethics in the Age of Disruptive Technologies (An Operational Roadmap) - The ITEC Handbook; Flahaux, Green, and Skeet, Markkula Center for Applied Ethics at Santa Clara University. (2023)
3. Artificial intelligence in education: Addressing ethical challenges in K-12 settings National Library of Medicine - Selin Akgun and Christine Greenhow;
4. MFIPPA & FIPPA
5. <https://ai.google/responsibility/responsible-ai-practices/>
6. University of Western Ontario (Ivey) reference documents on generative AI.
7. University of Waterloo reference documents on generative AI.



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Chris N. Roehrig
Presented to: The Huron-Perth Catholic District School Board
Date: October 23, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

1:1 BY-LAWS OF THE BOARD

Public Session

BACKGROUND

Substantial increases in requests by interested parties to present at Board meetings has led to a need to improve processes to ensure that stakeholders are prepared for a positive outcome at Board meetings. The previous By-Laws were silent on who was eligible to present to the Board as well as the process for evaluating requests.

Over the past six months in Ontario, several school districts have experienced unfortunate interactions with members of the public. In many instances security companies have been hired to manage behaviour and in some cases law enforcement has been necessary to enforce decorum at Board meetings. The By-Laws did not address expectations with respect to visitors to Board meetings.

DEVELOPMENTS

The By-Laws have been changed to clarify the process for making applications to the Board at meetings. This includes improvements to the ability of the Board to collect, analyze and approve applications to present. The changes will make it easier for ratepayers to be prioritized to speak and to clarify that Catholic community stakeholders such as the Catholic Women's League would have opportunities to speak to the Board.

The second set of changes to the By-Laws reflect the need to provide a safe working environment for staff. Given recent events across Ontario, there is a need to bolster the process for being on-site as well as clarifying the expectations regarding behaviour of visitors.

The full policy is attached to this report. The policy was presented at the August Board Meeting and was received for information. The Board deferred voting on the By-Laws of the Board until the October 23, 2023 Board Meeting. The policy has been posted to the Board website for vetting in advance of consideration for approval.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board approves the revised 1:1 By-Laws of the Board.



HURON-PERTH CATHOLIC
District School Board

1:1 BY-LAWS OF THE BOARD

Last Updated: October 2023

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

BY-LAWS OF THE BOARD

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](#) 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: **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 maximum number of presentations by delegations permitted at any Board Meeting is five. 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). Approved applications will be sent to all of the Board of Trustees prior to the Board Meeting.

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, 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 or 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 5 minutes. Each trustee may ask up to two follow-up questions for each presentation. Delegations are eligible to present once in a 12-month period.

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.
- 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.

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 and it shall determine the terms of reference (including a fixed time for the final report of the committee), 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 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.



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: October 23, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

INFECTIOUS DISEASE REPORTING

Public Session

BACKGROUND

The Board requested that a policy be drafted to provide direction to schools regarding Fifth Disease. While Fifth Disease is not a Disease of Public Health Significance (DOPHS), it is an infectious disease and the Board does have obligations by statute with respect to reporting and dealing with infectious disease.

DEVELOPMENTS

In general, school boards in Ontario take direction from public health authorities regarding action to be taken relative to infectious disease education, prevention, and spread.

The draft policy references requirements for reporting of DOPHS to Huron Perth Public Health (HPPH), absenteeism reporting due to illness and Fifth Disease.

The policy has been vetted by HPPH staff and the Medical Officer of Health.

The policy is attached to this report.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board approves the Infectious Disease Reporting Policy.



HURON-PERTH CATHOLIC

District School Board

Infectious Disease Reporting

Adopted:	Policy #:
Revised:	Policy Category:

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board (the Board) believes that it is important to coordinate actions to support healthy schools with Huron Perth Public Health (HPPH). The Board believes that all persons are created in the image and likeness of God and that we have a responsibility, to the extent possible, to support strong physical and mental health approaches at the individual and community levels.

POLICY STATEMENT:

It is the policy of the Board that schools report (in a timely manner as per reporting requirements) any suspected or confirmed cases of Diseases of Public Health Significance (DOPHS)₁ to HPPH under the authority of the Health Protection and Promotion Act in accordance with their legal responsibility.

It is the policy of the Board that schools report illness-related absenteeism to HPPH based on thresholds established by HPPH (for example 30% of the school population or greater₂). It is the policy of the Board that schools participate in Illness Absenteeism Investigations upon request by HPPH in the particular circumstance.

PROCEDURE:

1.0 Reporting Diseases of Public Health Significance (DOPHS)

The principal shall report (in a timely manner) any suspected or confirmed cases to the Medical Officer of Health for the county where the patient resides as well as the supervisor officer for the school.

2.0 Reporting Absenteeism - Health Unit Thresholds

The principal shall report (in a timely manner) to the Medical Officer of Health for Huron-Perth as well as the supervisory officer for the school, illness-related absenteeism that exceeds thresholds established by HPPH (e.g. 30% or higher) and, upon request by the health unit, participate in Illness Absenteeism Investigations.

3.0 Fifth Disease

3.1 Background

Fifth Disease is not a reportable disease (DOPHS) and individuals who are contagious may spread the disease before they develop the characteristic rash - there is no reliable

manner to determine Fifth Disease risk in schools. Huron Perth Public Health has confirmed that excluding persons with fifth disease from work, child care centres, schools, or other settings is not likely to prevent the spread of parvovirus B19, since ill persons are contagious before they develop the characteristic rash.

3.2 Health Unit Consultation

When a principal believes that a suspected or confirmed case of Fifth Disease is in the school - they shall consult with HPPH to assess the potential impact on their school community.

Subject to the outcome of a consultation with the Health Unit and where a principal believes that there is a suspected or confirmed case of Fifth Disease in the school - the principal shall notify the staff in a timely manner. The communication should include confirmation that student(s) in the school may have contracted Fifth Disease, confirmation of consultation with public health (along with their advice/direction) and an advisory for pregnant women to consider seeking out an independent medical opinion if they deem appropriate in the circumstance.

3.3. Pregnant Employees

If a pregnant employee is advised by their physician to not attend a workplace because of a confirmed case of Fifth Disease, the Board will seek an alternate assignment consistent with the physician's direction. The Board will make all reasonable efforts to provide the employee with a suitable assignment. However, if the Board determines there is no suitable assignment, the employee will be provided with a paid leave from scheduled work.

REFERENCES:

1. [Diseases of Public Health Significance \(2023\) - HPPH](#)
2. 30% threshold in place of 23-24 academic year and subject to change. Consult HPPH for current thresholds.



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: October 23, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

POLICY 3B:5 INFORMATION AND COMMUNICATIONS TECHNOLOGY

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. Policy 3B:5 Information and Communications Technology was reviewed by the Board of Trustees on May 28, 2018.

DEVELOPMENT

Policy 3B:5 Information and Communications Technology was presented for information at the September 25, 2023 Board meeting. It was noted that a section on electronic social media was added. As a result of this, following approval of this policy, Board Policy 3B:8 Electronic Social Media to be rescinded. The revised policy was available on the Board's website for vetting. No changes have been recommended therefore the policy is being recommended for approval.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board approves policy 3B:5 Information and Communications Technology.

THAT the Huron-Perth Catholic District School Board rescinds policy 3B:8 Electronic Social Media.



HURON-PERTH CATHOLIC

District School Board

Information and Communications Technology

Adopted:	August 30, 1999	Policy #:	3B:5
Revised:	May 28, 2018	Policy Category:	Curriculum/Program

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board (the Board) believes that appropriate use of all information and communication technologies must reflect Catholic teaching and support the academic, cultural, and spiritual growth of students. As a Catholic learning community, we commit to use these and all technologies in a manner which is consistent with Catholic Social Teaching.

POLICY STATEMENT:

It is the policy of the Board to provide a principled framework for the effective use of technology in a manner which complements, enhances, and achieves educational objectives of our Catholic School District.

PROCEDURES:

1. General

The Board will provide all schools with hardware, software and networking capabilities to support the effective instructional practices for teaching and learning. Any hardware or software requested by individual schools must first be approved by the ICT Manager and IT Learning Coordinator and be compatible with the existing School Board technological, cyber-security and privacy infrastructure. Application for approval via prescribed form.

2. Requirements for Appropriate Use

Principals will ensure that teachers review the following requirements for appropriate use and share applicable information with their students at least once per year.

2.1 Use of Board Digital Technology

The Board provides digital technologies to students and staff for the sole and limited purposes of achieving the educational goals set out in this policy statement and in the Board strategic plan and Ministry Curriculum. Recognizing the value and contribution that digital technologies provide, it is the intention that students will use these resources wisely and only for the stated purposes of their studies.

Security of on any computer system is a high priority, especially when the system involves many users. If a potential security problem is identified, an immediate supervisor, teacher or ICT must be notified.

2.2 Full-Length, Feature Film Usage

The Board does not support the use of full-length feature films as a classroom learning activity. We embrace pedagogical practices that nurture critical thinking in accordance with the policies and constructs of Growing Success, Ontario Ministry of Education.

2.3 Network Usage

Students and staff have an obligation to access and use the Board's network responsibly and with regard to others' privacy and others' rights. Students and staff have an obligation not to intentionally compromise the integrity or operation of the Board's network and technology infrastructure.

Users shall not directly or indirectly or from any source whatsoever:

- Tamper with, willfully access and/or modify system data, data containing confidential information, or other data for which they have not been given access;
- Use/change logins other than their own;
- Conduct activities that might be detrimental to the integrity of the Board's network;
- Conduct activities that are wasteful of network resources or that degrade or disrupt network performance.

2.4 Internet Usage

Students and staff have an obligation to use the Board's network facilities to access and/or transmit information through the Internet in a responsible manner. Anyone using the Board network must do so in accordance with the beliefs of this policy statement.

The Internet is recognized as an essential tool for learning. Blended learning (i.e.: the use of a learning management system and/or digital online tools) are central to the strategy that aims to:

- Improve communication between the teacher and students;
- Promote greater collaboration and critical thinking among students;
- Differentiate learning and assessment for all students;

To ensure that all students have access to these services, student information may be used in the setup and tracking of accounts of Ministry or Board endorsed online programs.

2.4.1 Students and Staff:

Students and staff shall not use the Board's digital technologies in a manner, which compromises the provisions of this policy statement.

Students and staff shall not access and/or transmit or attempt to access and/or transmit any of the following information through the Internet or upload onto the Board's network or onto the hard drive and/or cloud storage of any Board-owned device in the school, from any other source, or download onto the Board's network from any other source any software other than Approved Software :

- Any files, information, materials, or communications containing Inappropriate Information or Confidential Information (other than Confidential Information relating solely to the user);

- Any files, information, materials, or communications which are designed to tamper with or have the potential to facilitate the tampering with the data or networks maintained by the Board or any other person;
- Any files, information, materials or communications, the access to transmission of, or use of which would violate copyright or licensing restrictions associated with such files, information or materials.

2.4.2 Students

All students using Internet access will:

- Act as witnesses to the truth and values of the Catholic faith reflecting the school's Code of Behaviour.
- Obtain permission from their teacher before accessing the Internet.
- Download programs only with teacher permission and scan downloaded programs for viruses.
- Back out of any site which is transmitting unacceptable information or graphics and notify their teacher.
- Use proper, socially acceptable language.
- Properly footnote and include in a bibliography any information which is obtained from the Internet and incorporated into an assignment.
- Have access to software platforms such as those provided by the Ministry of Education (provincially funded Virtual Learning Environment), and those approved by the Board (e.g.i.e. Google Workspace-Suite for Education) as directed by their teacher.

Students will not:

- Send or display any offensive pictures or messages.
- Use obscene language, or language reflecting racial, ethnic or religious prejudice.
- Use the Internet for product advertisement, commercial or for profit purposes.
- Violate copyright laws.
- Use someone else's password or email address.
- Violate security systems, which have been put into place to protect computers, file servers, networks and users, both within and outside the Board.
- Provide personal information about themselves or others through the Internet (name, phone number, address, etc.).
- Put themselves at risk of personal harm as a result of Internet contact
- Contact individuals outside of our school board without the consent and knowledge of their teacher.
- Use Internet access in any way, which is a waste of finite resources.
- Engage in any form of cyberbullying.

The school principal has the right to suspend any user's access to the Board's computer hardware, software, or connectivity for a period to be determined by the principal in the event of a breach of this policy. The failure by a student to comply with this policy statement shall be dealt with in accordance with the Progressive Discipline and Student Conduct Policy and the School Code of Behaviour.

At the beginning of each school year the prescribed Assumption of Responsibility form is made available to parents/guardians. To post student work or photos on

the Board and school website and/or social media sites, the completed Assumption of Responsibility form must be maintained and will serve as a signed parental/guardian consent form, and will be retained in the school.

Students will also consent to an Acceptable Use Agreement via prescribed form.

2.5 Electronic Communications

2.5.1 Appropriate Electronic Communication Guidelines for Staff

All employees will use technology in a professional manner and are expected to model ethical and appropriate internet conduct. Staff participating in school-related social media groups should read and adhere to the Ontario College of Teachers Professional Advisories “Maintaining Professionalism - Use of Electronic Communication and Social Media” and “Video Conferencing Guidelines”.

2.5.2 Staff-Student Online Correspondence

Online correspondence between staff and students must be related to course work, or school-sanctioned clubs/activities:

- Principals will only approve school-based social media groups that include a staff member advisor;
- All school-sanctioned social media groups must adhere to regular school code of conduct practices;
- All school-sanctioned social media groups must have at least two staff members with administrative privileges;
- Teachers participating in school-created social media groups with students must adhere to the ethical standards for the teaching profession at all times, whether in a traditional school environment or an online environment.

Whether communicating with students or staff within the Board or with any other person, users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Communicate in accordance with the Catechism of the Catholic Church;
- Be polite in all communications;
- Use appropriate language;
- Report incidents of cyber-bullying to a trusted adult (parent, teacher, principal);
- Be cautious in giving out personal information;
- Do not use the network in such a way that you would disrupt the use of the network by other users;
- Do not include any inappropriate information or confidential information (other than confidential information relating solely to the user) in email communication;
- Do not make or transmit any communication in contravention of applicable laws nor shall users transmit any files, information, or materials designed to tamper with data or networks maintained by the Board or any other person; and
- Students and staff should be aware that the Board cannot guarantee that electronic communications transmitted through or pursuant to its network shall remain private and confidential. While not absolutely prohibited, the

Board encourages students and staff to use private computer facilities to conduct non-board or communications of personal nature.

2.6 Personal Devices and Bring Your Own Devices (BYOD)

Bring your own device (BYOD) refers to technology models where students, staff or guests bring personally owned devices to school for the purpose of learning. A personally owned device is any technology not owned by the Board on school board property.

- Personal communication devices owned and/or carried by students may only be used during instructional periods for reasons outlined in the board's code of conduct. This means that use must be for approved educational or medical use only. It must be at times and in locations as determined and permitted by the school principal and/or teacher.
- Personal communication devices may not be carried or be in the possession of students during examinations or during other occasions specified by the teacher or principal.
- The use of personal devices are absolutely prohibited in areas where there is an increased expectation of privacy (e.g., washrooms, change rooms). The taking of photographic images of a person or persons, on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed and the principal or designate.
- The electronic transmission or posting of photographic images, audio, and/or video by students of a person or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed, the principal or designate, and where the student is below the age of 18, the consent of the parent/guardian. The principal and/or teacher may record photographic images, audio, and or video for the purpose of pedagogical documentation and improved student learning.
- The school principal has the right to ban any or all personal devices on school property, at school events, and during school activities, for some or all students.

2.7 Supervision

The principal and teacher(s) concerned will ensure reasonable and appropriate supervision and use of digital technologies and the Board's digital infrastructure. Users are ultimately solely responsible for their use or misuse of personal devices and of the Board's digital technologies and digital infrastructure. The Board shall not be liable for any claim, loss, or damage suffered or alleged to have been suffered by any student or staff member using or misusing either personal devices or the Board's computer facilities. The Board shall assume no responsibility and shall not be liable in any respect for any claim, loss, or damage suffered by any third party relating to a student's or staff member's use or misuse of personal devices or the Board's computer facilities.

2.8 Failure to Comply with Policy

Students and staff should be aware that certain breaches of these procedures may constitute an offence under Canada's *Criminal Code* and other applicable legislation. Where appropriate, offences of this nature shall be reported to the police and will be dealt with accordingly.

3. School Websites and/or Social Media Sites:

School websites and/or social media sites introduce external visitors to the school's presence, location, purpose, organization, curriculum activities, and interests. The content of all school websites and/or social media sites must be consistent with the Vision, Mission, and Strategic Plan of the Board and be approved by the principal prior to posting.

3.1 Content Standards:

- Concern about the content of any page(s) created by students or staff should be directed to the Principal of that school.
- There must be a link back to the Board's Home Page on the first page of the submission using the Board logo as the icon to identify the link.
- Schools must assume the responsibility of keeping information accurate and current
- All web pages/and or social media sites must include an email address or inquiry form, directed to the principal/designate for any correspondence to the school.
- Web pages must not contain any commercial or promotional advertising beyond advancing the presence of the school on the Internet. It is acceptable for the web-site creator to be acknowledged.
- School website / social media must not use copyrighted materials without permission.

3.2 Subject Matter

All subject matter on social media/web pages should relate to curriculum instruction, school-authorized activities, and general information that is appropriate and of interest to others.

3.3 Quality

All social media/webpages should be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) to objectionable material.

3.4 Ownership

Subject to the rights of contributors, if any, to works contributed to a school site, the website and all of the files, information, materials, graphics, photographic or other images, logos, trademarks, trade names, and any other intellectual property whatsoever featured on or incorporated in the web site shall be the sole and exclusive property of the Board. Schools cannot use copyrighted material on the web site without written approval by the source.

3.5 Security and Privacy

All social media/webpages must be consistent with the Freedom of Information and Protection of Privacy Policy.

- No school page/social media content should provide the means for people to contact any student directly. If communication back to the school is needed, it should be directed to the principal/designate.
- When using photographs of persons on the school website or social media sites, the school must obtain authorization from the parent/guardian on the Board's prescribed Consent and Acknowledgement form.

3.6 Technical and Design Standards

- All school websites will be located on the Board's web server or a server authorized by the Board.
- Documents/links should be thoroughly tested before and after posting to ensure functionality.
- Final decisions regarding access to active web pages for editing content or organization will rest with the principal.

4. Electronic Social Media:

4.1 Prohibited Communications on Social Media

- Staff are not authorized to communicate on social media on behalf of their school, their department or the Board unless given prior written permission by their principal or supervisor;
- If staff post comments on personal social media sites or public social media sites, they must clearly state that they are not representing the views of their school, their department or the Board.

4.2 Respect, Privacy and Confidential Information

Board staff will not disclose confidential student information or confidential school, department, or personnel records without first obtaining written consent from the principal, supervisor, or guardian for students under the age of 18 or from students aged 16 or 17 who have removed themselves from parental control;

- Board staff will not post communications on electronic social media sites which defame students or Board employees or which denigrate Board policies or procedures;
- Board staff will not engage electronically in behavior or comments that would reflect negatively on the school or Board's reputation;
- Staff must refrain from social media comments and posting, whether personal or school/Board related, that will result in a disruption to the school or Board environment; or negatively impact the staff's ability to perform his or her duties;
- Board and school logos will not be used without first obtaining permission from the school principal or supervisor;
- Board staff will use only their own name, when participating in an online social media group for academic purposes;
- Board staff will ensure that their online comments are respectful of Catholic values and adhere to the procedures as outlined in the Equity and Inclusive Schools Policy;
- Board staff must refrain from electronic commentary, content, or images that are defamatory, pornographic, harassing, or that create a negative work environment;
- Board staff may use the Board network to access social media sites that are work-related. Where staff access personal social media sites during the work day, such access must not impede their attention to or the efficient performance of their duties.
- Board staff participating in social media activities will respect copyright laws, not only with respect to the content produced on the social media sites, but also to the software that enables it;
- Board staff participating in social media activities acknowledge that all information posted to sites is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- Principals and other supervisors may monitor employee use of social media and social networking websites.

REFERENCES:

Freedom of Information and Protection of Privacy Policy
Progressive Discipline and Student Conduct Policy
Suspension Leading to Expulsion of Student Policy
Ontario College of Teachers Professional Advisory "Maintaining Professionalism - Use of Electronic Communication and Social Media"
Ontario College of Teachers Professional Advisory "Video Conferencing Guidelines"

DEFINITIONS:

Approved Software: Means software programs approved for use by students and staff within school by the school board.

Confidential Information: Includes any and all files, information, materials, or communications of a personal or private nature or including information of a private or personal nature including, without limitation, any files, information, materials, or communications which include, convey, or express any information protected by the Education Act, the Municipal Freedom of Information and Protection of Privacy Act or any successor or similar provincial or federal legislation relating to the protection of privacy or students or staff records and information.

Inappropriate Information - shall mean files, information, materials, or communications including, but not limited to, any of the following:

- Hateful, racist, or discriminatory material;
- Threatening material;
- Gambling or gaming material;
- Firearms and weapons;
- Pornographic or obscene material;
- Material which expresses opinions or beliefs of a personal nature unrelated to the educational objectives referred to in this policy statement;
- Commercial advertising or similar material;
- Any material deemed by the Board and/or Principal to fall within one of the categories set out above; and
- Any other material as listed in policy 3D:1 (Suspension of Students and Suspension Leading to Expulsion of Students).

Cyberbullying: Involves the use of information and communication technologies such as e-mail, cell phone, text messages, instant messaging, defamatory personal websites, and other social media sites to support deliberate behaviour by an individual or group that is intended to harm others (as referenced in the Progressive Discipline and Student Conduct Policy).



Huron-Perth Catholic District School Board

POLICY: ELECTRONIC SOCIAL MEDIA

Adopted:	October 22, 2012	Policy #:	3B:8
Revised:	May 28, 2018	Policy Category:	Curriculum/Program

POLICY STATEMENT:

The Huron-Perth Catholic District School Board recognizes the use of electronic social media as a viable means to engage colleagues, parents, and students in academic dialogue. The board recognizes that teachers and other board employees are role models. Parents entrust educators with the duty to educate their children. The board recognizes that the use of the internet and social media has the potential to affect this trust.

The board is committed to supporting staff use of electronic social media to interact knowledgeably and responsibly via the internet. This Social Media Policy applies to all social media platforms and public communication, and blogs, personal websites, other interactive electronic social media sites, postings on video or picture-sharing sites and elsewhere on the internet.

PROCEDURE:

1. Prohibited Communications on Social Media

- Staff are not authorized to communicate on social media on behalf of their school, their department or the Board unless given prior written permission by their principal or supervisor;
- If staff post comments on personal social media sites or public social media sites, they must clearly state that they are not representing the views of their school, their department or the Board.

2. Respect, Privacy, and Confidential Information

- Board staff will not disclose confidential student information or confidential school, department, or personnel records without first obtaining written consent from the principal, supervisor, or guardian for students under the age of 18 or from students aged 16 or 17 who have removed themselves from parental control;
- Board staff will not post communications on electronic social media sites which defame students or board employees or which denigrate board policies or procedures;
- Board staff will not engage electronically in behavior or comments that would reflect negatively on the school or board's reputation;
- Staff must refrain from social media comments and posting, whether personal or school/board related, that will result in a disruption to the school or board

- environment; or negatively impact the staff's ability to perform his or her duties;
- Board and school logos will not be used without first obtaining permission from the school principal or supervisor;
- Board staff will use only their own name, when participating in an online social media group for academic purposes;
- Board staff will ensure that their online comments are respectful of Catholic values and adhere to the procedures as outlined in the Equity and Inclusive Schools Policy;
- Board staff must refrain from electronic commentary, content, or images that are defamatory, pornographic, harassing, or that create a negative work environment;
- Board staff may use the board network to access social media sites that are work-related. Where staff access personal social media sites during the work day, such access must not impede their attention to or the efficient performance of their duties.
- Board staff participating in social media activities will respect copyright laws, not only with respect to the content produced on the social media sites, but also to the software that enables it;
- Board staff participating in social media activities acknowledge that all information posted to sites is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*;
- Principals and other supervisors may monitor employee use of social media and social networking websites.

3. Staff-Student Online Correspondence

- Online correspondence between staff and students must be related to course work, or school-sanctioned clubs/activities;
- Principals will only approve school-based social media groups that include a staff member advisor;
- All school-sanctioned social media groups must adhere to regular school code of conduct practices;
- All school-sanctioned social media groups must have at least two staff members with administrative privileges;
- Teachers participating in school-created social media groups with students must adhere to the ethical standards for the teaching profession at all times, whether in a traditional school environment or an online environment.
- Staff participating in school-related social media groups should read and adhere to the Appropriate Electronic Communication Guidelines for Staff, published by the Canadian Teachers' Federation, found in Appendix E of Board Policy 3B:5 – Information and Communications Technology, and to the Professional Advisory: Use of Electronic Communication and Social Media, published by the Ontario College of Teachers.



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: October 23, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

3E:21 PURCHASING

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. Policy 3E:21 Purchasing was reviewed by the Board of Trustees on January 22, 2018. The policy was also presented to the Audit Committee at its June 6 and September 11, 2023 meetings for discussion and feedback.

DEVELOPMENT

Policy 3E:21 Purchasing was presented for information at the September 25, 2023 Board meeting. The revised policy was available on the Board's website for vetting. No changes have been recommended therefore the policy is being recommended for approval.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board approves policy 3E:21 Purchasing.



HURON-PERTH CATHOLIC

District School Board

Purchasing

Adopted:	August 27, 2007	Policy #:	3E:21
Revised:	January 22, 2018	Policy Category:	Student Related

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board believes in the ethical, accountable and transparent procurement of goods and services in order to support optimal student learning opportunities through Catholic education. A focus on good stewardship when procuring goods and services, will ensure resources are aligned with the vision and mission of the Board.

POLICY STATEMENT:

It is the policy of the Huron-Perth Catholic District School Board to procure goods and services in a cost-effective, competitive manner that meets the required standard of both quality and quantity.

To ensure an ethical, professional and accountable supply chain, the Board will procure in accordance with the Ontario Broader Public Sector (BPS) Procurement Directive and its Supply Chain Code of Ethics:

- **Personal Integrity and Professionalism**
Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.
- **Accountability and Transparency**
Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.
- **Compliance and Continuous Improvement**
Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

PROCEDURE:

The objective of the purchasing function is to provide authority and guidelines in facilitating purchasing transactions that will:

- 1.1 Procure within the budgetary limits set by the Board, in accordance with planned initiatives and strategic goals;
- 1.2 Provide a high level of service to all schools and administrative departments;
- 1.3 Maintain a fair, impartial and competitive process and enter into co-operative purchasing when feasible;
- 1.4 Advance the concept of standardization in order to reduce costs and maintain quality;
- 1.5 Sustain the purchase of products and/or services that are produced and/or provided under humane working conditions that comply with local labour laws and international standards;
- 1.6 Purchase, where possible, Canadian-made and/or supplied, environmentally conscience products which meet a minimum level of performance acceptable to the Board;
- 1.7 Comply with municipal, provincial and federal legislation, regulations, standards and guidelines

Detailed purchasing procedures can be found in Appendix A: Administrative Guidelines.

REFERENCES:

- Broader Public Sector (BPS) Accountability Act & Procurement Directive
- Education Act
- Municipal Freedom of Information and Protection Privacy Act
- Canadian Free Trade Agreement
- Canada-European Union Comprehensive Economic and Trade Agreement
- Policy - Environmental Stewardship
- Policy - Freedom of Information and Protection of Privacy



HURON-PERTH CATHOLIC

District School Board

PREAMBLE

The purpose of this administrative procedure is to provide direction and guidance for all Board personnel when making purchases of goods and/or services on behalf of the Board.

The facilities or agencies of the Board shall not be used to purchase or otherwise acquire goods, services, or materials for the personal use, benefit, or enjoyment of any employee.

1.0 METHODS OF PROCUREMENT

Goods and/or services shall be procured using the following methods:

1.1 Petty Cash

The purchaser is reimbursed for an approved purchase for nominal expenses up to \$50 and with proof of purchase (i.e. official bill of sale or invoice marked paid).

1.2 Purchase Orders

The purchaser completes an online purchase order (PO) for goods or services required and forward to the appropriate supervisor designated in Table 2.4.2 for approval prior to placing the order.

1.3 Purchasing Cards

The Board has a corporate purchasing card (P-card) program for senior staff and designated Board Office personnel. The personnel participating must complete and sign the Cardholder Agreement Form, signed by the Superintendent of Business, before a card is issued. All charges to the PCard must have prior approval as per Table 2.4.2. The cardholder shall prepare a monthly online Pcard reconciliation in accordance with the Board's Petty Cash Administrative Procedure.

2.0 ROLES AND RESPONSIBILITIES

2.1 The Board delegates the authority to purchase in the name of the Board to the Director of Education and/or Superintendent of Business and Treasurer. The Director of Education and/or Superintendent of Business and Treasurer may delegate further the authority to purchase goods and/or services on behalf of the Board.

2.2 All staff having purchasing responsibility need to be properly informed on the current policy and procedures to ensure that he/she is in compliance.

2.3 Segregation of Duties

Effective control in an organization includes segregation of duties across functions and individuals. Segregation of duties prevents any one person from controlling the entire procurement process by separating approvals for the key stages of the procurement process.

Role	Responsibility	Accountable Party
Requisition/ Ordering	Request to place an order Place an order once approved	Office Assistants, Administrative Assistants, Department Heads
Budget/Purchase Authorization	Authorize that funding is available Authorize release of the order to the supplier	Principals, Learning Coordinators, Managers, Superintendents, Director of Education
Receipt	Authorize that the order was physically received, correct and complete	Office Assistants, Administrative Assistants, Department Heads
Payment	Authorize release of payment to the Vendor	Finance Department

The Board shall separate at least three of the four functional roles.

2.4 Purchasing Limits and Approval Authority

2.4.1 The following table demonstrates the limits established for purchasing goods and/or services with the corresponding personnel responsible for approving the purchases.

2.4.2 TABLE

Purchasing Limit	Method of Procurement	Approvals Authority
Up to \$4,999.99	Petty Cash (up to \$50.00), P-Card or Approved PO	Learning Coordinator, Manager, and Principal with Superintendent Approval
\$5,000 to \$24,999.99	Approved PO	Superintendent of Education or Superintendent of Business & Treasurer
\$25,000 to \$49,999	Approved PO and three written quotes or RFP/RFT	Superintendent of Education or Superintendent of Business & Treasurer
\$50,000 to \$99,999.99	Approved PO and 3 written quotes or RFP/RFT	Director of Education
\$100,000 or more	Open Competitive Process	Board of Trustees

2.5 Goods and Non-Consulting Services Process

2.5.1 Once the need for a purchase of goods or non-consulting services arises

the following process shall be followed:

- **\$0.00 - \$50.00**

A purchase order is not required. Purchases using petty cash must be made in accordance with the Board's Petty Cash Administrative Procedure. If the vendor requires a purchase order, the Purchase Order System (POS) must be used. Forward to the appropriate personnel as indicated in Table 2.4.2 for authorization. Once the purchase is approved, the purchase order must be sent to the vendor.

- **\$50.01 - \$24,999.99**

A purchase order is required. Where the vendor will not accept a purchase order and with supervisor and finance department approval, purchases may be made with a Board P-card or personal credit card. For purchases of goods and/or services that fall within the above amount, due consideration of value and cost should be given by the purchaser. Complete the order using the POS. Forward to the appropriate personnel as indicated in Table 2.4.2 for authorization. Once the purchase is approved, the purchase order must be sent to the vendor.

- **\$25,000 - \$99,999.99**

A purchase order is required. For purchases of goods and/or services that fall within the above dollar values three written quotations must be obtained (Section 4) and scanned into the POS as an attachment to the purchase Order. Complete the order using the POS. Forward to the appropriate personnel as indicated in Table 2.4.2 for authorization. Once the purchase is approved, the purchase order must be sent to the vendor.

- **> \$100,000**

For purchases of goods and/or services that fall within the above dollar values an open, competitive procurement process must be undertaken. Once this process (Section 4) is completed and approved by the Board of Trustees, the tender or RFP summary shall be scanned into the POS as an attachment to the purchase order. Complete the order using the POS. Forward to the appropriate personnel as indicated in Table 2.4.2 for authorization. Once the purchase is approved, the purchase order must be sent to the vendor.

2.6 General

Staff are encouraged to conduct an open, fair and competitive procurement process whenever practical, regardless of the amount of the purchase. The Finance department may, at their discretion, decide to purchase any good or service by tender, or request that more quotations be secured.

Where annual purchases from a vendor are anticipated to exceed the above ranges, the requirements of the applicable range apply. For example if annual purchases from a vendor are projected to exceed \$25,000 but be less than \$100,000, the procedure for purchases ranging from \$25,000 to

\$100,000 applies.

Intentional separation of purchases to stay within the above limit is prohibited.

2.6.1 Conditions

2.6.1.1 The vendor must forward all original copies of invoices directly to the Board Office for processing.

2.6.1.2 Invoices, credit notes, refunds, etc., must clearly identify the customer and billing address as follows:

Huron-Perth Catholic District School Board
Attention: Accounts Payable Dept
 3927 Perth Road 180
 Box 70 Dublin, ON N0K 1E0
 Email: accountspayable@hpcdsb.ca

2.6.1.3 The “ship to” address should be identified as the location for which the supplies were delivered.

2.6.1.4 The purchase order number must be clearly identified on the invoice. Invoices received without an approved purchase order number will not be paid.

3.0 **EXCEPTIONS**

3.1 **Unauthorized Purchases**

Based on the authority designated in Section 2.2 the following are designated as unauthorized purchases.

3.1.1 Procurements, except those to be paid from petty cash funds, made in the name of the Board without an authorized purchase order may be considered an obligation of the employee procuring the items and not an obligation of the Board.

3.1.2 Personnel are prohibited from unilaterally entering into contracts that bind the Board to products and/or services other than regular operational agreements (i.e. pictures). All agreements must be in writing and authorized by the Superintendent of Business and Treasurer or designate. See Section 11, Appendix A, of Policy 3E:22 (School Generated Funds), for further information on this subject.

3.1.3 Purchases whereby any school board personnel may receive any gratuity, favour, direct or indirect payment that exceeds the bounds of normal social courtesy.

3.1.4 Personal purchases for employees, members of the Board or others, nor shall its influence be used to obtain preferential treatment for those listed herein.

3.2 **Specialized Services**

3.2.1 Certain goods and/or services and long-term arrangements may be exempt from this policy as their value is determined by the Board through other contractual agreements, or by resolution. Examples include:

- Banking services
- Employee benefits
- Insurance
- Legal services
- Student transportation

3.2.2 Final selection of the above will be recommended by the Director of Education and/or Superintendent of Business and Treasurer to the Board of Trustees for approval.

3.2.3 The Director of Education and/or Superintendent of Business and Treasurer may place a call for tenders and/or requests for proposals when deemed necessary.

3.3 Consulting Services

A consultant means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

Prior to commencement, any procurement of consulting services must be approved in accordance with the guidelines below:

Procurement Method	Procurement Value	Approval Authority
Invitational Competitive	\$0 up to but not including \$100,000	In accordance with Section 2.4
Open Competitive	Any Value	In accordance with Section 2.4
Non-Competitive	\$ up to but not including \$1,000,000	Director of Education
	\$1,000,000	Board of Trustees

For invitational competitive procurement, written quotes must be requested from a minimum of three qualified vendors.

Approval and justification of non-competitive procurement of consulting services must be documented.

Under no circumstances shall hospitality, incidental or food expenses be considered allowable expenses for consultants by way of this purchasing policy or in any contract between the Board and a consultant. Therefore, they cannot claim or be reimbursed for such expenses, including:

- Meals, snacks and beverages
- Gratuities
- Laundry or dry cleaning

- Valet services
- Dependent care
- Home management
- Personal telephone calls

3.4 Non-Competitive Procurement

- 3.4.1 **Single Sourcing:** Where an unforeseen situation of urgency exists, the goods and services may be acquired from a specific vendor. When purchasing such items, justification to support the decision must be formally documented using the Single/Sole Sourcing Form.
- 3.4.2 **Sole Sourcing:** Where only one vendor is able to meet the requirements of procurement in the circumstances. When purchasing such items, justification to support the decision must be formally documented using the Single/Sole Sourcing Form. In such cases, the requisition must be pre authorized in accordance with Section 2.4.
- 3.4.3 **Collaborative Marketplaces:** Government collaborative sourcing initiatives such as the Ontario Education Collaborative Marketplace (OECM) award tenders in accordance with the BPS Procurement Directive. These buying groups eliminate the competitive procurement requirement at the school board level. When purchasing awarded items from the respective vendors, the requisition must be pre authorized in accordance with Section 2.4.

3.5 Non-Negotiable Supplies

Other services that are deemed necessary and for which their value is not open to negotiation include:

- Hydro
- Water
- Gas

3.6 Direct Negotiated Process

Unless otherwise provided for in this administrative procedure, the Director of Education and/ or Superintendent of Business and Treasurer may enter into negotiations with one or more vendors for the supply of goods and/or services when any of the following conditions apply:

- The goods and/or services are deemed necessary as a result of an emergency which would not reasonably permit the use of any other prescribed procurement process.
- No bids are received on a formal quotation, tender or request for proposal call.
- The extension of an existing contract would prove more cost effective or beneficial and is permissible in the original contract.
- Bids have been solicited using one of the procurement processes with all bids received being non-Responsive or not Responsible.
- The lowest bid received exceeds the approved budget and it is impractical to recall.
- Goods and/or services are available from a Single or Sole Source as defined in Section 3.4.

4.0 COMPETITIVE PROCUREMENT

4.1 Written Quotations

The Board personnel obtaining the written quotations must provide sufficient specifications of the goods and/ or services required to all vendors.

Written quotes must be obtained from a minimum of three vendors. Where it is not possible to obtain three quotes, include documentation to support a valid reason why the required number of competitive price quotations could not be obtained.

The written quotations must be:

- On the vendor's prescribed letterhead, completed in ink and/ or typewritten, signed by the authorized representative of the vendor; or
- Emailed from an authorized representative of the vendor.

Vendors selected to provide written quotations may be chosen at the discretion of the Board personnel. Where vendors have been pre-qualified, written quotes should be obtained from this list if applicable.

A pre-qualified vendor list is maintained on an ongoing basis. Any new vendor that expresses an interest in serving the Board must provide necessary information to the Board in order to be considered for the pre-qualification list. A firm may be removed from the list if it fails to reply to written quotation requests or if it fails to meet previous obligations. Annual evaluation of all pre-qualified must be completed. Any vendor with unsatisfactory performance who have failed to improve within specified time parameters, will be removed from the Board's approved vendor list.

The Board reserves the right to accept or reject any or all of the written quotation. The lowest quote may not necessarily be accepted. Should the purchase not be awarded to the vendor submitting the lowest cost quote, reasons for the selection must be documented in writing.

4.2 Request For Tender

4.2.1 Board personnel who request the purchase must provide sufficient specifications of the goods and/or services required to allow the department responsible for preparing the request for tender (RFT) to obtain proper bids.

4.2.2 The RFT shall be prepared, distributed and collected by a member of the Tender Committee (Section 4.2.9.1) The RFT must provide these minimum instructions:

4.2.2.1 The vendor must submit the tender in a sealed envelope or by way of a secure online tendering system;

4.2.2.2 Closing date and time, which must be a minimum of fifteen days after the RFT is posted and be a normal working day;

4.2.2.3 Must be completed in ink and/or typewritten except

when submitted electronically;

4.2.2.4 Must be signed by the authorized representative of the vendor;

4.2.2.5 Holdback details, the Board may elect to holdback a portion of the final payment to the vendor if the work is not completed to the satisfaction of the Board.

4.2.3 The RFT must also include the following information:

4.2.3.1 All mandatory, rated and other criteria that will be used to evaluate submissions;

4.2.3.2 The evaluation methodology and process to be used in assessing submissions;

4.2.3.3 Any options to extend the agreement;

4.2.3.4 Bid dispute resolution procedures.

4.2.4 A non-refundable fee may be charged for tenders or proposals, in an amount determined by the Business Services Department.

Vendors will be informed of the Board's RFT's through an electronic tendering system that is readily accessible by all Canadian vendors.

4.2.5 Board Office personnel will be responsible for date and time stamping the sealed envelope tenders as they are received and for keeping them in a locked cabinet until the time of opening. For online submissions the official time will be the server clock displayed on the online tendering system.

4.2.6 Any amendments to a RFT already in distribution will be posted in the same manner as the RFT.

4.2.7 Tenders shall be received from a minimum of three vendors, except for those occasions where it is neither practical nor possible to obtain three prices, or cases where the products are only available from a limited number of vendors.

4.2.8 Submitted tenders will be opened in the presence of the Superintendent of Business and Treasurer or designate, and a minimum of one other member of the Tender Committee (4.2.9.1). A complete set of specifications will be provided to all bidders. Sealed envelope tenders shall be opened in public. Any interested party may attend any public opening.

4.2.9 Tender Committee

4.2.9.1 The Tender Committee shall be comprised of the following:

- Superintendent of Business and Treasurer, or designate
- Finance Services Officer
- Representative(s) from the user department, and/or designate

- Finance Services Officer will oversee the tender process and will not be involved with the evaluation process

Note: For tenders requiring Board approval, Trustees will be notified and may attend tender openings.

- 4.2.10 The Board reserves the right to accept or reject the whole or any part of the tender. The lowest or any tender may not necessarily be accepted. Tenders will be awarded based on the evaluation process completed by the Tender Committee.
- 4.2.11 Tenders shall be opened in public. Any interested party may attend any public opening.
- 4.2.12 Tender openings shall take place as soon as possible after the announced closing time for submission of bids.
- 4.2.13 The tenders shall be checked by the Superintendent of Business and Treasurer or designate to ensure that all criteria requested is included and there are no alterations to the tender request.
- 4.2.14 The Board reserves the right to reject any tender in any of the following circumstances:
 - The tender was received after the closing date and time (such tenders will be recorded and returned to the bidder unopened);
 - The tender was incomplete;
 - The tender was not written in ink, typewritten or submitted through the secure online tendering system;
 - The tender indicated a change without initialing;
 - The tender contains exceptions, variations or qualifications;
 - The tender lacked clarity;
 - The tender was not signed;
 - The tender is over budget;
 - Other deficiencies.
- 4.2.15 The Superintendent of Business and Treasurer or designate shall be responsible for maintaining appropriate tender opening minutes and/or summary sheets.
- 4.2.16 The Tender Committee shall prepare a list of the tenders received, time of opening, and any reasons that may declare the tender invalid.
- 4.2.17 Tender results will be posted for bidders as soon as possible following the tender opening in the same manner as the RFT documents, in accordance with the Municipal Freedom of Information and Protection Privacy Act guidelines. The vendor name and tender amounts will be published in the formal minutes of the Board upon recommendation of the tender award.
- 4.2.18 Upon award of the tender, the successful vendor must be formally defined in a signed, written contract. This contract must include all terms and conditions as well as a termination clause.

4.2.19 All tenders will be retained on file for a period of seven years.

4.2.20 All vendor information must be maintained in a secure and confidential manner.

4.3 Request For Proposal

A Request for Proposal (RFP) may be used in place of a Request for Tender (RFT) when the Board wishes to consider a variety of factors in addition to price in awarding a contract.

The call for proposals and receipt thereof shall be handled in the same manner as a RFT (Section 5.1).

4.4 Request For Information

Where results of informal supplier or product research are insufficient, formal processes such as a Request for Information (RFI) or Request for Expression of Interest (RFEI) may be used if warranted, taking into consideration the time and effort required to conduct them.

A response to RFI or RFEI must not be used to pre-qualify a potential supplier and must not influence the chances of the participating suppliers from becoming the successful proponent in any subsequent opportunity.

5.0 CONFLICT OF INTEREST

5.1 Any person involved in the ownership or operation as a potential vendor to the Board who is an employee or whose parent, spouse, child or other immediate family is an employee of the Board shall be considered to have a potential conflict of interest and will, therefore, declare this potential conflict prior to any sale, quote, bid or proposal.

5.2 All purchases from Board employees shall be governed by applicable legislation including but is not limited to Section 217 of the Education Act, R.S.O. 1990, c. E.2.

6.0 DEFINITIONS

Approval	Authorization has been given to proceed with the purchase of products and/or services.
Authority	The legal right to conduct tasks outlined in this administrative procedure as directed and delegated by the Board.
Bid	An offer from a vendor in reply to a request for quotation, tender or proposal which is subject to acceptance or rejection.
Bidder	A vendor who submits a bid to supply a product and/or service.
Board	The Huron-Perth Catholic District School Board.
Contract	A formal legal agreement between two or more parties, usually written, or a purchase order with binding legal and moral implications; usually exchanging goods and/or services for money or other consideration

Credit Note	When goods are returned to a vendor for which an invoice has previously been processed.
Designate	A person authorized to act on behalf of another, for the purpose of this administrative guideline.
Emergency	A situation where immediate purchase of goods and/or services or repair or replacement of equipment, or facilities is essential in order to maintain an essential service or prevent danger to students, staff or property within the Board.
Goods	Includes but is not limited to supplies, equipment, materials, maintenance, service contracts, professional services, construction items. All materials, equipment, fixtures and structures to be delivered, installed or constructed.
Gratuity	A small gift to show appreciation.
POS	Purchase Order System.
Pre-Qualified Vendor	A vendor with whom the Board has a formalized relationship for procuring products and/or services. The vendor must meet minimum requirements as set out by the Board. The relationship is not exclusive and the Board is able to procure from other vendors.
Procurement	To purchase a good and/or service on behalf of an organization.
Proposal	An offer from a bidder for products and services in response to a request for a sealed proposal, acceptance of which may be subject to further negotiation.
Purchase Order	A legal document which is the Board's commitment to the vendor for purchase of goods and/or services at an agreed upon price, terms, conditions and delivery date. It is also the vendor's authority to ship and charge for the goods and/or services specified on the order.
Quote	An offer from a vendor to sell products and/or services to the Board.
Quote, written	An offer obtained in writing, and requiring documentation for purchases.
Request for Proposal	A procurement document that requests vendors to supply solutions for the delivery of complex products or services to provide alternate options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.
Services	All professional, construction, or maintenance services and non-consulting, including the delivery, installation, repair, restoration, demolition or removal of personal property and real property.
Tender	An offer in writing to execute specified work or supply specified goods at a fixed price in response to an invitation for bids.
Board of	

Trustees

Elected members of the Board.

Vendor

A supplier of products and/or services who is an established company or proprietorship.



Prepared by: Karen Tigani, Superintendent of Education
Presented to: The Huron-Perth Catholic District School Board
Date: October 23, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

MATH ACTION PLAN

Public Session

BACKGROUND

The Huron-Perth Catholic District School Board emphasizes the critical importance of high-quality mathematics teaching and learning in its strategic plan. Our Board's strategic plan commits to three goals in the area of achievement in mathematics, as follows:

- ensuring the implementation and monitoring of a resource for K-8 teachers that is consistent with essential practices in mathematics and emphasizes content areas that are likely to improve results;
- developing a system of training that will ensure teachers are equipped to implement essential practices for assessment and evaluation in math; and
- implementing and monitoring a leadership development program for principals and vice-principals to assist them in supporting achievement of the Board's goals for student achievement.

Our Board's strategic plan aligns with the Ministry of Education's "taking action in mathematics" initiative which requires boards to develop a Math Achievement Action Plan. The Ministry of Education's plan is intended to support student achievement and results in math across all schools and districts. In HPCDSB, we can be proud that our strategic plan paves the way for the Math Achievement Action Plan and is entirely in line with the goals and objectives we continue to pursue.

The Ministry of Education designated some schools "priority schools" based on 2022 EQAO achievement results in Grades 3 and 6. Our Board has one priority school: Holy Name of Mary in St. Marys. The Ministry of Education's Math Leadership Team is providing our Board with regular check-ins, support and resources and is networking math leads from across the province in a variety of weekly learning sessions.

DEVELOPMENTS

Our Math Team consists of the Superintendent of Education (Karen Tigani), Math Learning Coordinators in elementary (Christine Dale) and secondary (Paul D'Hondt) and our Math Facilitators (Hailey Cook and Brittany Wilson). This team has drafted a Math Achievement Action Plan in collaboration with various math educators and school leaders in our Board, informed by the guidance, resources and coaching provided by members of the provincial math team. Over time, the plan will continue to evolve based on feedback from members of our Math Advisory Team, principals and classroom teachers.

It is a targeted yet flexible plan for all schools in the district that we will continue to develop and refine throughout the year. It is considered a living document and one that is informed by student

achievement data and ongoing reflection on identified key performance indicators. The Ministry of Education provides school boards with 3 priority actions; in light of these, we have selected a strategy for each priority action area, with identified actions that we will take at the board, school and classroom levels to achieve our goal of improved student achievement.

In addition to the plan for the entire district, we are providing more intensive support for improvement at our priority school through dedicated Math Facilitator support (minimum 20%) and ongoing professional learning and collaboration for the school principal and teachers facilitated by members of the Math Team. Lessons learned and effective strategies utilized at this school will be shared and implemented across the district in all schools, to enhance district-wide practices as well as success rates for all learners.

The Math Achievement Action Plan includes the following areas of focus:

- Curriculum Fidelity
- Math Content Knowledge for Teaching
- Knowing Your Student
- Measurable Results: Improvements in Math Achievement

We have identified the following 3 priority actions as well as board, school and classroom strategies that will be used to address the 3 priorities.

PRIORITY 1: Ensuring fidelity of curriculum implementation and use of instructional and assessment practices with a proven track record of enhancing student achievement.

- Board: Provide guidelines, resources and supports for mathematics curriculum-aligned long-range plans, unit plans, and lesson plans.
- School: Directly connect long-range plans, course outlines, lesson plans, and reporting to current curriculum expectations (e.g., educators consult the Curriculum and Resources website regularly to ensure alignment).
- Classroom: Draw explicit connections to and between mathematical processes and in lesson planning and use proven instructional and assessment practices (e.g., High-Impact Instructional Practices).

PRIORITY 2: Engaging in ongoing learning to strengthen mathematics content knowledge for teaching.

- Board: Prioritize mathematics content knowledge for teaching in professional learning opportunities and in allocation of resources, including staffing.
- School: Collaborate with Board Math Lead to identify school/ division/ grade mathematics content knowledge focus areas, including planning and monitoring associated professional learning.
- Classroom: Access resources (e.g., teacher supports on the Curriculum and Resources website), experts (e.g., curriculum consultant, school math facilitator), and professional learning to continuously develop content knowledge for teaching.

PRIORITY 3: Knowing the mathematics learner, and ensuring mathematical tasks, interventions and supports are relevant and responsive.

- Board: Build capacity in data analysis resources to understand mathematics achievement from a variety of sources, including alignment between EQAO, report cards, and locally-developed assessment tools/ tasks.
- School: Integrate common open and parallel learning tasks across grades/ divisions that foster student ownership of mathematics, while ensuring all students have accessible entry points into learning.

- Classroom: Adapt lesson planning in response to data collected from multiple, frequent assessment opportunities (e.g., interviews, conversations, student agendas, exit tickets, portfolios, surveys).

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board endorses the Math Action Plan.



Prepared by: Karen Tigani, Superintendent of Education
Presented to: The Huron-Perth Catholic District School Board
Date: October 23, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

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 2023 in the Primary and Junior divisions as well as in Grade 9 Mathematics and the Ontario Secondary School Literacy Test.

DEVELOPMENTS

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

- 81% of the students in the Primary Division achieved Level 3 or 4 in Reading compared to the provincial average of 73%.
- 74% of the students in the Primary Division achieved Level 3 or 4 in Writing compared to the provincial average of 65%.
- 66% of the students in the Primary Division achieved Level 3 or 4 in Mathematics compared to the provincial average of 60%.

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

- 81% of the students in the Junior Division achieved Level 3 or 4 in Reading compared to the provincial average of 84%.
- 85% of the students in the Junior Division achieved Level 3 or 4 in Writing compared to the provincial average of 84%.
- 49% of the students in the Junior Division achieved Level 3 or 4 in Mathematics compared to the provincial average of 50%.

Grade 9 students participated in the provincial mathematics assessment. 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 average of 54%.
- 98% of our eligible students participated in the assessment, compared to a provincial rate of 88%. We ensure a model of support where all students who participate receive the support they need.

The Huron-Perth Catholic District School Board is committed to a rich and inclusive model of support for the achievement and wellness of our students. We ensure that first-time eligible Grade 10 students participate in the OSSLT and receive the support they need. We are very thoughtful about the preparation required and differentiate support to meet the needs of our learners. The achievement of Grade 10 students who participated in the Ontario Secondary School Literacy Test aligned with the provincial average.

- 87% of students in Grade 10 were successful on the Ontario Secondary School Literacy Test, consistent with the provincial average of 85%.
- 97% of our eligible students wrote the Ontario Secondary School Literacy Test, compared to 93% provincially.

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 in our Catholic schools, with an emphasis on literacy and mathematics, for all students. We continue building on our successes and implementing targeted resources and supports to improve the achievement of our students. We continue to provide high quality resources, ongoing professional learning, and continuous support for our educators through members of our curriculum and program teams, to ensure that all students have access to the best learning environments and diverse opportunities to demonstrate learning.

<i>EQAO Provincial Assessment</i>	<i>HPCDSB</i>	<i>Province of Ontario</i>
<i>Primary Reading</i>	81%	73%
<i>Primary Writing</i>	74%	65%
<i>Primary Mathematics</i>	66%	60%
<i>Junior Reading</i>	81%	84%
<i>Junior Writing</i>	85%	84%
<i>Junior Mathematics</i>	49%	50%
<i>Grade 9 Mathematics</i>	55%	54%
<i>OSSLT</i>	87%	85%

RECOMMENDATION

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



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: October 23, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

STRATEGIC PLAN 2024-2027 - MILESTONES

Public Session

BACKGROUND

The Board is currently in the final year of its 2020-2024 Strategic Plan. The Board's Vision, Mission and Core Values serve as the foundation for the development of policy and the Board's strategic plans.

Our Vision

Faith and Learning....Celebrating the Journey

Our Mission

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

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

Our Core Values

Growth of the Whole Person

We embrace our covenant with God, the holistic development of all persons and excellence in student achievement.

Relationships

We nurture positive places of learning with stewardship that honours the sacred dignity and inclusive success of all persons.

Huron-Perth Catholic Schools are:

PLACES OF EQUITY, INCLUSION AND DIVERSITY, where effective leadership encourages and promotes a collaborative, multi-dimensional approach to equity and inclusive education. As a Catholic community, we must ensure that students, parents, unions, service organizations and other community partners feel welcome, valued and appreciated.

PLACES OF RESPECT AND JUSTICE where all are encouraged to speak and act with fairness and respect towards people of all faiths and dispositions.

PLACES OF HOPE for every one of our students. Catholic teachings and beliefs call our young people to move towards a hope-filled future. We invite them to be people of hope and to reach out to members of their local community and beyond.

PLACES OF CELEBRATION. We celebrate our rich history, the beauty and sacredness of those within our school community and the love of God. The human heart loves to celebrate. We have much to celebrate in our schools.

PLACES OF QUALITY LEARNING AND TEACHING. Our goal is that each child will grow to be a well-rounded individual who achieves the Catholic Graduate Expectations through their K-12 journey. We honour the wisdom of teachers and create authentic opportunities to be lifelong learners in the Huron-Perth Community.

DEVELOPMENTS

The Ministry of Education has enacted legislation that sets education priorities of school districts. Priorities to be included in multi-year plans include (by regulations), student achievement and well-being that emphasizes:

- High levels of student achievement as measured by EQAO in mathematics and literacy
- Skills training (e.g. workplace and trades pathways)
- Programs to maintain high graduation rates (attention to attendance and suspension rates)

Notwithstanding the Ministry's foci, priorities to be determined by the Board will include Catholic faith formation and may include others that emerge from community consultation and discernment. The Director of Education will begin supporting the Board in creating its next strategic plan in November of 2023.

Projected Milestones

- Multi-year Spiritual Theme Discernment - November 2023 (Discernment process to be communal and rooted in scripture and Catholic teaching.) - November/December 2023
 - Board Approval Of Multi-Year Spiritual Theme - December/January 2023-2024
 - Environmental Scan And Community Consultation - January/February 2024
- Report Of Themes And Presentation Of Draft Goals For Discussion To Board - March/April 2024
- Board Approval Of Strategic Plan Goals - Presentation Of Draft Expectations, Sample Actions And Sample Indicators Of Success - April/May 2024
 - Draft Strategic Plan Presented To Board - May/June 2024
 - Board Approves 2024-2027 Strategic Plan - August 2024
- System Kick Off Of Multi-Year Spiritual Theme - September 2024

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board approves the projected Strategic Plan 2024-27 - Milestones.



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mya Moore – St. Michael CSS, Stratford
Keirsten Ryan – St. Anne's CSS, Clinton
Presented to: The Huron-Perth Catholic District School Board
Date: October 23, 2023
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

- We celebrated Thanksgiving as a school community in prayer with three liturgies led by our Chaplain Natalie MacKay.
- On September 29, 2023 we wore orange in honour of Truth and Reconciliation Day. The Social Justice Club led prayer on the announcements as a show of support that we are an ally to Indigenous communities.
- The Grade 9 Retreat will be held on Monday, October 23. The focus of the day is our school motto taken from Micah 6:8, "Act justly, love tenderly, walk humbly with God." The day will conclude with a celebration of Mass.
- We held our annual "March for Mikes" (M4M) extra-curricular fundraiser on October 6.
- We will hold our "Halloween 4 Hunger" food drive on October 31. This is 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.
- Nine student faith leaders will attend the 'When Faith Meets Pedagogy' Student Forum on October 26 with our Chaplain Natalie MacKay. We will join a team from St Anne's CSS and students from all Catholic high schools across the province.

St. Anne's CSS

- Thanksgiving Liturgy was held on October 6, 2023 and was assisted by Deacon Dan.
- Orange Shirt Day was September 29, 2023 in honour of Truth and Reconciliation and residential school survivors.
- Grade 10 retreats are occurring the week of October 23.
- On September 29 we had an Orange Shirt Day event and a special presentation in the library for senior classes.
- Youth Alpha has begun during lunch with some class time being used as well. Youth Alpha began on September 27, 2023.

- A team of students will attend the “When Faith Meets Pedagogy” Youth Forum in Toronto on October 26 along with our Chaplain, Zack Fitzmaurice and the team from St Michael CSS.

Academic Events/Accomplishments

St. Michael CSS

- Many universities and colleges have been visiting during senior lunch to discuss possible pathways with senior students.
- Arts students had the opportunity to attend a drama workshop held by the Stratford Festival Theatre and then were able to see a production of Spamalot on October 12.
- SHSM students attended training days at LiUNA on October 19.
- St. Michael CSS will host Grade 6 Tech Days on October 26 and 27, welcoming students from all of the Catholic elementary schools in Perth County.
- Interim reports go home on October 19 and parent/teacher conferences will be held on October 26.
- Grade 10 students attended the Great War Education Day at Fanshawe Pioneer Village on October 11.

St. Anne’s CSS

- Grade 6 Technological Expo will be held on October 24-25, 2023, welcoming students from Catholic elementary schools in Huron County to the school.
- The Grade 10 literacy diagnostic assessment will be done throughout October.
- An SHSM trip was moved from October 3, 2023 to October 18, 2023.
- University and college visits have started for senior students on senior lunch.
- Interim reports go home October 24 with parent-teacher conferences to follow.

Athletics/Arts Events/Accomplishments

St. Michael CSS

- Jazz Band officially started on October 10.
- St. Michael CSS will host Grade 8 Arts Days on October 18 and 19.
- Our cross country team has participated in various meets in preparation for the Huron-Perth event on October 19.
- Drama Club has begun rehearsals for “Alice in Wonderland”.
- Grace Kipfer participated in OFSAA Golf in Collingwood on October 11 and 12.

St. Anne’s CSS

- St. Anne’s CSS Strides was October 12, 2023. This is our annual fundraiser for co-curricular activities and programs.
- Elementary school cross country was held October 11.
- Huron-Perth high school cross country was held on October 19.
- Athlete of the week and artist of the week has begun with alternating celebrations and the athlete of the week was Clara Leduc.
- Mr. Geddis had guest artist Taff Rapids in for semester 1 and 2 music students on October 5.
- Hosted Junior and Senior 7s rugby tournament of 23 teams on October 5.
- Our cross-country teams have gone to a couple events on September 28 and October 11.
- Drama Club has begun rehearsals for the shorter version of the “Wizard of Oz”.

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: October 23, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

2023-24 ENROLMENT UPDATE OCTOBER 2023

Public Session

BACKGROUND

The purpose of this report is to provide an update to 2023-24 opening enrolment.

2023-24 enrolment projections were:

Elementary:	3,223.0 Average Daily Enrolment (ADE)
Secondary:	
Pupils of the Board	1300.0 ADE (average of October & March count dates)
High Credit	12.0 ADE (average of October & March count dates)

DEVELOPMENT

Enrolment reports are run and monitored weekly at the beginning of each school year. Checks for reasonability are done, as well as a follow up with schools to confirm numbers reported provide an accurate reflection of students in the schools. We can expect to see enrolment continue to see changes up to the October 31 count date. Enrolment on each count date accounts for 50% of the overall enrolment utilized for the 2023-24 Grants for Student Needs (GSN).

The elementary enrolment figure used for grant calculation purposes in the budget was 3,223 FTE. The 3,251.5 FTE currently reported is an increase of 28.5 pupil FTE.

The total secondary October enrolment figure used for grant calculation purposes in the budget was 1319 FTE, a difference of -14.5 FTE currently reported.

The following reports are attached:

1. October 10, 2023 Enrolment by School Report.
2. October 10, 2023 Elementary Enrolment by Grade Report. This report reflects opening enrolment by grade for each of our elementary schools

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the 2023-24 October 2023 Enrolment Update Report.
--

Huron-Perth Catholic District School Board

Enrolment Update : October 10, 2023

*FTE

School	2023-24 October 31 Budget Forecast	Enrolment Oct.10.2023	Oct.10.23 Enrolment vs. Oct.Forecast
Holy Name of Mary	210.0	211.0	1.0
Jeanne Sauvé Catholic School	249.0	249.5	0.5
Our Lady of Mount Carmel	127.0	130.0	3.0
Precious Blood	221.0	226.5	5.5
Sacred Heart	185.0	190.5	5.5
St. Aloysius	222.0	227.0	5.0
St. Ambrose	159.0	162.0	3.0
St. Boniface	221.0	223.5	2.5
St. Columban	174.0	174.0	0.0
St James	196.0	185.0	-11.0
St Joseph's - Stratford	138.0	125.0	-13.0
St Joseph's - Clinton	213.0	223.5	10.5
St. Mary's - Goderich	333.0	331.0	-2.0
St. Mary's - Listowel	346.0	362.5	16.5
St. Patrick's - Kinkora	127.0	124.5	-2.5
St. Patricks - Dublin	102.0	106.0	4.0
Total Elementary FTE	3,223.0	3,251.5	28.5
St. Anne's Catholic Secondary School	546.0	547.5	1.5
St. Michael Catholic Secondary School	773.0	757.0	-16.0
Total Secondary FTE (regular)	1,319.0	1,304.5	-14.5
Grand Total	4,542.0	4,556.0	14.0
<i>*numbers will still change before October 31 count date</i>			
Secondary High Credit Students	14.0	7.0	-7.0

**above 34 credit threshold*

Huron-Perth Catholic District School Board
2023-24 Elementary Enrolment by Grade
Report - October 10, 2023

*FTE

Elementary											Oct.10.23	23/24 EST	Difference 23/24 EST vs. Oct.10.23
											Total		
Holy Name of Mary	J	K	1	2	3	4	5	6	7	8	211.0	210.0	1.0
Jeanne Sauvé Catholic School	20.0	21.0	24.0	27.0	14.0	21.0	16.0	28.0	14.0	26.0	249.5	249.0	0.5
Our Lady of Mount Carmel	20.5	23.0	21.0	23.0	22.0	26.0	29.0	38.0	24.0	23.0	130.0	127.0	3.0
Precious Blood	10.0	14.0	16.0	9.0	19.0	13.0	10.0	17.0	7.0	15.0	226.5	221.0	5.5
Sacred Heart	26.5	25.0	20.0	21.0	27.0	26.0	23.0	22.0	22.0	14.0	190.5	185.0	5.5
St. Aloysius	13.0	17.5	20.0	17.0	24.0	26.0	14.0	20.0	23.0	16.0	227.0	222.0	5.0
St. Ambrose	17.0	16.0	17.0	18.0	20.0	28.0	20.0	39.0	27.0	25.0	162.0	159.0	3.0
St. Boniface	19.0	15.0	13.0	13.0	17.0	17.0	21.0	14.0	18.0	15.0	223.5	221.0	2.5
St. Columban	20.5	17.0	25.0	26.0	24.0	23.0	22.0	28.0	18.0	20.0	174.0	174.0	0.0
St James	0.0	0.0	0.0	0.0	27.0	33.0	26.0	32.0	27.0	29.0	185.0	196.0	-11.0
St Joseph's - Stratford	21.0	21.0	17.0	18.0	22.0	16.0	20.0	23.0	11.0	16.0	125.0	138.0	-13.0
St Joseph's - Clinton	16.0	8.0	9.0	10.0	13.0	7.0	11.0	17.0	21.0	13.0	223.5	213.0	10.5
St. Mary's - Goderich	15.5	24.0	24.0	15.0	23.0	23.0	21.0	32.0	23.0	23.0	331.0	333.0	-2.0
St. Mary's - Listowel	22.0	34.0	37.0	32.0	35.0	36.0	30.0	34.0	38.0	33.0	362.5	346.0	16.5
St. Patrick's - Kinkora	36.5	31.0	36.0	35.0	41.0	31.0	40.0	43.0	31.0	38.0	124.5	127.0	-2.5
St. Patricks - Dublin	9.0	14.0	14.0	9.5	15.0	10.0	10.0	16.0	11.0	16.0	106.0	102.0	4.0
TOTAL Elementary FTE	24.0	25.0	26.0	31.0	0.0	0.0	0.0	0.0	0.0	0.0	3,251.5	3,223.0	28.5

*FTE

Historical Data					
22/23 FIS	21/22 FIS	20/21 FIS	19/20 FIS	18/19 FIS	17/18 FIS
206.0	212.0	199.5	200.0	206.0	214.5
260.0	279.0	316.0	344.8	357.5	354.0
131.0	121.0	118.0	125.0	124.5	122.0
219.5	215.5	223.0	243.0	231.5	233.0
184.5	188.0	182.5	185.5	180.0	171.0
225.0	224.5	224.5	222.5	218.5	226.5
167.5	188.0	186.0	182.8	212.5	192.5
218.5	221.0	201.0	208.0	202.5	191.0
166.5	157.0	157.0	147.0	141.0	132.0
187.0	174.5	179.5	174.5	166.0	167.0
149.0	145.5	145.5	151.5	141.5	152.5
216.5	217.5	220.0	245.5	239.0	247.5
328.5	327.5	317.0	326.5	318.5	303.0
336.5	315.0	309.5	305.8	270.5	256.0
121.0	123.5	121.5	127.0	116.5	114.5
106.0	100.5	102.5	117.0	119.0	115.5
3,223.0	3,210.0	3,203.0	3,306.25	3,245.00	3,192.50



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: October 23, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

HONORARIA FOR BOARD MEMBERS NOVEMBER 15, 2023 TO NOVEMBER 14, 2024

Public Session

BACKGROUND

Ontario Regulation 357/06, Honoraria for Board Members sets out the method for calculating the limits on honoraria paid. Components of honorarium as set out in the regulation are:

- The base amount for the year.
- The enrolment amount for the year. (submitted to the Ministry with estimates)
- The attendance amounts payable to the member for the year.
- The distance amounts payable to the member for the year.

The enrolment amount is to be calculated anew in each year of a member's term of office.

DEVELOPMENT

The Trustee Honoraria has been set for the period of November 15, 2023 to November 14, 2024. There is no change to the base amount, and a small decrease of -\$12.00 in the enrolment amount due to the estimated decrease in enrolment from prior year.

The attendance amount of \$50 is unchanged, and may be paid to a member for attending any meeting of a committee of the Board that is required to be established by an Act or Regulation.

These committees are 1) Special Education Advisory, 2) Supervised Alternative Learning for Exceptional Pupils, 3) Audit Committee, and 4) Parent Involvement.

The distance amount is not applicable at Huron-Perth. The honorariums are as follows:

- Trustee \$7,490.00 (2022 = \$7,502.00)
- Board Vice Chair \$10,240.00 (2022 = \$10,252.00)
- Board Chair \$12,990.00 (2022 = \$13,002.00)

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board sets the Trustee Honorariums for the period November 15, 2023 to November 14, 2024 at the maximum rates as allowed per Regulation 357/06.

THAT the Huron-Perth Catholic District School Board sets the meeting allowance for the period November 15, 2023 to November 14, 2024 at the maximum rates as allowed per Regulation 357/06.