
Regular Board Meeting
August 24, 2026 - 3:00 p.m.

AGENDA

1. Opening Business

- | | | |
|---------------|--|------------|
| 1.1. | Opening Prayer & Condolences - Deacon McPhee and Trustees | Pages 3-5 |
| 1.1.1. | Mass cards and condolences on behalf of the HPCDSB for July and August were sent to the family of Leonard Boreham, father-in-law of Tara Boreham, Superintendent of Education at the Catholic Education Centre, Dublin on his passing; and to the family of Donna Ruetz, sister of Glen Ditner, teacher at St. Anne's Catholic SS, Clinton on her passing; and to the family of Ronald Rose, father of Anne Marie Lincoln, Early Childhood Educator at St. Patrick's School, Kinkora on his passing; to the family of Gord Christie, father of George Christie, teacher at St. Anne's Catholic SS, Clinton on his passing; and to the family of Clarence Chute, father-in-law of Roseann Chute, Office Assistant at St. Joseph's School, Stratford; and to the family of Jack Willemse, father-in-law of Mary Jane Willemse, teacher at Our Lady of Mount Carmel on his passing. | |
| 1.2. | Attendance | |
| 1.3. | Approval of the Regular Board Meeting Agenda of August 24, 2026. | Pages 1-2 |
| 1.4. | Declaration of Interest | |
| 1.5. | Approval of the Regular Board Meeting Minutes of June 15, 2026. | Pages 6-12 |
| 1.6. | Business Arising from the Minutes of the Regular Board Meeting of June 15, 2026. | |

2. Presentations

3. Delegations

4. Consent Agenda

- | | | |
|-------------|--|-------------|
| 4.1. | Director of Education Performance Appraisal (DOEPA) Committee Meeting Minutes of August 13, 2026 | Pages 13-14 |
| 4.2. | Audit Committee Meeting Minutes of November 12, 2025 | Pages 15-19 |
| 4.3. | Audit Committee June 2026 IC Meeting Report and Auditor Approval | Pages 20-22 |
| 4.4. | Health and Safety Annual Report | Pages 23-25 |
| 4.5. | Consistent Curriculum Resources Report | Pages 26-27 |

5. Committee and Staff Reports

5.1. Policy

- | | | |
|---------------|--|-------------|
| 5.1.1. | Board Policies for review: | |
| | • a) Guest Speakers at Schools P2.2.12. | Pages 28-30 |
| | • b) Emergency & Lockdown P2.1.6. | Pages 31-37 |
| | • c) Deferred Salary Leave Plan P3.4.3. | Pages 38-41 |
| | • d) Recognition of Continuous Service P3.4.5. | Pages 42-44 |

5.1.2. Board Policies recommended for approval/rescinding:

- a) Video Surveillance P3.1.5.

Pages 45-48

5.2. Student Achievement and Catholicity

5.2.1. Student and Family Support Office Update

Pages 49-51

5.2.2. Secondary Summer School Report

Pages 52-53

5.3. Corporate Services and Operations

5.3.1. Business Continuity Plan Report

Pages 54-55

5.3.2. May 31, 2026 Financial Report

Pages 56-58

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

- Wed. Sept. 9 - Audit Committee Meeting
- Mon. Sept. 21- Special Education Advisory Committee (SEAC) meeting
- Mon. Sept. 28 - Regular Board Meeting
- Mon. Oct. 26 - Municipal Election
- Mon. Oct. 26 - Regular Board Meeting
- Wed. Oct. 28 - Catholic Parent Involvement Committee (CPIC)

13. Closing Prayer - Deacon Dan McPhee, Board Chaplain

14. Adjournment



HURON-PERTH CATHOLIC

District School Board

Regular Board Meeting - Monday, August 24, 2026

INTENTIONS AND OPENING PRAYER - Board Chaplain, Deacon Dan McPhee

Deacon Dan

Today we celebrate the memorial of St. Bartholomew (apostle and friend of Christ).

May the Grace of our Lord Jesus Christ - the love of God - and the Communion of the Holy Spirit be with you...

All

And with your spirit...

Deacon Dan

Intentions: Let us bring our prayers before our Father, who we know, loves us!

For precious little ones born into new life this past month; especially welcoming:

- Maverick Johnston
- Kaia Markle
- Lincoln DeBrouwer
- Eleanor Stapleton
- Cooper Kaufman
- Josephina Erb
- Miles McCurdy

We pray! Lord, hear our prayer...

For our friends and family members born into eternal life this past month, especially remembering:

- Leonard Boreham
- Donna Ruetz
- Ronald Rose
- Gordon Christie
- Clarence Chute
- Jack Willemse

We pray! Lord, hear our prayer...

For intentions we hold in our hearts. For our own needs, and for the needs of our own family and friends at this time. We pray! Lord, hear our prayer...

All together please:

Lord, Sustain us with the Faith which made St. Bartholomew ever loyal to Christ.

Let your Church be the sign of salvation for all the nations of the World.

As Jesus taught us:

Our Father, who art in Heaven, Hallowed be

Amen.

Dcn. Dan

Lord Jesus Christ, son of the Father...we ask you to send your Holy Spirit upon us as we meet here this afternoon, to open a new school year. We wish to be on fire with your spirit, to share your love among us and to spread your love among all those we encounter in the next days, weeks, months and year.

We know there will be challenges, we ask you to help us to be patient at these times.

We know there will be joy, we ask you to help us to be grateful at these times.

We know that we will make mistakes, we ask you to help us to be honest and accountable at these times.

We know that we will be very proud of the good work we do, and we ask you to help us to be humble at these times.

This year, we know that we will encounter both the rich, and the poor. Help us to love them all. We know that every creature, great and small, has meaning to you. Please, Give us the strength we need (to really see them) and to work with the poorest of your poor in our school system, that we may be able to build them up and give them wings to fly.

Like your Servant, Solomon, We ask you to give us the Wisdom and Love necessary to do your will.

Pour out your grace upon us oh Lord, and let us help you to renew the face of the Earth!
Through Christ our Lord.

Amen.

St. André Bessette

R: Pray for Us

In the name of the Father, Son and Holy Spirit.

Closing prayer...

All join in:

...and Zechariah said:

Blest be the Lord – the God of Israel; He has come to His people and set them free.

He has raised up for us a mighty saviour.

He promised to show mercy.

He promised to free us from those who would harm us, and freedom to worship Him without fear, that we would be holy and righteous in His sight, all the days of our lives.

Of John the Baptist, he said,

You, my child, will go before the Lord to prepare His way, to give people knowledge of salvation, by the forgiveness of their sins.

In the tender compassion of our God, the Dawn from on high shall break upon us, to shine on those who dwell in darkness and the shadow of death, and to guide our feet into the way of peace!

Dcn. Dan:

Almighty and ever loving father, we thank you for the opportunity to gather here to do your work. We ask you to help us to appreciate the beauty of Zechariah's song. Help us to remember why we are here and who we serve.

As we enter this new academic year, Lord, we ask your blessing on the work we will do together, bless our journey as a privileged period of grace given to us by You.

We believe in Catholic Education. We have come to trust in this Holy System - we ask your strength Lord, to continue to be moved with resolve, and to always be renewed in your Love.
The Lord be with you!

Blessing.

St. Andre Bessette! Pray for us!

Regular Board Meeting
June 15, 2026 - 3:00 p.m.

MINUTES

Present:

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

Student Trustee: Dean DeLuca, St. Michael CSS, Stratford, Addison Thuss, St. Anne's CSS, Clinton

Senior Administration: Chief Executive Officer Karen Tigani; Superintendents of Education Tara Boreham, Sean McDade; and Superintendent of Business & Treasurer Sarah Devereaux

Absent: Board Chaplain, Deacon Daniel McPhee

1. Opening Business

1.1. Opening Prayer & Condolences - Vice-Chair Cronin

1.2. Land Acknowledgement -Trustee McDade

1.3. Attendance - Noted above at start of meeting

1.4. Approval of Regular Board Meeting Agenda

1.5.

Moved by: Jim McDade

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board approves the agenda of the Regular Board Meeting of June 15, 2026.

Carried

1.6. Declaration of Interest

1.7. Approval of Regular Board Meeting Minutes

Moved by: Sue Muller

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board approves the minutes of the Regular Board Meeting of May 25, 2026.

Carried

1.8. Business Arising from the Minutes

2. Presentations

- 2.1.** Ontario Skills Competition (Construction Gold Medalists): Connor A., Beckett N., Noble D., and Vaughan B. (Sacred Heart School, Wingham). Coached by Mrs. Blake and Ms. Siertsema.
- 2.2.** Ontario Skills Competition (Aesthetics Gold Medalist): Elly S. (St. Michael CSS). Supported by teacher Mrs. VonEuw.
- 2.3.** MusicFest Canada (Band Gold Medalists): Senior members Divine G., Amanda M., and Alicia R. (St. Anne's CSS). Supported by teacher Mr. Geddis.
- 2.4.** Introduction and welcome of new student trustees - Quinn Palen, St. Anne's Catholic SS, Clinton and Ronnel Charles, St. Michael, CSS, Stratford for the 2026-27 school year.

3. Delegations

4. Consent Agenda

- 4.1.** June Board Highlights
- 4.2.** Approved Catholic Parent Involvement Committee (CPIC) Meeting Minutes of March 25, 2026
- 4.3.** Broadband Internet Services (WALK-IN)

Trustees inquired about the source of funding for the vegetable boxes produced for Kettle Point. Superintendent (SO) McDade clarified that the initiative was funded through the Ontario Youth Apprenticeship Program (OYAP) alongside budgeted student projects. In response to a follow-up query regarding whether students are permitted to sell the items they create, Chief Executive Officer (CEO) Tigani noted that because the necessary time and labour are central to the student learning process, teachers require roughly one semester's notice to effectively plan for larger scale projects in the curriculum. Finally, Trustees questioned why broadband costs at St. Anne's Catholic Secondary School (SACSS) are notably higher than those at St. Michael Catholic Secondary School (SMCSS). SO Devereaux explained that the variance is primarily driven by the school's geographical location, its bandwidth requirements and fewer vendors in the area.

Moved by: Tina Doherty

Seconded by: Amy Cronin

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

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

AND

THAT the Huron-Perth Catholic District School Board receives the approved Catholic Parent Involvement Committee (CPIC) Meeting Minutes of March 25, 2026

AND

THAT the Huron-Perth Catholic District School Board awards RFP 25-26-07 for Broadband Internet Services to the Bidders detailed in the Broadband Internet Services report at the monthly fees listed, for a period of three years plus an optional two-year extension in one-year increments.

Carried

5. Committee and Staff Reports

5.1. Policy

5.1.1. Board Policies for Review:

a) Video Surveillance Policy (P3.1.5.)

Trustees inquired about the panels involved in video surveillance, CEO Tigani clarified that it primarily applies to secondary schools, currently only a few elementary schools are included. Trustees raised questions about parents' requesting access to video footage. SO Devereaux and CEO Tigani explained that any release must strictly comply with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This process requires a formal Freedom of Information (FOI) request and is subject to restrictions. Trustees requested clarification on whether parents are actively informed of this FOI requirement and emphasized the need for a clear understanding of MFIPPA regulations and parental rights. Staff will review the current language in the student Code of Conduct regarding parental rights as they relate to video surveillance access. Regarding a query on linking the Administrative Procedures (APs) directly within the policy, SO Devereaux and CEO Tigani clarified that the public policy contains parent-facing information, whereas APs are designed for internal staff guidance. However, staff agreed to take the feedback back for review and provide a report in the fall.

Moved by: Sue Muller

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board receives policy Video Surveillance Policy (P3.1.5.) for information.

Carried

5.1.2. Board Policies Recommended for Approval/Rescinding:

b) Artificial Intelligence (P3.2.2.)

c) Trustee Expenses (P1.2.3)

Trustees inquired about the inclusion of Equity and Inclusive Education Policy 2.2.6 in the reference section of the revised Artificial Intelligence (AI) Policy. CEO Tigani and SO McDade clarified that the Equity policy guided the development of the AI policy to address inherent bias, aligning with the Board's direction to cross-reference the Equity policy where applicable.

Moved by: Jim McDade

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board approves the following policies: Artificial Intelligence (P3.2.2.) and Trustee Expenses (P1.2.3).

Carried

5.2. Student Achievement and Catholicity

5.2.1. Strategic Priorities Annual Review Report

Superintendent McDade and Superintendent Boreham presented the highlights, successes, and next steps regarding the Board's strategic plan goals. In response to Trustee inquiries about Tier 2 and Tier 3 interventions at the elementary level, SO Boreham clarified that support is provided within the classroom by teachers, Special Education Resource Teachers (SERTs), Literacy Resource Teachers, and Educational Assistants, ensuring that core Tier 1 instructional time is never disrupted. Regarding a query on the ongoing implementation of

Ontario Catholic Graduate Expectations (OCGSEs), CEO Tigani noted that while the program existed prior to the current strategic plan, the current goal is to ensure it is 100% embedded across the system. Addressing Trustee requests for clearer, measurable metrics to track overall system progress from the start of the strategic plan to the present, CEO Tigani explained that while this specific update serves as a high-level report card, detailed data reports are provided throughout the year; as an action item, staff will provide a comprehensive end-of-year-three report featuring comparative data, numerical metrics, and charts to explicitly demonstrate growth and system impact.

Moved by: Sue Muller

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board receives the Strategic Priorities Annual Review report for information.

Carried

5.2.2. Equity, Diversity, Inclusion and Anti-racism (EDIAR) report

Trustees questioned why gender diversity was omitted from the current report. Superintendent Boreham clarified that the presented report outlines the specific work plan established for the current school year, noting that while related initiatives are occurring locally at the secondary level through social justice and student clubs, it was not a district-wide focus for this period. To address future initiatives, a new action plan subcommittee will be formed at the upcoming EDIAR committee meeting to determine priorities and establish goals for the next school year.

Moved by: Jim McDade

Seconded by: Amy Cronin

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

Carried

5.2.3. EDIAR Work Plan

Moved by: Jim McDade

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board receives the 2025-2026 Equity, Diversity, Inclusive and Anti- Racism Work Plan for information.

Carried

5.2.4. Revised Special Education Plan

Superintendent Boreham shared the key changes to the plan.

Moved by: Amy Cronin

Seconded by: Tina Doherty

THAT the Huron-Perth Catholic District School Board receives the Revised Special Education Plan report for information.

Carried

5.2.5. Summer Program Report

Trustees inquired about the number of attendees in the summer programs. Superintendent Boreham shared that the numbers are not confirmed but a follow up report with participation numbers will be presented at the September meeting.

Moved by: Tina Doherty

Seconded by: Amy Cronin

THAT the Huron-Perth Catholic District School Board receives the Summer Programs report for information.

Carried

5.2.6. Concussion Policy: Baseline Data report

Moved by: Amy Cronin

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board receives the Concussion Policy: Baseline Data report for information.

Carried

5.2.7. Student Trustees' Report

Outgoing student trustees introduced the incoming trustees. Chair Van Loon thanked the outgoing student trustees and expressed gratitude for their contributions to the Board.

Moved by: Tina Doherty

Seconded by: Sue Muller

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

Carried

5.3. Corporate Services and Operations

5.3.1. 2026-27 Draft Budget

Vice-Chair Cronin left the meeting.

Superintendent Devereaux provided an overview of the budget presentation and answered trustee questions.

Moved by: Jim McDade

Seconded by: Sue Muller

THAT the Huron-Perth Catholic District School Board approves Revenue in the amount of \$87,861,791, and Expenditures in the amount of \$87,861,791 for the period of September 1, 2026 to August 31, 2027.

Carried

6. Information and Correspondence

6.1. Letter from The Order of St. Andre Bessette Recipient

6.2. Thank you card from the St. Columban Huron-Perth Catholic Trustees' Student Leadership Award recipient

6.3. Thank you card from a staff member for bereavement condolences.

7. Notices of Motion

8. Notices of Motion Being Considered for Adoption

9. Trustee Inquiries

- 9.1. Trustees inquired about the status to link Administrative Procedures to Board policies as applicable. CEO Tigani responded that this will be a summer project with a plan to report back to the Board in the fall.
- 9.2. Trustees discussed adjusting future June Board meeting dates to allow the Finance department more time to prepare the budget presentation. It was noted that under the current by-laws, the June 21, 2027 meeting provides sufficient time, but the Board will keep this in mind for future years when the meeting date falls earlier in the month.

10. In-Camera Session of the Regular Board Meeting

Moved by: Tina Doherty

Seconded by: Sue Muller

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: Sue Muller

Seconded by: Jim McDade

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

Carried

The following motion was approved:

THAT the appraisal for the evaluation cycle of the Director of Education has been conducted
AND

THAT the final performance appraisal report has been adopted by resolution of the Huron-Perth Catholic District School Board.

AND

The following retirements were announced

- Christina DeLuca, Teacher, St. Patrick's School, Dublin effective June 30, 2026
- Theresa Mahood, Teacher, St. Michael Catholic SS, Stratford, effective June 30, 2026
- Lori Parsons, Designated Early Childhood Educator, St. Patrick's School, Dublin, effective August 30, 2026

12. Future Meetings and Events

- Tuesday, June 16, 2026 - EDIAR Meeting
- Thursday, June 25 - Secondary School Graduations
- Monday, August 24, 2026 - Regular Meeting of the Board

13. Closing Prayer - CEO, Karen Tigani

14. Adjournment

Moved by: Sue Muller

Seconded by: Jim McDade

THAT the Huron-Perth Catholic District School Board adjourns the Regular Board Meeting of June 15, 2026.

Carried

CHAIRPERSON

SECRETARY

Director of Education Performance Appraisal (DOEPA) Committee Meeting
August 13, 2026 - 9:00 am

MINUTES

(In person)

Present:

Trustees: Mary Helen Van Loon (Committee Chair), Jim McDade

Supporting Staff: Karen Tigani, Chief Executive Officer; Beth Schoonderwoerd, Recording Secretary,

Absent: Sue Muller

1. Opening Business

1.1. Opening Prayer, Committee Chair Mary Helen Van Loon

1.2. Attendance - Noted above

1.3. Approval of the Agenda of DOEPA Committee Meeting of August 13, 2026

Moved by: Jim McDade

Seconded by: Mary Helen Van Loon

THAT the DOEPA committee approves the agenda of the August 13, 2026 Committee Meeting.

Carried

1.4. Declaration of Interest - None

2. In-Camera Session

Moved by: Jim McDade

Seconded by: Mary Helen Van Loon

THAT the DOEPA Committee moves to an In-Camera Session of the DOEPA Committee Meeting.

Carried

3. Rise and Report on the In-Camera Session of the Director of Education Performance Appraisal Committee meeting and Approval of the Business of the In-Camera Session.

Moved by: Jim McDade

Seconded by: Mary Helen Van Loon

THAT the DOEPA Committee approves all motions of the In-Camera Session of the Director of Education Performance Appraisal (DOEPA) Committee Meeting.

Carried

The following motion was approved:

THAT the Director of Education Performance Appraisal (DOEPA) Committee receives the Performance Plan of the Chief Executive Officer.

4. Future Meetings and Events

- August 15 - Chair Van Loon will provide the plan to the Board of Trustees
- December - CEO Tigani will provide the plan update to the Board of Trustees
- January - Committee Chair Van Loon will request feedback
- January 21 - Board of Trustees will provide feedback

5. Closing Prayer - Committee Chair Van Loon

6. Adjournment

THAT the DOEPA adjourns the August 13, 2026 Committee Meeting.

Carried

**Audit Committee Meeting
November 12, 2025 - 1:00 p.m.**

MINUTES

Hybrid

Present: Chair Amy Cronin (Trustee), Tyler Canal, (Audit Committee Member), Denise Feeney (Audit Committee Member), Karen Tigani (Director of Education), Mary-Ellen Ducharme (Superintendent of Business), Sarah Devereaux (Manager of Finance), Katie Becker (Finance Services Officer), Lexi Templeman (Finance Services Officer), Silvana Slavik (BDO Canada LLP), Suk Bedi (KPMG LLP), Brad Sisson (KPMG LLP), A.Hodgson, Executive Manager of Employee Relations, Valerie Basler (Executive Assistant)

Absent: Tina Doherty (Trustee)

1. Opening Business

1.1 Opening Prayer

1.2 Attendance and Welcome – *Superintendent of Business and Treasurer*

1.3 Approval of the Agenda

Moved by: D.Feeney

Seconded by: T.Canal

THAT the Audit Committee approves the agenda of the November 12, 2025 Audit Committee Meeting.

Carried

1.4 Declaration of Conflict of Interest
No declarations were made.

1.5 Approval of Audit Committee Meeting Minutes – September 23, 2025

Moved by: T.Canal

Seconded by: D.Feeney

THAT the Audit Committee approves the minutes of the Huron-Perth Catholic District School Board Audit Committee September 23, 2025 meeting.

Carried

1.6 Business Arising from the Minutes

2. Presentations

3. Reports and Discussion Items

3.1 Huron-Perth Catholic District School Board Consolidated Financial Statements For The Year Ended August 31, 2025 - *Superintendent of Business & Treasurer and Manager of Finance*

Details of the report were reviewed. The surplus amount ended on reflects the underspending in the Transportation grant. The Board has maintained deferred revenue balances, ending in a good position and shows budgeting is on track. Noted additional salary expenses related to principal and vice principal contract, funded by the Ministry. Financial assets and liabilities have decreased and notable differences were explained. Revenue and expense variances to prior year were reviewed. Notably, the 2024 expenses are higher due to retroactive salary payments. Core-ed funding increased and provincial grants increased from budget. Deferred capital contributions and amortization were lower than budgeted due to timing of capital projects which often span year end, for example the Listowel addition.

BDO rep joined the meeting at 1:10 p.m.

Moved by: D.Feeney

Seconded by: T.Canal

THAT the Audit Committee recommends to the Board the approval of the Huron-Perth Catholic District School Board Consolidated Financial Statements for the year ended August 31, 2025.

Carried

It was noted how the amount for Note 14, accumulated surplus detail for the Board, is determined and what the balances represent and are set aside for. Notably the internally appropriated balances for retirement gratuities and WSIB expenses as the Board is self-insured. Board projects and Board capital represent funds set aside for past and future unfunded capital. The transportation balance is new as the transportation grant continues to change and hasn't settled yet and we may need these funds for transportation in future years. The Superintendent of Business noted an unappropriated surplus balance around 2% is healthy per the Ministry and we are 2.7% therefore in good financial status.

Moved by: D.Feeney

Seconded by: T.Canal

THAT the Audit Committee recommends to the Board that the 2024/25 internal appropriations of accumulated surplus in the amount of \$7,409,435 as outlined in Note 14 of the Consolidated Financial Statements be approved.

Carried

3.2 BDO Canada LLP Audit Final Report to the Audit Committee - *BDO Canada LLP*

BDO explained the report, noting the Independent Auditor's Report and that the accounting standards have changed for the group audit. The Chair enquired regarding the Asset Retirement Obligations. BDO explained the remediation and accounting processes. As remediation occurs, the liability is reduced. There is also a decrease in ARO due to an in year review and change in the estimate. BDO summarized the remainder of the report noting no further changes. The independence and representation letters are to be signed by the Superintendent of Business and Treasurer.

Moved by: T.Canal

Seconded by: D.Feeney

THAT the Audit Committee receives the BDO Canada LLP Audit Final Report to the Audit Committee.

Carried

3.3 Annual Report to the Ministry of Education For The Year Ended August 31, 2025 - *Superintendent of Business & Treasurer*

The report is no longer emailed and will be submitted via the Ministry sharepoint site.

Moved by: D.Feeney

Seconded by: T.Canal

THAT the Audit Committee receives the Annual Report to the Ministry of Education For the year ended August 31, 2025.

3.4 November 2025 Audit Committee Report – *Superintendent of Business & Treasurer*

Noted item where future meetings will be standardized going forward, scheduling them the second Wednesday of June, September and November at 1:00 pm.

Moved by: D.Feeney

Seconded by: T.Canal

THAT the Audit Committee receives the Audit Committee Report dated November 2025.

Carried

BDO representative left the meeting at 2:05 p.m.

- 3.5 Annual Evaluation of External Auditor – *Superintendent of Business & Treasurer*
The Superintendent of Business reviewed the evaluation questions. The Finance Manager noted the timelines that were changed this year due to auditor staffing commitments.

Moved by: D.Feeney

Seconded by: T.Canal

THAT the Audit Committee recommends the Board of Trustees appoints BDO Canada LLP as the Board's external auditor for 2025-26.

Carried

A.Hodgson, Executive Manager of Employee Relations, joined the meeting at 2:08 p.m. to attend the in-camera portion of the meeting.

4. Information and Correspondence

5. In-Camera Session of the Audit Committee Meeting

Moved by: T.Canal

Seconded by: D.Feeney

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

Carried

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

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

Session not requested.

7. Future Meetings and Events

Noted in the Audit Committee Report presented in agenda item 3.4.

8. Closing Prayer

9. Adjournment

Moved by: T.Canal

Seconded by: D.Feeney

THAT the Audit Committee adjourns the November 12, 2025 meeting at 2:37 p.m.

Carried



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Sarah Devereaux, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: August 31, 2026
Submitted by: Karen Tigani, Chief Executive Officer

AUDIT COMMITTEE JUNE 2026 MEETING REPORT

Public Session

BACKGROUND

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

DEVELOPMENT

Items brought forward for information and discussion at the June 10, 2026 meeting:

1. November 2025 and February 2026 Financial Statements
2. June 2026 Audit Committee Report

Items brought forward for action at the June 10, 2026 meeting:

1. External Audit Services Request for Proposal

The current agreement with BDO Canada Ltd. (BDO) expires August 31, 2026. OECM has re-tendered for audit services and awarded 5 year, non-exclusive agreements to three (3) firms: BDO, Deloitte and KPMG. OECM agreements are awarded based on geographical zones within the province and a maximum fee based on an annual revenue range. A summary of the applicable rates by firm is attached. Annual reviews of BDO's work have been favourable; they also remain the lowest price point.

The Audit committee recommends the appointment of BDO as the Board's external auditor for the term of five (5) years. As the agreement is non-exclusive, the Audit Committee would continue to review BDO's performance annually and make a recommendation to the Board of Trustees for formal appointment of the external auditor on an annual basis.

RECOMMENDATIONS

THAT the Huron-Perth Catholic District School Board receives the Audit Committee June 2026 Meeting Report for information.

AND

THAT the Huron-Perth Catholic District School Board approves the appointment of BDO Canada LLP as the Board's external auditor for the fiscal year 2026-2027 to 2030-2031 subject to annual review and approval.

OECD Audit Related Services

APPENDIX B - MAXIMUM RATES

Financial Statements Audit Services

Revenue Range		Maximum Net Rate (in CAD)			
		Year 1 & Year 2	Year 3	Year 4	Year 5
\$50,000,001 - \$100,000,000	BDO	\$ 55,000	\$ 56,000	\$ 57,000	\$ 58,000
\$50,000,001 - \$100,000,000	Deloitte	\$ 70,000	\$ 73,500	\$ 77,175	\$ 81,000
\$50,000,001 - \$100,000,000	KPMG	\$ 90,000	\$ 92,500	\$ 95,500	\$ 98,000



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Sarah Devereaux, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: August 24, 2026
Submitted by: Karen Tigani, Chief Executive Officer

AUGUST 2026 HEALTH AND SAFETY REPORT

Public Session

BACKGROUND

To ensure there is communication of health and safety related information, a Health and Safety Report is presented to the Board of Trustees twice a year. The Health and Safety report to the Board contains information for all employee groups, across all sites within the district, and informs the Board of Trustees with respect to health and safety matters.

DEVELOPMENTS

Health & Safety Incident Reporting:

All incidents involving an employee must be reported and are included in the total number of health and safety incidents in this report. The term incident can be defined as an occurrence, condition, or situation arising in the course of work that resulted in, or could have resulted in an injury, illness, damage to health or a fatality. Reportable incidents include those categorized as near misses, and those requiring first aid or medical attention.

Incidents are reported via an online incident reporting process. It is important that all incidents are reported so that the Board can gather information to support both staff and students. This information is then used to formulate a plan for student success and staff safety.

Employees are trained to immediately report all incidents, whether near-misses or an injury. The employee should not have to make a guess as to whether their issue or incident is worthy of an incident report. When in doubt, an incident report is to be filed. A near miss could be poor lighting resulting in an employee tripping and almost falling over an undetected extension cord, a leaking air conditioner dripping onto a walkway resulting in an employee slipping and nearly falling, or a student raising an arm to an employee without contact or minimal contact.

The Board had 1,280 health and safety incidents reported in the 2025-26 school year from September 1 to June 30. In the 2024-25 school year, over the same period, there were 1,238 incidents reported, an increase of 3.4%. Reasons for an increase in the reporting can be attributed to an increase in reportable incidents, employee groups being encouraged to submit all forms of aggression/violence, and staff familiarity with reporting in eBase.

The majority of 2025-2026 incidents (943) reported were under the category of near misses. There was one incident categorized as a critical injury and the remaining incidents reported were under the categories of First Aid, Illness, Lost Time or Medical Aid.

Of the 1,280 reports in 2025-26, 104 (8.1%) were reported by secondary schools and 1,170 (91.4%) were reported by elementary schools and 6 (0.5%) were reported from the Catholic Education Centre.

Reporting by employee group is identified below:

- CUPE - 1054
- OECTA - 184
- Principals & Vice Principals - 10
- Custodians - 18
- Non-Union - 14

The 2025-2026 incident type reports are consistent with the previous reporting period in terms of ranking:

- Violence/Aggression - 81%
- Struck by or with - 8.5%
- Slips, Trips and falls - 2.5%
- Other incidents (overexertion, exposure, caught in or between) - 7.7%

Workplace Safety and Insurance Board:

The School Boards' Co-operative Inc. (SBCI) Annual Health and Safety Report provides statistical information on School Board WSIB Form 7 submissions. Annual reports are distributed in December for the preceding school year.

The 2024-25 report shows that the Board more than doubled the incidents from 14 to 33 this year. The board's incident frequency was 5.70/100 employees while the peer group (similar sized Board) average was 4.09/100 employees and the provincial average was 4.93/100 employees. The 2024-25 report shows that the Board is above both the provincial and peer group average for the first time in 5 years.

The Board will receive the 2025-26 annual report in December 2026.

Annual Inspections:

We continue to do annual inspections all at locations to help identify any areas that may need attention and to help formulate an action plan for repairs or capital projects.

Health & Safety

The Board continues to provide training for staff members in First Aid CPR/AED. During 2025-26, 46 staff members received training in First Aid. We also provided Naloxone to 4 schools based on the risk assessment that the Principals complete at the beginning of the school year. Opioid awareness training was provided for all staff at these schools through an online training platform.

We are continuing to use the Safe Workplace Module in ebase to provide the yearly mandatory training. This platform allows us to track all employee training, and also allows us to upload any extra training into the employees portfolio.

Following the implementation of a ball strike prevention program at Jeanne Sauvé school, which saw reduced numbers of these incidents, we have expanded this program to include 3 more schools. This

year, Precious Blood in Exeter, St Mary's in Goderich and St Joseph's in Stratford will be receiving the ball strike program. Along with the new playground painting we are implementing a Situational Awareness program to staff members to help reduce playground incidents.

Ministry of Labour, Immigration, Training and Skills Development (MLITSD)

The Board had three Ministry of Labour field visits to schools to review the Violence in Education initiative that the Ministry had set out the previous year. We meet all the benchmarks that were set out from these field visits with no orders issued.

There were five additional field visits due to other incidents. All field visits were addressed with either extra training and repairs from noted defects.

RECOMMENDATION

That the Huron-Perth Catholic District School Board receives the August 2026 Health and Safety Report for Information.
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REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Sarah Devereaux, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: August 24, 2026
Submitted by: Karen Tigani, Chief Executive Officer

CONSISTENT CURRICULUM RESOURCES

Public Session

BACKGROUND

Core Education Funding (Core Ed), through the Ministry of Education, provides ongoing operating funding to school boards. It recognizes the unique circumstances of students, schools and school boards to support an equitable education for all students across the province. Within this funding, there is a Learning Resources Fund (LRF) allocation which provides funding for classroom materials, resources and staff. While most of the Core Ed funding is discretionary, the Ministry may designate certain allocations for specific purposes. Funding outside of the specified requirements is not permitted.

DEVELOPMENTS

As presented with the Board's 2026-27 budget, new funding was added under the LRF for consistent curriculum resources using a benchmark of \$33.32 multiplied by Grades 1-12 average daily enrollment (ADE). This funding is intended to support a consistent set of high-quality curriculum-aligned learning resources across grades and subjects.

In order to receive these funds, school boards must use the Supply Ontario VOR arrangement for Consistent Educational Resources to purchase the Ministry specified curriculum resources. On June 22, 2026, the Ministry forwarded a memo to boards communicating that this VOR had been awarded by Supply Ontario to Nelson Education Ltd. through their Edwin platform. Boards were expected to promptly execute individual agreements with Nelson in order to have everything in place for the start of the school year. This has taken place.

Information sessions were held by the Ministry to facilitate procurement through the VOR arrangement as well as for curriculum teams and IT staff related to implementation of the software. As required and funded by the Ministry, the Board executed an agreement with Nelson at the funded rate of \$33.32 per ADE (grades 1-12) which will be reconciled based on actual October 31st enrollment. The estimated cost is \$133,880 before HST.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board approves the purchase of Edwin licenses from Nelson Education Ltd. in the amount of \$33.32 per ADE at an estimated cost of \$133,880 before HST.



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Tara Boreham, Superintendent of Education
Presented to: The Huron-Perth Catholic District School Board
Date: August 24, 2026
Submitted by: Karen Tigani, Chief Executive Officer

2.2.12 GUEST SPEAKERS AT SCHOOLS

Public Session

BACKGROUND

The Huron-Perth Catholic District School (the Board) believes that guest speakers are a valuable extension to academic programs and Catholic formation. All activities facilitated by external guests must remain consistent with the Board's mission and vision, respecting Catholic Church teaching and the Ontario Catholic School Graduate Expectations. They must also align with curriculum and student learning. Policy P2.2.12 was adopted on September 23, 2024, to ensure the board met new provincial transparency mandates.

DEVELOPMENTS

At the time of drafting, the policy included Section 2.3, which allowed parents to exempt their children from guest speaker events. This clause was included based on the Ministry's Your Child's Education website guidelines active between February 2024 and August 2025, which suggested a broad right to student exemptions. While this initial policy met then-current provincial guidelines, a shift in the regulatory landscape necessitated this comprehensive re-evaluation.

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 September 2026.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives policy 2.2.12 Guest Speakers at Schools.



HURON-PERTH CATHOLIC

District School Board

Guest Speakers at School

Adopted:	September 23, 2024	Policy #:	P 2.2.12.
Revised:		Policy Category:	School Programs

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board (the Board) believes that guest speakers in Catholic schools are used to enhance Catholic formation and academic programming. The Board believes that guest speakers can provide a valuable extension to our programs. The Board believes strongly in maintaining and reflecting its denominational rights.

POLICY STATEMENT:

It is a policy of the Board that guest speakers in Catholic schools follow the mission and vision of the Board and respect Catholic teaching. It is the policy of the Board that the use of guest speakers is connected to the Ontario Curriculum. It is the policy of the Board that parents/caregivers be informed about events and activities, with guest speakers that involve multiple classes or the whole school, in advance of the event.

PROCEDURE:

1.0 GENERAL

- 1.1 All events or activities supported or facilitated by a guest speaker shall be directly connected to the Ontario Curriculum and/or the Ontario Catholic School Graduate Expectations.
- 1.2 All events or activities supported or facilitated by a guest speaker shall be consistent with Catholic Church teaching.

2.0 MULTIPLE CLASSES OR WHOLE SCHOOL PRESENTATIONS

- 2.1 Parents and caregivers should receive 14 days notice regarding any event or activity with guest speakers that involve multiple classes (or the whole school). Parents and caregivers shall receive the following information:
 - Date, time and location
 - Title, topic or focus
 - Connections to the Ontario Curriculum and purpose
 - Names of presenters, performers or guest speakers and the organization(s) they represent; and
 - Details of any handout materials, giveaways or literature to be provided

- 2.2 If the school needs to arrange for an event in less than 14 days, the school shall provide the parent/caregiver with the details as soon as they are confirmed.

~~2.3—Parents/caregivers may exempt their child from events and activities with guest speakers or performances; parents seeking exemption shall make the request for exemption in writing at least three school days prior to the event/activity so that arrangements may be made for the supervision of the student.~~

DEFINITIONS:

- **Guest Speaker:** A person(s) who has been invited, approved and speaks to or performs for students. For Catholic schools - Catholic clergy and lay parish/diocesan ministers are not considered guest speakers. Board staff who are authorized to work in Catholic schools and provide instruction or support for students are not considered guest speakers.
- **Events/Activities Excluded:** Assemblies (not facilitated by guest speakers) and liturgies/Eucharistic celebrations are not eligible for exemption except where permitted by law.

REFERENCES:

- Better Schools and Student Outcomes Act, 2023
- The Ontario Curriculum
- The Education Act
- The Ontario Catholic School Graduate Expectations

RESOURCES, APPENDICES AND FORMS:

- N/A



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Sean McDade, Superintendent of Education
Presented to: The Huron-Perth Catholic District School Board
Date: August 24, 2026
Submitted by: Karen Tigani, Chief Executive Officer

EMERGENCY & LOCKDOWN POLICY

Public Session

BACKGROUND

Policy P2.1.6, Emergency and Lockdown, was last revised in May 2019. The policy has undergone a comprehensive review to ensure alignment with current Ministry of Education requirements, the *Provincial Model for a Local Police/School Board Protocol*, and current emergency preparedness and school safety practices.

As part of this review, CEO Karen Tigani and Superintendent Sean McDade met over the summer with senior leaders from the Huron OPP, Perth OPP, and Avon Maitland District School Board to review best practices, discuss emergency and lockdown procedures, and debrief experiences and lessons learned from the previous school year. This collaborative review helped inform the revisions to the policy and accompanying Administrative Procedure.

DEVELOPMENTS

Summary of Changes

The revised policy represents a significant modernization of the Board's approach to emergency preparedness and lockdown procedures. Key changes include:

- Addition of a Catholic belief statement grounding emergency preparedness in the inherent dignity and worth of every person and emphasizing safe, caring, inclusive, and respectful Catholic learning environments. The statement also recognizes the importance of approaching emergency training in a developmentally appropriate manner that builds preparedness without unnecessarily creating fear or anxiety.
- Alignment with provincial requirements and police/school board protocols, including explicit reference to the *Provincial Model for a Local Police/School Board Protocol*, applicable legislation, Ministry requirements, and local police/school board protocols.
- Reinforcement of common emergency terminology, including *Lockdown*, *Hold and Secure*, and *Shelter in Place*, with an expectation that schools use plain and direct language, and that secret codes or passwords are never established.

- Strengthened school-specific emergency planning requirements, recognizing the unique physical layout, student population, staffing, child care arrangements, portables, shared facilities, and other circumstances of individual schools.
- Clearer requirements for lockdown drills, training, and staff awareness, including a minimum of two lockdown drills each school year, appropriate debriefing following drills, orientation for new staff, and consideration of occasional, itinerant, part-time, child care, and other personnel working in Board facilities.
- Greater emphasis on accessibility and individual student needs, requiring emergency plans, procedures, training, and drills to consider special education, medical, communication, mobility, sensory, behavioural, and other accommodation needs.
- Clarification of roles and responsibilities, including the responsibilities of the CEO/designate, principals, school staff, students, parents/guardians, police, emergency services, and other school occupants. The revised policy also clearly establishes that police assume responsibility for managing the threat during an actual violent incident requiring police response.
- Enhanced expectations for emergency communication and facility information, including reliable communication methods, accessibility considerations, current floor plans, room and exterior door identification, emergency access information, command locations, and off-site evacuation locations.
- New provisions addressing shared facilities and family communication, including licensed child care programs, community use groups, tenants, before- and after-school programs, and expectations for timely communication with parents/guardians following significant emergency events.
- Formalization of recovery, debriefing, annual review, and Board oversight, including access to mental health, trauma response, pastoral care, and employee supports where appropriate, as well as mechanisms for monitoring compliance with drills, annual plan reviews, and staff training requirements.
- Addition of formal definitions and references. The revised policy now defines key terms including *Lockdown*, *Hold and Secure*, *Shelter in Place*, *Emergency and Crisis Response Plan*, *Emergency Services*, and *Off-Site Evacuation Location*. The policy also identifies the relevant provincial legislation, Ministry direction, and Board/police protocol.
- Introduction of a standardized School Emergency and Crisis Response Plan/Template, to be completed and reviewed annually by each school, providing greater consistency across the system while still allowing plans to reflect individual school circumstances.

Implementation and Training

To support implementation of the revised policy and ensure consistent understanding across the system, Superintendent McDade will provide a training refresher for all principals in August. Each principal will subsequently provide a refresher to their respective staff at the first staff meeting of the 2026–2027 school year.

This system-wide approach will reinforce common terminology, clarify roles and responsibilities, and ensure staff understand the expectations and procedures associated with lockdowns and other emergency responses.

The accompanying Administrative Procedure is considered confidential for security reasons, as it contains detailed operational information related to emergency response and school safety. The updated Administrative Procedures will be made available to Trustees through the CEO.

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 September.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives policy P 2.1.6 Emergency & Lockdown.



HURON-PERTH CATHOLIC

District School Board

Emergency and Lockdown

Adopted:	October 26, 1998	Policy #:	P 2.1.6.
Revised:	May 27, 2019	Policy Category:	2.1. School Operations

BELIEF STATEMENT (New):

The Huron-Perth Catholic District School Board believes that every person is created in the image and likeness of God and possesses inherent dignity and worth. As a Catholic learning community, we are called to create and maintain schools in which students, staff, families, volunteers, visitors, and community partners experience environments that are safe, caring, inclusive, and respectful.

The Board recognizes that the safety and well-being of students and staff are essential conditions for learning, faith formation, and human flourishing. While serious threats of violence are rare, effective preparation, clear procedures, appropriate training, and strong partnerships with police and emergency services are necessary to protect members of our Catholic school communities.

The Board further believes that emergency preparedness must be approached with care and sensitivity, recognizing the age, developmental needs, abilities, lived experiences, and individual needs of students. Emergency planning and training will seek to build preparedness and confidence without unnecessarily creating fear or anxiety.

POLICY STATEMENT:

~~The Huron-Perth Catholic District School Board recognizes the need to be prepared to respond to emergencies as part of its commitment to the safety of pupils, staff and visitors. The Board believes that each School site and Catholic Education Centre site must develop its own Emergency Plan based on the Emergency Procedures Manual.~~

The Huron-Perth Catholic District School Board shall establish and maintain consistent procedures for responding to major incidents or threats to school safety in accordance with the *Provincial Model for a Local Police/School Board Protocol* and applicable legislation, regulations, Ministry of Education requirements, and local police/school board protocols.

Each elementary and secondary school shall develop, implement, maintain, and annually review a school-specific Emergency and Crisis Response Plan that includes lockdown procedures consistent with Board requirements and provincial direction.

The Board shall ensure that:

1. Common Terminology

All schools use the provincially established terminology of Lockdown, Hold and Secure,

and Shelter in Place. Plain and direct language shall be used when initiating an emergency response. Secret codes or passwords shall not be used.

2. School-Specific Emergency Planning

Each school maintains an Emergency and Crisis Response Plan appropriate to its physical layout, student population, staffing, community context, child care arrangements, portables, shared facilities, and other site-specific circumstances.

3. Lockdown Drills

Each school conducts a minimum of two lockdown drills during each school year. Drills shall be planned and conducted in a manner appropriate to the age and needs of students and shall be followed by a debrief to identify opportunities for improvement.

4. Training and Awareness

Staff and students shall receive appropriate training regarding lockdown and emergency security procedures. New staff shall receive appropriate orientation, and reasonable efforts shall be made to ensure occasional, itinerant, part-time, child care, and other personnel working in Board facilities understand applicable emergency procedures.

5. Accessibility and Individual Needs

Emergency plans, procedures, training, and drills shall consider accessibility requirements and the individual needs of students and staff, including students with special education needs and students requiring medical, communication, mobility, sensory, behavioural, or other accommodations.

6. Police and Emergency Service Partnerships

Schools shall work collaboratively with local police services and, where appropriate, fire and emergency medical services in emergency planning, training, drills, and responses.

7. Roles and Responsibilities

The Chief Executive Officer (CEO) or designate shall establish Administrative Procedures identifying the responsibilities of Board staff, principals, school staff, students, parents/guardians, police, emergency services, and other school occupants. The principal is responsible for the implementation and maintenance of the school-specific Emergency and Crisis Response Plan, including staff and student training, scheduling required drills, reviewing procedures, and ensuring appropriate communication with community partners.

During an actual violent incident requiring police response, police assume responsibility for managing the threat and any resulting criminal investigation. School and Board personnel shall cooperate fully with police and emergency responders.

8. Emergency Communication

Schools shall have reliable methods for communicating emergency directions throughout the school and, where reasonably possible, on school grounds. Emergency communication systems and procedures shall take accessibility needs into consideration.

9. School Facilities and Emergency Information

Schools shall maintain accurate and current information required by emergency responders, including school floor plans, building and room identification, exterior door identification, emergency access information, command locations, and designated off-site evacuation locations.

10. Shared School Facilities

Emergency planning shall take into consideration licensed child care programs, community use groups, tenants, before- and after-school programs, and other organizations or individuals regularly occupying Board facilities.

11. Parent/Guardian and Community Communication

Parents/guardians shall be provided with appropriate information regarding school emergency procedures and expectations. Following an actual lockdown or significant emergency event, the Board and school shall communicate with families as soon as

reasonably possible, taking into consideration the circumstances of the event and direction from police or emergency responders.

12. Recovery and Debriefing

Following an actual lockdown or significant emergency event, the Board shall support an appropriate debrief and recovery process. Where circumstances warrant, mental health, trauma response, pastoral care, employee supports, and other appropriate resources shall be made available.

13. Annual Review

Each school's Emergency and Crisis Response Plan shall be reviewed at least annually and whenever circumstances, facilities, legislation, Ministry direction, or lessons learned from drills or actual incidents indicate that revisions are required.

14. Board Oversight

The Chief Executive Officer or designate shall establish mechanisms to monitor compliance with required lockdown drills, annual plan reviews, staff training, and other requirements established through Board Administrative Procedures.

PROCEDURE:

- ~~1. Each School site and the Catholic Education Centre shall develop an Emergency Plan using the Emergency Procedures Manual.~~
- ~~2. Each school's emergency plan shall include lockdown procedures, as described in the Emergency and Lockdown Procedures Manual.~~
- ~~3. The Principal shall ensure that all staff, students and parents are aware of the school's procedures to be followed in case of an emergency.~~
- ~~4. The Manager of Assessment and Plant shall ensure that all staff assigned to the Catholic Education Centre are aware of the Catholic Education Centre procedures to be followed in case of an emergency.~~
- ~~5. The Emergency Plan for a site shall be reviewed, updated and posted in a prominent location by the Principal each September.~~
- ~~6. A current copy of the School Emergency Plan shall be forwarded to the Manager of Assessment and Plant and Supervisory Officer.~~
- ~~7. The Violence Threat Assessment Protocol shall be used by principals and school staff to respond to student behaviours that pose a potential risk of violence to students, staff, and members of the community.~~

DEFINITIONS (New):

Lockdown

A Lockdown is an emergency response used when there is a major incident or threat of school violence within the school or directly related to the school that requires students, staff, and others to take immediate protective action.

A lockdown is reserved for situations involving a serious and potentially immediate threat. The term shall not be used for routine security concerns or situations more appropriately addressed through another emergency response.

Hold and Secure

A Hold and Secure is used when it is necessary to secure the school because of an ongoing situation outside the school that is not directly related to the school.

During a Hold and Secure, exterior doors are secured and access to and from the building is restricted. Normal activities within the school may continue unless otherwise directed.

Shelter in Place

A Shelter in Place is used when an environmental, weather-related, or other external hazard makes it safer for students, staff, and visitors to remain inside the school.

Examples may include a hazardous materials incident, chemical spill, explosion, severe weather, or other external environmental hazard.

Emergency and Crisis Response Plan

The school-specific plan outlining the procedures, responsibilities, communication processes, emergency contacts, evacuation locations, facility information, and other measures necessary to respond effectively to emergencies affecting the school.

Emergency Services

Police, fire, emergency medical services, and other agencies that may respond to or assist with an emergency affecting a school or Board facility.

Off-Site Evacuation Location

A predetermined location away from the school property where students, staff, and others may assemble, be accounted for, receive further direction, and, where appropriate, be reunited with parents/guardians following an emergency.

REFERENCES:

- *Education Act*, R.S.O. 1990, c. E.2
- Ministry of Education and Ministry of the Solicitor General, *Provincial Model for a Local Police/School Board Protocol*
- Appendix B – *Provincial Policy for Developing and Maintaining Lockdown Procedures for Elementary and Secondary Schools in Ontario*
- Applicable Ontario Regulations and Ministry of Education Policy/Program Memoranda relating to safe and accepting schools
- Huron-Perth Catholic District School Board/Police Services Protocol

RESOURCES, APPENDICES AND FORMS (Updated):

- ~~**Appendix A – School Emergency and Crisis Response Plan/Template**~~
~~Standard Board template to be completed and reviewed annually by each school.~~



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Angela Hodgson, Executive Manager of Employee Relations
Presented to: The Huron-Perth Catholic District School Board
Date: August 24, 2026
Submitted by: Karen Tigani, Chief Executive Officer

3.4.2. Deferred Salary Leave Plan Public Session

BACKGROUND

Board Policy P3.4.2. Deferred Salary Leave Plan provides employees the ability to request a leave in the future utilizing deferred salary in accordance with Canada Revenue Agency regulations.

DEVELOPMENTS

Policy P3.4.2 Deferred Salary Leave Plan amendments retains the intention of employees being able to continue to have Deferred Salary Leave in accordance with their respective collective agreement provisions; however the non-union process provisions will move to an Administrative Procedure. In addition, Policy P3.4.2. Deferred Salary Leave Plan has been updated to link to the respective Canada Revenue Agency Salary Deferral arrangement information.

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 September 2026.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives policy 3.4.2. Deferred Salary Leave Plan.



HURON-PERTH CATHOLIC

District School Board

Deferred Salary Leave Plan

Adopted:	February 23, 1998	Policy #:	P 3.4.2.
Revised:	April 25, 2022	Policy Category:	3.4. Human Resources

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board provides a high quality Catholic education to the community of Huron-Perth. The Board believes that all students deserve the best learning opportunities each and every day, so our students can reach their full potential and be healthy, successful learners. The Board supports employee wellbeing and retention with the ability to be on leave from work through a self-funded plan.

~~The Huron-Perth Catholic District School Board believes that the opportunity for an employee to self-fund a year of leave is a worthwhile benefit to the employee.~~

POLICY STATEMENT:

A deferred salary leave plan allows an employee to have their salary spread out over a given period of time in order to benefit from a leave of absence from the Board utilizing the deferred salary. ~~It is the policy of the Huron-Perth Catholic District School Board to establish a "Deferred Salary Leave Plan" to afford~~ **The Board's deferred salary leave plan shall be administered in accordance with the *Canada Revenue Agency (CRA)* regulations and requirements for [Salary deferral arrangements](#).** ~~The deferred salary leave provision eligible employees the opportunity to take a one (1) year leave of absence through deferral of salary to finance the leave. All elements of the Plan shall be in accordance with the applicable regulations of the Canada Revenue Agency; relevant articles within collective agreements; and existing terms and conditions of employment for non-union employees.~~

PROCEDURES:

Employees who are represented by a union or association will have access to a deferred salary leave in accordance with the terms and conditions of the applicable collective agreement and/or employment terms and conditions.

Non-union employees will have access to a deferred salary leave in accordance with Administrative Procedure.

Eligibility

~~An employee with a deferred salary leave provision within a collective agreement or terms and conditions of employment with the Board is eligible to participate in the Plan.~~

Application Procedure

~~A. An eligible employee must make a written application to the Director of Education, or~~

his designate, on or before January 31 requesting permission to participate in the Plan.

B. Written acceptance, or denial, of the employee's request, with explanation, will be forwarded to the employee by March 1 in the year the original request is made. C. Approval of the individual requests to participate in the Plan rests solely with the Board.

Payment Formula and Fringe Benefits

The payment of salary, fringe benefits, and the timing of the one year leave of absence shall be as follows:

In each year of the Plan preceding the year of leave, the employee will be paid the appropriate percentage of the proper grid salary and responsibility allowance if applicable. The remaining percentage will be deposited in trust for the employee in a separate Board bank account (at the Bank with which the Board deals). The savings shall be withdrawn with accumulated interest and paid to the employee to help finance the year of leave in a manner such that the number of payments will not exceed that contained in the appropriate Collective Agreement or terms and conditions of employment.

Seniority, Sick Leave, Pension and Withdrawal

A. For purposes of seniority/service only, the leave year will count as a year of experience. The leave will not count as an incremental year for salary purposes. B. Sick Leave Credits shall not accumulate during the year spent on leave. C. Pension deductions are to be continued during the leave as provided by the applicable pension plan.

D. The employee may not withdraw from the Plan later than March 1 of the calendar year in which the leave is to commence, unless exceptional circumstances prevail.

Employee Status

On return from leave, the Board will attempt to place the employee in a vacant position as close to his/her home address as possible and to maintain positions of responsibility (if applicable); unless waived in agreement by each party.

Exceptions

A. The Board reserves the right to review on or before March 1, any and all applications granted, and to alter or cancel the leave by mutual consent. Should a leave be cancelled, all monies deferred plus interest shall be paid to the employee (less statutory deductions) in a manner satisfactory to the employee and subject to the applicable CRA regulations.

B. Should an employee withdraw from the Plan, all monies deferred plus interest shall be paid to the employee (less statutory deductions) and an administrative fee of two hundred and fifty dollars (\$250.00), in a manner satisfactory to the employee and subject to the applicable CRA regulations.

Memorandum of Agreement

Eligible employees wishing to participate in the Plan are required to sign the Memorandum of Agreement supplied by the Board before final approval for participation will be granted.

DEFINITIONS:

- N/A

REFERENCES:

- N/A

RESOURCES, APPENDICES AND FORMS:

- N/A



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Angela Hodgson, Executive Manager of Employee Relations
Presented to: The Huron-Perth Catholic District School Board
Date: August 24, 2026
Submitted by: Karen Tigani, Chief Executive Officer

3.4.5. RECOGNITION OF CONTINUOUS SERVICE

Public Session

BACKGROUND

Policy P 3.4.5 Recognition of Continuous Service policy is continuing to be provided to employees. This policy supports a strong appreciation and recognition culture and is deeply appreciated by employees.

DEVELOPMENTS

Policy P 3.4.5 amendments include adding the word "Continuous" along with a definition of Continuous. This is in keeping with the prior application of the policy and aligning with standards of organizations providing a monetary gift to employees reflecting the duration of their employment. There are additional statement amendments aligning with our Catholic faith and Board Patron Saint.

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 September 2026.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives policy 3.4.5. Recognition of Continuous Service.



HURON-PERTH CATHOLIC

District School Board

Recognition of Continuous Service

Adopted:	February 23, 1998	Policy #:	P 3.4.5.
Revised:	April 25, 2022	Policy Category:	3.4. Human Resources

BELIEF STATEMENT:

~~The Huron-Perth Catholic District School Board believes that retiring employees should be celebrated and recognized for their service to the Board.~~

The Huron-Perth Catholic District School Board provides a high quality Catholic education to the community of Huron-Perth. The Board believes that all students deserve the best learning opportunities each and every day, so our students can reach their full potential and be healthy, successful learners. This requires faith-filled learning environments supporting the retention, recognition and celebration of our valuable employees.

POLICY STATEMENT:

Rooted in our Catholic faith, every season of life is a sacred gift from God, possessing its own unique grace and purpose. The Board celebrates our employees' retirement not as a withdrawal from vocational calling, but as a transition into a renewed phase of spiritual growth, reflection, and community presence. Recognizing our employees' service is guided by a profound respect for the dignity of the human person, inspired from the life and charism of our patron Saint André Bessette and a commitment to accompanying our employees through all of life's transitions.

~~It is the policy of the Huron-Perth Catholic District School Board to recognize employees of the Board, or its predecessor Boards, upon retirement.~~

PROCEDURES:

In recognition of the time, talents, and devotion shared with the Board, a gift is given upon an

employee's retirement. The Board recognizes that no material object can adequately measure the true value of a person's lifelong service or their inherent worth in the eyes of God. Rather, this gift to our retiring employees serves as a humble token of the Board's profound gratitude.

Guided by our commitment to both equitable fairness and responsible stewardship of the resources entrusted to us, the monetary value of the retirement gift is determined by a standardized schedule based on years of continuous service. This ensures that all retiring members are honoured consistently with the following criteria:

Years of Continuous Service with the Board	Value of Gift
One (1) to ten (10) years	\$50.00
Greater than ten (10) years to twenty (20) years	\$100.00
Greater than twenty (20) years	\$150.00

~~A gift shall be presented to the retiring employee, according to the following criteria: Years of Service Value of Gift~~

~~1 – 10 years \$50.00
11 – 20 years \$100.00
21 years and greater \$150.00~~

DEFINITIONS:

- Continuous Service is the period during which the employee remains employed with the Board without breaks or interruptions.

REFERENCES:

- N/A

RESOURCES, APPENDICES AND FORMS:

- N/A



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Sarah Devereaux, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: August 24, 2026
Submitted by: Karen Tigani, Chief Executive Officer

POLICY VIDEO SURVEILLANCE

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. The Video Surveillance policy was last reviewed by the Board of Trustees on May 25, 2021.

DEVELOPMENT

The Video Surveillance policy was presented for information at the June 15, 2026 Board meeting. The revised policy was available on the Board's website for vetting. Minor formatting changes have been made to update references to associated documents. No other changes have been made and therefore the policy is being recommended for approval.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board approves Policy Video Surveillance.



HURON-PERTH CATHOLIC

District School Board

Video Surveillance

Adopted:	August 27, 2007	Policy #:	P 3.1.5.
Revised:	August 24, 2026	Policy Category:	3.1. Plant/Facilities

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board believes in maintaining safe and orderly Christ-centered learning environments. This is accomplished primarily through teaching, modeling, and encouraging mutually-respectful relationships.

POLICY STATEMENT:

It is the policy of the Huron-Perth Catholic District School Board (the Board) that video surveillance systems be used as an additional resource at schools within the Board's jurisdiction to further promote the safety and security of students, staff and community members and prevent destruction of school property.

Video surveillance involves the collection, retention, use and disclosure of personal information. Under the authority of the Chief Executive Officer, and in accordance with this policy and associated administrative procedures, the principal or designated vice-principal will maintain control of and responsibility for the video surveillance system at all times. This Policy regulates the use of video surveillance systems by the Board in accordance with *the Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and its associated regulations and Information and Privacy Commissioner of Ontario (IPC) guidance.

This Policy is not intended to address or apply to:

- Instances where schools videotape a specific event (such as a school fun fair or graduation ceremony); or
- Instances where a classroom is videotaped for educational or research purposes.

PROCEDURES:

1. Installation and Placement of Video Surveillance Equipment

1.1 Video surveillance systems should only be installed where video surveillance has been determined to be necessary for one of the following purposes:

- Enhancing the safety of students, staff and community members;
- Protecting school assets and property; and
- Deterring and detecting criminal activity and vandalism.

1.2 Before video surveillance takes effect in any location under the Board's jurisdiction, the following communication and authorization procedures must be executed:

- Superintendent Approval: Final written approval for the system design, location and implementation must be granted by the school's superintendent before activation.
- Parent/Guardian Notification: The principal shall issue an explanatory communication or newsletter to parents and guardians outlining the purpose of the surveillance.
- Staff & Student Orientation: The principal or vice-principal shall explain the utilization and parameters of the system to all staff members and to students during class or grade-level assemblies.

2. Signage and Notification

2.1 Signs/notices will be posted at main entrances to the areas under surveillance to indicate the presence of video surveillance systems. Such signs will be in accordance with the requirements of MFIPPA.

3. Disclosure, Retention, Security and Disposal of Video Surveillance Records

3.1 Lawful use of Personal Information

Personal information collected via video surveillance shall only be used for the authorized security and safety purposes set out in Section 1.1. Video surveillance systems shall never be utilized for the purpose of routine monitoring of employee performance, staff productivity, or daily student attendance tracking.

3.2 Disclosure of Personal Information

The Board shall only disclose images or video records captured by the video surveillance system in the circumstances as permitted or required by MFIPPA.

The Board may disclose personal information to a law enforcement agency as required, and in accordance with Administrative Procedure 3.1.7 Video Surveillance.

3.3 Protection and Destruction of Records

The Board will employ physical, administrative and technological measures to safeguard recorded data.

Once the retention period has expired for records, data must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved.

4. Training

4.1 The school superintendent will ensure that the procedures of this policy and applicable administrative procedure will be addressed through a training session to principals whose schools will implement video surveillance systems. Principals will ensure that training which addresses staff obligations shall be conducted as necessary, both initially and on an ongoing basis.

6. Responsibility

- 6.1 Upon discovering a privacy incident, where personal information may have been collected, retained, used, disclosed or disposed of in ways that do not comply with personal information protection requirements in statute, regulation and/or the Board's policies and procedures, staff will, as soon as reasonably possible, report the circumstances to the schools superintendent.

DEFINITIONS:

Personal information: Defined by MFIPPA as recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual's race, colour, nationality or ethnic origin, sex, and age. If a video surveillance system displays these characteristics of an identifiable individual or the activities in which he or she is engaged, its contents will be considered "personal information".

Record: Defined by MFIPPA as any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes but is not limited to a photograph, film, microfilm, videotape, digital recording, machine-readable record, and any record that is capable of being produced from a machine-readable record.

Video Surveillance System: Defined as a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces on Board property. The IPC includes in the term video surveillance system an audio device, thermal imaging technology, or any other component associated with capturing the image of an individual. This includes Reception Equipment.

REFERENCES:

- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, c. M.56
- Information and Privacy Commissioner of Ontario (IPC) Guidelines and Best Practices

RESOURCES, APPENDICES AND FORMS:

- Administrative Procedure AP 3.1.7 Video Surveillance Systems



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Sean McDade, Superintendent of Education
Presented to: The Huron-Perth Catholic District School Board
Date: August 24, 2026
Submitted by: Karen Tigani, Chief Executive Officer

STUDENT AND FAMILY SUPPORT OFFICE UPDATE

Public Session

BACKGROUND

In response to direction from the Ministry of Education and the requirements of Policy/Program Memorandum No. 170, *School Board Communication with Parents*, all Ontario school boards are required to establish a Student and Family Support Office (SFSO) by September 1, 2026. The Office is intended to strengthen communication between families and school boards by providing clear service standards, consistent pathways for addressing concerns, and an additional Board-level avenue of support when matters cannot be resolved through regular school-level processes. The Ministry has emphasized that teachers, Principals, and Vice-Principals continue to play the primary role in responding to questions and concerns related to classrooms, programs, and schools.

To prepare for this requirement, the Board created and passed Policy P 2.1.16 *Student and Family Support Office & Parent Communication Protocol* in February 2026. The former Parent Communication Protocol was expanded to incorporate the provincial requirements for the SFSO while maintaining the Board's commitment to respectful, transparent, timely, and solution-focused communication with parents and guardians. The policy establishes the SFSO as a Board-level structure that complements, rather than replaces, the responsibility of schools to address concerns at the local level.

DEVELOPMENTS

Update

As part of the Ministry's implementation process, the Board was required to submit its Student and Family Support Office system plan for Ministry review. The Ministry assessed the Board's submission against the service standards and performance indicators associated with PPM 170. The Huron-Perth Catholic District School Board received a perfect assessment of 10/10, demonstrating that the Board's implementation plan addresses all identified Ministry requirements. Specifically, the Ministry confirmed that the Board's plan:

- identifies a Supervisory Officer as the SFSO Lead;
- provides for publication of the SFSO email address and telephone number on the Board's main webpage;
- ensures inquiries are acknowledged within two business days;

- provides an estimated response date when an inquiry cannot be fully addressed within five business days;
- establishes a system for categorizing and tracking inquiries using the required themes;
- provides a privacy-protective system for logging and tracking inquiries;
- tracks key performance indicators related to turnaround time, inquiry volume, and customer satisfaction; and
- establishes regular status reporting to the Chief Executive Officer.

In addition to the requirements of PPM 170, the Ministry has developed Customer Service Protocol recommendations and performance metrics to support the operation and ongoing evaluation of Student and Family Support Offices. These include tracking the volume and nature of inquiries, resolution times, and customer satisfaction. The Ministry's recommended satisfaction measures include the timeliness of responses, effectiveness of resolution, ease of access for submitting an inquiry, and overall satisfaction with the SFSO.

Implementation Plan

A comprehensive Administrative Procedure (AP 2.1.13 – Parent Communication Protocol) has now been developed to operationalize Policy P 2.1.16 and ensure consistent implementation across the system. The AP establishes expectations for respectful and timely communication, resolution of concerns at the lowest appropriate level, school-level responsibilities, escalation to the appropriate Superintendent, the role of the Student and Family Support Office, and, where necessary, referral to the Chief Executive Officer.

The Administrative Procedure also establishes clear service standards. Parent and guardian inquiries are to be acknowledged within two business days, with best efforts made to provide a response within five business days. Where a complete response cannot be provided within that timeframe, families are to be provided with an explanation and an estimated timeline for response. The procedure further establishes expectations for documentation, monitoring, and review so that aggregate information related to inquiry volume, response timelines, and emerging trends can inform continuous improvement.

To support consistent implementation, all Principals will receive training in August 2026 on the revised policy, Administrative Procedure, Ministry service standards, escalation processes, documentation requirements, and the role of the Student and Family Support Office. Principals will subsequently provide a refresher to their respective staffs at the first staff meeting of the 2026–2027 school year.

Communication materials for parents and guardians have also been developed. Information explaining the Board's parent communication process and the Student and Family Support Office will be distributed to families on the first school day of the 2026–2027 school year and will subsequently be provided whenever a student registers with the Board. This approach is consistent with the policy requirement that families receive information about available supports and communication protocols upon registration and at the beginning of each school year.

A dedicated area of the Board website has also been created to provide families with a clear and accessible location to understand how to raise a question or concern, navigate the appropriate school and system-level communication pathways, and access the Student and Family Support Office when required. The SFSO's dedicated email address and telephone number will be prominently available through the Board's main webpage, consistent with Ministry requirements.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Student and Family Support Office Update report for information.



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Sean McDade, Superintendent of Education
Presented to: The Huron-Perth Catholic District School Board
Date: August 24, 2026
Submitted by: Karen Tigani, Chief Executive Officer

SECONDARY SUMMER SCHOOL REPORT

Public Session

BACKGROUND

The Board began offering summer school courses several years ago in response to student interest. Prior to this initiative, students wishing to attend summer school registered with another school board. Since that time, the Board's summer school program has grown significantly and has been very successful.

Students in Grades 9 through 12 access summer school for a variety of reasons. The program provides several benefits, including supporting credit accumulation through new credits and the successful completion of previously unsuccessful credits; supporting progress toward graduation when an alternate pace or course load is appropriate; and providing greater scheduling flexibility to access courses of interest or need that might otherwise be difficult to accommodate during the regular school year.

Many students take advantage of summer school to reach ahead and earn credits in advance, while others use the opportunity to catch up, recover credits, or improve their overall academic achievement.

DEVELOPMENTS

Summer School 2026 was very successful, with 281 students participating in the program. As some students completed more than one course, course participation included the following:

- 142 students completed Grade 10 Civics;
- 142 students completed Grade 10 Careers;
- 30 students completed Grade 11 University English;
- 1 student completed a credit upgrade for Grade 12 College English;
- 55 students completed Grade 12 University English; and
- 21 students completed two-credit summer co-operative education courses.

Most students enrolled in summer school were secondary students from the Huron-Perth Catholic District School Board. In addition to our current secondary students, the Board welcomed 42 recent Grade 8 graduates who were looking to jump-start their secondary school experience by completing Grade 10 Civics, Grade 10 Careers, or both.

Summer school began on July 2, with the final day of classes taking place on July 29. The Summer School program operated under the overall oversight of Superintendent McDade, who provided system-level leadership and oversight throughout the planning and delivery of the program. Student report cards were made available through the Edsebli Student Portal on August 5.

The student pass rate for Summer School 2026 was an impressive 98.6%, with a total of 277 credits earned. In addition, 14 students from outside the Board enrolled in Huron-Perth Catholic District School Board summer school courses.

The Summer School staff included Principal Karen Hastings, who provided overall supervision and oversight of staff and programming; Secondary Learning Coordinator Paul D'Hondt, who supported the learning management system used by students and staff; nine teachers who delivered the courses offered; and Helen Aitken, Office Assistant, who provided administrative support.

The Board is very pleased with the commitment and dedication of the Summer School team and, most importantly, with the successful outcomes achieved by so many students.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the Secondary Summer School report for information.
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REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Sarah Devereaux, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: August 24, 2026
Submitted by: Karen Tigani, Director of Education and Secretary

BUSINESS CONTINUITY PLAN

Public Session

BACKGROUND

In order to ensure the continuation of educational instruction and school board operations, it is imperative that the Board considers external and internal factors that may impact its ability to continue operations should an unexpected event occur.

DEVELOPMENT

In order to increase the resilience of the Board, a Business Continuity Plan (BCP) was developed. MNP was engaged by the Board to assist with completing the BCP to cover four key scenarios including loss of IT, loss of staff, loss of facility, loss of critical third party.

The BCP development consisted of:

- Completion of a Business Impact Analysis (BIA) for six (6) departments/business areas; and
- Development of Business Continuity Plans (BCPs) for six (6) departments/business areas.

The Business Impact Analysis (BIA) is designed to help determine the processes that are most critical to ongoing operations at the Board. It includes critical processes, staff, technology, service level agreements, internal dependencies and third-party vendors. All of this information forms the basis of business continuity planning, and was captured during the individual department/business area BIA workshops.

The purpose of a Business Continuity Plans (BCPs) is to identify and have documented, the strategies, actions and resources that will enable a department to:

- Respond quickly to a business disruption
- Continue operational functions within the specified timeframes
- Communicate efficiently and accurately internally and externally

The six identified departments/business areas for the purpose of the BIA and BCP included Finance & Purchasing, Human Resources & Payroll, Information Technology, Facilities, Communications & Chief

Executive Officer's (CEO) Office and Academic (including programs, special educations & mental health). Key personnel from each area worked closely with MNP to identify critical business processes which have an emergency response component including emergency communications, incident response and health and safety.

Ongoing management of the Business Continuity Program will be conducted by the Superintendent of Business with annual maintenance of the documentation by each department/ business area lead. Future efforts will include the development of a Crisis Management Plan, an IT Disaster Recovery Plan and Cyber Incident Response Plan.

RECOMMENDATIONS

THAT the Huron-Perth Catholic District School Board receives the Business Continuity Plan report.



REPORT TO THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Sarah Devereaux, Superintendent of Business and Treasurer
Presented to: The Huron-Perth Catholic District School Board
Date: April 27, 2026
Submitted by: Karen Tigani, Chief Executive Officer

MAY 31, 2026 FINANCIAL REPORT

Public Session

BACKGROUND

Ontario Regulation 361/10 Audit Committees, Section 9(6) details duties related to the Board's risk Management. To assist the Committee in its role to assess financial risks facing the Board, quarterly financial reports are received by the Board's Audit Committee.

DEVELOPMENT

The quarterly financial report for the period ending May 31, 2026 is attached. At this time, year-to-date expenditures are on track with 76.4% of total budget spent. This statement will be shared with the Audit Committee at a later date.

RECOMMENDATION

THAT the Huron-Perth Catholic District School Board receives the May 31, 2026 Financial Report.

Huron-Perth Catholic District School Board 2025-26 Financial Report

September 1, 2025 to May 31, 2026

Summary of Financial Results

	Estimates	Revised Estimates	YTD Actuals	YTD % of Rev Est
Revenue				
Operating Grants	\$ 78,607,851	\$ 78,848,991	\$ 61,319,672	77.8%
Capital Grants	11,341,411	16,328,229	4,269,527	26.1%
Less: Revenue Flowed to DCC	(8,037,449)	(13,026,326)	(1,659,598)	12.7%
Other	1,823,083	2,255,616	2,120,793	94.0%
School Generated Funds	2,155,000	1,800,000	1,701,775	94.5%
Total Revenue	\$ 85,889,896	\$ 86,206,510	\$ 67,752,170	78.6%
Expenditures				
Classroom	\$ 61,016,452	\$ 62,174,906	\$ 47,994,651	77.2%
Other Operating	3,322,192	3,547,914	2,642,265	74.5%
Transportation	7,715,255	7,715,255	5,639,830	73.1%
Pupil Accommodation	11,500,129	10,787,567	7,869,575	73.0%
Other	180,868	180,868	246,825	136.5%
School Generated Funds	2,155,000	1,800,000	1,481,316	82.3%
Total Expenditures	\$ 85,889,896	\$ 86,206,510	\$ 65,874,463	76.4%
In-Year Surplus (Deficit)	-	-	1,877,707	
Prior Year Accumulated Surplus (Deficit)	7,511,363	7,864,462	7,864,462	
Accumulated Surplus (Deficit)	\$ 7,511,363	\$ 7,864,462	\$ 9,742,169	

Notes:

Revised Estimates

Revenue

- Operating grant increase due to increased enrolment
- Capital grants include prior year carryforwards
- Other includes rentals, REP, tuition, interest, other grants. Increase due to carryforwards and additional REP funding since Estimates
- School generated funds estimate reduced in line with prior year actuals

Expenditures

- Classroom reflects additional program expenses due to enrolment increase and carryforwards
- Pupil accommodation decrease from decrease in amortization due to timing of capital projects
- School generated funds estimate reduced in line with prior year actuals

Actuals

Revenue

- Operating grants and deferred operating revenue recognized throughout the year. Revenue as expected for Q3
- Most capital grants flow as expenses are incurred. Majority of capital projects occur in spring/summer. Revenue as expected for Q3
- Other includes REP & other grants.
- Student fees in Q3 School Generated Funds, will align with expenses as year progresses

Expenditures

- Some Q3 Transportation
- Actuals for Other includes expense recognized for PPE/ CSE received in kind, not originally budgeted. Offsetting revenue.
- Total expenses as expected for Q2

DCC: Deferred Capital Contributions
REP: Responsive Education Programs

PPE: Personal Protective Equipment
YTD: Year to Date

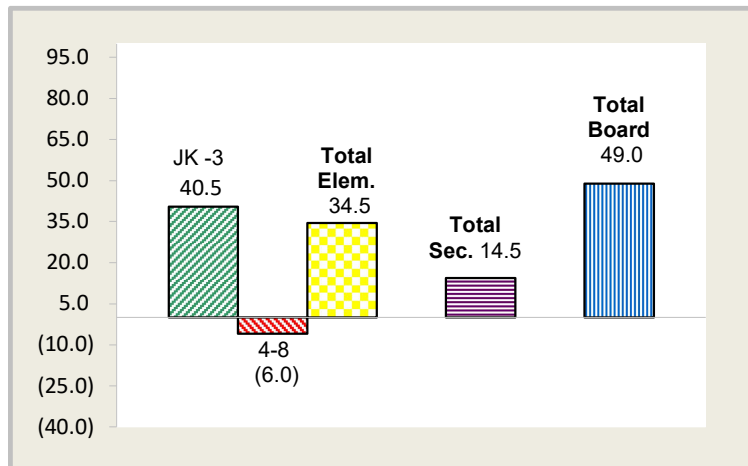
Huron-Perth Catholic District School Board 2025-26 Financial Report

September 1, 2025 to May 31, 2026

Summary of Enrolment

FTE	Estimates	Revised Estimates	In-Year Change	
			#	%
Elementary				
JK -3	1,629.0	1,669.5	40.5	2.5%
4-8	1,728.0	1,722.0	(6.0)	-0.3%
Total Elementary	3,357.0	3,391.5	34.5	1.0%
Secondary <21				
Pupils of the Board	1,181.0	1,196.5	15.5	1.3%
Other Pupils	8.0	7.0	(1.0)	0.0%
Total Secondary	1,189.0	1,203.5	14.5	1.2%
Total	4,546.0	4,595.0	49.0	1.1%
Secondary High Credit	15.0	13.4	(1.6)	-10.7%

Changes in Enrolment: Actual vs. Revised Estimates



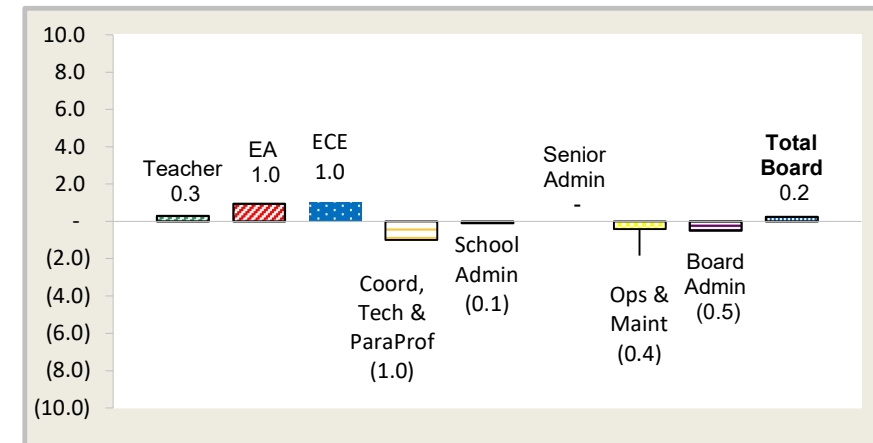
Highlights of Changes in Enrolment:

- Revised Estimates reflects enrolment at October 31 count date
- Net increase of 49 FTE, which is 1.1%
- Majority of elementary increase is kindergartens

Summary of Staffing

FTE	Estimates	Revised Estimates	In-Year Change	
			#	%
Classroom Teachers				
(Including Resource)	289.1	289.4	0.3	0.1%
Educational Assistants	100.0	101.0	1.0	1.0%
Early Childhood Educators	24.0	25.0	1.0	4.2%
School Admin & Support	43.8	43.7	(0.1)	-0.2%
Coordinators, Technicians				
& Paraprofessionals	42.1	41.1	(1.0)	-2.4%
Operations & Maintenance	37.7	37.3	(0.4)	-1.1%
Board Admin	27.3	26.8	(0.5)	-1.8%
Senior Admin	5.0	5.0	-	0.0%
Total	569.0	569.2	0.2	0.0%

Changes in Staffing: Actual vs. Revised Estimates



Highlights of Changes in Staffing:

- Teachers & Early Childhood Educators: additional kindergarten class added
- Additional Education Assistant added due to needs
- Custodial reduced FTE due to square footage calculation
- Vacant paraprofessional position