



# Board Meeting Agenda

November 21, 2022 — 7:00 p.m.



Michelle Arseneault  
Trustee  
Town of Whitby

Tracy Brown  
Trustee  
Town of Whitby

Emma Cunningham  
Trustee  
City of Pickering

Donna Edwards  
Chair of the Board  
Trustee  
Town of Ajax

Stephen Linton  
Trustee  
City of Pickering

Kelly Miller  
Trustee  
Town of Ajax

Carolyn Morton  
Trustee  
Townships of Brock,  
Scugog & Uxbridge

Deb Oldfield  
Trustee  
City of Oshawa

Shailene Panylo  
Trustee  
City of Oshawa

Linda Stone  
Trustee  
City of Oshawa

Christine Thatcher  
Vice Chair of the Board  
Trustee  
Town of Whitby

Ben Cameron  
Student Trustee

Lauren Edwards  
Student Trustee

Gwen Kuyt  
Student Trustee

Durham District School Board  
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# DURHAM DISTRICT SCHOOL

## BOARD MEETING

Monday, November 21, 2022 - 7:00 p.m.

	PAGE
1. <u>Call to Order</u>	
2. <u>Moment of Silence/Acknowledgement</u>	Verbal
<p>The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.</p>	
3. <u>O Canada</u>	
4. <u>Declarations of Interest</u>	Verbal
5. <u>Adoption of Agenda</u>	Verbal
6. <u>Minutes</u>	
(a) APPROVED Minutes of the Regular Board Meeting of September 19, 2022	1-13
(b) DRAFT Minutes of the Regular Board Meeting of October 17, 2022	14-24
(c) DRAFT Minutes of the Special Board Meeting of November 7, 2022	25-28
7. <u>Ministry Memorandums-Information Update</u> (Director Norah Marsh)	Verbal
8. <u>Public Question Period</u>	Verbal
9. <u>Report from the Committee of the Whole in Camera</u> (Trustee Christine Thatcher)	Verbal
10. <u>Good News from the System</u> (Director Norah Marsh)	Verbal

## 11. Recommended Actions

- |     |  |   |
|-----|--|---|
| (a) | Report: Standing Committee Meeting November 7, 2022<br>(Trustee Christine Thatcher)                                | 29-33   |
| (b) | Financial Process and the 2021-2022 Financial Statements<br>(Associate Director David Wright)                      | 34-74   |
| (c) | SEAC Motion: November 10, 2022<br>(Trustee Christine Thatcher)   | 75  |
| (d) | i. Health and Safety Measures<br>(Associate Directors Jim Markovski, David Wright)                                 | Staff<br>Report<br>Under<br>Separate<br>Cover<br>(see back of agenda package) |
|     | ii. Motion: Consideration of Mandatory Masking In the Durham District<br>School Board<br>(Trustee Shailene Panylo) | 76  |

## 12. Information Items

- |     |   |         |
|-----|---|---------|
| (a) | Audit Committee Meeting Summary<br>(Associate Director David Wright)  | 77-78   |
| (b) | Durham Student Transportation Services (DSTS) Annual Report<br>(Chief Administrative Officer Kelly Mechoulam)         | 79-96   |
| (c) | Update: Strategic Planning Procurement Process<br>(Executive Lead Robert Cerjanec)                                    | 97-106  |
| (d) | Special Education Advisory Committee (SEAC) Report, September 15, 2022, and October 20, 2022<br>(Chair Donna Edwards) | 107-126 |
| (e) | OPSBA Report<br>(Trustee Emma Cunningham)   | Verbal  |

## 13. Correspondence

- |      |  |         |
|------|--|---------|
| i.   | Durham District School Board (2 Letters) | 127-128 |
| ii.  | Kawartha Pineridge District School Board | 129-130 |
| iii. | Thames Valley District School Board      | 131-134 |
| iv.  | Waterloo Region District School Board    | 135-136 |

14. Other Business

15. Adjournment

# APPROVED

## MINUTES

### The Regular Meeting of the Board Monday September 19, 2022

**A hybrid Regular Meeting of the Durham District School Board was held on this date.**

1. Call to Order:

Chair Carolyn Morton called the meeting to order at 7:00 p.m.

Members Present: Trustees Kate Bird, Donna Edwards, Darlene Forbes, Linda Lowery, Niki Lundquist, Scott Templeton, Christine Thatcher, Student Trustees Ben Cameron, Lauren Edwards and Gwen Kuyt

Officials Present: Director Norah Marsh, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Jack Nigro, Executive Lead Robert Cerjanec, General Counsel Patrick Cotter

Recording Secretary: Kathy Fitzpatrick

Chair Carolyn Morton shared that Queen Elizabeth the Second passed away on September 8, 2022, and the funeral took place today. Flags at all Durham District School Board (DDSB) schools and buildings have been at half-mast in honour of the Queen and will be until sunset on Tuesday, September 20, 2022.

2. Declarations of Interest

There were no declarations of interest at this time.

3. Moment of Silence/Acknowledgement

Chair Carolyn Morton advised that the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

4. O Canada

Chair Carolyn Morton introduced and thanked the students from G.L. Roberts CVI and their teacher Rachel Birney who performed O Canada.

5. Adoption of Agenda

- (a) The agenda was amended to add Trustee Matter which would be the first item following the approval of the amended agenda.

2022:RB78

MOVED by Chair Carolyn Morton

THAT THE AMENDED AGENDA IS APPROVED.

CARRIED

Chair Carolyn Morton shared that she received an email from Trustee Paul Crawford resigning from the Board of Trustees effective September 19, 2022, due to unforeseen personal reasons. The Education Act provides that a member of the Board may resign with the consent of a majority of members present.

Chair Carolyn Morton put forward the following motion:

2022:RB79

MOVED by Trustee Scott Templeton

SECONDED by Trustee Kate Bird

THAT THE BOARD OF TRUSTEES ACCEPT THE RESIGNATION OF TRUSTEE PAUL CRAWFORD EFFECTIVE SEPTEMBER 19, 2022.

CARRIED

6. Minutes

2022:RB80

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Scott Templeton

THAT THE FOLLOWING APPROVED MINUTES BE RECEIVED:

- (a) THE BOARD MEETING MINUTES OF May 16, 2022.
- (b) THE SPECIAL BOARD MEETING MINUTES OF JUNE 6, 2022.

THAT THE FOLLOWING DRAFT MINUTES BE APPROVED:

- (c) THE REGULAR BOARD MEETING MINUTES OF JUNE 20, 2022.
- (d) THE SPECIAL BOARD MEETING MINUTES OF JUNE 27, 2022.
- (e) THE SPECIAL BOARD MEETING MINUTES OF JULY 25, 2022.
- (f) THE SPECIAL BOARD MEETING MINUTES OF SEPTEMBER 6, 2022.

CARRIED

7. Community Presentations

There were no community presentations at this time.

8. Ministry Memorandums-Information Update

Director Norah Marsh provided trustees with the following update:

School staff continue to work on creating a sense of belonging for every child across the District by getting to know who their students are and where their students are in their learning so that staff can offer appropriate learning and assist students in their academic achievement and their mental health and well-being.

The most pressing issue with school start-up continues to be increased enrolment. Staff are working through approximately 1400 additional students by restructuring classes as required to ensure classes are at the appropriate size. Staff understand that this is not an ideal situation for students, families and staff as classes are adjusted. This is part of the regular September start-up, however it is somewhat extensive this year due to the increased enrolment. The restructuring will continue until the end of September. A finalized enrolment and staffing report will be shared at the October 3, 2022, Standing Committee meeting.

Busing continues to be a concern especially in the North Region. Durham Student Transportation Services (DSTS) has assured staff that they are continuing to work through the challenges. Unlike many Districts across the province, DDSB has not had permanent bus routes cancelled due to driver shortages because of the work we did last year on adjusting bell times for the 2022-2023 school year.

Trustee questions were answered.

9. Public Question Period

Dylan R., a student of DDSB presented a question virtually with regards to bell times. Staff responded to the question.

Akuah Frempong presented a question virtually with regards to French Immersion and the DELF exam for 2023. Staff responded to the question.

Melissa Bertrand presented a question virtually with regards to Ormiston Public School's population growth. Staff responded to the question.

Kathryn Waugh presented a question virtually with regards to school capacity. Staff responded to the question.

Adrian Binksma presented a question virtually with regards to Ormiston Public school's population growth. Staff responded to the question.

Mike Alford presented a question virtually with regards to library resources. Staff responded to the question.

Executive Lead Robert Cerjanec read the following questions:

Lisa Binksma provided a written question with regards to Ormiston Public School's population growth. Staff responded to the question.

John Kost provided a written question with regards to self-identity. Staff responded to the question.

Lynda Yardley provided a written question with regards to suspensions. Staff responded to the question.

10. DDSB Presentations

(a) 2022 Summer Learning Programs

Superintendent Jack Nigro introduced Senior Manager of Speech, Language and Hearing Lisa Drake, Principal Tricia Frolic and Early Years Manager, Amanda Glee, who provided trustees with a presentation on the Durham District School Board's 2022 Summer Learning Opportunities and Mental Health Supports for students (Early Years to Grade 12).

Trustee questions were answered.

11. Report from the Committee of the Whole In Camera

Trustee Christine Thatcher reported on the actions of the Committee of the Whole In Camera meeting and confirmed that the following matters were discussed: the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian.

2022:RB81

MOVED by Trustee Christine Thatcher

THAT THE REPORT FROM THE COMMITTEE OF THE WHOLE IN CAMERA BE RECEIVED.

CARRIED



12. Good News from the System

Keana Eagle-Ellis-Sawyer and Ryan Gough from Eastdale Collegiate Vocational Institute shared good news from across the system on behalf of DDSB students.

Students from across the District were excited to get back to school for the first day of the 2022-2023 school year.

Students had a summer full of fun, learning, and adventure at Durham Forest Summer Camp. The camp featured outdoor and experiential learning activities designed to inspire, educate, and reconnect children to the world around them.

On August 26, 2022, the Graduation Coach for Black students from Pine Ridge Secondary School hosted a community BBQ. It was attended by students & families as well as Pine Ridge staff, DDSB staff, and community organization members. It was a day of fun, food, information sharing and community building. Students from G.L. Roberts Collegiate Vocational Institute and Sinclair Secondary School volunteered at the event.

On Friday, August 26th, 2022, the DDSB had the honour of hosting the Mississaugas of Scugog Island community as well as the DDSB community, to celebrate the unveiling of the newly named Biidassige Mandamin Public School. Biidassige was an Anishinaabe elder, a world-renowned water advocate and residential school survivor.

On August 6, 2022, Teacher Mentors Abroad's (TMA) first post-pandemic teacher training team returned from the Dominican Republic (co-leader Wendy Chan, a DDSB teacher and member of TMA's Program Committee). The theme was Creating Conditions for Student Centred Learning after the devastating impact of the pandemic on students in the Dominican Republic.

McCaskill's Mills Public School staff were presented with the Township of Brock Accessibility Award, for their ongoing commitment to making the school facilities and community a welcoming and inclusive place for all.

It was a busy school year for the students and staff at Seneca Trail Public School. They held two fundraising events to support cancer care and children's mental health at Lakeridge Health, raising \$2,454.70.

Every year, the MusiCounts BandAid Program gives up to \$15,000 to schools across Canada to help them purchase new, or repair old, musical instruments and equipment. Mx. Shannon, music teacher at Mary Street Community School, advocated strongly for the school and they were lucky enough to receive the full \$15,000 to buy new Orff instruments.

Over the summer, many schools with the help of staff and community members grew and tended to school vegetable gardens.

- At Saywell Public School, Chief Custodian Thompson and her garden club created and maintained flower boxes.

- At Waverly Public School, students worked hard to create a vegetable garden as they welcomed families to enjoy and care for it over the summer.
- At Coronation Public School, staff from We Grow Food informed everyone about harvesting techniques and summer care.

On July 19th, 2022, the Ignite Learning Durham Foundation welcomed representatives from the Royal Bank of Canada to the Village Union Make a Difference Depot. They presented a generous donation of \$10,000 to help support DDSB students who face socioeconomic barriers.

Facilities Services kept busy over the summer with heating and ventilation upgrades, classroom renovations, window replacements, and roofing and masonry projects.

Some highlights include:

- The soon-to-be completed new roof, bell tower, and weather vane on the original Uxbridge Public School building which will replicate the historic style from 1911.
- Roof replacements at Anderson Collegiate Vocational Institute and Dr. Robert Thornton Public School.
- Renovations in the art, science, and music classrooms at Harmony Heights Public School.
- Washroom renovations and classroom upgrades at Vincent Massey Public School.
- The entire exterior of Biidaasige Mandamin Public School is in the process of being re-cladded.

The Great Beginnings Student Success program for young Black students was once again offered at Viola Desmond Public School this summer. The program had six educators, and 42 students enrolled. Interest in the program was overwhelming with educators offering cultural themes tied into curriculum and school programming.

DDSB is thrilled to announce that the Government of Ontario has provided approval to proceed with a new Beaverton Thorah Elementary School. The new school will be located at 270 King Street in Beaverton. The new building will include 418 student spaces, 49 childcare spaces, three child care rooms and one EarlyON room.

#### Dates of Significance:

Sept. 26-30	Safety Week
Sept. 21	International Day of Peace
Sept. 23	Terry Fox National Run Day
Sept. 25	Rosh Hashanah
Sept. 25	Franco-Ontarian Day
Sept 26-Oct 5	Navratri
Sept. 28	Rowan's Law Day
Sept. 22	Autumn Equinox
Sept. 30	Orange Shirt Day
Sept. 30	National Day for Truth and Reconciliation
October	Islamic Heritage Month
	Latin American Heritage Month

	Women's History Month
	Dyslexia Awareness Month
	LGBTQ+ History Month
	Autism Awareness Month
	Learning Disabilities Awareness Month
	National Principal's Month
	Child Abuse Prevention Month
	Disabilities Awareness Month
	Cyber Security Awareness Month
Oct. 1	Durga Puja begins
Oct. 2	National Custodial Workers' Day
Oct. 3	Standing Committee Meeting
Oct. 4	National Day of Action for Missing and Murdered Indigenous Women and Girls
Oct. 4	Yom Kippur begins
Oct. 5	World Teachers' Day
Oct. 5	International Walk to School Day
Oct. 5	Dussehra
Oct. 7	Eid-Milad-un-Nabi begins
Oct. 9	Sukkot
Oct. 10	World Mental Health Day
Oct. 11	National Coming Out Day
Oct. 11	International Day of the Girl
Oct. 10	Thanksgiving
Oct. 16-22	National Teen Driver Safety Week
Oct. 17	Simchat Torah begins
Oct. 17	Board Meeting
Oct. 18	Early Childhood Educators' Appreciation Day
Oct. 20	Special Education Advisory Committee
Oct. 22-26	Bus Safety Week
Oct. 24	Diwali
Oct. 24	PA Day - all schools
Oct. 26	Birth of the Bab begins
Oct. 27	Birth of Bahá'u'lláh begins
Oct. 27	Ontario Dress Purple Day
Oct. 31	Halloween
Oct. 31	Samhain begins

13. Recommended Actions

(a) Report: Standing Committee Meeting Minutes of September 6, 2022

Trustee Christine Thatcher shared with trustees the minutes of the Standing Committee meeting on September 6, 2022.

2022:RB82

MOVED by Trustee Scott Templeton

SECONDED by Trustee Donna Edwards

THAT THE BOARD RECEIVE THE MINUTES AND APPROVE THE ACTIONS OF THE SEPTEMBER 6, 2022, STANDING COMMITTEE MEETING.

CARRIED

(b) Amber Report Communication

Chair Carolyn Morton shared with trustees information on the tragic event which occurred in June with regards to an 11-year-old youth and how their disappearance did not warrant an Amber Alert to be issued by the Province of Ontario. Chair Morton proposed that the Board write a letter to the Province, asking that they broaden their scope of the Amber Alert System to include children and youth with special needs or develop a new community warning program, similar to the Amber Alert.

2022:RB82

MOVED by Chair Carolyn Morton

SECONDED by Trustee Donna Edwards

THAT THE DURHAM DISTRICT SCHOOL BOARD TRUSTEES REQUEST THE PROVINCE OF ONTARIO TO REVIEW THE CURRENT AMBER ALERT PROGRAM AND CRITERIA TO INCLUDE MISSING AND AT-RISK VULNERABLE PERSONS OR ESTABLISH A NEW PROGRAM.

CARRIED

(c) Trustee Vacancies

Chair Carolyn Morton and General Counsel Cotter provided trustees with information as to the establishment of a Vacancy Committee.

2022:RB83

MOVED by Trustee Niki Lundquist

SECONDED by Trustee Kate Bird

THAT THE BOARD OF TRUSTEES ESTABLISH A VACANCY COMMITTEE IN ACCORDANCE WITH SECTION 6.2.1 OF THE CONSOLIDATED BYLAWS.

CARRIED

(d) Election of Audit Committee Members

Chair Carolyn Morton called for nominations to the position of Audit Committee Member

2022:RB84

TRUSTEE SCOTT TEMPLETON SELF NOMINATED FOR THE POSITION OF AUDIT COMMITTEE MEMBER.

2022:RB85

TRUSTEE CAROLYN MORTON SELF NOMINATED FOR THE POSITION OF  
AUDIT COMMITTEE MEMBER.

Subsequent to three calls for additional nominations by Chair Carolyn Morton, and there being none, nominations for the position of Audit Committee Member were closed.

Trustee Scott Templeton and Carolyn Morton were acclaimed as Members of the Audit Committee.

- (e) Election of the Special Education Advisory Committee (SEAC), Liaison Trustee Second Member

2021:RB86

TRUSTEE LINDA LOWERY SELF-NOMINATED FOR THE POSITION SEAC, LIAISON TRUSTEE, SECOND MEMBER OF THE DURHAM DISTRICT SCHOOL BOARD.

Subsequent to three calls for additional nominations by Chair Carolyn Morton, and there being none, nominations for the position of the Special Education Advisory Committee (SEAC), Liaison Trustee, Second Member were closed.

Trustee Linda Lowery was acclaimed to the position of SEAC Liaison Trustee, Second Member.

- (f) 2022 Municipal Election: Appointment of Members to the Compliance Audit Committee

Executive Lead Robert Cerjanec provided trustees with an overview of the report and shared that it is a requirement under the Municipal Elections Act to establish a Compliance Audit Committee.

2022:RB87

MOVED by Trustee Niki Lundquist  
SECONDED by Trustee Donna Edwards

THAT THE BOARD OF TRUSTEES APPROVE THE DRAFT RESOLUTION AS OUTLINED IN APPENDIX A, AND APPOINTMENT OF MEMBERS TO THE COMPLIANCE AUDIT COMMITTEE AS OUTLINED IN APPENDIX B.

CARRIED

(g) Short Term Borrowing Resolution

Associate Director David Wright provided trustees with information on the resolution for short-term borrowing for the 2022-2023 school year, for the Board of Trustees' consideration.

2022:RB88

MOVED by Trustee Donna Edwards

SECONDED by Trustee Christine Thatcher

THAT THE BOARD OF TRUSTEES APPROVE THE BORROWING RESOLUTION FOR THE 2022- 2023 SCHOOL YEAR.

CARRIED

(h) Honoraria for Board Members

Associate Director David Wright provided trustees with information on the 2022-2026 honoraria for DDSB Board Members.

2022:RB89

MOVED by Trustee Scott Templeton

SECONDED by Trustee Kate Bird

THE FOLLOWING DRAFT RESOLUTION IS PROVIDED FOR THE BOARD OF TRUSTEES' CONSIDERATION:

THAT THE HONORARIA FOR BOARD MEMBERS FOR DURHAM DISTRICT SCHOOL BOARD FOR THE TERM OF OFFICE NOVEMBER 15, 2022 TO NOVEMBER 14, 2026, SHALL BE AS FOLLOWS:

A) BASE AMOUNT

- I. THE ANNUAL BASE AMOUNT PER TRUSTEE FOR THE PERIOD NOVEMBER 15, 2022 TO NOVEMBER 14, 2026 SHALL BE \$5,900.00.
- II. THE ANNUAL BASE AMOUNT FOR THE CHAIR AND VICE-CHAIR IN ALL YEARS OF THE TERM SHALL BE THE AMOUNT SET OUT ABOVE, PLUS AN ADDITIONAL \$2,500 FOR THE VICE-CHAIR AND AN ADDITIONAL \$5,000 FOR THE CHAIR.

B) THE ENROLMENT AMOUNT PER TRUSTEE WILL BE CALCULATED ANNUALLY, AND SHALL BE 100% OF THE AMOUNT DETERMINED WHEN MULTIPLYING THE BOARD'S DAY SCHOOL AVERAGE DAILY ENROLMENT (ADE) FOR THE PREVIOUS YEAR'S ESTIMATES BY \$1.75 AND DIVIDING BY THE NUMBER OF TRUSTEES, PLUS AN ADDITIONAL AMOUNT OF \$0.025 X ADE FOR THE POSITION OF VICE CHAIR, AND \$0.05 X ADE FOR THE POSITION OF CHAIR OF THE BOARD (IN ACCORDANCE WITH O.REG 357/06).

CARRIED

(i) Draft Learning Resource Selection Policy

Trustee Niki Lundquist provided trustees with an overview of the Draft Learning Resource Selection Policy that came before the Board as a Notice of Motion on June 20, 2022.

2022:RB90

MOVED by Trustee Niki Lundquist

SECONDED by Trustee Christine Thatcher

THAT THE BOARD OF TRUSTEES CONSIDER AND, AS IT MAY DEEM APPROPRIATE, APPROVE THE DRAFT LEARNING RESOURCE SELECTION POLICY.

CARRIED

(j) Revised Bylaw, Receiving Board Correspondence/Letters

Trustee Niki Lundquist shared with trustees the proposed amendment to Section 2.2.2 (h) of the Consolidated Bylaws to address the Chair's obligations with respect to correspondence received in the capacity as Chair of the Board of Trustees.

2022:RB91

MOVED by Trustee Niki Lundquist

SECONDED by Trustee Scott Templeton

THAT THE BOARD ADOPT THE REVISED BYLAW ON RECEIVING BOARD CORRESPONDENCE.

CARRIED

Trustee Niki Lundquist accepted Trustee Donna Edward's friendly amendment to Section 2.2.2 (h).

2022: RB92

MOVED by Trustee Donna Edwards

SECONDED by Trustee Niki Lundquist

TO STRIKE "IF AT ALL" FROM SECTION 2.2.2, SECTION H.

2022:RB93

MOVED by Trustee Niki Lundquist

SECONDED by Trustee Scott Templeton

THAT THE BOARD ADOPT THE REVISED BYLAW ON RECEIVING BOARD CORRESPONDENCE AND TO STRIKE "IF AT ALL" FROM SECTION 2.2.2 AT THE END OF SECTION H.

CARRIED

15. Information Items

(a) Quarterly Construction and Major Projects Progress Report

Associate Director David Wright introduced Head of Facilities Lisa Bianca who provided trustees with an update on the status of construction and major projects. Updates to this report will be provided to Trustees on a quarterly basis (September, January, March, and June), and will be posted on the Board's website.

Trustee questions were answered.

(b) Draft Accommodation Plan: Trends Issues and Future Opportunities 2022-2026

Associate Director David Wright introduced Head of Facilities Services Lisa Bianca and Manager of Property and Planning Carey Trombino who provided trustees with an overview of the draft annual Accommodation Plan: Trends, Issues and Future Opportunities for 2022-2026. The plan is updated annually and provides a broad spectrum of information related to accommodation planning, for both the short and long-term.

Trustee questions were answered.

2022:RB94

MOVED by Trustee Niki Lundquist

SECONDED by Trustee Scott Templeton

THAT THE DDSB BOARD OF TRUSTEES DRAFT URGENT CORRESPONDENCE TO THE MINISTER OF EDUCATION EXPRESSING THE NEED FOR CAPITAL FUNDING ON AN URGENT BASIS FOR AN ELEMENTARY SCHOOL IN WEST WHITBY.

CARRIED

(c) Report: SEAC Meeting, June 16, 2022

Trustee Donna Edwards presented the SEAC meeting minutes of June 16, 2022.

(d) Governance and Policy Committee Meeting, May 10, 2022

Trustee Niki Lundquist provided trustees with the May 10, 2022, Governance and Policy Committee meeting report.

(e) OPSBA Report

There was nothing to report at this time.



16. Correspondence

- i. Thames Valley District School Board
- ii. Municipality of Clarington
- iii. York Region District School Board

17. Other Business

There was no other business at this time.

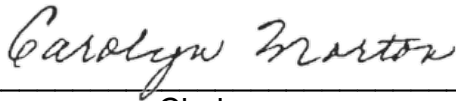
18. Adjournment

2022:RB95

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 9:30 p.m.



Chair



Secretary

## DRAFT

## MINUTES

### The Regular Meeting of the Board Monday, October 17, 2022

**A hybrid Regular Meeting of the Durham District School Board was held on this date.**

1. Call to Order:

Chair Carolyn Morton called the meeting to order at 7:30 p.m.

Members Present: Trustees Kate Bird, Donna Edwards, Darlene Forbes, Linda Lowery, Niki Lundquist, Scott Templeton, Christine Thatcher, Student Trustees Ben Cameron, Lauren Edwards, Gwen Kuyt

Officials Present: Director Norah Marsh, Associate Directors Jim Markovski, David Wright, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Jack Nigro, Executive Lead Robert Cerjanec, General Counsel Patrick Cotter, Human Rights and Equity Advisor Devika Mathur

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no declarations of interest at this time.

3. Moment of Silence/Acknowledgement

Chair Carolyn Morton advised that the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

4. O Canada

5. Adoption of Agenda

2022:RB96

MOVED by Trustee Kate Bird

SECONDED by Trustee Donna Edwards

THAT THE AGENDA IS APPROVED.

CARRIED

6. Minutes

2022:RB97

MOVED by Trustee Niki Lundquist

SECONDED by Trustee Kate Bird

THAT THE FOLLOWING APPROVED MINUTES BE RECEIVED:

- (a) THE BOARD MEETING MINUTES OF JUNE 20, 2022.
- (b) THE SPECIAL BOARD MEETING MINUTES OF JUNE 27, 2022.
- (c) THE SPECIAL BOARD MEETING MINUTES OF JULY 25, 2022.
- (d) THE SPECIAL BOARD MEETING MINUTES OF SEPTEMBER 6, 2022.

THAT THE FOLLOWING DRAFT MINUTES BE APPROVED:

- (e) THE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 19, 2022.

CARRIED

7. Community Presentations

There were no community presentations at this time.

8. Ministry Memorandums-Information Update

Director Norah Marsh provided trustees with the following update:

The Ministry of Education is returning to the claims-based process for Special Incidents Portion funding, which is the SIP allocation to boards that is connected to special education funding for specific students. The Ministry moved back to past practice as during COVID-19 they based the allocation on an average amount of previous years' allocations.

Trustee questions were answered.

9. Public Question Period

Executive Lead Robert Cerjanec read the following questions:

Devyn Pawley provided a written question with regards to school safety inspections. Staff responded to the question.

Lynda Yardley provided a written question with regards to the percentage of male and percentage female teaching staff at DDSB. Staff responded to the question.

Members of the Westcreek, Clara Hughes, Robert Munch and Sunset Heights Public School Communities provided written questions with regards to population growth in Durham. Staff responded to the question.

A member of the community provided a written question regarding DDSB property for an elementary school in the Taunton Road and Country Lane area. Staff responded to the question.

10. DDSB Presentations

(a) Educational Services Staff Award 2021-2022

Chair Carolyn Morton shared that at the June 2013 Board meeting, the Board approved the establishment of an annual Educational Services Staff Award. The award is to recognize a staff member/team affiliated with CUPE, consisting of office-clerical-technical staff, custodial and maintenance staff, and Educational Assistants. These staff support the safe operation of schools, keep schools clean and systems operating, and provide program support to teachers and students. The award provides the Board with the opportunity to recognize an educational services staff member who has made an exceptional contribution to the support of students, schools or the growth of others in the Board.

In addition to the recognition of winning the annual Educational Services Staff Award, each recipient receives \$500 toward a project or initiative of their choice.

A Committee consisting of the Chair of the Board, Carolyn Morton, Vice Chair of the Board, Christine Thatcher, Dennis Gibbs, President of CUPE Local 218, and Heather Mundy, Superintendent of Equitable Education for People and Culture, reviewed nominations and have selected Coleen Reader, Head Secretary at Lakewoods Public School, as the recipient for 2021-2022.

Director Norah Marsh, representing the Senior Team, acknowledged the compassion and community spirit of Colleen Reader as well as her service to the students, families and staff of Lakewoods Public School. As part of this award, Colleen has selected the Lakewoods Public School Breakfast Program to receive the \$500 program support.

Trustee questions were answered.

(b) Presentation-Student Trustees

Student Trustees Ben Cameron, Lauren Edwards and Gwen Kuyt provided trustees with a PowerPoint on the initiatives that the student trustees are working on for the 2022-2023 school year.

11. Report from the Committee of the Whole In Camera

Trustee Christine Thatcher reported on the actions of the Committee of the Whole In Camera meeting and confirmed that the following matters were discussed: the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian, and property matters.

2022:RB98

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Kate Bird

THAT THE BOARD APPROVE THE ACTIONS OF THE OCTOBER 17, 2022, IN  
CAMERA MEETING.

CARRIED

12. Good News from the System

Colin and Olivia from Henry Street High School shared good news from across the system on behalf of DDSB students.

Students across the District celebrated DDSB Safety Week in late-September with exercises, reminders, and drills to keep students and staff safe.

Sir William Stephenson Public School students in grades one and two had the opportunity to take the pedestrian safety course and rail safety at The Kids Safety Village.

DDSB maintenance staff also participated in fire prevention and extinguisher training with Ajax Fire and Emergency Services.

The Durham Integrated Arts Camp (DIAC) was able to re-launch after a two-year hiatus due to COVID 19. Students in grades seven to twelve with a passion for music, visual art, musical theatre, and dance had the opportunity to stay at Camp White Pine in Haliburton and engaged in daily program sessions.

Congratulations to Port Perry High School's very own Nick Ashmore for being a co-recipient of the 2022 Ontario Teacher Insurance Plan (OTIP) Award for Teaching Excellence in the category of "Teacher in their first five years"! Nick was nominated by fellow staff at Port Perry High School and was presented with this award in September at a ceremony in Toronto. The award included a \$1,000 donation to Port Perry High School.

Grade nine Henry Street High School student Christian M. is still two years away from getting his driver's license, but he is a Canadian championship go-kart driver. Christian's next challenge is later this week when he competes in the biggest race of his career, the World Championship Rok Cup Superfinal in Italy.

As we recognized Orange Shirt Day & the National Day for Truth and Reconciliation, on Friday September 30, 2022, students and staff across the DDSB wore orange shirts and flags were lowered to commemorate and recognize Residential School Survivors. Staff and students engaged in learning about the residential school system and the ongoing impacts of colonization. The Indigenous Education department continues to support Indigenous students, caregivers, and staff.

Students at GL Roberts CVI unveiled the school's new Black excellence mural in September.

Student members from the Black Student Association worked with an equity consultant, Black Graduation Coach, and staff to gather student perspectives reflected in the mural. The design celebrates and represents what students believe to be excellence in the Black community.

DDSB schools and students continue to support their community with fundraising efforts and assisting those affected by natural disasters.

Uxbridge Public School started their "10 Days of Giving" in support of the local community. Students and staff already collected 800 items in the first 7 days with all food to be donated to Loaves and Fishes Food Bank in Uxbridge.

Maxwell Heights Secondary School students showed their support for the people of Pakistan due to the recent floods that devastated the country. A total of \$650.00 was raised by students with the help of their teacher Ms. Nave.

Nottingham Public School classes collected 550 non-perishable food items for local food banks experiencing a shortage of supplies and an increase in people accessing food banks.

Schools across the District participated in Terry Fox's National School Run Day. It was inspiring to watch the dedication of students as they ran for this important cause.

#### Dates of Significance:

Oct. 18	Early Childhood Educators' Appreciation Day
Oct. 20	Special Education Advisory Committee
Oct. 22-26	Bus Safety Week
Oct. 24	Diwali
Oct. 24	PA Day - all schools
Oct. 26	Birth of the Bab begins
Oct. 27	Birth of Bahá'u'lláh begins
Oct. 27	Ontario Dress Purple Day
Oct. 31	Halloween
Oct. 31	Samhain begins
November	Albanian Heritage Month

## Regular Meeting of the Board Minutes

October 17, 2022

November	Hindu Heritage Month
Nov. 1	All Saints Day
Nov. 6-12	Treaties Recognition Week
Nov. 7	Standing Committee Meeting
Nov. 7-12	English as a Second Language Week
Nov. 7	Inuit Day
Nov. 8	Indigenous Veterans Day
Nov. 8	Guru Nanak Jayanti
Nov. 11	Remembrance Day
Nov. 15	Organizational Board Meeting
Nov. 16	Louis Riel Day
Nov. 16	Classroom Support Staff Appreciation Day
Nov. 20	Transgender Day of Remembrance
Nov. 21	Board Meeting
Nov. 25	Day of the Covenant begins
Nov. 25	International Day for the Elimination of Violence Against Women
Nov. 26	Holodomor Memorial Day
Nov. 28	Ascension Of Abdu'l-Bahá begins
Nov. 29	First day of Advent begins
Nov. 29	Giving Tuesday

13. Recommended Actions(a) Report: Standing Committee Meeting Minutes of October 3, 2022

Trustee Christine Thatcher shared with trustees the minutes of the Standing Committee meeting on October 3, 2022.

2022:RB99

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Kate Bird

THAT THE BOARD RECEIVE THE MINUTES AND APPROVE THE ACTIONS OF THE OCTOBER 3, 2022, STANDING COMMITTEE MEETING.

CARRIED

(b) Trustee Vacancy Committee Report

Chair Carolyn Morton shared with trustees that at the Board meeting on September 19, 2022, the Board established a Trustee Vacancy Committee in relation to recent vacancies on the Board of Trustees. A committee meeting was subsequently scheduled but unfortunately there was no quorum and that meeting had to be cancelled.

General Counsel Cotter provided comments and advice on the obligations under the Education Act with respect to the vacancies.

2022:RB100  
MOVED by Trustee Niki Lundquist  
SECONDED by Trustee Darlene Forbes

THAT THE BOARD NOT FILL THE TRUSTEE VACANCIES AND THE VACANCY BE FILLED DURING THE UPCOMING ELECTIONS AND THAT THE TRUSTEE VACANCY COMMITTEE BE DISSOLVED.

CARRIED

(c) Motion: Violent Incidents in Schools

Trustee Niki Lundquist provided trustees with an overview on the motion that was presented at the October 3, 2022, Standing Committee meeting.

Trustee questions were answered.

2022:RB101  
MOVED by Trustee Niki Lundquist  
SECONDED by Trustee Darlene Forbes

THAT TRUSTEES BE PROVIDED WITH A REPORT, ON AN URGENT BASIS, THAT ADDRESSES TRENDS IN VIOLENT INCIDENTS, OUTLINES STRATEGIES ADOPTED TO ADDRESS THE INCIDENTS AND ASSESSES WHETHER THE INTERVENTIONS ARE EFFECTIVE;

THAT THE REPORT SPEAKS TO THE IMPACT OF VIOLENT INCIDENTS ON VICTIMS, THE CHILD ENGAGED IN VIOLENT BEHAVIOUR, AND THOSE WITNESSING THE VIOLENCE;

AND THAT THE REPORT MUST INCLUDE DETAILS ON THE PROCEDURES EMPLOYED WHEN INCIDENTS OCCUR, INCLUDING, BUT NOT LIMITED TO, THE SHARING OF INFORMATION WITH PARENTS/GUARDIANS WHEN THEIR CHILD IS DIRECTLY INVOLVED OR A WITNESS TO ANY SERIOUS VIOLENT INCIDENT/ASSAULT; AND

THAT THE REPORT INCLUDE AN ASSESSMENT OF WHETHER THE BOARD HAS ADOPTED A TRAUMA-INFORMED APPROACH TO VIOLENT INCIDENTS AS THEY IMPACT STUDENTS AND STAFF AND WHETHER IMPROVEMENTS NEED TO BE MADE IN ANY OR ALL OF THESE AREAS.

Trustee Niki Lundquist amended the foregoing motion (2022:RB101):

2022:RB102  
MOVED by Trustee Niki Lundquist  
SECONDED by Trustee Darlene Forbes



THAT TRUSTEES BE PROVIDED WITH A REPORT, NO LATER THAN MARCH 2023 ON AN URGENT BASIS, THAT ADDRESSES TRENDS IN VIOLENT INCIDENTS, OUTLINES STRATEGIES ADOPTED TO ADDRESS THE INCIDENTS AND ASSESSES WHETHER THE INTERVENTIONS ARE EFFECTIVE;

THAT THE REPORT SPEAKS TO THE IMPACT OF VIOLENT INCIDENTS ON THOSE EXPERIENCING VIOLENCE, THE CHILD ENGAGED IN VIOLENT BEHAVIOUR, AND THOSE WITNESSING THE VIOLENCE AND ADDRESSES VIOLENCE PREVENTION STRATEGIES;

AND THAT THE REPORT MUST INCLUDE DETAILS ON THE PROCEDURES EMPLOYED WHEN INCIDENTS OCCUR, INCLUDING, BUT NOT LIMITED TO, THE SHARING OF INFORMATION WITH PARENTS/GUARDIANS WHEN THEIR CHILD IS DIRECTLY INVOLVED OR A WITNESS TO ANY SERIOUS VIOLENT INCIDENT/ASSAULT; AND

THAT THE REPORT INCLUDE AN ASSESSMENT OF WHETHER THE BOARD HAS ADOPTED A TRAUMA-INFORMED APPROACH TO VIOLENT INCIDENTS AS THEY IMPACT STUDENTS AND STAFF AND WHETHER IMPROVEMENTS NEED TO BE MADE IN ANY OR ALL OF THESE AREAS.

CARRIED

15. Information Items

(a) Student Trustee Suggested Motion

Student Trustees Ben Cameron, Lauren Edwards and Gwen Kuyt brought forward the following suggested motion for trustees' consideration.

Trustee questions were answered.

2022:RB103

MOVED by Trustee Niki Lundquist

SECONDED by Trustee Darlene Forbes

THAT THE CHAIR OF THE BOARD SEND A LETTER TO THE MINISTER OF EDUCATION, WITH COPIES TO LOCAL MPPS AND ALL OTHER SCHOOL BOARDS, REQUESTING THE EDUCATION ACT BE AMENDED TO GIVE STUDENT TRUSTEES THE RIGHT TO INDEPENDENTLY MOVE AND SECOND MOTIONS.

CARRIED

(b) Audit Committee Summary, September 21, 2022

Trustee Donna Edwards provided trustee with the summary from the September 21, 2022 Audit Committee meeting public session.

(c) Annual Audit Committee Report to the Ministry of Education

Associate Director David Wright provided trustees with an update on the Durham District School Board's Annual Audit Committee Report to the Ministry of Education, for the year ended August 31, 2022.

(d) Annual Audit Committee Report to the Board of Trustees

Associate Director David Wright provided trustees with an update on the duties performed by the Durham District School Board's Audit Committee for the year ended August 31, 2022.

(e) Clara Hughes Public School Boundary Review

Associate Director David Wright introduced Manager of Facilities Services Lisa Bianca who provided trustees with information on the public consultation and boundary review process for Clara Hughes Public School (PS) in accordance with the Durham District School Board's (DDSB) School Boundaries Regulation due to ongoing accommodation pressures. The Boundary Review Process is scheduled to begin in fall 2022. The new Clara Hughes Public School boundary would be effective for the 2023-2024 school year pending approval by the Board of Trustees.

Trustee questions were answered.

2022:RB104

MOVED by Trustee Darlene Forbes

SECONDED by Trustee Niki Lundquist

THAT THE DDSB WRITE A LETTER TO THE MINISTRY OF EDUCATION TO DRAW ATTENTION TO THE CURRENT SITUATION AT CLARA HUGHES AND DRAW CONNECTIONS TO UNCHECKED DEVELOPMENT AND THE INABILITY FOR THE DDSB TO KEEP PACE WITH NEW DEVELOPMENT AND BUILDING SCHOOLS TO SUPPORTING STUDENTS IN THOSE NEW DEVELOPMENTS.

CARRIED

(f) Governance and Policy Committee Meeting, June 13, 2022

Trustee Niki Lundquist provided trustees with the June 13, 2022, Governance and Policy Committee meeting report.

(g) Notice of Motion: Draft Consolidated Parent Involvement Committee (PIC) and School Community Council (SCC) Policy

Trustee Niki Lundquist provided trustee with an overview of the draft policy. This policy was approved by the Governance and Policy Committee to come forward to the Board of Trustees as a notice of motion to be adopted, if acceptable,

at the next meeting of the Board of Trustees on November 7, 2022.

(h) Notice of Motion: Supervisory Officer Recruitment Policy

Trustee Niki Lundquist provided an overview of the draft policy regarding Supervisory Officer recruitment. This policy was approved by the Governance and Policy Committee to come forward to the Board of Trustees as a notice of motion to be adopted, if acceptable, at the next meeting of the Board of Trustees on November 7, 2022.

Trustee questions were answered.

(i) Parent Involvement Committee Report, 2022-2023 Committee Representatives Notice of Motion: Supervisory Officer Recruitment Policy

Superintendent Margaret Lazarus provided trustees with an update on the membership of the DDSB Parent Involvement Committee (PIC) 2022-2023.

(j) OPSBA Report

Trustee Christine Thatcher provided trustees with a brief OPSBA update.

The updated Good Governance Guide will be ready electronically for the onboarding of the new trustees on November 15, 2022.

16. Correspondence

- i. Ministry of Education Response, Durham Catholic District School Board
- ii. OPSBA Staff Announcement
- iii. Simcoe County District School Board

17. Other Business

There was no other business at this time.

18. Adjournment

2022:RB105

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 9:45 p.m.

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Chair

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Secretary

**DRAFT**

**MINUTES**

**The Special Meeting of the Board  
Monday, November 7, 2022  
7:15 p.m.**

A hybrid Special Meeting of the Durham District School Board was held on this date.

1. Call to Order:

Roll Call: Chair Carolyn Morton

The Chair called the meeting to order at 7:41 p.m.

Members Present: Trustees Kate Bird, Donna Edwards, Darlene Forbes, Linda Lowery, Niki Lundquist, Scott Templeton, Christine Thatcher, Student Trustees Ben Cameron, Gwen Kuyt, Lauren Edwards

Officials Present: Director Norah Marsh, Associate Directors Jim Markovski and David Wright, Executive Lead Robert Cerjanec, General Counsel Patrick Cotter, Human Rights and Equity Advisor Devika Mathur, Superintendents Gary Crossdale, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills and Jack Nigro

Recording Secretary: Kathy Fitzpatrick

2. Declarations of Interest

There were no declarations of interest at this time.

3. Moment of Silence/Acknowledgement

Chair Carolyn Morton advised that the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

4. Adoption of Agenda

2022:SB36

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Linda Lowery

THAT THE AGENDA BE APPROVED.

CARRIED

5. DDSB Presentations

(a) Trustee Farewell Presentation

Chair Carolyn Morton and Director Norah Marsh acknowledged and thanked trustees for their dedication and service to the Durham District School Board and students during the 2018-2022 term.

6. Recommended Action

(a) Director's Performance Review

Trustee Christine Thatcher provided trustees with an update on the Director's Performance Review Committee (DPR) and shared that one of the key responsibilities of the Board of Trustees is to monitor and evaluate the performance of the Director of Education in meeting the obligations of the position under the Education Act, the Board's Policies and Procedures and the Board's multi-year strategic plan.

2022:SB37

MOVED by Trustee Christine Thatcher

SECONDED by Trustee Scott Templeton

THAT THE BOARD OF TRUSTEE APPROVE THE FOLLOWING:

1. THAT THE DIRECTOR OF EDUCATION PERFORMANCE REVIEW HAS BEEN COMPLETED;
2. THAT THE DIRECTOR OF EDUCATION POSITION PROFILE AND OBJECTIVES HAS BEEN APPROVED FOR THE UPCOMING YEAR AND WILL BE POSTED PUBLICLY ON THE BOARD WEBSITE; AND
3. THAT THE MOST CURRENT VERSION OF THE DIRECTOR'S EMPLOYMENT CONTRACT IS POSTED PUBLICLY ON THE BOARD WEBSITE.

CARRIED

Special Meeting of the Board Minutes  
November 7, 2022

(b) Draft Consolidated School Community Council (SCC) and Parent Involvement Committee (PIC) Policy

Trustee Scott Templeton provided trustees with information on the draft consolidated School Community Council (SCC) and Parent Involvement Committee (PIC) Policy that came before the Board as a Notice of Motion on October 17, 2022.

Trustee questions were answered.

2022:SB38

MOVED by Trustee Scott Templeton

SECONDED by Trustee Darlene Forbes

THAT THE BOARD OF TRUSTEES APPROVE THE DRAFT CONSOLIDATED SCHOOL COMMUNITY COUNCIL (SCC) AND PARENT INVOLVEMENT COMMITTEE (PIC) POLICY.

CARRIED

(c) Draft Revised Supervisory Officer Recruitment Policy

Trustee Scott Templeton provided trustees with information on the draft policy regarding Supervisory Officer recruitment that came before the Board as a Notice of Motion on October 17, 2022.

Trustee questions were answered.

2022:SB39

MOVED by Trustee Scott Templeton

SECONDED by Trustee Darlene Forbes

THAT THE BOARD ADOPT THE SUPERVISORY OFFICER RECRUITMENT POLICY AT APPENDIX "A" TO REPLACE THE HIRING OF SUPERINTENDENTS POLICY AND HIRING OF SUPERINTENDENTS REGULATION.

DEFEATED

Special Meeting of the Board Minutes  
November 7, 2022

Adjournment

2022:SB40  
MOVED By Trustee Carolyn Morton

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at 9:00 p.m.

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Chair

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Secretary



**Report of the Durham District School Board  
Standing Committee Public Session  
November 7, 2022**

The hybrid regular meeting of the Standing Committee of the Durham District School Board was held on this date.

1. Call to Order:

The Chair, Christine Thatcher called the meeting to order at 7:20 p.m.

Members Present: Trustees Kate Bird, Donna Edwards, Darlene Forbes, Linda Lowery, Carolyn Morton, Scott Templeton, Student Trustees Ben Cameron, Lauren Edwards and Gwen Kuyt

Regrets: Trustee Niki Lundquist

Officials Present: Director Norah Marsh, Associate Director David Wright, Superintendents Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Andrea McAuley, Heather Mundy, Stephen Nevills, Jack Nigro, Executive Lead Robert Cerjanec, General Counsel Patrick Cotter, Human Rights and Equity Advisor Devika Mathur

Recording Secretary: Kathy Fitzpatrick

2. Land Acknowledgement

The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

3. Declarations of Interest

There were no declarations of interest at this time.

4. Motion to Approve the Agenda

2022:SC30

MOVED by Trustee Christine Thatcher

THAT THE AGENDA BE APPROVED.

CARRIED

## 5. Director's Update

Director Norah Marsh shared with trustees the following update:

Earlier today the Government of Ontario has confirmed that they will rescind Bill 28 which had imposed a four-year contract on the employees within our system represented by CUPE, examples of which include:

- Custodial and maintenance staff;
- Office, clerical, and technical staff (i.e. school secretaries, clerical staff, and IT support staff);
- Student transportation (DSTS) staff;
- Educational Assistants and Outdoor Education staff; and
- Continuing Education staff.

These employees are generally the lowest paid employees in the education sector in terms of salary and benefits.

The promise to rescind Bill 28 occurred at a time when the labour movement was gearing up for what media were reporting was going to be a general strike action in sectors far broader than education as there was significant concern at how the unprecedented legislation passed by the government was undermining labour's right to collective bargaining.

Director Marsh indicated that she knows that many in the sector are pleased and relieved that the staff represented by CUPE will once again have the opportunity to negotiate the terms of their contract through regular collaborative bargaining processes.

As this situation continues to evolve, concerns about the direction from the Ministry of Education to offer synchronous learning in the absence of in-person learning are still relevant given that we may find ourselves in this situation again. During the pandemic we were able to move to synchronous learning for students because of the support and collaborative effort by CUPE members and all staff. In the context of this past week, and the potential of a longer shutdown, we would not have been able to offer virtual learning in a similar manner as we did during the pandemic. Virtual learning was not a viable solution.

For example, CUPE staff are responsible for deploying technology, for fixing technology, for supporting families and classroom staff when they encounter technological difficulties and support the whole infrastructure behind our platforms. Moreover, CUPE staff are in our classrooms doing the important work of Educational Assistants, which assisted in engaging students with special education needs in a less than ideal circumstance of on-line learning. Finally, CUPE staff respond to parent concerns and are a liaison between the school and the classroom at a time when we could not be in person.

The Ministry's direction to engage in synchronous learning gave the impression that in the absence of in-person learning, that classes were continuing, but the reality is that without CUPE staff, on-line learning is not a sustainable offering.

While the Director does not have the authority to not follow Ministry direction in this regard, it was not a strategy that was workable for any duration and in fact further alienates those families in most vulnerable situations. It is important that Trustees, as well as the community, understand the operational implications given where we are in the process and where we may find ourselves again.

For now, school is able to resume tomorrow, and we are hopeful that the strong reaction to the government's actions encourages it to fully engage in collective bargaining.

6. Recommended Actions

There were no recommended actions at this time.

7. Information Items

(a) Student Trustee Report

Student Trustees Ben Cameron, Gwen Kuyt and Lauren Edwards provided the following update:

On October 17, 2022, the Student Senate Symposium took place in the boardroom. The Student Senate had the opportunity to meet and discuss what the year ahead will look like. The day started off with a presentation from Mental Health Lead Steffanie Pelleboer who spoke about well-being.

Information was provided to the group on the Student Senate election process. The elections will take place at next meeting on November 21, 2022.

On the weekend of October 20 - 23, 2022 the Ontario Student Trustee Association (also known as OSTA - AECO) held the fall general meeting in Toronto. The conference had many keynote speakers who presented topics on mental health, governance and sexual education curriculum. Education Minister Stephen Lecce also spoke and expressed his appreciation for OSTA.

Student trustees joined the OSTA Working Groups, similar to the DDSB Student Senate, which was composed of student trustees from across the province. In these groups, we addressed issues and concerns that are affecting students across the province.

Student trustees are currently working on next year's student trustee elections and looking at ways to make the process more equitable for everyone running.

(b) Electronic Monitoring Procedure

General Counsel Patrick Cotter provided trustees with an overview of the *Electronic Monitoring Procedure* that has been adopted by the Durham District School Board (DDSB) in compliance with Bill 88, the *Working for Workers Act*. Bill 88 amended the *Employment Standards Act, 2000* ("ESA") in requiring employers with 25 or more employees to have a written policy disclosing electronic monitoring of employees.

Bill 88 requires employers to be transparent about electronic monitoring of employees that currently occurs in the workplace. The procedure does not introduce new forms of electronic monitoring. The electronic monitoring referenced in the attached procedure is outlined in applicable DDSB policies, procedures, and practices.

The procedure was adopted by Administrative Council on October 11, 2022, in compliance with the timelines in the legislation.

Trustee questions were answered.

(c) OPSBA Report

Trustee Christine Thatcher provided a brief update for trustees and shared that the Good Governance 2022-2026 will be available online November 15, 2022, and the hard copy will be provided at the PEZ Conference in January 2023.

8. Correspondence

- i. Halton District School Board
- ii. Rainy River District School Board
- iii. Waterloo District School Board

The above correspondence was shared with trustees for information.

9. Other Business

There was no other business at this time.

10. Adjournment

2022:SC31

MOVED by Trustee Christine Thatcher

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 7:40 p.m.

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Chair

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Secretary

## DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

**REPORT TO:** Durham District School Board **DATE:** November 21, 2022

**SUBJECT:** Financial Process and the **PAGE:** 1 of 4  
2021-2022 Financial Statements

**ORIGIN:** Norah Marsh, Director of Education and Secretary to the Board  
David Wright, Associate Director of Corporate Services and Treasurer of the Board  
Melissa Durward, Senior Manager of Finance

### 1.0 Purpose

The purpose of this report is to present the 2021-2022 Financial Statements to the Board of Trustees and to seek approval in accordance with the recommendation from the Audit Committee.

### 2.0 Ignite Learning Strategic Priority/Operational Goals

**Success** – *Set high expectations and provide support to ensure all staff and students reach their potential every year.*

**Well-being** – *Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.*

**Leadership** – *Identify future leaders, actively develop new leaders and responsively support current leaders.*

**Equity** – *Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.*

**Engagement** – *Engage students, parents and community members to improve student outcomes and build public confidence.*

**Innovation** – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

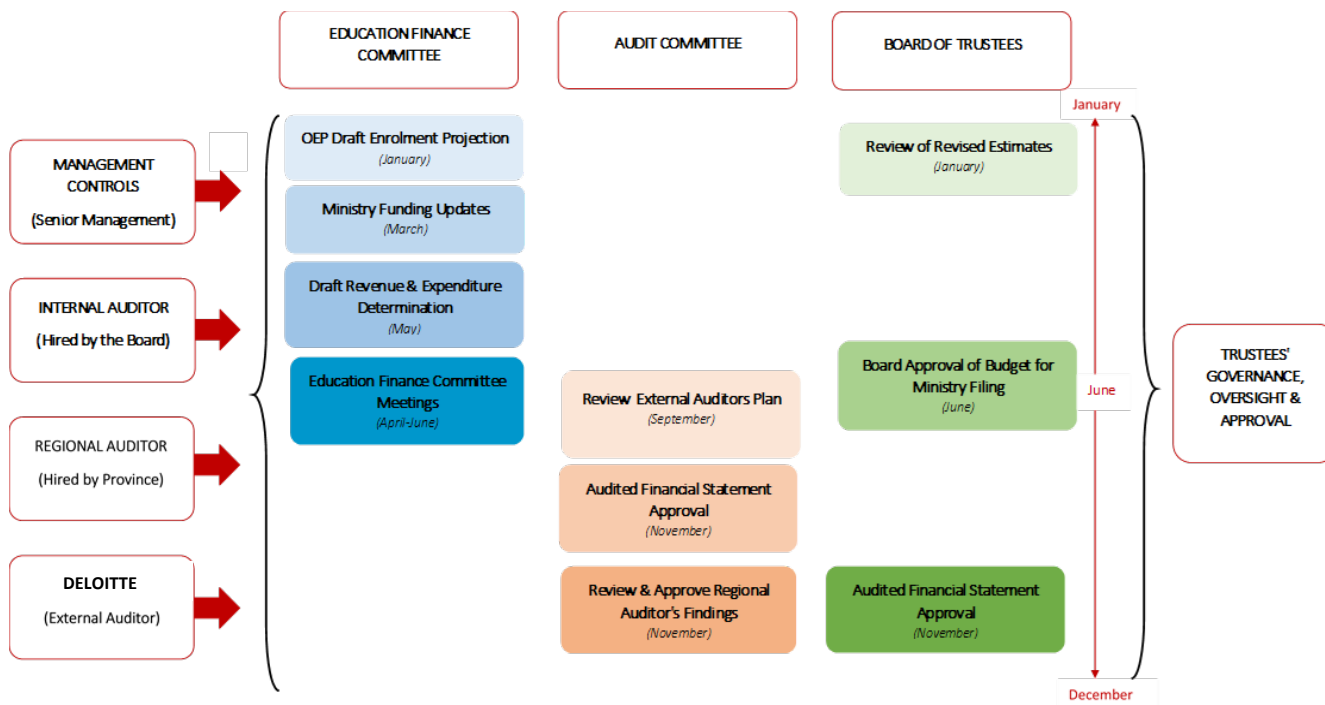
### 3.0 Background

#### 3.1 Financial Process

The following table outlines the layers of Financial Governance and oversight at school boards across the province. The three layers are:

- Education Finance Committee
- Audit Committee
- Board of Trustees

The following chart entitled Trustees' Governance, Oversight and Approval is provided for illustrative purposes:



### Education Finance Committee

The Ministry of Education announces the Grants for Student Needs (GSN), which generally provide the details of grant formulas and other criteria for education funding annually in March/April. The Ministry funding update and the Draft Official Enrolment Projections (OEP) are used by budget staff to build draft revenue and expenditures for the deliberations of the Education Finance Committee. Through several meetings, the Education Finance Committee receives information from Board Staff and public deputations. Once the budget is approved by the Education Finance Committee, it is presented to the Board of Trustees for their consideration.

### Audit Committee

The Audit Committee is composed of three Board of Trustees members and two independent members from the community. The primary role of the Audit Committee is to assist the Board of Trustees in fulfilling its duties related to governance and oversight. The duties of the Audit Committee fall under the following key areas: the financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors and the Board's compliance with its obligations under legislation. This Committee meets approximately four times per year.

### Board of Trustees

Public School Trustees are an important link between residents of the municipalities served by Durham District School Board (DDSB) and the Board. A Trustee is responsible, as a member of the Board:

- To govern and set policy;
- To govern for the provision of curriculum, facilities, human and financial resources;
- To advocate for the needs of the District; and
- As a constituency representative, to explain the policies and decisions of DDSB to residents.

The financial process for school boards is supported by senior management and auditors.

### **Senior Management**

Provides an environment of strong internal controls which correspond to best practices, Ministry/Provincial direction and Trustee approved Policies and Regulations.

### **Internal Audit**

Reviews individual school/location compliance with controls.

### **Regional Audit**

Reviews Board compliance with an entire process flow or control.

### **External Audit**

Reviews the Board's actual financial activity for the year-ended August 31 and provides an audit opinion with respect to overall compliance.

## **3.2 Financial Statements**

The External Auditors present the Audited Financial Statements for the year-ended August 31 to the Audit Committee. It represents the actual results for the period from September 1, 2021 to August 31, 2022. It is the financial results of this period which provide insight for the budget to be approved in June 2023, for the 2023-2024 school year.

## **4.0 Analysis**

### **4.1 2021-2022 Financial Statements**

The Board's external auditors from Deloitte were present at the November 10, 2022 Audit Committee meeting to present their audit opinion.

The audited financial statements for the year ended August 31, 2022 include:

- Consolidated Statement of Financial Position
- Consolidated Statement of Operations and Accumulated Surplus
- Consolidated Statement of Changes in Net Debt
- Consolidated Statement of Cash Flows
- Notes to Consolidated Financial Statements

These statements have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004: B2 and Ontario Regulation 395/11 of the Financial Administration Act. Note 1(a) to the consolidated financial statements further outlines this process.

Attached as Appendix A are the DDSB Audited Consolidated Financial Statements, September 21, 2021 – August 31, 2022, as audited by Deloitte.



**4.1.1 Consolidated Statement of Financial Position**

- Financial assets \$ 433,875,959
- Financial liabilities \$ 1,166,796,325
- Non-financial assets \$ 1,044,434,087

**4.1.2 Consolidated Statement of Operations and Accumulated Surplus**

- Revenues \$ 945,871,444
- Expenses \$ 934,813,969

**4.1.3 Notes to Consolidated Financial Statements**

- Retirement and other employee future benefits liabilities \$ 32,163,951
- Net debenture debt and capital loans \$ 203,313,302
- Tangible capital assets net book value \$ 1,031,815,902

**5.0 Financial Implications**

This information is reflected in the DDSB Audited Consolidated Financial Statements, September 1, 2021 – August 31, 2022.

**6.0 Evidence of Impact**

The preparation of these financial statements ensures that the Board is in compliance with Ontario Regulation 395/11 of the Financial Administration Act.

**7.0 Communication Plan**

The [2021-2022 Financial Statements](#) will be posted on DDSB's website.

**8.0 Recommendations**

At the November 10, 2022 Audit Committee meeting, the following motion was moved and approved:

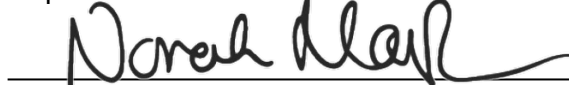
'That the Audit Committee recommend to the Board of Trustees that the 2021-2022 Audited Financial Statements of Durham District School Board, including transfers to and from internally restricted funds, be approved as presented.'

It is recommended that the Board of Trustees approve the 2021-2022 Audited Financial Statements of Durham District School Board, including transfers to and from internally restricted funds.

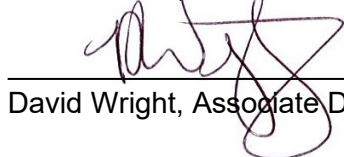
**9.0 Appendices**

Appendix A – DDSB Audited Consolidated Financial Statements,  
September 21, 2021 – August 31, 2022

Report reviewed and submitted by:



Norah Marsh, Director of Education and Secretary to the Board



David Wright, Associate Director of Corporate Services and Treasurer of the Board



## **Durham District School Board**

### ***AUDITED CONSOLIDATED FINANCIAL STATEMENTS***

**September 1, 2021 – August 31, 2022**

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## Financial statements of Durham District School Board

August 31, 2022

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# Management Report

Year ended August 31, 2022

## **Re: Management's Responsibility for the Consolidated Financial Statements**

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

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

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

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

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

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Director of Education

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Associate Director of Corporate Services  
and Treasurer of the Board

\_\_\_\_\_, 2022

# Independent Auditor's Report

To the Board of Trustees of the  
Durham District School Board

## Opinion

We have audited the consolidated financial statements of the Durham District School Board (the "Board"), which comprise the consolidated statement of financial position as at August 31, 2022, and the consolidated statements of operations and accumulated surplus, changes in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at August 31, 2022, and the results of its operations, changes in its net debt, and its cash flows for the year then ended in accordance with the basis of accounting described in Note 1 to the financial statements.

## Basis for Opinion

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

## Emphasis of Matter

Without modifying our opinion, we draw attention to Note 1 of the financial statements which describes the basis of accounting used in the preparation of these financial statements and the significant differences between such basis of accounting and Canadian public sector accounting standards. Our opinion is not modified in respect of this matter.

## Other Matter

The financial statements of the Board for the year ended August 31, 2021 were audited by another auditor who expressed an unmodified opinion on November 15, 2021.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the basis of accounting as described in Note 1 to the financial statements, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

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

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

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

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Board to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

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

Chartered Professional Accountants  
Licensed Public Accountants  
[Date]

**Durham District School Board**  
**Consolidated statement of financial position**  
As at August 31, 2022

	Notes	2022 \$	2021 \$
<b>Assets</b>			
Cash and cash equivalents		79,234,731	105,582,423
Accounts receivable		25,046,307	29,257,114
Account receivable – Government of Ontario	3	299,594,921	306,843,712
Investments	2	30,000,000	—
		<b>433,875,959</b>	<b>441,683,249</b>
<b>Liabilities</b>			
Temporary borrowing	8	36,600,000	39,000,000
Accounts payable and accrued liabilities	9, 18	49,707,547	81,623,476
Capital loans	7, 9	203,313,302	214,021,019
Deferred revenue	4	73,244,634	25,812,561
Retirement and other employee future benefits payable	6	32,163,951	36,027,730
Deferred capital contributions	5	771,766,891	768,683,190
		<b>1,166,796,325</b>	<b>1,165,167,976</b>
Net debt		<b>(732,920,366)</b>	<b>(723,484,727)</b>
<b>Non-financial assets</b>			
Prepaid expenses and other assets	20	12,618,185	3,185,637
Tangible capital assets	12	1,031,815,902	1,020,755,336
		<b>1,044,434,087</b>	<b>1,023,940,973</b>
Commitments and contingencies	16		
<b>Accumulated surplus</b>	13	<b>311,513,721</b>	<b>300,456,246</b>

The accompanying notes are an integral part of the consolidated financial statements.

Approved on behalf of the Board

\_\_\_\_\_, Chair of the Board

\_\_\_\_\_, Director of Education



**Durham District School Board****Consolidated statement of operations and accumulated surplus**

Year ended August 31, 2022

	Notes	Budget \$	2022 Actual \$	2021 Actual \$
<b>Revenue</b>				
Grants for Student Needs				
Provincial legislative grants	10	623,573,823	640,766,206	611,051,498
Education property tax	10	193,409,943	184,457,338	184,282,885
Amortization of deferred capital contributions	5	48,507,307	50,921,342	49,729,903
Other	20	11,333,189	33,947,040	30,531,574
Federal grants and fees	15	495,208	2,888,231	2,675,840
School generated funds		2,670,719	7,032,311	1,794,050
Individual tuition fees		247,464	462,236	633,827
Investment income		800,000	1,421,524	911,689
Other fees and revenue		11,360,397	23,975,216	20,790,014
		<b>892,398,050</b>	<b>945,871,444</b>	<b>902,401,280</b>
<b>Expenses</b>				
Instruction	11	703,860,380	717,523,484	674,437,049
Administration		22,331,704	22,959,499	22,138,958
Transportation		25,889,922	24,848,523	20,314,247
Pupil accommodation		137,613,139	140,311,411	127,849,782
School generated funds		2,670,719	6,758,405	2,693,785
Other	20	4,838,641	22,412,647	22,041,566
		<b>897,204,505</b>	<b>934,813,969</b>	<b>869,475,387</b>
Annual (deficit) surplus		(4,806,455)	11,057,475	32,925,893
Accumulated surplus, beginning of year		269,078,498	300,456,246	267,530,353
<b>Accumulated surplus, end of year</b>	13	<b>264,272,043</b>	<b>311,513,721</b>	<b>300,456,246</b>

The accompanying notes are an integral part of the consolidated financial statements.

**Durham District School Board****Consolidated statement of changes in net debt**

Year ended August 31, 2022

	<b>Budget</b> \$	<b>2022 Actual</b> \$	2021 Actual \$
<b>Annual (deficit) surplus</b>	<b>(4,806,455)</b>	<b>11,057,475</b>	32,925,893
<b>Tangible capital asset activities</b>			
Purchase of tangible capital assets, net of disposals	<b>(108,258,144)</b>	<b>(69,347,095)</b>	(84,808,470)
Amortization of tangible capital assets	<b>55,523,453</b>	<b>58,286,529</b>	56,810,499
	<b>(52,734,691)</b>	<b>(11,060,566)</b>	(27,997,971)
<b>Other non-financial asset activities</b>			
Change in prepaid expenses and other assets	—	<b>(9,432,548)</b>	10,959,560
Change in net debt	<b>(57,541,146)</b>	<b>(9,435,639)</b>	15,887,482
Net debt, beginning of year	<b>(723,484,727)</b>	<b>(723,484,727)</b>	(739,372,209)
<b>Net debt, end of year</b>	<b>(781,025,873)</b>	<b>(732,920,366)</b>	(723,484,727)

The accompanying notes are an integral part of the consolidated financial statements.

**Durham District School Board**  
**Consolidated statement of cash flows**  
Year ended August 31, 2022

	Notes	2022 \$	2021 \$
<b>Operating activities</b>			
Annual surplus		<b>11,057,475</b>	32,925,893
Items not involving cash			
Amortization of tangible capital assets	12	<b>57,043,383</b>	56,810,499
Loss on tangible capital assets' disposal		<b>1,243,146</b>	—
Amortization of deferred capital contributions	5	<b>(50,921,342)</b>	(49,729,903)
Changes in non-cash assets and liabilities			
Accounts receivable		<b>4,210,807</b>	46,333,647
Assets held for sale		—	124,735
Prepaid expenses and other assets		<b>(9,432,548)</b>	10,959,560
Accounts payable and accrued liabilities		<b>(31,915,929)</b>	(27,649,447)
Deferred revenue – operating	4	<b>3,356,076</b>	5,493,754
Retirement and other employee future benefits payable		<b>(3,863,779)</b>	(2,386,679)
		<b>(19,222,711)</b>	72,882,059
<b>Capital activity</b>			
Purchase of tangible capital assets, net of disposals	12	<b>(69,347,095)</b>	(84,808,470)
<b>Investing activity</b>			
Acquisition of investments, net		<b>(30,000,000)</b>	—
<b>Financing activities</b>			
Increase (decrease) in account receivable – Government of Ontario, net		<b>7,248,791</b>	(28,402,454)
Temporary borrowing		<b>(2,400,000)</b>	22,500,000
Capital loan repayments	9	<b>(10,707,717)</b>	(10,244,199)
Additions to deferred capital contributions	5	<b>54,005,043</b>	67,318,142
Change in deferred revenue – capital	4	<b>44,075,997</b>	5,630,244
		<b>92,222,114</b>	<b>56,801,733</b>
(Decrease) increase in cash and cash equivalents		<b>(26,347,692)</b>	44,875,322
Cash and cash equivalents, beginning of year		<b>105,582,423</b>	60,707,101
<b>Cash and cash equivalents, end of year</b>		<b>79,234,731</b>	<b>105,582,423</b>
<b>Cash and cash equivalents consist of</b>			
Cash		<b>79,234,731</b>	105,582,423
Cash equivalents		—	—
		<b>79,234,731</b>	<b>105,582,423</b>

The accompanying notes are an integral part of the consolidated financial statements.

**Durham District School Board**  
**Notes to the consolidated financial statements**  
August 31, 2022

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**1. Significant accounting policies:**

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

(a) Basis of accounting:

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

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

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

**Durham District School Board**  
**Notes to the consolidated financial statements**  
August 31, 2022

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**1. Significant accounting policies (continued):**

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

- (i) government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with Public Sector Accounting Standard PS3410, Government Transfers;
- (ii) externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with Public Sector Accounting Standard PS3100, Restricted Assets and Revenues; and
- (iii) property taxation revenue be reported as revenue when received or receivable in accordance with Public Sector Accounting Standard PS3510, Tax Revenue.

As a result, revenue recognized in the consolidated statement of operations and accumulated surplus and certain related deferred revenue and deferred capital contributions would be recorded differently under Canadian public sector accounting standards.

**(b) Reporting entity:**

The consolidated financial statements reflect the assets, liabilities, revenues, expenses and accumulated surplus of the reporting entity. The reporting entity comprises all organizations accountable for the administration of their financial affairs and resources to Durham District School Board (the "Board") and which are controlled by the Board.

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

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

**(c) Trust funds:**

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

**Durham District School Board**  
**Notes to the consolidated financial statements**  
August 31, 2022

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**1. Significant accounting policies (continued):**

(d) Cash and cash equivalents:

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

(e) Investments:

Temporary investments consist of marketable securities which are liquid short-term investments with maturities of between three months and one year at the date of acquisition, and are carried on the consolidated statement of financial position at the lower of cost or market value.

Long-term investments consist of investments that have maturities of more than one year. Long-term investments are recorded at cost and assessed regularly for permanent impairment.

(f) Deferred revenue:

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

(g) Deferred capital contributions:

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, are recorded as deferred capital contributions when the asset has been acquired as required by Regulation 395/11. These amounts are recognized as revenue in the consolidated statement of operations and accumulated surplus at the same rate and over the same period that the related tangible capital asset is amortized. The following items fall under this category:

- (i) government transfers received or receivable for capital purpose;
- (ii) other restricted contributions received or receivable for capital purpose; and
- (iii) property taxation revenue which were historically used to fund capital assets.

**Durham District School Board**  
**Notes to the consolidated financial statements**  
August 31, 2022

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**1. Significant accounting policies (continued):**

(h) Retirement and other employee future benefits:

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance, health care benefits, dental benefits, retirement gratuity, worker's compensation and long-term disability benefits.

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the Principals and Vice-Principals Associations, the following Employee Life and Health Trusts ("ELHTs") were established in 2016-2017: Elementary Teachers' Federation of Ontario ("ETFO"), ETFO-EW and Ontario Secondary School Teachers' Federation ("OSSTF"). The following ELHTs were established in 2017-2018: Canadian Union of Public Employees ("CUPE"), Education Workers' Benefits Trust ("EWBT") and Ontario Non-union Education Trust ("ONE-T") for non-unionized employees including principals and vice-principals. The ELHTs provide health, dental and life insurance benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), and other school board staff and retired individuals from the school board's participation date into the ELHTs. These benefits are being provided through a joint governance structure between the bargaining/employee groups, school board trustees associations and the Government of Ontario. The Board no longer administers health, life and dental plans for their employees and instead are required to fund the ELHTs on a monthly basis based on a negotiated amount per full-time equivalency ("FTE"). Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs ("GSN"), including additional ministry funding in the form of a Crown contribution, and Stabilization Adjustment.

Depending on prior arrangements and employee groups, the Board continues to provide health, dental and life insurance benefits for retired individuals.

**Durham District School Board**  
**Notes to the consolidated financial statements**  
August 31, 2022

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**1. Significant accounting policies (continued):**

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

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

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

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

- (ii) The cost of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System ("OMERS") pension, is the employer's contribution due to the plan during the year.
- (iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the year.



**Durham District School Board**  
**Notes to the consolidated financial statements**  
August 31, 2022

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**1. Significant accounting policies (continued):**

(i) Tangible capital assets:

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

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

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

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Land improvements with finite lives	15 years
Buildings	20 years and 40 years
Portable structures	20 years
First-time equipping of schools	10 years
Furniture	10 years
Equipment	5 - 15 years
Computer hardware	3 years
Computer software	5 years
Vehicles	5 - 10 years
Buildings - leasehold improvements	Remaining term of lease

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

**Durham District School Board**  
**Notes to the consolidated financial statements**  
August 31, 2022

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**1. Significant accounting policies (continued):**

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets that meet the criteria for financial assets are reclassified as assets held for sale on the consolidated statement of financial position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

(j) Government transfers:

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

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

(k) Investment income:

Investment income earned is reported as revenue in the fiscal year earned.

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

(l) Budget figures:

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Board of Trustees (the "Trustees"). The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model.

**Durham District School Board**  
**Notes to the consolidated financial statements**  
August 31, 2022

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**1. Significant accounting policies (continued):**

(m) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Board is directly responsible or accepts responsibility for the liability;
- (iv) future economic benefits will be given up; and
- (v) a reasonable estimate of the liability can be made.

(n) Education property tax revenue:

Under Canadian public sector accounting standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province of Ontario (the "Province"). As a result, education property tax revenue received from the municipalities is recorded as part of Grants for Student Needs, which are reported in provincial grants – grants for student needs revenue.

(o) Use of estimates:

The preparation of consolidated financial statements in conformity with the basis of accounting described in note 1 requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in the consolidated statement of operations and accumulated surplus in the year in which they become known. Estimates include assumptions used in estimating the collectability of accounts receivable to determine the allowance for doubtful accounts, in estimating provisions for accrued liabilities and in performing actuarial valuations of employee future benefits liabilities. In addition, the Board's implementation of Public Sector Accounting Standard PS3150, Tangible Capital Assets, requires management to make estimates of historical cost and useful lives of tangible capital assets. Actual results could differ from these estimates.

**Durham District School Board**  
**Notes to the consolidated financial statements**  
 August 31, 2022

**2. Investments:**

Investments consist of GICs and are recorded at cost. These investments are assessed regularly for impairment and are written down if a permanent impairment exists. Investments consist of the following:

August 31, 2022	Issue Date	Maturity Date	Interest Rate (%)	Principal Amount (\$)
GIC, 2 years	December 14, 2021	December 14, 2023	1.61	\$15,000,000
GIC, 3 years	December 14, 2021	December 16, 2024	1.85	\$15,000,000
				<b>\$30,000,000</b>

August 31, 2021	Issue Date	Maturity Date	Interest Rate (%)	Principal Amount (\$)
				\$ -
				<b>\$ -</b>

**3. Accounts receivable – Government of Ontario:**

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

The balance of capital grants included in the accounts receivable balance from the Government of Ontario as at August 31, 2022 is \$222,755,093 (2021 - \$242,167,870).

The Ministry introduced a cash management strategy effective September 1, 2018. As part of the strategy, the Ministry delays part of the grant payment to school boards where the adjusted accumulated surplus and deferred revenue balances are in excess of certain criteria set out by the Ministry. The balance of delayed grant payments included in the receivable balance from the Government of Ontario at August 31, 2022 is \$51,892,453 (2021 - \$57,128,910).

**Durham District School Board**  
**Notes to the consolidated financial statements**  
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**4. Deferred revenue:**

Revenue received that has been set aside for specific purposes by legislation, regulation or agreement is included in deferred revenue and reported in the consolidated statement of financial position.

Deferred revenue set aside for specific purposes by legislation, regulation or agreement as at August 31, 2022 is summarized below:

August 31, 2022	Deferred revenue, beginning of year	Increase	Decrease	Deferred revenue, end of year
Education development charges	\$ -	\$ 18,279,732	\$ 18,279,732	\$ -
Proceeds of disposition, including interest allocation	1,972,702	47,263,139	1,232,449	48,003,392
Other:				
Capital	15,039,926	43,515,667	45,470,360	13,085,233
Operating	8,799,933	134,505,254	131,149,178	12,156,009
	\$25,812,561	\$243,563,792	\$196,131,719	\$73,244,634

**Durham District School Board**  
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**4. Deferred revenue (continued):**

August 31, 2021	Deferred revenue, beginning of year	Increase	Decrease	Deferred revenue, end of year
Education development charges	\$ -	\$ 15,305,980	\$ 15,305,980	\$ -
Proceeds of disposition, including interest allocation	2,410,694	795,745	1,233,737	1,972,702
Other:				
Capital	9,185,245	12,421,327	6,566,646	15,039,926
Operating	3,092,624	118,703,503	112,996,194	8,799,933
	\$14,688,563	\$147,226,555	\$136,102,557	\$25,812,561

**5. Deferred capital contributions:**

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

	2022	2021
Balance, beginning of year	\$ 768,683,190	\$ 751,094,951
Additions to deferred capital contributions	54,005,043	67,318,142
Revenue recognized in the year	(50,921,342)	(49,729,903)
Balance, end of year	\$ 771,766,891	\$ 768,683,190

**Durham District School Board**  
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**6. Retirement and other employee future benefits:**

Retirement and other employee future benefits liabilities:

	Retirement benefits	Other employee future benefits	Total employee future benefits
August 31, 2022			
Accrued benefit obligation	\$ 21,593,088	\$ 11,380,148	\$ 32,973,236
Unamortized actuarial loss	(809,285)	-	(809,285)
Retirement and other employee future benefits liability at August 31	\$ 20,783,803	\$ 11,380,148	\$ 32,163,951

	Retirement benefits	Other employee future benefits	Total employee future benefits
August 31, 2021			
Accrued benefit obligation	\$ 27,294,052	\$ 12,356,049	\$ 39,650,101
Unamortized actuarial loss	(3,622,371)	-	(3,622,371)
Retirement and other employee future benefits liability at August 31	\$ 23,671,681	\$ 12,356,049	\$ 36,027,730

Retirement and other employee future benefits expense:

	Retirement benefits	Other employee future benefits	Total employee future benefits
August 31, 2022			
Current year benefit cost	\$ -	\$ 1,630,017	\$ 1,630,017
Interest on accrued benefit obligation	590,008	190,739	780,747
Amortized actuarial loss	794,393	115,330	909,723
Employee future benefits expense <sup>(1)</sup>	\$ 1,384,401	\$ 1,936,086	\$ 3,320,487

**Durham District School Board**  
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**6. Retirement and other employee future benefits (continued):**

August 31, 2021	Retirement benefits	Other employee future benefits	Total employee future benefits
Current year benefit cost	\$ –	\$ 2,402,918	\$ 2,402,918
Interest on accrued benefit obligation	550,409	160,148	710,557
Amortized actuarial loss	864,182	239,755	1,103,937
Employee future benefits expense <sup>(1)</sup>	\$ 1,414,591	\$ 2,802,821	\$ 4,217,412

<sup>(1)</sup>Excluding pension contributions to OMERS, a multi-employer pension plan described below.

(a) Retirement benefits:

(i) Ontario Teachers' Pension Plan:

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

(ii) Ontario Municipal Employees Retirement System:

All non-teaching employees of the Board are eligible to be members of OMERS, a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board's contributions equal the employee's contributions to the plan. During the year ended August 31, 2022, the Board contributed \$11,239,665 (2021 - \$11,179,253) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.



**Durham District School Board**  
**Notes to the consolidated financial statements**  
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**6. Retirement and other employee future benefits (continued):**

(iii) Retirement gratuities:

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

(iv) Retirement life insurance and health care benefits:

The Board provides life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. The premiums are based on the Board experience and retirees' premiums may be subsidized by the Board. The benefit costs and liabilities related to the plan are provided through an unfunded defined benefit plan and are included in the Board's consolidated financial statements. Effective September 1, 2013, employees retiring on or after this date, do not qualify for Board subsidized premiums or contributions.

(b) Other employee future benefits:

(i) Sick leave top-up benefits:

A maximum of 11 unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit costs expensed in the consolidated financial statements are \$842,417 (2021 - \$961,960).

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2022 (the date at which the probabilities of usage were determined) and is based on the average daily salary and banked sick days of employees as at August 31, 2022.

**Durham District School Board**  
**Notes to the consolidated financial statements**  
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**6. Retirement and other employee future benefits (continued):**

(ii) Workplace Safety and Insurance Board ("WSIB") obligations:

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Board Act (the "Act") and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. School boards are required to provide salary top-up to a maximum of 4-1/2 years for employees receiving payments from WSIB, where the collective agreement negotiated prior to 2012 included such a provision.

(iii) Long-term disability:

The costs of salary compensation paid to employees on long-term disability leave are fully insured and are not included in the defined benefit plan.

The accrued benefit obligations for employee future benefit plans as at August 31, 2022 are based on actuarial assumptions of future events determined for accounting purposes as of August 31, 2022 and based on updated average daily salary and banked sick days as at August 31, 2022. These valuations take into account the plan changes outlined above and assumptions about future events. The economic assumptions used in these valuations are the Board's best estimates of expected rates:

	2022	2021
Inflation	2.00%	1.50%
Wages and salary escalation	2.00%	2.00%
Insurance and health care cost escalation	3.00% - 5.00%	4.50% - 7.00%
Discount on accrued benefit obligations	3.90%	1.80%

**Durham District School Board**  
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**7. Capital loans:**

Capital loans reported on the consolidated statement of financial position comprises the following:

	2022	2021
Capital loan - Good Places to Learn:		
4.56%, 25-year amortizing debenture for \$25,375,026 held with Ontario Financing Authority, maturing November 2031	\$ 13,076,997	\$ 14,155,207
4.90%, 25-year amortizing loan for \$14,996,927 held with Ontario Financing Authority, maturing March 2033	8,733,994	9,335,261
5.06%, 25-year amortizing loan for \$15,944,350 held with Ontario Financing Authority, maturing March 2034	10,008,997	10,614,610
5.232%, 25-year amortizing loan for \$34,865,412 held with Ontario Financing Authority, maturing April 2035	23,440,558	24,685,517
4.83%, 25-year amortizing loan for \$17,404,657 held with Ontario Financing Authority, maturing March 11, 2036	12,110,727	12,714,876
Capital loan - New Pupil Places:		
4.86%, 25-year amortizing loan for \$16,000,000 held with Ontario Financing Authority, maturing June 2033	9,545,596	10,179,941
5.047%, 25-year amortizing loan for \$74,957,615 held with Ontario Financing Authority, maturing November 2034	48,790,742	51,534,553
3.97%, 25-year amortizing loan for \$1,772,255 held with Ontario Financing Authority, maturing March 2036	1,245,366	1,307,852
3.564%, 25-year amortizing loan for \$13,710,012 held with Ontario Financing Authority, maturing March 2037	9,568,239	10,051,289
4.003%, 25-year amortizing loan for \$12,786,341 held with Ontario Financing Authority, maturing March 2039	9,936,782	10,344,298
2.993%, 25-year amortizing loan for \$35,634,064 held with Ontario Financing Authority, maturing March 2040	28,077,688	29,255,716
3.242%, 25-year amortizing loan for \$25,580,732 held with Ontario Financing Authority, maturing March 2041	21,126,061	21,929,452
3.594%, 25-year amortizing loan for \$8,867,856 held with Ontario Financing Authority, maturing March 2042	7,651,555	7,912,447
	<b>\$203,313,302</b>	<b>\$214,021,019</b>

**Durham District School Board**  
**Notes to the consolidated financial statements**  
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**7. Capital loans (continued):**

Principal and interest payments relating to capital loans of \$203,313,302 (2021 - \$214,021,019) outstanding as at August 31, 2022 and 2021 are due as follows:

2022	Principal	Interest	Total
2022 - 2023	\$ 11,192,875	\$ 8,733,457	\$ 19,926,332
2023 - 2024	11,700,700	8,225,630	19,926,330
2024 - 2025	12,232,284	7,694,045	19,926,329
2025 - 2026	12,788,763	7,137,566	19,926,329
2026 - 2027	13,371,329	6,555,000	19,926,329
Thereafter	142,027,351	30,872,797	172,900,148
	<b>\$ 203,313,302</b>	<b>\$ 69,218,495</b>	<b>\$ 272,531,797</b>

2021	Principal	Interest	Total
2021 - 2022	\$ 10,707,718	\$ 9,218,613	\$ 19,926,331
2022 - 2023	11,192,875	8,733,457	19,926,332
2023 - 2024	11,700,700	8,225,630	19,926,330
2024 - 2025	12,232,284	7,694,045	19,926,329
2025 - 2026	12,788,763	7,137,566	19,926,329
Thereafter	155,398,679	37,427,797	192,826,476
	<b>\$ 214,021,019</b>	<b>\$ 78,437,108</b>	<b>\$ 292,458,127</b>

**8. Temporary borrowing:**

The Board has a line of credit available to the maximum of \$115,000,000 to address operating requirements and/or to bridge capital expenditures.

Interest on the operating facilities is the bank's prime lending rate minus 0.50%, while CDOR facility is the CDOR rate plus 0.75%. All loans are unsecured, due on demand and are in the form of bankers' acceptance notes and bank overdraft.

As at August 31, 2022, the amount drawn under the bankers' acceptance facility was \$36,600,000 (2021 - \$39,000,000) at a rate of 3.795% (2021 - 1.17%).

**Durham District School Board**  
**Notes to the consolidated financial statements**  
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**9. Debt charges and interest on capital loans and leases:**

	2022	2021
Capital loan principal payments	\$ 10,707,717	\$ 10,244,199
Interest on capital loan	9,218,613	9,682,130
Interest on temporary financing	925,529	547,770
	<b>\$ 20,851,859</b>	<b>\$ 20,474,099</b>

Included in capital loans repayment on the consolidated statement of cash flows in total of \$10,707,717 (2021 - \$10,244,199) are principal payments on long-term debt of \$10,707,717 (2021 - \$10,244,199).

**10. Grants for student needs:**

School boards in Ontario receive the majority of their funding from the Province. This funding comes in two forms: provincial legislative grants and local taxation in the form of education property tax. The provincial government sets the education property tax rate. Municipalities in which the Board operates collect and remit education property taxes on behalf of the Province. The Province provides additional funding up to the level set by the education funding formulas. 87 percent of the consolidated revenues of the Board are directly controlled by the provincial government through the grants for student needs. The payment amounts of this funding are as follows:

	2022	2021
Provincial legislative grants	\$ 640,766,206	\$ 611,051,498
Education property tax	184,457,338	184,282,885
<b>Grants for student needs</b>	<b>\$ 825,223,544</b>	<b>\$ 795,334,383</b>

**Durham District School Board**  
**Notes to the consolidated financial statements**  
August 31, 2022

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**11. Expenses by object:**

The following is a summary of the expenses reported on the consolidated statement of operations and accumulated surplus by object:

	Budget 2022	Actual 2022	Actual 2021
	(note 17)		
Salary and wages	\$ 642,528,762	\$ 649,378,064	\$ 610,301,532
Employee benefits	100,596,308	103,601,094	96,643,743
Staff development	624,318	1,071,882	970,024
Supplies and services	45,150,215	47,102,812	39,763,037
Interest	9,552,258	10,014,580	10,094,210
Rental expenses	275,080	310,880	250,356
Fees and contract services	35,789,488	35,065,490	30,431,082
Other	4,493,904	23,224,233	21,517,119
School funded activities	2,670,719	6,758,405	2,693,785
Amortization, write-down and loss on disposal of tangible capital assets	55,523,453	58,286,529	56,810,499
	<b>\$ 897,204,505</b>	<b>\$ 934,813,969</b>	<b>\$ 869,475,387</b>

**Durham District School Board**  
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**12. Tangible capital assets:**

Cost	Balance at August 31, 2021	Additions	Disposals and adjustments	Balance at August 31, 2022
Land	\$ 175,742,228	\$15,680,090	\$ (562,044)	\$ 190,860,274
Land improvements	14,290,175	3,191,655	-	17,481,830
Buildings - 40 years	1,227,486,744	57,145,494	(4,121,971)	1,280,510,267
Buildings - 20 years	1,732,114	-	-	1,732,114
Buildings - leasehold improvements	15,651	-	-	15,651
Portable structures	25,383,671	4,625,659	-	30,009,330
First-time equipping of schools	11,897,500	917,773	(715,790)	12,099,483
Furniture	464,782	67,615	(6,380)	526,017
Equipment	6,892,216	391,583	(296,652)	6,987,147
Computer hardware	49,194,553	11,218,067	(9,816,279)	50,596,341
Computer software	987,240	-	(391,498)	595,742
Vehicles	1,470,999	-	(412,615)	1,058,384
Assets under construction	25,112,975	1,226,000	(24,294,799)	2,044,176
<b>Total</b>	<b>\$1,540,670,848</b>	<b>\$94,463,936</b>	<b>\$(40,618,028)</b>	<b>\$1,594,516,756</b>

Accumulated amortization	Balance at August 31, 2021	Amortization	Disposals and adjustments	Balance at August 31, 2022
Land improvements	\$ 4,753,740	\$ 1,078,214	\$ -	\$ 5,831,954
Buildings - 40 years	469,946,813	38,357,913	(2,618,826)	505,685,900
Buildings - 20 years	328,259	86,606	-	414,865
Buildings - leasehold improvements	15,651	-	-	15,651
Portable structures	8,666,315	1,392,537	-	10,058,852
First-time equipping of schools	6,010,955	1,141,489	(715,790)	6,436,654
Furniture	216,070	49,224	(6,380)	258,914
Equipment	2,878,331	628,641	(296,652)	3,210,320
Computer hardware	25,241,832	14,053,963	(9,816,278)	29,479,517
Computer software	806,167	102,953	(391,499)	517,621
Vehicles	1,051,379	151,843	(412,616)	790,606
<b>Total</b>	<b>\$ 519,915,512</b>	<b>\$57,043,383</b>	<b>\$(14,258,041)</b>	<b>\$ 562,700,854</b>

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**12. Tangible capital assets (continued):**

Cost	Balance at August 31, 2020	Additions	Disposals and adjustments	Balance at August 31, 2021
Land	\$ 158,044,377	\$17,697,851	\$ -	\$ 175,742,228
Land improvements	12,454,459	1,865,716	-	14,290,175
Buildings - 40 years	1,194,006,844	33,479,900	-	1,227,486,744
Buildings - 20 years	1,732,114	-	-	1,732,114
Buildings - leasehold improvements	15,651	-	-	15,651
Portable structures	25,363,382	20,289	-	25,383,671
First-time equipping of schools	12,602,772	1,225,159	(1,930,431)	11,897,500
Furniture	456,640	8,142	-	464,782
Equipment	6,514,991	647,938	(270,713)	6,892,216
Computer hardware	54,039,270	13,583,664	(18,428,381)	49,194,553
Computer software	1,150,121	-	(162,881)	987,240
Vehicles	1,470,999	-	-	1,470,999
Assets under construction	8,803,164	16,309,811	-	25,112,975
<b>Total</b>	<b>\$1,476,654,784</b>	<b>\$84,808,470</b>	<b>\$(20,792,406)</b>	<b>\$1,540,670,848</b>

Accumulated amortization	Balance at August 31, 2020	Amortization	Disposals and adjustments	Balance at August 31, 2021
Land improvements	\$ 3,845,237	\$ 908,503	\$ -	\$ 4,753,740
Buildings - 40 years	433,235,875	36,710,938	-	469,946,813
Buildings - 20 years	241,653	86,606	-	328,259
Buildings - leasehold improvements	11,739	3,912	-	15,651
Portable structures	7,377,797	1,288,518	-	8,666,315
First-time equipping of schools	6,848,682	1,092,704	(1,930,431)	6,010,955
Furniture	170,318	45,752	-	216,070
Equipment	2,525,657	623,387	(270,713)	2,878,331
Computer hardware	27,976,667	15,693,546	(18,428,381)	25,241,832
Computer software	810,751	158,297	(162,881)	806,167
Vehicles	853,043	198,336	-	1,051,379
<b>Total</b>	<b>\$ 483,897,419</b>	<b>\$56,810,499</b>	<b>\$(20,792,406)</b>	<b>\$ 519,915,512</b>



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**12. Tangible capital assets (continued):**

	Net book value	
	2022	2021
Land	\$ 190,860,274	\$ 175,742,228
Land improvements	11,649,876	9,536,435
Buildings - 40 years	774,824,367	757,539,931
Buildings - 20 years	1,317,249	1,403,855
Buildings - leasehold improvements	-	-
Portable structures	19,950,478	16,717,356
First-time equipping of schools	5,662,829	5,886,545
Furniture	267,103	248,712
Equipment	3,776,827	4,013,885
Computer hardware	21,116,824	23,952,721
Computer software	78,121	181,073
Vehicles	267,778	419,620
Assets under construction	2,044,176	25,112,975
<b>Total</b>	<b>\$1,031,815,902</b>	<b>\$ 1,020,755,336</b>

(a) Assets under construction:

Assets under construction, consisting of new schools and expansions of existing schools, have a value of \$2,044,176 (2021 - \$25,112,975) and have not been amortized. Amortization of these assets will commence when the asset is put into service.

(b) Write-down and disposal of tangible capital assets:

The write-down of tangible capital assets during the year was nil (2021 - nil).

During the year, tangible capital assets, including land with a net book value of \$562,044 (2021 - nil) and buildings with a net book value of \$1,503,145 (2021 - nil) were disposed of for proceeds of \$47,787,683 (2021 - nil), resulting in a gain of \$45,722,494 (2021 - nil). In accordance with Ontario Regulation 193/10, the full proceeds were deferred for future tangible capital asset purchases.

(c) Assets permanently removed from service:

The Board has not identified any land or building properties that qualify as assets permanently removed from service.

**Durham District School Board**  
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**13. Accumulated surplus:**

Accumulated surplus consists of the following:

	2022	2021
Working funds	\$ 35,473,719	\$ 39,993,513
Amounts restricted for future use of Board:		
Retirement benefits	20,700,000	23,500,000
WSIB	10,653,061	11,633,844
School Block Budget	8,627,873	5,720,592
Transportation	798,478	798,478
Continuing education	250,000	250,000
Outdoor education	600,557	600,557
Special education	350,414	580,415
Committed capital projects	17,240,023	17,777,793
	59,220,406	60,861,679
Amounts to be recovered:		
Employee future benefits	(4,418,758)	(10,165,130)
Interest accrual	(2,719,061)	(2,719,061)
Committed sinking fund interest earned	51,948,711	57,720,789
	44,810,892	44,836,598
Other:		
School-generated funds	8,229,482	7,966,260
Revenue recognized for land	163,779,222	146,798,196
	172,008,704	154,764,456
<b>Total accumulated surplus</b>	<b>\$ 311,513,721</b>	<b>\$ 300,456,246</b>

According to the Education Act, most of the specific restricted amounts described below can only be used for the purposes for which they were created. If it is determined that the need for a specific fund is no longer required, such as due to legislative changes or discontinuance in benefits programs, then these funds are transferred to Working Funds. The Board has limited discretionary authority to utilize restricted funds for purposes other than those for which they were created.

(a) Working funds:

This fund can be used to provide for unexpected contingencies and cash flow requirements.

(b) Retirement benefits:

This fund is drawn on for the payment of retirement gratuities.

**Durham District School Board**  
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**13. Accumulated surplus (continued):**

(c) Other employee future benefits:

The Board is self-insured for Workplace Safety Insurance and has a liability set up that equals the estimate provided by the Board's Actuary. This fund is used to cover claims against the Board.

(d) School Block Budget:

This fund represents the net surplus/deficit of all schools at year end and is allocated back to each in the following year.

(e) Transportation:

This fund was created to assist with increased operating costs for student transportation, as a consequence of fuel price increases.

(f) Continuing education:

This fund was created to assist with increased operating costs associated with continuing education programs.

(g) Outdoor education:

This fund represents fees from the after-hours programs operating at the various centres and is intended to cover future maintenance and equipment purchases.

(h) Special education:

This fund can only be used for special education requirements.

(i) Committed capital projects:

This fund represents the net book value of tangible capital assets where there have not been any capital contributions from the Province and therefore no offsetting deferred capital contributions have been set up.

**Durham District School Board**  
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**14. Ontario School Board Insurance Exchange ("OSBIE"):**

The Board is a member of OSBIE, a reciprocal insurance company licensed under the Insurance Act. The Board entered into this agreement on January 1, 2022. OSBIE insures general liability, property damage and certain other risks. Liability insurance is available to a maximum of \$27,000,000 per occurrence.

The premiums over a five-year period are based on the reciprocals and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five-year term expires December 2026.

**15. Mississaugas of Scugog Island First Nation:**

The Mississaugas of Scugog Island First Nation paid tuition fees of approximately \$182,574 (2021 - \$155,092) to the Board in 2021 - 2022.

**16. Commitments and Contingencies:**

The Board had in previous years entered into contracts for several major projects under the Board's School Improvement and Accommodation Plan. These projects relate to the construction and upgrading of several schools. As at August 31, 2022, the Board has contracts outstanding for capital work valued at approximately \$10,203,768 (2021 - \$13,156,392).

**17. Budget data:**

The budget data presented in these consolidated financial statements is based upon the 2022 budgets approved by the Board on June 21, 2021. Where amounts were not budgeted for, the actual amounts for 2022 were used in order to adjust the budget numbers to reflect the same basis of accounting as that used to report the actual results.

**Durham District School Board**  
**Notes to the consolidated financial statements**  
August 31, 2022

**18. Durham Student Transportation Services:**

On December 19, 2005, the Board entered into a consortium agreement with Durham Catholic District School Board (DCDSB) in order to provide common administration of student transportation in the Durham Region. This agreement was executed in an effort to increase delivery efficiency and cost-effectiveness of student transportation for each of the school boards. Under the agreement, decisions related to the financial and operating activities of the Durham transportation consortium are shared. No party is in a position to exercise unilateral control.

Each school board participates in the shared costs associated with this service for the transportation of their respective students through the Durham transportation consortium. The Board's consolidated financial statements reflect proportionate consolidation, whereby they include the assets that it controls, the liabilities that it has incurred, and its pro rata share of revenues and expenses. The Board's pro-rata share of expenditures for 2022 is 67.8% (2021 - 67.6%) based on the number of transported students.

	DDSB	DCDSB	2022	2021
Student transportation	\$21,025,230	\$ 7,406,125	\$ 28,431,355	\$28,856,282
Administrative costs	2,506,630	1,194,833	3,701,463	3,058,163
Total expenditures	23,531,860	8,600,958	32,132,818	31,914,445
Administrative costs paid directly (910,404)		-	(910,404)	(780,993)
	\$22,621,456	\$ 8,600,958	\$ 31,222,414	\$31,133,452

**19. Trust funds:**

The trust fund balances administered by the Board amount to \$1,916,180 (2021 - \$1,933,492) and have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations and accumulated surplus.

**20. In-Kind transfers from the Ministry of Public and Business Service Delivery (MPBSD):**

The Board has recorded entries, both revenues and expenses, associated with centrally procured in-kind transfers of personal protective equipment (PPE) and critical supplies and equipment (CSE) received from the MPBSD. The amounts recorded were calculated based on the weighted average cost of the supplies as determined by MPBSD and quantity information based on the Board's records. The in-kind revenue recorded for these transfers is \$7,050,000 (2021 - \$2,488,657), included in grants for student needs - other revenue, with expenses, included in other expenses, based on use of \$7,050,000 (2021 - \$2,488,657) for a net impact of nil.

**Durham District School Board**  
**Notes to the consolidated financial statements**  
August 31, 2022

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**21. Impact of COVID-19:**

In March of 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. Since this time, the pandemic has had significant financial, market and social impacts, due to government imposed lockdowns and social distancing requirements. The Board has experienced physical closure of schools based on public health recommendations, implemented temporary virtual schooling, implemented mandatory working from home requirements for those able to do so, and cancelled fundraising events and other programs.

The duration and ongoing impact of the COVID-19 pandemic remains unclear at this time. The full extent of the financial impact on the financial position and results of the Board for future periods is not possible to reliably estimate.

**22. Comparative Figures:**

Certain comparative figures have been reclassified to conform with the current year's method of presentation.

Draft



**DURHAM DISTRICT SCHOOL BOARD**

November 21, 2022

Board Meeting

MOTION

**MOTION TO ADOPT THE ACTIONS OF THE SEAC MEETING,  
THURSDAY, NOVEMBER 10, 2022**

**SEAC MEMBERSHIP CHANGES**

**SEAC Member at Large Positions**

MOVED by: Rowin Jarvis

SECONDED by: Kathy Kedey

MOTION TO THE BOARD OF TRUSTEES TO APPROVE THE SEAC RECOMMENDATION THAT CANDIDATES ELIZABETH DANIEL AND MORGAN CAMERON REPRESENT THE SEAC POSITIONS OF MEMBER AT LARGE.



**DURHAM DISTRICT SCHOOL BOARD**

November 21, 2022

Board Meeting

MOTION

*Deferred from the November 15, 2022*

**Consideration of Reinstating the Masking Mandate at the Durham District School Board**

MOVED by: Shailene Panylo

SECONDED by: Emma Cunningham

THAT THE DDSB FORMALLY REQUEST THAT THE DURHAM REGION HEALTH DEPARTMENT ACT PROACTIVELY TO PROTECT CHILDREN IN OUR SCHOOLS AND GIVE US THE DIRECTIVE TO REINSTATE MASKING REQUIREMENTS SO WE CAN HELP MITIGATE RISK AND ILLNESS DURING THIS CRISIS AND SHORTAGE AND REEVALUATE THIS MEASURE WHEN THE CHILDREN'S HOSPITALS AND MEDICAL PROFESSIONALS' CONCERNS HAVE BEEN MITIGATED AND REDUCED. I INCLUDE PROVISIONS OF CONSIDERATION TO ENSURE THAT THIS MEASURE IS EQUITABLE FOR STUDENTS WITH DOCUMENTED MEDICAL CONDITIONS, SPECIAL NEEDS, DISABILITIES, AND THAT HIGH QUALITY MASKS ARE WIDELY AVAILABLE FOR STUDENTS, STAFF, AND VISITORS TO ADDRESS ECONOMIC BARRIERS TO SAFETY.



**DURHAM DISTRICT SCHOOL BOARD  
ADMINISTRATIVE REPORT****REPORT TO:** Durham District School Board**DATE:** November 21, 2022**SUBJECT:** Audit Committee Meeting Summary**PAGE:** 1 of 2**ORIGIN:** Norah Marsh, Director of Education and Secretary to the Board  
David Wright, Associate Director of Corporate Services and Treasurer of the Board**1.0 Purpose**

The purpose of this report is to provide the Board of Trustees with a summary from the November 10, 2022 Audit Committee meeting public session.

**2.0 Ignite Learning Strategic Priority/Operational Goals**

**Success** – *Set high expectations and provide support to ensure all staff and students reach their potential every year.*

**Well-being** – *Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.*

**Leadership** – *Identify future leaders, actively develop new leaders and responsively support current leaders.*

**Equity** – *Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.*

**Engagement** – *Engage students, parents and community members to improve student outcomes and build public confidence.*

**Innovation** – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

**3.0 Background**

The primary purpose of an Audit Committee is to provide oversight of the financial reporting process, the audit process, the company's system of internal controls and compliance with laws and regulations and is governed by Ontario Regulation 361/10: Audit Committee.

The Audit Committee is comprised of three Trustees and two External Members and meetings include the Director, Associate Director of Corporate Services, Business staff, External Auditors and Regional Internal Auditors. Meetings typically take place in March, June, September and November.

**4.0 Analysis**

The following is a summary of the November 10, 2022 meeting:

- Public Session
  - Approval of the September 21, 2022 public meeting minutes.
  - Senior Manager Melissa Durward presented a report entitled 'Financial Process and the 2021-2022 Financial Statements'. A motion was moved that the Audit Committee recommend to the Board of Trustees that the 2021-2022 Financial Statements of DDSB including transfers to and from internally restricted funds be approved.
  - The next meeting is scheduled for March 22, 2023.

**5.0 Financial Implications**

N/A

**6.0 Evidence of Impact**

N/A

**7.0 Communication Plan**

The [2021-2022 Financial Statements](#) will be made available to the public on DDSB's website.

**8.0 Conclusion**

This report is provided to the Board of Trustees for information.

**9.0 Appendices**

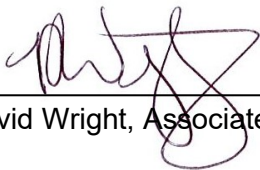
N/A

Report reviewed and submitted by:



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Norah Marsh, Director of Education and Secretary to the Board



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David Wright, Associate Director of Corporate Services and Treasurer of the Board



**REPORT TO:** Durham District School Board

**DATE:** November 21, 2022

**SUBJECT:** Durham Student Transportation Services  
Annual Report

**PAGE:** 1 of 1

**ORIGIN:** Kelly Mechoulan, DSTS Chief Administrative Officer

**1. Purpose**

The purpose of this report is to provide Durham District School Board's Board of Trustees with the 2021-2022 Durham Student Transportation Services (DSTS) annual report.

**2. Background**

Since the 2014-2015 school year, DSTS has produced the attached Annual Report as information to stakeholders. This information is posted on the DSTS website at [www.dsts.on.ca/information](http://www.dsts.on.ca/information).

2021-2022 Highlights include:

- Route/Operator Statistics
- Start –Up Communication
- Student Safety Programs
- Rationale of Distance Measurement used by DSTS
- Request to Review or Reconsider Transportation Arrangements
- School Bus Weather Zones
- Key Performance Indicators (KPI's)

**3. Conclusion**

This information is provided to the Board of Trustees for information only.

**4. Appendices**

Appendix A – 2021-2022 Durham Student Transportation Services Annual Report

Report presented by:

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Kelly Mechoulan, DSTS Chief Administrative Officer



***Durham Student Transportation Services***



Annual Report

2021-2022

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## CAO and Governance Committee Update

The 2021-2022 Durham Student Transportation Services (DSTS) Annual Report highlights DSTS' successes and ongoing initiatives as it continually strives to fulfill its mandate and improve the level of service to all transported students in Durham Region. DSTS continues to focus on providing safe and customer-service-oriented services to and from school every day.

Throughout the 2021-2022 school year, DSTS' top priority remained focused on the safety of students, staff, and bus drivers creating a transportation environment focused on reducing the spread of COVID. DSTS continued to work closely with our member School Boards, Durham Regional Public Health, Bus Operators, and the Ministry of Education to mitigate health risks associated with COVID.

A few highlights from our 2021-2022 school year include:

- Routing and Technology continued to be a priority through the implementation of a Bus Planner Software update enhancing the efficiency in optimizing school bus routes.
- Ongoing enhancements to DSTS' IT platforms including upgraded telecommunication systems.
- Updated COVID transportation response plan that included secondary school bell time changes to accommodate an online/in-person transition if required.
- Ongoing initiatives to support staff training and development in a virtual workplace setting.
- Introduction of a virtual first-time rider program teaching younger children about the danger zones of the bus and how to ride the school bus safely.
- Continued emphasis on school bus safety including enhanced safety reviews of school bus stop locations including roadway conditions and assessments throughout the region.

## Governance Committee Members

Chair of the Board, DDSB

Chair of the Board, DCDSB

Director of Education, DDSB

Director of Education, DCDSB

## Mission Statement

**The Durham Student Transportation Services is committed to supporting the education of students by providing safe, equitable, effective, and efficient transportation to its Member Boards.**

## Vision Statement

*DSTS, with its partners, will enhance each student's school day by providing safe and customer service-oriented services to and from school every day.*

## 2021-2022 Highlights

### Route/Operator Statistics

DSTS has contract services with four bus operator companies. A total of 501 routes were contracted to the following bus operators:

- Century Transportation Ltd.
- Durhamway Bus Lines Inc.
- First Student Canada
- Stock Transportation Ltd.

### Start-Up Communication

DSTS understands that today's stakeholders require many different communication options in order to stay informed of School Bus information for their students. DSTS offers the following communication tools to our schools and family community:

- Interactive Voice Relay System for both inbound and outbound communications.
- DSTS Website has undergone multiple improvements and integrations with our transportation routing solution. Parents can log in using student info to view transportation data.
- Subscription services for Route delays. Parents can choose to receive email notifications when their student's route is running late. Over 16,551 parents have taken advantage of this service to date.
- Twitter, all delays and cancelations are posted to our Twitter feed. DSTS currently has almost 6,200 followers and growing.



## Student Safety Programs

Student Safety is a paramount priority for DSTS. In 2021-2022 DSTS provided the following safety programs in a virtual format.

- First Time Rider Program- Buzzy the Bee
- The Safe Rider Program – Buster the Bus (Grades JK-3)
- The Rider Role Model Program (Grades 4-8)
- School Bus Evacuation Program (Available to all schools/grades)

The safety of transported students is the highest priority for DSTS. In all aspects of school bus service, from route planning and design through daily operations, safety is always the first consideration. As an extension of the classroom, students play a large role in contributing to the safety of the bus. The same conduct expected by the school is also expected by the bus driver.



## COVID Preparations for School Re-Opening

During the 2021-2022 school year, the Province of Ontario continued to make decisions on school re-opening and health and safety measures required by school boards and transportation consortia. In response, DSTS continuously planned and altered routes and operations to address all requirements.

DSTS with its' bus operators and bus drivers implemented all Durham Regional Public Health, School Board, and Ministry of Education pandemic mandates including- Personal protective equipment for all staff, vehicle cleaning requirements, bus capacity parameters, seating plans, and health and safety measures for students and bus drivers while on board the vehicle.

DSTS' route planning involved a full overhaul of all routes to address many of the pandemic mandates applied to school bus transportation.



## Rationale of Distance Measurement used by DSTS

Durham Student Transportation Services (DSTS) uses Durham Regional digital maps that are imported into our routing software “Bus Planner”. Distances are calculated through our routing software based on the walking properties set to each individual regional road segment. Walkability is managed by DSTS staff using geographic knowledge of the areas and database information obtained from the Region. The database shows all the sidewalks and pedestrian walkways within the Region. DSTS consistently reviews areas to ensure walkability and distance calculations are accurate. Accurate distance measurements are key to ensuring our walk policy is applied in a fair and consistent manner for all schools of the Durham District and Durham Catholic School Board students. In order to ensure consistency in distance measurement DSTS utilizes one measurement obtained from “Bus Planner”.



## Request to Review Bus Stop Location

DSTS is responsible for selecting bus stop locations within the service area in accordance with the walk-to-stop distance procedures. DSTS is not responsible for providing door-to-door transportation. Whenever possible, community collector stops are used.

DSTS maintains an average walk-to-stop distance of 400 meters to a maximum walk-to-stop distance of 800 meters where possible. The distance is calculated on DSTS geometrics software between the place of residence and the bus stop based on the shortest distance on a road network and may include municipal walkways.

Generally, school bus stops will not be located in areas such as cul-de-sacs or dead-end streets. DSTS does not enter private property and roads, such as long rural driveways, gated communities, and townhouse/apartment complexes.

DSTS reserves the right to determine if the roadway is suitable for travel, given road conditions and necessary space requirements factoring in the turning radius of large school vehicles. Parents may request a review of bus stop location through the DSTS website at [www.dsts.on.ca](http://www.dsts.on.ca)

## Request to Reconsider Transportation Arrangements

Parents or guardians who may disagree with an application of the Transportation Policy can request a reconsideration of transportation arrangements. The process by which to file a request for reconsideration is outlined on the Durham Student Transportation Services website at [www.dsts.on.ca](http://www.dsts.on.ca).

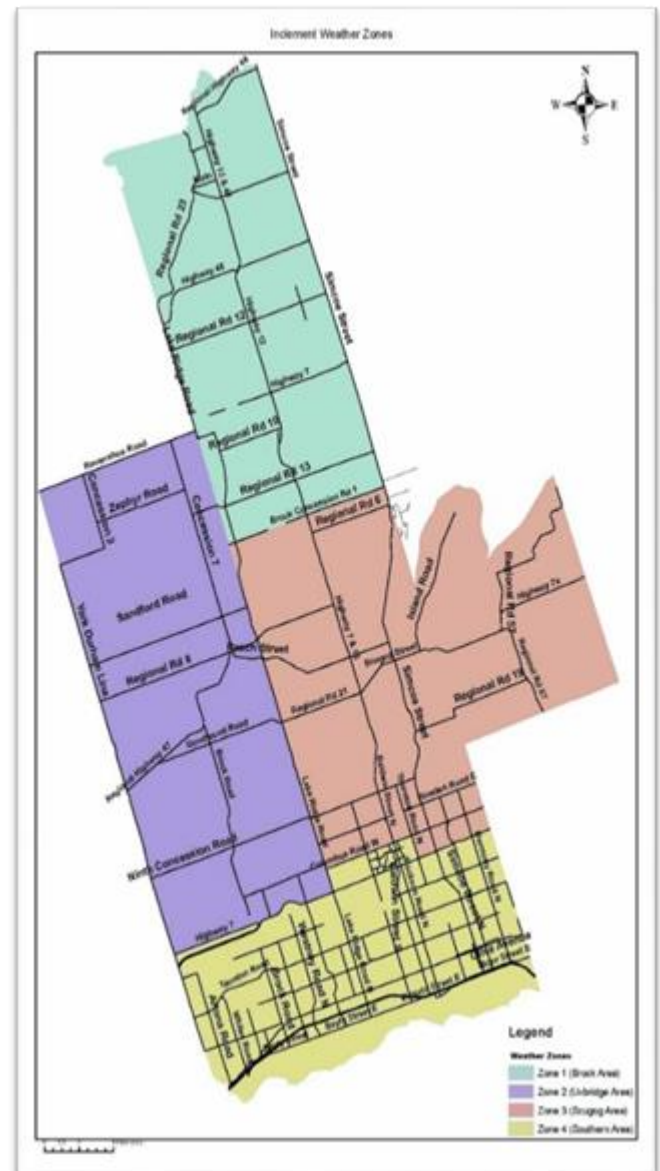
Requests for reconsideration must be made in writing by a parent or guardian directed to the Chief Administrative Officer of DSTS. The request should include a detailed description of the situation and/or events. If the parent or guardian is not satisfied with the response from the Chief Administrative Officer, he or she may request reconsideration of the decision in writing to the Administrative Committee of DSTS.

The Administrative Committee is responsible for ensuring that the school board-approved transportation policy is applied correctly and consistently for all families.



## School Bus Weather Zones

For transportation purposes, the Durham Region has been divided into four zones outlined in the illustrated map. Depending on the location and type of weather occurrence, transportation may be cancelled for a specific zone. Any weather-related bus cancellations are announced in the early morning hours to local radio and TV stations. All cancellation information is also posted to the DSTS and School Board websites.

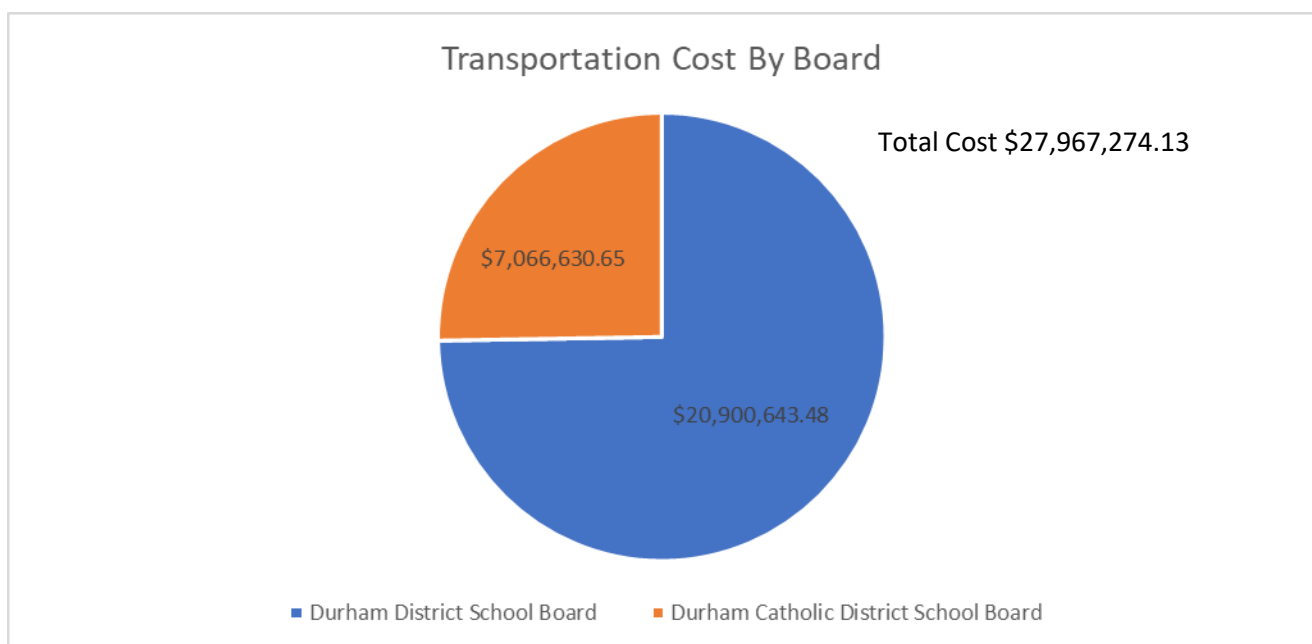


## Key Performance Indicators (KPI's)

Transportation KPI's contained within the report are based on data exported as of March month-end from the DSTS student transportation routing software Bus Planner. Student data is provided to DSTS through regular downloads from each board's student information system, PowerSchool.

### Transportation Costs by Board

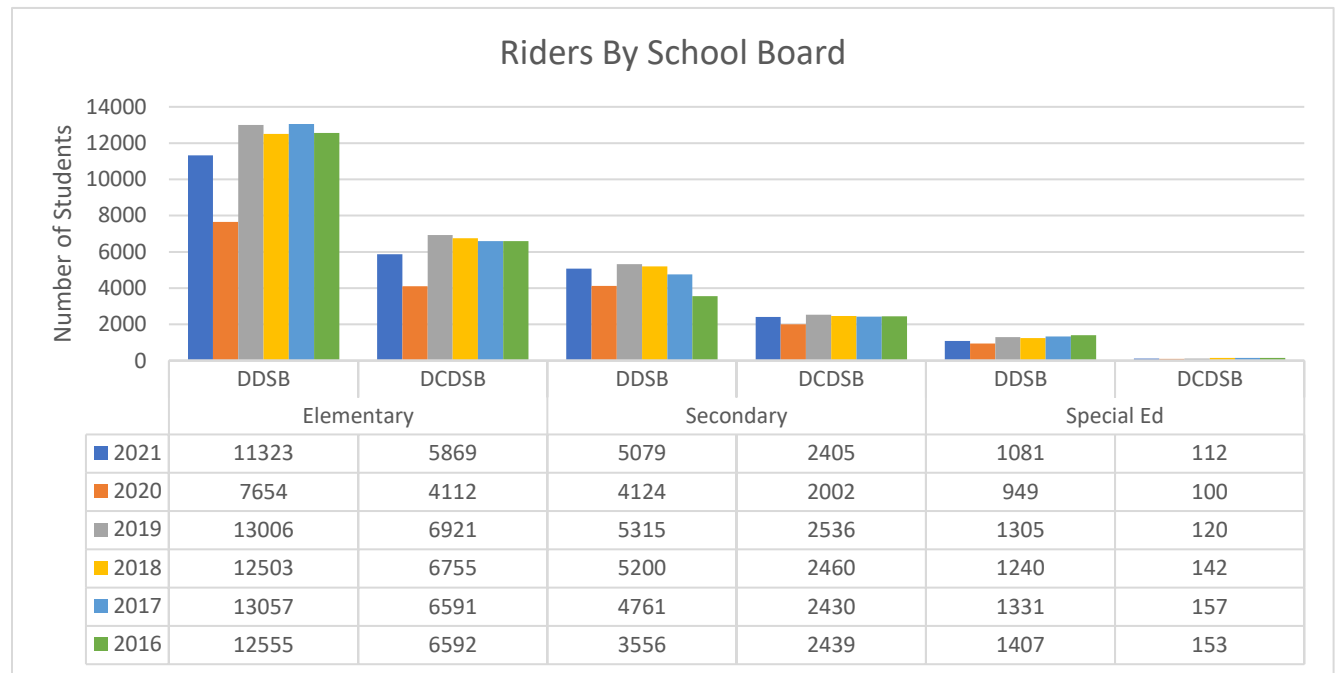
The chart below outlines the 2021-2022 transportation costs by member board:



*\*Transportation costs only, administration costs are excluded.*

## Transported Students by Board

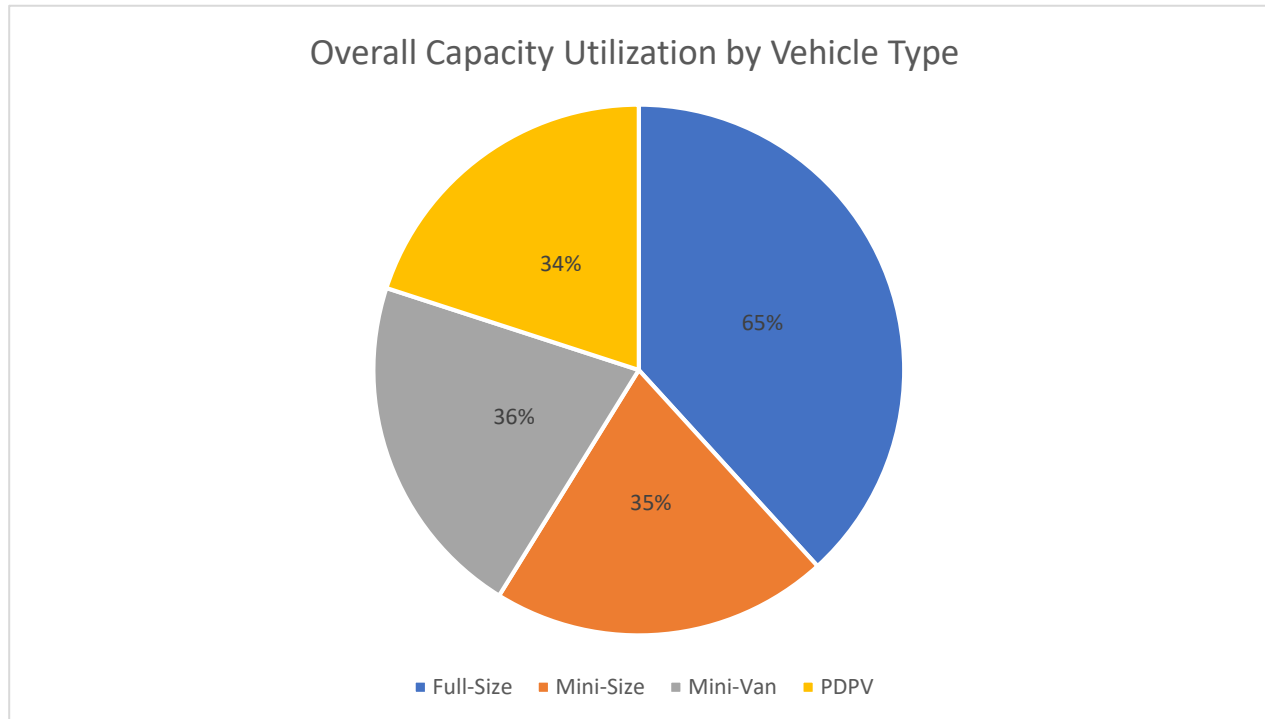
In the 2021-2022 school year, DSTS transported a total of 25,869 students. The chart below outlines the number of students transported by member board by panel.



## Vehicle Utilization

The vehicle utilization percentage indicates how efficiently each vehicle type is used. The calculation is based on the vehicle capacity divided by riders, total routes, and vehicle types. Below is a graph that illustrates the capacity utilization by the entire route taking an average load of all the tiers on a given bus throughout the day and dividing it by the total capacity of the vehicle. Smaller vehicles including the 18 passenger, 6 passenger, and wheelchair accessible provide service predominately for students with special needs and/or accommodation requirements. Given the specialized nature of this type of transportation, utilization rates are usually lower due to the distance travelled to the program and/or the needs of the students.

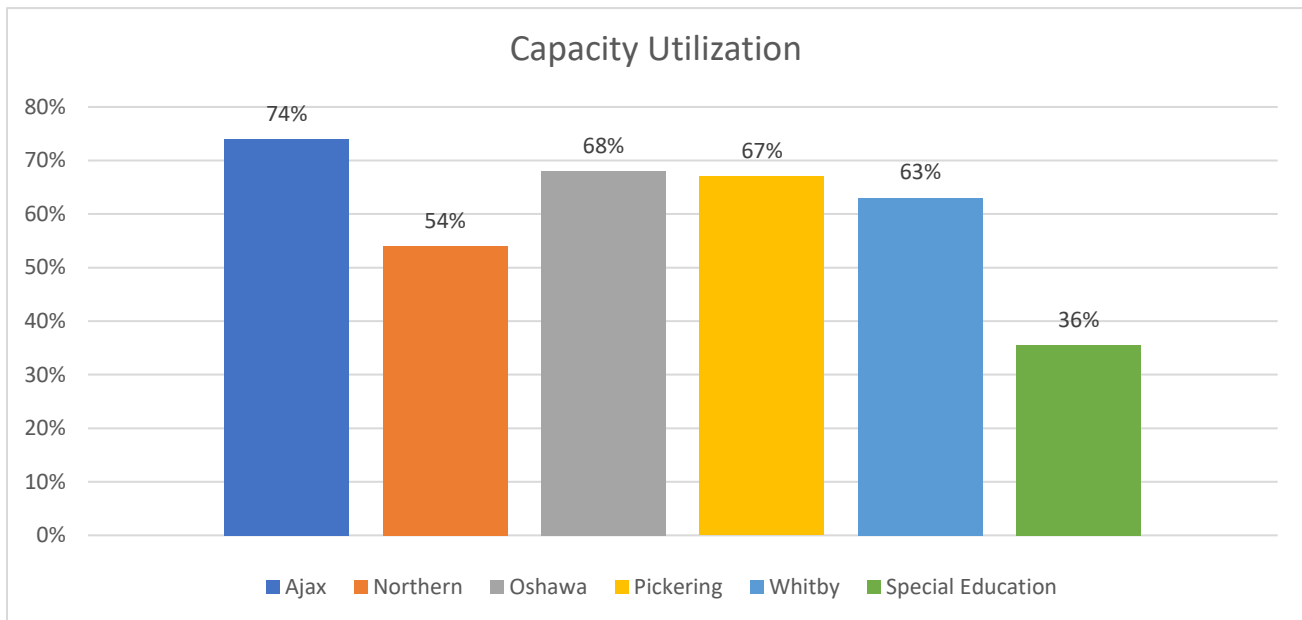
The following graph outlines the capacity ratio by all vehicle types:



\*Due to COVID, the 2021/2022 school year is an exception where standard routing practices were not possible.



The next graph shows the breakdown by the municipality for students:



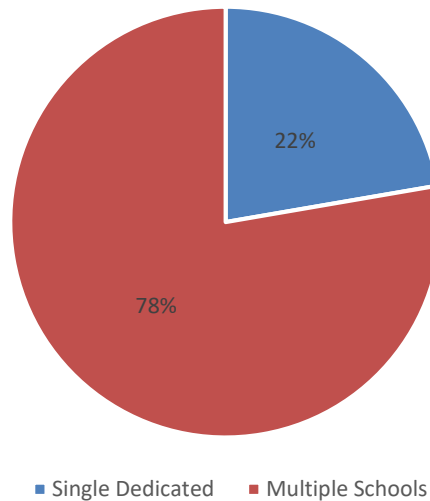
\*Utilization for special education is lower due to the distance travelled and the specialized needs of students.



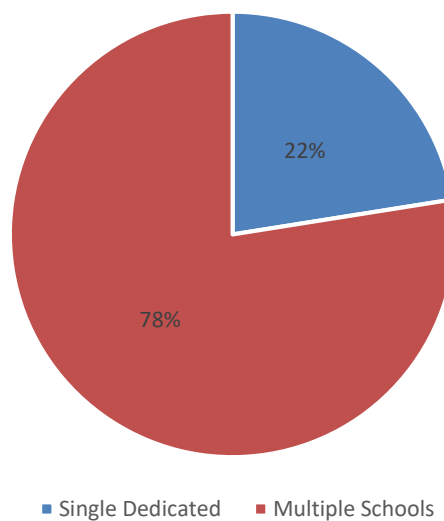
## Route Sharing and Vehicle Tiering

Tiering and route sharing are approaches taken to maximize the usage of a vehicle by sending a vehicle out on multiple runs or sharing the vehicle for multiple school locations. The following graphs illustrate the percentage of tiered or shared routes.

Pick Up Routes Single Dedicated vs Multiple Schools Serviced

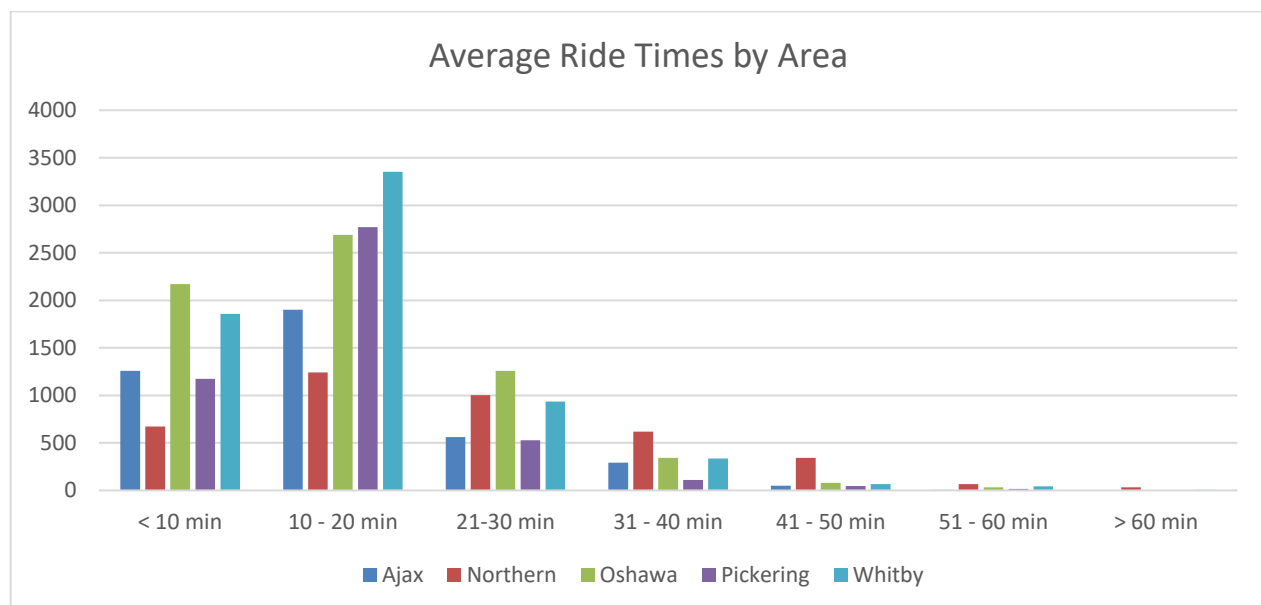
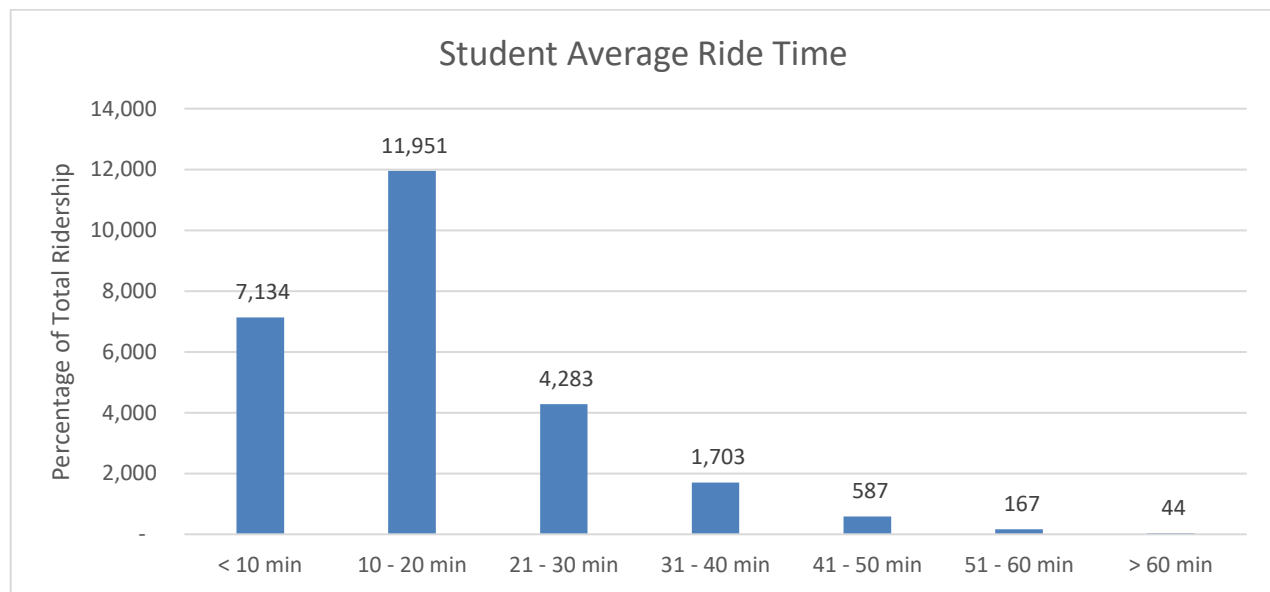


Drop Off Routes Single Dedicated vs Multiple Schools Serviced



## Average Ride Time

DSTS operates under a maximum one-way ride time of 60 minutes wherever possible. Below is a breakdown of the average ride time for DSTS students. Most of the students ride for less than thirty (30) minutes, many of the longer rides are due to the location of the program from the residential address. Ride times for most students during the 21/22 school year were shorter due to reduced COVID-related capacity on all vehicles.





***Durham Student Transportation Services***



***Contact DSTS:***

***24-Hour Automated Info Line:***

***1-866-908-6578 or 905-666-6979***

***Office Line:***

***905-666-6395***

***Follow us on Twitter @DurhamSTS***



## DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

**REPORT TO:** Durham District School Board **DATE:** November 21, 2022

**SUBJECT:** Update: Strategic Planning Procurement Process **PAGE:** 1 of 4

**ORIGIN:** Norah Marsh, Director of Education and Secretary to the Board  
Robert Cerjanec, Executive Lead, Strategic Initiatives and External Relations

### 1.0 Purpose

The purpose of this report is to provide the Board of Trustees with additional information about the procurement process for development of the next Durham District School Board (DDSB) multi-year strategic plan. The report has been updated to address the discussion at the October 3, 2022 Board meeting following initial receipt of the report.

### 2.0 Ignite Learning Strategic Priority/Operational Goals

**Success** – *Set high expectations and provide support to ensure all staff and students reach their potential every year.*

**Well-being** – *Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.*

**Leadership** – *Identify future leaders, actively develop new leaders and responsively support current leaders.*

**Equity** – *Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.*

**Engagement** – *Engage students, parents and community members to improve student outcomes and build public confidence.*

**Innovation** – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

### 3.0 Background

School Boards in Ontario are responsible for the development, implementation and ongoing monitoring of a multi-year strategic plan. These plans inform Board policy and staff operational work. They typically span 3-5 year timeframes and include an annual reporting component. DDSB's current multi-year strategic plan, Ignite Learning, was adopted in 2018. In 2020, due to the COVID-19 pandemic, the Ignite Learning strategic plan was extended through to September 2023. In addition, staff typically prepare an operational plan that is in alignment with the strategic plan. The operational plan process has been paused to provide the new Director an opportunity to work with trustees on the consultation and development of a new strategic plan. Initiatives under the current operational plan continue to be advanced by staff with a focus on student learning and well-being, and people and culture.

#### **4.0 Analysis**

With each new strategic plan, a Request for Proposal (RFP) process is engaged in order to retain the services of an external firm to assist in the development of the plan and the consultation process, including advice and services on the recommended nature and scope of consultations as well as methodologies and strategies for meaningful engagement.

The draft scope of work and timeline that will inform the RFP is included as Appendix A. Key excerpts from the RFP scope of work are from the Education Act and are in alignment with the Board's policies and procedures.

At the October 3, 2022 Standing Committee meeting, staff provided the draft scope of work and timeline related to the RFP process. Some trustees provided comments about proceeding with the RFP given that there will be a new Board of Trustees and new Director of Education. With the current strategic plan expiring in September 2023 and considering the length of time it takes to consult with the community to develop a strategic plan, staff recommend moving forward with the RFP process to start the search for a consultant. This will ensure that responses to the RFP can be received in January which would provide the new Director of Education with the necessary lead time to engage with the Board of Trustees on the proposals and actively begin the process of selecting the consultant and planning with the Board in terms of scope of work and public consultation.

The RFP has been structured in such a way as to preserve all necessary flexibility in terms of the nature and scope of work, including the consultation process. The intent of proceeding with the RFP at this point in time is not to, in any way, derogate from the discretion of the new Director or the Board of Trustees, but to simply initiate the process. All critical steps in the process as to proposal review, selection of consultant, scope of work, and scope of public consultation remain open.

As part of the transition plan implemented by Director Marsh, incoming Director Williams-Taylor has had input and approved the current RFP.

If the RFP release is delayed until January, both the current and incoming Director are aligned that there will not be sufficient time to meaningfully engage with the DDSB community on a new strategic plan and ensure one is developed prior to the start of the 2023 school year. The transition period which we are now in is an ideal time to invite potential consultants to use the time to prepare responses to the RFP. With those responses in hand in January, incoming Director Williams-Taylor and the new Board are optimally positioned to collaboratively engage in meaningful work that will unite them in the vision-setting for the term of office.

The current strategic plan is outdated and reflects an education system untouched by longer-term closures and pandemic management's impact on learning. Furthermore, in the last term, Trustees worked hard to establish good governance, including by eliminating the practice of Board "Regulations." Key policies that were passed, such as Human Rights, Anti-Discrimination and Anti-Racism and Indigenous Education, are not reflected in the current strategic plan. It will be positive for the new Board to adopt a new Strategic Plan as early as possible in its term to reflect these key changes in the DDSB.

## **5.0 Financial Implications**

Costs for development of the new strategic plan will be determined through the RFP process. Fees that will be incurred during the strategic plan development process will include at a minimum, payment to an external firm selected through the RFP process, as well as rebranding and distribution of materials.

## **6.0 Evidence of impact**

The development of a multi-year strategic plan is a fundamental statutory obligation established under the Education Act.

Once adopted, in the past, staff provide reports to the Board of Trustees for information at three points in time throughout each school year related to the operational side of the multi-year strategic plan:

1. Fall Report, Annual Operational Plan – outlines key initiatives that form the focus of work across the District for School Operations and Corporate Services staff)
2. Update Report, Annual Operational Plan – provides a status update on work related to key initiatives
3. Year End Report, Annual Operational Plan – a detailed progress update including outcomes and data from each key initiative

## **7.0 Communication Plan**

The RFP will be published on bids and tenders once finalized.

In consultation with the Board and consultant, a communications and marketing plan will be created in parallel with the new multi-year strategic plan and will include extensive promotion across the DDSB website, social media platforms and internal and public meetings to ensure the DDSB community is aware of the vision, priorities and plans for the years to be covered by the strategic plan.

DDSB community members and partners will be informed of opportunities to become involved in the strategic planning process during consultation and feedback sessions through the DDSB website, email and social media. This work would take place once the Board and new Director have an opportunity to work with the consultant to design the consultation plan.

## **8.0 Conclusion and/or Recommendations**

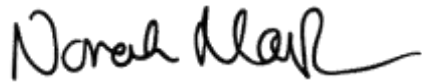
This report is provided to the Board of Trustees for information.

## **9.0 Appendices**

Appendix A – Key Excerpts from the RFP



Report reviewed and submitted by:



Norah Marsh, Director of Education and Secretary to the Board



Robert Cerjanec, Executive Lead, Strategic Initiatives and External Relations



## Key Excerpts from the RFP

### NATURE OF MANDATE

The DDSB invites proposals for the provision of consulting services to the Board of Trustees in relation to the development of a multi-year strategic plan that will:

- promote student achievement, well-being and positive peer relationships;
- promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
- ensure effective stewardship of the Board's resources; and
- deliver effective and appropriate education programs to its pupils.

**It is the Board's vision that the multi-year strategic plan will address these objectives in light of, and in a manner that aligns with, supports and enhances, the Board's commitment to Indigenous rights and human rights as set out in the Board's Indigenous Education Policy and Human Rights, Anti-Discrimination and Anti-Racism Policy ("Human Rights Policy").**

It is expected that the timeline to conduct appropriate consultations and develop the multi-year strategic plan will occur from January to June 2023.

### SCOPE OF WORK

#### OBJECTIVE:

The objective is to retain a firm or individual to provide consulting services to the Board of Trustees in relation to the development of a multi-year strategic plan that will:

- promote student achievement, well-being and positive peer relationships;
- promote a positive school climate that is inclusive and accepting of all pupils, including pupils of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
- ensure effective stewardship of the Board's resources; and
- deliver effective and appropriate education programs to its pupils.

**It is the Board's vision that the multi-year strategic plan will address these objectives in light of, and in a manner that aligns with, supports and enhances, the Board's commitment to Indigenous rights and human rights as set out in the Board's Indigenous Education Policy and Human Rights Policy.**

In addition to providing advice and services on the development of the strategic plan, the consulting services are to include advice on the recommended nature and scope of community consultations as well as methodologies and strategies for meaningful community engagement.

The successful bidder will have the requisite skills and experience to provide the services in a timely, efficient, and cost-effective manner and the DDSB expects that proposals will demonstrate how the bidder proposes to fulfil the mandate. The bidder shall provide a proposed schedule for completing the mandate on the basis that the Strategic Plan will be approved by June 2023.

Bidders must be prepared to have their proposal accepted on a non-exclusive basis. Furthermore, the DDSB is not able to guarantee any volume of work to a successful bidder. The DDSB reserves the right, in its discretion, to engage other consultants in respect of the services covered by this request, including in circumstances to address conflicts of interests, special circumstances and special expertise.

#### **RELATIONSHIP REQUIREMENTS:**

The successful bidder shall:

- Designate a relationship partner who shall be responsible for managing the firm's relationship with the DDSB, including addressing any issues related to responsiveness, work quality, work allocation, billing and other matters.
- Maintain a service-oriented process for ensuring prompt response to inquiries and availability to respond to urgent inquiries.
- Provide monthly invoices in form and content as stipulated by the DDSB.

#### **Pricing:**

Each Proposal shall include the hourly rate of each identified team member and shall set out the bidder's willingness/proposal to assist the DDSB in managing and containing costs. The Proposal shall set out the budget for the project. Any fees or services in excess of the budget will require prior approval of the DDSB.

**Proposals should include the following information:**

1. Name, address, telephone number, e-mail address.
2. Name of contact person, telephone number, e-mail address, and the proposed Relationship Partner.
3. Brief narrative about the organization (**maximum 5 pages**):
  - General Overview
  - Ability to provide high quality and responsive client service
  - Demonstrated commitment to equity and diversity
4. Experience, and the qualifications of the proposed persons to fulfil the mandate, including specific reference to any experience in School Boards or other public sector organizations.
5. A listing of 3 to 5 current or recent references, other than the DDSB. Include the name, telephone number and/or email address of a contract person who may be contacted for verification. Other Ontario school boards or organizations that are part of the broader public sector would be preferred. The DDSB reserves the right to check all references provided and to request and check additional or further references.

## **EVALUATION PROCESS**

### **Evaluation Methodology**

Bidders must respond to the Bid Documents by submitting all data required herein in order for the Bid to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a Bid from further consideration for award at the DDSB's discretion.

The evaluation process considers RFP compliance, Bidder qualifications, alignment with specifications, service capabilities, and price. The stages and scoring for this RFP are set out below.

### ***Stage 1 – Mandatory Requirements***

Bids must include:

- Completion and submission of Schedule "A"
- Completion and submission of Schedule "B"

Bids that do not substantially comply with the above requirements may be disqualified and may not be evaluated further.

**Stage 2 – Evaluation of Proposal**

The Bids will be evaluated using the criteria and score weightings below.

<b>Criteria</b>	<b>Score (points)</b>
1. Company profile and proposed team members – narrative of organization, years in business, relevant experience, etc.	40
2. Demonstrated commitment to Indigenous rights, human rights, equity, diversity, accessibility and inclusion.	25
3. References	25
4. Price	10
<b>Total:</b>	<b>100</b>

*Description of the Rated Criteria*

Completion of the required documents in Section A – Submission Requirements

1. Company Profile (maximum 5 pages). Ability of the Bidder, based on its proposal, to provide high quality and responsive client service. (40 points)

Each proposal shall:

- Provide a description of the firm/individual and the number of years in business.
  - Provide a description of the nature and scope of work undertaken by the firm/individual, as well as staff available to assist in fulfilling the mandate.
  - Applicants shall provide information on key personnel. This information will include personnel who will be assigned to the DDSB and their proposed responsibilities/tasks in relation to the mandate. Information to be provided will include certifications, memberships, designations, degrees etc.
  - Provide a summary of how the bidder intends to fulfill the mandate, including a proposed schedule for completing the mandate on the basis that the Strategic Plan will be approved by June 2023.
2. Demonstrated Commitment of the Bidder to Indigenous rights, human rights, equity, diversity, accessibility and inclusion (25 points).

Each proposal shall set out actions undertaken which demonstrate the Bidder's organizational policies, practices and commitment to Indigenous rights, human rights, equity, diversity, accessibility and inclusion in relation to the Bidder's own hiring practices and policies but also beyond its own internal practices. This bidder shall set out how it applies human rights, equity and anti-discrimination principles and approaches in the provision of services.

### 3. References (25 points)

Provide references of preferably school boards or large organizations to which you are or have provided consulting services in accordance with the requirements as specified in this RFP.

Please use the format below. Under “Type of Work Performed” please include details on how your company has demonstrated the items included in 3 above (Demonstrated Commitment of the Bidder to human rights, equity, diversity, accessibility and inclusion).

A template will be provided in bids & tenders and will include the following for a minimum of 3 and up to 5 references.

Example:

Company Name:	
Company Address:	
Contact Name and Title:	
Contact Telephone:	
Contact E-mail Address:	
Date Work Performed	
Type of Work Performed:	
Annual Value of Work:	

Experience will be assessed and scored for applicability to working for DDSB on the basis of the projects listed. The DDSB reserves the right to check all references provided and to request and check additional or further references. Should the bidder not supply the required number of references, the DDSB reserves the right to reduce the bidder's score for this criterion.

**It is in the Applicant's best interests to notify each reference that they will be contacted.**

Inaccurate or incomplete contact information may result in the inability of the DDSB to obtain appropriate references and may result in lower scores.

### 4. Price (10 points)

Provide the hourly rate of each identified team member and set out the bidder's willingness/proposal to assist the DDSB in managing and containing costs, for services to complete the work as outlined in the Scope of Work plus HST in Schedule “B” “Description” section of the Form of Proposal page 2. Travel expenses are not permitted.

The Proposal shall set out the budget for the project. Any fees or services in excess of the budget will require prior approval of the DDSB.

***Stage 3 – Interviews for Short-listed Bidders***

During this stage, top scoring bidders from Stage 2 will be short listed and granted an interview/presentation with the evaluation committee. Proposals from Bidders not on the short list will be given no further consideration. The committee has the discretion as to how many Bidders to place on the short list.

An additional 25 points will be available to shortlisted bidders based on their interview/presentation.

## REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE Thursday September 15, 2022 6:30 P.M.

An on-line meeting of the Special Education Advisory Committee was held on this date.

### ROLL CALL:

Eva Kyriakides, Association for Bright Children (ABC) (SEAC Chair)  
sensaRAneB Burrell, Autism Ontario – Durham Chapter  
Jennifer McLaughlin, Black Parents Support Group  
Tara Culley, Durham Down Syndrome Association  
Hannah Nguyen, Easter Seals Ontario  
Donna Cook, Learning Disabilities Association of Durham Region  
Carolyn McLennon, Member At Large  
Donna Edge-Bean, Member At Large  
Elizabeth Daniel, Ontario Association for Families of Children with Communication Disorders  
Kathy Kedey, VOICE for Deaf and Hard of Hearing Children  
Vera Mercier, Early Years Consortium – Non-voting member

Trustees: Donna Edwards

Staff: Superintendent, Andrea McAuley  
Senior Manager and Clinical Lead-Speech Language and Hearing Services, Lisa Drake.

Recording Secretary: Lisa Wry

1. **Call to Order:**  
SEAC Chair Eva Kyriakides called the meeting to order at 6:31 p.m.
2. **Land Acknowledgement:**  
SEAC Chair Eva Kyriakides advised that the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.
3. **DDSB Human Rights & Equity Statement**  
The Durham District School Board is committed to learning environments that are safe, welcoming, respectful, equitable, accessible, inclusive and free from discrimination while placing Human Rights and Equity at the center.
4. **Welcome Guests:** David Robson-Principal Dr. S.J. Phillips P.S., Dawn White-Principal G.L. Roberts C.V.I., Rema Saati-Vice-Principal Southwood Park P.S., Tami Rayner-Principal Sherwood P.S.

**Regrets:** Vera Mercier, Darlene Forbes

min sept. 15 2022.docx  
ek:lw

5. **Approval of Agenda:**

That the agenda for September 15, 2022 be approved:

MOVED BY: Tara Culley

SECONDED BY: Donna Edwards

CARRIED

6. **Approval of the Minutes from June 16, 2022:**

That the minutes from June 16, 2022 be approved:

MOVED BY: Tara Culley

SECONDED BY: Carolyn McLennon

CARRIED

7. **Staff Reports:**

**SEAC: September 2022 Administration Report**

There is a sense of joy in schools with the start of the school year that can be felt on school yards, in classrooms and in other spaces where students gather such as cafeterias and student services hubs. For some, this is return to in-person learning, both staff and students, for the first time since spring 2020 and the adjustment that comes with that. Links to the DDSB Welcome Back Video and school start information were included in the information distributed to SEAC with this month's agenda package.

As a district, current enrolment is higher than projections; particularly in kindergarten to Grade One. District enrolment currently at approximately 54 000 elementary students and approximately 22 800 secondary students for a total of 76 800 students. Classroom staffing adjustments are being made reflective of the changes. DDSB@Home enrolment is currently close to 1900 (1060 Elementary & 830 Secondary).

System leaders, school Administrators and Senior Managers spent a day together in August with focus on our learning related to implementation of three key policies and the related procedures:

- Indigenous Education
- Human Rights, Anti-Discrimination and Anti-Racism
- Safe & Respectful Workplaces.

Focus for the day was on Duty Bearer responsibilities and system barriers – understanding and breaking. We have significant listening, learning and actioning to undertake individually and as a system. The learning together continued within the professional learning days for school teams and Inclusive Student Services teams We are excited for where we will grow to in service to students and families and thank SEAC for continuing to help shape our planning and learning through your consultation.

To continue to grow our services and supports for students, new roles have been introduced this month including Developmental Support Worker pilot role, Senior Social Worker, Language Acquisition Worker and shift from pilot last year to permanent positions for the role of Child and Youth Support Worker. Information and updates on these roles will be shared with SEAC throughout the year.



- 7 Child and Youth Support Workers primarily working with Tier 1 intervention collaborate with Social Work and Psychological Services.

In October, we will share more information with SEAC about the commitments within the DDSB Mental Health & Well-Being Action Plan shared recently with Trustees at Standing Committee. The Action Plan for 2022-2025 identifies that good mental health and well-being are connected to students' success in the classroom and to a thriving working environment. The Action Plan centers staff and student well-being, whereas the previous version focused exclusively on students, and the Action Plan centres our commitment to identity informed and identity affirming practices.

The Accessibility Plan, also shared in the SEAC package this month, will be further discussed in our October meeting. SEAC feedback on the action items within the plan is appreciated.

This is our Administrative Report for September 2022.

**Board:** Trustee Donna Edwards informed SEAC members that the Board of Trustees received information and presentations on: there was a Special Board meeting before the Standing Committee meeting on September 6, to address 2 Trustee vacancies. Received information regarding the significant enrolment increase as well as a presentation on the Mental Health Action Plan 2022-2025. Changes to process for permits for Community Use of Schools. Trustee Edwards wanted to draw the attention of SEAC members to the Accessibility for Ontarians with Disabilities Act which is reviewed every four years, and encouraged members to visit the website and include their opinions  
<http://aodareview4.com/>

#### 8. **Inclusive Student Service Department Report- September 15, 2022**

Updates this month include:

- School Start Up Information
- DDSB Mental Health & Action Plan 2022-2025
- Role Highlight: ASL Interpreters
- New Role: Language Acquisition Support Worker
- Focused Role: SLP – AAC

#### **Highlights: Start of the 2022-2023 School Year**

Drawn from Director's Message:

We are thrilled to have students back in our classrooms and to build meaningful and engaging learning opportunities for them. Each year brings with it the opportunity for a fresh start to optimistically think about all the possibilities of how we will support students as they grow.

School Information for Students and Families:

[Return to School Page](#)

DDSB 2022-2023 Welcome Back Video

<https://www.youtube.com/watch?v=LYpx7iv4ael>

#### **Facilities Services Supports Inclusive Programming**

**THANK YOU** to team members from Facilities Services – both at the district and school levels.

We specifically note, team members who:

- Cleaned schools including learning spaces and furniture
- Renovated learning spaces
- Built customized furniture to meet accommodation needs when we could not source the tables needed for Developmental program spaces.

### **DDSB Mental Health & Well-Being Action Plan 2022-2025**

The Mental Health & Well-Being Action Plan was developed in support of and alignment to the **District's Operational Goal** specific to student mental health and well-being.

It is grounded in our commitment to developing a safe, inclusive, and respectful working and learning spaces for students and staff. It recognizes that good mental health and well-being are integrally connect to student's success in the classroom and to a thriving school environment.

The DDSB Mental Health & Well-Being Action Plan was shared during September Standing Committee on September 6, 2022.

We believe it is important to **learn** how we can support the everyday mental health and well-being of students and staff.

We commit to provide for our students and staff inclusive, identity affirming, and culturally relevant **supports** as needed.

We strive to **connect** all students and staff to, from, and through the pathways for those supports.

The plan, in this high-level form, reflects the interactive and dynamic conversations and the development process engaged in by the interdepartmental and multidisciplinary Design and Development Team. It provides a template for the actioning of the key priority areas with the development of specific action plans that will be informed, developed, revised, and monitored as a result of critical conversations and intentional listening to students, families, staff, and community partners, leading to our collective learning/unlearning as a District.

This action plan has foundation in understanding that school and system level mental health approaches are not stand-alone actions or practices designed to only respond to individual needs. Rather, healthy, and advanced school and work communities seek to embed universal and individual practices throughout all aspects of the learning and employment environments. These environments tend to think deeply, broadly, and inclusively with respect to the interplay of a variety of strategies and approaches that both support positive mental health and respond to concerns.

### **Update from Summer Learning & Mental Health Supports**

A fulsome report on summer learning and mental health supports is being presented to Trustees as part of the Board Meeting on September 19, 2022. A link to the report and meeting recording will be shared with SEAC.

In advance, a few highlights related to Special Education are highlighted:

- Accommodation supported embedded in summer learning including Special Education Resource Teachers (SERT), access to virtual learning hub (summer credit learning programs), Educational Assistants

- Continuity of direct Psychological service for 9 students; 1 concluded service during the summer and 8 have service plans continuing into the school year.
- Social Work services provided mental health supports to 29 students which included 2 connections with community agencies; 9 concluded service during the summer and 20 have service plans continuing into the school year

### **Assessments**

Members of the DDSB Psychological Services and Speech Language Services teams provided access to clinical assessments through July and August:

- Psychological services team members provided 14 psychological assessments (3 secondary and 11 elementary);
- Speech-language pathologists provided 62 (elementary) comprehensive speech and language assessments.

### **Education Community Partnership Programs – Grove School**

Grove School operates twelve months of the year to provide education and clinical supports to children & youth.

Summer 2022 partnerships: Durham Family Court Clinic (DFCC), Enterphase, Frontenac, Lakeridge Health Oshawa, Murray McKinnon House and Ontario Shores

- 87 youth participated in ECPP Summer Programming
- 90.0 course credits and 5 K-course requirements achieved
- 2 youth completed final credits to achieve graduation

### **Therapeutic Recreation**

Therapeutic Recreation provided opportunity for students in secondary life skills foundations to their Individual Education Plans, most commonly accessing programming through the Practical Learning Program, to participate in community and activity-based programming to improve well-being, physical and mental health and participation in partnership with the Abilities Centre.

- Two four-week programs on site at the Abilities Centre
- Support team included 2 DDSB Educational Assistants
- 21 participants (13 DDSB students and 9 DCDSB students)

### **2022-2023 Individual Education Plan (IEP) Dates & Focus**

IEP Dates 2022-2023

- Elementary Modified: September 20, 2022
- Secondary Modified: October 7, 2022
- Elementary/Secondary Regular Calendar: October 18, 2022

Emphasis this fall is on consultation during the first 30 days.

It is important for:

- student & parent/caregiver voice to be embedded within the development of the IEP
- current and relevant assessment be part of the foundation of program, strategy decisions.

### **Role Highlight: ASL Interpreters**

Role: facilitate communication between ASL and English

- DDSB interpreters are qualified through an interpreter education program or have relevant skill and experience.
- During the interview process, DDSB partners with the PDSB school and a Deaf individual for evaluation.
  - Both ASL quality and accuracy of interpretation are evaluated by a member of the Deaf Community to ensure language accuracy.
  - Ensures that students who access ASL interpretation are receiving appropriate support.

### **NEW Role: Language Acquisition Service Worker (LASW)**

- Historically – ASL interpreter only role involving ASL at the DDSB
- Identified a need for students who come to our schools not knowing ASL and cannot access English; these students have often experienced language deprivation
- APSEA (Atlantic Provinces Special Education Authority) - have worked with LASWs to help young students learn ASL within their classrooms and later transition to interpreter support
- DDSB's first Language Acquisition Service Worker (LASW) has been hired to support student learning ASL

Members discussed the new role with the following conclusions;

- There is a shortage of Interpreters for Post Secondary students.
- One school offered a course in ASL during the 2021-2022 school year.
- Language acquisition is also needed for student that are hearing but non-verbal.
- Question around how information will be shared with families regarding this new role.

### **Focused Speech Language Pathologist Role: Augmentative & Alternative Communication AAC**

- Approximately 500 students who use augmentative & alternative communication (AAC) received speech and language services last year
- High-tech (digital device) and low-tech (paper-based) systems are being used by our students
- Dedicating one SLP to this specialized part of the field will help to support:
  - Creation of service pathways based on best practices
  - Ensuring current knowledge of technology, apps and other resources
  - Networking and information sharing with Holland Bloorview's Communication and Writing Aids clinic and other school board AAC teams
  - Collaborating with other DDSB departments to support student access to communication technology

### **Additional Qualifications Courses for Teachers**

Through June 2022, the Ministry provided funding to the DDSB to support teachers in accessing Teaching Students with Communication Needs.

Between April 2021 and March 2022 (reported in June 2022 to the Ministry), 47 educators completed the course and received \$525.00 reimbursement towards course cost.

Within the Partnerships & Priorities Funds for 2022-2023, funding is being provided and eligibility expanded to include Special Education Part 1, Part 2 and Specialist. We look forward to receiving further details including timelines framing the eligibility. To support educators, we have communicated that completed Summer 2022 courses will be supported for reimbursement at the above rate.

### **McCaskills Mills PS. – Brock Township Accessibility Award**

The McCaskills Mills PS team was recently (June 20, 2022) recognized by Brock Township for fostering inclusive learning spaces and programs.

## **9. Open Discussion:**

SEAC Members engage in conversation which touched on a number of topics:

- DDSB Accessibility Plan; members will review and share with their associations and generate feedback.
- SIP – Special Incident Portion, during the 2021-2022 school year SEAC wrote a letter to the Ministry before the election regarding SIP.

Motion to refresh and resend the Special Incident Portion letter reviewing funding including both the shadow ministers and the Ministry of Education's two parliamentary assistants:

MOVED BY: Tara Culley

SECONDED BY: Donna Edge-Bean

CARRIED

- Enrolment - Observation and questions around the significant increase in enrolment was discussed
- Inquiries were made around students that need more than 1 full adult support they probably also have costs for families at home. These families may be seeking less costly areas to live; consequently, moving out of the downtown Toronto area.
- Durham Region has significant new build growth which is desirable as these are easier to modify to create more accessible homes.

## **10. Business Arising from the Minutes:**

The updated DRAFT SEAC survey was discussed with the following observations:

- Much more streamlined
- Look at inclusive language
- Question 23 might want it to include more data collection than personal.
- Sought information: SEAC seeking trends for the top challenges.

- Remove questions 9 and 13.
- What are the top 3 supports and services you would like to continue, and what are the supports and service that are not being provided?
- The DDSB has a strong Assessment and Accountability department they will analyze the data.
- What is the intention of the survey-what feedback is SEAC seeking through this survey is what we need to ask while building the survey.
- Survey will be intuitive.
- How does socio economic situation impact supports that are sought.
- Are there any other significant barriers or factors we should know?
- Decided not to tie to individual student census; important layers of communicated intention of data collection, building trust and research protocols
- Words are clearer and are preferred to stars.
- Knowledge of the services available
- Do you understand roles, rights and what supports are available to advocate for children.
- At the end of the survey add the link to the SEAC brochure page on the DDSB website, invitation to connect. If you need help with advocacy, please feel free to reach out.

**11. Association Reports & Committee Reports:**

- OAFCCD Newsletter -new members will be announced later in the year.

**12. Correspondence:**

- Upper Canada DSB – re: PPM81

**14. Community Concerns:**

Appeal Process within the Identification Placement Review Committee (IPRC) Process

- There to support the individual and come to a reasonable conclusion for student supports.
- Many other community partners were not able to assist.
- School Boards are required to publish the number of appeals each year in the Special Education Plan.
- If there is a disagreement for placement, an Appeal Committee is formed. The Districts names a member and the family names a member and together they pick a third to build the IPRC appeal review committee.
- These three members cannot have provided direct involvement or services to the child.
- Advocates are welcome to support but are not part of the committee.
- A support person for the caregiver does not need to be a member of SEAC but cannot be someone that has provided direct service to students.

Elizabeth Daniels has announced she will be stepping down in November from her seat at SEAC. Members of SEAC thanked Elizabeth for her valuable voice at the table.

**15. Celebrations and Success:**

- Grandview Kids- CEO will be retiring in February 2023
  - significant shift for one of our Partners Lorraine has been an incredible advocate for accessibility. Centring kids and families.

Motion made to have SEAC is to write a letter to of congratulation and acknowledgement.

MOVED BY: Elizabeth Daniels

SECONDED BY: Tara Culley

CARRIED

- With Carolyn McLennon stepping down we need to post for a vacant position for Member at Large
- Volunteers for the selection committee: Donna Edge-Bean, Tara Culley, Eva Kyriakides.

**16. Next S.E.A.C. meeting – Thursday, October 20, 2022.**

October 20, 2022 meeting will be held in the person at the Durham District School Board 400 Taunton Rd. E. Whitby. In person allows for small group discussions and makes for a more fulsome meeting.

**17. Adjournment:**

That the meeting does now adjourn at 8:32 p.m. Adjournment called by SEAC Chair Eva Kyriakides

MOVED BY: Tara Culley

SECONDED BY: Donna Edge-Bean

CARRIED

Report respectfully submitted by:

Eva Kyriakides, SEAC Chair

**Table 1- Action Plan**

ACTIVITY	RESPONSIBILITY	COMPLETION
ASL in secondary schools this year	Andrea McAuley	October 20, 2022
Invite to absent members for Member at Large selection committee	Lisa Wry	September 16, 2022
Letter of Congratulation – Lorraine Sunstrum-Mann, CEO Grandview	Eva Kyriakides	November 2022



**REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE**  
**Thursday October 20, 2022 6:30 P.M.**

An on-line meeting of the Special Education Advisory Committee was held on this date.

**ROLL CALL:**

Eva Kyriakides, Association for Bright Children (ABC) (SEAC Chair)  
 sensaRAneb Burrell, Autism Ontario – Durham Chapter  
 Carissa Lewis, Black Parents Support Group  
 Tara Culley, Durham Down Syndrome Association  
 Hannah Nguyen, Easter Seals Ontario  
 Rowin Jarvis, Learning Disabilities Association of Durham Region  
 Elizabeth Daniel, Ontario Association for Families of Children with Communication Disorders  
 Kathy Kedey, VOICE for Deaf and Hard of Hearing Children  
 Vera Mercier, Early Years Consortium – Non-voting member

Trustees: Donna Edwards Linda Lowery

Staff: Superintendent, Andrea McAuley  
 System Lead, Conor Jinkinson

Recording Secretary: Lisa Wry

**1. Call to Order:**

SEAC Chair Eva Kyriakides called the meeting to order at 6:46 p.m.

**2. Land Acknowledgement:**

SEAC Chair Eva Kyriakides advised that the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island. We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

**3. DDSB Human Rights & Equity Statement**

The Durham District School Board is committed to learning environments that are safe, welcoming, respectful, equitable, accessible, inclusive and free from discrimination while placing Human Rights and Equity at the center.

**4. Welcome Guests:** Rema Saati-Vice-Principal Southwood Park P.S., Anthony Phelan-Vice-Principal Pickering HS.

**Regrets:** Tara Culley, Kathy Kedey, Vera Mercier, Trustee Linda Lowery, Rowin Jarvis.

5. **Approval of Agenda:**

That the agenda for October 20, 2022 be approved:

MOTION BY: Donna Edward

SECONDED BY: Elizabeth Daniel

CARRIED

6. **Approval of the Minutes from September 15, 2022:**

That the minutes from September 15, 2022 be approved:

MOVED BY: Carissa Lewis

SECONDED BY: Elizabeth Daniel

CARRIED

7. **Staff Reports:**

**SEAC: October 2022 Administration Report**

Well-being, mental health and learning are intertwined in planning for student success.

Student Senate and Grove Advisory Committee, both meeting yesterday, provide examples of this understanding in action.

One of the areas of focus for Student Senate, with representatives from all secondary schools across the district, is advocacy for children and youth mental health. Last spring, Student Senate created a document of resources on youth mental health; Student Senate this year will launch the 5 Ws resource and help support communication of the resource. Student Senate will also be taking an active role in Children's Mental Health Week, including hosting a symposium. In May, Steffanie Pelleboer, DDSB Mental Health Leader, is supporting Student Senate with this work.

Education Community Partnership Programs (ECPPs) in the Durham Board are collaborations for day treatment programs that include clinical, through the partner agency, and educator, through the DDSB, support. Grove School, the DDSB school name that encompasses fifty program classrooms through sixteen partner agencies, has an advisory committee comprised of leaders from all of the organizations. During the most recent Grove Advisory Committee meeting, members engaged in learning about the DDSB Human Rights, Anti-Discrimination, Anti-Racism Policy and overview of the DDSB Mental Health Action Plan as the committee discussed systemic barriers, barrier busters and assets of children's mental health systems.

As report back to SEAC regarding the secondary course for American Sign Language. We currently do not have any schools running this course with the 2022-2023 school year.

Our final report item this evening is to report on Individual Education Plan (IEP) completion as we are now just beyond the thirtieth day, and requirement for completion of IEPs drafts. There are currently 12,232 students within the DDSB with programming based on IEPs that are IPRC based; students formally identified as having special education strengths and needs. There are also students with IEPs, not through IPRC, for reasons such as access to SEA through Occupational Therapy recommendation.

This is our Administrative Report for October 2022.

The committee members discussed items touched on within the Administrative Report with the following observation and suggestions:

- There is a growth within the District for students with IEPs, which is slightly higher to the growth of new enrollments.
- Influx of families from the Toronto Area, which provides relatively close proximity to established services while providing areas of new home building which can more readily accommodate retrofitting to provide accessibility
- Members of Student Senate have presented in the past, consideration to have the Student Senate present again showing support toward their initiative

**Board:** Trustee Donna Edwards informed SEAC members that the Board of Trustees received information and presentations on: A motion was passed to address violent incidences outlining strategies for support and communication. Student trustees brought forward a request to write a letter to the Ministry of Education and local MPPs requesting that the Education Act be amended allowing student trustees to independently move or second a motion. Changes aligning the Parent Involvement Committee (PIC) and School Community Council (SCC), Superintendent hiring policy. Board decision on three Trustee vacancies was not to fill the seats so close to the election. The Ministry of Education has sent out its Consultation on Education priorities funding, one of the priorities is how to improve capital funding deadline for submissions is November 15, 2022. Information was shared with a focus on upcoming Special Incident Portion (SIP) funding.

Superintendent Andrea McAuley explained that SIP is a claims-based process by which we can apply for funding towards the cost of intensive supports for students that require two or more board staff to access learning and well-being at school. Within the DDSB budget these supports are already in place and we will be submitting claims to recover a portion of related costs.

Trustee Donna Edwards also included information on budget allocations and pointed out that the SIP funds cover only a small fraction of the costs.

SEAC Chair Eva Kyriakides suggested resubmitting the letter written last year, before the spring election, regarding SIP funding and also include the letter as feedback on the Ministry Priorities.

Trustee Donna Edwards shared that on November 28, Trustees will be able meet at Queens Park to provide input and concerns on education.

MOTION to submit a letter regarding SIP through the consultation process as well as the shadow Ministers.

MOVED BY: Carissa Lewis

SECONDED BY: Elizabeth Daniel

CARRIED

## 8. **Inclusive Student Service Department Report- October 20, 2022**

Updates this month include:

- Leading Inclusive Programming: IEPs
- New Role Highlights
- Special Incidence Portion (SIP) Funding and Anticipated Claims
- Resource: Classroom Support Staff Go-To Guide for Health & Safety
- Resource: DDSB EA Allocation Process
- Community Event: Life Beyond High School Supports
- November 16th: Classroom Support Staff Appreciation Day

### **Leading Inclusive Programming: IEPs**

*The following three slides were provided to support school administrators, through conversation during their Family of Schools meetings and within their school teams, in the leading of inclusive programming. Specifically, foundations for Individual Education Plans (IEPs) for consultation, consideration and construction of IEP drafts for the 2022-2023 school year.*

As a district, we are committed to addressing ableism, shifting practices to an asset-based approach to inclusion and challenging medical models which focus on diagnosis and/or deficit. As a district, we acknowledge and commit to the unlearning/learning and work that must be done to make these shifts.

The DDSB [Indigenous Education Policy](#), [Human Rights, Anti-Discrimination and Anti-Racism Policy](#), and related procedures and commitments focus on accessibility and Universal Design for Learning, including student voice and choice.

Individual Education Plans are the written commitments to students that:

- Focus on the student's unique strengths
- Reflect identity affirming, anti-oppressive principles and practices
- Support accommodations to address programming and service-related barriers and needs.

Reflective prompts as you lead development of IEPs and monitor their impacts within programming:

### **Consultation and collaboration:**

- How is consultation and collaboration with individual students & families embedded within the development phase (within 30 days) of the IEP? Think about: If outside of that time frame is consultation authentically engaged within considerations or is document provided for information? Have we sought input from and collaboratively explored options with the student/family?

### **Currency of Assessment Information Informing Decisions:**

- Are the assessments (classroom and clinical referenced) used and documented in the IEP, relevant/current to the student's current year program?

### **Curriculum:**

- Within a continuum of accommodations, modifications at grade level and modifications from grade level 1) what is informing decision 2) are impacts understood? 3) how will impact be monitored?

SEAC members reflected on the presentation with the following observations.

- Highlighting the importance of seeking family consultation
- Make sure that families are not just receiving the IEP, but that schools are reaching out in multiple ways to make it meaningful on both sides
- Perhaps an invitation to have a meeting/phone call
- Consider incorporation into the new software form to request a meeting after the receipt of the IEP.
- Consultation during the 30 days
- Legislation says that IEPs in place by the 30<sup>th</sup> day of program.
- Some families are finding 15 minutes is not enough time to discuss IEPs

#### **Regulation 181/98:**

“Within 30 school days after placement, the principal shall ensure that the plan is complete and a copy of it sent...”

- It is important to reflect on the word ‘complete’.
- When is consultation within design authentic and collaborative?

#### **NEW Role: Developmental Support Worker Role**

Developmental Support Workers will provide support, as part of a school based Developmental program team, support for students with developmental and/or intellectual disabilities requiring support for self-care, meaningful participation in learning and community-based integration. This includes support for personal and medical care in accordance with DDSB policy and procedures.

Two schools, each with multiple Developmental program classes, will be involved in the pilot of this role:

- Westney Heights PS
- Pine Ridge SS

#### **Formalized Role: Child & Youth Support Worker**

- Pilot from March 2021 through to the end of 2021-2022 school year as Well-Being Youth Workers
- Child and Youth Support Workers (CYSW) (7.0 FTE) are an important element of our efforts to implement a tiered approach to mental health that supports well-being for all students.
- CYSWs are members of the Inclusive Student Services Team and work in an integrated and aligned manner with school-based teams and provide programming and services to enhance student mental health and well-being and to strengthen positive classroom and school environments to support students to thrive.
- Provide classroom based as well as small group-based prevention and early intervention strategies, educational programming, inclusive of SMHO resources
- Support skills building while also working with our Social Work and Psychological Services Staff to bridge to more intensive mental health supports.

#### **NEW: AFFIRM**

AFFIRM is an affirmative group for students who are a part of the 2SLGBTQIA+ community. This group is for high school students who are members of the 2SLGBTQIA+ community. The goal of the group is to build a safe community helping young people navigate their world and

build on their coping and well-being skills. The group will be facilitated by members of Psychological Services and Social Work using Cognitive Behaviour Therapy (CBT). Students will be able to come together to share, explore, and learn affirming strategies to manage minority stress and mitigate negative self-talk and depression. Registration for the first group of up to 12 students has filled.

### **Training Update: BMS for Administrators**

As part of our commitment to safe and respectful learning and working environments that center human rights and dignity, Full Day Basic Behaviour Management Systems (BMS) training was made available to all administrators within the DDSB.

- After a brief "catch up" for administrators who were not able to attend the training in July, Psychological Services has now provided this training to approximately 240 Principals and Vice Principals across the district
- In order to support administrators in maintaining their certification, there will be training dates available throughout the year, as well as designated dates in July for administrator refreshers and basic training

### **Special Education Funding – Information for Administrators**

"Budget and Accounting for School Administrators" was presented in collaboration across four departments: Budget & Finance, Student Success and Information Technology and Inclusive Student Services.

Specific to Special Education Funding, topics included:

- Special Education Grant components
- 2022-2023 DDSB Budget – Special Education Programs & Services
- District and School Budget Commitments & Responsibilities
- Special Education Class Allocation to Schools
- Special Equipment Amount (SEA)- Technology & Equipment

The session was accessed by 71 Administrators and was recorded for further access.

### **Special Incidence Portion (SIP) Funding – 2022**

#### **Eligibility Criteria for Special Incidence Portion (SIP) Funding Claim**

"School boards may apply for SIP funding on behalf of students who require more than two full-time equivalent board-paid staff providing intensive support for the health and/or safety of the applicant student, other students and/or staff. This additional support may be provided by eligible board-paid staff as outlined below under Eligible Board Paid Staff Support. The student may be enrolled in a regular class with special education support or a special education class."

#### [SIP Guidelines 2022](#)

SIP is a process of accounting for supports, and a portion of the related costs, already in place:

"SIP funding is intended to help offset the additional staff costs for a student who needs more than two full-time equivalent board-paid staff providing intensive support ... Funding approval will be based on the current school year's timetable at the time of submission."

There are three types of SIP claims:

- Health Claim
- Safety Claim

- Health & Safety Claim

The maximum individual claim amount for 2022 is \$28,803.00.

Teams will be engaged in the claim writing process the week of October 31, 2022.

The DDSB has projected submission of 105 SIP claims to the Ministry by the December 16, 2022 deadline.

The anticipated revenue of \$3 018 921.00 is already factored into planned expenditures related to classroom support staff FTE.

Reference: [DDSB 2022-2023 Budget book](#), p.29.

### **Special Education Software Transition**

PowerSchool Student Programming will replace the Board's current Special Education application (PowerTPM).

Benefits of this change include, but are not limited to:

- IEPs will be accessible within the Parent Portal
- Integrated student information; eliminates transfer of data between software platforms

This project has focus on the development phase of implementation this fall and continues through this school year with the launch of 2023-2024 IPRCs at the end of January. All forms that currently live in PowerTPM will be converted by late summer 2023. There is excitement in both Inclusive Student Services and IT Services teams to roll out and benefit from a reliable, robust, integrated and scalable solution.

### **Classroom Support Staff Go-To Guide for Health & Safety**

*Revision to document: EA Go-To Guide for Health and Safety*

The **Classroom Support Staff Go-To Guide for Health & Safety\*** includes key information about supporting staff mental health & well-being, health & safety related supports, tip sheets and more related to the important role that classroom support staff have in supporting student well-being & learning.

Updates include:

- Information for all classroom support staff
- Inclusion of well-being and mental health supports for staff

\*Distributed within the October SEAC Agenda Package

### **Educational Assistant Allocation Process Overview**

*Revision to document: Fall 2022*

The DDSB Educational Assistant Allocation Process Overview includes:

- Commitment to students
- Commitment to staff in the professional role of Educational Assistant
- Process overview (e.g., cycle/timing)
- Tips for Optimizing EA Support for Students (e.g., scheduling tips)

\*Distributed within the October SEAC Agenda Package

### **Invitation: Life Beyond High School Supports**

We are pleased to announce:

#### **Life Beyond High School Supports**

Monday, November 14th, 2022  
7:00 pm  
Durham District School Board - Education Centre  
400 Taunton Rd E, Whitby, ON L1R 2K6

This annual event supports students and their families/guardians with exceptional strengths & needs both at the elementary and secondary level who are preparing for the transition into life after high school and serves as an access point to making connections in their communities.

This event aims to support their goals and post-secondary pathways through direct to work, community program and/or post-secondary education.

### **Classroom Support Staff Appreciation Day**

Each year on the third Wednesday in November, the DDSB recognizes the tremendous impact that professionals in the role of Educational Assistants have for students. This year, we do so and also recognize the other roles that together with EAs are part of the Classroom Support Staff complement of professionals supporting student well-being & learning alongside teachers as part of classroom teams. Resources, including social media supports, will be provided to schools.

#### **Wednesday, November 16<sup>th</sup>**

Classroom Support Staff Roles:

- Developmental Support Worker
  - ASL Interpreter
  - Intervenor
- Language Acquisition Support Worker

SEAC members discussed and had questions with respect to the department report:

- Nursing shortages.
- Development program base model 6 students 2 EAs 1 teacher, students with medical and developmental disabilities, because of the complexity of needs means there are clusters of these programs as well as spread throughout the district.
- These programs focus on wrap around care based on outcomes for students
- The programs are located where the kids need them to be in the homeschool area or family of schools
- Community of model, often with multiple classes within an individual building
- Comments were made around keeping up with the most up to date with the most cutting-edge technology, and consolidated partnerships
- Suggested to engage in partnerships with Children's Treatment Centres (CTC) such as Holland Bloorview.
- Inclusive Student Services (ISS) team members have been able to engage in focused learning through professional secondments to partner organizations as individuals and bring that leaning back to the team as a whole.

### **9. Open Discussion:**

The members discussed the DDSB Accessibility Plan with the following reflections and suggestions:

- Ability to enter any door to line up with their peers.
- Auditing older buildings.



- Universal design for accessibility.
- Availability of FM systems in all rooms.
- Boards are required to have a multi year Accessibility Plan.
- Abilities Centre is certified in the Leading Equitable and Accessible Delivery (LEAD) program analyses all layers of systems (the Board is a system) and identify what is going well and where there could be improvement, which drove action plan.
- Perhaps having a SEAC member on the Accessibility committee would be valuable.

MOTION to write a letter to the Ministry to when we can expect the K-12 Educational Standards to be written

MOVED BY: Carissa Lewis

SECONDED BY: Elizabeth Daniel

CARRIED

**10. Business Arising from the Minutes:**

Members continued discussion on:

- **The SEAC Survey**
- Looks more concise
- Question 14 – concerns with the identifications especially with the term behaviour.
- These are not internal board defined terms they are Ministry terms
- These terms were intentionally not included in our Special Education Plan instead a link to the Ministry site with the terms.
- Concerns around the Ministry of Education language.
- Acknowledge that the language is Ministry provided within the survey
- May need to add a spot at the bottom of question 14 where families can add diagnosis.
- **Member at Large Posting** is now posted for 2 vacancies.
- Residency component is required to remain a member of SEAC and therefore Donna Edge-Bean stepped down as Member at Large.
- Currently there are five applicants

**11. Association Reports & Committee Reports:**

Association Reports from Autism Ontario were shared with the *Families in Flux* document being highlighted.

- Autism Ontario response to PPM-81
- Families in Flux Exec Summary-April 2022
- K-12 Committee Report November 2021
- Recommendations for Families in Flux 2022
- Autism Ontario Response, Transitions Sub Committee Report
- Families in Flux 2022

**12. Correspondence:**

None

**14. Community Concerns:**

Committee for IPRC appeal shared last month is created and will be moving forward.

**15. Celebrations and Success:**

- sensaRAneb is going to celebrate her milestone birthday in Ghana and will be visiting and bringing supplies to the only autism centre in Ghana.
- Shout out to Easter Seals and Muscular Dystrophy for supporting families when they are not able to access government financial supports.

**16. Next S.E.A.C. meeting – Thursday, November 10, 2022.**

**17. Adjournment:**

That the meeting does now adjourn at 8:45 p.m. Adjournment called by SEAC Chair Eva Kyriakides

MOVED BY: Donna Edwards

SECONDED BY: Elizabeth Daniel

CARRIED

Report respectfully submitted by:

Eva Kyriakides, SEAC Chair

**Table 1- Action Plan**

ACTIVITY	RESPONSIBILITY	COMPLETION
SIP Letter	SEAC Chair Eva Kyriakides	November 10, 2022
Accessibility Committee invite for SEAC rep.	Superintendent Andrea McAuley	ASAP
Letter to the Ministry K-12 Standards	Trustee Donna Edwards	
Link to the LEAD program	Superintendent Andrea McAuley	Send with November package
Life Beyond HS flier- Share	Lisa Wry	ASAP



## Durham District School Board

400 Taunton Road East, Whitby, Ontario L1R 2K6

Phone: 905-666-5500; Toll Free: 1-800-265-3968

The Honourable Stephen Lecce  
Minister of Education  
5th Floor, 438 University Ave.  
Toronto, ON M5G 2K8  
[minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

November 11, 2022

### Re: Concern Regarding Growth Management and Capital Funding Approval Processes

Dear Minister Lecce,

I am writing on behalf of the Durham District School Board (DDSB)'s Board of Trustees to inform you about the challenges we are experiencing with respect to enrolment growth at Clara Hughes Public School in Oshawa and to highlight the difficulty in keeping pace with new residential development to support students.

Clara Hughes Public School is located in central Oshawa and opened in 2014 to consolidate existing schools in an established neighbourhood. Over time, new families have moved into the neighbourhood due to relatively affordable housing prices and along with neighbourhood turnover, enrolment at the school has steadily increased. As of September 2022, Clara Hughes PS is operating at a utilization rate of 184% capacity, which will grow to 193% by the 2023-24 school year based on projections. There are currently 15 portables on the school site.

The DDSB has included proposed school and child care expansions for Clara Hughes PS in both the 2021 and 2022 Capital Priorities submissions. Unfortunately, the project was not approved in either submission. We are currently taking steps to undertake a boundary review which may result in some students in a specific geographic area being moved to another school. Even if this boundary change takes place, we anticipate that Clara Hughes PS will continue to be under considerable pressure and be at 138% utilization with 8 portables onsite. The lack of approval received for this specific school means that we continue to be behind the curve of change that is taking place as this is just one example of many that we are facing.

As we have recently communicated, our school board requires additional capital approvals and an expedited process to quickly accelerate approved projects in order to keep up with the growth that we are experiencing in Durham Region. The challenges experienced by our board will continue to grow as provincial strategies are implemented to speed up the approval and development of new homes to meet the urgent housing supply and affordability challenges families face. One such example of this is *Bill 23, More Homes Built Faster Act, 2022*, which is currently moving through the legislative process.



@DurhamDistrictSchoolBoard



@DDSBschools

**ddsb.ca**

The reality is that the growth experienced in Durham Region in recent years and projected future growth cannot be effectively managed due in part to a lack of capital approvals to match the rate of population increases from new developments, and also due to the length of time from submission to approval to opening of a new school or completion of additions to existing schools.

While we appreciate the challenge the Ministry has in selecting capital priorities submissions for approval each year, we urge your Ministry to do more, to advocate on our behalf at the cabinet table and for the Ministry of Finance to increase funding in the budget for capital priorities to address this issue directly. At this rate, the issue will get worse over the next four years as school boards like ours are unable to effectively respond to the growth in population and student enrolment. We have already heard from many members of our community about these concerns and expect community concerns to increase.

We look forward to your response and support for our growing community as soon as possible.

Sincerely,



Carolyn Morton  
Chair, Board of Trustees  
Durham District School Board

Cc:

Premier of Ontario  
Minister of Finance  
Minister of Municipal Affairs and Housing  
MPPs in Durham Region  
Party Leaders, Education, Municipal Affairs and Housing, and Finance Critics of the New Democratic Party, the Ontario Liberal Party, and the Green Party of Ontario  
Chair, Regional Municipality of Durham  
Mayors in Durham Region  
Trustees, Durham District School Board  
All Ontario Public School Boards via OPSBA  
All Ontario Catholic School Boards via OCSTA



## Durham District School Board

400 Taunton Road East, Whitby, Ontario L1R 2K6

Phone: 905-666-5500; Toll Free: 1-800-265-3968

The Honourable Stephen Lecce  
Minister of Education  
5th Floor, 438 University Ave.  
Toronto, ON M5G 2K8  
[minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

November 11, 2022

### Re: Amending the Education Act for Student Trustees to Move and Second Motions

Dear Minister Lecce,

I am writing on behalf of the Durham District School Board (DDSB)'s Board of Trustees to request an amendment to the Education Act that would permit student trustees to independently move and second motions.

Under Section 55(4) of the Education Act, Student Trustees are not currently entitled to move a motion but may only suggest a motion which would need to be moved and seconded by members of the Board to be debated.

Student representation and participation are essential to the good governance of school boards. With growing interest from student populations in self-advocacy and representation, the requested amendments to the Education Act would be an important step in strengthening student voice and allowing greater participation of Student Trustees. An amendment to the Education Act to permit Student Trustees to independently move and second motions would improve student engagement and help students to bring issues of concern to the Board table for consideration.

This request does not include a request that Student Trustees be granted the right to exercise a binding vote, only that they be permitted to move and second motions so that Board members would then debate and vote on the matter.

Thank you for your consideration of this request.

Sincerely,

Carolyn Morton  
Chair, Board of Trustees  
Durham District School Board



@DurhamDistrictSchoolBoard



@DDSBschools

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Cc:

Durham Region MPPs

Trustees and Student Trustees, Durham District School Board

All Ontario Public School Boards via OPSBA

All Ontario Catholic School Boards via OCSTA



@DurhamDistrictSchoolBoard



@DDSBSchools

**ddsb.ca**



November 10, 2022

The Honourable Stephen Lecce  
Minister of Education  
438 University Avenue, 5th Floor  
Toronto, ON M7A 1N3

The Honourable Doug Downey  
Attorney General of Ontario  
720 Bay St, 11th Floor  
Toronto, ON M7A 2S9

**Trustees:**

*Diane Lloyd  
(Chairperson)*

*Angela Lloyd  
(Vice-chairperson)*

*Cathy Abraham  
Terry Brown  
Cyndi Dickson  
Kailee Dupuis  
Rose Kitney  
Jaine Klassen Jeninga  
Gail Nyberg  
Emilio Ojeda  
Steve Russell*

*Maria Mahfuz  
Kelly Mitchell  
(Student Trustees)*

---

*Rita Russo  
Director of Education*

**EDUCATION CENTRE**

*1994 Fisher Drive  
Peterborough, Ontario  
K9J 6X6*

*(705) 742-9773  
1 (877) 741-4577  
Fax: (705) 742-7801*

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*Website: [www.kprschools.ca](http://www.kprschools.ca)*

Dear Ministers Lecce and Downey:

On behalf of the Kawartha Pine Ridge (KPR) District School Board, I am writing to enlist your support for increased measures to keep our students safe as they travel to and home from school.

Each day more than 23,000 students are bused to school every day on close to 600 different bus routes that travel the over 7,000 square kilometers within the communities we serve.

Along with the Cobourg Police Services Board, the East Ferris Police Services Board, and community police partners across our jurisdiction, we remain deeply concerned that student safety is jeopardized each day by drivers failing to stop for school buses picking up or dropping off students.

To address this long-standing danger, we are lending our voices to call for increased transportation protections for our bused students.

Specifically, we are asking your government to review recent proposed changes to the school bus regulations by Transport Canada regarding required equipment to include:

- infraction cameras
- extended stop sign arms, and
- 360 degree exterior cameras

Further, we are asking for a commitment to apply camera and fine collection technologies, similar to those used on electronically controlled toll highways, to ensure that no offending driver is excluded from the law.

Letter to Ministers Lecce and Downey

November 10, 2022

Page 2

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We trust your government will support Ontario school boards and police services in addressing this shared concern for the safety of our students.

Sincerely,

A handwritten signature in black ink, appearing to read "Diane Lloyd". The signature is written in a cursive, flowing style.

Diane Lloyd

Chairperson of the Board

C: Ontario Public School Boards' Association (OPSBA)  
MPPs (Kawartha Pine Ridge District School Board)  
Cobourg Police Services Board and East Ferris Police Service Board  
Police Services (Kawartha Pine Ridge District School Board)  
Chairpersons (Public School Boards – Ontario)



Lori-Ann Pizzolato  
Thames Valley District School Board  
1250 Dundas Street  
London, ON N5W 5P2

November 14, 2022

Hon. Stephen Lecce  
Minister of Education  
5th Flr, 438 University Ave  
Toronto, ON M7A 2A5

Via email : [minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

Dear Minister Lecce,

On behalf of the Trustees of Thames Valley District School Board (TVDSB), thank you for the opportunity to provide feedback on the Capital Priorities Program. TVDSB is appreciative of the investments the Ministry of Education has made in our region with regards to construction projects.

Still, our work is far from done. The communities our school board serves are experiencing rapid growth, and will continue to do so, especially under *Bill 23, More Homes, Built Faster Act, 2022*. The need for school boards and the Ministry to work together to streamline the process for building new schools has never been greater.

I ask that you please consider the following recommendations for changes to the Capital Priorities Program:

1. **Provide clear criteria and defined turnaround timelines to schoolboards.** It is difficult to create a project plan when approval timelines are unclear.
2. **Reduce approval timelines and required approvals.** While school boards wait for approvals, consulting teams may start working on other assignments. This causes construction delays. Please consider providing clearly articulated submission criteria to school boards, instead of requiring us to receive numerous approvals from the Ministry.
3. **Following approvals, include flexibility, and design amendment options.** From land negotiations, to rezoning, site plan approval, design, and tendering – the approval process often takes so long that the newly opened school no longer meets the needs of the community. School boards experiencing continuous growth like Thames Valley need more flexibility on design amendments to avoid capacity issues at new schools.

4. **Review and revise Ministry benchmark funding to keep up with inflation.** Due to inadequate benchmark funding, school boards like Thames Valley spend significant resources attempting to provide the highest value to our communities for the lowest cost. Often, we have no choice but to submit tender requests that are over budget. This results in lengthy approval delays. By the time we receive approval, market conditions may not be favourable for tendering.
5. **Review land priorities funding, provide alternative funding sources and implement firm approval timelines.** Waiting until the Ministry can approve a capital priorities business case before acquiring land can cause significant construction delays, or worse, the loss of potential real estate for a new school.
6. **Provide more flexibility and autonomy with proceeds of Disposition Funding.**
7. **Review the Approval to Proceed (ATP) to tender phase.** Our staff feel that Class 'A' cost estimates are inconsistent with final tender values and represent an unnecessary additional step to the process. We ask that you either remove this requirement or, if these estimates add value for the Ministry, use them as a budget number to provide funding.
8. **Revise the irrevocable bid period.** The Ministry has been recommending at least a 90-day irrevocable bid period to allow for sufficient time to review tenders if they come in over budget. Currently, contractors are not able to hold pricing for this long without having to cover their risk, increasing the project costs. Our Planning team recommends a fast-track approach to ensure a desirable and competitive process.

Thank you once again for your time and consideration. Thames Valley District School Board looks forward to working with you to meet the needs of our rapidly changing and growing communities. Sincerely,



Lori-Ann Pizzolato  
Chair, Thames Valley District School Board


**Waterloo Region District School Board**

51 Ardelt Avenue  
 Kitchener, ON N2C 2R5  
 T: 519-570-0003  
 F: 519-742-1364  
[wrdsb.ca](http://wrdsb.ca)

November 7, 2022

The Honourable Stephen Lecce  
 Minister of Education  
 5th Floor, 438 University Ave  
 Toronto, ON M7A 2A5  
 Via email: [minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

Dear Minister Lecce:

I am writing this letter on behalf of the WRDSB Board of Trustees in support of the Thames Valley District School Board's letter dated August 25, 2022.

The Waterloo Region District School Board spans over 1,350 square km and is the 9<sup>th</sup> largest school board in Ontario, with approximately 65,000 students. Our school board continues to grow at a considerable rate due to the rapid migration of families to Waterloo Region.

As we strive to accommodate escalating student enrolment with quality learning spaces, we are faced with funding and timeline challenges, and we are hopeful that these challenges can be addressed with your support.

The first of these challenges is the limitations of current capital benchmark funding. According to findings from the Operations, Maintenance & Construction Committee (OMC) of the Ontario Association of School Business Officials (OASBO), there is an average gap of approximately 18% between cost estimates and tender prices for new schools tendered from 2015 to 2018.

We currently have 3 capital priority projects (2 elementary schools and 1 elementary addition) in advanced design phase with 3 different architects that are each experiencing cost estimates that far exceed benchmark funding grants in some cases greater than 50 %. We also have a 4<sup>th</sup> school in the process of seeking an architect and expect this project too will experience similar challenges. Increased capital benchmark funding would allow for more realistic budgets for new capital projects moving forward.

Another difficulty we face as a board is a substantial capital backlog of \$445,479,038, projected to reach \$759,399,801 over the next five years. Increased funding for the School Condition Improvement (SCI) and School Renewal Allocation (SRA) grants would assist in alleviating this significant backlog so that we can ensure students are learning in well maintained environments.

Approval timelines also present a challenge for our board as enrollment growth outpaces the speed at which we can secure approvals for new schools and build much-needed student accommodations.

On behalf of the Trustees of the Waterloo Region District School Board, I ask that you please consider the following actions to ensure the timely, cost-effective construction of quality schools for our students:

1. Increase capital benchmark funding for building of new schools and additions to meet current needs.
2. Increase funding to the School Condition Improvement (SCI) and School Renewal Allocation (SRA) grants to reduce WRDSB's capital backlog which presently is at \$445,479,038 and is forecasted to increase to \$759,399,801 over the next five years.
3. Shorten approval timelines for business cases submitted through the Capital Priorities Program and the construction approval process for new schools.

As Trustees this would assist our communities by ensuring our students have the facilities they need for an optional learning environment as enrolment increases and improve overall confidence in public education. Thank you for your consideration on this important matter.

Sincerely,



Scott Piatkowski  
Chairperson of the Board of Trustees

cc: Director of Education  
Ontario Public School Boards' Association Member Board Chairs

Under Separate Cover

Health and Safety  
Measures Report

## DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

**REPORT TO:** Durham District School Board

**DATE:** November 21, 2022

**SUBJECT:** Health and Safety Measures

**PAGE:** 1 of 5

**ORIGIN:** Norah Marsh, Director of Education and Secretary to the Board  
David Wright, Associate Director of Corporate Services and Treasurer of the Board  
Jim Markovski, Associate Director of Equitable Education  
Patrick Cotter, General Counsel

### 1.0 Purpose

At the Board meeting on November 15, 2022, the Board of Trustees deferred, to November 21, 2022, consideration of a motion requesting that the Medical Officer of Health for the Durham Region give the Board a directive to re-instate masking requirements. The deferral of the motion included a request that staff bring forward a report for November 21, with information on student attendance trends, ventilation systems and health and safety measures in place.

### 2.0 Ignite Learning Strategic Priority/Operational Goals

**Success** – *Set high expectations and provide support to ensure all staff and students reach their potential every year.*

**Well-being** – *Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.*

**Leadership** – *Identify future leaders, actively develop new leaders and responsively support current leaders.*

**Equity** – *Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.*

**Engagement** – *Engage students, parents and community members to improve student outcomes and build public confidence.*

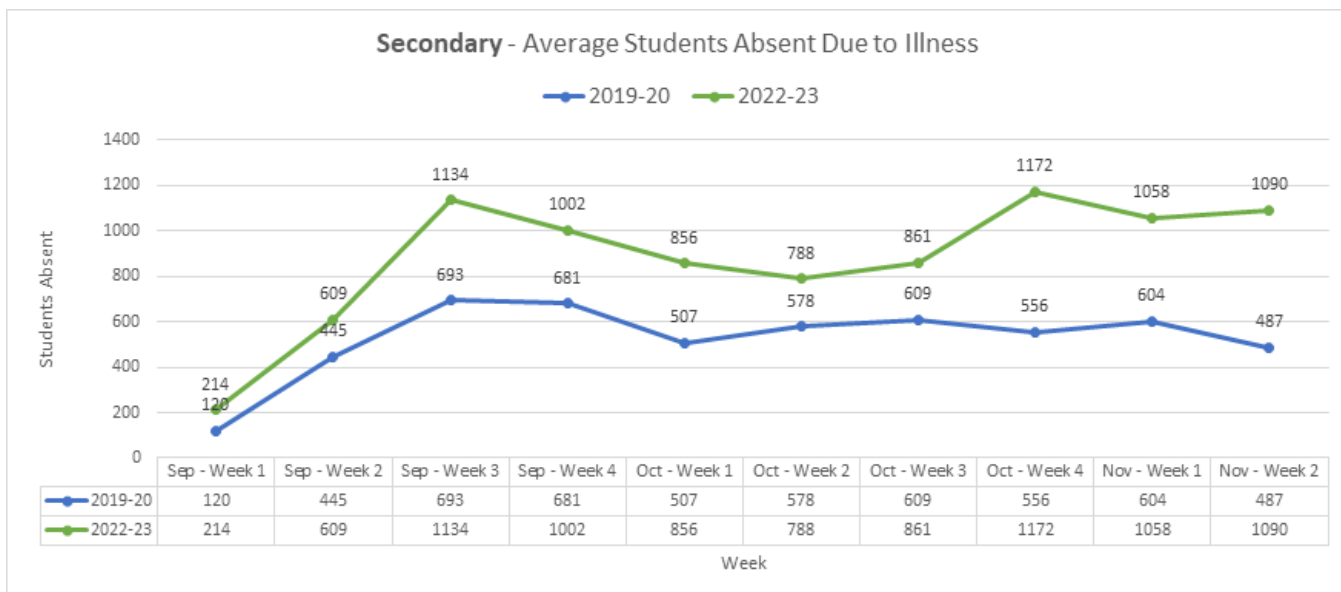
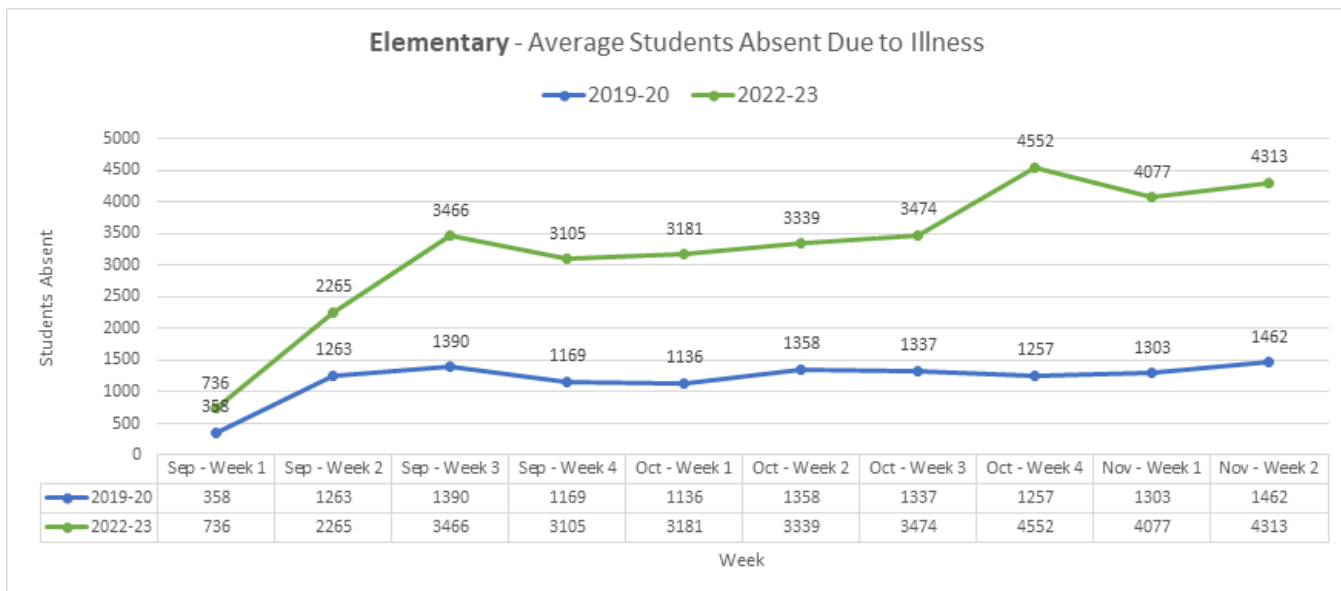
**Innovation** – *Re-imagine learning and teaching spaces through digital technologies and innovative resources.*

### 3.0 Analysis

#### 1. Attendance Trends

##### Student Absences Due to Illness

When students are absent, parents/guardians have the option to specify that the student is absent due to illness. The charts below represent the average number of students absent due to illness per day for each week of September – mid November 2019 compared to each week of September – mid November 2022. It is important to note that this data is self-reported and does not indicate the type of illness.



The Durham Region Health Department receives individual school absenteeism data daily and monitors for significant increases in absenteeism due to illness. In addition, if school administrators have concerns about school absenteeism or are seeing a significant increase in absenteeism due to illness, they can contact their school's assigned public health nurse to discuss further.

The [COVID-19 Advisory](#) section of the Durham District School Board (DDSB) website continues to be updated daily. The dashboard includes absenteeism data due to illness, in addition to any notices of a classroom or school closure.

## 2. Ventilation Measures

The DDSB is in the fortunate position to have most buildings fully mechanically ventilated, which means they are equipped with a modern, robust ventilation system.

In addition, we have been able to improve ventilation and air quality in all schools in several ways, including:

- An increase in the minimum outdoor ventilation on all HVAC systems, including a full air exchange post occupancy.
- An increase from MERV 7 to MERV 13 filters installed for all ventilation systems. Filter replacement is scheduled throughout the school year. Filters are replaced on an accelerated schedule of every 60 days throughout the school year.
- Building automation systems are monitored daily for any HVAC related issues.

### *HEPA Air Filtration Units*

The Ontario government, through the advice of Public Health Ontario and the Chief Medical Officer of Health, has provided guidance to school boards on the placement of HEPA units within school buildings. The HEPA units were supplied by the Ontario government. The government also provided funding that could be used to purchase additional units, which the DDSB has done. A total of 2,480 units were supplied or purchased and are in use in DDSB schools.

The initial rollout of HEPA units was directed to all kindergarten classrooms and learning spaces that were not mechanically ventilated. Mid-way through the last school year, we were fortunate to receive an additional supply of HEPA units that were then directed to Inclusive Students Services classrooms, common spaces utilized by multiple classes and other spaces where the use of masks presented challenges. There are sufficient units available to satisfy all requests from the system.

The [DDSB Ventilation Measures Report](#) has been updated and is available on the DDSB website.

## 3. Health and Safety Measures

On the advice of the Office of the Chief Medical Officer of Health, for the 2022-2023 school year, most health and safety requirements remain unchanged from the previous direction provided at the end of the 2021-2022 school year. Below is a summary of health and safety measures that are currently in place.

### *Daily Screening*

It is strongly recommended that all staff, students and visitors continue to screen themselves on a daily basis prior to coming to school/childcare/work by using the [Ontario School Screening Tool](#) and that they follow the public health instructions regarding any isolation requirements due to illness provided on the screening tool.



### *Vaccination*

Vaccinations are an important tool used to help stop the spread of COVID-19 and influenza. The DDSB continues to work closely with our public health partners to support COVID-19 and influenza vaccination within our communities.

### *Masks and Personal Protective Equipment*

Masks and personal protective equipment continue to be provided by the Ministry. Personal protective equipment (PPE) for staff including ASTM Level 2 medical masks and non-fit tested N95 masks is available to all staff at their school. Three-layer cloth masks are available at each school for students upon request.

Recent public health guidance regarding the strong recommendation on the use of masks in indoor settings has been broadly communicated with all staff and school communities.

### *Enhanced Cleaning Protocols*

Facilities Services staff continue to exceed the enhanced cleaning protocols established by public health. This includes high touch-point cleaning a minimum of twice daily (current public health requirement is a minimum of once daily). Soft surfaces that cannot be easily cleaned remain removed from classrooms.

### *Hand Hygiene*

Hand hygiene supplies (soap and/or alcohol-based hand sanitizer) continue to be available in all classrooms, offices and at the entrance of school buildings.

### *Ongoing Distribution of Rapid Antigen Tests Kits*

To support school boards with an ongoing supply of tests, the Ministry continues to distribute rapid antigen test (RAT) kits to school boards. Rapid antigen tests are available to staff and students at each school upon request.

## **4.0 Current Status**

By letter dated November 15, 2022, (Appendix A), Dr. Kyle, the Commissioner and Medical Officer of Health for Durham Region, outlined Dr. Kieran Moore's, Ontario's Chief Medical Officer of Health, announcement strongly recommending that Ontarians wear masks in all indoor public settings, including schools and childcares. The province has made clear that "strongly recommending" masking falls short of a masking mandate.

Our opinion as to the Board's authority to mandate masking remains unchanged. The Board lacks the jurisdictional authority to mandate masking for students in the face of provincial directions, which fall short of a mandate, unless the local medical officer of health confirms mandatory masking for students based on local circumstances.

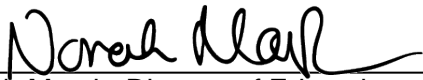
**5.0 Conclusion**

This report is provided to the Board of Trustees for information.

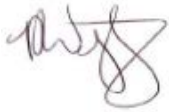
**6.0 Appendices**

Appendix A – Durham Region Health Department letter to school boards

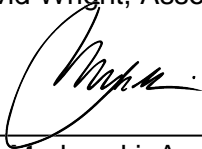
Report reviewed and submitted by:



Norah Marsh, Director of Education and Secretary to the Board



David Wright, Associate Director, Corporate Services and Treasurer of the Board



Jim Markovski, Associate Director, Equitable Education



Patrick Cotter, General Counsel



**The Regional  
Municipality  
of Durham**

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November 15, 2022

Dear School Community:

Ontario's Chief Medical Officer of Health, Dr. Kieran Moore, announced he is strongly recommending that Ontarians wear masks in all indoor public settings, including schools and childcare. Ontario is currently experiencing an early increase of respiratory illnesses, including respiratory syncytial virus (RSV), influenza and COVID-19.

We are sharing the following measures with you, as recommended by the Chief Medical Officer of Health for Ontario:

#### Masking

Students are strongly encouraged to wear a mask while at school, on the bus, and at childcare. This recommendation includes children under five, if they can tolerate a mask.

Members of the public are also strongly encouraged to wear a mask while in an indoor space.

#### Screen Daily and Stay Home if Feeling Unwell

Students and staff should complete the daily [School Screening Tool](#) and follow the instructions provided. Those who are ill should stay home.

#### Get Vaccinated

Get a bivalent COVID-19 booster shot if you are over 12 years of age and it has been six months since your last COVID-19 vaccine dose. To book an appointment please visit the Durham Region COVID-19 Vaccine Booking Portal ([durhamvaccinebooking.ca](https://durhamvaccinebooking.ca)). For more information about the vaccines, please visit [COVID-19 Vaccines - Region of Durham](#).

Get your flu shot. Flu shots are widely available through a variety of locations including your health care provider and at participating pharmacies. Flu shots may safely be given at the same time, or at any time before or after COVID-19 vaccine. Find out more at [ontario.ca/flu](https://ontario.ca/flu).

#### Hand Hygiene and Cleaning Commonly Touched Surfaces

Wash your hands often, cover your cough, avoid touching your face and regularly clean commonly touched surfaces in your home.

*"Service Excellence  
for our Communities"*

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 3324.



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Taking these actions will help reduce the spread of respiratory illnesses, protect our children, and help address the surge in cases that our hospitals are seeing. For more information, please visit [Durham.ca](http://Durham.ca)

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Kyle', positioned above the printed name.

Robert Kyle, BSc, MD, MHSc, CCFP, FRCPC, FACPM  
Commissioner & Medical Officer of Health

If this information is required in an accessible format, please contact  
1-800-372-1102 ext. 3324.



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