

YORK CATHOLIC DISTRICT SCHOOL BOARD
AGENDA
SPECIAL BOARD MEETING
Tuesday, March 7, 2023
8:00 pm

REVISED

Watch the Board Meeting
STREAM
 event on our YCDSB TV Channel:
<http://bit.ly/YCDSB-TV>

LAND ACKNOWLEDGEMENT

*We are gathered on the ancestral lands and waters of all Indigenous Peoples, who have left their footprints on Mother Earth before us.
 We respectfully acknowledge, those who have walked on it, those who walk on it now, and future generations who have yet to walk upon it.
 We pray to the Creator for strength and wisdom that all may continue to serve as stewards of the earth.*

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|------------|--|--------------|--------------|
| 1. | OPENING PRAYER | | |
| 2. | LAND ACKNOWLEDGEMENT | | F. Alexander |
| 3. | ROLL CALL | | D. Scuglia |
| 4. | APPROVAL OF NEW MATERIAL | | F. Alexander |
| 5. | APPROVAL OF THE AGENDA | | F. Alexander |
| 6. | DECLARATIONS OF CONFLICT OF INTEREST FOR CURRENT MEETING | | F. Alexander |
| 7. | DECLARATIONS OF CONFLICT OF INTEREST FROM PREVIOUS MEETING | | F. Alexander |
| 8. | APPROVAL OF THE PREVIOUS MINUTES: N/A | | |
| 9. | BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING | | |
| 10. | CHAIR'S REPORT / UPDATE / INSPIRATIONAL MESSAGES: N/A | | |
| 11. | OCSTA BOARD OF DIRECTOR'S UPDATE: N/A | | |
| 12. | DIRECTOR'S REPORT / UPDATE: N/A | | |
| 13. | STUDENT TRUSTEES' REPORT: N/A | | |
| 14. | RECOGNITIONS / OUTSIDE PRESENTATIONS: N/A | | |
| 15. | DELEGATIONS: N/A | | |
| 16. | JOURNEY TOWARDS OUR VISION – STAFF PRESENTATIONS | | |
| 17. | ACTION ITEM(S) (including Committee Reports) | | |
| | a) Approval of Report No. 2023:10 Special Committee of the Whole (Mar 7) | | M. Iafrate |
| | b) Removal of Trustee Membership from the Ad-Hoc Trustee Code of Conduct Committee | F. Alexander | 2 |
| | c) Trustee Appointment: Ad-Hoc Trustee Code of Conduct Committee | F. Alexander | 3 |
| 18. | DISCUSSION ITEM (S) | | |
| 19. | INFORMATION ITEM(S) | | |
| | a) Update on Student Travel and Tour Operators Pre-Qualification | C. McNeil | 4 |
| 20. | NOTICES OF MOTION | | |
| | <i>(Notices of Motion are to be submitted in writing and will return to the subsequent meeting as Information, the following meeting as Discussion, and finally Action at the next Board Meeting.)</i> | | |
| 21. | FUTURE AGENDA ITEM(S) / REQUEST FOR INFORMATION | | |
| 22. | ADJOURNMENT | | F. Alexander |

Almighty God, stay with us through the busy days and remind us that when we need comfort, solitude, wisdom, or guidance, we can always turn to You. Help us develop discipline and generosity through fasting and almsgiving, and come closer to You through Prayer, this Lent. Amen

York Catholic District School Board

REPORT

Report to: Board of Trustees

Date: March 7, 2023

Report: Removal of Trustee Membership from the Ad-Hoc Trustee Code of Conduct Committee

LET IT BE RESOLVED:

THAT the Board remove Trustee Elizabeth Crowe from the membership of the Ad-Hoc Trustee Code of Conduct Committee.

Submitted by: Frank Alexander, Chair of the Board

York Catholic District School Board

REPORT

Report to: Board of Trustees

Date: March 7, 2023

Report: Trustee Appointment Ad-Hoc Trustee Code of Conduct Committee

LET IT BE RESOLVED:

THAT the Board appoint Trustee Michaela Barbieri to the **Ad-Hoc Trustee Code of Conduct Committee**.

Submitted by: Frank Alexander, Chair of the Board

York Catholic District School Board

REPORT

Report To: Board of Trustees
From: Administration
Date: March 7, 2023
Report: Update on Student Travel and Tour Operators Pre-qualification

Purpose

The Board asked Administration to provide an update on the Student Travel and Tour Operators Pre-qualification process.

Background Information

The current Board approved vendors for Student Tour Services was established in 2011. Vendors which provided the required annual documentation updates, such as TICO license and insurance, continue to remain on the list.

In 2020, the Purchasing Department was requested by the user departments to issue a new pre-qualification for student tour services, but the project was put on hold due to the pandemic. The Selection Committee was appointed by the SSLT in October 2022 to work with Purchasing on the requirements for the pre-qualification. The intent is to establish a new list of VOR for next school year's trips. Trips that have already been organized and approved for the school year will not be affected or changed.

Prequalification Process

The Selection Committee has established the following in the pre-qualification for Student Travel and Tour Operators.

- Two categories will be included in this Pre-qualification: Travel & Tour Operators and For-Credit Travel.
- Up to 15 Proponents to be prequalified for the Travel & Tour Operators category, and up to 4 Proponents for the For-Credit Travel category, based on the highest evaluation scores.
- Term of the Pre-qualification: a fixed term of 3 years plus two one option years
- This will be a closed pre-qualification, meaning new suppliers will not be considered during the Term of Pre-qualification.
- Any supplier which fails to disclose any conflict of interest with the trip organizer will be immediately removed from the VOR list

- A Protection of Confidential Information agreement is required for the pre-qualified vendors to sign.
- The pre-qualified vendors must provide the Board with the following documentations annually in order to maintain their position on the list: insurance, WSIB, TICO certification, and the annual offence declaration.

Evaluation Selection Criteria

The pre-qualification process was conducted in an open, fair, and transparent manner. The criteria the Selection Committee use for assessing a company’s ability and capability are as follow:

- Organization’s strength and stability:* making sure the company is in good standing with a financial institution and is seasoned with providing the required services
- Qualifications & Key Personnel:* making sure their staff has relevant experience and obtained adequate certification to perform the services
- Customer Services:* making sure the company provides a high level of customer services
- Process and Procedures for Student Safety and Emergency Situations:* making sure the company has good policy and process to address safety and emergency situations
- Unique Programs and Value Adds:* assessing the company’s experiences to delivery unique travel program and their policy on assistance to students with limited financial resources
- Similar Work Experience:* capability to deliver the project by reviewing their completed project experiences with similar scope and size in the last five years

Update and Next Steps

The prequalification was closed with eight (8) submissions received. Purchasing has completed the mandatory compliance checks and confirmed all eight (8) companies were compliant. The Selection Committee has started the evaluation process and will meet as a group to reach consensus in scoring in the next few weeks. The intent is to identify and award the successful pre-qualified vendors by the end of March.

Prepared by:
Submitted by:
Endorsed by:

Grace Liu, Manager, Purchasing Services
 Calum McNeil, Chief Financial Officer and Treasurer of the Board
 Domenic Scuglia, Director of Education