

AGENDA

Regular Board Meeting

Tuesday, February 25, 2025, 7:00 P.M.

Boardroom, Catholic Education Centre

***Mission:** Disciples of Christ, nurturing mind, body, and soul to the fullness of life.*

***Vision:** Changing the world through Catholic education.*

Pages

A. Routine Matters

1. Call to Order and Attendance
2. Opening Prayer 3
3. Land Acknowledgment
4. National Anthem
5. Approval of Agenda
6. Declaration of Interest
7. Approval of the Minutes of the Regular Board Meeting, January 28, 2025 7
 - a. Business Arising from the Minutes - Attached. 30

B. Pastor's Remarks: Video Presentation by Monsignor Shiels - Peace, The Jubilee Year

C. Awards and Presentations

1. 2024 Dr. Arthur Wood Award - Recipient Principal Julie Lavalle 32
2. Wilde Wood School Safety Zone Award - Recipient Principal Tara Persad and St. Raphael Catholic Elementary School (CES) 33
3. Wilde Wood School Safety Zone Award - Recipient Principal Kelly-Ann Marsi and St. Margaret of Scotland CES 34

D. Delegations

1. Emily Vajda - Pride Flag 35
2. Dawn Krol - Pride Flag 36

E. Reports from Trustees for Receipt

1. Regular Reports
 - a. Ontario Catholic School Trustees' Association Report
 - b. Student Voice Report
 - c. Good News Report 37

F. Updates/Information/Reports from Committees for Receipt

1. Receipt of the Minutes of the Administration and Finance Committee Meeting, November 12, 2024 41

2.	Receipt of the Minutes of the Audit Committee Meeting, November 12, 2024	59
3.	Receipt of the Minutes of the Central Committee for Catholic School Councils Meeting, December 5, 2024	64
4.	Receipt of the Minutes of the Special Education Advisory Committee Meeting, January 22, 2025	71
G.	Updates/Information/Reports from Administration for Receipt	
H.	Updates/Information/Reports from Administration Requiring Action	
1.	Motions Recommended by the Audit Committee, February 4, 2025	76
2.	Motions Recommended by the Administration and Finance Committee, February 4, 2025	107
I.	Additional Business	
1.	Notices of Motion	
J.	Questions Asked by Trustees	
K.	Declared Interest Items	
L.	In Camera Meeting of the Committee of the Whole See In Camera Agenda	
M.	Report from the In Camera Meeting of the Committee of the Whole	
N.	Future Meetings	
	March 25, 2025	
	April 29, 2025	
	May 27, 2025	
	June 17, 2025	
O.	Adjournment	

Remembering Our Deceased February 2025

Let us remember the students, staff, trustees and family members of staff and trustees who have recently passed away and keep them in our thoughts and prayers. Eternal rest grant unto them O Lord and let the perpetual light shine upon them. May they rest in peace. Amen

Staff/Former Staff/Trustees/Former Trustees

- **Mike Riley**, former superintendent and Catholic educator.
- **David Coules**, retired principal; husband of Leslie Coules, retired teacher, Loyola CSS; and father of Lauren Coules Tilley, teacher, St. Martin CSS.
- **Vince Astolfo**, retired principal; husband of Cathy Astolfo, retired principal; brother of Mike Astolfo, retired principal; uncle of Steve Astolfo, teacher, St. Aloysius CSS and Devon Straw, vice-principal, St. Francis Xavier CES.
- **David Nash**, former teacher, Queen of Heaven CES; brother of Laura Nash, teacher, St. Giovanni Scalabrini CES; and son of Pauline Nash, retired teacher, Corpus Christi CES.

Family Members of Staff/Family Members of Former Staff/Family Members of Trustees

- **Celestina May**, mother of Melody May, teacher, St. Josephine Bakhita CES.
- **Christine Kardos**, mother of Susan Cockburn, retired teacher, St. Andrew CES; and mother-in-law of Michael Cockburn, retired principal, St. Benedict CES.
- **Joseph Mihevc**, father of Anne Zagar, former teacher, Loyola CSS; grandfather of Rosemary Keddy, teacher, St. Mark CES and Julie Zagar, teacher, Notre Dame CSS.
- **Norman Osborne**, father-in-law of Devon Osborne, teacher, Metropolitan Andrei CES.
- **Joan Elizabeth Young**, grandmother of Patricia Young, teacher, St. Alfred CES.
- **Katarina Miklausic**, mother of Michelle Pasqualoni, teacher, Holy Cross CES.
- **Angelo Camarda**, father of Andrea Camarda, special education teacher, St. Isaac Jogues CES; father-in-law of Magdalena Camarda, health and safety officer (OECTA Secondment), Nadia Camarda, teacher at St. Patrick CES; and uncle to Marisa Daniele, teacher, St. John Bosco CES.
- **William Sommer**, brother of Dianne Hoy, retired teacher, Father Daniel Zanon CES; and uncle of Marie Hoy-Kenny, teacher, St. Peter CES.
- **Wes Hodgkins**, brother of Sheena Vert, teacher of the Deaf and Hard of Hearing.
- **Douglas McHolm**, father in-law of Pat Nixon, teacher, St. Martin CSS.
- **Dr. Serry Zaghloul Ayad Saad Ibrahim**, father of Neveen Saad, guidance secretary, St. Martin CSS.
- **Maria Fatima Castro**, mother-in-law of Nuno De Castro, teacher, Loyola CSS.
- **George Shiu Wah Lee**, father of Joanne Pascual, teacher, Iona CSS.
- **Luigi Ferraro**, father-in-law of Giuseppe LaRizza, head custodian, St. Raymond CES.

- **Lilly Dominic**, mother of Marlene Daniel, librarian and planning time teacher, St. Mary CES.
- **Lewis Grant**, father-in-Law of Michelle Rodricks, teacher, St. Edmund Campion CSS.
- **Roy Victor Freeman**, father of Pamela Young, accounts payable clerk, Financial Services Department.
- **Jose Ilidio DaSilva**, father of Sonda Ferreira, behaviour analyst, Special Education and Learning Services department.
- **Tina Policelli**, mother of John Policelli, carpenter, Maintenance department.
- **Sean Joseph Kelly**, father of Orla Kelly, educational resource worker (ERW), St. Faustina CES.
- **Sandra Lee McIntyre**, mother of Jill Manning, ERW, Sts. Martha and Mary CES.
- **Joelle Spice**, mother-in-law of Karen Young, teacher, Blessed Michael J. McGivney CES.
- **Denise Moore**, mother of Natasha Moore, coordinator Staff Development, Program department.
- **Helen Glugosh**, mother of Steve Glugosh, teacher, Father Michael Goetz CSS.
- **Julien De Ridder**, father-in-law of Natalie De Ridder, teacher, St. Anne CES; and grandfather of Rachel De Ridder, student monitor, St. Ursula CES.
- **Olga Cerilli**, great-grandmother of Stephanie Iannaci, teacher, St. Marcellinus CSS.
- **Diamantina Da Ponte Rodrigues**, grandmother of Michelle Jorge, teacher, St. Anne CES and Vickie Morgado, teacher, St. Philip CES.
- **Anica Kuchan**, mother of Georgina Kuchan, head secretary, Philip Pocock CSS.
- **Fausto Reale**, father of Phil Reale retired head custodian, St. Julia CES; grandfather of Andria Celebre, acting head Secretary, St. Thomas Aquinas CSS, and Kelly Reale teacher, All Saints CES.
- **Antonina Sowa**, mother of Laura Kurpis, teacher, St. Jerome CES.
- **Maria Mucciaccio**, grandmother of Amanda Sarria, teacher, St. Joseph CES Brampton.

*And, also for those whose passing we have not mentioned,
we know that God will not forget.*

Regular Board Meeting February 25, 2025

February – Love

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

Jesus, you said that it is by our love that we are known to be your followers.

Give us the courage to accept your call to love one another, as you love us.

Allow us to understand that to be of service,

to give ourselves to others,

We must first know and love you.

Help us to share in your self-sacrificing love.

May we understand your call to live in love, so that we can live in you, and do
God's will.

We ask this with joy and gratitude,

AMEN

St. Jean Vianney, Patron Saint of Priests, pray for us.

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

From: <https://dpcdsborg.sharepoint.com/sites/DPRELIGIONFAMILYLIFE/SitePages/Virtues.aspx>

Opening Prayer

O almighty God,
Our Father in heaven,
From whom all goodness and truth on
Earth have come forth.
Grant to us,
The Catholic community gathered at this meeting,
The vision to recognize,
And the vigor to espouse,
Sound principles of educational theory
And practice in a spirit of balanced
Judgement,
And the proper perspective.
Give us also the courage
To turn always
Onto the path of higher goodness
In our deliberations,
Administrative decisions,
And courses of action.

Amen



RECOMMENDATION TO THE BOARD

REPORT NUMBER A 7

**APPROVAL OF THE MINUTES OF
THE REGULAR BOARD MEETING,
JANUARY 28, 2025**

1. **THAT THE MINUTES OF THE REGULAR BOARD MEETING, JANUARY 28, 2025, BE APPROVED.**

MINUTES

Regular Board Meeting

**Tuesday, January 28, 2025, 7:00 p.m.
Boardroom, Catholic Education Centre**

Trustees:	Luz del Rosario	Chair
	Thomas Thomas	Vice-Chair
	Brea Corbet	Trustee
	Paula Dametto-Giovannozzi	Trustee
	Darryl D'Souza	Trustee
	Bruno Iannicca	Trustee
	Mario Pascucci	Trustee
	Stefano Pascucci	Trustee
	Anisha Thomas	Trustee
	Shawn Xaviour	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Jia Sharma	Student Trustee
	Raheem White	Student Trustee
Regrets:	Herman Vloria	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Max Vecchiarino	Executive Superintendent, Policy, Strategy, Research, Safe Schools
	Dulcie Belchior	Superintendent, Family of Schools
	Wayne Brunton	Superintendent, Equity and Indigenous Education
	Brian Diogo	Superintendent, Family of Schools
	Scott Keys	Superintendent, Financial Services
	Ivana MacIsaac	Chief Information Officer
	Richard Moriah	Acting Superintendent, Planning and Operations
	Carmel Murphy	Superintendent, Program and Learning Services
	Laura Odo	Superintendent, Family of Schools
	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Drago Radic	Superintendent, Family of Schools
	Adrian Scigliano	Superintendent, Family of Schools
	Stephanie Strong	Superintendent, Human Resources and Employee Relations
	Viviana Varano	Superintendent, Family of Schools
	Kevin Wendling	Assistant Superintendent: Math Lead
	Margaret Beck	Counsel
	Bruce Campbell	General Manager, Communications and Community Relations
	Theresa Davis	General Manager, Human Resources
	Christiane Kyte	General Manager, Clinical Services and Special Education
	Carrie Salemi	General Manager, Finance
Recorder:	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance

Vice-Chair Thomas Thomas called the meeting to order at 7:02 p.m. Vice-Chair Thomas Thomas assumed the role of Chair as per Ontario Regulation 463/97. Trustee Luz del Rosario attended virtually.

2. National Anthem

The Chair acknowledged and thanked Martina Ortiz-Luis, Kibwe Thomas and Sole Power Productions for permission to use their recorded version of the national anthem.

3. Opening Prayer

Trustees Stefano Pascucci and Darry D'Souza led the Opening Prayers.

4. Land Acknowledgment – A video recording made by Indigenous student Rhaya Clyne, a recent graduate of DPCDSB.

Chair Thomas Thomas asked for nominations for Vice-Chair for this evening's Regular Board Meeting.

Trustee Stefano Pascucci nominated Trustee Mario Pascucci as Vice-Chair for the Regular Board Meeting. Trustee Mario Pascucci accepted the nomination.

Motion 1352 (25-01-28)

Moved by Stefano Pascucci

Seconded by Darryl D'Souza

MOTION THAT TRUSTEE MARIO PASCUCCI WOULD BE VICE-CHAIR FOR THE REGULAR BOARD MEETING THIS EVENING.

CARRIED

5. Motion to Suspend Procedural By-Law Article 7 1. g)

Motion 1353 (25-01-28)

Moved by Bruno Iannicca

Seconded by Shawn Xaviour

MOTION TO SUSPEND THE PROCEDURAL BY-LAW ARTICLE 7.1 g) TO HEAR ALL DELEGATIONS, BE APPROVED.

CARRIED

6. Approval of Agenda

Distribution of L4a. and L4b.

Motion 1354 (25-01-28)

Moved by Bruno Iannicca

Seconded by Stefano Pascucci

THAT THE AGENDA BE APPROVED.

CARRIED

7. Declaration of Interest

The following trustees declared an interest in agenda items A8 K1:

1. Trustee Mario Pascucci - family members belong to OECTA
2. Trustee Brea Corbet - a family member is a DPCDSB employee
3. Trustee Stefano Pascucci - a family member belongs to OECTA
4. Trustee Bruno Iannicca - family members belong to OECTA and CUPE 2026
5. Trustee Shawn Xaviour – a family member belongs to CUPE 1483

Motion 1355 (25-01-28)

Moved by Darryl D'Souza

Seconded by Paula Dametto-Giovannozzi

THAT THE DECLARED INTEREST ITEM A8 K1 BE MOVED TO AGENDA ITEM K.

CARRIED

8. Approval of the Minutes of the Regular Board Meeting, December 10, 2024

Motion 1356 (25-01-28)

Moved by Anisha Thomas

Seconded by Brea Corbet

THAT THE MINUTES OF THE REGULAR BOARD MEETING, DECEMBER 10, 2024, EXCLUDING ITEMS A8 K1, BE APPROVED.

CARRIED

- a. Business Arising from the Minutes - Attached.

B. Pastor's Remarks: Video Presentation by Monsignor Shiels - The Jubilee - A Season of Hope

C. Awards and Presentations

D. Delegations regarding the Flag Protocol

1. Blace Senra with Sarina and Mario Senra

1. Trustee Brea Corbet: Thank you for your delegation, it takes courage to speak your truth and raising the student voice. I am Catholic and unapologetically supportive of our 2SLGBTQIA+ students, families and staff. Why was it important for you to delegate?

Delegate Blace Senra: I felt it is important to convey that flying the Pride flag is necessary. Some people feel it is unnecessary; that is a privilege. There are minorities that are directly affected by these observances, such as flying the Pride flag. Just because you have not experienced or faced similar challenges, does not mean it is not important and not necessary.

2. Josephine Luetke

1. Student Trustee Raheem: You mentioned "let alone flags with concerning origins and associations." What are you referring to?

Delegate Josephine Luetke: I have delegated before and at that time did detail the history of the Rainbow flag by Gilbert Baker. He created it for the San Francisco Pride Parade. He was part of the Sisters of Perpetual Indulgence; an anti-Catholic drag group. The original Pride Flag is interpreted as a sign of inclusion, but it has sexual connotations.

2. Student Trustee Raheem: You said that the Pride flag confuses and harms students, how?

Delegate Josephine Luetke: The Catholic church is opposed to transgenderism and homosexual activities. By displaying or flying the Pride flag in our Catholic schools, it appears that the Catholic church promotes and/or supports these behaviours, which is not the case. Transgenderism and homosexual activity can be emotionally, physically and spiritually harmful. Pope Francis has said on a deep inner most level it can separate one from God.

3. Student Trustee Raheem: Understanding that the board has declining enrolment, do you not think that having a policy of exclusion will negatively affect the board?

Delegate Josephine Luetke: I do not agree with the question. The cross is inclusive of all people and I believe it attracts people to the Catholic board.

3. Kathleen Wynne

1. Trustee Paula Dametto-Giovannozzi: Are you a ratepayer of Dufferin-Peel?

Delegate Kathleen Wynne: No, I am a former premier of Ontario and a former minister of education.

2. Trustee Paula Dametto-Giovannozzi: Have you ever done this same delegation to another religion based school board, other than Catholic?

Delegate Kathleen Wynne: I have not been asked to or had the need to delegate on this issue at other publicly funding schools boards.

3. Trustee Paula Dametto-Giovannozzi: Have you consulted the local Cardinal or Archbishop before delegating tonight?

Delegate Kathleen Wynne: I did not. As I have said, I have had many meetings with senior members of the church and have worked to find common ground.

4. Trustee Paula Dametto-Giovannozzi: Do you believe the bible is the authoritative word of God?

Delegate Kathleen Wynne: I am a member of the United Church of Canada. I am a Christian. I am not a Catholic and I do not follow the teaching of the Catholic Church. My faith is based in my belief of Jesus.

5. Student Trustee Raheem: Thank you for your incredible record of public service. Why do you say we are moving away from inclusion?

Delegate Kathleen Wynne: The discussion is just that. The question is, will this board and other Catholic boards make similar decisions? Flying the flag says to the world, to the children and their families that this is a safe place.

6. Student Trustee Raheem: Are you in support of publicly funded Catholic education?

Delegate Kathleen Wynne: I think I have demonstrated with my experience that I support publicly funded Catholic education. Catholic boards have a responsibility to follow the Ministry of Education guidelines and policies and to apply the charter of rights and freedoms.

7. Student Trustee Raheem: Why did you think it was important to delegate today?

Delegate Kathleen Wynne: I quoted Mariann Budde, as she says there is a new permission, and we are moving away from tolerance, love and acceptance. We need to protect the work we have been doing for 50 years in respect to tolerance, love and acceptance.

8. Trustee Brea Corbet: From your experience as education minister, can you please provide any clarification from a board policy perspective, that would be helpful for us to understand?

Delegate Kathleen Wynne: The Human Rights Code applies to everyone, in education and within the Catholic boards, there should be no discrimination of protected groups, there is a moral obligation to support people that otherwise live in fear, risk being harmed, or harming themselves. The board needs to examine their practices to ensure that policies are for inclusion, not exclusion.

4. Anna Deamaral

1. Student Trustee Raheem: You mentioned “virtue signaling,” can you explain?

Delegate Anna Deamaral: Virtue signaling is the act of expressing opinions or stances that align with popular moral values, often through social media, with the intent of demonstrating one's good character, when you do not actually have that value.

2. Student Trustee Raheem: You said, “The raising of this flag will not stop any form of bullying or alleged harassment that these presenters claim that students go through, without pointing out any relevant statistics or analysis to support such claims.” Are you aware that these students feel higher rates of exclusion?

Delegate Anna Deamaral: I am not discrediting that. I agree, and there are a lot of other students who are bullied for a variety of reasons: their clothes, their behaviour, or because they can't afford to be part of a certain type of group or activity. That is why we have to teach all students to believe that they are children of God, and that everyone is created equally.

3. Student Trustee Jia Sharma: You've said that raising the flag is not supporting our Mission, how so?

Delegate Anna Deamaral: The Mission states “Disciples of Christ, nurturing mind, body, and soul to the fullness of life.” The only symbol we believe in is the crucifix.

5. Kevin Welbes Godin

1. Trustee Brea Corbet: You have stated "*this policy is more than just a flag*". Can you explain?

Delegate Kevin Welbes: Through the other delegates you can see and hear the fear. Their lack of representation and the feelings of invisibility, they do not feel seen or heard, that they feel vulnerable and not safe. Catholic schools propose to love all. The flag is one step closer in terms of all that can be happening. What is the education in Dufferin-Peel classrooms? What is the professional development for staff and administration? How does the curriculum include 2SLGBTQIA+ references in books and resources? The board is mandated to do a climate survey, who's voices are heard and are they actually heard?

2. Trustee Brea Corbet: A central symbol of our faith is the cross, why is the flag also necessary for the +2SLGBTQIA+ Community.

Delegate Kevin Welbes: Nothing diminishes the relevance of the cross, but those that have been made invisible are in need of a message that they belong and are accepted as they are. The flag indicates that we continue to do the work to be inclusive.

Ten minute recess at 8:15 p.m.

6. Gerald Adad, Coordinator for the Countering Hate Committee and Constable Joanna Styrzula, Member of the Countering Hate Committee and Regional Hate Crime Coordinator for the Peel Regional Police.

1. Student Trustee Raheem White: Can you compare and contrast the work done by DPCDSB and the Regional of Peel?

No comment.

2. Trustee Brea Corbet: I am concerned at the rise in hate incidents, bullying and targeted harassment towards our students, families and staff who identify as 2SLGBTQIA+. The Youth Module you referenced sounds relevant and perhaps staff can connect with you after our meeting so we can have you back for an in-service for trustees. Could you please share with us some examples of what you've heard from the 2SLGBTQIA+ community about how important these visual symbols of acceptance and validation of this visibility are to them?

Constable Joanna Styrzula: I have been a police officer for 22 years, and with this division for six years. I have had many conversations with youth and adults of the 2SLGBTQIA+ community and the flag offers a visual symbol of inclusiveness and indicates a safe space. It helps combat mental health by feeling safe and belonging.

3. Trustee Brea Corbet: Can you explain the effect of hate on well-being?

Delegate Gerald Adad: There is a lot of work to be done. Youth see hate daily and this normalizes hate. Many in the 2SLGBTQIA+ community live in fear and are hurt, some have left Peel for what they consider a safer area. It is challenging to build trust and to be able to communicate what supports are available. We are working with our community partners to fill the gaps of service and support.

7. Robert Walker – No follow-up questions.

8. Sheri Cooper

1. Student Trustee Jia Sharma: You stated that Catholic schools were a safe space, can you explain why you believe they "were" safe spaces?

Delegate Sheri Cooper: There is a lot of focus on the Pride flag and the Woke movement. I agree there are marginalized communities and that they have their struggles. When people stand against these communities, they have been challenged with resistance too. We as strong Catholics also face challenges; I have lost friends for standing up for my religious beliefs - it is not the popular view. People around the world are persecuted for their faith. More needs to be done for the 2SLGBTQIA+ community. I would suggest it is not flying the Pride flag as we have a symbol of inclusivity in the cross.

9. Father Marcin Serwin, OMI, on behalf of the Archdiocese of Toronto and His Eminence Cardinal Francis Leo

1. Student Trustee Raheem White: You said the cross is the only symbol that shows God's love in its fullness. I agree. What do you say to students that identify as 2SLGBTQIA+ that say that the Pride flag helps them?

Fr. Marcin Serwin: When they choose the Catholic system, we are all united in the cross, everyone is accepted.

2. Student Trustee Raheem White: Can you confirm if it is the opinion of the Archdiocese of Toronto that the Pride flag has no place in this Catholic institution?

Fr. Marcin Serwin: It is the stance of the Archdiocese since 2021 that there is not a better sign. It would be divisive to choose any other sign, why diminish something when you have the authentic reality.

10. Councilor Alvin Tedjo

1. Paula Dametto-Giovannozzi: According to an article in the Toronto Star dated October 24, 2019, you are quoted as saying you would like the Catholic and Public School Boards merged. Do you believe Catholic boards should be allowed to be publicly funded?

Councilor Alvin Tedjo: At the time, we were facing a funding crisis, it was not to deny Catholic education, but to streamline the boards to allow more funds in the classroom.

2. Paula Dametto-Giovannozzi: Have you consulted with our local Bishops or Cardinal before coming to the DPCDSB to deliver your statement this evening?

Councilor Alvin Tedjo: No, I have not.

3. Trustee Mario Pascucci: What you said this evening is different than what you said in the article?

Councilor Alvin Tedjo: I did not bring up the article, which was from 2019. I have explained my position on the importance of Catholic education.

4. Student Trustee Raheem: Do you support publicly funded Catholic education?

Councilor Alvin Tedjo: Yes.

11. Nicole Richard, Protect Our Youth - Withdrawn

12. Keri Morris – No follow-up questions.

13. Melanie Cormier on behalf of the Dufferin-Peel Catholic District School Board (DPCDSB) Indigenous Education Council (IEC)

1. Trustee Brea Corbet: Can you explain why our change in the policy violates your rights and negatively impacts our Indigenous students? Can you speak to the claim that the Canadian flag is the only flag that Catholic school boards need, as it is inclusive of everyone, and how it impacts the Indigenous community?

Delegate Melanie Cormier: Canada has not honoured the treaties. The reservations are still under boiling water advisories, they do not have clean drinking water. If the treaties were honoured, we would at the bare minimum have clean drinking water. For some Indigenous people, the flag is a reminder of the genocide, and for the surviving - a reminder of the intergenerational trauma of residential schools.

14. Erin Doherty - Video Presentation

Trustee Questions to Staff:

1. Trustee Brea Corbet: The first delegate said that flying the rainbow flag does not diminish the importance of the cross, it reaffirms its message of love, support, and inclusion. There is much discussion of what is a symbol and what is a flag. Can we ensure the system is clear about what is permitted?

Director Mazzorato: We will provide clarity following the outcome.

2. Student Trustee Raheem White: Commented that, as Ontario is the last remaining province to receive public funding, this has garnered a lot of attention regarding defunding.

Director Mazzorato: DPCDSB is grounded in our Catholic values and we continue to foster an environment of inclusion and acceptance. Our board is committed to excellence in Catholic education and we continue to see strong enrolment in our schools and have strong support of our parents/guardians, who are voters, who with confidence will vote for our Catholic faith.

3. Indigenous Student Trustee Bailey Clyne: We spoke last week about the Opening Exercises protocol. In the spirit of working for truth and reconciliation some Catholic institutes, including the Waterloo Catholic District School Board (CDSB) and Huron-Superior CDSB have re-ordered and prioritized the Land Acknowledgment. Can we reorder our Opening Exercises to Land Acknowledgment, Prayer and then national anthem?

Executive Superintendent Vecchiarino: The order of tribute is to put our Catholic faith first the beginning of our meetings and at the beginning of each school day. The Ministry of Education recently reviewed the order with the Indigenous Education Committee (IEC). We continue to support individual Indigenous students, the Indigenous

community, and work with staff and trustees to ensure that there is detailed and effective education as needed. We have a healthy Indigenous team and work to increase our numbers.

4. Student Trustee Raheem White: It was said that the Pride flag causes confusion to some students, have staff received any such issues?

Director Mazzorato: My office has not received any issues.

E. Reports from Trustees for Receipt

1. Regular Reports

a. Ontario Catholic School Trustees' Association Report

Trustee Shawn Xaviour: We are planning the OCSTA Annual General Meeting (AGM). We hope to have Minister of Education Jill Dunlop attend and speak.

Trustee Luz del Rosario: We have an upcoming OCSTA Board Meeting and will share updates following the meeting.

Trustee Mario Pascucci: The Large/Urban School Board Committee is preparing for the OCSTA AGM.

b. Student Voice Report

Student Trustees Jia Sharma (North) and Raheem White (South) and Indigenous Student Trustee Bailey Clyne, who introduced herself in Mohawk.

Our last Senate Meeting took place on December 17. It was an extraordinarily productive and festive meeting. The Well-Being focus group collectively worked on a slide deck made specifically for students, focusing on how to have a balanced Christmas break. It outlined mental health, physical health, and spiritual well-being, ensuring students had information and resources. This was shared through Guidance Counsellors at all DPCDSB secondary schools through Google Classroom and social media pages. Our next meeting will take place in February at Silver Creek Outdoor Education Centre, where the focus will be on planning the March joint meeting of Student Senate and Mental Health Champions.

We are proud to announce that we are starting a new practice at DPCDSB of sending out a Student Trustee Newsletter. This will be a semesterly report sent out to students and the community to keep them informed about our work as Student Trustees, highlighting our initiatives, events, and the impact of student voice across DPCDSB. This newsletter is one of the ways we hope to stay connected with the students we represent, and we are proud to pilot this right in time for the end of the first semester this year.

Our Student Senate has sent out exam tips via our Instagram page to ensure that resources reach all students. In January, many of our secondary schools ran events related to exams. Our Lady of Mount Carmel CSS ran an exam de-stress where students were allowed to colour and provide positive messages to other students preparing for exams. Robert F. Hall CCS hosted a Cocoa and Cram session for Grade 9 students. Senior students and teachers helped the Grade 9 students prepare for exams while enjoying

hot chocolate and treats. At Philip Pocock CSS, the academic resource teachers shared a presentation on study strategies to help students prepare for exams. Lastly, at Father Michael Goetz CSS, the Catholic leadership class created a presentation on exam study tips and how to manage stress.

c. Good News Report

Director Mazzorato congratulated Indigenous Student Trustee Bailey Clyne

Bailey served as a panelist with the Institute for Catholic Education (ICE) on December 12. The Day of Prayer and Solidarity with Indigenous People to reflect on the theme, *Signs of Hope and Hope for Signs*. She spoke about the signs of hope she has seen in terms of the Catholic Church reconciling with Indigenous people, and her hopes for the future to achieve this goal.

Bailey also served as a speaker at the Ontario Catholic School Trustees' Association (OCSTA) seminar for student trustees on January 17 where she shared the plan for an expansion to the Indigenous trailblazer recourse that was started last year.

Trustee Paula Dametto-Giovannozzi

Caledon Dufferin

Rosary Apostolate

I am pleased to announce we have established a Bolton unit for the Rosary Apostolate. With the help and guidance of Sr. Marilina Cinelli, I am now the Regional Director for Bolton and we are looking to open up a unit in Orangeville. We have visited our first school, Holy Family CES and plan to visit eight times throughout the year. It is a beautiful experience to share and say the rosary with students. The Apostolate is run entirely by volunteers and welcomes volunteers and donations.

St. John the Baptist CES

Thank you to Mayor Annette Grimes for her donation of a gently used freezer for the school.

Trustee Darryl D'Souza

Brampton Wards 2, 5 and 6

Bishop Ivan Camilleri visited Guadian Angels Parish on January 17 and then toured classrooms in all seven parish schools. He spoke with students and staff.

F. Updates/Information/Reports from Committees for Receipt

1. Receipt of the Minutes of the Faith and Program Committee Meeting, October 8, 2024
2. Receipt of the Minutes of the Special Education Advisory Committee Meeting, November 20, 2024
3. Receipt of the Minutes of the Special Education Advisory Committee (SEAC) Meeting, December 11, 2024
 1. Trustee Bruno Iannicca commented that in collaboration with the Ottawa CDSB we wrote a letter asking the Ministry of Education (Ministry) for more funding. The letter will come back to SEAC next month for consideration.

4. Receipt of the Minutes of the Peel Safe and Active Routes to School Committee Meeting, January 21, 2025

G. Updates/Information/Reports from Administration for Receipt

1. Retirement - B. Gillis, Principal

Director Mazzorato paid tribute to Bernadette Gillis as she begins her retirement after 34 years with Dufferin-Peel. She began her teaching career in 1990 as a teacher at St. Giovanni Scalabrini CES. She enjoyed teaching in a variety of grades and Special Education classrooms. In 2003 Bernadette connected with students in her role as an Itinerant Teacher in the Special Education and Learning Services Department. She loved to work with and support some of our neediest students in elementary and secondary schools.

In 2007, Bernadette answered the call to leadership and was promoted to vice-principal at St. Herbert CES and St. Barbara CES. Bernadette then gladly embraced the position of principal at St. David of Wales CES followed by St. John XXIII CES. During her time as principal, she has experienced many memorable occasions, graduations, first days of school, concerts, Sacraments and especially welcoming first-time parents into our Catholic community.

Bernadette is thankful to God for granting her the opportunity to work with many exceptional people: colleagues, staff, board resource staff, families, parish priests, trustees, and senior administration. We wish her health and happiness and all God's blessings as she begins her retirement.

2. Retirement - J. Vieira, Principal

Director Mazzorato paid tribute to Jennifer Vieira, principal of St. Rita CES. After 25 years of dedicated service in Catholic education, Jennifer has discerned that the time has come to embrace the next chapter of her life and explore new opportunities.

Her remarkable journey has seen her fulfill the roles of teacher, consultant, coordinator, vice-principal, and principal. She reflects with pride and gratitude on the many communities she has served, including St. Maria Goretti CES, St. Thomas More CES, Holy Cross CES, Our Lady of Peace CES, St. Monica CES, Good Shepherd CES, and St. Rita CES. With each stop along the way, she built lasting relationships with staff, students, Catholic School Councils (CSC), families, and parish priests.

As she bids farewell to St. Rita CES, Jennifer leaves behind a legacy of care, leadership, and faith. Surrounded by supportive students and staff who embody these same values, she feels blessed to conclude her career in such a nurturing community.

Jennifer extends her heartfelt thanks to the incredible principals, vice-principals, and colleagues she has worked alongside, as well as to DPCDSB for providing opportunities that allowed her to grow, flourish, and form lifelong friendships. Her journey has been one of blessings, achievements, and service, and she moves forward with faith and excitement for what lies ahead.

1. Trustee Paula Dametto-Giovannozzi: I receive Jennifer's letter of retirement with regret. She is a strong Catholic leader. Best wishes and God's blessings in her retirement.

H. Updates/Information/Reports from Administration Requiring Action

1. Motions Recommended by the Faith and Program Committee, January 14, 2025

Motion 1357 (25-01-28)

Moved by Bruno Iannicca

Seconded by Shawn Xaviour

**THAT THE BOARD OF TRUSTEES APPROVE THE RESOLUTION ON FUNDING TO SUPPORT
ADDITIONAL SUPERVISION FOR SUBMISSION TO OCSTA.**

CARRIED

Motion 1358 (25-01-28)

Moved by Shawn Xaviour

Seconded by Brea Corbet

**THAT THE BOARD OF TRUSTEES APPROVE THE RESOLUTION ON TECHNOLOGY FUNDING
FOR SUBMISSION TO OCSTA.**

CARRIED

Motion 1359 (25-01-28)

Moved by Luz del Rosario

Seconded by Darryl D'Souza

**THAT THE BOARD OF TRUSTEES APPROVE THE RESOLUTION ON STUDENT
TRANSPORTATION FUNDING FOR SUBMISSION TO OCSTA.**

CARRIED

Motion 1360 (25-01-28)

Moved by Anisha Thomas

Seconded by Mario Pascucci

**THAT THE BOARD OF TRUSTEES APPROVE THE RESOLUTION ON FUNDING FOR
RETROFITTING/RENOVATING SCHOOLS FOR SUBMISSION TO OCSTA.**

CARRIED

Motion 1361 (25-01-28)

Moved by Brea Corbet

Seconded by Anisha Thomas

**THAT THE BOARD OF TRUSTEES APPROVE THE RESOLUTION ON FUNDING TO LOWER CLASS
SIZES IN GRADES 4 THROUGH 8 FOR SUBMISSION TO OCSTA.**

CARRIED

Motion 1362 (25-01-28)

Moved by Stefano Pascucci

Seconded by Paula Dametto-Giovannozzi

**THAT THE BOARD OF TRUSTEES APPROVE THE RESOLUTION ON REVIEW MORATORIUM ON
SCHOOL CLOSURES FOR SUBMISSION TO OCSTA.**

CARRIED

Motion 1363 (25-01-28)

Moved by Darryl D'Souza

Seconded by Luz del Rosario

THAT THE BOARD OF TRUSTEES APPROVE THE RESOLUTION ON REVIEW OF POLICIES ON TRUSTEE ATTENDANCE AT BOARD MEETINGS FOR SUBMISSION TO OCSTA.

CARRIED

Motion 1364 (25-01-28)

Moved by Bruno Iannicca

Seconded by Stefano Pascucci

THAT THE BOARD OF TRUSTEES APPROVE THE RESOLUTION ON INTERNET SAFETY FOR STUDENTS FOR SUBMISSION TO OCSTA.

CARRIED

Motion 1365 (25-01-28)

Moved by Bruno Iannicca

Seconded by Anisha Thomas

IT IS A RIGHT FOR CITIZENS IN ONTARIO AGED 18 YEARS OR OLDER TO PARTICIPATE IN DEMOCRATIC MUNICIPAL ELECTIONS; AND INCLUDED IN THE MUNICIPAL ELECTION PROCESS IS THE ELECTION OF ONTARIO CATHOLIC SCHOOL BOARD TRUSTEES BY CATHOLIC SCHOOL SUPPORTERS/RATEPAYERS; AND

WHEREAS: IN SEVERAL JURISDICTIONS IT HAS BEEN FOUND THAT CATHOLIC SCHOOL SUPPORTER/RATEPAYER LISTS ARE OUT OF DATE, INCORRECT AND/OR DEFAULTING CATHOLIC SCHOOL RATEPAYERS TO THE PUBLIC SCHOOL SUPPORTERS LIST, MEANING THAT SOME CATHOLIC SCHOOL SUPPORTERS/RATEPAYERS ARE NOT PROVIDED THE APPROPRIATE CANDIDATE LIST TO VOTE ON; AND THIS IS AN INFRINGEMENT OF SOME CATHOLIC SCHOOL SUPPORTER'S/RATEPAYER'S RIGHTS;

THEREFORE, BE IT RESOLVED THAT: OCSTA PETITION ELECTIONS ONTARIO THROUGH THE MINISTRY OF EDUCATION TO ADDRESS THIS ISSUE IMMEDIATELY BY ENSURING THAT THE PROCESSES FOR COMPILING VOTER LISTS ARE IMPROVED, WITH MORE QUALITY ASSURANCES PUT IN PLACE SO THAT ACCURATE VOTER LISTS BE DEVELOPED.

CARRIED

2. Motions Recommended by the Board By-Law/Policies Review Committee, January 21, 2025

- 1. Trustee Brea Corbet: As a delegate referenced tonight, we are in a position of "*privilege, power, and positions of authority to amend this policy with affirmative support*". My motion is to amend Policy 8.06: Flag Protocol.**

Motion 1366 (25-01-28)

Moved by Brea Corbet

Seconded by None

MOTION TO ALLOW ADDITIONAL FLAGS IN SUPPORT OF PARTICULAR OBSERVANCES TO BE FLOWN ON THE THIRD FLAG POLE AND REMOVED WHEN THE OBSERVANCE PERIOD ENDS. AND WHERE SUCH FLAGS ARE DISPLAYED INSIDE DPCDSB BUILDINGS IN SUPPORT OF

PARTICULAR OBSERVANCES, THEY ARE NOT REMOVED. ANY REQUESTS TO FLY OR DISPLAY ADDITIONAL FLAGS ARE TO BE APPROVED BY THE DIRECTOR OF EDUCATION OR DESIGNATE.

DEFEATED

1. Indigenous Student Trustee Bailey Clyne: Would the Board of Trustees be willing to fly an Indigenous flag – The Mississaugas of the First Nation flag and/or Every Child Matters flag during observance periods.

Trustee Brea Corbet: I can put that motion on the table.

2. Indigenous Student Trustee Bailey Clyne called for non-binding vote.
3. Student Trustee Raheem White: We listened to all delegates this week and last week regarding the Pride flag; those that oppose it and those that feel the Pride flag matters. My Grade 10 teacher always asked students *What would Jesus Do* – WWJD? Jesus was radical. Last week we had an opportunity to embrace inclusivity and reject hate, there is nothing anti-Christ about the Pride flag. The Pride flag does not represent sex. Let's not align ourselves with groups that believe in conversion therapy and promote harmful messages. We need to be radical and Christ-like in our support of marginalized students. We should be able to display the Pride flag inside schools. Please fly the Pride flag.

Motion 1367 (25-01-28)

Moved by Brea Corbet

Seconded by Bruno Iannicca

MOTION TO AMEND POLICY 8.06: FLAG PROTOCOL. WHERE THERE IS A THIRD FLAG POLE ALLOW THE MISSISSAUGAS OF THE FIRST NATION FLAG TO FLY DURING THE MONTH OF JUNE, AND THAT *THE EVERY CHILD MATTERS* FLAG TO BE FLOWN ON SEPTEMBER 30.

DEFEATED

Non-binding Vote:

Favour: Trustees Anisha Thomas, Bruno Iannicca, Shawn Xaviour, Brea Corbet and Student Trustees Raheem White, Jia Sharma and Indigenous Student Trustee Bailey Clyne.

Opposed: Trustees Luz del Rosario, Stefano Pascucci, Mario Pascucci, Thomas Thomas, Darryl D'Souza and Paula Dametto-Giovannozzi.

Absent: Trustee Herman Vilorio

Elected Trustee Vote:

Favour: 4

Opposed: 6

Absent: 1

1. Trustee Paula Dametto-Giovannozzi proposed amendments to Policy 8.06: Flag Protocol. Motion to amend Policy 8.06: Flag Protocol by removing articles 2.4, 2.5, 2.7 and amend 2.3 to read National Flag of Canada, Flags of the Provinces and

Territories of Canada and the DPCDSB flag may be displayed inside DPCDSB schools and facilities.

Director Mazzorato: To clarify, are you saying only those flags can be flown?

Trustee Paula Dametto-Giovannozzi: Yes

2. Trustee Brea Corbet: As a Catholic school board, we have a moral, ethical and legal obligation to ensure our policies are grounded in anti-discrimination, rooted in anti-oppression and uphold the human rights of all. This is the expectation of the Ministry of Education in our governance role as elected trustees outlined in Section 169.1 of the Education Act (1) – to promote student achievement and well-being; promote a positive school climate that is inclusive and accepting of all pupils and promote the prevention of bullying. A strong commitment to supporting inclusion in our Catholic schools is necessary and worth fighting for, inclusive of any race, creed, sexual orientation, gender identity, gender expression, marital status or family status to name a few of the 17 grounds protected by the Ontario Human Rights Code.

Opposing representation of additional flags from our Indigenous, Black and 2SLGBTQIA+ communities and the regression of this policy is promoting exclusion, bullying, and negatively impacts our school climates. Children need to feel safe, accepted and loved every day in our Catholic schools. Every single day. Love is not a label. Love is not conditional. Love does not discriminate. Love is our Catholic faith and gospel values in action.

These policy changes disproportionately impact on our marginalized students of our school communities. This policy is worse for every marginalized person in our schools, by excluding flags that equity seeking groups identify with.

Policies are the purview of the board of trustees. They must affirm our work to provide safe, caring, inclusive Catholic schools, so every student can succeed.

3. Student Trustee Raheem White: If this policy was enacted as amended, would the board be susceptible to an Ontario Human rights complaint?

Director Mazzorato: I cannot speculate. The policy would not deter the board's commitment to foster a shared sense of belonging for all students.

4. Student Trustee Raheem White: This is opposite to what we are working for as a board, effectively rejecting communities. I would like to request a non-binding vote.
5. Trustee Luz del Rosario: To clarify, if we pass this motion, would it allow different groups to have their symbols, i.e., custom pins, t-shirts with rainbows, Odd Sock day, Orange Shirt day?

Director Mazzorato: We would continue to recognize and observe special days and events, this policy is about flags only.

6. Student Trustee Raheem White: How might this affect multi-cultural events?

Director Mazzorato: This does not prevent us from having cultural displays and events with cultural dances and traditional foods, however, there would be no multi-cultural flags displayed.

7. Student Trustee Jia Sharma: Some secondary schools have adorned their cafeterias or hallways with country flags that represent the student population. Will these be taken down?

Director Mazzorato: Yes, according to the proposed policy.

8. Indigenous Student Trustee Bailey Clyne: Commented that the Canadian flag as highlighted by Delegate Melanie Cormier tonight does not represent all Indigenous people.
9. Trustee Brea Corbet: Does this mean that in a French classroom they could not fly a French flag?

Director Mazzorato: Yes, this applies to all flags except those in the motion.

Motion 1368 (25-01-28)

Moved by Paula Dametto-Giovannozzi

Seconded by Bruno Iannicca

MOTION TO AMEND POLICY 8.06: FLAG PROTOCOL BY REMOVING 2.4, 2.5, 2.7 AND AMEND 2.3 TO READ NATIONAL FLAG OF CANADA, FLAGS OF THE PROVINCES AND TERRITORIES OF CANADA AND THE DPCDSB FLAG MAY BE DISPLAYED INSIDE DPCDSB SCHOOLS AND FACILITIES.

CARRIED

Non-binding Vote

Favour: Trustees Anisha Thomas, Bruno Iannicca, Shawn Xaviour, Stefano Pascucci, Mario Pascucci, Thomas Thomas, Darryl D'Souza, Luz del Rosario and Paula Dametto-Giovannozzi

Opposed: Trustees Brea Corbet and Student Trustees Raheem White, Jia Sharma and Indigenous Student Trustee Bailey Clyne

Absent: Trustee Herman Vioria

Elected Trustee Vote:

Favour: 9

Opposed: 1

Absent: 1

Motion 1369 (25-01-28)

Moved by Paula Dametto-Giovannozzi

Seconded by Darryl D'Souza

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT POLICY 8.06: FLAG PROTOCOL AS AMENDED.

CARRIED

Motion 1370 (25-01-28)

Moved by Luz del Rosario

Seconded by Paula Dametto-Giovannozzi

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT POLICY 4.04: EDUCATIONAL EXCURSIONS AS AMENDED.

CARRIED

Motion 1371 (25-01-28)

Moved by Stefano Pascucci

Seconded by Shawn Xaviour

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT POLICY 1.85: CHILD CARE IN DPCDSB AS AMENDED.

CARRIED

Motion 1372 (25-01-28)

Moved by Bruno Iannicca

Seconded by Mario Pascucci

THAT THE BOARD OF TRUSTEES RESCIND POLICY 1.90 CHILD CARE – SELECTION AND APPOINTMENT OF THIRD PARTY PROVIDERS.

CARRIED

Trustee Brea Corbet: On behalf of Indigenous Student Trustee Bailey Clyne, I would like to request a motion to amend Policy 7.14: Opening Exercises in Schools and at Formal Meetings.

Motion 1373 (25-01-28)

Moved by Brea Corbet

Seconded by None

MOTION TO AMEND POLICY 7.14: OPENING EXERCISES IN SCHOOLS AND AT FORMAL MEETINGS TO ALLOW THE LAND ACKNOWLEDGMENT TO BE FIRST, FOLLOWED BY PRAYER AND THE NATIONAL ANTHEM.

DEFEATED

Motion 1374 (25-01-28)

Moved by Darryl D'Souza

Seconded by Anisha Thomas

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT POLICY 7.14: OPENING EXERCISES IN SCHOOLS AND AT FORMAL MEETINGS AS AMENDED.

CARRIED

1. Trustee Bruno Iannicca: Can staff advise how many lieu days Principals and Vice-Principals have in comparison to other boards? Also, do we and other boards allow administrators to work virtually?

Director Mazzorato: Principals and Vice-Principals of DPCDSB have four lieu days. The average across the province is 4.3 lieu days. Our policy on remote working days is for all employees of the board, depending on the nature of their work and the capacity to

deliver the work. I will not comment specifically on other board's practices, however, I believe they have similar policies in place.

2. Trustee Bruno Iannicca: My understanding is that the Principals and Vice-Principals across the province have received salary increases.

Director Mazzorato: Across the province they are trying to harmonize salaries and move toward a provincial salary grid.

3. Trustee Bruno Iannicca: What will Principals and Vice-Principals be doing during the additional 15 days of summer?

Director Mazzorato: There is the Directors meeting, Superintendent meetings, professional development and a faith formation session, staffing, scheduling etc. Custodians are present in the buildings during the summer.

4. Trustee Bruno Iannicca: Will this not have an increased effect on administrators who go to our coterminous board where they may not have to work an additional 15 days?

Director Mazzorato: This was done at the central bargaining for the province. I cannot comment on an individual's decision to determine where they wish to work.

Motion 1375 (25-01-28)

Moved by Stefano Pascucci

Seconded by Shawn Xaviour

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT THE NEW POLICY 19.02: WORK YEAR FOR PRINCIPALS AND VICE-PRINCIPALS.

CARRIED

Motion 1376 (25-01-28)

Moved by Mario Pascucci

Seconded by Darryl D'Souza

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT POLICY 1.75: CHAPELS IN SECONDARY SCHOOLS AS AMENDED.

CARRIED

Motion 1377 (25-01-28)

Moved by Luz del Rosario

Seconded by Bruno Iannicca

THAT THE BOARD OF TRUSTEES APPROVE RESCISSION OF POLICY 6.80: CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS.

CARRIED

Motion 1378 (25-01-28)

Moved by Mario Pascucci

Seconded by Stefano Pascucci

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT THE SEVEN REVISED SAFE SCHOOLS POLICIES AS AMENDED. 1) 9.01: CATHOLIC CODE OF CONDUCT, 2) 9.02: BULLYING AWARENESS, PREVENTION, AND INTERVENTION, 3) 9.03: PROGRESSIVE DISCIPLINE, 4) 9.04: DELEGATION OF AUTHORITY, 5) 9.05: VICTIM'S RIGHTS, 6) 9.06: FRESH START, AND 7) EXCLUSION PENDING COMPLETION OF A POLICE INVESTIGATION.

CARRIED

3. Revised Policy 7.19: Dress Code and School Uniforms

Executive Superintendent Vecchiarino summarized the report.

1. Trustee Mario Pascucci: Where do families buy uniforms, both elementary and secondary?

Executive Superintendent Vecchiarino: For both elementary and secondary uniforms families purchase from the tendered company. Presently we have no schools using an elementary uniform. Elementary schools that choose to adopt a dress code i.e. all blue t-shirts and beige pants; families could purchase them at any retailer i.e. Old Navy, the Gap. – St. Sofia Byzantine CES is the only elementary school that has adopted a dress code.

2. Trustee Bruno Iannicca: Can staff provide a copy of *Policy 7.19: Dress Code and School Uniforms* for trustees to share with CSC?

Executive Superintendent Vecchiarino: We will do so and provide a verbal update on the webcast with administrators.

3. Trustee Stefano Pascucci: Can staff provide speaking notes?

Executive Superintendent Vecchiarino: We will provide.

Motion 1379 (25-01-28)

Moved by Bruno Iannicca

Seconded by Mario Pascucci

THAT THE BOARD OF TRUSTEES APPROVE AND ADOPT REVISED POLICY 7.19: DRESS CODE AND SCHOOL UNIFORMS, AS AMENDED.

CARRIED

I. **Additional Business - Nil**

1. Notices of Motion

J. **Questions Asked by Trustees**

1. Trustee Bruno Iannicca: Can staff provide an update regarding the possibility of having School Resource Officers (SRO) return to secondary schools?

Director Mazzorato: We are working to schedule a meeting with Chief Duraiappah of the Peel Regional Police.

2. Trustee Bruno Iannicca: Where are we with improved washroom conditions in secondary schools in terms of safety and cleanliness?

Director Mazzorato: We are working with secondary administrators on solutions.

3. Trustee Bruno Iannicca: In the past we had discussed having one license from the City of Mississauga for DPCDSB that will allow all schools to use if they hold a raffle or lottery. These kinds of fundraisers are very successful. Can staff provide an update?

Director Mazzorato: We will provide an update in Issues & Events.

Trustee Paula Dametto-Giovannozzi left the meeting at 10:48 p.m.

4. Trustee Mario Pascucci: How are we going to handle the tariffs that the US have said will be imposed?

Director Mazzorato: When we have information we will share in Issues & Events.

5. Trustee Brea Corbet: Regarding Policy 8.06: Flag Protocol, we need to ensure we align with the Ministry guidelines. We have to ensure we sustain effective partnerships with student voices of marginalized communities to meet their needs. We have the Indigenous Education Council (IEC) and the Black Community Advisory Council (BCAC) where students are represented. What benefits have our students garnered from these committees?

Director Mazzorato: There is a lot of value in uplifting student voice in both communities. We are guided by the Multi Year Strategic Plan (MYSP) and monitor our progress on multiple initiatives including that twice a year we survey our stakeholders as required by the Ministry. We review and determine which groups need support to ensure their well-being and success. We have formal training for our educators. Our Equity team offers ad hoc sessions as needed and ongoing support and resources via SharePoint. We work within the context of our faith based structure and continue to engage with students through Student Senate who share challenges and the successes.

6. Trustee Brea Corbet: The BCAC was implemented in response to an equity survey from the board, and the IEC was mandated by the Ministry. We have in the past tried to create a 2SLGBTQIA+ committee, and other boards have been successful. I would like to put a motion to implement a 2SLGBTQIA+ advisory council, similar to the BCAC and the IEC with staff and student voices represented.

Director Mazzorato: We can take this as direction to look at a system-wide initiative.

7. Trustee Shawn Xaviour: Recently a few schools lost heat, are all schools adequately heated?

Acting Superintendent Moriah: We have had three weeks of extreme temperatures and did experience some loss of heat, as of today all systems are good.

8. Trustee Stefano Pascucci: I understand that the City of Brampton has added extra buses during exam time. Is this also happening in Mississauga?

Director Mazzorato: We can look into this.

9. Trustee Stefano Pascucci: Can staff provide an update of how the secondary cafeterias are doing?

Executive Superintendent Cherepacha: Everything is running smoothly, there have been no complaints and we are in discussion with our secondary administrators and three providers often to monitor their success. Part of the Supply Chain team recently visited schools to review the sites.

10. Trustee Stefano Pascucci: With Easter coming up, can we ensure fish is offered in the Catholic secondary school cafeterias?

Executive Superintendent Cherepacha: We will communicate your request to the providers.

11. Trustee Stefano Pascucci: Director Mazzorato on your webcast with administrators, can you remind staff that their families are not to park in the fire lanes?

Director Mazzorato: We will advise.

Indigenous Student Trustee Bailey Clyne left the meeting at 11:01 p.m.

12. Trustee Darryl D'Souza: I received an email from OCSTA that I would normally receive from the Chair of the Board regarding security.

Associate Director Del Bianco: The software that OCSTA uses triggered something in the fire wall. We are meeting with PowerSchools to discuss the challenges we have recently experienced.

Trustee Darryl D'Souza left the meeting at 11:03 p.m.

13. Trustee Bruno Iannicca: We have recently received some retirement notices. Can staff advise how many administrators are in the pool?

Director Mazzorato: There are none. We are running the process in the next few weeks.

14. Trustee Bruno Iannicca: Some of the candidates are very new and could benefit greatly from mentorship. What does our mentorship entail?

Director Mazzorato: We do have a mentorship program and can put something in Issues & Events.

15. Trustee Brea Corbet: February 2 to 8 is National Catholic Health Care Week in recognition of the important work of Catholic health care organizations in our province and across Canada. The 2025 theme "*Caring for our Common Home*", celebrates the interconnectedness of all creation and helps us to reflect on how our individual and collective actions and our systems—health, social, economic—can promote a healthy world where all can thrive. It emphasizes the integral connection between human health and the health of the planet, echoing Pope Francis' call to care for the earth as our common home in *Laudato Si*.

OCSTA has provided a link for resources and is asking school boards to promote it through their board and school websites, newsletters etc. Can DPCDSB support National Catholic Health Care Week again?

General Manager Campbell: Through our Program Learning department, we have shared information this week and we will promote it through social media. Additionally, in our Distinguished Alumni campaign we do look to promote Catholic health care workers.

Trustee Darryl D'Souza returned to the meeting at 11:08 p.m.

Motion 1380 (25-01-28)
Moved by Stefano Pascucci
Seconded by Shawn Xaviour

MOTION TO COMPLETE THE AGENDA.

CARRIED

K. Declared Interest Items

Trustees with a declared interest left the meeting.

Motion 1381 (25-01-28)
Moved by Darryl D'Souza
Seconded by Luz del Rosario

THAT THE MINUTES OF THE REGULAR BOARD MEETING, DECEMBER 10, 2024 ITEM A8 K1, BE APPROVED.

CARRIED

Trustees with a declared interest returned to the meeting.

Trustee Paula Dametto-Giovannozzi returned to meeting at 11:30 p.m.

L. In Camera Meeting of the Committee of the Whole

Motion 1382 (25-01-28)
Moved by Stefano Pascucci
Seconded by Shawn Xaviour

THAT THE COMMITTEE OF THE WHOLE MOVE INTO A CLOSED MEETING AS DISCUSSIONS WILL INVOLVE THE DISCLOSURE OF INTIMATE, PERSONAL OR FINANCIAL INFORMATION IN RESPECT OF A MEMBER OF THE BOARD OR COMMITTEE, OR AN EMPLOYEE.

CARRIED

M. Report from the In Camera Meeting of the Committee of the Whole

The Committee of the Whole Received In Camera Board Minutes from December 10, 2024, and there were Questions Asked by Trustees of an In Camera Nature, Supervisory Officer Appointments and Transfers Report, an Administrative Appointments and Transfers Report and two Personal Matters.

N. Future Meetings

February 25, 2025	March 25, 2025	April 29, 2025	May 27, 2025	June 17, 2025
-------------------	----------------	----------------	--------------	---------------

O. Adjournment

Motion 1383 (25-01-28)
Moved by Stefano Pascucci
Seconded by Shawn Xaviour

THAT THE MEETING BE ADJOURNED AT 12:33 P.M.

CARRIED



J.	Questions Asked by Trustees	
Q 3	<p>Trustee Bruno Iannicca: In the past we had discussed having one license from the City of Mississauga for DPCDSB that will allow all schools to use if they hold a raffle or lottery. These kinds of fundraisers are very successful. Can staff provide an update?</p>	<p>As provided in the Issues & Events on February 21, 2025.</p> <p>Following several consultations with the City of Mississauga's Legal Department, Counsel Beck had a discussion with the Senior Eligibility Officer at the Alcohol and Gaming Commission of Ontario ("AGCO").</p> <p>Counsel Beck expressed to the City of Mississauga and AGCO the DPCDSB's concerns about laborious processes that schools must go through if they want to run raffles for fundraising. The AGCO Senior Eligibility Officer explained that the turnaround time for applications submitted to the AGCO is maximum two (2) weeks for first time applicants and then yearly thereafter, it takes much less time. He confirmed, just as the City of Mississauga did, that the process would not be changing at this time. Please note that most, if not all applications for lottery licenses for DPCDSB would go through the City of Mississauga because of dollar value.</p> <p>On Friday February 21, 2025, each Family of Schools' Superintendent was asked to identify one school who wishes to attempt the application process as a pilot with support of CEC staff, including Counsel Beck. Thereafter, staff will inform trustees of their experience, and the Board of Trustees can decide whether the matter needs to be escalated to the Provincial Government Level. It has been a long time since a DPCDSB school has applied for a lottery license, if ever, so the hope is that the process has changed for the better.</p>
Q 4	<p>Trustee Bruno Iannicca: Some of the candidates are very new and could benefit greatly from mentorship. What does our mentorship entail?</p>	<p>As provided in the Issues & Events on February 21, 2025.</p> <p style="text-align: center;">Mentoring Catholic Leaders</p> <p>The mentorship program in Dufferin-Peel is available to candidates upon successful completion of the application and interview process. Candidates who are selected for the leadership pool are expected to participate.</p> <p style="text-align: center;">Catholic Leadership Seminar Series (CLSS)</p> <p>Offered by Instructional Services, the Catholic Leadership Seminar Series consists of four evening sessions designed to enhance the competencies required for vice-principals and principals. The series explores emerging issues in Catholic education and provides valuable insights into the role of a Catholic administrator.</p> <p>Grounded in the Ontario Leadership Framework, these sessions are delivered by Supervisory Officers, principals, vice-principals, and guest speakers. Topics are examined through a Catholic lens, acknowledging the diversity of partnerships that shape Catholic education, including parish, home, school, trustees, staff, and community stakeholders.</p>

	<p>Attendance at CLSS is mandatory for vice-principal and principal pool candidates, as well as newly appointed vice-principals and principals.</p> <p style="text-align: center;">Mentoring Program</p> <p>Designed for newly appointed principals and vice-principals in their first two years of the role. The Mentoring Program pairs new administrators (mentees) with experienced administrators (mentors). This reciprocal learning relationship fosters professional growth, supporting mentees in developing their skills, knowledge, and leadership abilities. The goal is to cultivate a system where every administrator contributes to developing high-caliber Catholic leaders.</p> <p>Through the 8 sessions offered during the school year, the program fosters supportive relationships, enhances leadership confidence, encourages reflection and professional dialogue, promotes networking, supports Annual Growth Plan development, strengthens the educational community, and provides guidance on key challenges.</p> <p>At a system level, it enhances administrator performance, provides professional development, builds leadership capacity, ensures consistency, supports system-wide priorities, and provides access to external insights.</p>
--	---



RECOMMENDATION TO THE BOARD

PRESENTATION C 1

**DR. ARTHUR WOOD AWARD
RECIPIENT PRINCIPAL JULIE LAVALLE**



RECOMMENDATION TO THE BOARD

PRESENTATION C 2

**WILDE WOOD SCHOOL SAFETY ZONE AWARD
RECIPIENT PRINCIPAL TARA PERSAD AND ST. RAPHAEL CATHOLIC ELEMENTARY SCHOOL (CES)**



RECOMMENDATION TO THE BOARD

PRESENTATION C 3

**WILDE WOOD SCHOOL SAFETY ZONE AWARD
RECIPIENT PRINCIPAL KELLY-ANN MARSI AND ST. MARGARET SCOTLAND CES**

REGISTRATION FORM FOR DELEGATIONS

All delegations are required to submit a Registration Form outlining the key points to be presented by no later than 1:00 p.m. five (5) business days before the date of the applicable meeting for the request to be considered. The written presentation and materials must be submitted by 12:00 p.m. one (1) business day prior to the meeting. Trustees may ask questions of clarification after the presentation in accordance with Board Procedural By-Law 1-01, Article 7. Delegations are reminded that no decision on the issues presented will be made at the meeting. Delegations are allotted five minutes to present.

Meeting name & date: Borad meeting, February 25, 2025 Subject: Pride Flag

- ☒ I wish to speak ONLY on my own behalf.
☐ I wish to delegate as a spokesperson for: _____
☐ I am an employee of the Board and my subject cannot be dealt with under a Board Collective Agreement.

Please provide a brief summary of the subject of the delegation.

I will be speaking on the removal of the pride flag during June. My experiences as a high school student who was a part and helped ran a GSA or Gay straight alliance at my school in this school borad. I believe the removal of this flag will greatly impact students attending the schools in feeling welcomed and supported by their school borad.

The Board does not wish to prevent the expression of honest opinion, however, delegates should refrain from negative, critical or derogatory comments about identifiable persons.

Please read Dufferin-Peel Catholic District School Board By-Law # 1-01, Article 7 (*see reverse*) pertaining to delegations prior to signing, and returning the registration form to the Board and Committee Information Officer. The Board and Committee Information Officer will contact you to confirm the date and time of your delegation.

Please note that delegations will be only heard during the allotted period for delegations. If it is necessary to cancel the delegation, please do so in writing by email, fax or hand delivered copy at least 24 hours prior to the meeting: Phone 905-890-0708, Ext. 24433, Fax 905-890-8837 or Email cindy.child@dpcdsb.org

Delegation Contact Information: *

Name Emily Vajda
Address _____
Telephone _____
Email _____

Date: February 7, 2025 Signature: Emily Vajda

* **Municipal Freedom of Information and Protection of Privacy Act:** Personal information is collected under the legal authority of the *Education Act, RSO 1990, c. E.2* and will be used by the Board and Committee Information Officer for corresponding with delegates. Questions about this collection should be addressed to the Manager, Records Management, Access & Privacy at 890-0708, Ext. 24443.

REGISTRATION FORM FOR DELEGATIONS

All delegations are required to submit a Registration Form outlining the key points to be presented by no later than 1:00 p.m. five (5) business days before the date of the applicable meeting for the request to be considered. The written presentation and materials must be submitted by 12:00 p.m. one (1) business day prior to the meeting. Trustees may ask questions of clarification after the presentation in accordance with Board Procedural By-Law 1-01, Article 7. Delegations are reminded that no decision on the issues presented will be made at the meeting. Delegations are allotted five minutes to present.

Meeting name & date: February 25, 2025 Subject: _____

- ☒ I wish to speak ONLY on my own behalf.
☐ I wish to delegate as a spokesperson for: _____
☐ I am an employee of the Board and my subject cannot be dealt with under a Board Collective Agreement.

Please provide a brief summary of the subject of the delegation.

Last month's flag policy, which prohibits the flying of the rainbow flag inside and around schools, is highly disappointing. As a current high school student in the DPCDSB, I see this decision as an attack on diversity and inclusivity. The board's minorities don't just need equality—they need equity. This policy dismisses the real experiences of LGBTQ+ students by implying that the "Everyone is Welcome" flag is an equal replacement for the Pride flag during Pride Month. As a queer student in the board, I will share my perspective on what it's like attending a DPCDSB school and how this policy has already—and will continue to—negatively impact students. I have lost trust in all the trustees who disregarded the minority communities that once had a flag to


The Board does not wish to prevent the expression of honest opinion, however, delegates should refrain from negative, critical or derogatory comments about identifiable persons.

Please read Dufferin-Peel Catholic District School Board By-Law # 1-01, Article 7 (*see reverse*) pertaining to delegations prior to signing, and returning the registration form to the Board and Committee Information Officer. The Board and Committee Information Officer will contact you to confirm the date and time of your delegation.

Please note that delegations will be only heard during the allotted period for delegations. If it is necessary to cancel the delegation, please do so in writing by email, fax or hand delivered copy at least 24 hours prior to the meeting: Phone 905-890-0708, Ext. 24433, Fax 905-890-8837 or Email cindy.child@dpcdsb.org

Delegation Contact Information: *

Name Dawn Krol
 Address _____
 Telephone _____
 Email _____

Date: 20/02/2025 Signature: 

* **Municipal Freedom of Information and Protection of Privacy Act:** Personal information is collected under the legal authority of the *Education Act*, RSO 1990, c. E.2 and will be used by the Board and Committee Information Officer for corresponding with delegates. Questions about this collection should be addressed to the Manager, Records Management, Access & Privacy at 890-0708, Ext. 24443.



RECOMMENDATION TO THE BOARD

REPORT NUMBER E 1 c.

GOOD NEWS REPORT

Regular Board Meeting
February 25, 2025
GOOD NEWS REPORT
Multi Year Strategic Plan Value: Believe, Excel, Respect, Thrive, Trust

*“Therefore encourage one another and build one another up, just as you are doing.”
1 Thessalonians 5:11*

BACKGROUND

The following Good News items represent a sample of unique, significant, or extraordinary events or accomplishments that have recently taken place involving Dufferin Peel Catholic District School Board (DPCDSB) students, staff, schools, or facilities.

OPENING BRAMPTON’S BLACK HISTORY MONTH AND ITS CALLS TO ACTION

School: Notre Dame Catholic Secondary School (CSS)
Principal: Lorian Feres
Trustees: Darryl D’Souza, Anisha Thomas

Nine Black-identifying Notre Dame students were invited to attend the first City of Brampton council meeting in February to help open Black History month and present Call to Action items. Each student was given the opportunity to express what Black History means to them, and to demonstrate their leadership. Notre Dame CSS was presented with a Proclamation by the City of Brampton, recognizing the significant and positive role Notre Dame CSS plays in the lives of young people in Brampton. The Proclamation also recognizes Black Education Week from February 21 through 28, 2025. It signifies that Black Canadians historically have faced significant barriers to education, yet Black Canadians’ resilience and commitment has led to transformative achievements. Black Education Week offers an opportunity to celebrate the legacy of Black Excellence in Education. Each of the nine students was recognized and given an award by Navjit Kaur Brar, Regional Councillor for Wards 2 and 6, for their role in breaking barriers and leading others to greatness in Brampton.

PRIORITIZING MENTAL HEALTH AND WELL-BEING

School: St. Teresa of Calcutta Catholic Elementary School (CES)
Principal: Grainne Maddison
Trustee: Mario Pascucci

Mental Health and Well-Being is a priority at St. Teresa of Calcutta CES. A vibrant Girls' Club meets monthly, led by Ms. Iassogna and Mme. Galle. Mindful Monday videos prepared by students in Ms. Corapi's Health classes are shared on virtual announcements every week. In September 2024 the Intermediate Mental Health and Well-Being students attended the Well-Being Leadership Training for student leaders in Mississauga East, which sparked an idea of creating something big back at school.

Wednesday, January 22 was Bell Let's Talk Day and St. Teresa of Calcutta CES celebrated its First Annual Mental Health and Well-Being Day. This event was created and planned by the school Ambassadors, Christian, Milosh, Mya, Nikola and Reyna, and led by Intermediate special education resource teacher (SERT) Colleen Beach and the local Region of Peel Public Health Nurse, Jennifer Pickering. This event was part of CTV's Health and Well-Being - Bell Let's Talk feature on January 22. This day was filled with activities for all students to enjoy and to promote their development and mental well-being. Stations included Gratitude Letter Writing, Fitness, Colouring-Mindfulness, Origami, Mindful Stretching, and more. Teachers travelled with their classes throughout the day to visit each station. Grade 8 students led the activities, with a focus on age-appropriate differentiation and guidance. A true example of Student Voice and Leadership at DPCDSB.

THREE DPCDSB SCHOOLS HONOURED BY THE CITY OF MISSISSAUGA

On February 5, 2025, Mississauga City Council, on behalf of Mississauga School Traffic Safety Action Committee, awarded the 2024 Dr. Arthur Wood Award to St. Alfred CES Principal Julie Lavalle. Additionally, the 2024 Wilde Wood School Safety Zone Award was presented to two elementary schools in DPCDSB (St. Margaret of Scotland CES, and St. Raphael CES) lead respectively by Principals Kelly-Ann Marsi and Tara Persad, for their outstanding leadership and dedication in promoting school zone safety and active transportation. Mayor Parrish congratulated the recipients for prioritizing student road safety and encouraging healthy travel habits. Notable points from each school's award-winning efforts are below.

Schools: St. Alfred CES
Principal: Julie Lavalle
Trustee: Mario Pascucci

Julie Lavalle, Principal of St. Alfred Catholic Elementary School, received the Dr. Arthur Wood Award for her efforts in promoting active school travel. Principal Lavalle led her school in championing the School Streets project, providing a safe space for students, and encouraging them to walk or bike home from school. Under her leadership, St. Alfred Catholic Elementary School has continued to run a strong School Walking Routes program.

School: St. Margaret of Scotland CES
Principal: Kelly-Ann Marsi
Trustee: Herman Vioria

As one of the DPCDSB winners of the 2024 Wilde Wood School Safety Zone Award, St. Margaret of Scotland Catholic Elementary School engaged in the School Walking Routes Program to promote active travel, enrolled students in pedestrian and bike safety education through Peel Children's Safety Village and demonstrated commitment to promoting active and safe school travel.

School: St. Raphael CES
Principal: Tara Persad
Trustee: Thomas Thomas

As one of the DPCDSB winners of the 2024 Wilde Wood School Safety Zone Award, St. Raphael Catholic Elementary School promoted active school travel with student ambassadors and organized Kiss and Ride to keep traffic moving and to ensure student safety.

FIRST PLACE IN THE MARY MATTHEWS PUBLIC SPEAKING COMPETITION

School: St. Hilary CES
Principal: Gwen Scanlon
Trustee: Thomas Thomas

St. Hilary student Jana Moso was awarded first place in the Mary Matthews Public Speaking Competition held at St. Francis Xavier Parish. The topic Jana presented was how growing up is difficult. Jana has advanced to the Regional Competition, scheduled at St. Patrick Parish on Sunday February 23. Jana is an outstanding young lady who represents the very best of DPCDSB. Her faith, empathy, and commitment to herself and others is exemplary.

Prepared by: Bruce Campbell, General Manager, Communications & Community Relations

Submitted by: Marianne Mazzorato, Ed.D., Director of Education



RECOMMENDATION TO THE BOARD

REPORT NUMBER F 1

**RECEIPT OF THE MINUTES OF THE
ADMINISTRATION AND FINANCE COMMITTEE MEETING,
NOVEMBER 12, 2024**

MINUTES

Administration and Finance Committee Meeting

**Tuesday, November 12, 2024, 7:00 p.m.
Boardroom, Catholic Education Centre**

Trustees:	Bruno Iannicca	Chair
	Mario Pascucci	Vice-Chair
	Brea Corbet	Trustee
	Paula Dametto-Giovannozzi	Trustee
	Luz del Rosario	Trustee
	Darryl D'Souza	Trustee
	Stefano Pascucci	Trustee
	Thomas Thomas	Trustee
	Herman Vioria	Trustee
	Shawn Xaviour	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Jia Sharma	Student Trustee
	Raheem White	Student Trustee
Regrets:	Anisha Thomas	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Max Vecchiarino	Executive Superintendent, Policy, Strategy, Research and Global Learning
	Scott Keys	Superintendent, Financial Services
	Richard Moriah	Acting Superintendent, Planning and Operations
	Laura Odo	Superintendent, Family of Schools
	Drago Radic	Superintendent, Family of Schools
	Stephanie Strong	Superintendent, Human Resources and Employee Relations
	Viviana Varano	Superintendent, Family of Schools
	Kevin Wendling	Assistant Superintendent: Math Lead
	Bruce Campbell	General Manager, Communications and Community Relations
	Theresa Davis	General Manager, Human Resources
Recorder:	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance
Chair Bruno Iannicca called the meeting to order at 7:00 p.m.
2. Opening Prayer led by Trustee Brea Corbet

3. Land Acknowledgment – Trustee Darryl D’Souza
4. Approval of Agenda

Taupe Sheet: addition of E6 and withdrawn Private Session.

Trustee Brea Corbet noted a typo on page 8.

Moved by Luz del Rosario

THAT THE AGENDA BE APPROVED, WITH THE ADDITION OF E6 EXTENDED EXCURSION REPORT.

CARRIED

- a. Calendar Items – Nil
5. Declaration of Interest - Nil
6. Approval of the Minutes of the Administration and Finance Committee Meeting, September 10, 2024

Moved by Brea Corbet

THAT THE MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING, SEPTEMBER 10, 2024, BE APPROVED.

CARRIED

- a. Business Arising from the Minutes - Attached.

B. Awards and Presentations

1. Crime Stoppers Presentation – Chair Imran Hasan and Vice-Chair Harry Pedwell
 1. Trustee Brea Corbet: The Crime Stoppers website indicates the organization is looking for volunteers. Our secondary students require 40 hours of volunteering as a graduation requirement. Do you know if there are any volunteer opportunities for students 18 years old and under with Crime Stoppers?

Chair Imran Hassan: We encourage youth to engage, and we could work with students to complete their 40 hours by assisting in our various projects i.e., Toys4Tots, car show, car wash, farmers market.
 2. Trustee Darryl D’Souza: Do you presently collaborate with any other school boards?

Chair Imran Hassan: We are building relationships with partners and businesses; we have not worked with other school boards. We would like to work with DPCDSB and prove our concept and then we would involve other school boards.
 3. Trustee Darryl D’Souza: A question to staff regarding the signage. What would it take to have signage up in our schools?

Associate Director Del Bianco: We would work with Crime Stoppers and our Communications team to determine the details of what the message we would like represented and design the signage.

4. Trustee Darryl D'Souza: Can we proceed?

Associate Director Del Bianco: Following the presentation we will set up a meeting to move forward.

Trustee Darryl D'Souza: We would like to be the first school board in the province to move forward, please keep us informed.

5. Trustee Luz del Rosario: What kinds of presentations would you expect to make to schools, students and parents?

Vice-Chair Harry Pedwell: In collaboration with staff, we could determine your needs and wants and tailor presentations to specific concerns i.e., bullying, human trafficking. We would take into account the age of the students, cultural appropriateness, and be mindful of the Catholic faith.

6. Trustee Stefano Pascucci: What do you do with the information/tips that are shared?

Vice-Chair Harry Pedwell: All tips go to the police and the police follow up. We do not see the tips; we have an independent call centre and the information that is provided is "scrubbed." Scrubbed, is that all identifying information is removed, i.e., IP addresses, street address, or phone numbers are removed to protect the caller's identity. The person reporting a tip will never be implicated.

Trustee Bruno Iannicca passed the chair to Vice-Chair Mario Pascucci.

7. Trustee Bruno Iannicca: A question to staff. After tonight could we work with the Family of Schools superintendents to share this at their monthly meetings, it would be helpful to consult with administrators determine if there is value in this program? And could we present to the Central Committee for Catholic School Councils (CCCC) to gather their input?

Associate Director Del Bianco: Step one would be to meet and explore the possibilities and gain a better understanding.

Trustee Bruno Iannicca resumed the chair.

C. Delegations - Nil

D. Reports from Trustees for Receipt

1. Regular Reports

- a. Ontario Catholic School Trustees' Association Report

Trustee Luz del Rosario reminded trustees of the OCSTA Conference during the second week of January. Please contact Michelle Vritsios to make arrangements.

- b. Good News Reports

Trustee Luz del Rosario shared that she and Director Mazzorato, Associate Director Del Bianco and Trustee Paula Dametto-Giovannozzi attended a Gospel reading of the Prodigal Son at St. Paul Catholic Secondary School (CSS). The staff and students are congratulated on their engagement and hosting such an impressive event.

Cardinal Collins blessed the eight-point star atop the Nativity scene made and painted by talented students.

Trustee Brea Corbet
Mississauga Wards 9 & 10

Congratulations to Dufferin-Peel student Jordan Randall on hosting her 10th Annual Sock Drive. This year the goal is to collect 10,000 pairs of socks. Her idea was created for homeless people. Homeless people receive food and warm clothes, but the least donated item is socks; and they are much needed. Last year, in her 9th year she collected 8,161 pairs of socks. With the magic of Facebook and the generosity of friends, family and complete strangers she has achieved her goal each year.

E. Reports from Committees/Administration for Receipt

1. Community Planning and Partnerships: 2024-2025 Annual Public Meeting

Acting Superintendent Moriah introduced Senior Planner Joanne Rogers to present the report.

2. October 31, 2024 Enrolment Report

Acting Superintendent Moriah introduced Manager Stephanie Cox to present the report.

1. Trustee Mario Pascucci: What is the financial cost of the declining enrolment?

Executive Superintendent Cherepacha: A loss of approximately \$10-11,000 per student to the Core Educational funding. However, there are reduced costs of staffing, and it is difficult to calculate the ongoing operational costs, for example custodian costs, indirect staffing cuts and reduced materials.

2. Trustee Mario Pascucci: Can we discuss the effects to our marketing plans?

Executive Superintendent Cherepacha: Annually we produce the Long-Term Facilities Master Plan (LTFMP) geared to enrolment information and the resulting trends. The good news is that the rate of decline is slowing, and stabilizing year-over-year.

3. Trustee Mario Pascucci: As a result of declining enrolment parents/guardians are concerned regarding the increase in split grades.

Associate Director Del Bianco: The reality of the demographics is that fewer Catholic are living and moving into the Peel Region. The LTFMP report will be presented in April 2025.

4. Trustee Darryl D'Souza: Can staff explain why St. Roch CSS is capped when their enrolment has declined by 18 students?

Manager Cox: St. Roch CSS is one of the capped secondary schools because of the site limited capacity i.e., no room to put portables and the possibility of significant enrolment. We identify the maximum number of students starting in Grade 9, placing feeder school students first and then allowing for some students from outside the board. The data that is provided is from actual number October 31, 2024. The cap is monitored

by Planning staff who contact principals four times a year to discuss and confirm enrolment.

3. Unassigned Boundary Review

Manager Stephanie Cox summarized the report.

1. Trustee Stefano Pascucci: Can staff provide a cleaner map for each trustee?

Manager Cox: We will provide that to trustees.

2. Trustee Stefano Pascucci: In the Square One area there is and will continue to be more traffic congestion with the ongoing development, how is STOPR going to work around this congestion? Is it possible for STOPR to work in collaboration with MiWay?

Associate Director Del Bianco: STOPR will work with our coterminous board on stops and runs as development takes shape. We are not yet able to integrate with the municipal transportation.

3. Trustee Brea Corbet: Can we look at the possibility of busing shelter students to Our Lady of Mount Carmel CSS from the motel that has become a permanent shelter?

Associate Director Del Bianco: We will ask STOPR for distances and report back.

4. French Immersion Site Consolidation Consideration and Review

Manager Stephanie Cox presented the report.

1. Trustee Darryl D'Souza: Having students attend sister-sites has created challenges for First Holy Communion and Confirmation as sister-schools attend different parishes. Do we have to wait for implementation of all recommended changes until 2026, or can some recommendations occur separately?

Manager Cox: The analysis will provide answers to many questions. We hope to bring a report forward to trustees by late February 2025. The earliest implementation will occur is September 2026.

Associate Director Del Bianco: There are many factors we need to consider; we are reviewing the implications to the site that is losing students and the site that will be gaining students. As represented when parents/guardians register for FI, this is a program of choice, and it may inconvenience some families as they are responsible for the transportation of their children. We need to consider the English track students and ensure we can offer a robust program.

2. Trustee Brea Corbet: A year ago the merging of FI programs was raised at Divine Mercy Catholic Elementary School (CES) and Our Lady of Mercy CES, when can these communities expect an update about next steps?

Manager Cox: We are working on the analysis and hope to bring a report forward to trustees by late February 2025. The earliest implementation will occur is September 2026.

3. Trustee Luz del Rosario: In reviewing the map, there are more FI sites in the North than in the South. Can families enrol in whichever school they prefer for FI?

Manager Cox: The programs were initially created and offered based on site capacity. Parents/Guardians may register at any FI site.

Director Mazzorato: To clarify, when the FI program was established, we offered the flexibility of choosing a FI site that helped families, i.e., choice due to work commute. You raise the issue of families choosing a FI site that is not close but is their preference. We can review this scenario.

4. Trustee Luz del Rosario: Our coterminous board buses FI and Extended French students. Can we consider busing FI students?

Director Mazzorato: When the FI programs were established, a condition of their approval was that transportation was the responsibility of the parents/guardians. If you recall, a few years ago, the Board of Trustees asked for a report on the cost of busing for FI and it was prohibitive.

5. Air-Conditioning Feasibility Status Report - Update

Acting Superintendent Moriah introduced Manager of Capital/Facilities Renewal Projects James Fenech, Energy Management Engineer Mark Lim and Supervisor, Environmental Support Services David Bozzo to assist with the presentation and respond to questions of clarification.

1. Trustee Stefano Pascucci: Are these current figures? Is it possible to standardize the items in Appendix B?

Acting Superintendent Moriah: We are working with current numbers and can provide clarity to Appendix B in Issues & Events.

2. Trustee Stefano Pascucci: Commented that he has requested in the past that we look at planting more trees on school properties to cool school yards. There are secondary schools i.e., St. Aloysius Gonzaga CSS that have green houses, they can start the growing process of trees. The second comment made was in regard to the air conditioning of schools and the possibility of asking for donations to help with the costs. The government is about to issue \$200 to all Ontarians.

3. Trustee Mario Pascucci: In the past some of the issues that made implementation of air conditioning difficult were the size of duct work, is this still an issue?

Supervisor Bozzo: Every facility is different, and duct sizes can vary. We are working to inspect all sites to garner these details.

4. Trustee Brea Corbet: On page 60 it is indicated that St. Simon Stock CES is fully air conditioned, however, the gymnasium air conditioning does not work and needs to be replaced. Unfortunately, the air conditioning was not working for the June 2024 graduation. We understand the work is to be done during the summer of 2025. Is it possible to move up the date, i.e., Christmas or March Break, so that we may have air conditioning for the June Graduation?

Acting Superintendent Moriah: There are other issues at hand at this school, for example the boiler is end of life. We will do our best before the June Graduation.

5. Trustee Brea Corbet: Information on page 57 is incorrect. The Kindergarten classrooms at St. Richard CES do not have air conditioning and there are still five classrooms without air conditioning. At Our Lady of Mount Carmel CSS there is no air conditioning in the kitchen or in the tech areas, can staff explain?

Supervisor Bozzo: We will correct the date regarding St. Richard CES. We do not put air conditioning in kitchen and shop areas due to the large volume of exhaust and the need for fresh air return.

6. Trustee Darryl D'Souza: There seems to be several errors in the report, did we use an outside agency for this report?

Associate Direct Del Bianco: To clarify, the consultants did not write the report, they prepared the background information from site plans. We have begun the physical site inspections.

6. Extended Excursions

Superintendent Drago summarized the report.

1. Trustee Luz del Rosario: Moving forward it would be helpful to see the rationale behind the cost of the trip as there are varying prices for the trips to New York.

Superintendent Radic: Fees include transportation, tours and some meals. The costs vary due to events such as Broadway shows and choice of where the hotel is booked, i.e., New York or New Jersey. Trips are booked for cultural experiences, business, drama and dance and/or social science based.

2. Trustee Brea Corbet: There is time sensitivity to some of the approvals. I understand that in the case of the joint trip of Our Lady of Mount Carmel CSS and St. Aloysius Gonzaga CSS, the tour company could not guarantee flights together if they did not commit by November 15.

Director Mazzorato: Executive Council has approved the extended excursions today.

Superintendent Radic: Following the receipt of the report tonight, administrators will be advised of approvals so they can proceed.

3. Trustee Stefano Pascucci: Can staff provide how many approved tour operators are on our approved vendor list?

Superintendent Radic: We can provide that in Issues & Events.

4. Trustee Stefano Pascucci: It would be helpful to have the full itinerary for trips included along with the curriculum ties.

Superintendent Radic: We can provide that information in Issues & Events.

F. Reports from Committees/Administration requiring Action

1. Approval to Fundraise for Outdoor Equipment

Executive Superintendent Cherepacha summarized the report.

Moved by Shawn Xaviour

THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND THE BOARD OF TRUSTEES APPROVE THE REQUEST FROM ROBERT F. HALL CATHOLIC SECONDARY SCHOOL TO FUNDRAISE FOR OUTDOOR EQUIPMENT WITH A POTENTIAL COST OVER \$50,000.

CARRIED

2. Policy 5.30 Supply Chain Management

Executive Superintendent Cherepacha presented with Superintendent Keys and Manager Clayton Fernandes.

Moved by Darryl D'Souza

THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 5.30: SUPPLY CHAIN MANAGEMENT BE APPROVED AND ADOPTED, AS AMENDED.

CARRIED

3. Revised Procedural By-Law

Executive Superintendent Vecchiarino summarized the report.

1. Trustee Brea Corbet noted that there are some formatting issues on the track changes and clean copy of the Procedural By-Law.

Superintendent Vecchiarino: We will ensure there are clean copies posted.

2. Trustee Darryl D'Souza: Has there been clarification on trustee absences due to business or illness?

Director Mazzorato: I understand that the change of vacating a trustee seat after missing one meeting without approval will not take place in September 2025. Limited absences are only in regard to Regular Board Meetings and not Committee meetings. We will continue to follow up and provide information, as necessary.

3. Trustee Mario Pascucci: I would like this issue to be brought back and reviewed by Ontario Catholic School Trustees' Association (OCSTA).

Director Mazzorato: The Procedural By-Law is before you this evening specifically because the Organizational meeting will be held next week, and it ensures that we are compliant with the Ministry regarding the Director of Education Performance Appraisal regulations. You can continue to advocate via the OCSTA resolutions in January.

Trustee Luz del Rosario commented that we have agreed to bring this issue forward to OCSTA and that we will not be the only board to bring this forward. The second issue is the concern of having the chair be in the position of having to condone a fellow trustee's absence. Also, OCSTA is challenging the Ministry as to how they can remove an elected official. I will bring back information.

4. Trustee Mario Pascucci: I do not understand how a trustee can be removed from their seat if they are attending an event at one of the schools they represent.

Director Mazzorato: The strict interpretation by the Ministry is that trustees do not have to visit schools. This makes attending a school event, instead of attending a Regular Board Meeting, an unexcused absence under the guidelines.

Moved by Thomas Thomas

THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE *REVISED PROCEDURAL BY-LAW* BE APPROVED AND ADOPTED, AS AMENDED.

CARRIED

G. Additional Business - Nil

1. Notices of Motion

H. Questions Asked by Trustees

1. Trustee Mario Pascucci: Can we review the school uniform policy (complete from shoes to shirts) at the next Board By-law/Policies Review Committee?

Director Mazzorato: We will.

2. Trustee Brea Corbet: Congratulations to the ICT staff for their achievement of producing digital report cards for 71,000 students. The Digital Progress Report Cards were sent out today for our elementary panel through DPCDSB student email accounts. The challenge associated is that parents/guardians have to log into their child's email or access with their child. This can result in delays and difficulty in accessing the information, and the report card expires in 14 days.

Our coterminous board, like us uses PowerSchool. They provide Elementary Progress Reports to the email account of the parent/guardian. Secondary Report Cards are emailed to the parent/guardian and student emails. Is this something our ICT department can change?

Associate Director Del Bianco: It is in the plan for our PowerSchools team.

3. Trustee Brea Corbet: In *Growing Success*, the Alternative Report Card is to accompany the Provincial Report Card. This is not the case. The Alternative Report Cards are going to parents/guardians through DPLite and the reports are going to the students. Is this something that can also be improved?

Associate Director Del Bianco: We are working to consolidate it all on one platform.

4. Trustee Luz del Rosario: Can Catholic School Councils fundraise to buy window air conditioning units for schools?

Associate Director Del Bianco: We highly discourage residential grade air conditioning units for the schools; this creates a liability for the board.

5. Trustee Shawn Xaviour: If they wanted to fundraise for commercial grade air conditioning units is that permitted?

Associate Director Del Bianco: If this were the case, before any decision is made, we would suggest a meeting with Acting Superintendent Moriah to have a conversation around requirements.

6. Trustee Darryl D'Souza: There are schools in Brampton that are not to capacity. We have an alternative education site in Brampton, is this a lease site?

Director Mazzorato: This is a leased site for St. Oscar Romero CSS to serve students of Brampton. These students are not to be placed in schools. The Ministry funds the leasing of the site.

7. Trustee Darryl D'Souza: I have requested information on the cost of the Edwin program several times and have not received information. Can staff provide a status report?

Director Mazzorato: I will reach out to you before the end of the week to schedule a conversation.

8. Trustee Darryl D'Souza: I have spoken to Associate Director Del Bianco regarding the abundant number of dropped calls going to ICT. Can staff provide an update?

Response: Staff will provide an update in Issues & Events.

9. Student Trustee Jia Sharma: Student Senate has reported that all extracurricular costs have gone up.

Director Mazzorato: Extracurricular sports and clubs should not be out of reach to participate, and there is a mechanism to assist students and families in need. Activity Fees are voluntary and there is an increase in families not submitting activity fees. All fees for clubs should have details of what is included. If schools support one team/club, then they need to support all. I will ensure the message is shared with secondary administrators.

10. Student Trustee Raheem White: Can staff please comment regarding the limit to fundraising and why clubs cannot keep the funds they have raised?

Director Mazzorato: Student led fundraising follows the General Administrative Procedures (GAP). There should be only three fundraising initiatives per year. There is no limit to the amount of funds collected, however there has to be transparency to what the fundraising funds are being raised for. Funds raised need to go through school banking not a student's bank account. I would be pleased to discuss specific schools or situations.

11. Student Trustee Raheem White: Could we formulate some type of recommendation/policy surrounding allocating funds to student led equity clubs such as Black Student Alliance (BSA) and Gay Straight Alliances (GSA), to ensure that the initiatives they want to undertake are supported. Equity initiatives in our schools certainly have the manpower, just not the financial backing.

Director Mazzorato: We will discuss with administrators the importance of assisting equitably.

12. Student Trustee Raheem White: In relation to graduations. Students were told that regardless of their ability to pay graduation fees they will graduate, however those unable to cover the fees will not receive a graduation gown. How can we save students from that embarrassment?

Director Mazzorato: We would not want that for any student. Pleased to discuss specific schools or situations.

13. Trustee Thomas Thomas: Can staff provide any information on the groundbreaking of the Ascension of the Lord CSS sports field?

Acting Superintendent Moriah: The City of Mississauga is in charge of the project. They have tendered the project and are proceeding. We will provide an update in Issues & Events.

14. Trustee Mario Pascucci: Is it possible to provide speaking notes on why we have to buy through Supply Chain Management?

Director Mazzorato: We can provide in Issues & Events

Trustee Luz del Rosario commented that it would be helpful if the GAP and Policy were included with the speaking notes.

15. Trustee Darryl D'Souza: There are two home-schooled students wishing to accompany the Rosary Apostolate members on school visits. They would be accompanied by a member who has a Criminal Background Check (CBC) on file. Is this permitted by the school board?

Director Mazzorato: We will review and provide information in Issues & Events.

16. Trustee Darryl D'Souza: I have asked for information on the number of coordinators on staff and have not seen that information.

Director Mazzorato: We will provide information in Issues & Events.

17. Trustee Darryl D'Souza: Is it possible to also get the number of administrative assistants on staff?

Director Mazzorato: We will provide information in Issues & Events. We have reduced our numbers, currently, each administrative assistant supports two superintendents and there are very few department secretaries.

18. Student Trustee Raheem White: Can staff provide an update on the possibility of tap machines?

Director Mazzorato: The Finance department has done some preliminary work and, in some cases, they have implemented QR codes for payment.

19. Student Trustee Raheem White: Could we pilot a program to distribute permission forms as we have for digital report cards?

Director Mazzorato: Great suggestion, we will review the possibility.

Trustee Stefano Pascucci left the meeting at 10:10 p.m.

I. Declared Interest Items - Nil

J. In Camera Session

Moved by Thomas Thomas

THAT THE ADMINISTRATION AND FINANCE COMMITTEE MEETING BE ADJOURNED AND THE TRUSTEES IMMEDIATELY CONVENE AN IN CAMERA MEETING.

CARRIED

K. Report from In Camera

Report: In Camera Minutes from September 10, 2024 and answered questions of an In Camera Nature.

L. Future Meetings

February 4, 2025

April 8, 2025

June 10, 2025

M. Adjournment

Moved by Luz del Rosario

THAT THE MEETING BE ADJOURNED AT 10:48 P.M.

CARRIED



E3	Unassigned Boundary Review	
Q 1	Trustee Stefano Pascucci: Can staff provide a cleaner map for each trustee?	Completed in November and distributed to trustees.
E 5	Air-Conditioning Feasibility Status Report - Update	
Q 1	Trustee Stefano Pascucci Are these current figures? Is it possible to standardize the items in Appendix B?	Updated Appendix B will be in Issues & Events on February 7, 2025.
E 6	Extended Excursions	
Q 3	Trustee Stefano Pascucci: Can staff provide how many approved tour operators are on our approved vendor list?	<p>Information was provided in Issues & Events No.12 on November 22, 2024</p> <p>A number of follow-up questions were answered as well as a request for the number of Travel and Tour Operators that have been pre-qualified with Dufferin-Peel Catholic District School Board. There are nine (9) operators as listed below. The term of this current pre-qualification period will end September 2026. Schools or departments that organize the excursion work directly with one of the approved vendors.</p> <ol style="list-style-type: none"> 1. Chapman Cultural Tours Ltd. 2. EduTravel Inc. 3. EF Institute for Cultural Exchange Ltd. 4. Ellison Travel & Tours Ltd. 5. Evolve Tours 6. Quays Crossing Travel and Tours Ltd. 7. Temple and Temple Tours Inc. 8. TourCentral.ca 9. WorldStrides Canada Inc. (Brightspark, Explorica)
Q 4	Trustee Stefano Pascucci: It would be helpful to have the full itinerary for trips included along with the curriculum ties.	Issues & Events provided details on November 15. Please see Appendix 1

H	Questions Asked by Trustees																			
Q 1	Trustee Mario Pascucci: Can we review the school uniforms policy (complete from shoes to shirts) at the next Board By-law/Policies Review Committee?	The policy will come forward in January, at the By-Law/Policies Review Committee.																		
Q 7	Trustee Darryl D'Souza: I have requested information on the cost of the Edwin program several times and have not received information. Can staff provide a status report?	Director Mazzorato has advised Trustee Darryl D'Souza that a report will come to the next A&F Meeting on February 4. Note: The report came forward at Faith and Program January 14, 2025.																		
Q 8	Trustee Darryl D'Souza: I have spoken to Associate Director Del Bianco regarding the abundant number of dropped calls going to ICT. Can staff provide an update?	A follow up in-person meeting took place with Trustee D'Souza December 9, 2024 to discuss. There was a small number of dropped calls late August due to unplanned ICT staffing absences. This has normalized within an acceptable drop rate for the size of the ICT team.																		
Q 14	Trustee Mario Pascucci: Is it possible to provide speaking notes as to why we have to buy through Supply Chain Management?	Information was provided in Issues & Events November 29, 2024 see Appendix 2																		
Q 15	Trustee Darryl D'Souza: There are two home-schooled students wishing to accompany the Rosary Apostolate members on school visits. They would be accompanied by a member who has a Criminal Background Check (CBC) on file. Is this permitted by the school board?	Yes, as they are under the supervision of that Rosary Apostolate member																		
Q 16	Trustee Darryl D'Souza: I have asked for information on the number of coordinators on staff and have not seen that information.	As provided in the Issues and Events on September 13, 2024. <table border="1"> <thead> <tr> <th>Department</th><th>Coordinators</th><th>Consultants</th></tr> </thead> <tbody> <tr> <td>Program</td><td>8</td><td>21</td></tr> <tr> <td>Equity & Indigenous Education</td><td>2</td><td>8</td></tr> <tr> <td>Special Education</td><td>3</td><td>6</td></tr> <tr> <td>Well-Being</td><td>1</td><td></td></tr> <tr> <td>Total</td><td>14</td><td>35</td></tr> </tbody> </table>	Department	Coordinators	Consultants	Program	8	21	Equity & Indigenous Education	2	8	Special Education	3	6	Well-Being	1		Total	14	35
Department	Coordinators	Consultants																		
Program	8	21																		
Equity & Indigenous Education	2	8																		
Special Education	3	6																		
Well-Being	1																			
Total	14	35																		
Q 17	Trustee Darryl D'Souza: Is it possible to also get the number of administrative assistants on staff as well?	Will be provided in Issues and Events.																		

Extended Excursion 2024-2025					
School	Destination	Travel Dates	# of missed school days	Cost of trip per student	Curriculum Purpose Sites Visited/Activities
St. Joseph CSS	New York	May 15-18, 2025	1	1378.00	<u>Cross Curricular</u> Time Square, Central Park, MOMA, Radio City Music Hall, Financial District, 9/11 Memorial, Baseball Game
ADCED	United Kingdom	July 18-26, 2025 (tentative)	0	5378.00	<u>Summer School - ENG 4U Credit</u> Glasgow, Edinburgh, London, Globe Theatre, Stratford-upon-Avon, British Library, Oxford University
Iona CSS	New York	Feb. 20-23, 2025	2	1500.68	<u>Education/Performance Dance Trip</u> Alvin Ailey America Dance Theatre Workshop, Lincoln Centre for the Performing Arts, Central Park, Steps on Broadway Dance Class, Radio City Rockettes
St. Michael CSS	New York	Oct. 15-19, 2025	2	2094.20	<u>Dance and Hospitality, Culinary</u> Steps on Broadway Dance Class, Ellen's Stardust Diner, Institute of Culinary Education, Private Rockette Class, Live Theatre Show, Alvin Ailey Dance Workshop
St. Francis Xavier CSS	New York	May 16-19, 2025	0	1350.00	<u>Hospitality, Tourism, Canadian and World Studies</u> Times Square, Broadway Show, 9/11 Memorial, Central Park, Ellen's Stardust Diner, Yankees vs. Mets Baseball
Cardinal Leger CSS	New York	Oct. 16-19, 2025	2	1562.00	<u>Cross Curricular</u> Time Square, Cloisters Museum, MOMA, Museum of Art and Design, Financial District, 9/11 Memorial, Carnegie Hall Performance
Father Michael Goetz CSS	England France Italy	March 12-20, 2026	1	5152.17	<u>Cross Curricular</u> London: National Gallery, Buckingham Palace, Westminster Abbey, St. Paul's Paris: Louvre, Tuileries Garden, Versailles, Eiffel Tower Rome: Vatican, Pantheon, Colosseum
Philip Pocock CSS	New York	Nov. 19-23, 2025	2	1926.15	<u>Music Performance Tour</u> Instrumental Workshop, Choral Workshop, Broadway Performance, NBC Studios, Radio City Music Hall, Liberty State Park, Empire State Building
St. Aloysius Gonzaga CSS	Boston	April 23-27, 2025	2	1814.60	<u>Music Department Trip</u> Salem, Berklee College of Music, New England Aquarium, Symphony Hall, Diner Detective, Harvard University, Boston Symphony Orchestra
Our Lady of Mount Carmel CSS / St. Aloysius Gonzaga CSS	Italy (<i>joint trip</i>)	March 5-13, 2025	2	4806.90	<u>Cross Curricular</u> Florence: Palazzo Vecchio, Dante's House, Gates of Paradise Venice: St. Mark's Square, Doge's Palace, Murano Glass Blowing Rome: Pantheon, Colosseum, Vatican
St. Marcellinus CSS	Washington	May 16-19, 2025	0	1,427.30	<u>Cross Curricular:</u> Washington Monument, White House, WWII Memorial, Smithsonian Museum, Arlington National Cemetery, Kennedy Center, National Archives

Vendor Information and Engagement

At the Administration and Finance Committee meeting on November 12, 2024, trustees requested information and speaking notes related to Supply Chain on why purchasing has to be completed with vendors on contract, as well as the process potential vendors must follow to become a contract vendor with the Dufferin-Peel Catholic District School Board (DPCDSB). The DPCDSB has always operated under appropriate procurement procedures. The introduction of the *Broader Public Sector (BPS) Procurement Directive* in 2010 further strengthened the requirements for all BPS organizations. The purpose of the BPS Procurement Directive is to ensure that publicly funded goods and services are acquired through a process that is open, fair and transparent.

All dollars of spend in DPCDSB are subject to Supply Chain procedures, including purchases supported by School Generated Funds (SGF) and Catholic School Council (CSC) funds. DPCDSB is a large organization with 151 schools and several operating departments that create a total spend of significant value.

Supply Chain Management operates in compliance with *Policy 5.30 – Supply Chain Management* and *GAP 706.00 – Supply Chain Management*: both have recently been reviewed and amended to reflect updates to the BPS Procurement Directive and have been attached for your reference.

The BPS Procurement Directive was intended to provide consistent procurement practices for PBS organizations to improve accountability and transparency for procurement decisions and processes, and to maximize the value that BPS organizations receive from the use of public funds. That means, on a board-wide basis, that a competitive procurement process is required for all levels of spend greater than \$10 thousand. It is important to reiterate that the level of spend is considered on a board-wide basis, not by individual school or department. Example: schools often look to purchase physical education equipment/supplies, like basketballs, soccer balls, racquets, baseballs, etc. This commodity type is considered equipment and because the level of spend in any given year by the DPCDSB (across all schools/departments) is greater than \$10 thousand, the DPCDSB is required to competitively procure a vendor to provide these products. While under a legal contract with a vendor, all DPCDSB schools and departments are required to use that vendor to place orders for physical education equipment. The procurement process ensures all quality, performance, warranty, safety, liability, delivery requirements and fair labour practices are met.

The different types of competitive procurement forms utilized can include Quotes, Tenders, Request for Proposals (RFP), Request for Pre-qualification (RFQ) and Request for Information (RFI).

The best practices for schools/departments to follow, when making a new or different purchase, is to collaborate with the Supply Chain department first to determine if there is a vendor on contract to be used. The SupplyChain

Department supports all schools and departments, and although the request may be unique specifically to one school, there is good chance that the team as already had a similar request (from other schools) and will have insight to support the specific requirements. If not, Supply Chain staff works with the school/department to find suitable vendors to make the purchase.

Vendor Information and Engagement

External vendors are encouraged to visit the DPCDSB website for information on how to become a vendor – located under the ‘About Us’ dropdown menu. DPCDSB utilizes Bids & Tenders as the online platform for all public procurement opportunities and to post all bids for an open, competitive process. Accordingly, it is incumbent upon vendors wishing to do business with DPCDSB to review and respond to electronically advertised opportunities such as those that appear on Bids & Tenders. DPCDSB is also engaged in cooperative purchasing, as aligned with government requirements, with other school boards and other units of government or their agencies of public authorities. External vendors should also review and respond to opportunities advertised through Supply Chain Ontario and the Ontario Education Collaborative Marketplace (OECM).

<https://www.supplyontario.ca/working-with-us/>

<https://oecm.ca/suppliers/> <https://www.bidsandtenders.com/>



RECOMMENDATION TO THE BOARD

REPORT NUMBER F 2

**RECEIPT OF THE MINUTES OF THE
AUDIT COMMITTEE MEETING,
NOVEMBER 12, 2024**

MINUTES

Audit Committee Meeting

**Tuesday, November 12, 2024, 4:30 p.m.
Boardroom, Catholic Education Centre**

Trustees:	Bruno Iannicca	Chair
	Thomas Thomas	Vice-Chair
	Anisha Thomas	Trustee
	John Boots	External Audit Committee Member
	Laura Prestia	External Audit Committee Member
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Scott Keys	Superintendent, Financial Services
	Carrie Salemi	General Manager, Financial Services
	Kevin Sun	Internal Auditor
	Reynard Balatbat	Senior Auditor
Recorder:	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance

Vice-Chair Thomas Thomas called the meeting to order at 4:30 p.m.

2. Opening Prayer

Vice-Chair Thomas Thomas led the Opening Prayer.

3. Land Acknowledgment - Vice-Chair Thomas Thomas

4. Approval of Agenda

Moved by Laura Prestia

THAT THE AGENDA BE APPROVED.

CARRIED

5. Declaration of Interest – Nil

6. Approval of the Minutes of the Audit Committee Meeting, September 10, 2024

Moved by Laura Prestia

THAT THE MINUTES OF THE AUDIT COMMITTEE MEETING, SEPTEMBER 10, 2024, BE APPROVED.

CARRIED

- a. Business Arising from the Committee Minutes - Nil

B. Awards and Presentations - Nil

C. Delegations - Nil

D. Reports from Committee/Administration for Receipt - Nil

E. Reports from Committee/Administration Requiring Action

1. Consolidated Financial Statements for the Year Ended August 31, 2024

Superintendent Keys thanked Manager Ezra Cyrus, General Manager Carrie Salemi and their team for their efforts in preparing the documents for the financial statements, notes, and other yearend requirements.

Superintendent Keys summarized the report. He then turned the presentation over to Marcus Sconci, Lead Partner and Mohammad Soleman, Engagement Manager of BDO Canada LLP. They thanked the team, appreciated the collaboration, and highlighted the leadership of the management team.

- 1. External Member Laura Prestia: Can staff explain the labour provisions in the statement of operations?

Superintendent Keys: This is the amount we have yet to pay as a result of Bill 124.

- 2. External Member Laura Prestia: Are the School Generated Funds restricted in their use?

Superintendent Keys: They can only be accessed by the school for their use, they may not be used in the operations of the school board.

Chair Bruno Iannicca arrived at 4:46 p.m.

- 3. External Member John Boots: Is it correct that under the actuarial assumptions the *Wage and Salary Escalation* is at 2.0%, the *Insurance and Health Care Cost Escalation* is at 5.0% and that the *Discount on accrued benefit obligation* of 3.8% is a weighted average?

Superintendent Keys: That is correct.

- 4. External Member John Boots: In note 18c. there are two housekeeping items related to grammar. Superintendent Keys: Noted. The corrections will be made.

- 5. External Member John Boots: As well, the final sentence has no verb.

Executive Superintendent Cherepacha: It is the continuation of referencing the price.

- 6. External Member Laura Prestia: Under note 7, where is WSIB located in the financial details?

Superintendent Keys: This would be in the statement of operations by object and in note 12 through various categories.

- 7. External Member John Boots: Regarding the internal control matters, is there a management response?

Superintendent Keys: We are currently assessing the impact, as mentioned by Manager Mohammad Soleman, there are mitigating controls to lower the risk.

8. Trustee Bruno Iannicca: Following External Member John Boots' last question, when will we have the opportunity to address the internal control matters?

Executive Superintendent Cherepacha: As Partner Marcus Sconci and Manager Mohammed Soleman have indicated, these are recommended findings; they are not deficiencies in operations. These are not new to us, for example, password settings should be set as difficult, with a special character, upper and lower case letters, etc. We cannot implement this suggestion because it would be too difficult for our youngest learners.

9. Partner Marcus Sconci: To put this into context, it is common for school boards or businesses to have between 2 and 7 findings. Auditors like things to be perfect, and it is not always possible. These findings are just suggestions, not insufficiencies.

Moved by Bruno Iannicca

THAT THE AUDIT COMMITTEE RECOMMEND THE BOARD OF TRUSTEES APPROVE THE CONSOLIDATED FINANCIAL STATEMENTS AND RELATED INFORMATION OF THE DPCDSB FOR THE YEAR ENDED AUGUST 31, 2024.

CARRIED

F. Additional Business - Nil

1. Notices of Motion

G. Questions Asked by Committee Members

1. External Member Laura Prestia: Can staff explain the Long-Term Disability (LTD) monthly expense?

Executive Superintendent Cherepacha: In the 2023-2024 year we conducted a competitive procurement process and have gone with a premium insured model. The fee is set and will not change throughout the year.

2. External Member Laura Prestia: Is the \$14M one-time reimbursement restricted in its use?

Executive Superintendent Cherepacha: This represents the reserve that was with our previous provider. The reimbursement mitigates our in-year deficit.

3. External Member Laura Prestia: Is the expectation that long term disability (LTD) will decrease?

Executive Superintendent Cherepacha: The original expectation was that overall costs would be lower, however given that salaries have increased significantly with Bill124 remedy and negotiated increases, the premium rate calculated on base salaries has increased. Overall costs are only slightly less than in previous years.

4. External Member Laura Prestia: Regarding the costs associated with Bill 124, does the Ministry of Education (Ministry) funding cover all the increases?

Executive Superintendent Cherepacha: We have not completed all the remedy payments. It appears that the funding was sufficient. When complete, we will do a financial reconciliation for the Ministry.

5. Trustee Bruno Iannicca: Is the LTD deficit \$36.4M?

Executive Superintendent Cherepacha: The revised estimated deficit for 2023-2024, reported in December 2023, was reported as \$36.5M. This included LTD, unfunded CPP/EI benefits and an expected deficit in transportation expenses. Current LTD cost is about \$27M, the bulk of the deficit.

H. Declared Interest Items - Nil

I. In Camera Session

Moved by Bruno Iannicca

THAT THE AUDIT COMMITTEE MEETING RESOLVE INTO THE IN CAMERA SESSION.

CARRIED

J. Report from In Camera

Report: Approval of the In Camera Audit Committee Minutes of September 10, 2024, receipt of nine (9) Catholic Elementary School (CES) audit reports: St. Stephen, Sacred Heart, St. Teresa of Calcutta, St. John XXIII, St. Bernadette, St. Christopher, Mary Fix, St. Jerome and St. Margaret of Scotland, and the Audit Status Update Report.

Moved by Thomas Thomas

THAT THE AUDIT COMMITTEE RECEIVE THE CONFIDENTIAL IN CAMERA REPORT.

CARRIED

K. Future Meetings

February 4, 2025
May 13, 2025

L. Adjournment

THAT THE MEETING BE ADJOURNED AT 5:56 P.M.

CARRIED



RECOMMENDATION TO THE BOARD

REPORT NUMBER F 3

**RECEIPT OF THE MINUTES OF THE
CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS MEETING,
DECEMBER 5, 2024**

MINUTES

Central Committee for Catholic School Councils Meeting

**Thursday, December 5, 2024, 7:00 p.m.
Boardroom, Catholic Education Centre**

Members:	Natasha Kovar	Chair and Mississauga South Elementary
	Drago Radic	Superintendent
	Viviana Varano	Board Representative
	Thomas Thomas	Trustee Representative
	Diana Speranza	Principal/Vice-Principal Association Secondary
	Tannice Ashman	Mississauga West Elementary Alternate
	Karen Barnet	Mississauga South Secondary
	Paul Basran	Principal/Vice-Principal Association Elementary
	Diana Carlesimo	Ontario Association for Parents in Catholic Education (OAPCE)
	Jennifer Cazabon	Mississauga West Secondary
	Karen Dancy	Brampton South Malton Secondary Alternate
	Amanda LeBlanc	Mississauga West Elementary
	Dianne Lopes	Brampton South Malton Secondary
	Thomas Murphy	OECTA Elementary
	Shandelle Randall	Mississauga South Malton Secondary Alternate
Recorder:	Dianne Cassar	Executive Assistant

A. Routine Matters

1. Chair N. Kovar called the meeting to order at 7:00 p.m.
2. Superintendent Radic led the Opening Prayer
3. Land Acknowledgment – Superintendent Radic

1. Welcome and Introductions

- i. Declaration of Conflict of Interest – Nil
- ii. Declaration of Alternates by Family of Schools – Nil
- iii. Identification of Observers and Guests - Nil

Superintendent Radic prior to approval of minutes noted a correction.

- A. Trustee Thomas Thomas was speaking about housing prices. In the minutes it was noted that housing prices were lower when in fact he said housing prices were higher. The minutes have been amended.

2. Approval of Minutes, November 14, 2024

Moved by – J. Cazabon

Seconded by – A. LeBlanc
THAT THE MINUTES BE APPROVED.

CARRIED

Chair N. Kovar prior to approval of agenda noted the following changes.

A. Standing Items

3. Chairs Report to be added followed by OAPCE Report and so on.

B. Information / Committee Updates

1. Correspondence – Natasha Kovar – will be crossed out.

Going forward that will be a standing item on the agenda in its format.

6. Approval of Agenda, December 5, 2024

Moved by – D. Carlesimo

Seconded by – J. Cazabon

THAT THE AGENDA BE APPROVED.

CARRIED

B. Standing Items

Chair N. Kovar has received a list of questions from parents/guardians and will email the list to Trustee Thomas Thomas. This will give him a chance to prepare and report back in February.

1. Trustee Report – Trustee Thomas Thomas

- i. At the annual Organizational Meeting of the DPCDSB on Tuesday, November 19, Trustees re-elected Mississauga Wards 6 & 11 Trustee Luz del Rosario to a third consecutive term as Chair and Mississauga Ward 5 Trustee Thomas Thomas was re-elected Vice-Chair for a third consecutive term. A complete list of the trustees representing all board committees is available on the DPCDSB website.
- ii. The Ministry of Education (Ministry) requires boards to submit student enrolment data (as of October 31 and March 31), which it uses to determine eligibility for grants. As of October 31, 2024, DPCDSB reported 40,549 elementary students and 30,235 secondary students, with 198 students learning remotely, for a total enrolment of 70,784 students. This is a decrease of 896 elementary students (-2.16 %) and an enrolment increase of 248 secondary students (0.83 %) since October 31, 2023. The overall board-wide enrolment decreased by 648 students (0.91 %) from one year ago.
- iii. The Board of Trustees requested that staff undertake a study to determine the feasibility and structural requirements for introducing air conditioning into all elementary school facilities that are currently not fully air conditioned. The feasibility study estimated the cost to install air-conditioning at all schools that were not fully air-conditioned to be approximately \$35-\$40M. The timeline for implementation, based on current funding levels and other competing projects and commitments, would be 15 to 20 years.
- iv. Trustees requested a review of the potential consolidation of French Immersion (FI) sites. DPCDSB staff are conducting a review of sister-site locations to determine the viability of combining sites to offer FI Grades 1 to 8 in one location.
- v. Kindergarten registration for the 2025-2026 school year has started.

- vi. Adekoye Sowemimo from the Mississauga West Family of Schools was recently honoured as the DPCDSB Volunteer of the Year for his outstanding contributions to Divine Mercy Catholic Elementary School (CES).
- vii. Congratulations to our DPCDSB Student Trustee Raheem White on receiving a Civic Award of Recognition from the City of Mississauga. Raheem was honored for his dedication and efforts with various civic activities and events including volunteering at Filipino Fest, Egyptian Coptic Festival, the Taste of Southeast Asia, and Portugal Fest.

2. Superintendent Report – Superintendent Radic & Superintendent Varano

Follow up from the December meeting.

- i. Meetings – elected members and alternates are provided the zoom link; observers must come to the meeting in person and cannot ask questions.
 - ii. Criminal Reference Checks – any volunteer including parent council members, must have a vulnerable sector check. This is done at the school level and it is important in the spring to do the annual declaration. This information is sent out from principals. If you miss a year you will have to get a vulnerable sector check again.
1. K. Barnet: I live in Dufferin County and the procedure with the OPP is different than the procedure with Peel Region. OPP, you need a letter from the school, or they will not process the vulnerable sector check.

Superintendent Radic: On the DPCDSB website it indicates that there are different procedures depending on your region.

- iii. Connection with our council and other advisory councils – superintendent responsible for the Black Advisory Council will provide report to us after each of their meetings so that we can bring back to our committee.
- iv. Vaping – PPM128 vaping monitors. Corporate side is working with vendors and plant department. Placement of monitors is one issue. As the monitors are installed, a process will be developed on how administration will respond.

1. J. Cazabon: What is the expected timing on this?

Superintendent Radic: No direct timelines were given.

2. N. Kovar: Given there isn't enough funding to cover these detectors for all the schools has there been a criterion to establish or identify which schools might be prioritized?

Superintendent Radic: The Senior Executive team meets regularly with our Principal and Vice-Principal associations in both elementary and secondary and will discuss locations and possible priority.

3. Website – Staff are meeting with vendors. Looking at streamlining in the sense that there is better connectivity between board websites, school websites, messaging, and social media platforms.

D. Carlesimo: I recommend once you find someone to do it, that they call upon us.

Superintendent Radic: I agree. What I suggest is, if there are things that are really frustrating with our current website, send me a message so that I can and bring them forward to the ICT/Supply chain team.

K. Barnet: The board is going about things backwards. Parents/Guardians should be engaged and involved in the process since the beginning.

Superintendent Radic: Will bring forward the suggestion to the committee if there is a way Parents/guardians can have their input earlier.

J. Cazabon: Make it mobile friendly. Many people do not have laptops, especially if it's newcomers, refugees or immigrants, they have phones.

Superintendent Radic: Thank you, noted.

4. Funding – We will spend a little more time at our February meeting on speakers, and parent engagement. Met with grants supervisor. The pro-grant is \$77,000.

D. Carlesimo: We really don't understand how much money our Central committee has towards parent engagements and what we are looking at.

Superintendent Radic: Yes, we will discuss that.

5. Speakers – We will spend some time on what we want to do about online guest speakers. I will be meeting with the City of Mississauga regarding an e-scooters campaign to inform parents and students.

3. Chairs Report – N. Kovar

- i. Few action items from our last meeting were brought forward. One of which was ensuring that we have a list of in-service providers to help with parent engagement events. We will cover that later.
- ii. You've already covered the sub-committee advisory, and I will be speaking later about the training that we had.

4. OAPCE Report – D. Carlesimo

- i. Coming up December 11, there will be a virtual retreat. Emails went out to all OAPCE reps.
- ii. Virtual training was held on November 28. We had a few people attend and a lot of parents/guardians are waiting to have the recording from the sessions posted to our website.
- iii. Scouting out locations for our retreat being held in Dufferin-Peel. Conference is to be held the first Saturday in April. More information to follow.

5. SEAC Report – S. Tennessee sent her regrets. N. Kovar presented her report.

- i. 2024-2025 Challenges – Operating Under Deficit
 - The deficit is a result of:
 - Employer paid long term disability (LTD) plan
 - Student Transportation funding shortfall
 - Unfunded statutory benefits (i.e. CPP, EI)
- ii. Trying to recover from the deficit with the Multi-Year Financial Recovery Plan by:
 - Monthly reporting to Ministry
 - Daily Monitoring – cash flow
 - Borrowing – interest costs
 - Progress reporting on Ministry recommendations
- iii. Despite lower student enrolments, we are investing more in student support funds, indigenous education funding, and education staff to support reading interventions.
- iv. following up at the next meeting about special Olympics programs, as well as education after high school.
- v. It was brought up in the school council Chairs training that it would be beneficial to have Special education sub committees at our monthly meetings so that we can communicate more effectively on all matters related to Special education. I will follow up on this as well.
- vi. There is an entry planning event for students with differing abilities in person on January 16 7:00-8:30 and virtual January 20 from 7:00-8:00.

6. Diocesan/Parish Representative Report – G. Ogundele sent his regrets.

C. Information

CCCSC In-Service Committee Update – N. Kovar

- i. On November 28 DPCDSB put together and hosted the training for all positions for Catholic School Council (CSC). Results of all training will be posted Friday, December 6 to our website. In addition to being uploaded a communication will be sent to all members of CSC with the link. Survey coming out will give members a chance to provide feedback on the sessions.
1. J. Cazabon: Can the board look at possibly sistering or partnering particularly elementary schools? Some of the students and parents would benefit greatly from sharing and learning just how lucky and blessed they are with the resources they have.

Superintendent Radic: Thank you, I will bring this forward.

2. D. Lopes: Will we be provided with PowerPoints from the training sessions?

Superintendent Radic: Yes.

D. Action Items

External Presenters – Superintendent Radic

- i. All principals have the list you have. This list is evolving and is not usually shared. Presenters are added a few times a year and removed as there is an expiry date. Next meeting of the committee to approve vendors is January 15, 2025. You should not be

contacting vendors directly; principals will make the contact.

N. Kovar: Suggested that everyone take some time before the next meeting and review the list and see if there are one or two presenters who you would like to nominate for a short list and then in February we can make decisions, vote and book someone.

1. D. Carlesimo: How do presenters know their renewal is up?

Superintendent Radic: It is in their contract.

2. J. Cazabon: When a person is removed from the list, what happens if they have already booked them? Also, could an expiry date be added to the list?

Superintendent Radic: This is a truncated list.

3. T. Ashman: Would the people online be able to get a copy of the list?

Superintendent Radic: We will figure out a way to get you a copy of the list.

4. K. Barnet: All the people have been vetted as individuals?

Superintendent Radic: Yes, all the people on the list have been vetted.

5. K. Barnet: If we get this list again, can we get it grouped by topics?

Superintendent Radic: I don't want to promise. I will bring that back.

E. Adjournment / Closing Prayer

Closing Prayer was led by Superintendent Radic.

H. Future Meetings

Monday, February 3, 2025

Thursday, March 6, 2025

Thursday, April 10, 2025

Thursday, May 22, 2025

Thursday, June 19, 2025 - Volunteer of the Year Award Presentation and final meeting of the school year.

I. Adjournment

Moved by – J. Cazabon

Seconded by – K. Barnet

THAT THE MEETING BE ADJOURNED AT 8:27 P.M.

CARRIED



RECOMMENDATION TO THE BOARD

REPORT NUMBER F 4

**RECEIPT OF THE MINUTES OF THE
SPECIAL EDUCATION ADVISORY COMMITTEE MEETING,
JANUARY 22, 2025**

MINUTES

Special Education Advisory Committee Meeting

**Wednesday, January 22, 2025, 7:00 p.m.
Boardroom, Catholic Education Centre**

Attendees:	Bruno Iannicca	Trustee - Chair
	Paula Dametto-Giovannozzi	Alternate Trustee
	Dely Farrace	Brampton Caledon Community Living - Vice Chair - Representative
	Myra Del Rosario	ABC Association for Bright Children - Representative
	Janice Hatton	Autism Ontario, Peel Chapter - Representative
	Caroline Huxtable	Epilepsy South Central Ontario - Representative
	Lisa Papaloni	Learning Disabilities Association of Peel Region - Representative
	Eva Akinsara	Down Syndrome Association of Peel - Representative
Regrets:	Luz del Rosario	Alternate Chair
	Thomas Thomas	Alternate Trustee
	Airene Cunanan	Autism Ontario, Peel Chapter - Alternative
	Christine Koczmar	Community Living Mississauga - Representative
	Shanna Walsh	Down Syndrome Assoc. of Peel: Caring Network - Alternative
	Pam Boniferno	Dufferin-Peel Educational Resource Workers' Association - Alternative
	Jamie Philip	OECTA Elementary - Alternative
	Sheena Tennessee	Member at Large, Central Committee for Catholic School Councils
Staff:	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Teresa Abbruscato	Consultant, Special Education
	Gemma Rea	Consultant, Special Education
	Sharon Chambers	Principal, Vice Principal Association, Elementary
	Christiane Kyte	General Manager, Clinical Services and Spec Education
	Cristine Pergotski	Association of Professional Student Services Personnel
	Laura Pincente	Coordinator, Secondary Transitions and Diverse Learners
	Kristie Boily	Consultant, Special Education and Learning Services
	Alexandra Lawrence	Coordinator, Special Education and Learning Services
	Brian Diogo	Superintendent Representative
	Ruba Jeorgy	Dufferin-Peel Educational Resource Workers' Association - Representative
	Felicia De Berardinis	OECTA Elementary - Representative
	Sandra Roiati	OECTA Secondary - Representative
	Eliane Moniz-Baptista	Coordinator, Special Education and Learning Services
	Katherine Cordi	Consultant, Special Education
	Jacque Toste	Consultant, Special Education
	Jessica Lim	Consultant, Special Education
Recorder:	Katherine Magee	Executive Assistant, Special Education and Learning Services

A. Routine Matters

1. Call to Order and Attendance

Superintendent Papaloni called the meeting to order at 7:00 p.m.

2. Opening Prayer - L. Pincente
3. Land Acknowledgment – S. Chambers
4. Approval of Agenda

Moved by Trustee Bruno Iannicca

THAT THE AGENDA BE APPROVED.

CARRIED

5. Approval of the Minutes of the Special Education Advisory Committee Meeting, December 11, 2024

Moved by D. Farrace

THAT THE MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING, DECEMBER 11, 2024, BE APPROVED.

CARRIED

6. Previous Business – Nil

7. Terms of Reference: Superintendent Papaloni

Superintendent Papaloni reviewed the Terms of Reference with the committee. The Terms of Reference were approved.

8. Voting for Chair and Vice Chair: Superintendent Papaloni

Superintendent Papaloni requested nominations for Chair of the Special Education Advisory Committee. M. Del Rosario nominated Trustee Bruno Iannicca for Chair. Superintendent Papaloni asked for additional nominations. There were no other nominations. Trustee Bruno Iannicca was elected Chair of SEAC. He accepted the position. Superintendent Papaloni requested nominations for Vice Chair. M. Del Rosario nominated Dely Farrace. Superintendent Papaloni asked for additional nominations. There were no other nominations. D. Farrace was elected as Vice Chair of SEAC. D. Farrace accepted the position.

B. Presentations and Staff Reports

1. SEAC Handbook Update: L. Pincente, A. Lawrence, E. Moniz-Baptista

Trustee Bruno Iannicca asked Superintendent Papaloni to introduce the presentation. Superintendent Papaloni introduced L. Pincente, A. Lawrence and E. Moniz-Baptista, Coordinators, Special Education, to share the SEAC Handbook Update. L. Pincente presented the SEAC Membership guidebook. The book will provide committee members with references and guidelines to assist them in their role as a SEAC member. The book was handed out to all in attendance. L. Pincente went over key points in the book.

2. ErinOak Presentation: C. Kyte

Superintendent Papaloni introduced C. Kyte, General Manager, Clinical Services, to present the ErinOak PowerPoint. C. Kyte mentioned that ErinOak works with seven district school boards, covering a large geographical area. She discussed the services provided by ErinOak. Assessments are needed for therapy. Workshops are also provided for caregivers to assist them in supporting students. The students are assisted according to tiers of care required. Some students receive occupational therapy. C. Kyte explained the different tiers of service. The school visit criteria were listed. She reviewed physical and speech therapy services offered.

Committee members voiced concerns about the service provided by ErinOak and asked if a letter could be sent to them regarding these concerns. ErinOak provides good service to children with physical disabilities but not neurological disabilities. Trustee Bruno Iannicca answered that he had not heard from parents that they had this concern. SEAC would need to confirm this before sending out any letters. A survey would need to be sent to parents of children who receive service from ErinOak to investigate. The committee discussed options for conducting the survey. A suggestion was made to work collaboratively with ErinOak to survey parents.

3. Special Education Review Update: L. Pincente

Superintendent Papaloni invited L. Pincente, Coordinator, Special Education, to present. She asked the committee to review the 2023-2024 Special Education Plan. Feedback for input to the 2024-2025 Special Education Plan will be due by February 12. The final plan will be brought back to the committee before being presented to the Director and the Ministry. L. Pincente added that the survey will be sent following the meeting.

4. Entry Planning and Transition for Students with Differing Abilities Information Session: K. Boily

Superintendent Papaloni introduced K. Boily, Consultant, Special Education to present. K. Boily provided an update on the Entry Planning event. The evening supported parents and students new to Dufferin-Peel with the registration process for the 2025-2026 school year.

5. Special Education Highlights: K. Boily

Superintendent Papaloni introduced K. Boily, Consultant, Special Education. K. Boily highlighted special events during the school year. These events help special needs students with skills and social connections. Events included a basketball tournament for Raise and Aspire program students, Indigenous activities, small business experiences and other social activities.

When asked how families are informed about these events, Superintendent Papaloni answered that the information is shared with Family of Schools Consultants who take it back to their schools. It is also advertised through the board website. Administrators are also informed, and they share it at their meetings with their special education teachers.

C. Budget – Nil

D. Reports from Trustees for Receipt

Trustee Bruno Iannicca mentioned that Lizette Gaylie's daughter Giselle did a presentation at the board meeting this month. He discussed the enrolment numbers for the board, which declined overall by 614. He mentioned the Ministry's moratorium on school closures. These closures would save the board a significant amount of overhead costs. They will approach the Ministry about this again. The Ministry is requiring all students from grades one to three to receive 30 minutes of uninterrupted language instruction. Trustee Bruno Iannicca is asking for the allowance of schools to utilize raffles to help raise funds. He mentioned that there are discussions on purchasing computers centrally. Superintendent Papaloni added that these do not include Special Education equipment and computers, which are funded separately by the Ministry. All students who require assistive technology receive them.

E. Information/Reports from Community Associations – Nil

F. Information and Correspondence

1. Letter to the Ministry from SEAC Chair Ottawa Catholic School Board

Superintendent Papaloni asked the committee to review the letter from the Chair of the Special Education Advisory Committee of the Ottawa CSB addressed to the Minister. They are asking all Chairs to sign the letter before sending. Trustee Bruno Iannicca requested that the Vice Chair also sign. The letter mentions the shortage of special education staff. Superintendent Papaloni stated that we have a subsidy for teachers to take special education courses, so there is currently no shortage of teaching staff with special education qualifications. The letter also states that there is a shortage of educational assistants. We have already written to the Minister about the shortage of graduates. Committee members mentioned that this might be due to the low wages in these fields.

G. Communication - Nil

H. Questions Asked by Committee Members

M. Del Rosario mentioned a concern regarding the lack of endorsement for the Catholic education system. She asked how this can be protected. Trustee Bruno Iannicca responded that as trustees of the Ontario Catholic School Trustees Association, that is what he does. They meet regularly and continue to work on this and have provisions to look out for the Catholic Boards.

I. Future Meetings

February 19, 2025	March 19, 2025	April 23, 2025	May 21, 2025	June 11, 2025
-------------------	----------------	----------------	--------------	---------------

J. Adjournment

Moved by M. Del Rosario

THAT THE MEETING BE ADJOURNED AT 8:40 P.M.

CARRIED

RECOMMENDATION TO THE BOARD

REPORT NUMBER H 1

**MOTIONS RECOMMENDED BY THE AUDIT COMMITTEE,
FEBRUARY 4, 2025**

- 1. THAT THE BOARD OF TRUSTEES APPROVE THE TERMS OF REFERENCE FOR THE AUDIT COMMITTEE 2025.**
- 2. THAT THE BOARD OF TRUSTEES APPROVE THE APPOINTMENT OF DELOITTE LLP, CHARTERED PROFESSIONAL ACCOUNTANTS, AS EXTERNAL AUDITORS TO DPCDSB FOR THE THREE-YEAR TERM STARTING WITH THE MARCH 31, 2025 SPECIFIED PROCEDURES REPORT AND EXPIRING WITH THE AUGUST 31, 2027 YEAR-END AUDIT.**
- 3. THAT THE BOARD OF TRUSTEES APPROVE THAT THE RIAT TWO-YEAR AUDIT PLAN 2022-23 AND 2023-24 BE AMENDED TO CANCEL THE IT ASSETS: SUSTAINABILITY AUDIT ENGAGEMENT.**
- 4. THAT THE BOARD OF TRUSTEES APPROVE THE REGIONAL INTERNAL AUDIT TEAM (RIAT) AUDIT PLAN FOR 2024-2025 AND 2025-2026.**

TERMS OF REFERENCE AUDIT COMMITTEE – 2025
(*Ontario Regulation 361/10 of the Education Act - requirements of Audit Committees*)

CHAIR:	Bruno Iannicca
VICE CHAIR:	John Boots, External Member
BOARD MEMBERS:	Bruno Iannicca, Herman Vilorio, Darryl D’Souza
NON-BOARD MEMBERS:	Laura Prestia John Boots
RESOURCE STAFF:	Associate Director, Corporate Services Associate Director, Instructional Services Internal Auditor Senior Internal Auditor
MONITORING:	Executive Superintendent, Finance, Chief Financial Officer and Treasurer Director of Education

TERM OF OFFICE:

Board Members – two-year term appointed by the Board of Trustees.

Non-Board Members – up to a three year term as per *Ontario Regulation 361/10 of the Education Act*

DECLARATION OF CONFLICTS:

As described in *Ontario Regulation 361/10 of the Education Act*, every member of the audit committee shall, when appointed to the committee for the first time and at the first meeting in each fiscal year, submit a written declaration to the chair of the committee declaring whether they have a conflict of interest. Also, if a member becomes aware of a conflict after their appointment, they shall immediately disclose the conflict in writing to the chair.

COMPOSITION:

The Audit Committee shall consist of five (5) members comprised of three (3) trustees of the Board and two (2) non-board members of the community. The Board of Trustees will appoint three (3) trustee members to the audit committee for a two-year term. A person who is a non-board member is eligible to be appointed to the audit committee only if they:

- Have accounting, financial management or other relevant business experience that would enable them to understand the accounting and auditing standards applicable to the Board;
- Are not an employee or officer of the Board or of any other board at the time of the appointment;
- Do not have a conflict of interest (does not have a parent, child or spouse who is employed by the Board) at the time of appointment;
- Was identified by the selection committee as identified in *Ontario Regulation 361/10*.

Recruitment for Audit Committee is to align to Board Policy and General Administrative Procedures (GAP).

CHAIR:

In each fiscal year at the first meeting of the audit committee following the inaugural or organizational meeting of the Board of Trustees, the members of the committee shall elect the chair and the vice chair of the committee for the fiscal year from among the members of the committee.

MEETINGS:

The audit committee will meet at least three (3) times in each fiscal year, or at the call of the chair, with authority to convene meetings as circumstances require and in accordance with *Ontario Regulation 361/10 of the Education Act*. The committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. The committee may hold private meetings with auditors, the entire Board of Trustees and executive council. Meeting agendas will be prepared and provided in advance to committee members as well as the Board of Trustees, along with appropriate briefing materials. Minutes will be prepared and distributed to the Board of Trustees. Minutes will be approved by the Audit Committee and received by the Board of Trustees.

Each member of the audit committee has one vote. In the event of a tie vote, the chair is entitled to cast a second vote.

A majority of the members of the audit committee that includes at least one member who is not a board member constitutes a quorum for meetings of the committee.

MANDATE:

To assist the Board of Trustees in overseeing and objectively assessing the performance of the Board, its management and its auditors and specific responsibilities for the following activities:

- i) oversight of appropriate accounting practices and financial reporting,
- ii) ensuring internal controls are in place to mitigate financial risk,
- iii) the internal and external audit processes,
- iv) the process for monitoring compliance with federal and provincial laws and regulations,
- v) recommend appointment of the external auditor to the Board of Trustees,
- vi) the process for monitoring the Board's policies, procedures, regulations and code of conduct from an audit perspective,
- vii) the establishment and maintenance of lines of communication between the Board of Trustees and its external auditor, senior management, internal auditor and regional internal audit,
- viii) the safeguarding of Board assets,
- ix) the annual and/or multi-year audit plan of the Board,
- x) the audited financial statements of the Board.

DUTIES:

The Audit Committee will,

- (1) Review the annual audited financial statements of the Board prior to reporting to the Board of Trustees, and consider whether they are complete, and consistent with information known to committee members. The committee will make recommendations to the Board of Trustees for the approval of all annual audited financial statements.
- (2) Ensure risk assessment and risk management policies align with internal controls.
- (3) Review the scope of the internal and external auditor's reviews of the Board's internal controls, any significant findings and recommendations by the internal auditors and the responses of the Board's staff to those findings and recommendations.
- (4) Review and receive reports related to the overall effectiveness of the Board's internal controls, including information technology systems security and control.
- (5) Review with senior management, the internal auditors (including RIAT) mandate, activities, staffing, and organizational structure of the internal audit function. The audit committee will make recommendations to the Board of Trustees on the content of the annual audit plan. They will also review whether there are any unjustified restrictions or limitations on the role of the internal auditor.

- (6) Review the external auditors, terms of engagement, fees and proposed audit scope and approach and any non-audit services provided, including coordination of audit effort with internal audit. Review the performance of the external auditor and make recommendations to the Board of Trustees on the appointment or discharge of the external auditor. On an as needed basis, meet separately with the external auditor to discuss any matters that the committee or auditor believe should be discussed privately.
- (7) Review the effectiveness of the Board's internal operating procedures for monitoring compliance with federal and provincial laws and regulations as well as the Board's policies, procedures, regulations and code of conduct. Review the results of management's investigation and follow-up of any instances of noncompliance. Review the findings of any examinations by regulatory agencies, and any auditor observations. Obtain regular updates from management and Board legal counsel regarding compliance matters.
- (8) Receive and review internal audit plan and results of internal audit activities and follow-up on recommendations.
- (9) In accordance with *Ontario Regulation 361/10 of the Education Act*, the audit committee will report to the Board of Trustees on items such as the annual audit plan and summary of work performed by the Board's internal auditor (including RIAT), with a copy submitted to the Ministry of Education. In addition, the committee is required to report to the Board of Trustees on items such as a summary of work performed by the committee, an assessment of the Board's progress in addressing findings and recommendations made by the internal or external auditor and attendance record of committee members.
- (10) Review and assess the adequacy of the audit committee's terms of reference annually, and ensure appropriate disclosure as may be required by law or regulation. Confirm annually that all responsibilities outlined in the terms of reference and *Ontario Regulation 361/10* have been carried out.
- (11) Subject to the approval of the Board of Trustees, obtain legal advice, retain independent accountants or other professionals to advise or assist the committee.
- (12) Report to the Board of Trustees annually, and at any other time that may be required, on the committee's performance of its duties.

Reports to: The Board of Trustees

Audit Committee Meeting
February 4, 2025
APPOINTMENT OF EXTERNAL AUDITORS
Multi Year Strategic Plan Value: Believe, Excel, Respect, Thrive and Trust

*“You shall do no wrong in judgement, in measurement of weight, or capacity.”
(Leviticus 19:35)*

BACKGROUND

Under subsection 253(1) of the Education Act, all school boards are required to appoint an external auditor, who is licensed under the *Public Accounting Act, 2004* for a term not exceeding five (5) years. Further subsection 9. (4)1 of *Ontario Regulation 361/10* of the *Education Act* defines the duties of the audit committee regarding the school board’s external auditor. It states that the audit committee duties include making recommendations to the Board of Trustees on the appointment, replacement or dismissal of the external auditors and on the fee and fee adjustment for the external auditor.

BDO Canada LLP has been the appointed external auditor for the Dufferin-Peel Catholic District School Board (DPCDSB) since March 2020, a five-year period. In accordance with Supply Chain Management policies and procedures, a request for quotes was issued to four (4) pre-qualified audit firms. The pre-qualification process had been completed by the Ontario Education Collaborative Marketplace (OECM) in September 2023.

DISCUSSION

OECM issued a Request for Proposal (RFP) in September 2023 for external audit services. OECM is a Broader Public Sector (BPS), not-for-profit procurement organization, offering a marketplace of competitively sourced and priced products and services through collaborative sourcing agreements. Master agreements were entered into with four (4) providers of external audit services; and include BDO Canada LLP, Deloitte LLP, KPMG LLP, and Marcil Lavallee.

In accordance with Supply Chain Management policies and procedures, a request for quotes was sent to the four pre-qualified audit firms. Using the results of the RFP process conducted by OECM allowed for efficiency in the process of selecting an external audit firm for audit services and to ensure value-for-money for DPCDSB. The quotes received were tailored specifically to the services required by DPCDSB. One of the pre-qualified firms, Marcil Lavallee, declined to provide a quote. The results are included in the chart below.

Audit Services Required	3-Year Audit Service Costs		
	BDO Canada	Deloitte	KPMG
Annual External Audit of Consolidated Financial Statements	\$ 223,475	\$ 214,800	\$ 278,200
Annual SRER Audit of Adult ESL/FSL Language Program	12,590	16,000	12,375
March 31 Consolidation Specified Procedures	31,350	28,700	35,550
Total Costs (excluding taxes)	\$ 277,415	\$ 259,500	\$ 326,125

Deloitte was the lowest quote for services. It was also noted that KPMG was significantly higher than the other two quotes, which seemed to be more in line with each other.

Staff have looked at previous appointments for the firms, as well as qualifications and experience, expertise and staffing, even though these were not components of the quote process. These components had previously been rated in the OECM RFP process.

The low quote for external auditor services comes from Deloitte. Moving to a new external audit firm will cause some delays due to a transitional time frame to understand DPCDSB practices, however, Deloitte has worked with DPCDSB and other school boards as external audit services provider in the past. The transition time is not likely to be an obstacle in meeting submission and/or reporting requirements.

BDO Canada has been the external auditor for DPCDSB for the last five-year period and worked effectively with DPCDSB staff and the audit committee. It is important to share that time was spent by both parties to build the client/auditor relationship and proved successful in managing audit engagements during unprecedented times.

CONCLUSION

This report recommends the appointment of Deloitte LLP, Chartered Professional Accountants, as external auditors for DPCDSB for a three-year term starting with the March 31, 2025, specified procedures report and expiring with the completion of the August 31, 2027, year-end audit. The award would also include two additional option years, that would require approval to enact after the initial three-year term ends.

Total fees for service are expected to be \$259,500 (excluding taxes) over the three-year term for the annual audit of the consolidated financial statements, the specified procedures at March reporting and annual Statement of Revenue and Expenditure Report (SRER) audit of Adult ESL/FSL Language Program.

THE FOLLOWING RECOMMENDATION IS PROVIDED FOR CONSIDERATION:

- 1. THAT THE AUDIT COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THE APPOINTMENT OF DELOITTE LLP, CHARTERED PROFESSIONAL ACCOUNTANTS, AS EXTERNAL AUDITORS TO DPCDSB FOR THE THREE-YEAR TERM STARTING WITH THE MARCH 31, 2025 SPECIFIED PROCEDURES REPORT AND EXPIRING WITH THE AUGUST 31, 2027 YEAR-END AUDIT.**

Prepared by: Scott Keys, Superintendent, Financial Services
Julie Cherepacha, Executive Superintendent, Finance, CFO and Treasurer

Submitted by: Julie Cherepacha, Executive Superintendent, Finance, CFO and Treasurer



INTERNAL AUDIT TEAM

Toronto and Area Region

RIAT Update for the Audit Committee: February 4, 2025

Dufferin-Peel Catholic District School Board

Prepared by:

Paula Hatt, CPA, CA, CIA, Senior Manager, Regional Internal Audit

The purpose of this report is to provide an update on ongoing engagements from Dufferin-Peel Catholic District School Board's Regional Internal Audit Plan, as well as other RIAT activities.

Audit Plan Update

Engagement ¹	Year	Report Issuer	Status	Fieldwork Start Date
IT Asset Management	2020-21	RIAT	Not Started	Spring 2025
Succession Planning for Critical Positions	2023-24	RIAT	Fieldwork	October 2024
IT Assets: Sustainability	2023-24	RIAT	Proposed Cancellation	N/A

Further details, including engagement objective, are included below:

IT Asset Management – RIAT will assess the key controls surrounding management of IT assets at the school level (e.g., computers and tablets for staff and students) including controls surrounding approval, purchasing, deployment, retirement and recording/monitoring of these assets.

This previously deferred engagement is now expected to kick off in the spring.

Succession Planning for Critical Positions – The objective of this advisory engagement is to develop a standardized approach to succession planning, that will assist the Board in managing positions that are assessed as critical to maintaining continuity of business operations.

The fieldwork for this engagement is currently underway.

IT Assets: Sustainability – As a compliment to the previously planned IT Asset Management audit, which will focus on managing student devices throughout the asset lifecycle, the objective of this advisory engagement was to develop a strategy to approach student devices at the Board in the future.

Through discussion with management, it was determined that a full engagement is no longer considered necessary in this area due to work already undertaken by the board. The student device refresh strategy will be covered as part of the IT Asset Management audit outlined above.

As a result, RIAT proposes that the separate IT Assets: Sustainability engagement be cancelled and the risk be covered through the IT Asset Management Audit.

This amendment to the RIAT plan, supported by DPCDSB management, requires Audit Committee approval.

¹ Engagements previously reported as complete have been removed.

Other Ongoing Work

RIAT Annual Report:

- To better align with internal audit standards and the regional internal audit charter, RIAT has prepared an Annual Report that has been shared with the Audit Committee of each board served by the Toronto & Area RIAT (see Appendix 1). This report covers the 2023-24 fiscal year and provides information RIAT is required to communicate.

Follow-up Activities:

- RIAT re-circulated the findings register for updates on the implementation of management action plans from previously completed engagements, where necessary. See Appendix 2 for a summary of the updated register.
- A follow-up engagement was completed on the Professional Development – Leadership Audit (original report issued in September 2020).
- Our goal was to update the findings register and complete at least two follow-up engagements for each board in 2024-25. As noted on the register, we have identified additional engagements that are ready to be followed up in order to achieve this goal. These will be undertaken as time permits.

Risk Assessment & Two-Year Audit Plan:

- RIAT has completed the risk assessment and developed the proposed two-year audit plan covering 2024-25 & 2025-26, which will be presented to the Audit Committee for approval.

Appendix 1 - Regional Internal Audit Team (RIAT) Annual Report – 2023-24

Introduction

The Toronto & Area Regional Internal Audit Team (RIAT) provides independent and objective assurance and advisory services to six school boards: (1) Dufferin-Peel Catholic District School Board, (2) Peel District School Board, (3) Toronto Catholic District School Board, (4) Toronto District School Board, (5) York Catholic District School Board and (6) York Region District School Board.

RIAT's work is guided by two main sources:

- The Regional Internal Audit Charter (Charter)
- Mandatory elements of the Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF), including the Core Principles for the Professional Practice of Internal Auditing, the Definition of Internal Auditing, the Code of Ethics and the *International Standards for the Professional Practice of Internal Auditing* (Standards)². Note that the IIA has issued new, refreshed Global Internal Audit Standards that will come into effect January 9, 2025. RIATs across the province are working to implement these new standards.

In following this guidance, the Toronto & Area RIAT has prepared an Annual Report to the Audit Committee for 2023-24. This report communicates information required by the Charter and/or IPPF (along with other relevant information), including:

- A description of RIAT's mandate and function
- Annual confirmation of RIAT's independence
- Professional development undertaken
- Quality assurance activities undertaken and results of these

Further, it supports the Audit Committee's duties related to internal audit, as outlined in subsection 9(3) of Ontario Regulation 361/10 (Audit Committees)³.

Mandate and Purpose

RIAT's purpose, authority and responsibility are defined in the charter adopted by all RIATs across the province. The charter was presented to the Audit Committee in May 2023 and RIAT has a signed copy in its records (see Appendix 1-A). RIAT is currently revising the charter, as part of the implementation of the new Global Internal Audit Standards. This will be shared with the Audit Committee when available in early 2025.

Subsequent approval of the new charter will be required where there is a change in one or more of the charter's signatories (Audit Committee Chair, Director of Education and/or Senior Manager, Regional Internal Audit).

² Further details on the IPPF and its mandatory elements can be found on the [IIA website](#).

³ [Ontario Regulation 361/10: Audit Committees](#)

As noted in the charter, “the purpose of the regional internal audit team is to provide independent, objective assurance and consulting services designed to add value and improve the district school boards’ operations in the Toronto and Area Region.” This is consistent with the mission of internal audit as per the IIA: “to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight.”

RIAT Structure & Staffing

RIAT consists of the:

- Senior Manager, Regional Internal Audit – Paula Hatt, CPA, CA, CIA
- Manager, Regional Internal Audit – Viraj Trivedi, CPA, CA
- Manager, Regional Internal Audit – Judy Selvadurai, CPA, CMA, CIA
- Regional Internal Audit Specialist – Rupam Shah, CPA, CA

There is currently a vacant Regional Internal Audit Specialist position, which will be filled during 2024-25. All staff are appropriately qualified. The managers and specialist report directly to the senior manager.

In addition to the staff noted above, RIAT will co-source or outsource when a specialist or additional capacity is required.

The annual funding provided by the Ministry of Education was sufficient to support the Toronto & Area RIAT’s resource requirements.

Annual Independence Confirmation

In accordance with IIA Standard 1110 (Organizational Independence) and RIAT’s charter, we confirm that RIAT is organizationally independent and free from interference in determining the scope of internal audits, performing work, and communicating results.

To ensure organizational independence, RIAT reports:

- Functionally to each Audit Committee of the six boards in the Toronto and Area Region; and
- Administratively to the Chief Financial Officer of the York Catholic District School Board (the host board).

Professional Development and Memberships

IIA Standard 1230 (Continuing Professional Development) requires internal auditors to enhance knowledge, skills, and other competencies through continuing professional development. In addition, as a requirement of their professional designations, auditors must complete a minimum number of continuing professional development hours annually (including an ethics training requirement). All RIAT staff have confirmed that they met the continuing education requirements of their respective

designations for 2023. Training opportunities undertaken by various RIAT staff in 2023-24 covered a variety of relevant topics, including:

- Artificial Intelligence, including implications for school boards and internal auditors
- AuditBoard internal audit software
- Cyber resilience
- Data analytics
- Environmental, social and corporate governance
- Ethics
- Fraud
- New Global Internal Audit Standards
- Privacy
- Sick leave
- Soft skills

In addition, P. Hatt participated in a panel discussion organized by the IIA Toronto Chapter “Panel Discussion: Strategic Insights into Audit Planning, Risk Assessments and Best Practices in the Public Sector” and provided supplemental training to YRDSB Audit Committee members.

Staff continue to be members of the OASBO Internal Audit Committee, the Municipal Internal Auditors Association and the IIA. In addition, some team members held volunteer positions on sector and professional boards and committees as follows:

- P. Hatt was Co-chair of the OASBO Internal Audit Committee (2020 to 2024) and leads the Subcommittee on Implementing Global Internal Audit Standards (2024).
- V. Trivedi was as a Director on the OASBO Board (2020 to 2024) and will be the Vice President for 2024-25. He also sits on the IIA Toronto Public Sector Committee.

Quality Assurance and Improvement Program

Both the charter and IIA Standards require RIAT to report on the quality assurance and improvement program (QAIP), which includes ongoing internal assessments and a periodic external assessment to assess conformance with IIA Standards and the Code of Ethics. The following is an update on RIAT’s progress in these areas:

- Internal Assessments – Quality is assessed internally through ongoing monitoring and review activities, both at the engagement level and overall. In addition, RIAT has completed the annual self-assessment on its conformance with IIA Standards and the Code of Ethics. For the Code of Ethics and the 52 standards, RIAT self-assessed conformance as follows:

- RIAT generally conforms⁴ to the Code of Ethics and 37 standards
- Partially conforms to 7 standards
- Does not conform to 1 standard
- 7 standards are currently not applicable to RIAT

The one standard to which RIAT does not conform is Standard 1312 (External Assessments), as an external assessment has not been completed to date (this is expected to occur in late 2024). However, based on the results of the internal assessment activities, this does not appear to have a significant negative impact on RIAT's effectiveness. Action plans to address areas of partial/non-conformance are shared in Appendix 1-B. Note that the self-assessment for 2025 will be on the new Global Internal Audit Standards.

- External Assessment – RIAT is currently working on engaging a third party to conduct an external assessment, which will take the form of an independent validation of the self assessment and a readiness assessment for the new Global Internal Audit Standards. The results, recommendations and action plans will be shared with the Audit Committee when available. An external assessment will be conducted every five years thereafter.

RIAT Plan & Activities

The Ministry of Education issued guidance in May 2016, noting that each school board should receive a minimum of two engagements a year from RIAT, in addition to follow-up activities on findings and recommendations from previously issued audit reports. For each board in the region, RIAT prepares a two-year audit plan based on a risk assessment that also considers feedback from management and the Audit Committee. The plan is presented to the Audit Committee for recommendation to the Board of Trustees for approval.

An update is provided at each Audit Committee meeting to communicate the progress toward completing planned engagements, as well as an update on any follow-up activities.

⁴ Definitions:

Generally Conforms - The relevant structures, policies, and procedures of the RIAT, as well as the processes by which they are applied, comply with the requirements of the individual standard or elements of the Code of Ethics in all material respects. There may be significant opportunities for improvement, but these should not represent situations where RIAT has not implemented the *Standards* or the Code of Ethics and has not applied them effectively or has not achieved their stated objectives. General conformance does not require complete or perfect conformance, the ideal situation, or successful practice, etc.

Partially Conforms - RIAT is making good-faith efforts to comply with the requirements of the individual standard or elements of the Code of Ethics, but falls short of achieving some major objectives. These will usually represent significant opportunities for improvement in effectively applying the *Standards* or the Code of Ethics and/or achieving their objectives. Some deficiencies may be beyond RIAT's control and may result in recommendations to senior management or the Audit Committee.

Does not Conform – RIAT is not aware of, is not making good-faith efforts to comply with, or is failing to achieve many or all of the objectives of the individual standard or element of the Code of Ethics. These deficiencies will usually have a significantly negative impact on RIAT's effectiveness and its potential to add value to the organization. These may also represent significant opportunities for improvement, including actions by senior management or the board.

Engagements Completed Across the Region in 2023-24

Twelve engagements were completed by the Toronto & Area Region in 2023-24:

- Audit of Device Distribution to Students during the COVID-19 Pandemic (one board)
- Business Continuity Planning (two boards, outsourced to MNP)
- Benchmarking – Board Administration & Governance Staffing (one board)
- Cyber Security Audit (one board, outsourced to Richter)
- Legislative Compliance Tool (three boards)
- Peer Staffing Comparison: Non-Academic (one board)
- PowerSchool Student Information System Post-Implementation Review (one board, outsourced to KPMG)
- Special Education Financial and Operational Review (one board)
- Succession Planning for Critical Positions (one board)

In addition to the engagements listed above, RIAT has completed several follow-up engagements.

Given the Ministry's annual requirement for two engagements per board, it is expected that at least 12 audit or advisory engagements will be completed across the region in 2024-25. RIAT is also aiming to complete two or more follow-up engagements for each board (depending on how many are ready to be followed-up).

Regional Internal Audit Charter

PURPOSE AND DEFINITION

The purpose of the regional internal audit team is to provide independent, objective assurance and consulting services designed to add value and improve the district school boards' operations in the Toronto and Area Region. It helps the district school boards accomplish their objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

ROLE

The regional internal audit activity is established by the Ministry of Education through the annual Grants for Student Needs funding. The oversight role of the Audit Committee of the Board of Trustees (Audit Committee) over the regional internal audit activity is established by Regulation 361/10.

PROFESSIONALISM

The regional internal audit activity will adhere to the Institute of Internal Auditors' mandatory guidance including the Core Principles for the Professional Practice of Internal Auditing, the Definition of Internal Auditing, the Code of Ethics, and the *International Standards for the Professional Practice of Internal Auditing (Standards)*. This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the regional internal audit activity's performance.

AUTHORITY

The regional internal audit activity, with strict accountability for confidentiality and the safeguarding of records and information is authorized full, free and unrestricted access to any and all of the district school boards' records, physical properties, and personnel pertinent to carrying out any engagement. All school board employees are requested to assist the regional internal audit team in fulfilling its responsibilities. The regional internal audit team will also have free and unrestricted access to school board leaders and to the Audit Committee.

ORGANIZATION

The internal audit function follows a regional model. The function consists of a Senior Manager, Regional Internal Audit responsible to district school boards in one of the eight regions in the province of Ontario as identified by the Ministry of Education. The Senior Manager, Regional Internal Audit will report functionally to their regional audit committees and administratively are supported by a host school board Senior Business Official. The function is further supported by a regional Coordinating & Steering Committee, consisting of a Senior Business Official from each district school board in the region, that assists in the coordination and implementation of the function and facilitates discussions and action where required. Every effort is made to adequately staff the internal audit function, within available financial resources, in order to perform its audit activities.

The reporting relationship between the Senior Manager, Regional Internal Audit and each Audit Committee will be further demonstrated by each Audit Committee for their Board performing the following functions:

- Approve the regional internal audit charter;
- Recommend for approval the risk based internal audit plan;
- Receive information from the Senior Manager, Regional Internal Audit about the internal audit activity performance to plan and other relevant matters;
- Inquire of the Senior Manager, Regional Internal Audit whether there are resource or scoping limitations; and
- Review annually the performance of the regional internal audit activity and provide the Board of Trustees with their comments regarding the performance of Senior Manager, Regional Internal Audit.

The Senior Manager, Regional Internal Audit will interact directly with the Audit Committee, including in-camera sessions and between Audit Committee meetings as appropriate.

INDEPENDENCE AND OBJECTIVITY

The regional internal audit activity will remain free from interference by any element in the district school board including matters of audit selection, scope, procedures, frequency, timing or report content to permit maintenance of a necessary independent and objective mental attitude.

Regional internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records or engage in any other activity that may impair judgment.

Regional internal auditors will exhibit the highest standards of professional objectivity in gathering, evaluating and communicating information about the activity or process being examined. Auditors will make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

The Senior Manager, Regional Internal Audit will confirm to the Audit Committee, at least annually, the organizational independence of the internal audit activity.

RESPONSIBILITY

The scope of work of the regional internal audit team encompasses but is not limited to:

- Evaluating risk exposure relating to the achievement of the district school board's strategic objectives;
- Evaluating the reliability and integrity of information and the means used to identify measure, classify and report information;
- Evaluating the systems which ensure compliance with policies, procedures, applicable laws and regulations which impact the district school board;
- Evaluating whether resources are acquired economically, used efficiently, and are adequately protected;

- Evaluating operations and processes to ascertain whether results are consistent with established objectives and whether processes are functioning as planned;
- Performing consulting and advisory services or assessments of specific operations as requested by the Audit Committee or district school board management as appropriate;
- Evaluating the effectiveness of the district school board's risk management and governance processes;
- Reporting periodically on the regional internal audit performance against plans;
- Reporting significant risk exposures and control issues, including fraud risks and governance issues; and
- Reporting on other matters requested by the Audit Committee.

INTERNAL AUDIT PLAN

Annually, the Senior Manager, Regional Internal Audit will submit to district school board management and to the Audit Committee an internal audit plan for recommendation to their Board of Trustees for approval. If there are any resource limitations or interim changes, these will be communicated.

The internal audit plan will be developed based on a prioritization of the internal audit universe using a risk based methodology which includes input of district school board management. The Senior Manager, Regional Internal Audit will review and adjust the plan as required in response to changes in the risk profile. Any significant deviation from the approved internal audit plan will be communicated through periodic status reports. The Senior Manager, Regional Internal Audit or any of his or her team may initiate and conduct any other audit or review deemed necessary for potential illegal acts, fraud, abuse, or misuse of funds. Reasonable notice shall be given to appropriate personnel of intent to audit in their areas except when conditions warrant an unannounced audit.

REPORTING AND MONITORING

Opportunities for improving internal control may be identified during audits. A written report will be issued by the Senior Manager, Regional Internal Audit at the conclusion of each audit and will be distributed according to the school board's requirements. (This could include the head of the audited activity or department, the director of education, the Audit Committee and the external auditor of the district school board.)

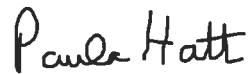
Each report will describe opportunities to strengthen district school board risk, internal control and governance processes and conclude on the adequacy and effectiveness of the processes. The district school board management will provide action plans and timelines to address each opportunity (observation). The regional internal audit team is responsible to perform appropriate follow-up procedures to attest to the completion of action plans. Significant observations will remain in an open issue status until cleared.

If management decides to accept a certain level of risk after considering compensating controls, the remaining risk will be disclosed to the Audit Committee.

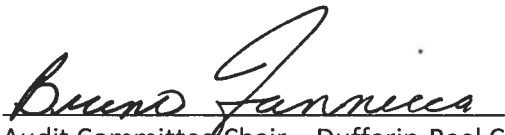
QUALITY ASSURANCE

The regional internal audit team will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity and conformance with the International Standards for the Professional Practice of Internal Auditing.


The Senior Manager, Regional Internal Audit will communicate to district school board management and the Audit Committee on the internal audit activity's quality assurance and improvement program, including the results of ongoing internal assessments and external assessments conducted as appropriate, usually on a five-year cycle.



Senior Manager, Regional Internal Audit



Audit Committee Chair – Dufferin-Peel Catholic District School Board



Director of Education or designate – Dufferin-Peel Catholic District School Board

May 17, 2023

Dated

DEFINITION OF SELECTED TERMS

Term	Definition
Add Value	Value is provided by improving opportunities to achieve organizational objectives, identifying operational improvement, and/or reducing risk exposure through both assurance and consulting services.
Advisory/Consulting Services/Review	Advisory and related client service activities, the nature and scope of which are agreed to with the client and which are intended to add value and improve a school board's governance, risk management and control processes without the regional internal auditor assuming management responsibility. Examples include counsel, advice, facilitation and training. These activities can also be described as "review", interchangeably with "consulting".
Assurance	An objective examination of evidence for the purpose of providing an independent assessment on governance, risk management, and control processes for the organization. Results can be relied upon for supporting informed decision making.
Board of Trustees	A legislative body that has overall responsibility and accountability for the district school board. For purposes of this Charter, this also includes committees that support the Board of Trustees including the Audit Committee.
Compliance	Conformity and adherence to policies, plans, procedures, laws, regulations, contracts or other requirements.
Control Environment	<p>The attitude and actions of the Board of Trustees and district board management regarding the significance of control within the organization. The control environment provides the discipline and structure for the achievement of the primary objectives of the system of internal control. The control environment includes the following elements:</p> <ul style="list-style-type: none"> • Integrity and ethical values. • Management's philosophy and operating style. • Organizational structure. • Assignment of authority and responsibility. • Human resource policies and practices. • Competence of personnel.
Control/Internal Controls	<p>Any action taken by district board management and other parties to enhance risk management and increase the likelihood that established objectives and goals will be achieved. Management plans, organizes and directs the performance of sufficient actions to provide reasonable assurance that objectives and goals will be achieved.</p> <p>The system of management controls (business plans, capturing and analyzing data, performance reporting, code of conduct, etc.) that are implemented within a school board to ensure that assets (human, physical and information)</p>

Term	Definition
	are protected and to provide reasonable assurance that its objectives can be achieved.
Control Processes	The policies, procedures and activities that are part of a control framework, designed to ensure that risks are contained within the risk tolerances established by the risk management process.
Fraud	Any illegal acts characterized by deceit, concealment or violation of trust. These acts are not dependent upon the application of threat of violence or of physical force. Frauds are perpetrated by parties and organizations to obtain money, property or services; to avoid payment or loss of services; or to secure personal or business advantage.
Governance	The combination of processes and structures implemented by the Board of Trustees in order to inform, direct, manage and monitor the activities of the organization toward the achievement of its objectives.
In-camera	A separate discussion between members of the Audit Committee and the Senior Manager, Regional Internal Audit promoting open communication and discussion of any sensitive issues or problems.
Independence	The freedom from conditions that threaten objectivity or the appearance of objectivity. Such threats to objectivity must be managed at the individual auditor, engagement, functional and organizational levels.
Objectivity	An unbiased mental attitude that allows regional internal auditors to perform engagements in such a manner that they have an honest belief in their work product and that no significant quality compromises are made. Objectivity requires regional internal auditors to not subordinate their judgment on audit matters to that of others.
Risk	Effect of uncertainty on objectives or outcomes.
Risk Management	A structured and disciplined approach aligning strategy, processes, people, technology and knowledge with the purpose of evaluating and managing the risks an organization faces. Overall, it is about choices made under conditions of uncertainty, balanced by acceptable levels of risk.

Appendix 1-B - RIAT Quality Assurance & Improvement Program - Action Plans Resulting from Self-Assessment
As required to bring RIAT into conformance with standards (where RIAT has partial conformance or does not conform)
September 1, 2024

#	Standard	Conformance Level	Action Plan	Target Implementation Date
To Bring RIAT into Conformance				
1	1000 – Purpose, Authority, and Responsibility	Partially conforms	Action plan from prior year is in progress, with target implementation date revised. At each board, the charter must be signed by the Audit Committee Chair and the Director of Education (or designate). Three of the six charters have been signed (DPCDSB, YCDSB, YRDSB). RIAT to obtain signed charters from the remaining three boards (PDSB, TCDSB, TDSB). Note: Charter will be updated to reflect new IIA standards and presented to Audit Committees in early 2025.	December 31, 2024 to receive all signed charters.
2	1300 – Quality Assurance and Improvement Program (QAIP) 1310 – Requirements of the QAIP 1312 – External Assessments 1320 – Reporting on the QAIP	Partially conforms Partially conforms Does not conform Partially conforms	Action plan from prior year is in progress, with target implementation date revised. Completion of a detailed self-assessment, as per the IIA's Quality Assessment Manual (i.e. collecting documentation to support the annual self-assessment), and external validation of this self-assessment by an independent third party. Results from the external assessment will be communicated to each Audit Committee and senior management at the meeting following completion.	Initial external assessment to be completed by December 31, 2024 (and every five years thereafter). Results to be communicated to each Audit Committee by June 30, 2025.
3	2330 – Documenting Information	Partially conforms	Action plan from prior year is in progress, with target implementation date revised. Senior Manager is in the process of developing records retention requirements for RIAT (including disposal of records no longer within the retention period), which will be implemented once developed. Requirements will align with any procedures developed by York Catholic DSB and other RIATs will be consulted for their approach.	Strategy to be formalized and implemented by December 31, 2024 (including disposal of any old records, as required).
4	2500 – Monitoring Progress	Partially conforms	Action plan from prior year is in progress. Updated for current year, including revised target implementation date. The Senior Manager will direct Managers to ensure findings registers have been implemented for each board and updated to the current year. In addition, for 2024-25, the Senior Manager will direct Managers to ensure that at least two follow-up engagements are completed for each board in the region.	All findings registers to be updated by December 31, 2024. A summary of the register to be shared with each Audit Committee and at least two follow-up engagements per board to be completed by June 30, 2025.

#	Standard	Conformance Level	Action Plan	Target Implementation Date
Completed Plans from Prior Year				
	2010 – Planning	Partially conforms	At the outset of the second year of the two-year RIAT plan, RIAT will reconfirm the engagements selected with management and the Audit Committees. This will help to demonstrate the consideration of new/emerging risks and that input from management and the Audit Committee was considered.	Completed through presentation of the RIAT annual reports for 2022-23, in September and November 2024.
	2110 – Governance	Generally conforms	<p>RIAT will create audit tests to specifically evaluate the ethics-related objectives, programs, and activities at each board through adding procedures for each audit to determine how appropriate ethics and values are promoted.</p> <p>In addition, RIAT will create audit tests to assess IT governance at each board at the engagement level, adding procedures to determine whether the area under audit is adequately supported by IT.</p>	Relevant steps have been created and are required to be included in the program for all audits.

Dufferin-Peel Catholic District School Board

Appendix 2 - Current Status of Findings on Completed Engagements

Presented to the Audit Committee in February 2025

Plan Year	Report Date	Engagement Name	# of Findings	Current Status of Management Action Plan					RIAT Comments
				Mgmt. Update O/S	In Progress	Mgmt. Assumes Risk	Closed - Mgmt. Assertion	Closed - RIAT Validated	
2011 - 12	Mar-14	Broader Public Sector Procurement Compliance Review	5	0	0	0	2	3	Ready for follow-up, as time permits.
2016 - 17	Mar-17	Health and safety	4	0	0	0	4	0	Ready for follow-up, as time permits
2017 - 18	Jun-18	International Languages Elementary (Con Ed)	6	0	0	1	5	0	Ready for follow-up, as time permits
2019 - 20	May-22	Cyber Security	4	0	3	1	0	0	For the in-progress findings, revised target dates were provided (August to November 2025).
2020 - 21	Sep-22	Privacy	3	3	0	0	0	0	
2021 - 22	Sep-22	Records Management	6	6	0	0	0	0	
2021 - 22	Apr-23	Labour Relations	2	2	0	0	0	0	
Total			30	11	3	2	11	3	

Definitions:

Management Update Outstanding: To date, management has not provided an update on the status of findings from this engagement. RIAT will share this information with the Audit Committee when available.

In Progress: The target implementation date of management's action plan has been reached. Progress has been made toward implementation, but the action plan is not fully implemented. A further update will be requested in 2025-26.

Management Assumes Risk: Management has indicated that the action plan will not be implemented, due to factors such as budgetary constraints. Further details will be shared in the follow-up report.

Closed - Management Assertion: Management provided RIAT with an update indicating that the action plan has been implemented (or that other action was taken to mitigate the risk). Once all action plans for the engagement have been implemented, RIAT will schedule a follow-up to verify the action taken (i.e. confirm that findings are closed).

Closed - RIAT Validated: Through a previously completed follow-up engagement, RIAT has confirmed that the action plan was implemented or that other action was taken to mitigate the risk. The finding is considered to be closed, with no further follow-up required.

Note: Engagements are removed from the table once RIAT has completed a follow-up and confirmed that all findings are closed.



INTERNAL AUDIT TEAM

Toronto and Area Region

Risk Assessment and Regional Internal Audit Plan: 2024-25 & 2025-26

Dufferin-Peel Catholic District School Board

Prepared by:

Paula Hatt, CPA, CA, CIA, Senior Manager, Regional Internal Audit

The purpose of this report is to present the proposed Two-Year Regional Internal Audit Plan (2024-25 & 2025-26) to the Dufferin-Peel Catholic District School Board's (DPCDSB) Audit Committee for approval.

Background

The Toronto & Area Regional Internal Audit Team (RIAT) provides independent and objective assurance and advisory services to six school boards in the GTA: (1) Dufferin-Peel Catholic District School Board, (2) Peel District School Board, (3) Toronto Catholic District School Board, (4) Toronto District School Board, (5) York Catholic District School Board and (6) York Region District School Board.

As required by the Ministry of Education, RIAT's mandate is to complete two assurance (internal audit) or advisory (consulting) engagements annually for each school board in the region (or one comprehensive engagement that covers multiple areas/risks), in addition to follow-up activities. Selection of engagements is based on risks across the organization and consideration of where value can be added, while also considering audit coverage from previous years. Risk is defined as the possibility of an event occurring that will impact achievement of board strategies and objectives.

Regional Internal Audit Risk Assessment

Following the requirements of the Regional Internal Audit Charter and Internal Audit Standards, the process of selecting engagements for the proposed plan included a risk assessment as follows:

- Questionnaires were distributed to the head of each process in the School Board Audit Universe. Information obtained included consideration of risk factors and rating of inherent risk (the risk of an event occurring in the absence of controls, as calculated through an assessment of impact and likelihood), management's assessment of the control environment, as well as management's top risks or issues for the area.
- A meeting was held with the Executive Superintendent of Finance, Chief Financial Officer and Treasurer to review the results of the risk assessment and discuss potential engagements identified based on these results.

Refer to Appendix A for more details regarding the risk assessment methodology and definitions. Appendix B contains the results of the risk assessment completed by DPCDSB management.

Proposed Two-Year Regional Internal Audit Plan (2024-25 & 2025-26)

In addition to the results of the board-wide risk assessment, in proposing engagements we also considered the ability of the engagement to provide value to the board, management requests, engagements completed in recent years, engagements conducted by RIAT at other boards in the region (refer to Appendix C) and coverage by DPCDSB's Internal Audit Department (which typically focuses on school generated funds audits).

The proposed Two-Year Regional Internal Audit Plan, covering 2024-25 & 2025-26, is outlined in the table below. The planned engagements, each addressing areas of high inherent risk, are supported by the Executive Council of the DPCDSB.

Process/Area	Engagement	Rationale for Selection	Description
Academic Programming & Delivery Financial Sustainability	Enrolment Audit (2024-25)	<p>The Ministry of Education has not conducted an enrolment audit at DPCDSB in recent years. A RIAT audit would help DPCDSB to address any issues before a ministry audit takes place, as any compliance issues identified in a ministry enrolment audit may cause a negative adjustment to funding.</p> <p>Links to the following 2024-25 Catholic Board Improvement Learning Cycle (CBILC) goals: <i>increase confidence in stewardship of resources and increase operational service quality.</i></p>	<p>To assess whether enrolment reporting is in compliance with the Ministry of Education's <i>Enrolment Register Instructions for Elementary and Secondary Schools</i>.</p> <p>The audit scope will include testing, at a sample of schools, the recording and reporting of day school student enrolment and attendance around ministry count dates. RIAT will also assess the adequacy and effectiveness of key board-wide controls supporting compliance with the ministry instructions, such as policies and procedures and the communication of these to schools.</p>
Academic Programming and Delivery	Continuing Education (Adult Education and Learning Services) Enrolment Audit (2024-25)	<p>Further to the proposed audit of day school enrolment, management requested RIAT also cover enrolment for Continuing Education.</p> <p>Links to the following 2024/25 CBILC goals: <i>increase confidence in stewardship of</i></p>	<p>The primary objective of this audit is to assess the adequacy and operating effectiveness of key internal controls over Continuing Education enrolment, as related to Adult Education and Learning Services. Specifically, this audit will cover enrolment projection methodologies, whether projections are being met (including explanations where projections are not met) and reporting.</p>

Process/Area	Engagement	Rationale for Selection	Description
		<i>resources and increase operational service quality.</i>	
Resource capacity / allocation Financial Sustainability Academic Programming & Delivery	Special Education Financial and Operational Review (2025-26)	<p>Special Education is an area of significant spend that has ongoing projected operating deficits. A similar engagement conducted at another board was seen as adding value.</p> <p>Links to the following 2024-25 CBILC goals: <i>increase confidence in stewardship of resources, increase operational service quality and elevate organizational effectiveness.</i></p>	<p>This engagement will be a hybrid of assurance and advisory procedures. The objective of the assurance procedures will be to assess the adequacy and effectiveness of key controls over the areas in scope. The advisory procedures will include financial and operational analysis on the areas within scope with the objective of identifying trends and providing insights and recommendations to improve operations/reduce risk. As this engagement is expected to be a significant undertaking, it will be counted as two engagements. RIAT is not proposing a second engagement for Year Two of the plan.</p> <p>The scope may include the following areas (and/or others identified at the time of the engagement):</p> <ul style="list-style-type: none"> - Financial analysis of the Special Education budget. - How the board assesses the effectiveness of its spending on Special Education. - Benchmarking of Special Education metrics with other similar-sized boards (to the extent information can be obtained). - Opportunities for efficiencies and potential costs savings. - Special education backlogs/waitlists.

In-Year Requests

From time to time, in-year requests from management or the Audit Committee for engagements not identified in the audit plan may arise. RIAT will review all requests with consideration of the existing plan and resource availability and present an amended plan to the Audit Committee for review and approval, as appropriate, highlighting any changes to the original plan.

APPENDIX A – Risk Assessment Methodology

The questionnaires provided to management asked respondents to assess the inherent risk (impact x likelihood) and control environment for their respective area. These concepts are explained below.

Inherent Risk:

Inherent risk is the risk considered **in the absence of controls** and is the product of ratings on two dimensions:

- (1) The likelihood of an event occurring
- (2) The extent to which the event would impact the achievement of board objectives

Each of the above dimensions are rated on a scale of one to four, with the results multiplied to arrive at the overall inherent risk score. This is demonstrated in the inherent risk matrix below.

Inherent Risk Matrix					
Likelihood	Likely (4)	4	8	12	16
	Probable (3)	3	6	9	12
	Unlikely (2)	2	4	6	8
	Remote (1)	1	2	3	4
		Low (1)	Moderate (2)	High (3)	Critical (4)
		Impact			

Inherent Risk Ratings

Low
Moderate
Moderate-High
High

Management considers a number of factors when assessing likelihood such as complexity, volume/frequency of transactions, extent of recent changes in process or information systems, extent of reliance on automation, need for specialized skills, and the degree of reliance on estimation, valuation and judgment.

Factors that are considered when assessing impact include the significance of the department/business process to the board's overall strategic objectives, potential impact to public image/reputation (reputational risk), dollar value of transactions within the process (financial risk), and the extent to which the process impacts other processes.

Assessment of Controls:

An internal control is an action taken by the board, management or other personnel to manage risk. By implementing one or more controls, the board decreases the risk and increases the chance that goals and objectives will be achieved. The control assessment is an overall rating of the controls in place over an auditable unit. Through the survey, management is asked to rate overall controls on a four-point scale:

Controls Assessment	
4.0	Strong
3.0	Satisfactory
2.0	Opportunities for improvement
1.0	Limited controls or unknown

While criteria are provided, the control rating is based on management's self-assessment. Therefore, there is a subjective element to assessing controls.

APPENDIX B – Risk Ranked Audit Universe

The results below are based on management's self-assessment of inherent risk and the control environment.

DPCDSB AUDIT UNIVERSE		2024-25 Risk Assessment	
Functional Area	Process	Inherent Risk	Control Assessment
Strategy and Governance	Risk Management	Moderate-High	Strong
	Policies and Procedures	Low	Strong
	Project Management	Moderate-High	Satisfactory
	Artificial Intelligence	Moderate	Strong
Legal and Compliance	Legislative Compliance	Moderate	Strong
	Privacy	Moderate	Satisfactory
	Ethics, Conduct and Fraud	Moderate	Satisfactory
People	Recruiting & Retention	Moderate-High	Satisfactory
	Succession Planning	Moderate-High	Opportunities for Improvement
	Absenteeism	High	Opportunities for Improvement
	Equity, Diversity & Inclusion - Staff	Moderate	Satisfactory
	Student and staff health, safety and well-being	Moderate	Satisfactory
	Resource capacity/allocation	High	Opportunities for Improvement
	Skill Set	Moderate	Satisfactory
Service Delivery and Operations	Academic Programming & Delivery	High	Opportunities for improvement
	Critical Incident Management	High	Satisfactory
	Capital Planning and Forecasting	High	Strong
	Facility Management & Maintenance	Moderate-High	Satisfactory
	Construction Management	High	Strong
	Transportation	High	Strong
Financial	Financial Sustainability	High	Strong
	Procurement/Purchasing	Moderate	Strong
Technology	Cyber Security	High	Strong
	IT Infrastructure & Resources	High	Strong
	Records & Information Management	**	**

**** Survey not completed; an audit was completed in this area in September 2022.**

APPENDIX C – Engagements Completed in 2022-23 & 2023-24

Engagements completed at other boards in the Toronto & Area Region:

- Audit of Device Distribution to Students during the COVID-19 Pandemic
- Business Continuity Planning (two boards)
- Cyber Security Audit
- Legislative Compliance Tool (three boards)
- Peer Staffing Comparison: Non-Academic
- PowerSchool Student Information System Post-Implementation Review
- Purchasing Controls Review & Data Analysis
- Special Education Financial and Operational Review
- Succession Planning for Critical Positions (two boards)

Engagements completed at DPCDSB in 2022-23 and 2023-24:

- Privacy Audit (report issued September 2022)
- Records Management Audit (report issued September 2022)
- Managing Labour Relations (report issued April 2023)
- Legislative Compliance (report issued February 2024)
- Benchmarking Engagement – Board Administration & Governance Staffing (report issued May 2024)

Refer to the February 4, 2025 RIAT update for details on engagements that are planned, but not yet completed.

RECOMMENDATION TO THE BOARD

REPORT NUMBER H 2

**MOTIONS RECOMMENDED BY THE ADMINISTRATION AND FINANCE COMMITTEE,
FEBRUARY 4, 2025**

- 1. THAT THE BOARD OF TRUSTEES APPROVE THE TERMS OF REFERENCE FOR THE ADMINISTRATION AND FINANCE COMMITTEE 2025.**
- 2. THAT THE BOARD OF TRUSTEES APPROVE THE PROPOSED 2025-2026 BUDGET DEVELOPMENT PROCESS.**
- 3. THAT THE BOARD OF TRUSTEES APPROVE THE 2025-2026 SCHOOL YEAR CALENDAR FOR SUBMISSION TO THE MINISTRY OF EDUCATION.**

TERMS OF REFERENCE ADMINISTRATION AND FINANCE COMMITTEE - 2025

CHAIR:	Darryl D'Souza	
VICE CHAIR:	Herman Vilorio	
TRUSTEES:	Brea Corbet, Paula Dametto-Giovannozzi, Darryl D'Souza, Luz del Rosario, Stefano Pascucci, Anisha Thomas, Thomas Thomas, Herman Vilorio, Shawn Xaviour	
STUDENT TRUSTEES:	(Jan-Aug)	Indigenous Student Trustee Bailey Clyne, Jia Sharma, Raheem White
	(Sep-Dec)	TBD
RESOURCE STAFF:	Superintendent, Financial Services Acting Superintendent, Planning & Operations Superintendent, Human Resources & Employee Relations Chief Information Officer	Scott Keys Richard Moriah Stephanie Strong Ivana MacIsaac
MONITORING:	Associate Director, Corporate Services Executive Superintendent, Finance, Chief Financial Officer and Treasurer	Daniel Del Bianco Julie Cherepacha

The Administration and Finance Committee will:

1. Review policies, consisting of general principles relating to the effective stewardship of board resources such as real property planning, financial planning, human resources and employment, accommodation, plant, transportation and technology and make appropriate recommendations to the Board of Trustees or refer to the By-Law/Policies Review Committee for consistency as necessary;
2. Consider matters pertaining to all corporate services, or other matters pertaining to the Board as per the Procedural By-Law, referred by the Board of Trustees and make appropriate recommendations;
3. Ensure that the annual financial goals and objectives are aligned with the Dufferin-Peel Catholic District School Board (DPCDSB) multi-year strategic plan for development of the operating and capital budget;
4. Consider the financial implications of any overall budget variances as necessary through review of the interim financial reports;
5. Review all matters pertaining to advocacy, partnerships and community relations;
6. Review matters as referred by the Board of Trustees and make appropriate policy recommendations; and,
7. Receive input, through staff, as appropriate.

REPORTS TO: The Board of Trustees

MEETINGS: Five times a year, or at the discretion of the Chair

Administration and Finance Committee Meeting
February 4, 2025
2025-2026 BUDGET DEVELOPMENT PROCESS
Multi Year Strategic Plan Value: Believe, Excel, Respect, Thrive & Trust

“Without counsel plans fail, but with many advisers they succeed.”
(Proverbs 15:22)

BACKGROUND

The *Core Education* (Core Ed) Funding announcement for 2025-2026 will be delayed until after the provincial election. The early call for an election has caused a delay for provincial decision making, which impacts Core Ed updates. Depending on the outcome of the election, the potential timing of an announcement could be anytime between early April and mid-May. Budget planning, however, starts well before the release of the Core Ed funding as the development process is a continuous cycle that involves stages of review, analysis, stakeholder meetings and calculations.

Dufferin-Peel Catholic District School Board (DPCDSB) is entering the fifth year of budget development while operating under a Multi-Year Financial Recovery Plan (MYFRP). DPCDSB continues to meet and work with the Ministry of Education to resolve a significant accumulated deficit position and find a path forward for financial stability. In order to ensure our partners in Catholic Education are well informed, we continue to bring reports forward, offer information sessions and welcome feedback and input to the process.

Board Policy 8.50 – *Annual Budget Development Process* guides our development process and solicitation of stakeholder inputs. The attached budget calendar (Appendix A) provides an overview of the budget development steps and opportunities for engaging the community and other stakeholders.

DISCUSSION

Appendix A illustrates the proposed 2025-2026 budget calendar and proposed opportunities for sharing budget information.

A budget information session is scheduled for the Board of Trustees on April 8, 2025. The session provides an opportunity for trustees to share their budget priorities and strategies for 2025-2026 and receive information regarding budget challenges and funding issues. Preliminary plans for the budget development process include:

- Updates posted to the DPCDSB website to inform the community of budget presentations, reports and opportunities to provide feedback.
- Opportunities to delegate at regular board meetings and committee meetings.
- Information distributed through school newsletters and school messenger and at Catholic School Council (CSC) meetings to direct the community to the DPCDSB website.
- News releases and social media postings.
- A public budget information session on April 24, 2025.

Prior to the completion and approval of the proposed operating and capital budget reports, staff will bring forward a summary report to the Board of Trustees regarding community and stakeholder feedback.

CONCLUSION

This report provides an overview of the proposed 2025-2026 Budget Development Process, including opportunities for engaging the community and other stakeholders.

THE FOLLOWING RECOMMENDATION IS PROVIDED FOR CONSIDERATION:

- 1. THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND THE BOARD OF TRUSTEES APPROVE THE PROPOSED 2025-2026 BUDGET DEVELOPMENT PROCESS.**

Prepared by: Scott Keys, Superintendent, Financial Services
 Julie Cherepacha, Executive Superintendent, Finance, CFO and Treasurer

Submitted by: Marianne Mazzorato, Ed.D., Director of Education

2025-2026 BUDGET CALENDAR

Time Frame	Schedule	Responsibility
December – January	<ul style="list-style-type: none"> Develop budget calendar and critical path Plan meeting schedule 	Executive Council Financial Services
January – April	<ul style="list-style-type: none"> April 8, 2025 - Information session with the Board of Trustees Review 2023-2024 year end results, identify budget challenges and pressures and determine possible budget strategies and alternatives Core Education (Core Ed) Funding announcement 	Board of Trustees Executive Council Financial Services
March – May	<ul style="list-style-type: none"> Budget presentations for stakeholders, including Special Education Advisory Committee (SEAC) April 23, 2025 Analyze impact of Core Ed Funding announcement on revenues Prepare preliminary estimates Develop budget options and refine strategies Update reports to the Board of Trustees 	Board of Trustees Executive Council Financial Services
April – May	<ul style="list-style-type: none"> April 24, 2025 - Public budget information session – live webcast Finalize proposed budget reports 	Board of Trustees Executive Council
June	<ul style="list-style-type: none"> Receive and approve proposed operating and capital budget reports 	Board of Trustees
End of June 2025	<ul style="list-style-type: none"> File Estimates with Ministry of Education 	Financial Services

2025-2026 School Year Calendar

First day of classes Elementary and Secondary Schools	Tuesday, September 2, 2025
First Day of classes Semester Two Secondary	Friday, January 30, 2026
Last instructional day Elementary and Secondary Schools	Friday, June 26, 2026
Number of school days for the 2025-2026 school year	194
Number of Instructional Days in Elementary Schools	187
Number of Instructional Days in Secondary Schools	187
Number of Professional Activity Days in Elementary Schools	7
Number of Professional Activity Days in Secondary Schools	7

► School Holidays for the 2025-2026 School Year

Every Saturday and Sunday

Labour Day	Monday, September 1, 2025
Thanksgiving Day	Monday, October 13, 2025
Christmas Break	Monday, December 22, 2025 to Friday, January 2, 2026 (inclusive)
Family Day	Monday, February 16, 2026
Mid-Winter Break	Monday, March 16, 2026 to Friday, March 20, 2026 (inclusive)
Good Friday	Friday, April 3, 2026
Easter Monday	Monday, April 6, 2026
Victoria Day	Monday, May 18, 2026

► Elementary Schools, including St. Sofia – Professional Activity Days

1. Monday, September 15, 2025	Principal's Day: Re-organization/Faith Development
2. Friday, October 10, 2025	Provincial Priorities in a Catholic Context
3. Friday, November 28, 2025	Provincial Priorities in a Catholic Context
4. Monday, January 19, 2026	Term 1 Assessment and Evaluation of Pupil Progress
5. Friday, February 13, 2026	Reporting to Parents
6. Friday, May 15, 2026	Provincial Priorities in a Catholic Context
7. Monday, June 8, 2026	Term 2 Assessment and Evaluation of Pupil Progress

► Secondary Schools – Professional Activity Days

1. Friday, October 10, 2025	Provincial Priorities in a Catholic Context
2. Friday, November 28, 2025	Provincial Priorities in a Catholic Context
3. Thursday, January 29, 2026	Principal's Day: Semester Turnaround
4. Friday, February 13, 2026	*Principal's Day: Assessment and Evaluation/Faith Development
5. Friday, May 15, 2026	Provincial Priorities in a Catholic Context
6. Thursday, June 25, 2026	*Principal's Day: Year End Reporting and Activities
7. Friday, June 26, 2026	*Principal's Day: Year End Reporting and Activities

*Semester end and year end evaluations and school wide promotion meetings; contact parents with course and summer school recommendations, OSR and report card preparation; inventory management of books, equipment, learning materials; curriculum development for new course outlines; goal setting for the upcoming semester and school year.

► Secondary Schools – Examination Days

Semester 1: January 21, 22, 23, 26, 27, 2026	January 28, 2026 – Instructional Day – Examination Review
Semester 2: June 17, 18, 19, 22, 23, 2026	June 24, 2026 – Instructional Day – Examination Review