

York Catholic District School Board

MINUTES
CORPORATE SERVICES COMMITTEE
(Public Session)

A meeting of the regular session of the Corporate Services Committee was and via Google Meet, on Tuesday, June 8, 2021, commencing at 6:35 p.m.

PRESENT:

Committee Members: R. Cantisano, C. Cotton, E. Crowe, J. Ecker, D. Giuliani, M. Iafrate, T. McNicol, D. Mazzotta, J. Wigston

Administration: M. Battista, A. Chan, L. Giambattista, T. Pechkovsky, M. Gray, D. Clapham, O. Oloya, D. Candido, A. Arcadi, J. Sarna, E. Pivato, T. D'Acunto, W. Kwon, K. Scanlon, J. Tsui

Absent with Notice: M. Marchese, Student Trustees A. Casbarro and T. Siby

Recording: K. Errett

Presiding: M. Iafrate, Committee Chair

1. CALL TO ORDER AND PRAYER

M. Iafrate, Committee Chair, called the meeting to order at 6:30 p.m., led the Committee in the Opening Prayer. M. Battista, Interim Director of Education and Secretary of the Board, recited the York Catholic District School Board Land Acknowledgement.

2. APPROVAL OF NEW MATERIAL: Nil

3. APPROVAL OF THE AGENDA

Motion: Cotton/Cantisano

THAT the Agenda be approved as presented.

— MOTION CARRIED —

4. APPROVAL OF THE MINUTES

Motion: Wigston/Mazzotta

THAT the Minutes of the February 9, 2021 Corporate Services Committee meeting be approved as presented.

— MOTION CARRIED —

5. FUTURE MEETING DATES

The next meeting of the Corporate Services Committee is scheduled for October 19, 2021.

6. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: Nil

7. DECLARATION OF CONFLICT OF INTEREST: Nil

8. OUTSIDE PRESENTATION(S): Nil

9. STAFF PRESENTATIONS:

a) 2021-22 Preliminary Financial Position Presentation

A. Chan, Interim Chief Financial Officer and Treasurer of the Board, presented a PowerPoint entitled “*Preliminary 2021-22 Financial Position*” which included updated enrolment figures from the May 25, 2021 Board meeting. Overall, the financial position at this time, is reflective of a financial in-year non-compliant deficit of \$12,399,696 (of which \$4,726,490 is COVID-19 related and \$7,673,206 residual in-year deficit). Cost savings measures/investment opportunities identified by staff and also those initiated by Trustees as well as risks and next steps were presented and discussed.

A. Chan began with an overview of school board funding mechanisms i.e. 2021-22 Grants for Student Needs (GSNs), Miscellaneous Revenues and non-COVID-19 Priorities and Partnerships Fund (PPF). The COVID-19 PPF and Non-COVID-19 PPF are reported separately due to the very extraordinary nature of the COVID-19 PPF this year with boards having received Ministry direction to include only 50% of funding revenue and costs for COVID-19 PPF. Within the Accumulated Surplus and Reserves the Ministry permits boards to go up to 2% of their operating allocation this year, however, for the Estimates the Ministry compliance allows only 1% to cover the extra cost pressures anticipated for the first half of the school year. Keeping in mind the COVID-19 PPFs are at 50% and so is the 1%. A new item, Supplemental COVID-19 Support Funding, may or may not apply to YCDSB; whether Proceeds of Disposition (POD) is used in this current year or not will determine whether the Board is eligible for the Supplemental COVID-19 Support funding. Unconfirmed indications from the Ministry but not yet announced/formalized may encourage/mandate boards to use POD.

The operating framework of the budget is based on full-time, in-person learning. For the elementary panel, students will cohort with their classmates and homeroom teachers. The secondary panel, has received recent announcements advising not to cohort due to timetable limitations (i.e. last year's format of two in-person classes daily). Other potential models may be adaptive or fully remote.

Preliminary enrolment projections for 2021-22 reported at the May 25, 2021 Board Meeting remains the same which reflects a net decrease of 798.4 Average Daily Enrolment (ADE), mainly in the elementary panel and decreases in the international students.

Key points noted within Operating Revenues (\$600.1 million) include the discontinuation of the Stabilization Funding of \$4.7 million and the Ministry clawback of \$1,300 per International Student ADE (107.5 ADE, \$139,750). The clawback was initiated a couple years ago is likely due to student costs being incorporated into other budget areas other than Pupil Foundation Grant, e.g. student housing. A. Chan noted that the GSN, other grants and revenues detail in Appendices A to H provide the details to the presentation under the headings of 2021-22 Funding Mechanisms, Operating Framework, Enrolment Projections, Operating Revenues, Preliminary Financial Position, In-Year Pressure (Pandemic Factors), In-year Deficit and Compliance, Preliminary Accumulated Surplus for 2021-22, Ministry of Education – School Board In-Year Deficit Elimination Policy, Potential Additional Funding, Cost Saving Measures and Investments, Risks Identified, Next Steps, and Appendices A – Preliminary 2021-22 GSN Funding, B – Preliminary 2021-22 GSN Funding Update from May 25, 2021, C - Preliminary 2021-22 Continuing Education Revenue, D - Preliminary 2021-22 Miscellaneous Revenue, E - Preliminary 2021-22 Priorities & Partnership Funding (PPF) and Other Grants, F - Preliminary 2021-22 PPF (COVID-19), G - Preliminary 2021-22 PPF (Non-COVID-19), H - Preliminary 2021-22 PPF (Non-COVID-19 Other), were reviewed in the PowerPoint.

The Board's Financial Position includes operating revenues of \$600.1 million and operating expenditures amounting to \$610.8 million which were significantly decreased from the Revised Estimates operating expenses due to COVID-related costs included at that time (2021-22 estimated expenditures are significantly reduced compared to 2020-21). The Ministry compliance adjustment resulted in a compliance in-year position of -\$11.965,325 M. When separating the COVID-19 impact of \$4.7 million to the in-year deficit equates to \$7.2 million of compliance in-year position (PPF grants (approximately 50% of costs) that were COVID related equals \$5.4 million which, as explained at the May 25, 2021 Board meeting, includes, for example, custodial needs.

The budget costs of unfunded items (\$10.6 million) consist of Special Education EA Support (\$942,000) Transportation (extra cost beyond the what was covered in PPF) (\$74,300), Ventilation in Classrooms - Utilities (\$210,254), Supply Costs (estimated based on the supply over and above normal annual costs, incurred last year) (\$5 million x half a year = \$2.5 million) and Additional - Teachers, Isolation Room Monitors (\$2 million x half a year = \$1 million). The amount for additional teachers and isolation room monitors is an estimate that attempts to capture the additional costs that can be incurred. The total 2021-22 in-year pressure/Academic Factors is \$4.7 million.

A lengthy discussion ensued regarding the plan for the \$1 million contingency for additional staffing supports for half a year. Interim Director Battista stated that the contingency will cover 18-20 teachers for half a year depending on grid placement (estimated \$115,000 average teacher salary), however, taking a conservative approach to the spending structure due to the uncertainty of receiving the other 50% funding from the Ministry for the remainder of the year, and given that once the elementary panel staffing is structured, it may be very difficult to change it in the second half, a conservative approach will be taken i.e. the allocation is the residual grant funds for staffing support and it equates to ten teachers for a full year. The initial review of the parent survey indicates 4-5% of respondents favoured remote learning (results once transferred into Maplewood will provide greater accuracy). Interim Director Battista stated that the plan is to group the remote students into one class and allocate the teachers. Staff is undertaking a grade-by-grade review to determine the total number of remote students per school and combining the remote students will create fully remote classes. Planning on ten teachers because, if totally remote, they would be needed for the full year. A contingency is in place should students decide to return to the classroom after the first term/semester, that the classrooms have a holding space.

Trustee Crowe questioned whether the spending plan for \$2.5 million for supply costs (teachers and others) would include Reengaging Students and Reading Assessment Supports. Interim Director Battista explained that Superintendent of Education, D. Candido, and the Curriculum Department is developing a plan which will be presented to the Ministry in September, as required, for approval, which will assist to close the gap for students.

Trustee Crowe requested Superintendent of Education, D. Candido to provide additional information regarding the plan for the 20 additional EAs and whether the related funding allocation of \$941,000 would take into consideration core resource support to assist with reading assessments rather than additional teacher-directed EA support. Superintendent Candido provided an overview of the plan for the use of the funds; additional staff consisting of two CDAs, one extra consultant for the year, to support reading and one occupational therapist for the year to reengage students with high needs (fine motor skills). D. Candido referred to a program introduced with the Curriculum Department to assess younger students' readiness skills etc., working with the Curriculum Department in a call to committee for reading and to address those Right to Read inquiry pieces that should be presented to us in the fall along with a plan to implement remediation in the elementary panel, assess French immersion students using the Lexia program, as well as other needs across the system. 129 students entering the early facilitation program will require extra support from EAs and only 20 student graduates will no longer require EA support; special education enrolment increases place additional pressure on the budget. Staff are unsure how much support will be required for students coming back face-to-face (building independence, assisting with daily living, etc.). The Student Services Department takes into consideration the use of resources and are requesting support for some pieces that are not known at this point. Additional information will be shared with Trustees upon request.

Trustee Mazzotta raised a Point of Order regarding the discussions pertaining to resources and supports more appropriate for the Human Resources Committee or a Budget Committee meeting. Trustee Crowe agreed, however, stated that this practice has occurred in the past and staff have provided an opportunity for the Committee to ask questions on items that staff has requested approval on at this meeting or alternatively so that staff are able to provide the Committee with more information for next week's Board meeting. Trustee Crowe stated that, in her opinion, the Budget-related recommendations would not be passed at this meeting.

Trustee Crowe initiated a discussion to establish clarification regarding the complement of EA's during the 2020-21 school year; it was established that 20 additional temporary one-year non-permanent hires of EA support was made in fall 2020 for which a supplemental report was requested from M. Gray to be provided at the June 9, 2021 Human Resources Committee agenda.

Trustee Crowe requested clarification from A. Chan who explained the total cost for supplies at year end (\$2.5 million for half a year or \$5 million overall including the school closures) and responded that the final number is not based on Revised Estimates but rather based on projections of COVID costs for this current year at 50%.

Trustee Crowe requested an explanation from A. Chan whether the final cost for supplies was reviewed because it was felt that the 2020-21 supply costs including school closure for many weeks suggests that the amount allocated for the 2021-22 may not be sufficient if the highly contagious COVID variants are present in the community and school closures are in "hot spots" where individual classes are dismissed but the system as a whole remains open which would increase the costs exponentially or perhaps a return to normal would change the costs to zero. A. Chan assured Trustee Crowe that the placeholder is an assumption necessary for a potential reoccurrence of school closures during the 2021-22 school year and, as such, justified a 50% assumption of the prior year actual COVID-related supply cost; given the Ministry's current direction to assume normal costs, staff included the amount as a buffer should variants develop and school closures occur, however, cautioned too high of an assumption would result in unnecessary budget cuts. Trustee Crowe thanked A. Chan for the explanation and acknowledged her reassurance.

A. Chan explained further that other boards with COVID-related deficits are using the same rationale for separating COVID and non-COVID related expenditures and treating the COVID-related deficit separately to facilitate presenting those costs because as an unexpected item, when things return to normal the Ministry will be looking at that part of the deficit very differently than the other part. A. Chan recommended that the Board has at least a reasonable basis to support this amount but cautioned that the assumptions could change at any given time, e.g. vaccine eliminating COVID may accelerate a return to a normal year in which case these contingency funds will not be required. Also the contingency amount demonstrates how COVID could impact the budget once again.

Trustee Iafrate asked for additional information on the mental health support grants of approximately \$1.396 million plus an additional \$390,000. Superintendent Candido explained that mental health workers will continue to oversee elementary and secondary students supports (one-on-one, small group programs) as well as other workshops (e.g. Warriors to Warriors), consideration for a consultant (data collection and determination on how the Department is meeting the needs of the system which will steer the future direction of the Department), Grade 9 students mental health knapsacks, sessions and summer programs and related new hires support these programs. Consideration for a Trustee workshop to share all of those pieces was supported. Trustee Iafrate thanked D. Candido for the information.

A. Chan responded to Trustee Iafrate's question regarding Student Technological devices explaining that last year's approval for broadband and G-Suite did not have the \$1 million extra funds to allocate to it, however, funds have been received to support of school-based items to support school's remote access to technologies. G-Suite and the broadband has enabled the flow of technology for use by students and all around for the curriculum.

A. Chan continued the presentation explaining the key overall impacts to the financial position in-year non-compliant deficit of \$12 million and the impact of the COVID-related amount (\$4.7 M) and residual in-year deficit of \$7.3 million per Ministry definition. Ms. Chan also spoke to the Ministry not recognizing COVID-related losses of revenue (\$4.6 estimated loss i.e. international students and Community Use of Schools), however, staff highlights that part of the \$7.3 million is actually \$4.6 in lost revenues. If the Board was to recapture that lost revenue amount, the non-compliant deficit would include "one-time" losses that would come back. The COVID related (\$4.7 M) plus loss of revenues

(\$4.6) equates to \$9.3 million of the \$12 million deficit. A compliant deficit must be less than 1% of the Board's allocation which is projected at \$5.8 million. The in-year deficit (\$12 million) will be non-compliant if nothing is done to reduce the deficit and bringing the financial position back to where there exists a surplus.

Trustee Cotton praised A. Chan for the comprehensive summary and commented on the realities of the financial impact of COVID which will be absorbed by the Board in lost revenue not recognized by the Ministry and which will hopefully be a non-permanent one-time or two-time hit based on the fact that in a normal year it is almost impossible to receive permission to access POD. It was requested that a report to identify the risks and benefits of simply accessing our POD to reduce the deficit to under \$5.8 M for submission of a compliant budget with no questions asked and left to the government to sort it out on their own. Trustee Cotton stated that there were not enough good reasons why the boards would not simply make use of POD at this time, as most of the deficit is spending that boards are being forced to contemplate dealing with as a result of being under-funded. Trustee Cotton also stated her personal commitment to not disenfranchising students for what is effectively an underfunding situation due to the national and international pandemic. That the Ministry has given an extremely rare opportunity to access POD which will probably be withdrawn very quickly, necessitates a focus for Trustee conversation on whether that should be the first solution to the annual deficit. A report in keeping with this mind-set was requested, as well as the remainder of the presentation.

A. Chan thanked Trustee Cotton and assured that staff will explore options and next steps to take in order to make that happen, via communications or discussions with Ministry staff as to what are the possibilities, what steps need to take place to follow through on this Trustee direction. Trustee Cotton confirmed and thanked Ms. Chan and the team for organizing the fiscal data very clearly in a manner that had been requested which emphasizes the financial stress caused by the COVID pandemic. Trustee Cotton stated the importance of not losing sight of the “expenses, underfunding and loss of revenue” and stated that, in her opinion, the students (often the neediest) do not need to be “held ransom” to make up for that loss because it is a national and provincial issue, not a school board issue.

A. Chan provided an explanation of the Ministry's requirements to access the potential additional funding released with the GSNs and PPFs and highlighted the requirement for boards to assume 2% of their operating allocation prior to accessing the two-years of funding (i.e. 2020-21 plus 2021-22) as a deficit first for COVID-type expenses which for YCDSB equates to approximately \$11.6 million. Further, if a deficit is incurred for up to the \$11.6 it has to be related to COVID-type deficits, then this funding can be accessed up to another 2%. In reference to Trustee Cotton's point, it was highlighted that the hit on the reserves prior to accessing the funding is significant. Further, the supplemental funding is not permitted to be included in Revenue because the Ministry must evaluate it prior to allowing the funding, so even if positive that the supplemental funding will be received, a non-compliant deficit would have to be submitted in order to proceed. Included in the Board's financial position is all the normal obligatory changes for salary, benefits and expenses (e.g. Collective Agreement terms, benefit increases, expenses to match grants that are defined and must be spent within those envelopes that are matched against grants. Other than that, best attempts have been made to put almost everything else in these requests and reviewed for savings measures and the departmental budget increases detailed in the report. A summary is included in the PowerPoint to present these proposals

Trustee Mazzotta requested that his comment be recorded in reference to the Trustee Proposals he does not support including In-house Legal (\$200,000) which would be better allocated to classroom questioning Policy Specialist (\$100,000) as there has been no prior need for a Policy Specialist and in the current deficit when the Board may not be compliant every dollar will help to cut costs. Trustee Iafrate thanked Chair Mazzotta and requested a report on the legal expenditures to-date in order to compare the expenses vs. cost of hiring for in-house legal. Trustee Crowe referred to past considerations for in-house legal counsel and stated that the issue was that the variety of legal experts needed that the Board retains for various activities (real estate, human resources, etc). While the

proposal merits review, the intent would be to find savings based on reducing our current expenses. Trustee Crowe supported removing this item from the Trustee Proposals and having a motion for an investigation done next year for consideration which would be more appropriate and would be a positive impact on the budget. Further clarification was provided on the establishment of the cost to support the whistle blowing process (\$175,000) which was not supported by Trustee Crowe. An additional report to be provided to the Committee of the Whole due to the confidentiality to provide costs that have been spent on whistleblower in the last two or three years in order to provide a realistic amount given the fact that the budget is really tight.

Trustee Crowe requested another option for consideration prior to Trustees voting, to have the incremental STREAM teachers added in January for a half year option and the transportation costs (approximately \$150,000) adjusted (e.g. by delaying transportation to centres until November) because only half the centres would be full-year and half would be half-year. The rationale provided was the Ministry direction to cohort students (perhaps including rotary for elementary), the return to school in September will require time to readjust to recovery and routines. If three centres are running virtually to commence, there would be an uptake in enrolment. With anticipated limitations on field trips to the STREAM centres to eliminate the risk of exposure while attending another building and teacher it is unlikely that all six centres will open prior to February. Both options were requested to be available.

Interim Director Battista confirmed and stated that Administration was discussing this issue which at this point, it is unknown whether extracurricular activities or excursions will be permitted to run in September as we are still awaiting guidance which is expected to be advised in mid-August from the Ministry. So I think that would be prudent and to concentrate on perhaps virtual lessons at the beginning and if things are fine and the pandemic is behind us. At that point, we could look at hiring the remaining teachers for the other centres.

To Trustee Ecker's question as to why the Board would provide bussing to the STREAM centres when bussing for excursions are borne by students, Trustee Crowe explained the issue with booking transportation for during the day for excursions. In order to successfully operate the STREAM centres full-time an RFP for dedicated daily transportation would ensure the centres function fully. Further discussions may be held in future regarding charging back transportation costs to students if the Board wishes to do so to make the costs neutral. As confirmed by T. Pechkovsky at the previous Board meeting, unless there is an RFP staff will not be able to find buses to bring the kids to the centres on a daily basis. Trustee Ecker agreed, suggesting a pilot project would be a good way to begin given that \$200,000 is a large expenditure that could impact other programs in order to stay within budget. Trustee Cotton agreed adding that another reason for the Board bearing the cost was part of our initial arguments that there should not be an inequity created so that the students who happen to be in the school where the STREAM Centre is are getting something for free that other students are paying for because they have to pay for the transport; as long as students that are actually in the schools where the STREAM centres are, who are not using Transportation are factored in.

Trustee Iafrate requested deferring the approval for the Religious Education Coordinator to the HR meeting for June 9, 2021.

A. Chan spoke about the risks associated with the proposed budget e.g. enrolment projections and related Revenue, supply costs as well as COVID, immigration, number of international students, as well as the structural in-year deficit requiring the Minister's approval.

A. Chan addressed the evaluation of permanent Board Investments added to a board structural deficit (whereas the Board would have that cost in years to come without a funding mechanism), declining enrolment, which should be evaluated critically. Staff will continue to refine the GSN and EFIS calculations (salaries, benefits, and other expenses), enrolment projections for the June 15, 2021 Board meeting, however, if using the bottom line of this presentation, \$2.7 million in savings must be identified in order to eliminate the structural deficit over the next two years. Finalization of the

school operating model for the first half year is reflected in costs herein, however, if further information is received prior to the budget passing on the number of remote classes, etc., the Estimates will be used in this budget cycle. The preliminary version of the Budget Book will also be presented. A. Chan stated that, in her opinion, that the Board will be passing a non-compliant budget especially with the COVID costs. Next steps will be discussions to determine the necessary steps and perhaps one, as Trustee Cotton has mentioned, is to find out whether there is an opportunity to access more POD for this purpose.

A. Chan, to Trustee Ecker's question, explained the Minor TCA included in the GSN Special Purpose Grants. This item relates to the mechanics of how the Ministry has entered into the PSAB world and it has nothing to do with the Board's Financial Health. The Ministry funds boards based on the GSN rules, however, if spending on items that meet the PSAB definition of tangible capital assets the item must be capitalized. budget must subtract the portion that is capitalized and amortize it through depreciation. When grants are received, there is an estimation on the percentage spent on capital. This does not affect the Board's compliance position. However, school board financial reporting has moved to a model where they reflect how GSNs appear in the Financial Statements. It is not an item to be considered in the budget approval, it is just an accounting mechanism.

A. Chan reviewed the Preliminary GSN Funding Update from the May 25, 2021 Board meeting and noted there was very little change; the key items were, as previously mentioned, the lost Stabilization Funding as well as the Teacher Qualification & Experience grant (\$1.629 million), Continuing Education and the donation from Centro Scuola which is assumed to be still being received. The highlights included under Miscellaneous Revenues is Community Use of Schools which assumes the use of schools increasing again over the coming year, and Interest Revenue which is predicted to be a loss of \$200,000 decreased to reflect the current interest rates by banks. Interest rates have decreased significantly, largely to do with COVID, so a decrease in interest revenue is stated.

To Trustee Ecker's question of what is included in Miscellaneous Revenue, it was explained that it could include a sale of a vehicle, portable, scrap, furniture metal recycling as well as PCard rebate, transcript revenues etc.

A. Chan reviewed the Priorities & Partnership Funding (PPF) and Other Grants which are revenues for which there will be full offsetting expenditures. Many of these grants have rules pertaining to their use, e.g. COVID grant (\$5.4 million) and the usual non-COVID PPF. A comparison was provided which reflected the announced \$10 million versus \$17.5 million for the prior year. The supplemental funding support could amount to as much as \$12 million dollars for YCDSB, however, only after spending \$12 million worth of own surplus first.

A. Chan explained for Trustee Iafrate regarding PPF-COVID, Ventilation in Classrooms (\$1,027 million) that ventilation in classrooms was increased to run prior to and after hours, so funding was received for the additional utility consumption of electricity. As the actual consumption is greater than the additional grant received, there will be a request for approval for additional spending according to the calculation by the Plant and Maintenance Department's budget estimates percentage related to COVID. A portion of the grants are released early at this time and then they will release the rest at a later time as specific items/areas that the government has designated.

Interim Director Battista responded to Trustee Iafrate's request for information of what is included in the \$375,000 for Specialist High Skill Major Program which are the expansion / additional programs being requesting in certain schools.

A. Chan addressed Other Grants and Revenue received which have totally offsetting expenses. They include various types of grants and non-Ministry items. As it remains unknown whether the revenue will be received, the line remains neutral. Updated information would include offsetting expenditures.

The Committee agreed to bringing any new questions to Executive and receiving the additional requested reports to the June 9, 2021 Human Resources Committee and the June 15, 2021 Board meeting, and because it is difficult to approve any individual items in isolation, all the recommendations should be deferred to the June 15, 2021 Board meeting, except for the items related to COVID.

A. Chan thanked the Chair and the Committee for their comments up to this point.

E. Crowe requested further information on Items pertaining to Appendix B, as follows:

Trustee Crowe requested a report to explain Student Services Department staffing budget proposal at the TD Centres in terms of the savings reflective on a teacher and what is intended for the other staff at the Centres, as it was unclear whether the savings indicated translate to teacher reassignment into the system, especially when reporting a concerning increase of enrolment of students with ASD being served by the TD centres amid closures of two centres.

Trustee Crowe requested an updated report with a chart to clarify the number of ISA centres being closing and the related teacher staffing.

Trustee Crowe requested A. Chan to provide any changes from the Revised Estimates that would permit the purchase of any items prior to August 31, 2021 to be charged to the current year's budget should there be any surplus funds. This item is for discussion at the June 15, 2021 Board meeting, assuming some savings have been realized since the schools have been closed.

Trustee Crowe requested additional Board reports from Human Resources Superintendent M. Gray for items, 16, 17 and 18 and 18a. Further Trustee Crowe clarified that the intent of Board motion regarding hiring practices consultants was to charge the expenditure to 2020-21 budget year and asked A. Chan to ensure there is budget availability to do so.

M. Gray indicated that currently staff is in the process of acquiring quotes from service providers and adjudicating on those quotes. Further discussion will be held at the June 9, 2021 HR Committee.

Trustee Crowe requested a Board report for June 15, 2021 to explain on record the rationale for not including the Cafeteria Coordinator at Our Lady of the Lake CA since the cafeteria program would be restarting in September and how that will impact on the delivery of the hospitality program because \$50,000 for this position for a program that's been in place at the school is acceptable.

10. ACTION ITEM(S):

a) 2021-22 Preliminary Financial Position

A. Chan, Interim Chief Financial Officer and Treasurer of the Board, presented the Preliminary 2021-22 Financial Position, cost savings measures and investment opportunities for Board discussion and approval by the Board at the June 15, 2021 Board Meeting in order to facilitate the submission of the 2021-22 Estimates to the Ministry by the June 30, 2021 submission deadline. It was noted that the financial budget will be based on assumptions presented in the Ministry's 2021:B07 Planning for the 2021-22 School Year memorandum, which includes accounting for revenues and expenses for half a year (or 50%).

An explanation of the impact of both the COVID-19 related expenses including loss of revenue attributed to loss of International Student Tuition fees, Community Use of Schools Fees, those losses were noted as a substantial contribution to the Board's deficit but is not included in the Ministry's definition.

i) Purchasing Department Staffing Request

A. Chan, Interim Chief Financial Officer and Treasurer of the Board, presented the staffing request to alleviate workloads related to the Stouffville Multi-Use Facility and the Federal/Provincial

COVID-19 Resilience Infrastructure Stream. The report identified the rationale for the creation of permanent full-time Junior Purchasing Analyst including a background of positions that were eliminated for budgetary reasons along with the roles for the positions that were eliminated, as well as the responsibilities that will be included for the Junior Purchasing Analyst position were detailed.

It was determined that Budget-related Motions would not be passed during this meeting, however, the item will be presented as part of the June 15, 2021 Board meeting.

Motion: Mazzotta/Cantisano

THAT the Board approve the hiring of a permanent full-time Junior Purchasing Analyst (Investment #20 of Appendix B in 2021-22 Preliminary Financial Position).

— MOTION DEFERRED —

b) High Density Development Schools

T. Pechkovsky, Coordinating Manager of Planning and Operations, presented the key principles, parameters and design elements guidelines which are intended to assist Administration in land use planning activities and studies of future schools in high density growth areas as discussed at the recent workshop. Consultations with other school boards, municipalities, land industry stakeholders, Ministry of Education staff and legal counsel have contributed to the High Density Urban Schools Guidelines.

T. Pechkovsky provided a response to Trustee Mazzotta's questions regarding the parameters for rooftop outdoor space for high density school design factor which have been accomplished successfully by school boards in other jurisdictions and take into consideration safety factors including emergency evacuation. Examples reviewed included tiered outdoor play structures which could be converted into classrooms for future use to address fluctuations in the school pack capacity (staff has identified the need for ground related outdoor space).

T. Pechkovsky provided a response to Trustee Mazzotta's question regarding the Design Element for air conditioning in schools with multiple stories considering that all new schools should have air conditioning. T. Pechkovsky commented that all high density schools will be multiple stories and air conditioning will a requirement, however, the item was included to acknowledge that designs must fit within the provincial benchmark funding model and the current provincial funding model does not provide sufficient funding for air conditioning. Recent amendments to legislation and regulations pertaining to EDCs have provided some greater flexibility in providing these types of design elements.

Trustees Iafrate and Wigston thanked Mr. Pechkovsky and the team for the excellent workshop and introduction to the concept of high density school designs and for compiling the comments and concerns conveyed in an excellent way to begin the considering future urban schools.

Trustee Crowe questioned approval of the design elements portion of the guidelines at this time whereas unless a site is identified and/or program determination has been made, the design elements are inconsequential and are an operational issue not requiring approval from the Board and. asked for suggestions from T. Pechkovsky or others on how to move forward with this matter. Trustee Cotton agreed and stated that the Principles and Parameters pair well with the existing document currently in place regarding the establishment of regular school sites and added that while the design elements are great they do not need to be included with this endorsement and can be left to staff's discretion when discussing land purchase or designation when development is moving forward.

T. Pechkovsky responded that the design elements were reflective of the items on which a consensus was reached at the recent workshop and highlighted the most important basic design elements. The importance of a Board-endorsed Design Elements Guideline is to provide a comfort level when is designating school sites and speaking to developers and other colleagues. T. Pechkovsky was agreeable to accepting approval for the Principles and Parameters. It was further stated that in

discussions with J. Tsui, Manager of Planning Services, the design elements will be incorporated into a separate guideline document, similar to the information sheet provided to municipalities and the development community for designating school sites (e.g. status, basic site requirements).

Motion: Crowe/Cotton

THAT the Board of Trustees endorse the Principles and Parameters as outlined in Table 1, as they relate to the designation and development of school sites in high density developments.

— **MOTION CARRIED** —

11. **SUB-COMMITTEE REPORTS:** Nil

12. **DISCUSSION ITEM(S):** Nil

13. **INFORMATION ITEMS:**

a) Community Planning and Partnership

T. Pechkovsky, Coordinating Manager of Planning and Operations provided an update on potential partnerships further to the February 9, 2021 at the Corporate Services Committee Meeting

International FC/ Cachet Developments and Vaughan Sportsplex II have submitted applications for the construction and management of artificial sports field and sports domes at St. Jean de Brebeuf CHS/Vellore Village Community Centre, Father Bressani CHS and St. Elizabeth CHS. City of Vaughan staff have advised they are not interested in participating in a partnership of this type, and would require compensation for the City's portion of the field at Vellore Village if a dome was to proceed in that location.

T. Pechkovsky, advised of some additional complexities related to of the zoning/site requirements and required approvals of each location suggested and will be meeting with the proponents to discuss options

A new opportunity has been received from Town of Aurora which has expressed interest in a multi-purpose artificial turf field at Cardinal Carter CHS targeted for opening in 2024 or 2025; an update will be provided at a future Board meeting.

An application has been received from Giant Steps, an Autism program provider, which identifies St. Matthew as a preferred location for a program beginning in September 2021. Administration will continue to work with the possible partner to define specific terms for a license agreement which is anticipated to be presented for approved at a future Board meeting.

Trustee Mazzotta expressed concern with regard to past experience with the Giant Steps organization while partnered with York Region DSB several years ago whereas efforts made to access the programming for a York Catholic DSB student was denied due to being from outside its home school board and noted that any partnership beyond a simple lease would require that YCDSB students receive access to the program. Superintendent of Education, T. D'Acunto, added that at that time Giant Steps was working under the Section 23 and was in receipt of Ministry funding which is shared between the two York Region boards until the program was defunded and partnered with York Region DSB who provided funding for Giant Steps.

T. Pechkovsky explained that the arrangement at this time would be only a rental agreement, potentially with access to the school gym, although further discussions will be held with Giant Steps. Trustees will be updated with the Agreement for final approval and assured that Giant Steps is now operating a new program

Further updates will be provided at future meetings.

b) St. Robert CHS Driveway Update

T. Pechkovsky, Coordinating Manager of Planning and Operations presented an update to Trustees regarding redesign of the St. Robert CHS driveway access which was undertaken to address safety concerns related to the congestion and reminded the Committee of the submission to the Ministry's Capital Priority request for a replacement schools. It was reported that staff are proceeding with meetings with various stakeholders as directed by Trustees, however, it was noted that in-person meetings were not well received at this time.

Administration reported that confirmation of the capital request for the proposed reconstruction of the access road (estimated at approximately \$1M) has been received from the Ministry of Education and the Ministry of Infrastructure in support of a renewed lease and approval to move forward with the upgrades that are being sought (a preliminary concept drawing of the new driveway access was provided).

T. Pechkovsky noted that the proposed driveway reconstruction approval is twinned with the requirement for the replacement school for which staff have proceeded in meeting with the various stakeholders in anticipation of a positive response in the fall. To Trustee Cotton's inquiry regarding the timeline it was stated that the Ministry is committed to making efforts over the summer to respond to boards' capital requests by the fall; staff also anticipates additional buy-in from the Region and other partners.

The Ministry of Infrastructure has been very accommodating in terms of discussions about lease terms and recognizing that this road structure would be at a different scale than the road structure that's on there presently and that we are making efforts to maximize the terms of the lease and hopefully the approval will be received at the same time that the board is ready to move forward.

Trustee Cotton thanked Mr. Pechkovsky and staff involved in this matter for their efforts and the progress made working with multiple stakeholder groups including government groups to clear the red tape and requested that and requested that in the hopes of receiving a positive response regarding the rebuilding of St. Robert CHS that staff prepare the presentation that will be provided to the school council so that it is ready to be presented immediately upon project approval.

c) Annual Energy Report

The Annual Energy Report, prepared by N. Vezina, Senior Manager, Environmental Services, provided the energy management results for the year ended August 31, 2020 for electricity and natural gas consumption and for energy conservation awareness and challenges (e.g. Rock the Bike Environmental Presentations, Ontario EcoSchools Program, solar photovoltaic initiatives, Energy Champion and Lunchtime Electricity Demand Reduction Challenge).

The report reflects that a decrease in the total utility cost for YCDSB for 2019-2020 per square foot (\$1.13 vs. \$1.27 in 2019 (electricity: \$0.95 per ft² (vs. \$1.08 in 2019) and natural gas at 17.8 ¢/ft² (vs. 19.1 ¢/ft² in 2019)). It was noted that natural gas represents 55% of the total energy used and electricity represents 45%. However, it was stated that electricity is more expensive and accounts for 84% of the total energy cost. Further, the energy management and procurement strategies has helped to maintain lower increases per square foot between 2000-2020 than the actual cost increase experienced (8.6% increase over the previous year vs 145% electricity cost increase and 24% natural gas cost increase).

The report also speaks to Canada's commitment to the reduction of Greenhouse Gas (GHG) emissions by 40-45% by 2030 and highlights the YCDSB reduction of energy-related GHG emissions by 61% since 2005. An important consideration was strategizing to reduce the board's ecological footprint (i.e. GHG emissions) when planning for projects and by monitoring the Board's HVAC systems to ensure efficient operations, minimizing the consumption of natural gas/GHG emissions.

For the year 2019-20, the Board received over \$459,000 (vs. \$502,377 in 2018-19) in incentives for projects ranging from LED Lighting, chiller system replacement, VFD installations and boiler replacements. The incentive received to fund an Energy Manager which began in May 2019 will be ending on December 31, 2021. The Energy Manager to provide support in the implementation of energy conservation projects and to ensure the maximum incentives amounts are applied for.

The net expenditure to the Board is influenced by many external forces such as outside temperature (i.e. heating degree days or HDD), equipment style and age, number of portables and port-a-paks, and percentage of schools using natural gas vs. electricity, just to name a few.

Ensuring diligent, effective and efficient management practices to support energy procurement, capital projects, HVAC systems operations and building occupant awareness, taking advantage of numerous energy management initiatives and by ongoing liaison with related organizations such as OASBO OMC Committee, the OMC Energy Sub-Committee and the Environmental and Sustainability Committee to provide opportunities to help manage the energy portfolio, to research and identify best and “other” practices used throughout the province.

d) Procurement Activity Report

A. Chan, Interim Chief Financial Officer and Treasurer of the Board, provided the Procurement Activity Report which captures the purchasing activities from April 6, 2021 to May 27, 2021 through the Bid Management System.

The report presented two bid exceptions to the minimum three written submissions requirement for competitive bids exceeding \$100,000: Bid 2021-111-P, Digital Structured Remedial Reading Program and Bid 2021-94-P (21R151) Portable Relocation were both awarded to the single compliant bidder.

Trustee Crowe requested additional information be provided via email regarding the bid awarded to Atlas-Apex Roofing for Bid 2021-63-T Roofing – St. Bernadette valued at \$2.26M for the multi-use facility with the Town of Georgina and York Region DSB. T. Pechkovsky, Coordinating Manager of Planning and Operations, added that the Joint Venture Agreement provides for a mechanism for the reimbursement of the cost of the expense as a shared facility.

Interim Director Battista to provide an update regarding Trustee Iafrate requested information be provided on the status of the installation of gym mats for which funds were allocated prior to the COVID-19 pandemic. It was noted that the mats would need to be installed in time for school reopening in September, 2021.

A. Chan confirmed for Trustee Iafrate that the \$17.5M CVRIS capital grant funding includes portable relocation and portable classroom environments, windows,

e) Insurance Reports: Property Claims/Theft and Damage

A. Chan, Interim Chief Financial Officer and Treasurer of the Board, provided Nil report in the agenda as there were currently no outstanding property claims to report.

There were no questions or comments.

14. NOTICE(S) OF MOTION: Nil

15. FUTURE ITEM(S): Nil

Adjournment: 9:12 P.M.

On Motion: Ecker/Cotton and CARRIED