



Board of Trustees' Board Meeting

Date: Monday, October 23, 2023

Time: 6:00 p.m.

** Committee of the Whole In Camera, if necessary, will precede or follow the Board Meeting, as appropriate.*

Location: 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener

Attendees:

Board of Trustees:
Linda Cuff, Kathy Doherty-Masters (Vice-chair), David Guerin, Renee Kraft, Julie Molenaar, Marisa Phillips, Robert Sikora, Conrad Stanley, Tracey Weiler (Chair)

Student Representatives:
Bryanna Donoghue, Xavier Petrie

Senior Administration:
Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonca, Judy Merkel, Kerry Pomfret, Jennifer Ritsma, Annalisa Varano

Special Resource:

Recording Secretary:
Stephanie Medeiros

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	Chair		
1.1 Opening Prayer/Memorials	Pastoral Committee Trustee		
1.2 Territorial Acknowledgement I (we) would like to begin by acknowledging that the land on which we gather today is the land traditionally cared for by the Haudenosaunee, Anishinaabe and Neutral People. I (we) also acknowledge the enduring presence and deep traditional knowledge, laws and philosophies of the Indigenous People with whom we share this land today.	Chair		
1.3 Approval of Agenda	Board of Trustees		Approval
1.4 Declaration of Pecuniary Interest 1.4.1 From the current meeting 1.4.2 From a previous public or in-camera meeting	Individual Trustees		
1.5 Items for Action: No items for action from the In Camera meeting of October 2, 2023.			
2. Consent Agenda: Director of Education (e.g., day –to –day operational matters from the Ministry of Education that the Board is required to do)			

ITEM	Who	Agenda Section	Method & Outcome
3. Consent Agenda: Board (Minutes of meetings, staff report)			
3.1 Approval of Minutes of Regular and Special Meetings 3.1.1 Board of Trustee's Meeting – September 25, 2023 3.1.2 Special Board of Trustee's Meeting – October 2, 2023 3.2 SEAC Minutes – September 6, 2023 3.3 Director's Monthly Report 3.4 Audit Committee Annual Report 3.5 Re-Engagement Strategy Update (12/12+)	Board of Trustees Board of Trustees Board of Trustees T. Dowling Board of Trustees A. Varano	pp. 4-7 pp. 8-9 pp. 10-11 pp. 12-14 pp. 15-18 pp. 19-21	Approval Approval Information Information Approval Information
4. Delegations/Presentation			
5. Advice from the CEO			
5.1 Well-Being Plan 5.2 IT Summer Update	J. Merkel C. Demers	pp. 22-29 pp. 30-44	Information Information
6. Ownership Linkage (Communication with the External Environment)			
7. Reports from Board Committees/Task Forces			
7.1 Student Trustee Report	B. Donoghue/X. Petrie	pp. 45-47	Information
8. Board Education (at the request of the Board)			
8.1 OCSTA/CCSTA Communications OCSTA/CCSTA Communications Link	Board of Trustees	Link	Information
8.2 Chair's Report	Chair	pp. 48-49	Information
9. Policy Discussion			
10. Assurance of Successful Board Performance			
10.1 Board Policy Review 10.1.1 Board Policy II 003 Board Job Description Is there a need to review the Policy?	K. Doherty-Masters	Link	Approval
11. Assurance of Successful Director of Education Performance			
12. Potential Agenda Items/Trustee Inquiry Report (CEO)			
12.1 Motion to submit support letter to the Toronto Youth Council 12.2 Resignation of Trustee Molenaar 12.3 Trustee Replacement Process Education Act – section 221 – Vacancies WCDSB By-law - Article 8	Board of Trustees Chair All	pp. 50 Links	Approval Approval Approval
13. Announcements			
13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated): • Nov 1 – SEAC Meeting • Nov 8 – Commissioning • Nov 9 – Audit Committee	Chair	--	Information

ITEM	Who	Agenda Section	Method & Outcome
- Nov 9 – Mayor Vrbanovic's State of the City Address - Nov 11 - Remembrance Day - Nov 13 – Committee of the Whole - Nov 13 - Professional Development - Faith Day - Nov 27 – Inaugural Election Chair/Vice-chair and Board of Trustees			
13.2 Pending Items: 13.3 Pending Items for OCSTA Consideration	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
14. Items for the Next Meeting Agenda	Trustees		
Committee of the Whole Meeting: (November 13, 2023) - STSWR Annual Update - EQAO - Math Action Plan	Chair	--	Information
15. Confirm Decision Made Tonight	Director of Education		
15.1 Confirm Decisions Made Tonight	Recording Secretary	--	Information
16. Closing Prayer			
17. Motion to Adjourn	Board of Trustees	Motion	Approval

CLOSING PRAYER

O Risen Lord, you have entrusted us with the responsibility to help form a new generation of disciples and apostles through the gift of our Catholic schools.

As disciples of Christ, may we educate and nurture hope in all learners to realize their full potential to transform God's world.

May our Catholic schools truly be at the heart of the community, fostering success for each by providing a place for all.

May we and all whom we lead be discerning believers formed in the Catholic faith community; effective communicators; reflective and creative thinkers; self-directed, responsible, life-long learners; collaborative contributors; caring family members; and responsible citizens.

Grant us the wisdom of your Spirit so that we might always be faithful to our responsibilities.
We make this prayer through Christ our Lord.

Amen

Rev. Charlie Fedy, CR and the Board of Trustees, 2010



Board of Trustees' Board Meeting

A public meeting of the Board of Trustees was held on Monday, September 25, 2023, at 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener.

Trustees Present:

Linda Cuff, Kathy Doherty-Masters (Vice-chair), David Guerin, Renee Kraft, Julie Molenaar, Marisa Phillips, Robert Sikora, Tracey Weiler (Chair)

Student Trustees Present:

Bryanna Donoghue, Xavier Petrie

Administrative Officials Present:

Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonca, Judy Merkel, Kerry Pomfret, Jennifer Ritsma, Annalisa Varano

Special Resources For The Meeting:

Regrets: Sally Fuentes

Recorder:

Stephanie Medeiros, Executive Administrative Assistant

NOTE ON VOTING: Under Board by-law 5.7 all Board decisions made by consensus are deemed the equivalent of a unanimous vote. A consensus decision is therefore deemed to be a vote of 9-0. Under Board by-law 5.11 every Trustee "shall vote on all questions on which the Trustee is entitled to vote" and abstentions are not permitted.

1. Call to Order:

The Chair of the Board called the meeting to order at 6:00 p.m.

1.1 Opening Prayer & Memorials

The meeting opened with prayer by Trustee Molenaar.

1.2 Territorial Acknowledgment

Territorial Acknowledgement declared by Chair Weiler.

1.3 Approval of Agenda

Chair Weiler requested a mover and seconder for approval of the agenda with the following amendments: n/a

2023-79-- It was moved by Trustee Sikora and seconded by Trustee Phillips:

THAT the agenda for Monday, September 25, 2023, be now approved.

--- Carried by *consensus*.

1.4 Declaration of Pecuniary Interest

1.4.1 From the current meeting – NIL

1.4.2 From a previous public or in-camera meeting – NIL

1.5 Items for Action: N/A

2. Consent Agenda: Director of Education (e.g. day-to-day operational matters from the Ministry of Education that the board is required to do)

3. Consent Agenda: Board of Trustees (Minutes of meetings)

3.1 Approval of Minutes of Regular and Special Meetings

3.1.1 Board of Trustee's Meeting – June 12, 2023

3.1.2 Special Board of Trustee's Meeting – September 11, 2023

3.2 SEAC Minutes – June 7, 2023

3.3 Director's Monthly Report

3.4 Administrative Procedure Update

Chair Weiler requested a mover and seconder for approval of the consent agenda.

2023-80-- It was moved by Trustee Doherty-Masters and seconded by Trustee Guerin:

THAT the Consent Agenda Board of Trustees and the recommendations contained therein be now approved.

--- Carried by consensus.

4. Delegations

5. Advice from the CEO

5.1 Summer Transition Programs/Update on Summer Boost/Headstart

Superintendent Foran introduced Principal Pat Runstedler and Vice Principal Nancy Montes to review the presentation on Summer Transition Programs/Update on Summer Boost/Headstart. A new feature has been introduced this year that report cards from Summer Boost can be uploaded to Encompass for teachers to review. Trustees discussed the importance of making funding for these programs permanent. Trustees praised the program and would like to see even more students participate.

5.2 Enrollment/Staffing Report

Superintendent Pomfret provided an update on Enrollment/Staffing for the fall of 2023. Trustees asked clarifying questions and noted the impact on staffing. Superintendent Pomfret discussed growth for future years. Superintendent Maharaj explained we will continue to grow due to immigration.

Skipping to item 5.4 until presenter for 5.3 arrives. All Trustees in agreement.

5.3 Summer Construction Update

Superintendent Maharaj introduced Adrian Frigula, Senior Manager of Facility Services. Mr. Frigula presented on the construction projects for 2022-2023 and funding.

Trustees asked clarifying questions and provided feedback.

5.4 Capital Priorities

Superintendent Maharaj introduced Jennifer Passey, Manager of Planning to present the Capital Priorities Program. Ms. Passey discussed construction, development, sites receiving additions and new schools opening. Chair opened the floor for comments and questions. Trustees noted they would like to see the building of schools and renovations expedited quicker.

Chair Weiler requested a mover and seconder for approval of the Capital Priorities Program after receiving the updated wording from Superintendent Maharaj.

2023-81-- It was moved by Trustee Sikora and seconded by Trustee Cuff:

That the Board of Trustees approves extended long term enrolment projections and submission of the following 2023-24 capital priorities to the Ministry of Education:

- 1. St. Gregory Catholic Elementary School Addition**
- 2. St. Boniface Catholic Elementary School Addition**
- 3. New North Cambridge Catholic Elementary School + Child Care Centre**

4. St. Brigid Catholic Elementary School Addition
5. St. Paul Catholic Elementary School Addition
6. St. Mark Catholic Elementary School Addition

--- Carried by consensus.

Moved back to 5.3 for presentation.

6. Board Education (at the request of the Board)

7. Reports From Board Committees/Task Forces

7.1 Student Trustee Update

Student Trustees Donoghue and Petrie presented the Student Trustee report and provided an update on events and activities happening in the secondary school community along with Student Trustee Role update for the month of September.

8. Board Education (at the request of the Board)

8.1 Chair Weiler noted OCSTA Communications

Trustee Weiler noted review of OCSTA communications.

8.2 Chair's Report

Chair Weiler provided a summary of tasks completed during the summer and highlighted the Trustee Work Plan. Chair Weiler also reviewed events and meetings attended.

9 Policy Discussion

10 Assurance of Successful Board Performance

10.1 Board Policy Review

10.1.1 Board Policy II 002 Governing Style. Is there a need to review the Policy?

Trustee Cuff confirmed review of Board Policy II 002 Governing Style and confirmed compliance.

2023-82-- It was moved by Trustee Cuff and seconded by Trustee Doherty-Masters:

THAT the Board of Trustees reviewed Board Policy II 002 Governing Style and find that the Board is in compliance.

--- Carried by consensus

To be reviewed by the Governance Committee. Has not been reviewed since 2019.

10.1.2 Board Policy III 006 CEO Compensation and Benefits. Is there a need to review the Policy?

Trustee Sikora confirmed review of Board Policy III 006 CEO Compensation and Benefits and confirmed compliance.

2023-83-- It was moved by Trustee Sikora and seconded by Trustee Phillips:

THAT the Board of Trustees reviewed Board Policy III 006 CEO Compensation and Benefits and find that the Board is in compliance.

--- Carried by consensus

There is no need to review the policy.

11 Assurance of Successful Director of Education Performance

12 Potential Agenda Items

12.1 Resignation of Trustee Fuentes

On September 16, 2023, Trustee Fuentes forwarded via email a statement to Trustees announcing her intention to resign her seat.

2023-84-- It was moved by Trustee Cuff and seconded by Trustee Molenaar:

THAT the Board of Trustees accept the resignation of Trustee Fuentes, effective September 16, 2023

--- Carried by consensus.

12.2 Trustee Replacement Process

Trustees discussed possible replacement processes for the vacant seat.

Director Dowling reviewed details of section 221, Vacancies of the Education Act and WCDSB by-law Article 8.

Chair Weiler opened the floor for questions. Trustees expressed interest in moving forward with a decision, a motion was moved by Trustee Kraft to discuss the replacement process by show of hands.

2023-85—It was moved by Trustee Kraft and seconded by Trustee Cuff:

THAT the Board of Trustees move to make a decision on the Trustee replacement process under 12.2.

In Favour: 7

Opposed:2

Motion Carried.

Chair Weiler opened the floor to Trustees to discuss the Trustee replacement process. Trustees debated on the application process verses appointing the runner up in Waterloo, Wellesley and Woolwich. Trustee Cuff requested a recorded vote. Student Trustees requested a non-binding vote. Trustee Kraft moved a motion to appoint the candidate that was runner up.

2023-86— It was moved by Trustee Kraft and seconded by Trustee Cuff:

THAT the Board of Trustees move to appoint the candidate that was the runner up in Waterloo, Wellesley, Woolwich to fill the open Trustee position.

In Favour (5): Sikora, Phillips, Kraft, Guerin, Cuff

Opposed (3): Molenaar, Doherty-Masters, Weiler

Non-binding vote for Student Trustees Donoghue and Petrie were both opposed to the motion.

--Motion is carried.

13 Announcements

13.1 Upcoming Meetings/Events

Trustees discussed upcoming events.

13.2 Pending Items: N/A

13.3 Pending Items for OCSTA Consideration: N/A

14 Items for the Next Meeting Agenda

Trustees discussed upcoming agenda items.

15 Adjournment – Confirm decisions made tonight.

15.1 Confirm Decisions made tonight.

16 Closing Prayer

17 Motion to Adjourn

2023-87-- It was moved by Trustee Phillips and seconded by Trustee Cuff:

THAT the meeting be now adjourned. The meeting was adjourned by consensus at 8:21 p.m.

Chair of the Board

Secretary



Special Board of Trustees' Board Meeting

A public meeting of the Board of Trustees was held on Monday, October 2, 2023, at 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener.

Trustees Present:

Linda Cuff, Kathy Doherty-Masters (Vice-chair), David Guerin, Renee Kraft, Marisa Phillips, Robert Sikora, Tracey Weiler (Chair)

Student Trustees Present:

Bryanna Donoghue, Xavier Petrie

Administrative Officials Present:

Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonca, Judy Merkel, Kerry Pomfret, Jennifer Ritsma, Annalisa Varano

Special Resources For The Meeting:

Regrets: Julie Molenaar

Recorder:

Stephanie Medeiros, Executive Administrative Assistant

NOTE ON VOTING: Under Board by-law 5.7 all Board decisions made by consensus are deemed the equivalent of a unanimous vote. A consensus decision is therefore deemed to be a vote of 9-0. Under Board by-law 5.11 every Trustee "shall vote on all questions on which the Trustee is entitled to vote" and abstentions are not permitted.

1. Call to Order:

The Chair of the Board called the meeting to order at 6.08 p.m.

1.1 Opening Prayer & Memorials

Deferred.

- 1.1.1 Declaration/Oath of Newly Appointed Trustee – C. Stanely
Conrad Stanley recited and signed declaration and oath.

1.2 Territorial Acknowledgment

- 1.2 Territorial Acknowledgment by Chair Weiler.

1.3 Approval of Agenda

Chair Weiler requested a mover and seconder for approval of the agenda.

Amendments:

- Striking 1.5 for needing approval
- Read territorial acknowledgment.

**2023-87-- It was moved by Trustee Sikora and seconded by Trustee Kraft:
THAT the agenda for Monday, October 2, 2023, be now approved, as amended.
--- Carried by *consensus*.**

1.4 Declaration of Pecuniary Interest

- 1.4.1 From the current meeting – NIL
1.4.2 From a previous public or in-camera meeting – NIL

1.5 Items for Action

2 Consent Agenda: Director of Education (e.g. day-to-day operational matters from the Ministry of Education that the board is required to do)

3 Consent Agenda: Board of Trustees (Minutes of meetings)

4 Delegations

5 Advice from the CEO

6. Board Education (at the request of the Board)

7. Reports From Board Committees/Task Forces

8. Board Education (at the request of the Board)

9 Policy Discussion

10 Assurance of Successful Board Performance

11 Assurance of Successful Director of Education Performance

12 Potential Agenda Items

13 Announcements

13.1 Upcoming Meetings/Events

13.2 Pending Items: N/A

13.3 Pending Items for OCSTA Consideration: N/A

14 Items for the Next Meeting Agenda

15 Adjournment – Confirm decisions made tonight.

15.1 Confirm Decisions made tonight.

16 Closing Prayer

17 Motion to Adjourn

2023-88-- It was moved by Trustee DM and seconded by Trustee Phillips:
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 6:13 p.m.

Chair of the Board

Secretary



SEAC Committee Meeting Minutes

Date& Time:	September 6, 2023, at 6:00 p.m.
Location (Hybrid):	In-Person: St. Francis Room(2 nd Floor), Catholic Education Centre Online: Via Teams Click here to join the meeting
Next Meeting:	October 4, 2023, at 6:00 p.m.
Committee Members: Kim Murphy, John Gilbert, Cindy Benedetti, Erin Sutherland, Daina Colbourne, Laura Shoemaker, Jeanne Gravelle, Monica Wenzlaff, Bob Sikora, Sally Fuentes	
Administrative Officials: Gerald Foran, Erin Lemak Regards: John Gilbert, Bob Sikora, Cindy Benedetti	

1. Opening Prayer Welcome	Erin Lemak
2. Approval of Agenda Motion by: Erin Sutherland Seconded: Kim Murphy	
3. Declared Pecuniary Interest N/A	
4. Approval of the June 7th minutes: Motion by: Kim Murphy Seconded: Erin Sutherland	
5. School System Operational Business 5.1 Equity Presentation Q&A 5.2. Revised Brochure: Changes were addressed, and copies and electronic documents shared with the members. 5.3. Special Education Plan – Emailed to members and if there are any questions, they will be addressed at the next meeting. 5.4. PD Day Update – to be emailed to the members. 5.5. PAAC on SEAC resources. New members received a copy and members asked to review the role of the committee.	L.Garrioch Senior Manager of Equity Services E. Lemak G. Foran
6. Ministry Updates (10 min) N/A	
7. SEAC Committee Functions 7.1. Agenda Topics for Year – Survey to be sent to members to choose topics for this year. Reference pages 22 & 23 of the PAAC on SEAC brochure. 7.2. CIPC Funds (\$2500) - Spending should be aligned with the selected topics.	All
8. Policy Advice to the Board	



N/A	
9. Updates • WWDSS: ➢ Wwdss Any Which Way You Can-A-Thon - Sunday, September 24th, 2023 • ADHD ➢ Newsletter • WRFN ➢ IEP Workshop in partnership with WCDSB and WRDSB on Wednesday September 27 @ 6:30 pm, 51 Ardelt Ave, Kitchener ➢ Camp Day – Saturday October 14 Come with your family and enjoy a variety of camping activities as well as a BBQ-more details to come soon! ➢ Parent Mentor Program – Pleased to share that we are enhancing our Parent Mentor training as we received a grant from United Way to support.	
10. Pending Items N/A	
11. Adjournment Motion by: Karen Applebee Seconded: Kim Murphy	
12. Action Items Place Holder N/A	



Date: October 23, 2023
To: Board of Trustees
From: Director of Education
Subject: October Director's Report

Type of Report:

- ☐ Decision-Making
- ☐ Monitoring
- ☒ Incidental Information concerning day-to-day operations

Type of Information:

- ☐ Information for Board of Trustees Decision-Making
- ☐ Monitoring Information of Board Policy **XX XXX**
- ☒ Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)

Executive Limitation IV 012 Communication to Board

Policy Statement and/or Education Act/other Legislation citation:

Policy 1 001 Ends
Policy IV 013 Leadership

Alignment to the MYSP:

☒ **Awaken to Belong**

- ☒ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☒ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☒ The relationship between home, parish and school is strengthened.

☒ **Strengthen to Become**

- ☒ Every student reaches their full potential.
- ☒ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.



Background/Comments:

The month of October is characterized as a month of gratitude where we have an opportunity to reflect on the many blessings we have in our lives and to express our thanks for them. Throughout the month we've seen our schools swing fully into action with many clubs and athletic teams well underway. Many of our secondary schools were able to recognize academic excellence for the 2022 – 2023 school year through their annual Academic Awards evenings and members of the WCDSB were able to connect with some of our partners in the Catholic community to celebrate Catholic education.

This month the Deep Learning theme is Digital Literacy. As we continue to work on Transferable Skills with students this month the Catholic Graduate Expectations - A Responsible Citizen and An Effective Communicator will be highlighted in connection to Digital Literacy.

Some of the regular meetings that were held in October have included:

- Executive Council meetings – once a week
- Academic Council meetings – once a week
- Equity Services meetings – bi-weekly
- Human Resource Services meetings – bi-weekly
- Corporate Services meetings – bi-weekly
- RDO meeting - monthly
- Chairs and Directors of Education Teleconference with Minister Lecce – Tuesday afternoons (bi-weekly)
- MYSP Indicator Review meeting with WCDSB Research – monthly
- Faith, Indigenous and Equity Meeting – monthly
- K-12 Administrators' Meeting - monthly

A few other highlights from this month include:

- Audit Committee
- Committee of the Whole meeting
- Participated in several meetings and conversations with the Chair of the Board
- Equity training with K – 12 administrators
- Human Rights Training
- October 6 PD Day Trainings
- Director Visits: St. Benedict, St. Margaret, St. Teresa of Calcutta, St. Elizabeth, Our Lady of Fatima, Christ the King, St. Peter, St. Michael, St. Joseph, St. Gabriel, Blessed Sacrament, John Sweeney, Monsignor Haller, St. Mary's, Our Lady of Grace
- Indigenous Education Advisory Council
- Theology on Tap
- Feast of St. Jerome
- Meeting with Bishop Crosby
- Met with Administrator Association Co-chairs
- KidsAbility School Visit
- Student Senate Meeting
- FACE Meeting
- Resurrection Academic Award Night
- Governance Committee
- CCFOWR Board Meeting
- CCC Annual Director's Dinner
- 'How to Change the World' student leadership conference on the Housing Crisis



Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Tyrone Dowling
Director of Education

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





Date: October 23rd, 2023
To: Board of Trustees
From: Jennifer Gruber, Chair, Audit Committee
Subject: Audit Committee Annual Report to the Board of Trustees

Type of Report:

- ☐ Decision-Making
- ☒ Monitoring
- ☐ Incidental Information concerning day-to-day operations

Type of Information:

- ☐ Information for Board of Trustees Decision-Making
- ☒ Monitoring Information
- ☐ Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)

Ontario Regulation 361/10 *Audit Committees*
Board Policy II 010 *Board Committee Structure*

Policy Statement and/or Education Act/other Legislation citation:

Ontario Regulation 361/10 *Audit Committees*

- 15(3) - An audit committee of a board shall submit a report to the board in each fiscal year on or before a date specified by the board, and at any other time as may be requested by the board, that includes,
- (a) a summary of the work performed by the committee since the last report,
 - (b) an assessment by the committee of the board's progress in addressing any findings and recommendations that have been made by the internal or external auditor,
 - (c) a summary of the matters addressed by the committee at its meetings,
 - (d) the attendance record of members of the committee, and
 - (e) any other matter that the committee considers relevant.

Alignment to the MYSP:

☒ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.



- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☒ The relationship between home, parish and school is strengthened.

☒ Strengthen to Become

- ☒ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.

Background/Comments:

Audit Committee Members

The Audit Committee is composed of the following members during 2022-2023:

- Jennifer Gruber (Community Member) – Chair
- Wendy Price, Manuel Da Silva, Bill Conway – Outgoing Trustees
- Zeynep Danis – Community Member
- David Guerin, Marisa Phillips, Robert Sikora – Incoming Trustees

Governance

The Audit Committee operated throughout the fiscal year. All members were independent in accordance with provision 3(1) and 3(2) of Ontario Regulation 361/10.

Summary of Work Performed

The Audit Committee met on the following dates: September 20th, 2022, November 10th, January 31st, 2023, March 22nd, and June 7th. The following are some highlights of the work of the committee over the 2022-2023 school year:

- Election of Jennifer Gruber as Chair of the Audit Committee,
- Reviewed the quarterly dashboard reports from management,
- Monitored the Fraud and Accountability Line,
- Oversaw the transition of the Fraud & Accountability Line to a new supplier,
- Completed annual review of the Audit Committee Terms of Reference,
- Reviewed the 2021-2022 audited financial statements and recommended approval to the Board of Trustees,
- Received and reviewed the 2021-2022 annual Internal Audit Report,
- Prepared and reviewed the Audit Committee Annual Report to the MOE,
- Reviewed the Regional Internal Audit Mandate,
- Reviewed the following RIAT Follow-ups:
 - a. Back-up, Disaster and Recovery,
 - b. IT Security and Vulnerability Assessment,
 - c. HR & Payroll,
 - d. Privacy
 - e. Special Education
 - f. Health & Safety
 - g. Network Penetration Test
- Reviewed the WCDSB Internal Auditor Mandate,
- Reviewed the following WCDSB Internal Audit reports:
 - a. 2022-2023 School Generated Funds (Findings Summary),
 - b. 2021-2022 Trustee Expenses Audit Report and Statement of Trustee Expenses,
 - c. Director's & Director's Office Expenses Audit Report,
 - d. Q1, Q2, & Q3 Internal Audit Plan Status Reports,
 - e. 2022-2023 Enrollment & Attendance Audits Interim Report.



- Completed the annual Audit Committee self-evaluation,

Internal Auditors

The Audit Committee reviewed the 2022-2023 Internal Audit Plan. Prepared by the Internal Audit Officer, it was developed with consideration of the RIAT risk assessments and coordinated with the RIAT Audit Plan to produce a risk-based internal audit plan. The Audit Committee reviewed and endorsed internal audit strategies and annual plan for the Board and has received regular reports on the outcome of audit work and recommendations made.

Assessment

Throughout the year and in accordance with recommended good practice various administrative tasks were completed. These include:

- Reviewed and recommended to the Board of Trustees the Audit Committee Terms of Reference
- Developed a meeting schedule and agenda for each meeting
- Reviewed and recommended for approval the yearly Internal Audit Plan
- Performed a self-evaluation of the Audit Committee effectiveness and discussed results.

It was agreed to meet five times throughout the year; all meetings were held as planned. Member attendance was as follows:

Member's Name	September 20, 2022	November 10, 2022	January 31, 2023	March 22, 2023	June 7, 2023
Manuel Da Silva	✓	✓			
Wendy Price	✓	✓			
Zeynep Danis	✓	✓	✓	✓	✓
Jennifer Gruber	✓	✓	✓	✓	✓
Bill Conway	✓	✓			
David Guerin			✗	✓	✓
Marisa Phillips			✓	✓	✓
Robert Sikora			✓	✓	✓

Attachment:

Appendix C: Annual Report to the Board of Trustees and Forwarded to the Ministry of Education for the year ended August 31, 2023.

Recommendation:

- This report is provided as monitoring information for the Board of Trustees.
- The Board of Trustees approve Appendix C for submission to the Ministry of Education.

Prepared By: Shane Durham
Internal Audit Officer

Reviewed By: Jennifer Gruber
Chair, Audit Committee

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





Appendix C
Annual Report to the Board of Trustees and Forwarded
To the Ministry of Education
For the year ended August 31, 2023

District School Board Name: Waterloo Catholic District School Board

Fiscal Year: 2022/23

Re: Annual audit committee report to the Ministry of Education per Ontario Regulation 361/10

The following audits or audit follow ups were approved in the 2022/23 audit plan and were started by not completed in the 2022/23 fiscal year:

Audits:

1. Entity Level Controls

Audit Follow-ups:

1. Information Technology Security & Vulnerability
2. Backup, Disaster and Recovery
3. HR & Payroll
4. Privacy
5. Special Education
6. Health & Safety
7. Network Penetration Test

Based on the internal audit plan, we are not expecting any enrolment audits to be performed.

October 4th, 2023
Date

Jennifer Gruber
Signature

Audit Committee Chair
Title





Date: October 23, 2023
To: Board of Trustees
From: Director of Education
Subject: Student Re-Engagement (12+) 2022-2023 Summary

Type of Report: ☐ Decision-Making
☐ Monitoring
☒ Incidental Information concerning day-to-day operations

Type of Information: ☐ Information for Board of Trustees Decision-Making
☐ Monitoring Information of Board Policy **XX XXX**
☒ Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)

Board Policy I 001 - Ends

Policy Statement and/or Education Act/other Legislation citation:

Strategic Priority: Student Engagement, Achievement & Innovation

Strategic Direction: Students are achieving at their highest potential in a 21st century world

Alignment to the MYSP:

Awaken to Belong

- ☒ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

Ignite to Believe

- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.

Strengthen to Become

- ☒ Every student reaches their full potential.
- ☒ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.



Background/Comments:

- Student lists are generated (Early Leavers Reports) for Year 5, 6 and 7 Cohorts who have not graduated and are currently not on roll.
- Lists are generated from each school of Year 5 cohorts currently on roll at a home school.
- Individual Reports are generated for each high school (WCDSB, Non-WCDSB, Early Leavers, and Year 6 and 7 Cohorts).
- Re-engagement Officer meets with the Guidance department at each high school to review potential re-engagement students. A brief history of the former student and a potential Pathway to Graduation.
- Re-Engagement Officer attempts to connect with all potential re-engagement students from Year 5, 6 and 7 Cohort lists.
- Prior to contacting, a Credit Counseling Summary is reviewed to check the needs of the school board early leaver. This will identify if the leaver needs compulsory and/or elective credits. We will also confirm if the OSSLT and/or Community Involvement hours are completed.. We will identify if there is a potential for a credit substitution, credit recovery and/or PLAR (Prior Learning Assessment and Recognition) opportunity.
- When contacting a student, we may present the option to attend St Louis (Adult Education) for compulsory credits and literacy requirement (OSSLT)
- If employed and elective credits are needed, they are directed to an Experiential Learning Coop program (Credits at Work).
If a credit substitution is an option – Re-Engagement Officer connects with the Guidance contact at the home school.
- The co-op teacher also supports students in finding work, resumes, tracking hours completed, and submitting credits with the home school.
- The Re-Engagement Officer follows each individual throughout the program.
- Support is also given with Volunteer opportunities in the community.
- The program is now available to Year 4 and even Year 3 students on roll who are falling behind in credits. If they are working, their Pathway will be blended with in-school programming for compulsory credits and Coop for elective credits.

Totals						
	Number of Students	Credits Accumulated	CSH	OSSLT	Graduates	Currently ON-Roll St. Louis
WCDSB Students	85	336.5	28	25	47	7
Other Board Students	64	289	22	25	25	10
Early Leavers	156	62	17	17	24	33
Miscellaneous Re-Engagement	279	322	34	21	43	10
Total	584	1009.5	101	88	139	60

Program Highlights 2022-23

139 Graduates in program (12 Grads Year 4 - 96 Grads Year 5 - 31 Grads Year 6 and 7)

47 WCDSB Graduates Year 5 (Started with WCDSB in Grade 9)

25 Graduates from other school boards (Year 5)

******157 Coop credits completed through Bosco Coop Program - 48 Students, supported 19 Grads**



Re-engagement Initiatives	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
Graduates in Program - Year 4	12	19	10	21	5	5
Graduates in Program - Year 5	96	112	63	96	93	60
Graduates in Program - Year 6 & 7	31	40	19	32	25	5
Total Graduates in Program (all years)	139	171	92	149	123	70
WCDSB Graduates (Year 5)	47	65	44	38	33	55
Graduates from other school boards (Year 5)	25	35	19	27	35	13
Co-op credits completed through co-op support teacher at Don Bosco	157	145	114	155	106	112
NEW Report Registered Year 5 Students for the fall All Schools and St Louis	394	N/A	N/A	N/A	N/A	N/A
Students ready to finish up in the fall	45	39	33	29	21	19

Program Challenges 2022-2023

- Work availability (co-op placements)
- Students struggling with anxiety and other mental health concerns
- Year 5 students – more significantly affected by COVID (job loss, lack of connection to school)
- Lack of St Louis presence in Cambridge (currently on roll at St Louis - 43 KW area students vs 7 Cambridge area students)

Next Steps:

- Continue to support students in pursuit of their OSSD who may be in or at risk.
- Continue to focus on Year 5 Cohort but will look to become more proactive in supporting Year 4 Cohort students that are in-risk of not graduating
- Focus on PLAR as a pathway to graduation for those students that are 18 in the current year.
- Work collaboratively with school re-engagement teachers to ensure the needs of all students are met.

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Tyrone Dowling
Director of Education

Annalisa Varano
Superintendent of Learning

Shaun Reagan
Re-Engagement Officer

*Bylaw 5.2 “where the Board of Trustees receives from the Director of Education a monitoring report that flows from a responsibility delegated to the Director under Board Policy – **except where approval is required by the Board of Trustees on a matter delegated by policy to the Board** – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the Director, subject in all instances to what otherwise actually occurred.”





Date: October 23, 2023
To: Board of Trustees
From: Director of Education
Subject: Well-Being-Mental Health Update

Type of Report:

- ☐ Decision-Making
- ☐ Monitoring
- ☒ Incidental Information concerning day-to-day operations

Type of Information:

- ☐ Information for Board of Trustees Decision-Making
- ☐ Monitoring Information of Board Policy **XX XXX**
- ☒ Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)

Regulation 306 Special Education Programs and Services

Policy Statement and/or Education Act/other Legislation citation:

Policy 1001 - Ends

Alignment to the MYSP:

☒ **Awaken to Belong**

- ☒ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

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☒ **Strengthen to Become**

- ☒ Every student reaches their full potential.
- ☒ Staff see their impact on student achievement.
- ☒ Families are engaged as active partners in our students' Catholic education journey.



Background/Comments:

Early in 2022, The Waterloo Catholic District school board administered the Middle Years Development Instrument (MDI) as a School Climate measure requirement by the Ministry of Education, and this measure will be administered again this school year in 2024. The MDI uses a strengths-based approach to assess areas of development that are strongly linked to wellbeing, health and academic achievement. Our 2022 data suggests that our students have experienced an overall decline in positive wellbeing since our pre-covid survey in 2019. The data can be used to understand the overall wellbeing of students and to plan interventions.

WCDSB's Mental Health Plan is built around two primary mental health practices and approaches that can be linked to MDI measures such as Social and Emotional Well-being, Connectedness, and School Experiences. These are Trauma Informed Classroom Practices, and Social Emotional Skill Building. These two practices are complementary and both essential for classrooms in terms of student mental health and wellbeing. Trauma Informed Practices are 'Good for All' classroom approaches that focus on how we understand how students' brains are impacted by stress, how we see and relate to them with curiosity and compassion. Social Emotional Learning are skills that we support students in building, ideally in everyday classroom interactions. Years of research have demonstrated that Social Emotional Learning promotes academic learning and achievement in addition to fostering social and emotional competencies (Corcoran et al, 2018). Embedding both of these practices and approaches in WCDSB classrooms have been a primary focus of the work of the Mental Health Leadership team in 2022-2023 and continues in 2023-2024.

Summary of 2022-2023 Mental Health Supports

WCDSB 2022-2023 Mental Health Strategic Vision was to strengthen system-wide commitment to WCDSB's vision for Mental Health and Wellbeing through initiatives which engage students, parents, and staff in working towards mentally healthy school communities. Key elements of this strategy, in line with School mental Health Ontario included:



Tier 1 Mental Health Leadership 2022-2023

Some of the key initiatives around each of these key strategic elements included:

Parent, caregiver, and community connections and support:

- Update of Catholic Parent Information Committee Hub to include community organization mental health resources.
- In response to challenging events at our schools this year, the Social Work Team & Mental Health Lead have disseminated situation-specific Tip Sheets along with community resource & support information; for acts of racism, student drug overdose, hold and secure events, for example.



- WCDSB's Mental Health & wellbeing Webpage was updated to provide links to SMHO, Mental Health learning for parents/caregivers, pathways to supports including community cultural and faith organizations that help to advance identity-affirming mental health and wellness promotion.
- Kindergarten registration packages include a Squishy Star with information that links to SMHO Breathing Activities, as well as SMHO-SMHO.ca and WCDSB Mental Health and Wellbeing Website.
- Secondary School Grade 8 Information evening; promotion of the AIM Model, SMHO resources, Cannabis & Vaping, Mental Health literacy, and Identify Affirming Mental Health Pathways to support.

System, school and classroom mental health leadership

- Leadership Tier 1 Mental Health awareness and skill building has been a priority for WCDSB Mental Health & Wellbeing plan this school year, including a focus on a Trauma Informed Approach to school leadership. Superintendents and the Director, Administrators received significant training focusing on the importance of the administrator role in leading mentally healthy schools.
- The Mental Health Lead invited administrators to join a spring community of practice series (April & May) to continue the learning and collaborate on implementation ideas.
- The Mental Health Lead provided a half day PD on Trauma Informed School principles. The Word Cloud below depicts educators' one-word take away.
- The Mental Health Lead met monthly with at least one Mental Health and Wellbeing Champion per school to discuss and provide materials for leads to share at school staff meetings, i.e., Staff Wellness, Mental Health Education, Embedding Social & Emotional Skill Building into schools, Trauma Informed Classroom Implementation, Current Events & Activities.

Strength-based mental health promotion

- Mental Health and Wellbeing Champion monthly meetings included embedding Social & Emotional Skill Building into schools. In 2022/2023 these have included: Grounding exercises, The AIM Model, What is Mental Health Promotion? The Educator Resource Guide, Faith & Wellness.
- Trauma Informed Classrooms Course was provided to Educators on D2L. One of the five modules focuses on the importance of establishing a connection; fostering relationships through respectful curiosity and compassion; listen, affirm, and validate students' feelings and experiences to build trust and safety, and become aware of their unconscious biases to build community where all have a sense of belonging.
- Collaboration with Kindergarten Consultant to provide Social-Emotional Resources and Lesson Plans for Kindergarten Educators, including SMHO resources.
- Bullying Awareness & Prevention Week Slide deck provided a week of resources and activities developed collaboratively by the Mental Health Lead, Active Healthy Living Consultant, Faith Consultant and Senior Manager of Equity Services. Each day teachers were provided with links to activities from SMHO Faith & Wellness to build skills with a focus on developing new connections, building empathy, active listening skills, conflict resolution and acts of kindness.

Mental health literacy & stigma reduction

- SMHO's Mentally Healthy Back to School Support Package was released as a Slide deck with Voiceover to administrators for PD, Slide deck with links for teacher reference as well as social media posts and links for students. The importance of relationships, re-establishing a sense of safety, belonging and connection were again highlighted.
- Mental Health and Wellbeing Champion meetings included embedding Social & Emotional Skill Building into schools. In 2022/2023 these have included: Mental Health 101, The Mental Health Continuum, First Nations Mental Wellness Continuum Framework, MH Lit.
- Sources for Strength: Grade 8 Mental Health Presentations; WCDSB collaboration with Waterloo Region Suicide Prevention Council. Sixty-two presentations were provided to 1547 Students focusing on mental health awareness and how to seek support.



- Welcome students back after the holidays, two weeks of click and launch SEL activities were launched; the first week focused on intentional community building and the second featuring Start Well: Five Days of activities to connect, calm and begin your day.
- In January 2023, WCDSB launched a week of focused Mental-Health Anti-Stigma learning and school activities which included resources from Bell Let's Talk Day

Student leadership, participation, agency

- Safe Schools Ambassadors, Youth Cannabis initiative: students were trained by Public Health Nurses, Healthy Active Living Consultant & Mental Health Lead to plan and deliver cannabis prevention activities to their peers. In June 2023, the group gathered to celebrate and share their initiatives and learning.
- Student Mental Health Leads: Each Secondary School Student Council selected at least one member to represent their school on a Student Mental health Leadership Team. This team met monthly with the Mental Health Lead to share initiatives across schools, provide input for Mental Health Lead work, discuss upcoming needs and events and coordinate planning together.



Word Cloud from staff feedback from April 2023 PD Day

Tier 2 and 3 Mental Health Supports

During the 2022 – 2023 school year, Tier 2 and 3 mental health supports were delivered to 1363 unique students by school mental health professionals namely school social workers, psychoeducational consultants and psychologist. Although most services were delivered in-person, we maintained a hybrid model to support delivery of service through telephone or secure video link, provided the need could be met in this format.

In the elementary panel, mental health professionals saw 786 unique students and 579 were seen in secondary.

The top five reasons a school administrator referred a student for social work services at elementary were:

- Anxiety, panic, worry
- Aggression, physical fighting, oppositional behaviours
- Attendance issues
- Depression or low mood



- Family conflict

In the secondary panel, the top five reasons guidance or a school administrator referred a student for school social work services were:

- Attendance
- Anxiety, panic, worry
- Depression or low mood
- Family conflict
- Suicidal thoughts or behaviour

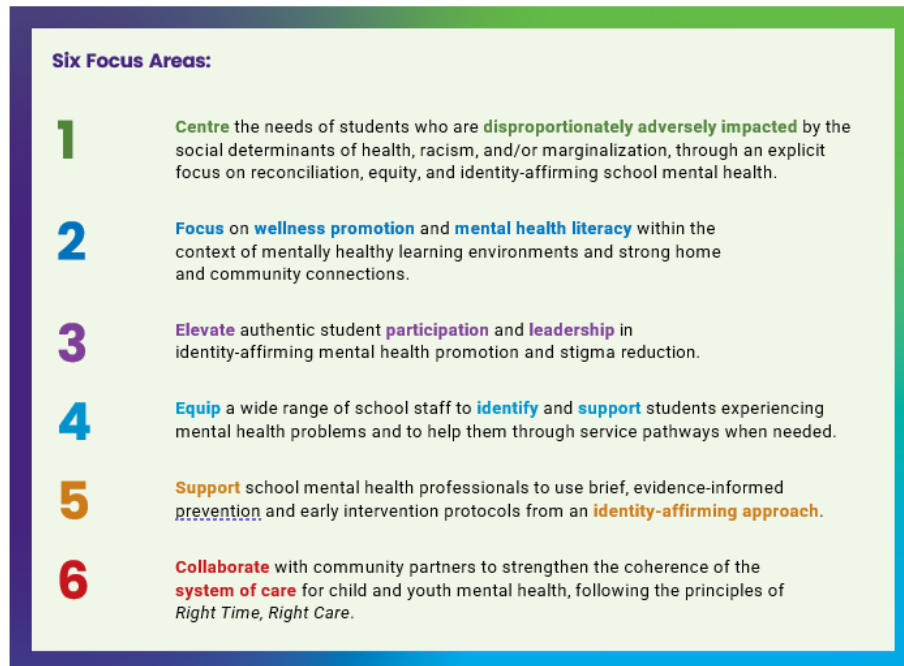
Social workers conducted 158 suicide risk assessments, referred 579 students to a community mental health service providers and supported 35 students to access hospital.

During July and August 2023, 10 school social workers, each employed between one and four weeks, served 61 students in need of mental health support through the form of brief clinical service, parent/guardian consultation, support to access services in community, suicide risk assessment, risk assessment and transition to school support. The majority of students were on pre-existing caseloads and continuity of care by school social workers was an identified need. A few students were self-referred by parents/legal guardians, or referred through summer school. In partnership with Camino Wellbeing + Mental Health 2-session workshops on stress and coping skills were offered to students between grades 4-9 as well as to their guardian/caregivers.

WCDSB maintained ongoing partnerships and participation on committees with several community agencies that provide children and youth mental health and addiction support. This alignment supports the pathways to and through care for students in need of more intensive or ongoing support.

2023-2024 Mental Health Supports

WCDSB 2023-2024 Mental Health and Addictions Action Plan was updated to align with the key elements of School Mental Health Ontario's new Action Plan as follows:



Our annual [2023-2024 Mental Health and Addictions Action Plan](#) provides the broader objectives of what we hope to achieve over the course of the year, while remaining flexible and adaptive as the needs of our students and system evolve.

In Preparation for fall, 2023; Mental Health and Trauma Awareness presentations were provided for NTIP (New Teacher Induction Program) Educators in August. In September, resources supporting a Mentally Healthy return to school were provided board-wide. Educators were supported to:

1. Focus on building solid **Connections** with each student to build a community where everyone feels safe, regulated, and ready to learn. We recommend starting each day with a **Social Emotional Learning** activity, such as those linked in [The First 10 Days resource](#).
2. Ensure they are setting the stage for learning by incorporating the [5 Trauma Informed Classroom Principles](#)
3. Practice **Regulating activities** throughout the day when students (and educators) could benefit from a focused attention practice. New Regulation Toolkits, for both educators and students were provided to each school. They were filled with resources to help educators and students regulate their bodies and emotions and decrease stress in the classroom.

Available within the support package are practical, evidence-informed resources to promote and protect mental health at school. We will continue to draw from the SMHO resources to promote wellbeing and mental health in the coming school year. Additionally, this fall, the Mental Health and Wellbeing Champions have begun the work of collaborating to develop a plan for 2023-2024 that is in line with the **Tier 1 Mental Health and Addictions Action Plan for 2023-2024**.

Tier 1 Mental Health and Addictions Action Plan for 2023-2024 is centered around Five priorities:

Priority #1: Tier 1: Parent, Caregiver, and Community Connections and Support

This priority involves providing opportunities for caregivers to learn about mental health and building caregiver awareness of pathways to community mental health. Planned professional development for parents and guardians is being promoted through different channels including an onboarding session for Catholic School Advisory Councils. We have also included opportunities for staff input on how best to support families by providing relevant and timely resources. Finally, a system level learning opportunity around mental health, well-being, substance misuse and anxiety will be offered in 2023/24.

Priority #2 Tier 1: System, School, Classroom Mental Health Leadership

The focus of this priority is to support the system-wide implementation of Trauma Informed Classroom Principles, as well as to continue to work to balance inequities and help students who have been disproportionately impacted during the pandemic by building awareness of the close links between equity and mental health, and ensuring that all mental health and wellbeing goals, plans, programming, and activities are strength-based, culturally relevant and identity-affirming. Through this lens the launch and maintenance of evidence informed Social and Emotional Literacy (SEL) programming for students is supported, as well as the system wide launch and maintenance of Trauma Informed Classroom Principles. Board-wide mental health promotion activities to combat stigma and to build mental health and wellness literacy among staff and students will continue to be supported. Additionally, eight schools are participating in a Trauma Informed Pilot Project where staff receive more intensive training and deliver daily lessons in regulation to their students.

Priority #3: Tier 1: Strength-Based Mental Health Promotion, Mental Health Literacy and Stigma Reduction

This priority focuses on providing administrator support for building Mental Healthy Schools, supporting the launch and maintenance of evidence informed Social and Emotional Literacy (SEL) programming for students and focusing specifically on supporting Grade 7/8 Teachers to develop implementation plans to build mental health awareness and combat stigma.

Priority #4: Tier 1: Student Leadership, Participation, and Agency



This year, WCDSB will amplify student voice and collaboration in mental health, anti-bullying, stigma-reduction and student-identified areas of needs including continuing to build and maintain the Youth Cannabis Initiative, a collaboration with Waterloo Region Public Health.

Priority #5: Tier 2: Early Identification, Support & Service Pathways

Students with Mental Health needs will continue to be identified early and linked to appropriate support. Pathways of support will be clear, and help-seeking will be promoted for students who are struggling with emerging mental health needs. Collaboration and partnership with community mental health and hospitals is prioritized.

Tier 2 and 3 Mental Health Supports

Tier 2 and 3 supports for students continue to be delivered in the 2023-2024 school year through school mental health professionals including 13 school social worker positions, 4 psychoeducational consultants, and 1 psychologist serving five families of schools. School social workers also perform the role of attendance counsellors in alignment with the Education Act and in collaboration with school teams in an effort to support students and families to overcome barriers resulting in prolonged or habitual school absence. Psychoeducational consultants provide consultation and psychoeducational assessment for students struggling with needs in relation to learning and mental health. The assessment identifies areas of student strengths and learning needs with recommendations that land on an IEP. The Psychologist position is focused on supporting consultation and assessment services for students in the secondary panel including those attending St. Don Bosco. They remain available for students presenting with complex and possibly comorbid mental health issues, behavioural and emotional struggles, complex stressors, possible differential diagnosis, and who may have experienced trauma. There continues to be a focus on maintaining and building collaborative relationships and pathways to care in partnership with community child and youth mental health agencies.

In the 2023-2024 school year the mental health leadership team in partnership with school social workers will lead and begin rolling out Suicide Prevention/Life Promotion training for school staff. This is a multi-year project that in its first year will focus efforts on educating Administrators, the Student Services Dept., Guidance Teachers, Educational Assistants and Child & Youth Care workers.

Mental Health Leadership Development for Staff Wellbeing

In fall of 2022-2023, in order to support an ongoing understanding of the needs of our organizational health the *Guarding Minds at Work* survey was administered to all employee groups. The survey allows employers to assess and address the 13 psychosocial factors known to have a powerful impact on organizational health and the health of the individual employees. Data gleaned from this survey is helping to support planning and implementation of staff wellbeing initiatives.

As the Mental Health and Wellbeing Champions reconvene in 2023-2024, the Human Resources Department (Total Attendance Officer and Disabilities Specialist) continue to support Staff Well-being together with the Mental Health Lead. They lead the priority of highlighting mental health resources and supports that are currently available to staff and providing materials to be shared back at staff meetings and added to Wellbeing Bulletin Boards.

Staff regulation kits were provided to all schools in the fall, 2023; a resource designed to help build upon existing staff practices to maintain balance, calm, and provide opportunities for stress release and self-regulation throughout the day. The tools included in the kit were carefully selected to target specific senses associated with regulating the body's state. To learn about how these resources play a vital role in helping to regulate and manage emotions, schools were also provided with a concise guidebook offering strategies and techniques for self-regulation, mindfulness, and creating a safe and supportive classroom environment.

Finally, much of the broader, system-level work is taking place collaboratively across portfolios of mental health, safe and caring schools, healthy active living, and equity. As our focus on multi-dimensional aspects of wellbeing has increased, we will also continue to use natural opportunities to incorporate a wellbeing component into existing



whole-board initiatives. The priority of the work of the Mental Health lead will ensure Tier One supports are embedded across all four pillars to ensure seamless integration of the Mental Health and Wellness plan, so our students have alignment of supports and services as opposed to fragmentation of supports and services. Our work recognizes the alignment of student achievement and wellbeing with the WCDSB mission, vision, and values with respect to the work being evidenced and monitored in the MYSP.

Recommendation:

Prepared for your information.

Prepared/Reviewed By:

Tyrone Dowling
Director of Education

Judy Merkel
Superintendent of Learning

Andrea Snyder
Mental Health Lead

Erin Schreiter
Lead Social Worker

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Date: October 23, 2023
To: Board of Trustees
From: Director of Education
Subject: Information Technology Services Summer Update 2023

Type of Report:

- ☐ Decision-Making
- ☐ Monitoring
- ☒ Incidental Information concerning day-to-day operations

Type of Information:

- ☐ Information for Board of Trustees Decision-Making
- ☐ Monitoring Information of Board Policy XX XXX
- ☒ Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)

This report is being provided to update Trustees on projects carried out since the Innovation and IT Board report of May 1st, 2023 and over the Summer in Information Technology Services (ITS).

Policy Statement and/or Education Act/other Legislation citation:

- [Ontario Ministry of Education Curriculum and Resources Website:](#)
 - [-The Role of Information and Communications Technology](#)
 - [-Experiential Learning](#)
 - [-Transferable Skills](#)
 - [-Cross-curricular and integrated learning](#)
- [Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools – First Edition, Covering Grades 1 to 12](#)
- [Growing Success – The Kindergarten Addendum: Assessment, Evaluation, and Reporting in Ontario Schools, 2016](#)
- [Growing Success: The Mathematics Addendum, Grades 1 to 8, 2020](#)
- [Learning for All: A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12](#)
- [Supporting Minds: An Educator's Guide to Promoting Students' Mental Health and Well-being](#)
- [Policy/Program Memorandum 164 - Requirements for Remote Learning \(PPM164\)](#)
- [Policy/Program Memorandum 167 - Online Learning Graduation Requirement \(PPM167\)](#)
- WCDSB Responsible Use of Information Technology and Electronic Data - [APS017](#)
- WCDSB Electronic Mail and Social Media Use Guidelines - [APS035](#)
- WCDSB Procedure for the Purchase of All Electronic Computing Devices - [APS015](#)
- [Ontario Broadband Modernization Project \(BMP\)](#)
- Waterloo Region Education Public Network (WREPNet) <https://www.wrepnet.on.ca/>
- [Learning Innovation and Information Technology Board Report May 1, 2023](#)



- Ontario Rural Schools Grant http://www.edu.gov.on.ca/eng/parents/rural_schools.html

Alignment to the MYSP:

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- ☒ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
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☒ Ignite to Believe

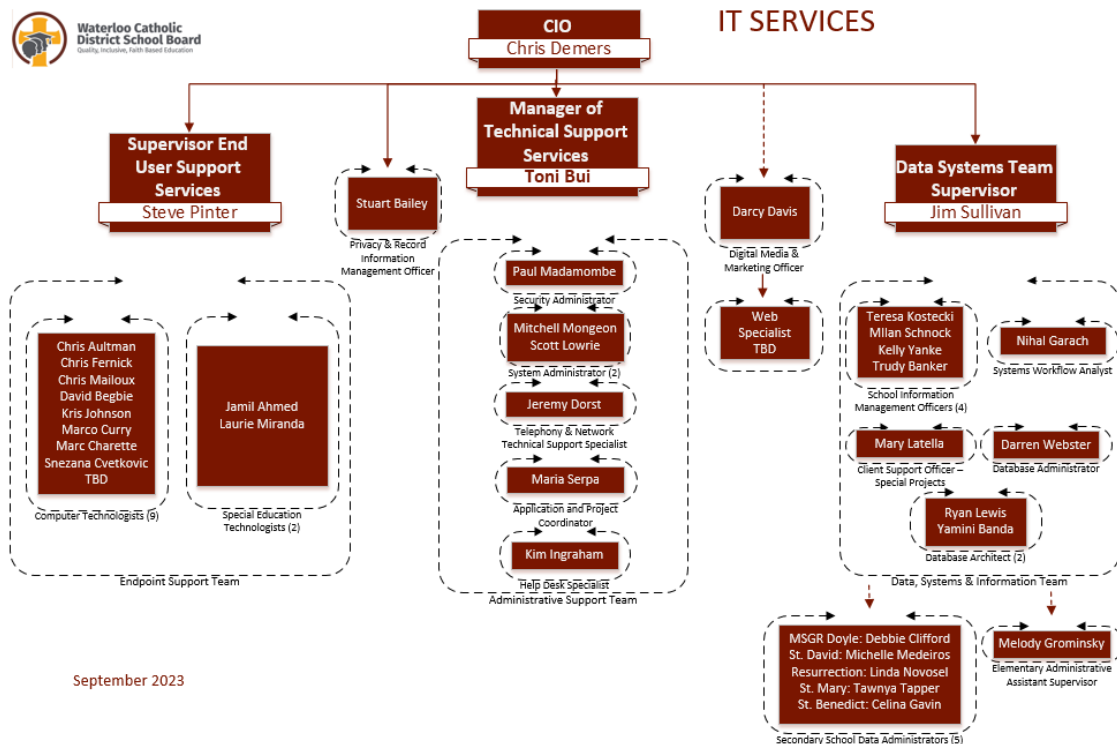
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- ☒ Are engaged as active partners in our students' Catholic education journey.

Background/Comments:

The Information Technology Services (ITS) department has had a very busy Summer preparing for the 2023/24 school year. The focus in the classroom was preparing for a full return to in person learning and having technology updated and ready for this. Security has been a big focus in educating WCDSB staff and digital citizenship for students. ITS successfully completed many technology related projects and initiatives that aligned with the Multi-Year Strategic Plan which will enable staff, students and our parent community to excel in the coming year in these unique times.



IT Services Department Logo, Vision, and Mission: (MYSP 1.2)



Vision

An empowered community that embraces innovation to achieve success.

Mission

Enrich our community and foster a culture of innovation and trust by facilitating dynamic solutions and services.

WCDSB IT Governance (MYSP 1.2)

Information Technology Governance refers to the decision-making and accountability structure that ensures IT technology, support, availability, and security are aligned with the academic and administrative priorities outlined the Board's operating and strategic plans.

Under the leadership of the Chief Information Officer, WCDSB's IT Governance Committee contributes to these ends by ensuring that:

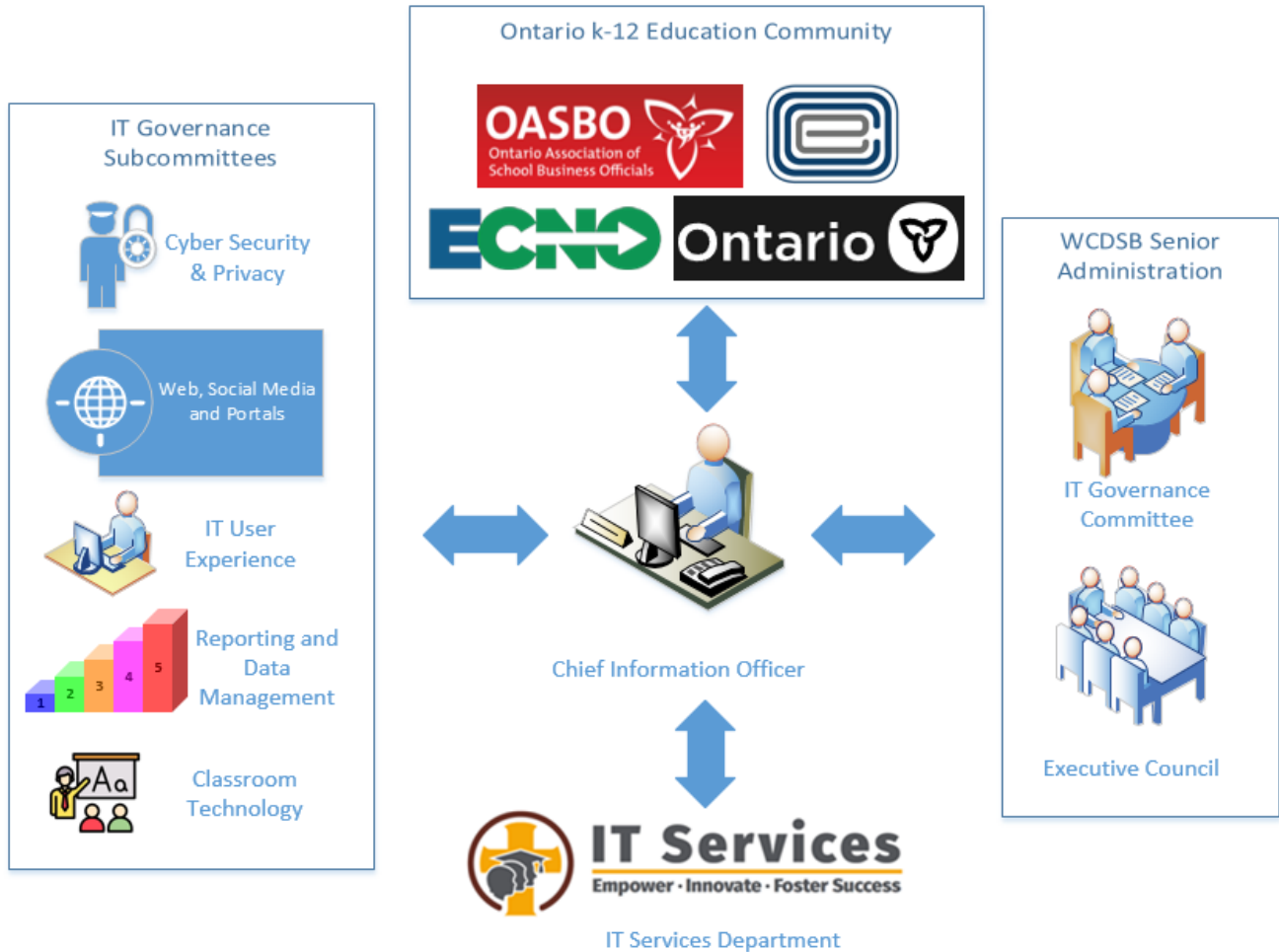
- IT resources are used responsibly, consistent with administrative procedures, best practices, and where appropriate, legislation.
- Key IT risks are managed including cyber security, data security and integrity, hardware renewal, network/system availability, compliance with provincial regulations, successful project management, quality assurance, and user training.
- The cost-of-service delivery is managed, and the use of technology is employed to reap gains in the efficiency and effectiveness of school board operations

The IT Governance Committee performs the following functions:

- Receive and review reports from Sub-Committee Chairs on a quarterly basis
- Provide advice to the CIO on priorities affecting:
 - IT operations;
 - Reporting and data management to support student success ;
 - Administrative procedures;
 - Infrastructure required to enable innovative teaching and learning practices; and
 - Cyber security / privacy risks and opportunities.
- Review and provide feedback on the CIO's 5 Year IT Strategic Plan;
- Review and ensure data from the following sources are included in decision-making:
 - Feedback from staff and students;
 - Key Performance Indicators;
 - Ontario multi-district technology in education committees such as:
 - Ontario Association of School Business Officials technology and information committees (OASBO) <http://www.oasbo.org/>;
 - Education Computing Organization of Ontario (ECOO) <http://ecoo.org/>; and
 - Educational Computing Network of Ontario (ECNO) <http://www.ecno.org/>
- Report to Executive Council as needed.

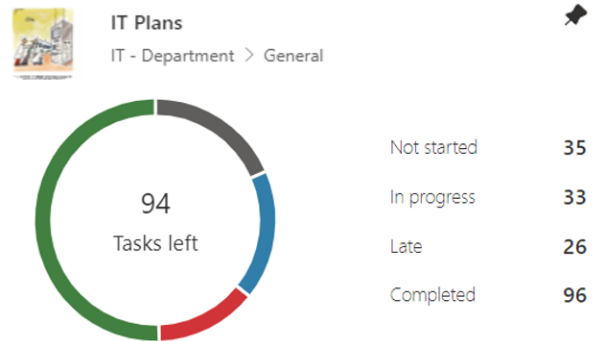


Information Technology Governance



Major IT Projects (MYSP All)

Over the last year, the Information Technology Services department has worked on and completed many projects. The Summer had a major focus on project completion projected in the 2022/23 IT Strategic plan report. These projects to enable staff, students and our community meet their greatest potential in goals within the MYSP. Here is a list of major projects completed over the previous year and substantially over the Summer. Both these projects and major tasks are tracked in Microsoft Planner year over year. The status of these tasks/projects are viewed in the Microsoft Planner Console where we have started tracking 2023/24 tasks and projects:



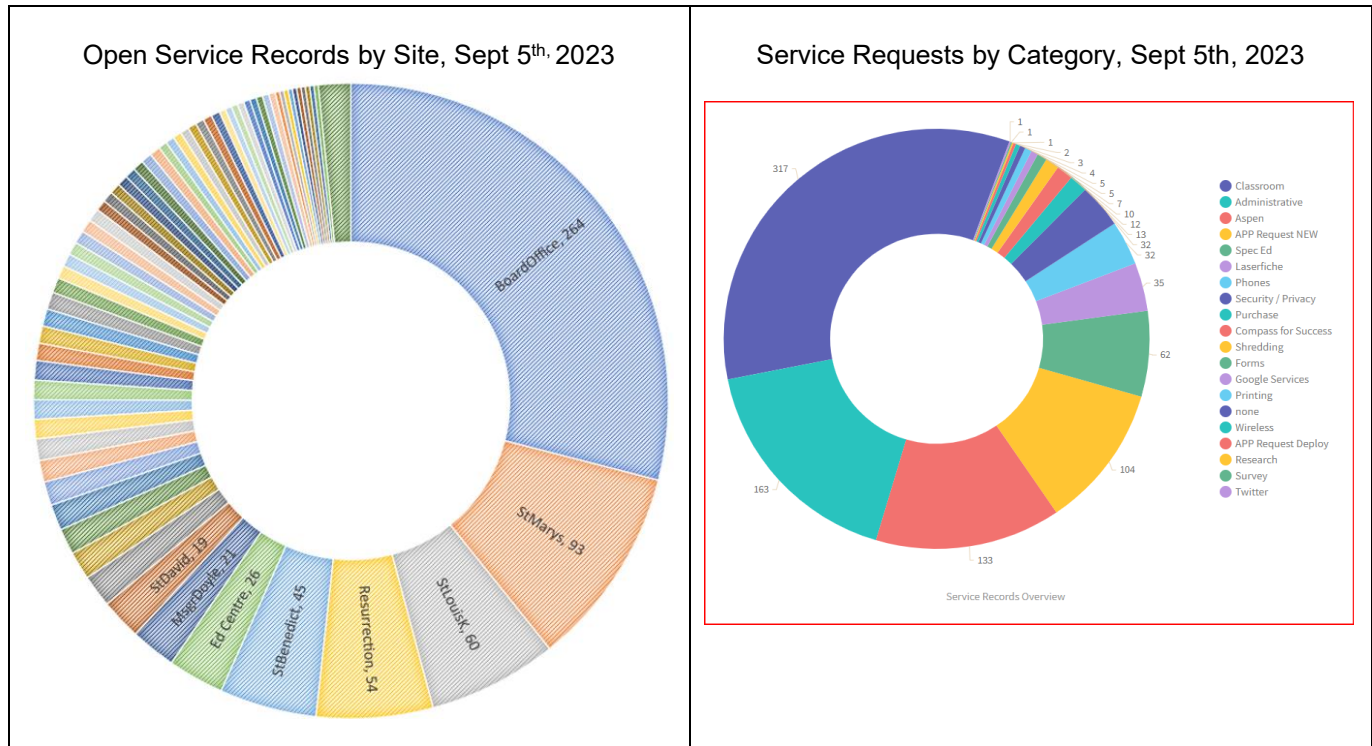
2022/23 Completed Projects

Strategic Priority	Areas Affected	Initiative
Infrastructure	Secondary Academic	Academic Secondary Server Refresh
Infrastructure	CEC	Azure Virtual Desktop
Infrastructure	All Sites	Broadband Modernization Program
Infrastructure	All Sites	Increase Internet Capacity
Infrastructure	All Sites	School Mobile Device Management & Monitoring
Infrastructure	All Sites	Movement to Cloud Service/Storage
Infrastructure	All Sites	Network Segmentation Upgrade
Infrastructure	Academic	Network Switch Refresh
Infrastructure	All Sites	Phone System Optimization
Infrastructure	All Sites	Photocopiers
Infrastructure	All Sites	Wireless Evergreen
Strategic Priority	Areas Affected	Initiative
Process Optimization	St Louis	Aspen ConEd Support
Process Optimization	All Sites	Aspen Optimization
Process Optimization	All Sites	Aspen Parent Portal
Process Optimization	Secondary Schools	Aspen PLAR management
Process Optimization	All Sites	Data Warehouse
Process Optimization	All Sites	Disaster Recovery Plan Update
Process Optimization	Business	Email & Electronic Records Retention Automate
Process Optimization	Business	Incident Response Plan
Process Optimization	All Sites	IT Help Desk Optimization
Process Optimization	Business	LaserFiche Process Automation and Forms
Process Optimization	All Sites	Parent and Student Portals
Process Optimization	All Sites	Print Optimization & Reduction
Process Optimization	All Sites	Retention Schedule Update
Process Optimization	All Schools	School Messenger Safe Arrival and Applications
Process Optimization	All Sites	Security
Process Optimization	Business	Sparkrock Finance transition to Cloud
Process Optimization	All Sites	Unification of Admin & Classroom Apps & Imagin
Strategic Priority	Areas Affected	Initiative
Endpoint Technology	Secondary Academic	Azure Labs
Endpoint Technology	All Schools	Chromebook/Mobile Device Refresh
Endpoint Technology	All Schools	Display/Projector Technology Refresh
Endpoint Technology	Elementary Academic	Elementary Classroom Desktop Refresh
Endpoint Technology	All Schools	Monitor Refresh
Endpoint Technology	Admin	Secondary Administrative Desktop/Printer refre
Endpoint Technology	Secondary Academic	Secondary Classroom Desktop Refresh
Endpoint Technology	Secondary Academic	Secondary Desktop refresh
Endpoint Technology	Secondary Academic	Secondary Printer Refresh
Endpoint Technology	All Sites	Secure Access Service Edge (SASE)
Endpoint Technology	CEC	Senior Admin Laptops
Endpoint Technology	All Sites	Windows 10 End of Life (2025)
Strategic Priority	Areas Affected	Initiative
Staff Development	All Sites	Approved Application Catalog
Staff Development	All Sites	Cyber Security/Privacy Training Expanded
Staff Development	Business	Data Systems Training
Staff Development	All Sites	Innovation Centre Partnerships & Implementati
Staff Development	All Sites	Pro Learning to Apply 2 Education Implementati
Staff Development	All Sites	SFE to Appy 2 Education Implementation
Staff Development	All Sites	SFE to Supply Work Assignments Appy 2 Ed
Staff Development	All Sites	Social Media Optimization
Staff Development	All Sites	StaffNet Optimization
Staff Development	All Sites	Web author training for Staffnet and Website



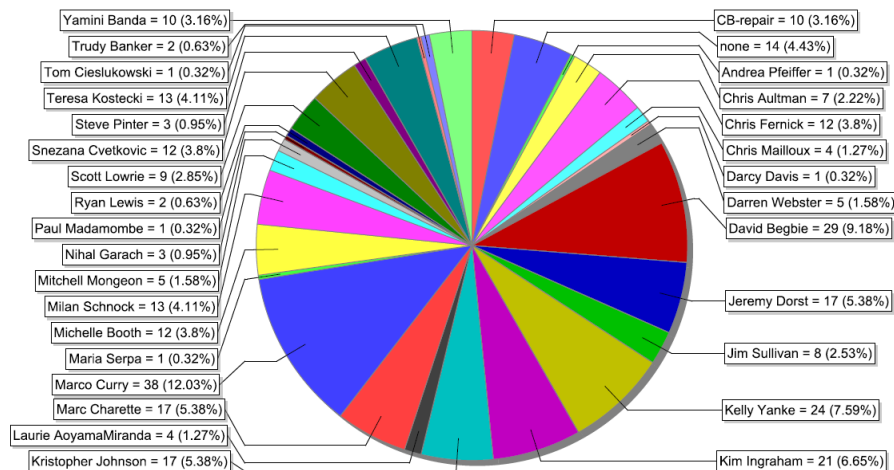
Status of IT Help Desk Service Overview (MYSP 1.2)

The IT department tracks all service requests, incidents, and changes through our helpdesk system. WCDSB staff can enter requests into the system through StaffNet, by email and by phone. Our IT helpdesk staff route these requests to the correct resource within IT for timely resolution. With the ever-expanding technology, application and web resources, IT services has embarked on a process to improve our Helpdesk services and system to better meet the needs of our staff and our community. Our focus will make the process to request help easier and the process to address requests timelier and more efficient. Statistics by WCDSB site and helpdesk category are represented below:



A sample day of new service record requests by IT Staff Member:

Request time between 09/05/2023



Highlighted Projects:

1) Cyber Security Training for All Staff & Resources for Students (MYSP 1.2 2.1)

Yearly, WCDSB has implemented updated staff mandatory Privacy and Cybersecurity Training including guidance on the review process and safeguarding personal information. Our videos and material are created in partnership with the Ontario educational community, the Ministry of Education and the Educational Collaborative Network of Ontario (ECNO). We have worked on this material over the summer, and we launched it on the October 6th PD Day in alignment with the October Cyber Awareness Month. [Cyber Awareness - ECNO](#)

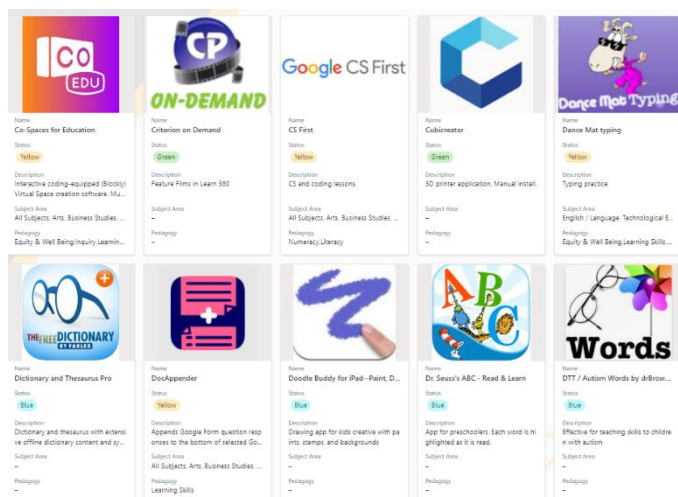
This year's videos are in alignment with key elements of the Ontario Catholic School Graduate Expectations and are developed with both staff and students in mind.

Subjects covered:

- Cyber Hygiene
- Phishing Scams
- Keeping Devices Secure
- Artificial Intelligence tools
- Social Media Threats



2) Safe Applications (MYSP 1.2 2.1 3.1 3.2 3.3)



Leading into the summer, IT worked with the Program Innovation team, the Purchasing department, our privacy officer, and key members of the IT department. The team evaluated hundreds of digital tools and applications for privacy, functionality, and pedagogical value. The evaluation of new and existing applications is ongoing throughout the year. The list of approved apps and how they are to be used are listed in a staff portal web page. Digital tools are categorized by area of focus and recommended use. WCDSB currently has identified over 440 apps safe for use with conditions. These applications and the process for approving applications are also listed on the [Responsible Use of Information Technology and Electronic Data – Staff – APS017](#)

3) Administrative Support Team: Modernization Network Infrastructure and Security (MYSP 1.2 3.1)

Network: The main thrust of this project is to build a resilience, secure, and high-performance network that will be the base for the next 25 years at all our sites. Utilizing the Ministry of Education Broadband Modernization Program (BMP) funding and related Connectivity at Schools provincial funding, IT has concentrated its efforts to secure and future proof our Board and school networks. WCDSB is a member of the Waterloo Region Education & Public Network (WREPNet), a dark fibre shared network that was completed in 2001 and continues to provide WCDSB

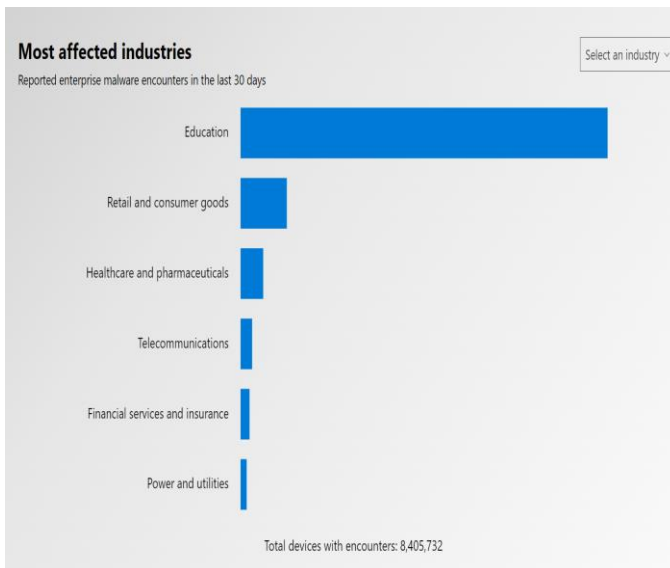




with an ultra-high-speed network between schools and the board offices. We have worked with our WREPNet partners to rearchitect the network to meet WCDSB's security and network speed present and future requirements. WREPNet is the envy of other Ontario school districts. The IT Endpoint and Admin team has worked together closely to put new secure network devices in place and upgrade in school networks to meet future needs for greater bandwidth for our ever-growing online pedagogy needs.

Security: Education is the number one target for malware, hacking and ransomware attacks. As we modernize our network, IT is also planning toward strengthening security and defense against online attacks.

of Password Attacks Per Day targeting WCDSB accounts



Countries	# of Password attacks
Grand Total	20,633
China	6,638
India	3,092
United States of America	1,578
Korea (South)	1,172
Brazil	1,166
Taiwan, Republic of China	888
Viet Nam	687
Russian Federation	604
Singapore	401
Hong Kong, SAR China	220
Pakistan	199

The traditional password is the weak point of user security. Many hacks start with phishing and social engineering scams which seek to have staff give up their passwords so the hacker can steal private information and get a foothold to take over systems and deliver a ransomware attack. The first line of defense people should have on every account they have is Multi Factor Authentication (MFA) also known as 2 factor authentication.

Bad: Password

Better: Password and...

Best: Passwordless

123456 qwerty password <u>DadstheBest</u> TestPassword123	99.9% of attacks can be blocked with MFA	Push Notification Soft Tokens OTP Hard Tokens OTP Text, Voice	Windows Hello for Business Microsoft Authenticator FIDO2 Security key
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MFA prevents most attacks, but not all. Ultimately WCDSB will move to a Passwordless login method which is by far the most secure method to secure WCDSB private staff and student accounts and data.

Hackers can still find vulnerabilities beyond user passwords. For these concerns WCDSB is utilizing two cloud-based products. Netskope and SentinelOne. Netskope is a product that has been adapted by almost half the school districts in Ontario. It is a Secure Access Service Edge (SASE) environment which provides us with enhanced Malware protection, web filtering, and Virtual Private Networking (VPN) on all WCDSB computing devices. SentinelOne is a Managed Detection Response (MDR) system which uses machine learning to detect active attacks that have infiltrated past our other defenses. This system can detect an attack in progress, quarantine and reverse the damage of an attack in real time while alerting IT of the attack attempt so we can assure systems were not impacted.

4) WCDSB IT Disaster Recovery Plan (DRP) (MYSP 1.2 1.3 3.1)



IT engaged a consultant with a focus of helping us update and test our IT Disaster Recovery Plan (DRP). Natural disasters like floods, fires, and extreme storms can cause major damage to the WCDSB infrastructure. Also, even with the best security measures in place, hacker attacks are also evolving, and they could penetrate our systems and bring them down or hold them for ransom. Our DRP is our best defense in these cases. The plan must be regularly updated and tested since our implemented technology continues to move at such a fast pace. After completing the engagement with our consultant, we conducted multiple tests on a full recovery of our data centre servers and storage. Our goal for a complete recovery is 24 hours from the point of complete shutdown of all our IT services. IT has conducted 3 tests since March 2023 and over the Summer and each recovery took under 8 hours.

As part of our disaster recovery and cyber-attack defense, WCDSB has implemented a Cloud Immutable Encrypted Backup of all systems. In this environment, no hacker, and not even we, can change, corrupt or delete our backups.

5) Endpoint Team: Repairs, Updates and New Devices (MYSP 2.1 3.1)

The IT Endpoint team has had a very busy summer working toward preparing schools for a new year. Below is highlight a few interesting projects, but this is by no means an exhaustive list of summer projects completed.



This summer 1200 elementary and secondary desktops were refreshed to meet the minimum requirements for **Windows 11**. Windows 10 is end of life October 2025 and it is our goal to have all systems updated so they continue to receive security updates and are ready to run the latest educational software required.

The province provides **Rural Grants** targeted toward innovation to our 3 rural schools: St. Boniface, St. Brigid, and St. Clement. Earlier in the year IT worked with the Innovation team to roll out

technology to St. Bridgid and St. Clement to meet modern pedagogical requirements and unique challenges of rural schools. Over the summer IT implemented 38 new Chromebooks to replace out of support and older devices. Older devices in good working order were redistributed throughout the system to meet student to device ratios.

Every summer school classrooms, offices, meeting rooms and libraries are cleaned. School **portables** are moved between schools and new portables arrive. For **school cleaning**, IT works with custodial staff at the schools to properly disconnect from the network and move all computers out of the classrooms. When the computers are moved back in place, they are setup, given all the latest software updates and tested. The 30 new and moved portables require the setup of phones, computers, data projectors, networking and wireless.



This new school year, WCDSB embarked upon the 1st year of our new **Equitable Access to Technology** initiative, focusing on our grade 9 students in need. The purpose of this initiative is to provide devices to students who cannot afford their own thereby helping to facilitate 1:1 access with student (BYOD) Bring Your Own Device. IT purchased and delivered 1000 Windows 11 laptops and split them by need between the 5 secondary school libraries. All devices were delivered and setup in the last 2 weeks of August for grade 9 students in need to borrow as required.



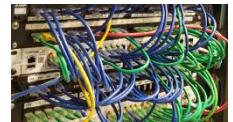
Other projects completed by the Endpoint team over the summer includes:

- Onboarded, offboarded and transitioned over 100 administrative staff;
- Upgrade networking closets at 2 Secondary schools and 5 Elementary schools to facilitate network and security project;
- Worked with Sysadmin team to install 1000 networking switches to modernize Board networks;
- And, so much more...

6) IT Cross Team Projects: Updates and Transitions (MYSP 1.2 3.1)

In the IT Services department, our Data Team, Endpoint Team, and Admin Team work together with other CEC departments to get many projects completed. These are not small projects and take the diverse expertise of from members of each team. Here are examples of a few summer projects which involved cross team and department collaboration.

The IT Services department worked together to update and refresh many of the **central data centre** application servers and data storage. These updates addressed critical security risks and vastly improved the performance of systems like finance, records management, HR, IEP writer and others. IT also worked with Facilities to update the power and networking at our **disaster recovery site** at Dutton drive.



applytoeducation In corporation with the Human Resources department and the Program department, we transitioned our absence and supply management system plus our staff learning management system from Smart Find Express and Professional Learning to one unified platform under **Apply to Education**.

Working with Library Support services, we transitioned our outdated **Library Management System**, TLC, to a cloud-hosted software as a service (SaaS) implantation. This transition addressed critical security issues while improving performance, availability, and functionality over our older system.

The Library Corporation



Working with our telephone support provider, Network Telecom and our schools, IT made several updates to our **school phone systems** to improve security, availability and functionality. We also replaced several schools failing and outdated handsets with more reliable Voice over Internet Protocol (VoIP) handsets.

7) Privacy, Freedom of Information, Records Management (MYSP 1.2)

Kelly Roberts @WCDSBResearch Aug 28 7m
Hey @wcdsbNewswire, look at my cray grade 1 students today #MrsRobertsZoo #isitchristmasyet



Data privacy is a legal obligation for schools, faculty, and staff. They are required to comply with student data privacy and online safety regulations. Data privacy is essential for building trust between schools and their communities. Students, parents, and stakeholders expect schools to protect their personal information and to use it in ways that benefit their learning and development.



Freedom of information (FOI) requirements for school districts in Ontario are the rules and responsibilities that school districts have to follow regarding the collection, use, disclosure, and access of personal information and general records. These requirements are based on different laws and regulations, such as the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Education Act, and the Personal Health Information Protection Act (PHIPA). Often WCDSB will receive Freedom of Information (FOI) request from third parties that we are required to respond to within the listed regulations. Sample statistics from September 22nd for ongoing FOI related requests for 2023, so far:

- 13: Total number of informal open requests carried over from 2022
- 181: Total number of requests to date in 2023
- 12: Total number of formal FOI requests to date
- 1: Total Number formal FOI requests Open
- 23: Total number of Open informal access requests
- 5: Total number of litigation cases

A **privacy breach** is an incident involving the improper or unauthorized access, collection, use, disclosure, or retention and/or disposal of personal information. A privacy breach can occur in different ways and is often a result of someone being very busy and task switching between priorities or a casual social media post. Staff and the public will report what they perceive as a potential privacy breach that we need to investigate the validity of the issue, determine a course of action, and inform any effected parties. Examples of what can cause a breach include:

- Losing or stealing a device or a document that contains personal information
- Sending an email or a letter with personal information to the wrong recipient
- Collecting or using personal information without proper consent or authority
- Disclosing personal information to a third party without permission or justification
- Keeping or disposing of personal information in an insecure manner

Sample statistics from September 22nd of Privacy breach investigations for 2023, so far:

- 30: Privacy Breach Investigations

Working with the Ontario Association of School Business Officials (OASBO) Privacy Information Management (PIM) committee, they have created standard education privacy training now in our Vector system that we assign to any staff involved in a breach.

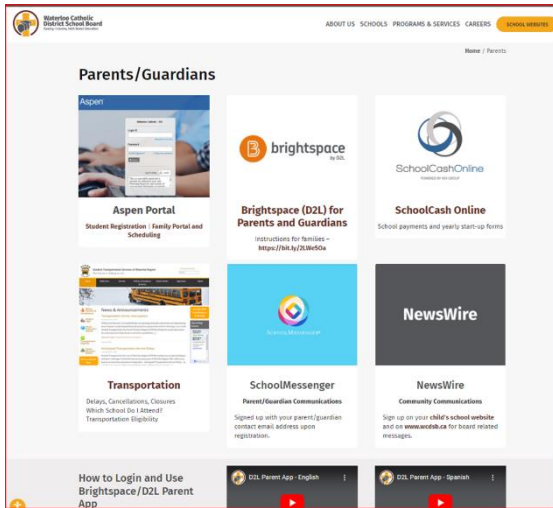
Another major privacy related effort our privacy officer has undertaken is the update to the WCDSB **Video Surveillance** AP to be following current provincial privacy regulations.

Records management in a school district is the process of creating, storing, retrieving, preserving, and disposing of records that document the activities and functions of the district. We must comply with laws and regulations that govern the retention and disposition of records, such as the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Education Act. WCDSB has a records management system, Laserfiche, for this management of official records containing information for staff, financial, students and other private records. WCDSB also stores many paper records in secure offsite storage. Here are some statistics on work conducted with records management:



- Updating Records Retention Schedule to support automated record disposition
- Update Notices of collection in 150 WCDSB forms
- ~1800 boxes of records in the physical offsite secure storage

8) Web, Public Portals, and Social Media Plus Key Performance Indicators (MYSP 1.3 2.3 3.3)

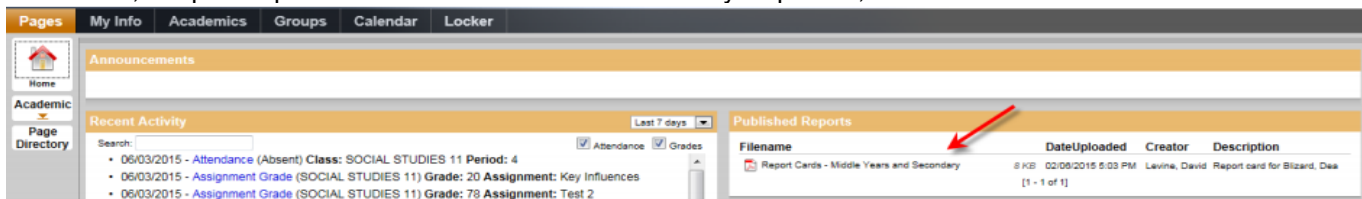


Presently implemented and emerging web technology provides WCDSB with the opportunity to engage the parents, guardians, and the community anywhere at any time. Web environments such as our Desire 2 Learn provincial virtual learning environment (D2L), School Messenger/Safe Arrival, School Cash Online and the Aspen Parent Portal have enabled parents and guardians to become more engaged in classroom activities and their children's long-term achievement information. D2L/Prism has enabled students and families to have anywhere online access to classroom curriculum material and assignments. School Messenger has provided expanded attendance and school notifications to families. We have begun Pilot School Messenger Safe Arrival where all parents/guardians will be timely notified of student absences on a timelier basis, and they can provide reasons for absences online or through an app. WCDSB has expanded the parent and community engagement platforms through YouTube, Instagram, Facebook, Twitter/X and our

website. The WCDSB Newswire service has over 9000 subscribers plus each school has their own Newswire feed the community can subscribe to for up-to-date community news. We will continue to grow and consolidate these environments to ease access for engaged parents and students under the new Aspen parent portal.

The **Aspen Parent Portal** has seen great growth and enhanced features which will continue to grow in the future. We look to expand the roll out in 2023/24 and add new features such as distributing electronic report cards plus the ability for parents to confirm and update their demographic data. The Aspen Parent portal already has over 10,422 parents registered in the environment. Here are some quick stats for the Aspen Parent Portal:

- 33379 Eligible accounts for parent portal access
- 28849 email accounts registered in Aspen for parents and guardians
- 15759 are the mother and 11821 are the father
- 10,422 parent portal accounts have been activated by Sept 15th, 2023



A project in 23/24 will include investigating a solution for all parent environments to be consolidated under a single sign on and unified credentials as well as a parent/community phone app.

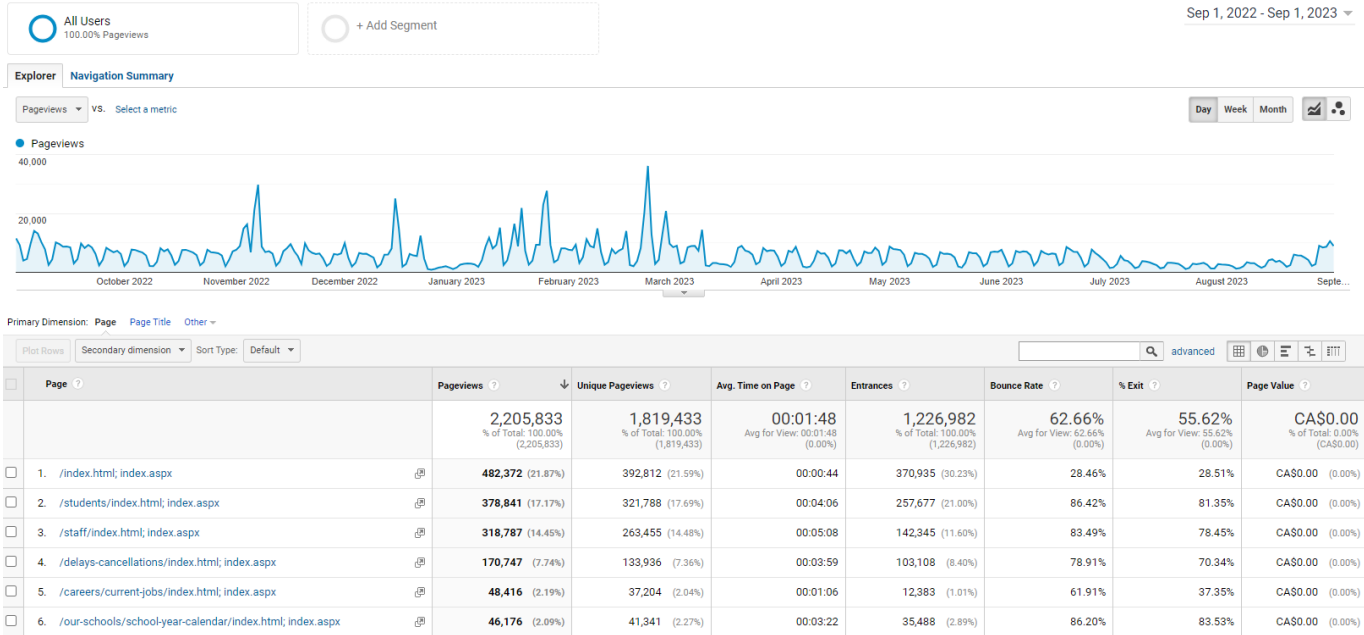
To assure quality of our online web environments, we monitor for uptime, broken links, misspellings, and compliance with **Ontarians with Disabilities Act (AODA)** requirements. A major effort over the summer is to update all Board and school websites to meet the requirements of the new school year.



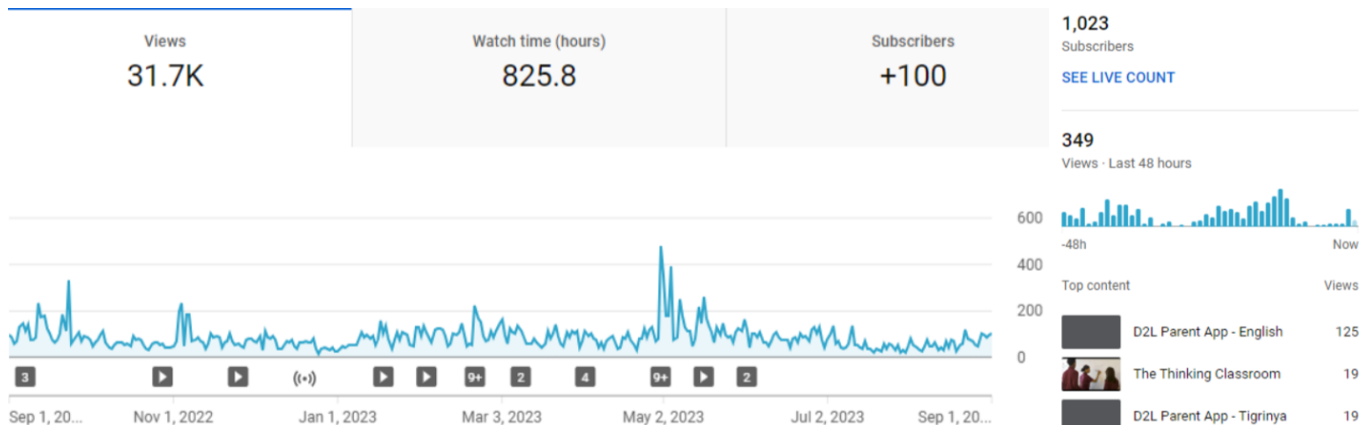
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Date	Avg. response time (sec.)	Uptime	Checks	Broken links	Misspellings	Words to review
26-Sep-22	0,76	100,00% (0 downtime min.)	288	Site: Waterloo Catholic District School Board	Site: Waterloo Catholic District School Board	Site: Waterloo Catholic District School Board
27-Sep-22	0,71	100,00% (0 downtime min.)	288	3	1	930
28-Sep-22	0,66	100,00% (0 downtime min.)	288	2 confirmed broken, 0 to review Pages with broken links	2 pages affected Pages with misspellings	1,262 pages affected Pages with words to review
29-Sep-22	0,68	100,00% (0 downtime min.)	288	Broken links	Misspellings	Words to review
30-Sep-22	0,64	100,00% (0 downtime min.)	216			
01-Oct-22	0,61	100,00% (0 downtime min.)	288			
02-Oct-22	0,72	100,00% (0 downtime min.)	288			
Week 39	0,68	100,00% (0 downtime min.)	1944			

WCDSB Website Key Performance Indicators (KPI) for the last year, September 2022-September 2023:

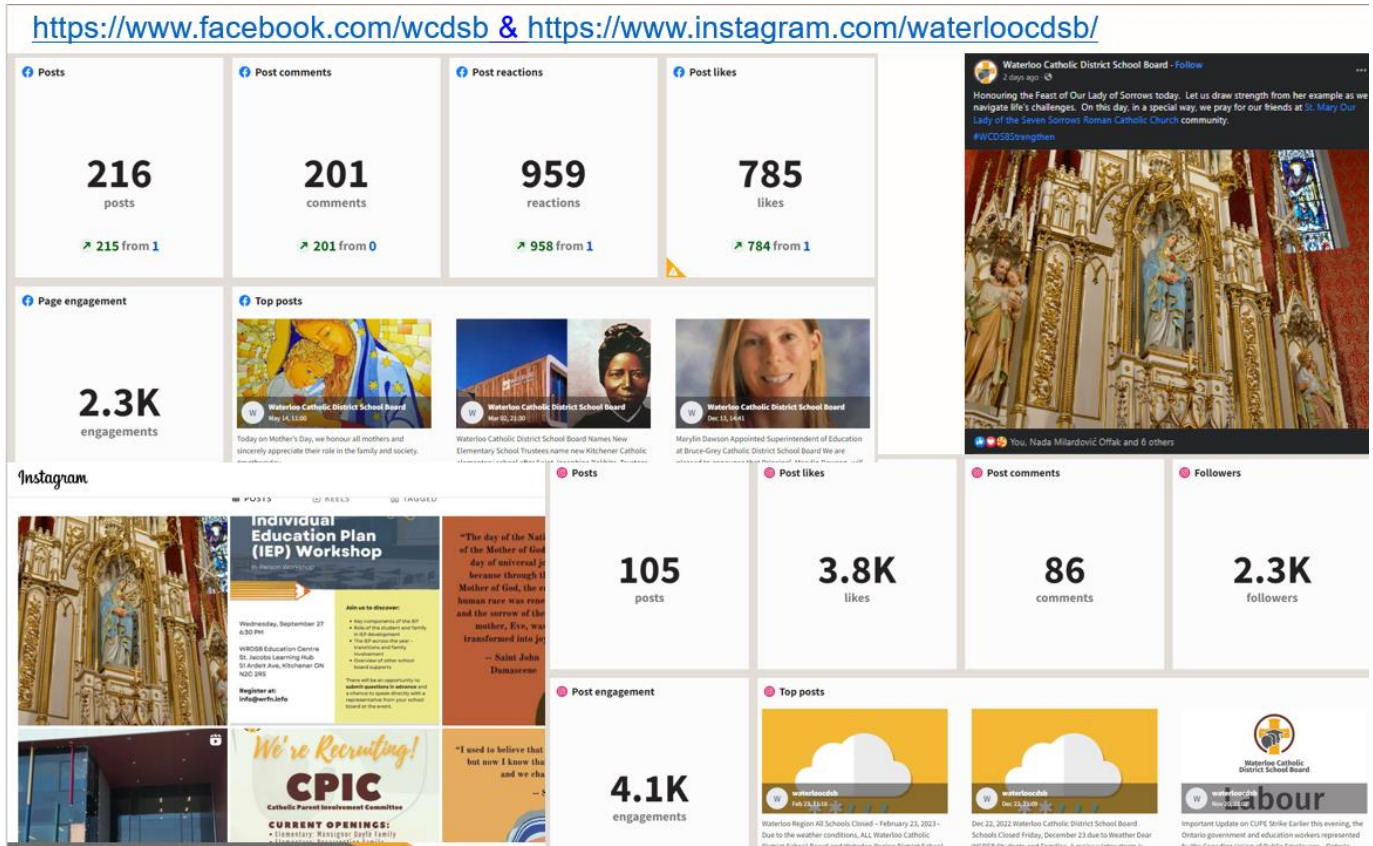


WCDSB YouTube KPI for the last year, September 2022-September 2023:

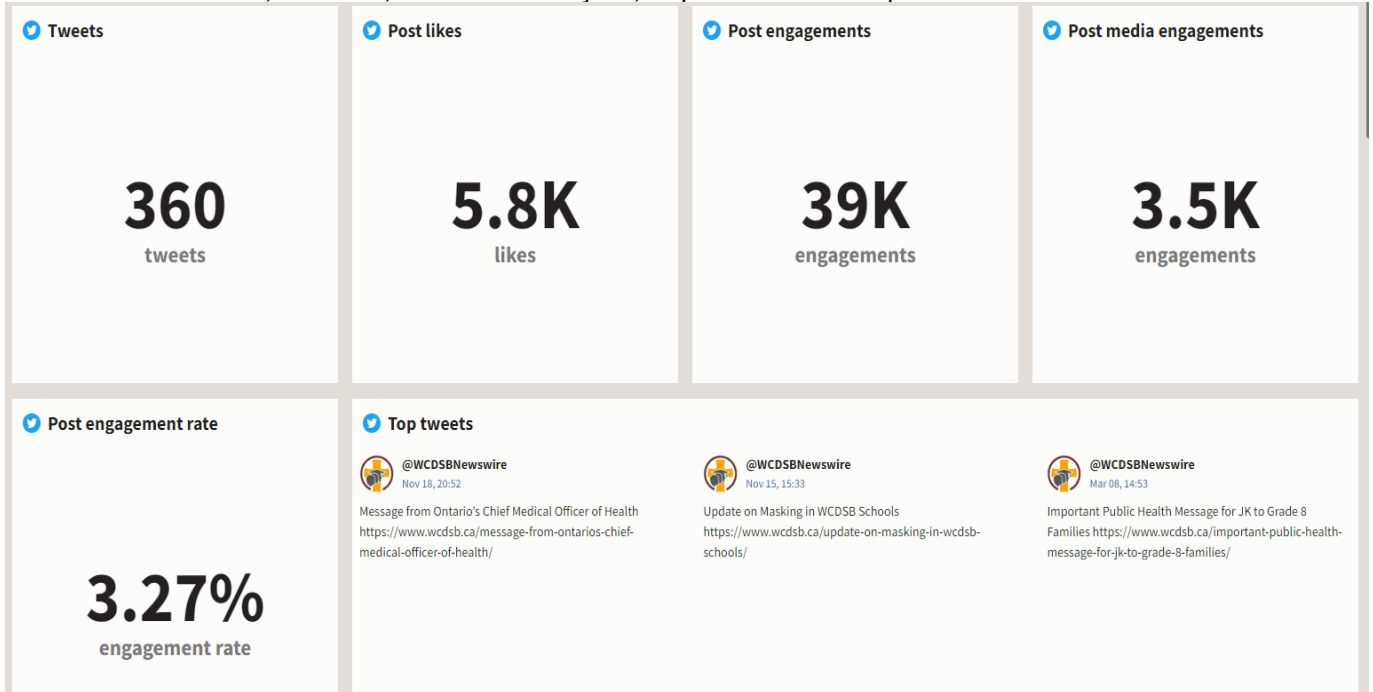


WCDSB Social Media, Facebook and Instagram, KPI for the last year, September 2022-September 2023:





WCDSB Social Media, Twitter/X, KPI for the last year, September 2022-September 2023:



Recommendation:

Report is being provided as information only

Prepared/Reviewed By: Chris Demers
Chief Information Officer

Tyrone Dowling
Director of Education

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





Date: 10/23/23
To: Board of Trustees
From: Student Trustees
Subject: October 2023 Student Trustee Report

Type of Report:

- ☐ Decision-Making
- ☐ Monitoring
- ☒ Incidental Information concerning day-to-day operations

Type of Information:

- ☒ Information for Board of Trustees Decision-Making
- ☐ Monitoring information of board policy
- ☐ Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)

Policy II 011 Student Representation on the Board
Policy II 012 Student Trustee Role Description

Alignment to the MYSP:

- ☒ Awaken to Belong
 - ☒ Every student can see themselves reflected in their learning.
 - ☐ Staff experience a positive, healthy, and inclusive workplace.
 - ☐ Are aware of and/or use available resources to assist in navigation of the school system.
- ☒ Ignite to Believe
 - ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
 - ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
 - ☐ The relationship between home, parish and school is strengthened.
- ☒ Strengthen to Become

- ☒ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.

Background/Comments:

Summary: In the month of October, WCDSB secondary schools are settled into the rhythm of the school year. With many events, such as sports, underway and progress reports fast approaching, school communities are finding ways to promote excitement and connection.

Common Activities Hosted by The Schools:

- **Academic Awards Night:**
 - All five secondary schools hosted an Academic Awards Night, celebrating the accomplishments of students within the classes. Families, friends, and other guests were invited to cheer on students as they received plaques and certificates. Awards included individual subject awards and Academic Excellence awards, given to students who have achieved an overall mark in the top five or top ten percent of their grade.
- **Communication and Outreach:**
 - Many of the student council's this year had a goal to connect with their school communities by increasing the amount of information and publicity about the work of student representative bodies. To achieve this, schools such as St. Mary's, Monsignor Doyle, and Resurrection began producing video news reports. These clips highlight upcoming events, successes within the school, and much more. The videos were shown in classes and/or posted to the individual school's social media page. Resurrection is also establishing a school newspaper to provide further information and showcase student writing.
- **Spirit Activities:**
 - The secondary schools have been busy with spirit weeks, pep rallies, and activities to build a stronger school community. Games at lunch (such as trivia and ping pong), cheering on fall sports teams, and spirit wear days were all included in fostering a sense of school pride.
- **Halloween:**
 - There have been many events planned to celebrate Halloween. St. Benedict and Resurrection planned pumpkin painting, St. Mary's and St. David held decorating contests (of lockers and homerooms, respectively), and Monsignor Doyle held a Halloween Haunt, inviting their greater school and family of schools communities to walk through student-created haunted houses.

Student Trustee Role Update:

- **Student Senate Theme:**
 - The Student Senate, after much discussion, decided on the theme "Brighter Beginnings" to frame their work for the year. This theme is centred around the strong optimism present in WCDSB schools. With last year's work by student leadership bodies to overcome the consequences of the COVID-19 pandemic and rebuild the framework for future leaders, this year marks a new, brighter beginning for school spirit, student advocacy, and collaboration within communities. There is a strength in walking on a new

path, guided by a light, which allows students to connect “Brighter Beginnings” to this year’s pastoral plan theme, “Strengthen.” A logo is being developed by students to represent both the theme and its connection to faith. The Student Senate looks forward to integrating this theme into their work in the coming months.

- **Student Senate Meeting:**

- On October 18th, a senate meeting was held at St. Benedict CSS. On the agenda was continued planning for SAC Unity, finalisation of a secondary school initiative, the filming of a 2023-24 Senate introduction video, and the implementation of an elementary school initiative: Pen Pals. This initiative will allow high school students to connect with elementary students through letter writing, creating mentor-mentee relationships between students. It is hoped that this will benefit all students.

- **OSTA-AECO Fall General Meeting:**

- From October 19th to 22nd, Trustee Donoghue and Trustee Petrie attended OSTA-AECO’s Fall General Meeting. At this conference, both trustees had the opportunity to connect with student leaders from across Ontario, and participate in various councils and workshops. Among these included engagement in Advocacy Interests Groups (AIGs), such as the Catholic Education AIG, and learning surrounding the rights and privileges of student trustees, Indigenous education, public speaking, and social media usage. Trustee Donoghue and Trustee Petrie are looking forward to future conferences.

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Bryanna Donoghue and Xavier Petrie
Student Trustees

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.



Date: October 23, 2023
To: Board of Trustees
From: Chair of the Board
Subject: Chair's Report

Type of Report:

- ☐ Decision-Making
- ☐ Monitoring
- ☒ Incidental Information concerning day-to-day operations

Type of Information:

- ☐ Information for Board of Trustees Decision-Making
- ☐ Monitoring Information of Board Policy XX XXX
- ☒ Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)

N/A

Policy Statement and/or Education Act/other Legislation citation:

Policy I 001 Ends
Policy II 003 Board Job Description
Policy II 004 Advocacy and Advertising

Alignment to the MYSP:

☒ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☐ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.

☒ **Strengthen to Become**

- ☐ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.



Background/Comments:

The month of October is dedicated to the holy Rosary as the Feast of Our Lady of the Rosary falls on October 7th. The best way to celebrate the month is, of course, to pray the Rosary.

May we reflect and celebrate our faith during this time together.

Of note, Vice-Chair Doherty Masters and myself held an in-service session with Trustee Stanley to welcome him to the board.

Calendar Events

Several touchpoints with Director Dowling and Vice Chair Doherty-Masters throughout the month

October 2nd – Committee of the Whole Board Meeting

October 4th – Interfaith Breakfast with Trustee Doherty-Masters, Trustee Sikora and board staff

October 5th – St. David's Academic Awards Ceremony with Trustee Cuff and Trustee Stanley

October 7th – Faith in Action – Tiny Homes Takeout Volunteering

October 11th – St. Mary's Academic Awards Ceremony with Trustee Doherty-Masters

October 14 - Feast Day of St. Jerome Fundraiser with Director Dowling, Trustee Doherty-Masters and board staff

October 16th – Governance Meeting

October 18th – Resurrection Academic Awards Ceremony

October 19th - Catholic School Advisory Council Onboarding

October 21st – Faith in Action – Tiny Homes Takeout Volunteering

October 23rd

Recommendation:

This report is for the information of the Board

Prepared/Reviewed By: Tracey Weiler
Chair of the Board

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.

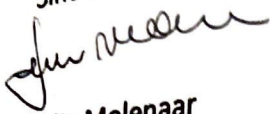


October 12, 2023

I am writing this to you to formally resign from my position as School Board Trustee of the Waterloo Catholic District School board. Due to personal circumstances, I find myself unable to fulfil my duties. My resignation will be effective immediately.

I wish WCDSB all the best in the future.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Julie Molenaar', written in dark ink.

Julie Molenaar