

Public Meeting of the Board Agenda

Date:	May 28, 2024
Location:	Muskoka Education Centre

4:30 p.m. Commencement of the Committee of the Whole Meeting

1. Call to order

- 1.1 Motion to convene into in-camera Committee of the Whole Meeting
- 1.2 In-camera (private) agenda (for matters that fall under section 207(2) of the Ed Act).

2. Rise and report to the Public Meeting of the Board

6:00 p.m. Commencement of the Public Meeting of the Board

- 1. Call to order
- 2. Territory acknowledgement
- 3. National anthem
- 4. Roll call
- 5. Declaration of possible conflict of interest
- 6. Delegation(s)
- 7. Approval of agenda
- 8. Business of the Board
 - 8.1 Approval of the minutes of the April 23, 2024 Public Board Meeting (pgs.4-9)
 - 8.2 Recommendations from in-camera Committee of the Whole Meeting (Trustee Childs)

- 8.3 OPSBA Elections
 - a. OPSBA Board of Directors Member/ Voting Delegate
 - b. OPSBA Voting Delegate Alternate

9. Administrative updates

- 9.1 Presentations
 - a. Muskoka Falls Public School Student Speeches
 - b. Student Forum Update (Student Trustees MacInnis and Dyni)
- 9.2 Director's Recognition
 - a. Director's Award for Innovation and Leadership (Director Hahn/ pg. 10)
- 9.3 Director's Report on the Strategic Plan
 - a. Portfolio Highlights
 - i. Business Services
 - ii. Human Resources Services
 - iii. Special Education/ Equity/ Indigenous Education
 - iv. Mental Health Services

10. Administrative and committee reports

- 10.1 For Action Written
 - a. SEAC Report (Trustee McInerney and SO Johnston/ pgs.11-14)
 - b. SAL Committee Report (Trustee Clodd and SO Fraser/ pg. 15)
 - c. Program and Planning Committee Report (Trustee Wilcox and SO MacJanet/ pgs.16-17)
 - d. Finance Committee Report (Trustee McAlpine and SO Ellis/ pgs. 18-25)
 - e. Audit Committee Report (Trustee Clodd and SO Ellis/ pgs.26-34)
 - f. DSC-PIC Report (Trustee Clodd and SO Goldring/ pgs.35)
- 10.2 For Information Verbal
 - a. Indigenous Education Advisory Committee (IEAC) Report (Trustee Saunders and SO Johnston)

11. Trustee reports

- 11.1 Student Trustee Reports
 - a. G7 Student Senate Report (Student Trustee Dyni)
 - b. OSTA-AECO Report (Student Trustee MacInnis)
- 11.2 OPSBA Report (Trustee Childs)
- 11.3 Trustee Community Updates

12. Correspondence

12.1 Terry Fox Foundation Correspondence regarding IEWSS Fundraising for 2023 (pg.36)

13. Next meeting

- Date: Tuesday, June 11, 2024
- Location: Lindsay Education Centre

Time: 6:00 p.m.

14. Adjournment



Public Meeting of the Board Minutes

Date:	April 23, 2024
Location:	Lindsay Education Centre
Present:	H. Bradley, G. Brohman, E. Childs, L. Clodd, T. McAlpine, D. McInerney, B. Reain, J. Saunders C. Wilcox
Senior team:	T. Ellis, T. Fraser, W.Hahn, T. Hubbert, P. Goldring, J. Johnston, J. MacJanet, K. Williams
Staff Support:	J. Andreasen, C. Bull, D. Raglin

4:30 p.m. Commencement of the Committee of the Whole Meeting

1. Call to order

1.1 Motion to convene into the In-Camera Committee of the Whole Meeting

Motion # 24-04-95 Moved by Trustee McInerney, seconded by Trustee Reain That the Board do now enter Committee of the Whole In-Camera session to deal with matters under section 207(2) of the Education Act. Carried.

1.2 In-Camera Agenda (for matters that fall under section 207(2) of the Education Act)

2. Rise and report to the Public Meeting of the Board

Motion # 24-04-96 Moved by Trustee, seconded by Trustee That Trustees do now rise from the In-Camera Committee of the Whole Meeting at 4:52 p.m. and will report to the Public Meeting of the Board at 6:00 p.m. Carried. 4/36

6 p.m. Commencement of the Public Meeting of the Board

1. Call to order

The meeting was called to order at 6:00 p.m.

2. Territory acknowledgement

Trustee McInerney shared the Territory Acknowledgement.

Following the Territory Acknowledgement Chair Wilcox requested a moment of silence to mark the passing of LCVI Teacher Richard Lucas in April 2024.

3. National anthem

O Canada was played.

4. Roll call

Chairperson Wilcox advised that seven Trustees (Bradley, Childs, Clodd, McInerney, Reain, Saunders, Wilcox) and Student Trustees Dyni and MacInnis were in person at Lindsay Education Cente.

Two trustees (Brohman, McAlpine) joined via electronic means.

5. Declaration of possible conflict of interest

There were no declarations of possible conflict of interest.

6. Delegation(s)

There were no delegations.

7. Approval of agenda

Motion # 24-04-97 Moved by Trustee Clodd, seconded by Trustee Reain That the agenda be approved. Carried.

8. Business of the Board

8.1 Approval of the minutes of the March 26, 2024 Public Meeting of the Board

Trustee Wilcox noted that the minutes distributed in the Board package were dated February 27 and should have been dated March 26, 2024. The location on the minutes distributed in the Board package indicated Muskoka Education Centre whereas the meeting was held at Archie Stouffer Elementary School Learning Commons. The corrections will be made to the minutes.

Motion # 24-04-98 Moved by Trustee Clodd, seconded by Trustee McInerney That the amended minutes of the March 26, 2024 Public Meeting of the Board be approved. Carried.

8.2 Recommendations from the In-Camera Committee of the Whole Meeting

Trustee Childs presented the following recommendation from the April 23, 2024 In-Camera Committee of the Whole Meeting:

Motion #24-04-99

Moved by Trustee Childs, seconded by Trustee Clodd

That the settlement reached on local terms for the renewal of the OSSTF District 15 Secondary Teachers and Secondary Occasional Teacher Collective Agreement be ratified by the Board pending OSSTF ratification of the agreement on April 25, 2024. Carried.

9. Administrative updates

- 9.1 Presentations
- a. Director's Recognition for Innovation and Leadership

Director Hahn presented the Director's Recognition for Innovation and Leadership to Langton Public School Staff Members Leah Ryrie and Terra Macey, and Community Partner Brittany Taylor for their work in promoting Indigenous Teaching and Learning at the school.

9.2 Director's Report on the Strategic Plan

Director Hahn provided a verbal overview of the Strategic Plan goals in supporting student achievement and well-being, supporting student pathways, the provision of professional development to support effective classroom instruction, supporting instructional and operational leadership, and developing a strong budget

a. Portfolio Highlights

Director Hahn introduced Superintendent of Learning Jay MacJanet, who shared an update related to the Elementary Curriculum K-8 portfolio including information about the School's Cool and Summer Learning opportunities occurring in Summer 2024; a review of the progress in the sixteen math priority schools under the TLDSB Math Strategy; and an overview of job-embedded professional development occurring in TLDSB classrooms.

Director Hahn introduced Superintendent of Learning Kim Williams, who shared an update related to the Secondary Curriculum 9-12 portfolio with a focus on sharing data related to Specialist High Skills Majors (SHSM), Dual Credits, Ontario Youth Apprenticeship Programs (OYAP) and Summer School Programs.

Director Hahn introduced Superintendent of Learning Paul Golding, who shared highlights related to Outdoor Education in TLDSB including an overview related to the grade 6 trips all TLDSB students to Camp Muskoka in Fall 2024, and long-term plans for supporting Outdoor Education in TLDSB. Superintendent Goldring also provided update related to the upcoming Trillium Lakelands Arts Camp happening May 19- May 24, 2024 at Camp White Pine.

10. Administrative and committee reports

10.1 For Action- Written

a. SEAC Report

Trustee McInerney shared an update related to the April 2, 2024 SEAC Meeting. SEAC has been working on a review of the past Special Education Budgets in preparation for the release of the 2024-2025 budget, and on reviewing the final IEP informational videos that are being developed.

Motion # 24-04-100 Moved by Trustee McInerney, seconded by Trustee Childs That Trustees receive the report related to the April 2, 2024 Special Education Advisory Committee (SEAC) meeting. Carried.

b. SAL Committee Report

Trustee Clodd shared and updated related to the April 16, 2024 SAL Committee Meeting admissions and demissions. Trustee Clodd also advised that the operational team responsible for SAL are working on updating the SAL processes.

Motion # 24-04-101

Moved by Trustee Clodd, seconded by Trustee McInerney That trustees receive the report related to the April 16, 2024 meeting of the Supervised Alternative Learning (SAL) Committee. Carried.

c. Governance and Policy Committee Meeting

Trustee Saunders shared an update related to the April 16, 2024 Governance and Policy Committee Meeting.

Motion # 24-04-102

Moved by Trustee Saunders, Seconded by Trustee Bradley

That Trustees ratify the Governance and Policy Committee motions to accept the changes to the following policies: ES-5504 English Language Learners- English as a Second Language and English Literacy Development Programs Policy; OP-6505 Duty to Report Children in Need of Protection Policy; OP-6215 Bullying Prevention and Intervention Policy;

BU- 4550 Employee Electronic Monitoring Policy.

Student Trustee MacInnis requested a recorded vote on the motion to accept the changes to the policies: Reain- Yes Bradley- Yes Clodd- Yes Saunders- Yes McInerney- Yes Childs- Yes McAlpine- Yes Brohman- Yes Wilcox- Yes

Carried.

Motion #24-04-103 Moved by Trustee Saunders, seconded by Trustee Reain That Trustees receive the report related to the April 16, 2024 Governance and Policy Committee Meeting. Carried.

10.2 For information- Written

a. Board Self-Assessment 2024

Trustee Saunders and Director Hahn shared an update and overview related to the results of the Board Self-assessment and review that Trustees engaged in between January and April 2024.

10.3 For Information- Verbal

a. Equity Task Force Meeting

Trustee Childs shared an updated related to the most recent Equity Task Force Meeting. Highlights included an overview of the Day of Pink Conference for 2SLGBTQIA+ Students and the development of a workplan to support learning related to anti-black racism.

b. Staff Recognition Committee Meeting

Trustee Brohman shared an update related to the work of the Staff Recognition Committee and reviewed details related to the upcoming Celebrating Staff event for retirees and for individuals receiving 25, 30, 35 and 40 years of services pins. The event will take place on May 30, 2024.

11. Trustee Reports

- **11.1** Student Trustee Reports
- a. G7 Student Senate

Student Trustee Dyni provided an update on the recent work of the G7 Student Senate including providing an overview of the last in-person G7 Student Senate Meeting that occurred on April 19, 2024. The agenda for that meeting included an orientation for the new G7 Student Senate members for 2024-2025.

Student Trustee Dyni advised that the G7 has also launched their Mental Health Campaign, and is assisting with the upcoming Student Voice Summit. Student Trustee Dyni also shared highlights related to her recent attendance at the Honouring Indigenous Peoples Youth to Youth Conference in British Columbia.

Student Trustee MacInnis promoted the G7 Student Senate Instagram account @g7studentsenate

b. OSTA-AECO Report

Student Trustee MacInnis introduced the 2024-2025 incoming Student Trustee Taliah McNelly from FFSS who attended the meeting as an observer.

Student Trustee MacInnis shared an overview related to the most recent work of OSTA-AECO and overview of the agenda for the OSTA-AECO AGM occurring in May 2024.

11.2 OPSBA Report

Trustee Childs shared that a number of Trustees attended the Central East Meeting at Simcoe County District School Board on April 6, 2024.

Trustee Childs also reminded Trustees that there will be an OPSBA Labour Relations Conference for Trustees interested in attending on April 25 and 26, 2024.

11.3 Trustee Community Updates

Trustee McInerney advised that she participated in the Day of Pink 2024 at BMLSS and commended the organizers and attendees on an excellent conference.

Trustee McInerney shared that Lady Mackenzie PS recently hosted Scott Graham who is an Educator and Author. Graham shared a presentation to the student body on courage, how to be a leader and shared strategies related to stopping bullying in school community.

Trustee MacInerney advised that she attended the grade 7 and 8 Skills Qualifiers at IEWSS on April 10, 2024.

12. Correspondence

There was no correspondence.

13. Next meeting

Date:	May 28, 2024
Location:	Muskoka Education Centre
Time:	6:00 p.m.

14. Adjournment

Motion # 24-04-104 Moved by Trustee Childs, seconded by Trustee Clodd That the Board of Trustees do now adjourn at 7:16 p.m. Carried.

Colleen Wilcox, Chairperson of the Board

Wes Hahn, Director of Education

Jen Andreasen, Recording Secretary



Director's Recognition for Innovation and Leadership

Innovation is the practice of developing and implementing new and relevant services or systems. Leadership is a set of behaviours used to help people align collective directions, execute strategic plans, and continually renew and improve an organization.

The Director's Recognition for Innovation and Leadership celebrates individuals in our system who have combined the characteristics of innovation and leadership to improve our system and advance the strategic direction goal of improving student learning and achievement, and fostering student and staff well-being.

Recipient: K.P. Manson Public School Educator Derek Schofield Nominated by: Tim Clayton, Principal

Derek Schofield is committed to all students at K.P. Manson P.S. He has demonstrated dedication, imagination, a commitment to student achievement, and an unwavering desire to put others first. His engaging resource interventions and commitment to extracurricular activities truly enriches the student experience at K.P. Manson Public School. He works to enhance student academic growth by thinking outside the box.

During the 2022-2023 school year, Mr. Schofield was instrumental in organizing the K.P. Manson Robotics competition. This initiative was designed to support our School Improvement by empowering students to become stronger writers. Students completed a series of robotics builds and wrote corresponding writing prompts. As a culminating activity, students faced off against other teams in a competition of robotic design performance. Derek inspires students to strive for excellence.

Mr. Schofield is a valued member of the K.P. Team, his connections to our community and community agencies supports our level of student success. He has made an indelible impact on the school community!

Trillium Lakelands District School Board Special Education Advisory Committee Administrative Report

Date:	May 8, 2024
To:	Board of Trustees
Origin:	Trustee Deb McInerney
Subject:	Special Education Advisory Committee (SEAC) Report
Reference:	Regular Meeting of the Board – May 28, 2024

Purpose

To share an update with Trustees related to the May 7, 2024 meeting of the Special Education Advisory Committee.

Context

SEAC is a statutory advisory committee that meets ten times per year, as per section 57.1(1) of the Education Act and Ontario Regulation 464/97.

The committee membership includes community partner agency representatives, community members, and trustees. The meeting is chaired by Janice Balfour, with the support of Superintendent Jennifer Johnston and the Department of Special Education Services staff.

The purpose of the committee is to provide feedback and suggestions to Board staff regarding special education programming and initiatives for students.

Content

The Special Education Advisory Committee met on Tuesday, May 7, 2024 at the Lindsay Education Centre, Muskoka Education Centre, and online.

Highlights from these meetings:

- A presentation on the Core Education Funding (formerly Grants for Student Needs).
- A presentation on the Board's Mental Health Services.
- A discussion about the preliminary results of the Learning About the IEP Experience survey and feedback received.

The April 2, 2024 minutes that were approved at these respective meetings are attached. The minutes from the May 7, 2024 meeting will be posted on the TLDSB Committees website following ratifications at the next Committee Meeting.

Action

Recommendation that Trustees receive the report related to the April 2, 2024 Special Education Advisory Committee meeting.



Special Education Advisory Committee Minutes

Date:April 2, 2024Location:Lindsay Education Centre | Muskoka Education Centre | VirtualTime:5:00 p.m.

1. Call to order

2. Roll call

Chair J. Balfour called roll and confirmed that a quorum was present. Nicole Young, Clinical Services Manager from One Kids Place Children's Treatment Centre, was welcomed as a new member filling the position vacated by Helga Harris.

3. Approval of agenda

Moved by B. Reain, seconded by D. McInerney that the agenda be approved.

Carried.

4. Committee action items

4.1 Approval of the minutes of the March 5, 2024, meeting

Moved by D. McInerney, seconded by S. Bullock that the minutes dated March 5, 2024 be approved.

Carried.

5. Administrative updates

5.1 2024-2025 special education budget update

J. Johnston reported that the funding model for the 2024-2025 school year has not yet been received. She provided an update on the recent year's input moved by SEAC to support special education initiatives. Input for next year's budget were discussed, including greater communication to build understanding about universal design for learning (UDL), educational assistant recruitment and retention, and continued release time to support in-school team meetings.

5.2 System updates

J. Johnston shared the following updates:

- A GSA conference celebrating Day of Pink took place at Bracebridge Muskoka Lakes Secondary School on April 2.
- Schools are preparing for the EQAO testing period for Grade 3 and 6 students, which will take place from May 27 to June 10.
- Staffing processes are underway.
- Consideration is being made for an additional elementary Practical Academics and Life Skills (PA&LS) class in the City of Kawartha Lakes.
- Leadership learning sessions are taking place with administrators across the district.
- Superintendent of Learning Paul Goldring will be retiring this summer. A restructuring of superintendent portfolios will be taking place. A posting for the position of Superintendent of Special Education was recently announced.

5.3 Department updates

M. Lefler shared the following updates:

- Special education leadership professional development has been focused on reviews of IPRC processes.
- Recent in-person system class professional development focused on literacy and numeracy, in collaboration with the Curriculum Services Department.
- System class teachers will be visiting each other's classes around the district to enhance opportunities to collaborate and network.
- Applications for system classes are being processed.

6. SEAC projects

6.1 IEP Survey update

The IEP survey launched on April 2 and will remain open until April 12. Communications will continue throughout this timeframe.

6.2 Review of IEP videos

The committee discussed the IEP videos available on the Board website and made some suggestions on additional topics that they would like to see covered, including UDL and what happens when an IEP is no longer needed.

7. Other business

7.1 Updates and other items for discussion

J. Balfour attended a recent PAAC on SEAC meeting and will share information on SIP, MACSE, SEA, soft expulsions, and other items discussed at a later date.

R. McHugh noted that Autism Awareness Day promotion this year is more inclusive of the views of people on the autistic spectrum.

- 7.2 Association and community news
 - D. Callan announced that Five Counties Children's Centre now has a third pediatrician supporting assessments. The agency is also continuing to review its tiered intervention support in hopes of further expansion.
- 7.3 Future business.
 - Budget presentation, once GSNs are announced.
 - Mental Health Services presentation

8. Correspondence

There was no correspondence.

9. Next meeting

Date:	May 7, 2024
Location:	Muskoka Education Centre Lindsay Education Centre
Time:	5:00 p.m.

10. Adjournment

Moved by B. Reain, the meeting was adjourned.

15/36

Trillium Lakelands District School Board Supervised Alternative Learning (SAL) Administrative Report

Date:	May 15th, 2024
To:	Board of Trustees
Origin:	Trustee Louise Clodd/ Associate Superintendent of Learning Tanya Fraser
Subject:	Supervised Alternative Learning Committee (SAL) Report
Reference:	Regular Meeting of the Board - May 15th, 2024

Purpose

To share an update with Trustees related to the activities on Supervised Alternative Learning (SAL) meeting May 15, 2024.

Context

Supervised Alternative Learning (SAL) is a statutory Committee that meets minimum every 20 school days per regulation 374/10.

The committee membership includes Trustee Louise Clodd, Associate Superintendent Tanya Fraser, AAEC Principal Lisa Uuldriks, Community Representative Lynda Nydam, Mental Health District Manager Allison Jones, Re-engagement Counsellor Stephanie Harvey, Re-engagement Counsellor Lauren Thompson, Executive Assistant Naomi Shipley.

The chair of the committee is Louise Clodd, with the support of associate superintendent of learning, Tanya Fraser.

The purpose of the committee is to provide alternative learning opportunities for students having difficulty attending or succeeding in a regular school program in order to increase achievement and thereby increase the likelihood of re-engagement in an in-school program.

Content

The most recent meeting(s) of the SAL committee was on May 15, 2024.

The Committee discussed the following:

- 5 students were admitted to a Supervised Alternative Learning Plan
- 1 students were demitted from a Supervised Alternative Learning Plan
- 11 students were admitted to a R.E.A.L Supervised Alternative Learning Plan
- 12 students were demitted from a R.E.A.L Supervised Alternative Learning Plan

Action

Recommendation that Trustees receive the report related to the May 15, 2024 meeting of Supervised Alternative Learning (SAL) Committee.

16/36

Trillium Lakelands District School Board Program and Planning Committee Administrative Report

Date:	May 9, 2024
To:	Board of Trustees
Origin:	Trustee Colleen Wilcox and Superintendent Jay MacJanet
Subject:	Program and Planning Committee Meeting - April 24, 2024
Reference:	Public Meeting of the Board - May 28, 2024

Purpose

To share an update with Trustees related to the April 24, 2024 Program and Planning Committee Meeting.

Context

Program and Planning Committee is a standing Committee that meets 4 times per year per TLDSB By-law 15: *Board Committees*. The Committee membership includes Trustees Reain, Wilcox, Bradley, Saunders and Brohman.

The Chair of the Committee is Trustee Colleen Wilcox and is supported by Elementary Curriculum Services Superintendent MacJanet and Executive Assistant Cheryl Evans.

The purpose of TLDSB's Program and Planning Committee is to receive information related to curriculum programs and initiatives to ensure alignment with the Board's Strategic Plan goals.

Content

The most recent meeting was held on April 24, 2024 at the Lindsay Education Centre. Agenda items included the review of the previous meeting minutes, 2024 Student Voice overview and updates from both Secondary and Elementary Curriculum Services.

The minutes from the February 16, 2024 meeting were approved and will be posted on the TLDSB Committees website.

SO Williams shared that Director Hahn is hosting Student Voice Summits, in partnership with Secondary Curriculum Services and the G7 Student Senatem during the mont of April.

SO Williams also provided information around the following initiatives and work taking place at the secondary level. Literacy Intervention Pilot, Grade 9 Math Achievement Action Plan data, a review of the role of math department heads, school support through data analysis, moderated marking, destreaming coaches and a review of ongoing support offered in schools.

SO MacJanet presented an overview of portfolio goals, structures and impact along with a summary of the 2023-2024 professional learning series as it relates to: Leadership, New Teacher Induction Program, Inclusive Learning, Kindergarten, Literacy, Mathematics, Multilingual Learners, and FSL.

The minutes from the April 24, 2024 meeting will be posted on the Program and Planning Committee page on the Board's website following ratifications at the next committee meeting.

Action

Recommendation that Trustees receive the report related to the April 24, 2024 meeting of the Program and Planning Committee.

18/36

Trillium Lakelands District School Board Finance and Administration Administrative Report

Date:	May 28, 2024
To:	Board of Trustees
Origin:	Trustee Tim McAlpine/ Superintendent Tim Ellis
Subject:	Finance and Administration Committee Meeting – May 2, 2024

Purpose

To provide Trustees with a summary of the May 2, 2024, Finance and Administration Committee meeting.

Content

The Committee meeting was held in hybrid delivery (in person at MEC and online through Google Meet) on Thursday, May 2, 2024, at 9:00 a.m.

Informational reports were presented to the Committee regarding the following matters:

- Long Term Accommodation Plan Update (copy of report attached)
- Boundary Review Progress
- Property
- GSN/Core-Ed Announcement
- Quarterly Report Q2 2023-2024 (copy of report attached)
- Scott Young PS
- LED Lighting Project Contract Award
- Transportation Exception Review (copy of report attached)
- Transportation Procedure Review Plan

A presentation was made by Jack Ammendola from Watson and Associates about enrolment projections for the Board in the coming years.

The Committee passed a resolution to approve the 2023-2024 first quarter (Q2) report.

Action

Recommendation that Trustees receive the report related to the May 2, 2024, Finance and Administration Committee Meeting.

Administrative Report

Date:	May 2, 2024
То:	Finance and Administration Committee
Origin:	Superintendent of Business Services
Subject:	Long Term Accommodation Plan (LTAP) Update

Purpose:

This report provides an update to the Board's Long Term Accommodation Plan (LTAP).

Context:

In 2022, an LTAP was created for the Board for the years 2022 through 2028. With the explosion of development, primarily in the City of Kawartha Lakes, an update was recently carried out by the Board consultants who provide data and enrolment projections.

Content:

The LTAP has been developed to ensure the Board can support high-quality educational programming, student achievement and well-being.

The plan helps the Board set out objectives for the acquisition and disposition of land, planning new capital construction, and consideration of major program or boundary changes. It can be used as a supporting document when the Ministry calls for Pupil Accommodation Reviews of our school facilities. This helps ensure the Board is optimizing its spaces while being mindful of the Board's costs associated with delivering quality learning in safe and healthy environments.

The LTAP is structured to provide stakeholders clarity on what is happening at the Board's Review Areas and at the school level. The individual school profiles allow communities insight into their local schools on an enrolment, programming and service level. The plan aims to be consistent with the Ministry of Education initiatives, policies and guidelines while taking into consideration the Board's own vision, mission, policies and procedures. This plan can be found on the Board's Website.

With the newest data being provided to the Committee in May 2024, and the most recent boundary reviews taking place within the Board, staff will update the Long Term Accommodation Plan in the summer of 2024.

Trillium Lakelands District School Board Administrative Report

Date:	May 2, 2024
То:	Finance and Administration Committee
Origin:	Superintendent of Business Services
Subject:	Second Quarter Report 2023/24 (Q2)

Purpose:

To provide an overview of the Board's financial performance up to February 2024.

Context:

The report provides an overview of the Board's second quarter financial performance for the 2023-2024 school year.

Content:

The Board approved an operating budget of \$245 million dollars for the 2023-2024 school year. February 29, 2024 marks the end of the second quarter of the Board's fiscal year. This is the halfway point of the school year.

The Board's expenses at the end of the second quarter were expected to be \$128.5 million with actuals amounting to \$130.1 million. This represents 52.2% of the approved budget. In contrast, the Board's expenditures last year at this time were \$130.4 million – approximately 51.5% of that year's budget. The 2023/2024 budget is tracking as anticipated.

At this time, the Board is looking at a \$1.5 million deficit for the 2023/24 school year. More than half of this deficit relates to the Asset Requirement Obligations set out by the Ministry which is not variable.

Other cost pressures include supply staff coverage, use of retired staff to fill vacancies, information technology expenditures and facilities.

Teaching supply staff estimated expenditures have dropped by approximately \$646,000. As well, the projected supply staff at the end of the second quarter is expected to be lower by \$370,000.

Textbook and supplies, which includes technology, are expected to continue to be on the increase by \$718,000. To help mitigate pressures, staff has limited the use of retired staff (principal and vice principals); has active

Board Enrolment Summary

		2023-24		2022-23
		Enrolment		
	Revised	used for		Final
	Estimates	Budget	Variance	Enrolment
Elementary				
JK / SK	2,262	2,104	158	2,268
Grades 1 to 3	3,589	3,385	204	3,601
Grades 4 to 8	5,925	5,713	212	5,901
Other Pupils	23	20	3	25
Total Elementary	11,799	11,222	577	11,795
<u>Secondary</u>				
Day school 9 to 12	4,864	4,773	91	4,811
Independent Study	497	449	48	465
Other Pupils	41	17	24	40
Total Secondary	5,402	5,239	163	5,316
Total K to 12 Enrolment	17,201	16,461	740	17,111
			• •	• • • •
Adult Ed, Con-ed, High Credits	212	186	26	241

			Variance Revised		% Change from
Revenue Summary	Revised Estimates 2023/24	Estimates used for 2023/24 Budget	Estimates to Estimates	2022/23 Financial Statements	Prior Year Actuals
Operating Allocations					
o Permiting randomismo					
Pupil Foundation	101,411,623	98,735,189	2,676,434	98,263,369	3.20%
School Foundation	14,945,769	14,640,607	305,162	14,556,543	2.67%
Special Education *	32,110,496	29,603,041	2,507,455	31,275,953	2.67%
Language	2,694,087	2,691,613	2,474	2,716,707	-0.83%
Supported School	1,190,823	1,137,289	53,534	1,145,707	3.94%
Remote and Rural	1,395,805	1,362,072	33,733	1,359,540	2.67%
Rural and Northern Education	1,333,352	1,333,352	-	1,269,588	5.02%
Learning Opportunities *	3,923,468	3,817,655	105,813	3,298,720	18.94%
Continuing Education	989,749	896,714	93,035	1,093,786	-9.51%
Cost Adj & Q and E (Teachers)	17,032,294	19,823,541	(2,791,247)	17,694,159	-3.74%
New Teacher Induction Program	134,549	138,092	(3,543)	120,715	11.46%
Cost Adj & Q and E (DECE)	1,019,721	1,079,534	(59,813)	1,027,472	-0.75%
Restraint Savings	(81,962)	(81,962)	-	(81,962)	0.00%
Transportation	18,021,890	17,983,109	38,781	18,173,623	-0.83%
Administration and Governance *	6,093,025	6,006,919	86,106	5,910,513	3.09%
School Operations	21,546,846	21,290,684	256,162	20,973,257	2.73%
Community Use of Schools	269,678	269,678	200,102	270,358	-0.25%
Renewal - Operating*	200,070	200,070	-	210,000	0.00%
Declining Enrolment		480,764	(480,764)		0.00%
Indigenous Education *	- 980,987		. ,	-	
0		974,624	6,363	981,458	-0.05%
Mental health & well-being (safe & accep		1,316,172	19,374	1,287,037	3.77%
Supports for students	2,012,629	2,012,629	-	2,006,526	0.30%
Program Leaderhsip	1,004,963	1,008,213	(3,250)	1,002,180	0.28%
Perm. Financing of NPF	586,743	586,743	-	586,743	0.00%
COVID-19 Learning Recovery Fund	-	-	-	2,598,878	-100.00%
Total Allocation for Operating Purposes	229,952,081	227,106,272	2,845,809	227,530,870	1.01%
Other Operating Grants / Revenues					
Trustee Association Fee	58,745	58,745	-	40,733	44.22%
Deferred Operating Grants from Prior Ye	-		-	2,966,279	-100.00%
PPF/EPO Grants	3,443,553	2,943,825	499,728	4,497,691	-23.44%
MGCS - In-Kind Grant - PPE			-	219,029	-100.00%
Federal Grants & Fees	629,460	506,192	123,268	492,000	27.94%
Transportation Recovery	1,440,000	1,440,000	-	1,789,258	-19.52%
Short Term investments	-	-	-	282,049	-100.00%
Secondments & Releases	812,807	854,678	(41,871)	908,874	-10.57%
Minor Tangible Capital Assets	012,007	001,070	(11,0,1)	(1,165,738)	-100.00%
Other Revenue	933,410	933,410	_	1,900,459	-50.89%
ond Revenue	7,317,975	6,736,850	581,125	11,930,634	-38.66%
Amontination of Defense 1 Constant					
Amortization of Deferred Capital	11 057 157	10.044.154	201 000	10 000 044	4 26 0/
Contributions	11,357,156	10,966,156	391,000	10,882,846	4.36%
Grant for Debt Interest	823,845	809,641	14,204	894,428	-7.89%
Deferred Revenue			-	(5,349,953)	-100.00%
Strike Saving			-		0.00%
Sub-total	249,451,057	245,618,919	- 3,832,138 -	245,888,825	1.45%
Accumulated Surplus	-	-		-	0.00%

* Restrictions on Funding usage

Quarterly Expense Report

					%				
Expense Category	23/24 Budget	Committed	Expended	Total	Expended of Budget	Projected Year End	22/23 Budget	22/23 Second Quarter	Exp of
	20/24 Dauget	committed	Expended	lotai	orbudget	LIIM	22/23 Budget	Quarter	01
Instructional									
Classroom Teachers							_		
Elementary	76,229,379		37,523,061	37,523,061	49.2%	75,648,411	75,968,351	36,139,095	
Secondary	38,976,020		19,794,274	19,794,274	50.8%	38,133,981	38,619,342	18,926,335	
Classroom Teachers Supply Staff	5,681,466		2,829,097	2,829,097	49.8%	5,690,981	5,461,459	2,828,727	
Teacher Assistants	13,430,326		8,066,133	8,066,133	60.1%	13,467,165	12,207,343	6,801,639	
Teacher Assistants Supply Staff	1,548,057		1,136,695	1,136,695	73.4%	1,885,249	1,596,334	1,040,455	
Early Childhood Educator	4,301,489		2,622,730	2,622,730	61.0%	4,394,499	4,302,710	2,435,409	
Early Childhood Educator Supply Staff	204,892		298,881	298,881	145.9%	497,319	193,958	143,093	
School Based Technology	1,338,558	227,026	368,184	595,210	27.5%	1,338,558	2,215,901	830,329	
Textbooks, Materials, Supplies & Equipment	t								
Elementary	4,870,382	173,735	2,093,179	2,266,915	43.0%	4,586,359	3,159,393	1,736,401	
Secondary	3,529,853	146,562	1,420,314	1,566,876	40.2%	2,940,628	2,238,317	1,353,635	
Professionals, Paraprofessionals & Tech	6,870,661	556,576	3,779,957	4,336,533	55.0%	6,505,923	7,793,496	3,346,273	
Library & Guidance	3,201,661		1,706,622	1,706,622	53.3%	3,185,018	3,275,300	1,798,968	
Staff Development	593,414	9,276	831,206	840,483	140.1%	1,385,344	669,068	551,624	
Department Heads	271,940		140,553	140,553	51.7%	261,027	265,999	137,378	
Coordinators & Consultants	5,057,364		1,869,245	1,869,245	37.0%	3,748,192	3,548,094	1,532,800	
Principals and Vice-Principals	10,135,014	61,512	5,207,342	5,268,854	51.4%	10,700,971	9,766,571	4,634,021	
School Office - Admin & Supplies	5,329,586	7,950	3,094,842	3,102,793	58.1%	5,207,521	4,974,492	2,669,367	
Continuing Education	1,264,046	32,367	342,690	375,057	27.1%	1,295,823	1,092,754	512,386	
Total Instructional	182,834,108	1,215,006	93,125,005	94,340,011	50.9%	180,872,970	177,348,882	87,417,933	
Non- Instructional									
Transportation	19,439,102		11,282,457	11,282,457	58.0%	18,807,727	17,490,871	10,414,161	
Amortization	11,748,510		6,010,459	6,010,459	51.2%	12,092,046	9,711,938	5,098,111	
ТСА	11,117,400		5,718,653	5,718,653	51.2%	11,508,400	9,711,938	5,098,111	
ARO	631,110		291,806	291,806	46.2%	583,646	5,711,550	5,058,111	
Secondments & Releases	981,563		491,459	491,459	40.2 <i>%</i> 50.1%	982,919	760,249	476,593	
Long Term Debt Interest	1,396,384		384,720	384,720	27.6%	1,396,384	1,421,782	408,754	
IT	1,011,920	15,943	540,273	556,216	53.4%	1,112,432	1,019,144	621,406	
Admin & Governance	5,534,276	208,078	3,309,785	3,517,864	59.8%	5,402,425	5,225,884	3,409,088	
Tuition Commissions		200,070	3,303,783	J.JT/.004	JJ.0/0	J,402,42J	J,22J,004	3,403,000	
	22 767			-,- ,	0.0%				
	32,767			-,- ,	0.0%	55,612	-	-	
PPE - In-Kind Expense	32,767		- 1 299	-	0.0%	55,612 -	-	-	
PPE - In-Kind Expense ETFO Remedy	- -		- 1,299	- - 1,299	0.0% 0.0%	55,612 - 1,299			
PPE - In-Kind Expense ETFO Remedy Provision for Contingencies	32,767 - - 1,130,994		- 1,299	-	0.0%	55,612 -	- - - -	- - -	
PPE - In-Kind Expense ETFO Remedy Provision for Contingencies Facilities	- - 1,130,994			1,299 - -	0.0% 0.0% 0.0%	55,612 - 1,299 3,039,155	- - - 12 002 479	- - - - 6 628 093	
PPE - In-Kind Expense ETFO Remedy Provision for Contingencies Facilities Compensation	- - 1,130,994 13,960,473	_	7,143,637	1,299 - 7,143,637	0.0% 0.0% 0.0% 51.2%	55,612 - 1,299 3,039,155 14,440,258	- - - 12,002,479 5,075,000	- - - 6,628,093 2 547 177	
PPE - In-Kind Expense ETFO Remedy Provision for Contingencies Facilities Compensation Utilities	- - 1,130,994 13,960,473 5,095,500	- 122 742	7,143,637 2,615,051	- - 1,299 - 7,143,637 2,615,051	0.0% 0.0% 51.2% 51.3%	55,612 - 1,299 3,039,155 14,440,258 5,889,754	5,075,000	2,547,177	
PPE - In-Kind Expense ETFO Remedy Provision for Contingencies Facilities Compensation Utilities Maintenance	- 1,130,994 13,960,473 5,095,500 1,203,000	- 132,742 3 565	7,143,637 2,615,051 1,846,104	- - 1,299 - 7,143,637 2,615,051 1,978,845	0.0% 0.0% 51.2% 51.3% 153.5%	55,612 - 1,299 3,039,155 14,440,258 5,889,754 3,665,284	5,075,000 1,745,036	2,547,177 1,478,741	
PPE - In-Kind Expense ETFO Remedy Provision for Contingencies Facilities Compensation Utilities Maintenance Supplies / Equip / Veh	- 1,130,994 13,960,473 5,095,500 1,203,000 1,530,500	3,565	7,143,637 2,615,051 1,846,104 1,347,488	7,143,637 2,615,051 1,978,845 1,351,053	0.0% 0.0% 51.2% 51.3% 153.5% 88.0%	55,612 - 1,299 3,039,155 14,440,258 5,889,754 3,665,284 2,636,456	5,075,000 1,745,036 1,916,500	2,547,177 1,478,741 1,518,253	
PPE - In-Kind Expense ETFO Remedy Provision for Contingencies Facilities Compensation Utilities Maintenance	- 1,130,994 13,960,473 5,095,500 1,203,000		7,143,637 2,615,051 1,846,104	- - 1,299 - 7,143,637 2,615,051 1,978,845	0.0% 0.0% 51.2% 51.3% 153.5%	55,612 - 1,299 3,039,155 14,440,258 5,889,754 3,665,284	5,075,000 1,745,036	2,547,177 1,478,741	
PPE - In-Kind Expense ETFO Remedy Provision for Contingencies Facilities Compensation Utilities Maintenance Supplies / Equip / Veh Other Total Facilities	- 1,130,994 13,960,473 5,095,500 1,203,000 1,530,500 488,000 22,277,473	3,565 5,779 142,086	7,143,637 2,615,051 1,846,104 1,347,488 473,947 13,426,227	7,143,637 2,615,051 1,978,845 1,351,053 479,726 13,568,313	0.0% 0.0% 51.2% 51.3% 153.5% 88.0% 97.1% 60.3%	55,612 - 1,299 3,039,155 14,440,258 5,889,754 3,665,284 2,636,456 558,242 27,189,994	5,075,000 1,745,036 1,916,500 367,000 21,106,015	2,547,177 1,478,741 1,518,253 448,035 12,620,297	
PPE - In-Kind Expense ETFO Remedy Provision for Contingencies Facilities Compensation Utilities Maintenance Supplies / Equip / Veh Other	- 1,130,994 13,960,473 5,095,500 1,203,000 1,530,500 488,000	3,565 5,779	7,143,637 2,615,051 1,846,104 1,347,488 473,947	7,143,637 2,615,051 1,978,845 1,351,053 479,726	0.0% 0.0% 51.2% 51.3% 153.5% 88.0% 97.1%	55,612 - 1,299 3,039,155 14,440,258 5,889,754 3,665,284 2,636,456 558,242	5,075,000 1,745,036 1,916,500 367,000	2,547,177 1,478,741 1,518,253 448,035	

23/36

%	V
Expended	Year to Year
of Budget	change
47.6%	(1,383,965)
49.0%	(867,939)
51.8%	(370)
55.7%	(1,264,493)
65.2%	(96,240)
56.6%	(187,322)
73.8%	(155,789)
37.5%	462,145
55.0%	(356,779)
60.5%	(66,679)
42.9%	(433,684)
54.9%	92,346
82.4%	(279,582)
51.6%	(3,175)
43.2%	(336,445)
47.4%	(573,321)
53.7%	(425,475)
46.9%	169,696
40.00/	
49.3%	(5,707,072)
49.3%	(5,707,072)
49.3% 59.5%	(5,707,072) (868,296)
59.5%	(868,296)
59.5% 52.5%	(868,296) (912,348)
59.5% 52.5% 52.5%	(868,296) (912,348) (620,542)
59.5% 52.5% 52.5% 0.0%	(868,296) (912,348) (620,542) (291,806)
59.5% 52.5% 52.5% 0.0% 0.0% 28.7% 61.0%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133
59.5% 52.5% 52.5% 0.0% 0.0% 28.7%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034
59.5% 52.5% 52.5% 0.0% 0.0% 28.7% 61.0%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133
59.5% 52.5% 52.5% 0.0% 0.0% 28.7% 61.0% 65.2% 0.0% 0.0%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133 99,303
59.5% 52.5% 52.5% 0.0% 0.0% 28.7% 61.0% 65.2% 0.0% 0.0%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133
59.5% 52.5% 52.5% 0.0% 0.0% 28.7% 61.0% 65.2% 0.0% 0.0%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133 99,303
59.5% 52.5% 52.5% 0.0% 0.0% 28.7% 61.0% 65.2% 0.0% 0.0%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133 99,303
59.5% 52.5% 52.5% 0.0% 28.7% 61.0% 65.2% 0.0% 0.0% 0.0% 0.0%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133 99,303 - - (1,299) -
59.5% 52.5% 52.5% 0.0% 28.7% 61.0% 65.2% 0.0% 0.0% 0.0% 0.0% 55.2%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133 99,303 - - (1,299) - (515,545)
59.5% 52.5% 0.0% 0.0% 28.7% 61.0% 65.2% 0.0% 0.0% 0.0% 0.0% 55.2% 50.2%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133 99,303 - - (1,299) - (515,545) (67,874)
59.5% 52.5% 0.0% 0.0% 28.7% 61.0% 65.2% 0.0% 0.0% 0.0% 0.0% 55.2% 50.2% 84.7%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133 99,303 - - (1,299) - (515,545) (67,874) (367,363) 170,765 (25,913)
59.5% 52.5% 52.5% 0.0% 0.0% 61.0% 65.2% 0.0% 0.0% 0.0% 0.0% 55.2% 50.2% 84.7% 79.2%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133 99,303 - - (1,299) - (515,545) (67,874) (367,363) 170,765
59.5% 52.5% 0.0% 0.0% 28.7% 61.0% 65.2% 0.0% 0.0% 0.0% 0.0% 55.2% 50.2% 84.7% 79.2% 122.1%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133 99,303 - - (1,299) - (515,545) (67,874) (367,363) 170,765 (25,913)
59.5% 52.5% 0.0% 0.0% 28.7% 61.0% 65.2% 0.0% 0.0% 0.0% 0.0% 55.2% 50.2% 84.7% 79.2% 122.1% 59.8%	(868,296) (912,348) (620,542) (291,806) (14,866) 24,034 81,133 99,303 - - (1,299) - (515,545) (67,874) (367,363) 170,765 (25,913) (805,929)

Estimated Financial Position

(\$Thousands)	Fatimates	Powiead Estimates	In-Year	hange	
	Estimates	Revised Estimates	\$	%	
Revenue					
Operating Grants	227,106	229,952	2,846	1.2%	
Other Grants Revenues	6,737	7,318	581	7.9%	
Other	11,776	12,181	405	3.3%	
Total Revenue	245,619	249,451	3,832	1.5%	
Expenditures					
Classroom Instruction				-	
Teachers	115,477	114,043	(1,434)	(1.3%)	
Supply Staff	7,434	8,074	639	7.9%	
Educational Assistants / ECE's	17,732	17,862	130	0.7%	
Classroom Computers	1,339	1,339	0	0.0%	
Textbooks and Supplies	8,400	7,527	(873)	(11.6%)	
Professionals and Paraprofessionals	6,871	6,506	(365)	(5.6%)	
Library & Guidance	3,202	3,185	(17)	(0.5%)	
Staff Development	593	1,385	792	57.2%	
Continuing Education	1,264	1,296	32	2.5%	
Total Classroom	162,312	161,216	(1,096)	(0.7%)	
Non-Classroom					
District Principal and Consultants	5,057	3,748	(1,309)	(34.9%)	
Principals and Vice-Principals	10,135	10,701	566	5.3%	
School Office	5,330	5,208	(122)	(2.3%)	
Total Non-Classroom	20,522	19,657	(865)	(4.4%)	
Other					
Board Administration	5,534	5,402	(132)	(2.4%)	
Information Technology	1,012	1,112	101	9.0%	
Transportation	19,439	18,808	(631)	(3.4%)	
School Operations and Maintenance	22,277	27,190	4,913	18.1%	
Amortization & Debt Repayment	13,145	13,488	344	2.5%	
Secondments & Releases	982	983	1	0.1%	
Other Non-Operating Expenses	1,164	3,096	(1,164)	(37.6%)	
Total Other	63,553	70,080	3,431	(13.6%)	
Total Expenditures	246,387	250,953	1,470	0.59%	
In-Year Compliance Surplus (Deficit)	(768)	(1,502)	0	0.0%	
Prior Year Accumulated Surplus (Deficit)	16,980	16,980	0	0.0%	
Accumulated Surplus (Deficit) for Compliance	16,212	15,478	0	0.0%	

Note: Forecast based on year-to-date actuals for the month ended

Note: Numbers may not add due to rounded display

25/36

Trillium Lakelands District School Board Administrative Report

Date:	May 2, 2024
То:	Finance and Administration Committee
Origin:	Superintendent of Business Services
Subject:	Transportation Exception Review

Purpose:

To provide a summary of the transportation exception review carried out in the spring of 2024.

Content:

In the past 3 years, transportation exceptions have been reviewed in areas across the Board. Most recently, a review was conducted for Archie Stouffer, Stuart Baker, JD Hodgson and Haliburton Highlands Secondary School.

Since the exceptions were put in place, changes have been made to speed limit zones and the winter maintenance of sidewalks and walkways in the community. Having safer walking paths, sidewalks and removal of snow in the winter months has allowed the exceptions to be removed.

As a result of the exceptions being removed, 102 students will become walkers starting in September 2024. All students fall within the Board's policy for walking distances. A communications plan was created and provided to the schools for distribution to the affected families. The review information and change plan were shared with the area Trustee prior to the communications going out.

26/36

Trillium Lakelands District School Board Audit Committee Administrative Report

Date:	May 28, 2024
To:	Board of Trustees
Origin:	Trustee Louise Clodd/ Superintendent Tim Ellis
Subject:	Audit Committee Meeting – May 2, 2024

Purpose

To provide Trustees with a summary of the May 2, 2024, Audit Committee meeting.

Content

The Committee meeting was held in hybrid delivery (in person at MEC and online through Google Meet) on Thursday, May 2, 2024, at 11:30 a.m.

Informational reports were presented to the Committee regarding the following matters:

- Internal Audit Mandate by the Regional Internal Audit Team (RIAT) (attached)
- May 2024 Verbal Update from the External Auditors

Action

Recommendation that Trustees receive the report related to the May 2, 2024, Audit Committee Meeting.



TO:	The Chairperson and Members of the TLDSB Audit Committee
FROM:	Regional Internal Audit Manager
DATE:	May 2, 2024
SUBJECT:	Internal Audit Update

1. Purpose

This report provides information on work that the Regional Internal Audit Team (RIAT) has undertaken since the last update on November 14, 2023.

2. Content

2.1. Regional Internal Audit Plan Status 2023-2024

Audit Entities	Objective and scope	Timelines	Status
Risk Management/ Strategic Planning	TLD 23-1 Risk Prioritization and Department Level Evaluation Description: The objective of the project is to develop an assessment of board and department level risks, linked to the audit universe, which contributes to the achievement of the strategic or operational objectives of the school board.	Winter/Spring 2024 Schedule adjusted to accommodate creation of	Management Assessment (Fieldwork)
		framework and webinar	
Business Controls Management /Recruitment and Retention /Financial Management	TLD 23-2 HR Audit Follow-up Assessment Description: The objective of the audit is to provide management with a fair, independent, and objective assessment of the implementation status of the Human Resource Services Audit recommendations conducted by Deloitte in 2021/2022.	Winter/Spring 2024	Planning



2.2. Regional Internal Audit Plan Status 2022-2023

Audit Entities	Objective and scope	Status
Business Controls Management/Enrolment and Attendance	TLD 22-3 International Student Process Description: The purpose of this engagement is to provide management with a fair, independent, and objective assessment of the application and admission processes for International Students at TLDSB.	Appendix A

3. Recommendation

1. That the Audit Committee receive the Internal Audit update and Appendix dated May 2, 2024, for information.

Respectfully Submitted by: Jeff Henderson, Regional Internal Audit Manager



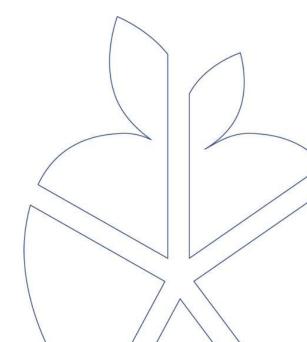
International Student Process Review Draft Audit Report

2023-2024 TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

Distribution List:

Tim EllisSuperintendent of Business ServicesKim WilliamsSuperintendent of Learning

Audit Committee Members Abbreviated Report



Contents

Executive Summary3	
Background, Methodology and Scope3	
Objectives3	
Review Findings4	
Summary Audit Report4	
Appendix A: Audit Observation Priority Ranking Definitions6	

Executive Summary

Background, Methodology and Scope

Ontario is a destination of choice for students from around the world, whether to enroll as full-time students in a K–12 or at a postsecondary education institution. Some students come to Ontario for a shorter period of time for language or other vocational training. Students choose Ontario as a place to learn and to share intercultural experiences. School boards recruit international students for the value the students can bring to the learning environment. Some boards also recruit students in response to issues of declining enrolment or as an additional source of revenue.

At Trillium Lakelands District School Board (TLDSB), international students come through different educational agencies such as homestay or study abroad programs. Additionally, TLDSB students participate in international reciprocating exchange programs with different agencies.

International students who enrol directly at TLDSB schools and do not use an agency to organize their educational programming, pay fees directly to the board for their enrolment. Students who come from international destinations with a parent or legal custodian with qualifying immigration status, such as a work or study permit, are considered a pupil of the board and are not fee paying.

During the year 2022-23, around 53 international fee-paying students studied at TLDSB for different lengths of time. More than 90% of these students came through agencies.

Objectives

The purpose of this engagement was to provide management with a fair, independent and objective assessment of the application and admission processes for International Students at TLDSB.

Specifically, we reviewed the following during the audit:

- Existing Policies and Procedures at TLDSB to ensure they conform with Ministry guidelines and requirements.
- TLDSB's contract/agreement with educational agencies.
- The billing and payment process for tuition fees.
- Internal and external reporting requirements.
- Relevant Policies, Procedures and practices at comparable school boards, to recommend areas for improvement.

The review was performed by Amyn Bhayani, Senior Internal Auditor for the Barrie Regional Internal Audit Team.

Review Findings

Overall, we found that staff were fully aware of the Policies, Procedures and Ministry-issued guidelines for international students. However, there is a need to formalize this understanding by documenting existing procedures and practices. This report highlights areas that staff and management could consider to streamline processes and create awareness related to international student programs in the community and for prospective students.

Summary Audit Report

			Priority		
Ref	Summary of Findings		ankin	g	
		Η	Μ	L	
1	Formalize and Document Procedures				
	TLDSB has developed draft Procedures and guidelines for some areas, while for others,				
	documented Procedures are not available. Management should formally document and				
	approve Procedures for all identified areas that define the roles and responsibilities of the				
	school board, schools, educational agencies and students.				
2	Develop Webpage for International Students				
	TLDSB does not have a dedicated webpage for international students on the school board's				
	public website. Since websites are the first source of information for the public,				
	management should consider developing a webpage with sufficient information for				
	international students.				
3	Incomplete Information for "Other Pupils"				
	Though nine of the ten schools correctly recorded fee-paying international students as				
	"other pupils" only two of these nine schools indicated who was responsible for the				
	payment of tuition fees. Management should ensure that schools record this information				
	as required by the Ministry of Education.				
4	Agreement with Educational (International Student) Agencies				
	While reviewing agreements with educational agencies, we noted that one of the				
	agreements does not mention the requirement for travel/medical insurance for students.				
	In addition, though the agreements were signed by the relevant authority as explained by				
	management, this authorization is not defined in a Delegation of Authority (DOA). Management should consider developing a DOA document and ensure that all the				
	agreements have a requirement for travel/medical insurance.				
		i i			

Ref	ef Summary of Findings		Priority Ranking		
		Н	М	L	
5	Invoicing, Collection and Commission Processes TLDSB does not collect a \$250 application fee from any international student. In addition, we assessed that the commission paid to educational agencies is much higher (25%-28%) compared to other school boards (14%-15%). Management should re-negotiate the commission structure with partner agencies and ensure that application fees are collected from all international students.				

Management agreed with our observations and will be implementing action plans to address these priorities.

We would like to thank all TLDSB staff involved for their full co-operation during this review.

Submitted by:

Jeff Henderson, Regional Internal Audit Manager

Appendix A: Audit Observation Priority Ranking Definitions

A priority rating has been assigned to individual audit observations outlined within the audit report.

RANKING	DEFINITION
	Control weaknesses have been identified, requiring immediate management attention:
	Significant or direct impact on the activities within the process under review, impacting the school
	board's goals and objectives
	Significant or direct financial impact
	Failure to comply with legal/regulatory requirements and/or school board's approved Policies and
HIGH	standards on a systemic basis
	Breach of security, confidentiality and/or privacy of information
	Significant impact on reputation and public perception, leading to loss of public confidence
	Significant impact or inability to conduct operations and deliver service throughout the school board
	Evidence of potential fraudulent activity
	Observation represents a high risk to the control environment of the school board
	Control weaknesses have been identified, requiring management's timely consideration:
	 Moderate or direct impact on the activities within the process under review, impacting the department's goals and objectives
	department's goals and objectives
	 Moderate or direct financial impact Potential for breach of security, confidentiality and/or privacy of information
	 Potential for breach of security, confidentiality and/or privacy of information Failure to comply with legal/regulatory requirements and/or school board's approved Policies and
MEDIUM	 Failure to comply with legal regulatory requirements and/or school board's approved Policies and standards in isolated cases
WEDIOW	 Potential for fraudulent activity
	 Potential impact on reputation and public perception
	 Isolated cases of temporary disruption to operations and delivery of service throughout the school
	board
	Absence of internal controls in isolated cases
	Observation represents a moderate to high risk to the control environment of the area reviewed
	Issues or inefficiencies that, although do not require immediate management action, may become
	weaknesses if not continuously monitored or eventually addressed:
	Indirect or no impact on the activities within the process under review, with no impact on the
	department's goals and objectives
LOW	Low financial impact
LOW	Failure to comply with legal/regulatory requirements and/or school board's approved Policies and
	standards in isolated cases
	Low or no impact on reputation and public perception
	Some deficiencies in internal controls in isolated cases
	 Observation represents a low risk to the control environment of the area reviewed

Trillium Lakelands District School Board District School Council - Parent Involvement Committee Administrative Report

Date:	May 21, 2024
То:	Board of Trustees
Origin:	Trustee Louise Clodd / Superintendent Paul Goldring
Subject:	DSC-PIC May 9, 2024 Meeting
Reference:	Board Meeting - May 28, 2024

Purpose

To provide an overview to Trustees of the District School Council - Parent Involvement Committee (DSC-PIC) and a summary of the meeting which occurred on May 9, 2024.

Context

All school boards in Ontario are required to have a parent involvement committee (PIC). The PIC is formed to encourage parent involvement in support of student achievement, equity and well being. It operates as a direct link between parents and a board's director of education and trustees.

Four times a year, all TLDSB school council chairs are invited to attend the District School Council - Parent Involvement Committee (DSC-PIC) meeting to learn about current initiatives and support for students as well as to share best practices and ask questions of one another. All TLDSB schools are invited to send at least one representative from their school council at these meetings. Minutes are taken and are posted to the TLDSB website after each meeting.

Content

May 9, 2024 was the fourth and final meeting of the 2023-2024 school year. The meeting was held in person at the Muskoka Education Centre and the meeting was attended by 65 people and included the hosts, school council chairs, parents/guardians, principals, and trustees.

There was a presentation from Dr. Robyne Hanley-Dafoe who discussed family and student resiliency. Dr. Robyne provided supporting research/data as well as personal stories which were geared towards parents/guardians.

Action

Recommendation that Trustees receive the report related to the May 9, 2024 meeting of the District School Council - Parent Involvement Committee.



April 2024

Wesley Hahn Director of Education Trillium Lakelands District School Board 300 County Road 36 Lindsay, ON K9V 4R4

Dear Wesley,

We are so excited to announce that a school in the Trillium Lakelands District School Board showed remarkable support for the Terry Fox Foundation and has been recognized on our "Top 50 Fundraisers of Ontario" for 2023. We are proud of I. E. Weldon Secondary School's extraordinary effort and commitment to carry on Terry's legacy and are honoured to share with you that they ranked 19th in the Secondary Division.

The dedication of your schools has made groundbreaking initiatives like our Marathon of Hope Cancer Centres Network possible. This collaborative effort has brought together hospitals, research institutes, and fundraising organizations, all working to revolutionize cancer diagnosis, treatment, and prevention. This unprecedented collaboration is a beacon of hope for countless individuals affected by cancer.

We are profoundly grateful for the support and thank everyone for embodying the values of resilience, determination, and compassion that Terry Fox himself exemplified, and for joining us in our mission to create a world without cancer.

Thank you to the Trillium Lakelands District School Board and your family of schools for your unwavering support. We excitedly look forward to working with you for years to come!

With sincere appreciation,

Aioa Nishi Parrele

Lisa Armstrong, Nishi Bansal, Pamela Politano Ontario School Team The Terry Fox Foundation

Enclosure: Top 50 Fundraisers of Ontario (2023)