APPROVED MINUTES

York Catholic District School Board

MINUTES
CORPORATE SERVICES COMMITTEE
(Public Session)

The meeting of the regular session of the Corporate Services Committee was held in the Boardroom at 320 Bloomington Road West and via Google Meet, on Tuesday, February 11, 2025, commencing at 6:30 p.m.

PRESENT:

Committee Members:	F. Alexander, M. Barbieri*, C. Cotton, E. Crowe, J. DiMeo, A. Grella*, A. Saggese, J. Wigston
Administration:	J. De Faveri, J. Sarna, C. McNeil, J. Tsai, G. Liu, T. Steenhoek, K. Scanlon, G. De Girolamo, K. Elgharbawy, A. Battick, S. Morrow, S. Wright
Approved Absence:	T. McNicol
Absent with Notice:	M. Iafrate and Student Trustees M. Galstyan and S. Cuesta
Recording:	K. Errett
Presiding:	Trustee Wigston, Committee Chair

*[*Denotes attendance via Google Meets]*

1. CALL TO ORDER AND PRAYER

C. McNeil, Chief Financial Officer and Treasurer of the Board, called the meeting to order at 6:30 p.m. and led the Committee in the Opening Prayer. C. McNeil recited the York Catholic District School Board Land Acknowledgement and provided Roll Call.

2. ELECTION OF CHAIR

Trustee Wigston was acclaimed Corporate Services Committee Chair for 2025 on nomination by Trustee Saggese.

3. ELECTION OF VICE-CHAIR

Trustee Barbieri was acclaimed Corporate Services Committee Vice-Chair for 2025, on nomination by Trustee Saggese.

REGULAR MEETING: Presiding, Trustee Wigston, Committee Chair

4. APPROVAL OF THE TERMS OF REFERENCE

Motion: Crowe/Saggese

THAT the Terms of Reference for 2025 be approved as presented.

— MOTION CARRIED —

5. APPROVAL OF NEW MATERIAL:

A handout was provided from S. Morrow, Chief Information Officer, entitled *2024-25 Information Systems Strategy – How IS will support York Catholic District School Board's organizational strategy.*

Motion: Cotton/Saggese

THAT the new material be received.

— MOTION CARRIED —

6. APPROVAL OF THE AGENDA

Motion: Cotton/Alexander

THAT the Agenda be approved as presented.

— MOTION CARRIED —

7. DECLARATION OF CONFLICT OF INTEREST: Nil

8. APPROVAL OF THE MINUTES

Motion: Cotton/Crowe

THAT the Minutes of the October 15, 2024 Corporate Services Committee meeting be approved as presented.

— MOTION CARRIED —

9. FUTURE MEETING DATES

The next meeting of the Corporate Services Committee is scheduled for May 6, 2025.

10. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: Nil

11. OUTSIDE PRESENTATION(S): Nil

12. STAFF PRESENTATION(S):

a) IT Strategy

S. Morrow, Chief Information Officer, provided a PowerPoint entitled *2024-2026 Information Systems Strategy – How IS will support York Catholic District School Board's organizational strategy*.

Four key areas of focus were presented, i.e., IS Strategy Scope & Context, IS / Board Alignment, IS Goals, Initiatives and Roadmap, Socialization Plans & Next Steps, which provide guidance and metrics to support the Board's complex system as a whole, for selecting new projects, maintaining cyber security and implementing innovative strategies for the future.

It was requested that a future review be made of the current school administrator's dashboard and discussion of how training is provided to improve student outcomes.

b) Classroom Technology Equity Committee Update

J. De Faveri, Director of Education, Foundation Chair and Secretary of the Board, S. Morrow, Chief Information Officer and S. Wright, Superintendent of Education: Inviting and Inclusive Schools, provided an update from the Classroom Technology Equity Committee.

Director De Faveri presented the mandate and objectives of the Committee and addressed the funding aspects, stressing a strategic approach to updating classroom technology while ensuring equal access and equitable educational opportunities for all students while operating within the current financial constraints. The initiative is supported by the reallocation of 5% of GSB funds as well as the establishment of a central tech fund of $250,000.

CIO Morrow presented the classroom technology and transition from classroom to teacher devices, and demonstrated a modern-day classroom in terms of technology which the Committee is striving towards and identified which technology items are school purchases vs. centrally purchased technology. The decision to equip the Board's specialty (itinerant) teachers initially (2024-25) followed by teacher devices for priority schools and then the remainder within a four-year cycle was discussed.

Superintendent Wright presented the details on the central technology equity fund and the implementation roadmap. The Committee is looking at the number of resources that can be supported with the budget and is working to prioritize the schools and to review the classrooms to determine where gaps exist. Concepts regarding PD, training and student opportunities, device management and maintenance, and the related challenges were also presented.

The next Classroom Technology Equity Committee Update to be provided at the May 6, 2025 Corporate Services Committee meeting will include follow-ups on questions raised.

13. ACTION ITEM(S): Nil

14. SUBCOMMITTEE REPORT(S): Nil

15. DISCUSSION ITEM(S):

a) 2024-25 Capital Priorities Grant Submission

C. McNeil, Chief Financial Officer and Treasurer of the Board, provided a report pertaining to the Ministry of Education's decision to reject the 2024 Capital Priorities Program submission for a replacement school for St. Robert CHS.

K. Elgharbawy, Superintendent of Facilities Services and Plant, to provide an update on the grounds project Phase I to a future Corporate Services Committee meeting.

16. INFORMATION ITEM(S):

a) Elections Canada Use of YCDSB Schools

K. Elgharbawy, Superintendent of Facilities Services and Plant, provided a list of schools at which Elections Canada will be installing polling stations.

b) 2023-24 Year-End Reports

i) General School Budgets

C. McNeil, CFO and Treasurer of the Board, responded to questions regarding the General School Budget (GSB) Year-End Status report as at August 31, 2024 which reflects the actual GSB amount spent during the year and the GSB carry-forward balances available for spending in 2024-25, i.e., 2023-24 purchase orders issued prior to year-end Appendix A provided the information on a school-by-school basis.

It was requested that the report be revised to include an indicator for schools exceeding 10% carryforward, that projects have been authorized by the Area Superintendent.

ii) School Generated Funds

C. McNeil, CFO and Treasurer of the Board, responded to questions regarding the School Generated Funds (SGF) report which provided a summarized August 31, 2024 year-end status report of School Generated Funds which includes Catholic School Council funds. Appendix A provided the SGF on a school-by-school basis. It was requested that a follow-up report on the purpose for the accumulated balances at St. Theresa of Lisieux CHS, Fr. Bressani CHS and St. Jean de Brebeuf CHS for the next Corporate Services Council meeting (Private).

A discussion was held with regard to issues leading to the accumulation of large balances in the SGF and the necessity of following policies, ensuring that money collected is spent in the same collection year and of consistent communications with school administrators. Further, analysis from the equity perspective should be considered. Associate Director, J. Sarna, to prepare communication at the Director's Council and ALT meetings.

iii) Annual Investment Report

The Annual Investment Report reflecting the revenue-earning activities through the investment of excess cash per the approved securities outlined in Reg. 41/10 *Board Borrowing, Investing and Other Financial Activities* for the year-ending August 31, 2024 reflects generated interest revenue of $2,339,000 for 2023-24.

iv) Capital Program and Projects

The Capital Program and Projects Report was included in the agenda to provide year-end information for the 2023-24 fiscal year. The report provided an overview of capital funding provided, a summary of Ministry-funded major capital projects, child care capital funding, other capital funding sources and capital programs.

c) Purchasing Bid Activity Report

C. McNeil, Chief Financial Officer and Treasurer of the Board provided the Bid Management System (BMS) Procurement Activity Report for October 9, 2024 – February 4, 2025. There were no exceptions reported for this period.

d) OSBIE Insurance Report: Property Claims

C. McNeil, Chief Financial Officer and Treasurer of the Board, provided an Insurance Report update and made note of three outstanding property claims at St. Andrew CES, Light of Christ CES, and Sacred Heart CHS.

17. NOTICE(S) OF MOTION: Nil

18. FUTURE ITEM(S): Nil

Adjournment: 8:05 P.M.
On Motion: Saggese/DiMeo and CARRIED