



## BOARD PUBLIC MINUTES

**Tuesday, November 28, 2023, 7:00 pm**  
**Board Room**  
**Administration Building**  
**133 Greenbank Road**  
**Ottawa, Ontario**

- Trustees: Alysha Aziz, Justine Bell (electronic communication), Donna Blackburn, Donna Dickson (electronic communication), Lyra Evans, Jennifer Jennekens, Matthew Lee (electronic communication), Cathryne Milburn (electronic communication), Suzanne Nash, Amanda Presley (electronic communication), Lynn Scott, Emma Hong (Student Trustee)
- Staff: Pino Buffone (Director of Education), Brett Reynolds (Associate Director of Education), Randy Gerrior (Associate Director, Business Operations), Michèle Giroux (Executive Officer, Corporate Services), James Proulx (Executive Officer, Information Technology and Digital Transformation), Paula Hall (Superintendent of People, Culture and Leadership), Richard Sinclair (General Counsel), Teri Adamthwaite (General Manager, Finance), Diane Pernari (General Manager of Communications & Information Services), Nicole Guthrie (General Manager, Board Services), Kim Lebrun (Team Manager, Financial Services), Michael Guilbault (Content Creator, Digital Multimedia Technician), Mellissa Applewaihe (Board/Committee Coordinator)

1. Call to Order -- Chair of the Board  
Chair Scott called the public meeting to order at 7:13 p.m.
2. Acknowledgement of Territorial Lands  
Chair Scott acknowledged that the meeting is taking place on unceded Algonquin Homelands and thanked the Algonquin Nations for their stewardship of these lands since time immemorial.
3. Declarations of Interest  
No declarations of interest were filed.
4. Report from the Board (In Camera)

The Board met in camera this evening and Acting Vice-Chair Lyra Evans reported that there were no recommendations.

5. Approval of the Agenda

**Moved by Trustee Blackburn, seconded by Trustee Aziz,**

**THAT the agenda be approved.**

**Carried**

6. Briefing from the Chair of the Board

Chair Scott reported that the Ottawa-Carleton District School Board (OCDSB) is seeking an Indigenous community member to serve on the Special Education Advisory Committee (SEAC). She noted that information is available on the OCDSB website and that the application deadline is 15 December 2023.

7. Briefing from the Director

During the briefing from Director Buffone, the following information was provided:

- Applications are open for the Parents Reaching Out (PRO) Grant. The \$750 grant is funded by the Ministry of Education (MOE) and school councils can apply for support of innovative projects and activities that will engage parents and caregivers. The application deadline is 12 January 2024; and
- The Ottawa-Carleton Choristers, a choir of active and retired teachers and OCDSB staff, are holding a Christmas performance at Woodroffe United Church on 9 December 2023 at 7:30 p.m. The entry cost is a cash donation.

8. Written Delegations

8.1 Shira Waldman, re Concerns of Anti-Semitism in OCDSB Schools

Chair Scott noted that a written delegation was included in the agenda package for consideration. She requested that Director Buffone provide clarification on the OCDSB response when antisemitic incidents that affect Jewish students occur within District schools.

Director Buffone noted the global and local challenge faced by schools in managing the impact of the various conflicts happening in the world, particularly in the Middle East. He advised that memoranda regarding the Middle Eastern conflict were circulated to staff on 7 November 2023 and that a guidance document was shared with Kindergarten to Grade 12 (K-12) educators in November 2023. The document provides advice on how to deal with issues and offers information on follow-up assistance and classroom support.

Director Buffone noted that the District is engaging with community groups and the Parent Involvement Committee (PIC) to gain a better understanding of the concerns and fears experienced by Jewish and Muslim students and families as a result of the global events taking place. He noted that the District aims to support students by utilizing all supports including the classroom educator, guidance counselor, administrators, and other support staff.

Director Buffone advised that parents are strongly encouraged to bring concerns or issues to the District's attention as the support structures for all students continues to expand and evolve. He emphasized the delicate balance the District faces in honouring freedom of expression or identity for students in a sensitive and respectful manner that does not cause harm.

9. Confirmation of Board Minutes

9.1 30 October 2023

**Moved by Trustee Nash, seconded by Trustee Milburn,**

**THAT the Board Minutes, dated 30 October 2023, be confirmed.**

**Carried**

9.2 14 November 2023, Board Organizational

**Moved by Trustee Nash, seconded by Trustee Milburn,**

**THAT the Board Organizational Minutes, dated 14 November 2023, be confirmed.**

**Carried**

10. Business Arising from Board Minutes

There was no business arising from the minutes.

11. Matters for Action

11.1 Receipt of Ad Hoc Advocacy Strategy Committee Report, 2 November 2023

**Moved by Trustee Aziz, seconded by Trustee Lyra Evans,**

**THAT the Ad Hoc Advocacy Strategy Committee, 2 November 2023, be received.**

**Carried**

11.2 Receipt of Committee of the Whole Report

11.2.a 21 November 2023

**Moved by Trustee Milburn, seconded by Trustee Presley,  
THAT the Committee of the Whole report, dated 21 November  
2023, be received.**

**Carried**

11.2.a.a Approval of Audit Committee Annual Report for 2022-  
2023

**Moved by** Matthew Lee

**Seconded by** Cathryne Milburn

**THAT Report 23-076 be approved as the Audit  
Committee Annual Report to the Board for 2022-2023, as  
amended.**

For (10): Alysha Aziz, Justine Bell, Donna Dickson, Lyra  
Evans, Jennifer Jennekens, Matthew Lee, Cathryne Milburn,  
Suzanne Nash, Amanda Presley, and Lynn Scott

**Carried (10 to 0)**

11.2.a.b Approval of 2022-2023 Annual Report on Internal  
Audit Activity

**Moved by** Matthew Lee

**Seconded by** Cathryne Milburn

**THAT Appendix A to Report 23-074 be approved as the  
2022-2023 Annual Report on Internal Audit Activity  
(Attached as Appendix A).**

For (10): Alysha Aziz, Justine Bell, Donna Dickson, Lyra  
Evans, Jennifer Jennekens, Matthew Lee, Cathryne Milburn,  
Suzanne Nash, Amanda Presley, and Lynn Scott

**Carried (10 to 0)**

11.3 Receipt of Audit Committee Report, 27 November 2023 (oral)

**Moved by Trustee Lyra Evans, seconded by Trustee Aziz,**

**THAT the Audit Committee oral report, dated 27 November 2023 be  
received.**

**Carried**

11.3.a Approval of Draft 2022-2023 Consolidated Financial Statements

This was a non-consent item and was dealt with later in the meeting under agenda item 11.4.

#### 11.4 Non-Consent Items

Moved by Trustee Lee in substitution for Brian Burns, seconded by Trustee Lyra Evans,

THAT the draft 2022-2023 Consolidated Financial Statements attached as Appendix A to Report 23-087 be approved.

Associate Director Gerrior noted that the closing of the 2023 fiscal year and opening of the 2024 fiscal year had been impacted by two significant issues, Bill 124 and changes to error reporting.

Associate Director Gerrior highlighted that ensuring that the OCDSB's financial position had remained in regulatory compliance for 2023 has been extremely challenging, due to rising costs in areas beyond District control. He emphasized that the current infrastructure utilized by the District to manage the budget is inferior.

During an overview of the Draft 2022-2023 Financial Statements presented by General Manager Adamthwaite, the following information was noted:

- The OCDSB had initially projected a surplus of \$10.7 million;
- Revenues and expenses are significantly higher than projected;
- The largest increase in expenses is related to future salary costs and a large accrual required to meet a future remedial payment related to the reversal of Bill 124;
- Asset Retirement Obligations (ARO) do not affect compliance and restate the 2021-2022 cost of approximately \$6 million;
- The current accumulated surplus is approximately \$6 million;
- Replacement costs post COVID-19 remain higher than previously anticipated;
- It is expected that student enrolment will continue to fluctuate in the future;
- Inflation, climate-related costs, and underfunding continue to put pressure on school operations and maintenance;
- Employees with budgetary responsibility are required to exercise extreme diligence in maintaining a balanced budget; and

- The District is vulnerable to the impact of future unexpected costs due to a lack of reserves.

General Manager Adamthwaite noted that transportation, special education, replacement costs, mental health and well-being, and cyber security are key focus areas for advocacy.

**Moved by** Matthew Lee

**Seconded by** Lyra Evans

**THAT the draft 2022-2023 Consolidated Financial Statements attached as Appendix A to Report 23-087 be approved (Attached as Appendix B).**

For (10): Alysha Aziz, Justine Bell, Donna Dickson, Lyra Evans, Jennifer Jennekens, Matthew Lee, Cathryne Milburn, Suzanne Nash, Amanda Presley, and Lynn Scott

**Carried (10 to 0)**

12. Matters for Discussion

12.1 Report from OPSBA Representatives (if required)

Trustee Jennekens noted that she and Trustee Scott had attended the Ontario Public School Boards' Association (OPSBA's) Advocacy Day at Queen's Park on 27 November 2023. The purpose of the event was to reintroduce OPSBA's priorities to the government and opposition parties, by providing an opportunity to increase and elevate awareness of OPSBA and its advocacy role.

Trustee Jennekens provided an outline of the priority advocacy areas for OPSBA.

12.2 OSTA Update (if required)

There was no report from the Ottawa Student Transportation Authority (OSTA).

13. Board Work Plan

Chair Scott noted that the Board Work Plan was provided in the agenda package for information.

In response to a query from Trustee Milburn on when the District will provide the Board with metrics and measurement data, Director Buffone noted that a series of reports that will include metrics is currently in progress. It is anticipated that information presented to the Board in the future will contain metrics and measurement data where possible.

14. Matters for Information

There were no matters for information.

15. New Business -- Information and Inquiries

There was no new business.

16. Adjournment

The meeting adjourned at 7:58 p.m.

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Lynn Scott, Chair of the Board