

THAMES VALLEY DISTRICT SCHOOL BOARD REGULAR BOARD MEETING AGENDA

November 26, 2019, 7:00 P.M.

Board Room, Education Centre

- 1. CALL TO ORDER**
- 2. O CANADA**
- 3. SPECIAL MUSICAL PRESENTATION**
W. Sherwood Fox P.S.
- 4. STRATEGIC PLAN IN ACTION**
East Elgin S.S.
- 5. APPROVAL OF AGENDA**
- 6. OFFICIAL RECORD**
- 7. CONFLICTS OF INTEREST**
- 8. DIRECTOR'S ANNOUNCEMENTS**
- 9. CHAIR'S VALEDICTORY ADDRESS**
- 10. PUBLIC INPUT**
Human Environments Analysis Laboratory Youth Advisory Council: Youth Vaping in Schools
- 11. MINUTES OF THE 2019 OCTOBER 22 REGULAR BOARD MEETING AND THE 2019 NOVEMBER 19 SPECIAL MEETING OF THE BOARD**
 - a. Confirmation of Minutes**
 - b. Business Arising from Minutes**
 - 1. EPAR-01 Decision. (item 18: Notice of Motion)**
- 12. STUDENT TRUSTEE UPDATE**
- 13. REPORTS FROM ADMINISTRATION**
 - a. French Immersion Review Final Report & Communication Plan**

14. REPORTS FROM BOARD COMMITTEES

- a. Chair's Committee, 2019 October 22
- b. Policy Working Committee, 2019 October 22
- c. Program and School Services Advisory Committee, 2019 November 5
- d. Special Education Advisory Committee, 2019 November 11
- e. Audit Committee, 2019 November 12
- f. Planning and Priorities Advisory Committee, 2019 November 12
- g. Chair's Committee, 2019 November 19
- h. Committee of the Whole, In-Camera, 2019 November 26

15. TRUSTEE UPDATES FROM EXTERNAL COMMITTEES

- a. Ontario Public School Boards' Association (OPSBA)
- b. Thames Valley Education Foundation (TVEF)

16. COMMUNICATIONS

*agenda continues on page 3.

17. NOTICE OF MOTION

Mandatory eLearning in Schools

Whereas, the Minister of Education announced on March 15, 2019 the policy of at least four mandatory eLearning courses of the thirty credits needed to graduate to be implemented in the 2020-21 school year; and

Whereas, the Board's Multi-Year Strategic Plan seeks to create opportunities for equitable access to programs and services for students; and

Whereas, the Board's most recent school climate survey resulted in some students expressing challenges with issues of mental health, belonging, and access to caring adults in schools, and the role of technology in relation to their overall well-being; and

Whereas, this policy raises as yet unanswered questions regarding equitable access to technology, and students, parents and teachers have already identified access issues; and

Whereas, the Halton District School Board and the Ontario Student Trustees' Association have surveyed their communities about the issue of mandatory eLearning; and

Whereas, the Board honours and values student voice as well as parent and staff feedback; and Whereas, it is our obligation to provide the Ministry of Education with input about the repercussions of this policy on the Board's elementary and secondary schools, and on student success overall; and

Whereas, the Ministry has indicated that implementation is next school year and yet no framework or implementation details have been provided from the Ministry of Education, nor have the results of the government's own consultation on the matter;

Therefore, be it resolved:

(a) That the Director conduct a random sample survey of the Board's secondary school students, parents and staff to determine their thoughts about the implementation of mandatory eLearning;

(b) That the Chair write to the Minister of Education and the presidents of both the Ontario Public School Boards' Association and the Ontario Student Trustees' Association:

- i. to express the Board's concerns about the implementation of the Ministry's mandatory eLearning;
- ii. to advise that the TVDSB is surveying its community and will then report back to the province when the results become available.

18. MOTION – NOTICE OF WHICH HAS BEEN GIVEN

19. QUESTIONS/COMMENTS BY MEMBERS

20. DIRECTOR'S NEWS FROM THE SYSTEM

21. ADJOURNMENT

OFFICIAL RECORD

We regret to record the death of Tyler Coleiro on October 25th. Tyler was a student at Medway High School.

We regret to record the death of Laurie Khawaja on November 8th. Laurie was a Teacher at Victoria Public School.

We regret to record the death of Mariia Bundur on November 18th. Mariia was a student at Ekcoe Central Public School.



PUBLIC INPUT APPLICATION

The Thames Valley District School Board values public input from students, parents, and other members of the community about its policies, practices, and its overall education system.

The following individual submitted an application for public input as follows:

PRESENTER: Eleanor Park and Drew Bowman, Human Environments Analysis Laboratory Youth Advisory Council (HEALYAC)

TOPIC: Youth vaping in Thames Valley District School Board.

- ☒ In accordance with the Municipal Freedom of Information and Protection of Privacy Act, I understand that my name, the name of my school community, the key message of my presentation, information with whom I have shared this presentation, and any other supporting documentation provided will be made available to the public on the Board's website or as requested.
- ☒ I understand my presentation must not contain inappropriate comments regarding staff, students, or members of the community. I will conduct myself in a respectful manner when addressing the Board of Trustees.
- ☒ I understand that my power point presentation and/or other supporting documents must be provided to the Supervisor, Corporate Services by the deadline as communicated to me.


The presenter indicated their presentation has been shared as follows:

- ☐ School Administration
- ☐ School Superintendent
- ☐ School Council
- ☒ None of the above

Slide 1

HEALYAC Position Statement:


Vaping in Schools and Student Health



Eleanor Park
Grade 12 Student at A.B. Lucas Secondary School


Slide 2

WHO ARE WE?



Human Environments Analysis Lab

- Established by Dr. Jason Gilliland in 2003
- Application of CBPR & GIS for public health
- **500** trainees & **100** different community collaborators



Youth Advisory Council

- Established in 2018
- **16** students from secondary schools across London
- Advise HEALab & gain research experience

Slide 3

PROBLEM

- Increase in overall *teen vaping rates* (Morean et al., 2015; Patrick et al., 2016)
- 50% of youth vapers buy/borrow vaping products from friends/relatives (Health Canada, 2017)
- Lack of enforcement, easy access to products, mental health issues, lack of evidence and awareness about health impacts (House of Commons, 2019; Dierker et al., 2015)



POSITION STATEMENT: VAPING IN SCHOOLS AND STUDENT HEALTH

Introduction

Vaping Enforcement and Exposure

Vaping and Mental Health

Access to Products

Lack of Evidence and Awareness Related to Health

Impacts of Vaping

Slide 4

RECOMMENDATIONS -from students, for students

Improve Enforcement and Reduce Exposure

- Detection: Vape detection sensors
- Training: Teachers & staff
- Security: Regular supervision of common places of usage

Promote Mental Health and Coping Strategies

- Raise awareness about the health consequences
- Offer vaping cessation services to students
- Provide vape prevention strategies to schools

HEAL
HUMAN ENVIRONMENTS ANALYSIS LABORATORY
YOUTH ADVISORY COUNCIL

THANK YOU

80963

healyac@uwo.ca
 519-661-2111 ext.

Slide 5

CONCLUSION

THANK YOU

80963

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HEAL
HUMAN ENVIRONMENTS ANALYSIS LABORATORY
YOUTH ADVISORY COUNCIL

THANK YOU

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POSITION STATEMENT: VAPING IN SCHOOLS AND STUDENT HEALTH

We, the HEALYAC, are concerned about the rising prevalence of vaping in our schools. Easy access to these products leaves all high school students, both those who vape and their peers, vulnerable to the uncertain consequences of vaping. The lack of evidence and awareness involving the health effects of vaping and the impacts of exposure to vaping, is a key health issue facing teenagers in Canada. We are calling for additional research, and immediate implementation of government regulation, improved detection and enforcement in schools, and cessation and coping support for youth

THE PROBLEM

Vaping Enforcement and Exposure

In recent years, vaping products have gained significant traction in Canada [1-2]. Vapes, or e-cigarettes, are becoming especially popular amongst teenagers, particularly in school settings [3-4]. As members of the HEALYAC, we are not only concerned about our daily involuntarily exposure to vaping, but also the distraction that e-cigarette use causes in educational environments. Despite potential consequences, many teens are using vaping products on school property at an alarming rate. This could be attributed to the fact that vaping is largely undetected and restrictions remain unenforced. The undetectable nature of vaping allows for high school students to vape not only on the property surrounding schools, but also in classrooms, gyms, and bathrooms [3,5]. This poses both a distraction and a barrier to learning. We feel that most vaping occurs in areas that are not monitored or have little to no security, including bathrooms. This frequent and involuntary exposure can lead to students feeling pressured by peers to experiment with vaping. Thus, we strongly encourage stricter enforcement in schools to mitigate this issue and reduce the prevalence of vaping in educational settings. Optimizing enforcement and restricting vaping within and around schools would improve adolescent health and foster safe spaces for learning.

Access to Products

The Tobacco and Vaping Products Act regulates the marketing, sale, and use of vaping devices and their associated products in Canada. Legally, only those of majority age (typically 19+) in their province or territory may purchase vaping devices and products. However, teenagers have reported significantly elevated use of nicotine and other products via vaping devices [6-7]. In Canada, users report purchasing their devices from traditional retail outlets, which highlights that the lack of regulatory enforcement enables teenagers to easily access vaping products in their community [8]. In addition, online sales of vaping products in Canada do not require age verification upon purchase, and only include a loosely enforced guideline for age verification on delivery [7]. It is clear the lack of enforcement, and desire to balance regulatory demands, has made it easier for us, and other teenagers, to access vaping devices, and associated nicotine-based products.

Vaping and Mental Health

In our schools, many students experience academic stress and anxiety, and we have noticed that some students are using vaping to cope with these feelings. We are deeply concerned about associated risks with vaping that can lead to nicotine addiction and physical dependence. Those who wish to quit may experience the hardships of withdrawal [9]. Exposure to nicotine can lead to reduced impulse control, and cognitive and behavioural problems [9]. Youth are especially susceptible to its negative effects, as it is known to alter their brain development and can affect memory and concentration [10]. Stress during adolescence is a risk factor for the initiation of nicotine consumption and studies have shown that vaping is a mediator in the decision to start smoking in previously nonsmoking adolescents [11, 12]. Stress during adolescence may further augment the rewarding properties of nicotine and alter behavioral responses to nicotine later in life. In addition, nicotine addiction can exacerbate symptoms of depression and anxiety [13]. Further, given the prevalence of vaping in our schools, we believe that it has not only become a classroom distraction, but has also a new avenue for peer pressure to consume controlled substances.

Lack of Evidence and Awareness Related to Health Impacts of Vaping

There is a lack of scientific evidence available for young people to make informed decisions about vaping. The liquid solution used in vapes contains several ingredients that are potentially harmful and addictive, including nicotine, propylene, and glycol. Vaping devices can also be used to consume marijuana or cannabis products [3]. While the long-term consequences of inhaling vaping products are unclear, recent studies provide preliminary evidence related to the health effects of nicotine and tobacco use. For example, studies show that daily e-cigarette use is associated with an elevated risk of heart attack [14], and with regard to youth and adolescents specifically, nicotine use has been found to negatively affect brain development [10,15,16] and lead to tobacco smoking initiation [17]. Furthermore, the risk that vaping fumes may pose to bystanders is unknown. Our concerns are that teens are either unaware of the potential health effects of vaping or that the uncertainty of the evidence around vaping is leading to an assumption that there are no negative consequences.

Given the serious consequences that vaping can have on youth's health and wellbeing, we believe immediate action is necessary. As representatives of youth in our community, we propose the following recommendations to address this complex public health issue.

RECOMMENDATIONS

Conduct Longitudinal Research

Although research is limited on the health impacts of vaping, we believe there is enough evidence to justify efforts to prevent the use of vaping products by youth. The long-term safety of inhaling some of the chemicals found in vaping liquid is unknown and should continue to be assessed. Identifying the health impacts of these chemicals and the differences between adolescents and adults in response to vaping, particularly on measures associated with nicotine addiction and mental health, is critical to creating effective prevention and reduction programs and policies.

Promote Mental Health and Coping Strategies

Vaping is not intended for youth and non-smokers, nor is it an appropriate tool for stress management. Early addiction to nicotine can exacerbate symptoms of depression and alter brain development. Since stress is often cited as a reason to engage in vaping, effective stress management programs that are age appropriate should be created. Conversations with youth should include facts of mental health issues and consequences of nicotine addiction that may arise from vaping. We should have improved access to support and healthier alternatives to vaping to cope with stress and anxiety. Teachers, school administrators, parents, and students should be provided with information on effective vaping prevention and cessation strategies, as well as mental health resources for teens.

Control Access to Products

In no case should those younger than 19 years be able to access vaping devices and associated products. We recommend that local, provincial, and federal regulations be modified to introduce strict marketing rules, and new safeguards on the online purchase of vaping products.

Local: Local governments should dedicate resources to the monitoring and inspection of retail outlets selling vaping devices and their products. In addition, the sale of vaping devices and their products should be banned at establishments frequented by youth.

Provincial: The health curriculum should be modified to discourage vaping and inform students about the negative health effects of using vaping-associated products. The province should work with the federal government to establish a secure electronic identity system to verify the age of online purchasers of vaping products.

Federal: Government agencies should invest in research to understand the health effects and uptake of vaping among young people, and work with local and provincial governments to ensure enforcement of existing regulations on vaping.

Develop Youth-Oriented Educational Campaigns

Given the overall uncertainty and lack of awareness surrounding vaping, we emphasize that, in addition to policy and government action to restrict vaping, greater efforts should be made to educate students and the wider public about the potential health-related consequences. We feel that the current messaging from the government about the consequences of vaping need to be more youth oriented. We recommend that health education campaigns about vaping be developed with content and messaging relevant to and targeted at youth, and subsequently disseminated through channels and platforms accessed by youth.

Improve Enforcement and Reduce Exposure

We would like to see vaping prohibited on school property. We recommend that education infrastructure is a key area for intervention, specifically in relation to detection, training and awareness, and security.

Detection: Infrastructure additions, such as vape detection sensors, could reduce the prevalence of vaping in schools and deter teens from vaping on school property.

Training: Training for teachers and school staff to recognize and detect the presence of vaping on school property could prove to be an effective means for enforcing vaping regulations in schools.

Security: Additional security and monitoring in educational settings may curb the use of vapes and e-cigarettes. Regular supervision of common 'places of usage', or areas that have high instances of vaping (i.e., gyms, hallways, classrooms, libraries) is needed.

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THAMES VALLEY DISTRICT SCHOOL BOARD

REGULAR MEETING

October 22, 2019, 7:00 P.M.
Board Room, Education Centre

TRUSTEES

A. Morell (Chair)
J. Bennett
L. Pizzolato
M. Ruddock
B. Yeoman
C. Rahman
S. Chun (-9:40)
C. Kennedy

B. McKinnon
S. Polhill
B. Smith
J. Skinner
P. Cuddy
S. Hunt (-9:50)
C. Antone
E. Butler

ADMINISTRATION AND OTHERS

M. Fisher	M. Moynihan
S. Mark	P. Sydor
J. Pratt	T. Testa
S. Builder	R. Kuiper
A. Canham	L. Griffith-Jones
R. Culhane	C. Lynd
D. Macpherson	K. Wilkinson
R. Hoffman	K. Edgar
S. Powell	A. Chahbar
P. Skinner	B. Williams
E. Wendel-Caraher (-7:27)	S. Smith
R. Ritter (-7:27)	A. Clark (-7:27)
J. Debackere (-7:27)	D. Lale (-7:27)

1. CALL TO ORDER

Board Chair Morell called the meeting to order at 7:00 p.m.

2. O CANADA

C.C. Carrothers P.S. opened the meeting with the singing of O Canada.

3. SPECIAL MUSICAL PRESENTATION

The appreciation of the Board was extended to C.C. Carrothers P.S. and the Glen Cairn Community Choir for their performance and to S. Richards for leading in the singing of O Canada and two musical selections.

4. STRATEGIC PLAN IN ACTION

Principal E. Wendel-Caraher, staff, and student and parent representatives from Kettle Creek P.S. presented information on the ECO class. Connections to the strategic plan were highlighted.

Trustee Ruddock extended appreciation to the school Administration and parent volunteers from Kettle Creek P.S.

5. APPROVAL OF AGENDA

Chair Morell acknowledged the traditional territory on which the Board meeting is held.

The agenda was approved on motion by Trustee Skinner, seconded by Trustee Bennett.

Moved by S. Hunt
Seconded by M. Ruddock

THAT the agenda be amended to include public input as item #10. A poll vote was conducted.

YEAS: C. Antone, S. Hunt, A. Morell, L. Pizzolato, C. Rahman, R. Ruddock, B. Smith, B. Yeoman

NAYS: J. Bennett, P. Cuddy, B. McKinnon, S. Polhill, J. Skinner

Abstained: none

Student Trustees: NAYS: E. Butler, S. Chun, C. Kennedy

DEFEATED

As a point of clarification, it was noted 2/3 majority vote was required per Board bylaws.

The agenda was approved on motion by Trustee Skinner, seconded by Trustee Bennett.

6. OFFICIAL RECORD

None.

7. DIRECTOR'S ANNOUNCEMENTS

Director Fisher showcased the Strategic Plan in action with a slideshow demonstrating each of the Strategic Priorities in action at a TVDSB school.

Director Fisher provided information on the Parent Cyber Safety event scheduled for 2019 October 24.

8. CONFLICTS OF INTEREST

None.

9. CHAIR'S ANNOUNCEMENTS

None.

10. PUBLIC INPUT

None.

11. MINUTES OF THE 2019 SEPTEMBER 24 REGULAR BOARD MEETING AND 2019 OCTOBER 1 AND 15 SPECIAL BOARD MEETINGS

a. Confirmation of Minutes

The minutes of the 2019 September 25 Regular Board meeting and 2019 October 1 and 15 Special Board meetings were approved on motion of Trustee Cuddy, seconded by Trustee Pizzolato.

b. Business Arising from Minutes

None.

12. STUDENT TRUSTEE UPDATE

Student Trustee Chun reported she attended the Ontario Student Trustee Association (OSTA) Fall General Meeting (GM), where she implemented the Student Trustee Mentor Program initiative.

Student Trustee Butler reported she attended the OSTA GM, including breakout sessions with focuses on policy, Roberts Rules and social media. The key note speakers were detailed. Student Trustee Butler reported she will be leading a student voice POD cast.

Student Trustee Kennedy provided an update on her role with supporting the students at Saunders S.S. Student Trustee Kennedy reported she attended the OSTA GM where she connected with fellow Indigenous Student Trustees.

13. REPORTS FROM ADMINISTRATION

a. Operational Plan

Director Fisher provided for information the Operational Plan for 2019-2020. Strategic objectives and actions to be undertaken in the current school year in support of the Board's strategic priorities were reviewed. Operational goals and targeted outcomes were outlined.

Administration responded to questions of clarification regarding the statistical outcomes for students taking applied classes, assessing reading skills, and metrics for the operational goals.

b. Classroom Utilization – Deliverable Amendment

J. Pratt presented for approval a change in the reporting timeline for the classroom utilization report requested by Trustees. A change in date from 2019 November 26 to 2020 January 28 was requested.

Moved by S. Polhill

Seconded by P. Skinner

THAT the deadline for the report on the potential of closing classrooms to address empty pupil places be amended from no later than 2019 November 26 to no later than 2020 January 28.

CARRIED

14. REPORTS FROM BOARD COMMITTEES

a. Chair's Committee, 2019 September 24

Trustee Bennett highlighted items from the written report of the Chair's Committee provided to the Trustees in the agenda package. There were no recommendations.

b. Policy Working Committee, 2019 September 24

Trustee Bennett referred to the written report of the Policy Working Committee provided to Trustees in the agenda package. There were no recommendations.

c. Program and School Services Advisory Committee, 2019 October 8

Trustee Polhill highlighted items from the written report of the Program and School Services Committee provided to the Trustees in the agenda package. There were no recommendations.

d. First Nations Advisory Committee, 2019 October 15

Trustee Antone referred to the written report of the First Nations Advisory Committee provided to Trustees in their agenda package. The Committee met 2019 October 15; highlights of the meeting were shared.

e. Chair's Committee, 2019 October 15

Trustee Bennett highlighted items from the written report of the Chair's Committee provided to the Trustees in the agenda package. Recommendations of the Committee were outlined.

Questions of clarification regarding electronic voting were answered by J. Bennett.

Questions regarding the details of the vote were answered by A. Morell and J. Skinner.

Questions of clarification regarding Supervisory Alternative Learning options were answered by Administration.

Moved by J. Bennett

Seconded by S. Polhill

That Trustees B. Yeoman, A. Morell, M. Ruddock, S. Hunt, and B. Smith be appointed to the Rural Education Task Force Steering Committee.

CARRIED

f. Committee of the Whole, In-Camera, 2019 October 22

Trustee Bennett reported the Committee of the Whole met in-camera from 5:03 p.m. to 5:41 p.m. The committee discussed confidential personal matters.

15. TRUSTEE UPDATES FROM EXTERNAL COMMITTEES

a. Ontario Public School Boards' Association (OPSBA)

Trustee Skinner provided an update on OPSBA noting on 2019 November 1 London will host the Western Region meeting. All trustees were invited to attend.

Trustee Skinner reported he is planning to attend Advocacy Day at Queen's Park to speak with MPPs on 2019 November 24 and 25.

b. Thames Valley Education Foundation (TVEF)

Trustee McKinnon provided an update on the 2018-2019 TVEF Caring Fund impact. A handout was provided.

16. COMMUNICATIONS

a. Thames Valley Council of Home and School Associations, Membership to Special Education Advisory Committee

A letter from the Thames Valley Council of Home and School Association (TVCHSA) was received regarding membership the Special Education Advisory Committee.

Moved by C. Rahman

Seconded by B. Yeoman

THAT Sarah Thomson be appointed to the Special Education Advisory Committee for the remainder of the 2018 December 1 to 2019 November 30 2022 term.

CARRIED

b. Autism Ontario London, Membership to Special Education Advisory Committee

A letter from Autism Ontario London was received regarding membership the Special Education Advisory Committee.

Moved by B. Yeoman

Seconded by C. Rahman

THAT Sarah Lawrence-Farrants be appointed to the Special Education Advisory Committee for the remainder of the 2018 December 1 to 2019 November 30 2022 term.

CARRIED

17. NOTICE OF MOTION

None.

18. MOTION – NOTICE OF WHICH HAS BEEN GIVEN

Moved by M. Ruddock

Seconded by B. Smith

THAT the following motions adopted at the 2017 May 23 Board meeting regarding EPAR-01 be rescinded:

1. THAT New Sarum Public School, located at 9473 Belmont Road, St. Thomas, close effective 2020 June 30, contingent upon Ministry of Education approval of capital funding for the new Belmont Public School and the new Southeast St. Thomas Public School.
2. THAT Springfield Public School, located at 51336 Ron McNeil Line, Springfield, close effective 2020 June 30 and be declared surplus, contingent upon Ministry of Education approval of capital funding for the new Belmont Public School.

Questions of clarification regarding the potential rescinding of the motions on the proposed new Southeast St. Thomas school were addressed by Trustee Ruddock.

Questions of clarification regarding the business cases for Belmont and the new Southeast St. Thomas school were addressed by Administration.

Moved by J. Skinner

Seconded by P. Cuddy

THAT the decision be deferred to the 2019 November 26 meeting of the Board, contingent on the presentation of the report from Administration (per the Board motion of 2019 June 25), public input, and receipt of the business cases for Belmont and the Southeast St. Thomas schools.

CARRIED

19. QUESTIONS/COMMENTS BY MEMBERS

Trustee Yeoman extended her appreciation to Administration in preparing the classroom utilization report, acknowledging the amount of work the report will require.

K. Wilkinson described the community outreach in response to the recent situation at Saunders S.S.

In response to a question S. Mark advised on the status of the capital approval process pertaining to Tweedsmuir and to the new Southeast London P.S. noting both continue to be in progress.

20. ADJOURNMENT

On motion of Trustee Pizzolato, seconded by Trustee McKinnon the meeting adjourned at 9:55 p.m.

Arlene Morell
Chairperson

THAMES VALLEY DISTRICT SCHOOL BOARD

SPECIAL MEETING

**November 19, 2019, 6:00 P.M.
Board Room, Education Centre**

TRUSTEES

A. Morell (Chair)
J. Bennett
L. Pizzolato
M. Ruddock
B. Yeoman
C. Rahman
S. Chun
C. Kennedy

B. McKinnon(+6:16)
S. Polhill
B. Smith
J. Skinner
P. Cuddy
C. Antone
S. Hunt
E. Butler

ADMINISTRATION AND OTHERS

M. Fisher
J. Pratt
S. Builder
A. Canham
R. Culhane
D. Macpherson
R. Hoffman
P. Skinner
B. Williams

M. Moynihan
P. Sydor
R. Kuiper
L. Griffith-Jones
K. Wilkinson
K. Edgar
L. Nicholls
A. Chahbar
S. Smith

1. CALL TO ORDER

Board Chair Morell called the meeting to order at 6:00 p.m. and acknowledged the traditional territory on which the Board meeting is held.

2. O CANADA

The meeting was opened with the playing of O Canada.

3. APPROVAL OF AGENDA

The agenda was approved on motion by Trustee Rahman, seconded by Trustee Cuddy.

4. CONFLICTS OF INTEREST

None declared.

5. PUBLIC INPUT

Chair Morell reviewed the public input protocols and timing guidelines.

Sixteen presenters including individuals and School Council representatives, provided public input regarding motions to rescind the closures of the New Sarum and Springfield schools. The presenters responded to Trustee questions.

6. QUESTIONS/COMMENTS BY MEMBERS

None.

7. ADJOURNMENT

On motion of Trustee Smith, seconded by Trustee Yeoman the meeting adjourned at 8:16 p.m.

Arlene Morell
Chairperson

REPORT OF THE STUDENT ADVISORY COUNCIL (SAC)

2019 October 30
4:15-6:00 p.m.

Student Trustees: E. Butler, S. Chun, C. Kennedy

Students: G. Anisimov (Oakridge SS), D. Benning (Sir Frederick Banting SS), J. Bula (IDCI), E. Chalmers (CASS), J. Classen (HB Beal SS), M. Cox (CASS), M. Dhaliwal (London Central SS), T. Doré (London South CI), RJ Escudro (Sir Fredrick Banting SS), S. Homan (Saunders SS), L. Huston (HB Beal SS), J. Iansavithous (AB Lucas SS) D. Koomans (Saunders SS), G. Langille (London Central SS), M. Madlol (Oakridge SS), J. Monteith (London South CI), N. Morrow (Central Elgin SS), P. Paulmert (Westminster SS), D. Pearce (Central Elgin CI), K. Schurman (Woodstock CI), S. Shelly (East Elgin SS), M. Van Der Ley (Medway HS), H. Woodburn (AB Lucas SS), S. Yam (Clarke Road SS).

Administration and Others: A. Morell (Chair), L. Pizzolato (Trustee), P. Skinner (Superintendent), S. Hines (Assistant to the Trustees).

1. INTRODUCTIONS, APPROVAL OF AGENDA AND MINUTES

Student Trustee Chun called the meeting to order at 4:15 p.m. and acknowledged the traditional territory on which the Student Advisory Council meeting is held. The minutes of the 2019 May 8th meeting and agenda were approved as presented.

2. MEETING NORMS

The group split into three sections. Each section made suggestions on what they believed would be good meeting norms that the group should follow. The Senators signed under their hands showing support for what was written. Each section had a Student Senator share with the group

3. ICE BREAKERS

Student Senators participated in two ice breaker activities to learn more about each other.

4. CONFERENCE BRAINSTORMING SESSION

The Student Trustees updated the Senators on the Student Leadership conference to be held November 28th at the Education Centre.

5. OTHER BUSINESS AND QUESTIONS

The Student Trustees asked the group what they thought of setting up a FaceBook messenger chat so they could easily correspond with each other. The Instagram profile for the group has not been set up yet.

Student Trustees are currently working with Research and Assessment regarding the School Climate survey. It is hoped that Research and Assessment will be able to attend the meeting on November 7th as the survey is to be released on November 18th.

Student Senators shared with the group any school initiatives currently underway at their school.

6. NETWORKING DINNER

Dinner was enjoyed by the Student Senators and Student Trustees networked with each other discussing what was happening at their schools.

7. ADJOURNMENT

The meeting was adjourned at 6:10 p.m. The next meeting will be held on November 7th at 4:00 p.m.

E. Butler
Student Trustee
Co-Chair

S. Chun
Student Trustee
Co-Chair

C. Kennedy
Student Trustee
Co-Chair

REPORT OF THE STUDENT ADVISORY COUNCIL (SAC)

2019 November 7
4:00-6:00 p.m.

Student Trustees: E. Butler, S. Chun, C. Kennedy

Students: G. Anisimov (Oakridge SS), D. Benning (Sir Frederick Banting SS), J. Bula (IDCI), E. Chalmers (CASS), J. Classen (HB Beal SS), M. Cox (CASS), M. Dhaliwal (London Central SS), T. Doré (London South CI), RJ Escudro (Sir Fredrick Banting SS), S. Homan (Saunders SS), L. Huston (HB Beal SS), J. Iansavithous (AB Lucas SS), G. Langille (London Central SS), M. Madlol (Oakridge SS), P. Paulmert (Westminster SS), S. Shelly (East Elgin SS), J. Underwood (IDCI), M. Van Der Ley (Medway HS), H. Woodburn (AB Lucas SS), S. Yam (Clarke Road SS).

Administration and Others: L. Pizzolato (Trustee), P. Skinner (Superintendent), S. Hines (Assistant to the Trustees).

1. INTRODUCTIONS, APPROVAL OF AGENDA AND MINUTES

Student Trustee Chun called the meeting to order at 4:15 p.m. and Student Trustee Kennedy acknowledged the traditional territory on which the Student Advisory Council meeting is held. The minutes of the 2019 October 30th meeting and current agenda were approved as presented.

2. SCHOOL CLIMATE SURVEY

Research and Assessment staff members A. McKerlie and J. Wood, as well as J. Porawski, Safe Schools Learning Coordinator joined the meeting to present information on the School Climate Survey for the 2019-20 school year. The survey is available to view online and will be open for completion on 2019 November 18th.

3. STUDENT SENATOR MEDIA SESSION - INSTAGRAM

S. Tucker joined the group to provide tips to Student Senator wishing to open an Instagram account for their school. Only after permission from the principal should the Student Senators consider opening the account. Most importantly it was noted that there should be someone designated to monitor and moderate any comments posted on the site.

4. STUDENT SENATOR INITIATIVE BRAINSTORMING

Student Senators participated in an activity where they were given four subject choices. Each Senator was then asked to write a topic or topics to put under the subject choices. Then the Senators took coloured dots and put them on the topics they liked. The top three choices with the most dots on each of the subject choices will be brought forth as initiatives for the group to consider.

5. OTHER BUSINESS AND QUESTIONS

Student Senator M. Van Der Ley from Medway High School shared with the group that he would like to see a parliamentarian youth representative at the federal level. He is presently preparing a draft overview of his proposal and shared copies with the group.

Some of the Student Senators saw posters around the Education Centre advertising blue jean Fridays to raise money for United Way. They thought perhaps they could take that idea back to their schools for further discussion to raise funds for United Way.

6. NETWORKING DINNER

While dinner was enjoyed the Student Senators and Student Trustees networked with each other discussing what was happening within their schools.

7. ADJOURNMENT

The meeting was adjourned at 6:00 p.m. The next meeting will be held on December 11th at 4:00 p.m.

E. Butler
Student Trustee
Co-Chair

S. Chun
Student Trustee
Co-Chair

C. Kennedy
Student Trustee
Co-Chair



Date of Meeting: 2019 November 26

Item #: 13.a

REPORT TO:	<input type="checkbox"/> Administrative Council <input type="checkbox"/> Program and School Services Advisory Committee <input type="checkbox"/> Policy Working Committee <input type="checkbox"/> Planning and Priorities Advisory Committee <input checked="" type="checkbox"/> Board <input type="checkbox"/> Other:
	For Board Meetings: <input checked="" type="checkbox"/> PUBLIC <input type="checkbox"/> IN-CAMERA
TITLE OF REPORT:	Elementary French Immersion Review Final Report
PRESENTED BY: <i>(list ONLY those attending the meeting)</i>	Riley Culhane, Associate Director, Learning Support Services Sheila Builder, Superintendent of Student Achievement
PRESENTED FOR:	<input type="checkbox"/> Approval <input type="checkbox"/> Input/Advice <input checked="" type="checkbox"/> Information
Recommendation(s): <i>(only required when presented for approval)</i>	
Purpose:	To share the Elementary French Immersion Review Final Report with the Board of Trustees.
Content:	Senior Administration is pleased to share the plan that will include changes to the TVDSB Elementary French Immersion program, effective September 2020. Further to the implementation of this plan, continued monitoring of Elementary French Immersion enrolment and staffing challenges will occur.
Cost/Savings:	N/A
Timeline:	Board Meeting: November 26, 2019 Implementation of changes to Elementary French Immersion in TVDSB: September 2020
Communications:	Administrative Council Board of Trustees TVDSB Elementary French Immersion Communication Plan
Appendices:	Presentation

Strategic Priority Area(s):

Relationships:	<input checked="" type="checkbox"/> Students, families and staff are welcomed, respected and valued as partners. <input checked="" type="checkbox"/> Promote and build connections to foster mutually respectful communication among students, families, staff and the broader community. <input type="checkbox"/> Create opportunities for collaboration and partnerships.
Equity and Diversity:	<input checked="" type="checkbox"/> Create opportunities for equitable access to programs and services for students. <input checked="" type="checkbox"/> Students and all partners feel heard, valued and supported. <input checked="" type="checkbox"/> Programs and services embrace the culture and diversity of students and all partners.
Achievement and Well-Being:	<input checked="" type="checkbox"/> More students demonstrate growth and achieve student learning outcomes with a specific focus on numeracy and literacy. <input checked="" type="checkbox"/> Staff will demonstrate excellence in instructional practices. <input checked="" type="checkbox"/> Enhance the safety and well-being of students and staff.

Form Revised June 2019



Elementary French Immersion Plan

Effective September 2020

Essential Agreements

Thames Valley commits to:

- ✓ Provide high-quality French Immersion programming delivered by qualified educators
- ✓ Provide equitable access to programming throughout the school district
- ✓ Provide sustainable programming based on available resources
- ✓ Acknowledge regional considerations
- ✓ Consider impacts on families

Challenges

Staffing

- National shortage of French Immersion teachers
- Limited French fluency among Early Childhood Educators

Enrolment

- High demand for French Immersion in most areas

Retention

- Less than half of Gr. 7 students (Extended Entry) continue to secondary French Immersion

Action:

Consolidate Early Entry to Gr. 1

- ✓ Provide solid foundation in English instruction in the 2-year Early Years (K) program
- ✓ Redeploy SK teachers to help address staffing challenges
- ✓ Research does not support differences in outcomes for SK and Grade 1 Entry
- ✓ Address lack of French fluency of Early Childhood Educators

Action:

Eliminate Gr. 7 Entry*

- ✓ Declining registration in most areas
- ✓ Data indicates fewer students continue to secondary French Immersion
- ✓ Reallocation of Extended Entry teachers
- ✓ Majority of school boards have single point of entry

* Over two years

Advantages for Students

- ✓ No enrolment cap
- ✓ More effective utilization of resources
- ✓ Redeployment of staff
- ✓ Equitable access across the district

In September 2020:

- ✓ Consistent, equitable access to high-quality Grade 1-8 French Immersion programming in all areas of the school district

Process to date

- ✓ Communication with employee groups re: staffing implications
- ✓ Communication with French Immersion principals
- ✓ Communication with impacted staff members

Next Steps

- ✓ Communication to all school principals
- ✓ Communication to parents/guardians
- ✓ Communication with child care operators
- ✓ Monitor impact of changes
- ✓ Consider further program changes to address enrolment pressures in specific areas of the board

REPORT OF THE CHAIR'S COMMITTEE

2019 October 22
12:05 p.m. – 12:19 p.m.

MEMBERS

B. McKinnon (by phone) J. Skinner
A. Morell (Chair)

ADMINISTRATION AND OTHERS

M. Fisher B. Williams

Regrets: J. Bennett, S. Polhill

1. APPROVAL OF AGENDA

The agenda was approved by motion.

2. CONFLICTS OF INTEREST – none declared**3. REVIEW UPCOMING MEETING AGENDAS**

The committee reviewed and discussed the agendas for the upcoming Advisory Committee meetings.

4. CORRESPONDENCE - none**5. EMPLOYEE APPRECIATION FOLLOW UP**

The Committee reviewed draft letters prepared for use by Trustees to recognize TVDSB employees.

As a next step it was determined Trustee B. Smith will be asked to present his idea and draft letters at the 2019 November 5 Program and School Services Advisory Committee. A. Morell offered to create a summary of the process for identifying employees and sending congratulations including the need to work through the Superintendent and the need to ensure requests are vetted by the Chair prior to distribution as per the Board Bylaws, Communication Guidelines for TVDSB Trustees. Letters will be jointly signed by the Trustee and the Chair.

6. TRUSTEES' PD REQUESTS (STANDING ITEM) - none**7. OTHER BUSINESS****a. Electronic Vote**

Following the 2019 October 15 meeting of the Chair's Committee an electronic vote was carried out in reference to item #10.

The following motion was moved and defeated:

That the applications received for public input regarding the Notice of Motion (EPAR-01) be approved.

8. UPCOMING SYSTEM EVENTS AND INITIATIVES

- Student Leadership Conference, 2019 November 28
- Indigenous Student Trustee Election, 2020 February 26
- Student Trustee Election, 2020 February 27
- Variety Is, 2020 April 30
- Award of Distinction, 2020 May 6

There was a request that a reminder email be sent to Trustees regarding the professional development session scheduled for 2019 October 29.

9. DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for 2019 November 19, 12 p.m.

10. ADJOURNMENT

The meeting adjourned at 12:19 p.m. by motion.

RECOMMENDATIONS: None

ARLENE MORELL

Chairperson

THAMES VALLEY DISTRICT SCHOOL BOARD

POLICY WORKING COMMITTEE

October 22, 2019, 3:00 p.m.
Governor Simcoe

MEMBERS

J. Bennett (Chair) S. Hunt
L. Pizzolato M. Ruddock
C. Rahman A. Morell (ex-officio)

ADMINISTRATION AND OTHERS

M. Fisher A. Chahbar
B. Williams S. Smith

REGRETS

1. Approval of the Agenda

The agenda was approved on motion.

2. Conflicts of Interest

None declared.

3. Committee Report of the Previous Meeting

The minutes of the 2019 September 24 meeting were reviewed.

4. Tracking Sheet

The tracking sheet was reviewed.

5. New Draft Policies/Procedures

a. Development and Management of Board Policies and Administrative Procedures Policy

Trustee Morell presented for information and input a draft of the Development and Management of Board Policies and Administrative Procedures Policy.

A. Morell reviewed OPSBA's *Good Governance for School Boards Trustee Professional Development Program*. A handout was provided.

A. Morell detailed the role of a Trustee as it relates to governing policy. Developing and drafting a policy, and evaluating the effectiveness of existing policies were outlined.

Discussion occurred regarding the policy statement, using clear and consistent language, how policies are brought to committee, timelines for the PWC to review policies, the inclusion of procedural steps as part of a policy, and outcome measurement.

The Trustees provided input on the policy.

Suggested edits to the policy were captured by Trustee Morell.

6. Other Business

None.

7. Date and Time of Next Meeting

The next meeting is scheduled for 2019 November 26.

8. Adjournment

The meeting adjourned by motion at 4:30 p.m.

Joyce Bennett
Committee Chair

THAMES VALLEY DISTRICT SCHOOL BOARD

PROGRAM AND SCHOOL SERVICES ADVISORY COMMITTEE

**November 5, 2019, 6:00 p.m.
Board Room, Education Centre**

Members: Trustees J. Bennett, B. McKinnon, S. Hunt, P. Cuddy, B. Yeoman, L. Pizzolato, B. Smith, M. Ruddock(+6:15), C. Rahman, C. Antone(+6:08), J. Skinner; Student Trustees: S. Chun(-8:28), E. Butler(-8:08), C. Kennedy(-8:33)

Regrets: S. Polhill, A. Morell

Administration: A. Canham, R. Culhane, M. Fisher, D. Macpherson, J. Pratt, K. Wilkinson, B. Nielsen(-8:01), S. McGahey-Albert(+6:08)(-8:01), C. Camillo(-8:01), K. Auckland(-7:07), S. Smith

1. **Call to Order and Approval of Agenda**

The agenda was approved on motion.

2. **Conflicts of Interest**

None declared.

3. **Minutes of the Previous Meeting**

The minutes of the 2019 October 8 meeting were provided for information.

a. **Business Arising from the Previous Meeting**

None.

4. **Operational Plan Updates**

a. **Secondary Literacy Update**

K. Wilkinson provided an update on the Ontario Secondary School Literacy Test (OSSLT) Plan. Goals, targeted outcomes, metrics and next steps were reviewed. Instructional tools were outlined. A handout was provided.

OSSLT results were provided. It was noted Secondary schools will submit School-wide Literacy Skill Development Plans to Superintendents in 2019 November.

Questions of clarification regarding OSSLT results, the use of assessment data, using e-learning to improve literacy, parent engagement with preparing for the OSSLT, offering students the opportunity to provide feedback to Administration on the OSSLT, the impact the OSSLT has on graduation rates, community support with improving literacy and accommodations available to students during the test were answered by Administration.

In response to a question it was noted that OSSLT scores do not include students that did not write the test.

In response to a question it was noted new instructional lessons are being created for grade 7 and 8 students to prepare them for the OSSLT.

b. Indigenous Action Plan Presentation

D. Macpherson introduced B. Nielsen, C. Camillo and S. McGahey-Albert and provided a brief description of their roles.

B. Nielsen provided for information the Indigenous Action Plan, noting the alignment with the Strategic Plan. Goals and targeted outcomes were detailed. A brief background on the Indigenous Action Plan was provided.

Partnerships with community members were identified. C. Camillo detailed plans to improve numeracy, literacy, equity and communication.

Questions of clarification regarding interdisciplinary Secondary programming, enhancing physical environments in schools, suspension rates, FNMI counsellors, courses featuring Indigenous content, graduation coaches and Indigenous graduation rates and alternatives to suspension were answered by Administration.

In response to a question B. Nielsen reported H.B. Beal S.S, Saunders S.S. Clarke Rd. S.S. and Strathroy District Collegiate Institute all have dedicated Indigenous spaces.

In response to a question C. Camillo reported that graduation coaches are being provided and utilized to personalize the transition for Indigenous students. She noted there is a focus on getting students into the grade 9 Indigenous art and/or English course(s) to add support to ease their transition into high school.

P. Cuddy offered his appreciation to the First Nations Advisory Committee for their daily contributions and support they continue to offer to the TVDSB FNMI students.

C. Antone reported the Pillar non-profit network has offered to run a Local Indigenous Learning workshop for TVDSB Trustees and Administration (pending significant enrollment).

5. Strategic Priorities in Action: Relationships - Employee Appreciation

B. Smith presented, for information and input, a proposal to support the recognition of individual TVDSB employees by Trustees. The submission process to nominate an employee was outlined. A handout was provided.

TVDSB Board bylaws 2.2 pertaining to Trustee letters of appreciation, were outlined. Samples of the proposed recognition letters were provided in the agenda package.

Questions of clarification regarding who will sign the letter(s), expanding the pool of eligible recipients, adding all Trustees to the letterhead and the approval process were addressed by Trustee Smith and Administration.

In response to a question it was determined Student Trustees may also recommend candidates.

6. Community Advisory Committee Updates (Standing Item)

B. McKinnon provided an update from the Active & Safe Routes to School Committee noting there is an upcoming Winter Walk.

7. Other Business

None.

8. Questions and Comments of Members (Standing Item)

In response to a question regarding the Global News report "*Tainted Water*", an update was provided by Administration. The Trustees of the impacted schools have already been notified.

9. Date and Time of Next Meeting

The next meeting is scheduled for 2020 January 7.

10. Adjournment

The meeting was adjourned at 8:44 p.m. by motion.

Recommendations: None.

Barb Yeoman
Committee Vice-Chair

REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE

November 11, 2019
6:35 p.m. - 9:08 p.m.

MEMBERS

C. Thamavonga, Association for Bright Children (by phone)
A. Morse, Easter Seals Ontario (by phone)
B. Harvey, Epilepsy Support Centre
P. Cook, Learning Disabilities Association of Ontario
M. Cvetkovich, Children's Aid Society of London and Middlesex
J. Wright, Community Services Coordination Network (CSCN)
T. Grant, Fetal Alcohol Spectrum Disorder Network
S. Young, London Autism Developmental Disabilities
J. Gritzan, Thames Valley Children's Centre
S. Thomson, Thames Valley Council Home and School
Associations
J. Bennett, Trustee
L. Pizzolato, Trustee
B. Yeoman, Trustee (by phone)
S. Grabstas, Vanier Children's Services
D. Shore-Reid, Learning Disabilities Association London
B. Mai, Association for Bright Children

ADMINISTRATION AND OTHERS

R. Culhane, Associate Director
A. Canham, Superintendent of Special Education
A. Leatham, Learning Supervisor
R. Ferrara, Learning Supervisor
T. Birtch, Secondary Principal
M. Phillips, Secondary Principal
S. Smith, Corporate Services

Regrets: S. Lawrence Farrants, B. Furac, L. Turner-Otte, M. Barbeau

1. Call to Order

Chair Bennett called the meeting to order at 6:35 p.m. in the London Room at the Education Centre.

2. Confirmation of Agenda

The agenda was approved on motion.

3. Conflicts of Interest

None declared.

4. Welcome

a. Thames Valley Council of Home and School Associations

Chair Bennett introduced S. Thomson and provided a brief background, welcoming her to SEAC.

b. Autism Ontario

Chair Bennett reported that S. Lawrence Farrants is a newly appointed SEAC member who will be introduced at the next SEAC meeting.

A. Canham introduced Principal M. Phillips and welcomed him to SEAC.

A. Canham introduced Superintendent L. Nicholls and Learning Supervisors K. Auckland and M. Stanley providing a brief background.

5. Report of the Previous Meeting

The report of the 2019 September 9 Special Education Advisory Committee meeting was provided for information.

6. Business Arising from the Minutes

None.

7. Behaviour Management Systems Workbook

A. Leatham presented for information the Behaviour Management Systems (BMS) workbook. It was noted the development of the BMS workbook was a collaborative effort between TVDSB staff and the Ontario Educational Services Corporation(OESC).

The BMS training is mandatory for educational assistants (EA) and teachers in Developmental, Transition and Autism Spectrum Disorder (ASD) self-contained classrooms. Teachers on Special Assignment (TOSA) are also BMS trained. It was noted the course is 8 hrs with a 3 hour re-certification.

Questions of clarification regarding next steps, evacuating classrooms, tracking BMS certified staff, making the guide available to every teacher, guiding questions, intervention strategies, student containment and risk factors were answered by Administration.

In response to a question it was noted there is a debrief after every containment, noting BMS is a way to be proactive in avoiding the necessity to contain a student.

8. Behaviour Program Review Update

A. Leatham presented for information the Special Education TVDSB Mental Health Behaviour Program review. The tiered approach to the prevention and intervention framework was outlined, noting the majority of students fit Tier 1 or 2.

A. Leatham detailed the program goals, recent achievements/completed actions, strategies, system updates and next steps.

Questions of clarification regarding student voice, Transition classes self-contained classes for students with behavioural exceptionalities, sharing information for future teachers of students, parent involvement and service summaries completed by TOSAs were answered by Administration.

In response to a question it was noted that it is often the practice of staff to seek out opportunities to integrate students from a Transition class into a regular classroom.

9. After School Skills Development Program

A. Canham provided an update on the After School Skills Development Program (ASSDP) grant. It was noted the program will run one day a week for students with ASD over the next 3 years. Next steps, locations and timelines were detailed. It was noted the funding cannot be used for transportation.

A. Canham provided details on the partnership with the TVDSB Early Years program, Special Education department and childcare providers. TVDSB staff (Educational Assistants, Speech and Language Pathologists, and Board Certified Behavioural Analysts) will implement the ASSDP with the ASD children identified.

Questions of clarification regarding students with externalizing behaviour, the length of day some students can tolerate, the age range of students that will participate, program implementation, government guidelines for the program, and the number of students the pilot will impact were answered by Administration.

In response to a question it was noted the staff at every site running the program will receive Peer Mediated Social Skills (TRACKS) and Applied Behavioural Analysis (ABA) training. The program will be tailored meet the individual needs of each student.

10. Early ID Update

A. Canham presented an update on Early Identification and Intervention. He provided information on an automated system to assist educators in gathering information and documenting intervention strategies for the Early ID process. A. Canham reported the system was piloted in four schools last month.

Educators are provided a list of standards used to identify skills requiring improvement. For each skill identified corresponding intervention strategies are recommended to address: self and social development, communication, language and literacy, cognitive and conceptual development, and physical development.

R. Ferrara advised the list of skills has been refined to provide more focus on each skill.

Questions regarding student criteria for Early ID, Early ID for gifted students, the timeline for assessment completion and the age criteria for skills development were answered by Administration.

In response to a question Administration reported, this new method will provide consistency. It was noted the skills will change in each grade as the developmental expectations change with age.

Additional questions regarding Early ID may be sent to A. Leatham by email.

11. LD Pilot Update

R. Ferrara provided an update on the four-year pilot project noting the funding will cover the cost of the teacher, the Learning Support Teacher (LST), EA and Speech and Language Pathologist.

In response to a question it was reported with recent Government funding eight new spots were created in the program as of 2019 September.

12. System Updates

a. Operational Plan

A. Canham presented for information the 2019-2020 TVDSB Operational plan, outlining the goals and strategies relating to Special Education.

It was noted progress reports will be provided to SEAC in the new year.

b. Special Education Staffing

A. Canham provided an update on staffing. He advised that as a result of the agreement ratified with CUPE Provincially, there will be an increase in full time EAs to support students.

Questions of clarification regarding casual EAs were answered by Administration.

In response to a question it was noted staff absences have decreased since EAs have been assigned to schools.

c. PPM 163 / Use of Service Dogs by Students and Staff Procedure

A. Canham presented for information the Policy/Program Memorandum (PPM) 163 School Board Policies on Service Animals.

A. Canham advised that by 2020 all schools are required by the Ministry of Education to have a procedure for the use of a service animal for students noting TVDSB has an existing procedure that will be updated.

Questions of clarification regarding the type of animals, the type of documentation that will need to be provided, the difference between service animals and companion animals, and incorporating the National Service Animal Registry (NSAR) Public Access Test (PAT) were answered by Administration.

13. SEAC/Departmental Priorities (Standing Item)

A. Canham presented the results from the group activity completed at the 2019 September 9 SEAC meeting. A handout was provided. It was noted departmental priorities were added to the list. The committee will begin work on this list at the 2019 December 16 meeting.

14. Students on a Modified Day (Standing Item)

A. Canham reported on the number of Elementary students currently on a modified day program.

Questions of clarification regarding reducing the number of student on Individual Education Plans (IEP) and the number of suspensions, were answered by Administration

In response to a question it was noted if a student is on a modified day after three weeks a review is completed. This is a recent change as a result of a recommendation from SEAC.

15. Special Education Plan (Standing Item)

A. Canham advised work on this will start in 2020 January.

16. Correspondence (Standing Item)

a. Conseil Scolaire Catholique Providence Letter #1

A. Canham presented for information a copy of a letter from the Conseil Scolaire Catholique Province School Board to Minister Lecce. The letter expressed concern about the recent changes to the Provincial funding model for class size averages with the announcement of mandatory e-learning and the devastating impact this will have on students with special education needs. A copy was provided to the committee prior to the meeting.

b. Conseil Scolaire Catholique Providence Letter #2

A. Canham presented for information a copy of a letter from the Conseil Scolaire Catholique Providence Board to Minister Lecce in support of Bill 44, Education Amendment Act (Fetal Alcohol Spectrum Disorder). A copy was provided to the committee prior to the meeting.

c. Conseil Scolaire Catholique Providence Letter #3

A. Canham presented for information a copy of a letter from the Conseil Scolaire Catholique Providence School Board to Minister Lecce expressing concern about the recent changes to the Provincial funding model for Autism services and the impact that it will have on children, families and school boards. A copy was provided to the committee prior to the meeting.

d. Ecole Catholique Centre - Est

A. Canham presented for information a copy of a letter from the Ecoles Catholique Centre-Est School Board to Minister Lecce expressing concern about the recent changes to the Provincial funding model for class size averages and mandatory e-learning courses. A copy was provided to the committee prior to the meeting.

17. Other Business

In response to a question, the process for requesting information was reviewed by Administration.

18. Forum: Association Updates (Round Table)

Round table updates were completed. Committee members highlighted some of the events and activities planned by their various organizations in the coming weeks. As a follow up to the meeting, event flyers will be emailed out to the committee members as they are received by Corporate Services.

19. 2019-2020 Meeting Dates

Through discussion it was determined the 2019 October 4 meeting that was cancelled will be rescheduled for 2019 December 16, 6:30 p.m.

20. Adjournment

The meeting adjourned at 9:08 p.m. by motion.

Recommendations: None.

Joyce Bennett
Chairperson

THAMES VALLEY DISTRICT SCHOOL BOARD

AUDIT COMMITTEE

November 12, 2019

Members:

A. Morell (Chair) S. Hunt
B. Smith M. King
M. Nusink

Administration and Others:

C. Lynd (-4:04,+4:15) J. Pratt(-4:04,+4:15) M. Fisher
J. Knight (-4:04,+4:15) S. Macey(-4:04,+4:15) P. Hearse (-4:04,+4:15)
E. Otsuka (-4:15) D. Tonin (-4:15) B. Williams

1. Call to Order

The meeting was called to order at 3:33 p.m.

2. Approval of Agenda

The agenda was approved on motion.

3. Conflicts of Interest

None declared.

4. Minutes of 2019 September 10 Meeting

The minutes of the 2019 September 10 meeting were provided for information.

5. Report to the Audit Committee on the 2019 Audit - Deloitte

D. Tonin and E. Otsuka, from Deloitte, presented the draft report on the audited financial statements for the 2019 fiscal year. The scope of the audit and results were summarized. There were no significant risks or qualifications on the audit report.

6. 2018-2019 Audited Financial Statements

Administration presented for approval the consolidated Audit Financial Statements for the year ending August 31, 2019 (Audit-1).

C. Lynd provided an overview of the internal appropriations of accumulated surplus. Amounts for capital projects at the Education Centre and amounts for the unified communication and video surveillance projects were highlighted. It was noted the cost for portables was funded through renewal funds in 2017-18.

Questions of clarification regarding the use of renewal funds, the Trustee fund, and other budget line items were addressed by Administration.

Per the Financial Statements, C. Lynd advised there was an in-year deficit that is considered in compliance by the Ministry of Education. The School Board Administration and Governance expenses also are compliant with the enveloping in this area.

It was noted most of the resulting overall deficit could be explained by the transportation deficit. The Ministry has indicated that an amount equal to the transportation deficit will be funded in the 2019-2020 GSN.

Questions of clarification regarding how funding for capital projects is funded were addressed by Administration.

It was noted retirements benefits continue to be an underfunded expense and will continue to be a pressure going forward.

The following recommendations were moved and carried:

That the 2018-2019 internal appropriations of accumulated surplus in the amount of \$2,463,111 for the TVDSB and \$18,431 for the Thames Valley Education Foundation (as outlined in Chart 1) be approved.

That the 2018-2019 Audited Financial Statements be approved.

7. In-Camera

On motion the committee moved in camera at 4:04 p.m., reconvening in public session at 4:19 p.m.

8. Internal Audit Plan 2019/20 (Revised)

C. Lynd reported the Regional Internal Audit Advisory Committee (Superintendents of Business from the ten member School Boards) met to review the funding allocation and confirm internal audit plans. It was noted funding allows for one or two boards to have two internal audits during a school year. For reasons specific to their Board circumstances, those Boards that had been scheduled for additional internal audits were not in a position to continue with that plan. As a result, additional funding was available for the South Region. Through discussion, it was agreed by the Boards that PwC would be engaged to provide a level of support to all Boards to conduct the Annual Validation of Risk Assessment and the 2020-21 Internal Audit Plan.

The following motion was moved and carried:

That PricewaterhouseCooper LLP ("PwC") be approved to assist TVDSB Staff conduct the Annual Validation of Risk Assessment and Internal Audit Plan.

9. Annual Report to the Board of Trustees for the Year Ended August 31, 2019

C. Lynd presented the Annual Report to the Board of Trustees for the year ended 2019 August 31 summarizing the Audit Committee's actions for the year. (Audit-2)

10. Annual Report to the Board of Trustees and Forwarded to the Ministry of Education of the Year Ended August 31, 2019

C. Lynd presented the Annual Report from the Audit Committee to the Ministry of Education per Ontario Regulation 361/10 (Audit-3).

11. Audit Committee Evaluation of External Auditors Performance

C. Lynd asked committee members to complete and submit to her the *Audit Committee – Evaluation of External Auditors Performance* form. Results will be reported out at the next meeting.

12. Audit Committee Self-Assessment

The Audit Committee self-assessment questionnaire was presented to Committee members for their completion. They were asked to submit to C. Lynd. Results will be reported out at the next meeting.

13. Future Meeting Dates

Meetings are scheduled for April 14 and June 9, 2020 at 3:30 p.m. The Committee was advised another meeting will be called, in the interim, as required.

14. Adjournment

On motion the meeting adjourned at 4:24 p.m.

Recommendations:

That the 2018-2019 internal appropriations of accumulated surplus in the amount of \$2,463,111 for the TVDSB and \$18,431 for the Thames Valley Education Foundation (as outlined in Chart 1) be approved.

That the 2018-2019 Audited Financial Statements be approved.

ARLENE MORELL
Committee Chair

Report and consolidated financial
statements of
**Thames Valley District
School Board**

August 31, 2019

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Management Report

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Thames Valley District School Board ("Board") are the responsibility of the Board's management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act, as described in Note 1 to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Audit Committee of the Board meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the Board's approval of the consolidated financial statements.

The consolidated financial statements have been audited by Deloitte LLP, independent external auditors appointed by the Board. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Board's consolidated financial statements.

Mark Fisher
Director of Education

Jeff Pratt
Associate Director & Treasurer

November 26, 2019

Independent Auditor's Report

To the Board of Trustees of
Thames Valley District School Board

Opinion

We have audited the consolidated financial statements of Thames Valley District School Board Name (the "Board"), which comprise the consolidated statement of financial position as at August 31, 2019, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies (collectively referred to as the "consolidated financial statements").

In our opinion, the accompanying consolidated financial statements of the Board for the year ended August 31, 2019 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the consolidated financial statements, which describes the basis of accounting used in preparation of these consolidated financial statements and the significant differences between such basis of accounting and the Canadian public sector accounting standards. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation of the consolidated financial statements in accordance with the basis of accounting described in Note 1 to the consolidated financial statements, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Board to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
City, Province
Date of the auditor's report

Thames Valley District School Board
Consolidated statement of financial position

As at August 31, 2019
(In thousands of dollars)

	Notes	2019 \$	2018 \$
Financial assets			
Cash and cash equivalents		33,650	85,208
Accounts receivable		41,052	33,356
Accounts receivable – Government of Ontario	2	233,081	190,000
Investments	4	7,262	7,049
		315,045	315,613
Liabilities			
Accounts payable and accrued liabilities		59,521	48,258
Deferred revenue	7	36,861	31,900
Retirement and other employee future benefits	9	17,945	17,589
Net long-term liabilities	10	152,658	160,098
Deferred capital contributions	8	676,658	647,249
		943,643	905,094
Net debt		(628,598)	(589,481)
Contractual obligations and contingent liabilities	14		
Non-financial assets			
Prepaid expenses		6,800	6,349
Inventories of supplies		118	103
Tangible capital assets	5	728,574	693,957
Total non-financial assets		735,492	700,409
Accumulated surplus	6	106,894	110,928

The accompanying notes are an integral part of the consolidated financial statements.

Thames Valley District School Board
Consolidated statement of operations

Year ended August 31, 2019
(In thousands of dollars)

		2019	2018
	Approved budget (Unaudited) (Note 1)		
Notes	\$	\$	\$
Revenue			
Provincial grants – Grants for Student Needs	893,819	884,574	856,975
Provincial grants – other	8,638	10,174	16,743
Federal grants and fees	5,118	5,952	5,673
Other revenues – school boards	146	118	368
Other fees and revenues	7,947	10,024	9,625
Interest income	1,500	1,946	1,957
School generated funds	17,000	18,706	17,070
Amortization of deferred capital contributions	38,874	38,281	36,843
	973,042	969,775	945,254
Expenses			
Instruction	755,348	749,282	712,124
Administration	26,203	25,962	24,546
Transportation	42,213	46,334	38,660
Pupil accommodation	125,699	123,966	120,135
Other	8,798	9,377	13,466
School funded activities	17,000	18,888	16,822
	975,261	973,809	925,753
Annual (deficit) surplus	(2,219)	(4,034)	19,501
Accumulated surplus, beginning of year	85,846	110,928	91,427
Accumulated surplus, end of year	83,627	106,894	110,928

The accompanying notes are an integral part of the consolidated financial statements.

Thames Valley District School Board
Consolidated statement of cash flows

Year ended August 31, 2019
(In thousands of dollars)

	2019 \$	2018 \$
Operating activities		
Annual (deficit) surplus	(4,034)	19,501
Non-cash items		
Amortization of tangible capital assets	39,753	38,154
Loss on sale of tangible capital assets	—	5
Revenue recognized in period for deferred capital contributions	(38,281)	(36,843)
(Increase) decrease in accounts receivable	(7,696)	1,516
Decrease in assets held for sale	—	102
Increase (decrease) in accounts payable and accrued liabilities	11,263	(2,974)
(Decrease) increase in deferred revenue – operating	(1,000)	809
Increase (decrease) in retirement and other employee future benefits	356	(994)
Increase in prepaid expenses	(451)	(3,321)
Increase in inventories of supplies	(15)	(18)
	(105)	15,937
Capital activity		
Acquisition of tangible capital assets	(74,370)	(72,158)
Investing activities		
Proceeds on sale of investments	1,809	909
Purchase of investments	(2,022)	(1,322)
	(213)	(413)
Financing activities		
Debt repayments	(7,440)	(7,099)
Increase in capital leases	—	32
(Increase) decrease in accounts receivable – Government of Ontario	(43,081)	28,489
Additions to deferred capital contributions	67,690	70,586
Increase in deferred revenues – capital	5,961	4,763
	23,130	96,771
Change in cash	(51,558)	40,137
Cash, beginning of year	85,208	45,071
Cash, end of year	33,650	85,208

The accompanying notes are an integral part of the consolidated financial statements.

Thames Valley District School Board
Consolidated statement of changes in net debt
Year ended August 31, 2019
(In thousands of dollars)

	Budget	2019 \$	2018 \$
Annual (deficit) surplus	(2,219)	(4,034)	19,501
Tangible capital asset activity			
Amortization of tangible capital assets	39,586	39,753	38,154
Acquisition of tangible capital assets	(99,089)	(74,370)	(72,158)
Loss on sale of tangible capital assets	—	—	5
	(59,503)	(34,617)	(33,999)
Other non-financial asset activity			
Increase in inventories of supplies	—	(15)	(18)
Decrease in assets held for sale	—	—	102
Increase in prepaid expenses	—	(451)	(3,321)
	—	(466)	(3,237)
Increase in net debt	(61,722)	(39,117)	(17,735)
Net debt, beginning of year	(589,481)	(589,481)	(571,746)
Net debt, end of year	(651,203)	(628,598)	(589,481)

The accompanying notes are an integral part of the consolidated financial statements.

1. Significant accounting policies

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below:

Basis of accounting

The consolidated financial statements have been prepared in accordance with the financial reporting provision of the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and the accounting requirements of Ontario Regulation 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Canadian public sector accounting standards commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the statement of operations over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect of the related asset. The Regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in the revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian public sector accounting standards which require that

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410;
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100; and
- property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510.

As a result, revenue recognized in the statement of operations and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian public sector accounting standards.

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenses and fund balances of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Thames Valley District School Board ("the Board"), including the following:

Thames Valley Education Foundation ("Foundation")

School generated funds, which include the assets, liabilities, revenue and expenses of various organizations that exist at the school level and which are controlled by the Board, are reflected in these consolidated financial statements.

Thames Valley District School Board
Notes to the consolidated financial statements

August 31, 2019

(In thousands of dollars)

1. Significant accounting policies (continued)

Reporting entity (continued)

Southwestern Ontario Student Transportation Services

As detailed in Note 15, decisions related to the financial and operating activities of the Southwestern Ontario Student Transportation Services are shared. No partner is in a position to exercise unilateral control.

Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

Trust funds

The Board's trust funds for scholarships and awards (excluding scholarships and awards included in the Foundation) are not included in the consolidated financial statements as the Board does not control them according to PSAB Section 1300. These trust funds are administered and maintained by the Board according to the terms and conditions specified by the donor. Specifically, the Board's trust funds include both the Student Awards/Scholarships and Self-Funded Leaves. The total assets of each fund amount to \$2,227 (\$2,021 in 2018) and \$2,616 (\$2,527 in 2018) respectively.

Cash and cash equivalents

Cash and cash equivalents comprise of cash on hand, demand deposits and short-term investments. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

Investments

Temporary investments consist of marketable securities which are liquid short-term investments with maturities of between three months and one year at the date of acquisition, and are carried on the consolidated statement of financial position at the lower of cost or market value.

Long-term investments consist of investments that have maturities of more than one year. Long-term investments are recorded at cost, and assessed regularly for permanent impairment.

A write-down of the carrying value is charged against income when evidence indicates a permanent decline in the underlying value and earnings. Gains and losses on disposition of investments are determined on a completed transaction basis. The Board's investments are governed by the Education Act while the Foundation's investments are governed by policies approved by the Foundation's Board of Directors.

Tangible capital assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

1. Significant accounting policies (continued)

Tangible capital assets (continued)

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Estimated useful life in years
Land improvements with finite lives	15
Buildings and building improvements	40
Other buildings	20
Portable structures	20
Equipment	5–15
First-time equipping of schools	10
Furniture	10
Computer hardware	5
Computer software	5
Capital leases	Over the lease term
Leasehold improvements	Over the lease term

Assets under construction are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing.

A building permanently removed from service ceases to be amortized. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the consolidated statement of financial position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

Deferred revenue

Certain revenue amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenses are incurred or services performed.

Retirement and other employee future benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance, health care benefits, dental benefits, retirement gratuities and workers' compensation.

1. Significant accounting policies (continued)

Retirement and other employee future benefits (continued)

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the Principals and Vice-Principals Associations, the following Employee Life and Health Trusts "(ELHTs)" were established in 2016-2017: Elementary Teachers' Federation of Ontario (ETFO) and Ontario Secondary School Teachers' Federation (OSSTF). The following ELHTs were established in 2017-18: Canadian Union of Public Employees (CUPE) and Ontario Non-union Education Trust (ONE-T) for non-unionized employees including principals and vice-principals. The ELHTs provide health, dental and life insurance benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), other school board staff and retired individuals up to a school board's participation date in the ELHT. These benefits are provided through a joint governance structure between the bargaining/employee groups, school board trustees' associations and the Government of Ontario. Boards no longer administer health, life and dental plans for their employees and instead are required to fund the ELHTs on a monthly basis based on a negotiated amount per full-time equivalency "(FTE)". Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs "(GSN)", including additional ministry funding in the form of a Crown contribution and Stabilization Adjustment.

Depending on prior arrangements and employee groups, the Board continues to provide health, dental and life insurance benefits for retired individuals that were previously represented by non-unionized employees including principals and vice-principals.

The Board has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance and health care cost trends, disability recovery rates, long-term inflation rates and discount rates. The cost of retirement gratuities is actuarially determined using the employee's salary, banked sick days and years of service as at August 31, 2012 or the date of retirement and the actuary's best estimate of discount rates. Any actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.

For self-insured retirement and other employee future benefits that vested or accumulated over the periods of service provided by employees, such as life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur periodically, such as obligations for workers' compensation and long-term disability, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- (ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period.
- (iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

1. Significant accounting policies (continued)

Deferred capital contributions

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, shall be recognized as deferred capital contribution as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized. The following items fall under this category

- (i) Government transfers received or receivable for capital purpose
- (ii) Other restricted contributions received or receivable for capital purpose; and
- (iii) Property taxation revenues which were historically used to fund capital assets

Government transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made. If government transfers contain stipulations which give rise to a liability, they are deferred and recognized in revenue when the stipulations are met.

Government transfers for capital are deferred as required by Regulation 395/11, recorded as deferred capital contributions "(DCC)" and recognized as revenue in the consolidated statement of operations at the same rate and over the same periods as the asset is amortized.

Investment income

Investment income earned on surplus operating funds and capital funds are reported as revenue in the period earned.

Investment income earned on externally restricted funds such as proceeds of disposition is added to the fund balance and forms part of the respective deferred revenue balances.

Budget figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees on June 19, 2018. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. Given differences between the funding model and the basis of accounting used in the preparation of the consolidated financial statements, the budget figures presented have been adjusted to conform with this basis of accounting as it is used to prepare the consolidated financial statements.

Use of estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described in this note above, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Actual results could differ from these estimates. Accounts subject to significant estimates include accrued liabilities (general & capital), useful lives of tangible capital assets, employee future benefits and contingent liabilities.

Thames Valley District School Board
Notes to the consolidated financial statements

August 31, 2019

(In thousands of dollars)

1. Significant accounting policies (continued)

Property tax revenue

Under Canadian Public Sector Accounting Standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province of Ontario. As a result, property tax revenue received from the municipalities is recorded as part of Provincial grants - Grants for Student Needs.

2. Accounts receivable – Government of Ontario

The Province of Ontario (the "Province") replaced variable capital funding with a one-time debt support grant in 2009-10. The Board received a one-time grant that recognized capital debt as at August 31, 2010 that is supported by the existing capital programs. The Board receives this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs, which would be reflected in this accounts receivable.

As at August 31, 2019, the Board has an accounts receivable from the Province of \$192,385 (\$190,000 in 2018) with respect to approved capital expenditures that is expected to be received as follows:

	\$
2019/20	47,525
2020/21	8,170
2021/22	8,556
2022/23	8,965
2023/24	9,395
Thereafter	109,774
	<u>192,385</u>

The Ministry of Education introduced a cash management strategy effective September 1, 2018. As part of the strategy, the ministry delays parts of the grant payment to school boards where the adjusted accumulated surplus and deferred revenue balances are in excess of certain criteria set out by the Ministry. The balance of delayed grant payments included in the receivable balance from the Government of Ontario at August 31, 2019 is \$40,696.

3. Borrowing facility

The Board has a bank overdraft facility that bears interest at prime less 0.65%. The Board has an authorized overdraft limit of \$118,000 (\$60,000 in 2018). The balance drawn on the overdraft at August 31, 2019 was nil (nil in 2018).

Thames Valley District School Board
Notes to the consolidated financial statements
August 31, 2019
(In thousands of dollars)

4. Investments

The investment portfolio includes equity and guaranteed investment certificates.

	Cost	2019 Market value	Cost	2018 Market value
	\$	\$	\$	\$
Thames Valley District School Board Guaranteed Investment Certificates	—	—	50	50
Thames Valley Education Foundation Guardian Capital Inc. Guaranteed Investment Certificates	7,204 58	8,386 58	6,919 80	7,975 80
	7,262	8,444	7,049	8,105

5. Tangible capital assets

	Opening balance	Additions and transfers	Disposals, write downs and transfers	Cost Closing balance
	\$	\$	\$	\$
Land	19,838	13	—	19,851
Land improvements	10,852	2,335	—	13,187
Buildings	1,010,098	59,402	—	1,069,500
Other buildings	98	—	—	98
Portable structures	7,554	3,625	484	10,695
Equipment	10,494	1,569	781	11,282
First-time equipping of schools	11,857	628	1,143	11,342
Furniture	829	102	70	861
Computer hardware	5,016	4,803	678	9,141
Computer software	3,397	556	28	3,925
Assets permanently removed from service	1,975	69	—	2,044
Pre-acquisition costs	1,398	1,268	—	2,666
Capital leases	32	—	—	32
	1,083,438	74,370	3,184	1,154,624

5. Tangible capital assets (continued)

	Opening balance \$	Amortization \$	Accumulated amortization Disposals, write downs and transfers \$	Closing balance \$
Land improvements	5,455	853	—	6,308
Buildings	364,836	33,994	—	398,830
Other buildings	22	5	—	27
Portable structures	2,487	445	484	2,448
Equipment	5,658	1,056	781	5,933
First-time equipping of schools	6,472	1,160	1,143	6,489
Furniture	381	85	70	396
Computer hardware	1,685	1,415	678	2,422
Computer software	1,229	732	28	1,933
Assets permanently removed from service	1,250	—	—	1,250
Capital leases	6	8	—	14
	389,481	39,753	3,184	426,050

	2019 \$	Net book value 2018 \$
Land	19,851	19,838
Land improvements	6,879	5,397
Buildings	670,670	645,262
Other buildings	71	76
Portable structures	8,247	5,067
Equipment	5,349	4,836
First-time equipping of schools	4,853	5,385
Furniture	465	448
Computer hardware	6,719	3,331
Computer software	1,992	2,168
Assets permanently removed from service	794	725
Pre-acquisition costs	2,666	1,398
Capital leases	18	26
	728,574	693,957

Adjustments, totaling \$3,184 (\$2,969 in 2018), relate to the removal of assets that are fully amortized and represent a non-cash transaction that is not recorded in the consolidated statement of cash flows.

Assets permanently removed from service

The Board has identified two building properties that qualify as "assets permanently removed from service" totaling \$794 (\$725 in 2018). This amount has been included in the net book value ending balance as of August 31, 2019.

5. Tangible capital assets (continued)

Capital leases

The Board has an obligation under a capital lease for a vehicle. The lease contains no renewal options and the asset reverts to the leasing company at the termination of the lease. Lease obligations are included in Note 10.

6. Accumulated surplus

Accumulated surplus consists of the following:

	2019 \$	2018 \$
Total operating accumulated surplus – unappropriated	21,877	23,407
Available for budget compliance – internally appropriated		
School carry-forwards	2,137	2,207
Other internal appropriations	63,655	66,048
Thames Valley Education Foundation	7,380	7,362
	73,172	75,617
Total accumulated surplus available for budget compliance	95,049	99,024
Unavailable for budget compliance		
Employee future benefits	(11,145)	(11,145)
Other unavailable for compliance	(2,114)	(2,218)
Revenues recognized for land	19,862	19,843
School generated funds	5,242	5,424
	11,845	11,904
	106,894	110,928

7. Deferred revenue

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the consolidated statement of financial position.

Deferred revenue set aside for specific purposes by legislation, regulation or agreement as at August 31, 2019 is comprised of:

	Opening balance	Externally restricted revenue and investment income	Revenue recognized in the period	Transfers to deferred capital contributions	Ending balance
	\$	\$	\$	\$	\$
Operating Grants for Student Needs (GSN's)	5,093	117,435	118,950	—	3,578
Other Ministry of Education operating grants	199	5,188	5,359	—	28
Other provincial operating grants	237	55	185	—	107
Third party – operating	4,803	5,627	4,812	—	5,618
Ministry of Education capital grants	19,652	44,277	24,090	13,921	25,918
Proceeds of disposition	1,024	—	—	—	1,024
Third party – capital	892	460	—	764	588
	31,900	173,042	153,396	14,685	36,861

8. Deferred capital contributions ("DCC")

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with Regulation 395/11 that have been expended by year end. The contributions are amortized into revenue over the life of the asset acquired.

	2019 \$	2018 \$
Opening balance	647,249	613,506
Additions to DCC	67,690	70,586
Revenue recognized in the period	(38,281)	(36,843)
Closing balance	676,658	647,249

9. Retirement and other employee future benefits

Retirement and other employee future benefit liabilities

	Retirement benefits	Other employee future benefits	2019 Total employee future benefits	2018 Total employee future benefits
	\$	\$	\$	\$
Accrued employee future benefit obligations, end of year	5,803	12,661	18,464	17,867
Unamortized actuarial loss	(519)	—	(519)	(278)
Total employee future benefit liability, end of year	5,284	12,661	17,945	17,589

Retirement and other employee future benefit expenses

	Retirement benefits	Other employee future benefits	2019 Total employee future benefits	2018 Total employee future benefits
	\$	\$	\$	\$
Current year benefit cost	185	3,522	3,707	2,798
Cost of plan amendment	437	—	437	—
Interest on accrued benefit obligation	164	336	500	454
Recognized unamortized actuarial gain/(loss)	111	13	124	(2)
Employee future benefits expenses	897	3,871	4,768	3,250

The amounts above exclude pension contributions to the Ontario Municipal Employee Retirement System ("OMERS"), a multi-employer pension plan, described below.

Retirement benefits

Ontario Teachers' Pension Plan

Teachers and related employee groups are eligible to be members of Ontario Teachers' Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province of Ontario. Accordingly, no costs or liabilities related to this plan are included in the Board's consolidated financial statements.

9. Retirement and other employee future benefits (continued)

Retirement benefits (continued)

Ontario Municipal Employees Retirement System

All non-teaching employees of the Board are eligible to be members of the OMERS, a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. For 2019, eligible employees contributed at rates of up to 14.6% (14.6% in 2018) of earnings. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2019, the Board contributed \$11,644 (\$10,974 in 2018) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

Retirement gratuities

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The amount of the gratuities paid to eligible employees at retirement is based on their salary, accumulated sick days, and years of service at retirement. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service up to August 31, 2012 or at the date of retirement. Plan amendments resulted in \$151 (nil in 2018) of in-year expenses.

Retirement life insurance and health care benefits

The Board continues to provide life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. The premiums are based on the Board's experience and retirees' premiums may be subsidized by the Board. The benefit costs and liabilities related to the plan are provided through an unfunded defined benefit plan and are included in the Board's consolidated financial statements. Effective September 1, 2013, most employees retiring on or after this date, will no longer qualify for board subsidized premiums or contributions. Plan amendments resulted in \$286 (nil in 2018) of in-year expenses.

Other employee future benefits

Workplace Safety and Insurance Board obligations

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act ("the Act") and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. School boards are required to provide salary top-up to a maximum of 4 ½ years for employees receiving payments from the Workplace Safety and Insurance Board, where the collective agreements negotiated prior to 2012 included such a provision.

The Board's liability as at August 31, 2019 for worker's compensation is \$11,371 (\$10,175 in 2018) and is included in the retirement and other employee future benefits figure in the Board's statement of financial position.

9. Retirement and other employee future benefits (continued)

Other employee future benefits (continued)

Sick leave top-up benefits

A maximum of 11 unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The sick leave benefit costs expensed in the financial statements are \$529 (\$490 in 2018).

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2019 (the date at which the probabilities of usage were determined) and is based on the average daily salary and banked sick days of employees as at August 31, 2019.

Long-term disability life insurance and health care benefits

The ELHT may provide life insurance, dental and health care benefits to employees on long-term disability leave at the request of employees; however employees are directly responsible for any associated costs. The costs of salary compensation paid to employees on long-term disability leave are fully insured and not included in the defined benefit plan.

Actuarial assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2019 are per actuarial valuations for accounting purposes as of August 31, 2019. These actuarial valuations were based on assumptions about future events. The economic assumptions used in these valuations are the actuary's best estimate of expected rates of:

	2019	2018
	%	%
Inflation	1.50	1.50
Discount rate	2.00	2.90
Wage and salary escalation – retirement gratuity	2.00	—
Wage and salary escalation – sick leave top-up benefits	2.00	2.00
Health care cost escalation	7.25-4.50	7.75-4.00
Dental care cost escalation	4.50	3.75-3.00
WSIB only		
Inflation	2.00	2.00
Discount rate	2.00	2.90

10. Net long-term liabilities

Net long-term liabilities reported on the consolidated statement of financial position is comprised of the following:

	2019 \$	2018 \$
Ontario Financing Authority 2006 – 4.560%, due November 2031	15,366	16,261
Ontario Financing Authority 2008 – 4.900%, due March 2033	22,904	24,043
Ontario Financing Authority 2008 – 5.054%, due November 2028	11,643	12,577
Ontario Financing Authority 2009 – 5.062%, due March 2034	10,160	10,611
Ontario Financing Authority 2010 – 4.557%, due November 2026	6,879	7,633
Ontario Financing Authority 2010 – 5.232%, due April 2035	21,549	22,400
Ontario Financing Authority 2011 – 4.833%, due March 2036	39,982	41,494
Ontario Financing Authority 2011 – 3.970%, due November 2036	1,779	1,848
Ontario Financing Authority 2012 – 3.564%, due March 2037	6,663	6,927
Ontario Financing Authority 2013 – 3.799%, due March 2038	15,715	16,278
Capital leases	18	26
Balance as at August 31	152,658	160,098

Principal and interest payments relating to net long-term liabilities of \$152,658 outstanding as at August 31, 2019 are due as follows:

	Interest \$	Principal \$	Total \$
2019/20	7,113	7,797	14,910
2020/21	6,739	8,170	14,909
2021/22	6,348	8,556	14,904
2022/23	5,937	8,965	14,902
2023/24	5,506	9,395	14,901
Thereafter	29,952	109,775	139,727
Net long-term liabilities	61,595	152,658	214,253

11. Debt charges, capital loans and leases interest

The payments for debt charges, capital loans and capital lease interest includes principal and interest payments as follows:

	2019 \$	2018 \$
Principal payments on long-term liabilities	7,432	7,092
Interest payments on long-term liabilities	7,469	7,809
Interest payments on temporary financing of capital projects	247	810
Principal payments on capital leases	8	7
Interest payments on capital leases	1	1
	15,157	15,719

12. Expenses by object

The following is a summary of the operating, capital and school funded activities expenses reported on the consolidated statement of operations by object:

	Budget	2019	2018
	\$	\$	\$
Expenses			
Salary and wages	679,026	673,453	643,234
Employee benefits	109,554	107,503	96,864
Staff development	2,455	2,071	2,490
Supplies and services	56,469	55,643	53,938
Interest	8,729	7,613	8,521
Rental expenditures	848	838	782
Fees and contractual services	52,692	58,558	51,346
Other	8,902	9,489	13,597
Amortization, writedowns and losses on disposal	39,586	39,753	38,159
School funded activities (Note 20)	17,000	18,888	16,822
	975,261	973,809	925,753

13. Ontario School Board Insurance Exchange

The Board is a member of the Ontario School Board Insurance Exchange ("OSBIE"), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$27,000 per occurrence.

The ultimate premiums over a five year period are based on the actual claims experience of OSBIE and the Board. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires December 31, 2021.

14. Contractual obligations and contingent liabilities

In the normal course of operations, the Board becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at August 31, 2019 cannot be predicted with certainty, it is the opinion of the Board that their resolution will not have a material adverse effect on the Board's financial position or results of operations.

The Board is committed to capital expenditures in the amount of \$3,537.

The Board has committed to five contracts to purchase natural gas for specified delivery periods into the future. The sum of \$1,513 is payable with respect to these contracts during the next three years.

	\$
2019/20	901
2020/21	536
2021/22	76
	1,513

Thames Valley District School Board
Notes to the consolidated financial statements

August 31, 2019

(In thousands of dollars)

14. Contractual obligations and contingent liabilities (continued)

The Board has ongoing commitments under operating leases for buildings, office equipment and vehicles. The sum of \$3,028 is payable with respect to these operating leases during the next five years as follows:

	\$
2019/20	1,403
2020/21	1,147
2021/22	314
2022/23	101
2023/24	63
	<u>3,028</u>

15. Transportation consortium

On September 29, 2008 the consortium incorporated and became a separate legal entity known as Southwestern Ontario Student Transportation Services in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the following Boards: Thames Valley District School Board, London District Catholic School Board, Conseil scolaire de district des écoles catholiques du Sud-Ouest, and Conseil scolaire de district du Centre-Sud-Ouest. On July 1, 2010, the Board entered into an agreement with the London District Catholic School Board in order to provide common administration of student transportation in the Region. As of September 1, 2010, the consortium only included the Thames Valley District School Board and the London District Catholic School Board.

The Board's consolidated financial statements reflect proportionate consolidation, whereby they include the assets that it controls, the liabilities that it has incurred, and its pro-rata share of revenues and expenses. Inter-organizational transactions and balances have been eliminated.

The following provides condensed financial information.

	Total \$	2019 Board portion \$	Total \$	2018 Board portion \$
Financial position				
Assets	7,096	5,078	856	644
Liabilities	7,096	5,078	856	644
	—	—	—	—
Operations				
Revenues	60,778	45,168	50,007	37,608
Expenses	60,778	45,168	50,007	37,608
	—	—	—	—

Thames Valley District School Board
Notes to the consolidated financial statements

August 31, 2019

(In thousands of dollars)

16. Thames Valley Education Foundation

The Foundation supports programs and initiatives that directly benefit students and that promote equity across Thames Valley. The Foundation was incorporated in Ontario on September 22, 1997 as a not-for-profit organization and is a registered charity under the Income Tax Act. The Foundation's mission is to provide enhanced learning opportunities for students across the District. The goal of the Foundation is to improve the quality of public education by fostering parent, community and business support and attracting resources that complement provincial funding and local school fundraising.

The Foundation has been consolidated in the Board's financial statements. A financial summary of the Foundation for the year ended August 31, 2019 is as follows:

	2019	2018
	\$	\$
Financial assets		
Cash	1,249	1,558
Accounts receivable	13	5
Investments	7,262	6,999
	8,524	8,562
Liabilities	815	633
Deferred revenue	329	567
Accumulated surplus	7,380	7,362
	8,524	8,562
Operations		
Revenues	1,041	1,736
Expenses	1,023	785
Annual surplus	18	951

17. Repayment of "55 School Board Trust" funding

On June 1, 2003, the Board received \$107,066 from the "55 School Board Trust" for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the trust. The "55 School Board Trust" was created to refinance without recourse the outstanding not permanently financed ("NPF") debt of participating boards who are beneficiaries of the trust. Under the terms of the agreement, the "55 School Board Trust" repaid the Board's debt in consideration for the assignment by the Board to the trust of future provincial grants payable to the Board in respect of the NPF debt.

The flow-through of \$7,976 (\$7,976 in 2018) in respect of the above agreement for the year ended August 31, 2019, is recorded in these consolidated financial statements.

Thames Valley District School Board
Notes to the consolidated financial statements

August 31, 2019

(In thousands of dollars)

18. Government of Canada

The Board received tuition fees for Indigenous pupils attending the Board as follows:

	2019	2018
	\$	\$
Chippewas of the Thames First Nation	664	701
Oneida Nation of the Thames	1,620	1,551
Munsee-Delaware Nation	272	283
	2,556	2,535

19. Letters of credit

The Board has letters of credit outstanding at August 31, 2019 in the amount of \$2,682 (\$3,484 in 2018).

20. School generated funds and funded activities

The following is a summary of the school generated funds and school funded activities reported in the consolidated statement of operations.

	Schools	School Councils and other	2019 Total	2018 Total
	\$	\$	\$	\$
School generated funds				
Field trips/excursions	5,648	—	5,648	4,811
Fundraising for external charities	813	—	813	754
Student activities and resources (including fees)	8,281	—	8,281	9,623
Other	1,598	2,366	3,964	1,882
	16,340	2,366	18,706	17,070
School funded activities				
Field trips/excursions	5,644	—	5,644	4,858
Donations to external charities	816	—	816	687
Student activities and resources	8,382	—	8,382	9,656
Other	1,742	2,304	4,046	1,621
	16,584	2,304	18,888	16,822

Chart 1
Accumulated Surplus Appropriations

	Balance August 31, 2018	In-Year Change	Balance August 31, 2019
Available for Compliance - Unappropriated (Utilized only by Board motion)			
Operating Accumulated Surplus	23,407,214	(1,530,358)	21,876,856
Available for Compliance - Internally Appropriated			
Unfunded Employee Future Benefits	11,175,124	(30,113)	11,145,011
Future Amortization of Internally Supported Capital Projects	26,866,014	5,187,481	32,053,495
Amount Committed to Internally Supported Capital Projects	5,021,385	(1,036,301)	3,985,084
IT Technology and Infrastructure			
Available for Future Projects	9,965,680	0	9,965,680
Unified Communications	4,384,320	(536,157)	3,848,163
Video Surveillance	650,000	(172,577)	477,423
Professional Learning			
Director & Superintendents	52,716	(15,921)	36,795
Principals & Vice-Principals	448,786	45,883	494,669
Managers	26,477	8,679	35,156
Classroom Expenditures			
Elementary School Carry Forward	1,445,814	(133,822)	1,311,992
Secondary School Carry Forward	761,496	63,212	824,708
Trustees' Reserve Fund	30,000	0	30,000
Ontario Parent Involvement	313,315	29,901	343,216
Unspent Project Funding	4,101,112	(4,101,112)	0
Community Use of Schools	190,176	(26,728)	163,448
Capital Planning Capacity	159,208	(92,983)	66,225
Safe Schools	122,774	(122,774)	0
Automated External Defibrillator (AED) Maintenance	16,635	(16,635)	0
Promote Positive Behaviour	240,696	(102,892)	137,804
Urban & Priority Schools	44,284	5,471	49,755
Collective Agreement Extensions - Local Priorities	1,197,104	(913,900)	283,204
Collective Agreement Extensions - Lump Sum Payments	364,045	(364,045)	0
Cafeteria Rebates	33,746	(14,267)	19,479
Behaviour Expertise Amount	612,909	(123,511)	489,398
Secondary Athletics	31,161	0	31,161
Total Internally Appropriated	68,254,977	(2,463,111)	65,791,866
Thames Valley Education Foundation	7,361,712	18,431	7,380,143
Total Available for Compliance for Ministry Purposes	99,023,903	(3,975,038)	95,048,865
Unavailable for Compliance			
Employee Future Benefits - other than retirement gratuity	(11,145,011)	0	(11,145,011)
Interest to be Accrued	(2,217,586)	103,356	(2,114,230)
School Generated Funds	5,423,997	(181,950)	5,242,047
Revenues recognized for land	19,842,650	19,146	19,861,796
Total Unavailable for Compliance	11,904,050	(59,448)	11,844,602
Total Accumulated Surplus	110,927,953	(4,034,486)	106,893,467



Thames Valley District School Board Audit Committee Annual Report to the Board of Trustees for the year ended 2019 August 31

This Report summarizes the Audit Committee's actions for the year ending August 31, 2019.

Audit Committee Members

The Audit Committee consisted of the five members below from September 1, 2018 to November 30, 2018:

A. Morell	Chair, Trustee Representative
M. Reid	Trustee Representative
R. Tisdale	Trustee Representative
M. King	External Member
M. Laprise	External Member

The Audit Committee consisted of the five members below effective December 1, 2018 to present:

A. Morell	Chair, Trustee Representative
S. Hunt	Trustee Representative
B. Smith	Trustee Representative
M. King	External Member
M. Nusink (Laprise)	External Member

In addition, regular attendees at the Committee meetings were:

J. Knight	Manager, Business Services
S. Macey	Manager, Financial Services
C. Beal	Superintendent of Business (September 2018 – February 2019)
C. Lynd	Superintendent of Business (February 2019 – present)
J. Pratt	Associate Director and Treasurer, Organizational Support Services
L. Elliott	Director of Education

Administrative Tasks

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

- Declaration of Conflicts of Interest
- Development of a meeting schedule and work plan for the year

Meetings

It was agreed that the Committee would meet each month throughout the school year with the exception of December, January and March. All meetings were held as planned with the exception of February which was cancelled.

The members in attendance at each meeting were as follows:

Member's Name	September	October	November	April	May	June
R. Tisdale	√	√	√	N/A	N/A	N/A
A. Morell	√	√	√	√		√
M. Reid		√	√	N/A	N/A	N/A
S. Hunt	N/A	N/A	N/A	√	√	√
B. Smith	N/A	N/A	N/A	√		√
M. King	√		√		√	√
M. Nusink (Laprise)		√	√	√	√	√

Governance

The Audit Committee operated throughout the fiscal year ending 2019 August 31. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

External Auditors

The relationship with the external auditors has been satisfactory. A private meeting was held with the external auditors, Deloitte, during the year. The external auditors presented the 2019 Audit Service Plan and Management Letter on 2019 May 14. The external auditors confirmed their independence in their letter dated 2018 November 13. The Audit Committee reviewed and recommended the approval of the annual audited financial statements on 2018 November 13.

Internal Auditors (PwC)

The relationship with the internal auditors, PwC has been satisfactory.

In October 2018, the Committee approved an amendment to the 2018-19 Internal Audit Plan to include the planned Privacy Risk Management Audit, but to defer the findings follow-up work and the update to the Risk Assessment. This amendment was due to the limited funding from the Ministry of Education for South Region Internal Audit.

The internal auditors performed the following work during the year:

Planned Audits

- Labour Relations (completed; in progress 2017-18)
- Privacy Risk Management (completed)
- Crisis Preparedness and Response (in progress, completed 2019-20)

The following is a summary of the significant risks and findings made by the internal auditors:

Audit	Risks	Findings	Management Response
Privacy Risk Management	<ul style="list-style-type: none"> • Privacy 	<ul style="list-style-type: none"> • Implement mandatory annual privacy awareness and training program 	Audit Committee reviewed Action Plan to address concerns

		<ul style="list-style-type: none"> Define and enforce access controls surrounding sensitive personal information 	
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The Committee received reports from the internal auditors that assessed the progress toward management's implementation of action plans developed in response to previous audit findings. This involved a review of open findings from all internal audits completed from 2018 to June 2019.

The Committee reviewed and updated the Risk Assessment for the board, which was first updated by the senior management team. The Committee discussed changes required to the 'Risk Radar' originally produced by PwC. Note - The Committee reviewed and recommended to the Board the risk-based Internal Audit Plan for 2019-20 at the September 2019 meeting.

Summary of Work Performed by the Committee

The following is a summary of work undertaken by the Audit Committee for the year ending 2019 August 31:

- Reviewed the 2017-18 Audited Financial Statements and made recommendation to the Board for approval.
- Reviewed the Appropriations of Accumulated Surplus report for year ended August 31, 2018 and made recommendation to the Board for approval.
- Performed an assessment of the performance of the external auditors.
- Reviewed the 2019 Audit Service Plan with Deloitte for the year ending 2019 August 31.
- Received assurances from the external auditors regarding their independence.
- Submitted the 2017-18 Annual Audit Committee Report to the Board of Trustees.
- Submitted to the Board the 2017-18 Annual Audit Committee Report to the Ministry of Education.
- Recommended an amended 2018-19 Internal Audit Plan to the Board for approval.
- Reviewed the Labour Relations Internal Audit Report, results and management's action plans.
- Reviewed the Privacy Risk Management Internal Audit Report, results and management's action plans.
- Reviewed the results of prior internal audits' findings follow up work.
- Reviewed and updated the Risk Assessment and "risk radar" for TVDSB.
- Performed an evaluation of Regional Internal Audit services provided by PwC.
- Received the annual report for 2018 on TVDSB's fraud reporting hotline activities and resolutions.
- Performed an audit committee self-assessment.
- Approved the list of schools to receive SchoolCash.net reviews and audits for 2019 calendar year which the School Auditor will perform.
- Received updates from the School Auditor and management on school review/audit findings and Business Services' expected practices to address.
- Obtained confirmation from the Director of Education that TVDSB was compliant with all federal and provincial Acts, Regulations and Statutes.

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

On behalf of the Audit Committee

Nov 12/19

Date

Arlene Morell

Signature

Arlene Morell, Chair, Audit Committee
Thames Valley District School Board

We build each student's tomorrow, every day.



**Annual Report to the Board of Trustees and Forwarded to the
Ministry of Education for the year ended 2019 August 31**

Thames Valley District School Board

Fiscal Year: 2018-19

RE: Annual Audit Committee report to the Ministry of Education as per Ontario Regulation 361/10

During the 2018-19 fiscal year, the following internal audit was started but not completed by August 31, 2019:

- Crisis Preparedness and Response

In addition to the above, the following internal audits were completed in the 2018-19 fiscal year:

- Labour Relations
- Privacy Risk Management

During 2018-19, the Audit Committee reviewed an updated Risk Assessment for Thames Valley District School Board.

Based on the multi-year internal audit plan, we are not expecting further enrolment audits to be performed.

On behalf of the Audit Committee

Nov. 12/19 *Arlene Morell*
Date Signature

Arlene Morell, Chair
Audit Committee
Thames Valley District School Board

We build each student's tomorrow, every day.

THAMES VALLEY DISTRICT SCHOOL BOARD

PLANNING AND PRIORITIES ADVISORY COMMITTEE

November 12, 2019
Board Room, Education Centre

Members: Trustees C. Antone, J. Bennett, P. Cuddy, S. Hunt, B. McKinnon, A. Morell, L. Pizzolato, S. Polhill, C. Rahman, M. Ruddock, J. Skinner (Chair), B. Smith, B. Yeoman, Student Trustees E. Butler, S. Chun, and C. Kennedy

Regrets: Trustee B. Yeoman

Administration: M. Fisher (Director), R. Culhane (Associate Director), J. Pratt (Associate Director), C. Lynd (Superintendent), L. Nicholls (Superintendent), D. Macpherson (Superintendent), S. Powell (Superintendent), K. Wilkinson (Superintendent), C. Kent (Planner), C. Henriquez (Manager, Facilities), T. Testa (Manager, Communications), A. Chahbar (Board Counsel), B. Williams (Supervisor, Corporate Services)

1. **Call to Order and Approval of the Agenda**

The meeting was called to order by Committee Chair, J. Skinner at 6:00 p.m. The agenda was approved on motion.

2. **Conflicts of Interest**

None declared.

3. **Minutes of the Previous Meeting**

The minutes of the 2019 September 10 meeting were provided for information.

a. **Business Arising from the Previous Meeting**

In response to a question arising from the previous minutes in relation to item #5: Overview of 2019-2020 Capital Priorities Program and Capital Planning, J. Pratt confirmed in a meeting with the Ministry it was clarified there is no ranking of submissions. All are reviewed on their own merits.

4. **Overview of Capital Priorities Program Submissions Related to EPAR-01 - J. Pratt/ S. Mark/ C. Henriquez/ C. Kent**

Associate Director J. Pratt presented for information, as previously requested by Trustee motion, a report regarding the 2019-20 Capital Priorities Program funding as it relates to the Elementary Public Accommodation Review 01 (EPAR-01); and information on the business cases submitted in 2017 and again in 2019 for the proposed new Belmont and new Southeast St. Thomas schools.

J. Pratt outlined the information provided in the report on the Capital Priorities submissions. The impact, of reversing the Board of Trustees' decision on the closure of New Sarum and Springfield schools, on future school renewal needs/annual operating costs were outlined. Should the decisions be reversed J. Pratt advised Administration would need to get direction from the

Ministry on next steps as it relates to revising the current business cases for the two new proposed schools currently before the Ministry.

Much discussion centred on the use of the term 'ranking' in the Ministry template for the business case submissions. Concerns were raised that the use of the term reflected the intent of the Board to have ranked the submissions. Administration advised Ministry staff made it very clear that each case presented is evaluated on its own merits and that "ranking" has no influence on the decisions made regarding approval of funding. Trustees reflected on their conversations with politicians who have suggested ranking is considered in the decision-making. In response to a suggestion that the term 'ranking' be removed from the submission, Administration advised the form is a Ministry template that cannot be changed. Director Fisher advised he will reach out to the Ministry to get a definitive answer recognizing the mixed messages received in this regard.

In response to a question regarding the Capital Priorities submissions, J. Pratt responded all 6 business cases are considered to be important noting Eagle Heights does need attention sooner than later and that Northwest London has had tremendous population growth. The business cases for the new SE St. Thomas and Belmont schools are important as they honour the previous decisions of the Board of Trustees.

Questions regarding FCI and renewal needs at the schools slated for closure in the EPAR-01 were addressed by Administration. C. Henriquez clarified FCI is a number calculated by a third party contracted by the Ministry. The number is used at a point in time when determining renewal needs. He further advised the factors that are used in the calculation have changed over time.

Questions regarding the projected school size for the proposed Belmont school in the 2017 and 2019 business cases were addressed by C. Kent. Factors considered when making projections were described.

Questions of clarification regarding the Ministry comments received in 2017 when the business cases for the proposed two new schools were not funded were addressed by J. Pratt.

In response to a question, Administration advised the OTG at the FI school was not included given the French Immersion Review underway. It was noted the Ministry was made aware and the exclusion was notated in the submission. J. Pratt clarified the FI review was not about accommodation, but rather about programming.

Questions of clarification regarding the use of utilization numbers, the projected utilization at Kettle Creek if the new SE St. Thomas school is not approved, empty pupil place calculations, transportation, and information redacted in the information provided were addressed by Administration.

In response to a question regarding land acquisition in Belmont, J. Pratt advised that should the school be approved, the Ministry will approve and cover the full cost of the land acquisition.

Discussion considered the impact on Westminster should the new SE London school be built and opened before a new Belmont school is built noting the attendance area for each draws upon students currently attending Westminster.

In response to a question regarding the impact a decision to keep the two schools open on the business cases before the Ministry, J. Pratt advised that it is difficult to predict. He acknowledge there may be political influence on the decision given the recent remarks of MPP Yurek. Trustees also noted recent remarks by the MPP.

Discussion considered a recent decision of the Ministry to fund the build of a new school for 250 pupils and whether that signalled a change in the Ministry's thinking from funding schools of 500 or more. Administration reflected on their conversation with Ministry staff noting it was believed to be a unique situation. It was recognized, however, that many factors contribute to the decisions made at the Ministry level.

In response to a question regarding the use of the Northern and Rural Education Fund, Administration advised the fund is used to support rural schools impacted by low enrollment by providing additional staffing to improve program choices for students and library services.

Administration advised on the provision of all documents on a new website to be available to the public. A link will be provided on all EPAR-01 school websites and the TVDSB website.

At the call of the Committee Chair, the committee recessed at 8:07 p.m.; reconvening in session at 8:18 p.m.

Questions of clarification regarding Springfield school were addressed by J. Pratt.

In response to a question regarding impacts on staffing, J. Pratt advised staffing is based on enrollment. Consolidation of schools, however, do create efficiencies in the way staffing is allocated.

Questions of clarification regarding the Child Care Centres planned for the new SE St. Thomas School and River Heights were addressed by Administration.

5. Other Business

Trustee Morell advised Trustees to direct community members to the Board website/school websites where individuals could post any questions they may have and/or read responses to questions that have been posed.

6. Questions and Comments by Members

None.

7. Date and Time of Next Meeting

The next meeting is scheduled for 2020 January 14.

8. Adjournment

On motion, the meeting adjourned at 8:35 p.m.

J. SKINNER
Committee Chair

REPORT OF THE CHAIR'S COMMITTEE

2019 November 19
12:15 p.m. – 1:30 p.m.

MEMBERS

J. Bennett J. Skinner
A. Morell (Chair)

ADMINISTRATION AND OTHERS

M. Fisher B. Williams

Regrets: B. McKinnon, S. Polhill

1. APPROVAL OF AGENDA

The agenda was approved by motion.

2. CONFLICTS OF INTEREST – none declared**3. REVIEW UPCOMING MEETING AGENDAS**

The committee reviewed and discussed the agendas for the upcoming Board meetings.

4. CORRESPONDENCE - none**5. PUBLIC INPUT**

An application for public input was received and scheduled for the 2019 November 26 Board meeting.

6. GILLIAN TUCK KUTARNA – FOLLOW UP SESSION

Discussion considered potential next steps as a follow up to the session by Gillian Tuck Kutarna. It was agreed to schedule a session in February and to provide an opportunity for table talk. A. Morell and M. Fisher to connect with Michael Hines.

Discussion also considered having an external governance audit completed. It was agreed to complete the Board evaluation first.

7. LOCAL INDIGENOUS LEARNING SERIES

On the recommendation of Trustee C. Antone, M. Fisher was asked to have a Learning Coordinator in the FNMI portfolio schedule a session for Trustees and Senior Team to participate in the *Local Indigenous Learning Series*.

8. STRATEGIC PLAN REVIEW

As a follow up to enquiries by Trustees, it was agreed to begin plans for reviewing the Strategic Plan in the spring of 2020. M. Fisher offered to speak to his colleagues regarding potential facilitators. It was noted OESC may also provide facilitation.

9. BOARD EVALUATION

To begin the process for Board evaluation, L. Nicholls and K. Wilkinson will be asked to provide their presentation on Board evaluation that was presented at a recent OPSBA meeting. This will be scheduled the evening of the Board election on December 2. B. Williams was asked to confirm their availability. Following the presentation Trustees will be provided a link to a survey.

10. FIRST NATIONS ADVISORY COMMITTEE- CHAIR'S COMMITTEE

A request, to consider membership of the First Nations Trustee on the Chair's Committee, was deferred to the Bylaw Ad Hoc Committee.

11. TRUSTEE FORUMS

Dates for the Trustee Forums have been scheduled as follows:

January 15 – College Avenue
January 16- Lord Dorchester
February 5- Oakridge
February 6- Parkside

Potential resources to be shared with participants at the Trustee Forums were considered. A. Morell offered to follow up with T. Testa/Communications.

12. TRUSTEE/MPP MEETING

The draft agenda for the Trustee/MPP meeting scheduled for 2019 February 29 was reviewed and discussed. Suggested edits and additions to the agenda were captured by A. Morell.

13. TRUSTEES' PD REQUESTS (STANDING ITEM) - none

14. OTHER BUSINESS

Discussion considered the potential of and rationale for streaming Advisory Committee meetings.

15. UPCOMING SYSTEM EVENTS AND INITIATIVES

- Student Leadership Conference, 2019 November 28
- Trustee/MPP Meeting, 2019 November 29
- Indigenous Student Trustee Election, 2020 February 26
- Student Trustee Election, 2020 February 27
- Variety Is, 2020 April 30
- Award of Distinction, 2020 May 6

16. DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for 2019 November 26, 12 p.m.

17. ADJOURNMENT

The meeting adjourned at 1:30 p.m. by motion.

RECOMMENDATIONS: None

ARLENE MORELL
Chairperson