

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

AGENDA

- 1. Opening Business**
 - 1.1. Opening Prayer & Condolences - Board Chaplain Fr. Butler Pages 3-4
 - 1.1.1. Mass cards and condolences on behalf of the HPCDSB for this month were sent to the family of Barry Baynham, father of Brenyn Hodge, Teacher at Precious Blood School on his passing and to the family of William "Bill" Van Osch, father-in-law of Terrie Van Osch, Teacher at St. Anne's CSS on his passing.
 - 1.2. Attendance
 - 1.3. Approval of the Regular Board Meeting Agenda of September 25, 2023 Pages 1-2
 - 1.4. Declaration of Interest
 - 1.5. Approval of the Regular Board Meeting Minutes of August 28, 2023 Pages 5-10
 - 1.6. Business Arising from the Minutes of August 28, 2023
- 2. Presentations**
- 3. Delegations**
- 4. Consent Agenda**
 - 4.1. September Board Highlights Pages 11-20
 - 4.2. Approved Special Education Advisory Committee (SEAC) Meeting Minutes of June 12, 2023 Pages 21-23
 - 4.3. Approved Audit Committee Meeting Minutes of June 6, 2023 Pages 24-27
 - 4.4. Snow Removal Services Pages 28-30
- 5. Committee and Staff Reports**
 - 5.1. Policy**
 - 5.1.1. Board Policies for review:
 - Infectious Disease Reporting Pages 31-33
 - 3B:5 Information and Communications Technology Pages 34-42
 - 3E:21 Purchasing Pages 43-58
 - 5.1.2. Board Policies recommended for approval/rescinding:
 - 3E:30 Copyright Pages 59-60
 - 5.2. Student Achievement and Catholicity**
 - 5.2.1. Cell Phone and Social Media Use in Schools Pages 61-62
 - 5.2.2. New Language Curriculum Pages 63-65
 - 5.2.3. Student Trustees' Report Pages 66-67

5.3. Corporate Services and Operations

- 5.3.1. 2023-24 Enrolment Update September 2023 - Walk-In
- 5.3.2. Transportation Report
- 5.3.3. Audit Committee September 2023 Meeting Report

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Pages 69-70

Pages 71-90

6. Information and Correspondence

7. Notices of Motion

8. Notices of Motion Considered for Adoption

9. Trustee Inquiries

10. In-Camera Session of the Regular Board Meeting

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

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

12. Future Meetings and Events

- 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 - Board Chaplain Fr. Butler

14. Adjournment



HURON-PERTH CATHOLIC District School Board

**September Board Meeting
Monday, September 25, 2023**

**Opening Prayer
Catholic Education Week 2024 Theme: “We Are Called to Love”**

Father Butler will begin with special intentions, reflections and condolences and invite the following petitions....

As people of Hope: (Amy)

Good and gracious God,

As we begin this new school year, we gather in prayer as a hope filled Catholic school community.

Our hope is firmly anchored in the promise of your enduring and unconditional love.

We will no doubt encounter challenges, disappointments, and frustrations this year, but our faith reminds us that you journey with us.

Help us to grow in the virtue of hope this school year, knowing that you will give us what we need.

Fill us with joy and peace and help us to inspire hope in others through our words and deeds.

We make this prayer through Christ our Lord. **Amen**

As people of Faith: (Jim)

Loving God,

Thank you for the gift of a new school year and for bringing us together as people of faith.

As we learn and grow each day, fill our hearts with a spirit of gratitude, recognizing the blessings around us and sharing them with others.

As people of faith, we are called to love with all our hearts, minds and souls and to love our neighbours as ourselves.

Fill our hearts with empathy and kindness, that we may embrace differences and celebrate each person's unique gifts.

We ask for your guidance and protection throughout this school year.

As we share the Good News of the Gospel with others, may our words and actions reflect the love that you have poured into our hearts.

We ask this in the name of Jesus who is love itself. **Amen**

As people of Mercy: (Sue)

God of mercy and love,

You have blessed us with goodness and compassion.

Open our hearts to the possibilities of this school year.

Inspire us to live out your call to speak and act as people of mercy.

Help us to treat each other with kindness.

Teach us to be patient and forgiving.

Guide us to love as you love; to be merciful as you are merciful.

Make our school a place of warmth, safety, and welcome, where forgiveness and acceptance are modeled daily.

May our words and actions throughout the year reflect your mercy and serve as loving reminders that we are all your precious children.

We ask this through Christ our Lord. **Amen**

As people of Justice: (Keirsten)

God of justice and love,

You ask that we share your love with others.

Help us to remember that love, kindness and mercy are paths to justice.

Empower us to be a voice for the voiceless and to advocate for fairness and equality.

May we work for justice in our school community and in all aspects of our lives to bring about a more just world.

May we seek justice daily and walk with kindness and mercy, always humbly with You.

We make this prayer in the name of Jesus, Prince of Peace. **Amen**

As people of Joy: (Mya)

God who calls us unceasingly,

Love is the purpose for which you have made us---

Love for you, love for Creation, and love for all your children.

May we love lavishly and boundlessly, not grudgingly but with hearts full of joy.

May our joyful love be a sign to our world of the new life, strength and hope you offer us every day.

Praise you, for calling us into your family and into your service, through Jesus Christ our Lord. **Amen**

Father Butler will lead the closing prayer (All)

.The Memorare - a prayer seeking the intercession of the Blessed Virgin Mary.

Remember, O Most Gracious Virgin Mary,
that never was it known,
that anyone who fled to thy protection,
implored thy help or sought thine intercession,
was left unaided.
Inspired by this confidence,
I fly unto thee, O Virgin of Virgins, my Mother;
to thee do I come, before thee I stand,
sinful and sorrowful.
O Mother of the Word Incarnate,
despise not my petitions,
but in thy mercy, hear and answer me.

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
August 28, 2023 – 3:00 p.m.**

MINUTES

Present:

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

Student Trustees: Mya Moore, St. Michael CSS, Stratford

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

Student Trustees: Kiersten Ryan, Student Trustee - St. Anne's CSS, Clinton

Vice-Chair Cronin chaired the meeting, as Chair Van Loon joined remotely.

1. Opening Business

1.1. Opening Prayer & Condolences - Amy Cronin; Vice-Chair

1.2. Attendance - Noted above

1.3. Approval of Regular Board Meeting Agenda

Moved by: Tina Doherty

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board approves the agenda of the Regular Board Meeting of August 28, 2023.

Carried

1.4. Declaration of Interest

No declaration of interest was declared.

1.5. Approval of Regular Board Meeting Minutes

Moved by: Sue Muller

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board approves the minutes of the Regular Board Meeting of June 19, 2023 and the Special Board Meeting of June 26, 2023.

Carried

1.6. Business Arising from the Minutes

Trustees inquired about the Strategic Plan 2020-2024 and the timeline to receive the final metrics. Director Roehrig shared that EQAO results are a large part of the consideration when preparing the final metrics and these results are expected to be received from the Ministry in the fall.

Trustees inquired about the Fifth Disease Report and requested a sample policy from another district. Director Roehrig shared that Huron Perth Public Health has been contacted and a copy of the Board report has been shared with them for feedback. Within the Board report to be presented later in the meeting, a link is available to the coterminous board's Administrative Procedure pertaining to infection control, including Fifth Disease.

2. Presentations

3. Delegations

4. Consent Agenda

4.1. Technology Support Services

4.2. Nutritional Management Services

4.3. August 2023 Health and Safety Report

Trustees inquired about statistics related to violence and aggression. Staff indicated that these are mostly 'near misses' that related to students with exceptional needs. Trustees inquired about school visits and furniture/appliances purchased by staff in classrooms.

Moved by: Tina Doherty

Seconded by: Sue Muller

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 awards RFP IT-23-01 for Technology Support Services to MSP Operational Corp., doing business as Stronghold Services.

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

THAT the Huron-Perth Catholic District School Board receives the August 2023 Health and Safety Report for information.

Carried

5. Committee and Staff Reports

5.1. Policy

■ Board Policies for Review:

- 1:1 By-Laws of the Board
- 3E:30 Copyright
- Fifth Disease Report

Moved by: Sue Muller

Seconded by: Tina Doherty

THAT the Huron-Perth CDSB receives the 1:1 By-Laws of the Board

Report for information

Trustees inquired about limiting the number of delegations permitted and proposed time limits.

Amended Motion

THAT the Huron-Perth Catholic District School Board receives the 1:1 By-Laws of the Board Report for information and the Board defer voting on the By-Law until the October 2023 meeting.

Moved by: Tina Doherty

Seconded by: Jim McDade

Carried

Moved by: Tina Doherty

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board receives the following policies: 3E:30 Copyright Report for information.

Carried

Moved by: Tina Doherty

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board receives the following policies: the Fifth Disease Report for information.

Carried

Moved by: Tina Doherty

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board develops a draft board policy for staff on Fifth Disease best practices for the October 2023 meeting.

Carried

Trustees inquired about Fifth Disease cases and how they are handled in the district. The Director informed the Board that schools consult with public health and follow their direction.

■ **Board Policies Recommended for Approval/Rescinding:**

- 3D:4 Students With a Prevalent Medical Condition
- 3E:31 Investment of Board Funds
- Anti-Sex Trafficking

Moved by: Sue Muller

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board approves the following policy: Anti-Sex Trafficking.

Carried

Moved by: Jim McDade

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board approves the following policies: 3D:4 Students With a Prevalent Medical Condition and 3E:31 Investment of Board Funds.

Carried

5.2. Student Achievement and Catholicity

■ **Equity, Diversity, Inclusion and Anti-Racism Committee (EDIAR) Committee Terms of Reference and Work Plan**

Director Roehrig shared a summary of the Terms of Reference and Work Plan with the Board of Trustees.

Moved by: Jim McDade

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board approves the Terms of Reference for the Equity Diversity Inclusion and Anti-Racism Committee and the Work Plan for the Committee.

Trustees discussed aspects of the report including the membership composition, the requirements for in-person meetings, the references to the Code of Conduct, definitions of equity-seeking communities and aspects of the work plan.

Amended Motion

Moved by: Tina Doherty

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board approves the Terms of Reference for the Equity Diversity Inclusion and Anti-Racism Committee and the Work Plan for the Committee with the following amendments:

- a) Mandate and Scope to include Director and Board of Trustees
- b) Amend Meetings to state "Meetings be conducted in-person when possible"
- c) Meetings Section amend to remove this line - "The Director of Education may replace Committee members for inappropriate conduct or for repeatedly missing meetings".
- d) Amend membership to include two students from each secondary school

Defeated

Amendment to the Motion

Moved by Mary Helen Van Loon

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board approves the Terms of Reference for the Equity Diversity Inclusion and Anti-Racism Committee and the Work Plan for the Committee with the following amendment:

- a) Amend membership to include two students from each secondary school

Defeated

Amendment to the Motion

Moved by Tina Doherty

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board approves the Terms of Reference for the Equity Diversity Inclusion and Anti-Racism Committee and the Work Plan for the Committee with the following amendment:

- a) Meetings Section amend to remove this line - "The Director of Education may replace Committee members for inappropriate conduct or for repeatedly missing meetings".

Defeated

Moved by Jim McDade

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board approves the Terms of Reference for the Equity Diversity Inclusion and Anti-Racism Committee and the

Work Plan for the Committee.

Recorded vote:

Jim McDade - in favour

Mary Helen Van Loon - in favour

Sue Muller - in favour

Tina Doherty - against

Amy Cronin - in favour

Carried

5.3. Corporate Services and Operations

■ May 31, 2023 Financial Report

Superintendent Ducharme provided a summary of the May 31, 2023 Financial Report.

Moved by: Jim McDade

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board receives the May 31, 2023 Financial Report.

Carried

6. Information and Correspondence

7. Notices of Motion

8. Notices of Motion Being Considered for Adoption

9. Trustee Inquiries

9.1. Ministry Release of New Literacy Curriculum (cursive writing and writing block)

9.2. Enrolment at St. Aloysius School - Impacts of Child Care Services

9.3. Resources and Materials in Classrooms

9.4. Media Literacy

9.5. Auditor General's Report

9.6. Social Media and Cell Phones

10. In-Camera Session of the Regular Board Meeting

Moved by: Tina Doherty

Seconded by: Jim McDade

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

Carried

6:32 - Chair Cronin handed over the Chair position to Chair Van Loon

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

Moved by: Sue Muller

Seconded by: Tina Doherty

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

Carried

The following retirements were announced:

- Janet Edge, Educational Assistant at St. Michael Catholic Secondary School, Stratford, effective September 4, 2023
- Linda Martens, Designated Early Childhood Educator at St. Joseph's School, Clinton, effective August 31, 2023
- Trina Sweett, Educational Assistant at St. Michael Catholic Secondary School, Stratford, effective August 31, 2023

12. Future Meetings and Events

- Special Education Advisory Committee Meeting - Monday, September 18, 2023, 4:00 p.m.
- Regular Board Meeting - Monday, September 25, 2023, 3:00 p.m.
- Catholic Parent Involvement Committee Meeting - Tuesday, November 14, 2023, 6:00 p.m.

13. Closing Prayer - Jim McDade, Trustee

14. Adjournment

Moved by: Jim McDade

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board adjourns the Regular Board Meeting of August 28, 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: September 25, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

BOARD HIGHLIGHTS FOR SEPTEMBER

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 a new school year, we go forward 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

Back to School Liturgical Celebrations

Many of our schools are hosting September or Fall Open Houses to welcome families back to school. These community-building events include opportunities to meet staff, liturgical celebrations, book fairs and more. Each school hosts an opening school Mass or liturgy in September too. Staff in all schools are continuing to seek meaningful ways to embed faith into all aspects of our school day and to nurture the goal of faith leadership among students and staff.

Religious Education & Faith In Action Monthly Bulletin

A new initiative this school year is the sharing of a monthly newsletter for all educators that highlights resources, ideas and events related to nurturing our Catholic faith and culture. Aspects of the religion and family life curriculum will be highlighted as well as ideas to further enhance the school and classroom environment. Information and resources related to faith development for staff, students and families will also be included.

Huron-Perth Deanery Meeting

We are happy to be hosting the Huron-Perth Deanery meetings at the Catholic Education Centre this year. The first deanery meeting was held on September 15th and included presentations from the two Secondary School chaplains and the Religion and Family Life Learning Coordinator. Our inclusion in these meetings helps strengthen the home, school, and parish relationship and we look forward to many opportunities to work together throughout this school year.

Development and Peace Schools (D & P Schools)

The Huron-Perth Catholic District School Board continues to be a national leader in our board-wide implementation of the D&P Schools program. The D&P School representatives have received training on the program (a refresher for those who are using the program for the second year) and worked together to plan out badges that each school will work toward this Year.

Awe & Wonder

Awe and Wonder serves as a valuable tool for educators, bridging the realms of Science and Faith within the teaching landscape. Our objective, within the HPCDSB schools, is to deepen the integration of our Catholic faith into every facet of daily instruction. This month, our Science Learning Coordinator, in collaboration with the Curriculum Support teacher, commenced working closely with teachers spanning grades 1 through 6. Together, they are crafting Science units of study that embrace a faith-based perspective, drawing inspiration from the resources provided. To empower our primary and junior teachers in this endeavor, each will receive a copy of the comprehensive teacher guide. We are actively supporting teachers as they plan lessons through a Catholic lens and nurture faith in science classes. We hope that this serves as a model and reinforcement for how this happens in all curriculum areas and ensures that the lens of our faith is always at the forefront in our planning, teaching and learning, and assessment.

September 5th Professional Development Day

All staff of the board engaged in professional learning and training at their school or work site on September 5th. The morning began with an opportunity for all school staff members to meet with their principal for prayer and a welcome back liturgy. Following this, there were professional learning sessions hosted by members of the Literacy Team for elementary educators (teachers, DECEs, EAs, principals and vice-principals) related to the new language curriculum while in secondary schools, staff met in departments to focus on their school improvement goals and implementation of de-streaming in subject specific-groups. Members of the Learning Coordination Team provided targeted workshops for other staff groups, where appropriate, including French teachers, Music teachers and VAP teachers (who engaged in subject-specific learning). The afternoon focused on annual mandatory Health and Safety training to ensure safety for staff and students in our schools and at the Catholic Education Centre.

Grade 1 French Immersion (FI) Program at St. Mary's Catholic School in Listowel

We are proud that the board has officially launched this exciting new French Immersion program in September. The French Immersion Program at St. Mary's Catholic School in Listowel is the Board's third elementary program to be developed, with established FI programming at St. Mary's Catholic School in Goderich and at Jeanne Sauvé Catholic School in Stratford. We have secondary FI programs at St. Michael CSS and St. Anne's CSS. Our French Immersion programs focus on the development of students' ability to communicate in French as well as a deep understanding and appreciation of French culture both in Canada and globally. Currently there are 11 students in the Grade 1 French Immersion class at St Mary's in Listowel. We began offering French in the Kindergarten program at the school last year and this has

supported the early development of and interest in learning a second language. We are aware that there are many interested students and families in the current JK and SK program who intend to choose French Immersion as well as others with preschool aged children.

LEADERSHIP

Leaders' Learning Council (LLC)

Tuesday, August 29th

Principals, Vice-Principals, Learning Coordinators, Managers and all members of the Senior Team met at St. Michael CSS for day one of the August LLCs. The morning began with messages from our Director, emphasizing our Strategic Plan and specific elements of our work that supports this. The Superintendents and Managers led interactive and informational workshops throughout the day on topics including:

- Monitoring performance and achievement
- Use of instructional time
- Budget, transportation and facilities
- Technology for education

In the afternoon, the focus for elementary leaders was on Literacy and the implementation of the new language curriculum. This included information about the new curriculum, new resources on the HPCDSB Literacy Warehouse, support provided by Literacy Resource Teachers, monitoring the Literacy Block in all grades, and using UFLI as a primary resource to support whole class foundational skills (visual drill, auditory drill, blending dill, explicit teaching, word work and connected text). The secondary team met to review the new Grade 9 de-streamed English curriculum and discuss the strategic use of the Literacy Coaches available for one period each day at both secondary schools this semester. They also discussed plans to support students who are multilingual learners (MLL) and who benefit from Student Success programs. The day concluded with a focus on policies and a thorough presentation on the new Student Behaviour and Discipline policy and the new Field Trips and Excursions policy.

Wednesday, August 30th

Our second day began with the celebration of Mass where we joined the Avon-Thames Family of Parishes at Immaculate Conception Parish at 8AM. It was a delight to join our school and system leaders with the parish family and reinforced the overall focus of our morning together which was nurturing our Catholic faith as leaders and by extension, for our staff members and students.

The morning session included a reflection on the components of an effective religion and family life block as well as considerations for weekly planning that integrates faith across all aspects of the school day. There was an overview provided of the new science and faith resource "Awe and Wonder" that will be used in Grades 1-6. In secondary there was discussion about leadership moves to nurture and support faith across all subject areas as well as the schools' pastoral plans and the ongoing collaboration between Chaplaincy Leaders to support faith development in our secondary schools. The morning included a presentation from the Executive Manager of Human Resources for Principals and Vice-Principals. Members of the Learning Coordination Team met to further develop their 2023-24 Strategy Maps that were developed at SLICE in May.

In the afternoon, there was an interactive and informational presentation surrounding the Elementary Math Curriculum which included a review of key resources and strategies that are essential to an effective Math Block, reinforcement of key resources including the Math Educator Site (long-range plans, blended grades resources, and other tools to support classroom teachers and school leaders) and support provided by our Math Facilitators.

There was an overview of the Ministry of Education's requirements for the new Math Action Plan that will be developed for our district which will include 3 priority actions: fidelity of curriculum implementation and use of instructional and assessment practices with a proven record of enhancing student achievement; engaging in ongoing learning to strengthen mathematics content knowledge for teaching; and knowing the mathematics learner and ensuring mathematical tasks, interventions and supports are relevant and responsive.

The final session of the day included a thorough presentation about the Mental Health Service Delivery Model which included a review of the many people and programs that are available in our schools to support all students. Information and resources to support student attendance were shared, recognizing that student attendance is key to student learning and success in school. Finally, there was a presentation surrounding Special Education resources and the related support personnel on the team in schools and at the board.

September 12th (Virtual Meeting)

We host monthly online LLCs to deliver information that is timely and supports leadership within our schools. Our intention is to ensure regular check-ins with school leaders and provide information in the online meetings that is appropriate for that mode of meeting, reserving more interaction and experiential learning for the in-person full day meetings. Our online LLC topics included the following: Math updates, Literacy updates, Assessment updates, Teacher Designate training information, Cell Phone policy reminders, Naloxone implementation plans and Emergency Preparedness reminders.

September 26th LLC (In-person)

The September 26th LLC will include interactive workshops on math data collection and further development of the board's Math Action Plan. It is important to engage principal, vice-principal and system leadership voices into the planning stages as well as defining the most effective leadership moves to support full implementation. We will be discussing a vision for using student achievement data to inform classroom instruction, school leadership and board leadership through a series of conversations and prompts. Principals will also engage in a follow-up workshop on fidelity to the implementation of UFLI in the primary classrooms. At the same time, secondary educators will engage in discussions about supporting the new de-streamed Language curriculum in Grade 9 as well as supporting literacy across the curriculum to reinforce key skills that are needed.

Additionally, leaders will engage in further learning about the role of assessment data in language and support the development of a plan for data collection and use as we implement the new language curriculum and explicit, structured literacy instruction.

In the afternoon, there will be a presentation on student attendance with discussion around the various ways that classroom, school and system staff can support attendance. This will be delivered through a lens of mental health and well-being. The latter part of the day will include opportunities for leaders to share and wrestle with "problems of practice" that they encounter in their daily work. This will include issues related to supporting the board's strategic priorities with an emphasis on the leadership moves that are most effective to nurture a learning environment for all, high quality and on-going improvement for all.

Catholic Curriculum Corporation (CCC)

Our board plays an active role in the CCC with many members of our Learning Coordination Team and Superintendent Tigani serving on the Board of Representatives, the When Faith Meets Pedagogy (WFMP) Conference Planning Committee, and the 4 Individual Catholic Curriculum Councils (Elementary, Secondary, Faith and ICT). During the month of September members of our system team attended the first in a series of WFMP conference planning meetings and the first board meeting. The Individual Councils will host their first meetings at the beginning of October. The goals of the CCC are to ensure rich opportunities to build, develop and share resources that support, sustain and promote Catholic Education in the province of Ontario. The CCC is an important voice and network of Catholic leaders and educators that ensures high quality Catholic resources and support. The CCC works in partnership with the Institute for Catholic Education (ICE) and other Catholic educational partners provincially. This year's When Faith Meets Pedagogy Conference theme is "Awake, Arise, Announce: The Glory of the Lord is Within and Among You". It will be hosted from October 26-28th in Toronto. There will be a team of delegates from HPCDSB in attendance.

SPECIAL EDUCATION

Summer Programming

During the summer of 2023 the Special Education team organized and offered two "Connection & Engagement Camps". One was offered at an elementary school and the other at a secondary school, both located in Stratford. We had approximately 70 students participate in these week-long summer camp experiences. Our Special Education Team also offered an online Lexia summer programming for the month of July with approximately 40 students across the system.

Empower Training

On September 14th and 15th, teachers who are new to teaching the Empower Reading Program attended a two-day training session. The Empower Reading program is a tier-three reading intervention program offered in all of our elementary schools.

Lexia

Over 850 Lexia Core5 Reading licenses were purchased for students across the system for the 2023-24 school year. Lexia Core5 Reading supports educators in providing differentiated literacy instruction for students of all abilities in Grades pre-K-5. The board purchased Lexia licenses for current Empower students, Empower graduates, as well as twenty additional licenses for each school to use at their own discretion (recommended for grade 1 students). Many schools also purchased their own licenses for their students in addition to centrally purchased licenses.

Special Education Resource Teacher Meeting

On September 20th, all Special Education Resource Teachers from across the system attended a meeting at the Catholic Education Centre. The morning session included UFLI Foundations literacy training. This program is an explicit and systematic phonics program that will be offered in K-2 classrooms across the system. Through training the Special Education Resource Teachers, we are prepared to offer additional intervention for students at a tier-two level using this valuable resource. The afternoon consisted of an overview of the board's Mental Health and Wellness service delivery model, an update from the board's Speech Language Pathologists, as well as other administrative items.

DIGITAL TOOLS TO SUPPORT LEARNING

1:1 Chromebook Program

The Huron Perth 1:1 Chromebook Initiative is an ongoing success, spanning across both elementary and secondary education levels. HPCDSB takes pride in ensuring that every student has access to a Chromebook, thereby bolstering their learning and academic accomplishments. During the first week of school, all Grade nine students and any new additions to the secondary school roster at Huron-Perth Catholic District School Board received a Chromebook. This distribution was contingent upon the signing of the Assumption of Responsibility Agreement, which underscores the responsibilities articulated in Policy 3B:5.

Learning Management Systems and Communication Practices

Every classroom within HPCDSB is seamlessly integrated with a supported Learning Management System (LMS). These virtual classrooms, encompassing Google Classroom and/or D2L, offer a versatile platform for blended learning, enhancing and augmenting the traditional face-to-face learning environments.

STUDENT ACHIEVEMENT

Mathematics

September was a busy month for the Math Team. The Math Facilitators worked in classrooms supporting teachers and students with a focus on developing the pedagogical and mathematical knowledge for new and new-to-a-division teachers. They also worked in schools supporting the use of diagnostic tools to identify learning needs of students to be addressed in small groups. The Math Lead (Superintendent), Math Learning Coordinator, and Math Facilitators began working on the Ministry's Math Action Plan by attending a series of meetings with other math teams from across the province as well as the provincial math leadership team. They met with the principal of our new math priority school (designated by the Ministry of Education) to develop a plan to improve student understanding in mathematics, with an emphasis on junior and intermediate grades. The Math Action Plan and support for the priority school will be a significant area of focus throughout the year.

Literacy

Our Literacy Team kicked off the year by delivering an informative session to educators on the September 5th Professional Development (PD) day, focusing on the 2023 Ontario Language Curriculum. During this session, we shed light on the curriculum's vision, goals, and the revamped structure of its strands. In addition to this, we seized the opportunity to introduce and provide access to valuable resources stored in the HPCDSB Literacy Warehouse, designed to facilitate the seamless adoption of this fresh curriculum. Furthermore, our dedicated system team has actively commenced assisting educators within our schools, offering guidance and support in utilizing the newly launched phonics resource, UFLI and continued work with our junior and intermediate educators on Morphology.

Indigenous Education

Schools across the district recognized Powley Day on September 19th in a variety of activities. Now known as "Powley Day", September 19 celebrates the anniversary of the landmark Métis rights victory at the Supreme Court of Canada.

Many opportunities were provided for students and staff to participate in Truth and

Reconciliation Week from Sept 25-29 including an art activity with Moses Lunham, Kettle and Stony Point First Nation - Art to Inspire Action, literacy activity for elementary schools, and virtual workshop opportunities with The National Centre for Truth and Reconciliation.

Secondary Teacher Collaboration

In the month of September, we continued the process of de-streaming in Grade 9. Following the successful introduction of a new curriculum for Math (2021) and Science last year, we embarked on the implementation of an updated Grade 9 English Curriculum this year. To ensure a seamless transition and provide valuable support during this phase, we have three teachers acting as "coaches" in both math and literacy. These educators will collaborate closely with department heads and assist Grade 9 teachers in their exploration and implementation of high-impact instructional methods to enhance learning outcomes for all students. We continue to explore opportunities to collaborate with colleagues in the Intermediate classrooms in elementary as well as system leaders to ensure our students are meeting with a high degree of success in all classrooms and are well prepared for the transition between Grade 8 and Grade 9.

Secondary e-Learning

Our schools offer a variety of e-Learning courses this semester including Grade 12 English, Grade 12 Mathematics for College Technology, Grade 12 Earth and Space Science, Grade 11 Anthropology, Psychology, and Sociology, Grade 12 Religion, and Grade 11 Business Marketing. These courses provide our students with flexibility in their studies. We also have a partnership with Catholic Virtual Ontario that allows our students to take courses from other Catholic boards across the province. Currently, over 60 students are enrolled in these courses.

EXPERIENTIAL LEARNING PROGRAMS IN SECONDARY

Specialist High Skills Major Events & Certifications

Canada's Outdoor Farm Show – Woodstock, September 13

SHSM students from both secondary schools attended this event. This was a great opportunity for SHSM Agriculture students to network with industry professionals and learn more about innovations in the sector.

Working at Heights Training

SHSM Construction and SHSM Agriculture students participated in Working at Heights training in September. This certification is highly valued by employers and looks great on a resume.

Elevated Work Platform Training

SHSM Construction and SHSM Agriculture students participated in Elevated Work Platform training in September. This training was held at the LiUNA Training facility in London.

First Aid/CPR Training

All SHSM students had an opportunity to receive their First Aid/CPR certification in September at both secondary schools.

Team-Taught Food Classes - Fanshawe College

We have partnered with Fanshawe College once again to run two team-taught food classes. Students are looking forward to working with Chef Reid and they will earn a Safe Food Handling Certificate - this is a great addition to their resume.

P.A.R.T.Y. Program – September 26

St. Michael Catholic Secondary School students pursuing a Health and Wellness SHSM, traveled to Sunnybrook hospital in Toronto. The P.A.R.T.Y. takes young people through the path of a trauma patient as they are rushed through the trauma room doors, into surgery, rehab and, if lucky enough, recovery. Participants heard from police officers, paramedics, doctors, nurses, the blood and tissue bank, rehabilitation professionals, and injury ambassadors. Students heard first-hand experiences from the people who experienced them.

New Sports SHSM at St. Anne's CSS

We are pleased to offer the new "hockey course" during Semester One at St. Anne's Catholic Secondary School. Students are enrolled in the brand new Sports SHSM and will be earning a variety of certifications including refereeing and coaching.

Ontario Youth Apprenticeship Program (OYAP) and Co-operative Education

St Michael CSS and St. Anne's CSS have many Co-op students this semester in a wide variety of fields. Many SHSM students are doing placements in the healthcare field, along with a number of students in trades like AST, Ag. Equipment Tech, Hairstyling and Electrical.

Dual Credit Programs

Dual Credit - Lambton College

On September 21, students started dual credit courses at Lambton College. Courses include Introduction to Residential Electrical, Styling and Cutting Techniques, and Criminology. Students have the opportunity to earn a high school credit and a college credit at the same time.

MENTAL HEALTH AND WELLNESS

Mental Health and Wellness Team

This year, we have 3 Registered Social Workers, Sally MacDonald, Anne Culligan and Lindsay Durst, providing attendance, mental health and well-being services in schools across the district. The Mental Health Lead, Kaitie Westbrook continues to provide supervision and supports their school-based work in varying ways. The team will be working collaboratively to implement HPCDSB's 2023-2024 Mental Health & Addiction Action Plan that was submitted to School Mental Health Ontario in the summer.

Additionally, we have maintained our partnership with the Huron Perth Centre to provide School-Based Outreach (SBO) support. This year, the SBO roles are filled by Ashlyn Clarke and Julie Webster, who will provide 8 of our HPCDSB schools with targeted support. All team members have connected with their principals, landed in many school buildings and begun mental health and wellness work across the district.

Attendance and School Engagement

At HPCDSB, we are unwavering in our dedication to boosting student engagement and reducing absenteeism. To reinforce this commitment, we are placing a strong emphasis on our Attendance Counseling Services while formalizing procedures and responsibilities for our school

staff and Social Workers. Our collaborative efforts aim to significantly enhance academic outcomes for our students.

To kickstart this initiative, our Attendance counselors and Mental Health Lead facilitated an Attendance Workshop for our Leaders Learning Council on September 26. This workshop empowered our leaders with a deeper understanding of the referral process and clarified the roles and responsibilities we all share in the quest to improve student attendance. This supported our leaders in better understanding the process of referrals and the roles and responsibilities we all have in improving student attendance. The Mental Health Team has also created an [attendance newsletter for caregivers](#) that administrators have been encouraged to share with their school community.

SMH-ON HPCDSB MHL Panel Presentation

On September 14, 2023, HPCDSB's MHL presented to School Mental Health Ontario, Mental Health Leads and Clinical Supervisors across the province regarding HPCDSB's efforts to implement the Brief Intervention for School Clinicians (BRISC). BRISC is an evidence-based, solution-focused brief intervention designed explicitly for regulated mental health professionals working directly with students during the school day. This presentation allowed other districts to learn about the strengths, challenges and opportunities of implementing the BRISC model for student mental health from Grades 7-12.

School Service Advisory Council (SSAC) Symposium

In an essential collaborative effort, Avon Maitland District School Board and Huron-Perth Catholic District School Boards, in partnership with Huron Victim Services and the Ontario Provincial Police, hosted a School Service Advisory Council (SSAC) Symposium. This year's focus was understanding and responding to human trafficking concerns in the Southwest region. This initiative combined the resources and expertise of our community law enforcement and victim services organization to create a unique networking opportunity for school-based service professionals while equipping them with essential knowledge and skills to prevent and intervene when worries arise about human trafficking for students in Huron and Perth counties.

The SSAC Symposium provided an invaluable opportunity for school-based service providers to unite, foster connections, network, and build capacity in various areas to enhance their support for students across Huron and Perth counties. Our primary focus was to provide seamless system navigation and well-defined service pathways for children and youth within the education system. An event like this had not occurred since 2019. We hope that providers will come together each year to engage in mutual learning as we believe that the SSAC Symposium serves as a vital platform to empower service providers with the knowledge and tools they need to create a safer and more supportive environment for the young people they serve. Through collaboration and continuous learning, we can ensure that our communities remain vigilant and resilient against emerging challenges affecting our children and youth.

Professional Development

During September, the Mental Health and Wellness Team participated in 2 full days of training focused on the Foundations of Trauma and Attachment provided by Clinical Psychologist Dr. Richard Zayed. This training helps inform our mental health and wellness work across the district and ensures that we appropriately and effectively apply our key clinical frameworks during interventions with students. This training also supports us in weaving trauma-informed practices through our everyday interactions with staff, students and caregivers to support our initiatives in implementing a trauma-informed, resilience-focused and identity-affirming school district.

MAINTENANCE AND HEALTH AND SAFETY

Emergency First Aid Training with CPR

First aid training was held at the CEC for custodial staff on August 3, 2023. Eight staff members were trained during this day-long session.

Joint Health and Safety Meeting

The Joint Health and Safety Committee held its first meeting of the 2023-24 school year on September 20, 2023. Items discussed including the following:

- Election of Co-Chair
- Health and Safety Representatives and training
- PPE update
- Incident reporting
- Hayes award
- 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 September for information.
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Special Education Advisory Committee
June 19, 2023 – 4:00 p.m.

MINUTES

Present:

SEAC Members Present: Sandra McLaren (Community Living Stratford & Area), Jen Doak (Community Living Central Huron), Val Milson (Huron Perth Centre), Brenda Mason (Stratford Children Services), Amanda Brown (Community Living St. Marys), Julie Welch (Community Services Coordination Network),

Board Trustee: Sue Muller

Guest:

Board Office Staff Present: Jessica Langan, Tara Boreham, Kaitie Westbrook, Reanna Desroches, Mary Ellen Ducharme, Kristina Howatt Gerber, Stacey Brookshaw,

Absent: Avery Jantzi (Family Services Perth Huron), Doris Barkley (Autism Ontario) Veronica Kolkman (VOICE, HPPH)

Quorum (Minimum 5/8 voting members required): ACHEIVED

1. Opening Prayer, Welcome & Introductions

Meeting Started: 3:30 pm

2. Approval of Agenda & Minutes

2.1 Approval of May 2023 Minutes

Approved: Julie Welch

Seconded: Brenda Mason

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

Carried.

2.2 Approval of June 2023 Agenda

Approved: Sandra McLaren

Seconded: Val Milson

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 St. Marys

Nothing to report at this time.

5.2 Community Living Stratford & Area

Summer programming to commence at the end of June/beginning of July for high school students, focusing on making connections with fellow peers and the community.

5.3 Autism Ontario

Nothing to report at this time.

5.4 Huron-Perth Center

Cathy Graham is retiring and open house to honour this special occasion will be held on Thursday, June 15th from 3pm-5pm at the Clinton office of the Huron-Perth Centre for Children and Youth.

So far, 60 youth are enrolled in summer day programming this year.

5.5 Family Services Perth Huron

Circle of Security Community of Champions annual conversation with Dr Richard Zayed will take place on June 21st from 10am-noon. Please let Gillian know if you would like the link to join.

Child & Youth Mental Health Service Planning table – members continue to work away at the 3 priorities; EDI, Mental Health promotion and Service Pathways/SEA. CYMH service planning meeting is June 28th. This spring, the Pathway working group has had the benefit of consultation with Dr. Kiaras Gharabaghi and Dr Michael Ungar. One take away has been the value of this community's history of investing in relationships, including opportunities for front line staff to get to know each other which supports a secure platform from which to provide service across counties and organizations.

Celebration of our day programming planned for this summer, where 60 children and youth will participate in weekly 1/2 day programs with a focus on Resilience focuses/SEL enhancement in a trauma informed, COS environment.

5.5 Community Living Central Huron

Nothing to report at this time.

5.7 CSCN

Nothing to report at this time.

5.9 VOICE – Huron Perth Public Health

Nothing to report at this time.

5.10 Stratford Children Services

Unfortunately, there are no beds available at this time,

5.11 Trustee Report

Nothing to report at this time.



6. Information Reports

6.1 ***"Minds of All Kinds" Presentation by students at St. Patrick's School in Dublin *this will take place at 3:30 in the gym at the school***

The grade one class introduced their classmate who has autism and gave a presentation about how their classroom is inclusive of all types of learners.

6.2 ***Spec. Ed. Budget - Mary-Ellen Ducharme***

An overview of the board's budget goals/considerations, enrollment, and history of the special education budget was shared.

6.3 ***Spec. Ed. Plan - Jessica Langan***

An overview of the changes made to the amendment chart was shared.

7. New Business

No new business at this time.

8. Future Meetings

Next SEAC Meeting – Hybrid – Monday, September 18th, 2023

9. Adjournment

Motion to end meeting was made by: Val Milson

Meeting adjourned: Sandra McLaren

Ended: 4:45 pm

Audit Committee Meeting
June 6, 2023 - 1:00 p.m.

MINUTES

Hybrid

Present: Chair Amy Cronin (Trustee), Tina Doherty (Trustee), Tyler Canal, (Audit Committee Member), Denise Feeney, (Audit Committee Member), Chris Roehrig (Director of Education), Mary-Ellen Ducharme (Superintendent of Business), Sarah Devereaux (Manager of Finance), Christine Mills (Finance Services Officer), Lisa Regier (Finance Services Officer), Valerie Basler (Executive Assistant), Suk Bedi (KPMG LLP), Brad Sisson (KPMG LLP)

Absent: Tara Boreham (Superintendent of Education)

1. Opening Business

1.1 Opening Prayer

1.2 Attendance and Welcome

1.3 Approval of the Agenda

Moved by: D.Feeney

Seconded by: T.Canal

THAT the Audit Committee approves the agenda of the June 6, 2023 Audit Committee Meeting.

Carried

1.4 Declaration of Interest

No declarations were made.

1.5 Approval of Audit Committee Meeting Minutes – November 10, 2022

Moved by: T.Canal

Seconded by: D.Feeney

THAT the Audit Committee approves the minutes of the Huron-Perth Catholic District School Board Audit Committee November 10, 2022 meeting.

Carried

1.6 Business Arising from the Minutes

1.6.1 Schedule 2 Employer Review (verbal) – *Superintendent of Business and Treasurer*

Many school boards transferred to Schedule 2 of the Workers Compensation act in 1993 and 1994. Under Schedule 2 school boards self insure their WSIB claims, the process is the same whether an employer is Schedule 1 or 2, the difference is how the claim costs are applied to the employer. The Board moved to Schedule 2 on Jan 1, 1993. Since the Board self insurers there is some risk that there could be some significant claim costs. To mitigate the risk the Board sets funds aside in the accumulated schedule, purchases an assistance program from School Boards' Co-operative Inc (SBCI) and also insurance for claim costs.

2. Presentations

3. Reports and Discussion Items

- 3.1 November 30, 2022 Financial Statement – *Superintendent of Business and Treasurer*
Financial statements are presented to the Board of Trustees when completed, and to the Audit Committee at its next meeting. The report includes columns for estimates, revised estimates, and year to date actuals. Revised estimates include December 2022 updated enrolment staffing and revenue. This is the working budget for the Board. November and February statements report revenue and expenditures as expected.

Moved by: T.Doherty

Seconded by: T.Canal

THAT the Audit Committee receives the November 30, 2022 Financial Statement.

Carried

- 3.2 February 28, 2023 Financial Statement – *Superintendent of Business and Treasurer*

Moved by: D.Feeney

Seconded by: T.Canal

THAT the Audit Committee receives the February 28, 2023 Financial Statement.

Carried

- 3.3 Policy 3E:21 Purchasing – *Superintendent of Business and Treasurer*

The regular review of this policy resulted in a number of changes. It is being brought to the Audit Committee for discussion and feedback. A key change being recommended is to the dollar threshold for requesting quotes. Currently purchases greater than \$5,000

requires obtaining 3 quotes, the recommendation is \$25,000. Information on the threshold for requesting quotes from neighbouring school boards and municipalities was shared, which ranges from \$5,000 to \$25,000. Other school boards are in the process of updating their purchasing policy and changing thresholds as well. There is no change in the amount that requires board approval. Approval thresholds by position were noted. Discussion amongst committee members on the change in threshold for obtaining quotes. It was noted that there are various checks between when a purchase order is created and payment is made. It was noted that approval thresholds were different for consulting services, and there was discussion on this. Management will investigate further the background for this difference and report back to the committee at the next meeting.

Moved by: T.Doherty

Seconded by: T..Canal

THAT the Audit Committee receives the draft Board Policy 3E:21 Purchasing.

Carried

- 3.4 Policy 3E:31 Investment of Board Funds – *Superintendent of Business and Treasurer*
The draft policy was presented for discussion and feedback. First implemented in 2016 is now up for renewal. Changes recommended to make policy more concise, includes regulation requirements for school board investing. Discussion on process and transparency when the Board makes investments. Accumulated surplus and the provinces' cash management strategy were discussed.

The motion "THAT the Audit Committee recommends approval of Board Policy 3E:31 Investment of Board Funds." was revised.

Moved by: T.Canal

Seconded by: D.Feeney

THAT the Audit Committee receives the Board Policy 3E:31 Investment of Board Funds.

Carried

- 3.5 June 2023 Audit Committee Report – *Superintendent of Business and Treasurer*
The report was reviewed by the Superintendent of Business. The report indicated a tentative September 2023 meeting date. The Audit Committee to be surveyed in August to set and confirm the September meeting date.

Moved by: T.Doherty

Seconded by: D.Feeney

THAT the Audit Committee receives the Audit Committee Report dated June 6, 2023.

Carried

4. Information and Correspondence

5. In-Camera Session of the Audit Committee Meeting

Moved by: D.Feeney

Seconded by: T.Doherty

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

Carried

The Superintendent of Education joined the meeting at 1:45 p.m.

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

Reg. Ref. 9. (3) 6 – On a regular basis, meet with the internal audit function privately to discuss any necessary matters.

The internal auditor noted that the current risk assessment process works well. It is the inaugural year for the new risk assessment survey, the intention is to review every few years. The goal was to have a simpler process. No further recommendations at this time. In-Camera private session not requested.

7. Future Meetings and Events

A doodle poll will be sent to the Committee in August to determine the next meeting date in September.

8. Closing Prayer

9. Adjournment

Moved by: D.Feeney

Seconded by: T.Canal

THAT the Audit Committee adjourns the June 6, 2023 meeting at 2:59 p.m.

Carried



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
 Presented to: The Huron-Perth Catholic District School Board
 Date: September 25, 2023
 Submitted by: Chris N. Roehrig, Director of Education and Secretary

SNOW REMOVAL SERVICES

Public Session

BACKGROUND

Huron-Perth Catholic District School Board's (HPCDSB) existing agreements for snow removal services expires September 30, 2023. The agreements were signed using the results from a Request for Proposal (RFP) process that was completed in 2019.

DEVELOPMENT

With the expiration of the Board's current agreements, RFP OPS-23-02 was published on Bidding on Monday, July 10, 2023 and closed Monday, July 31, 2023. The term of the contract is for five (5) years (October 1, 2023 to March 31, 2028), with the option of extending for a period of two (2) years in one-year increments at the Board's discretion and mutual agreement of both parties. All submitted prices for years one, two and three must remain firm for the term of the contract. Price increases/decreases will be considered on the annual renewal date for the remainder of the contract.

Nine submissions were received in response to the RFP. Reference checks were completed for any proponents not currently providing snow removal services to the Board. For the successful bidders, no issues or concerns were noted by the evaluation team, and the submissions met all the requirements of the RFP.

The successful bidders were:

Bidder	Location	Snow Removal Rate per Hour			Anticipated Total Cost
		Year 1	Year 2	Year 3	
1517263 Ontario Ltd O/A Superior Sealers 333 Huron Street Stratford, ON	Jeanne Sauve	\$ 55.00	\$ 57.00	\$ 59.00	\$ 35,910
	St. Aloysius	\$ 55.00	\$ 57.00	\$ 59.00	\$ 35,942
	St. Ambrose	\$ 55.00	\$ 57.00	\$ 59.00	\$ 33,981
	St. Joseph's Stratford	\$ 55.00	\$ 57.00	\$ 59.00	\$ 31,731
	St. Michael CSS	\$ 55.00	\$ 57.00	\$ 59.00	\$ 117,499

Bidder	Location	Snow Removal Rate per Hour			Anticipated Total Cost
		Year 1	Year 2	Year 3	
2631773 Ontario Inc O/A EMA Landscaping 5207 Line 10, RR 1 St. Marys, ON	Holy Name of Mary	\$ 320.00	\$ 350.00	\$ 380.00	\$ 91,593
D & I Wattam Const. Ltd 86128 Clegg Line Wingham, ON	Sacred Heart	\$ 83.00	\$ 87.00	\$ 91.00	\$ 44,213
Erik Sorenson Snow Removal 163 Milton St. Box 119 Dashwood, ON	Our Lady of Mount Carmel	\$ 100.00	\$ 100.00	\$ 100.00	\$ 29,115
Fletcher's Landscaping Inc 1190 Wallace Ave North Listowel, ON	St. Mary's Listowel	\$ 120.00	\$ 124.00	\$ 130.00	\$ 100,647
Hart Construction 120 Erie St. S. Clinton, ON	St. Mary's Goderich	\$ 175.00	\$ 175.00	\$ 175.00	\$ 66,965
Southwest Dust Control Box 340 Zurich, ON	St. Boniface	\$ 125.00	\$ 130.00	\$ 135.00	\$ 53,867
Staffen Lawn Care 80256 North Line Seaforth, ON	St. Columban	\$ 98.50	\$ 98.50	\$ 105.00	\$ 13,807
	St. James	\$ 98.50	\$ 98.50	\$ 105.00	\$ 21,055
VanDriel Excavating Inc 37594 Telephone Road Clinton, ON	St. Anne's CSS	\$ 140.00	\$ 144.00	\$ 148.00	\$ 63,003
	St. Joseph's Clinton	\$ 140.00	\$ 144.00	\$ 148.00	\$ 37,848
ANTICIPATED TOTAL - 3 YEAR CONTRACT					\$ 777,175
*Anticipated total cost based on 2022-2023 data and includes salting & sanding costs.					

RECOMMENDATION

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.



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: September 25, 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 draft policy is being vetted by HPPH and the final version will be made available to the Board for approval subsequent to their review and a 30-day or more vetting period for other stakeholders.

The full policy is attached to this report.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the draft policy on Infectious Disease Reporting for information.



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) any suspected or confirmed cases of Diseases of Public Health Significance (DOPHS)₁ to the 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 the 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 the 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 the 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: September , 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

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

The policy has been reviewed and is now presented for the consideration of the Board of Trustees. 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.

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. Information that was included in appendices in the current policy have been incorporated into the procedure section of the revised policy. A section on electronic social media has been added. As a result of this, following approval of this policy, Board policy 3B:8 Electronic Social Media to be rescinded.

During the 2022-23 school year, elementary and secondary representatives from the principal/vice-principal group were invited to provide feedback and make revision recommendations to the policy. Both curriculum and central information technology individuals had an opportunity to provide input into the draft policy. Prior to finalizing, the revised policy was presented to the Leaders Learning Council.

RECOMMENDATION

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



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).



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: September 25, 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.

DEVELOPMENT

The policy has been reviewed and is now presented for the consideration of the Board of Trustees. The policy was also presented to the Audit Committee at its June 6 and September 11, 2023 meetings for discussion and feedback. No changes to the draft policy were made following the audit committee meetings. 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.

A belief statement has been added and the policy statement updated to be more concise, while still encompassing all components of the Broader Public Sector (BPS) Procurement Directive. Applicable references have also been added.

Appendix A Administrative Guidelines have been updated as follows:

Section 1.0 Methods of Procurement

- 1.3 Removal of payment request as a method of procurement as only procurement requests are used;
- 1.4 Addition of Superintendent of Business approval prior to a purchasing card being issued and some purchasing card administrative procedures moved to the Petty Cash Administrative Procedure document, while keeping all internal controls intact;
- 1.5 (Price Quotations, Requests for Proposals RFP and Tenders) moved to Section 4.0 Competitive Procurement.

Section 2.0 Roles & Responsibilities

- 2.3 Segregation of Duties section has been added to outline related internal controls. This is a recommendation of the BPS Procurement Directive;

- 2.4 Table 2.2.1 has been added to combine Purchasing Limits and Approval Thresholds into one chart, removing the original two charts from sections 2.4 & 2.5;
- 2.4 Threshold for obtaining three quotes has been increased to \$25,000 from \$5,000 due to impact of inflation as well as review of other school board thresholds;
- 2.6 Changes reflect increase in quote requirement threshold. Details of the petty cash process moved to the Petty Cash Administrative Procedure document, while keeping all internal controls intact;
- 2.7 Removed duplication of items also in section 2.7.1 Conditions and 3.0 Exceptions.

3.0 Exceptions

- 3.1.1 Long Term agreements and/or contracts removed as these can be authorized if procured within the parameters of this policy;
- 3.2 Specialized services have been removed that required competitive procurement under the BPS Procurement Directive;
- 3.4 Single/Sole Sourcing Form has been formally referenced;
- 3.6 Direct Negotiated Process has been added to cover situations, as allowed by the PBS Procurement Directive, to procure via vendor negotiation.

4.0 Competitive Procurement

- 4.1 Vendor of Record (VOR) and Classified Advertisement has been removed, as pre-qualified vendors are maintained, added and reviewed on an ongoing basis rather than annually. Vendors expressing interest are vetted and added to the Board's approved vendor list;
- 4.2 Adjustments to reflect the use of online tendering as well as the role of the Procurement Coordinator;
- 4.2.17 moved to 4.2.2.5;
- 4.5 Request for Information added.

Definitions (previously Glossary of Terms)

- Goods and Services separated
- Additional definitions added

The BPS Procurement ensures that publicly funded goods and services, including consulting services are acquired through a process that is open, fair and transparent. The BPS outlines responsibilities throughout each stage of the procurement process and ensures that the processes are managed consistently throughout the broader public sector.

The procurement thresholds included in Section 3.3 of the policy reflect what is provided under the BPS Directive.

RECOMMENDATION

<p>THAT the Huron-Perth Catholic District School Board receives Policy 3E:21 Purchasing.</p>
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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.



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: September 25, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

3E:30 COPYRIGHT

Public Session

BACKGROUND

Copyright policies across the country were updated many years ago as part of a settlement on the use of protected materials in schools. The work of the Council of Ministers of Education and the Ontario Catholic Schools Trustees Association were important for these changes. As part of the requirements, we inform our employees each year about their roles.

DEVELOPMENTS

The belief statement was included and the policy statement was updated. The procedures section will include sample materials that are used with schools for their training.

The full policy is attached to this report. 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 policy 3E:30 Copyright for information.



HURON-PERTH CATHOLIC

District School Board

Copyright

Adopted:	November 26, 2012	Policy #:	3E:30
Revised:	June 18, 2018	Policy Category:	School Related

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board (the Board) believes that, in the interest of fairness and justice, intellectual property should be protected. The Board believes that resources and direction developed by the Council of Ministers of Education of Canada (CMEC) serve as an appropriate foundation for the activity of the Board in relation to the use of copyright-protected works.

POLICY STATEMENT:

It is the policy of the Huron-Perth Catholic District School Board that all employees comply with the *Fair Dealing Guidelines* as developed by the Council of Ministers of Education Canada (CMEC). The fair dealing provision in the *Copyright Act* permits the use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties.

PROCEDURE:

The Director of Education (or designate) shall, through superintendents, managers and principals, communicate the *Fair Dealing Guidelines* to all school locations on an annual basis in order to ensure that all staff understand the obligations of the school board in accordance with the Copyright Act.

The Huron-Perth Catholic District School Board will apply the Fair Dealing Guidelines as published by the Council of Ministers of Education Canada for all matters related to decisions regarding issues of copyright.

LEGAL FRAMEWORK:

Copyright Act R.S.C., 1985, c. C-42

Copyright Modernization Act S.C. 2012, c. 20

Fair Dealing Guidelines – Council of Ministers of Education Canada (CMEC)



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Karen Tigani, Superintendent of Education
Presented to: The Huron-Perth Catholic District School Board
Date: September 25, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

CELL PHONE AND SOCIAL MEDIA USE IN SCHOOLS

Public Session

BACKGROUND

The Huron-Perth Catholic District School Board (the Board) believes that while new technologies can aid in the learning process, they must be used responsibly. In today's digital age, the intersection of technology, cell phones, and social media presents both opportunities and challenges for students within our school board. As stewards of education, we must ensure that the use of these digital tools aligns with our Catholic values and principles, while also preparing our students to be responsible digital citizens. This report seeks to provide an overview of the measures in place surrounding cell phone and social media use in our Catholic schools, drawing upon guidance from the Vatican, and in alignment with the Ontario Catholic Graduate Expectations.

According to the Board Policy 3B:5, cell phones and other electronic devices are permitted in schools for educational purposes only, under the direction of the teacher or principal. Where required to support a student's medical plan of care, they may also be used. They must be turned off and stored out of sight during instructional time, unless authorized by the teacher or principal. They must also be turned off and stored out of sight during assemblies, liturgies, examinations and other school activities, unless authorized by the teacher or principal. The use of cell phones and other electronic devices is prohibited in areas where privacy is expected, such as washrooms and change rooms. The policy also states that the school board is not responsible for any loss, theft or damage of cell phones or other electronic devices brought to school by students. Students who violate the policy may face disciplinary action, such as confiscation of the device, suspension or expulsion.

DEVELOPMENTS

The Vatican's document, "Towards a Full Presence in the Digital World" (May 28, 2023), emphasizes the importance of a balanced and conscientious approach to digital technology. It encourages the integration of digital tools into education while cautioning against their potential pitfalls. Key takeaways include:

- Digital Formation: Emphasizing the need for digital formation programs to guide students in developing a responsible and ethical presence in the digital world.
- Protection of Minors: Recognizing the duty to safeguard minors from harmful content and behaviors online.
- Community Building: Promoting the use of digital platforms for community building, fostering dialogue, and spreading the Gospel message.
- Respect for Dignity: Reminding us of the need to respect the dignity of each person, both online and offline.

The Ontario Catholic Graduate Expectations serve as a framework for our students' growth and development. The Board encourages students to demonstrate responsible and ethical digital citizenship; promotes effective communication skills in both online and offline contexts; encourages collaborative, positive digital interactions and contributions to the digital community; and inspires students to advocate for social justice, including respectful and inclusive online environments.

The following measures are in place within HPCDSB schools:

- HPCDSB has a clear and comprehensive Acceptable Use Policy that is signed by parents/caregivers at the beginning of each school year (Assumption of Responsibility, Acknowledgement and Consent Form). This policy outlines the expectations for student internet, cell phone and social media use within the school premises. This policy covers topics such as appropriate content, responsible usage, privacy considerations, and consequences for violations.
- Resources are available for teachers/educators from Kindergarten to Grade 12 to integrate digital citizenship education into the curriculum to educate students about responsible and ethical behavior online. This resource teaches students about cyberbullying, online privacy, digital footprints, and the potential consequences of inappropriate social media use.
- The HPCDSB Central IT department implements robust filtering and monitoring tools to block or restrict access to inappropriate content on board-issued devices and for devices connected to board networks. These tools help prevent students from accessing harmful websites or engaging in potentially dangerous online activities. HPCDSB has implemented the SASE client on all student accounts so that the same filtering and monitoring tools are used to protect students when using their board account (on a personal device or board-provided device) off of a school network.
- The updated Privacy Policy emphasizes the importance of student privacy and guides staff and students on how to protect their personal information online. HPCDSB enforces the use of strong passwords, and encourages privacy settings on social media platforms.
- An online Reporting Tool was trialed at St Anne's CSS last year using D2L and is being launched for St Michael CSS this fall. This tool is a clear and anonymous reporting mechanism for students to report instances of cyberbullying, harassment, or any other online safety concerns.
- HPCDSB can provide access to counseling services and resources that address digital stress and the negative effects of social media.
- Through the Vector Training tool, HPCDSB provides training to teachers and staff on digital literacy, online safety, specifically cyber-security, and mental health awareness. Equipping educators with the necessary knowledge and skills enables them to guide students effectively and address any issues that arise.

RECOMMENDATION

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

Prepared by: Karen Tigani, Superintendent of Education
Presented to: The Huron-Perth Catholic District School Board
Date: September 25, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

NEW LANGUAGE CURRICULUM

Public Session

BACKGROUND

Elementary Curriculum

The new Language Curriculum was released in June 2023. The curriculum emphasizes the foundational knowledge and skills in both oral and written language that are necessary to support more complex skills such as critical thinking and problem solving. The curriculum provides educators in Grade 1 through to Grade 9 with a comprehensive guide to supporting the development and growth of essential knowledge and skills in every student.

The curriculum is designed to support students in developing the language and literacy knowledge and skills they need to succeed in education and in life, and to encourage students to experience the joy and possibility that literacy learning can ignite.

Visions and goals of the curriculum



Build solid foundations in language and literacy



Develop analytical and critical thinking skills in literacy to understand, respond to, appreciate, and create a full range of texts, including digital and media texts



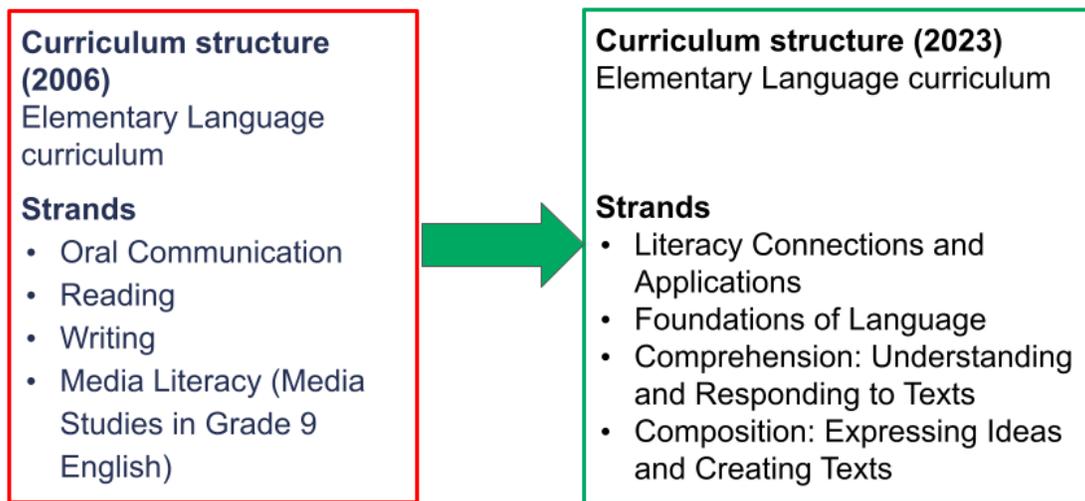
Develop the language and literacy knowledge and skills to succeed in education and in life, and to experience the joy and possibility that literacy learning can ignite

The Ontario Language Curriculum places a strong emphasis on evidence-based, systematic, and explicit instruction, targeting foundational knowledge and skills. This encompasses oral language, word-level reading, spelling, vocabulary, fluency, and comprehension. Notably, it represents a contemporary, all-encompassing approach informed by rigorous evidence-based research, all while acknowledging and valuing the diverse identities and abilities of students, as well as their unique language and cultural backgrounds, and individual learning needs. This curriculum also stays attuned to the evolving landscape of technology and its profound impact on communication and digital media literacy. It spans the spectrum of learning, transcending the classroom to prepare

students for success in the broader world. It's important to note that this curriculum has been thoughtfully shaped by the recommendations outlined in the Ontario Human Rights Commission's Right to Read inquiry report.

The curriculum has a new strand structure. Reading, Writing, Oral Communication and Media Literacy have been replaced with the following:

- Strand A. Literacy Connections and Applications
- Strand B. Foundations of Language
- Strand C. Comprehension: Understanding and Responding to Texts
- Strand D. Composition: Expressing Ideas and Creating Texts



Strand A is an overarching strand and occurs in the context of Strands B, C and D. This strand was not included in the previous curriculum and is similar in nature to the Social Emotional Learning (SEL) strand in the math and phys ed curriculum.

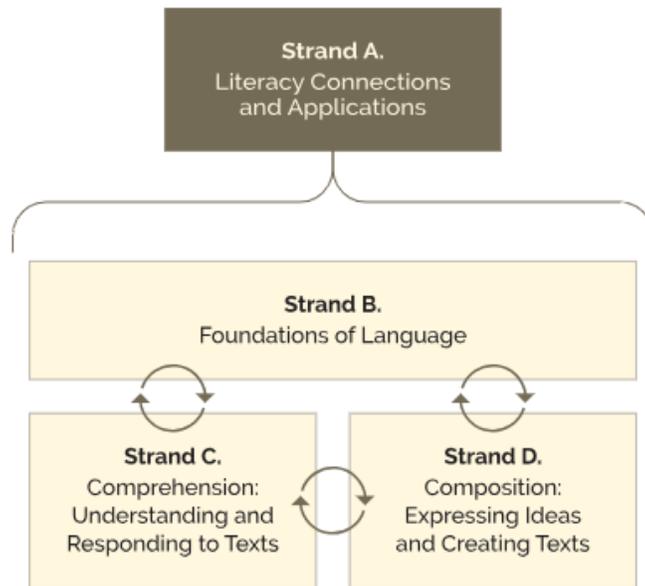
Strand B is the Foundations of Language and essential to all literacy learning. In this strand, students acquire knowledge and skills relating to the foundations of language. The focus is on oral and non-verbal communication, word reading and spelling, morphology, vocabulary, fluency, and language conventions.

Strand C focuses on comprehension. Most but not all of the learning in this strand can be found in the previous curriculum. As students read texts, they apply foundational knowledge and skills and draw on their vocabulary and background knowledge. They integrate their developing knowledge of sentence structures, patterns, and grammar to understand complex structures in individual sentences. They read, listen to, and view texts by creators with diverse identities, perspectives, and experiences, including diverse First Nations, Métis, and Inuit creators.

Strand D is Composition: expressing ideas and creating texts. In this strand, students apply their knowledge of oral language and learn to express ideas and create texts in various media, forms, and genres. Throughout the iterative text writing and creation process, students develop the skills to plan, research, draft, revise, edit, proofread, publish, and share their texts. Students also learn printing, cursive, and word-processing skills. They learn to consider their purpose and

audience as they choose appropriate forms, genres, and media to create texts and to address various topics of interest, including topics connected to their lived experiences.

All of these strands work together to create a comprehensive curriculum and provide students with the best possible environment in which all students can maximize their language learning,



The overarching goal of assessment continues to be the same: to improve student learning. The Assessment Evaluation and Reporting (AER) policies remain the same. A significant change, however, is that one overall grade will be assigned (new curriculum) versus four individual ones (former curriculum). This shift is in line with the changes that were made to the mathematics curriculum where there is now one overall mark. Teachers will use their professional judgement, informed by the triangulation of data from multiple sources (conversations, observations, products) to determine a grade and report on overall expectations.

All elementary educators and principals have had the opportunity to learn from the system literacy team about the structure of and changes to the new curriculum on the first professional development day in September. Many new resources have and continue to be created to align and support the implementation in our classrooms. More opportunities for professional development are planned with all grade levels throughout the year. Currently, after the first few weeks of classes, our educators have already indicated the success of some of our new strategies and have communicated their excitement for what lies ahead.

RECOMMENDATION

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



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: September 25, 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

- Grade 9 Orientation was held on August 30th from 10:00 am - 12:00 pm. This provided all grade 9 students an opportunity to begin their Warrior life in prayer, meet their homeroom teachers, tour the school, and ask any questions to senior students before the first day of school. It was led by volunteer senior students.
- The school choir met for the first time on September 8th.
- Opening school Mass was held on Sept. 12th at St. Joseph's Parish. It was a beautiful celebration to open the school year. The church was full and Mass was celebrated by Father Don Pumputis.
- Administration held grade-specific assemblies on Sept. 11th. As we gathered in our grades, we began in prayer led by our new Chaplain, Natalie McKay.

St. Anne's CSS

- Grade 9 BBQ was held August 31, 2023 from 12:00 - 2:00 p.m. The BBQ allowed students to see one another, make new friends, see their classrooms and lockers, and their teachers for the first time. Almost all students attended with a parent or guardian.
- Opening Mass was held on September 21st and was followed by the Assembly of Excellence.
- Grade 9 Orientation and Peer-building took place in early September in the afternoon; this was co-facilitated by the Student Cabinet members and students in the Leadership class.

Academic Events/Accomplishments

St. Michael CSS

- Co-op students completed First Aid Certification during the week of Sept. 11th.
- SHSM students were able to attend the Farm Show in Woodstock.
- SHSM students received training for Working at Heights to complete a certification.

- DECA Executive met and held their first meeting for any students who are interested in joining DECA.

St. Anne's CSS

- Classes were up and running starting on September 6th with the foods classes (which take place at the Reach Centre) beginning on September 18th.
- SHSM field trips included the Woodstock Farm Show and SHSM certification including platform height training.
- Grade 9 students participated in their library orientation.
- Literacy and Math Coaches have connected with teachers and students in Grade 9 classes.

Athletics/Arts Events/Accomplishments

St. Michael CSS

- Senior Boys Volleyball competed in a tournament on Sept. 22nd at the University of Waterloo.
- Senior Girls' Basketball team played in their first tournament on Sept. 8th at Lambton College.
- The Varsity Boys' Baseball team played two games on Sept. 13th at SERC.
- Art Club began on Sept. 11th and will continue to meet every Monday until Christmas break.
- Cross Country team competed at the Gibbons Park Cross Country Meet on Sept. 21st.
- Incoming Grade 9 students, as well as students who transferred to St. Michael CSS, were able to audition for the school play *Alice*. The auditions were held on September 18th during lunches, as well as after school. The first read through for the play was completed on September 21st.
- The Concert Band has their first rehearsal on September 14th, and auditions for musicians who are not enrolled in a music class are being held on September 21st.

St. Anne's CSS

- The Co-curricular Fair for students to learn about and sign up for after school activities was held on September 8th.
- Boys Volleyball is running.
- Girls Basketball is running.
- Girls Field Hockey played their first two games on Wednesday, September 13th.
- Boys Baseball played their first two games on Thursday, September 14th.
- Gaming Club had their first meeting on September 19th.
- Anti-racism and Culture Club began meeting on September 19th.
- Chess Club began on September 13th.
- Concert Band has begun with auditions for new members, and they have been practicing regularly.

RECOMMENDATION

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



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: September 25, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

2023-24 ENROLMENT UPDATE SEPTEMBER 2023

Public Session

BACKGROUND

2023-24 enrolment projections were:

Elementary: 3,223.0 Average Daily Enrolment (ADE)

Secondary:

Pupils of the Board 1300.0 ADE

High Credit 12.0 ADE

Other Pupils 0.0 ADE board

Day-school ADE is based on the two count dates within the school year; the last school day of October and March. Enrolment on each count date accounts for 50% of the overall enrolment utilized for the 2023-24 Grants for Student Needs (GSN). Part-time students are reported as .5 ADE at each count date.

The 2023-24 secondary ADE (Pupils of the Board + High Credit) represents the average of the October (1,333) and March (1,291) enrolment projections. March enrolment at the secondary panel is lower than enrolment at the October count date.

DEVELOPMENT

Attendance and enrolment reports are run and monitored weekly at the beginning of each school year. Checks for reasonability are done, as well a follow up with schools to confirm numbers reported provide an accurate reflection of students in the schools. While on the elementary panel we can expect to see enrolment settled by the end of September, secondary enrolment may continue to see some significant changes up to the October 31 count date. To be noted, for both panels, there will be changes between the September and October enrolment numbers. A report detailing elementary enrolment at September 21, 2023 will be provided as a walk-in report at the Board Meeting.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the 2023-24 Enrolment Update - September 2023 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: September 25, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

TRANSPORTATION REPORT

Public Session

BACKGROUND

Huron Perth Student Transportation Services (HPSTS) is a transportation consortium of Huron-Perth Catholic District School Board and Avon Maitland District School Board. HPSTS provides transportation to students at both school boards. Boards actively work with HPSTS to provide the best service possible for students.

Ontario continues to experience a province wide bus driver shortage. Driver shortages result in route cancellations, often at short notice. HPSTS experienced route cancellations last year due to bus driver shortages.

DEVELOPMENT

As we begin the 2023/24 school year, the bus driver situation is more positive than last year. All routes are currently staffed, and some areas have spare drivers. This positive bus driver situation however can change quickly as the school year progresses.

There continues to be transportation consortia across the province who are dealing with bus driver shortages at the beginning of the school year. The Ministry of Education has introduced a new Student Transportation Grant and enhanced reporting starting in the 2023/24 school year. Transportation consortia are to submit daily cancellation reports beginning in September 2023 to the Ministry. The daily cancellation report will provide a list of routes that are canceled each day along with the reason for cancellations including, but not limited to, unavailable driver or vehicle, or inclement weather.

Beginning in September, there has been an increase in service provided to secondary students attending high schools in the City of Stratford. This includes students at St. Michael Catholic Secondary School. At the end of June 2023, it was communicated to families of Stratford District SS and St. Michael Catholic Secondary schools that beginning in September 2023, secondary students (grades 9 to 12) living more than 3.2 kilometers from their school would be offered transportation to and from school.

HPSTS is investigating possible solutions for the Board's students who experience long bus rides to and from our high schools. Recommendations and costs associated to address this will be made available to the Superintendent of Business later this school year.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Transportation 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: September 25, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

AUDIT COMMITTEE SEPTEMBER 2023 MEETING REPORT

Public Session

BACKGROUND

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

DEVELOPMENT

Items brought forward for information and discussion at the September 2023 meeting were:

1. May 31, 2023 Financial Statements
2. External Audit (BDO Canada) Audit Planning Report (attached)
3. Huron-Perth Catholic District School Board 2022-23 Year End External Audit Plan (attached)
4. September 2023 Audit Committee Report
5. Policy 3E:21 Purchasing
6. Ministry of Education Memorandum 2023:SB08: 2022-23 Audit Committee Annual Report

RECOMMENDATION

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

Huron-Perth Catholic District School Board

Audit planning report to the Audit Committee
for the year ended August 31, 2023

START



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

We are pleased to provide you with this planning report to highlight and explain key issues which we believe to be relevant to the audit of Huron-Perth Catholic District School Board (the “Organization”) consolidated financial statements for the year ended August 31, 2023.

The enclosed planning report includes our approach to your audit, the significant risks we have identified and the terms of our engagement. At the year-end meeting, we will provide you with a copy of our draft audit opinion and discuss the nature, extent and results of our audit work. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Audit Committee in fulfilling its responsibilities. This report has been prepared solely for the use of the Audit Committee and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

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

Yours truly,

BDO Canada LLP
September 11, 2023



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Audit at a glance



Silvana Slavik
CPA, CA

E: sslavik@bdo.ca

T: 226-826-0179



October 10, 2023



October 13, 2023

Your dedicated BDO audit team



Silvana Slavik, CPA, CA

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E: sslavik@bdo.ca

Silvana Slavik has over 20 years of audit experience, working with various organizations. This experience allows him/her to address the unique audit and operating needs his/her clients have.

Silvana Slavik will be the Engagement Partner for your assurance services. He/she will assume ultimate responsibility for the provision of all services, monitoring and controlling costs to ensure you receive quality, effective and value-added service.



Tara Johnson, CPA

T: 519-336-9900
E: tjohnson@bdo.ca

Tara Johnson has over 6 years of audit experience, working with various organizations. This experience allows him/her to address the unique audit and operating needs his/her clients have.

Tara Johnson will be the Engagement Manager for your assurance services. He/she will assume ultimate responsibility for the provision of all services, monitoring and controlling costs to ensure you receive quality, effective and value-added service.

Our independence



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



Audit timeline



BDO'S DIGITAL AUDIT SUITE APT Next Gen

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

[LEARN MORE](#)

DISCOVER THE
DIGITAL DIFFERENCE





Auditor's responsibilities: financial statements

We are responsible for forming and expressing an opinion on the consolidated financial statements that have been prepared by management, with oversight by those charged with governance. The audit of the consolidated financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter attached as Appendix A to this letter, is set out below:

Year-End Audit Work

- ▶ Work with management towards the timely issuance of the consolidated financial statements, tax returns and consents for offering documents.
- ▶ Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- ▶ Present significant findings to the Audit Committee including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.



We are required to obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the consolidated financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.

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



Auditor's responsibilities: fraud

We are responsible for planning and performing the audit to obtain reasonable assurance that the consolidated financial statements are free of material misstatements, whether caused by error or fraud, by:

- ▶ Identifying and assessing the risks of material misstatement due to fraud;
- ▶ Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- ▶ Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

Behind the audit report



Learn how we audit your financial statements

[SEE OUR PROCESS](#)



Auditor's responsibilities: fraud

Throughout our planning process, we performed risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the Organization's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and made inquiries of management regarding:

- ▶ Management's assessment of the risk that the consolidated financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- ▶ Management's process for identifying and responding to the risks of fraud in the Organization, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- ▶ Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in Huron-Perth Catholic District School Board; and
- ▶ Management's communication, if any, to employees regarding its view on business practices and ethical behavior.

We are not currently aware of any fraud affecting the Organization. If you are aware of any instances of actual, suspected, or alleged fraud, please let us know.



Significant risks and planned responses

We have identified the following significant risks that require special audit consideration. These risks were identified based on our knowledge of the Organization, our past experience, and input from management and the Audit Committee. Please review these significant risks and let us know your thoughts on these or any other areas of concern.

Financial statement areas	Risks noted	Audit approach
Revenue Recognition	Significant judgement is used in timing and accuracy of revenue recognition.	Review revenue recognition policy for consistency with the professional standards. Risk exists in setting up the receivable on the grants as this is an estimate. The reconciliation, calculations and inputs will be tested and verified, including one time COVID-19 funding, if applicable.
Employee future benefits	<p>Based on our knowledge of the School Board’s operations, our past experience, and knowledge gained from management and the Audit Committee , we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.</p> <p>Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Audit Committee has identified.</p> <p>The EFB are a significant item on the financial statements and it is determined using estimates.</p>	We will perform specified audit procedures, which will involve obtaining the Actuarial Report, reviewing the report, and assessing the assumptions and calculations.
Financial Instruments	Risk that financial liabilities per the financial statements are not complete.	Ensure proper recognition and measurement of financial instruments. Confirmations will be sent to verify externally issued debt instruments.

Materiality

We determined preliminary materiality to be \$1,500,000, based on 2% of pitot year expenses.

Misstatements are considered to be material if they could reasonably be expected to influence the decisions of users based on the consolidated financial statements.

Our materiality calculation is based on the Organization’s preliminary results. If actual results change significantly, we will communicate those changes to the Audit Committee as part of our year-end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Audit Committee, other than those which we determine to be “clearly trivial.”

We encourage management to correct any misstatements identified throughout the audit process.



Using the work of others

Experts

To complete the audit of your consolidated financial statements, we will rely in part on the work of School Boards' Co-operative Inc.. Canadian generally accepted auditing standards require us to communicate with the expert. We propose to discuss the following with School Boards' Co-operative Inc.:

- ▶ The objective and nature of our audit engagement and how we intend to use the expert's findings and report.
- ▶ Our assessment of the significant and risk aspects of the engagement that will affect the expert's work.
- ▶ The requirement to advise us if they have any relationship with the Company which could impair their judgment or objectivity in the conduct of their engagement.
- ▶ The nature, timing and extent of the expert's work and our planned review of it, possibly including review of their working papers.
- ▶ Confirmation that the assumptions used in their calculations are consistent with those used in the prior periods and with industry standards.
- ▶ Their obligation to advise BDO Canada LLP of any matters up to the estimated audit report date that may affect their calculations and their report.

We ask that the appropriate level of management review the data provided to School Boards' Co-operative Inc. and that they also review the assumptions used and results reported by the expert.





How we audit financial statements: Our audit process

IDENTIFY AND ASSESS RISK

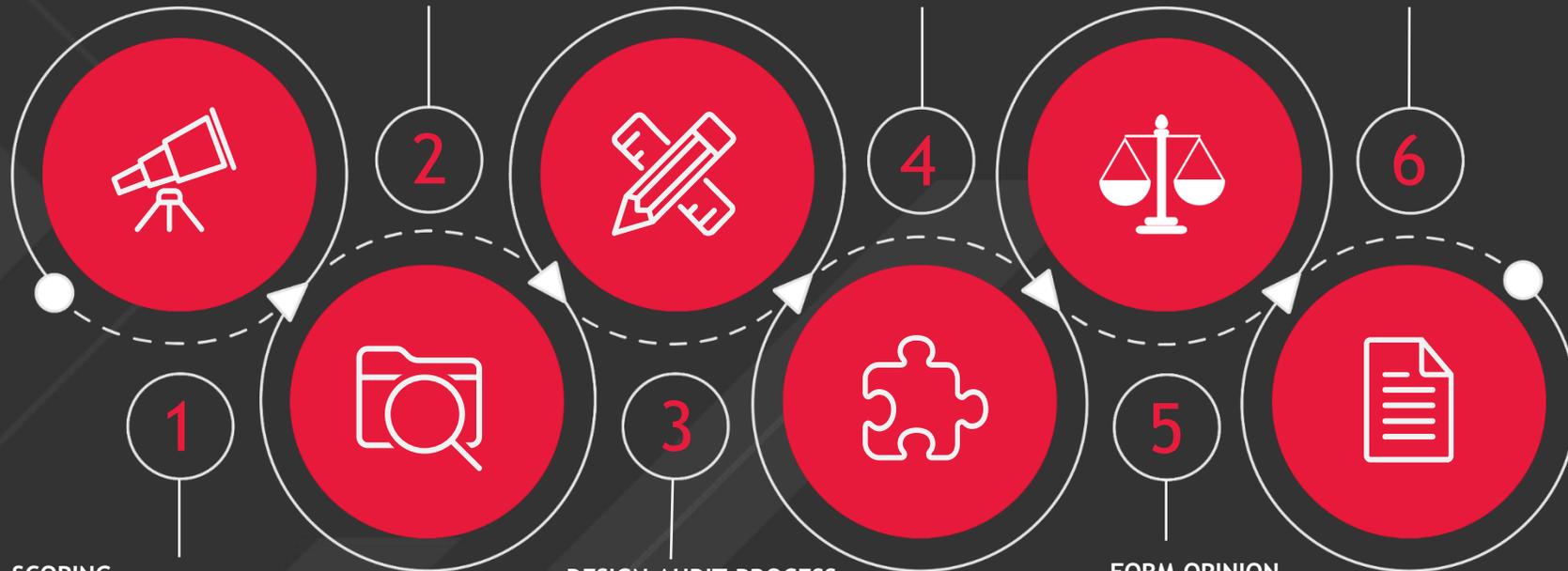
Focus on those areas of financial statements that contain potential material misstatements as a consequence of the risks you face

OBTAIN AUDIT EVIDENCE

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

REPORT

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



SCOPING

Complete a preliminary review to plan the audit, determine the materiality level, and define the audit scope

DESIGN AUDIT PROCESS

Design an appropriate audit strategy to obtain sufficient assurance and enable us to report on the financial statements

FORM OPINION

Evaluate whether we have enough evidence to conclude that the financial statements are free from material misstatement, and consider the effect of any potential misstatements found

New Standard for Audit Quality



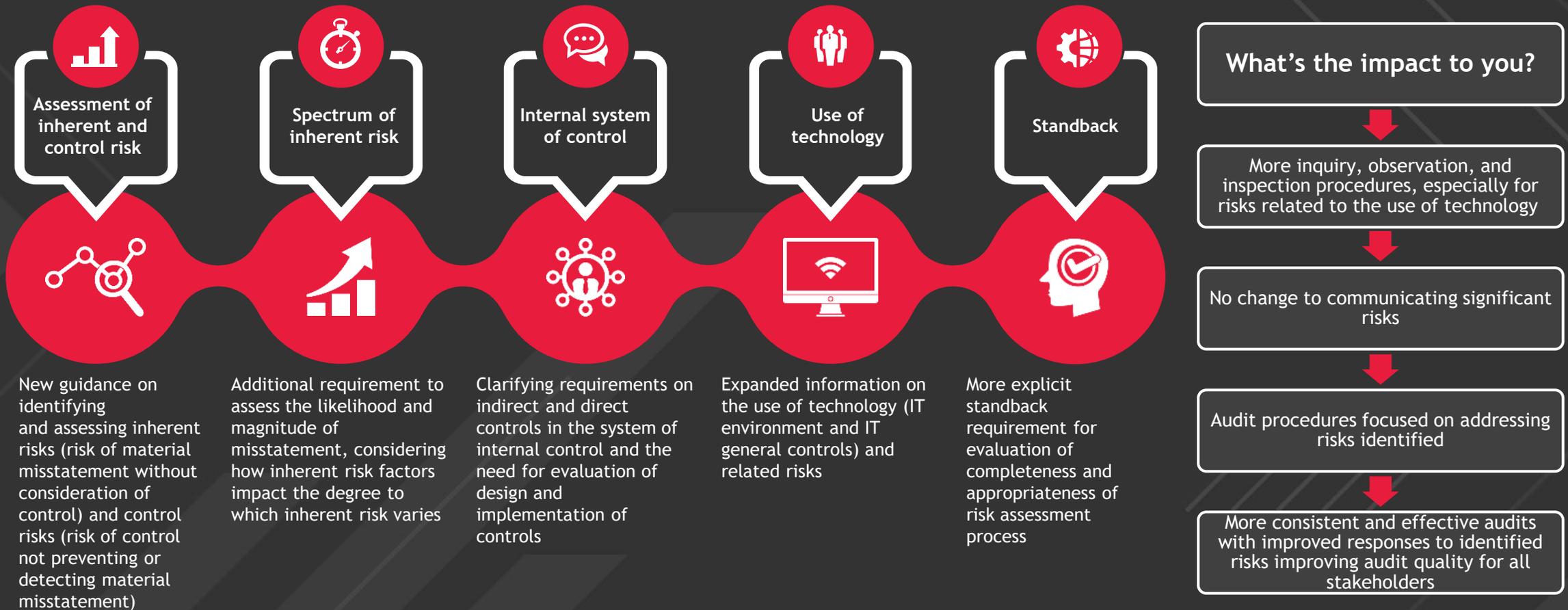
ISQM 1

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

[SEE THE STANDARD](#)

Updates to our audit process

Canadian Auditing Standard 315, *Identifying and Assessing the Risks of Material Misstatement*, was significantly revised with a greater focus on more robust risk identification, assessment and response procedures. The standard is effective for periods beginning on or after December 15, 2021. Key enhancements include:





Our audit approach: Responsiveness in action

Our firm is deliberately structured to allow one partner to every six staff members. This means easy access to senior staff and the lead partner throughout your audit. It also helps our team gain a better understanding of your organization. Our audit process differs from the typical audit in our use of in-field reviews, subject to COVID-19 safety protocols. The benefit of these in-field reviews is that final decision-makers are on site ensuring issues are resolved and files closed quickly. We offer clients the full-service expertise of a national firm. Yet we maintain a local community focus. The comprehensive range of services we deliver is complemented by a deep industry knowledge gained from over 100 years of working within local communities.



Discover how we're accelerating audit quality



Audit Quality Report

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

[Follow our progress](#)

BDO's digital audit suite

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



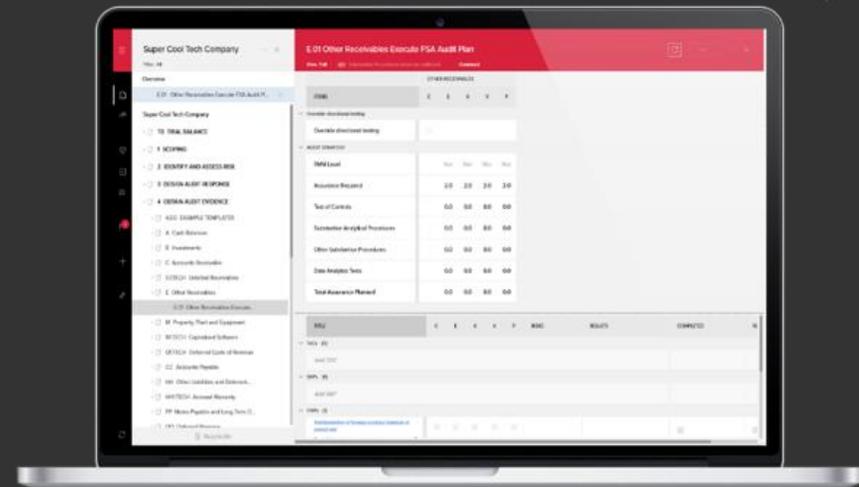
APT Next Gen

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

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

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

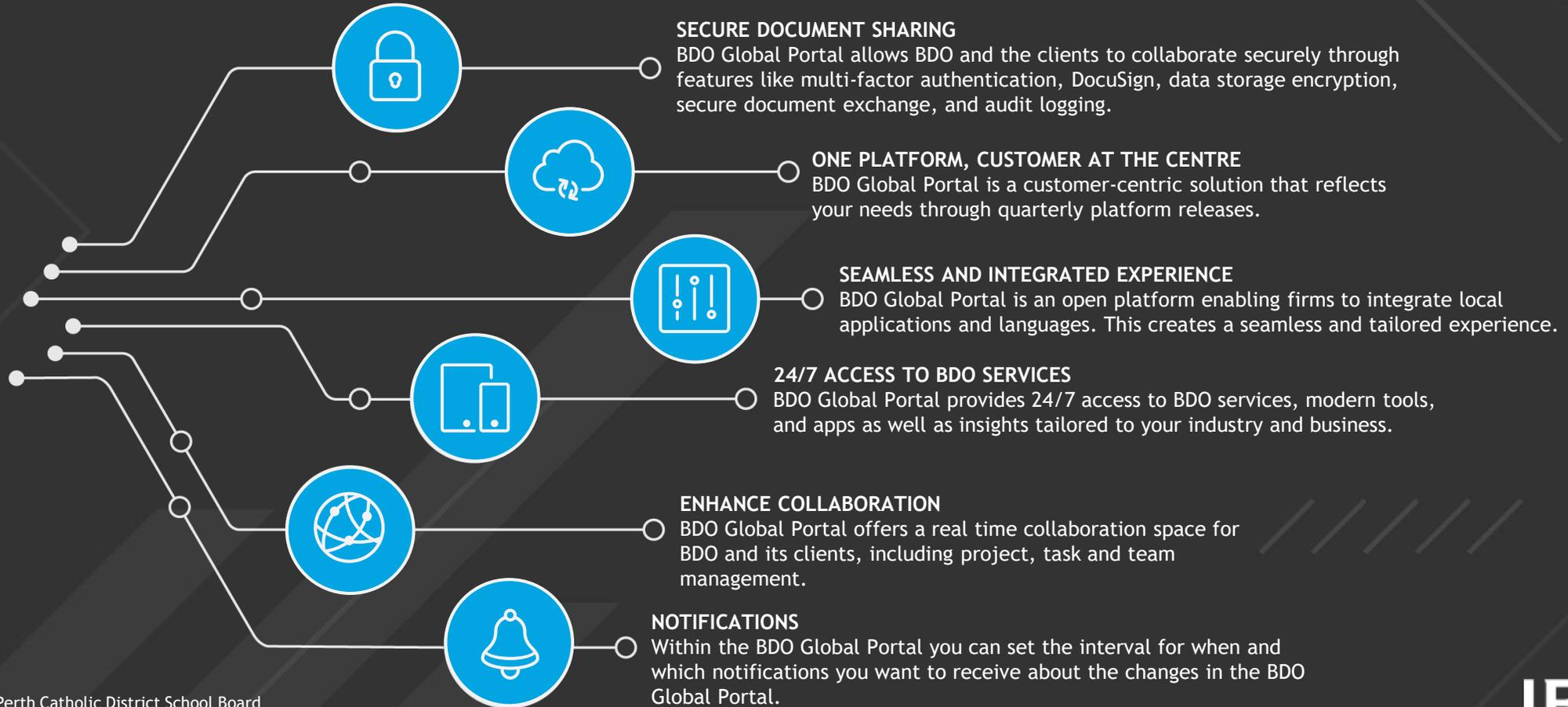
Through a strategic alliance with Microsoft and the introduction of new technology, this global, cloud-based application can now streamline and focus the audit process in even more ways for BDO professionals and their clients.





BDO Global Portal

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



Recommended resources

Key changes to financial reporting



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

[ACCESS OUR KNOWLEDGE CENTRE](#)

2023 Federal Budget



Understand the key elements of the 2023 Federal Budget and how it will impact you and your business

[STAY ON TOP OF TAXES](#)

8 powerful steps to financial audit readiness



Getting and staying prepared for an audit simplifies the process, cuts turnaround time, and improves your chances of overall success. Learn how you can be audit ready.

[8 STEPS](#)

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



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

[READ ARTICLE](#)

Spotlight on sustainability

Fast-moving world events are pushing sustainability up the agenda of Canadian organizations. Now organizational leaders, investors, and customers are responding on three fronts: environmental, social, and governance (ESG).

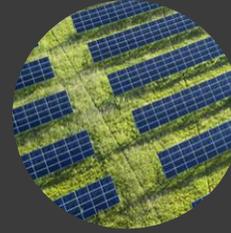
Regulators and issuers of standards are doing their part by supporting sustainability in the reporting ecosystem. Increasingly, organizations will need to go beyond the financials—and demonstrate sustainability with non-financial metrics.

5 reasons why businesses should care about ESG



[SEE 5 REASONS](#)

How climate change became a business issue worth reporting



[READ ARTICLE](#)

10 Questions about sustainability reporting



[EXPLORE QUESTIONS](#)

Accounting for going green



[LEARN MORE](#)

Why CFOs should make sustainability a part of their financial reporting today



[BUILD BACK SUSTAINABLY](#)

Rethinking sustainability: the ESG roadmap



[SEE ROADMAP](#)



Huron-Perth Catholic District School Board BUSINESS DEPARTMENT 2022-23 YEAR END EXTERNAL AUDIT PLAN

ITEM		DATE	RESPONSIBILITY
1	Interim/Systems Work	August	BDO
2	A/P Close	September 8, 2023	Accounts Payable
3	Presentation of Audit Plan to Audit Committee	September 11, 2023	Sarah, Mary-Ellen, BDO
4	Ministry Training	tbd - Webinar and Q&A mid September	Sarah, Christine, Lisa
5	Year End Recons and Working Paper File (in conjunction with EFIS forms)	September 12 -26, 2023	Sarah, Christine, Lisa
6	Review of Yr End Files	September 27-29, 2023	Sarah
7	Completion of EFIS Schedules (N1)	During Recon Process to October 3, 2023	Sarah, Christine, Lisa
8	EFIS Review	October 4-6, 2023	Exec Council, Mary-Ellen, Sarah
9	Year End Audit & BDO Manager Review	October 11-20, 2023	BDO
10	F/S Notes to BDO	October 20, 2023	Sarah
11	BDO Partner Review & F/S Preparation	October 23-27, 2022	BDO
12	Draft F/S to HPCDSB	October 31, 2022	BDO
13	F/S Review	November 1-3, 2022	Mary-Ellen, Sarah
14	Presentation of Draft Statements to Audit Committee	November 9 or 10, 2023 - TBD	Mary-Ellen, BDO
15	EFIS Ministry Submission	TBD per Ministry deadline (mid November)	Mary-Ellen, Sarah
16	Board Approval	TBD per Ministry deadline (Nov or Dec)	Mary-Ellen, Trustees

N1 Dependent on MOE forms (EFIS) functionality

Prepared By: S.Devereaux, Manager of Finance