

HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD

OPEN SESSION

AGENDA AND REPORTS

Wednesday, October 18, 2023

7:15 p.m.

Board Room

90 Ontario Avenue



**Photo Courtesy of:
Holy Name Of Jesus Catholic School,
Hornepayne**

2

**AGENDA FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, OCTOBER 18, 2023 @ 7:15 PM
IN THE BOARD ROOM**

A CALL TO ORDER

1. **Acknowledgement of Traditional Lands – (Owen)**
Today we meet on Turtle Island in the area governed by the Robinson-Huron Treaty of 1850. It is the traditional land of the Batchewana First Nation, the Garden River First Nation and the Metis settlement at Bawating. We commit ourselves to work on the TRC's Calls to Action that focus on education. We hope to one day know and understand the true history of Canada so we can live into reconciliation with Indigenous peoples on the land. Let us journey together in a good way.

2. **Prayer (Pg 5)**

3. **Call the Roll:**

Trustees:

Gary Trembinski (Chair), John Caputo (Vice-Chair), Carol Amadio, Ogimaa Brent Bissaillon, John Bruno, Tony D'Agostino, Lindsay Liske, Carol MacEachern, Kathleen Rosilius, Sandra Turco

Officials:

Danny Viotto (Director of Education), Joe Chilelli, Christine Durocher, Fil Lettieri, Justin Pino, Franca Spadafora

Student Trustees:

Owen Middleton, Kenzie Garson, Mya Jensen

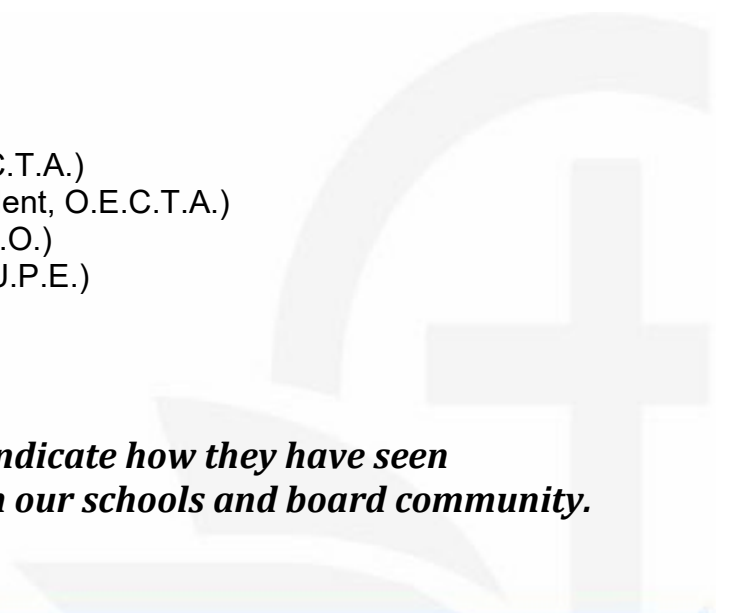
Regrets:

Other Reps:

Darrell Czop (President, O.E.C.T.A.)
Marnie McDonald (Vice-President, O.E.C.T.A.)
Corey Gardi (President, C.P.C.O.)
Crystal Krauter (President, C.U.P.E.)

OUR MISSION

Persons present are invited to indicate how they have seen our Mission lived out recently in our schools and board community.



B ADOPTION OF ORDER OF BUSINESS

1. **Motion:** That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, October 18, 2023.

Are there any additions/changes/deletions?

C DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**D NEW BUSINESS****E CONFIRMATION OF MINUTES**

1. **Minutes of the Open Board Meeting of September 20, 2023.** (Pg 7)
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the Open Board Meeting of September 20, 2023.
2. **Minutes of the Closed Board Meeting of September 20, 2023.**
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the Closed Board Meeting of September 20, 2023.

F BUSINESS ARISING FROM THE MINUTES**G PRESENTATIONS**

1. **Introduction of New Indigenous Student Trustee** – Director Viotto to introduce Mya Jensen (Grade 11, St. Mary's College), Indigenous Student Trustee for 2023-24.

H COMMITTEE REPORTS

1. **Minutes of the Special Education Advisory Committee Meeting** (Pg 11)
Motion: That the Minutes of the S.E.A.C. meeting of the Huron-Superior Catholic District School Board of June 7, 2023, be approved.

I ADMINISTRATIVE ITEMS REQUIRING ACTION

1. **Audit Committee Report 2022-23** (Pg 15)
Motion: That the Huron-Superior Catholic District School Board receive the 2022-23 Annual Report of the Audit Committee as outlined in the Report to the Director dated October 18th, 2023.
2. **SEAC Member – Melissa Puzak** (Pg 19)
Motion: That the Huron-Superior Catholic District School Board approves the appointment of Melissa Puzak as an alternate SEAC member, representing Autism Ontario.

J INFORMATION ITEMS

1. **Reports to the Director of Education / Board of Trustees**
 - a) **Trustee Honoraria** – Superintendent Pino (Pg 20)
 - b) **Response to SEAC Recommendations** – Superintendent Lettieri (Pg 22)
 - c) **SMC Activity Report** – Student Trustees Middleton, Garson and Jensen (Pg 28)

2. **Correspondence**

3. **Notes of Thanks**
Bonnie Dupuis

K TEN-MINUTE QUESTION AND ANSWER PERIOD

- ON AGENDA ITEMS FOR THOSE IN ATTENDANCE

L UPCOMING EVENTS

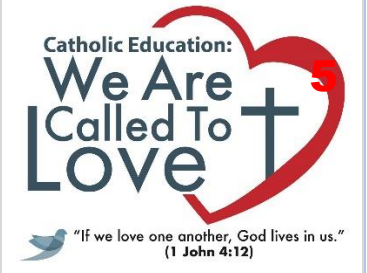
- | | | |
|--------------------|---|---|
| October 25 | - | SEAC Meeting |
| October 31 | - | Halloween |
| November 1 | - | All Saints Day |
| November 2 | - | Commemoration of all the Faithful Departed (All Souls) |
| November 8 | - | National Aboriginal Veterans Day |
| November 10 | - | PA Day |
| November 11 | - | Remembrance Day |
| November 13 | - | World Kindness Day |
| November 15 | - | World Day of the Poor |
| November 15 | - | Next Board Meeting |

M CLOSING PRAYER – Student Trustee Garson

N ADJOURNMENT



Board Meeting Prayer Service
Feast of St. Luke
October 18, 2023



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

Opening Prayer *Sandra*

On this feast day to honour St. Luke, the evangelist, we take time to reflect on the healing nature of his gospel. Jesus, you are the Divine Physician and we are grateful for Luke's gentle message of care and inclusion. Amen

A reading from holy Gospel according to Luke *Kathleen*

Jesus said to the one who had invited him, "When you give a luncheon or a dinner, do not invite your friends or your brothers or your relatives or rich neighbours, in case they may invite you in return, and you would be repaid. But when you give a banquet, invite the poor, the crippled, the lame, and the blind. And you will be blessed, because they cannot repay you, for you will be repaid at the resurrection of the righteous."

The Gospel of the Lord. **Praise to you, Lord Jesus Christ.**

Questions for Reflection *Carol M.*

1. When was the last banquet to which you were invited? Graduation?
2. Have you ever been invited to a banquet where the poor, crippled, lame and or blind were invited? If you were invited to such a banquet, would you be comfortable?

Closing Prayer *Lindsay*

God of Love and Compassion, we are created in your likeness and you call us to love.

As people of hope, may we see beyond our struggles.

As people of faith, inspire us to believe in your intimate presence with us in our world.

As people of mercy, may we forgive willingly and often.

As people of justice, help us to find solutions to situations of inequity that bring peace.

As people of joy, let us celebrate your life within us,

for as you do, we are called to LOVE. Amen

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



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

our mission

Rooted in Jesus Christ, we are a Catholic learning community called and committed to develop the full potential of each child and to nurture a personal relationship with Jesus that will inspire Catholic leadership.

our values

Dedicated to excellence in education and the desire to live the values of Jesus we strive to:

- affirm the sacredness of life and respect for all creation
- reverence the dignity of each person as a Child of God
- provide an enduring education that reflects the essence of our Catholic traditions
- proclaim Christ's message throughout the curriculum
- celebrate God's love in prayer, at Eucharist and in all sacramental moments of life
- create sacred learning environments
- cultivate enriching opportunities that will deepen faith.

our vision

Guided by the Spirit on our journey, together with family and Church, we mutually invite, encourage and support one another in our efforts to transform the world.

Journey Together in Faith and Learning

**MINUTES FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, SEPTEMBER 20, 2023 @ 7:15 PM
IN THE BOARD ROOM**

PRESENT: Trustees:

Gary Trembinski (Chair), John Caputo (Vice-Chair), John Bruno, Tony D'Agostino, Lindsay Liske, Carol MacEachern, Kathleen Rosilius, Sandra Turco

Officials:

Danny Viotto (Director of Education), Joe Chilelli, Christine Durocher, Fil Lettieri, Justin Pino, Franca Spadafora

Student Trustees:

Owen Middleton, Kenzie Garson

REGRETS: Carol Amadio, Ogimaa Brent Bissaillion

Vision and Values

Director Viotto highlighted the exciting news that the board has received 180 new students, hired 13.2 new teachers, and developed 7 new classrooms. The board continues to be very diverse and responding to the needs of our students and staff so that they can grow and learn in inclusive and vibrant spaces.

Chair Trembinski welcomed the board's newest Superintendent, Franca Spadafora, Nick Ryma, the new Communications Officer and Kenzie Garson, the new Student Trustee, to the team. They all received a warm welcome from those in attendance.

Adg# Res#

- B-1 B-797 Moved by: J. Bruno Seconded by: S. Turco**
That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, September 20, 2023.
- Items added were #1-4 and #1-5, both are travel motions.
CARRIED
- E-1 B-798 Moved by: K. Rosilius Seconded by: C. MacEachern**
That the Huron-Superior Catholic District School Board approve the Minutes of the Open Board Meeting of June 14, 2023.
CARRIED
- E-2 B-799 Moved by: T. D'Agostino Seconded by: J. Caputo**
That the Huron-Superior Catholic District School Board approve the Minutes of the Closed Board Meeting of June 14, 2023.
CARRIED

- G-1 Introduction of New Administrators**
Superintendent Chilelli to introduce Hannah Hoffman (Vice-Principal, Holy Name of Jesus School, Hornepayne), Maranda Lethbridge (Principal, St. Basil's School, White River) and Laura Tremblay (Vice-Principal, St. Augustine French Immersion School, Wawa).
- G-2 Introduction of New Student Trustee**
New student trustee, Kenzie Garson introduced herself to the trustees by highlighting her family, hobbies and plans for the future. Kenzie is proud to be a part of the board and looks forward to providing her voice to items that will affect schools in a positive way in both the present and future.
- G-3 STEAM Summer Camp**
Lorenzo DiCerbo (STEAM Lead), Carmine DiCerbo (School-Based Math Learning Facilitator), Lisa Tomas (School-Based Math Facilitator), Paula Trainor (Experiential Learning Lead) and Aimee Brunetti (Indigenous Lead) highlighted the various projects and activities that the students participated in over the two-week long camp. The camp was well received by both students and parents and the team hopes to offer more of these events in the future.
- A special recognition was given to Grade 8 student at St. Paul School, Keya Jariwala for her winning Orange Shirt T-Shirt Design for 2023.*
- G-4 Expressions of First Nations, Metis, and Inuit Cultures, Grade 9 Reach Ahead Course**
Dom Rosso (Principal, Holy Angels Adult Learning Centre) and Barry Boissoneau (Cultural Resource Worker) emphasized that this program has been on the radar for several years and was a tremendous success when it was launched this summer. The program was well attended by students from grade 8 through 12, and a wide range of activities were enjoyed by all. It was a fantastic learning experience for both students and teachers.
- I-1 B-800 ELECTRONIC POLL**
That the Huron-Superior Catholic District School Board awards the installation of carpet in the St. Mary's College Auditorium to Carpet One Floor & Home.
CARRIED
- I-2 B-801 ELECTRONIC POLL**
That the Huron-Superior Catholic District School Board awards the construction of a new garage at St. Kateri Outdoor Learning Centre to Gradinetti Construction.
CARRIED
- I-3 B-802 Moved by: T. D'Agostino Seconded by: J. Bruno**
That the Huron-Superior Catholic District School Board authorizes the Chair or Vice-chair and Director of Education and Treasurer to borrow funds from time to time not to exceed \$15 million in aggregate from the Royal Bank of Canada for the 2023/24 school year in accordance with Section 243 of the Education Act, specifically,

That the Chair or Vice Chair and the Director of Education and Treasurer are authorized on behalf of the Board to borrow from time to time by way of loan agreement or promissory note(s), or overdraft, or banker's acceptance from the Banker of the Board, currently Royal Bank of Canada ("RBC") or from any other approved lender authorized for borrowing purposes in accordance with Section 243 of the Act a sum or sums not exceeding in aggregate \$10,000,000 to meet, until current revenue is collected, the current expenditures of the board, currently from RBC, or from any other approved lender loan agreement, promissory note(s) or bankers acceptances, as the case may be, sealed with the corporate seal of the Board and signed by two of the Chair or Vice Chair and the Director of Education and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Banker of the Board, currently RBC, or from any other approved lender.

That the Chair or Vice Chair and the Director of Education and Treasurer are authorized on behalf of the Board to borrow from time to time by way of loan agreement, promissory note, or overdraft, or banker's acceptance from the Banker of the Board, currently Royal Bank of Canada ("RBC") or from any other approved lender authorized for borrowing purposes in accordance with Section 243 of the Act a sum or sums not exceeding in aggregate \$5,000,000 to meet, until current revenue is collected, the current Capital expenditures of the board, currently from RBC, or from any other approved lender loan agreement, promissory note(s) or bankers acceptances, as the case may be, sealed with the corporate seal of the Board and signed by two of the Chair or Vice Chair and the Director of Education and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Banker of the Board, currently RBC, or from any other approved lender.

The Director of Education and Treasurer is authorized and directed to apply in payment of all or any sums borrowed plus interest, all of the money collected or received in respect of the current revenues of the Board.

The Treasurer of the Board is authorized and directed to deliver to the Banker of the Board, currently RBC, or from any other approved lender from time to time upon request a statement showing (a) the amount of the estimated current revenues of the Board for the current year not yet received, or, where the estimates for the current year have not been adopted, a statement showing the estimated revenues of the Board as set forth in the estimates adopted for the previous fiscal year and the amount of the revenues of the current year already received and also showing the total of any amounts borrowed under Section 243 of the Education Act in the current year that have not been repaid.

CARRIED

I-4 B-803 Moved by: T. D’Agostino Seconded by: K. Rosilius
 That the Huron-Superior Catholic District School Board allows Chair Gary Treminski, Vice-Chair John Caputo, Trustees John Bruno, Tony D’Agostino, Lindsay Liske, Kathleen Rosilius, Sandra Turco and Director Danny Viotto to travel to Sudbury, ON to attend the OCSTA Fall Regional Meeting on September 22, 2023.
CARRIED

I-5 B-804 Moved by: T. D’Agostino Seconded by: K. Rosilius
 That the Huron-Superior Catholic District School Board allows Student Trustees Owen Middleton and Kenzie Garson to travel to Toronto to attend the OSTA-AECO Fall General Meeting on October 19-20, 2023.
CARRIED

J-1-a Update on Multi-Year Accessibility Plan
Superintendent Pino advised that the board reviews this plan yearly as well as develops a strategy for the upcoming year. The plan identifies five main categories of improvement for the board: customer service, employment, information and communications, physical/architectural and transportation. Projects for 2023-24 where also highlighted.

J-1-b SMC Activity Report
Student trustees Middleton and Garson highlighted some of the September events at the school, including components from faith, sports, student council and student senate. A few noteworthy items were the revitalizing of the student-led faith group/club, Welcome Month, and the formation of this year’s Student Senate.

N-1 B-805 Moved by: T. D’Agostino Seconded by: J. Bruno
 That the Huron-Superior Catholic District School Board meeting of Wednesday, September 20, 2023, adjourns at 8:47 p.m.
CARRIED

Chairperson: _____

Secretary: _____



**SPECIAL EDUCATION ADVISORY COMMITTEE
S.E.A.C.
Minutes**

Date: Wednesday, June 7, 2023

**Meeting 4:00 pm - Board Meeting Room:
Dinner to follow at 5:00 pm - Mill Steakhouse
83 Huron Street SSM, ON
705-942-3051**

Google Meet: meet.google.com/rsn-emdx-ccq

Attendance: Karisa Ceglaz, Theresa Coccimiglio, Irma DiRenzo, Sherri Kitts, Jared Lambert, Fil Lettieri, Jacques Ribout, Melanie Ross, Tiana Rushon, Rosanne Zagordo

Student Trustees and Guests: Owen Middleton, Jenna Viotto

Regrets: John Caputo

| AGENDA ITEMS | | ACTION | WHO | WHEN |
|--------------|--|---|---------------------------------|------|
| 1. | PRAYER FOR SEAC Welcome, Prayer and Land Acknowledgment | <ul style="list-style-type: none"> • SEAC prayer • Theresa thanked Jenna Viotto for her two years as student trustee and her work with SEAC. • We wish her all the best as she moved on to University. | Fil Lettieri Rosanne Zagordo | |
| 2. | ACCEPTANCE OF PREVIOUS MINUTES (May 31, 2023) | <ul style="list-style-type: none"> • Minutes were accepted. | Sherri Kitts Tiana Rushon | |

| | | | | |
|----|--|---|--|--|
| 3. | AGENDA ADDITIONS/CHANGES | | | |
| 4. | GUEST(s): REPORTS <ul style="list-style-type: none"> SMC student trustee | <ul style="list-style-type: none"> Relay for Life- all included this Friday Link Crew is getting ready for September Arts Festival is Thursday June 8 Multicultural night and BBQ Year end mass is upcoming Religion class has visited other churches, synagogues etc Kenzie Garson is the new Junior Trustee who will be replacing Jenna Viotto | | |
| 5. | MINISTRY UPDATES | <ul style="list-style-type: none"> Ministry update- SIP | Fil Lettieri | |
| 6. | SEAC BUSINESS <ul style="list-style-type: none"> Review of SEAC recommendations | <ul style="list-style-type: none"> Theresa thanked the recommendation committee for their hard work on these recommendations. Melanie Ross will present the recommendations on June 14 at the Board meeting. | Theresa Coccimiglio | |
| 7. | BUSINESS CARRIED FORWARD | | | |
| 8. | SUPERINTENDENT, COORDINATOR and Mental Health Leader's REPORT | <ul style="list-style-type: none"> SEAC meeting dates for 2023-2024 were distributed. Caseloads for counselors are full and they are busy wrapping up a year. Summer counsellor position was announced and they will be starting immediately. The summer counsellor will be supporting the summer learning program. We have made significant gains in reducing our waitlist for Psych/Ed testing. Students are also welcomed to come in the summer for Speech/Language testing. Projected needs visits with school administration are complete. This practice helps us to understand what needs are moving into the school, who has graduated and how many EAs they may need at the school. PIC is hosting Family STEAM night at Holy Angels. | Fil Lettieri Rosanne Zagordo Jared Lambert | |

| | | | | |
|----|---|--|----------------------------------|--|
| | | <ul style="list-style-type: none"> This is an opportunity to showcase the STEAM lab. | | |
| a. | North Shore Tribal Council (S. Kitts) | <ul style="list-style-type: none"> Graduation parade is June 13, 2023 | Sherri Kitts | |
| b. | AUTISM ONTARIO SSM CHAPTER PARENT INVOLVEMENT COMMITTEE (I. DiRenzo) | <ul style="list-style-type: none"> Hyperlinks from Autism Ontario: https://www.autismontario.com/transition https://www.youtube.com/playlist?list=PLDio9OX0K7ZY-iNVDX0nYfk-MBpHO5Mqv https://www.eventbrite.ca/e/autism-data-collaborative-engagement-event-tickets-600669527727 | Irma DiRenzo | |
| c. | ALGOMA FAMILY SERVICES (T. Coccimiglio) | <ul style="list-style-type: none"> No report at this time. | Theresa Coccimiglio | |
| d. | THRIVE – WELL BEING COMMITTEE (K. Ceglarz) | <ul style="list-style-type: none"> There was a town hall meeting to allow for more communication to the staff at THRIVE Tina Coombs is coming back September 11, 2023 and will start attending the September meetings. | Kasia Ceglarz | |
| e. | COMMUNITY LIVING ALGOMA (J. Ribout) | <ul style="list-style-type: none"> There is no waitlist | Jacques Ribout | |
| f. | MEMBER-AT-LARGE (M. Ross) | <ul style="list-style-type: none"> No report at this time. | Melanie Ross | |
| g. | Easter Seals (T. Rushon) | <ul style="list-style-type: none"> No report at this time. | Tiana Rushon | |
| h. | MEMBER-AT-LARGE – FOCUS ON FAITH (I. Drenzo) | <ul style="list-style-type: none"> No report at this time. | Irma DiRenzo | |
| i | TRUSTEES REPORT (J. Caputo, G. Trembinski) | <ul style="list-style-type: none"> Trustees attended the Ontario Catholic School Trustee conference in April- with very informative presentations. The ICE symposium was held after four years. It focused on faith and again had very informative guest speakers. In June, Gary attended the Canadian conference for Catholic trustees in Saskatoon. The presentations were excellent. Gary attended a tour of the Garden Centre Education Unit by Sherri Kitts. | John Caputo Gary Trembinski | |
| 9. | NOTES | Adjournment: 4:51 pm. | Gary Trembinski Kasia Ceglarz | |

Next Meeting: September 27, 2023
Location: Board Room- Board Office
Time: 4:00 – 6:00 p.m.



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

15

**REPORT TO THE DIRECTOR OF EDUCATION
AUDIT COMMITTEE REPORT 2022-23**

Date:
October 18, 2023

Submitted by:
Justin Pino
Superintendent of Business

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Equitable Stewardship of our Resources as one of its strategic directions. This report relates specifically to utilizing resources responsibly, justly, responsively, and wisely.

Background:

[Ontario Regulation 361/10 s. 15](#) "Audit Committees" requires Audit Committees to present an Annual Report with specific reporting categories. The Audit Committee for the 2022-23 school year consisted of Trustee member Gary Trembinski (Chair of the Committee from December 2022), Trustees John Bruno, Lindsay Liske and Joe Ruscio (up to December 2022). External Audit Committee members were Sean Dwyer and Khushru Umrigar. Board staff who were present as a resource to the committee were Director of Education Danny Viotto, Superintendent of Business Justin Pino, Supervisor of Accounting and Payroll, Monique Ellis (up to March 2023), Manager of Financial Services Brian McKinlay (from March 2023) and Budgeting & Cost Analyst, Daniel Senegal

Information:

The 2022-23 Annual Report of the Audit Committee for the Huron-Superior Catholic District School Board is included with this report.

Recommendation:

It is recommended that the Board receive the 2022-23 Annual Report of the Audit Committee.

Motion: That the Huron-Superior Catholic District School Board receive the 2022-23 Annual Report of the Audit Committee as outlined in the Report to the Director dated October 18th, 2023.

Annual Report to the Board of Trustees For the year ended August 31, 2022

This report summarizes the audit committee's actions for the year ending August 31, 2023.

Audit Committee Members

The audit committee consists of 5 members. As it was a Trustee election year, 6 members are listed below:

- Gary Trembinski – Trustee representative (Chair from December 2022)
- John Bruno – Trustee representative (from December 2022)
- Lindsay Liske – Trustee representative
- Joe Ruscio – Chair (Trustee Representative up to December 2022)
- Sean Dwyer – External member
- Khushru Umrigar – External member

In addition, regular attendees at the Committee meetings were:

- Danny Viotto – Director of Education
- Justin Pino – Superintendent of Business
- Monique Ellis – Supervisor of Accounting & Payroll (up to March 2023)
- Brian McKinley – Manager of Financial Services (from March 2023)
- Daniel Senegal – Budgeting & Cost Analyst
- Melissa Dodge – Regional Internal Audit Manager
- Eric St. Denis – Regional Internal Auditor

Administrative Tasks

At the beginning of the year and in accordance with recommended good practice, various administrative tasks were completed. These included:

- developing a work plan;
- developing a meeting schedule and agenda for the year; and
- developing the annual internal audit plan

Meetings

It was agreed to hold four (4) meetings throughout the year.

The members in attendance at each meeting were as follows:

| <i>Member's Name</i> | <i>Sept 20, 2022</i> | <i>Dec 6, 2022</i> | <i>Mar 21, 2023</i> | <i>Jun 13, 2023</i> |
|----------------------|--------------------------|------------------------|-------------------------|-------------------------|
| Gary Trembinski | x | x | x | x |
| John Bruno | na | x | x | x |
| Lindsay Liske | x | x | x | x |
| Joe Ruscio | | na | na | na |
| Sean Dwyer | x | x | x | x |
| Khushru Umrigar | x | x | | x |

Governance

The audit committee operated throughout the fiscal year ending August 31, 2023. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

External Auditors

The relationship with the external auditors has been satisfactory. The external auditors, BDO, presented the scope and extent of their work to the committee, which the committee reviewed and recommended for approval at the September 20, 2022, meeting. The external auditors confirmed their independence in the letter dated September 2022. The audit committee reviewed and recommended the approval of the annual audited financial statements on December 6, 2022.

The audit committee recommended the appointment of BDO as the external auditors for the 2023/24 fiscal year at the Mar 21, 2023, meeting.

Internal Auditors

The relationship with the internal auditors has been satisfactory. The Committee reviewed the results of the risk assessment, as well as the risk-based multi-year internal audit plan and the annual audit plan for the 2022/23 fiscal year.

The internal auditors performed the following work during the year:

18

PLANNED AUDITS:

- Audit #1: Privacy; educational applications (*completed*)
- Audit # 2: School Generated Funds (*completed*)
- Audit #3: IT PEN Testing (*in progress*)

The audit committee endorsed completed reports, including auditor recommendations and management implementation/action plans.

The audit committee received reports from internal audit that assessed the progress toward management's implementation of action plans developed in response to previous audit findings. This enabled the audit committee to engage management in a discussion regarding findings not satisfactorily actioned, as well as encouraging renewed efforts on overdue action plans.

Summary of the Work Performed

In addition to the items noted above, the following outlines further work performed by the audit committee in the last 12 months:

- Received a report from the internal auditors on their review of the effectiveness of controls across the school board;
- Confirmed that the external and internal auditors did not encounter any difficulties in the course of their work;
- Undertook a review of the external auditors' performance;
- Obtained confirmation from the Director of Education that the school board was compliant with all current federal and provincial Acts, Regulations and Statutes.
- Undertook an evaluation of the effectiveness of the internal audit function, including the performance of the regional internal audit manager and his / her team;
- Queried management on their approach to risk management as well as their strategy to manage such risks; and
- Performed a self-assessment.

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

On behalf of the audit committee

Audit Committee Chair

August 9th, 2023

Superintendent Fil Lettieri
Superintendent of Special Education
Huron-Superior Catholic District School Board
Email: Fil.Lettieri@hscdsb.on.ca

Dear Superintendent Lettieri,

On behalf of Autism Ontario, I am pleased to nominate **Melissa Puzak** as our **Alternate Representative** on the **Huron-Superior Catholic District School Board's** Special Education Advisory Committee (SEAC) for the 2022-2026 term.

Melissa Puzak meets the eligibility criteria under the Ontario Education Act as she is:

- At least 18 years old
- A Canadian citizen
- A resident of the school board or authority jurisdiction
- An elector or tax payer for the school board
- Not an employee of the Board

Contact Information:

Melissa Puzak
70 Bennett Drive
Elliot Lake, Ontario, P5A 2T6
Tel: 705-208-0441
Email: puzak.melissa@gmail.com

Please do not hesitate to contact me if you need any additional information or if I can be of assistance.

Sincerely,



Tanya Jewell
Subject Matter Expert – Education
1-800-472-7789 ext. 393
tanya.jewell@autismontario.com

cc: Melissa Puzak, Nominee, puzak.melissa@gmail.com
Irma Di Renzo, Autism Ontario SEAC Representative, irmamdirenzo@gmail.com
Rosanne Zagordo, Special Education Coordinator, HSCDSB, Rosanne.Zagordo@hscdsb.on.ca



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

REPORT TO THE DIRECTOR OF EDUCATION Trustee Honoraria

Date:
October 18th 2023

Submitted by:
Justin Pino
Superintendent of Business

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Equitable Stewardship of our Resources as one of its strategic directions. This report relates specifically to utilizing resources responsibly, justly, responsively, and wisely.

[Ontario Regulation 357/06](#) of the Education Act requires school boards to adopt a policy establishing the honoraria for its members during their term of office. There are four components to trustee honoraria which a board may pay as follows:

- The base amount for the year.
- The enrolment amount for the year.
- The attendance amounts payable to a member for the year.
- The distance amount payable to a member for the year.

According to board Policy 2004 (Trustee Honoraria), the board will only pay its members the base and enrolment amounts.

Board Policy 2004 also requires the Superintendent of Business to provide the board with a calculation annually for Trustee Honoraria. This is in accordance with [Ontario Regulation 357/06](#).

Below is the calculation for the year commencing November 15, 2023.

Base and Enrolment Amount

| | |
|--|---------------------|
| Average Daily Enrolment (2022/23 Financial Statements) | 4,113.62 |
| ADE x \$1.75 | <u>1.75</u> |
| | 7,199 |
| Divide by 9 (number of elected trustees) | 800 |
| Add - base amount | 5,900 |
| Trustee Honorarium effective November 15, 2022 | <u><u>6,700</u></u> |

Chair and Vice-Chair Amounts

| | Chair | Vice-Chair |
|--|----------------------|---------------------|
| Trustee amount (above) | 6,700 | 6,700 |
| Add Chair/Vice-chair base amount | 5,000 | 2,500 |
| Enrolment allotment | | |
| ADE x 5 cents - min 500 (chair) | 500 | |
| ADE x 2.5 cents - min 250 (vice-chair) | | 250 |
| Maximum Chair / Vice-Chair honoraria | <u><u>12,200</u></u> | <u><u>9,450</u></u> |



REPORT TO THE DIRECTOR OF EDUCATION

RESPONSES TO THE SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) RECOMMENDATIONS

October 6, 2023

Submitted by:
Fil Lettieri
Superintendent of Education

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Success and Well-Being of our Students, Nurturing of our Catholic Faith, Engagement with Employees and Partners and Equitable Stewardship of our Resources as four of its strategic directions. This report relates primarily to:

- Providing safe and inclusive Catholic environments
- Responding to the needs, preferences, experiences, ideas, and voices of all our students
- Enriching our school experience by engaging the gifts and talents of our employees and partners
- Exposing our school communities to faith-infused, dynamic instruction, resources, experiences, practices, and prayer
- Utilizing our resources responsibly, justly, responsively, and wisely

As outlined in Ontario Regulation 464/97, the Special Education Advisory Committee (SEAC) provides recommendations to the Board on an annual basis. These recommendations are intentionally aligned with each of the strategic directions of the Board's MYSP and presented at the Board Meeting in June.

The following chart highlights the actions the Board has taken to date to fulfill SEAC's recommendations for the 2023-2024 school year.

I wish to express my gratitude to SEAC for their ongoing dedication to enhancing the special education services provided by the Board.

| SEAC Recommendation | The Board's Response |
|--|---|
| Success and Well-Being of our Students | |
| <p>1. That necessary equipment be purchased and/or available in the Learning Library for students with special needs who are in intermediate and senior grades. Suggestions include alternative seating options and materials pertaining to a child's well-being</p> <p>That Learning Resource Teachers collaborate with classroom teachers and Educational Assistants to determine what is available and to access these resources in the interim of supports</p> | <p>The Special Education Department has purchased a variety of resources and materials, such as alternative seating options, as part of its Learning Library for schools. At the September SEAC Meeting, Desiree Mackenzie, one of our Autism and Behaviour Advisors, facilitated a presentation about the Learning Library and provided SEAC members with a tour of our inventory.</p> <p>Learning Resource Teachers (LRTs), Enhanced Learning Program (ELP) teachers and school administrators were informed about the Learning Library digital catalogue and how to view and sign-out available items. A tour of the Learning Library will also be provided to them at a future Check-in with the Special Education Coordinator Meeting.</p> |
| <p>2. That students who are sent home regularly, due to their inability to cope or in any capacity sustain a full day of school, meet at regular intervals (i.e., case conference) with the parent/guardian, school team, Special Education Department, and community partners to develop a formal plan and set attainable goals</p> | <p>This recommendation was explicitly communicated to school administrators during the Principal's and Vice-Principal's Summer Institute as a requirement for when students are placed on a modified day. School administrators have been directed to provide the Superintendent of Special Education with the names of students currently on a modified day so that the Special Education Department can assist in carrying out this recommendation. Students on a modified day are also being tracked with a designated attendance code.</p> <p>Special Education Classes, such as Academics Community Education (ACE) and Independent Living Skills (ILS 1-3), which previously dismissed students upwards to 50 minutes prior to the end of the school day,</p> |

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| | <p>have been extended this school year so that students can attend the program for the full day and benefit from enhanced opportunities for integration.</p> |
| <p>3. That a vision itinerant teacher be assigned within the HSCDSB to support students with vision impairments by offering programming suggestions, resources, and support to teachers and Educational Assistants</p> | <p>The Board posted a 0.5 FTE position for a vision itinerant teacher during the staffing process in June and again in September. Unfortunately, no qualified candidates applied. The Board will look at alternative options to filling this position, such as establishing a partnership with the coterminous board.</p> |
| <p>4. That an adult bus monitor, who has received training on special needs, self-regulation, and bus safety be placed on school buses where there is a high incidence of bus reports whereby students with special needs are removed from the bus. Alternative transportation via cab should be used minimally.</p> | <p>This recommendation was brought forward for consideration at the Algoma & Huron-Superior Transportation Services Governance Meeting in June. At this time, the Transportation Consortium has decided not to proceed in this direction. The Board remains committed to providing alternative transportation to students with special education needs. In instances where a taxi service is not available, particularly in our rural communities, the Board has adopted SEAC's recommendation of securing an adult bus monitor from the transportation provider, when possible.</p> |
| <p>Equitable Stewardship of our Resources</p> | |
| <p>5. That the Superintendents of Special Education and Finance issue a status report to SEAC in September with regards to the allocations given to the HSCDSB for the projects and programs it intends to pursue</p> | <p>A summary of the Ministry of Education's Priorities and Partnerships Funding (PPF) allocations related to Special Education and Mental Health for the 2023-2024 school year was provided to SEAC during the September meeting. The summary outlined preliminary plans on how the funds would be utilized to enhance special education/mental health programming and services for students (e.g., purchasing Lexia reading licenses, contracting Speech-Language Pathology and Psychoeducational Assessments, hiring Reading Intervention Teachers, etc.).</p> |
| <p>6. The Superintendent of Special Education continue to review this report with SEAC members biannually</p> | |

Updates will continue to be provided during the Superintendent of Special Education’s Report at monthly SEAC meetings. Furthermore, the Superintendent of Business is scheduled to present the annual status report of the Special Education budget to SEAC in January.

Nurturing of our Catholic Faith

7. That the Board increase funding allocations toward all activities and resources which promote the “Nurturing of our Catholic Faith”, including funding the Religious Education and Family Life Consultant to a Full-Time Equivalent position

The Board currently funds a 0.5 FTE Religious Education and Family Life Consultant and 0.5 FTE Faith Animator, who work collaboratively to promote the “Nurturing of our Catholic Faith”. This staffing compliment is in alignment with other school boards of similar size. Special Assignment Teaching positions, such as these, are reviewed annually by the Administrative Council in the spring when preparing the budget for the following school year.

8. That the HSCDSB develop a Religious Education and Faith Formation Curriculum Policy with particular consideration given to the accommodations that will enable students with special education needs to grow in their faith

Teachers follow curriculum expectations outlined in the Ontario Catholic Curriculum for Religious Education and Family Life Policy Documents. Students with special education needs receive accommodations, according to their Individual Education Plan, for Religious Education lessons and assessments, as they would for all other subjects.

This recommendation was brought forward to the Ontario Institute for Catholic Education (ICE). Their Executive Director has indicated that ICE will explore developing resources to assist teachers in delivering Religious Education curriculum to students with special education needs. Furthermore, the Executive Director will reach out to the Superintendent of Special Education for input when the consultation process is underway. A timeline for this process has not been established.

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| <p>9. That all identified barriers that prevent children from attending or traveling to a school or off-site liturgical celebrations be removed, should the need arise then the Religious Education Family Life Consultant will bring Catholic faith to these children</p> | <p>Schools are required to ensure that students with special education needs can fully participate in liturgical celebrations by arranging alternative transportation to the off-site location (i.e., Church) and scheduling the support of an EA to accompany the student(s).</p> |
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Engagement with Employees and Partners

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| <p>10. That families be made explicitly aware of mental health supports provided in schools. Some suggestions for the distribution of this information include emails, a photo wall, parent-teacher night, welcome to kindergarten, and online communication tools. It is further recommended by SEAC that each school develop and provide a printed newsletter to each family, in September of each year, outlining all supports available.</p> | <p>A flyer, outlining the counselling and mental health services that the Board provides, will be distributed to all families at the end of October. This timeline allows the Mental Health Leader to acquire valuable input and feedback from the Student & Family Counsellors, school administration and SEAC members when preparing this resource. In the interim, all schools have a Mental Health bulletin board in place for students and parents/guardians visiting the school to access information, such as how to get a hold of a counsellor, contact information for community supports, mental health strategies and tips, etc. Also, the monthly <i>Focusing on Mental Health Newsletter</i> is posted on the Board website, within the Special Education page, for students and families to view.</p> |
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| <p>11. Professional development for all staff regarding purposeful classroom organization, design, and décor with consideration for learners</p> | <p>Professional Activity Days are prescribed by the Ministry of Education. The Special Education Department will look for opportunities to provide this learning to school staff (e.g., Lunch & Learn P.D. sessions, Check-in with the Special Education Coordinator Meetings, etc.). The Special Education Department is in the process of establishing a demonstration classroom in Mount St. Joseph Catholic Education Centre that can be used for this purpose and other relevant training opportunities.</p> |
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| <p>12. That appropriate training be completed for its members by the end of the calendar year 2023-2024</p> | <p>Training for SEAC members has been arranged for the October meeting. It will be facilitated virtually by Lynn Ziraldo, who is the current SEAC Chair for the York Region District School Board. Lynn has extensive experience with special education, serving on various provincial committees and delivering numerous workshops and training sessions to educators.</p> |
| <p>13. That representatives of this Committee be invited to Learning Resource Teacher networks, professional development opportunities, and relevant Board activities</p> | <p>The Special Education Coordinator will inform SEAC of applicable professional development opportunities, such as Community Living Algoma's Shelley Moore Learning Series on Inclusion, taking place in February, and relevant Board activities, such as the Faith Day and 25-Year Anniversary celebration.</p> |



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

Re: St. Mary's College School Activity Report 2023

October 18, 2023

Submitted by:
Owen Middleton
Kenzie Garson
Mya Jensen
Student Trustees
St. Mary's College

Faith:

- SMC was the host site for the HSCDSB Faith Day. Several classes assisted with transforming the auditorium into a sacred space and returning it to its original state.
- Opening Prayer services took place on September 21st with Gr. 9&10 classes attending together and gr. 11&12 classes attending together. Once again this year the focus is having students take a leadership role at our celebrations.
- Our Thanksgiving Masses will be taking place on Oct. 12 with Fr. Peter and Fr. Trevor as our celebrants.
- Miss Parniak has been reaching out to our local priests with the hopes of having a team of clergy involved at SMC. Several have responded positively. Fr. Trevor has already begun visiting the school during lunch hour when he is available.
- Classes have been visiting the Chapel to learn about the vestments and vessels used as part of the mass
- Work is being done in the Chapel as part of a project related to Truth and Reconciliation that Mr. Dicerbo has been working on so changes will be seen as you enter.
- The chapel has been well used during the lunch hour. Students especially like spending time playing the piano.
- A schedule of Masses, Prayer Services and Retreats has been shared with staff for the year.

- Information on Sacramental Preparation at local parishes has been shared with parents via an e-mail blast.

Extracurriculars:

- Both Junior and Senior Girls basketball teams are 1st in the city.
- Both football teams are ranked 2nd in the city.
- The boys' volleyball team is 1-1
- The cross country meet is taking place on October 17

SMC Student Council:

- Student council successfully hosted our first Spirit Week, with fun dress-up and dress-down days throughout the week, and a Pep Rally to boost school spirit.
- On Friday, October 5th, all SMC alumni were invited to attend our Homecoming Game.

SMC Indigenous Student Council:

- Truth and Reconciliation Week - Council made and sold orange shirt pins
- Held the Truth and Reconciliation walk on Sept 28
- Vice President Justus Flammand read Indigenous announcements
- Invited Elder, Carol Herminston to share a story of her missing relative
- Held a viewing of the film 'Inendi'

Student Senate:

- We have chosen our 2023-24 Student Senate consisting of a total 22 students from SMC and elementary schools.
- We plan to have our first official meeting on Wednesday, October 11th.