



Regular Board Meeting

Tuesday, June 27, 2023

Open Meeting – 6:30 P.M.-9:30 P.M.

Catholic Education Centre, 1355 Lansdowne Street W., Peterborough

and by Google Meet: <https://meet.google.com/qzb-qeki-imd>

If you would like to join by telephone, please contact Michelle Kennedy
by email - mkennedy@pvnccdsb.on.ca or at 1-800-461-8009 ext. 1247
Arrangements to join by phone must be made prior to 5:30 p.m. on the day of the meeting

Chairperson: Kevin MacKenzie

Vice-chairperson: Jenny Leahy

**Trustees who are unable to attend the meeting are asked to
please notify Michelle Kennedy (mkennedy@pvnccdsb.on.ca).**

A. Call to Order of the Open Meeting – 6:30 p.m.:

1. Examen and Opening Prayer.
2. Land Acknowledgement.
3. National Anthem.
4. Approval of the Agenda.
5. Declarations of Conflicts of Interest.
6. Approval of the Minutes of the May 23, 2023, Regular Board Meeting. Page 5
7. Business Arising Out of the Minutes.

B. Reports from the Office of the Director and Student Trustees:

1. Report from the Director of Education, Joan Carragher.
2. R.A. Introduction of the new Junior Student Trustee, Claire Heitzner. Page 17

Jenny Leahy, Board Vice-chairperson.

3. Presentation to Graduating Student Trustee, Siobhan Marie.
Kevin MacKenzie, Board Chairperson.

4. Report from the Student Trustees
Siobhan Marie, Senior Student Trustee and
Madelyn Gaskell, Junior Student Trustee.

5. Report from the Manager of Communications, Galen Eagle.
Highlights of System Achievements

6. Chairperson's Report.
Kevin MacKenzie, Board Chairperson.

C. Presentations:

1. Providing Excellence in Teaching and Learning: Student Success – Summer Learning Programs, Continuing Education, and Experiential Learning.
Jonathan Di Ianni, Superintendent of Learning, and Lisa Cole, Principal of Continuing, Adult, and Experiential Learning.

D. Programs and Services:

1. St. Elizabeth Catholic Elementary School Program Update: Grade Eight Transition to St. Elizabeth Catholic Elementary School Annex.
Julie Selby, Superintendent of Learning.

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.
Kevin MacKenzie, Board Chairperson.
2. R.A.: Recommended Action from the Committee-of-the-Whole, June 12, 2023: 2023-2024 Budget. R.A.: Page 18 Report: Page 19
Mary Ann Martin, Chairperson, Committee-of-the-Whole.
3. R.A.: Borrowing Resolution. R.A.: Page 35 Report: Page 36
Sean Heuchert, Superintendent of Business, Finance and Facilities Services.

4. STSCO Governance Committee, Open Session Report, June 8, 2023.

Kevin MacKenzie, Board Chairperson.

5. R.A.: Trustee Professional Development, OCSTA Fall Regional Meeting, September 20, 2023. R.A.: Page 39

Kevin MacKenzie, Board Chairperson.

F. Human Resources:

1. R.A.: Joint Health and Safety Semi-annual Report, June 2023. R.A.: Page 40 Report: Page 41
Stephen O'Sullivan, Superintendent of Human Resource Services.

G. Policy Development:

1. R.A.: Recommended Actions from the Policy Development Committee Meeting, May 30, 2023. R.A.: Page 46 Report: Page 47
Loretta Durst, Policy Development Committee Chairperson.

H. Old Business:

I. New Business:

1. R.A.: Indigenous Trustee. R.A.: Page 49
Mike Ayotte, Trustee.

J. Bring Forward:

K. Information Items:

1. Chairperson's Report – Canadian Catholic School Trustees' Association AGM and Conference Report by attendees.

Kevin MacKenzie, Board Chairperson.

2. Committee Chairpersons' Report:

- a. Catholic Parent Engagement Committee, June 5, 2023.

- b. First Nation Métis and Inuit Advisory Committee, June 6, 2023.

- c. Special Education Advisory Committee, June 15, 2023.

L. Future Meetings and Events:

1. Board Meetings:
 - a. Regular Board Meeting Open Session, September 26, 2023, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Chairperson's Committee Meeting, September 11, 2023, 5:30 p.m.
 - b. Committee-of-the-Whole Meeting, September 11, 2023, 6:30 p.m.
 - c. Policy Development Committee Meeting, October 17, 2023, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
 - a. First Nation Métis Inuit Advisory Committee, September 12, 2023, 6:30 p.m.
 - b. Audit Committee, September 18, 2023, 6:30 p.m.
 - c. French as a Second Language Advisory Committee, September 19, 2023, 6:30 p.m.
 - d. Student Council Liaison Committee, September 26, 2023, 4:15 p.m.
 - e. Special Education Advisory Committee, September 28, 2023, 6:30 p.m.
 - f. Catholic Parent Engagement Committee, October 2, 2023, 6:30 p.m.
 - g. Accessibility for All Committee, October 12, 2023, 1:00 p.m.
 - h. Faith and Equity Advisory Committee, October 12, 2023, 6:30 p.m.
 - i. STSCO Governance Committee, October 25, 2023, 3:00 p.m.
 - j. Supervised Alternative Learning Committee, TBA
4. Board Events: (Listed in chronological order.)
 - a. PVNC Catholic Secondary School Graduations, Wednesday, June 28, 2023.

M. Conclusion:

1. Report from the Special Board Meeting Double In-camera Meeting, June 10, 2023.
2. Report from the In-camera Meeting, June 27, 2023.
3. Closing Prayer.
4. Adjournment.



Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, May 23, 2023, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

Present:

Trustees – Mike Ayotte (online via Google Meet), Loretta Durst, Madelyn Gaskell (Junior Student Trustee), Joshua Glover, Jenny Leahy, Kevin MacKenzie (Chairperson), Siobhan Marie (Senior Student Trustee), Mary Ann Martin, and Kathleen Tanguay.

Administration – Jeannie Armstrong, Joan Carragher, Jonathan Di Ianni, Galen Eagle, Sean Heuchert, Father Paul Massel, Stephen O'Sullivan, and Sheila Piggott.

Recorder – Michelle Kennedy

Regrets:

Julie Selby, Superintendent of Learning.

A. Call to Order of the Open Meeting:

The Board Chairperson Kevin MacKenzie called the meeting to order at 6:35 p.m.

1. Examen and Opening Prayer

Father Paul Massel, Board Chaplain and Faith Animator, was invited by the board chairperson to lead a daily examen and open the meeting with prayer.

Kevin MacKenzie, Board Chairperson, welcomed everyone present, including guests in the room and online. Mark Joly from Holy Trinity Catholic Secondary School and Paul Hough from Monsignor O'Donoghue Catholic Elementary School and Lisa Diachenko, Vice-principal from Holy Trinity Catholic Secondary School were acknowledged and welcomed as principal and vice-principal representatives.

2. Land Acknowledgement

Kevin MacKenzie, Board Chairperson, respectfully acknowledged that the board meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

3. Singing of the National Anthem

The National Anthem was sung.

4. Approval of the Agenda

MOTION: Moved by Mary Ann Martin, seconded by Kathleen Tanguay
that the agenda be approved.

Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

6. Approval of the minutes of the April 25, 2023, Regular Board Meeting.

MOTION: Moved by Jenny Leahy, seconded by Mary Ann Martin
that the minutes of the April 25, 2023, Regular Board Meeting
be approved.

Carried.

7. Business Arising Out of the Minutes.

Trustee Joshua Glover expressed his enjoyment of the children's recording of the national anthem and his hope that other schools to contribute their choir's recording for playback at the board meeting.

B. Reports from the Office of the Director and Student Trustees:

1. Report from the Director of Education.

Joan Carragher, Director of Education, presented the Report from the Director of Education, which included the following points:

- Thanks to trustees who attended visits to ten schools so far in the month of May. Gratitude expressed to the school administrators, staff and students who welcomed the trustees and displayed their talents and excellent learning environments.

- Thank you expressed to the organizing committee at St. Paul Catholic Elementary School, Norwood for their wonderful 50th Anniversary event held on April 29th.
- Highlight of Catholic Education Week is the Catholic Student Leadership Awards where 37 students were recognized for their success in exemplifying the Catholic Graduate Expectations.
- Thanks to the trustees who were able to attend the OCSTA Annual General Meeting was held in Toronto with the theme 'Journeying Together'.
- Institute for Catholic Education held a provincial symposium on adult faith formation in Catholic education. Catholic board from across the province were represented by teams that included Bishops, Board Chaplains, Directors, Superintendents, and OECTA executive members.
- Asian Heritage Month has been celebrated in various ways throughout the board to highlight the culture and contributions of Asian Canadians.
- Congratulations to Siobhan Marie on her accomplishments and recent announcement as the recipient of the 2023 Terry Fox Humanitarian Award and the OSTA-AECO Student Trustee Alumni Scholarship. An application for the OCSTA scholarship has been submitted with a supporting letter from the Board Chairperson on behalf of the Board of Trustees.

Joan Carragher invited and answered questions from the trustees at the conclusion of the report.

2. Report from the Student Trustees.

Senior Student Trustee, Siobhan Marie gave the Student Trustee report which included the following highlights:

- Excitement is in the air as we reach the last month of the school year.
- School participated in raising awareness for Missing and Murdered Indigenous women and girls by wearing red. A program called Lighting the Path was held during the national week of awareness at St. Thomas Aquinas Catholic Secondary School which included learning opportunities to celebrate the central role of the indigenous women as valued knowledge keepers and leaders.
- Catholic Education Week was held at the beginning of the month and included many wonderful events throughout the system. Also being the month to celebrate Mary, morning rosary sessions were organized.
- Holy Cross Catholic Secondary School hosted the Catholic Student Leadership Awards where a student from each school was recognized for outstanding achievements.
- Students of Asian ancestry have participated in the Cook Eat Love program at

each secondary school to celebrate through the preparation of traditional foods.

- Applications for the LINK program are being accepted. The LINK program engages experienced students with Grade 9 students to help them transition to secondary school life.
- Grade 12 students are preparing for proms that will be held at the end of May and beginning of June. They also prepare to say goodbye at graduations that will be held at the end of June.
- Expressed gratitude for the opportunity to attend the OSTA-AECO Annual General Meeting for professional development with the incoming junior student trustee, Claire Heitzner.

Student trustees Siobhan Marie and Madelyn Gaskell responded to questions from the trustees at the conclusion of their report.

3. Report from the Communications Department.

Galen Eagle, Manager of Communications shared the system achievements from all areas of the board which included the following highlights and initiatives from the PVNC Inspires newsletter:

- 'Cook Eat Love' was an Asian Heritage Month event that provided a culinary experience in all six secondary schools in the month of May.
- Catholic Student Leadership awards ceremony during Catholic Education Week celebrated 38 exceptional students from each PVNC Catholic school who embody the goals of the Catholic Graduate Expectations.
- A team from PVNCCDSB attended the Institute for Catholic Education (ICE) Symposium "On the Way: Adult Faith Formation in Catholic Education". Artwork contributions from St. Patrick Catholic Elementary School and St. Peter Catholic Secondary School were part of a display of art from Catholic schools from across the province.
- The 50th Anniversary of St. Paul Catholic Elementary School, Norwood was celebrated on April 29, 2023. Dignitaries, staff, students, alumni, and community members gathered for the event that included memorabilia displays, speeches and Mass celebrated by Bishop Daniel Miehm.
- St. John Catholic Elementary School hosted their first powwow on May 12, 2023 with the Chippewa Travellers and members of Hiawatha First Nation. The afternoon provided a cultural learning opportunity for the staff and students to experience traditional dancing and drumming.

- Students from St. Martin Catholic Elementary School participated in the Peterborough County's 'Paint a Plow' project and were creative with their artistic message – 'Holy Cow, Slow Down'.
- St. Elizabeth Catholic Elementary school participated in the annual 'Pedal for Hope' fundraiser for Cancer. Through various events, the school community raised nearly \$11,000.
- Everyday Hero program continues to receive nominations for exceptional staff members who make a difference in PVNCCDSB workplaces.

At the conclusion of the report, Galen Eagle invited questions and comments from the trustees.

C. Presentations:

1. R.A. Holy Cross Catholic Secondary School Student International Excursion to Guatemala, March 5-13, 2024.

Jonathan Di Ianni, Superintendent of Learning introduced Sherry Davis, Principal at Holy Cross Catholic Secondary School, and stated his support of this excursion. Sherry gave an overview of the components of the trip and introduced Julia Taylor, Teacher, Holy Cross Catholic Secondary School. Ms. Taylor provided a detailed account of the trip activities, safety measures and outcomes that the students experience when they participate in the Wells of Hope excursion.

MOTION: Moved by Kathleen Tanguay, seconded by Loretta Durst that the proposed Holy Cross Catholic Secondary School Student Excursion to Guatemala, from March 5-13, 2024, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

Carried.

2. R.A. St. Mary Catholic Secondary School Student International Excursion to Ireland, March 7-17, 2024.

Sheila Piggott, Superintendent of Learning gave some background information supporting the proposed excursion to Ireland and introduced Jason Roberts, Principal at St. Mary Catholic Secondary School and Greg Conway, Teacher at St. Mary Catholic Secondary School, who provided detail about the excursion. Following the presentation the trustees asked questions.

MOTION: Moved by Kathleen Tanguay, seconded by Joshua Glover
that the proposed St. Mary Catholic Secondary School Student
Excursion to Ireland, from March 7-17, 2024, be approved in
principle and that the trip will include mandatory insurance for all
travelers. Such insurance must cover school board or principal
rulings for cancellation of the trip.

Carried.

3. Delegation: Pride and Gender Identity in Schools.

Board Chairperson, Kevin MacKenzie introduced Cristina Romano, parent from Holy Trinity Catholic Secondary School and Good Shepherd Catholic Elementary School and invited her to come forward. The chairperson explained that Ms. Romano would be given an allotment of 15 minutes for the presentation followed by a five-minute allotment of time for trustees to ask clarifying questions.

Cristina Romano gave a verbal presentation that expressed her beliefs regarding gender identity and its effects on students and their well-being. In addition, Ms. Romano expressed her opposition to the presence of the pride flag in the school and urged the trustees to take action to have only the Canadian flag flown at PVNCCDSB schools.

At the conclusion of the presentation, there were no clarifying questions from the board of trustees. At 7:45 p.m. Chairperson MacKenzie called for a five-minute recess.

4. Providing Excellence in Teaching and Learning: Student Success Programs – Specialist High Skills Major.

Superintendent of Learning, Jonathan Di Ianni and Learning Consultant, Alex Duketow presented information about Student Success Programs that are operating in the PVNCCDSB. Information about the Specialist High Skills Major (SHSM) programs, the Dual Credit School-College Work Initiative, and the partnering Centres for Success was shared. Alex Duketow reviewed the SHSM programs that will be offered in the secondary schools for the 2023-2024 and noted that it is anticipated that 50% of PVNC secondary students will be participating in an SHSM program, which is well above the provincial average. At the end of the presentation, the superintendent and learning consultant answered questions from the trustees.

5. Providing Excellence in Teaching and Learning: Destreaming.

Superintendent of Learning, Sheila Piggott, and Sandra Connolly, Learning Consultant provided information to the trustees on Destreaming of Courses in Grade 9. The Ministry of Education's rationale for the initiative is to promote equitable access to

curricular pathways and address disproportionate numbers of children who are in the applied pathway from specific demographics. This was evidenced by historic data that showed a disproportionate number of PVNC Catholic Grade 9 and 10 students with an individual education plan (IEP) being enrolled in applied courses compared to academic courses. Supports and Instructional Strategies that ensure success for all students in destreamed courses include Universal Design for Learning, Building Thinking Classrooms, Assessment for Learning, Culturally Relevant and Responsive Pedagogy, Grade 8/9 Math Teacher Collaboration, and the Grade 9 Destreamed Writing Project.

The presenters invited and answered questions from the trustees at conclusion of their presentation.

D. Programs and Services:

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees Association (OCSTA) Open Session Report.

The Board Chairperson, Kevin MacKenzie, reported that the OCSTA held their Annual General Meeting at the end of April which included the election of executive positions and regional representation. The new director for the OCSTA Region 9, of which PVNCCDSB is a member, is Morgan St. Marie, trustee from the Durham Catholic District School Board.

2. Ontario Catholic School Trustees' Association (OCSTA) Report from the Annual General Meeting and Conference, April 27-29, 2023.

Kevin MacKenzie, Board Chairperson, invited trustees who attended the OCSTA Annual General Meeting to share their thoughts and experiences from the event.

Trustee Kathleen Tanguay noted that there were no resolutions relating to special education that were put forward at the meeting, aside from one seeking funding for technology. She is hopeful that as a board, a resolution to support special education could be put forward next year.

Trustee Joshua Glover expressed that the AGM and conference was an opportunity to listen to other's experiences, gain professional development and share in faith with other trustees from across the province.

3. Recommended Action: Borrowing Resolutions.

Sean Heuchert, Superintendent of Business, Finance and Facilities Services explained the purpose and prudence of the borrowing resolution and under what circumstances it would be put into use. It was clarified that any necessary borrowing would ensure the

board's cash flow for operations and already approved capital projects. At the end of his presentation, Superintendent Heuchert answered questions from the trustees.

MOTION: Moved by Joshua Glover, seconded by Jenny Leahy

that the Board receive the report: Borrowing Resolution for Short Term Financing of Construction Projects, for approval; and, that the Director of Education/Secretary-Treasurer and the Superintendent of Business/Finance of the Board are authorized on behalf of the Board to borrow up to \$4,384,341.00 for the short-term financing of St. Joseph Catholic Elementary School, Douro addition construction project, from the Canadian Imperial Bank of Commerce, variable rate interest payable monthly, and principal repayable in full upon receipt of funds being received from the Province of Ontario.

Carried.

MOTION: Moved by Loretta Durst, seconded by Joshua Glover

that the Director of Education/Secretary-Treasurer and the Superintendent of Business/Finance of the Board are authorized on behalf of the Board to borrow up to \$5,414,912.00 for the short-term financing of School Condition Improvement funded projects, from the Canadian Imperial Bank of Commerce, variable rate interest payable monthly, and principal repayable in total upon receipt of funds being received from the Province of Ontario.

Carried.

MOTION: Moved by Jenny Leahy, seconded by Kathleen Tanguay

that the Director of Education/Secretary-Treasurer and the Superintendent of Business/Finance are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to facilitate this borrowing.

Carried.

F. Human Resources:1. 2023-2024 Staffing Report.

Stephen O'Sullivan, Superintendent of human Resource Services presented a report on the anticipated staffing needs for the 2023-2024 school year based on predicted enrollments for September 2023 and the expected related funding. The projected number of full-time equivalent staff for teaching positions was reported as was the number of retirement notifications received to date.

G. Policy Development:**H. Old Business:****I. New Business:****J. Bring Forward:****K. Information Items:**1. Chairperson's Report

Board Chairperson, Kevin MacKenzie offered congratulations on the May 6th coronation of King Charles III.

The Minister of Education in his last call with school board chairpersons gave a message directing boards not to discourage first responders from visiting schools in uniform. Chairperson MacKenzie stated his agreement with the message and noted all are welcome at PVNC Catholic schools.

Kevin MacKenzie reported that he attended the theatre production of 'Seussical the Musical' at St. Mother Teresa Catholic Elementary School. He thanked the teachers and staff from all of the schools who hosted theatre productions and committed time to these school events to make memorable and rich student experiences.

2. Committee Chairperson's Report:

a. French as a Second Language Advisory Committee, April 26, 2023.

Trustee Jenny Leahy reported that the meeting was chaired by Adam White, Learning Consultant. Topics that were discussed at the meeting included new teacher professional development, retention of French teachers, French Immersion entry point, and professional development planning for 2023-2024.

b. Special Education Advisory Committee, April 27, 2023, and May 18, 2023.

Trustee Kathleen Tanguay reported that May is Community Living month and the discussion topics that included The Third Path professional development, CASA, the preparation of the Special Education Plan, SIP funding, Education Assistant supports for 2023-2024, Equity, Budget Information, ECCP Audit, eLearning related to Special Education.

c. Accessibility for All Committee, May 4, 2023.

Trustee Joshua Glover reported that he will share a link for an informative video about the Third Path that was presented at the meeting. Other topics discussed at the meeting were environmental accessibility, Universal Design for Learning, and the accessibility calculator tool for facilities.

d. Faith and Equity Advisory Committee, May 11, 2023.

Trustee Loretta Durst deferred the report to Superintendent Jeannie Armstrong who gave an overview of the presentations that were heard at the meeting. Presentations were heard from Jessica Devlin from the New Canadians Centre, and from PVNCCDSB staff members about the Pastoral Plan and Faith Day, 2023, and Asian Heritage Month.

L. Future Meetings and Events:

1. Board Meetings:

- a. Regular Board Meeting Open Session, June 27, 2023, 6:30 p.m.
(In-camera Session, 6:00 p.m.)

2. Board Standing Committee Meetings: (Listed in chronological order.)

- a. Policy Development Committee, May 30, 2023, 6:30 p.m.
- b. Chairperson's Committee, June 12, 2023, 5:30 p.m.
- c. Committee-of-the-Whole, June 12, 2023, 6:30 p.m.

3. Other Committee Meetings: (Listed in chronological order.):

- a. Catholic Parent Engagement Committee, June 5, 2023, 6:30 p.m.
- b. First Nation Métis Inuit Advisory Committee, June 6, 2023, 6:30 p.m.
- c. Supervised Alternative Learning Committee (SAL), June 8, 2023, 1:00 p.m.
- d. STSCO Governance, June 8, 2023, 3:00 p.m.
- e. Special Education Advisory Committee, June 15, 2023, 1:00 p.m.
- f. Audit Committee, June 22, 2023, 6:30 p.m.
- g. Student Council Liaison Committee, June 27, 2023, 4:15 p.m.
- h. French as a Second Language Advisory Committee, September 19, 2023, 4:30 p.m.

- i. Accessibility for All Committee, October 12, 2023, 1:00 p.m.
- j. Faith and Equity Advisory Committee, October 12, 2023, 6:30 p.m.

4. Board Events:

- a. Canadian Catholic School Trustees' Association Annual General Meeting, June 1-3, 2023, Saskatoon, SK.
- b. Catholic Parent Engagement Committee, Guest Speaker Event – Kevin Cameron, June 13, 2023, 6:30 p.m., St. Catherine Catholic Elementary School.
- c. PVNC Catholic Secondary School Graduations, Wednesday, June 28, 2023.

M. Conclusion:

1. Report from the Special Board Meeting, Double In-camera Session, May 8, 2023.

MOTION: Moved by Loretta Durst, seconded by Mary Ann Martin
that the Board approve the actions and the discussions arising from the Special Board Meeting, Double In-camera session, held on May 8, 2023, as follows:

- A. Call to Order:
 - 1. Opening Prayer.
 - 2. Motion for the Approval of agenda.
 - 3. There were no conflicts of interest declared.
- E. Human Resources:
 - 1. Approval of a motion regarding personnel matters.
- I. Conclusion:
 - 1. Closing Prayer.
 - 2. Motion to adjourn.

Carried.

2. Report from the Regular Board Meeting, In-camera Session, May 23, 2023.

MOTION: Moved by Mary Ann Martin, seconded by Jenny Leahy
that the Board approve the actions and the discussions arising from the Regular Board Meeting, In-camera session, held on May 23, 2023, as follows:

- A. Call to Order:
 - 1. Opening Prayer.
 - 2. Motion for the Approval of agenda.
 - 3. There were no conflicts of interest declared.
 - 4.a) Approval of the April 25, 2023, Regular In-camera minutes.
 - 4.b) Approval of the May 8, 2023, Special Double In-camera minutes.
- D. Business, Finance and Governance:
 - 1. OCSTA In-Camera Report.
 - 2. Approval of a motion regarding a property matter.
- E. Human Resources:
 - 1. Approval of a motion to receive a report.
- I. Conclusion:
 - 1. Closing Prayer.
 - 2. Motion to adjourn.

Carried.

3. Closing Prayer

Board Chairperson, Kevin MacKenzie invited Trustee Loretta Durst to lead the closing prayer to end the meeting.

4. Adjournment

MOTION: Moved by Mary Ann Martin, seconded by Jenny Leahy
that the open session meeting be adjourned at 9:27 p.m.

Carried.

Kevin MacKenzie
Board Chairperson

Joan Carragher
Director of Education, Secretary-Treasurer
per M.K.

Appointment of Student Trustees, 2023-2024.

Mover: Jenny Leahy

R.A.: that Claire Heitzner, student at St. Stephen Catholic Secondary School, be appointed the Junior Student Trustee for a one-year term, August 1, 2023 through July 31, 2024;

and,

that Madelyn Gaskell, student at Holy Cross Catholic Secondary School, be appointed the Senior Student Trustee for a one-year term, August 1, 2023 through July 31, 2024.

**Recommended Action from the Committee-of-the-Whole
Meeting, June 13, 2022: 2023-2024 Budget.**

Mover: Mary Ann Martin

R.A.: That the Committee of the Whole recommend to the Board that the 2023-2024 Consolidated Expenses Budget, in the amount of \$211,257,900 be approved as presented.

June 12, 2023.

Committee-of-the-Whole

BUSINESS AND FINANCE

Report to Committee of the Whole

Meeting: ☐ In Camera

☒ Open

Presented for: ☐ Information

☒ Approval

Meeting Date: June 12, 2023

Presented by: Sean Heuchert, Superintendent of Business and Finance

Submitted by: Sean Heuchert, Superintendent of Business and Finance &
Teri Smith, Chief Financial Officer

Subject: 2023-2024 Draft Budget Information

Recommended Action(s): That the Committee of the Whole recommend to the Board that the 2023-2024 Consolidated Expenses Budget, in the amount of \$211,257,900 be approved as presented.

Background:

On April 17, 2023, the Ministry of Education released the funding regulations for 2023-2024. Since that time, administration has been reviewing its enrolment projections and related grant calculations, staffing allocations, resource needs and departmental requirements. The core objective of the 2023-24 budget process will be to match the Strategic and Operational priorities of the Peterborough Victoria Northumberland and Clarington Catholic District School Board with available resources, and consequently develop a budget that is compliant with the Education Act.

Addressing Our Strategic Priorities:

Actions planned for 2023-24 are intended to reflect the Board's vision: Creating a culture of faith, hope and love to ensure equity and well-being. The Board's vision and mission are operationalized via the 2022-23 strategic pillars, which are:

- Being Creative
- Being Well
- Being Community

Our Strategic Priorities are:

- Inspiring Faith
- Valuing Relationships
- Nurturing Mental Health & Well-being
- Excellence in Teaching & Learning
- Ensuring Equity
- Expanding Technology
- Protecting the Environment
- Maximizing Resources

The following reports and updates were brought forward to trustees this fiscal year:

5 December 2022	Committee of the Whole - Financial Terms and Information
13 February 2023	Committee of the Whole - Review of Budget Timelines - Key Milestones and Activities
11 April 2023	Committee of the Whole - School Renewal Timelines and Process
20 April 2023	Budget Update - Enveloping and Other Reporting Requirements
27 April 2023	Budget Update - Budget, Deficit and Class Size Regulations
8 May 2023	Committee of the Whole - Grant for Student Needs (GSN) Update
18 May 2023	Special Education Advisory Committee - 2023-24 Draft Budget Update
1 June 2023	Draft Budget Report Distributed to Trustees
12 June 2023	Committee of the Whole: 2023-2024 Draft Budget Information

Key components and/or changes within the Grants for Student Needs (GSN) for 2023-24

The GSN for 2023-2024 was released in concert with the Better Schools and Student Outcomes Act (Bill 98). The legislation is intended to “*lay the groundwork for a truly world-class education system unified with a singular focus: to improve student outcomes in important life-long skills like reading, writing and math.*” (Ministry of Education Backgrounder, 17 April 2023)

The Ministry of Education has identified these priorities:

- Accountability and transparency
- Governance and leadership
- Maximizing capital assets
- Teacher training and oversight
- Consistent information and approaches to student learning

The Ministry of Education has chosen to focus on making key investments in the following 11 areas (Memorandum B03 - Better Outcomes for Students, 17 April 2023):

- Early Reading
- Math
- De-streaming
- Job-readiness
- Mental Health
- Human Rights and Inclusion
- Special Education
- Student Safety
- Student Transportation
- Capital
- Remote Learning Administration (for those Boards running virtual schools)

Local Challenges for 2023-24

Recent economic factors have had significant impacts on education budgets. Inflation and rising costs of living have had a broad impact on Board expenses, including construction, fuel, technology and other supplies and services on which we rely. While the GSN included some support for inflation, shown as a 2% increase in the non-staff portion of the School Operations Allocation, there are many other areas of the budget which remained constant, not addressing these additional costs and thereby reducing the buying power for our budget. Other pressures are noted below:

- Transportation
 - Special Transportation via vans or taxis not funded in the current allocation

- Boards have been directed to pay increases in driver compensation and retention bonuses from our allocation
- Operator agreements not aligned with Transportation allocation
- Indigenous Education
 - The projected Indigenous Education Grant for 2023-2024 is significantly lower than 2022-2023 and will create a budget pressure for 2023-2024 and in 2024-2025 when the mitigation funding expires.
- Special Education
 - The Board continues to spend over our allocated budget for Special Education. Changes to the Special Incident Portion (SIP) funding allocation helped with this pressure but the Board will have to ensure we are prepared for a probable reduction in SIP funding for 2024/2025.
- Sick Leave
 - Employee absences continue to put pressure on our budget. 2023-2024 will see the return of the Board's Attendance Support Program.

Expenditures in Support of Catholic Education

On an annual basis, budget decisions are made in support of the Board's mission to *accompany our students as we strive for excellence in Catholic Education* and to *...educate students in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person.*

These expenditures are funded using components of the many allocations provided in the GSN. Some of these expenditures are explicitly organized as part of the Faith portfolio. The more significant of these are as follows:

Centrally assigned staff: Religion and Family Life Consultant \$126,000

Support for resources and professional development regarding Religion and Family Life, including Diocesan contract \$223,086

Secondary School Chaplaincy Leads \$517,547

Total \$866,633

In addition, there are many expenditures in support of Catholic education incurred at the school level that are not individually captured for reporting purposes.

Resources specifically related to the Religion and Family Life Program are being phased in over a number of years. The 2023-24 budget continues an allocation to purchase resources related to this implementation. Resources will continue to be needed in future years to provide the annual rollout of additional grades and for professional development to support the new resources.

Projected Enrolment

Panel	Budget 2022/23	Revised 2022/23	Projected 2023/24	+/- from Revised
Elementary	10,155.00	10,106.00	10,163.00	+57.00
Secondary	4,612.50	4,603.50	4,733.50	+130.00
Total	14,767.50	14,709.50	14,896.50	+187.00

Projected 2023-2024 School Staffing Allocations

Funding for school boards through the Grants for Student Needs (GSN) is calculated using many different formulae to support particular components of classroom education. The Pupil Foundation Allocation formulae make significant use of benchmarks for staffing, salaries and benefits. The number of teaching staff allocated within the school system must conform to a number of regulatory requirements regarding Class sizes as follows:

- Full Day Kindergarten: class size average of 26
- Primary Classes: capped at 23, but 90% of classes must be 20 students or below
- Junior and Intermediate Classes: class size average of 24.5
- Secondary School: class size average of 23 except for E-learning classes which may have an average class size of 30.

The differences experienced between the number of teachers funded and the number of teachers allocated/staffed by boards is usually as a result of the pattern of dispersion of students within the board's geographic area.

School and System Organization

Schools are being organized for 2023-24 in a manner that will achieve the Ministry targets on class size, based on registration confirmed in the Spring 2023. Administration anticipates additional students will be enrolling prior to September, and changes may be necessary to reorganize classes at schools in September in order to meet the class size guidelines.

Staff allocations for central departments have been reviewed for the 2023-24 budget period in order to implement our Strategic Priorities, address the key Ministry initiatives, and meet legislative/operational due diligence and risk management. These changes affect the following areas for 2023-24:

Student Success:

- Staff sections to support the Specialist High Skills Majors initiatives
- Staff sections to support De-Streaming and Transitions to Secondary

Learning Support Services:

- School Math Facilitators - 3.0 FTE
- Staff to Support Reading Interventions - 4.0 FTE

Special Education Services:

- Realignment of Central Educational Assistant Support and Coordination

Indigenous Education:

- Dependent on Ministry Direction - will maintain the current 2.0 FTE Consultants
- Increased the teaching FTE in Elementary by .33 FTE for Indigenous Language and added a 1.0 FTE in Secondary for Indigenous Language and Student Success

Faith and Equity:

- Maintaining a 1.0 FTE Equity Lead in the absence of targeted funding

Virtual School:

- Staff attached to the virtual school have been reassigned to physical locations.

Labour Related Funding

The Ministry has made updates to the salary benchmarks, incorporating the following changes:

For CUPE staff, there was an increase of \$1 per hour in the 2022-2023 school year compared to the rates in 2020-2021. Furthermore, there will be an additional \$1 per hour increase scheduled for the 2023-2024 school year. This funding allocation aligns with the recently ratified CUPE central and local collective agreement.

Regarding teacher salary benchmarks, a provision for a 1.25% increase has been made for the 2022-2023 school year. Additionally, there is another 1.25% increase set for the 2023-2024 school year. As the teacher collective agreement has not been finalized yet, this increase is accounted for as a contingent labor provision.

These adjustments to the salary benchmarks aim to address the evolving needs and agreements within the education sector, ensuring fair compensation for CUPE staff and teachers while taking into account the ongoing negotiations surrounding the teacher collective agreement.

The ministry is continuing to provide the Supports for Students Fund (SSF). The CUPE portion of this funding is part of the collective bargaining agreement. The OECTA portion will continue to be used for its intended purpose subject to ongoing labour discussions.

Expiration of Funding - Learning Recovery

The Education Worker Protection Fund was established through the central agreement negotiated during collective bargaining for CUPE in 2019. It was established to reinstate CUPE positions displaced by the expiry of job security provisions in 2019. Provincially, the Ministry provided funding of up to \$20,000,000 annually across school boards where CUPE had a local presence. The Board received a significant allocation of funds and as a result reinstated/maintained a number of support staff positions in various classifications across the school system. When these funds expired in 2022, the Board was able to transition many of these positions to be supported by the Covid-19 Learning Recovery Fund for 2022-2023. This was a time-limited fund and as expected, the funding is not available for 2023-2024 and the Board is forced to reduce FTE for these positions.

Accumulated Surplus

School boards are required to create budgets that are drafted in accordance with Public Sector Accounting Board (PSAB) reporting requirements, and which are in compliance with the Education Act. Generally, compliance with the Education Act requires total spending to be equal to or less than total revenue. There are circumstances where an in-year deficit is permissible if there were prior surpluses (called Accumulated Surplus).

The draw on the accumulated surplus is limited to ensure this action does not place the board in undue financial risk. The draw on accumulated surplus is limited to the lesser of:

- The board's Accumulated Surplus for the preceding year, and
- One percent of the board's operating revenue (approximately \$2.1 million)

For 2023-24, the draft budget is compliant for the purposes of the Education Act, and will match total revenue (i.e. balanced)

The estimated balance of the Operating Accumulated Surplus for the open of the 2023-24 budget is \$25,371,782 and at year end we expect the balance to be 25,037,518.

Asset Retirement Obligations (ARO) – starting with the 2022-23 Financial Statements and for the 2023-24 Budget school boards are required to report obligations associated with the retirement of tangible capital assets (TCA) in accordance with Public Sector Accounting Standards. An example of an ARO is a septic system. The board has estimated the ARO liability based on best estimates from our consultants, facilities staff and used the costing methodology provided by the Ministry of Education. As part of the boards 2022-23 Financial Statements the board will record a liability for the estimate of ARO liability and an offsetting increase in the carrying amount of the associated tangible capital asset. The estimated ARO liability is \$9,749,600 and the net book value of the offsetting TCA is \$5,041,107 creating a net accumulated deficit of \$4,708,493 which is unavailable for compliance. The capitalized TCA is amortized over the useful life of the

asset which creates an annual amortization expense with no offsetting amortization of deferred capital contributions revenue. This amortization creates an operating deficit for accounting purposes, the amortization is not considered when determining the board's compliance surplus/deficit.

Concluding Comments

In conclusion, the 2023-2024 budget report reflects our unwavering commitment to providing a faith-filled, inclusive, and exceptional Catholic education for all students in the Peterborough Victoria Northumberland and Clarington Catholic District School Board. Despite the challenges posed by economic factors, changing funding, and ongoing pressures, we have remained steadfast in our pursuit of our strategic priorities. By aligning our budget with these priorities and optimizing available resources to achieve a balanced budget, we are poised to create a culture of faith, hope, and love that ensures equity and well-being for every student.

We are grateful for the engagement and support of our dedicated trustees, senior administration and finance staff who have contributed their time, expertise, and passion to the budget development process. Together, we have carefully assessed the challenges and identified opportunities to enhance the educational experience for every student in our care.

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Enrolment

Day School Enrolment	Budget 2023/24	Revised 2022/23	Budget 2022/23	Actual 2021/22	Actual 2020/21	Actual 2019/20	Actual 2018/19	Actual 2017/18
Junior Kindergarten	934.00	847.00	892.00	816.50	782.00	927.50	982.50	983.00
Senior Kindergarten	864.00	864.00	849.00	902.50	938.75	1,010.00	991.00	1,015.50
Grades 1-3	2,884.00	2,992.00	3,001.00	3,067.00	3,044.25	3,065.00	3,158.75	3,144.75
Grades 4-6	3,266.00	3,202.00	3,216.00	3,240.50	3,176.00	3,245.50	3,173.50	3,183.00
Grade 7-8	2,215.00	2,201.00	2,197.00	2,137.00	2,094.00	2,059.25	2,049.00	2,029.75
Elementary	10,163.00	10,106.00	10,155.00	10,163.50	10,035.00	10,307.25	10,354.75	10,356.00
Secondary	4,733.50	4,603.50	4,612.50	4,527.67	4,594.13	4,559.26	4,634.73	4,612.88
Total	14,896.50	14,709.50	14,767.50	14,691.17	14,629.13	14,866.51	14,989.48	14,968.88

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Staffing Summary - Full Time Equivalents (FTE)

	2023-24 Budget	2022-23 Revised	2022-23 Budget
Classroom Instruction, Teacher Assistants and Early Childhood Educators			
Classroom Instruction Staff, Facilitators and Coaches	811.14	803.85	807.06
Special Education Teachers	76.00	77.17	77.00
Educational Assistants, Autism Spectrum Disorder Workers and Itinerant Sp Ed	283.00	298.00	298.21
Early Childhood Educators	61.00	60.00	62.00
Student Support			
Social Services	12.00	13.00	13.00
Speech Services	5.00	6.00	6.00
Psychological Services	5.00	5.00	5.00
Attendance Counselling	1.00	1.00	1.00
Computer Services	17.00	18.00	18.00
Chaplaincy Leader	5.57	5.57	5.57
Library and Guidance			
Library Teachers	4.67	4.67	4.67
Guidance Teachers	12.32	12.00	12.00
Learning Commons Specialists and E Learning Secretary	22.71	22.71	22.71
School Administration			
Principals and Vice-Principals (Administrative Time)	53.67	54.17	54.17
Administrative Support Staff	58.51	58.51	58.51
Consultants, Central Principals/Vice-Principal/Leads, Support Staff	20.80	21.80	21.80
Administration and Governance			
Trustees	9.00	9.00	9.00
Director and Supervisory Officers (including those that are Program Leads)	7.00	7.00	7.00
Director and Supervisory Officers Office	6.00	6.00	6.00
Finance and Accounting	5.00	5.00	5.00
Payroll	4.00	4.00	4.00
Procurement, CEC Support and Community Use	3.91	3.91	3.91
Human Resource Administration and Health and Safety	8.00	8.00	8.00
Communications and Records Management	2.57	2.57	3.57
School and CEC Operations			
Managerial Staff and Administrative Supports	6.00	6.00	6.00
Custodial	91.50	103.25	103.00
Maintenance	10.00	11.00	11.00
Transportation - Consortia Staff	4.00	4.00	4.00
Total Staffing FTE	1,606.38	1,631.18	1,637.18

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Surplus (Deficit) Available for Compliance**

	Budget 2023/24	Revised Budget 2022/23	Budget 2022/23	Increase (Decrease) From Revised Estimates
Total Grants and Revenue	210,923,636	205,294,295	203,988,644	5,629,341
Total Expenses	211,257,900	207,263,666	205,037,545	3,994,234
Total Surplus (Deficit)	<u>(334,264)</u>	<u>(1,969,371)</u>	<u>(1,048,901)</u>	<u>1,635,107</u>
Less Amount Not Available for Compliance:				
Accrued Interest	(23,875)	(22,559)	(22,559)	(1,316)
Committed Capital Projects Amortization	141,136	148,453	152,453	(7,317)
Asset Retirement Obligations	217,003	-	-	217,003
Subtotal	<u>334,264</u>	<u>125,894</u>	<u>129,894</u>	<u>208,370</u>
Total Surplus (Deficit) Available for Compliance	<u><u>(0)</u></u>	<u><u>(1,843,477)</u></u>	<u><u>(919,007)</u></u>	<u><u>1,843,477</u></u>

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Revenues

	Budget 2023/24	Revised Budget 2022/23	Budget 2022/23	Increase (Decrease) From Revised Estimates
General Operating Grants and Transfers from Deferred Revenue				
Pupil Foundation	86,247,273	83,831,746	84,208,275	2,415,528
School Foundation	12,153,719	11,822,797	11,871,095	330,922
Special Education	26,905,475	25,188,127	25,437,366	1,717,348
Language	3,393,466	2,940,910	2,962,722	452,556
Supported Schools	17,983	16,620	13,387	1,362
Remote & Rural	610,268	659,257	641,341	(48,989)
Rural and Northern Education	365,360	358,254	358,254	7,106
Learning Opportunities	2,759,782	2,281,612	1,981,766	478,170
Continuing Education	453,059	447,509	494,777	5,550
Cost Adjustment and Teacher Qualification	16,359,662	15,370,627	16,125,789	989,034
New Teacher Induction Program	154,756	163,540	163,540	(8,784)
ECE Q&E	1,001,846	957,019	981,117	44,828
Transportation	13,304,046	12,356,653	12,191,849	947,393
Administration and Governance	5,309,183	5,070,679	5,081,987	238,504
School Operations	16,473,778	15,726,401	15,802,686	747,377
Community Use of Schools	205,026	207,517	207,517	(2,491)
Indigenous Education	1,082,661	1,830,978	1,722,470	(748,317)
Mental Health and Well-Being	1,145,545	1,096,159	1,098,149	49,386
Supports for Students	1,740,421	1,685,117	1,685,117	55,304
Program Leadership	1,008,207	1,000,496	1,000,496	7,711
One-Time Realignment Mitigation Fund	375,257	-	-	375,257
COVID-19 Learning Recovery Fund	-	2,526,713	2,526,714	(2,526,713)
Less Transferred to Deferred Capital for Minor TCA	(823,843)	(941,570)	(941,570)	117,727
Subtotal	190,242,930	184,597,162	185,614,845	5,645,768
Capital Grants used for Operating Expenses				
Temporary Accommodation	85,898	59,617	59,617	26,281
Interest on Capital	1,340,061	1,590,131	1,590,131	(250,070)
Subtotal	1,425,959	1,649,748	1,649,748	(223,789)
Other Revenues				
Other Provincial Grants	2,871,048	4,038,982	2,014,315	(1,167,934)
School Generated Funds	4,650,759	3,872,172	3,872,172	778,587
Investment Income	480,000	480,000	180,000	0
Federal Fees - Tuition	258,192	257,345	245,249	847
Fees and Revenues from Other Sources	994,382	857,246	804,446	137,136
Amortization of Deferred Capital Contributions	10,000,365	9,541,640	9,607,869	458,725
	19,254,746	19,047,385	16,724,051	207,361
Total Revenue	210,923,636	205,294,295	203,988,644	5,629,341

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Consolidated Expenses

	Budget 2023/24		Revised Budget 2022/23		Budget 2022/23	
INSTRUCTION	\$	%	\$	%	\$	%
Classroom Teachers	97,083,151	46.0%	95,219,327	45.9%	96,357,471	47.0%
Supply Teachers, Teacher Assistants and RECE	4,991,599	2.4%	4,852,857	2.3%	4,865,423	2.4%
Teacher Assistants	16,760,696	7.9%	16,592,985	8.0%	16,470,437	8.0%
Early Childhood Educators	4,049,918	1.9%	3,684,034	1.8%	3,800,793	1.9%
Textbooks/Supplies	5,322,548	2.5%	5,154,812	2.5%	4,505,962	2.2%
Computers	787,419	0.4%	768,232	0.4%	768,232	0.4%
Professionals, Paraprofessionals	4,860,413	2.3%	4,985,900	2.4%	4,930,861	2.4%
Library and Guidance	3,344,969	1.6%	3,230,966	1.6%	3,233,225	1.6%
Staff Development	1,541,299	0.7%	1,705,425	0.8%	1,237,301	0.6%
Department Heads	281,820	0.1%	277,123	0.1%	277,123	0.1%
Principals and Vice-Principals	7,817,136	3.7%	7,853,567	3.8%	7,823,404	3.8%
School Office - Secretarial and Supplies	4,602,760	2.2%	4,137,094	2.0%	4,115,040	2.0%
Coordinators and Consultants	3,374,931	1.6%	4,184,080	2.0%	4,295,054	2.1%
Continuing Education	263,925	0.1%	260,025	0.1%	268,596	0.1%
Amortization	1,041,017	0.5%	836,267	0.4%	820,375	0.4%
TOTAL INSTRUCTION	156,123,601	73.9%	153,742,694	74.2%	153,769,297	75.0%
ADMINISTRATION						
Trustees	148,458	0.1%	136,092	0.1%	134,814	0.1%
Director and Supervisory Officers	1,020,020	0.5%	1,071,968	0.5%	1,071,147	0.5%
Board Administration	4,569,718	2.2%	4,325,699	2.1%	4,311,282	2.1%
Amortization	172,445	0.1%	147,438	0.1%	124,095	0.1%
TOTAL ADMINISTRATION	5,910,641	2.8%	5,681,197	2.7%	5,641,338	2.8%
TRANSPORTATION						
Pupil Transportation	14,437,370	6.8%	13,442,310	6.5%	12,688,062	6.2%
TOTAL TRANSPORTATION	14,437,370	6.8%	13,442,310	6.5%	12,688,062	6.2%
PUPIL ACCOMODATION						
School Operations and Maintenance	17,151,813	8.1%	17,322,619	8.4%	17,299,056	8.4%
Other Pupil Accommodation	1,286,186	0.6%	1,537,572	0.7%	1,537,572	0.7%
Amortization	9,276,172	4.4%	8,836,930	4.3%	8,946,395	4.4%
TOTAL PUPIL ACCOMODATION	27,714,171	13.1%	27,697,121	13.4%	27,783,023	13.6%
OTHER						
School Generated Funds	4,650,759	2.2%	3,872,172	1.9%	3,872,172	1.9%
Other Non-Operating	100,000	0.0%	1,572,466	0.8%	15,000	0.0%
Provision for Contingencies	2,321,358	1.1%	1,255,706	0.0%	1,268,653	0.6%
TOTAL OTHER	7,072,117	3.3%	6,700,344	3.2%	5,155,825	2.5%
TOTAL EXPENSES	211,257,900	100.0%	207,263,666	100.0%	205,037,545	100.0%

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Consolidated Expenses by Object

Expenses	Budget 2023/24		Revised Budget 2022/23		Budget 2022/23		Increase (Decrease) From Revised Est
	\$	%	\$	%	\$	%	\$
Salaries and Wages	134,239,053	63.5%	132,800,898	64.1%	133,729,883	65.2%	1,438,155
Employee Benefits	26,210,234	12.4%	26,263,899	12.7%	26,259,759	12.8%	(53,665)
Staff Development	1,437,993	0.7%	835,642	0.4%	678,764	0.3%	602,351
Supplies and services	15,407,638	7.3%	14,723,803	7.1%	14,093,725	6.9%	683,835
Interest	1,286,186	0.6%	1,537,572	0.7%	1,537,572	0.7%	(251,386)
Rental	23,953	0.0%	26,354	0.0%	26,566	0.0%	(2,401)
Fees and contract services	19,500,626	9.2%	18,200,855	8.8%	17,310,925	8.4%	1,299,771
Other, includes Fees and Memberships	341,225	0.2%	1,798,299	0.9%	240,833	0.1%	(1,457,074)
Provision for Contingencies	2,321,358	1.1%	1,255,706	0.6%	1,268,653	0.6%	1,065,652
Amortization of tangible capital assets	10,272,631	4.9%	9,820,638	4.7%	9,890,865	4.8%	451,993
Amortization of Asset Retirement Obligation	217,003	0.1%	-	0.0%	-	0.0%	217,003
	211,257,900	100.0%	207,263,666	100.0%	205,037,545	100.0%	3,994,234

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Capital Expenditures

	Budget 2023/24	Revised Budget 2022/23	Budget 2022/23
	\$	\$	\$
School Renewal	2,299,905	3,094,290	2,267,769
School Conditioning	5,478,159	7,128,567	5,414,912
Capital Priorities	-	2,729,779	3,209,578
Proceeds of Disposition	-	500,000	500,000
Covid Resilience Infrastructure Stream	-	489,711	-
Minor TCA	823,843	941,570	941,570
Total Capital Allocation - Budgeted Spend	8,601,907	14,883,917	12,333,829

Capital projects are approved throughout the year and may span more than one fiscal period.

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Detail of Accumulated Surplus/(Deficit)
For the year ended August 31, 2024

	Sept 1, 2023	Committed Capital Adjustment for Compliance	In-Year Increase (+) / Decrease (-)	Aug 31, 2024
	\$	\$	\$	\$
Available for Compliance - Unappropriated				
Operating Accumulated Surplus (previously working & operating funds)	5,130,467		101,126	5,231,593
Total Unappropriated	5,130,467		101,126	5,231,593
Available for Compliance - Internally Appropriated				
Other Purposes - Operating				
School Activities	451,083		0	451,083
Program Equipment	523,625		0	523,625
IT Software	300,000		0	300,000
Holy Cross Field Capital	90,000		30,000	120,000
Committed Capital Projects	2,990,759		-272,262	2,718,497
Committed Capital Projects Adjustment	0	-141,136	141,136	0
Other Purposes - Capital:				
Facilities/Sites	871,952		0	871,952
Total Internally Appropriated	5,227,419	-141,136	-101,126	4,985,157
Total Accumulated Surplus / (Deficit) Available for Compliance	10,357,886	-141,136	0	10,216,750
Unavailable for Compliance				
Interest to be Accrued	-73,409		23,875	-49,534
School Generated Funds	1,950,585		0	1,950,585
Revenues recognized for land	17,845,213		0	17,845,213
Committed Capital Projects Adjustment	0	141,136	-141,136	0
Asset Retirement Obligations	-4,708,493		-217,003	-4,925,496
Total Unavailable for Compliance	15,013,896	141,136	-334,264	14,820,768
Total Accumulated Surplus/(Deficit)	25,371,782	0	-334,264	25,037,518

Borrowing Resolution.

1. **R.A.:** that the Board receive the report: Borrowing Resolution for Financing the Northglen Site Purchase.
2. **R.A.:** that the Director of Education/Secretary-Treasurer and the Superintendent of Business/Finance of the Board are authorized on behalf of the Board to borrow up to \$5,000,000.00 for the financing of the Northglen Site purchase, from the Canadian Imperial Bank of Commerce, variable rate interest payable monthly. The principal payments will be made with 100% of the EDC Clarington receipts as they are received from the Municipality of Clarington.
3. **R.A.:** that the Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to facilitate this borrowing.

June 12, 2023.

Committee-of-the-Whole

Business and Finance

Report to the Board

Meeting: ☐ In Camera
☒ Open

Presented for: ☐ Information
☒ Approval

Meeting Date: June 27, 2023

Presented by: **Sean Heuchert, Superintendent of Business/Finance**

Submitted by: Sean Heuchert, Superintendent of Business/Finance
Teri Smith, Chief Financial Officer

Subject: Borrowing Resolution for Financing of Northglen Site Funded
by EDC Revenues

Recommended Actions:

1. That the Board receive the report: Borrowing Resolution for Financing the Northglen Site Purchase.
2. The Director of Education/Secretary-Treasurer and the Superintendent of Business/Finance of the Board are authorized on behalf of the Board to borrow up to \$5,000,000.00 for the financing of the Northglen Site purchase, from the Canadian Imperial Bank of Commerce, variable rate interest payable monthly. The principal payments will be made with 100% of the EDC Clarington receipts as they are received from the Municipality of Clarington.
3. The Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to facilitate this borrowing.

Background:

Re: Financing of Northglen Site Funded with EDC Revenue

The Northglen Site purchase is an 100% EDC eligible site purchase. The board has \$3,904,051 in EDC revenues (as at May 30th) to support this purchase and will look to finance the balance of the purchase price including the related acquisition costs.

The Board has approached the Canadian Imperial Bank of Commerce (CIBC) requesting financing to fund the balance of the purchase costs. The financing will be by way of an unsecured demand bridge loans will be repaid by applying 100% of the EDC receipts as they are received from the Municipality of Clarington. Based on the Municipality of Clarington EDC By-Law cash flow study this could be repaid in 3 to 4 years but the repayment is dependent on the EDC revenue received.

**PETERBOROUGH VICTORIA NORTHUMBERLAND AND
CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL BORROWING RESOLUTION**

WHEREAS the Peterborough Victoria Northumberland and Clarington Catholic District School Board (hereinafter called the “Board”) finds it necessary to borrow the sum of \$5,000,000 by way of demand bridge loans for the Education Development Charge (EDC) funded land purchase in Clarington, as approved by the Ontario Ministry of Education:

AND WHEREAS the estimated EDC revenues of the Board have not yet been received or fully received and such revenues thereafter to be received are sufficient to repay all unpaid sums borrowed to meet the Board’s capital expenditures including the sum to be borrowed hereunder and interest thereon:

THEREFORE BE IT RESOLVED as follows:

- 1: The Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are hereby authorized on behalf of the Board to borrow from time to time by way of a demand bridge loans from Canadian Imperial Bank of Commerce (“CIBC”) a sum or sums not exceeding \$5,000,000 at any one time to meet the capital expenditures of the Board for the Education Development Charges funded site purchase and are hereby authorized to give to CIBC, on behalf of the Board, a credit agreement or promissory note , under the Corporate Seal of the Board, signed by any two of the Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance , for the monies borrowed hereunder with interest and other charges that may be agreed upon with the bank.
- 2: The Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, all of the monies comprising the EDC revenues of the Board hereafter received.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in force and effect.

DATED this Twenty seventh day of June, 2023.

WITNESS the corporate seal

Chair

Secretary-Treasurer

Trustee Professional Development, Ontario Catholic School Trustees' Association (OCSTA) Fall Regional Meeting, September 20, 2023.

R.A.: that trustees wishing to do so, be authorized to attend the Ontario Catholic School Trustees' Association (OCSTA) Fall Regional Meeting, September 20, 2023, at the Peter L. Roach Catholic Education Centre, Peterborough, ON.

Joint Health and Safety Committee Semi-Annual Report, June, 2023.

R.A. that the Joint Health and Safety Committee Semi-Annual Report to the Director of Education dated June 16, 2023, be received.

JOINT HEALTH AND SAFETY COMMITTEE SEMI-ANNUAL REPORT

To: Joan Carragher - Director of Education

From: The Joint Health and Safety Committee

Date: June 16, 2023

1 Introduction

Aligned with the Peterborough Victoria Northumberland and Clarington Catholic District Schools Board's Pillar of Being Well, the Administrative Procedure for Occupational Health and Safety, as well as, the Ontario Occupational Health and Safety Act, PVNCCDSB is committed to providing and maintaining a healthy and safe workplace by complying with all relevant health and safety legislation. In an effort to support the employer with its health and safety commitment, as well as to ensure employee voice in regards to health and safety, the Joint Health and Safety Committee meets five times per school year to review, update and provide guidance on health and safety related matters. All PVNCCDSB properties are inspected monthly by Work Site Inspection Committees.

This report summarizes the health and safety activities undertaken by the Joint Health and Safety Committee during the period January – June 2023 and demonstrates the commitment of the PVNC Catholic District School Board, schools, administrative sites and the committee to be compliant with the requirements of health and safety legislation.

Committee representation is comprised of the following staff members:

<u>Management</u>	<u>Worker</u>
Darren Kahler – Co-Chair	Taylor Popplewell (CUPE)- Co-chair
Richard Driscoll	Joe DeVuono (OECTA)
Derek Abrams (P/VP)	Patricia Taylor (OECTA OT)
Laura Di Ianni (P/VP)	Kelli Braund (CUPE)

Melissa Featherstone, Health and Safety Officer (Guest Advisor)
Stephen O'Sullivan, Superintendent of Human Resources (Guest Attendee)
Bart Scollard, OECTA President (Guest Attendee)
Nora Shaughnessy, CUPE President (Guest Attendee)

2 Highlights from January to June 2023

- JHSC Audits for the 2022-2023 school year were completed at 6 schools.
St. Mother Teresa CES – January 31, 2023
St. Joseph CES Cobourg -January 31, 2023
Holy Trinity CSS - January 31, 2023
Holy Cross CSS - Jan 25, 2023
St. John Paul II CES - Jan 26, 2023
St. Paul CES Lakefield - Jan 25, 2023

Common findings during these audits included: items missing (out of date) on safety bulletin boards, fire plans or designated substance reports missing/ out of date from Fire Plan Box, missing/incorrect fire exit posters in classrooms. Schools are notified of these deficiencies and given an opportunity to rectify.

- The JHSC sent out an email May 9, through the Health and Safety Officer, to Work Site Inspection Committee Representatives to remind them of new AP's that should be updated on safety bulletin boards, summer monthly safety inspection requirements, quarterly meeting requirements and code requirements near electrical panels. It is hoped that this reminder will improve timely inspection and WSIC Meeting Minutes submission completions for the remainder of the year.
- Following a 2018 Recommendation to the employer, on April 28 of this year the PVNCCDSB community again recognized the National Day of Mourning. The JHSC appreciates the employer's commitment to acknowledging this day.
- The Ministry of Labour, Training and Skills Development (MOLTSD) has conducted 3 field visits since January 2023.
 - 2 visits were due to critical injury investigations and 1 was a related to their Workplace Violence Blitz
 - One was a phone discussion/investigation, regarding a Work Refusal that was solved at stage one investigation
- Through JHSC discussions regarding staff concerns of high levels of health issues at a particular school, the JHSC identified the need for, and the employer undertook radon assessment at the school, reporting back the results that levels were well within Canadian parameters for radon.

3 Upcoming/Ongoing Projects

- The JHSC Workplace Violence Sub-Committee will be visiting 1 school to conduct interviews with administration as well as staff who have experienced workplace violence. The intent of this visit is to solicit feedback in regards to the effectiveness of measures and procedures in preventing worker injury due to workplace violence in the workplace. Workplace Violence prevention continues to be a concern and focus of the JHSC.
- The JHSC will continue to monitor accident and incident statistics as provided at each JHSC meeting and will recommend preventive measures to the Employer as they are identified.

4 Learning Opportunities

- Laura Di Ianni, Management member of the JHSC, and Patricia Taylor, OECTA Representative completed Part 1 JHSC certification.
- At the June meeting of the JHSC, a representative from Public Services Health & Safety Association facilitated professional development and discussion for the committee regarding workplace violence prevention in education.
- Three worker members of the committee, one management representative, and the Health & Safety Officer attended the Partners in Prevention Eastern conference in Ottawa on June 13, 2023. The focus of the conference was promoting a health and safe workplace culture through a collaborative, proactive approach. The keynote speakers and break-out sessions focused on a variety of health and safety topics (eg. Due Diligence, Psychological Health and Safety, Office Ergonomics, Risk Assessment, Silica Exposure, DE-Escalation and Mental Harm Prevention) .

5 Incident Reporting

Incident Type Totals September 2022 – June 5 2023

For the period of September 2022- June 5, 2023, there have been 905 total incident reports placed.

The most reported incident types being:

- (1) Workplace Violence
- (2) Struck or Contact By
- (3) Struck Against
- (4) Falls

Of the 905 incident reports received in the time period of Sept – June, 49 have resulted in staff having lost-time or seeking health care. These incidents are reported to WSIB as compensable injuries.

38 of these incidents resulted in staff losing time from work beyond the date of injury.

11 of these incidents resulted in health care being sought, but no lost time.

Monthly Inspection Completion Rates

September	97%
October	100%
November	97%
December	94%
January	94 %
February	97 %
March	89 %
April	89%
May	100%

NOTE- Inspection completion rates historically decline over the summer. The JHSC has been working to raise awareness of the need to continue to submit inspections in summer months. Correspondence with school inspection representatives was sent in coordination with the Health and Safety Officer by email on May 9, 2023. This email highlighted the necessity to complete summer safety inspections of the facility in July and August. We would appreciate any additional reminders the employer could give to Principals.

6. 2022 -2023 JHSC Goals / Priorities

The Joint Health and Safety Committee has worked towards our 2022-2023 priorities with the following efforts.

- Increase capacity within the JHSC- Initiative to undertake necessary certification trainings for members in accordance with the June 2022 approved Terms of Reference for the JHSC.
- Focus on Workplace Violence Prevention-
 - Sub-Committee work on the topic- we are in the process of scheduling school visits for 2023. Visits/ Interviews will follow the same process as last year. Different schools have been chosen based on the review of HR05 Accident/Incident Reports for the current school year.
 - Receipt of PVNCCDSB Workplace Violence Risk Re-assessments at the June 2022 JHSC meeting with an opportunity to bring any concerns/ questions forward at the October 18, 2022 JHSC Meeting.
 - Ongoing JHSC Meeting review and discussion pertaining to WV Incident Reports
 - Discussions at the JHSC October 18, 2022 meeting regarding the importance of each school/ facility ensuring Notification of Risk forms have been completed and communicated to staff.
 - JHSC PD on June 6 in regards to workplace violence in education.

- Discussion at JHSC meetings throughout the school year in regards to Behaviour Management Systems training and ensuring all necessary parties receive the training.
- Struck/ Contact By Incidents- The committee continues to review accident/ incident data in regards to preventive measures that may be taken to mitigate risk in this area.

7. 2023 -2024 JHSC Goals / Priorities

The Joint Health & Safety has committed to the following priorities for the 2023-2024 school year.

- Increased education for workers regarding the Internal Responsibility System in an effort to ensure all employees know their responsibilities as they relate to health & safety.
- Improve the JHSC's analysis of workplace incidents through an increased focus on the evaluation of risk assessment (probability and severity) of incidents.
- Continued focus on the Struck / Contact By Incidents in an effort to mitigate risk in that area.
- Continued focus on improving the skill set and knowledge level of the JHSC members. The JHSC aims to again attend a skill building PD workshop on a relevant and timely topic next school year, as historically has been done each year.
- To commence the 2023-2024 JHSC meeting schedule, the committee has registered to attend a webinar workshop on October 19, 2023 on the topic of 'Harnessing your JHSC's Greatness', put on by Workplace Safety and Prevention Services.
- The current Terms of Reference for the committee may result in additional training/ on-boarding of members in the 2023-2024 school year to meet the newly established training commitments of a minimum of Part 1 JHSC Certification for all members.

The members of the Joint Health & Safety Committee thank the Board of Trustees and the Director of Education for their ongoing support of occupational health & safety.

**Recommended Action from the Policy Development
Committee Meeting, May 30, 2023.**

R.A.: Mover: Loretta Durst

that the Board receive the reports and recommendations
from the Policy Development Committee meeting dated
May 30, 2023, for publication and implementation.

Policy Development Committee

May 30, 2023.

**Report of the Recommended Actions from the Policy Committee Meeting,
May 30, 2023.**

1. New Administrative Procedure, #823, Respiratory Protection Program.

Moved by Kevin MacKenzie, seconded by Mary Ann Martin that the Policy Development Committee recommend to the Board that Administrative Procedure #823, Respiratory Protection Program, be received and posted under Directional Policy #800, Healthy Schools and Workplaces. Carried.

2. Revised Directional Policy, #500, Employee Relations.

Moved by Kathleen Tanguay, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that the revised Directional Policy #500, Employee Relations, be received and posted. Carried.

3. Revised Administrative Procedure, #501, Employee Charged with Criminal Offence or Under Investigation by a Third Party.

Moved by Kathleen Tanguay, seconded by Kevin MacKenzie that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #501, Employee Charged with a Criminal Offence or Under Investigation by a Third Party, be received and posted under Directional Policy #500, Employee Relations. Carried.

4. Revised Administrative Procedure, #511, Employee Acceptable Use of Board Technology.

Moved by Kevin MacKenzie, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #511, Employee Acceptable Use of Board Technology, be received and posted under Directional Policy #500, Employee Relations.. Carried.

5. Revised Administrative Procedure, #615, Emergency Management.

Moved by Joshua Glover, seconded by Kevin MacKenzie that the Policy Development Committee recommend to the Board that Policy #403, Emergency Management and Business Continuity Program and its corresponding administrative procedure and appendices be deleted, and that Administrative Procedure #615, Emergency Management and Business Continuity Program, be received and posted under Directional Policy #600, Stewardship of Resources. Carried.

6. Revised Administrative Procedure #701, Equity and Inclusive Education.

Moved by Kevin MacKenzie, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Policy #706, Valuing Diversity, and its corresponding Administrative Procedure be deleted, and that Administrative Procedure #701, Equity and Inclusive Education, be received and posted under Directional Policy #700, Equity and Inclusive Education. Carried.

7. New Administrative Procedure – AP #824, Student Injury Prevention – Science, Technology, Creative Arts, and Physical Education.

Moved by Kathleen Tanguay, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #824, with the amended title, Student Injury Prevention – Science, Technology, Creative Arts, and Physical Education, be received and posted under Directional Policy #800, Healthy Schools, and Workplaces. Carried.

8. Revised Administrative Procedure – AP #307, Instruction Out of School.

Moved by Kathleen Tanguay, seconded by Kevin MacKenzie that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #307, Instruction Out of School, be received and posted under Directional Policy #300, Student Achievement and Well-being. Carried.

9. Revised Administrative Procedure – AP #804, Asthma: Reducing the Risks (Ryan's Law).

Moved by Kathleen Tanguay, seconded by Mary Ann Martin that the Policy Development Committee recommend to the board that Administrative Procedure #825-002, Asthma: Reducing the Risks (Ryan's Law), be deleted and that Administrative Procedure #804, Asthma: Reducing the Risks (Ryan's Law), be received and posted under Directional Policy #800, Healthy Schools and Workplaces. Carried.

10. Revised Administrative Procedure #805, Administration of Medication Procedures or Health Support Services and Emergency Response.

Moved by Kathleen Tanguay, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #825-005, Administration of Medication or Health Support Services, and Emergency Response be deleted and that Administrative Procedure #805, Administration of Medication or Health Support Services, and Emergency Response, be received and posted under Directional Policy #800, Healthy Schools and Workplaces. Carried.

New Business: Indigenous Trustee.

Preamble:

The Board is committed to establishing and strengthening relationships with First Nations, Inuit and Métis Peoples, and incorporating the history and world views of Indigenous Peoples throughout the Board. It is committed to truth and reconciliation and will implement the Truth and Reconciliation Commission's Calls to Action as they relate to education.

Mover: Mike Ayotte

R.A.: that senior administration brings a report to the Board of Trustees in September, 2023, to provide information on the process regarding the appointment of a First Nations trustee.