



# Board Meeting Agenda

October 21, 2024 7:00 p.m.



Michelle Arseneault  
Trustee  
Town of Whitby

Tracy Brown  
Trustee  
Town of Whitby

Emma Cunningham  
Trustee  
City of Pickering

Donna Edwards  
Trustee  
Town of Ajax

Mark Jacula  
Trustee  
City of Oshawa

Stephen Linton  
Trustee  
City of Pickering

Kelly Miller  
Trustee  
Town of Ajax

Carolyn Morton  
Trustee  
Townships of Brock, Scugog &  
Uxbridge

Deb Oldfield  
Vice Chair of the Board  
Trustee  
City of Oshawa

Shailene Panylo  
Trustee  
City of Oshawa

Christine Thatcher  
Chair of the Board  
Trustee  
Town of Whitby

Vacant  
Trustee  
(First Nations Representative)

Kayla Hoare  
Student Trustee

Nitishan Poopalasundaram  
Student Trustee

Shampavi Vijayakumar  
Student Trustee

Durham District School Board  
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**DURHAM DISTRICT SCHOOL BOARD**

**BOARD MEETING**

**Monday, October 21, 2024, 7:00 p.m.**

PAGE

1. Call to Order

2. Land Acknowledgement

Verbal

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. O Canada  
(Waverly Public School)

4. Declarations of Interest

Verbal

5. Adoption of Agenda

Verbal

6. Consent Items

(a) Approval of the following meeting Minutes:

i. DRAFT Minutes of the September 16, 2024 Regular Board Meeting 1-5

(b) Adoption of Any Resolutions from the October 16, 2024 In Camera, Committee of the Whole Meeting Verbal

7. Public Question Period  
(Chair Christine Thatcher)

Verbal

8. Ministry Memorandums/Information Update  
(Director of Education Camille Williams-Taylor)

Verbal

9. Good News from the System  
(Director of Education Camille Williams-Taylor)

Verbal

10.	<u>DDSB Presentation</u>	
(a)	OPSBA Achievement Award (Trustee Donna Edwards)	Verbal
(b)	2023-2024 Educational Services Staff Award (Chair Christine Thatcher, Director of Education Camille Williams-Taylor)	6-8
11.	<u>Recommended Actions</u>	
(a)	Items Removed from the List of Consent Items:	
i.	Adoption of the following Resolution from the September 25, 2024 Governance and Policy Committee Meeting, which the Committee Recommended to the Board: That the Board Adopt the Revised Bylaws – Public Question Period (Trustee Emma Cunningham)	9
12.	<u>Information Items</u>	
(a)	Audit Committee Meeting Summary (Associate Director David Wright)	10-11
(b)	Audit Committee Annual Report to the Board of Trustees (Associate Director David Wright)	12-15
(c)	Audit Committee Annual Report to the Ministry of Education (Associate Director David Wright)	16-18
(d)	Unnamed Pickering Seaton PS Boundary Review (Burkholder Drive/ Azalea Avenue) (Associate Director David Wright)	19-31
(e)	Unnamed Coughlan PS Boundary Review (Stannardville Drive/Hurst Drive) Ajax (Associate Director David Wright)	32-44
(f)	Elementary and Secondary Student Enrolment and Teacher Staffing Update (Associate Director Jim Markovski, Associate Director David Wright, Superintendent Heather Mundy, Superintendent Andrea McAuley)	45-51
(g)	Report: Approved May 29, 2024 Governance and Policy Committee Meeting Minutes (Trustee Emma Cunningham)	52-56

- (h) Report: Approved September 5, 2024 Special Education Advisory Committee (SEAC) Meeting Minutes  
(Trustees Michelle Arseneault, Donna Edwards, Kelly Miller) 57-61
  - (i) OPSBA Report  
(Trustee Donna Edwards) Verbal
13. Dates of Significance 62-63
14. Adjournment

**DRAFT**

**MINUTES**

**The Regular Meeting of the Board  
Monday, September 16, 2024**

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

1. Call to Order:

Chair Christine Thatcher called the meeting to order at 7:01 p.m.

Members Present: Trustees Michelle Arseneault, Tracy Brown, Emma Cunningham, Donna Edwards, Mark Jacula, Stephen Linton, Kelly Miller, Carolyn Morton, Deb Oldfield, Shailene Panylo, Student Trustees Kayla Hoare, Nitishan Poopalasundaram, Shampavi Vijayakumar

Regrets:

Officials Present: Director of Education Camille Williams-Taylor, Associate Directors Jim Markovski and David Wright, Superintendents Michael Bowman, Georgette Davis, Erin Elmhurst, Mohamed Hamid, Margaret Lazarus, Stephen Nevills, Andrea McAuley, Heather Mundy, Martine Robinson, Kandis Thompson, General Counsel Patrick Cotter, Senior Manager Dervla Kelly

Recording Secretary: Gillian Venning

2. Land Acknowledgement

Chair Christine Thatcher gave the Land Acknowledgment: 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. O Canada

Trustee Donna Edwards thanked Cadarackque Public School's Junior Choir and staff leads for their recorded performance of O Canada.

4. Declarations of Interest

There were no declarations of interest at this time.

5. Adoption of Agenda

2024:RB60

MOVED by Trustee Carolyn Morton

SECONDED by Trustee Stephen Linton

THAT THE AGENDA BE APPROVED.

CARRIED

6. Proposed Consent Items

As there were no objections, the following proposed consent items were approved and adopted:

(a) Approval of meeting minutes:

- i. DRAFT Minutes of the June 17, 2024 Regular Board Meeting
- ii. DRAFT Minutes of the June 24, 2024 Special Board Meeting
- iii. DRAFT Minutes of the September 3, 2024 Special Board Meeting

(b) Adoption of Any Resolutions from the In Camera, Committee of the Whole Meeting of September 16, 2024.

7. Public Question Period

Dylan Reynolds joined the meeting virtually and asked a question regarding enrolment. Staff responded to the question.

Staff read and responded to a question submitted by Noah Edwards regarding safety in school washrooms.

8. Ministry Memorandums/Information Update

Director Camille Williams-Taylor shared the following update:

We have been off to a successful start so far, and as students enter their third week of classes, we are grateful for the efforts of school-based, centrally assigned, clerical and custodial/maintenance staff who have worked hard over the summer months to ensure our schools are open and ready each day. I'd also like to recognize the August return for students and staff in modified calendar schools, who have been settled into the rhythm of the new year since last month.

DDSB is pleased to have opened the doors to two new schools this September, Beaver River Public School in Beaverton and Maamawi iyaawag Public School in Oshawa. Both schools include onsite childcare centres. A significant renovation at Mary Street Public School in Oshawa has also been completed. More information about how DDSB is planning for continued enrolment growth and future school needs is included in the agenda this evening in the Quarterly Construction and Major Projects Update and the annual Pupil Accommodation Plan reports.

With students back in classrooms, schools are planning a number of ways to engage families this fall and throughout the entire year. Information about Curriculum Nights, Meet the Educator and Family events, and School Community Council meetings will be shared locally through school websites, newsletters and emails in the coming weeks and months. At a system level, the Parent Involvement Committee is seeking volunteers to represent the interests of students and families across DDSB. Please visit the DDSB website and social media to find out more about how to become involved and stay informed this year.

We are grateful for Trustee Michelle Arseneault's recent coordination of personal care item donations for students at Durham Alternative Secondary School through IDLF. We saw in pictures and words how grateful students were to be invited to choose items that were most useful for them, including an expression of one student saying they "feel seen." Thank you, Trustee Arseneault.

9. Good News from the System

Kiyra and Cory from GL Roberts CVI shared good news from across the system on behalf of DDSB students.

10. Recommended Actions

(a) Short-Term Borrowing Resolution

Associate Director David Wright provided an overview of the report which outlines the requirement for DDSB to have the ability to borrow funds to cover potential timing differences (cash flow) between grant payments or revenue collection and necessary expenditures related to operating or capital

Trustee questions were answered.

2024:RB61

MOVED by Trustee Carolyn Morton

SECONDED by Trustee Emma Cunningham

THAT THE BOARD OF TRUSTEES APPROVE THE BORROWING RESOLUTION FOR THE 2024-2025 SCHOOL YEAR, AS NOTED IN APPENDIX A.

CARRIED

2024:RB62

MOVED by Trustee Shailene Panylo

SECONDED by Trustee Emma Cunningham

I MOVE THAT THE BOARD OF TRUSTEES, WITH THE SUPPORT OF THE DIRECTOR, WRITE TO AND CONNECT WITH MPPs ACROSS THE REGION OF DURHAM OVER THE COMING TWO MONTHS TO DISCUSS THE PRESSURES, CHALLENGES, LIMITATIONS AND IMPACTS THE DDSB AND ALL THE FAMILIES AND COMMUNITIES WITHIN IT WILL AND ARE FACING BECAUSE OF THE ARBITRARY MONETARY CAP THAT THE PROVINCE HAS PLACED ON EDUCATION DEVELOPMENT CHARGES (EDCs) SINCE 2019.

CARRIED

- (b) Items removed from the list of consent items

11. Information Items

- (a) Quarterly Construction Report

Associate Director David Wright introduced Head of Facilities Services Lisa Bianca who shared a presentation and provided an overview of current information on capital and major projects being undertaken by staff, including progress on anticipated opening of new schools and additions and how Ministry of Education funding for school repairs and renovations is being used.

Trustee questions were answered.

- (b) Accommodation Plan: Trends, Issues and Future Opportunities 2024-2028

Associate Director David Wright introduced Head of Facilities Services Lisa Bianca who provided an overview of the 2024-2028 Pupil Accommodation Plan: Trends, Issues and Future Opportunities, which provides information on current and emerging enrolment needs, work to be undertaken and anticipated plans for the next five years District-wide and by municipality.

Trustee questions were answered.

- (c) Report: Approved Special Education Advisory Committee (SEAC) Minutes, May 23 and June 20, 2024

Trustees Michelle Arseneault, Donna Edwards and Kelly Miller provided an overview of discussion that took place at the May 23 and June 20, 2024 SEAC meetings.

12. Days of Significance

The dates of significance were shared for information.

13. Adjournment

2024:RB63

MOVED by Trustee Michelle Arseneault

SECONDED by Trustee Emma Cunningham

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at approximately 8:23 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:** October 21, 2024  
**SUBJECT:** Educational Services Staff Award 2023-2024 **PAGE:** 1 of 3  
**ORIGIN:** Camille Williams-Taylor, Director of Education and Secretary to the Board

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to providing learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive and free from all forms of discrimination, oppression, harassment and harm.

### **1.0 Abstract**

The annual Educational Services Staff Award recognizes a staff member or team affiliated with the Canadian Union of Public Employees (CUPE) who has made an exceptional contribution to the support of students, schools or the growth of others in the District. Each year a committee reviews nominations and testimonials before selecting a recipient.

### **2.0 Purpose**

The purpose of this report is to inform the Board of Trustees that Robert Field, Lead Custodian at Southwood Park Public School in Ajax, is the recipient of the 2023-2024 Educational Services Staff Award.

### **3.0 Background**

At the June 2013 Board meeting, the Board approved the establishment of an annual Educational Services Staff Award. The award recognizes a CUPE staff member or team, consisting of office-clerical-technical staff, custodial and maintenance staff or Educational Assistant who support the safe operation of schools, keep schools clean and systems operating, and provide program support to teachers and students. The award includes a \$500 cash contribution to be allocated to a project or initiative of the recipient's choosing to support its continued success.

### **4.0 Analysis**

A committee consisting of the Chair of the Board, Vice Chair of the Board, Acting President of CUPE Local 218, and the Superintendent of People and Culture, reviewed nominations and have selected Robert Field, Lead Custodian at Southwood Park PS as the award recipient for the 2023-2024 school year.

Robert was nominated by colleagues and testimonials were provided from numerous educators, the administrators and the community Child Care partner at Southwood Park PS.

Robert has only been at Southwood Park for a short time. However, since his arrival, staff have shared that he has elevated morale within the building and goes above and beyond to ensure that the facilities are maintained to the highest standards. His meticulous attention to detail and strong work ethic have been noticed by all and are commendable.

Staff have shared that Robert is diligent and professional in his work and is quick to respond to any requests related to maintenance, often taking initiative to complete tasks before a request is made. He is described by staff as having a pleasant and friendly demeanor, which is evident each day as students and staff are greeted with a cheerful and friendly smile and a willingness to chat.

Robert's approachable nature, willingness to assist others, and compassionate attitude, create a welcoming environment that fosters positive relationships and enhances the overall experience for those who interact with him. As someone who takes pride in supporting the many needs of the students, staff and building along with his positive attitude, Robert Field is a most deserving recipient of the Educational Services Staff Award.

## **5.0 Financial Implications**

A \$500 cash award is presented to the recipient to help support a project or initiative of their choosing.

## **6.0 Strategic Links**

This award recognizes the invaluable contributions and impact CUPE staff have on students, staff and the community and supports DDSB's commitments to promote connected communities and well-being.

## **7.0 Communication/Implementation Plan**

The recipient is presented with an award and \$500 contribution towards a project or initiative of their choice at the October Board meeting. All nominees receive a certificate of nomination.

## **8.0 Conclusion/Recommended Action**

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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Camille Williams-Taylor, Director of Education and Secretary to the Board



**Durham District School Board**

**October 21, 2024 Board Meeting**

**Resolution: September 25, 2024 Governance and Policy Committee Meeting**

At the Governance and Policy Committee meeting of September 25, 2024, the Committee made the following recommendation to the Board of Trustees and recommended that the matter be dealt with at this meeting of the Board of Trustees:

**i. Revised Bylaws – Public Question Period**

THAT SECTIONS 5.12.13 THROUGH TO 5.12.16 OF THE DDSB BYLAWS BE DELETED IN ORDER TO REMOVE PUBLIC QUESTION PERIOD FROM THE BOARD AGENDA.

**Link to September 25, 2024 Governance and Policy Committee agenda package which includes the staff report on the aforementioned item:**

[Agenda: September 25, 2024 Governance and Policy Committee](#)

**Link to Draft, unapproved September 25, 2024 Governance and Policy Committee meeting minutes:**

[Draft Minutes: September 25, 2024 Governance and Policy Committee](#)

## DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

**REPORT TO:** Durham District School Board

**DATE:** October 21, 2024

**SUBJECT:** Audit Committee Meeting Summary

**PAGE:** 1 of 2

**ORIGIN:** Camille Williams-Taylor, Director of Education and Secretary to the Board  
David Wright, Associate Director of Corporate Services and Treasurer of the Board

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

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### 1.0 **Abstract**

The Education Act requires that every district school board in the province establish an Audit Committee. The Audit Committee is composed of three Trustees and two External Members and meets four times per year, typically in March, June, September and November.

This report is a summary of the September 17, 2024 public meeting and is provided for information.

### 2.0 **Purpose**

The purpose of this report is to provide the Board of Trustees with a summary from the September 17, 2024 Audit Committee meeting public session.

### 3.0 **Background**

The primary purpose of an Audit Committee is to provide oversight of the financial reporting process, the audit process, the organization'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 composed of three Trustees and two External Members. Meetings also 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 September 17, 2024 meeting:

- Public Session
  - Approval of the March 20, 2024 public meeting minutes;
  - Trustee Michelle Arseneault was elected as the new Audit Committee Chair;
  - A report entitled 'Audit Committee Annual Report to the Board of Trustees' was presented and approved to be brought to the October Board meeting;
  - A report entitled 'Audit Committee Annual Report to the Ministry of Education' was presented and approved to be brought to the October Board meeting;
  - The next meeting is scheduled for November 6, 2024.

#### 5.0 **Financial Implications**

Organizations must ensure they adhere to Ontario Regulations to avoid any potential financial penalties.

#### 6.0 **Strategic Links**

The information in this report supports [DDSB's Multi-Year Strategic Plan](#) - Ignite Connection, by promoting transparency through timely communication.

#### 7.0 **Communication/Implementation Plan**

Audit Committee meeting summary reports are provided to the Board of Trustees following each meeting.

This meeting is available to the public for viewing on [YouTube](#).

#### 8.0 **Conclusion/Recommended Action**

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

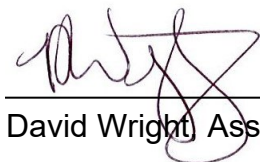
#### 9.0 **Appendices**

N/A

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



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

## DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

**REPORT TO:** Durham District School Board

**DATE:** October 21, 2024

**SUBJECT:** Annual Audit Committee Report  
to the Board of Trustees

**PAGE:** 1 of 2

**ORIGIN:** Camille Williams-Taylor, Director of Education and Secretary to the Board  
David Wright, Associate Director of Corporate Services and Treasurer of the Board

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

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### 1.0 **Abstract**

Ontario Regulation 361/10 requires school boards to prepare an Annual Audit Committee Report to the Board of Trustees, which summarizes the Audit Committee's actions for the prior fiscal year.

This report is provided to the Audit Committee for review and approval and is then presented to the Board of Trustees for information.

### 2.0 **Purpose**

This report is provided to the Board of Trustees for information to update on the duties performed by the Audit Committee for the fiscal year ended August 31.

### 3.0 **Background**

[Ontario Regulation 361/10: Audit Committees](#), s.15 (3) states:

“(3). An audit committee of a board shall submit a report to the board in each fiscal year on or before a date specified by the board, and at any other time as may be requested by the board, that includes,

- (a) a summary of the work performed by the committee since the last report;
- (b) an assessment by the committee of the board's progress in addressing any findings and recommendations that have been made by the internal or external auditor;
- (c) a summary of the matters addressed by the committee at its meetings;
- (d) the attendance record of members of the committee; and
- (e) any other matter that the committee considers relevant.”



The purpose of this report is to summarize the Audit Committee's actions for the prior fiscal year.

This report is provided annually to the Audit Committee for review and approval and is then presented to the Board of Trustees at the following Board meeting for information.

#### **4.0 Analysis**

At the September 17, 2024 Audit Committee meeting, the Annual Audit Committee Report to the Board of Trustees was presented, which summarized the Audit Committee's actions for the year ended August 31, 2024. This report is attached as Appendix A.

#### **5.0 Financial Implications**

Organizations must ensure they adhere to Ontario Regulations to avoid any potential financial penalties.

#### **6.0 Strategic Links**

The information in this report supports [DDSB's Multi-Year Strategic Plan](#) - Ignite Connection, by promoting transparency through timely communication.

#### **7.0 Communication/Implementation Plan**

This report is provided annually to the Audit Committee and the Board of Trustees.

#### **8.0 Conclusion**

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

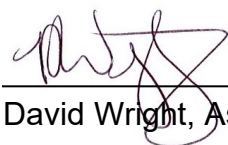
#### **9.0 Appendices**

Appendix A – Annual Audit Committee Report to the Board of Trustees

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



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

**Durham District School Board**  
**Annual Audit Committee Report to the Board of Trustees**  
**For the year ended August 31, 2024**

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This report summarizes the Audit Committee's actions for the year ended August 31, 2024.

**Audit Committee Members**

The following members served on the Committee for the 2023-2024 year:

Michelle Arseneault - Trustee Representative  
 Stephen Linton - Trustee Representative  
 Shailene Panylo - Trustee Representative  
 Jawwad Aslam – External Member (term commenced February 2024)  
 Olufunke Majebi – External Member (term ended February 2024)  
 Leslie Miller – External Member

At the December 2021 Board Meeting, the Board of Trustees moved to appoint trustee representatives on a bi-annual basis at the Board's December organizational meeting. Election of the Chair will occur at the first Audit Committee meeting after the November organizational meeting.

In accordance with the Committee terms of reference approved by the Board on October 17, 2011, the External Members are appointed for a three-year term.

In addition, regular attendees at the Committee meetings were:

- Partner, Deloitte LLP, External Auditors
- Regional Internal Audit Manager
- Senior Regional Internal Auditor
- Director of Education
- Associate Director of Corporate Services and Treasurer of the Board
- Senior Managers of Finance
- Internal Auditor

**Meetings**

Virtual meetings for the 2023-2024 year were scheduled on the following dates. Committee member attendance is noted.

<b>Member's Name</b>	<b>September 20, 2023</b>	<b>November 9, 2023</b>	<b>March 20, 2024</b>	<b>June 19, 2024*</b>
Michelle Arseneault	P	P	P	
Stephen Linton	A	P	P	
Shailene Panylo	P	P	A	
Jawwad Aslam	X	X	P	
Olufunke Majebi	P	P	X	X
Leslie Miller	A	P	P	

P = Present, A = Absent, X = Not an active member of the Committee at that time

\*A meeting package was circulated, however meeting was cancelled due to lack of quorum.

**Governance**

The Audit Committee operated throughout the fiscal year ended August 31, 2024. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

**External Auditors**

The External Auditors, Deloitte LLP, were appointed to provide auditing services for the fiscal years 2022-2026.

External Auditors were present at the November and June meetings, during which the Audit Committee:

- Received the audit findings report and audit opinion on the annual financial statements for the year ended August 31, 2023;
- Received the annual engagement letter confirming their independence; and
- Received the audit service plan for the year ended August 31, 2024.

**Regional Internal Auditors**

The relationship with the Regional Internal Auditors has been productive and private meetings were held during the year. The Committee received the 2023-2024 audit plan.

**Summary of the Work Performed**

The following is a summary of the work undertaken by the Audit Committee in the last twelve months:

- Received the Audit Committee report to the Board of Trustees for the year ended August 31, 2023;
- Received the Audit Committee report to the Ministry of Education for the year ended August 31, 2023;
- Received the annual agenda plan;
- Received the External Audit Findings Report and Management Representation Letter for the year ended August 31, 2023;
- Received the Audited Financial Statements for the year ended August 31, 2023;
- Received the Board's OSBIE/Litigation items;
- Appointed a new External Member to a 3-year Term of Appointment, effective February 2024;
- Received the 2024-2025 meeting schedule;
- Received Deloitte's audit service plan for the year-ending August 31, 2024;
- Received Regional Internal Audit Team's audit update reports;

**Conclusion**

By the signature noted below, we attest that to the best of our knowledge we have discharged our duties and responsibilities under Ontario Regulation 361/10.

On behalf of the Audit Committee

Michelle Arseneault

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Audit Committee Chair

## DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

**REPORT TO:** Durham District School Board **DATE:** October 21, 2024  
**SUBJECT:** Annual Audit Committee Report to the Ministry of Education **PAGE:** 1 of 2  
**ORIGIN:** Camille Williams-Taylor, Director of Education and Secretary to the Board  
David Wright, Associate Director of Corporate Services and Treasurer of the Board

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

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### 1.0 **Abstract**

Ontario Regulation 361/10 requires school boards to prepare an Annual Audit Committee Report to the Ministry of Education, which summarizes the Regional Internal Audit Team's actions for the prior fiscal year.

This report is provided to the Audit Committee for review and approval and is then presented to the Board of Trustees for information. The report is then submitted to the Ministry of Education.

### 2.0 **Purpose**

This report is provided to the Board of Trustees for information to update on the actions performed by the Regional Internal Audit Team for the fiscal year ended August 31.

### 3.0 **Background**

[Ontario Regulation 361/10: Audit Committees](#), s.15 (3) states:

“(3). An audit committee of a board shall submit a report to the board in each fiscal year on or before a date specified by the board, and at any other time as may be requested by the board, that includes,

- (a) a summary of the work performed by the committee since the last report;
- (b) an assessment by the committee of the board's progress in addressing any findings and recommendations that have been made by the internal or external auditor;
- (c) a summary of the matters addressed by the committee at its meetings;
- (d) the attendance record of members of the committee; and
- (e) any other matter that the committee considers relevant.”

The purpose of this report is to summarize the Regional Internal Audit Team's actions for the prior fiscal year.

This report is provided annually to the Audit Committee for review and approval and is then presented to the Board of Trustees at the following Board meeting for information. The report is required to be forwarded to the Ministry of Education on or before a date specified by the Minister, typically January 15.

#### 4.0 **Analysis**

At the September 17, 2024 Audit Committee meeting, the Annual Audit Committee Report to the Ministry of Education was presented, which summarized the Regional Internal Audit Team's actions for the year ended August 31, 2024. This report is attached as Appendix A.

#### 5.0 **Financial Implications**

Organizations must ensure they adhere to Ontario Regulations to avoid any potential financial penalties.

#### 6.0 **Strategic Links**

The information in this report supports [DDSB's Multi-Year Strategic Plan](#) - Ignite Connection, by promoting transparency through timely communication.

#### 7.0 **Communication/Implementation Plan**

This report is provided annually to the Audit Committee and the Board of Trustees, and is submitted to the Ministry of Education, as required.

#### 8.0 **Conclusion**

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

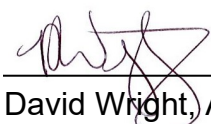
#### 9.0 **Appendices**

Appendix A – Annual Audit Committee Report to the Ministry of Education

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



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

**Audit Committee  
Annual Report to the Ministry of Education  
For the year ended August 31, 2024**

**District School Board Name:** Durham District School Board

**Fiscal Year:** 2023-2024

**Re:** Annual Audit Committee Report to the Ministry of Education, as per Ontario Regulation 361/10

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**Regional Internal Audit Team**

**2023-2024**

During the 2023-2024 fiscal year, the following internal audit was completed by August 31, 2024:

- Stakeholder Communication Review

**2024-2025**

Based on the Regional Internal Audit plan, we are expecting the following audits for 2024-2025:

- Legal Proceedings Risk Review
- Student Well-Being and Safety Review

September 17, 2024  
\_\_\_\_\_  
Date

Michelle Arseneault  
\_\_\_\_\_  
Audit Committee Chair

## DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

**REPORT TO:** Durham District School Board

**DATE:** October 21, 2024

**SUBJECT:** Unnamed Pickering Seaton PS Boundary Review **PAGE:** 1 of 8  
(Burkholder Drive/Azalea Avenue)

**ORIGIN:** Camille Williams-Taylor, Director of Education and Secretary to the Board  
David Wright, Associate Director Corporate Services and Treasurer to the Board  
Lisa Bianca, Head of Facilities Services  
Lindsay Wells, Senior Manager, Development and Inclusive Design  
Lygia Dallip, Manager of Property and Planning

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to providing learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive and free from all forms of discrimination, oppression, harassment and harm.

### 1.0 **Abstract**

Prior to the opening of a new school, a permanent attendance boundary is established for students attending the new school through a boundary review consultation involving the local community and partner schools that have been hosting students until the new school is opened. The review and establishment of school attendance boundaries takes place in accordance with the Durham District School Board's (DDSB) School Boundaries Regulation (Appendix A). To accommodate the existing and future enrolment in the Pickering Seaton Area, Unnamed Pickering Seaton PS will open in September 2025 and the review to establish its boundary is scheduled to take place between October 22, 2024 and January 10, 2025. This report is provided for information.

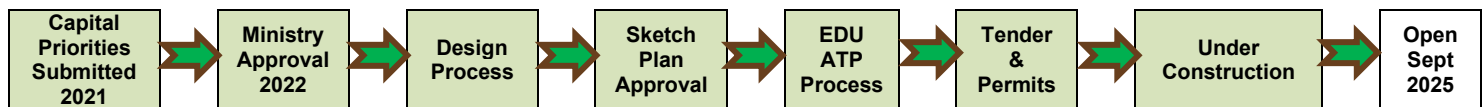
### 2.0 **Purpose**

The purpose of this report is to provide the Board of Trustees with information on the public consultation process that will be undertaken in the current school year to establish the attendance boundary for the Unnamed Pickering Seaton PS, located at Burkholder Drive West and Azalea Avenue. The boundary review will take place in accordance with the (DDSB School Boundaries Regulation.

## 1. Background

With significant population growth in Durham Region, the Durham District School Board (DDSB) is continuing to see increases in enrolment within the District. New schools are constructed to address the enrolment growth and support students within their home communities.

The planned Seaton community being developed in Pickering, is expected to accommodate 70,000 new residents within 3,064 acres of residential lands and 815 acres of employment lands identified for commercial and institutional uses. As of June 2024, more than 1,800 new homes have been developed of the over 26,000 homes proposed to be built. Building permits for more than 3,000 homes have been issued.



Unnamed Pickering Seaton PS received Ministry of Education (Ministry) Capital Priorities funding in May 2022 and is currently under construction with a scheduled opening date of September 2025. The school has a Ministry Rated Capacity (MRC) of 634 pupils and will accommodate students from JK to Grade 8, as well as a Child Care Centre. The school site is 6.42 acres in size.

Unnamed Pickering Seaton PS is part of a greenfield development area that is attractive to young families. The new school will provide pupil accommodation for students residing in the new north Pickering development neighbourhood, specifically located in the block west of Peter Matthews Drive, north of the Gatineau Hydro Corridor, south of Whitevale Road and east of Scarborough-Pickering Townline/Markham-Pickering Townline Road (York-Durham Line), as outlined in the proposed boundary map in Appendix B. There are three partner schools, Highbush PS, Westcreek PS, and Elizabeth B. Phin PS which have been accommodating students residing in this new development until the new school opens in the 2025-2026 school year.

The proposed Unnamed Pickering Seaton PS boundary aligns with the current growth boundary in place since development in the area began. The enrolment data, provided in section 4.0 of the report, supports the proposed Unnamed Pickering Seaton PS boundary.

### 2.1 Growth Boundaries and Partner Schools

As new homes are occupied, Growth Boundaries are identified and linked to Partner Schools to accommodate enrolment growth until funding is provided by the Ministry for the construction of a new school. A permanent attendance boundary is established prior to the opening of the new school.



Partner schools are determined based on factors including available space, site size, use of portables, transportation (distance to school and space to accommodate buses), adequate parking, and washrooms to accommodate the projected number of students and staff. Once the partner school is identified, students and their siblings attend their designated partner school. Any new families moving into an established growth boundary also attend the identified partner school until such time as the permanent boundary for the new school is established and the new school opens.

When development commenced in the Pickering Seaton area, Highbush PS was first identified as the partner school to accommodate growth, as it was in a mature neighbourhood, was experiencing declining enrolment and had space to accommodate students. This school was utilized as an active partner school from 2019 to 2022. The school has been identified as the partner school again as of September 2024, until the new school opens in 2025.

Westcreek PS was identified as the second partner school and accommodated new students from the Unnamed Pickering Seaton PS development area from September 2022 until June 2023. The school, located in a mature neighbourhood, had declining enrolment with space to accommodate students.

Elizabeth B. Phin PS was identified as the third partner school to accommodate new students from the Unnamed Pickering Seaton PS development area. Like Highbush PS and Westcreek PS, Elizabeth B. Phin PS was in a mature neighbourhood and could accommodate additional students. Elizabeth B. Phin PS remained the partner school for the Unnamed Pickering Seaton PS development area until June 2024.

Currently, Highbush PS is again the partner school for incoming registrations from the Unnamed Pickering Seaton PS development area. Given current enrolment trends, there is limited space across the system to accommodate students residing in identified growth boundaries.

With the approval of a permanent attendance boundary for the Unnamed Pickering Seaton PS, any available space in the current partner schools will be utilized to address future growth-related enrolment pressures, as required.

## 2.2 Regulatory Requirement

The DDSB Regulation: School Boundaries outlines the parameters used for creating new and revising current school boundaries. The Regulation includes a consultation process to gather feedback from the community (see Appendix A).

## 2.3 Emerging Situation

The DDSB is required to establish a permanent boundary for Unnamed Pickering Seaton PS, scheduled to open for the 2025-2026 school year.

### 3.0 Analysis

Based upon the proposed boundary, Table 1 below identifies the 2025-2026 enrolment projections for Unnamed Pickering Seaton PS and the expected effect of the opening of the new school on the projected 2025-2026 enrolment for the three partner schools. This proposal includes students currently in Junior Kindergarten (JK) to Grade 7, and incoming JK's, as of September 2025. These students are currently located at the three partner schools.

Current Grade 7 students will be given the choice to stay at their existing designated partner school or transition to Unnamed Pickering Seaton PS for Grade 8. Transportation will be provided to students who choose to remain at their existing partner school for Grade 8. It is expected that their younger siblings, if applicable, will attend the new school upon its opening. If families reside outside of the DSTS-established walk boundary, transportation to the new school will be provided. If younger siblings choose to continue to attend the partner schools in 2025-2026, they will be considered as "out of area" and transportation will not be provided.

As evidenced in previous new DDSB school openings, a new facility attracts students from other sources including other publicly funded schools, private schools and DDSB families within the proposed boundary that decided to remain at their previous home school (rather than the DDSB-assigned partner school). The proposed Unnamed Pickering Seaton PS community has no existing schools and therefore staff, based upon past school openings, expect Unnamed Pickering Seaton PS will attract over 100 new students per year as new homes continue to be occupied.

**Table 1 – 2025-2026 Projected Enrolment:**

<b>October 2025</b>	<b>Total Enrolment</b>	<b>Utilization</b>	<b>Portables Needed</b>
Unnamed Pickering Seaton PS	808	127%	5
Highbush PS	441	72%	0
Westcreek PS	348	82%	0
Elizabeth B. Phin PS	561	140%	6

The opening of Unnamed Pickering Seaton PS for the 2025-2026 school year will result in a reduction or removal of all portables at the three schools currently accommodating the growth. These schools will be provided with some relief; however, they may be required in future years to accommodate the current and planned growth in Pickering.

### 3.1 Consultation Plan

The Public Consultation Plan has been developed in accordance with the DDSB Regulation: School Boundaries . Consultation will begin October 22, 2024, and end on January 10, 2025. Staff propose as part of the consultation process that a minimum of one public meeting be held with a second public meeting tentatively being scheduled if needed. At least one of the meetings would be held in-person in early November 2024. If a second meeting is needed, it would be held in early December 2024.

Following consultation, a final recommendation report will be brought forward to the Board of Trustees for consideration and for a decision regarding the permanent attendance boundary for the new school at the February 18, 2025, Board Meeting.

### 3.2 Risks and Opportunities

With the opening of the Unnamed Pickering Seaton PS, there is an opportunity to redirect 8 portables to address other accommodation pressures and ensure that fewer students are in alternative learning spaces.

No risks have been identified with the opening of the Unnamed Pickering Seaton PS.

## 4.0 **Financial Implications**

Potential for small reduction in transportation costs as a reduced number of buses would be required with the new permanent boundary.

## 5.0 **Strategic Links**

A plan for efficient utilization of DDSB's existing spaces and planned new spaces opening for September 2025 will support meaningful learning by providing high quality teaching and learning spaces; contribute to connected communities by ensuring spaces that foster opportunities to meet, learn from and inspire each other are available; and advocate well-being by ensuring our schools are safe, caring and respectful environments where people can thrive.

## 6.0 **Communication/Implementation Plan**

Establishment and review of school boundaries is a community consultation process that includes a variety of communications including reports for information and/or consideration by the Board of Trustees, presentations that will be made available on DDSB's website, school communications utilizing impacted schools and DDSB websites, as well as other forms of school notifications, i.e., School Messenger notices.

The process includes opportunities for community input through email, voicemail, survey as well as an in-person and a virtual consultation, and School Community Council (SCC) executive meetings with impacted schools. A dedicated email address and phone line will be established to gather community input.

All information resulting from the consultation process will be summarized and provided to the Board of Trustees in a recommendation report.

Key dates for consultation as noted above are as follows:

September 2024:

- Development of Boundary Review Information Report to the Board of Trustees.
  - Internal staff discussions.

Meeting with Pickering Superintendent and System Lead.

- Meeting with Pickering and Ajax Trustees to share information regarding the Boundary Review.

October 2024:

- October 8
  - Meeting with Principals of individual schools included in the Boundary Review.
- October 21
  - Boundary Review Information Report presented at the Board meeting to begin the community consultation process.
- October 22
  - Community Consultation begins.
  - The Boundary Review Information Report and a PowerPoint presentation, that provides an overview of the boundary review and communication timelines, including community consultation details, will be available on the [DDSB website](#).
  - Communications messaging is provided to individual schools included in the Boundary Review.
  - Survey is open until 5:00 p.m. January 10, 2025.
  - SCC Executive Meetings for schools included in the Boundary Review will be scheduled, to accommodate the SCC Executive calendars. An overview of the report and community consultation will be provided with a focus on feedback from the SCC Executive. The SCC Executive will also be asked to share the details of the process, consultation opportunities and timelines to ensure feedback is gathered through the process.

## November 2024:

- Early November (date and time to be determined) - more information will be posted at [www.ddsb.ca](http://www.ddsb.ca) and the impacted schools' websites.
  - In person public meeting to gather community feedback to be held at:  
 Highbush PS  
 605 Stroud's Lane  
 Pickering, L1V 5M5

## December 2024:

- Early December (date and time to be determined) – more information will be posted at [www.ddsb.ca](http://www.ddsb.ca) and the impacted schools' websites.
  - A webinar (if needed) will be held to gather community feedback. There will be a formal presentation; however, the focus will be on community feedback.
- At both in-person and online meetings, participants will be required to register prior to the event and details will be advertised through the schools' and DDSB's website and social media.

## January 2025:

- January 10
  - Consultation ends January 10, 2025, 5:00 p.m. DDSB staff to review all input received.

Throughout the community consultation period of October 22, 2024, to 5:00 pm, January 10, 2025, community feedback, which will be shared with local area Trustees, may be provided through:

Email: [PSPSBoundaryReview@ddsb.ca](mailto:PSPSBoundaryReview@ddsb.ca)

Phone: 905-666-6473

All input received via the webinar, email, phone, and survey will be summarized and included in the Final Boundary Review Recommendation Report to Trustees for their consideration and decision. Any community recommended alternative options to address the accommodation pressures will be analyzed by staff with the alternative option and analysis included in the Final Boundary Review Recommendation Report.

- January 2025 (after close of consultation)
  - Staff to prepare draft Boundary Review Report.

February 2025:

- February 3
  - Final Report to Board of Trustees for information and feedback – Standing Committee.
- February 18
  - Final decision to establish permanent boundary by Board of Trustees – Board Meeting.

## 7.0 **Conclusion**

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

The Unnamed Pickering Seaton PS is scheduled to open for the 2025-2026 school year. A community consultation process needs to commence, in order to establish a permanent school attendance boundary.

The community consultation will occur from October 22, 2024, to January 10, 2025, with a final decision by the Board of Trustees scheduled for February 2025. This approach provides sufficient time for families and students to prepare for the boundary changes and timing for staffing allocations effective September 2025.

## 8.0 **Appendices**

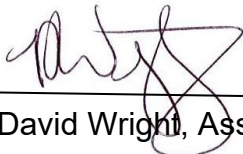
Appendix A: Regulation: School Boundaries

Appendix B: Unnamed Pickering Seaton PS - Proposed Boundary Map

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



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

## School Boundaries

To provide a uniform procedure for establishing and adjusting school boundaries.

### 1.0 Criteria:

#### 1.1 New School Boundaries

New school boundaries are established for newly constructed or planned schools. The locations of school sites are primarily determined at the Municipal Secondary Plan stage by Planning Staff. New school boundaries are designed to reflect the neighbourhood or community which the school is intended to serve. In a period of enrolment growth, it is expected that these boundaries will be altered to address growth related issues such as, accommodation, instruction, transportation.

Where possible, new school boundaries will be based on the following criteria:

- (a) municipal, community or neighbourhood boundaries as defined within Official, Secondary or Community plans;
- (b) local restricting parameters;
  - major roads, highways,
  - rivers,
  - rail lines,
  - hydro corridors,
  - incompatible land uses;
- (c) maximizing the walking population to the school;
- (d) accommodating both a peak population and a mature population adequately on site.

#### 1.2 Adjustments to Existing School Boundaries

- (a) Interim Boundary Adjustments:
  - (i) **Causes:** Interim boundary adjustments are considered for a neighbourhood, school or family of schools in response to a number of problems that can arise:
    - areas where no school boundary exists;
    - in response to enrollment pressures;
    - in response to facility problems due to site constraints, temporary closure, timing of construction, damage due to fire or other catastrophes, etc.
  - (ii) **Time:** Interim boundary adjustments are temporary and should not be considered for periods exceeding three years.

(iii) **Criteria:**Preferred Alternative - Adjacent School

Where possible, interim school boundaries will take into consideration the nearest adjacent school that meets the following criteria:

- has available capacity or room for portable classrooms to accommodate students who are to be displaced;
- provides a similar program for students;
- is located within the same community or municipality;
- has a walking population component.

Other Alternatives:

Should the nearest adjacent school not meet the above criteria, the two other alternatives are:

**Alternative A:** a school within the same municipality which is accessible by public or Durham District School Board transportation which meets criteria 1. and 2. in section (iii).

**Alternative B:** a school within The Durham District School Board which meets criteria 1. and 2. in section (iii).

## (b) Permanent Boundary Adjustments:

(i) **Causes:** Permanent boundary adjustments are primarily caused by:**Program Adjustments**

- French Immersion or Gifted program relocation or creation;
- JK-6 to JK-8, or 7 & 8 to JK-8 school conversion;
- location of new or unique programs within the Board, etc.

**School Closure and Consolidation of School Facilities****Relocation of Student Population**

- where no community school will be built;
- when interim measures are extended beyond 3 years;
- in conjunction with previous two examples;
- to accommodate changes in facilities that alter school capacity, etc.

(ii) **Time:** Permanent boundary adjustments are considered for a neighbourhood, school or family of schools when an area is to be affected for a period greater than three years. Permanent boundary adjustments are major projects requiring extensive research and consultation and can have a lengthy period of implementation.

(iii) **Criteria:** Where possible, permanent boundary adjustments will be based on the following criteria:



- maintaining the educational viability of the program in question;
- school facilities must be adaptable to meet program needs and the anticipated student population;
- same criteria as listed in Section 1.1 "New School Boundaries" Sections (a) to (d).

## 2.0 Consultative Process:

2.1 Decisions regarding school boundaries ultimately rest with the Board. The consultative process is as follows:

- As part of the annual meeting between Planning staff and the Area Superintendents, discussions on the need for a boundary review will occur.
- The Planning Department and the appropriate Superintendent will develop a proposal in consultation with Durham Student Transportation Services. (Financial implications will be included).
- The Superintendent(s) of Education/Area, Transportation Department and the Planning Department will meet with the trustee(s) to discuss the consultative process, review the analysis and plan the public consultation process.
- An Open Session report to Trustees will be presented as information, regarding the commencement of a boundary review.
- The Superintendent(s) of Education/Area will consult with the Principal(s) and School Community Council chair(s) or Executive(s).
- The Superintendent(s) of Education/Area and the appropriate trustee(s) will initiate a public consultation process, involving a minimum of one Open House, with parents/guardians of students to be affected and involve the appropriate Principal(s), the School Community Council chair(s) or executive(s), the Planning Department and Durham Student Transportation Services. Information on the proposal will be outlined at the Open House and input from parents/guardians will be received.
- Based on staff expertise and past practice, it may be determined that a subsequent Open House is required within the process to provide additional information (ie boundary revision based on community feedback, survey results) or to create a community consultation process regarding possible transition plans.
- A dedicated email address and phone line will be set up to gather input, from the time the community are informed of the consultation process, to when an approval has occurred.
- An administrative report will be prepared by the Superintendent(s) of Education/Area in consultation with the Planning Department and Durham Student Transportation Services and presented to Administrative Council. This report will go to the Board for final approval.
- Details of the new or revised school boundaries and implementation will be communicated in writing by the Superintendent(s) of Education/Area to the school community.

2.3 Where possible, finalized details of new or adjusted boundaries will be determined and announced no later than the release of the Official Enrollment Projections preceding the school year in which the boundaries are to be enforced or phased in. This time frame allows for sufficient advance notice to parents, students, trustees, school and administrative staff.

**Appendix:**

None

**Effective Date**

98-06-26

**Amended/Reviewed**

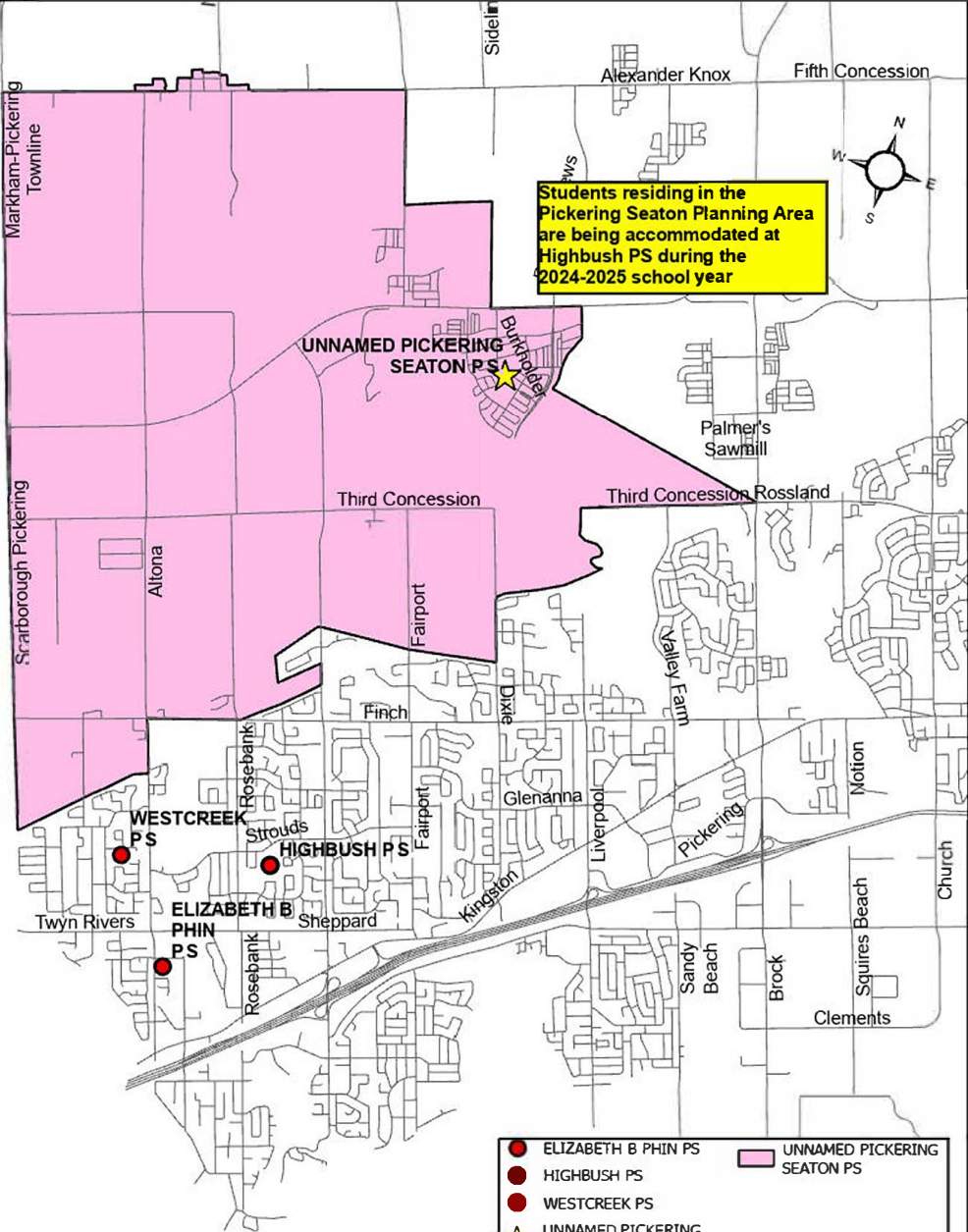
2006-08-02

2012-05-22

2012-10-01

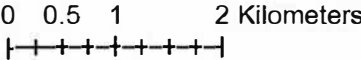
2014-12-04

2019-11-08



Students residing in the Pickering Seaton Planning Area are being accommodated at Highbush PS during the 2024-2025 school year

- ELIZABETH B PHIN PS
- Highbush PS
- WESTCREEK PS
- ★ UNNAMED PICKERING SEATON PS
- UNNAMED PICKERING SEATON PS



This map has been produced from a variety of sources and contains public sector information made available under The Regional Municipality of Durham's Open Data License. The Durham District School Board has produced this map for reference purposes only. Sources: © Ontario Ministry of Natural Resources 2019; 2020 Orthophotography provided by © First Base Solutions Inc.; 2019 Digital Terrain Mapping provided by © First Base Solutions Inc. All rights reserved. Regional Municipality of Durham 2023; Parcel Data 2023. Data provided by Durham Region Planning Division. Produced by Planning Department, Durham District School Board. B02E.

## DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

**REPORT TO:** Durham District School Board **DATE:** October 21, 2024

**SUBJECT:** Unnamed Coughlan PS Boundary Review (Stannardville Drive/Hurst Drive) Ajax **PAGE:** 1 of 8

**ORIGIN:** Camille Williams-Taylor, Director of Education and Secretary to the Board  
David Wright, Associate Director Corporate Services and Treasurer to the Board  
Lisa Bianca, Head of Facilities Services  
Lindsay Wells, Senior Manager, Development and Inclusive Design  
Lygia Dallip, Manager of Property and Planning

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to providing learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive, and free from all forms of discrimination, oppression, harassment and harm.

### 1.0 **Abstract**

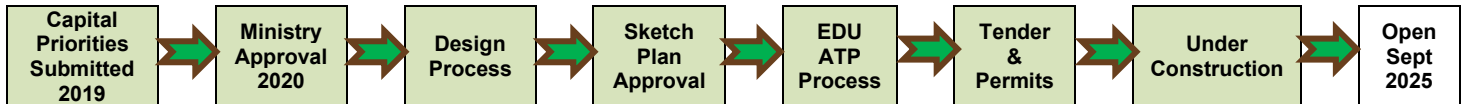
Prior to the opening of a new school, a permanent attendance boundary is established for students attending the new school through a boundary review consultation involving the local community and partner schools that have been hosting from the areas of new development. The review and establishment of school attendance boundaries takes place in accordance with the Durham District School Board's (DDSB) School Boundaries Regulation (Appendix A). To accommodate the existing and future enrolment in the Pickering Seaton and north Ajax Areas, the Unnamed Coughlan PS will open in September 2025 and the review to establish its boundary is scheduled to take place between October 22, 2024, and January 10, 2025. This report is provided for information.

### 2.0 **Purpose**

The purpose of this report is to provide the Board of Trustees with information on the public consultation process that will be undertaken in the current school year to establish the permanent attendance boundary for the Unnamed Coughlan PS located at Stannardville Drive and Hurst Drive. The boundary review will take place in accordance with the Durham District School Board's (DDSB) School Boundaries Regulation.

## 1. Background

With significant population growth in Durham Region, the Durham District School Board (DDSB) is continuing to see increases in enrolment within the District. New schools are constructed to address the enrolment growth and support students within their home communities.



The Unnamed Coughlan PS received Ministry of Education (Ministry) Capital Priorities funding in 2020 and is currently under construction with a scheduled opening date of September 2025. The school has a Ministry Rated Capacity (MRC) of 536 pupils and will accommodate students from JK to Grade 8 and includes a Child Care Centre. The school site is 8.01 acres in size.

Unnamed Coughlan PS is part of a greenfield development area that is attractive to young families. The new school will provide pupil accommodation for students residing in the north Ajax and the north Pickering (Seaton) development neighbourhoods, specifically located in the block west of Salem Road, north of Rossland Road West, south of 5th Concession Road and east of Aquarius Trail. As outlined in the proposed boundary map found in Appendix B, there are four partner schools, Eagle Ridge PS, Alexander Graham Bell PS, Valley Farm PS and Valley View PS, which are accommodating students residing in this new development until the new school opens in the 2025-2026 school year.

The proposed Unnamed Coughlan PS boundary aligns with the multiple growth boundaries currently in place since development in the area began. The enrolment data, provided in section 4.0 of the report, supports the Unnamed Coughlan PS proposed boundary.

### 1. Growth Boundaries and Partner Schools

As new homes are occupied, Growth Boundaries are identified and linked to Partner Schools to accommodate enrolment growth until funding is provided by the Ministry for the construction of a new school. A permanent attendance boundary is established prior to the opening of the new school.

Partner schools are determined based on factors including available space, site size, use of portables, transportation (distance to school and space to accommodate buses), adequate parking, and washrooms to accommodate the projected number of students and staff.

Once the partner school is identified, students and their siblings attend their designated partner school. Any new families moving into an established growth boundary also attend the identified partner school until such time as the permanent boundary for the new school is established and the new school opens.

The proposed boundary of the Unnamed Coughlan PS will encompass the immediate neighbourhood in the Town of Ajax and also include part of the Seaton community in the City of Pickering. The Pickering portion of the proposed boundary is currently partnering at Valley Farm PS and Valley View PS. The north part of the Ajax portion of the proposed boundary is currently partnering at Valley View PS, while the south part is partnering at Eagle Ridge PS and Alexander Graham Bell PS.

Students residing in the proposed permanent boundary and attending the four identified partner schools, upon graduation, go to Pine Ridge SS or Pickering HS. The establishment of a permanent boundary is an opportunity to ensure students graduate with their peers and attend secondary schools within their communities. Given the location of the Unnamed Coughlan PS, Pine Ridge SS and Pickering HS have been identified as the secondary schools assigned to Unnamed Coughlan PS.

## 2. Regulatory Requirement

The DDSB Regulation: School Boundaries outlines the parameters used for creating new and revising current school boundaries. The Regulation includes a consultation process to gather feedback from the community (see Appendix A).

The DDSB is required to establish a permanent boundary for Unnamed Coughlan PS, scheduled to open for the 2025-2026 school year.

### 3.0 **Analysis**

Based upon the proposed boundary, Table 1 below identifies the 2025-2026 enrolment projections for Unnamed Coughlan PS and the expected effect of the opening of the new school on the projected 2025-2026 enrolment for the four partner schools. This proposal includes students currently in Junior Kindergarten (JK) to Grade 7, and incoming JK's, as of September 2025. These students are currently located at the four partner schools outlined in Appendix B.

Current Grade 7 students will be given the choice to stay at their existing designated partner school or transition to Unnamed Coughlan PS for Grade 8. Transportation will be provided to students who choose to remain at their existing partner school for Grade 8. It is expected that their younger siblings, if applicable, will attend the new school upon its opening. If families reside outside of the DSTS-established walk boundary, transportation to the new school will be provided. If younger siblings choose to continue to attend the partner schools in 2025-2026, they will be considered as "out of area" and transportation will not be provided.

As evidenced in previous new school openings, a new facility attracts students from other sources including other publicly funded schools, private schools and DDSB families within the proposed boundary that decided to remain at their previous home school (rather than the DDSB-assigned partner school). The proposed Unnamed Coughlan PS community has no existing schools and therefore staff, based upon past school openings, expect that the Unnamed Coughlan PS will continue to attract new students as new homes continue to be occupied and the pace of development increases. As new homes are occupied and enrolment increases, the partner schools may continue to be used to accommodate students from identified growth boundaries.

**Table 1 – 2025-2026 Projected Enrolment:**

<b>October 2025</b>	<b>Total Enrolment</b>	<b>Utilization</b>	<b>Portables Needed</b>
Unnamed Coughlan PS	736	137%	8
Alexander Graham Bell PS	555	108%	1
Eagle Ridge PS	431	99%	0
Valley Farm PS	561	83%	0
Valley View PS	90	54%	0

The opening of Unnamed Coughlan PS for the 2025-2026 school year will result in minimal portables or the removal of all portables at the four schools currently accommodating the growth.

### 3.1 Consultation Plan

The Public Consultation Plan has been developed in accordance with the DDSB Regulation: School Boundaries. Consultation will begin October 22, 2024, and end on January 10, 2025. Staff propose as part of the consultation process that a minimum of one public meeting be held with a second public meeting tentatively being scheduled if needed. At least one of the meetings would be held in-person in early November 2024. If a second meeting is needed, it would be held in early December 2024.

Following consultation, a final recommendation report will be brought forward to the Board of Trustees for consideration and for a decision regarding the permanent attendance boundary for the new school at the February 18, 2025, Board Meeting.

### 3.2 Risks and Opportunities

With the opening of the Unnamed Coughlan PS, there is an opportunity to redirect 20 portables to address other accommodation pressures and ensure that fewer students are in alternative learning spaces.

No risks have been identified with the opening of the Unnamed Coughlan PS.



Students residing in the proposed permanent boundary and attending the four identified partner schools, upon graduation, will go to one of two identified secondary schools. The establishment of a permanent boundary is an opportunity to ensure students graduate with their peers and attend the same secondary schools.

#### **4.0 Financial Implications**

Potential for a reduction in transportation costs as a reduced number of buses would be required with the new permanent boundary.

#### **5.0 Strategic Links**

A plan for efficient utilization of DDSB's existing spaces and planned new spaces opening for September 2025 will support meaningful learning by providing high quality teaching and learning spaces; contribute to connected communities by ensuring spaces that foster opportunities to meet, learn from and inspire each other are available; and advocate well-being by ensuring our schools are safe, caring and respectful environments where people can thrive.

#### **6.0 Communication/Implementation Plan**

Establishment and review of school boundaries is a community consultation process that includes a variety of communications including reports for information and/or consideration by the Board of Trustees, presentations that will be made available on DDSB's website, school communications utilizing impacted schools and DDSB websites, as well as other forms of school notifications, i.e., School Messenger notices.

The process includes opportunities for community input through email, voicemail, and survey as well as an in-person and a virtual consultation, and School Community Council executive meetings with impacted schools. A dedicated email address and phone line will be established to gather community input.

All information resulting from the consultation process will be summarized and provided to the Board of Trustees in a recommendation report.

Key dates for consultation as noted above are as follows:

September 2024:

- Development of Boundary Review Information Report to the Board of Trustees.
  - Internal staff discussions.
  - Meeting with Pickering and Ajax Superintendents and System Leads included in the Boundary Review.
  - Meeting with Pickering and Ajax Trustees to share information regarding the Boundary Review.



## October 2024:

- October 8
  - Meeting with Principals of individual schools included in the Boundary Review.
- October 21
  - Boundary Review Information Report presented at the Board meeting to begin the community consultation process.
- October 22
  - Community Consultation begins.
  - The Boundary Review Information Report and a PowerPoint presentation, that provides an overview of the boundary review and communication timelines, including community consultation details, is available on the [DDSB website](https://www.ddsb.ca/en/about-ddsb/boundary-and-program-reviews.aspx) at <https://www.ddsb.ca/en/about-ddsb/boundary-and-program-reviews.aspx>.
  - Communications messaging is provided to individual schools included in the Boundary Review.
  - Survey open until 5:00 p.m. January 10, 2025.
  - SCC Executive Meetings for schools included in the Boundary Review will be scheduled, to accommodate the SCC Executive calendars. An overview of the report and community consultation will be provided with a focus on feedback from the SCC Executive. The SCC Executive will also be asked to share the details of the process, consultation opportunities and timelines to ensure feedback is gathered through the process.

## November 2024:

- Early November (date and time to be determined) – more information will be posted at [www.ddsb.ca](http://www.ddsb.ca) and the impacted schools' websites.
  - In person public meeting to gather community feedback to be held at:  
  
Eagle Ridge PS  
425 Delaney Drive  
Ajax, L1T 4N1

## December 2024:

- Early December (date and time to be determined) – more information will be posted at [www.ddsb.ca](http://www.ddsb.ca) and the impacted schools' websites.
  - A webinar (if needed) will be held to gather community feedback. There will be a formal presentation; however, the focus will be on community feedback.
  - At both in-person and online meetings, participants will be required to register prior to the event and details will be advertised through the schools' and DDSB's website and social media.

## January 2025:

- January 10
  - Consultation ends January 10, 2025, 5:00 p.m. DDSB staff to review all input received.

Throughout the community consultation period of October 22, 2024, to 5:00 pm, January 10, 2025, community feedback, which will be shared with local area Trustees, may be provided through:

Email: [CPSBoundaryReview@ddsb.ca](mailto:CPSBoundaryReview@ddsb.ca)

Phone: 905-666-6308

All input received via the webinar, email, phone, and survey will be summarized and included in the Final Boundary Review Recommendation Report to Trustees for their consideration and decision. Any community recommended alternative options to address the accommodation pressures will be analyzed by staff with the alternative option and analysis included in the Final Boundary Review Recommendation Report.

- January 2025 (after close of consultation):
  - Staff to prepare draft Boundary Review Report.

## February 2025:

- February 3
  - Final Report to Board of Trustees for information and feedback – Standing Committee.
- February 18
  - Final decision to establish permanent boundary by Board of Trustees – Board Meeting.

## 7.0 Conclusion

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

The Unnamed Coughlan PS is scheduled to open for the 2025-2026 school year. A community consultation process needs to commence in order to establish the permanent attendance boundary.

The community consultation will occur from October 22, 2024, to January 10, 2025, with a final decision by the Board of Trustees scheduled for February 2025. Such an approach provides sufficient time for families and students to prepare for the boundary changes and timing for staffing allocations effective September 2025.

## 8.0 Appendices

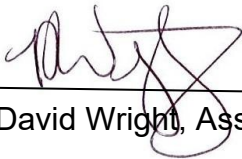
Appendix A: Regulation: School Boundaries

Appendix B: Unnamed Coughlan PS - Proposed Boundary Map and Partner Schools

Report reviewed and submitted by:



Camille Williams-Taylor, Director of Education and Secretary to the Board



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

## School Boundaries

To provide a uniform procedure for establishing and adjusting school boundaries.

### 1.0 Criteria:

#### 1.1 New School Boundaries

New school boundaries are established for newly constructed or planned schools. The locations of school sites are primarily determined at the Municipal Secondary Plan stage by Planning Staff. New school boundaries are designed to reflect the neighbourhood or community which the school is intended to serve. In a period of enrolment growth, it is expected that these boundaries will be altered to address growth related issues such as, accommodation, instruction, transportation.

Where possible, new school boundaries will be based on the following criteria:

- (a) municipal, community or neighbourhood boundaries as defined within Official, Secondary or Community plans;
- (b) local restricting parameters;
  - major roads, highways,
  - rivers,
  - rail lines,
  - hydro corridors,
  - incompatible land uses;
- (c) maximizing the walking population to the school;
- (d) accommodating both a peak population and a mature population adequately on site.

#### 1.2 Adjustments to Existing School Boundaries

- (a) Interim Boundary Adjustments:
  - (i) **Causes:** Interim boundary adjustments are considered for a neighbourhood, school or family of schools in response to a number of problems that can arise:
    - areas where no school boundary exists;
    - in response to enrollment pressures;
    - in response to facility problems due to site constraints, temporary closure, timing of construction, damage due to fire or other catastrophes, etc.
  - (ii) **Time:** Interim boundary adjustments are temporary and should not be considered for periods exceeding three years.

(iii) **Criteria:**

Preferred Alternative - Adjacent School

Where possible, interim school boundaries will take into consideration the nearest adjacent school that meets the following criteria:

- has available capacity or room for portable classrooms to accommodate students who are to be displaced;
- provides a similar program for students;
- is located within the same community or municipality;
- has a walking population component.

Other Alternatives:

Should the nearest adjacent school not meet the above criteria, the two other alternatives are:

**Alternative A:** a school within the same municipality which is accessible by public or Durham District School Board transportation which meets criteria 1. and 2. in section (iii).

**Alternative B:** a school within The Durham District School Board which meets criteria 1. and 2. in section (iii).

(b) Permanent Boundary Adjustments:

(i) **Causes:** Permanent boundary adjustments are primarily caused by:

**Program Adjustments**

- French Immersion or Gifted program relocation or creation;
- JK-6 to JK-8, or 7 & 8 to JK-8 school conversion;
- location of new or unique programs within the Board, etc.

**School Closure and Consolidation of School Facilities**

**Relocation of Student Population**

- where no community school will be built;
- when interim measures are extended beyond 3 years;
- in conjunction with previous two examples;
- to accommodate changes in facilities that alter school capacity, etc.

(ii) **Time:** Permanent boundary adjustments are considered for a neighbourhood, school or family of schools when an area is to be affected for a period greater than three years. Permanent boundary adjustments are major projects requiring extensive research and consultation and can have a lengthy period of implementation.

(iii) **Criteria:** Where possible, permanent boundary adjustments will be based on the following criteria:

- maintaining the educational viability of the program in question;
- school facilities must be adaptable to meet program needs and the anticipated student population;
- same criteria as listed in Section 1.1 "New School Boundaries" Sections (a) to (d).

## 2.0 Consultative Process:

2.1 Decisions regarding school boundaries ultimately rest with the Board. The consultative process is as follows:

- (a) As part of the annual meeting between Planning staff and the Area Superintendents, discussions on the need for a boundary review will occur.
- (b) The Planning Department and the appropriate Superintendent will develop a proposal in consultation with Durham Student Transportation Services. (Financial implications will be included).
- (c) The Superintendent(s) of Education/Area, Transportation Department and the Planning Department will meet with the trustee(s) to discuss the consultative process, review the analysis and plan the public consultation process.
- (d) An Open Session report to Trustees will be presented as information, regarding the commencement of a boundary review.
- (e) The Superintendent(s) of Education/Area will consult with the Principal(s) and School Community Council chair(s) or Executive(s).
- (f) The Superintendent(s) of Education/Area and the appropriate trustee(s) will initiate a public consultation process, involving a minimum of one Open House, with parents/guardians of students to be affected and involve the appropriate Principal(s), the School Community Council chair(s) or executive(s), the Planning Department and Durham Student Transportation Services. Information on the proposal will be outlined at the Open House and input from parents/guardians will be received.
- (g) Based on staff expertise and past practice, it may be determined that a subsequent Open House is required within the process to provide additional information (ie boundary revision based on community feedback, survey results) or to create a community consultation process regarding possible transition plans.
- (h) A dedicated email address and phone line will be set up to gather input, from the time the community are informed of the consultation process, to when an approval has occurred.
- (i) An administrative report will be prepared by the Superintendent(s) of Education/Area in consultation with the Planning Department and Durham Student Transportation Services and presented to Administrative Council. This report will go to the Board for final approval.
- (j) Details of the new or revised school boundaries and implementation will be communicated in writing by the Superintendent(s) of Education/Area to the school community.

2.3 Where possible, finalized details of new or adjusted boundaries will be determined and announced no later than the release of the Official Enrollment Projections preceding the school year in which the boundaries are to be enforced or phased in. This time frame allows for sufficient advance notice to parents, students, trustees, school and administrative staff.

**Appendix:**

None

**Effective Date**

98-06-26

**Amended/Reviewed**

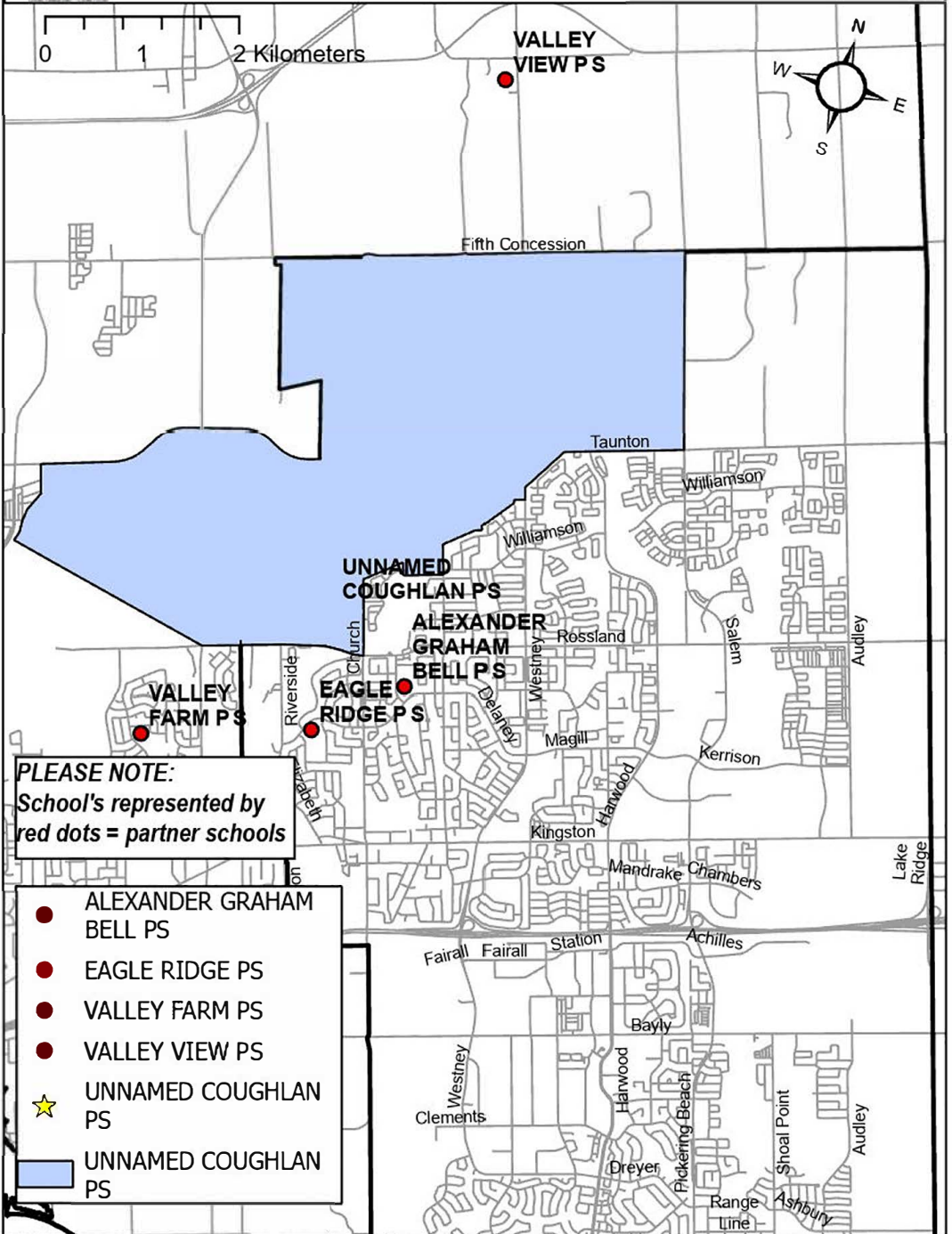
2006-08-02

2012-05-22

2012-10-01

2014-12-04

2019-11-08



**PLEASE NOTE:**  
School's represented by red dots = partner schools

- ALEXANDER GRAHAM BELL PS
- EAGLE RIDGE PS
- VALLEY FARM PS
- VALLEY VIEW PS
- ★ UNNAMED COUGHLAN PS
- UNNAMED COUGHLAN PS



## DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

**REPORT TO:** Board of Trustees **DATE:** October 21, 2024

**SUBJECT:** Elementary and Secondary Student Enrolment and Teacher Staffing Updates 2024-2025 **PAGE:** 1 of 7

**ORIGIN:** Camille Williams-Taylor, Director of Education and Secretary to the Board  
Jim Markovski, Associate Director, Equitable Education  
David Wright, Associate Director of Corporate Services  
Heather Mundy, Superintendent, People and Culture  
Andrea McAuley, Superintendent, Inclusive Student Services

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to providing learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive, and free from all forms of discrimination, oppression, harassment and harm.

### 1.0 **Abstract**

This information report provides an overview of elementary and secondary student enrolment in comparison to the Official Enrolment Projections (OEP) for the 2024-2025 school year as well as Durham District School Board's (DDSB) allocation of teaching staff at both the elementary and secondary panels in accordance with Ministry of Education (Ministry) requirements. All Primary Class Size targets set by the Ministry were met on September 16, 2024. All secondary Class Size targets which span over the course of both semesters will be met in the second semester.

### 2.0 **Purpose**

The purpose of this report is to provide the Board of Trustees with an overview of elementary and secondary student enrolment and teacher staffing for the 2024-2025 school year.

### 3.0 **Background**

DDSB Workplace Planning Analysts, working with Family of School (FOS) System Leads and Facilities Services staff are committed to implementing the Ignite Learning Multi-Year Strategic Plan (MYSP) by aligning resources to where they are most needed to support meaningful learning for all students. School administrators and school staff, specifically clerical and guidance teams, have worked to ensure all student registrations are finalized to meet Ministry requirements. The Ministry requires school boards to meet specific class size targets for elementary and secondary as outlined in this report. The DDSB continues to see year-over-year enrolment growth.

### 3.1 Regulatory Commitment

Each fall, once enrolment is confirmed, adjustments to staffing allocations are made to ensure that Ministry requirements are met as outlined in the [Class Size Regulation 132/12](#).

### 3.2 Elementary

According to Ministry requirements for 2024-2025, school boards are obligated to organize their Kindergarten and elementary classes so that, on a board-wide basis:

- 100% of Kindergarten classes have 29 or fewer students;
- 90% of primary (Grades 1-3) classes have 20 or fewer students;
- 100% of primary classes have 23 or fewer students;
- 100% of combined Grade 3-4 classes have 23 or fewer students;
- The average class size for junior/intermediate (Grades 4-8) classes is 24.5 students.

Legislated primary class size requirements need to be met by September 30 each year. As enrolment fluctuates with new registrations and withdrawals; re-organization of classes in elementary schools is often required to meet the Ministry requirements. Re-organization may involve the addition or reduction in teacher staffing/classes or the adjustment of class placements for students. For DDSB elementary schools, September 16, 2024, was set as the re-organization date. This date was shared with families/caregivers so that they were informed that most class changes would occur on this date. Efforts have been made to minimize re-organizations occurring, other than on September 16, 2024.

### 3.3 Secondary

The Ministry introduced a class size compliance framework for the secondary panel where the class size average across the District must be 23 students or less. The Ministry will review District secondary average class size calculations based on the course/class data submitted through OnSIS later in the school year.

Class sizes are also determined through the Ontario Secondary School Teachers Federation (OSSTF) Permanent Teacher collective agreement which stipulates that the existing class sizes may be exceeded by up to two (2) students for up to 10% of the classes District-wide within the secondary panel.

Secondary school teacher allocations are reviewed, and where needed by enrolment, teachers are allocated as required to support programming needs for students and to meet requirements of the Ministry, collective agreements, and budget allocation.

#### 4.0 **Analysis**

##### 4.1 Enrolment

The DDSB continues to see an increase in enrolment year over year, however, the District did not meet the anticipated growth targets outlined in the OEP for the 2024-2025 school year. It is important to note that OEP is a projection of enrolment realized throughout the entire school year and not just a projection of the total enrolment at the beginning of the school year. There continues to be a significant decrease in the selection of virtual learning (DDSB@Home) for both elementary and secondary students. For the 2024-2025 school year, DDSB@Home offers programming for students in Grades 4 – 10.

#### **Elementary Student Enrolment and Teacher Staffing Facts and Comparisons**

September 2023 enrolment: 54,883

September 30, 2024, actual enrolment: **56,209** (increase from previous school year of 1,326)

Official Enrolment Projection as per Page 12 of the [Budget Book for 2024-2025](#): 56,822 (under projection by 613)

DDSB elementary enrolment as of September 30, 2024, can be broken down as follows:

Total elementary enrolment - virtual and in-person:	56,209
Total elementary enrolment - virtual only (DDSB@Home):	180
Total elementary enrolment - in-person only:	56,029

#### **Secondary Student Enrolment and Teacher Staffing Facts and Comparisons**

September 2023 enrolment: 23,184

September 30, 2024 actual enrolment: **24,103** (increase from previous year of 919)

Official Enrolment Projection as per Page 12 of the budget book: 25,527 (under projection by 1,424)

DDSB secondary enrolment as of September 30, 2024, can be broken down as follows:

Total elementary enrolment - virtual and in-person:	24,103
Total elementary enrolment - virtual only (DDSB@Home)	70
Total elementary enrolment - in-person only	24,033

#### 4.2 Teacher (FTE) Allocation

##### Elementary Teacher FTE (full-time equivalent)

Homeroom	2411
Special Education Class	146
Prep	489.4
Multilingual Language Learners	6
Library	82.2
Special Education Resource Teacher	160
APPLE Schools	3
Primary Resource Teachers	11
<b>Total</b>	<b>3308.6</b>

##### Secondary Teacher FTE (full-time equivalent)

Subject Teachers	1322.81
Special Education Class	107.78
Guidance	65.30
Multilingual Language Learners	7.01
Library	27.63
French Immersion	4.0
Student Success	6.6
Indigenous Studies	5.35
Special Education Resource Teacher	40.52
<b>Total</b>	<b>1587.00</b>

#### 4.3 Special Education Programs

Special Education program planning that took place through winter/spring 2024 set the foundation for supporting students accessing learning through special education class placement for the 2024-2025 school year. The annual process, with a foundation in multi-department consultation, is responsive to students in the District planning for these programs. Each

spring, changes are shared with trustees through the budget development process for the coming year and are reflected in the Inclusive Student Services Special Education Plan.

No changes to special education class complements are being made at this time.

#### 4.4 Ministry Requirement

The DDSB met the Primary Class Size requirements for elementary on September 16, 2024. Staff will continue to review secondary allocations to ensure we meet Ministry requirements when OnSIS data is submitted later in the school year.

#### 4.5 Risks and Opportunities

Preliminary OEP provides information to inform budget and teacher allocation. OEP continues to be refined beyond March each year as Junior Kindergarten registrations are received for the coming year through the summer months and there is therefore always a possibility that OEP will not reflect actual enrolment when it is reviewed throughout September. School boards must meet the ministry class size requirements to ensure no financial penalties, which would impact overall revenue.

Enrolment numbers are reviewed throughout September to inform elementary classroom re-organizations that may be necessary to meet Ministry requirements and align with budget. Secondary school enrolments are reviewed during September and any changes are made to semester two staffing as required to meet enrolment pressures and align with budget.

To mitigate the shortfall in enrolments, re-organizations occurred at elementary schools in September and early October where homeroom classes were reduced. To mitigate the shortfall in secondary enrolment, secondary schools will be shifting timetables for semester two based on the revised teacher FTE allocation.

Staff remain committed to reviewing methods and practices relied on annually to develop projections to determine whether there are opportunities for increased accuracy, however the reality is that student registration is fluid and everchanging, and municipal planning and housing growth is not always realized at the rate at which it is intended, which impacts OEP.

### 5.0 **Financial Implications**

All Primary Class Size targets set by the Ministry were met on September 16, 2024. All secondary Class Size targets which span over the course of both semesters will be met in the second semester. School boards can be subject to cash flow penalties if class size targets are not met.

In the [DDSB Budget Book 2024-2025](#), expenditure for teachers is provided on page 22 under the operating expenditures.

## 6.0 Evident of Impact

The adjusted allocation of 3308.6 FTE elementary teaching staff and 1587 FTE secondary teaching staff reflects actual student enrolment and supports the provision of meaningful learning environments for all students while meeting Ministry class size requirements.

## 7.0 Strategic Links

Teacher allocation is one critical component of creating meaningful learning environments in schools as it directs class organizations at elementary and timetable/course offerings at secondary.

## 8.0 Communication Plan

The DDSB will provide required documentation to the Ministry of Education regarding student enrolment and staffing allocation.

## 9.0 Conclusion

The DDSB's ability to meet Ministry of Education requirements for Primary Class Size and Secondary Class Size was accomplished through a collaborative approach that included Principals and Vice Principals working cooperatively with Workplace Planning Analysts, Family of Schools System Leads, Facilities Services and Corporate Services. This report is provided to the Board of Trustees for information.

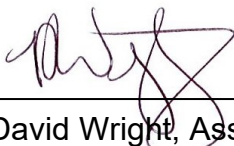
Report reviewed and submitted by:



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 Camille Williams-Taylor, Director of Education and Secretary to the Board



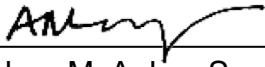
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 Jim Markovski, Associate Director, Equitable Education



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



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 Heather Mundy, Superintendent, of People and Culture

A handwritten signature in black ink, appearing to read "AMcA", is written above a horizontal line.

Andrea McAuley, Superintendent, Inclusive Student Services



**APPROVED Minutes – Governance and Policy Committee Meeting  
Wednesday, May 29, 2024 6:00 p.m., Hybrid**

**1. Call to Order**

Trustee Emma Cunningham, Committee Chair, called the meeting to order at 6:02 p.m.

Members Present: Trustees Michelle Arseneault, Donna Edwards, Kelly Miller, Carolyn Morton, Christine Thatcher (virtual), Student Trustees Ben Cameron, Kayla Hoare (virtual)

Regrets: Trustees Tracy Brown, Stephen Linton, Deb Oldfield, Shailene Panylo, Jill Thompson, Student Trustee Neha Kasoju

Staff Present: Director of Education Camille Williams-Taylor, Associate Director Jim Markovski, Associate Director David Wright, General Counsel Patrick Cotter, Superintendent Margaret Lazarus, Superintendent Heather Mundy, Senior Manager Lisa Coppins, Policy Analyst Ahmad Khawaja

Recording Secretary: Gillian Venning

**2. Land Acknowledgment**

Trustee Emma Cunningham gave the Land Acknowledgement: 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.

**3. Declarations of Interest**

There were no declarations of interest.



**4. Approval of Agenda**

MOVED by Trustee Carolyn Morton  
SECONDED by Trustee Kelly Miller

THAT THE AGENDA BE APPROVED.

CARRIED

**5. Minutes**

**(a) Draft minutes of the Governance and Policy Committee meeting of April 24, 2024**

MOVED by Trustee Carolyn Morton  
SECONDED by Trustee Kelly Miller

THAT THE DRAFT MINUTES OF THE APRIL 24, 2024 GOVERNANCE AND POLICY COMMITTEE MEETING BE APPROVED.

CARRIED

**6. Information Items**

**(a) Update: Human Rights Advisory Committee**

Associate Director Jim Markovski shared an overview of the activities undertaken to date towards establishment of the Human Rights Advisory Committee and anticipated next steps.

Discussion took place and trustee questions were answered.

**(b) Update: Anti-Black Racism Advisory Committee**

Associate Director Jim Markovski shared an overview of the activities undertaken to date towards establishment of the Anti-Black Racism Advisory Committee and anticipated next steps.

Discussion took place and trustee questions were answered.

**7. Recommended Actions**

**(a) Rescission of Facilities Services Policies and Regulations**

Associate Director David Wright shared an overview of the report with trustees, noting that following a review, staff have determined that four policies and three regulations under the purview of Facilities Services as outlined in the report are redundant and are therefore being recommended for rescission.

There were no trustee questions.

MOVED by Trustee Donna Edwards  
SECONDED by Trustee Michelle Arseneault

THAT THE GOVERNANCE AND POLICY COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE FACILITIES SERVICES POLICIES AND REGULATIONS INCLUDED IN APPENDIX A BE RESCINDED AND THAT THE MATTER PROCEED TO THE NEXT MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION.

CARRIED

**(b) Rescission of Equity and Inclusive Education Policy and Regulation**

Superintendent Margaret Lazarus shared an overview of the report with trustees, noting that with the development and implementation of DDSB's Human Rights, Anti-Discrimination and Anti-Racism Policy and procedures, the Equity and Inclusive Education Policy and Regulation are redundant and are therefore recommended for rescission. It was further noted that DDSB is meeting all of the requirements as outlined in PPM 119: *Developing and implementing equity and inclusive education policies in Ontario schools*, through its Human Rights Policy and other policies, including through the Positive School Climates Policy, the Indigenous Education Policy and the Safe and Respectful Workplace and Harassment Prevention Policy.

There were no trustee questions.

MOVED by Trustee Michelle Arseneault  
SECONDED by Trustee Carolyn Morton

THAT THE GOVERNANCE AND POLICY COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE EQUITY AND INCLUSIVE EDUCATION POLICY AND REGULATION BE RESCINDED AND THAT THE MATTER PROCEED TO THE NEXT MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION.

CARRIED

**(c) Revised Criminal Background Checks Policy**

Superintendent Heather Mundy shared an overview of the report with trustees, noting that the Criminal Background Checks Policy has been revised to clearly identify the requirement for all employees, volunteers and service providers and other individuals to provide a Criminal Background Check, to clearly delineate the two types of background checks and when each is applicable. As part of the review process, the accompanying Criminal Background Checks Procedure was also revised.

There were no trustee questions.

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MOVED by Trustee Michelle Arseneault  
SECONDED by Trustee Donna Edwards

THAT THE GOVERNANCE AND POLICY COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE CRIMINAL BACKGROUND CHECKS POLICY BE REVISED AS SET OUT IN APPENDIX A INCLUDED IN THE AGENDA PACKAGE AND THAT THE MATTER BE CONSIDERED AT THE NEXT MEETING OF THE BOARD OF TRUSTEES.

CARRIED

### **(d) Draft Supervisory Officer Recruitment Policy and Rescission of Hiring of Superintendents Policy and Regulation**

General Counsel Patrick Cotter shared an overview of the report, noting that staff are recommending that the current Hiring of Superintendents Policy and Regulation be rescinded and replaced with the new draft Supervisory Officer Recruitment Policy. To uphold good governance practices, the new policy places the hiring of all staff, including Superintendents, within the sole purview of the Director and their delegates, while the Board of Trustees continues to be responsible for the selection and hiring of the Director.

Discussion took place and trustee questions were answered.

MOVED by Trustee Christine Thatcher

THAT DISCUSSION OF THIS POLICY BE DEFERRED TO A FUTURE MEETING OF THE GOVERNANCE AND POLICY COMMITTEE.

Following further discussion and seeing no objection from trustees, the above foregoing motion was withdrawn.

MOVED by Trustee Donna Edwards  
SECONDED by Trustee Carolyn Morton

THAT THE GOVERNANCE AND POLICY COMMITTEE RECOMMEND THAT THE BOARD OF TRUSTEES:

- RESCIND THE CURRENT HIRING OF SUPERINTENDENTS POLICY AND THE RELATED REGULATION;
- APPROVE THE UPDATED SUPERVISORY OFFICER RECRUITMENT POLICY; AND,
- THAT THESE MATTERS BE CONSIDERED AT THE NEXT MEETING OF THE BOARD OF TRUSTEES.

CARRIED

### **(e) Draft Student Trustee Policy**

General Counsel Patrick Cotter shared an overview of the draft policy, noting that it is being created to ensure a framework is in place to support student trustees in fulfilling their mandate. Student Trustee Ben Cameron noted that over 25 school boards in Ontario already have Student Trustee policies and

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these were considered in the development of DDSB's draft policy. As part of the policy development process, sections of the Consolidated Bylaws applicable to student trustees have been amended; in some cases sections have been removed completely and placed in the new policy, while others have been revised to align with the new policy.

Discussion took place and trustee questions were answered.

MOVED by Trustee Carolyn Morton  
SECONDED by Trustee Christine Thatcher

THAT THE GOVERNANCE AND POLICY COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE STUDENT TRUSTEE POLICY BE ADOPTED AND THAT THE RELEVANT SECTIONS OF THE BYLAWS BE AMENDED IN ACCORDANCE WITH THE REVISIONS PROPOSED IN THE REPORT.

CARRIED

### **(f) Motion: Indigenous Education**

Trustee Emma Cunningham handed the Chair to Vice Chair Kelly Miller and provided trustees with an overview of the motion which is being proposed to align with DDSB's ongoing commitment to uphold Indigenous rights as outlined in the 2024-2028 Multi-Year Strategic Plan and in response to continued calls to action towards reconciliation through education.

Discussion took place and trustee questions were answered.

MOVED by Trustee Emma Cunningham  
SECONDED by Trustee Carolyn Morton

THAT THE GOVERNANCE COMMITTEE ASKS STAFF TO PREPARE A REPORT ON ALL THE POLICIES CURRENTLY RELATED TO INDIGENOUS EDUCATION AND HOW THEY ALIGN WITH OUR NEW STRATEGIC PLAN. WE'D ALSO LIKE TO SEE THE IMPACT SINCE THESE POLICIES WERE IMPLEMENTED.

DEFEATED

### **8. Other Business**

There was no other business discussed.

### **9. Adjournment**

MOVED by Trustee Emma Cunningham

THAT THE MEETING DOES NOW ADJOURN.

CARRIED

The meeting adjourned at 6:56 p.m.

**REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE**  
**Thursday September 5, 2024 6:30 P.M.**

ROLL CALL:

Eva Kyriakides, Association for Bright Children (ABC) SEAC Chair  
 Charmain Brown, OPVIC Ontario Parents of Visually Impaired Children  
 sensaRAneb Burrell, Autism Ontario – Durham Region Chapter  
 Tara Culley, Durham Down Syndrome Association  
 Allyson Eamer, Easter Seals Ontario  
 Rowin Jarvis, Learning Disabilities Association of Durham Region  
 Elizabeth Daniel, Member at Large  
 Morgann Cameron, Member at Large  
 Jennifer McLaughlin, Sawubona Africentric Circle of Support

Trustees: Donna Edwards Kelly Miller Michelle Arseneault

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 6:33 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, live, and learn.

This statement was co-created in partnership with the Mississaugas of Scugog Island First Nation and the Chippewas of Georgina Island.

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

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subject to action with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to providing learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive, and free from all forms of discrimination, oppression, harassment, and harm.

**4. Welcome Guests: Melissa Cook Elementary Representative, Tracey Running Secondary Representative**

**Regrets: Rowin Jarvis, Trustee Kelly Miller**

**Absent:** Trustee Michelle Arseneault

**5. Approval of Agenda:**

That the agenda for September 5, 2024, be approved with the change to the date for the June SEAC meeting should read June 20, 2024.

MOVED BY: Elizabeth Daniel

SECONDED BY: Allyson Eamer

CARRIED

**6. Approval of the Minutes:**

That the minutes from June 20, 2024, be approved:

MOVED BY: Trustee Donna Edwards SECONDED BY: sensaRAneb Burrell

CARRIED

**7. Staff Reports:**

Superintendent Andrea McAuley shared updates on the start up of the school year. The Inclusive Student Services Impact update will continue in October. Two elementary and three secondary schools started in August and the rest of the schools started on Tuesday September 3; we have had higher than projected enrolment of approximately 84,000 students. This includes: the new school in North Oshawa, Maamawi Iyaawag P.S., students at Mary St. Community School entered a new school building. All students at Beaver River P.S. have moved into the new location. It is important to note when enrolments shift significantly, there is continual adjustments with transportation planning.

Today we were able to get the entire Inclusive Student Services team together in an integrated way to look at and review the Multi Year Strategic Plan (MYSP). There was an excitement in the air, and we received great feedback on [PPM 128](#) and the code of conduct specifically the use of cell phones in schools and possible accommodations. The code of conduct of consistent across all sites.

The Inclusive Student Services department has drafted a document introducing the different teams and their roles in support of schools; feedback was also sought from the teams on the draft and will be integrated into the final presentation.

We are doing a book study as part of learning about addressing ableism; shared with the Special Education Resource Teachers (SERT). Offering copies of *Ableism in Education*, Gillian Parkekh to members of SEAC, request your copy through Lisa Wry. Quotes drawn and shared with the department and SERTs:

“Students who were identified through special education or were placed in special education programming reported heightened experiences of exclusion.” Pg 108 *Ableism in Education*

“An inclusive classroom modifies the environment to fit the student, not the student to fit the environment.” Pg 108 *Ableism in Education*

**8. Board:** Trustee Donna Edwards shared with SEAC members that Board of Trustees has had a special Board meeting as there was a change to the Trustees' code of conduct from the Ministry. Updates around electronic meetings and attendance. Standing committee addresses the slow arrival of portables and the delay of installation. Busing is in good shape still working

through some planning and coordination, but we did have our routes up and ready. Welcomed new Student Trustees. Received a response back around education development the response is quite disheartening; Boards do not have the money because of the education development charges can only increase by \$300/year and we already know we are in a significant deficit to purchase lands for new school developments.

## 9. **Presentation: DDSB Parent/Guardian Guide to IPRC**

### [DDSB Parent/Guardian Guide to IPRC](#)

Seeking SEAC's input on updating the Identification and Placement Review Committee (IPRC) Parent Guide Supporting Presentation.

As a district we have many SERTs new to the role as well as many administrators new to the role. We are looking to create a resource for professional learning as well as a tool for families to learn about the process. Plan is to make the document accessible with closed captioning and voice over.

Feedback requested for the slides created and considerations for making speaking notes.

Members discussed and reviewed the draft presentation with the following suggestions for improvement:

- Opening slide that might say when and why an IPRC might happen.
- Reads like the recommendation comes from teacher observation but make it clear that parents may request an IPRC.
- The IPRC should be where consultations are being confirmed. The Parent/Guardian guide to IPRC is presented prior to the IPRC and should be presented annually.
- Font is difficult to read.
- Suggestion to simplify language make it easier to read.
- Include a glossary of terms.
- Let parents know that they can initiate a care conference.
- Want the document to read as if it is for families and caregivers.
- Consideration for longer meeting times for first time IPRC
- A statement about eligibility to access documentation
- Word heavy- consider making this mostly voice notes and then use quick bullet points.
- Make the words more caring toward the parent, build connections.
- Add that families can bring an advocate.
- Put student information before reference to the MYSP.

## 10. **Open Discussion: Advocacy Webinar Series**

- Consider doing something prerecorded which can be used at the school as part of a parent/caregiver engagement night.
- Concerns about the level of engagement of families limited with a prerecorded session; could be mitigated by watch parties with opportunities for discussion.
- Many other opportunities to use a prerecorded session-schools and committees can request that a SEAC members attend as a support at the events.
- Have the webinar first shared with school teams so there is unity to the messaging.
- Meeting with members of SEAC might be helpful to families to build relationships with members.
- Recording is available for families to rewatch if they wish on their own time.

- Perhaps a compilation of members presentations about their association.

## 11. **Business Arising from the Minutes**

- Finalization: [SEAC Obligations and Expectations](#)

## 12. **Association Reports & Committee Reports**

- Alternate member for Autism Ontario will attend the next meeting.
- Tara Culley will be presenting on behalf of Down Syndrome Association of Durham at the October 3, 2024, meeting.

## 13. **Correspondence**

- Received correspondence that Member at Large, Morgann Cameron, has stepped down from SEAC.
- The previous advertisement for Member at Large will be updated with new dates and reposted for community members to submit their interest.
- Volunteers for the review and selection committee for the Member at Large position will be Allyson Eamer, Elizabeth Daniel, and Eva Kyriakides.

## 14. **Community Concerns**

- Due to the increase in enrolment, there will be increased revenue to the district, through revised estimates.
- Ministry reporting happens October 31, 2024, which is when adjustments to enrolment will be received by the Ministry.
- Increases are a per pupil amount, other funding is done through an application process for example specialized equipment allocation (SEA)

## 15. **Celebrations & Successes**

Tara Culley shared that her son enjoyed the wrestling and meeting the wrestlers at the Canadian National Exhibition (CNE) this year.

Eva Kyriakides shared that her friend Niya Hatten has written and illustrated a book called *Let's Get Those Coils Crowned in Satin* <https://nyascoilyworld.ca/>

## 16. **Next S.E.A.C Meeting**

October 3, 2024

## 17. **Adjournment**

That the meeting does now adjourn at 8:16 p.m.

Adjournment called by SEAC Chair Eva Kyriakides

MOVED BY: Tara Culley      SECONDED BY: Allyson Eamer

CARRIED

Report respectfully submitted by:

Eva Kyriakides, SEAC Chair



# 61

Report Special Education Advisory Committee (cont'd)  
September 5, 2024

Table 1 Action Items

ACTIVITY	RESPONSIBILITY	COMPLETION
Post vacancy of Member at Large	Lisa Wry/Andrea McAuley	ASAP
Slides from Rowin to Members	Eva Kyriakides	ASAP

# October 2024 Dates of Significance 62

Cyber Security Awareness Month	<b>Rosh Hashanah (Judaism)</b>	<b>2</b>
	Custodian Appreciation Day	2
Islamic History Month	Navaratri	3 - 12
	World Teachers Day	5
Hispanic Heritage Month	Durga Puja begins (Hinduism)	9 - 13
	World Mental Health Day	10
National Principals Month	<b>Yom Kippur (Judaism)</b>	<b>11</b>
	Dussehra (Hinduism)	12
Neurodivergent Acceptance Month	Thanksgiving	14
<ul style="list-style-type: none"> <li>Autism Awareness Month</li> <li>Disabilities Awareness Month</li> <li>Dyslexia Awareness Month</li> <li>Learning Disabilities Awareness Month</li> </ul>	Pavarana (Buddhist)	16
	DDSB Volunteer of Distinction	17
	Sukkot (Judaism)	17 - 23
	Early Childhood Educators and Child Care Worker Appreciation Day	24
Women's History Month	Karwa Chauth (Hinduism)	19 - 20
	Safety Week	22 - 24
	Shemini Atzeret (Judaism)	24 - 25
	Simchat Torah (Judaism)	25
2SLGBTQIA+ History Month	Ontario Dress Purple Day	25
	Halloween	31
	<b>Diwali (Hinduism) X</b>	<b>31 - 11/1</b>

# November 2024 Dates of Significance 63

## Hindu Heritage Month

All Saints Day (Christianity)	1
Bandi Chhor Divas (Sikh)	1
Dia de los Muertos (Mexico)	1 - 2
Aga Khan's Birthday (Islam)	2
Birth of the Bab begins (Bahai)	2
Birth Of Bahá'u'lláh begins (Bahá'í)	3
Take our kids to work day	6
Inuit Day	7
Treaties Recognition Week	3 - 9
Holocaust Education Week	4 - 10
Indigenous Veterans Day	8
Remembrance Day	11
Transgender Awareness Week	13 - 19
Louis Riel Day	16
Guru Nanak Jayanti (Sikh)	15
Anti-Bullying Awareness and Prevention Week	19 - 25
Transgender Day of Remembrance	20
Classroom Support Staff Appreciation Day	20
Holodomor Memorial Day	24
International Day for Elimination of Violence Against Women (White Ribbon Day)	25
Day of the Covenant	25
Ascension Of Abdu'l-Bahá; begins (Bahai)	27