

Regular Board Meeting
December 11, 2023 - 3:00 p.m.

AGENDA

- 1. Opening Business**
 - 1.1. Opening Prayer & Condolences - Board Chaplain Fr. Butler Pages 3-5
 - 1.1.1. Mass cards and condolences on behalf of the HPCDSB for November and December were sent to the family of William (Bill) Douglas, father of Katie Simons, Teacher at Holy Name of Mary, St. Marys on his passing, the Congregation of the Sisters of St. Joseph in Canada on the passing of Sister Mary Regier, teacher and school volunteer at Our Lady of Mount Carmel; to the family of Gerry Smith, father-in-law of Michael Garland, Educational Assistant at St. Michael CSS in Stratford on his passing; to the family of Fr. Patrick Fitzpatrick CSSp., Ontario Catholic School Trustees' Association Chaplain, on his passing.
 - 1.2. Attendance
 - 1.3. Approval of the Regular Board Meeting Agenda of December 11, 2023 Pages 1-2
 - 1.4. Declaration of Interest
 - 1.5. Approval of the Regular Board Meeting Minutes of October 23, 2023, the Special Board Meeting of October 23, 2023 and the Annual Board Meeting of November 20, 2023 Pages 6-18
 - 1.6. Business Arising from the Minutes of the Regular Board Meeting of October 23, 2023, the Special Board Meeting of October 23, 2023 and the Annual Board Meeting of November 20, 2023
 - 1.6.1. Approval of the Director's Annual Report
- 2. Presentations**
 - 2.1. Board Christmas Card Student Artist Contest Pages 19-20
 - 2.2. Long-Term Accommodation Plan - Watson and Associates Economists Ltd. Pages 21-36
- 3. Delegations**
- 4. Consent Agenda**
 - 4.1. November and December Board Highlights Pages 37-50
 - 4.2. Approved Special Education Advisory Committee (SEAC) Meeting Minutes of October 16, 2023 and November 13, 2023 Pages 51-56
 - 4.3. Approved Catholic Parent Involvement Committee (CPIC) Meeting Minutes of June 6, 2023 Pages 57-59
 - 4.4. Approved Equity, Diversity Inclusion, and Anti-Racism (EDIAR) Committee Meeting Minutes of March 23, 2023 and June 15, 2023 Pages 60-67
 - 4.5. Approved Catholic Education Team (CET) Meeting Minutes of June 14, 2023 Pages 68-72
 - 4.6. Approved Audit Committee Meeting Minutes of September 11, 2023 Pages 73-77
 - 4.7. Approved Huron Perth Student Transportation Services Steering Committee Meeting Minutes of May 30, 2023 Pages 78-79

5. Committee and Staff Reports

5.1. Policy

- 5.1.1. Board Policies for review: Pages 82-85
- Student Trustees

- 5.1.2. Board Policies recommended for approval/rescinding:
- By-Laws of the Board Pages 86-99
 - Artificial Intelligence Pages 100-104
 - Advertising in Schools Pages 105-106

5.2. Student Achievement and Catholicity

- 5.2.1. Equity, Diversity, Inclusion, and Anti-Racism Committee Report Pages 107-111
- 5.2.2. Catholic Student Leadership Report Pages 112-113
- 5.2.3. Indigenous Education Update Pages 114-117
- 5.2.4. Student Trustees' Report Pages 118-120

5.3. Corporate Services and Operations

- 5.3.1. 2023 Annual Lead Sampling Report Pages 121-122
- 5.3.2. Huron-Perth Catholic District School Board Consolidated Financial Statements for the Year Ended August 31, 2023 Pages 123-157
- 5.3.3. Audit Committee November 2023 Regular Meeting Report Pages 158-186
- 5.3.4. Non-Resident and International Student Tuition Fees Pages 187-188

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, January 15, 2024, 4:00 p.m.
- Regular Board Meeting - Monday, January 22, 2024, 3:00 p.m.
- Catholic Parent Involvement Committee (CPIC) Meeting - Tuesday, February 20, 2024, 6:00 p.m.

13. Closing Prayer - Board Chaplain Fr. Butler

14. Adjournment



HURON-PERTH CATHOLIC

District School Board

**December Board Meeting
Monday, December 11, 2023**

**Opening Prayer
As People of Hope**

Board Chaplain, Father Butler: Intentions and Reflection

Father Butler will lead us in the opening prayer and special intentions, reflections and condolences.

OPENING PRAYER - Father Butler

Loving God,

We enter this Advent season with hearts full of hope.

In this time of preparation and planning, we thank you for the hope, peace, joy and love you unfailingly offer us.

Let our lives be inspired by the power of hope as we welcome Jesus into our hearts once again.

Prepare our hearts to be transformed by your joy, that we may walk in the peace and light of Christ as people of hope.

Amen.

LITANY OF HOPE - Chair Van Loon & All

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

As people of hope, may we...

All: Inspire our youth to look ahead and grow with optimism.

As people of hope, may we...

All: Fuel our own positive outlooks for our future endeavours.

As people of hope, may we...

All: Feed our souls with the promise of everlasting life.

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

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

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

May our hope...

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

GOSPEL - Vice-Chair McDade

A reading from the holy Gospel according to Mark.

Jesus said to his disciples, "Beware, keep alert; for you do not know when the time will come. It is like a man going on a journey: when he leaves home and puts his slaves in charge, each with a particular task, and commands the doorkeeper to be on the watch. Therefore, keep awake – for you do not know when the master of the house will come, in the evening, or at midnight, or at cockcrow, or at dawn, or else, he might find you asleep when he comes suddenly. And what I say to you, I say to all: Keep awake!"

The Gospel of the Lord.

R. Praise to you, Lord Jesus Christ.

INTENTIONS: Student Trustee Kiersten Ryan

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

For the Church throughout the world, awaiting the coming of Christ in glory. We pray to the Lord.
R. Come, Lord Jesus.

That leaders of government may find instruction in the Word of the Lord and work tirelessly for that justice which is the foundation of peace. We pray to the Lord.

R. Come, Lord Jesus.

For those who inhabit spaces of poverty, depression, or loss in the midst of Christmas joy, that they are given gifts of comfort and hope to ease their darkness. We pray to the Lord.

R. Come, Lord Jesus.

That we may welcome Christ into our hearts and embody Christ in our actions and in our words. We pray to the Lord.

R. Come, Lord Jesus.

For the consolation and healing of all persons who bear with ill health, that they and their loved ones trust our God for whom all things are possible and for those who have died recently, that they be crowned with everlasting joy. We pray to the Lord.

R. Come, Lord Jesus.

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

R. Come, Lord Jesus.

CLOSING PRAYER - Fr. Butler

Loving God, Grant us strength to be people of hope.

May we continue to be strengthened by the light of hope that shines from our advent candle.

God of hope, who brought love, peace, and joy into this world, always be the center and the focus of our lives.

God of hope, we seek you. May your hope fill our hearts and grace our lives so that we might reflect your hope for all the world.

Amen.

Fr. David: St. André Bessette.

All: Pray for us.

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

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

MINUTES

(In person)

Present:

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

Student Trustees: Mya Moore, St. Michael CSS, Stratford; Kiersten Ryan - St. Anne's CSS, Clinton

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

Absent:

Board Chaplain: Fr. David Butler

1. Opening Business

1.1. Opening Prayer & Condolences - Board of Trustees

1.2. Attendance - Noted above

1.3. Approval of Regular Board Meeting Agenda

Moved by: Sue Muller

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board approves the agenda of the Regular Board Meeting of October 23, 2023.

Carried

1.4. Declaration of Interest

None.

1.5. Approval of Regular Board Meeting Minutes

Moved by: Jim McDade

Seconded by: Amy Cronin

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

Carried

1.6. Business Arising from the Minutes

2. Presentations

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

Superintendent Tigani provided a background summary of the two student recipients.

2.2. Awe and Wonder Science Curriculum Resource

3. Delegations

4. Consent Agenda

4.1. October Board Highlights

Trustees inquired about the monthly Trustees' Report To The Community and suggested the newsletter could be additionally shared with families via School Messenger. Trustees also inquired about the number of Board employees and students participating in the WFMP, the Board's partnership with Facile Perth, the funding and possible expansion of coding and robotics workshop opportunities for schools, English Language Learners (ELL) programs and literacy programming and interventions.

4.2. Approved Special Education Advisory Committee (SEAC) Meeting Minutes of September 18, 2023

Moved by: Tina Doherty

Seconded by: Jim McDade

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

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

AND

THAT the Huron-Perth Catholic District School Board receives the approved Special Education Advisory Committee (SEAC) Meeting Minutes of September 18, 2023.

Carried

5. Committee and Staff Reports

5.1. Policy

5.1.1. Board Policies for Review:

- **3E:3 Advertising in Schools**
- **Artificial Intelligence**

Trustees inquired about whether teachers are using AI software themselves as well as using AI software to determine if students have used artificial intelligence for projects or reports. Director Roehrig shared there is currently a hold on the use of generative AI at the school-level.

Moved by: Amy Cronin

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board receives the following policies: 3E:3 Advertising in Schools and Artificial Intelligence for information.

Carried

5.1.2. Board Policies Recommended for Approval/Rescinding:

- **1:1 By-Laws of the Board**

Trustees inquired about the discrepancy between the number of days that the public receives an agenda and the timelines for submitting requests to make a presentation to the Board as a delegate. Director Roehrig recommended that the Board of Trustees could use tools already available in the By-Laws to defer matters so that they could receive delegations if they saw fit.

Trustees inquired about the avenues for employees and students to inquire about policy of the Board. Trustees asked that staff bring back changes to the proposed By-Laws:

1. Restrictions for employees to make delegations to the Board;
2. Clarify limitations on multiple requests to make a delegation;
3. Include provisions for delegates to be Catholic school supporters or students and;
4. To cap the delegation presentations to 10 minutes.

Moved by: Amy Cronin

Seconded by: Jim McDade

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

Amended Motion

Moved by: Jim McDade

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board refers the policy 1:1 By-Laws of the Board to the next Regular Board Meeting with recommended changes.

Carried

- **Infectious Disease Reporting**

Trustees inquired about the timing of the reporting and notice to employees.

Moved by: Jim McDade

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board approves the following policy: Infectious Disease Reporting.

Amended Motion

Moved by: Tina Doherty

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board approves the following policy: Infectious Disease Reporting and to include the following:

1. Within 24 hours of being informed, the school should post on all entrances to the school a sign that indicates Fifth disease infection is present within the school.
2. The Principal of the school should send out an email to all staff indicating the presence of Fifth Disease.

Carried

- **3B:5 Information and Communications Technology**
- **3B:8 Electronic Social Media (rescind)**

Trustees inquired about sections 2.5 Electronic Communications and 2.6 Personal Devices and Bring Your Own Devices (BYOD) in policy 3B:5 Information and Communications Technology, which references the use of communication in accordance with the Catechism of the Catholic Church and

discussed the meaning of this statement. Trustees inquired about the inclusion of language to protect students on OHRC grounds.

Moved by: Tina Doherty

Seconded: Jim McDade

THAT the Huron-Perth Catholic District School Board includes language on pages 3 and 8 that includes provisions to prohibit communication that discriminates according to sexual orientation and/or gender expression within policy 3B:5 Information and Communications Technology.

Carried

Moved by: Amy Cronin

Seconded by: Jim McDade

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

AND

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

Amended Motion

Moved by: Tina Doherty

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board approves the following policy: 3B:5 Information and Communications Technology with the removal of reference to the Catechism of the Catholic Church and substitute with referencing Catholic values and Catholic teachings.

AND

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

Amended Motion

Moved by: Jim McDade

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board approves the following policy: 3B:5 Information and Communications Technology with the following change: (s. 2.5.2) Communicate in accordance with the Catechism of the Catholic Church and Catholic Social Teaching.

AND

Moved by: Tina Doherty

Seconded by: Jim McDade

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

Carried

- **3E:21 Purchasing**

Trustees inquired about 3.3. Consulting Services within the 3E:21 Purchasing Appendix A, regarding the non-competitive procurement method with the suggestion that the Director of Education inform the Board of Trustees when the amount exceeds the limit in Section 2.4. Purchasing Limits and Approval Authority.

Moved by: Jim McDade

Seconded by: Sue Muller

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

Amended Motion

Moved by: Tina Doherty
Seconded by: Jim McDade
THAT the Huron-Perth Catholic District School Board approves the following policy: 3E:21 Purchasing with adding the provision that the Board of Trustees are informed by the Director of Education when they procure non-competitive consulting services (Section 3.3) over \$100 000 up to \$1 000 000.
Carried

5.2. Student Achievement and Catholicity

5.2.1. Math Action Plan

Superintendent Tigani provided an overview of the Math Action Plan. Trustees inquired about the priority school and how the effectiveness will be measured to understand the practices. Superintendent Tigani shared the Board has been meeting with the Ministry and following guidance on using both quantitative and qualitative data.

Moved by: Sue Muller
Seconded by: Tina Doherty
THAT the Huron-Perth Catholic District School Board endorses the Math Action Plan.
Carried

5.2.2. EQAO Results

Superintendent Tigani provided an overview of the EQAO results. The Board has achieved in the top 20% across the province. There are areas in particular that will be of focus in order to meet the target goal in the upcoming year.

Moved by: Tina Doherty
Seconded by: Amy Cronin
THAT the Huron-Perth Catholic District School Board receives the EQAO Results report for information.
Carried

5.2.3. Strategic Plan 2024-2027 - Milestones

Director Roehrig shared an overview of the Strategic Plan 2024-2027 - Milestones for the three-year strategic plan. The multi-year spiritual theme discernment will begin next month, following Board approval. The Ministry has provided three key areas that will need to be incorporated into the plan. Trustees inquired about where the Board will set its targets.

Moved by: Tina Doherty
Seconded by: Sue Muller
THAT the Huron-Perth Catholic District School Board approves the projected Strategic Plan 2024-27 - Milestones.
Carried

5.2.4. Student Trustees' Report

Student Trustees summarized the activities in their respective schools.

Moved by: Amy Cronin
Seconded by: Tina Doherty

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

Carried

6:33 p.m. Student Trustees left the Board Meeting.

5.3. Corporate Services and Operations

5.3.1. 2023-24 Enrolment Update October 2023

Superintendent Ducharme provided an overview of the 2023-24 Enrolment Update for October. Trustees inquired about large decreases in enrolment and how the Board reviews these changes. Superintendent Ducharme will provide trustees with decreased FTE by grade after following up with the specific schools. Director Roehrig shared that time and effort have gone into the registration process, especially at the secondary level regarding registrations of Grade 9s and returning fifth-year students. Trustees inquired about the current policy on non-Catholic student admissions.

Moved by: Tina Doherty

Seconded by: Sue Muller

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

Carried

5.3.2. Honoraria for Board Members November 15, 2023 to November 14, 2024

Superintendent Ducharme provided an overview of the Honoraria for Board Members report.

Moved by: Sue Muller

Seconded by: Amy Cronin

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

AND

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

Carried

6. Information and Correspondence

6.1. Fifth Disease Policy

7. Notices of Motion

8. Notices of Motion Being Considered for Adoption

9. Trustee Inquiries

9.1. Students with Special Education Needs Participating in Extracurriculars

Trustees inquired about students with special education needs who opt to participate in extracurricular activities with EA support required, and whether there is a procedure in place

for funding this need. Superintendent Boreham shared there is no procedure, but costs are funded through the school budget or the Special Education budget.

9.2. Changes to Classroom Sizes

Trustees inquired about the timing of reorganization and classroom size changes. Director Roehrig shared that the goal is to complete reorganization, if required, by the end of September.

9.3. Public Usage of Schools /CUOS

Trustees inquired about the Community Use policy and suggested there is a place on the Board website that provides a Board employee contact in regards to booking inquiries. Superintendent Ducharme shares that the Board policy sets out the guidance on community groups and usage of our schools and there is an online booking system that is used to book space.

9.4. SEAC Meeting Presentation on Speech Development in Children

Trustees shared a recent presentation regarding the negative impacts of educators wearing masks while teaching and the impediment it has on the development of speech in children. Director Roehrig shared that infection prevention and control guidelines come from Huron-Perth Public Health.

9.5. Trustee Christmas Dinner - Date/Time/Location

Trustees will complete a Doodle poll to determine a location, date and time.

9.6. Outreach Service Project

Trustees are to let Chair Van Loon if they are able to attend an Outreach Service Project on the evening of Friday, December 15 in Mitchell.

9.7. Human Trafficking Presentation

Trustees inquired about organizing a presentation from the Huron OPP on human trafficking.

9.8. Osgoode Reflection Questions Team Meeting

Trustees will meet prior to the next Board Meeting to review and complete the Osgoode PD reflection questions.

10. In-Camera Session of the Regular Board Meeting

Moved by: Amy Cronin

Seconded by: Tina Doherty

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

Carried

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

Moved by: Amy Cronin

Seconded by: Sue Muller

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:

- Helen Van Osch, Office Assistant at St. Mary's School, Goderich, effective October 31, 2023
- John Wilson, Custodian at St. Joseph's School, Clinton, effective October 31, 2023

12. Future Meetings and Events

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

13. Closing Prayer - Board of Trustees

14. Adjournment

Moved by: Amy Cronin

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board adjourns the Regular Board Meeting of October 23, 2023.

Carried

**Special Board Meeting
October 23, 2023**

MINUTES

(In person)

Present:

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

Senior Administration: Director of Education Chris N. Roehrig; Executive Manager of Employee Relations, Angela Hodgson

1. Opening Business

1.1. Opening Prayer - Board of Trustees

1.2. Attendance - Noted Above

1.3. Approval of the Special Board Meeting Agenda

Moved by: Amy Cronin

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board approves the agenda of the October 23, 2023 Special Board Meeting.

Carried

1.4. Declaration of Interest

2. Committee and Staff Reports

3. In-Camera Session of the Special Board Meeting

Moved by: Tina Doherty

Seconded by: Amy Cronin

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

Carried

Moved by: Jim McDade

Seconded by: Tina Doherty

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

Carried

4. **Rise and Report on the In-Camera Session of the Special Board Meeting and Approval of the Business of the In-Camera Session**
5. **Closing Prayer** - Trustees
6. **Adjournment**

Moved by: Sue Muller

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board adjourns the October 23, 2023 Special Board Meeting.

Carried

**Annual Board Meeting
November 20, 2023 – 3:00 p.m.**

MINUTES

(In person)

Present:

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

Student Trustees: Keirsten Ryan, St. Anne's CSS, Clinton

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

Absent:

Chaplain: Father David Butler

Trustee: Amy Cronin

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

1. Opening Business

1.1. O Canada sung by St. Patrick's School, Dublin Kindergarten students and Prayer Service by the Board Chaplain, Board of Trustees and Student Trustees

1.2. Attendance and Welcome - Noted above

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

1.3. Approval of the Annual Board Meeting Agenda of November 20, 2023

Moved by: Mary Helen Van Loon

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board approves the agenda of the November 20, 2023, 2023 Annual Board Meeting.

Carried

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

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

2. Appointment of Scrutineer

Director Roehrig appointed Superintendent Ducharme to be the scrutineer.

3. Election of Officers

3.1. Nomination and Election of Chair

Moved by: Jim McDade

Seconded by: Tina Doherty

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

Carried

Mary Helen Van Loon was acclaimed Chair of the Board.

3.2. Nomination and Election of Vice-Chair

Moved by: Tina Doherty

Seconded by: Sue Muller

THAT Jim McDade be nominated to the position of Vice-Chair of the Board.

Carried

Jim McDade was acclaimed Vice-Chair of the Board.

4. Committee Appointments

4.1. Catholic Education Team (1)

Equity, Diversity, Inclusion and Anti-Racism Committee (1)

Special Education Advisory Committee (1)

Catholic Parent Involvement Committee (1)

Supervised Alternative Learning Committee (1)

Student Discipline Committee (Expulsion/Suspension Appeals) (3)

Audit Committee (2)

Transportation Committee (2)

Moved by: Sue Muller

Seconded by: Jim McDade

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

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

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

Sue Muller be appointed as a member of the Special Education Advisory Committee.

Mary Helen Van Loon be appointed as a member of the Catholic Parent Involvement Committee.

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

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

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

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

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

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

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

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

Carried

5. Borrowing By-Law 1-2024

Moved by: Tina Doherty

Seconded by: Sue Muller

THAT the Chair or Vice-Chair and one of the Director of Education or the Superintendent of Business and Treasurer are authorized on behalf of the Board to borrow from time to time from the Canadian Imperial Bank of Commerce ("CIBC") a sum or sums not exceeding in the aggregate Three Million Dollars (\$3,000,000) to meet the current expenditures of the Board until the current revenue has been received, for the year (including the amounts required for the purposes mentioned in subsection 243 (1) and 243 (2) of the Act plus interest at a rate to be agreed upon from time to time with CIBC.

6. Appointment of Board Auditor

Moved by: Tina Doherty

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board appoints BDO Canada LLP as the Board's external auditor for 2023/2024.

Carried

7. Appointment of Board Solicitor

Moved by: Jim McDade

Seconded by: Tina Doherty

THAT Donnelly & Murphy Lawyers (Professional Corporation) be appointed as Board Solicitors, effective January 1, 2024 until December 31, 2024.

Carried

8. Director's Annual Report 2022-2023

Director Roehrig gave a brief overview of the Director's Annual Report for 2022-2023.

Moved by:

Seconded by:

THAT the Huron-Perth Catholic District School Board receives the Director's Annual Report 2022-2023 for the information.

9. Annual Address by the Chair of the Board

Mary Helen Van Loon thanked the Board of Trustees for her nomination and opportunity to serve as the Chair of the Board for another year. Chair Van Loon shared she is humbled to be in the role as Chair with the Board of Trustees alongside the wisdom, experience and dedication from all of the staff of Huron-Perth Catholic District School Board. Trustees thanks Chair Van Loon for her leadership and dedication to the Board in the past year.

10. Closing Prayer - Board of Trustees

11. Adjournment

Moved by: Tina Doherty

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board adjourns the November 20, 2023 Annual Board Meeting.

Carried

Prepared by: Chris N. Roehrig, Director of Education and Secretary
Presented to: The Huron-Perth Catholic District School Board
Date: December 11, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

BOARD CHRISTMAS CARD STUDENT ARTIST CONTEST

Public Session



BACKGROUND

Every year during the lead-up to Christmas, the Board organizes a Christmas Card Student Artist Contest. Students from across the district submit their Christmas-themed artwork. The submissions are to follow the Christmas theme with drawings of the Nativity scene, the angel Gabriel, the three wise men, and images of hope, peace, joy and love.

DEVELOPMENTS

The submissions for the contest, which took place in November 2023 were outstanding, with many beautiful and creative drawings which reflected the spirit, miracle and heart of Christmas and the celebration of the Nativity of Christ.

Thank you to our educators and support staff for your role in supporting your student's artistic development and for encouraging them to share their art. With many student submissions, the final choices were very difficult to make.

Congratulations go out to the "2023 Christmas Card Student Artist Contest Winner" Adriana D., Grade 8, from St. James Catholic School, Seaforth! Adriana's family, teacher and principal will be invited to join the December Board Meeting to be formally recognized by the Board of Trustees. Adriana's artwork (see image above) will be highlighted on the front cover of our 2023 Huron-Perth Catholic District School Board Christmas Card.

Listed below are the students who were chosen as Honourable Mentions. Certificates of recognition are sent to each student in December.

- Amelia M., Grade 3, St. Columban Catholic School, St. Columban
- Isabel D., Grade 11, St. Michael CSS, Stratford
- Ruby H., Grade 11, St. Michael CSS, Stratford
- Nicola E., Grade 5, Sacred Heart Catholic School, Wingham

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Board Christmas Card Student Artist Contest Report for information.
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The Long Term Accommodation Plan

Huron Perth Catholic District School Board
December 11, 2023



Huron Perth Catholic District School Board

2023 / 2024
LONG TERM
ACCOMMODATION
PLAN

PREPARED BY:



IN COLLABORATION WITH:



Watson & Associates Economists Ltd. is pleased to present the Huron Perth Catholic District School Board with the 2023/2024 Long Term Accommodation Plan.

Prepared collaboratively and with the assistance and guidance of school board administration, the 2023/2024 Long Term Accommodation Plan provides a roadmap for student accommodation and capital planning initiatives across the district over the short, medium and longer-term planning horizons.

The Long Term Accommodation Plan



School board accommodation planning supports and guides decision-making relating to:

- Providing student accommodation;
- Planning for long-term growth needs and capital investments;
- Assessing program delivery models and locations;
- Optimizing the use of existing school facilities; and,
- Supporting student achievement in alignment with the Board's vision and priorities.

The 2023/2024 Long Term Accommodation Plan is a resource document intended to guide responsive and strategic student accommodation and capital planning across the Huron Perth Catholic District School Board.



The Long Term Accommodation Plan



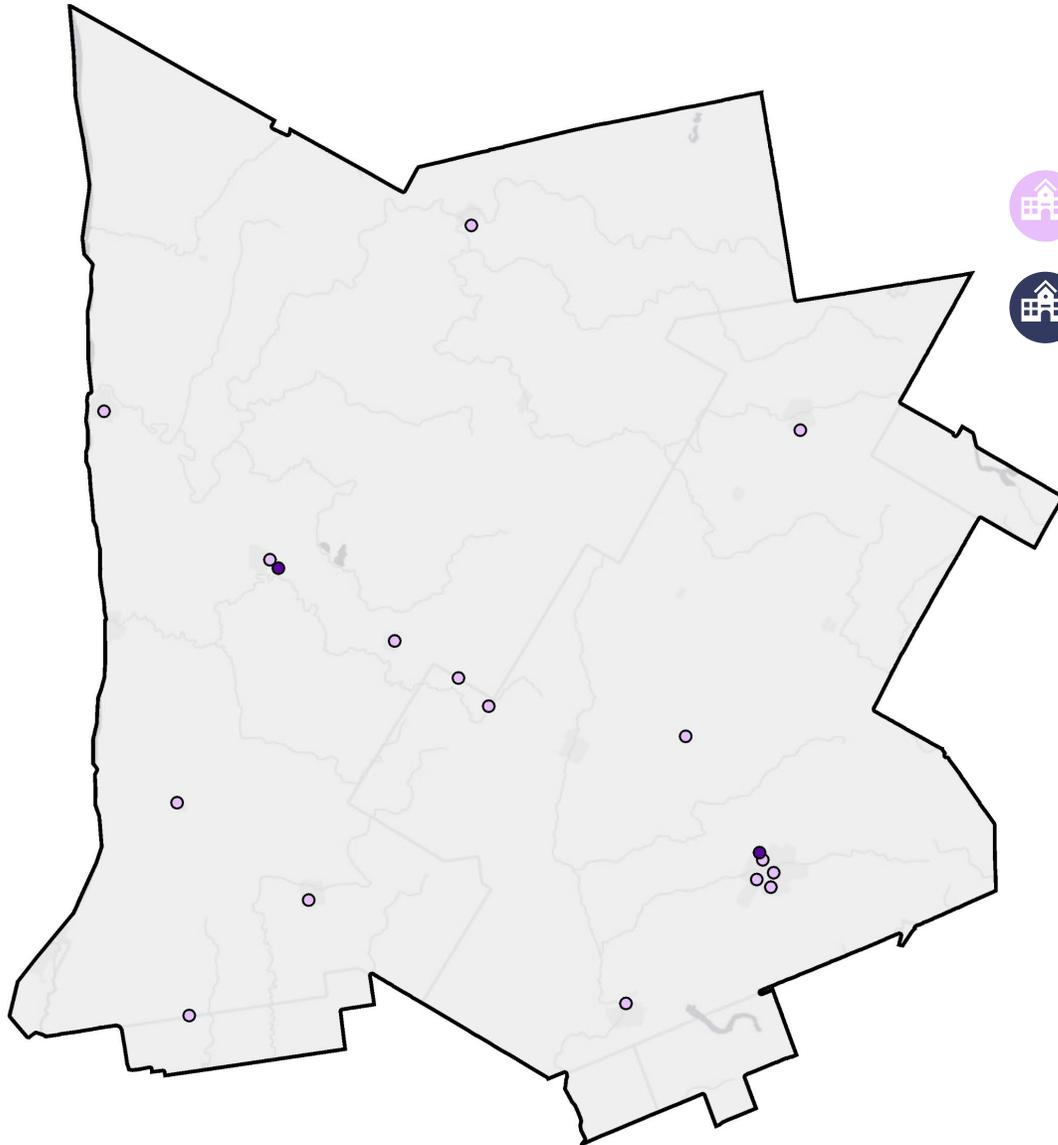
Period of Significant Change Resulting in External Factors



Positioning School Boards to Respond



The Long Term Accommodation Plan



 **16 Catholic Elementary Schools**

 **2 Catholic Secondary Schools**

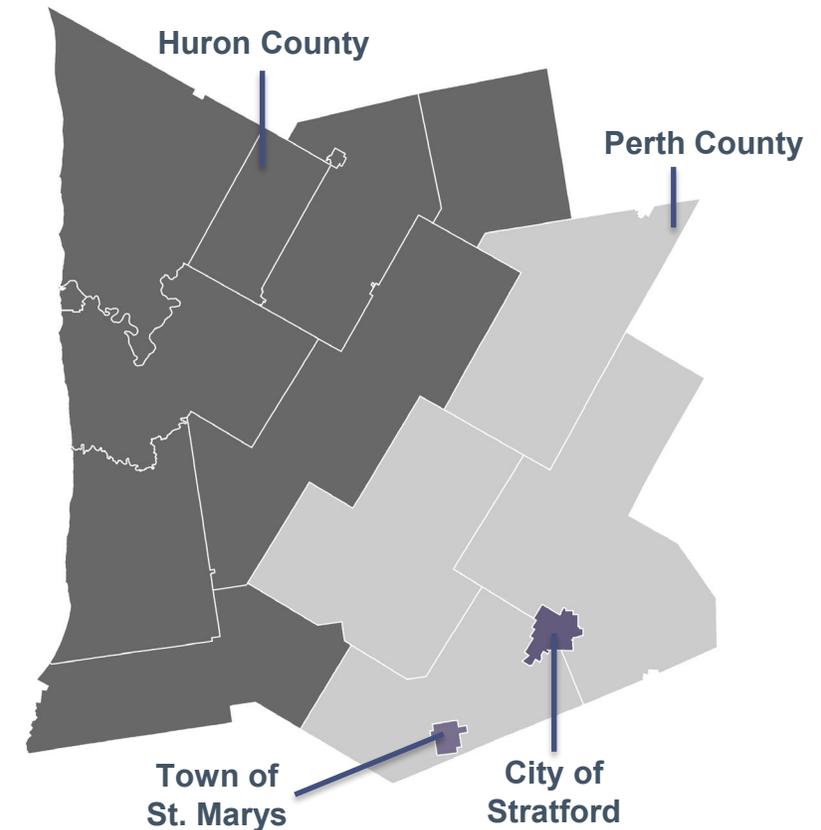
Area of 5,500 sq. km

17 Municipal Partners

2 Upper Tier Municipalities

2 Single Tier Municipalities

13 Lower Tier Municipalities



The Long Term Accommodation Plan



The Accommodation Planning Toolbox

Tools				
	Build & Develop	Study	Monitor	Partner
Actions	<ul style="list-style-type: none"> New Schools Additions to Existing School Facilities Temporary Facilities <i>Consolidation of School Facilities</i> 	<ul style="list-style-type: none"> School Boundary Reviews <i>Pupil Accommodation Reviews</i> Program Delivery Reviews Grade Structure Reviews School Site Reviews 	<ul style="list-style-type: none"> Long Term Needs Changing Demographics Growth and Development 	<ul style="list-style-type: none"> Childcare Spaces Joint Use Facilities Co-build Opportunities

Note: Limitations on the use of School Consolidations & Pupil Accommodation Reviews tools remain in effect. School facility consolidations or pupil accommodation reviews may be part of a longer-term strategic approach.

The Long Term Accommodation Plan



Student accommodation planning is facilitated through evaluation, analysis, and collaboration. The objective of student accommodation planning is to develop and implement responsive measures and strategic action plans.

The Long Term Accommodation Plan culminates the findings of evaluation, analysis and collaboration and provides recommendations for initiatives and next steps.

Evaluation



Current State

Future State and Projection
Scenarios

Priorities and Initiatives

Opportunities and
Limitations

Multi-Year Strategic Plans

Analysis



Enrolment and Facility Utilization

Population and Demographics
Community Composition and
Change

Land Use Strategies, Active
Development, and Growth
Forecasts

Collaboration



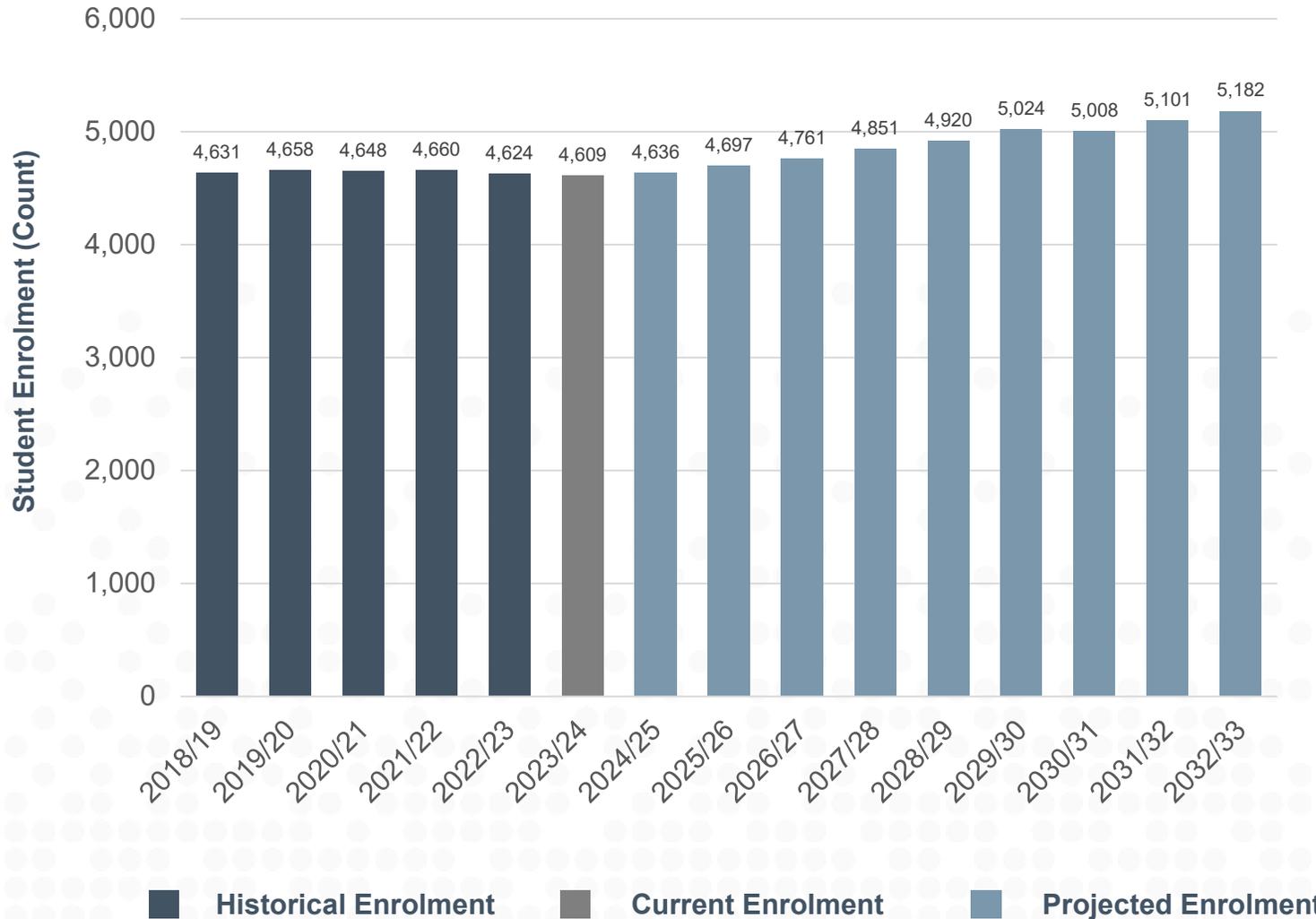
Cross Departmental

Municipal and
Community Partners
School Communities

Neighbourhood
Communities

The Long Term Accommodation Plan

Student Enrolment



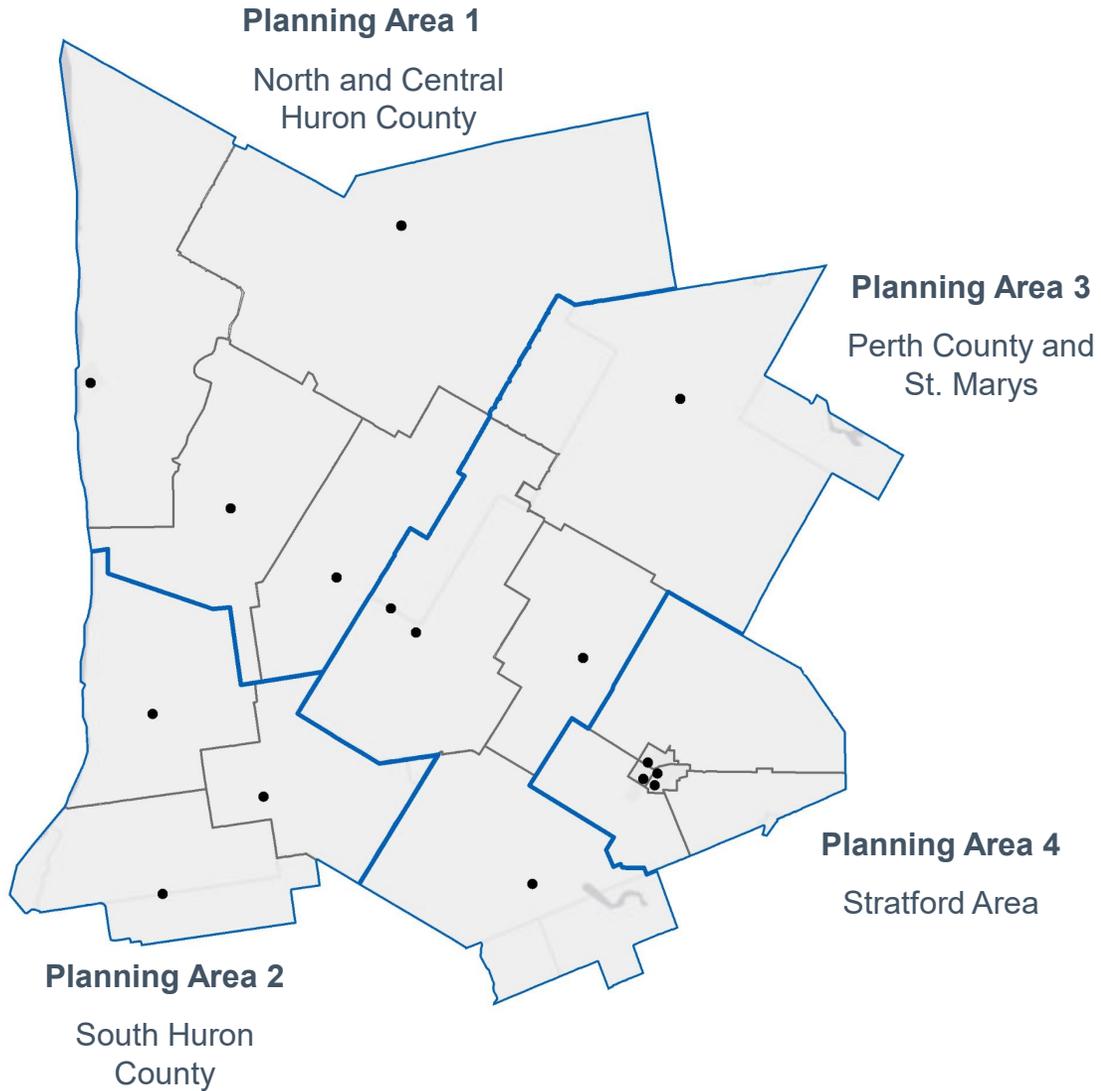
- Over the next 10 years, Board-wide elementary enrolment is projected to increase by 17% and secondary enrolment projected to increase by 11%.
- COVID-19 and the global pandemic briefly impacted student enrolment across HPCDSB's geography; however, enrolment across both elementary and secondary panels has returned and will continue to exceed pre-pandemic enrolment totals.
- From 2015 to 2020, in-migration and out-migration across the district resulted in a net population increase of approximately 5,000 people.

The Long Term Accommodation Plan

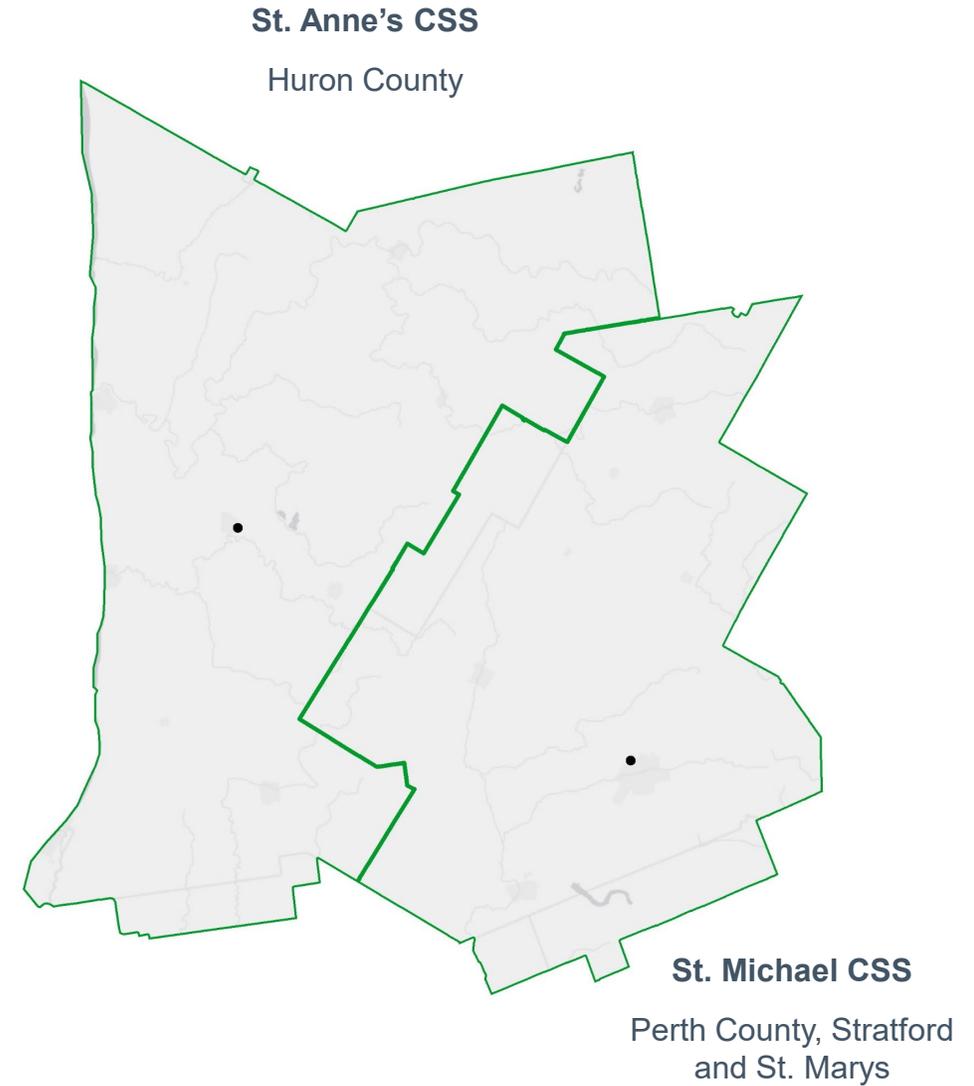
LTAP Planning Areas



ELEMENTARY PANEL



SECONDARY PANEL



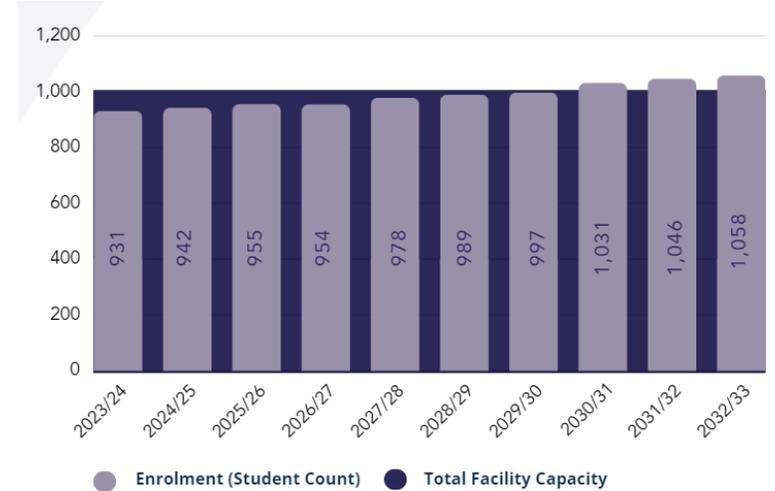
The Long Term Accommodation Plan

Planning Area 1 – North and Central Huron County



Short and Medium Term Recommendations

- Initiate a board-wide elementary French Immersion program delivery audit and French Immersion Boundary Review.
- Initiate an Elementary Boundary Review across all schools within the Planning Area.



School	Facility Capacity	2022/23	2023/24	2023/24 Utilization	Year 5 2027/28	2027/28 Utilization	Year 10 2032/33	2032/33 Utilization
Sacred Heart CES	249	186	190	76%	218	88%	231	93%
St. James CES	225	184	185	82%	207	92%	230	102%
St. Joseph's CES (Clinton)	225	215	225	100%	227	101%	242	108%
St. Mary's CES (Goderich)	343	328	331	97%	326	95%	356	104%
Total Elementary	1,042 Pupil Places	913 Students	931 Students	89%	978 Students	94%	1,058 Students	102%

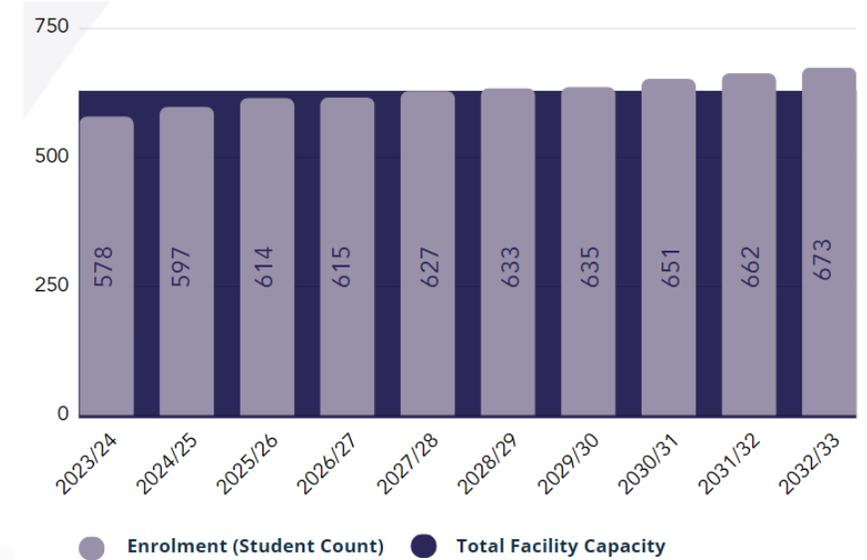
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Planning Area 2 – South Huron County



Short and Medium Term Recommendations

- Initiate a board-wide elementary French Immersion program delivery audit and French Immersion Boundary Review.
- Initiate an Elementary Boundary Review across all schools within the Planning Area.



School	Facility Capacity	2022/23	2023/24	2023/24 Utilization	Year 5 2027/28	2027/28 Utilization	Year 10 2032/33	2032/33 Utilization
Our Lady of Mount Carmel CES	176	131	130	74%	127	72%	123	70%
Precious Blood CES	248	221	224	90%	250	101%	263	106%
St. Boniface CES	202	218	224	111%	250	124%	288	143%
Total Elementary	626 Pupil Places	570 Students	578 Students	92% Utilization	627 Students	100% Utilization	674 Students	108% Utilization

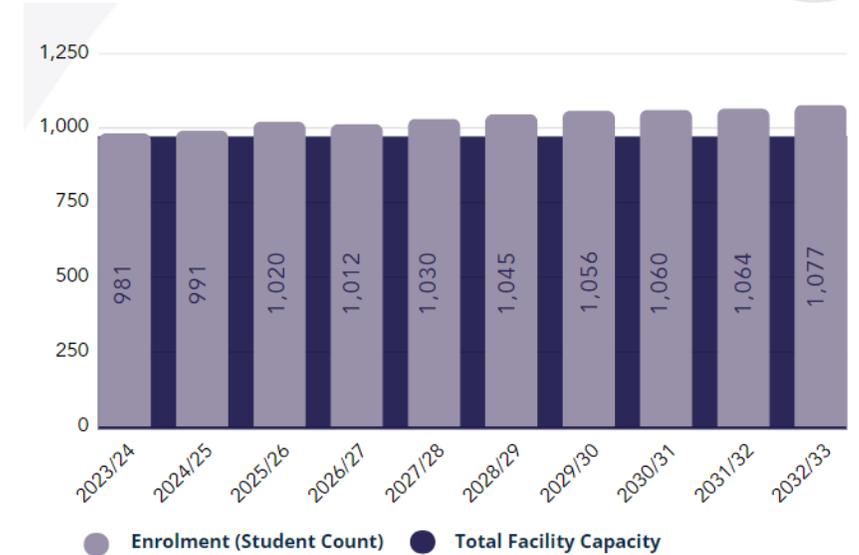
The Long Term Accommodation Plan

Planning Area 3 – Perth County and St. Marys



Short and Medium Term Recommendations

- Pursue funding to facilitate expansion of an existing elementary school facility.
- Initiate a board-wide elementary French Immersion program delivery audit and French Immersion Boundary Review.
- Initiate an Elementary Boundary Review across all schools within the Planning Area.



School	Facility Capacity	2022/23	2023/24	2023/24 Utilization	Year 5 2027/28	2027/28 Utilization	Year 10 2032/33	2032/33 Utilization
Holy Name of Mary CES	260	206	212	82%	218	84%	221	85%
St. Columban CES	161	161	174	108%	170	106%	166	103%
St. Mary's CES (Listowel)	274	340	362	132%	413	151%	459	168%
St. Patrick's CES (Kinkora)	153	120	126	82%	120	78%	120	78%
St. Patrick's CES (Dublin)	130	108	107	82%	108	83%	111	85%
Total Elementary	978 Pupil Places	935 Students	981 Students	100% Utilization	1029 Students	105% Utilization	1077 Students	110% Utilization

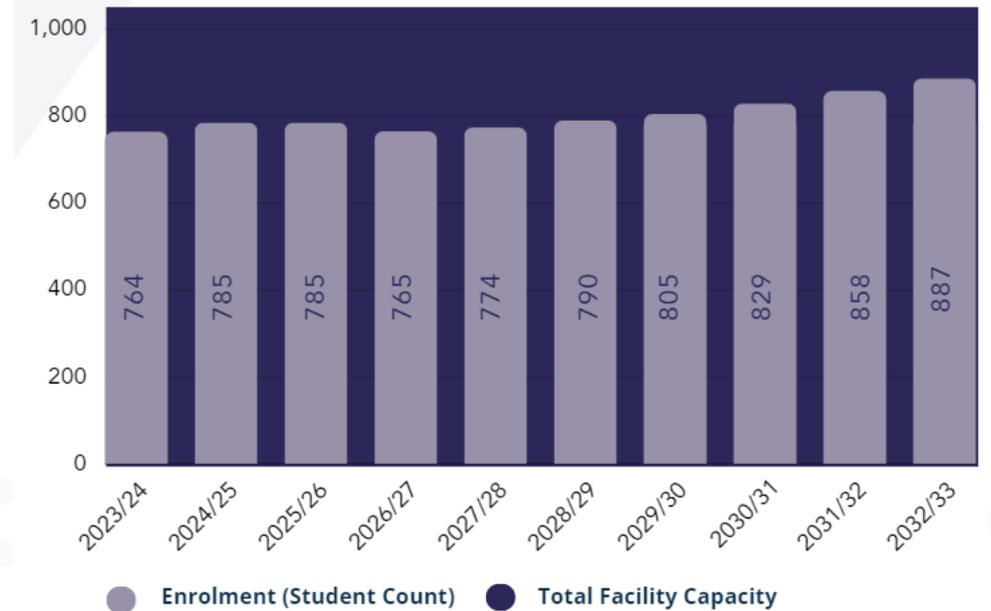
The Long Term Accommodation Plan

Planning Area 4 – Stratford Area



Short and Medium Term Recommendations

- Initiate a board-wide elementary French Immersion program delivery audit and French Immersion Boundary Review.
- Explore local opportunities for partnership, collaboration, and cooperation.
- Initiate an Elementary Boundary Review across all schools within the Planning Area.



School	Facility Capacity	2022/23	2023/24	2023/24 Utilization	Year 5 2027/28	2027/28 Utilization	Year 10 2032/33	2032/33 Utilization
Jeanne Sauvé CES	366	262	250	68%	237	65%	254	69%
St. Aloysius CES	225	224	228	101%	245	109%	298	132%
St. Ambrose CES	307	167	159	52%	151	49%	152	50%
St. Joseph's CES (Stratford)	176	149	127	72%	140	80%	183	104%
Total Elementary	1074	802	764	71%	773	72%	887	83%

The Long Term Accommodation Plan

Secondary Panel



Short and Medium Term Recommendations

- Initiate a board-wide Grade Structure Review with a focus on the viability and benefits of introducing a Grade 7 to Grade 12 model.
- Pursue funding to facilitate expansion of an existing secondary school facility.



School	Facility Capacity	2022/23	2023/24	2023/24 Utilization	Year 5 2027/28	2027/28 Utilization	Year 10 2032/33	2032/33 Utilization
St. Anne's CSS	588	585	551	94%	629	107%	661	112%
St. Michael CSS	999	819	804	80%	814	81%	825	83%
Total Secondary	1587 Pupil Places	1404 Students	1355 Students	85% Utilization	1443 Students	91% Utilization	1486 Students	94% Utilization

The Long Term Accommodation Plan



Next Steps

- The HPCDSB should prioritize recommendations and initiate advancement of detailed work plans, consultation, or further review as required. Additional steps are required to operationalize any recommendation. These steps range from administrative processes to consultation and decision by the Board of Trustees.
- The HPCDSB also should continue to monitor all schools and undertake regular reviews to proactively consider and adjust for changes and impacts from external factors.

COMMUNICATION

The HPCDSB commits to communicating with school and neighbourhood communities regarding student accommodation planning matters.

CONSULTATION

The HPCDSB commits to consulting with school and neighbourhood communities prior to proceeding with decision-making processes regarding student accommodation and capital planning.

REFLECTION

The HPCDSB commits to internal and external reflection in advance and as part of any decision-making process relating to the provision of student accommodation.



QUESTIONS





REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Karen Tigani and Tara Boreham, Superintendents of Education

Presented to: The Huron-Perth Catholic District School Board

Date: Monday, December 11, 2023

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

BOARD HIGHLIGHTS FOR NOVEMBER AND DECEMBER

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 us and lovingly supports us as we cycle through states of encounter, accompaniment and transformation. As we begin the Season of Advent, we go forward with hearts full of joy, 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

Remembrance Day Assemblies

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

Faith PD Day - November 17

Schools across our system gathered for a day focused on the “Go Forth” sub-theme of our Board’s spiritual theme. Schools engaged in a variety of activities including the celebration of Mass or a prayer liturgy; learning more about the great needs in our communities and ways that the schools can support these needs from The Society of Saint Vincent de Paul and the United Way; and in elementary there was time devoted to new Social Studies curriculum in the areas of Holocaust awareness and Residential Schools. Other activities across the district included Christian Meditation, Emmaus Wellness Walks and community outreach.. The Director of Education led a half-day workshop for CEC staff that explored two pieces of art from the

Renaissance and Baroque periods (respectively) in relation to the Emmaus story. The day was well received by all staff and was a great way to “refill our spiritual buckets” as we prepare to celebrate the Advent season. Below are a few images from the Faith-based PD Day.



Advent 2024

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



Secondary School Open Houses

In recent weeks, our secondary schools hosted open houses in the evening for future students and families. St. Michael CSS hosted an open house on November 16 and St. Anne’s CSS held theirs the following week on November 23. It is a source of great pride to open our doors and share the many academic and non-academic programs, initiatives and activities in our Catholic high schools. The open houses were very well attended, bringing together students and families from across Huron and Perth counties. In addition to these open houses, our secondary schools hosted Grade 8 students for “Experience Days” at St Anne’s CSS and for Grade 8 “Tech Days”

at St Michael CSS during the month of November. These opportunities to visit the schools and experience a day in the life of secondary students are well received by students and help them make informed decisions about course selection for Grade 9, which they will be doing early in the new year.

LEADERSHIP

Leaders' Learning Council (LLC)

We hosted a Virtual LLC on November 7. An area of focus was a review of the procedures for Inclement Weather days. Principals and classroom teachers have prepared students, parents, caregivers and staff for school days when/if there is inclement weather. Staff have plans in place and have communicated with families.

Our school and system leaders met in person on November 21 for an LLC. A significant portion of the morning was spent exploring the Math Achievement Action Plan. Principals and Vice-Principals engaged in several activities oriented toward the school level key performance indicators (KPIs) and considered how they will support their teachers in bringing this plan to life and monitoring its impact. We had an excellent presentation by our Speech and Language Pathologists (SLPs) related to early reading screening and their service delivery model in schools. The SLPs work closely with classroom teachers, principals, SERTs and the Literacy Team to support student learning, particularly in the area of speech and language acquisition and development. They are an integral part of the teaching and learning environment in our schools. In the afternoon, we hosted a presentation from a lawyer at Thomson Miller LLP, sponsored by the Ontario School Boards Insurance Exchange (OSBIE) regarding Violence in Schools. This was meant to support school leaders as they engage in the daily work of ensuring school safety, mitigating risks, responding to incidents, and nurturing a strong culture of progressive discipline. The presentation was very well received by all in attendance.

On December 12th, we will host our final LLC of the 2023 school year. The morning is focused on Pastoral Planning for schools and provides time for school leaders to reflect on their School Improvement Plans with an emphasis on how their pastoral plan anchors all that takes place in the schools. Furthermore, school and system leaders will engage in some faith development exercises and prayer rooted in the season of Advent. In the afternoon, the focus will shift toward equity, diversity, inclusion and anti-racism. Principals and Vice-Principals will be examining their school goals and activities in light of the Board's Equity Plan and will assist the system team in monitoring progress by identifying the actions that are taking place in their schools.

Secondary New Teacher Induction Program (NTIP)

On November 29 and December 13, our Secondary Learning Coordinator hosted a team of new secondary teachers at the Catholic Education Centre. This includes those who are participating in the 2023-24 NTIP program. In addition to the newest permanent teachers hired by the Board, several other secondary teachers were invited to engage in this collaboration and learning since they are new to our Board and serving in Long-term positions for the first time or perhaps the second or third time. Topics including faith integration, program planning & assessment, classroom management and "the art of teaching" were the areas of focus. We strive to build strong connections between our teachers and their colleagues as well as system team members to ensure ongoing support and dialogue, in the interest of continuous learning and improvement.

French as a Second Language (FSL) New Teacher Induction Program (NTIP)

On November 14 our FSL System Support Teacher delivered an engaging session for our NTIP French teachers. She not only provided important information to support curriculum, teaching and learning, but she also provided inspiring insights to guide our new French educators as they commenced their teaching journey. In this manner, the focus was to ensure strong mentoring and develop a network within the team of new FSL teachers. The session covered essential topics such as the French curriculum, the Common European Framework of Reference (CEFR), and a valuable exploration of the New FSL Teacher Handbook published by the Canadian Association of Second Language Teachers. Serving as the mentor for this dedicated group of French educators, our FSL Support Teacher, Sandra O'Neill, is committed to further engagements with them throughout the year.

Elementary New Teacher Induction Program (NTIP)

The first elementary NTIP training day was held on November 30 and was a resounding success. The primary focus of the session was on fostering a positive classroom culture. The session engaged eight of our new educators and their mentors in dynamic discussions and interactive activities, equipping them with valuable strategies to create inclusive and supportive learning environments. Mentors are experienced teacher leaders within the board and have dedicated their time and support to these new teachers as well as to engaging in their own learning as a team, throughout the year. The enthusiasm and commitment demonstrated by both facilitators and participants bode well for the continued growth and success of our educators in the Board.

French as a Second Language Tri-Board Network Planning

We are pleased to once again participate in a tri-board partnership with colleagues in the Windsor-Essex Catholic District School Board and St Clair Catholic District School Board. This is sponsored by funds provided by the Ministry of Education devoted to ongoing implementation of best practices in the areas of French teacher recruitment and retention. On November 25, Superintendents of Education with responsibilities for FSL from the 3 boards met to discuss this year's project and plans. In partnership with the Human Resources departments in each school board, there will be ongoing efforts to review and implement the recommendations made in the recent research document focused on recruitment & retention. FSL programming and best practices for recruitment and retention will also be an area of focus at an upcoming LLC. Whereas the partnership has focused solely on French Immersion schools and leaders in the past 3 years, we are expanding our scope to include all Principals and Vice-Principals this year in order to address the unique challenges and needs in the area of French recruitment and retention across all grades and programs. Later in the year, we intend to provide a networking day for our French Immersion (FI) school leaders and they will continue to have access to a shared drive of resources and materials to support the leadership needs in FI programs in particular.

Ontario Catholic Supervisory Officers Association (OCSOA) Regional Day

Directors of Education and Superintendents of Education in our region gathered at King's University in London on December 8th for professional learning and networking opportunities. The themes for the various breakout groups included Early Reading Screeners, Student Success in Secondary, Faith Formation, NTIP and Professional Learning challenges. This provides senior leaders an important opportunity to meet with their colleagues in person and share strategies to best support Board and Ministry priorities. The day included prayer and greetings from the university leadership team, OCSOA executive director, John Kostoff, and OCSOA chair, Tracey Barill.

SPECIAL EDUCATION

Special Education Regional Coordinator/Consultant Conference

The system Special Education Resource Teacher and Coordinator of Special Education attended the Special Education Regional Coordinator/Consultant Conference (SERCC) on November 2 and 3. Agenda items included Critical Reflections in Special Education, Unlocking the Science of Reading in Ontario's Education System: A Journey from Right to Read to Classroom Implementation, and Current Issues. This conference always provides Special Education representatives from school boards a chance to network and share best practices.

Corrective Reading Workshop

The Special Education team, along with the Learning Coordinator of Literacy and our board's Speech-Language Pathologists, hosted a training session on November 15 for teachers who will be implementing the Corrective Reading intervention program in six of the board's elementary schools. This program is a tier-two reading intervention program primarily aimed at improving decoding skills. The target grades for the initial launch of this program are Grades 4-8. The teacher who will be leading the intervention and the Special Education Resource Teacher from the school attended the session. A system leader from Bruce-Grey Catholic District School Board shared her expertise about, and her experience with running the program with the educators present. School teams reviewed screening data and will proceed with having students participate in a placement test to determine an appropriate target group at the school. The next steps will include implementing the intervention with target groups, frequent check-ins with the educators by System Team members, and professional learning around data and progress monitoring.

Special Education Resource Teacher (SERT) Meeting

On December 7, all elementary and secondary SERTs gathered at the CEC for a full-day meeting. Topics included a review of Behaviour Consultation and Safety Planning, representatives from Developmental Services Ontario gave a presentation on how they support students and families as they transition out of secondary school, professionals from Thames Valley Children's Centre also presented their revised service model and specifically on their shift to providing universal services to schools. SERTs were also given time to brainstorm some best practices for transitioning students into secondary school. Other special education department updates were also shared.

Teacher of the Deaf and Hard of Hearing

A new teacher for the Deaf and Hard of Hearing was hired in late November. Katie Kitchen will be supporting students with hearing loss directly and providing consultation to their classroom teachers. The Teacher provides and implements programming to develop student's language, speech, and auditory skills. Ensuring the success of students with hearing loss and full access to the curriculum is a collaborative effort between the classroom teacher and the Teacher of the Deaf and Hard of Hearing.

Removing Barriers for Students with Disabilities

The System Special Education Team welcomed Rachael Chadwick back to the team as a Skills Development Facilitator. Rachael will be working alongside members of the system team until the end of the school year as part of a larger initiative; Moving Inclusion Forward. This project is made possible thanks to a grant from the Ministry of Education. More details will be shared as we prepare to launch it in the new year. One of the areas of focus will be on the effects of peer

support for students with disabilities. To kickstart this focus, Rachael has connected with school teams and began initial observations.

DIGITAL TOOLS TO SUPPORT LEARNING

Canva for Education

All staff and students in Huron-Perth Catholic District School Board have access to the EDU premium version of Canva. This platform, initially recognized for its online graphic design capabilities, has been strategically leveraged by our learning coordinators to provide essential support for multilingual learner students. Through the integration of built-in translation tools and options, Canva has become a versatile resource contributing to an inclusive and enriched educational environment within our district.

Catholic Virtual Ontario (CVO) Provincial Meeting

Secondary Learning Coordinator Paul D'Hondt attended the provincial Catholic Virtual Ontario meeting on November 14 in Toronto. This meeting brought representatives from each Catholic school board in Ontario together to discuss our work in Catholic eLearning, address issues, and plan for the future. Our Board has a strong presence within the Catholic virtual learning community and we are proud to be leaders within this space, continuing to ensure that students have access to Catholic curriculum and learning through the CVO and its partners.

BOLTT eLearning Conference

St. Anne's CSS English Department Head and eLearning teacher Adam Suski, with Learning Coordinators Jenna Meyers and Paul D'Hondt participated in the Bringing Online Teams Together Conference in Toronto on November 15. This conference addressed many issues related to eLearning in Ontario such as engagement, attrition, student success, artificial intelligence and large language models, and more. Learning more about these eLearning issues and strategies, as well as ongoing engagement with various partners in this work across the province are important as we continue to ensure we are supporting our students in this mode of learning.

STUDENT ACHIEVEMENT

Literacy

The system Literacy Team has been actively engaged in several pivotal projects aimed at enhancing literacy education. Their ongoing collaboration with educators in schools has been instrumental in implementing the new Ontario Curriculum. Within K-3 classrooms, the team has integrated and modelled lessons using the new district phonics resource, UFLI. This has been fostering excitement among educators and ensuring fidelity to the program each day. Simultaneously, the team has partnered with junior and intermediate educators to craft high-quality resources, subsequently shared on our Literacy Warehouse. The positive feedback from educators underscores the value of this personalized support, reinforcing their commitment to effective classroom practices. Principals and Vice-Principals are supporting this work through classroom visits, conversations with their teachers and DECEs and engaging in ongoing learning themselves.

A crucial facet of the literacy resource teachers' role involves Tier 2 intervention in early primary classrooms. Currently, our Literacy Resource Teachers are directly engaging with small groups of students in two schools. This targeted intervention, focused on Grade 1 students identified as

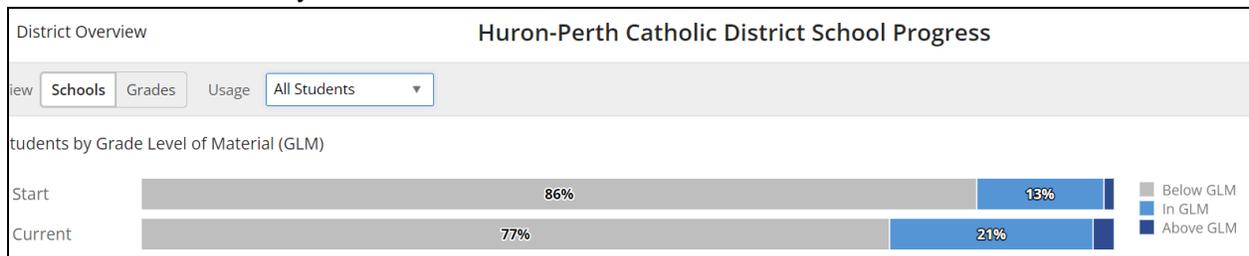
“at risk” through screening data, diagnostic assessments, and classroom observations, occurs within the classroom setting alongside the classroom teacher. This additional and necessary support complements the whole-class, tier one instruction provided by the classroom teacher. Recognizing that early, intentionally planned intervention, tailored to student needs and regularly monitored, is key to preventing reading challenges, the team is encouraged by the positive and promising preliminary results of this strategic intervention. What is being learned in these classrooms will be used to further capacity across the district through some shared learning at a future LLC, coupled with considerations for support in Grade 1 classrooms across the district in the new year. This will coincide with the implementation of early reading screening, as part of the ongoing work to implement the new language curriculum with a focus on early reading and primary classrooms.

Grade 3 and Grade 3/4 Literacy Learning Sessions

All Grade 3 and Grade 3/4 educators actively participated in focused professional development, held in small groups across the district, facilitated by the system literacy team. This collaborative learning initiative delved into important topics such as universal screening, fluency, and morphology. The teachers acquired practical skills in administering the Oral Reading Fluency and Maze assessments using Acadience (early reading screening tool approved by the Ministry of Education), yielding valuable insights into identifying students at risk for potential reading challenges. As part of their professional enrichment, educators were introduced to a new resource titled "Morphemes for Littles." This resource not only provided a fresh perspective on morphology—the study of words and their components, including prefixes, suffixes, and roots—but also offered teachers an opportunity to delve into this crucial subject. Morphology plays a pivotal role in the new Ontario Language Curriculum, and the resource equips educators to teach it explicitly and systematically, empowering students to decode and comprehend more complex words with confidence. Additional professional development has been planned for other groups in the new year.

Lexia Core 5 and Power Up Reading Licenses

Students across our district continue to have access to the Lexia reading intervention program. Lexia’s research-proven program provides explicit, systematic, personalized learning in the six areas of reading instruction, targeting skill gaps as they emerge, and providing teachers with the data and student-specific resources they need for individual or small-group instruction. A breakdown of students’ grades is as follows: Grade 1: 279, Grade 2: 245, Grade 3 and other: 227. There are 751 Lexia licenses in use across the system. As of November 23, 150 students (21%) with Lexia Core 5 accounts are reading at or above grade level, up from 94 students, or 14% at the start of the year.



Power Up, Lexia’s literacy support for older students, has been implemented into two high school learning skills courses, one at St Michael CSS and one at St Anne’s CSS. Approximately 40 students work on Word Study, Grammar, and Comprehension skills daily. The program

adapts to each student's needs and teachers can provide extra help when needed, and monitor their progress.

We have made a district purchase of 10 Lexia English licenses for our newcomer students. This program was created to help emergent bilingual students reach their academic potential. The program incorporates culturally responsive pedagogies that support individualized learning paths for each learner. Lexia English offers opportunities for students to be engaged and practice oral English skills. These Lexia English licenses are distributed across the district in both elementary and secondary schools, where needed.

French as a Second Language: Grade 1 French Immersion Collaboration

Fostering continuity and promoting professional collaboration were the focal points of an exceptional learning day for our Grade 1 French Immersion (FI) educators, skillfully led by our French System Support teacher, Sandra O'Neill, on December 5. The agenda was thoughtfully designed to delve into essential tools and key approaches for enhancing literacy instruction in French. The session involved a comprehensive exploration of the French literacy block, emphasizing the alignment of literacy practices through collaborative sharing and development of valuable resources. We are keen to support the networking of the Grade 1 French Immersion teachers in our 3 French Immersion programs (St Mary's, Listowel, St Mary's, Goderich and Jeanne Sauvé) and see this as a powerful opportunity to explore resources, teaching and learning together as we continue to strengthen and build our FI programs within the district.

Multilingual Learners (MLL)

In an effort to gain deeper insights into the evolving needs of our continually expanding population of multilingual learners, Learning Coordinators MJ Drager and Paul D'Hondt have initiated a strategic endeavour by using the Clevr data tracking and education support platform to systematically track initial Steps to English Proficiency (STEP) assessments across the entire district. Furthermore, we will collaborate with St. Mary's School in Listowel to implement the tracking tool specifically for their Multilingual Learners (MLL). This tracking tool serves as a valuable resource for educators, enabling them to purposefully plan the next steps for students concurrently learning English and the curriculum. Additionally, it facilitates the documentation of any accommodations or modifications in place. Beyond individual classrooms, this tool also serves as a district-wide data source, contributing to a more holistic understanding of the needs and trends of our multilingual learner population.

Calling All Three-Year-Olds (CATYO)

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

Mathematics

The Math Team continues to support the teaching and learning of mathematics in our system through our Math Achievement Action Plan (MAAP). The three goals of the plan are to ensure

fidelity to the curriculum, continue math content knowledge for teaching, and ensure tasks and supports are responsive for all students. In short, we are focused on “knowing the curriculum, the math and the learner”. These goals have implementation strategies at the board, school, and classroom levels. Our initial plan was submitted to the Ministry on November 15 and shared with principals at the November 21 LLC. Members of the Math Team continue to attend all Ministry meetings in relation to the MAAP, including strategic planning sessions and the math content knowledge learning series. We are also meeting regularly with our partners at EQAO, MathUP, and Knowledgehook to gather and analyze data for the MAAP’s key performance indicators (KPIs). Our two Math Facilitators continue to work at our priority schools (one ministry-identified and two board-identified) supporting targeted groups of students by building operational conceptual understanding and fluency. They also continue to work with new and experienced teachers on an as-requested basis throughout our system.

Secondary Teacher Collaboration

At St. Anne’s CSS, secondary math and science teachers have been working together to develop innovative plans to address the needs of their Grade 9 destreamed classes. They have been co-planning lessons and discussing assessment strategies, while also exploring ways to integrate math and science where appropriate.

Similarly, English teachers at St. Michael CSS have been collaborating with system support personnel including the Literacy Resource Teachers, Literacy Learning Coordinator and Secondary Learning Coordinator to evaluate their new Grade 9 destreamed curriculum. They have met several times to explore instructional and assessment strategies for the Grade 9 program. Moreover, these teachers have also started connecting with Grade 8 teachers from a handful of schools to share strategies and expertise, and to explore consistent writing practices for their students. This collaborative approach will help ensure that students receive the best possible education across all subjects. We hope to be able to expand this cross-panel learning in the new year to include more teachers and more subject areas.

Ontario Secondary School Literacy Test (OSSLT)

Each secondary school hosted a small session of the Ontario Secondary School Literacy Test in November. This sitting was for students who had not yet been able to successfully complete the OSSLT in Spring 2023 for any reason. Literacy coaches, teacher librarians, and administrators from each school worked with the students to ensure they were adequately prepared and felt confident for the literacy assessment. Grade 10 students will write the OSSLT in Spring 2024 at each school.

Indigenous Education

Brenda Collins, a Métis artist, has been visiting several schools to work with Grade 7 and 8 students and staff in making a beautiful medicine wheel for the school community. When creating the medicine wheel mosaic, Brenda teaches about the cultural significance of the medicine wheel and healing circle for some Indigenous cultures. Brenda spent a day at the Catholic Education Centre (CEC), working with CEC staff on the creation of a mosaic medicine wheel for the CEC as well.

Treaty Recognition Month (November)

Treaties Recognition Month was honoured throughout the Board to reflect on the importance of treaties and to learn more about treaty rights and treaty relationships during the month of November. We were honoured to once again welcome Knowledge Keepers Brenda Collins, Patsy Day, S.P. Joseph Lyons, and Christin Dennis into our junior, intermediate, and secondary classrooms to help students learn more about the Indigenous peoples who lived on

the land that we now live on. These visits complement our learning in Social Studies and History. The Grade 4-6 students had a hands-on opportunity to make their own artifacts to take home and share their learning with their families. Secondary students created large murals.

EXPERIENTIAL LEARNING PROGRAMS

Level Up! Skilled Trades Career Fair

On November 1, Grade 9 students from both secondary schools participated in the Level Up! Skilled Trades Fair in London. This event was hosted by the Ministry of Labour, Immigration, Training and Skills Development and featured a huge range of hands-on activities that allowed students to experience a variety of skilled trades and explore post-secondary options.

Take Our Kids to Work Day

On November 1, Grade 9 students participated in several activities for Take Our Kids to Work Day. Over 100 Grade 9 students spent the day with parents, relatives, guardians and family friends to observe different workplaces in our community and explore the great range of careers in Huron County.

Specialist High Skills Major (SHSM) Activities and Certifications:

SHSM Certifications

SHSM students participated in Leadership Skills, Infection Control, and Math Literacy certifications in November at St Anne's CSS.

Sport Wrapping and Taping Workshop

On November 3, Susan Dunn, a Kinesiology graduate and qualified Physical and Health Educator, trained students in wrapping and taping ankles. These Health and Wellness and Sport SHSM students were able to apply this training along with their first-aid skills at the subsequent AA Boys OFSAA volleyball event on November 23-25.

AA Boys OFSAA November 23-25

Numerous students applied various skills they acquired in SHSM training during this 3-day high school volleyball competition. Business students applied techniques in budgeting and money management as they helped with the entrance gates. Health and Wellness students along with Sport SHSM students assisted with first-aid during this event. Others helped with scorekeeping and ensuring a social media presence.

Hockey Referee Course and Coaching Certificates

We were pleased to offer a Hockey Referee Course as part of the new SHSM Sports Program at St. Anne's CSS. This is a wonderful opportunity for students to continue to develop their leadership skills and opens up lots of potential for students to contribute to their community in work and volunteer capacities.

Grower Safety Pesticide Course

On November 29, we welcomed back a trainer from the University of Guelph to deliver the Grower Safety Pesticide Course at St. Anne's. This is a valuable SHSM certification.

Black Hair Styling Masterclass Presentation

Guest speaker and community member Ava Garcia demonstrated practices in black hair, including modeling and sharing techniques related to extensions and maintenance at St.

Michael CSS for students in the Hair and Aesthetics program on November 27. The workshop included information related to wet and flat-ironed hair, for a few hair types, and provided an opportunity for students to explore techniques that were new to many of them.

Arts and Culture Trip to Elegance Aesthetics School

On November 6, the Arts and Culture SHSM students attended a reach-ahead excursion to Elegance School in London. Students learned about the training and certification that is offered through this private school. These students then travelled back to Stratford to Illume, a local small business, where the owner, a former Elegance graduate and Fanshawe Dual Credit teacher, explained the ins and outs of running a small business in the aesthetics sector.

Ontario Council of Technological Education (OCTE) - Allyship Awareness Training

All SHSM students had the opportunity to participate in this informative training to understand what it means to be an ally and the importance of being an ally.

NORCAT Safety Training

St. Anne's CSS students are participating in several online safety courses including Confined Space Safety and Lockout and Tagout Awareness for SHSM Construction students.

Veterinary Services

Two local veterinarians visited St. Anne's CSS on November 9, to talk to students about different pathways in veterinary services. This was a great career exploration opportunity for our students. We are grateful for this chance to chat about educational experiences, daily work activities and the skills needed to be successful in this field.

AgScapes Presentations

AgScope is an Ontario organization responsible for bringing agriculture and food education to Ontario classrooms. On November 14, they did a presentation at St. Michael CSS about marketing and design and food processing in Canada. On November 16, they returned to do a Careers in Agriculture presentation.

Dual Credit Plumbing

We are partnering with Conestoga College once again this year to offer a dual-credit plumbing course. We have 4 St. Anne's CSS students travelling to St. Michael CSS to work with a licensed plumber and Conestoga instructor. Students who successfully complete this course will earn both a high school credit, a college credit, and a Reach Ahead experience as part of their SHSM program.

OYAP Level 1 Program Interviews - Conestoga College November 30

Candidates for OYAP Level 1 programs at Conestoga College participated in a competitive interview process in November. St. Anne's CSS has 5 candidates for Electrical, 1 candidate for Truck and Coach, and 1 candidate for Plumbing. Successful applicants will enter a challenging and rewarding program next year which involves a lot of hard work but they will enjoy a great number of benefits as they enter their post-secondary career pathways.

Elementary Electrical Board Tours

In partnership with Conestoga College, our electrical board tours to elementary schools continued. On November 9, Conestoga College electrical instructor Tom Smith presented to St. Joseph's School in Clinton in the morning and at St. James School in Seaforth in the afternoon.

Skills Ontario Trades and Tech Truck Events

The Trades and Tech Truck will be stopping in our Board on December 11, 12, 13 and 14. This mobile learning unit offers fun, experiential learning features, and engaging activities and simulators, that allow the students to explore skilled trades and technologies in a unique and hands-on way. The truck has activities and modules in the following fields: Virtual Paint, Electrical Wall, Pneumatics, Tires and Breaks, Heavy Machinery Simulator, Hybrid Planetary Gearset, Welding, Tool Exploration, Try on a Trade, Walk a Trade, Fire Alarm Systems and a Rotating Activities Station.

MENTAL HEALTH AND WELL-BEING

Collaboration with RRHC: Providing Social Emotional Learning for Staff and Students

As part of Huron-Perth Catholic DSB's partnership with Rural Response for Healthy Children (RRHC) the organization has provided a number of workshops, professional development, and Social Emotional Learning (SEL) classroom curriculum throughout the past few months. RRHC programming is evidence-informed using current resources and information from School Mental Health Ontario (SMHO) and includes tools and approaches that are informed by Circle of Security International, the MEHRIT Centre Foundations of Self-Reg, the ZONES of Regulation, and the Ontario Social Emotional Learning (SEL) curriculum for Grades JK-12.

Rural Response has provided Huron-Perth Catholic DSB with the following programming this school year:

Circle of Security® (COS) Coaching at St. Ambrose:

In December, five staff members at St. Ambrose participated in Circle of Security (COS) classroom training as part of the SWELL initiative. The comprehensive two-half-day sessions covered eight chapters of COS, focusing on creating a positive and supportive classroom environment. The video-based self-reflection model aims to enhance attachment relationships between teachers and students, fostering a secure and conducive learning atmosphere. The training equips teachers with insights into student behavior related to attachment needs and provides practical guidance on implementing the COS framework in their classrooms.

Strengthening Well-Being through Emotional Learning and Leadership (SWELL) Initiative Overview

The SWELL initiative aligns with evidence-informed practices, incorporating resources from SMHO, Circle of Security® International, The MEHRIT Centre Foundations of Self-Reg®, ZONES of Regulation®, and the Ontario Social Emotional Learning curriculum. Notably, the Growing Resilience program is making a positive impact, with the Grade 6/7 class at St. Ambrose engaging in a six-lesson series to develop essential skills for positive motivation, relationship building, emotion identification, self-confidence, stress management, and executive functioning. Similar programs are underway for other classes and schools.

Caregiver Lunch and Learn Series:

In collaboration with Avon Maitland District School Board and community partners, the Caregiver Lunch and Learn series, aligned with PPM 169 initiatives, addresses specific mental health topics. The October session on Mindful Parenting saw 246 registered participants, with

78 engaging live. In November, the webinar on Restorative Justice Approaches, in collaboration with the Salvation Army, had 137 registered participants, 47 of whom participated live (15% from Huron-Perth Catholic DSB). A session on Healthy Relationships with Emily Murphy Centre is scheduled for December 6th.

SMHO Provincial Leadership Conference:

Superintendent of Mental Health, Tara Boreham, and Mental Health Lead, Kaitie Westbrook, participated in the SMHO Provincial Leadership Conference from November 30 to December 1. The conference focused on the objectives outlined in Policy/Program Memorandum 169, furthering the advancement of measurement and monitoring in school mental health.

November Highlights:

- **School Avoidance Presentation:** St. Michael CSS received valuable insights on School Avoidance, emphasizing preventive measures for educators and administrators.
- **Regional Planning Meeting:** The Board's Mental Health Lead attended a regional meeting focusing on working cross-sectorally (education, children's mental health, and child welfare) on the unique needs of children and youth with complex mental health needs.
- **Peace and Kindness Week:** The Board observed Peace and Kindness Week, with secondary students actively participating in spreading kindness initiatives.
- **RESET Curriculum Implementation:** The RESET Curriculum to End Trafficking was launched at St. James Catholic Elementary School, expanding to five additional schools with plans for further implementation.

Faith and Wellness at St. Anne's CSS

Our secondary Mental Health and Wellness Coach (MHWC) partnered with St. Anne's CSS Chaplain in providing a Grade 10 retreat, exploring the connection between faith and mental health. Additionally, our MHWC conducted a workshop titled "Mental Health and Wellness Supports - We're Here to Help... A Guide to Services" during the St. Anne's CSS Open House on November 22, enlightening Grade 6, 7, and 8 students and their families about mental health services available to Huron-Perth Catholic DSB students.

MAINTENANCE AND HEALTH AND SAFETY

Health and Safety

The Joint Health and Safety Committee met on November 22. Items discussed included the following:

- Annual Inspections
- Safe Intervention and Planning Document
- AP's - Small Appliances in Schools and Homemade and Non-Board Owned Furniture and Electrical Components in Schools
- Board Policy - Infectious Disease Reporting
- Slips, Trips and Falls - Awareness Campaign
- Recycling batteries - reminder to tape your terminals
- Door Decorating and Fire Code
- Ministry Memo and Communication Guidelines for the Removal of Asbestos in Schools
- Incident Reporting
- Review of Workplace Violence Risk Assessments

The meeting minutes are posted on the Google Administrative site.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Board Highlights for November and December for information.

**Special Education Advisory Committee
October 16th, 2023 – 4:00 p.m.**

MINUTES

Present:

SEAC Members Present: Amanda Brown (Community Living St. Marys), Julie Welch (Community Services Coordination Network), Brenda Mason (Stratford Children Services), Val Milson (Huron Perth Centre), Doris Barkley (Autism Ontario), Avery Jantzi (Family Services Perth Huron),

Board Trustee: Sue Muller

Guest:

Board Office Staff Present: Deb McCarthy, Jessica Langan, Tara Boreham, Mary-Kathryn Simmons, Charmaine Chadwick, Ellyn Suski, Reanna Desroches, Shona Gracey, Kristina Howatt Gerber,

Absent: Jennifer Doak (Community Living Central Huron), Veronica Kolkman (VOICE, Huron Perth Public Health), Sandra McLaren (Community Living Stratford & Area), Vanessa Yeats

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

1. Opening Prayer, Welcome & Introductions

Meeting Started: 4:00 pm

2. Approval of Agenda & Minutes

2.1 Approval of September 2023 Minutes

Approved: Sue Muller

Seconded: Amanda Brown

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

Carried.

2.2 Approval of October 2023 Agenda

Approved: Doris Barkley

Seconded: Julie Welch

THAT the agenda be accepted as is.

Carried.

3. Business Arising from Minutes

Nothing to report.

4. Correspondence

Nothing to report.

5. Agency Reports



5.1 Community Living Central Huron

Nothing to report at this time.

5.2 Huron-Perth Center

Nothing to report at this time.

5.3 Family Services Perth Huron

Nothing to report at this time.

5.4 Autism Ontario

The annual walk for Autism will took place on Sunday, September 24th in Stratford, was a success for family and friends to connect and be together.

5.5 Community Living Stratford & Area

Nothing to report at this time.

5.5 Stratford Children Services

Nothing to report at this time.

5.7 Community Living St. Marys

Nothing to report at this time.

5.8 CSCN

Nothing to report at this time.

5.9 VOICE – Huron Perth Public Health

Nothing to report at this time.

5.10 Trustee Report

Nothing to report at this time.

6. Information Reports

6.1 Communication Boards (Jessica Langan, Ellyn Suski & Kristina Howatt-Gerber)

Communication boards promotes acceptance of different ways to communicate and is useful for some students who are unable to bring their communication devices onto the playground. Training will be offered at school level.

6.2 October: Dyslexia & Developmental Language Disorder's (DLD) Month (Ellyn Suski & Kristina Howatt-Gerber)

The SLP team explained that Dyslexia takes away an individual's ability to read quickly and automatically. SLPs are involved in dyslexia treatment as it can effect phonological awareness, impair reading comprehension, as well as vocabulary and background knowledge. Developmental Language Disorder (DLD) is a significant difficulty learning, understanding and using spoken language. Signs of DLD include struggling to remember things, having trouble saying words, and difficulty paying attention.



6.3 Minister's Advisory Council on Special Education MACSE (Tara Boreham & Deb McCarthy)

The SEAC committee collaborated and came up with some ideas and suggestions for the 3 main categories of successful practices, challenges/issues and possible solutions/future directions.

7. New Business

No new business at this time.

8. Future Meetings

Next SEAC Meeting – Hybrid – Monday, November 13th, 2023

9. Adjournment

Motion to end meeting was made by: Doris Barkley

Meeting adjourned: Julie Welch

Ended: 5:00 pm

**Special Education Advisory Committee
November 13th, 2023 – 4:00 p.m.**

MINUTES

Present:

SEAC Members Present: Jennifer Doak (Community Living Central Huron), Doris Barkley (Autism Ontario), Trevor McGregor (standing in for Sandra McLaren) (Community Living Stratford & Area), Amanda Brown (Community Living St. Marys), Julie Welch (Community Services Coordination Network),

Board Trustee: Sue Muller

Guest: Christine Dale

Board Office Staff Present: Deb McCarthy, Jessica Langan, Tara Boreham, Mary-Kathryn Simmons, Kristina Howatt Gerber, Reanna Desroches,

Absent: Veronica Kolkman (VOICE, Huron Perth Public Health), Brenda Mason (Stratford Children Services), Val Milson (Huron Perth Centre), Avery Jantzi (Family Services Perth Huron), Vanessa Yeats, Charmaine Chadwick, Ellyn Suski, Shona Gracey, Sean McDade, Kaitie Westbrook

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

1. Opening Prayer, Welcome & Introductions

Meeting Started: 4:00 pm

2. Approval of Agenda & Minutes

2.1 Approval of October 2023 Minutes

Approved: Amanda Brown

Seconded: Doris Barkley

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

Carried.

2.2 Approval of November 2023 Agenda

Approved: Sue Muller

Seconded: Amanda Brown

THAT the agenda be accepted as is.

Carried.

3. Business Arising from Minutes

Nothing to report.

4. Correspondence



Epilepsy Southwestern Ontario is offering 45-minute class presentations for a variety of grades. They also are offering to develop safety plans and training for those interested, and first aid training to teachers. March is Epilepsy Awareness month, with the purple door challenge being one of the most popular and effective practices to raise awareness and start conversations in schools.

5. Agency Reports

5.1 **Community Living Central Huron**

Nothing to report at this time.

5.2 **Huron-Perth Center**

Nothing to report at this time.

5.3 **Family Services Perth Huron**

Nothing to report at this time.

5.4 **Autism Ontario**

Nothing to report at this time.

5.5 **Community Living Stratford & Area**

Nothing to report at this time.

5.5 **Stratford Children Services**

Nothing to report at this time.

5.7 **Community Living St. Marys**

Nothing to report at this time.

5.8 **CSCN**

Nothing to report at this time.

5.9 **VOICE – Huron Perth Public Health**

Nothing to report at this time.

5.10 **Trustee Report**

Nothing to report at this time.

6. Information Reports

6.1 **EQAO Results for Students with Special Needs (Christine Dale)**

Christine Dale shared multiple bar graphs comparing HPCDSB's reading, writing and math scores to the provinces averages, as well as the school board's scores in the previous school year.

6.2 **Literacy Update (Deb McCarthy, Jessica Langan, Mary Kathryn Simmons)**

A new language curriculum was shared which follows a new strand structure as follows; Strand A. Literacy Connections and Applications (7 transferable skills), Strand B.



Foundations of Language, Strand C. Comprehension: Understanding and Responding to Texts, Strand D. Composition: Expressing Ideas and Creating Texts. There are currently 875 Lexia and Empower licenses purchased centrally. The Corrective Reading pilot last school year was successful and is now being implemented in 6 schools.

7. New Business

No new business at this time.

8. Future Meetings

Next SEAC Meeting – Hybrid – Monday, December 4th, 2023

9. Adjournment

Motion to end meeting was made by: Doris Barkley

Meeting adjourned: Julie Welch

Ended: 5:00 pm

Catholic Parent Involvement Committee Meeting #4
Tuesday, June 6, 2023 at 6:00 pm
MINUTES

Location: Catholic Education Centre, Dublin

Present:

Senior Administration: Tara Boreham, Superintendent of Education

Board Trustee: Sue Muller

CPIC Members: Scott Bell (Chair), Michelle McRobert, Brenda Roth, Mary Adele O'Connell Davies, Brianna Schlegel (Flynn), Teresa Oud

Regrets: Jan Vanden Hengel, Tammy Smith, Sheri deBoer, Mary McInnes

Quorum: Yes

Recording Secretary: Beth Schoonderwoerd, Executive Assistant

1. Opening Business

1.1. Opening Prayer – Tara Boreham

1.2. Introductions – Tara Boreham

1.3. Attendance and Welcome – Scott Bell

- Conflict of Interest
No one declared a conflict of interest
- Welcome Online Attendees

1.4. Approval of the Agenda – Scott Bell

Moved by: Teresa Oud

Seconded by: Mary Adele Davies

That the agenda be accepted as is.

Carried

1.5. Approval of the CPIC Meeting Minutes – February 28, 2023 - Scott Bell

Moved by: Brianna Schlegel

Seconded by: Mary Adele Davies

THAT the Huron-Perth Catholic District School Board approves the meeting minutes of the February 28, 2023 Catholic Parent Involvement Committee meeting.

Carried

2. Reports and Discussion Items

2.1. Board Report - Sue Muller

- The St. André Bessette Gala raised \$27,000 for the Trust Fund
- Students were invited to the May Board Meeting to acknowledge and highlight their achievements

- SMCSS boys hockey team won gold at Provincials, this is a first time for our board and they won the Sportsmanship Award for the tournament
- St. Michael student Anne D. won the Esthetician award at SHSM skills competition
- St Mary's School, Listowel won gold for robotics at the Skills Canada Competition

2.2. Director's Report – Tara Boreham

- School climate survey is requested by ministry every 2 years, staff, students & community members are invited to participate
 - Data will be released in the fall, Principals will receive the data for their school to review and determine next steps
 - Tara will present a district overview to CPIC in late fall
- The workforce and student demographics data collection project was completed, the student data is not back yet, this will be shared with Trustees first and then shared with CPIC
- EQAO will be completed online for the second year, students in Grades 3 and 6 will be writing between May 29th to June 8th
 - Grade 9 students will be participating in math EQAO mid June
 - Those results will be received in the fall to share with the committee
- June 28 is the last day for students with June 29th a PD day for staff
- SACSS Prom is June 9th and Graduation is June 28th
- SMCSS Prom is June 8th and Graduation is June 28th
- At the first CPIC meeting of 2023-2024 school year, a review of membership and bylaws of the committee will occur
- Prior to November 1, 2023 a letter will be sent all P/VPS to share with CSAC and invite members to CPIC
- Selection of Chair and Co-chair will take place at the first meeting

2.3. PRO Grant update - Tara Boreham

- Project summary presented - [2022-2023 PRO Grant Summary](#)
- 14 of our schools are taking advantage of the funding provided to provide engagement opportunities for their school communities

2.4. St. André Bessette Trust Fund Gala update - Tara Boreham

- On May 12th the St. André Bessette Trust Fund committee hosted a "Roaring Twenties" themed social event which included silent auction tables and a live auction to raise money for the fund
- A big thank-you to the Catholic School Advisory Committees for their support with donations to the silent auction
- As was mentioned in the board report \$27,000 was raised for the SABTF that supports students/families in need across our district

2.5. Parent's Update – All

- Before & After school programs:
 - At St. Mary's School, Goderich the YMCA has pulled their before & after school program

- Parents can speak to the municipality to find support for a childcare provider
- the board does not designate money for the program but will work in partnership with a provider
- Jeanne Sauvé - pizza food order in school cash online includes option to buy an additional slice for another child, this usually covers so that every child that wants pizza can have a slice
- Jeanne Sauvé Fun Fair raised \$6000 at their silent auction, was a huge success
- Listowel - doing Fun Fair, baskets donated by each class and every student got 2 tickets for the draw, not done as a fundraiser but as a community building event
- Listowel - did big box fundraiser, went over very well

3. Discussion

- Several ideas shared to attract more parents to join their local CSAC
 - SACSS set up CSAC table at Gr 6, 7, 8 information open house
 - At one time donuts & bookmarks with meeting dates were distributed at open houses
 - Changing dates so they do not all fall on the same day of the week
 - Communicate that only 4 to 5 meetings per school year take place, not a huge commitment at secondary to be involved
- SYC calendar - secondary exams, dates adjusted

4. Future Meetings and Events

4.1. Events and Resources

- None to report at this time

4.2. CPIC 2023-2024 School Year Meeting Schedule (virtual / in-person)

- First meeting set for November 14, 2023 at 6:00 pm, in-person at CEC
- November and June meeting in-person, two in between virtual
- Discuss closer to the dates providing a hybrid option
- Superintendent office will send out RSVP
- Will set the rest of the dates at the beginning of school year

5. Closing Business

5.1. Closing Prayer – Tara Boreham

5.2. Adjournment - Scott Bell

- Meeting adjourned at 7:35 p.m.



HURON-PERTH CATHOLIC

District School Board

Equity, Inclusion, and Anti-Racism (EIAR) Committee Meeting #3 MINUTES

Thursday, March 23, 2023, 3:30 – 4:30 p.m.
via Google Meet

Members Present:

Tara Boreham (Chair), Caroline Thuss, Tara Cakebread, Heidi Clark, Paul D'Hondt, Christine Dale, Mary Jo Drager, Mary Fischer, Zack Fitzmaurice, Angela Hodgson, Julie John, Jessica Langan, Natanael Mateus-Ruiz, Sean McDade, Jenna Meyers, Katey Norman, Tim O'Connor, Karen Tigani, Derek Mendez, Sophie-Maria Carew

Board Trustee representative: Jim McDade, Trustee

Regrets: Kaitie Westbrook, Tina Robinson, Charmaine Chadwick

Guests Present:

School Equity Leads: Desiree Duchesne, Michelle Dzijacky, Erin Kelly, Jennifer Leitch, Michelle (Weersink) McDonnell, Laura Vandewalle, Michael Bruneel, Aideen Moss, Teresa Oud, Kerri Lyn Courtney

Student Equity Representatives: St. Michael CSS - 2 students, St. Anne's CSS - 1 student

Community Members: Leroy Hibbert, LUSO Community Services; Francois Protelance, Queen's University; Charlotte Schwass, Western University

Secretary: Beth Schoonderwoerd

Meeting called to order at 3:31 pm.

1. Opening and Welcome

- 1.1. Opening Prayer - Caroline Thuss
- 1.2. Welcome to School and Student Equity Leads, University research team representatives
- 1.3. Approval of the Agenda
Approved by: Caroline Thuss
Seconded by: Tara Cakebread
That the agenda be accepted as is.
Carried.

1.4. Approval of the Minutes - January 19, 2023

Approved by: Tara Cakebread
Seconded by: Michelle McDonnell (Weersink)
THAT the Huron-Perth Catholic District School Board approves the meeting minutes of the January 19, 2023 EIAR Committee meeting.
Carried.

1.5. Review of the Terms of Reference

2. Reports and Discussion Items

2.1. District Update - Tara Boreham and Angela Hodgson

Equity Initiatives in January/February

- Secondary and elementary classes participated in unlearn workshops both virtually and in-person
- Leroy Hibbert of LUSO Community Services has visited many of our schools and continues to provide support
- Successful pilot of U-FLI reading program has been completed in one school, board has committed to purchasing the program for all Grade one and two classrooms to close the gap in reading inequities and the Right to Read
- Learning Coordination Team is currently participating in “White Fragility” (by Robin DiAngelo) book study
- In the process of an internal board Equity audit, KPMG is reviewing board processes, training and reporting. Upon completion recommendations will be made to the board.

Upcoming/Ongoing Equity Initiatives

- School librarians from both elementary and secondary as well as the Curriculum Coordinator will participate in the “How to Build & Defend Inclusive Collections” course in March & April
- March 28th district leaders will participate in the Called to Love - 2SLGBTQIA+ workshop
- May 5th PD Day - Equity and Inclusion Focus for all employee groups
- PRO grant funds - many schools have committed these funds towards equity initiatives such as guest speakers on anti-racism and inclusion
- Working with University students to enhance resources that we are sharing on the Equity Hub, they will be leading a PD session for educators on May 5th
- Onboarding of school Equity Leads and the role in their school
- Leaders will be reviewing their school improvement equity goals

Human Resource updates

- Changes to recruitment processes - utilizing Indeed, utilizing social media
- Apply to Ed - the fee has now been removed, seeing more uptake in applications
- Job postings now include a comment both internally and externally around supporting applications through the process especially around AODA supports
- Working on professional development opportunities around EDI - Nov 18th PD training modules on EDI, this was done for all staff
- Behind the scenes - developing applicant pools - attending job fairs, informing potential applicants about HPCDSB
- Working on updating the board Careers page on website - hope to have new look by fall
- Working with Apply to Ed, purchased modules that will make the application process much easier
- Developing EDI statement to be posted on the Careers page
- Begun capturing metrics for job applicants, from last two years to determine if we have moved the dial on number of applicants and where they are from
- Working on selection process - review current process and how we can improve this, how we are asking questions & manner in which we are assigning points for applicants

Discussion

Chair addressed concern that was brought forth following the January 19, 2023 meeting that we did not have a diverse representation from our Equity researchers that were introduced at the last meeting. Dr. Michelle Searle and Dr. Lori Kirkpatrick are heading the equity inquiry team. There are many people on the team working in the background from a variety of diverse backgrounds, socioeconomic status, gender identity, sexual orientation, different mental health and wellness experiences.

2.2. Student Update - St. Michael CSS

Students have noticed that the school has been educating and training teachers and admin on how to enact culturally relevant and inclusive practices towards preventing racism at school and express commitment to anti-racism through school policies, statements and guidelines. Something to work on is that some teachers might feel uncomfortable discussing racism with their students or feel ill-equipped to do so, or fear accidentally offending someone. The best thing a teacher can do is be open and honest with their students. It is ok to admit to them that you are exploring how best to talk about race for the first time. Feel the school has been very inclusive and has shown action. Since the school has begun talking about it and educating more people, there has been a noticeable change in the school, it is much easier than it used to be.

2.3. Student Update - St. Anne's CSS

- Anti-racism & culture club (ARC) in collaboration with Drama club submitted a video entry for the LUSO Anti-racism contest and won the Steve Mavers award, St. Anne's student was invited as a keynote speaker at the award ceremony
- ARC - did a fundraiser for the Huron Perth Multicultural Society on March 21st to commemorate the International Day for the Elimination of Racism, over \$700 was raised to go towards helping immigrants integrate into Huron county
- ECO club is working on information shared by Indigenous support to explore potential projects
- GSAs clubs are meeting regularly and Chapel chats are offered once a week - during lunch
- Curriculum updates - Black artist came into music class to share his story and music - black music important to black history
- Business class - entrepreneurs of a variety of backgrounds have been guest speakers
- Author Gabriele been to visit to share his refugee experience & read from his novel
- Religion - unlearn presentations for junior level classes - language choice, implicit vs explicit meanings
- Art club has welcomed various guest speakers
- Science - more indigenous focus highlighting broader ideas around Canada and world scientists and the different contributions
- Continued collaboration with Huron County Immigration Partnership, Mark Nonkes from the organization has spoken to the Art club and made a presentation

2.4. Comments/Discussion items

- Leroy Hibbert of LUSO Community Services thanked the school board for their faithful support of the Anti-racism video contest and the wonderful content submitted.
- The culture of homophobia in schools was discussed and creating a safe space for students
- Staff have inquired what kind of message can be shared without conflicting with the curriculum that is assigned to teach
 - Chair is unable to give an answer at this time, needs to be well-thought out and problem solve how we can address this.
- Elementary school principal shared their work on a school creed, this initiative came from families, message they want to share is that everyone is welcome, everyone belongs and everyone has God-given talents to share
 - Intermediate students have created a campaign #it's not enough just to think it

2.4.1. Discussion about creating safe spaces and support for all students and staff

- school-wide assemblies to help create a general understanding for all students & staff
- focus groups to bring people together to provide ideas for support
- Chair noted that Equity Researchers and their team will be offering voluntary focus groups on equity, anti-racism and inclusion within each of the secondary schools, will bring forward that LGBTQ discussion be a part of the focus group discussions

2.4.2. Discussion about the Pride flag being flown on board flagpoles

- Chair's Response - We do have a Board flag protocol policy and within that policy only the National Flag of Canada, the Official Flag of the Province of Ontario and the Flag of the Holy See - the Papal Flag are permitted to be flown.
- Committee inquired if a motion could be forwarded to fly the Pride flag
- Chair noted that the committee can move to forward a motion to the Board of Trustees, there are certain processes that need to be followed
- Need someone to move the motion and someone to second and the wording of the motion must be determined by the committee, must include a majority vote of voting members of the EIAR committee for the motion to be carried.

Procedures clarified

- There is a process to follow that will take time, just want to ensure the committee understands that the timeline may not allow for approved changes by June 2023.
- The committee will submit a report to the Board of Trustees for the April 2023 meeting to bring forth the motion to review the flag policy if the motion is carried by the EIAR committee.
- If approved at the board level, the next step requires a revised policy to go to board, any revised policy will need to be posted to the website for community comment
- Need to confirm the list of voting members of the committee in attendance

2.4.3. Motion to bring forward to Board of Trustees:

Motion moved by: Derek Mendez

Motion seconded by: Julie John

THAT the Equity Inclusion and Anti-Racism (EIAR) committee approves the motion to request that the Huron-Perth Catholic District School Board review policy 3E:33: Flag protocol and allow for additional flags that represent inclusivity to be flown, at the discretion of the Board, at the Catholic Education Centre and schools within the Huron-Perth Catholic District School Board, and through the recommendation of the EIAR committee.

Carried

Those in favour and opposed to the motion were given the opportunity to speak.

Voting took place following the meeting via google form sent by the Superintendent's office. The result of the vote was to forward the motion to the Board of Trustees at the April Board meeting.

3. Future Meetings and Events (Thursdays 3:30 - 4:30)

3.1. Thursday, June 15, 2023

4. Closing Prayer - Caroline Thuss

5. Adjournment

Motion to adjourn: Heidi Clark

Seconded by: Tara Cakebread

Meeting adjourned at 5:18 pm



HURON-PERTH CATHOLIC

District School Board

Equity, Inclusion, and Anti-Racism Committee Meeting #4 MINUTES

Thursday, June 15, 2023, 4:15 - 5:30 p.m.
Catholic Education Centre, Dublin

Members Present: Tara Boreham (Chair), Caroline Thuss, Jenna Meyers, Christine Dale, Mary-Jo Drager, Jessica Langan, Derek Mendez, Kaitie Westbrook (online)

Regrets: Tara Cakebread, Heidi Clark, Paul D'Hondt, Mary Fischer, Zack Fitzmaurice, Angela Hodgson, Karen Tigani, Tina Robinson, Charmaine Chadwick, Julie John, Katey Norman, Tim O'Connor, Sophie-Maria Carew, Jim McDade (Trustee representative)

Guest(s): Leroy Hibbert - online

Student Representative(s): M Moore, SMCSS

Secretary: Beth Schoonderwoerd

Quorum - Not achieved

Dinner Information meeting called to order at 4:18 p.m.

1. Opening Business

1.1. Opening Prayer - Caroline

1.2. Attendance and Welcome

1.3. Approval of the Agenda

Moved by:

Seconded by:

That the agenda be accepted as is.

No vote

1.4. Approval of the Minutes - March 23, 2023

Moved by:

Seconded by:

THAT the Huron-Perth Catholic District School Board approves the meeting minutes of the March 23, 2023 EIAR Committee meeting.

No vote

2. Reports and Discussion Items

2.1. Equity Initiatives Updates by Portfolio

- OYAP

- Canoe Build; Indigenous Cooking Demonstration; Resources for styling black hair; Women in Skilled Trade

- Secondary Curriculum

- MLL support person hired; De-streamed Grade 9 support; new English course NBE3U/3C - positive feedback received; securing new resources; Equity Foundations PD day on May 5th for all secondary staff; Advocacy for equitable course allocations for eLearning provincially

- Research
 - Demographic Data Collection Project complete, awaiting student results
 - School Climate Survey, data will be released in the fall
- IT Procurement, promoting equitable access for all students
 - WeVideo district license
 - 1:1 Chromebook initiative continues
- Mental Health and Wellness
 - Principals offered SMH-ON Centering Black Youth Certificate Course
 - Cultural Humility Tool for School Professionals
 - Prepare, Prevent, Respond Workshop for District leaders
 - White Fragility Book Study for Learning Coordination Team
- Mathematics
 - Effective math block tour, all students have access to problem solving and practice; Early Numeracy Screen, early identification; Universal Design for Learning
- School Effectiveness
 - School Improvement Planning, inclusion of EIAR goal on school SIPSA; Increase staff and student EIAR learning and awareness; provide opportunities for diversity training; Book study: Belonging Through a Culture of Dignity
- Literacy
 - System MLL teacher hired to provide support in both panels, initial STEP assessments completed with all newcomers; Learning profiles created with all MLL learners at St. Mary's School, Listowel
 - Early reading: Using recommendations from Ontario Human Rights Commission, shifts in early literacy; purchase of UFLI resource for the district to ensure all students have access to the skills required to learn to decode; Professional Development provided to all Grade 1-2 teachers on the use of UFLI
 - Resources: intentional purchases of library materials to ensure our collections celebrate cultural diversity; continue to examine and purge; conscientious review process for any new resources
 - Community Partnerships: working with various community partners to develop a Huron Perth Chapter of Rights of Children and Youth which is being published to be shared in both counties
- Social Studies
 - My Place in This World - board wide membership to the black heritage curriculum resource; additional PD offered in May to support resource
 - First Nations, Metis, Inuit Education Association of Ontario (FNMIEAO) continued membership with promotion of specific content to classroom teachers
- Special Education - moving our philosophy of inclusion forward through:
 - Education: Diversity Training; "Minds of All Kinds" group; student presentations to classes, schools and SEAC; Neuro-diversity project; Coaching for staff - increasing access and removing barriers - mindset and action

- Peer supports: PEER Pals Program (Peers Establishing Effective Relationships); promoting and utilizing peer supports; creating conditions that foster friendship between neurodiverse and neurotypical learners; summer programming; track and field; silent snack with all students using alternate forms of communication

2.2. District Update - Tara

- Flag Protocol - the motion to review the flag policy was passed at the April 24th Board meeting; A Flag Policy Preliminary report was presented at the May 23, 2023 Board meeting
- Resource Hub Infographic: in collaboration with Equity researchers a one-page infographic has been created to share with staff and students to promote the Board Equity Hub with a QR code to take them directly to the site; plans to share widely in the district
- Implementation Timeline: the timeline represents the Board's commitment to fully implement and monitor the HPCDSB Equity, Inclusion and Anti-Racism Plan. The timeline shows a composite view of what is happening to advance EIAR-related initiatives with aims to track implementation; the data will inform the EIAR committee and the Trustees of what has been accomplished as well as support in planning for next steps in the Board's equity journey

2.3. Student Updates

- Black history month initiatives included celebrating black art and black music, announcements for information - ie cornrows and the historical significance of them
- Several activities were planned for pride recognition but not all were approved. Only the approved activities took place.
- Students were ready and willing to take the risk to celebrate pride month
- Administration's top concern was the safety of all

2.4. Discussion

- At school level don't always have the platform to openly discuss these issues to a wider audience and provide support to educators for conversations about suicide, racism, etc
 - We need to explore options to create these platforms in the schools
 - Start introducing different cultures in JK, this will help to change perspectives, these types of actions can change the next generation
- St. André Bessette Trust fund - could it be used to provide leadership opportunities - build community as part of fund initiatives?

3. Future Meetings and Events

3.1. October 2023

4. Closing Business

4.1. Prayer - Caroline

4.2. Adjournment - Meeting adjourned at 6:20 p.m.

Catholic Education Team (CET) Meeting
Wednesday, June 14, 2023, 4:00-5:00 pm
Catholic Education Centre, Dublin
or
Virtual

MINUTES

Present:

Trustee: Mary Helen Van Loon

Senior Administration: Chris Roehrig, Director of Education, Karen Tigani, Superintendent of Education

CET Members: Mary Barnes, Lori Stewart, Sharon Stephens, Aideen Moss, Erma Weernink, Joe Tigani, Tara Cakebread, Tara Warren Vrbanc. Marianne Braca, Zack Fitzmaurice

1. Opening Business

1.1. Opening Prayer

Caroline Thuss started the meeting with special intentions and the “Together on the Journey: Encounter, Accompany, Transform, - Spiritual Theme” Prayer.

1.2. Attendance

1.3. Approval of the Agenda – Caroline Thuss

Moved by: Marianne Braca

Seconded by: Mary Barnes

That the agenda be accepted

Carried

1.4. Approval of the CET Meeting Minutes – April 19, 2023

Moved by: Aideen Moss

Seconded by: Lori Stewart

THAT the Huron-Perth Catholic District School Board approves the Catholic Education Team Meeting Minutes of April 19, 2023.

Carried.

2. Reports and Discussion Items

2.1. FACE – Carole Allen

Carole Allen provided an overview of the organization and its membership, which includes bishops, trustees and teachers. They held a lobby day recently at Queen's Park, where members of FACe met with 27 MPPS, sharing the wonderful things that are happening in Catholic education. Ms. Allen stressed the importance of the home/school/parish relationship for Catholic education and sharing good news stories with communities as this promotes Catholic education.

2.2. Deanery and Diocese Updates - Father Philip Joseph

Fr. Philip was away so no update was provided.

2.3. Religion and Family Life Update - Caroline Thuss

See attached.

2.4. Secondary School Campus Ministry Events and Activities

2.4.1. St. Anne's CSS Campus Ministry Report - Zack Fitzmaurice

See attached

2.4.2. St. Michael CSS Campus Ministry Report - Katey Norman Chaplain Norman was not present so no update was provided.

3. Catholic Service Organization Reports

3.1. Society of Saint Vincent de Paul, Stratford/Goderich - Lori Stewart

Lori Stewart provided an update of her trip to Grenada and the important work and connections that were made with the community there. The number of people needing the food bank has increased dramatically, 26% more in visits, 33% more children and 22% more adults. They have received donations from Sobey's and A & W. To date over 3957 lbs of food and personal care items have been donated by grocery stores. The Society greatly appreciates the Board's continued support through our food drives, at Thanksgiving, Christmas and Easter. Dan Parr is taking over as president of the SSVDP on July 1st and Lori hopes that she can continue to be the representative on this committee. Director Roehrig thanks Lori for her years of service.

3.2. Catholic Women's League - Mary Barnes

The CWL has a very successful convention in April. At the provincial meeting in July, there will be one resolution brought forward about textile waste in Canada. The CWL has also worked hard in supporting future priests who are entering the Seminary.

3.3. Knights of Columbus -

No member was present to share information.

3.4. Development and Peace ~ Caritas Canada - Erma Weernink

Erma Weernink shared that the Share Lent campaign was in 3 of the 4 Families of Parishes in our deanery. She asked that the Board continue to ask teachers to be involved in Development and Peace initiatives. D & P Schools program now has a Youth

representative, Emily Luasik, and is looking to fill the local animator for our region. The Create Hope campaign will happen in the fall. Pope Francis has made some changes to lay a good foundation for Caritas International, and there is a new president of the international organization. Nationally, there is a new president as well who is very involved in getting Canadian youth involved. There will be a regional assembly to train the trainer and Development and Peace members will go into the schools to support the D & P Schools program.

4. Information and Correspondence

5. Future Meetings and Events

6. Closing Prayer

7. Adjournment

Moved by: Zack Fitzmaurice
Seconded: Erma Weernink

THAT the Huron-Perth Catholic District School Board adjourns the June 14, 2023 Catholic Education Team Meeting.

Carried

Meeting Adjourned: 5:03 pm

Huron-Perth Catholic Religion and Family Life Report

Catholic Education Week Mass

Catholic Education Week will start with our system Mass, led by Most Rev. Joseph Dabrowski, Auxiliary Bishop of London, on Monday, May 1 at 5 p.m. at St. Patrick's Roman Catholic Church in Dublin. All school board and community members are welcome to celebrate with us. We will be showcasing student artwork from all schools during the reception in the church hall.

Faith and Art

All schools have been asked to submit student-created artwork that either captures our Board theme "Together on the Journey" or the Catholic Education Week theme "We are Many, We are One". Selected pieces will be framed and on display in the church hall for the reception after the Catholic Education Week Mass and then will be moved over to the Catholic Education Centre where they will be displayed for one year.

Catholic Education Week (CEW) Website

A HPCDSB Google site has been created as a landing page for all materials that will support Catholic Education Week in our district. Resources from the Ontario Catholic School Trustees Association, along with Board-created resources that support faith-based activities, prayer services, and CEW-themed lessons for K-12 classrooms can be found there. Our goal is to ensure educators have timely access to CEW resources and can embed them throughout their lessons all week.

Emmaus Wellness Walks

Working with the Mental Health and Wellness team, a script for a walk that incorporates a reflection on the Gospel story accompanied by prompts and questions related to prayerful mindfulness will be shared with all schools. Schools are encouraged to hold an Emmaus Wellness Walk on the school grounds or, for older grades, at a nearby trail. These Emmaus Wellness Walks demonstrate how our Faith and Mental Health are connected and they will strengthen and nurture these for students and staff.

Social Media Campaign #MyHPCatholic School

The Huron-Perth Catholic District School Board will launch a social media campaign to commemorate Catholic Education Week 2023. This will take place during the week of April 30 to May 5, 2023. We are asking students, staff, parents/caregivers, trustees, and alumni to reflect on "What do you love about your Catholic school?" and to share their thoughts through pictures, videos, quotes and artwork. We are asking people to post these messages on Twitter and Facebook using the hashtags #MyHPCatholicSchool, #HPCDSB_CEW2023 and #CEW2023.

St. Anne's CET Report

- Grade 10 Retreats Ran April 25 & 26 students spent the morning helping to clean up Clinton, they spent time cleaning up around local businesses by picking up trash, some spent time working on landscaping around some of the buildings, we heard from Dcn Wayne about what it means to serve our community and spent time in the afternoon getting out some energy through activities with their peers. In total 3 full pick up trucks of garbage bags were collected by the students.
- Students Attended the Cultivating Catholic Day put on by the board in Stratford.
- May 24 & 25 we held our grade 11 retreats, we had mixed success with this but welcomed Dcn Dan McPhee to help lead a discussion on mental health and well being with a faith lens. The afternoon students were given the opportunity to engage in different activities that they felt would have a positive impact on their mental health.
- June 1st we had our Year End Mass celebrated in the Court Yard with Fr. Steve Marsh.
- June 2nd we had our grade 12 retreat in which the students heard from Andy Thibedeau on how to find the light of Christ in all those they encounter in their daily lives. We then attended Mass with Fr. Steve Marsh at St. Peter's Church in Goderich followed by an afternoon at the beach.
- Scripture Study on the lunches has recently wrapped up for the year.

**Audit Committee Meeting
September 11, 2023 - 1:30 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), Silvana Slavik (BDO Canada LLP) Valerie Basler (Executive Assistant)

Absent:

1. Opening Business

1.1 Opening Prayer

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

1.3 Election of the Audit Committee Chair – *Superintendent of Business and Treasurer*
Nominations for Chair for 2023-2024 school year were requested. A committee member nominated A.Cronin and it was accepted.

Moved by: T.Doherty

Seconded by: T.Canal

THAT the Audit Committee elects Amy Cronin to the position of Chair.

Carried

1.4 Approval of the Agenda

Moved by: A.Cronin

Seconded by: D.Feeney

THAT the Audit Committee approves the agenda of the September 11, 2023 Audit Committee Meeting.

Carried

1.5 Declaration of Conflict of Interest

No declarations were made.

1.6 Approval of Audit Committee Meeting Minutes – June 6, 2023

Moved by: D.Feeney

Seconded by: T.Canal

THAT the Audit Committee approves the minutes of the Huron-Perth Catholic District School Board Audit Committee June 6, 2023 meeting.

Carried

1.7 Business Arising from the Minutes

Report requested for policy 3E:21 to be discussed later in the meeting.

2. Presentations

3. Reports and Discussion Items

3.1 May 31, 2023 Financial Statement – *Superintendent of Business and Treasurer*

Revenue and expenses as expected. Query about secondary high credit enrolment numbers. Enrolment numbers reported are as of October 2022, they are not updated at each quarter. High credit enrollment represents students enrolled for courses exceeding 34 credits. Ministry funding for high credit enrolment is less than regular enrolment. Accumulated surplus information will be updated with year end statements.

Moved by: D.Feeney

Seconded by: T.Canal

THAT the Audit Committee receives the May 31, 2023 Financial Statement Report.

Carried

3.2 External Audit (BDO Canada) Audit Planning Report – *BDO Canada LLP*

BDO presented an overview of their audit plan. Noted was the new asset retirement reporting this year, an update on Ontario School Board Insurance Exchange (OSBIE) reporting and Bill 124. BDO participates in discussions with the Ministry to ensure consistency with all school boards. Additional information was requested about the new asset retirement reporting requirement. BDO noted that the new retirement asset reporting is for all public organizations. It requires looking at all tangible capital assets to inventory where retirement costs exist. An example and common item seen is asbestos, a cost estimate to remediate is required. Query by a committee member as to what extent BDO is looking at risks the committee is not aware of. BDO noted they have risks they know of, followup with looking at the Board's policies and procedures that are in

place so they can audit it. The Acting Chair thanked the BDO representative for the presentation.

Moved by: T.Canal

Seconded by: D.Feeney

THAT the Audit Committee receives the External Audit (BDO Canada) Audit Planning Report to the Audit Committee.

Carried

3.3 Huron-Perth Catholic District School Board 2022-23 Year End External Audit Plan – *Superintendent of Business and Treasurer*

The Manager of Finance reviewed the audit plan timeline for the Committee. Currently working on accounts payable cutoff. It is expected that Ministry training and the year end memo will come soon. Draft statements to come to the next Audit Committee meeting. Electronic Financial Information System (EFIS) submission is due mid November, financial statements require Board approval.

Moved by: A.Cronin

Seconded by: D.Feeney

THAT the Audit Committee receives the Huron-Perth Catholic District School Board 2022-23 Year End External Audit Plan Report.

Carried

3.4 Audit Committee Report September 11, 2023 – *Superintendent of Business and Treasurer*

The Superintendent of Business noted changes and reviewed items from the last report. This included meeting dates; date when external audit management letter to be received; and reporting that there will be Student Mental Health Strategy Audit in 2023/24. A committee member requested statutory obligation to collect and remit to CRA be added in requirements.

Moved by: D.Feeney

Seconded by: A.Cronin

THAT the Audit Committee receives the Audit Committee Report dated September 11, 2023.

Carried

3.5 Annual Written Declaration of Conflict of Interest – *Superintendent of Business and Treasurer*

The Superintendent of Business requested Audit Committee members return a signed copy to the Executive Assistant.

Moved by: D.Feeney

Seconded by: T.Canal

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

Carried

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

The Superintendent of Business reviewed the Board's application of the Non-Competitive Procurement thresholds as detailed in the covering report. There was discussion and examples provided for single and sole source procurement, and consulting services. The non-competitive procurement threshold of \$1,000,000 that would not require trustee approval was discussed, and noted this amount was reasonable in an emergency circumstance. This amount is consistent with other boards, and this threshold amount comes from the Broader Public Sector Procurement Directive. Discussion on what constitutes an emergency and the definition as noted in the policy. Majority of committee members noted they were comfortable with the way the policy was written and that it covers all areas of service.

Moved by: A.Cronin

Seconded by: D.Feeney

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

Carried

4. Information and Correspondence

4.1 Ministry of Education Memorandum 2023:SB08 - 2022-23 Audit Committee Annual Report – *Superintendent of Business and Treasurer*

The Superintendent of Business noted this memo was received in the summer, it outlines reporting requirements to the Ministry.

BDO representative left the meeting at 2:56 p.m.

5. In-Camera Session of the Audit Committee Meeting

Moved by: T.Canal

Seconded by: A.Cronin

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

Carried

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

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

Session not requested.

7. Future Meetings and Events

November 13, 2023 at 1:30 p.m.

8. Closing Prayer

9. Adjournment

Moved by: D.Feeney

Seconded by: A.Cronin

THAT the Audit Committee adjourns the September 11, 2023 meeting at 3:00 p.m.

Carried



**HURON PERTH
STUDENT TRANSPORTATION SERVICES
Steering Committee Meeting Minutes**

**May 30, 2023
3:00 PM
Microsoft Teams Video Call**

MINUTES

1.0 Routine Matters

- 1.1 Welcome and Opening Prayer
In Attendance: Janice, Jim, Nancy, Cheri, Mary-Ellen, Sheila, Tina
Regrets: David
- 1.2 Land Acknowledgement
- 1.3 Approval of Agenda
Moved by Jim, Seconded by Mary-Ellen
That the agenda be approved as presented.
CARRIED
- 1.4 Approval of Meeting Minutes – May 2, 2023
Moved by Cheri, Seconded by Jim
That the Meeting Minutes be approved as presented.
CARRIED

2.0 Business Arising from May 2

- 2.1 Routing question follow up
Several buses going down the roads in question for variety of reasons AMDSB and Huron Perth buses for elementary, secondary and French immersion students all running to different schools and timing. Christian schools in area also run buses. Could be as many as a dozen busses going down major roads.
- 2.2 Weather process update
Janice working on building overall update on weather process. No changes to current process, just presented in a formalized written manner. Should have overview available for next meeting.

3.0 General Managers Report (none)

4.0 Discussion Items

5.0 HPSTS Steering Committee – Closed Session

Moved by Jim, Seconded by Cheri

That the Committee moves to the closed session of the meeting.

CARRIED

6.0 Adjournment

Moved by Tina, Seconded by Mary-Ellen

That the Consortium Steering Committee meeting be adjourned.

CARRIED

Cheri Carter
Avon Maitland DSB

Mary-Ellen Ducharme
Huron Perth Catholic DSB

Committee Members:

HPSTS: Mary Lou Bilcke (recorder), Janice White

AMDSB: Cheri Carter, David Briant, Sheila Marshall, Lisa Walsh

HPCDSB: Tina Doherty, Mary-Ellen Ducharme, Jim McDade, Chris Roehrig

Flag Policy Committee Meeting
Monday, November 6, 2023 at 3:30 p.m.
Meeting Type: Hybrid

MINUTES

Present:

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

Resource to Committee: Director of Education Chris N. Roehrig; Cassidy Flanagan, Executive Assistant to the Director of Education (Recording Secretary)

1. Opening Business

1.1. Opening & Welcome

1.1.1. Opening Prayer - Director Roehrig led the opening prayer.

1.2. Norm Setting

Director Roehrig shared the norms set for the meeting.

2. General Discussion

2.1. Perspectives on Policy Changes and Elements to be Included in Policy Change

Director Roehrig shared the background of the reason for the creation of this committee and meeting. Director Roehrig shared several discussion questions for the committee.

Confirming Areas of Focus

We exercise a preferential option for the marginalized and believe that all people are created in the image and likeness of God and afforded corresponding dignity.

We need to ensure that marginalized students need to be welcomed, included and cared for, respected and valued.

We aspire for consensus and understand it may not be possible.

We need to ensure a pastoral response to marginalized students (LGBTQ).

We need to ensure that the policy includes Catholic language.

We are open to creative solutions.

We may not be ready for Pride Flags at elementary schools yet.

We need messaging and training (PD and formation) to correspond with the new policy.

We are open to the timing of flying certain flags.

Areas for Future Discussion

Presence of the rainbow colour arrangement on a flag.

Flags could fly at the CEC and secondary schools.
The development of a year-round and locally developed symbol might be a substitute for flying several other flags and could be K-12.

Areas of Concern

Political agendas.

Clarity regarding “celebration of Pride” / signals to the community regarding the Board’s beliefs and values

Disagreement with process of consensus rather than our obligations as trustees, to students who are considered marginalized

Other members at the meeting agreed that we should try to work for consensus to work hard on behalf of every student in our Board including those that are marginalized

3. Next Meeting

3.1. Next Steps and Recommendations

Director Roehrig shared recommendations for the next Flag Committee Meeting such as capturing and summarizing common grounds in principle, to review definitions, and to bring a policy skeleton/framework for discussion. The Committee was informed that other Board policies would be provided in advance of the next meeting.

4. Closing Prayer - Director Roehrig led the closing prayer.

5. Adjournment - Meeting adjourned by consensus of the committee



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: December 11, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

STUDENT TRUSTEES

Public Session

BACKGROUND

The Huron-Perth Catholic District School (the Board) believes that it is in the best interest of students to be full and active participants in their education, as stated in the belief statement in its Student Trustees policy. It is important for students to have the opportunity to have input into decisions affecting their education and one of the ways this happens is through the election of a student trustee at each secondary school each year.

DEVELOPMENTS

In 2022, there was a change to the requirements for the election of student trustees in Ontario school boards; at that time, the deadline was moved up to March of each year. This required us to review and update our policy to align with this requirement.

In reviewing the policy, it was noted that our previous practice required the student trustee election to coincide with the election of student leaders for the secondary school's student cabinet/council members which takes place in June each year. While the student trustee will continue to serve as a member of the student cabinet/council at each school, hosting a separate and focused election for the student trustee earlier in the year, will put our process in line with the regulation. Furthermore, this will highlight the role and allow for a period of information sharing and a section process that is solely focused on the important role of a student trustee.

Once elected the "student trustee elect" will be welcome to observe the work of the current student trustee and engage in a transition that may further serve to strengthen the student trustee elect's confidence and experience in the role prior to taking it on in August of that same year.

The policy has been reviewed and is now presented for the consideration of the Board of Trustees. The revised policy will be available for vetting and comment by the community in advance of the policy coming to the Board for approval in January.

RECOMMENDATION

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



HURON-PERTH CATHOLIC

District School Board

Student Trustees

Adopted:	March 30, 1998	Policy #:	P 1.2.4.
Revised:	March 27, 2023	Policy Category:	Trustees

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board (the Board) believes that it is in the best interest of students to be full and active participants in their education. To the extent allowed under the law, students will have the opportunity to have input into decisions affecting their education by accepting the opportunity to act as a student trustee.

The Board believes that by establishing the position of student trustees, the Board will benefit from student input on educational issues and that students will gain valuable experience in the democratic process and a deeper understanding of the purpose of Catholic education.

POLICY STATEMENT:

It is the policy of the Board to appoint up to two student trustees on the Board of Trustees. It is the policy of the Board that student trustees shall be secondary students, in the senior division, and enrolled in at least six courses at the time that they are appointed (one of which shall be a Religious Studies Course). It is a policy of the Board that the two student trustees represent our secondary schools: one from St. Anne's Catholic Secondary School and one from St. Michael Catholic Secondary School. Consistent with the view of the role of trustees, it is the policy of the Board that student trustees should promote the vision, mission and values of the Board.

PROCEDURE:

Criteria and Selection Process

- 1) The student trustees must be secondary students, in the senior division. They must be enrolled in at least six courses at the time when they are appointed including at least one Religious Studies Course. They must also be enrolled in at least six courses during the period when they are appointed to serve, also including at least one Religious Studies Course.
- 2) There shall be two student trustees: one from St. Anne's Catholic Secondary School and one from St. Michael Catholic Secondary School.
- 3) The student trustees' term in office shall be from August 1 to July 31 **the following year (365 days inclusive)**.
- 4) An election for a student trustee position for a one-year term of office shall be held no later than the last day of February in each year. The student trustee shall be recommended by the Principal to the Superintendent of Education by March 1, prior to

assuming the position in August for the school year. In extraordinary circumstances whereby the selection process prescribed by the policy is impossible, the selection process be adjusted as agreed upon by the Chair and the Director of Education.

- 5) The principal will recommend a student with demonstrated leadership experience in the school setting who:
 - a) ~~is an elected member of the Student Council;~~
 - b) ~~is chosen by the Student Council to be the student trustee;~~
 - e) has demonstrated to the principal a consistent display of mature study habits and respect for the Board's mission and beliefs;
 - d) supports publicly-funded Catholic education;
 - e) has experience and involvement serving in leadership at the school in Campus Ministry and/or other activities, events, clubs and initiatives that support the school and Board's mission and vision;
 - f) will serve as a member of the Student Council in the role of student trustee;
 - g) is elected by peers; and
 - h) willingly accepts the position of student trustee and the commitment it involves.

- 6) The student trustee is elected at each secondary school in the following manner:
 - a) The Principal makes the student body aware of the call for nominations and shares the criteria and role description.
 - b) Students who wish to be considered for the election by their peers will be interviewed by the Principal (to reinforce expectations, ensure suitability)
 - c) Students have been interviewed by the Principal and who meet the criteria and will have their name on a ballot for a student election
 - d) Students will vote and the student with the most votes wins the election and is the student trustee for the upcoming year.

- 7) Should the student trustee cease to meet the criteria listed above, the student trustee would be disqualified to serve on the Board as the student trustee. The principal, in collaboration with the Superintendent of Education, would appoint another student representative to complete the term for the balance of the school year.

Participation at Board Meetings

1. The student trustees may attend and participate in any meeting of the Board except where prohibited by the Education Act. This clause prohibits student trustee participation in matters involving 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 his or her parent or guardian.

2. Student trustees are student representatives, not board members.
 - a. Student trustees are not entitled to a binding vote. However, student trustees do have the right to have their non-binding vote recorded in the board minutes if they request. In such a case, there must be two votes: a non-binding vote that includes the student trustee's vote, and a binding vote that does not include the student trustee's vote;
 - b. Student trustees are not entitled to move a motion. However, they are entitled to suggest a motion on any matter at a meeting of the board. If no board member moves the suggested motion, the minutes shall show the student trustee's suggested motion.

3. Student trustees are expected to adhere to all other Board Bylaws and policies related to their participation in Board Meetings.

4. The Board Chair will appoint a trustee to act as a mentor to the student trustee.
5. Student trustees will also be provided with ongoing direction and guidance from the Superintendent of Education responsible for Secondary Schools (or designate).
6. The student trustee serving on the Board will be reimbursed for expenses while traveling to Board Meetings or Committee Meetings of the Board as per Board Policy 2:4 Trustees Expense Reimbursement.
7. Student trustees will receive an honorarium in the amount of \$2,500 if the student trustee holds office for a complete term of office. The amount shall be prorated if the student does not serve a full term.

Responsibilities of Student Trustees

1. Attend all regularly scheduled public Board Meetings. If a conflict prevents attendance, notice must be sent to the Director of Education prior to the start of the meeting.
2. Represent their own views and those of students within their school on any matter before the Board of Trustees including but not limited to government legislation and policies or operational practices enacted by the Ministry of Education or the Board.
3. Represent the Board's students at public and official functions and on Board committees as assigned.
4. Convey the Board's deliberations and decisions to the student's School Advisory Council and Student Council.
5. Contribute to a monthly report to the Board for the Board Meeting wherein they share updates on student activities related to the faith dimension of the school, academic programs and co-curricular activities and events. This will be informed by regular meetings with the school Principal (or designate) and Chaplain.



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Chris N. Roehrig
Presented to: The Huron-Perth Catholic District School Board
Date: December 11, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

BY-LAWS OF THE BOARD

Public Session

BACKGROUND

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

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

DEVELOPMENTS

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

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

Adjustments were made to the By-Laws presented earlier based on trustee input. Namely, changes were made to the time allotments for speakers, removal of the restrictions on the number of presenters, addition of clarification on how employees can provide input to the Board and clarification on the handling of recorded votes.

The full policy is attached to this report. The policy was presented at the August Board Meeting and the October 23, 2023 Regular Meeting of the Board and received for information. The Board deferred voting on the By-Laws of the Board until the December 11, 2023 Board Meeting. The policy has been posted to the Board website for vetting in advance of consideration for approval.

RECOMMENDATION

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



HURON-PERTH CATHOLIC
District School Board

BY-LAWS OF THE BOARD

Last Updated: December 2023

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD BY-LAWS OF THE BOARD

MISSION

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

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

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

ARTICLE I - GENERAL

Section 1: Definitions and Interpretation

1.1 *Definitions*

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

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

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

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

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

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

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

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

"Minister" means the Minister of Education in Ontario;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Section 8: In addition to the requirements of the [Education Act](#), the Board of Trustees shall:
- a) promote student achievement and well-being;
 - b) deliver effective and appropriate education while properly managing the resources of the Huron-Perth Catholic District School Board;
 - c) develop and maintain policies, practices, procedures and organizational structures that allow the Board to achieve its mission;
 - d) hire the Director, Superintendent; and,
 - e) monitor and evaluate the performance of the Director or his or her delegate as appropriate.

ARTICLE II – INAUGURAL AND ANNUAL MEETINGS OF THE BOARD

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

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

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

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

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

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

- a) the voting shall be by ballot;
- b) the Poll Clerk (presiding officer) for the election shall be the Director of Education, the Returning Officer shall be the Superintendent of Business and the Superintendent of Education shall serve as Scrutineer;
- c) the presiding officer shall declare nominations closed if no additional nomination is received within one minute after the last nomination, or if a motion to close nomination has been made, seconded and carried;
- d) nominees shall declare their intention after no more nominations have been received;
- e) if all nominees withdraw, an opportunity shall be given for further nominations;

- f) if there is more than one nominee for a position, the vote shall be conducted by way of a secret ballot. The specific number of votes cast for each nominee will not be announced when declaring the successful nominee;
- g) each nominee standing for election may appoint one scrutineer to supervise the voting and the counting of ballots;
- h) where no candidate receives a clear majority of those present, a Trustee receiving the least number of votes shall be eliminated and a subsequent vote shall be held to declare the Trustee elected should there be more than two candidates for the position (the presence of a majority of all Trustees constituting the Board is necessary to form a quorum); and,
- i) in the case of an equality of votes (with only two candidates remaining) one more vote shall be taken. If after this vote there is still a tie, the candidates shall draw lots to fill the position and this process shall be overseen by the Director.

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

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

ARTICLE III – REGULAR MEETINGS OF THE BOARD

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

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

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

Section 2: a) The agenda of each Regular Meeting of the Board shall be sent electronically at least five days, before the time of the Meeting, to each Trustee, and;

b) The agenda shall be prepared according to an approved format (see Appendices).

Section 3: Unless there shall be a quorum present within thirty minutes after the time appointed for any meeting, or should quorum be lost during the course of the meeting, the Secretary (Director of Education) shall record the names of the Trustees present, and the Board shall forthwith stand adjourned until the next Regular Meeting of the Board, unless a special meeting is called in the interval as hereinafter provided.

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

- Section 5: In calling a Special Meeting every Trustee shall be notified of the object for which such meeting is called and no business shall be considered at such meeting other than that named in the notice. If all Trustees of the Board are in attendance at such a special meeting, any business may be introduced upon a resolution carried by a vote of three Trustees of the Board.
- Section 6: An adjourned meeting shall be deemed to be called for the completion of the transacting of business included in the agenda of the preceding Regular Meeting of the Board. The business interrupted by the adjournment is the first in order after the approval of the minutes at the next meeting.
- Section 7: The Board shall not remain in session later than 8:00 p.m. unless determined by a vote of three of the Trustees present, but no meeting shall be extended beyond 8:30 p.m. unless by unanimous approval.
- Section 8: At the first Meeting after a vacancy occurs in the office of Chair or Vice-Chair, the vacancy shall be filled by the method used for election at the Inaugural Meeting.
- Section 9: **Electronic Meetings:** The Board may hold a meeting of the Board or committee meetings using electronic means. The public will be notified about electronic meetings at Board designated sites through postings on the Board's website. The electronic means by which the meeting will be held may be one of teleconference, videoconference or webconference. The electronic means must provide for a manner to verify that a Trustee has left the meeting in the case that the Trustee declares a conflict of interest. At the request of any Board Trustee or Student Trustee, the Board shall provide the Trustee or Student Trustee with electronic means for participating in meetings. The electronic means shall permit the Trustee to hear and be heard by all other participants in the meeting.

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

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

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

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

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

- a) provide for the extent and manner of participation by members of the public through electronic means; and,

- b) ensure that members of the public who are participating through electronic means do not participate in any proceedings that are closed to the public in accordance with the Act.

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

ARTICLE IV – ORDER OF BUSINESS

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

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

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

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

Section 4: Delegations

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

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

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

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

Approved applications and approved summaries of the presentations will be sent to all of the Board of Trustees prior to the Board Meeting.

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

ARTICLE V – RULES OF ORDER

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

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

Section 3:

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

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

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

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

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

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

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

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

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

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

Section 12: Visitors at Public Board Meetings

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

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

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

ARTICLE VI – DUTIES OF OFFICERS AND TRUSTEES

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

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

Section 2:

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

Section 3:

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

Section 4:

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

Section 5:

- a) The Treasurer shall receive and account for all school moneys.
- b) The Treasurer shall open an account or accounts in the name of the Board in such of the chartered banks of Canada or in such other place of deposit, as may be approved by the Board.

- c) The Treasurer shall deposit all moneys received by him/her on account of the Board, and no other moneys, to the credit of such account or accounts.
- d) The Treasurer shall disburse all moneys as directed by the Board.
- e) The Treasurer shall perform such other duties as may be required by [Education Act](#), the Regulations, by any other Act, or by the Board.

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

ARTICLE VIII - COMMITTEES OF THE BOARD

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

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

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

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

- Section 5:** At every meeting of a committee of the Board, except a Committee of the Whole Board, the following persons shall be physically present in the meeting room of the committee:
- a) the Chair of the committee or his or her designate; and,
 - b) the Director of Education of the Board or his or her designate.

ARTICLE X – EXECUTION OF DOCUMENTS

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

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

- Section 3:** Contracts, documents or any instruments in writing requiring the signature of the Board, shall be signed by any two Officers and all contracts, documents and instruments in writing so signed shall be binding upon the Board without any further authorization or formality. The Trustees shall have the power from time to time to

appoint an Officer(s) on behalf of the Corporation to sign specific contracts, documents and instruments in writing.

ARTICLE XI – MEMBERSHIP IN ORGANIZATIONS

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

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

ARTICLE XII – BANKING

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

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

Section 2: The signatures of signing officers are required to:
a) make, draw, accept, endorse, negotiate, lodge, deposit or transfer all or any cheques, promissory notes, drafts, acceptances, bills of exchange, order for payment of money, contracts for letters of credit and forward exchange; and,
b) issue cheques, drafts or orders for payment drawn on the bank accounts of the Board.

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

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

ARTICLE XIII – STATE OF EMERGENCY

Section 1: In the instance whereby the municipal, provincial or federal governments have declared a state of emergency or issued emergency orders that impact the governance of the Board, the Chair of the Board and the Director of Education may, by mutual agreement, make decisions related to these bylaws without the approval of the Board insofar as they report to the Board all decisions related to this section to the Board at the earliest convenience.



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Chris N. Roehrig, Director of Education and Secretary
Presented to: The Huron-Perth Catholic District School Board
Date: December 11, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

ARTIFICIAL INTELLIGENCE

Public Session

BACKGROUND

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

DEVELOPMENTS

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

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

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

The policy was edited based on feedback from trustees at the previous regular meeting of the Board.

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

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board approves the Artificial Intelligence policy.



HURON-PERTH CATHOLIC

District School Board

Artificial Intelligence

Adopted:	Policy #:
Revised:	Policy Category:

BELIEF STATEMENT:

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

POLICY STATEMENT:

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

PROCEDURE:

1. General

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

1.2. Approvals of Applications

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

built in vendors are required to inform the Board of its purpose upon request.

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

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

Required Citation,

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

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

1.4. Content Ownership - It is important to check the terms of use for each generative AI application. Content generated by generative AI applications are owned by the person who prompted the output (content). However, a person is not permitted to represent content generated by AI as their own.

1.5. Reliability and Validity - For all uses of generative AI, especially for practical problem-solving, it is necessary to check/test outputs for accuracy and bias. Outputs from generative AI should always be verified using primary and reliable sources.

1.6. Risk management - When using generative AI for problem-solving advice, output should be evaluated to mitigate risks which may be related to finance, health and safety, privacy/confidentiality, academics or reputation.

1.7. Misuse - Any concerns related to the ethical use of AI in classrooms should be reported to the school principal or management in the appropriate circumstance. Violations of this policy may result in disciplinary action.

2. Teaching and Learning

2.1. Educators - Program Planning and Assessment

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

2.1.2. Supervision and Monitoring - Prior to use in classroom settings, teachers are required to inform students of the appropriate use cases for their class as well as citation requirements in the appropriate circumstance. Teachers are required to inform students of the need to test/check outputs for reliability, validity and bias. When generative AI is approved for use in a classroom setting, teachers are required to carefully supervise and monitor student use to ensure that it is used in accordance with this policy and requirements set out by the College of Teachers and the Ministry of Education.

- 2.1.3. Lesson/Unit Planning** - The use of generative AI applications to support lesson planning is permissible subject to the following conditions: the lesson planning is consistent with the Ministry and Board guidelines on program planning and assessment (e.g. Growing Success), any reference material used in the lesson planning has been verified as accurate and cited appropriately (see section 1.4), lesson planning is connected to the Ontario Curriculum, the Ontario Catholic Graduate Expectations and ICE supported curriculum (in the appropriate circumstance), and lesson planning has met all of the conditions of the belief and policy statements of this policy as well as complies with all of section 1.0 in the procedures of this policy.
- 2.1.4. Student Assessment** - The use of generative AI applications to support diagnostic or formative assessment is permitted subject to the following conditions: the assessment is consistent with the Ministry and Board guidelines on program planning and assessment (e.g. Growing Success), the assessment is connected to the Ontario Curriculum, the Ontario Catholic Graduate Expectations and ICE supported curriculum (in the appropriate circumstance) as covered in the course by the instructor, the assessment has met all of the conditions of the belief and policy statements of this policy as well as complies with all of section 1.0 in the procedures of this policy. **Generative AI is prohibited for use in summative assessments.**
- 2.1.5. Evaluation/ Grading** - The use of generative AI applications may be used to assist in evaluating and grading formative and diagnostic assessments. The use of generative AI for evaluation and grading purposes is subject to the conditions of the belief and policy statements of this policy as well as section 1.0 in the procedures of this policy. **The use of generative AI applications for evaluating/grading summative assessments is prohibited.**
- 2.1.6. Reporting** - The use of generative AI applications to support information for reporting student achievement to caregivers/students is prohibited.
- 2.1.7. Special Education - Differentiation** - The use of generative AI to support differentiated instruction for students on modified programs is permitted subject to the following conditions: program modifications are consistent with special education best practices (e.g. Education for All), modifications are consistent with the Ministry and Board guidelines on program planning and assessment (e.g. Growing Success), any reference material used has been verified as accurate and cited appropriately (see section 1.4), connected to the Ontario Curriculum, the Ontario Catholic Graduate Expectations and ICE supported curriculum (in the appropriate circumstance), and modifications have met all of the conditions of the belief and policy statements of this policy as well as complies with all of section 1.0 in the procedures of this policy. All use of generative AI to support program modifications requires consultation with the Principal before use.

2.2. Students

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

DEFINITIONS:

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

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

REFERENCES:

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



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: December 11, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

ADVERTISING IN SCHOOLS

Public Session

BACKGROUND

The Huron-Perth Catholic District School Board regularly reviews all policies to ensure compliance and relevance with legislation and corresponding alignment with the mission and vision of our Catholic school system. Policy Advertising in Schools was reviewed by the Board of Trustees on February 27, 2017.

DEVELOPMENT

Policy Advertising in Schools was presented for information at the October 23, 2023 Board meeting. Changes to the format of the policy were completed to align with other Board policies. This includes the addition of a belief statement and a reference section.

The revised policy was available on the Board's website for vetting. No changes have been recommended therefore the policy is being recommended for approval.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board approves the policy Advertising in Schools.



HURON-PERTH CATHOLIC

District School Board

Advertising in Schools

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

BELIEF STATEMENT:

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

POLICY STATEMENT:

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

PROCEDURE:

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

DEFINITIONS:

N/A

REFERENCES:

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



Prepared by: Tara Boreham, Superintendent of Education
Presented to: The Huron-Perth Catholic District School Board
Date: December 11, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

EQUITY, DIVERSITY, INCLUSION, AND ANTI-RACISM COMMITTEE REPORT

Public Session

BACKGROUND

The Equity, Diversity, Inclusion and Anti-Racism (EDIAR) Committee is in place again this year, with new Terms of Reference and new membership.

The EDIAR Committee exists to facilitate and provide advice on matters related to policy, procedures, academic and non-academic programming, as well as advise the Director of Education on how the Huron-Perth Catholic District School Board (the Board) should:

- Address systemic oppression (specifically anti-Black racism, anti-Indigenous racism, anti-Semitism, racism against people of colour, Islamophobia, homophobia, transphobia and ableism);
- Better serve stakeholders who identify and belong to a historically disadvantaged community;
- Develop/enhance skills to dismantle forms of oppression, and eliminate barriers to inclusion;
- Encourage diversity, address barriers to inclusion, and address issues of discrimination.

DEVELOPMENTS

The membership of the Committee shall not exceed 12 members. The Director of Education shall appoint committee members; the Supervisory Officer of Education in charge of EDIAR is responsible for actively recruiting members. Unless otherwise specified, members of the Committee should come from equity-seeking communities. The term for each member is two years except for trustees and senior administration who are appointed by the Chair and/or the Director of Education. The membership may include: Director of Education (or designate), Superintendent of Education, Trustee of the Board, Elementary Teacher, Secondary Teacher, Non-Teaching Staff (2), Secondary Students (2), Parent/Caregiver, The Religion and Family Life Coordinator, Community Member from an Equity Seeking Organization.

The Chair of the Committee shall be the Director of Education or designate. The term of the Chair is at the discretion of the Director of Education. The recording secretary of the Committee shall be appointed by the Director of Education and is not a voting member of the Committee.

Synthesis of Findings from 2022-2023 EDIAR Reports

Several EDIAR-related reports were completed in the 2022-2023 year. In order to inform EDIAR next steps and future action plans for the 2023-2024 year and beyond, a systematic review and synthesis of existing EDIAR-related reports (Internal Equity Audit, Staff Census, Elementary Student Census,

Secondary Student Census, School Climate Survey: Community Report; School Climate Survey: Student Report, School Climate Survey: Staff Report, EDIAR Inquiry Report), was conducted.

Overall, these reports determined that Huron-Perth Catholic DSB has demonstrated a strong dedication to recognition and self-improvement in the areas of EDIAR as well as a commitment to transparency and has continued to take actionable steps to creating a more inclusive school community. These documents also demonstrated the extensive attention, budget, and planning that has gone into the concerted effort to provide more resources, training, and attention to supporting EDIAR initiatives at Huron-Perth Catholic DSB.

The synthesis also demonstrated areas for growth, including:

- Creating a consistent, board-wide purpose or mission statement related to EDIAR priorities and beliefs
- Recognizing existing tensions
- Broader incident monitoring, reporting, response, and follow-up, specifically in relation to incidents related to discrimination
- More clearly articulating and communicating Zero tolerance policies, related to discrimination
- Seeking out greater opportunity for representation from diverse voices including students, staff and community members, and particularly students, staff, and community members from underrepresented groups (e.g., L1 speakers of diverse languages, minority religious group members, community members from diverse ethnic and/or cultural backgrounds)
- Including more diversity in classroom materials, school resources, and initiatives
- Continuing to conduct resource, facilities, and environment audits to determine gaps in current policies and procedure to ensure all students, staff, caregivers and community members feel safe and welcome at school and to seek out further actionable steps to improve the sense of belonging and community in Huron-Perth Catholic DSB
- Deliberately using and displaying visible symbols of inclusion
- Providing further formalized training, collaboration, and release time for teacher/staff professional development on EDIAR topics and planning.

New EDIAR Action Plan & Logic Model

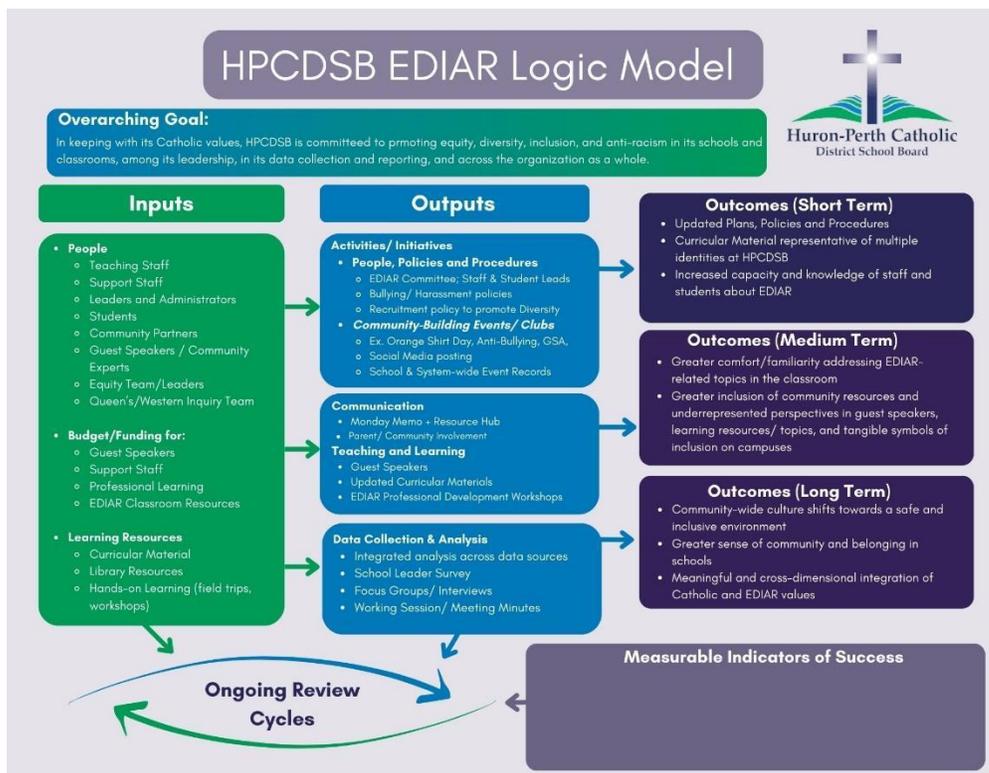
The Equity, Diversity, Inclusion, and Anti-Racism Action Plan 2023-2027 will draw on and expand upon the developments from the previous Action Plan, as well as findings from the 2023 Internal Audit; Staff, Student, and Community Demographic Census; School Climate Survey; and EDIAR Inquiry Report, to increase the knowledge and ability to promote EDIAR initiatives, widen perspectives and diversity of resources, and update policies and procedures to ensure they support EDIAR values, perspectives, and identities.

The Plan aligns with the Equity and Inclusion Education Policy 2.2.6. and the four areas of focus in the Ontario Equity Action Plan (2017). These areas are:

1. School and Classroom Practices
2. Leadership, Governance and Human Resources
3. Data Collection, Integration, and Reporting
4. Organizational Culture Change

The plan is developed in ongoing consultation with the Senior Huron-Perth Catholic DSB Team, the Learning Coordination Team (LCT), the Inquiry Team from Queen's and Western Universities, and other stakeholders.

Below is the draft Logic Model being used to inform the EDIAR Action Plan and the ongoing Inquiry.



EDIAR Initiatives Underway

EDIAR goals are supported through the implementation of initiatives; many board-wide initiatives are overseen by the Huron-Perth Catholic DSB learning coordinators. The learning coordinators are responsible for bridging identified EDIAR priorities within their respective portfolios. Collaboration being central to their roles, learning coordinators meet regularly to share and review information about the initiatives underway within the Huron-Perth Catholic DSB community. They also share these initiatives with the inquiry team, in order to monitor the implementation of these initiatives.

Initiatives may target one or more areas of EDIAR at the same time and may be approached and implemented differently depending on the audience and goal. Per the Ontario Equity Action Plan, initiatives are categorized as:

1. School and Classroom Practices
2. Leadership, Governance, and Human Resource Practices
3. Data Collection, Integration, and Reporting
4. Organizational Culture Change

Since the beginning of the 2023-2024 school year, there have been initiatives underway with elementary and secondary students and staff. A few examples are included in the table below.

Actions	Influence
Marcel Lebell Indigenous Canoe Builder	-All Grade 6 students across the Board and 4 sessions with secondary students
New Social Studies Curriculum expectations (Grades 1-3) Residential Schools	November 17 PD Day: -Session devoted to this for all elementary educators

Peer Pal Training and Program Development -promote peer-mediated supports -neurodiverse learners participate in social opportunities along with peers, led by other students, during unstructured time	-increased social skills for all participants -friendships are nurtured through the planned activities
Review of EDIAR-related community groups in the Huron-Perth Catholic DSB area	-goal is to connect with groups and explore possibilities for EDIAR-related work in Huron-Perth Catholic DSB (e.g., guest speaking, workshop provision, resource review, etc.)
Review of other school districts' policies, and academic literature, related to incident monitoring	-the goal is to continuously review the incident monitoring process and revise as necessary

EDIAR Inquiry

Huron-Perth Catholic DSB has again partnered with an Inquiry Team from Queen's and Western Universities. Data collection for this year is structured around three key categories:

1. EDIAR Action Plan: Documenting Progress and Reporting on Impact

This centers on the systematic documentation of progress made in implementing the EDIAR Action Plan. It involves a detailed examination of the impact of various initiatives related to EDIAR. The goal is not only to track progress but also to evaluate the effectiveness of these actions in creating a more inclusive environment.

2. Strategic Support for EDIAR

Here, the focus is on providing strategic support for EDIAR efforts. This may involve analyzing existing strategies, identifying areas for improvement, and proposing strategic adjustments to enhance the overall effectiveness of the initiatives.

3. Student and Staff Leadership in EDIAR

This work investigates the role of both students and staff in providing leadership for EDIAR initiatives. It aims to understand and amplify the voices of student leaders and staff members involved in promoting EDIAR. This could include conducting interviews with student leaders, gathering insights from staff members, and recognizing the leadership contributions within the organization.

Planned inquiry activities include the following:

- Systematic Documentation of EDIAR Initiatives: Developing a structured and comprehensive approach to document various EDIAR initiatives, ensuring transparency and clarity in reporting progress.
- LCT Focus Group Sessions: Conducting LCT focus group sessions to gather qualitative insights, feedback, and experiences.
- Interviews with Student Leaders: Engaging with student leaders through interviews to gain a deeper understanding of their perspectives, experiences, and contributions to EDIAR initiatives.
- Surveying Equity Leads: Administering surveys to the Equity Leads and collecting quantitative data to complement qualitative insights.

- Re-analysis of Existing Work: Undertaking a thorough re-analysis of the existing work in the realm of EDIAR, ensuring that past efforts align with current goals and identifying opportunities for improvement.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Equity, Diversity, Inclusion and Anti-Racism (EDIAR) report for information.



Prepared by: Karen Tigani, Superintendent of Education
Presented to: The Huron-Perth Catholic District School Board
Date: December 11, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

CATHOLIC STUDENT LEADERSHIP REPORT

Public Session

BACKGROUND

The Huron-Perth Catholic District School Board is proud of our collective efforts toward our faith formation goals. Students, families, and staff have continued to regularly and meaningfully engage with one another and with our families of parishes in a variety of ways. The availability to use digital tools and online meetings allows for flexibility and participation even when meeting in person is not possible for everyone. We are proud of the ongoing, collective commitment of our educators and school communities to ensure that Catholic faith is prioritized and that hope, joy, unity and interconnectedness are reflected in our school activities each day. We are delighted to be able to do more faith development opportunities in person this year, to welcome priests and parish support staff into our schools, and to return to celebrating some of our Masses in our churches. In particular, we are thrilled to see our secondary students responding to the invitation to be faith leaders within their schools and to collaboratively seek new and creative ways to enhance the faith life of students as well as growing in faith leadership themselves. Under the guidance of our Secondary Chaplains, and supported by our Religion and Family Life Coordinator, we are proud of the Youth Leadership Team that has formed this year.

All partners in Catholic education are called to model the Gospel values of Jesus Christ and to work together to support learning environments that are rooted in faith. Our Christ-centred Catholic schools represent “places where children and young people encounter Jesus, and where they are encouraged to enter more deeply into a personal relationship with Him.” (Renewing the Promise: A Pastoral Letter for Catholic Education, Assembly of Catholic Bishops of Ontario, pg. 25). Everyone in Catholic education responds to this call when we actively pursue prayer, sacraments and service together, among other things, thereby living out our baptismal call and vocation. It is exciting to engage both staff and student leaders in this primary dimension of our school communities and Board.

DEVELOPMENTS

Students have benefited from many opportunities to deepen their faith through new and creative ways since the start of the school year. Elementary and secondary schools, along with the chaplaincy teams in our secondary schools provide rich faith opportunities through grade-specific retreats, prayer groups, service projects and more. Students have a variety of opportunities to get involved and find something that supports them on their journey.

Throughout all of our schools, there is consistent evidence of the Catholic Social Teachings being embraced by students and staff. Working together with The Society of St. Vincent de Paul in Stratford and Goderich to support Thanksgiving and Christmas food drives is one example of high engagement

and impact. This is also evident with several local organizations that support in the same capacity, such as Out of the Cold and the Perth-Huron United Way. Students respond very positively to the many opportunities to put their faith into action, as leaders at the school, in the parishes, and within the community. These opportunities also engage parents and caregivers in many cases as well as engaging the staff in our schools who lead and support these various initiatives. These initiatives extend throughout all of our schools, with many beautiful signs of service to others in our elementary schools as well.

This October, 18 members of the Catholic Student leadership teams, along with the Board's secondary school Chaplains, attended the Youth Forum at the *When Faith Meets Pedagogy* conference in Toronto. The students listened to a very inspiring keynote by Fr. Tony Ricard, from the Archdiocese of New Orleans who reminded all the 1200 students in attendance that they are all a "child of God". Additional workshops were presented by Development and Peace, L'Arche, and David Patterson from Yes Catholic. Our student leaders and Chaplains left the event feeling inspired and full of the Holy Spirit.

This dynamic group of students has taken on more leadership roles in their secondary schools by helping lead school-wide daily prayer, liturgies and Masses, along with supporting grade-specific retreats. Some created a promotional video entry for OCSTA Catholic Education Week contest "Called to Love" and many co-lead and support various service projects in their schools. Plans are underway for an exciting and faith-filled winter retreat for this group as part of the Cultivating Catholics program in February. This will be followed by more opportunities for faith leadership in their schools.

Recently, some of these student leaders participated in the Board's spiritual theme discernment exercise held at St. Patrick's Catholic Church in Dublin. This was a powerful example of the importance of engaging students in the process of reflecting upon how we will continue to be leaders in faith formation in our schools, parishes, and communities. The students' presence and participation was a powerful sign of hope, renewal and joy for the many adult participants. The students offered thoughtful insights, suggestions and support. They shared that they deeply appreciated the commitment, love and faith shown by the adults responsible for their Catholic education.

A significant student leadership event that we are planning will take place in the Spring in Stratford. Over 200 students in Grades 6-12 will gather at the Rotary Complex in April to participate in a faith formation and leadership event to learn more about how God calls us to "Act with Justice, Love Mercy, Walk Humbly." There will be opportunities to meet in larger groups with same-grade peers along with smaller groups for deeper faith formation with the focus on how we are called. Supported by the secondary student faith leaders, this day will be a wonderful opportunity to ignite the Holy Spirit in our students as we prepare for Catholic Education Week and the last two months of the school year.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Catholic Student Leadership report for information.
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Prepared by: Tara Boreham, Superintendent of Education
Presented to: The Huron-Perth Catholic District School Board
Date: December 11, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

INDIGENOUS EDUCATION UPDATE

Public Session

BACKGROUND

[Ontario's Indigenous Education Strategy](#) is designed to support First Nation, Métis, and Inuit students to achieve their full potential. The Ministry of Education is committed to improving Indigenous education in Ontario, improving student achievement and well-being, and closing the achievement gap between Indigenous students and all students. This strategy has been designed to improve opportunities for First Nation, Métis, and Inuit students, and to increase the knowledge and awareness of all students about Indigenous histories, cultures, perspectives, and contributions.

Students and staff across the district have engaged and will continue to engage in a variety of important learning activities throughout the year, as they build their knowledge and awareness of Indigenous histories, cultures, perspectives, and contributions.

DEVELOPMENTS

Student Population

The Huron-Perth Catholic District School Board is committed to strengthening our relationship with local Indigenous community members to enhance our delivery of educational programs and services that ensure that First Nation, Métis, and Inuit students have opportunities and resources to achieve academic success and to further develop their personal well-being. Statistics for our area show that there is a predicted Indigenous student population of 90 students. We currently have 35 students who have self-identified. This is up 5 students from last year, and a total of 15 students from the 2021-22 school year. Through our programming, creating a digital opportunity to self-identify, and the presence of an Indigenous Student Support Advisor in our secondary schools, we are working hard to help Indigenous students and their families feel comfortable enough to come forward and self-identify. Support for principals, office assistants, and guidance departments about the self-identification process will continue.

HPCDSB Students	2016 Census	HPCDSB Projected	HPCDSB Identified
4600	1.98% Indigenous Children	90 students	35 students

*Information from former ISSA, Melissa Stevens

Indigenous Education Council

On November 16 the Indigenous Education Council (IEC) held its first gathering for the 2023-24 school year. Time for welcoming new members and outlines of the goals of the IEC were shared. Discussion of plans for the current school year's Board Action Plan (BAP) were discussed and feedback was received in order to finalize the BAP for this year. We look forward to implementing this year's plan.

New Curriculum in Language and Social Studies

In the new Language curriculum, specific sections focus on Indigenous histories, cultures, and writers. In consultation with local Indigenous community members, a variety of resources were purchased for each school that will engage learning from early primary all the way to intermediate and senior grades. Lesson plans are being developed in consultation with the Literacy Resource Teachers, Indigenous Education Special Assignment Teacher, and community members.

An updated social studies curriculum was recently released by the Ministry of Education that includes mandatory learning about the Residential School Systems in Grades 1 to 3. This is in addition to curriculum expectations regarding Residential Schools in Grades 4-6 social studies and Grades 7, 8 and 10 history. Several books that support this curriculum expectation were purchased for each school and a board-wide subscription to ON-Core, a video streaming resource that aligns with the Ontario curriculum was also made available to staff.

This commitment ensures that all students, Indigenous and non-Indigenous, are enriched by learning about the histories, cultures, perspectives, and contributions of First Nation, Métis, and Inuit individuals and communities in Canada. These efforts further Ontario's commitment to work with Indigenous partners to advance reconciliation and to implement the [Truth and Reconciliation Commission of Canada's](#) Calls to Action.

Truth and Reconciliation Week and Orange Shirt Day

The Huron-Perth Catholic District School Board recognized Truth and Reconciliation Week and Orange Shirt Day 2023 with a number of learning opportunities for students across the district. Some of these opportunities included an art activity recognizing the 10th anniversary of Orange Shirt Day with Moses Lunham, an Indigenous artist from Kettle and Stoney Point First Nations, learning opportunities with Knowledge Keepers Patsy Day and Christin Dennis, and virtual workshop opportunities with The National Centre for Truth and Reconciliation.



This learning supports the themes of anti-racism, and anti-bullying, and fosters a sense of belonging and inclusion rooted in the belief that we are created in the image and likeness of a loving God. It affirms that we are brothers and sisters learning, growing, and sharing life, centred on our Catholic values.

Medicine Wheel Mosaics

Brenda Collins, a Métis artist, has been visiting several schools to work with Grade 7 and 8 students and staff in making a beautiful medicine wheel for the school community. When creating the medicine wheel mosaic, Brenda teaches about the cultural significance of the medicine wheel and healing circle for some Indigenous cultures.

Staff at the CEC also had the opportunity to learn and co-create a medicine wheel mosaic that will be hung in the CEC building. By the end of the 2023-24 school year, every school in the system will have one hanging in the hallway.



Treaties Recognition Month

Treaties Recognition Month is being honoured throughout Huron-Perth Catholic DSB to reflect on the importance of treaties and to learn more about treaty rights and treaty relationships. We are honoured to once again welcome Knowledge Keepers, Patsy Day and S.P. Joseph Lyons, into our junior and intermediate classrooms to help students learn more about the Indigenous peoples who lived on the land that we now live on. These visits complement our learning in Social Studies and History. The junior students will have a hands-on opportunity to make their own artifacts to take home and share with their families.

NBE 30 U/C Course - Indigenous Voices

The Grade 11 NBE course students are immersed in literature written by local indigenous voices, exploring local injustices and conversing with local Indigenous Knowledge Keepers. The students have participated in the Indigenous Peoples of Canada Floor Map activities and explored the events of the Ipperwash Inquiry through the lens of Stoney Point families. Christin Dennis, a Knowledge Keeper, is speaking with the students about the role of intergenerational trauma, as well as current mental health and well-being challenges. In weeks to come students will work alongside Patsy Day from Oneida Nation of the Thames to create a beaded medallion while learning about the Haudenosaunee culture and resilience. Students are sharing positive experiences and feedback with the administration about this course. We look forward to continuing to offer this course and continuing to inspire and connect with more students.

Wampum Belt learning kits

These kits were created by Indigenous Knowledge Keeper Brenda Collins and are a very hands-on resource to continue student and staff learning about treaties. Special Assignment Teacher Mary Fischer has been working with classes on this follow-up learning opportunity. We have a total of twelve kits which provide lots of opportunities for students to explore and learn from.



Tribal Vision - Visions of Turtle Island

We will be welcoming back Tribal Vision to five of our elementary schools this spring for their performance of *Visions of Turtle Island*. The artist will explain the history and significance of their dances and illustrate the cultural experience of First Nations peoples in Canada. This show is an introduction to the powwow culture of North American Indigenous people. Students will be moving and dancing for the duration of this high-energy dance workshop. They will learn about the history and meanings of the dances that they participate in.



Ojibwe Spirit Horses

We will be welcoming Aspens Ojibwe Spirit Horses to several schools in the spring. The sessions involve a virtual visit with Christin Dennis, a Knowledge Keeper who prepares students for the horses' visit with music and art activities. Then the organization will bring the horses to the school property, along with Christin Dennis being present, engaging the children and youth.

National Indigenous Peoples History Month

Plans are underway for learning opportunities during National Indigenous Peoples History Month, including a virtual visit with two-time Governor General award-winning Indigenous author David A. Robertson, webinars, and virtual learning sessions. Prepared announcements will be shared with schools to increase knowledge of Indigenous Peoples' history in our community and in our country.

Staff Professional Development Opportunities

Plans are underway for a variety of professional development opportunities, including learning sessions with the various Knowledge Keepers, additional qualifications courses, and online learning opportunities that will be available to all staff.

Part of the November 17 Professional Development Day focused on the new social studies curriculum and allowed staff an opportunity to explore the variety of supporting materials available in our schools.

Our board-wide membership to the First Nations, Métis, and Inuit Educators Association of Ontario offers many professional development webinars and live virtual events that many staff have participated in this year.

Other Highlights

- Increased visits to secondary schools classes (e.g. Gr. 11 World Religions, Canadian History, Canadian Geography, Indigenous Voices and Visual Arts)
- Continued participation in the Huron Indigenous Community of Practice Partnership
- Continued participation in Two Row Now/Kaswentha~ Huron-Perth community group
- Increased interest from community members to join the Indigenous Education Council

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Indigenous Education Update report for information.
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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: December 11, 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

- The Grade 12 Retreat was held on Wednesday, November 1st. Students travelled to London and spent the day at Kings College. 170 students attended lectures and toured the campus.
- On November 10th, we gathered as a school community in prayer and honoured our veterans who served in World War II, the Korean Conflict, and those who have participated in peacekeeping missions across the world.
- Grade 6-8 Open House was held on November 16th. This provided all grade 6-8 students in our community an opportunity to begin their Warrior life in prayer, tour the school, and ask any questions to staff. Student visitors participated in a scavenger hunt to allow them to become familiar with the building.
- Students and staff volunteered at the Community Kitchen on Nov. 16th at St. Joseph Parish. Ms. Warren Vrbanac led staff and community members in attendance in prayer before students served dinner to the community members.
- Staff took part in a Faith Day for their PD Day on Nov. 17th. They began their day in prayer at St. Joseph Parish with Father David Butler as celebrant. They also listened to a guest speaker from the United Way and expressed their faith in the afternoon through art, music or an Emmaus walk.
- We will hold our Advent food drive on December 5th. This is a great night for our students to go door to door asking for non-perishable food items in support of St. Vincent de Paul. Student, staff and family volunteers provide vehicles to collect the food and drive students and they come together at the Parish Hall at the end.
- Advent Mass will be held on Dec. 5th in the school gymnasium. It will be a beautiful celebration to celebrate the beginning of Advent. Mass will be celebrated by Father David Butler.
- We will celebrate as a school community the Feast of St. Nicholas on December 6th when we host a "Live Nativity" from 6:00pm - 8:00pm.

- Students will have the opportunity to celebrate the sacrament of reconciliation on Dec. 8th. There will be two priests visiting the school for this.
- Students in Grade 10 will attend a Net retreat on Dec 12th or 13th at the Rotary Complex. The theme of the day is “A Quiet Place”.

St. Anne’s CSS

- Grade 10 retreat was held on November 3rd, 2023 which was mental health focused and was facilitated by Zack, Sally MacDonald and Deacon Dan McPhee
- November 9th we gathered as a school community to pay respects to and remember all veterans
- All souls day, our school created a memory table in the chapel and staff and students were invited to bring a photo and memento of a loved one and to offer prayers
- Grade nine retreat is being held by net ministries on November 24, 2023 at the school during the day
- Our Advent project in support of St. Vincent de Paul in Goderich is beginning December 4th
- Staff took part in the faith day on November 17th where they participated in making Advent wreaths for the classroom, making rosaries, Christian Mediation, Emmaus Walks and viewing *The Letter*
- December 7th we held our monthly reconciliation service & Mass
- Advent Mass is being planned for December 21st, 2023

Academic Events/Accomplishments

St. Michael CSS

- There were 33 students who competed in the Regional DECA competition in Kitchener on November 12th. 22 of those students have qualified for the provincial competition in February.
- Twenty grade 11 and 12 students had the opportunity to rewrite the OSSLT on November 20th. Ms. Robinson and Ms. Laurin worked with the students in the weeks previous to help them prepare for the test.
- Mid-term report cards were available for students on November 21st.
- First Aid training will take place for SHSM students on December 7th and December 21st.
- Mr. Selbie and Mr. Goforth took twenty five students to attend a College Fair at Conestoga College on October 31st.
- The 4U History class participated in Horrible Histories Lectures at Western University on October 31st.
- Ms Dunn took a career class to the Level Up in London on November 1st

St. Anne’s CSS

- High skills major training is still continuing (November 9, 2023)
- New dual credit began for plumbing which has four students attending
- Midterms went home on November 21, 2023
- Literacy test fall writing opportunity was on November 28, 2023
- All French classes experienced French cuisine learning opportunities from November 27 to 30th
- Patsy is coming in on December 6th, 2023 to speak with our Indigenous English class
- Experience St Anne’s days began November 29, 2023 and run on various set days until December 19th, 2023

Athletics/Arts Events/Accomplishments

St. Michael CSS

- The drama club is putting on a production of “Alice in Winter Wonderland” from December 11th-15th
- St. Mike’s hosted the Elementary schools for their Annual Volleyball Tournament on November 22nd.

- A Holiday Market was held on November 21st. Art students, as well as members of the community, sold their creations. Hot chocolate and cookies were served, and the proceeds to those sales were donated to Optimist Place. The Holiday Market raised \$1500 for Optimist Place.
- St.Mikes hosted AA Boys OFSSA Volleyball from November 23-25. There were over 200 participants and the St. Mikes Boys placed in 8th place in the province.
- All winter sports are up and running.
- On December 3rd, the concert band performed in the Stratford Santa Claus parade.
- The concert band performed an outreach concert for the residents of Woodland Towers on December 4th

St. Anne's CSS

- New bleachers were installed to finish the refurbishing of our existing gymnasium
- We held our open house on November 22, 2023 which was highly successful
- Elementary volleyball was successfully held on November 22 and supported by many St Anne's students
- Inaugural Chess tournament was held on November 30
- Madi Reid was named athlete of the week on November 14 for being the top scorer on the basketball team
- Brandon Durcharme and Divine Gervais were named artist of the week on November 20 for raising \$200 for the school at Bayfield park
- Winter semi formal was successful on November 9, 2023 and the theme was disco
- The Anti-racism and Culture Club held a candy for kindness campaign which supported the United Way \$194.85
- All winter sports are up and running

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: December 11, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

2023 ANNUAL LEAD SAMPLING REPORT

Public Session

BACKGROUND

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

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

DEVELOPMENT

Flushing requirements for the Board are weekly, on the first day of the week that the school is open to students.

St. Michael Catholic Secondary School Room 137 was the Blessed Carlo Acutis Continuing Education School office in the 2022/23 school year. This room had not been occupied for over a month when the water sample was taken, therefore the high standing water reading. The flushed sample is in line with other school samples.

There were 10 bottle fill stations replaced in 2023 with filtered units which required testing before putting into service. At the request of Trustees, all of the St. Aloysius bottle fill stations were tested in 2023. As of December 2023, there are sixty-two bottle stations with filters installed in schools.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the 2023 Annual Lead Sampling Report.



Huron Perth Catholic District School Board

Lead Sampling 2023

Standing and Flushed

SCHOOL	DATE	ROOM	STANDING	FLUSHED
Holy Name of Mary of Mary School, St. Marys	20-Jun-2023	Tap in Rm 204	ND	ND
Jeanne Sauve School, Stratford	20-Jun-2023	Bottle Fill O/S Room 118	ND	ND
Our Lady of Mount Carmel School, Mt. Carmel	21-Jun-2023	Tap in Rm 120	ND	ND
Precious Blood School, Exeter	21-Jun-2023	Bottle Fill O/S Room 113	ND	ND
Sacred Heart School, Wingham	21-Jun-2023	Tap in Rm 125	ND	ND
St. Aloysius School, Stratford	14-Mar-2023	Bottle Fill O/S Room 106A	ND	ND
	14-Mar-2023	Bottle Fill O/S Room 117	ND	ND
	14-Mar-2023	Bottle Fill O/S Room 127	2.30	1.40
	14-Mar-2023	Bottle Fill O/S Room 131	1.40	3.10
	20-Jun-2023	Bottle Fill O/S Room 127	ND	ND
St. Ambrose School, Stratford	16-Mar-2023	Bottle Fill O/S Room 137	ND	ND
	20-Jun-2023	Tap in Rm 133	5.40	5.10
St. Anne's Secondary School, Clinton	21-Jun-2023	Tap in Rm 134-E	ND	1.60
St. Boniface School, Zurich	15-Mar-2023	Bottle Fill O/S Room 109	ND	ND
	21-Jun-2023	Bottle Fill O/S Room 125	ND	ND
St. Columban School, St. Columban	21-Mar-2023	Bottle Fill O/S Room 120	ND	ND
	21-Jun-2023	Bottle Fill O/S Room 102	1.60	ND
St. James School, Seaforth	21-Jun-2023	Tap in Rm 120	ND	ND
St. Joseph's School, Clinton	23-Mar-2023	Bottle Fill O/S Room 101A	ND	ND
	21-Jun-2023	Tap in Rm 122	ND	ND
St. Joseph's School, Stratford	16-Mar-2023	Bottle Fill O/S Room 119	ND	ND
	20-Jun-2023	Tap in Rm 121	1.10	1.30
St. Mary's School, Goderich	21-Jun-2023	Bottle Fill O/S Room 120	ND	ND
St. Mary's School, Listowel	20-Jun-2023	Bottle Fill O/S Room 135	ND	ND
St. Michael Secondary School, Stratford	16-Mar-2023	Bottle Fill O/S Room 123-3	ND	ND
	20-Jun-2023	Tap in Rm 137	19.00	1.60
St. Patrick's School, Dublin	21-Jun-2023	Tap in Rm 118	ND	ND
St. Patrick's School, Kinkora	20-Jun-2023	Bottle Fill O/S Room 108	ND	ND

** ND = Not Detected

Units of Measurement = ug/L



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: December 11, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED AUGUST 31, 2023

Public Session

BACKGROUND

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

DEVELOPMENT

BDO Canada LLP has audited the 2022-2023 financial statements of Huron-Perth Catholic District School Board. The final draft Consolidated Financial Statements for the year ended August 31, 2023

is attached. It is comprised of:

- Consolidated statement of financial position;
- Consolidated statements of operations;
- Changes in cash flows and net debt for the year ended;
- Notes to the financial statements, including a summary of significant accounting policies.

A surplus of \$626,360 for the fiscal year ending August 31, 2023 is shown in the Statement of Operations. The result is a surplus representing approximately 0.8% of total revenue.

The new Public Sector Accounting Handbook Section PS 3280 Asset Retirement Obligations (ARO) was adopted by the Board on a modified retroactive basis with prior period restatement. As a result of applying this accounting standard, the Board's financial statements now include ARO Tangible Capital Assets (TCA), ARO liability, ARO amortization expense and ARO accumulated surplus Amounts. Further details on the implications of this standard are found in Notes 1, 2, 7 and 15 of the 2022-23 financial statements.

This new ARO account standard for public sector entities addresses the accounting and reporting of legal obligations associated with the retirement of tangible capital assets. These obligations are predictable, likely to occur and unavoidable. Examples of legal obligations (applicable to the Board) are:

- Asbestos in buildings.
- Drinking water wells.
- Septic tanks and septic beds.

Retirement of these legal obligations would be abatement (asbestos) or removal or decommission (wells/septic). The new requirement is to include on financial statements the estimated cost to do this, which is a liability of the Board. A Ministry provided costing model was used to estimate this cost for wells and septic. Given the Board did recent asbestos abatement work the summer of 2023, this updated costing was used for the asbestos abatement estimate instead of the Ministry costing model. The asset retirement obligation represented on the Board's financial statements for 2023 is \$1,585,644. This does not include a discount amount of \$176,704. The estimated cost is a cost at some time in the future; discounting is the process of determining the present value. The Board did not include the discount amount for the following reasons:

- It's unknown when of these items will be abated or removed.
- Measurement uncertainty and amount is immaterial.
- Ministry advised not to discount.

This item and amount is reported on the BDO Adjusted and Unadjusted Differences Report.

Consolidated Statement of Financial Position

- Financial Assets have increased from 2021-22 by \$256,190.
 - There is an increase in year end bank balances, which is offset by a decrease in year end accounts receivable.
 - The decrease in the approved capital receivable from the Province is due to the Board receiving payments during 2022-23 for prior year COVID related capital expenditures.
- Financial Liabilities have decreased from 2021-22 by \$540,635.
 - The decrease represents principal payments of long term debt with small increases in deferred revenue and payables.

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

Consolidated Statement of Operations

- Revenues: decrease of \$1,795,217 from budget.
 - The reported decrease in Grants for Student Needs (GSN) from the budget is primarily due to deferred legislative grants at August 31, 2023, offset by an increase in GSN related to the fuel escalator amount in the transportation grant and increased salary benchmarks.
 - Provincial Grants – Other have a decrease from budget due to the transportation fuel escalator flowing through the GSN for financials instead of other provincial grants.

- Other revenue reflects an increase due to rising interest rates and a return to regular student activities within school generated funds as we emerge from the pandemic.
- Expenses: decrease of \$2,421,577 from budget.
 - Instruction decrease from budget
 - Technology purchases capitalized.
 - Deferred special education equipment purchases.
 - Other deferred allocations.
 - Staffing challenges resulted in decreased replacement costs.
 - Program expense.
 - Other increase from budget
 - Additional labour contingency.

The Ministry of Education introduced a cash management strategy effective September 1, 2018. As part of the strategy, the Ministry of Education delays part of the grant payments to school boards where the adjusted accumulated surplus and deferred revenue balances are in excess of certain criteria set out by the Ministry of Education. The balance of delayed grant payments resulting from the Ministry cash management strategy at August 31, 2023 is \$3,999,249, and is reported on the consolidated statement of financial position.

The total accumulated surplus available for compliance at August 31, 2023 is \$6,770,280. There is the ability to appropriate amounts for specific purposes. The amounts in Note 15 (page 27) of the consolidated financial statements detail the recommended appropriations of accumulated surplus for specific purposes. The amounts unavailable for compliance which total \$451,376 consists of amounts prescribed by the Ministry and Public Sector accounting standards, and are not available for appropriation by the Board.

RECOMMENDATIONS

THAT the Huron-Perth Catholic District School Board approves the Huron-Perth Catholic District School Board Consolidated Financial Statements for the year ended August 31, 2023.

THAT the Huron-Perth Catholic District School Board approves the 2022-2023 internal appropriations of accumulated surplus in the amount of \$3,926,046 as outlined in Note 15 of the Consolidated Financial Statements be approved.

**Huron-Perth Catholic District
School Board
Consolidated Financial
Statements
For the year ended August 31, 2023**

DRAFT

Huron-Perth Catholic District School Board
Consolidated Financial Statements
For the year ended August 31, 2023

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HURON-PERTH CATHOLIC

District School Board

MANAGEMENT REPORT

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Huron-Perth Catholic District School Board are the responsibility of the Board's management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act, as described in Note 1 to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management. The Board meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

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

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

Director of Education / Secretary

Superintendent of Business / Treasurer

December 11, 2023 (Upon Board Approval)



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BDO Canada LLP
380 Hibernia Street
Stratford, Ontario
N5A 5W3

Independent Auditors' Report

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

We have audited the consolidated financial statements of Huron-Perth Catholic District School Board ("the Board"), which comprise the consolidated statement of financial position as at August 31, 2023, the consolidated statements of operations, changes in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements have been prepared, in all material respects, in accordance with the basis of accounting disclosed in the Summary of Significant Accounting Policies.

Basis for Opinion

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

Emphasis of Matter - Basis of Accounting and Restriction on Use

We draw attention to Note 1 to the financial statements, which describes the basis of accounting. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

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

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

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

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



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

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

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

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



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

Chartered Professional Accountants, Licensed Public Accountants

Stratford, Ontario
December 11, 2023 (Upon Board Approval)

DRAFT

Huron-Perth Catholic District School Board

Consolidated Statement of Financial Position

As at August 31,	2023	2022
		Restated (Note 2)
Financial Assets		
Cash and cash equivalents	\$ 6,029,642	\$ 5,067,155
Investments (Note 3)	49,318	57,982
Accounts receivable		
Local government	879,512	911,702
Other	1,379,376	1,251,430
Province of Ontario - Approved Capital (Note 4)	8,909,222	9,725,187
Province of Ontario - Delayed Grant Payment (Note 4)	3,999,249	3,904,805
Province of Ontario - Other	887,953	959,821
	<u>22,134,272</u>	<u>21,878,082</u>
Financial Liabilities		
Accounts payable and accrued liabilities	4,854,146	4,724,900
Deferred revenue - mandatory (Note 5)	2,585,939	2,947,302
Deferred revenue - other	881,817	397,165
Deferred capital contributions (Note 6)	48,612,387	48,680,661
Asset retirement obligation (Note 7)	1,585,644	1,520,663
Employee future benefits liability (Note 9)	1,916,726	2,034,747
Net long-term debt (Note 11, 12 and Note 21)	6,826,776	7,498,632
	<u>67,263,435</u>	<u>67,804,070</u>
Net Debt	<u>(45,129,163)</u>	<u>(45,925,988)</u>
Non-Financial Assets		
Prepaid expenses and inventory	629,247	749,433
Tangible capital assets (Note 14)	51,270,196	51,320,475
	<u>51,899,443</u>	<u>52,069,908</u>
Accumulated Surplus (Note 15)	<u>\$ 6,770,280</u>	<u>\$ 6,143,920</u>

Signed on Behalf of The Board

Signature of Director of Education / Secretary

Signature of Chair of School Board

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

Huron-Perth Catholic District School Board

Consolidated Statement of Operations

For the year ended August 31,	Budget 2023	2023	2022
	(Unaudited)		Restated (Note 2)
Revenues			
Grants for Student Needs (Note 16)	\$ 68,584,210	\$ 66,990,959	\$ 63,921,661
Provincial grants - other (Note 17)	2,167,733	1,647,763	4,480,674
Federal grants	32,918	51,272	8,328
Deferred capital contributions recognized (Note 5)	4,342,907	4,337,230	4,075,399
Investment income	150,000	288,059	72,461
Other fees and revenues	290,835	361,784	744,815
School fundraising	1,274,400	1,370,719	828,622
	76,843,003	75,047,786	74,131,960
Expenses (Note 18)			
Instruction	54,680,786	52,406,720	52,010,911
Administration	2,915,413	2,918,833	2,894,446
Transportation	6,467,586	6,220,180	6,147,473
Pupil accommodation	10,810,285	10,654,018	10,297,755
Other	694,533	850,956	1,423,198
School funded activities	1,274,400	1,370,719	802,210
	76,843,003	74,421,426	73,575,993
Annual surplus	-	626,360	555,967
Accumulated surplus, beginning of year	6,143,920	6,143,920	6,659,561
Change in accounting standard (Note 2)	-	-	(1,071,608)
Accumulated surplus, beginning of year - restated	6,143,920	6,143,920	5,587,953
Accumulated surplus, end of year	\$ 6,143,920	\$ 6,770,280	\$ 6,143,920

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

Huron-Perth Catholic District School Board

Consolidated Statement of Cash Flows

For the year ended August 31,	2023	2022
		Restated (Note 2)
Operations		
Annual surplus	\$ 626,360	\$ 555,967
Add: Amortization of tangible capital assets	4,419,975	4,189,428
Add: Amortization on tangible capital assets - Asset retirement obligation	51,445	51,444
Less: Amortization of deferred capital contributions	(4,337,230)	(4,075,399)
Add: Loss on disposal of tangible capital assets	4,597	-
Add: Loss on disposal of asset retirement obligation	18,534	-
	<u>157,321</u>	<u>165,473</u>
Change in non-cash working capital balances		
Accounts receivable - local government, other, and grants for student needs	(23,888)	(725,455)
Accounts payable and accrued liabilities	129,246	(1,253,360)
Deferred revenues - mandatory	(361,363)	559,574
Deferred revenues - other	484,652	(3,500)
Employee future benefits liability	(118,021)	(144,541)
Prepaid expenses and inventory	120,186	(285,938)
Asset retirement obligation	64,980	-
	<u>1,079,473</u>	<u>(1,131,780)</u>
Net increase in cash from operations	1,079,473	(1,131,780)
Capital transactions		
Acquisition of tangible capital assets	(4,444,271)	(3,982,633)
Financing		
Temporary borrowing repayments	-	(24,558)
Delayed grant payment	(94,444)	(1,106,827)
Debt repayments	(671,856)	(637,257)
Deferred capital contributions received	4,268,956	3,861,928
Change in accounts receivable - Province of Ontario, approved capital	815,965	1,651,829
	<u>4,318,621</u>	<u>3,745,115</u>
Increase (decrease) in cash and equivalents	953,823	(1,369,298)
Cash and equivalents, beginning of year	5,125,137	6,494,435
Cash and equivalents, end of year	\$ 6,078,960	\$ 5,125,137

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

Huron-Perth Catholic District School Board

Consolidated Statement of Change in Net Debt

For the year ended August 31,	2023	2022
		Restated (Note 2)
Annual Surplus	\$ 626,360	\$ 555,967
Tangible Capital Asset Activity		
Acquisition of tangible capital assets	(4,444,271)	(3,982,633)
Amortization of tangible capital assets	4,471,420	4,240,872
Loss on sale tangible capital assets	4,597	-
Loss of disposal of asset retirement obligation	18,534	-
Increase in asset retirement obligation asset	-	(1,520,663)
	50,280	(1,262,424)
Other Non-Financial Asset Activity		
Acquisition of supplies inventories	(70,531)	(186,917)
Prepayment of expenses	(558,716)	(562,515)
Consumption of supplies inventories	186,917	164,761
Use of prepaid expenses	562,515	298,733
	120,185	(285,938)
Decrease (increase) in net debt	796,825	(992,395)
Net debt at beginning of year	(45,925,988)	(44,933,593)
Net debt at end of year	\$ (45,129,163)	\$ (45,925,988)

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

1. SIGNIFICANT ACCOUNTING POLICIES

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

a) Basis of Accounting

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

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES - continued

b) Reporting Entity

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

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

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

c) Trust Funds

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

d) Cash and Cash Equivalents

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

e) Financial Instruments

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

f) Investment Income

Investment income is reported as revenue in the period earned.

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

g) Deferred Revenue

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

1. SIGNIFICANT ACCOUNTING POLICIES - continued

h) Deferred Capital Contributions

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

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

i) Retirement and Other Employee Future Benefits

The board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, retirement gratuity, life and accidental death and dismemberment insurance.

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

The board has adopted the following policies with respect to accounting for these employee benefits:

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

1. SIGNIFICANT ACCOUNTING POLICIES - continued

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

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

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

j) Tangible Capital Assets

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES - continued

k) Government Transfers

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

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

l) Budget Figures

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

m) Use of Estimates

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

There is measurement uncertainty surrounding the estimation of liabilities for asset retirement obligations (ARO) of \$1.586 million. These estimates are subject to uncertainty because of several factors including but not limited to incomplete information on the extent of controlled materials used (e.g. asbestos included in inaccessible construction material), indeterminate settlement dates and/or the allocation of costs between required and discretionary activities.

n) Education Property Tax Revenue

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

2. CHANGE IN ACCOUNTG POLICY

The new Public Sector Accounting Handbook Section PS 3280 *Asset Retirement Obligations (ARO)* was adopted on September 1, 2022 on a modified retroactive basis with prior period restatement. PS 3280 establishes the accounting and reporting requirements for legal obligations associated with the retirement of tangible capital assets controlled by a government or government organization.

As a result of applying this accounting standard, an asset retirement obligation of \$1,585,646 (2022 – \$1,520,663) was recognized as a liability in the Statement of Financial Position.

The board has restated the prior period based on a simplified approach, using the ARO liabilities, ARO assets and the associated ARO accumulated amortization, amortization expense and accretion expense (for discounted ARO liabilities) for the period September 1, 2022 to August 31, 2023 as a proxy for September 1, 2021 to August 31, 2022 information. The associated DCC, DCC revenue, TCA gross book value, TCA accumulated amortization and TCA amortization expense were not restated. The adoption of PS 3280 ARO was applied to the comparative period as follows:

2022	As Previously Reported	Adjustments	As Restated
Statement of Financial Position			
Tangible Capital Assets Including ARO	\$ 50,922,864	\$ 397,611	\$ 51,320,475
Asset Retirement Obligation Liability	-	1,520,663	1,520,663
Accumulated Surplus (Deficit)	7,266,972	(1,123,052)	6,143,920
Statement of Change in Net Debt			
Annual Surplus (Deficit)	\$ 607,411	\$ (51,444)	\$ 555,967
Amortization of TCA (incl TCA-ARO)	4,189,428	51,444	4,240,872
Asset retirement obligation	-	1,520,663	1,520,663
Net Debt at End of Year	(44,405,325)	(1,520,663)	(45,925,988)
Statement of Operations			
Amortization of TCA-ARO	\$ 10,246,311	\$ 51,444	\$ 10,297,755
Surplus/ (Deficit) for the Year	607,411	(51,444)	555,967
Accumulated Surplus (Deficit) – beginning of year	6,659,561	(1,071,608)	5,587,953

3. INVESTMENTS

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

	Maturity Date	Interest Rate (%)	Amount as at August 31, 2023 (\$)	Amount as at August 31, 2022 (\$)
GIC #1	May 30, 2024	5%	\$ 5,220	\$ 6,018
GIC #2	May 21, 2024	5%	35,878	43,423
GIC #3	April 12, 2024	4.4%	8,220	8,541
Total			\$ 49,318	\$ 57,982

4. ACCOUNTS RECEIVABLE - GOVERNMENT OF ONTARIO

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

The board has an account receivable from the Province of Ontario of \$8,909,222 as at August 31, 2023 (2022 - \$9,725,187) with respect to capital grants.

The Ministry of Education introduced a cash management strategy effective September 1, 2018. As part of the strategy, the ministry delays part of the grant payment to school boards where the adjusted accumulated surplus and deferred revenue balances are in excess of certain criteria set out by the Ministry. The balance of delayed grant payments at August 31, 2023 is \$3,999,249 (2022 - \$3,904,805).

5. DEFERRED REVENUE

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the Consolidated Statement of Financial Position. Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2023 is comprised of:

	Balance as at August 31, 2022	Externally Restricted Revenue Received	Revenue Recognized in the Period	Transfers to Deferred Capital Contributions	Balance as at August 31, 2023
Legislative Grants, Operating	\$ 855,673	\$ 9,786,886	\$ (9,692,846)	\$ -	\$ 949,713
Other Ministry of Education Grants	169,941	1,201,185	(1,298,027)	-	73,099
School Renewal	960,908	880,500	(313,006)	(907,497)	620,905
Temporary Accommodation	191,090	40,730	(38,004)	-	193,816
Rural & Northern Education Fund	526,627	324,319	(324,319)	-	526,627
Experiential Learning	100,000	412,562	(312,562)	-	200,000
Ministry of Public & Business Service Delivery	143,063	12,904	(134,188)	-	21,779
Total Deferred Revenue	\$ 2,947,302	\$ 12,659,086	\$ (12,112,952)	\$ (907,497)	\$ 2,585,939

6. DEFERRED CAPITAL CONTRIBUTIONS

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

	2023	2022
Balance, beginning of year	\$ 48,680,661	\$ 48,894,132
Additions to deferred capital contributions	4,268,956	3,861,928
Revenue recognized in the period	(4,337,230)	(4,075,399)
Balance, end of year	\$ 48,612,387	\$ 48,680,661

7. ASSET RETIREMENT OBLIGATIONS

The board's financial statements include an asset retirement obligation for the remediation of asbestos contained within school buildings, drinking water wells and septic tank and bed removal. The related asset retirement costs are being amortized on a straight-line basis. The estimated total undiscounted future expenditures are \$1,528,644 (2022 - \$1,520,663), which are to be incurred over the remaining productive useful life of the assets. The liability is expected to be settled at the end of the buildings' productive useful life.

The carrying amount of the liability is as follows:

	2023	2022
Asset retirement obligation, beginning of year	\$ 1,520,663	\$ 1,520,663
Change in estimate	150,900	-
Abatement during the year	(85,919)	-
Asset retirement obligation, end of year	\$ 1,585,644	\$ 1,520,663

8. FINANCIAL INSTRUMENTS

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

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

Credit risk

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

Market risk

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

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

9. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS

Retirement and Other Employee Future Benefit Liabilities		2023		2022	
	Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits	
Accrued Employee Future Benefit Obligations at August 31	\$ 1,256,621	\$ 603,547	\$ 1,860,168	\$ 2,024,033	
Unamortized Actuarial Gains (Losses) at August 31	56,558	-	56,558	10,714	
Employee Future Benefits Liability at August 31	\$ 1,313,179	\$ 603,547	\$ 1,916,726	\$ 2,034,747	

Retirement and Other Employee Future Benefit Expenses		2023		2022	
	Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits	
Current Year Benefit Cost	\$ -	\$ 179,165	\$ 179,165	\$ 219,082	
Interest on Accrued Benefit Obligation	50,763	19,853	70,616	37,553	
Recognized Actuarial (Gains)/Losses	11,427	(14,698)	(3,271)	16,533	
Employee Future Benefits Expenses¹	\$ 62,190	\$ 184,320	\$ 246,510	\$ 273,168	

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

Actuarial Assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2023 are based on actuarial assumptions of future events determined for accounting purposes as at August 31, 2023 and based on updated average daily salary and banked sick days as at August 31, 2023. These valuations take into account the plan changes outlined above and the economic assumptions used in these valuations are the board's best estimates of expected rates of:

9. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS - continued

	2023	2022
Inflation		
Retirement Gratuity	2.00%	2.00%
Other Future Employee Benefits	2.50%	2.70%
Wage and Salary Escalation		
Other Future Employee Benefits	2.00%	2.00%
Discount on Accrued Benefit Obligations		
Retirement Gratuity	4.40%	3.90%
Other Future Employee Benefits	4.40%	3.90%

Retirement Benefits

(i) Ontario Teacher's Pension Plan

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

(ii) Ontario Municipal Employees Retirement System

All non-teaching employees of the board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The board contributions equal the employee contributions to the plan. During the year ended August 31, 2023, the board contributed \$983,133 (2022 - \$910,065) to the plan. As this is a multi-employer pension plan, these contributions are the board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

As at December 31, 2023, the OMERS plan was in a deficit of \$6.7 billion (2022 - \$3.1 billion). There were no changes to contribution rates in 2022 and contribution rates and will remain unchanged in 2023. Pension payments increased by a cost of living adjustment of 2.74% in 2022 and 6% in 2023. The multiemployer plan is valued on a current market basis for all plan assets. The projected benefit method prorated on services was used for the actuarial valuation.

(iii) Retirement Gratuities

The board provides retirement gratuities to certain groups of employees hired prior to specified dates. The board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the board's consolidated financial statements. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service up to August 31, 2012.

9. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS - continued

Other Employee Future Benefits

(i) Workplace Safety and Insurance board Obligations

The board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Bboard's consolidated financial statements. School boards are required to provide salary top-up to a maximum of 4.5 years for employees receiving payments from the Workplace Safety and Insurance board, where the collective agreement negotiated prior to 2012 included such a provision. As at August 31, 2023 the board has established an internal reserve for WSIB obligations amounting to \$400,000 (2022 - \$400,000).

(ii) Sick Leave Top-Up Benefits

A maximum of eleven unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit costs expensed in the financial statements are \$43,357 (2022 – \$47,528).

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial valuation about future events determined as at August 31, 2023 and is based on the average daily salary and banked sick days of employees as at August 31, 2023.

10. TEMPORARY BORROWING

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

Demand operating line of credit with a limit of \$3,000,000 at an interest rate of prime minus 0.25%. As at August 31, 2023 the board was not using this credit facility.

11. NET LONG TERM DEBT

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

	2023	2022
BNY Mellon Trust Company, repayable in semi-annual payments of \$118,157 including interest at 5.80%, calculated semi-annually not in advance, due November 2028	\$ 1,099,342	\$ 1,264,668
BNY Mellon Trust Company, repayable in semi-annual payments of \$184,898 including interest at 5.483%, calculated semi-annually not in advance, due November 2029	1,999,290	2,249,144
Ontario Financing Authority, repayable in semi-annual payments of \$37,797 including interest at 4.56%, calculated semi-annually not in advance, due November 2031	527,763	577,582
Ontario Financing Authority, repayable in semi-annual payments of \$33,463 including interest at 4.90%, calculated semi-annually not in advance, due March 2033	515,768	555,939
Ontario Financing Authority, repayable in semi-annual payments of \$123,471 including interest at 5.047%, calculated semi-annually not in advance, due November 2034	2,134,671	2,268,779
Ontario Financing Authority, repayable in semi-annual payments of \$31,318 including interest at 5.232%, calculated semi-annually not in advance, due April 2035	549,942	582,520
	<u>\$6,826,776</u>	<u>\$7,498,632</u>

11. NET LONG TERM DEBT - continued

Principal and interest payments relating to long-term debt of \$8,587,103 outstanding as at August 31, 2023 are due as follows:

	Principal Repayments	Interest	Total Future Payment by Year
2024	708,341	349,866	1,058,207
2025	746,819	311,389	1,058,208
2026	787,395	270,813	1,058,208
2027	830,187	228,021	1,058,208
2028	875,315	182,892	1,058,207
Thereafter	2,878,719	417,346	3,296,065
Future Year Total	\$ 6,826,776	\$ 1,760,327	\$ 8,587,103

12. DEBT CHARGES AND CAPITAL LOAN INTEREST

	2023	2022
Principal payments on long-term liabilities	\$ 671,856	\$ 637,257
Interest expense on long-term liabilities	375,925	410,644
Interest expense on temporary financing of capital projects	-	962
	\$ 1,047,780	\$ 1,048,863

13. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)

The school board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act of Ontario. OSBIE insures general liability, property damage and certain other risks. Liability insurance is available to a maximum of \$27,000,000 per occurrence. Premiums paid to OSBIE for the policy year ending December 31, 2022 were \$95,277 (2021 - \$85,590). There are ongoing legal cases with uncertain outcomes that could affect future premiums paid by the school board.

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

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

13. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE) - continued

- 1) In the event that the board of directors determines, in its absolute discretion, that the exchange has accumulated funds in excess of those required to meet the obligations of the Exchange, in respect of claims arising in prior years in respect of the underwriting group, the Board of Directors may reduce the actuarially determined rate for policies of insurance or may grant premium credits or policyholder dividends for that underwriting group in any subsequent underwriting year.
- 2) Upon termination of the exchange of reciprocal contracts of insurance within an Underwriting Group, the assets related to the Underwriting Group, after payment of all obligations, and after setting aside an adequate reserve for further liabilities, shall be returned to each Subscriber in the Underwriting Group according to its subscriber participation ratio and after termination the reserve for future liabilities will be reassessed from time to time and when all liabilities have been discharged, any remaining assets returned as the same basis upon termination.

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

14. TANGIBLE CAPITAL ASSETS

	Cost							Balance at August 31, 2023
	Balance at September 1, 2022	Adjustment for PS3280 ¹	Opening Balance Adjusted	ARO Change in Estimate	Additions & Transfers	Disposals		
Land	\$ 1,131,690	\$ -	\$ 1,131,690	\$ -	\$ 24,416	\$ -	\$ 1,156,106	
Land Improvements	1,799,778	-	1,799,778	-	705,466	(15,324)	2,489,920	
Buildings	87,280,878	-	87,280,878	-	3,048,642	-	90,329,520	
Asset retirement obligation	-	1,520,663	1,520,663	150,900	-	(85,919)	1,585,644	
Portable Structures	848,542	-	848,542	-	-	-	848,542	
First time equipping	454,927	-	454,927	-	-	(127,852)	327,075	
Furniture	47,062	-	47,062	-	-	-	47,062	
Equipment – 15 years	46,822	-	46,822	-	-	-	46,822	
Equipment – 10 years	278,007	-	278,007	-	-	(40,601)	237,406	
Equipment – 5 years	341,932	-	341,932	-	22,752	(20,818)	343,866	
Computer Hardware	2,113,788	-	2,113,788	-	492,094	(939,456)	1,666,426	
Computer Software	122,927	-	122,927	-	-	(43,139)	79,788	
Vehicle	28,233	-	28,233	-	-	-	28,233	
TOTAL	\$ 94,494,586	\$ 1,520,663	\$ 96,015,249	\$ 150,900	\$ 4,293,370	\$ (1,273,109)	\$ 99,186,410	

¹ See Note 2 Change in Accounting Policy

	Accumulated Amortization						Net Book Value	
	Balance at September 1, 2022	Adjustment for PS3280 ¹	Opening Balance Adjusted	Amortization	Disposals, Write-offs	Balance at August 31, 2023	August 31, 2022	August 31, 2023
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,131,690	\$ 1,156,106
Land Improvements	663,926		663,926	142,477	(10,727)	795,676	1,135,852	1,694,244
Buildings	40,777,518	-	40,777,518	3,424,410	-	44,201,928	46,503,360	46,127,592
Asset retirement obligation	-	1,123,052	1,123,052	51,445	(67,384)	1,107,113	397,611	478,531
Portable Structures	125,629		125,629	43,327		168,956	722,913	679,586
First time equipping	382,694		382,694	39,100	(127,852)	293,942	72,233	33,133
Furniture	37,476		37,476	4,706		42,182	9,586	4,880
Equipment – 15 years	24,698		24,698	3,121		27,819	22,124	19,003
Equipment – 10 years	130,562		130,562	25,771	(40,601)	115,732	147,445	121,674
Equipment – 5 years	150,071		150,071	68,580	(20,818)	197,833	191,861	146,033
Computer Hardware	1,191,930		1,191,930	642,562	(939,456)	895,036	921,858	771,390
Computer Software	73,101		73,101	20,271	(43,139)	50,233	49,826	29,555
Vehicle	14,117		14,117	5,647		19,764	14,116	8,469
TOTAL	\$ 43,571,722	\$ 1,123,052	\$ 44,694,774	\$ 4,471,417	\$ (1,249,977)	\$ 47,916,214	\$ 51,320,475	\$ 51,270,196

¹ See Note 2 Change in Accounting

15. ACCUMULATED SURPLUS

Accumulated surplus consists of the following:	2023	2022
		Restated (Note 2)
Available for Compliance - Unappropriated		
Accumulated Operating Surplus	\$ 2,392,859	\$ 2,035,928
Available for Compliance – Internally Appropriated		
Retirement Gratuities	457,516	457,516
WSIB	400,000	400,000
Classroom Budget Allocation	226,232	226,232
Board Projects	832,250	843,816
OFSA	90,000	100,000
Sinking Fund Interest	60,264	60,264
Board Capital	1,859,784	1,565,292
Total Internally Appropriated	\$ 3,926,046	\$ 3,653,120
Unavailable for Compliance		
Revenues Recognized for Land	\$ 1,156,106	\$ 1,131,690
Asset Retirement Obligation	(1,107,110)	(1,123,052)
Committed Capital Projects		49,976
School-Generated Funds	506,392	506,392
Interest to be Accrued	(104,011)	(110,134)
Employee Future Benefits	-	-
Total Externally Appropriated	\$ 451,376	\$ 454,873
Total Accumulated Surplus	\$ 6,770,280	\$ 6,143,920

16. GRANTS FOR STUDENT NEEDS

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

	Budget 2023	2023	2022
Education Property Tax	\$ 7,480,100	\$ 7,527,299	\$ 7,514,166
Provincial Legislative Grants	61,722,110	59,463,660	56,407,495
	\$ 69,202,210	\$ 66,990,959	\$ 63,921,661

17. PROVINCIAL GRANTS – OTHER

The following is a summary of other provincial grant revenue:

	Budget 2023	2023	2022
Educational Program – Other (PPF)	\$ 1,285,935	\$ 1,298,027	\$ 3,003,561
Government Entity Reporting	239,998	349,736	1,417,109
Other	-	-	60,004
	\$ 1,525,933	\$ 1,647,763	\$ 4,480,674

18. EXPENSES BY OBJECT

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

	Budget 2023	2023	2022
	(Unaudited)		Restated (Note 2)
Salary and Wages	\$ 45,806,506	\$ 45,411,712	\$ 45,466,408
Employee Benefits	8,501,324	8,126,622	7,806,641
Staff Development	374,428	423,940	284,416
Supplies and Services	9,234,853	7,774,834	7,023,674
Interest	375,901	375,925	410,644
Rental Expenditures	82,787	85,446	85,395
Fees and Contract Services	7,384,623	6,907,611	6,852,442
Other	652,333	820,785	1,405,501
Amortization, Write- Downs and Net Loss on Disposal of TCA & ARO	4,430,248	4,494,550	4,240,872
	\$ 76,843,003	\$ 74,421,426	\$ 73,575,993

19. TRANSPORTATION CONSORTIUM

The board provides transportation services in partnership with the Avon Maitland District School Board in order to provide common administration of student transportation in the region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the boards. Under the agreement, decisions related to the financial and operating activities of the Huron Perth Student Transportation Services Consortium are shared. No partner is in a position to exercise unilateral control.

The board's consolidated financial statements reflect proportionate consolidation, whereby they include the assets that it controls, the liabilities that it has incurred, and its pro-rata share of revenues and expenses. The board's pro-rata share for 2023 is 29.1% (2022 – 29.1%)

19. TRANSPORTATION CONSORTIUM

The following provides condensed financial information.

	<u>2023</u>	<u>2022</u>
Operations		
Revenues	\$ 6,210,250	\$ 5,749,339
Transportation Expenses	6,040,393	5,591,114
Administration Expenses	169,857	158,225
Annual Surplus/ (Deficit)	\$ -	\$ -
Financial Position		
Financial Assets	\$ 69,688	\$ 80,011
Liabilities	69,688	80,011
Accumulated Surplus/ (Deficit)	\$ -	\$ -

20. REPAYMENT OF “55 SCHOOL BOARD TRUST” FUNDING

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

As a result of the above agreement, the liability in respect of the NPF debt is no longer reflected in the Board's financial position. The flow-through of \$135,868 (2022 \$135,868) in grants in respect of the above agreement for the year ended August 31, 2023, is recorded in these consolidated financial statements.

21. RELATED PARTY DISCLOSURES

The board carries long term debt financed through the Ontario Financing Authority (OFA) which is a provincial agency and related party. This borrowing was incurred to finance capital projects and is included in the Statement of Financial Position as a long-term debt, in the amount of \$3,728,145 (2022- \$3,984,820). The board made principal payments of \$256,676 (2022 - \$244,420) and recorded an expense for interest payments of \$195,422 (2022 - \$207,677) related to this debt. Repayment terms are provided in Note 11.

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

The board has recorded revenues, expenses, deferred revenue and inventory entries associated with centrally procured in-kind transfers of personal protective equipment (PPE) and critical supplies and equipment (CSE) received from the Ministry of Public and Business Service Delivery (MPBSD). The amounts recorded were calculated based on the weighted average cost of the supplies as determined by MPBSD and quantity information based on the board's records. The in-kind revenue and expense recorded on the financial statements for these transfers is \$134,189 (2022 - \$1,263,470) with inventory and deferred revenue balances of \$21,778 at August 31, 2023 (2022 - \$143,063).

23. CONTRACTUAL OBLIGATIONS AND CONTINGENT LIABILITIES

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

At August 31, 2023 the board has commitments related to construction contracts in the amount of \$966,859 (2022 - \$1,266,337).

24. FUTURE ACCOUNTING STANDARD ADPOTION

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

Standards applicable for fiscal years beginning on or after April 1, 2023 (in effect for the board for as of September 1, 2023 for the year ending August 1, 2024):

PS 3400 *Revenue* establishes standards on how to account for and report on revenue, specifically differentiating between transactions that include performance obligations (i.e. the payor expects a good or service from the public sector entity), referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions.

PSG-8 *Purchased Intangibles* provides guidance on the accounting and reporting for purchased intangible assets that are acquired through arm's length exchange transactions between knowledgeable, willing parties that are under no compulsion to act.

PS 3160 *Public Private Partnerships (P3s)* provides specific guidance on the accounting and reporting for public private partnerships between public and private sector entities where the public sector entity procures infrastructure using a private sector partner.



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: December 11, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

AUDIT COMMITTEE NOVEMBER 2023 REGULAR 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

The public section of the statutory Audit Committee meeting held on November 13, 2023 included the following agenda items:

Items brought forward for information were:

1. November 2023 Audit Committee Report.

Items for action were:

1. Consolidated Financial Statements for the year ended August 31, 2023;
2. BDO Canada LLP Audit Final Report;
3. Annual Report to the Ministry of Education for the year ended August 31, 2023;
4. Annual evaluation of BDO as the Board's external auditors.

Reports for items 2 and 3 are attached. The consolidated financial statements for the year ended August 31, 2023 are presented to the Board under a separate agenda item.

RECOMMENDATIONS

THAT the Huron-Perth Catholic District School Board receives the Audit Committee November 2023 report for information.

THAT the Huron-Perth Catholic District School Board approves the Annual Report to the Ministry of Education for the year ended August 31, 2023.

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



Huron-Perth Catholic District School Board

Audit final 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 the results of our audit of Huron-Perth Catholic District School Board (the "Entity") financial statements for the year ended August 31, 2023.

The enclosed final report includes our approach to your audit, including: significant risks identified and 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.

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

The business environment has changed for us all during the time of COVID-19. Cash flow, strategy, operations: each has received a rethink. As your auditors, we have relied on our digital audit suite to stay connected—among ourselves, with management, and with you.

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

Yours truly,

BDO Canada LLP
November 13, 2023

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Audit at a glance

Preliminary materiality was \$1,400,000. Final materiality remained unchanged from our preliminary assessment.

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

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



Silvana Slavik

Email: SSlavik@bdo.ca

Direct: 519-944-6993



October 11, 2023



November 3, 2023



Status of the audit

We have substantially completed our audit of the year ended August 31, 2023 financial statements.

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement. See [Appendix A](#) for our final independent auditor's report.

The scope of the work performed was substantially the same as that described in our Planning Report to the Audit Committee dated September 1, 2023.





Audit findings

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

Financial statement areas	Risks noted	Audit findings
General Legislative Grants	There is a risk that the Board may overstate enrollment figures to ensure a higher general legislative grant each year.	<p>We compared the current year enrollment to prior year enrollment by grade and by school.</p> <p>We recalculated and vouched components of EFIS grant package and assessed reasonability of the estimate against increase/decrease in advances.</p> <p>We randomly selected four schools and reviewed the signed Principal reports for October and March.</p> <p>These procedures have been completed without any issues noted.</p>
Asset Retirement Obligation	There is a risk that the Board may underestimate the liability either by not including all the properties or under or overestimating the cost.	<p>We reviewed the procedures in place to capture the process to record (include) all sites in the ARO.</p> <p>We recalculated the liability both by reviewing the costs used and quantities.</p> <p>We selected a sample of costs to verify to supporting documentation.</p>



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Internal control matters

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



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

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

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

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



Adjusted and unadjusted differences

Description of Misstatement	Identified Misstatements	Projections of Identified Misstatements	Estimates	Proposed Adjustments			
				Assets Dr(Cr)	Liabilities Dr(Cr)	Opening R/E Dr(Cr)	Income Dr(Cr)
ARO Valuation - 2023				(431,663)	415,329	8,554	7,780
ARO Valuation - 2022 estimate reversal				344,895	(361,282)	23,818	(7,431)
Masonry repairs capitalized vs being expensed in 2015/16	88,936			(89,936)			89,936
Likely Aggregate Misstatements Before Effect of Previous Year's Errors and Estimates	88,936	-	-	(176,704)	54,047	32,372	90,285
Effect of Previous Year's Errors				-	-	93,703	(93,703)
Likely Aggregate Misstatements				(176,704)	54,047	126,075	(3,418)

Details of why no adjustment has been made to the financial statements for the above items:

Discussed with management, opted not to record the ARO difference, given that this estimate uncertainty with respect to discounting and future timing of remediation. As well the error collectively is not material.



Other required communications

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

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



How we audit financial statements: Our audit process

IDENTIFY AND ASSESS RISK

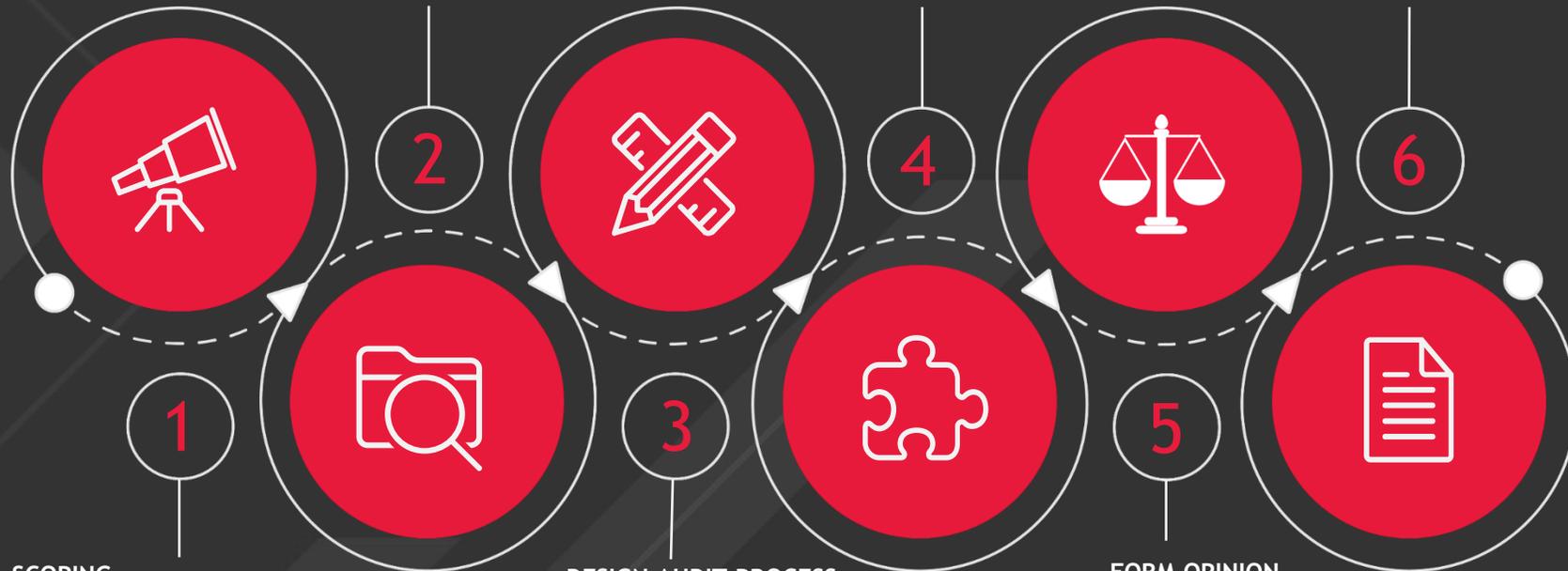
Focus on those areas of financial statements that contain potential material misstatements as a consequence of the risks you face

OBTAIN AUDIT EVIDENCE

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

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



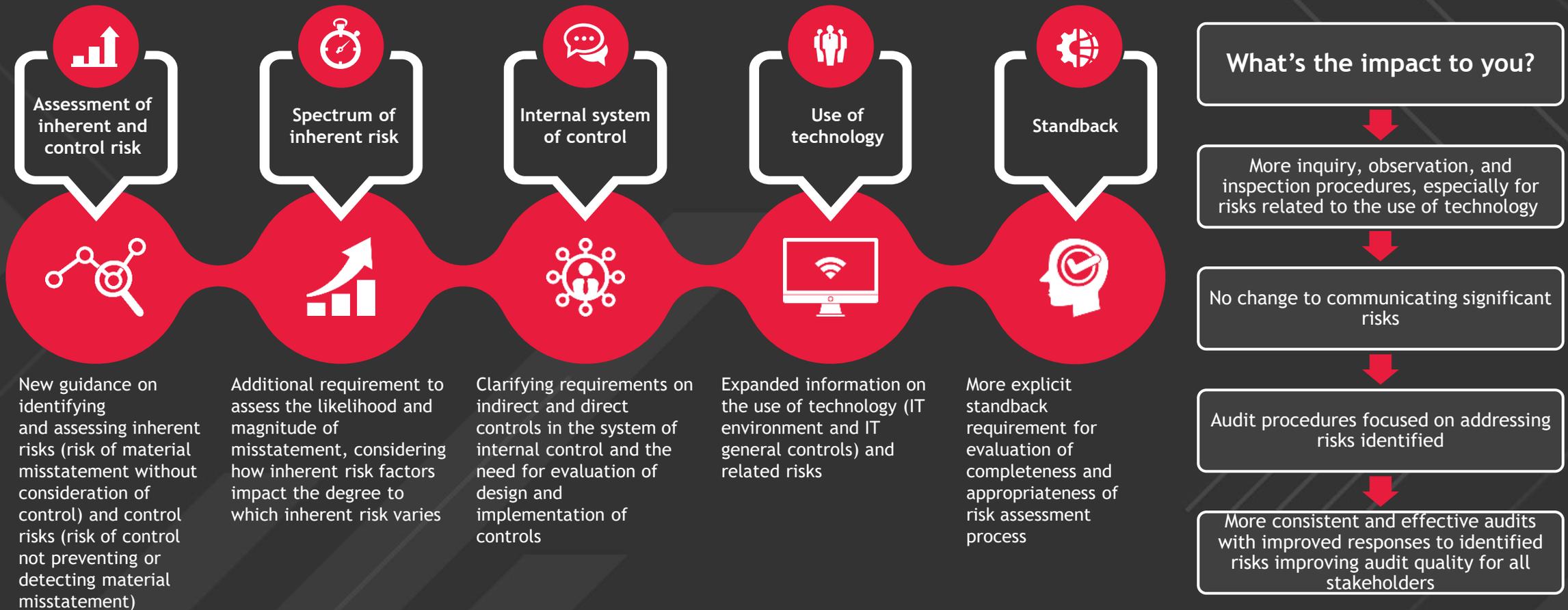
ISQM 1

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.



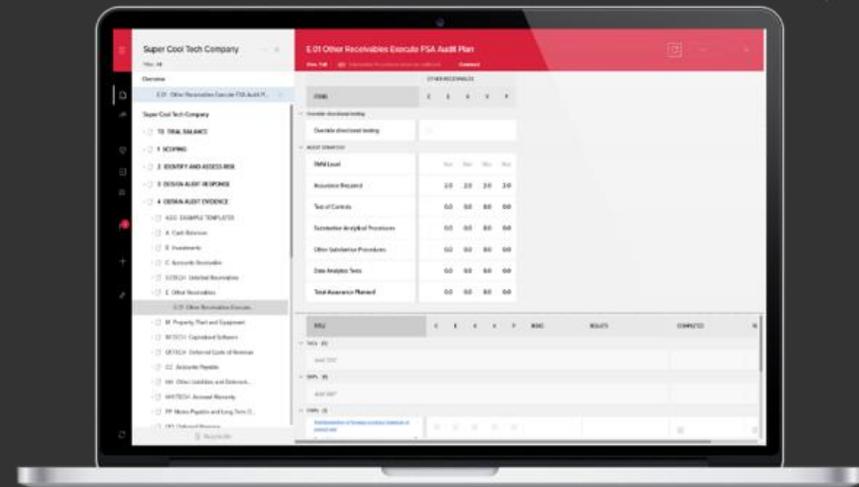
APT Next Gen

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.

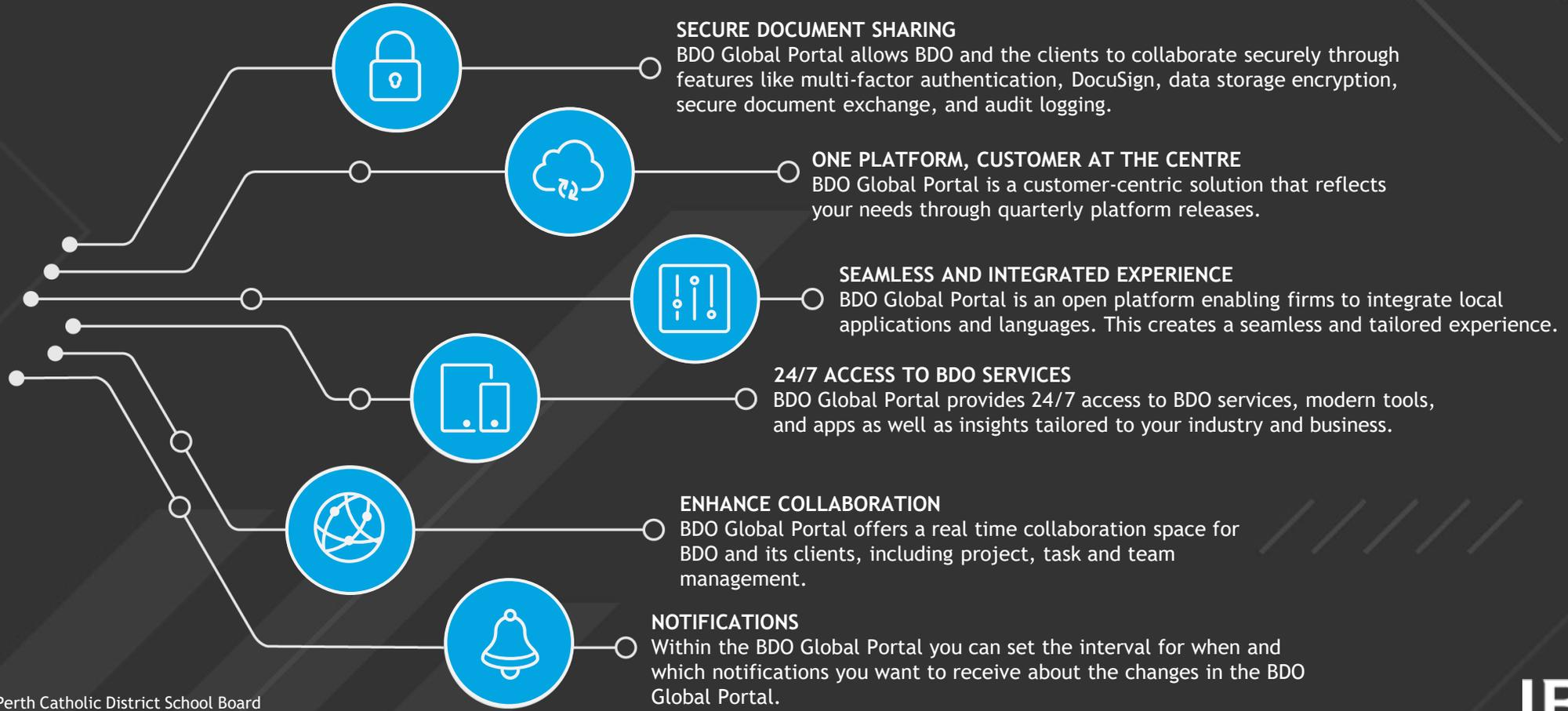
Through a strategic alliance with Microsoft and the introduction of new technology, this global, cloud-based application can now streamline and focus the audit process in even more ways for BDO professionals and their clients.





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).

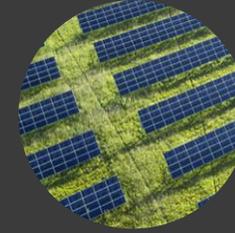
Regulators and issuers of standards are doing their part by supporting sustainability in the reporting ecosystem. Increasingly, organizations will need to go beyond the financials—and demonstrate sustainability with non-financial metrics.

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](#)

Appendices

- ▶ Appendix A: Independent auditor's report
- ▶ Appendix B: Representation letter
- ▶



Appendix A: Independent auditor's report



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BDO Canada LLP
380 Hibernia Street
Stratford, Ontario
N5A 5W3

Independent Auditors' Report

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

We have audited the consolidated financial statements of Huron-Perth Catholic District School Board ("the Board"), which comprise the consolidated statement of financial position as at August 31, 2023, the consolidated statements of operations, changes in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements have been prepared, in all material respects, in accordance with the basis of accounting disclosed in the Summary of Significant Accounting Policies.

Basis for Opinion

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

Emphasis of Matter - Basis of Accounting and Restriction on Use

We draw attention to Note 1 to the financial statements, which describes the basis of accounting. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

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

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

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

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



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

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

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

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



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

Chartered Professional Accountants, Licensed Public Accountants

Stratford, Ontario
December 11, 2023 (Upon Board Approval)



Appendix B: Representation letter

Huron-Perth Catholic District School Board
87 Mill Street
P.O. Box 70
Dublin, Ontario
N0K 1E0

December 11, 2023

BDO Canada LLP
Chartered Professional Accountants
Kenwick Place, 250 Christina Street North
P.O. Box 730
Sarnia Ontario
N7T 7V3

This representation letter is provided in connection with your audit of the financial statements of Huron-Perth Catholic District School Board for the year ended August 31, 2023, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian Public Sector Accounting Standards.

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

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated September 5, 2023, for the preparation of the financial statements in accordance with Canadian Public Sector Accounting Standards; in particular, the financial statements are fairly presented in accordance therewith.

- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement and/or disclosure that are reasonable in accordance with Canadian Public Sector Accounting Standards.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian Public Sector Accounting Standards.
- All events subsequent to the date of the financial statements and for which Canadian Public Sector Accounting Standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

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

General Representations

- Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
- We have provided you with significant assumptions that in our opinion are reasonable and appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity when relevant to the use of fair value measurements or disclosures in the financial statements.
- Except as disclosed in the financial statements, there have been no changes to title, control over assets, liens or assets pledged as security for liabilities or collateral.
- The entity has complied with all provisions in its agreements related to debt and there were no defaults in principal or interest, or in the covenants and conditions contained in such agreements.
- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).
- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.

- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

Other Representations Where the Situation Exists

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.

Yours truly,

Signature

Position

Signature

Position

Huron-Perth Catholic District School Board
Summary of Unadjusted Misstatements
08-31-2023

Description of Misstatement	Identified Misstatements	Projections of Identified Misstatements	Estimates	Proposed Adjustments			
				Assets Dr(Cr)	Liabilities Dr(Cr)	Opening R/E Dr(Cr)	Income Dr(Cr)
ARO Valuation - 2023				(431,663)	415,329	8,554	7,780
ARO Valuation - 2022 estimate reversal				344,895	(361,282)	23,818	(7,431)
Masonry repairs capitalized vs being expensed in 2015/16	88,936			(89,936)			89,936
Likely Aggregate Misstatements Before Effect of Previous Year's Errors and Estimates	88,936	-	-	(176,704)	54,047	32,372	90,285
Effect of Previous Year's Errors				-	-	93,703	(93,703)
Likely Aggregate Misstatements				(176,704)	54,047	126,075	(3,418)

<p>Details of why no adjustment has been made to the financial statements for the above items:</p> <p>Discussed with management, opted not to record the ARO difference, given that this estimate uncertainty with respect to discounting and future timing of remediation. As well the error collectively is not material.</p>

**Annual Report to the Board of Trustees and Forwarded
To the Ministry of Education
For the year ended August 31, 2023**

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

Fiscal Year: 2022/23

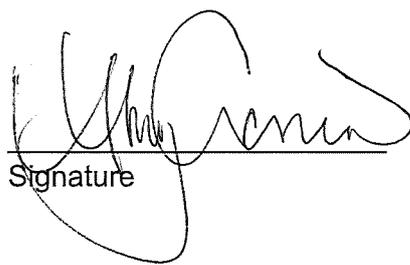
Re: Annual Audit Committee report to the Ministry of Education as per Ontario Regulation 361/10, Audit Committees

- During the 2022/23 fiscal year, the following internal audit was completed by KPMG:
 - Equity, Diversity, and Inclusion Internal Audit

- During the 2023/24 fiscal year, as per the multi-year audit plan, the following internal audit is expected to be performed by KPMG:
 - Student Mental Health Strategy Internal Audit

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

Oct. 13/23
Date


Signature

Amy Cronin
2022/23 Audit Committee Chair



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Mary-Ellen Ducharme, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: December 11, 2023
Submitted by: Chris N. Roehrig, Director of Education and Secretary

NON-RESIDENT AND INTERNATIONAL STUDENT TUITION FEES

Public Session

BACKGROUND

School boards are required to charge tuition fees to all persons admitted to school who are temporary residents or are in possession of a study permit. Exemptions from these tuition fees are set out in the Education Act. Tuition fees for the 2018-19 school year were \$12,500 (elementary) and \$13,900 (secondary). At the September 23, 2019 Board Meeting tuition fees for non-residents and international students for the 2019-20 school year increased as a result of the new Ministry International Student Recovery Amount and were set at \$13,650 (elementary) and \$15,050 (secondary). At the same time it was approved that the Board would adjust the tuition fee for non-resident and international students annually in accordance with the Canadian Consumer Price Index (CPI).

DEVELOPMENT

Since the September 2019 Board meeting there has been a world-wide pandemic, and the CPI has seen record year over year increases. The result has been that the Board's 2023-24 tuition fees are well above other school board tuition fees, and in fact, higher than what was anticipated when the recommendation to increase annually based on CPI was brought forward. Tuition fees for non-residents and international students for the 2023-24 school year are currently set at \$15,500 (elementary) and \$17,000 (secondary).

We are recommending a decrease in tuition fees to better align the Board's fees with both neighbouring boards and the provincial average. The secondary 2023-24 provincial average tuition is \$14,470. There are currently no tuition paying students enrolled at the Board in the current school year, providing the opportunity to adjust fees for the second half of 2023-24 school year.

It is recommended that 2023-24 fees charged to elementary students decrease by \$1,600 to \$13,900, and the fees for secondary students decrease by \$2,700 to \$14,300. To attract international students who will be making decisions early in calendar year 2024 for the 2024-25 school year, we are also recommending that these fees remain unchanged for the 2024-25 school year. This action will support a renewed effort to grow the Board's international student program.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board sets the tuition fee for non-resident and international students for the 2023-24 and 2024-25 school years at \$13,900 (Elementary) and \$14,300 (Secondary).