

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE REGULAR MEETING Public Session

AGENDA December 11, 2019

Michael Del Grande, Chair
Trustee Ward 7

Nancy Crawford, Vice Chair
Trustee Ward 12

Frank D'Amico
Trustee Ward 6

Markus de Domenico
Trustee Ward 2

Norman Di Pasquale
Trustee Ward 9

Daniel Di Giorgio
Trustee Ward 10

Taylor Dallin
Student Trustee

Angela Kennedy
Trustee Ward 11

Ida Li Preti
Trustee Ward 3

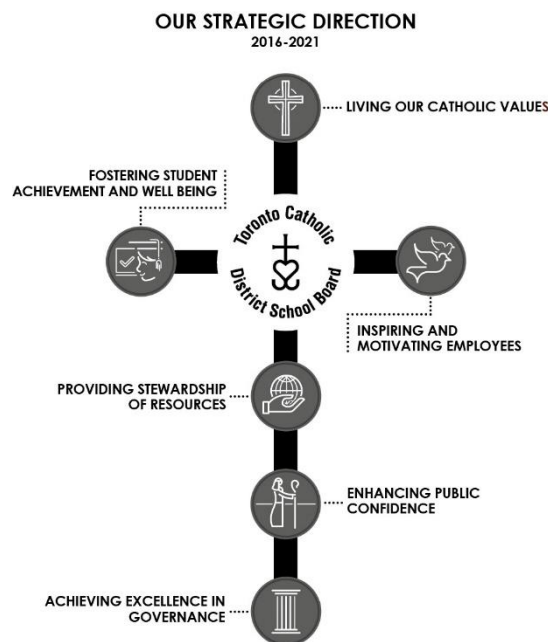
Teresa Lubinski
Trustee Ward 4

Joseph Martino
Trustee Ward 1

Maria Rizzo
Trustee Ward 5

Garry Tanuan
Trustee Ward 8

Kathy Nguyen
Student Trustee



MISSION

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293
Assistant Recording Secretary: Skeeter Hinds-Barnett, 416-222-8282 Ext. 2298

Rory McGuckin
Director of Education

Joseph Martino
Chair of the Board

TERMS OF REFERENCE FOR CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

The Corporate Services, Strategic Planning and Property Committee shall have responsibility for considering matters pertaining to:

- (a) Business services including procurement, pupil transportation risk management/insurance and quarterly financial reporting
- (b) Facilities (buildings and other), including capital planning, construction, custodial services, design, maintenance, naming of schools, enrolment projections and use permits
- (c) Information Technology including, computer and management information services
- (d) Financial matters within the areas of responsibility of the Corporate Services, Strategic Planning and Property Committee including budget development
- (e) Policy development and revision in the areas of responsibility of the Corporate Services, Strategic Planning and Property Committee
- (f) Policies relating to the effective stewardship of board resources in the specific areas of real estate and property planning, facilities renewal and development, financial planning and information technology
- (g) The annual operational and capital budgets along with the financial goals and objectives are aligned with the Board's multi-year strategic plan
- (h) Any matter referred to the Corporate Services, Strategic Planning and Property Committee by the Board
- (i) Intergovernmental affairs and relations with other outside organizations
- (j) Advocacy and political action
- (k) Partnership development and community relations
- (l) Annual strategic planning review and design

OUR MISSION

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OUR VISION

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through witness, faith, innovation and action.*



AGENDA THE REGULAR MEETING OF THE CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

PUBLIC SESSION

Michael Del Grande, Chair

Nancy Crawford, Vice-Chair

Wednesday, December 11, 2019

7:00 P.M.

Pages

1. Call to Order
2. Opening Prayer (Chair or Designate)
3. Singing of O Canada
4. Roll Call and Apologies
5. Approval of the Agenda
6. Report from Private Session
7. Declarations of Interest
8. Approval & Signing of the Minutes of the Meeting held November 14, 2019
for Public Session
9. Delegations
10. Presentation
11. Notices of Motion
12. Consent and Review

1 - 28

13. Unfinished Business

14. Matters referred or deferred

15. Staff Reports

15.a	2019-20 Revised Budget Estimates Overall and Instructional (Information)	29 - 56
15.b	2019-20 Revised Budget Estimates - Non Instructional (Recommendation)	57 - 74
15.c	Budget Sub-Committee Terms of Reference (Recommendation)	75 - 77
15.d	Refresh of Public and School Websites (Recommendation)	78 - 83
15.e	Monthly Procurement Report (Recommendation)	84 - 111
15.f	Blessed Cardinal Newman Catholic High School Name Change (Recommendation)	112 - 116
15.g	Services-In-Kind and School Fundraising Revenue (Information)	117 - 126
15.h	Annual Investment Report 2018-19 (Information)	127 - 131

16. Listing of Communications

16.a	From Toronto District School Board regarding Toronto Catholic District School Board's 1515 Bloor Street West Site	132 - 133
16.b	From the Catholic Parent Involvement Committee (CPIC) regarding Recording Secretary for CPIC's Meetings	134

17. Inquiries and Miscellaneous

18. Updating of the Pending Lists

18.a	Annual Calendar of Reports and Policy Metrics	135 - 136
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19. Resolve into FULL BOARD to Rise and Report

20. Closing Prayer

21. Adjournment

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through witness, faith, innovation and action.*



MINUTES OF THE REGULAR MEETING OF THE CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE PUBLIC SESSION

HELD NOVEMBER 14, 2019

PRESENT:

Trustees:

N. Crawford, Chair
N. Di Pasquale, Vice Chair
F. D'Amico – via Teleconference
M. de Domenico
M. Del Grande
D. Di Giorgio
A. Kennedy
I. Li Preti
T. Lubinski
J. Martino
M. Rizzo
G. Tanuan

Student Trustees:

T. Dallin
K. Nguyen

Staff:

R. McGuckin
D. Koenig
L. Noronha
S. Camacho
P. De Cock
M. Eldridge

M. Farrell
D. Friesen
M. Loberto

S. Harris, Recording Secretary
S. Hinds-Barnett, Assistant Recording Secretary

5. **Approval of the Agenda**

MOVED by Trustee Di Pasquale, seconded by Trustee Rizzo, that the Agenda, as amended to include the Addendum and Item 18a) Inquiry from Trustee Rizzo regarding Cardinal Carter School for the Arts, be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

6. **Report from Private Session**

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that the Items discussed in PRIVATE Session regarding Human Resources and Trustee matters be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

7. **Declarations of Interest**

Trustee Kennedy declared an interest in Item 15a) Non-Resident Student Visa Fees as she has family members who are employees of the Board. Trustee Kennedy indicated that she would neither vote nor participate in discussions regarding that Item.

8. **Approval and Signing of the Minutes of the Previous Meeting**

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that the Minutes of the Meeting held October 10, 2019 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

12. Consent and Review

The Chair reviewed the Order Paper and the following Items were held:

Trustee Del Grande left the horseshoe at 7:22 pm and returned at 7:24 pm.

13a) Trustee de Domenico;

15a) Trustee Di Giorgio;

16a) Trustee Di Pasquale;

16b) Trustee Rizzo;

16d) Trustees Di Pasquale and Rizzo;

16f) Trustee Rizzo;

16g) Trustee Li Preti;

17a) Trustee Rizzo; and

18a) Trustee Rizzo

MOVED by Trustee Di Pasquale, seconded by Trustee Rizzo, that the Items not held be received and that the Staff recommendations be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti

Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

ITEMS NOT HELD AS CAPTURED IN THE ABOVE MOTION

16c) St. Michael Choir Capital Project Architect Appointment and Preliminary Project Budget Approval (Ward 9):

1. That a contract be awarded to the joint team of KPMB Architects and The Ventin Group Inc. Architects to provide full architectural services for the construction of a replacement school for St. Michael Choir School for a fee of \$2,858,114, plus net HST of \$61,735 for a total cost of \$2,919,849, including allowances and expenses; and
2. That a preliminary project budget of \$35,036,000 be approved for St. Michael Choir School replacement project, as detailed in Table 1 of the report. Of this budget, \$4,800,000 is subject to Ministry of Education approval of additional funding or use of Proceeds of Disposition (POD) for unique site costs.

16e) Ontario Municipal Commuter Cycling Program:

1. That the Toronto Catholic District School Board (TCDSB) be authorized to enter into a funding agreement with the City of Toronto for the installation of bicycle parking at TCDSB schools at no cost to the Board and;
2. That the TCDSB participate in the current City of Toronto award for the supply and installation of bicycle racks RFQ 6407-17-0109, expiring

April 29, 2020 with the option to renew for an additional two, one-year periods;

19a) Annual Calendar of Reports and Policy Metrics; and

19b) Monthly Pending List

13. Consideration of Motions for which Previous Notice Has Been Given

MOVED by Trustee de Domenico, seconded by Trustee Lubinski, that Item 13a) be adopted as follows:

13a) From Trustee De Domenico regarding Amendment to Admission and Placement of Elementary Pupils Policy S.A.01:

WHEREAS: Parents want to enroll their children in their neighbourhood school; and

WHEREAS: The documentation required for admission must be more accurate, government issued and offer proof positive that the resident resides in the catchment.

BE IT RESOLVED THAT: Regulation 2 (iv) of Policy S.A.01 Admission and Placement of Elementary Pupils be amended to read, “Proof of residency as evidenced by a Canadian Revenue Agency notice of assessment and corresponding government issued photo identification.”

The Ministry of Health has to follow essentially the same privacy regulations as we do when they collect information. The following documents are acceptable as proof of residency for their purposes:

- Valid Ontario Photo Card
- Original, mailed utility bill (e.g. cable TV, hydro, gas, water)
- Monthly mailed bank account statements for savings or chequing accounts (does not include receipts, bank books, letters or automated teller receipts)
- Employer record (e.g. paystub, letter from employer on company letterhead)

- School, college or university report card or transcript
- Child Tax Benefit statement
- Most recent income tax Notice of Assessment... (this should be first on the list)
- Insurance policy (e.g. home, tenant, auto or life)
- Mortgage, rental or lease agreement
- Ontario motor vehicle permit (plate or vehicle portions)
- Property tax bill
- Statement of direct deposit for Ontario Works or for Ontario Disability Support Program (ODSP)
- Statement of Employment Insurance Benefits Paid (T4E)
- Statement of Old Age Security (T4A) or statement of Canada Pension Plan Benefits (T4A) (P)
- Any of the following statements from a bank, trust company or credit union:
 - Registered Retirement Savings Plan (RRSP)
 - Registered Retirement Income Fund (RRIF)
 - Registered Home Ownership Savings Plan (RHOSP)
 - Workplace Safety and Insurance Board Statement of Benefits (T5007)
 - Canada Pension Plan Statement of Contributions; and

BE IT FURTHER RESOLVED THAT: This be referred to the Governance and Policy Committee.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Martino
Rizzo
Tanuan

Lubinski

The Motion was declared

CARRIED

15. Matters Referred or Deferred

MOVED by Trustee Di Giorgio, seconded by Trustee Li Preti, that Item 15a) be adopted as follows:

15a) Non-Resident Student Visa Fees that the existing revenue generated from this program be outlined and that a report come back highlighting the following information:

- Existing Revenue;
- Projected Revenue;
- Existing Expenses;
- Projected Expenses;
- Existing Student Enrollment;
- Projected Student Enrollment;

- Previous net revenue generated 2018/2019; and
- Projected net revenue 2019/2020

Trustee Li Preti left the horseshoe at 7:51 pm and returned at 7:53 pm.

Trustee Kennedy left the horseshoe at 7:57 pm due to a Declaration of Interest in Item 15a), as earlier indicated.

MOVED in AMENDMENT by Trustee Di Giorgio, seconded by Trustee Di Pasquale, that the International Student Department provide a presentation to the December 5, 2019 Student Achievement and Well Being, Catholic Education and Human Resources Committee Meeting.

Trustee Li Preti left the horseshoe at 8:02 pm and returned at 8:05 pm.

Results of the Vote taken on the AMENDMENT, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The AMENDMENT was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion, as amended, was declared

CARRIED

Trustee Kennedy returned to the horseshoe at 8:09 pm.

16. Staff Reports

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that Item 16a) be adopted as follows:

16a) Draft Audited Financial Statement and Financial Status Update No. 4:

1. That the Board of Trustees approve the 2018/19 Draft Audited Financial Statements and the recommended appropriation of the accumulated surplus appearing in Section E.3; and
2. That staff consider focusing on the following three key areas in the Reserve guidelines and set aside funding:
 - Information Technology (IT);
 - Personnel (HR Systems); and
 - Legal with respect to investigators

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
 D'Amico
 de Domenico
 Del Grande
 Di Giorgio
 Di Pasquale
 Kennedy
 Li Preti
 Lubinski
 Martino
 Rizzo
 Tanuan

The Motion was declared

CARRIED

Trustee Li Preti left the horseshoe at 8:17 pm.

MOVED by Trustee Rizzo, seconded by Di Pasquale, that Item 16b) be adopted as follows:

16b) Monthly Procurement Approvals received.

Trustee Li Preti returned to the horseshoe at 8:19 pm.

Trustee de Domenico left the horseshoe at 8:21 pm and returned at 8:30 pm.

Trustee Li Preti left the horseshoe at 8:31 pm.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Del Grande, that the Board of Trustees approve all procurement activities/awards listed in Appendix A of the report.

Trustee Li Preti returned to the horseshoe at 8:34 pm.

Results of the Vote taken on the AMENDMENT, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Martino
Rizzo
Tanuan

Kennedy

The AMENDMENT was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Martino
Rizzo
Tanuan

Kennedy

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Lubinski, that Item 16d) be adopted as follows:

16d) Playground Improvement Update (All Wards):

1. That the Ward Priorities Playground Reserve selection criteria and process as detailed in the report be approved.

2. That the Chair of the Board and the Director of Education send a letter to the Minister of Education requesting:

- That the condition of outdoor play and learning elements be included in building condition assessments for determination of School Condition Improvement grants;
- That Capital funding be made available for outdoor environment improvements at existing schools;
- That enhanced outdoor learning and play environments be considered as an integral and essential component of the Capital funding benchmark for new schools and additions;

3. That the tendering of bids be transparent and provided to the school community;

That design consultants not be retained on playground improvements less than \$100,000;

That, if necessary, the parent request forms be simplified further and that staff support be provided to parent councils and school communities to complete bureaucratic forms;

That the Trustee submit to staff, requests from parent communities;

That the TCDSB request the Provincial Government to use educational development charges (EDCs) in growth areas (EDC eligible) for playgrounds and greening outdoor improvements;

That the criteria for \$1.2 million (\$100,000 per Trustee Ward) be as follows:

Socio economic ranking as per our Equity poverty action plan;
Existing site conditions (condition of existing playground structures, lack of playground structures, no shade or trees etc);
Existing site elements; and
Nearby structures; and

4. That Parent Councils and principals consider proposals from school communities.

MOVED in AMENDMENT by Trustee Lubinski, seconded by Trustee Di Pasquale:

1. That the Table 1 selection criteria on page 5 (in the report) include a fourth criteria worth 10 points, "Local School Planning / Preparedness";
2. That the 'Site Condition' criteria take into consideration the percentage of the school yard that is covered in pavement versus a soft, turf or other play surface; and
3. That secondary factors (Table 2 page 6 of the report) No.1 and No.2 related to green space and play structures available to a school "within walking distance" be changed to those that are "adjacent" to the school.

MOVED in AMENDMENT by Trustee Di Giorgio, seconded by Trustee D'Amico, that an additional \$300,000 be distributed based on socio-economic ranking taken from the student equity reserve fund 2019/2020.

Trustee Del Grande left the horseshoe at 9:00 pm and returned at 9:02 pm.

Time for business expired.

The Chair called for a vote for a five-minute extension, as per Article 12.6 to complete the debate on the Item, that was carried by majority vote, as follows:

In favour

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Rizzo
Tanuan

Opposed

Del Grande
Kennedy
Martino

Trustee Kennedy left the horseshoe at 9:07 pm and returned at 9:13 pm.

Results of the Vote taken on the AMENDMENT, as follows:

In favour

Opposed

Trustees D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

Crawford

The AMENDMENT was declared

CARRIED

Results of the Vote taken on the AMENDMENT, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Pasquale

Di Giorgio

Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The AMENDMENT was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Pasquale
Kennedy
Lubinski
Martino
Rizzo
Tanuan

Di Giorgio
Li Preti

The Motion, as amended, was declared

CARRIED

Trustees Di Giorgio and Li Preti requested that their votes of the Motion, as amended, be changed from *opposed* to *in favour*.

The Chair ruled in favour of the request.

Results of the Vote taken on the Motion, as amended, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that Item 16f) be adopted as follows:

16f) Legal Fees 2019 received.

Trustee Di Giorgio left the horseshoe at 9:30 pm.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Pasquale
Kennedy
Li Preti
Martino
Rizzo
Tanuan

Lubinski

The Motion was declared

CARRIED

Trustee Di Giorgio returned to the horseshoe at 9:37 pm.

Student Trustees Dallin and Nguyen left the meeting at 9:37 pm.

MOVED by Trustee Li Preti, seconded by Trustee Lubinski, that Item 16g) be adopted as follows:

16g) Child Care Capital Projects Status Update (All wards):

That the design and review team address the increase in enrolment of St. Andre Catholic School all 19 TCDSB school daycare projects, and consider increases in enrolment when designing the childcare addition.

Trustee Tanuan left the horseshoe at 9:49 pm and returned at 9:54 pm.

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, that the Item be tabled.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

17. Listing of Communications

MOVED by Trustee Rizzo, seconded by Trustee D'Amico, that Item 17a) be adopted as follows:

- 17a) The Turtle Project Event in Association with the Anne Marie D Amico Foundation, December 3, 2019** received.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

18. Inquiries and Miscellaneous

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that Item 18a) be adopted as follows:

18a) From Trustee Rizzo regarding Cardinal Carter School for the Arts received and referred to staff.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Li Preti
Lubinski
Martino
Rizzo
Tanuan

Kennedy

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that Item 16g) Child Care Capital Projects Status Update (All Wards) be lifted from the table.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio

Del Grande
Lubinski

Di Pasquale
Kennedy
Li Preti
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Li Preti, seconded by Trustee Lubinski, that Item 16g) be adopted as follows:

- 16g) Child Care Capital Projects Status Update (All Wards)** that the design and review team address the increase in enrolment of St. Andre Catholic School all 19 TCDSB school daycare projects, considering increases in enrolment when designing the childcare addition.

With the consent of the Committee, Trustee Li Preti withdrew her Motion.

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that as part of the design of the childcare additions, design options will not preclude future capital solutions to address enrolment increases.

Trustee Lubinski left the horseshoe at 10:23 pm.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Martino
Rizzo
Tanuan

de Domenico

The Motion was declared

CARRIED

20. Resolve into FULL BOARD to Rise and Report

MOVED by Trustee Di Pasquale, seconded by Trustee D'Amico, that the meeting resolve into FULL BOARD to Rise and Report.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that the meeting resolve into DOUBLE PRIVATE Session.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande

Di Giorgio
 Di Pasquale
 Kennedy
 Li Preti
 Martino
 Rizzo
 Tanuan

The Motion was declared

CARRIED

PRESENT: (Following DOUBLE PRIVATE Session):

Trustees:

N. Di Pasquale, Acting Chair
 N. Crawford
 F. D’Amico – via Teleconference
 M. de Domenico
 D. Di Giorgio
 A. Kennedy
 I. Li Preti
 T. Lubinski
 J. Martino
 M. Rizzo
 G. Tanuan

Staff:

R. McGuckin

 S. Harris, Recording Secretary

22. Adjournment

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that the meeting be adjourned.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

2019-20 REVISED BUDGET ESTIMATES OVERALL AND INSTRUCTIONAL

*"For I know the plans I have for you," declares the LORD,
"plans to prosper you and not to harm you, plans to give you hope and a future."
Jeremiah 29:11*

Created, Draft	First Tabling	Review
November 12, 2019	November 25, 2019	Click here to enter a date
D. De Souza, Coordinator of Grants & Ministry Reporting G. Sequeira, Coordinator of Budget Services P. De Cock, Comptroller of Business Services & Finance		
INFORMATION REPORT		

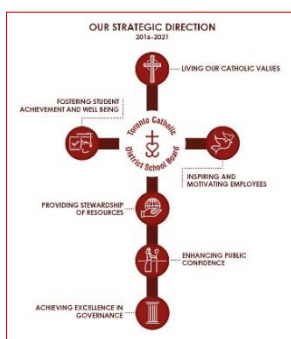
Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

As per the requirements set out in the Education Act, TCDSB's revised budget estimates are required to be balanced. The 2019-20 Overall and Instructional budget expenditure revised estimates appearing in this report is prepared based on updated enrolment and staffing projections, and calculated Grants for Student Needs (GSN) and Other Priorities and Partnership Funds (PPF) funding projections.

Two budget related reports have been submitted to facilitate Trustees with conflicts of interest on instructional related funding, at their own discretion, the opportunity to participate in non-instructional and reserve funding related discussions.

The total change from Budget Estimates to Revised Budget Estimates is a net increase of \$3.2M. Total Revenues in the Revised Budget Estimates is \$1,147.9M and the Expenditures is \$1,150.7M, which will result in a net (deficit) of (\$2.8M), which is \$3.2M favourable compared to the \$6.0M in-year deficit projected in September 2019.

The most recent calculation of the deficit is a result of the following:

Description	\$M
International Visa Students Fees delayed to Fiscal 2020-21	(1.7)
Optimize Bell times at International Language Schools delayed to Fiscal 2020-21	(1.6)
Planned In-year Surplus	0.5
August 2019 decision to delay implementation of Paid parking until February 2020	(3.2)
Estimated In-Year deficit as of September 2019	(6.0)
Combination of various increases in Revenue and decreases in Expenditure projections	3.2
Estimated In-Year deficit as of December 2019	(2.8)

The cumulative staff time required to prepare this report was 20 hours.

B. PURPOSE

1. This report has been prepared for the Board of Trustees in order to approve the 2019-20 Revised Budget Estimates for Overall and Instructional Expenditure Categories.

C. BACKGROUND

1. ***Revision of Budget Estimates is primarily driven by enrolment changes.*** The Budget Estimates were due to the Ministry by June 30, 2019 based on projected enrolment data for October 2019 and March 2020.

Revised Budget Estimates are due by December 15th, 2019 based on the actual enrolment data as of October 31, 2019 and projected enrolment data for March 31, 2020.

Subsequent changes in enrolment will be submitted throughout the year and any increases/decreases in enrolment will be used in the final Grant for Student Needs calculations at year-end with a corresponding increase/decrease in revenues.

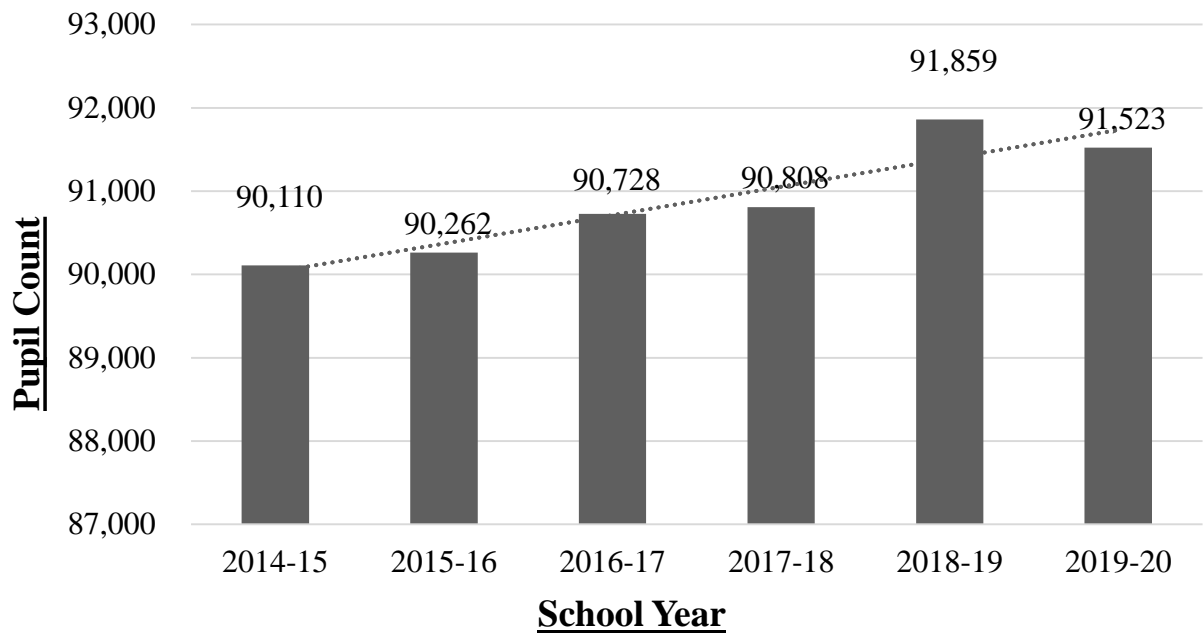
2. ***The 2019-20 operating budget was approved with a projected in-year deficit.*** In order to accommodate a transition for bussing times at International Language Schools and a phase-in of increased International Student Fees, the Board passed a budget that contained an in-year deficit of \$2.8M. On June 19th, 2019 the Board approved a report to Special Board that contained an “in-year deficit elimination plan”. This plan responded to a new Ministry of Education requirement to submit an in-year deficit elimination plan and school board resolution wherein the projected in-year deficit is less than one percent of the board’s operating revenues.
3. ***Staff advised that the Employee Paid Parking will be delayed to February 2020.*** At the Regular Board meeting of August 22nd, 2019 Trustees were advised that based on numerous implementation issues Employee Paid Parking would be delayed until February 2020. Staff further recommended to the Board, that the approximate \$3.2M shortfall in revenue be funded by the Operating Contingency Reserve at year-end. This amount has since been funded by the 2018-19 in-year surplus. A board report will be coming in January 2020 on the parking strategy.

4. ***The \$6.0M projected in-year deficit as of September 2019 was to be funded by the 2018-19 surplus.*** The Audit Committee reviewed and recommended to the Board of Trustees the approval of the 2018-19 year-end audited financial statements on November 13, 2019. The financial statements reported an in-year surplus of \$25.8M, which was then allocated to funding an estimated in-year deficit for 2019-20 of (\$6.0M) with the remaining allocated to one-time investments and Reserves based on the Reserve Strategy approved by the Board in June 2018.

D. EVIDENCE/RESEARCH/ANALYSIS

1. ***The key component to the development of the Revised Budget Estimates is updated enrolment forecasts for 2019-20.*** In order to recalculate the Average Daily Enrolment (ADE), updated enrolment projections use the actual October 31, 2019 enrolment counts. The March 31, 2020 enrolment projections use a 100% retention rate for the elementary panel and a 97.76% retention rate for the secondary panel based on historical trends.
2. ***Overall, enrolment has decreased.*** In comparison to the original 2019-20 estimated ADE, the 2019-20 revised estimated elementary ADE has decreased by 249, while the secondary ADE has decreased by 190 for an overall decrease in enrolment of 439 ADE.

Figure 4: Total Average Daily Enrolment



A comparative enrolment analysis is included in the following table:

Panel	Type	2019-20 ADE Budget Estimates	2019-20 ADE Revised Estimates	Change +/(-)
Elementary	Regular	63,104	62,836	(268)
	VISA Students	95	114	19
	Sub Total	63,199	62,950	(249)
Secondary	Regular	27,495	27,493	(2)
	VISA Students	1,267	1,079	(188)
	Sub Total	28,763	28,573	(190)
Total ADE		91,962	91,523	(439)

The overall Grants for Student Needs are projected to decrease. TCDSB is projected to derive 92.8% of its operational revenues from the Provincial Grants for Student Needs (GSNs). The remaining funds are Other Priorities and Partnership Funds (PPF) funds and other government agencies. Total funding is expected to increase by approximately \$2.0M. 2019-20 Revised Budget Estimates for Revenue projections are as follows:

<i>Funding Source</i>	<i>2019-20 Budget Estimates (\$M)</i>	<i>2019-20 Revised Budget Estimates (\$M)</i>	<i>Change (\$M)</i>
GSNs	1,058	1,058	0
Other Grants and Revenues	88	90	2
Total	1,146	1,148	2

3. Budgeted Revenues increased by \$1.9M due to the following:

- Pupil Accommodation grants decreased by (\$1.6M) due to lower enrolment.
- Special Education grant decreased by (\$0.7M) due to a ministry clawback for Differentiated Special Education Needs Amount (DSENA) for fiscal 2017-18.
- School Operations funding decreased by (\$0.3M).
- First Nation, Metis and Inuit Education grant decreased by (\$0.3M) due to lower enrolment.
- Administration and Governance grant was reduced by (\$0.2M)
- Increase to the Teacher Qualification and Experience grant of \$3.2M
- Other Grants and Revenues had a net increase of \$1.8M due to the expected recovery in Attrition protection funding.

4. Budgeted Expenditures decreased by \$2.6M due to the following:

<i>Instructional Expenditure Categories</i>	<i>2019-20 Budget Estimates (\$M)</i>	<i>2019-20 Revised Budget Estimates (\$M)</i>	<i>Change (\$M)</i>
Classroom Teachers	644.7	644.4	(0.3)
Professionals & Paraprofessionals	56.3	56.2	(0.1)
In School Administration	69.2	69.1	(0.1)
Textbooks & School Computers	34.3	34.3	0.0
Education Assistants	54.6	54.3	(0.3)
Continuing Education	22.3	22.2	(0.1)
Resource Teachers	4.6	4.6	0.0
Occasional Teachers	32.5	32.8	0.3
Early Childhood Educators	27.9	27.3	(0.6)
Staff Development	2.5	2.5	(0.0)
Sub Total	948.9	947.7	(1.2)
Other Non-Operating	38.7	37.3	(1.4)
Total	987.6	985.0	(2.6)

Here are some of the highlights of the changes:

- Classroom Teacher costs have a net decrease of (\$0.3M) mainly due to declining enrolment.
- Occasional Teacher costs of \$0.3M continue to rise as the annual average sick days for short-term disability has increased for 2019-20 fiscal year.
- Education Assistants (EA) and Designated Early Childhood Educators (DECE) costs have decreased by (\$0.9M) due to the average salaries being lower as more new staff join the ranks and are placed lower on the grid.
- Other Operating Expenditures grants have decreased by (\$1.4M) due to decreased funding for various projects.
- Appendix A provides more detail by functional area.

5. *Funding in-year deficits from previous year's surpluses is not a sustainable practice.* During the 2019-20 budget process, last minute changes to the 2019-20 budget created challenges to maintain a balanced budget. Reserve amounts have been set aside for 2019-20 to fund parking revenue shortfalls (\$3.2M), increased transportation costs (\$1.6M) and international students revenue shortfall (\$1.7M). One-time funds have also been set aside for religious materials and playgrounds.

E. CONCLUDING STATEMENT

1. That the Board of Trustees approve a Revised Overall Instructional Budget Estimate including a deficit of (\$2.8M), with such deficit to be funded by the previously approved reservation of funds from the 2018-19 in-year surplus.

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

CLASSROOM INSTRUCTION - ELEMENTARY

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Instructional Day School	\$ 521,511,917	\$ 521,126,013	\$ (385,905)	-0.1%
School Office	46,349,446	46,274,139	\$ (75,307)	-0.2%
TOTAL	\$ 567,861,363	\$ 567,400,152	\$ (461,212)	-0.1%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Instructional Day School

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
CLASSROOM TEACHERS - ELEMENTARY				
Classroom Teachers - Salaries	\$ 365,335,888	\$ 365,316,633	\$ (19,254)	0.0%
Classroom Teachers - Benefits	53,477,833	53,727,806	\$ 249,973	0.5%
Librarian Teachers & Technicians - Salaries	4,160,741	4,160,741	\$ -	0.0%
Librarian Teachers & Technicians - Benefits	1,087,651	1,088,425	\$ 774	0.1%
Guidance Teachers - Salaries	2,037,508	2,037,508	\$ -	0.0%
Guidance Teachers - Benefits	298,484	298,729	\$ 245	0.1%
Mileage Provision	406,000	406,000	\$ -	0.0%
TOTAL CLASSROOM TEACHERS	426,804,105	427,035,843	231,738	0.1%
OCCASIONAL TEACHERS				
Elementary - Salaries	18,318,343	18,489,986	\$ 171,643	0.9%
Elementary - Benefits	3,843,206	3,886,157	\$ 42,951	1.1%
TOTAL OCCASIONAL TEACHERS	22,161,549	22,376,143	214,594	1.0%
EDUCATIONAL ASSISTANTS				
Elementary - Salaries	29,439,185	29,315,065	\$ (124,120)	-0.4%
Elementary - Benefits	10,097,640	9,984,711	\$ (112,929)	-1.1%
TOTAL EDUCATIONAL ASSISTANTS	39,536,825	39,299,776	(237,049)	-0.6%
DESIGNATED EARLY CHILDHOOD EDUCATORS				
Elementary - Salaries	21,796,269	21,264,535	\$ (531,734)	-2.4%
Elementary - Benefits	6,069,694	6,031,866	\$ (37,829)	-0.6%
TOTAL DESIGNATED EARLY CHILDHOOD EDUCATORS	27,865,963	27,296,401	(569,563)	-2.0%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Instructional Day School

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
TEXTBOOKS & CLASSROOM SUPPLIES				
Elementary School Block Allocation	4,981,475	4,955,850	\$ (25,625)	-0.5%
Invest 100k in each of the next 5 years in Elementary Music	152,000	152,000	\$ -	0.0%
Elementary CSLIT Student Leadership Fund	10,000	10,000	\$ -	0.0%
TOTAL TEXTBOOKS & CLASSROOM SUPPLIES	5,143,475	5,117,850	(25,625)	-0.5%
TOTAL	\$ 521,511,917	\$ 521,126,013	(385,905)	-0.1%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

School Office

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
ELEMENTARY				
Elementary Principal Salaries	\$ 21,931,984	\$ 21,931,984	\$ -	0.0%
Elementary Principal Benefits	2,863,218	2,883,632	\$ 20,413	0.7%
Elementary Vice Principal Salaries	5,431,136	5,431,136	\$ -	0.0%
Elementary Vice Principal Benefits	693,230	698,173	\$ 4,942	0.7%
Elementary Professional Development Provision	433,455	433,455	\$ -	0.0%
SECRETARIES				
School Secretary Salaries	9,703,931	9,703,931	\$ -	0.0%
School Secretary Benefits	3,157,088	3,056,426	\$ (100,662)	-3.2%
Supply Secretary Costs	1,039,417	1,039,417	\$ -	0.0%
OFFICE EXPENSES				
Principals & Vice Principal Expenses	28,410	28,410	\$ -	0.0%
Principals & Vice Principal Mileage Expenses	57,231	57,231	\$ -	0.0%
School Office Supplies allocation	83,655	83,655	\$ -	0.0%
School Office Furniture, Equipment and Computers	45,000	45,000	\$ -	0.0%
Orientation Centre, Program Ads	20,000	20,000	\$ -	0.0%
Course Reimbursement	10,000	10,000	\$ -	0.0%
School Telephones	851,690	851,690	\$ -	0.0%
TOTAL	\$ 46,349,446	\$ 46,274,139	\$ (75,307)	-0.2%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

CLASSROOM INSTRUCTION - SECONDARY

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Instructional Day School	\$ 248,573,803	\$ 248,013,331	\$ (560,472)	-0.2%
School Office	22,658,666	22,597,851	\$ (60,815)	-0.3%
TOTAL	\$ 271,232,469	\$ 270,611,182	\$ (621,287)	-0.2%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Instructional Day School

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
CLASSROOM TEACHERS - SECONDARY				
Classroom Teachers - Salaries	180,672,032	180,054,370	\$ (617,662)	-0.3%
Classroom Teachers - Benefits	26,030,503	26,112,338	\$ 81,835	0.3%
Librarian Teachers - Salaries	2,589,979	2,589,979	\$ -	0.0%
Librarian Teachers - Benefits	379,408	380,724	\$ 1,316	0.3%
Guidance Teachers - Salaries	6,942,374	6,942,374	\$ -	0.0%
Guidance Teachers - Benefits	1,017,082	1,020,532	\$ 3,450	0.3%
Mileage Provision	305,250	305,250	\$ -	0.0%
TOTAL CLASSROOM TEACHERS	217,936,628	217,405,567	(531,060)	-0.2%
OCCASIONAL TEACHERS				
Secondary - Salaries	8,477,336	8,521,196	\$ 43,860	0.5%
Secondary - Benefits	1,821,878	1,832,853	\$ 10,975	0.6%
TOTAL OCCASIONAL TEACHERS	10,299,214	10,354,049	54,835	0.5%
EDUCATIONAL ASSISTANTS				
Secondary - Salaries	11,238,483	11,185,289	\$ (53,194)	-0.5%
Secondary - Benefits	3,855,362	3,809,709	\$ (45,652)	-1.2%
TOTAL EDUCATIONAL ASSISTANTS	15,093,845	14,994,998	(98,846)	-0.7%
TEXTBOOKS & CLASSROOM SUPPLIES				
Secondary School Block Allocation	3,521,712	3,486,312	\$ (35,400)	-1.0%
Secondary High Cost Course Allocation	337,900	337,900	\$ -	0.0%
International Baccalaureate Programme - Michael Power & St. Joseph's	75,000	75,000	\$ -	0.0%
International Baccalaureate Programme - Pope John Paul II	58,943	58,943	\$ -	0.0%
International Baccalaureate Programme - St Mary CSS	50,000	50,000	\$ -	0.0%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Instructional Day School

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
International Baccalaureate Programme - St Basil The Great	-	50,000	\$ 50,000	0.0%
Alternative Program & Placement for Limited Expulsion (A.P.P.L.E.)	18,000	18,000	\$ -	0.0%
Arrowsmith Programme (4 Sites Licenses and Supplies)	46,920	46,920	\$ -	0.0%
Student Council	16,000	16,000	\$ -	0.0%
Urban & Priority High School Grants - Msgr. Fraser	296,003	296,003	\$ -	0.0%
Urban & Priority High School Grants - J.C. McGuigan CSS	285,857	285,857	\$ -	0.0%
Urban & Priority High School Grants - St. Patrick's CSS	266,696	266,696	\$ -	0.0%
Urban & Priority High School Grants - Father Henry Carr	271,085	271,085	\$ -	0.0%
TOTAL TEXTBOOKS & CLASSROOM SUPPLIES	5,244,116	5,258,716	14,600	0.3%
TOTAL	\$ 248,573,803	\$ 248,013,331	(560,472)	-0.2%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

School Office

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
SECONDARY				
Secondary Principal Salaries	4,491,054	4,491,054	\$ -	0.0%
Secondary Principal Benefits	573,238	577,325	\$ 4,087	0.7%
Secondary Vice Principal Salaries	6,473,516	6,473,516	\$ -	0.0%
Secondary Vice Principal Benefits	826,280	832,170	\$ 5,891	0.7%
Secondary Professional Development Provision	104,970	104,970	\$ -	0.0%
SECRETARIES				
School Secretary Salaries	6,855,232	6,855,232	\$ -	0.0%
School Secretary Benefits	2,253,566	2,182,774	\$ (70,793)	-3.1%
Supply Secretary Costs	592,727	592,727	\$ -	0.0%
OFFICE EXPENSES				
Principals & Vice Principal Expenses	8,960	8,960	\$ -	0.0%
Principals & Vice Principal Mileage Expenses	22,769	22,769	\$ -	0.0%
School Office Supplies allocation	16,345	16,345	\$ -	0.0%
School Office Furniture, Equipment and Computers	45,000	45,000	\$ -	0.0%
Orientation Centre, Program Ads	20,000	20,000	\$ -	0.0%
Course Reimbursement	10,000	10,000	\$ -	0.0%
School Telephones	365,010	365,010	\$ -	0.0%
TOTAL	\$ 22,658,666	\$ 22,597,851	\$ (60,815)	-0.3%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

CLASSROOM INSTRUCTION - CENTRAL

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Instructional Day School	\$ 6,498,685	\$ 6,496,674	\$ (2,011)	0.0%
Student Support Services	44,147,670	44,098,812	\$ (48,858)	-0.1%
Curriculum & Accountability	5,561,530	5,618,004	\$ 56,475	1.0%
Staff Development	681,415	681,415	\$ -	0.0%
Student Success	2,869,467	2,868,018	\$ (1,449)	-0.1%
Special Education Departments	4,309,768	4,301,239	\$ (8,529)	-0.2%
Safe School Team	151,500	151,500	\$ -	0.0%
Continuing Education	22,303,632	22,237,130	\$ (66,502)	-0.3%
Computer Services & Information Technology	23,261,140	23,273,726	\$ 12,586	0.1%
Other Non-Operating Expenditures	38,722,900	37,239,214	\$ (1,483,686)	-3.8%
TOTAL	\$ 148,507,706	\$ 146,965,732	\$ (1,541,974)	-1.0%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Instructional Day School

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
TEXTBOOKS & CLASSROOM SUPPLIES				
French Immersion - Support	121,600	121,600	\$ -	0.0%
Religious Program Resources	-		\$ -	0.0%
Regional Arts Programs	-		\$ -	0.0%
Outdoor Education	820,104	818,093	\$ (2,011)	-0.2%
Classroom Needs Provision	100,000	100,000	\$ -	0.0%
Superintendents Special Project Funds	26,950	26,950	\$ -	0.0%
School Nutrition Programs - Angel Foundation for Learning	100,000	100,000	\$ -	0.0%
International Languages & Other Programs Learning Resources	93,000	93,000	\$ -	0.0%
School Projects	100,000	100,000	\$ -	0.0%
Mini Olympics	20,000	20,000	\$ -	0.0%
Pediculosis Program	45,000	45,000	\$ -	0.0%
Religious Retreats & Chaplains	50,000	50,000	\$ -	0.0%
Commission, Health Insurance and School Budget Transfer for VISA Students	4,008,953	4,008,953	\$ -	0.0%
FNMI - Native Studies & Aboriginal Amount	1,013,078	1,013,078	\$ -	0.0%
TOTAL TEXTBOOKS & CLASSROOM SUPPLIES	6,498,685	6,496,674	(2,011)	0.0%
TOTAL	\$ 6,498,685	\$ 6,496,674	(2,011)	0.0%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Student Support Services

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Student Support Salaries	\$ 6,154,252	\$ 6,005,282	\$ (148,970)	-2.4%
Student Support Benefits	1,607,660	1,666,696	\$ 59,036	3.7%
Child Youth Worker Salaries	9,208,719	9,208,719	\$ -	0.0%
Child Youth Worker Benefits	2,447,310	2,487,043	\$ 39,732	1.6%
Psychologist Salary	5,233,148	5,233,148	\$ -	0.0%
Psychologist Benefits	1,400,283	1,401,660	\$ 1,377	0.1%
Social Worker Salaries	5,751,272	5,751,272	\$ -	0.0%
Social Worker Benefits	1,526,221	1,526,847	\$ 627	0.0%
Speech & Language Salaries	3,768,282	3,768,282	\$ -	0.0%
Speech & Language Benefits	1,003,482	1,003,894	\$ 412	0.0%
Elementary Lunchtime Student Supervisors	1,364,569	1,364,569	\$ -	0.0%
Translators & Interpreter Services	100,000	100,000	\$ -	0.0%
EAP Costing	650,000	650,000	\$ -	0.0%
Ontario Focused Intervention Partnership (OFIP) Tutoring	379,102	378,112	\$ (990)	-0.3%
Car Allowance	20,580	20,580	\$ -	0.0%
Student Information Services Supplies	-		\$ -	0.0%
Mileage & Cellular Phone Provision	664,096	664,096	\$ -	0.0%
Specialist High Skills Major (SHSM)	505,463	505,463	\$ -	0.0%
TDSB Vision Services	424,852	424,852	\$ -	0.0%
Secondary Student Supervisors	1,671,711	1,671,711	\$ -	0.0%
Contracted Child Support Workers	200,000	200,000	\$ -	0.0%
MISA - Managing Information for Student Achievement	66,667	66,585	\$ (82)	-0.1%
TOTAL	\$ 44,147,679	\$ 44,098,812	\$ (48,858)	-0.1%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Curriculum & Accountability

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Coordinators & Resource Teachers Salaries	\$ 3,951,048	\$ 3,951,048	\$ -	0.0%
Coordinators & Resource Teachers Benefits	885,122	941,596	56,475	6.4%
Mobile Phone Provision	4,365	4,365	-	0.0%
Mileage Expenses	10,000	10,000	-	0.0%
Supplies & Resources				
Religion	39,724	39,724	-	0.0%
Physical Education	86,068	86,068	-	0.0%
Dramatic Arts	14,445	14,445	-	0.0%
Social Studies	11,436	11,436	-	0.0%
Math	19,862	19,862	-	0.0%
Language Arts	45,140	45,140	-	0.0%
Music	56,576	56,576	-	0.0%
French	27,686	27,686	-	0.0%
Visual Arts	22,871	22,871	-	0.0%
Co-operative Education	9,028	9,028	-	0.0%
Ontario Youth Apprenticeship Program	35,163	35,163	-	0.0%
Science & Family Studies	45,742	45,742	-	0.0%
Technological Studies	6,019	6,019	-	0.0%
Business Studies	4,744	4,744	-	0.0%
Curriculum & Accountability	94,083	94,083	-	0.0%
Library	27,084	27,084	-	0.0%
Early Learning Program	7,033	7,033	-	0.0%
Research	102,318	102,318	-	0.0%
Guidance	24,075	24,075	-	0.0%
English as a Second Language	6,019	6,019	-	0.0%
Academic Technology & Computer Studies	25,880	25,880	-	0.0%
TOTAL	\$ 5,561,530	\$ 5,618,004	\$ 56,475	1.0%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Staff Development

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Occasional Teacher Salaries & Benefits	\$ 76,250	\$ 76,250	\$ -	0.0%
New Teacher Induction Program (NTIP)	537,838	537,838	-	0.0%
Professional Development Expenditures	67,327	67,327	-	0.0%
TOTAL	\$ 681,415	\$ 681,415	\$ -	0.00%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Student Success

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Literacy				
Resource Materials	\$ 40,000	\$ 40,000	\$ -	0.0%
Meeting Expenses	59,000	59,000	-	0.0%
Professional Development - Occasional Teachers	225,000	225,000	-	0.0%
Professional Development - Student Success Learning Network	170,000	170,000	-	0.0%
Ontario Secondary School Literacy Test - 200 Days	30,000	30,000	-	0.0%
Conferences (Reading for the Love of it)	35,000	35,000	-	0.0%
Numeracy				
Resource Materials	95,000	95,000	-	0.0%
Meeting Expenses	40,000	40,000	-	0.0%
Professional Development - Occasional Teachers	190,000	190,000	-	0.0%
Professional Development - Student Success Learning Network	190,000	190,000	-	0.0%
Pathways				
Resource Materials	35,000	35,000	-	0.0%
Meeting Expenses	20,000	20,000	-	0.0%
Professional Development - Occasional Teachers	140,000	140,000	-	0.0%
Professional Development - Student Success Learning Network	150,000	150,000	-	0.0%
Special Initiatives	155,619	155,619	-	0.0%
Communications & Marketing	40,000	40,000	-	0.0%
Catholic Community Culture & Caring				
Resource Materials	40,000	40,000	-	0.0%
Meeting Expenses	50,000	50,000	-	0.0%
Professional Development - Occasional Teachers	330,000	330,000	-	0.0%
Special Initiatives	200,000	200,000	-	0.0%
Conferences	100,000	100,000	-	0.0%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Student Success

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Student Success Teams (SSTs)				
Resource Materials	20,912	20,912	-	0.0%
Meeting Expenses	40,000	40,000	-	0.0%
Professional Development - Occasional Teachers	187,000	187,000	-	0.0%
Supervisory Officer - Approved Days	171,694	171,694	-	0.0%
School Support	15,000	15,000	-	0.0%
Honorariums	10,000	10,000	-	0.0%
Supervisory Officer - Support	10,000	10,000	-	0.0%
Transportation	80,242	78,793	(1,449)	-1.8%
TOTAL	\$ 2,869,467	\$ 2,868,018	\$ (1,449)	-0.1%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Special Education Departments

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
SPECIAL SERVICES DEPARTMENT				
Special Equipment Amount (SEA)	3,496,492	3,487,963	\$ (8,529)	-0.2%
Special Services Department	199,368	199,368	-	0.0%
Fees & Services	100,040	100,040	-	0.0%
School Budget Allocations	165,686	165,686	-	0.0%
CURRICULUM SUPPORT UNITS				
North York	6,744	6,744	-	0.0%
Etobicoke	6,744	6,744	-	0.0%
Toronto	6,744	6,744	-	0.0%
Scarborough	6,744	6,744	-	0.0%
Social Worker Services	20,566	20,566	-	0.0%
Deaf & Hard Of Hearing	12,584	12,584	-	0.0%
Care, Treatment & Correctional Facilities	62,214	62,214	-	0.0%
Speech & Language	26,950	26,950	-	0.0%
Gifted Programs	51,744	51,744	-	0.0%
Autism Services	81,258	81,258	-	0.0%
Psychology Services	65,890	65,890	-	0.0%
TOTAL	\$ 4,309,768	\$ 4,301,239	(8,529)	-0.2%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Safe School Team

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Office				
Mobile Phones & Parking	\$ 20,500	\$ 20,500	-	0.0%
Supplies, Photocopying, Printing Costs	44,500	44,500	-	0.0%
Resource Support				
Safe Schools Action Team, Symposium, Programs	15,000	15,000	-	0.0%
School Engagement Team Officers (SET) Support	10,000	10,000	-	0.0%
Psychiatric Consultation (APPLE)	16,000	16,000	-	0.0%
Professional Development				
Safe Schools Certification Modules & Workshops	10,000	10,000	-	0.0%
Canadian Safe School Network Conferences	5,000	5,000	-	0.0%
Safe School Staff Conferences & Professional Development	10,000	10,000	-	0.0%
Shadow Box Learning Styles	10,500	10,500	-	0.0%
Safe Schools Joint Professional Development (OECTA)	10,000	10,000	-	0.0%
TOTAL	\$ 151,500	\$ 151,500	-	0.0%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Continuing Education

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Adult Credit Diploma (Day/Night)				
Salaries	\$ 2,306,566	\$ 2,306,566	-	0.0%
Benefits	159,000	159,000	-	0.0%
Other Expenses	103,000	103,000	-	0.0%
Adult Credit Diploma-Msgr Fraser				
Salaries	555,000	555,000	-	0.0%
Benefits	85,000	85,000	-	0.0%
Summer School				
Salaries	5,910,000	5,910,000	-	0.0%
Benefits	450,000	450,000	-	0.0%
Other Expenses	290,000	290,000	-	0.0%
Adult English as a Second Language (ESL) & Citizenship				
Salaries	2,150,000	2,000,000	(150,000)	-7.0%
Benefits	355,810	355,810	-	0.0%
Other Expenses	644,190	644,190	-	0.0%
International Languages				
Salaries	4,385,000	4,385,000	-	0.0%
Benefits	1,064,000	1,064,000	-	0.0%
Other Expenses	45,228	45,228	-	0.0%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Continuing Education

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Language Instruction for Newcomers to Canada (LINC) / Ministry of Training, Colleges & University (MTCU)				
Salaries	1,810,000	1,893,498	83,498	4.6%
Benefits	450,000	450,000	-	0.0%
Other Expenses	1,540,838	1,540,838	-	0.0%
TOTAL	\$ 22,303,632	\$ 22,237,130	(66,502)	-0.3%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Computer Services & Information Technology

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Salaries	\$ 6,686,206	\$ 6,686,206	-	0.0%
Benefits	1,817,784	1,830,370	12,586	0.7%
Hardware				
End-User Devices/AV	4,087,714	4,087,714	-	0.0%
Hosting/IaaS	243,962	243,962	-	0.0%
Infrastructure	1,093,898	1,093,898	-	0.0%
Software Fees & Licenses				
Perpetual Software Licenses	-	-	-	0.0%
Software Maint/Support	2,360,078	2,360,078	-	0.0%
Subscription/SaaS	2,998,343	2,998,343	-	0.0%
IT Services				
Connectivity/Communications	2,110,408	2,110,408	-	0.0%
Other Services	205,631	205,631	-	0.0%
Professional/Advisory/Training	1,233,124	1,233,124	-	0.0%
Staffing	100,000	100,000	-	0.0%
Other				
Car Allowance	24,696	24,696	-	0.0%
Office Supplies and Printing	109,908	109,908	-	0.0%
Other Expenses	6,613	6,613	-	0.0%
Training and Pro Development	117,983	117,983	-	0.0%
Data Analytics Initiative	64,791	64,791	-	0.0%
TOTAL	\$ 23,261,140	\$ 23,273,726	12,586	0.1%



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

2019-20 REVISED BUDGET ESTIMATES - NON INSTRUCTIONAL

"I can do all things through him who strengthens me."

Philippians 4:13

Created, Draft	First Tabling	Review
November 18, 2019	November 25, 2019	Click here to enter a date.
D. De Souza, Coordinator of Revenue, Grants and Ministry Reporting G. Sequeira, Coordinator of Budget Services P. De Cock, Comptroller of Business Services & Finance		
RECOMMENDATION REPORT		

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

As per the requirements set out in the Education Act, TCDSB's revised budget estimates are required to be balanced. The 2019-20 Overall and Instructional budget expenditure revised estimates appearing in this report is prepared based on updated enrolment and staffing projections, and calculated Grants for Student Needs (GSN) and Other Priorities and Partnership Funds (PPF) funding projections.

Two budget related reports have been submitted to facilitate Trustees with conflicts of interest on instructional related funding, at their own discretion, the opportunity to participate in non-instructional funding related discussions. The two reports are intended to be read together for a fulsome understanding of the budget but are separated for the purposes of public debate.

The total change from Budget Estimates to Revised Budget Estimates is a net increase of \$3.2M. Total Revenues in the Revised Budget Estimates is \$1,147.9M and the Expenditures is \$1,150.7M, which will result in a net (deficit) of (\$2.8M), which is \$3.2M favourable compared to the \$6.0M in-year deficit projected in September 2019.

Additional costs will result in a \$1.3M increase in the Non-Instructional budget, but are offset by decreased costs within the Instructional budget. These additional costs are related specifically to Transportation required to accommodate students moving from an extended day program to the regular instructional day for the International Language program as well as Transportation policy changes. As per the recommendations of the 2018-19 Year End Financial Report, the Accumulated Surplus will fund these costs on a one-time basis for 2019-20; pending approval by the Board of Trustees.

The cumulative staff time required to prepare this report was 10 hours

B. PURPOSE

1. This report has been prepared for the Board of Trustees in order to approve the 2019-20 Revised Budget Estimates for Non-Instructional Expenditure Categories.

C. BACKGROUND

1. ***Revision of Budget Estimates is primarily driven by enrolment changes.***

The Budget Estimates were due to the Ministry by June 30, 2019 based on projected enrolment data for October 2019 and March 2020.

Revised Budget Estimates are due by December 13th, 2019 based on the actual enrolment data as of October 31, 2019 and projected enrolment data for March 31, 2020.

Subsequent changes in enrolment will be submitted throughout the year and any increases/decreases in enrolment will be used in the final Grant for Student Needs calculations at year-end with a corresponding increase/decrease in revenues.

2. ***The 2019-20 Budget Estimates have already been approved; this report speaks to minor revisions in comparison to the overall budget.***

The Board of Trustees approved the 2019-20 Budget Estimates at the Regular Board meeting held on June 13, 2019. The 2019-20 Overall Operating Budget Estimates totalled \$1,152.0M, and projected an in-year deficit of (\$2.8M). Subsequently, the Board approved an implementation deferral of Employee Paid Parking, which caused a projected loss of \$3.2M in revenue. The new in-year deficit projection as of September 2019 was therefore (\$6.0M).

3. ***The \$6.0M projected in-year deficit as of September 2019 was to be funded by the 2018-19 surplus.***

The Audit Committee reviewed and recommended to the Board of Trustees the approval of the 2018-19 year-end audited financial statements on November 13, 2019. The financial statements reported an in-year surplus of \$25.8M, which was then allocated to funding an estimated in-year deficit for 2019-20 of \$6.0M with the remaining allocated to one-time investments and Reserves based on the Reserve Strategy approved by the Board in June 2018.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The projected expenditure changes in the Non-Instructional expenditure category appear in the table below:

<i>Non-Instructional Expenditure Categories</i>	<i>2019-20 Budget Estimates (\$M)</i>	<i>2019-20 Revised Budget Estimates (\$M)</i>	<i>Change (\$M)</i>
School Operations & Maintenance	98.3	98.2	(0.1)
Administration & Governance	25.5	25.6	0.1
Transportation	37.4	38.7	1.3
Other-Temporary Accommodations	3.2	3.2	0.0
Total	164.4	165.7	1.3

2. *Budgeted Expenditures increased by \$1.3M due to the following:*

- Transportation costs increased by \$1.3M because additional busses were added to address the International Languages bell time changes, policy revisions, new growth in the system and contract increases.
- Appendix A provides more detail by functional area

3. *The resulting In-Year Operating Deficit for the Non-Instructional Category is (\$1.3M).* On November 13, 2019 the Board approved a reservation strategy from the 2018-19 In-Year Surplus that allocated funding to cover this deficit.

E. STAFF RECOMMENDATION

1. That the Board of Trustees approve the Revised Non-Instructional Budget Estimates.

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

NON INSTRUCTIONAL

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Director's Office	6,201,718	6,256,790	\$ 55,073	0.9%
Communications	648,404	651,930	\$ 3,526	0.5%
Human Resources	6,331,603	6,364,482	\$ 32,879	0.5%
Business Administration	4,903,358	4,932,581	\$ 29,222	0.6%
Legal Fees	1,125,000	1,125,000	\$ -	0.0%
Corporate Services	1,127,848	1,133,641	\$ 5,793	0.5%
Employee Relations	1,004,122	1,009,892	\$ 5,771	0.6%
Facilities Services & Planning Services	1,460,008	1,468,586	\$ 8,578	0.6%
Catholic Education Centre	2,600,389	2,603,586	\$ 3,197	0.1%
Transportation	37,389,824	38,696,479	\$ 1,306,655	3.5%
Operations & Maintenance	98,308,553	98,172,095	\$ (136,458)	-0.1%
Other Expenditures	125,381	124,841	\$ (540)	-0.4%
Temporary Accomodation	3,222,441	3,222,441	\$ -	0.0%
TOTAL	\$ 164,448,648	\$ 165,762,346	\$ 1,313,697	0.8%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Director's Office

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Director/Supervisory Officers Salaries	\$ 3,179,543	\$ 3,179,543	(0)	0.0%
Director/Supervisory Officers Benefits	944,642	990,428	45,786	4.8%
Director & Supervisory Officers Professional Development	42,500	42,500	-	0.0%
Director & Supervisory Officers Other Expenses	43,680	43,680	-	0.0%
Office Support Staff Salaries	837,662	837,662	-	0.0%
Office Support Staff Benefits	234,185	240,719	6,534	2.8%
Trustees & Student Trustees Honorariums	268,204	270,958	2,754	1.0%
Trustees & Student Trustees Other Expenses	281,540	281,540	-	0.0%
OCSTA Annual Membership Fee	210,978	210,978	-	0.0%
OCSCOA Membership Fees	32,895	32,895	-	0.0%
Director's Office				
Printing	15,000	15,000	-	0.0%
Telephone	2,500	2,500	-	0.0%
Supplies	98,388	98,388	-	0.0%
Contractual Services	10,000	10,000	-	0.0%
TOTAL	\$ 6,201,718	\$ 6,256,790	55,073	0.9%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Communications

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Salaries	\$ 452,075	\$ 452,075	-	0.0%
Benefits	126,387	129,913	3,526	2.8%
Supplies & Services				
Car Allowance	4,116	4,116	-	0.0%
Printing	7,500	7,500	-	0.0%
Telephone	4,000	4,000	-	0.0%
Supplies	54,326	54,326	-	0.0%
TOTAL	\$ 648,404	\$ 651,930	3,526	0.5%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Human Resources

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Salaries	\$ 4,215,261	\$ 4,215,261	-	0.0%
Benefits	1,178,461	1,211,340	32,879	2.8%
Central Temporary Staffing	85,000	85,000	-	0.0%
Summer Help (Temporary Staffing)	85,000	85,000	-	0.0%
Negotiation Costs	125,719	125,719	-	0.0%
New Teacher Induction Program NTIP Provision	50,000	50,000	-	0.0%
Workplace Safety Team Professional Development Fund	50,000	50,000	-	0.0%
Whistle Blower Security	75,000	75,000	-	0.0%
Central Bargaining - OCSTA	43,017	43,017	-	0.0%
Car Allowance	24,696	24,696	-	0.0%
Professional Development	15,000	15,000	-	0.0%
Printing	8,000	8,000	-	0.0%
Telephone	11,406	11,406	-	0.0%
Supplies	97,250	97,250	-	0.0%
Recruitment of Staff	80,000	80,000	-	0.0%
Professional Services	117,811	117,811	-	0.0%
Software Fees & Licensing Fees	69,982	69,982	-	0.0%
TOTAL	\$ 6,331,603	\$ 6,364,482	32,879	0.5%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Business Administration

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Salaries	\$ 3,746,476	\$ 3,746,476	-	0.0%
Benefits	1,047,402	1,076,625	29,222	2.8%
Supplies & Services				
Materials Management	9,116	9,116	-	0.0%
Payroll Services	28,920	28,920	-	0.0%
Business Services	46,444	46,444	-	0.0%
Printing Services	(100,000)	(100,000)	-	0.0%
Bank Charges & Other Fees	25,000	25,000	-	0.0%
Audit Fees	100,000	100,000	-	0.0%
TOTAL	\$ 4,903,358	\$ 4,932,581	29,222	0.6%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Legal Fees

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Legal Fees & Services - General Corporate & Safe Schools	\$ 150,000	\$ 150,000	-	0.0%
Legal Fees & Services - Employee Relations	625,000	625,000	-	0.0%
Legal Fees & Services - Planning & Facilities	350,000	350,000	-	0.0%
TOTAL	\$ 1,125,000	\$ 1,125,000	-	0.0%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Corporate Services

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Salaries	\$ 742,736	\$ 742,736	-	0.0%
Benefits	207,647	213,440	5,793	2.8%
Professional Development	82,700	82,700	-	0.0%
Printing	1,200	1,200	-	0.0%
Telephone	2,000	2,000	-	0.0%
Supplies	26,088	26,088	-	0.0%
Contractual Services	57,861	57,861	-	0.0%
Software Fees & Licensing Fees	3,500	3,500	-	0.0%
Car Allowance	4,116	4,116	-	0.0%
TOTAL	\$ 1,127,848	\$ 1,133,641	5,793	0.5%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Employee Relations

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Salaries	\$ 739,848	\$ 739,848	-	0.0%
Benefits	206,839	212,610	5,771	2.8%
Professional Development	7,500	7,500	-	0.0%
Printing	10,000	10,000	-	0.0%
Telephone	3,000	3,000	-	0.0%
Supplies	13,770	13,770	-	0.0%
Professional Services	19,048	19,048	-	0.0%
Car Allowance	4,116	4,116	-	0.0%
TOTAL	\$ 1,004,122	\$ 1,009,892	5,771	0.6%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Facilities Services & Planning Services

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Salaries	\$ 1,099,799	\$ 1,099,799	-	0.0%
Benefits	307,471	316,049	8,578	2.8%
Supplies & Resources				
Facilities Services Department	12,243	12,243	-	0.0%
Capital Development Department	3,500	3,500	-	0.0%
Planning Department	18,000	18,000	-	0.0%
Development Services	2,995	2,995	-	0.0%
Admissions Department	1,000	1,000	-	0.0%
Facilities Legal Services Department	10,000	10,000	-	0.0%
Capital Planning Capacity Program	5,000	5,000	-	0.0%
TOTAL	\$ 1,460,008	\$ 1,468,586	8,578	0.6%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Catholic Education Centre

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Custodial Salaries	\$ 409,881	\$ 409,881	-	0.0%
Custodial Benefits	114,591	117,788	3,197	2.8%
CEC Facility Utilities & Maintenance	600,000	600,000	-	0.0%
CEC Amortization of Previous Building Improvements	1,475,917	1,475,917	-	0.0%
TOTAL	\$ 2,600,389	\$ 2,603,586	3,197	0.1%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Transportation

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Administrative Salaries	\$ 1,009,290	\$ 1,009,290	-	0.0%
Administrative Benefits	248,689	249,958	1,269	0.5%
Temporary Assistance	50,000	50,000	-	0.0%
Office Supplies & Services	132,400	131,900	(500)	-0.4%
TRANSPORTATION - REGULAR INSTRUCTION				
Music	-	-	-	#DIV/0!
Outdoor Education	-	-	-	#DIV/0!
Excursions for Handicapped Students	14,675	14,675	-	0.0%
Ontario Schools Deaf & Blind	46,300	92,599	46,300	100.0%
Regular Home to School	15,730,814	17,086,393	1,355,579	8.6%
Student Safety	65,631	65,631	-	0.0%
Safe Schools	13,841	13,841	-	0.0%
Kindergarten	-	-	-	#DIV/0!
Remedial Language	109,433	109,433	-	0.0%
Regular Transit Fares for Scholars & Children	34,509	34,509	-	0.0%
Safe Schools Transit Fares (Scholars)	15,312	15,312	-	0.0%
Transit Fares for Adults			-	#DIV/0!
Summer School	474,257	474,257	-	0.0%
Bilingual Program Transit Fares (Scholars & Children)	30,997	30,997	-	0.0%
Exceptional Circumstances (Tickets)	494,386	494,386	-	0.0%
Fuel Escalation Charge Provision	160,000	160,000	-	0.0%
Regular Home to School for New Routes	-	-	-	#DIV/0!
Software Fees & Licenses	180,926	180,926	-	0.0%
Physical Transportation			-	#DIV/0!
Transportation Consortium	124,605	124,605	-	0.0%
TRANSPORTATION - SPECIAL EDUCATION				

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Transportation

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Vision, Hearing & Speech	2,297,409	2,297,409	-	0.0%
Medical & Handicapped	8,921,822	8,921,822	-	0.0%
Special Education Transit Fares for Adults	4,653	4,653	-	0.0%
Developmentally Disabled Transit Fares for Scholars	7,975	7,975	-	0.0%
Special Transit Fares for Scholars & Children	245,454	245,454	-	0.0%
Developmentally Disabled	593,967	593,967	-	0.0%
Care & Treatment & Correctional Facilities Programs	1,101,540	1,101,540	-	0.0%
Special Education	4,274,636	4,274,636	-	0.0%
Co-operative Education (Special Education & W/C) & Transit Tickets	865,350	865,350	-	0.0%
ONE-TIME TRANSPORTATION SERVICES				
One-time Transportation Services due to New School Construction	\$ 140,953	\$ 44,960	(95,993)	-68.1%
TOTAL	\$ 37,389,824	\$ 38,696,479	1,306,655	3.5%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Operations & Maintenance

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Salaries	\$ 47,194,453	\$ 47,089,486	(104,967)	-0.2%
Benefits	14,501,118	14,469,627	(31,491)	-0.2%
Utilities	19,816,492	19,816,492	-	0.0%
Insurance	2,450,000	2,450,000	-	0.0%
Professional Development Provision	135,793	135,793	-	0.0%
Printing and Photocopying	8,258	8,258	-	0.0%
Plant Operations Supplies	1,206,501	1,206,501	-	0.0%
Automobile Reimbursement	60,709	60,709	-	0.0%
Travel Expense Allowance	110,166	110,166	-	0.0%
Vehicle Fuel	130,000	130,000	-	0.0%
Repairs-Custodial Equipment	150,000	150,000	-	0.0%
Telephone Expense	128,096	128,096	-	0.0%
Office Supplies and Services	32,597	32,597	-	0.0%
Maintenance Supplies and Services	3,585,723	3,585,723	-	0.0%
Vehicle Maintenance and Supplies	178,000	178,000	-	0.0%
Replacement Furniture & Equipment	254,938	254,938	-	0.0%
Additional Equipment - Vehicles	-	-	-	0.0%
Rental Lease Vehicles	75,000	75,000	-	0.0%
Other Professional Fees (Health & Safety)	175,000	175,000	-	0.0%
Other Contractual Services	8,115,709	8,115,709	-	0.0%
TOTAL	\$ 98,308,553	\$ 98,172,095	(136,458)	-0.1%

2019-20 BUDGET EXPENDITURE REVISED ESTIMATES BY FUNCTIONAL CLASSIFICATION

Other Expenditures

Expenditures	2019/2020 Estimates	2019/2020 Revised Estimates	Difference	
			\$	%
Parental Involvement Funding	123,381	122,841	(540)	-0.4%
Partnership Development Department - Office Supplies & Services	2,000	2,000	-	0.0%
TOTAL	\$ 125,381	\$ 124,841	(540)	-0.4%



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

BUDGET SUB-COMMITTEE TERMS OF REFERENCE

*The heart is deceitful above all things and beyond cure. Who can understand it?
“I the LORD search the heart and examine the mind, to reward each person
according to their conduct, according to what their deeds deserve.”*

Jeremiah 17:9-10

Created, Draft	First Tabling	Review
October 25, 2019	December 11, 2019	Click here to enter a date.

P. De Cock, Comptroller of Business Services & Finance

RECOMMENDATION REPORT

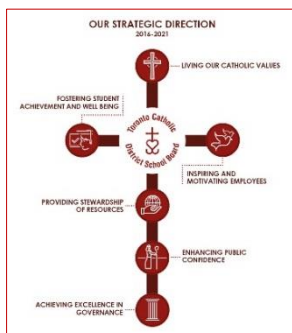
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Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report responds to a request from the Board regarding establishing a Budget Committee for the 2020-21 budget planning cycle. The committee is envisioned to be a sub-committee of Corporate Services and will vet budget submissions and materials as well as consultation plans before being considered at the Corporate Services Committee. The draft terms of reference appear in Appendix A for the purpose of reviewing and defining the Terms of Reference for the proposed Budget Committee. This report recommends that three (3) Trustees be appointed to the committee in addition to the Chair and Vice-Chair in an ex-officio capacity.

The cumulative staff time required to prepare this report was 3 hours.

B. PURPOSE

1. This report outlines the parameters around which a Budget Sub-Committee of Corporate Services Committee could be established.

C. BACKGROUND

1. During the 2019-20 Budget Estimates planning process, the Board of Trustees debated the idea of establishing a Budget Committee for the upcoming budget year.
2. In the fall of 2019, staff committed to bringing a report to December Corporate Services where a proposed Terms of Reference could be considered.
3. The draft Budget Sub-Committee's Terms of Reference appearing in Appendix A is based partly upon the Terms of Reference approved by the Board in a previous iteration of the Budget Committee in 2012.

D. STAFF RECOMMENDATION

1. That the Board of Trustees adopt the terms of reference, appearing in Appendix A, for the proposed Budget Sub-Committee.
2. That the Board appoint three (3) Trustees to the Sub-Committee in addition to the Chair and Vice-Chair in ex-officio

DRAFT TERMS OF REFERENCE FOR THE BUDGET SUB-
COMMITTEE

The Budget Sub-Committee shall be a Sub-Committee of the Corporate Services, Strategic Planning and Property Committee (CS Committee) and be established with the following terms and responsibilities:

1. Vet and approve staff proposals on any consultation and communication plans regarding the operating budget for the following fiscal year for presentation to the CS Committee.
2. Vet and approve staff proposals on the operating budget for the following fiscal year for presentation to the CS Committee.
3. Vet and approve staff proposals regarding the use of strategic reserve funds, including, but not limited to Information Technology Strategic investments and Student Equity investments, for presentation to the CS Committee.
4. Consider the impact of private matters related to budget preparations, including, but not limited to collective agreement implications and other employee-related issues.
5. Other matters as mandated from time to time by the CS Committee.
6. Meet at least four (4) times during the budget planning cycle (typically January to June), but more often as determined by the Sub-Committee.
7. The Sub-Committee shall be comprised of three (3) Trustees for a one-year term as well as the current Chair and Vice-Chair of the Board as ex officio members. Quorum shall be achieved by the presence of at least 50% of the members either in-person or by phone.
8. The Chair of the Sub-Committee shall be decided by majority vote at the first meeting each year.
9. The Sub-Committee shall be supported by the Director of Education (or her/his designate), the Associate Director of Facilities, Business and Community Development and Chief Financial Officer and any other staff deemed necessary by the Director and the Associate Director.



REPORT TO

**CORPORATE SERVICES, STRATEGIC
PLANNING AND PROPERTY
COMMITTEE**

REFRESH OF PUBLIC AND SCHOOL WEBSITES

“and you will know the truth, and the truth will make you free.” - John 8:32

Created, Draft	First Tabling	Review
November 11, 2019	December 11, 2019	Click here to enter a date.
Steve Camacho, Chief Information Officer Shazia Vlahos, Chief of Communications and Government Relations		
RECOMMENDATION REPORT		

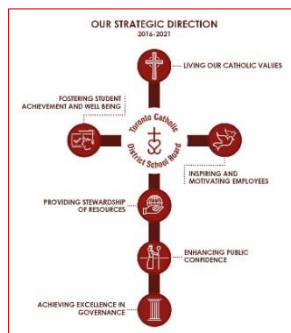
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Associate Director of Facilities,
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Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

The Toronto Catholic District School Board (TCDSB) public facing website is a critical resource for parents, students, staff, community stakeholders (SEAC), and the general public. The web is used to provide an abundance of information on TCDSB programs, policies, schools, daily operations, and events. It is also used as conduit for admissions and other functional elements. However, the website has received many complaints over the last few years about its overall function, authorizations content and user design/experience. The website has not been refreshed since 2010.

Staff are recommending a complete overhaul of the TCDSB public website by going to market with a request for proposal (RFP) to select and hire a web development/design firm that will assist TCDSB staff in completing robust stakeholder consultations about how to improve the website, develop the new public website and school sites, and maintain the website going forward. Along with the updated website, staff will develop updated protocols and procedures to ensure the content on the website is as accurate as possible.

Based on initial market analysis and review of similar projects with several local design firms, staff believe this project will take between 12 to 18 months to complete with an approximate cost of up to \$500,000. Staff are recommending that the Board of Trustees approve the allocation of this amount be taken from the IT Strategic System reserve.

The cumulative staff time required to prepare this report was 10 hours.

B. PURPOSE

The purpose of this report is to provide information to the Board of Trustees about the current state of the TCDSB public website and to propose a high-level plan to refresh the TCDSB public website and school sites.

This report also responds to a request of staff at the January 24th, 2019 Board meeting to provide information about the current protocols for updating the programming information on the public website.

C. BACKGROUND

1. The TCDSB public facing website is a critical resource for the parents, students, staff, community stakeholders, and the general public. The website provides a plethora of information on TCDSB programs, policies, daily operations, and events. It is also used as a conduit for student admissions.
2. The TCDSB public website also has several other important functional elements including:
 - a. Staff Directory
 - b. School Finder
 - c. Board Meeting Calendar and Agendas
 - d. E-news
 - e. Policy Directory
 - f. Forms Directory
3. The TCDSB public website also contains individual school website with its structure. These school “micro sites” are used by individual schools to provide local updates and other pertinent information to their school communities. Currently, school administrators are responsible for updating and maintaining their school sites with technical assistance provided by IT and Communications Department.
4. Individual departments such as Special Education, Continuing Education, Student Success, and others also use the TCDSB public website to display information about centrally delivered or managed programming.
5. The TCDSB public website was last refreshed in 2010.

D. EVIDENCE/RESEARCH/ANALYSIS

6. Over the last few years, staff have received several complaints about the website. Common complaints include, but are not limited to:
 - a. School websites are too difficult to update by school staff
 - b. The look and feel of the website is dated
 - c. The content on the website is dated or inaccurate
 - d. The website does not function properly on mobile devices

- e. Content is difficult to navigate and search
 - f. TCDSB schools are difficult to find on Google search
7. ICT Service staff have determined that underlying software and infrastructure that runs the website is in state of disrepair. The hardware running the website is 3 years past its useful life. The software used to manage the website content is no longer supported by the software vendor and is not receiving critical security updates. This significantly increases the risk of failure and/or security issues facing the public website.
 8. TCDSB has done its best to maintain the current website with in-house staff who have expertise in software development and IT infrastructure. However, to develop a modern website, many additional skills are needed such as user experience (UX), graphics design, information architecture, and search engine optimization.
 9. Due to the large scale nature of the website and lack of staff resources required to maintain the site, TCDSB has used a decentralized approach to maintain the website content, with no single department responsible for the overall site. This practice has led to unclear or conflicting information on the website.
 10. At the January 24th, 2019 Board meeting, Trustees received a delegation concerning overcrowding at an elementary school and how staff responded to overcrowding issue. While the delegation was primarily concerned with the changes to programming at the overcrowded school, the delegate also raised questions about the TCDSB protocols for updating the website as changes to the website had been made regarding the programming information.
 11. Both ICT and Communications reviewed the website protocols and agreed that improvements could be made to the public website including content authorization processes. The current website update protocol is a mostly decentralized process where authors within a specific department are allowed to make change to area related to their area, department, or school with any additional approvals.
 12. The current website content management system, does not allow for easy workflow and approvals between content authors and content approvers. As a result, content may be posted online without appropriate review/approval.

E. ACTION PLAN

1. Given the challenges described above, Staff are recommending a complete overhaul of the TCDSB public website. The overhaul will include:
 - a. a new modern look and feel with focus on user experiences and design
 - b. the establishment of content controls and site/page authorizations
 - c. search engine optimization
 - d. a user-friendly interface for school administrators and office staff
 - e. improved functionality for school finder, board meetings, policies, staff directory, alerts and e-news.
 - f. Accessibility for Ontarians with Disabilities Act (AODA) compliant site
 - g. move the website to a hyper-scale cloud provider with capacity to handle peak traffic volumes during major events such as snow storms
 - h. de-commissioning of old hardware and software
2. Prior to developing a new website, the successful web design firm and TCDSB staff will conduct robust stakeholder feedback sessions to determine the most important design elements of the new TCDSB website. Feedback will be gathered from internal staff, student leaders, trustees, parents including CPIC and OAPCE, and other community stakeholders. During the web design consultation, the overall look and feel will be discussed; to hear about user frustrations with the current design, any ideas they have, and offer up design concepts that will better represent the TCDSB brand, improve user engagement, and establish metrics into conversion rates.
3. To ensure TCDSB has access to all the necessary technical skills needed to develop a modern website, the TCDSB will go to market with a request for proposal (RFP) to select and hire a web development/design firm that will create and maintain the new public website going forward.
4. A Supervisor of Website/Digital Management will be responsible for overseeing the public website, working with the external web development/design firm, and maintaining website content management practices. This role will report directly to the Chief of Communications. This new role was created from a vacancy within ICT Services and is cost neutral.

5. To ensure the new public website is responsive under heavy traffic and available when with the TCDSB data centre is offline, the new TCDSB website will be hosted with a major cloud infrastructure provider. The exact provider and architecture will be selected and developed in collaboration with the external web development/design firm.
6. Based on an initial market analysis and review of similar projects with several local design firms, the TCDSB anticipates that this project will take 12 to 18 months to complete and cost up to \$500,000.
7. Once the RFP is complete, staff will return to the board with a final budget, procurement award, and project plan for the development of the new website.

F. STAFF RECOMMENDATION

That the Board of Trustees approve a budget of \$500,000 for the development of a new public website from the IT Strategic System reserve.



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

MONTHLY PROCUREMENT REPORT

‘What you heard from me, keep as the pattern of sound teaching, with faith and love in Christ Jesus. Guard the good deposit that was entrusted to you-guard it with the help of the Holy Spirit who lives in us.’

2 Timothy 1:13-14

Created, Draft	First Tabling	Review
November 21, 2019	12/12/2019	Click here to enter a date.
J. Charles, Coordinator of Material Management V. Artuso, Purchasing Manager P. De Cock, Comptroller of Business Services & Finance		
RECOMMENDATION REPORT		

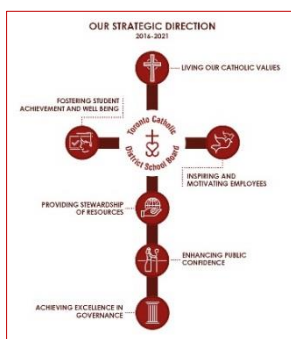
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Director of Education

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Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

As required by the TCDSB Purchasing Policy (FP.01), the Board of Trustees approve any procurement activity/awards in excess of \$50,000. This report submits to the Board of Trustees all procurement activity/awards in excess of \$50,000 subsequent to October 23, 2019 for review and approval, and further reports will be prepared on a monthly basis for the Corporate Services, Strategic Planning and Property Committee.

The cumulative staff time required to prepare this report was 40 hours.

B. PURPOSE

1. This report responds to a TCDSB Purchasing Policy regulation requiring Board of Trustees approval for any procurement activity/award equal to or greater than \$50,000.

C. BACKGROUND

1. The Board Purchasing Policy FP01 provides delegation of authority to the Director of Education to approve the award of all contracts and expenditures not to exceed a threshold of \$50,000 where the Board of Trustees has approved the budget, project or report.
2. In order to facilitate procurement activity and/or awards in excess of the \$50,000 limit, this report recommends approval for the attached list of procurement requisitions and/or awards.

D. EVIDENCE/RESEARCH/ANALYSIS

1. A complete listing and description of procurement requisitions and/or awards appears in Appendix A.

E. CONCLUDING STATEMENT

That the Board of Trustees approve all procurement activities/awards listed in Appendix A

Appendix A: Monthly Procurement Approvals

No.	Report Name	Vendor Name(s)	Type	Description	Amount
1	Bishop Allen Academy Exterior Door Replacement Contractor Award	Windspec Inc.	New Procurement	Construction contract to replace all exterior doors, frames and hardware at Bishop Allen Academy.	\$355,516.80
2	Ope 2019 008 Salt and Sand Supply Unit-Rate Contract	Mr. Chemical Ltd. & Rona Inc.	New Procurement	A joint Tender with the Toronto District School Board (TDSB) was issued to renew pricing for the supply and delivery of salt, sand and calcium chloride (ice melt) to each school location.	\$308,984.56
3	Ren 2019 014 Access Control & Security Upgrades 2019 Contractor Award	API Alarm Inc & 360 Advanced Security Corp.	New Procurement	Upgrading the access control system & intrusion security at 41 school sites.	\$2,003,284.87
4	Insignia 20192020 Software Procurement	Insignia Software Corporation	Information on Existing Award	Renewal of the Board's annual maintenance agreement with Insignia Software Corporation for its Insignia Library software. TCDSB utilizes the Insignia Library Software system in all elementary and secondary schools.	\$70,490.40

Appendix A: Monthly Procurement Approvals

No.	Report Name	Vendor Name(s)	Type	Description	Amount
5	Renewal of 2020-2021 Palo Alto 5250 Firewalls Maintenance Agreement	Compugen Inc.	Information on Existing Award	Renewal of the Palo Alto 5250 Firewalls Maintenance Agreement that provides software upgrades and 24 hours per day and 7 days per week of technical support for the perimeter firewalls protecting TCDSB's mission-critical services and assets including Internet, corporate web sites, emails, Trillium, SAP, etc.	\$120,777.52
6	Ren 2019 021 St. Andre Catholic School Site Changes to Accommodate New Parking Lot and Playground Alterations	Bevcon Construction & Paving Ltd.	Modification to existing award	Additional asphalt paving work required to meet City of Toronto zoning requirement related to the portable classroom placement at St. Andre Catholic School.	\$73,533.30
7	School and CEC Telephone Systems Maintenance and Equipment Contract	Smart IP	Modification to existing award	Extend the agreement for Smart IP for telephone maintenances services and equipment to May 1, 2020.	\$120,000.00

Appendix A: Monthly Procurement Approvals

No.	Report Name	Vendor Name(s)	Type	Description	Amount
8	4 Office renewal for Copiers	4 Office	Information on Existing Award	Extend the existing agreement with 4Office Automation for printers & copiers , including cost of printing on a 12-month flexible extension with a 60 days' cancellation notice any time beyond July 1, 202.	\$1,404,000.00
9	Interactive Projector Purchase	Diversified (Formally Advanced Visual Environments)	New procurement award	Purchase of 50 projectors required at various schools.	\$183,100.00



Procurement Award Report with Project Update

Report To	Corporate Services – Monthly Procurement
Report Name	Ren 2019 032 Bishop Allen Academy Exterior Door Replacement Contractor Award
Report #	Ren 2019 032
Division	Renewal
SO/Executive	D.Friesen, (Acting) Superintendent of Capital and Asset Renewal
Initiator/Requestor	A. Ruscetta, Supervisor - Project Administration
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	P-002-20	Value + Net HST	\$355,516.80
Term Start Date	December 12, 2019	Term End date	August 14, 2020

Description of Goods/Service or Change

<p>Construction contract to replace all exterior doors, frames and hardware at Bishop Allen Academy.</p>

Appendix A: Monthly Procurement Approvals

Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	6
Name of Recommend Vendor/Bidder	Windspec Inc.
Winning Bid Value + Net HST	\$355,516.80
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2017-032, December 13, 2017
Under/Over Budget	Within approved budget

Formal Award Recommendation

1.	That a contract be awarded to Windspec Inc. to replace the exterior doors, frames and hardware at Bishop Allen Academy in the amount of \$355,516.80 including net HST.
2.	Funds for this project are allocated in the School Condition Improvement Grant.

Project Funding Update

Note: Complete this for any purchasing awards need that have impact on a project budgets

Funding Statement

Bishop Allen Academy - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$400,000.00
Construction Costs	\$355,516.80	
Consulting Fees	\$10,715.80	
Technical Development Allowance	\$5,000.00	
Contingency Allowance	\$28,767.40	
Total Project Cost		\$400,000.00
Balance		\$0.00

Project Budget Change Needed	No
Budget Change Amount	N/A

Formal Budget Change Recommendation



Procurement Award Report

Report Name	Ope 2019 008 Salt and Sand Supply Unit-Rate Contract Award
Division	Environmental Support Services
SO/Executive	M. Farrell, (Acting) Superintendent, Environmental Support Services
Initiator/Requestor	S. Martens, Officer, Environmental Support Services
Report Type	Procurement Award

Tender/RFP Information

RFP/Tender #	CN20-001T	Value + Net HST	\$308,984.56
Term Start Date	November 11, 2019	Term End date	November 30, 2020

Description of Goods/Service or Change

The current contract for the delivery and supply of salt and sand to each school location has expired.

A joint Tender with the Toronto District School Board (TDSB) was issued to renew pricing for the supply and delivery of salt, sand and calcium chloride (ice melt) to each school location.

Bagged salt and sand is used by custodial staff at all school locations during the winter months as part of the Board's snow and ice removal procedures to keep sidewalks, stairs and walkways free of ice and snow.

This report recommends awarding the contract for supply of salt and sand to Mr. Chemical Ltd. and Rona Inc. initial one (1) year term in the amount of \$77,246.14 per year, plus three (3) optional extensions per-year at the discretion of the Board.

There is no fixed financial commitment relating to the recommendation, as funds are only encumbered when a Purchase Order is issued. Based on past usage patterns and requests from schools this year for salt and sand an annual expenditure of \$77,246.14 inclusive of net HST is anticipated. The total contract value for four (4) years is approximately \$308,984.56 inclusive of net HST.

Procurement Process

Appendix A: Monthly Procurement Approvals

Procurement Type	Tender
Consortium/Group Purchase	Yes – Joint TCDSB/TDSB
# of Compliant Bidders/Respondents	3
Name of Recommend Vendor/Bidder	Mr. Chemical Ltd. / Rona Inc.
Winning Bid Value + Net HST	\$308,984.56
Budget Source	Facilities Operation Budget
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

This report recommends award to the two (2) lowest Bidders meeting specifications for supply of sand and salt, to Mr. Chemical Ltd. and Rona Inc. This is a one (1) year contract in the amount of \$77,246.14 inclusive of net HST with options to renew the contract at the Board's discretion for a maximum of three (3) additional one-year terms in a contract value of approximately \$308,984.56 inclusive of net HST (Appendix A).



Procurement Award Report with Project Update

Report To:	Corporate Services – Monthly Procurement
Report Name	Ren 2019 014 Access Control & Security Upgrades 2019 Contractor Award
Report #	Ren 2019 014
Division	Renewal Department Capital Development and Asset Renewal
SO/Executive	D. Friesen, (Acting) Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	J. Directo, Supervisor Capital Projects
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	P-072-19	Value Incl. Net HST	\$2,003,284.87
Term Start Date	December 12, 2019	Term End date	August 31, 2020

Description of Goods/Service or Change

- Upgrading the access control system & intrusion security at 41 school sites for 2019 (Phase 5).
- This report is to award the successful contractors for the 41 schools of Phase 5
- Three (3) bids were received from the three (3) pre-qualified contractors for Tender P-072-19. Bid results per school site are summarized in Appendix A.
- The recommended bidders to be for awarded are based on the lowest bid price as submitted per school site.

Appendix A: Monthly Procurement Approvals

Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	3
Name of Recommend Vendor(s)/Bidder(s)	Various, See Recommendations
Winning Bid Value Incl. Net HST	Various, See Recommendations
Budget Source	School Condition Improvement Grant (SCI)
Budget Source approval (Report & Date)	Ren 2018 136 – May 29, 2019
Under/Over Budget	Within approved budget

Formal Award Recommendation

<ol style="list-style-type: none">1. That contracts for access control and security upgrades for the following 41 schools of Phase 5 access control and security upgrades program be awarded as follows:<ol style="list-style-type: none">a. That a contract be awarded to API Alarm Inc. as detailed in the Recommended Bidders Summary in Appendix A, for 23 schools in the amount of \$782,238.54 plus net HST of \$16,896.35 for a total fee of \$799,134.89.b. That a contract be awarded to 360 Advanced Security Corp. as detailed in the Recommended Bidders Summary in Appendix A, for a total of 18 schools in the amount of \$747,933.26 plus net HST of \$16,155.36 for a total fee of \$764,088.62.2. That the project budget include a technical development allowance of \$90,000.00 and a project contingency allowance of \$210,000.3. That funds be made available from the School Condition Improvement Grant (SCI).

Appendix A: Monthly Procurement Approvals

Project Funding Update

Note: Complete this for any purchasing awards need that have impact on a project budgets

Funding Statement

Various Schools - Access Control Phase 5 - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget - Ren 2018 136		\$2,165,061.36
Construction Cost (Phase 5 - 41 sites)	\$1,563,223.51	
Consulting Fees (2019-20 Phases 5&6)	\$140,061.36	
Technical Development Allowance	\$90,000.00	
Contingency Allowance	\$210,000.00	
Total Project Cost		\$2,003,284.87
	Balance	\$161,776.49

Project Budget Change Needed?	No
Budget Change Amount	N/A

Formal Budget Change Recommendation

N/A

Appendix A: Monthly Procurement Approvals

Ren 2019 014 - APPENDIX A					
Phase 5 Security and Door Access Upgrade- Recommended Bidders Summary					
SCHOOL	Barrie Communications Equip Ltd.	API Alarm Inc.	360 Advanced Security Corp.	Recommended Low Bid Per School	Recommended Contractor
St. Rita	\$ 87,261.00	\$ 41,696.48	\$ 33,349.12	\$ 33,349.12	360 Adv. Security
St Michael Choir Jr	\$ -	\$ 22,566.98	\$ 31,331.36	\$ 22,566.98	API Alarm Inc.
St. Theresa Shrine	\$ 97,535.00	\$ 34,210.98	\$ 31,156.70	\$ 31,156.70	360 Adv. Security
Our Lady Of Peace	\$ 165,503.00	\$ 39,297.98	\$ 44,632.62	\$ 39,297.98	API Alarm Inc.
Christ The King	\$ -	\$ 23,722.48	\$ 27,035.20	\$ 23,722.48	API Alarm Inc.
St Ambrose	\$ 86,452.00	\$ 44,926.98	\$ 43,737.01	\$ 43,737.01	360 Adv. Security
St. Maria Goretti	\$ 102,432.00	\$ 52,875.48	\$ 51,794.77	\$ 51,794.77	360 Adv. Security
Our Lady Of The Assumption	\$ 83,392.00	\$ 42,977.48	\$ 44,736.69	\$ 42,977.48	API Alarm Inc.
St Josaphat	\$ 189,479.00	\$ 32,530.98	\$ 35,479.99	\$ 32,530.98	API Alarm Inc.
St. Benedict	\$ -	\$ 40,686.98	\$ 42,507.98	\$ 40,686.98	API Alarm Inc.
Immaculate Heart Of Mary	\$ -	\$ 22,292.48	\$ 28,296.75	\$ 22,292.48	API Alarm Inc.
St Barbara	\$ 88,652.00	\$ 39,751.98	\$ 38,938.69	\$ 38,938.69	360 Adv. Security
Transfiguration	\$ 143,241.00	\$ 32,825.98	\$ 32,340.65	\$ 32,340.65	360 Adv. Security
St. Boniface	\$ 50,063.00	\$ 35,676.98	\$ 37,736.52	\$ 35,676.98	API Alarm Inc.
St. Raphael	\$ 117,209.00	\$ 38,396.48	\$ 37,391.78	\$ 37,391.78	360 Adv. Security
St. Martin De Porres	\$ 78,821.00	\$ 37,250.98	\$ 37,520.32	\$ 37,250.98	API Alarm Inc.
St. Marcellus	\$ 84,903.00	\$ 37,672.48	\$ 42,956.23	\$ 37,672.48	API Alarm Inc.
St. Gerald	\$ 85,367.00	\$ 45,107.98	\$ 40,811.41	\$ 40,811.41	360 Adv. Security
St. Mark	\$ 77,345.00	\$ 35,746.98	\$ 37,902.59	\$ 35,746.98	API Alarm Inc.
St. Martha	\$ 79,004.00	\$ 37,526.98	\$ 39,031.38	\$ 37,526.98	API Alarm Inc.
Blessed John XXIII	\$ 84,781.00	\$ 46,682.98	\$ 41,881.35	\$ 41,881.35	360 Adv. Security
St Edward	\$ 62,447.00	\$ 34,853.98	\$ 35,676.65	\$ 34,853.98	API Alarm Inc.
Regina Mundi	\$ 80,385.00	\$ 38,046.98	\$ 38,960.95	\$ 38,046.98	API Alarm Inc.
St. Charles Garnier	\$ 61,774.00	\$ 45,132.98	\$ 42,103.90	\$ 42,103.90	360 Adv. Security
St. Francis De Sales	\$ -	\$ 51,662.98	\$ 44,297.82	\$ 44,297.82	360 Adv. Security
St Florence	\$ 126,970.00	\$ 24,042.98	\$ 30,476.63	\$ 24,042.98	API Alarm Inc.
St Elizabeth Seaton	\$ 53,861.00	\$ 27,787.98	\$ 29,221.10	\$ 27,787.98	API Alarm Inc.
East Curriculum Support	\$ 79,886.00	\$ 37,381.98	\$ 37,820.78	\$ 37,381.98	API Alarm Inc.
Sts. Cosmas And Damian	\$ 129,709.00	\$ 29,596.48	\$ 32,119.96	\$ 29,596.48	API Alarm Inc.
Msgr. John Corrigan	\$ 78,971.00	\$ 39,811.98	\$ 38,720.48	\$ 38,720.48	360 Adv. Security
Our Lady Of Mount Carmel	\$ 174,764.00	\$ 46,707.98	\$ 41,313.58	\$ 41,313.58	360 Adv. Security
St Rene Goupil	\$ 61,985.00	\$ 24,042.98	\$ 32,405.17	\$ 24,042.98	API Alarm Inc.
The Divine Infant	\$ 60,877.00	\$ 29,132.98	\$ 35,386.54	\$ 29,132.98	API Alarm Inc.
St. Bede	\$ 89,134.00	\$ 38,457.48	\$ 47,670.52	\$ 38,457.48	API Alarm Inc.
Madonna H.S.	\$ -	\$ 43,537.48	\$ 44,396.18	\$ 43,537.48	API Alarm Inc.
Chaminade College	\$ -	\$ 57,463.48	\$ 54,792.48	\$ 54,792.48	360 Adv. Security
St. Michael Choir Sr.	\$ -	\$ 33,280.98	\$ 29,252.29	\$ 29,252.29	360 Adv. Security
Dante Alighieri	\$ 169,943.00	\$ 57,322.98	\$ 47,895.57	\$ 47,895.57	360 Adv. Security
St. Mary Secondary	\$ 98,433.00	\$ 52,802.98	\$ 48,442.68	\$ 48,442.68	360 Adv. Security
Blessed Mother Teresa	\$ 90,238.00	\$ 47,407.48	\$ 49,939.95	\$ 47,407.48	API Alarm Inc.
Bishop Marrocco	\$ 191,445.00	\$ 51,452.98	\$ 49,712.98	\$ 49,712.98	360 Adv. Security
Total Awarded	\$ -	\$ 782,238.54	\$ 747,933.26	\$ 1,530,171.80	

All Bids do not include \$100,000.00 project contingency.



Procurement Award Report

Report Name	Insignia 20192020 Software Procurement
Division	ICT Services Division
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	J. Brighton, Senior Coordinator of Student Systems & ICT
Report Type	Information on existing award

Tender/RFP Information

RFP/Tender #		Value + Net HST	\$70,490.40
Term Start Date	September 3, 2019	Term End date	August 31, 2020

Description of Goods/Service or Change

Insignia is an integrated library system supporting our school libraries.

The annual service fee includes:

1. Toll-free technical support
2. All software updates
3. Access to MARC bibliographic records and authority records
4. Content Rich Online Public Access Catalogue (OPAC)
5. Access to the Insignia knowledge base
6. Maintenance of the ILS server
7. Any enhancement requested by TCDSB

Currently, the TCDSB utilizes the Insignia Library Software system in all elementary and secondary schools. Insignia Software committed to identical pricing until August 2023, paid annually for a total commitment of \$281,961.60. ICT Services paid the 2019-2020 school year commitment on September 23, 2019.

Appendix A: Monthly Procurement Approvals

<u>Description</u>	<u>20172018</u>	<u>20182019</u>	<u>20192020</u>
Insignia Software Maintenance	\$60,000	\$69,000	\$69,000
Net HST (2.16%)	1,296	1,490.40	1,490.40
Total	61,296.00	\$70,490.40	\$70,490.40
Variance		\$9,194.40	\$0.00
		0.86%	0.00%

Appendix A: Monthly Procurement Approvals

Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Insignia Software Corporation
Winning Bid Value + Net HST	
Budget Source	ICT Services Division - Operations budgets
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

That approval be given for the renewing of the Board's annual maintenance agreement with Insignia Software Corporation for its Insignia Library software for the period September 3, 2019, to August 31, 2023, for **\$69,000** plus net HST (2.16%) of **\$1,490.40** for a total of **\$70,490.40**; paid annually for a total commitment of \$281,961.60. ICT Services paid the 2019-2020 school year commitment on September 23, 2019, from the 2019-2020 operating expenditure budget.



Procurement Award Report

Report Name	Renewal of 2020-2021 Palo Alto 5250 Firewalls Maintenance Agreement
Division	ICT Services
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	K. Chung, Senior Manager, ICT Services Division
Report Type	Information on existing award

Tender/RFP Information

RFP/Tender #		Value + Net HST	\$120,777.52
Term Start Date	January 12, 2020	Term End date	January 12, 2021

Description of Goods/Service or Change

This is for the 2020-2021 Palo Alto 5250 Firewalls Maintenance Agreement with Compugen Inc. leveraging existing OEMCM agreement valid until August 31, 2020. The Palo Alto 5250 Firewalls Maintenance Agreement provides software upgrades and 7 x 24 technical support for the perimeter firewalls protecting TCDSB's mission-critical services and assets including Internet, corporate web sites, emails, Trillium, SAP, etc.

Appendix A: Monthly Procurement Approvals

Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Compugen Inc.
Winning Bid Value + Net HST	\$120,777.52
Budget Source	ICT Services Division - Operations budgets
Budget Source approval (Report & Date)	2019- 2020 Budget Estimates – Overall Instructional Volumes 1, 2, 3, 4 2019- 2020 Budget Estimates – Non-Instructional Volumes 5, 6 June 13, 2019
Under/Over Budget	Within approved budget

Formal Award Recommendation

That we renew the 2020-2021 Palo Alto 5250 Firewalls Maintenance Agreement be executed with Compugen leveraging existing OECM agreement at a cost of \$120,777.52 inclusive of net taxes.



Procurement Award Report with Project Update

Report To	Corporate Services – Monthly Procurement
Report Name	Ren 2019 021 St. Andre Catholic School Site Changes to Accommodate New Parking Lot and Playground Alterations
Report #	Ren 2019 021
Division	Asset Renewal
SO/Executive	D. Friesen, (Acting) Superintendent Capital Development
Initiator/Requestor	D. Domet, Supervisor, Portable Classroom Renewal
Report Type	Modification to existing award

Tender/RFP Information

RFP/Tender #	Quotation	Value incl. Net HST	\$73,533.30
Term Start Date	2019-07-31	Term End date	December 31, 2019

Description of Goods/Service or Change

<ol style="list-style-type: none"> 1. A contract in the amount of \$34,659.00, excluding tax, was awarded to Bevcon Construction & Paving Ltd. for the asphalt paving of a portion of the field for portable classroom placement at St. Andre Catholic School. 2. Further work became necessary to meet the City of Toronto zoning requirement for increased parking for the portable classrooms, which was unknown at the time of the original project plan. Other improvements to the playground were included to compensate for the loss of playground space Staff approved the work to proceed due to the critical timeline of completion. 3. The required change order of \$37,319.57, excluding tax, results in a contract over \$50,000, requiring Board approval.

Appendix A: Monthly Procurement Approvals

Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	Choose an item.
# of Compliant Bidders/Respondents	Unit Rate
Name of Recommend Vendor/Bidder	Bevcon Construction & Paving Ltd.
Winning Bid Value incl. Net HST	\$35,407.63
Budget Source	School Renewal Grant
Budget Source approval (Report & Date)	TCDSB. 14797.0002, July 30, 2019
Under/Over Budget	Within approved budget

Formal Award Recommendation

1. That a Change Order to Bevcon Construction Ltd. in the amount of \$37,319.57 plus HST of \$806.10 for a total of \$38,125.67 for paving related to portable placement at St. Andre Catholic School be ratified, for a total contract amount of \$73,533.30, including net HST.
2. That funds be made available from the School Renewal Grant, approved 2019 Portable Plan.



Procurement Award Report

Report Name	School and CEC Telephone Systems Maintenance and Equipment Contract – 5 Month Contract Extension
Division	ICT – Technical Services
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	I. Kearney, Senior Manager, Service Desk & Telephone Infrastructure J. Di Fonzo, Senior Coordinator, IT Infrastructure and Operations M. Lesley, Supply Chain Analyst
Report Type	Modification to existing award

Tender/RFP Information

RFP/Tender #	RFP	Value + Net HST	\$120,000.00
Term Start Date	December 1, 2019	Term End date	May 1, 2020

Description of Goods/Service or Change

The existing agreement with Smart IP for school and CEC telephone maintenance services and equipment as of December 1, 2019. A procurement process was initiated to acquire a vendor of record for these telephone maintenance services and equipment but that procurement is not completed and has not yet been awarded. Telephone systems at the schools and Catholic Education Centre are essential in ensuring communication to and from the schools and the parent community. It is critical to the operation of schools that telephone systems be maintained therefore in the interim the agreement with Smart IP need to be continued. This report recommends that in the interim the existing agreement with Smart IP be extended to May 1, 2020 up to a maximum contract value of \$120,000.00.

Appendix A: Monthly Procurement Approvals

Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	Yes - Other
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Smart IP
Winning Bid Value + Net HST	\$120,000.00
Budget Source	Funds are available in the from Elementary, Secondary schools and Technical Services operating budget.
Budget Source approval (Report & Date)	2019- 2020 Budget Estimates – Overall Instructional Volumes 1, 2, 3, 4 2019- 2020 Budget Estimates – Non-Instructional Volumes 5, 6 June 13, 2019
Under/Over Budget	Within approved budget

Formal Award Recommendation

This report recommends that in the interim the existing agreement with Smart IP for telephone maintenances services and equipment be extended to May 1, 2020, up to a maximum contract value of \$120,000.00.



Procurement Award Report

Report Name	CS_Dec2019 Agreement Extension with 4Office Automation
Division	ICT Services Division
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	M. Lesley, Supply Chain Analyst K. Xiong, Senior Manager
Report Type	Modification to existing award

Tender/RFP Information

RFP/Tender #		Value + Net HST	\$1,404,000.00
Term Start Date	December 2, 2019	Term End date	November 1, 2020

Description of Goods/Service or Change

The existing agreement with 4Office Automation for photocopier equipment ended as of December 1, 2019. A procurement process has been initiated to acquire a vendor of record for MFD (Multi-Functional Devices). The procurement for photocopier equipment will consider what is available through OECM contract or other procurement methods available. The schools and departments are continuing to use existing photocopiers during the next few months therefore in the interim, the agreement with 4Office Automation needs to be continued. This report recommends that in the interim, the existing agreement with 4Office Automation be extended on a 12-month flexible extension with a 60 days' cancellation notice any time beyond July 1, 2020. The average monthly spend with 4Office Automation is \$117,000.

Appendix A: Monthly Procurement Approvals

Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	4Office Automation
Winning Bid Value + Net HST	\$1,404,000.00
Budget Source	School and Departments Operating budgets
Budget Source approval (Report & Date)	2019-2020 Budget Estimates – Overall Instructional Volumes 1,2,3,4 2019-2020 Budget Estimates – Non-Instructional Volumes 5,6 June 13 2019
Under/Over Budget	Within approved budget

Formal Award Recommendation

This report recommends that in the interim of a procurement process, the existing agreement with 4Office Automation be extended on a 12-month flexible extension with a 60 days' cancellation notice any time beyond July 1, 2020, with a maximum contract value of \$1,404,000.



Procurement Award Report

Report Name	Additional Interactive Projector Purchase through SEA
Division	Special Services
SO/Executive	L. Maselli-Jackman, SO Special Services
Initiator/Requestor	D. Reid, Principal Special Services (SEA/Section23)
Report Type	New procurment award

Tender/RFP Information

RFP/Tender #		Value + Net HST	\$183,100.00
Term Start Date		Term End date	

Description of Goods/Service or Change

Rationale for purchase of Epson Interactive Projector in support of shared student claims through Special Equipment Amount funding:

- Purchase of the Interactive Projector allows curriculum access for larger groups and whole class sessions.
- Based on requests received through SEA the purchase of additional projectors supports student needs system wide hence the request for 50 more. 35 going to the schools listed below and 15 more for future requests.

Appendix A: Monthly Procurement Approvals

# Required	School Name	# Required	School Name
1	St. Agnes	1	St. Jean de Brebeuf
1	St. Ambrose	1	St. Joachim
2	St. Basil the Great	1	St. Kateri Tekakwitha
1	St. Benedict	1	St. Louis
1	Cardinal Leger	2	Msgr. John Corrigan
1	St. Catherine	1	Nativity of Our Lord
1	St. Conrad	1	St. Mark
1	Dante Alighieri	1	St. Martha
1	St. Francis Xavier	1	St. Mary
2	St. Gerald	1	St. Matthew
1	Holy Cross	1	Our Lady of Victory
3	Holy Name	1	St. Paul
1	Immaculate Conception	1	St. Rita
		2	Santa Maria
		1	St. Victor
		1	The Holy Trinity

- Many of our existing ISP classrooms have outdated technology (i.e., SMARTBoards)
- TCDSB no longer has a license with SMART Technology
- Rationale to replace existing SMARTBoards that are either not working, or not repairable, with **only** device listed in the SEA IT Catalogue from 2018-2019 is the EPSON Brightlink Interactive Projector (p. 10 in catalogue, attached)
- Targeted claims for 'self-contained' classrooms in which all students have supporting documentation (IEP) to access their learning; many students have mobility issues...further supports access through the interactive projector alongside their individual device (Chromebook or iPad)
- Some projectors have been installed - if not all claims are installed that were submitted/approved last year it presents an issue of equity for our ISP classrooms (our most marginalized/vulnerable students)

As per SEA Ministry Guidelines (2019-20) - PPA and Claims-Based Funding:

It is expected that equipment will be replaced or upgraded as needed to accommodate changes in students' needs, due to changing technology, and/or to better meet the students' strengths and needs as documented in the current IEP. (p.5)

Appendix A: Monthly Procurement Approvals

Procurement Process

Procurement Type	
Consortium/Group Purchase	OECEM
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Advanced Visual Environments
Winning Bid Value + Net HST	
Budget Source	771
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

It is recommended to Board that the acquisition of 50 Additional Interactive Projectors for shared assistive technology claims, purchased through Advanced Visual Environments with funding to come through SEA (Special Equipment Amount) be approved at a cost of \$183,100.00 plus net HST.



REPORT TO

**CORPORATE SERVICES, STRATEGIC
PLANNING AND PROPERTY
COMMITTEE**

**BLESSED CARDINAL NEWMAN CATHOLIC HIGH
SCHOOL NAME CHANGE**

You will be for me a kingdom of priests and a holy nation (Exodus 19:6)

Created, Draft	First Tabling	Review
December 2, 2019	December 11, 2019	Click here to enter a date.
Kevin Malcolm, Superintendent of Education, Area 8 Schools		
RECOMMENDATION REPORT		

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

Blessed Cardinal Newman was canonized a saint by Pope Francis on October 13th, 2019. The Blessed Cardinal Newman Catholic High School community is requesting a name change in recognition of the canonization.

The cumulative staff time required to prepare this report was 4 hours

B. PURPOSE

The purpose of this report is to request an official name change for the school from “Blessed Cardinal Newman Catholic High School” to “St. John Henry Newman Catholic High School”.

C. BACKGROUND

1. John Henry Newman (February 21, 1801 – August 11, 1890) was born in London, England. He was a well-known English theologian and poet famous for his writings including **Tracts for the Times** (1833-1841), **Apologia Pro Vita Sua** (1865-1866) and the **Grammar of Assent** (1870).
2. Newman was originally an evangelical Oxford University academic and priest with the Church of England. However, in 1845, he was received into the Catholic Church and ordained a priest. In 1879, he was created a Cardinal by Pope Leo XIII.
3. Newman died on August 11, 1890 and was declared venerable by Pope John Paul II in 1991. He was beatified on September 19, 2010 and canonized on October 13, 2019.
4. When the canonization of John Henry Newman was announced, members of the school community began to meet to plan events to celebrate this joyful occasion and to discuss school renaming possibilities. Multiple members of the community were consulted including staff, the Administration Team, the Catholic School Parent Council (CSPC), students, the local Trustee, the Area Superintendent, Board staff, the local Pastor and the Archdiocese of Toronto.

D. EVIDENCE/RESEARCH/ANALYSIS

1. After considerable consultation, the preferred choice of name for the school is St. John Henry Newman Catholic High School. On November 7, 2019 a letter was delivered to the Director of Education in accordance with Board policy S.07 School Names, requesting this name change signed by the school Principal, the CSPC Chair, the local Pastor, the local Trustee and the school Superintendent. (**Appendix A**)
2. The Office of the Cardinal was contacted and his support for the name change was received on November 20, 2019.

E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Once approved officially by the Board of Trustees, the school community will be informed of the new school name.
2. The selection of St. John Henry Newman Catholic High School will be communicated to the general public through a media release and supported by various social and traditional media channels.
3. School signage and other identification, including web-based information will be implemented as soon as possible

F. STAFF RECOMMENDATION

That the Board of Trustees approve the name change of the school from “Blessed Cardinal Newman Catholic High School to “St. John Henry Newman Catholic High School”.

BLESSED CARDINAL NEWMAN CATHOLIC HIGH SCHOOL

100 Brimley Rd. S.
Toronto, Ontario
M1M 3X4
Phone #: 416-393-5519

Fax #: 416-393-5110
Student Services #: 416-393-5884

<https://www.tcdsb.org/schools/blessedcardinalnewman/Pages>

November 1, 2019

Rory McGuckin
Director of Education
Toronto Catholic District School Board
80 Sheppard Avenue East, Toronto, ON

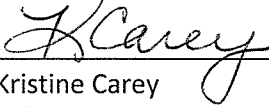
Dear Mr. McGuckin:

In celebration of the recent canonization of Blessed Cardinal Newman, and in consideration of the TCDSB Policy S.07 regarding school names, we, the undersigned, respectfully request a name change for our school, **Blessed Cardinal Newman Catholic High School**.

After much consultation with the Superintendent, the local school Trustee, the CSPC chair, the staff of the school, the pastor of St. Theresa Parish – Shrine of the Little Flower and the wider school community, we request that our school be renamed **St. John Henry Newman Catholic High School**.

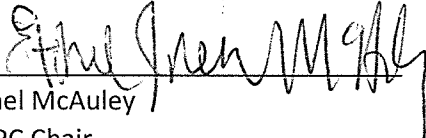
We would appreciate your consideration of this recommendation.

Sincerely,



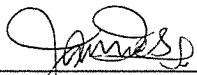
Kristine Carey

Principal



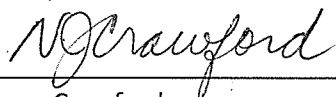
Ethel McAuley

CSPC Chair




Rev. Mathai Chacko (James) Chitteth

Pastor, St. Theresa's Parish



Nancy Crawford

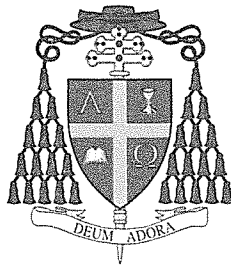
Trustee, Ward 12



Kevin Malcolm

Superintendent of Schools, Area 8





November 15, 2019

Mr. Kevin Malcolm
Superintendent of Education, Area 8 Schools
Ms. Nancy Crawford
Trustee, Ward 12
Toronto Catholic District School Board
80 Sheppard Avenue East
Toronto, ON M2N 6E8

Dear Mr. Malcolm and Mrs. Crawford,

I am pleased to approve the change of name of 'Blessed Cardinal Newman Catholic High School' to 'St. John Henry Newman Catholic High School.'

May Our Lord bless you always.

Yours sincerely in Our Lord,

Thomas Card. Collins

Cardinal Thomas Collins,
Archbishop of Toronto



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

SERVICES-IN-KIND AND SCHOOL FUNDRAISING REVENUE

"Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received." 1 Peter 4:10

Created, Draft	First Tabling	Review
October 28, 2019	December 11, 2019	Click here to enter a date.

Shazia Vlahos, Chief of Communications and Government Relations

Nick D'Avella, Superintendent of Equity, Diversity, Indigenous Education and Community Relations

INFORMATION REPORT

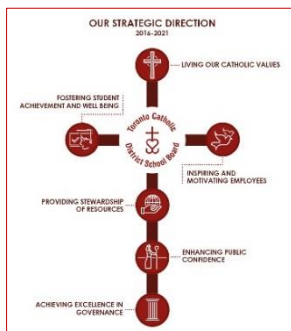
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Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

The Toronto Catholic District School Board (TCDSB) maintains its commitment to equity and inclusion as an ever-present goal and a moral imperative. Schools situated in affluent neighbourhoods are able to raise significant fundraising dollars whereas this may not be possible in less advantaged neighbourhoods, creating inequities in our system.

On August 23, 2018, a report to the Board presented the results of a Board-wide survey conducted to gauge interest from our Catholic school communities to redistribute proceeds of local fundraising efforts to other school communities. In response to a Board motion, this report provides information on approaches like community markets and services-in-kind that can be used as an enhancement for fundraising and donations in an attempt to close the gap that exists between our schools related to learning enhancements for our students.

This Preliminary Report identifies methods that may be used to address the inequity of funds available to schools as a result of their fundraising ability.

The cumulative staff time required to prepare this report was 10 hours.

B. PURPOSE

1. At the Regular Board meeting on August 23, 2018, the approved motion asked staff to come back with a “report on a community market or similar ‘services-in-kind’ approach as an enhancement for fundraising and donations in an attempt to close the wide gap that currently exists between our schools related to learning enhancements available for our students”.

C. BACKGROUND

1. At the June 15, 2017, Regular Board meeting, a motion was passed by Trustees to consult with Catholic School Parent Councils (CSPC) on a proposed revenue sharing model in accordance with a prescribed formula.
2. From May 11 to 25, 2018, the survey was conducted online and paper copies were accepted until June 28, 2018. A total of 644 responses were received of which 103 TCDSB schools participated. There were over 350 raw comments. Applicable commentary included:

- a. Sharing is consistent with Catholic values;
 - b. Explore if schools with higher fundraising dollars are willing to donate clothing, books, instruments no longer in use;
 - c. Fundraising mentorship for parent communities;
 - d. Serviced-in-kind by way of parents mentoring/tutoring students with lower achievement rates;
 - e. Hosting broader school community events i.e. swim meets, BBQs, and local business engagement.
- 3. On August 23, 2018, a report to Board presented the results of a Board-wide survey conducted to gauge interest from our Catholic school communities about whether to redistribute proceeds of local fundraising efforts from on school community to another. Highlights included:
 - a. Majority of schools do not currently share funds raised with other schools;
 - b. Majority of respondents indicated they would want to select the school to help;
 - c. 70% of parents and 76% of CSPC members believe sharing of fundraising should be optional;
 - d. 64% of CSPC members do not support centrally administered redistribution of funds; and
 - e. 50% of respondents indicated interest in sharing or contributing non-monetary services.
- 4. The Multi-Year Strategic Plan (MYSP) commits to providing “all students with equitable access to learning resources by striving to close the opportunity gap so that the most vulnerable students achieve their full potential” and the TCDSB’s Equity Action Plan released spring 2019, seeks to mitigate the effects of poverty in the learning environment. The Equity-Poverty Action Networks (E-PAN) initiative was implemented to mitigate the effects of poverty and is engaged in 46 schools.

D. EVIDENCE/RESEARCH/ANALYSIS

- 1. The Ministry of Education Fundraising Guidelines indicates that:
 - Fundraised dollars can be used to purchase school supplies, library books, musical instruments, playground equipment, drama productions, athletic programs, retrofitted libraries, guest speakers, school trips, ttc tokens, and more.

- Fundraising has a designated purpose and the proceeds are used for that purpose.
 - Consider coordinating activities across schools and community organizations; and
 - Supporting donations to board-level funds, or matching programs among schools and/or school councils. (For example, a percentage of every dollar raised is allocated to a central board equity fund or put towards board-wide programs that benefit all students).
2. Data indicates that some of our school communities have financial challenges that may prevent some students from experiences such as field trips, pizza lunches or extra-curricular activities.
 3. Research from the University of Wisconsin¹ shows parents who do not have the time, skills, or other resources to contribute to fundraising may become disengaged if they feel what they can offer, such as volunteering occasionally on class trips, is not equally valued by the school. Many comments received in the survey, the Catholic Parent Involvement Committee (CPIC) meeting and OAPCE Toronto report (Appendix A) noted that parents should not be made to feel that fundraising is required or strongly encouraged.
 4. Services-in-kind or community markets are voluntary initiatives that schools and parent councils may use to offset fundraising inequities in their communities or others. Some ideas for consideration include:
 - Communities of schools may choose to work together to hold an annual Christmas market or fun fair designed to lend a hand in the community.
 - Volunteers may donate/sell baked goods, art or crafts.
 - Local partners may be interested in donating services-in-kind that are sold at a reduced rate.
 - Sale of raffle tickets.
 - Profits from the event and half of the raffle funds may be distributed among participating schools or with one school.
 - Send fundraising invitations to sister/brother schools to combine efforts at one event for clothing/book drives.
 - Coordinate central clothing or book drives that are distributed to schools that have identified a need.

5. Creation of an online CSPC community to share best fundraising practices with other CSPCs, and to request assistance at locally planned fundraising events or for a specific need. Both CPIC and OAPCE shared this idea.
7. Explore a centralized donations portal where TCDSB schools can publish local fundraisers and all TCDSB staff/parents have access to donate directly.
8. Implement a CSPC mentor program where members have voluntarily offered their fundraising expertise to be shared with other members. CPIC identified some members that may be interested. Both CPIC and OAPCE shared this idea.

E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. At the discretion of the Board, ideas of interest may require further planning before operationalizing.
2. Input gathered from CPIC at the November 11, 2019 meeting.
3. Input from OAPCE on December 5, 2019 is included in Appendix A.
4. Services-in-kind ideas may be circulated to CPIC and OAPCE for broader distribution to CSPC Chairs and parents.

F. CONCLUDING STATEMENT

This information report is for consideration of the Board.



OAPCE Toronto Report to TCDSB on CSPC Fundraising and Services-In-Kind.

OAPCE Toronto is pleased to share this report with you, thank you for the opportunity to provide input into this important item. We have had many open discussions with OAPCE representatives and parents over the past several weeks and have decided to provide input using direct comments from some parents. We have asked CSPC's to provide feedback on the questions that were presented to us:

Background:

On August 23, 2018, a report to Board presented the results of a Board-wide survey conducted to gauge interest from our Catholic school communities to redistribute proceeds of local fundraising efforts to other school communities.

The approved motion asked staff to come back with a "report on a community market or similar 'services-in-kind' approach as an enhancement for fundraising and donations in an attempt to close the wide gap that currently exists between our schools related to learning enhancements available for our students".

1. *On August 23, 2018, a report to Board presented the results of a Board-wide survey conducted to gauge interest from our Catholic school communities about whether to redistribute proceeds of local fundraising efforts from on school community to another. Highlights include:*
 - a. *Majority of schools do not currently share funds raised with other schools;*
 - b. *Majority of respondents indicated they would want to select the school to help;*
 - c. *70% of parents and 76% of CSPC members believe sharing of fundraising should be optional;*

- d. 64% of CSPC members do not support centrally administered redistribution of funds; and
 - e. 50% of respondents indicated interest in sharing or contributing non-monetary services.
2. A total of 644 survey responses were received. There were over 350 raw comments. Commentary included:
- a. Sharing is consistent with Catholic values;
 - b. Explore if schools with higher fundraising dollars are willing to donate clothing, books, instruments no longer in use;
 - c. Fundraising mentorship for parent communities;
 - d. Serviced-in-kind by way of parents mentoring/tutoring students with lower achievement rates;
 - e. Hosting broader school community events, i.e. swim meets, BBQs, and local business engagement.
3. There are a number of opportunities for schools and school councils to voluntarily contribute to schools in need. Services-in-kind or community markets may offset these inequities and could include the following activities:
- a. Communities of schools may work together to hold an annual market/fun fair designed to lend a hand in the community. Volunteers may sell baked goods, art or crafts. Local partners may be interested in donating services-in-kind that are sold at a reduced rate. Opportunity to sell raffle tickets. Profits from the event and half of the raffle funds may be distributed among all participating schools or to one school.
 - b. Affluent school communities may be willing to donate gently used clothing or books to schools in need.
 - c. School communities may coordinate a book drive to generate additional library books for schools in need.
4. Other ideas include the creation of an online portal where schools can publish local needs/fundraisers and all TCDSB parents will have the ability to help/donate directly if they choose to do so. I.e. winter coats, books, etc.

We provide you direct responses from some of the CSPC's that have commented:

- 1) "Schools regardless of CSPC income should be given the option of having a sister or brother school if they so choose. Nothing should be forced or even strongly suggested—it is just adding another layer and there are so few already doing a lot of work not just for school but for home parishes as

well. Asking parents for a portion or percentage of their fundraising dollars is not ok. Many communities already contribute to organizations like The Angel Foundation etc., on their own (my school CSPC generously donates every year). I like the idea of donating used books/school learning equipment/uniform clothing/sporting goods etc. I agree that the board would need to manage this and not throw it on to parents - we truly are already over worked as volunteers.

Another response:

- 2) Our view is that each school council should decide what to do with the money that is raised by that school community.

It would be good to have a centralized communication strategy that schools can reference re: how to donate some of their fundraising dollars to other schools (in form of cash or subsidy/support of initiatives/needs). It would be very valuable to have someone create an annual summary identifying schools that are most in need of support and in what areas/aspects.

We **definitely** do not think that the board should in any way play a role in “centralized distribution of funds”. It has to be optional and voluntary.

And, let’s not minimize that the reason there is great disparity amongst schools is because the board is doing a TERRIBLE job of providing the necessities for quality education and parent councils are feeling the pressure to bridge those gaps! All schools have needs- those where parent community has the means, do better.

One other response:

- 3) Although the gesture is a good one, I do not feel that the redistribution of fundraising funds would work. Fundraising involves a lot of time and effort from parent volunteers, as well as attendees. The knowledge that

the funds would be benefitting their children's school is what keeps them going. My experience at the elementary school level is that there was quite a bit of fundraising/volunteering fatigue and my concern would be that if the funds were being redistributed, then there would be less incentive from the parent volunteer groups, and the overall fundraising would dwindle.

Rather than reallocate the funds, my recommendation would be:

- Evaluate the root cause for the low fundraising schools (e.g. poverty? Lack of fundraising expertise? Lack of administration support, etc.
- Provide the low fundraising schools with mentoring and guidance on fundraising
- Pair the schools with a high fundraising school for an event and fundraise on that day specifically for the school. That way, the school community is aware of where the funds would go.

As an overall response to this item OAPCE Toronto believes that in order to reduce the fundraising gap, we need to revisit why are schools raising funds in the first place? We have noticed a huge increase in the past several years, this may be that for the last 4 years all schools have been operating with block budgets that have been reduced by 30%. Cost of operating schools has increased, and no efficiencies have been given to school administrators by the board to do the same job with less money. So, to respectfully state it, the buck gets passed onto the parents.

In areas where the parent community can contribute fundraising and reach levels of \$100,000, and in others where raising \$10000 is a grand feat, this is where the inequity is created – so the question is where this money is being used arises, the block budget has its purpose and money raised through fundraising has its purpose. Most notably in terms of technology, we know of parent councils that

are raising thousands and thousands of dollars to bring in more of it into their classrooms. If the two start to overlap the idea of having equity in our school board is a lost cause – which is where we are today.

As well, as Catholics charity is one of our fundamental beliefs and how we live our faith, we teach our children to be like Jesus and give to those who cannot, however, putting parents in the position to have to choose if they want to share their fundraised money is very unfair. Many schools with less funds from fundraising will look for efficiencies and be very money conscience during spending, while those that can raise a lot more may spend with less thought in mind.

As noted in the comments above, and through other written and verbal submissions we have received, the comments have all been consistent: The board needs to stop leaning on the parent in order to repair the financial problems it has – the financial restraints that comes from the TCDSB affects parents in the most negative way at the local level as we are pushed to provide for our children what the board does not.

OAPCE Toronto recommends that the TCDSB needs to find efficiencies and promote a more balanced fundraising plan. Equity will never be achieved as long as a wealth imbalance in society exists, but by providing parameters in this may help to alleviate some of the imbalance.

The board should not be putting our parents in a position that any decision they make would bring an unfair judgement towards them if they decide not to give to others.

We need to provide parents with guidance and support, help them in their volunteer roles at their schools and create a culture that CSPC's are not there to "add to" what the board cannot provide, but are there to help ensure that their child's success is achieved, whether they can raise money or not.

Respectfully,
Annalisa Crudo-Perri
OAPCE Toronto President



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

ANNUAL INVESTMENT REPORT 2018-19

'Sanctify them by the truth; your word is truth.'
John 17:17

Created, Draft	First Tabling	Review
November 25, 2019	December 11, 2019	
D. Bilenduke; Senior Coordinator, Finance P. De Cock; Comptroller, Business Services & Finance		
INFORMATION REPORT		

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

The following report updates Trustees on the Board's investment activities during fiscal year 2018/19 as required by Ontario Regulation 41/10 section 14 (1) and TCDSB Policy F.M. 08 (Effective Financial Management and Control of Operations). The Treasurer of the Board confirms that all TCDSB borrowing and investment activity for fiscal 2018/19 conforms to both the Regulations and Board Policy.

The cumulative staff time required to prepare this report was 6 hours

B. PURPOSE

The Ministry of Education mandates that the Treasurer of the Board report on investing and commodity hedging activity (e.g. gas contracts) once annually.

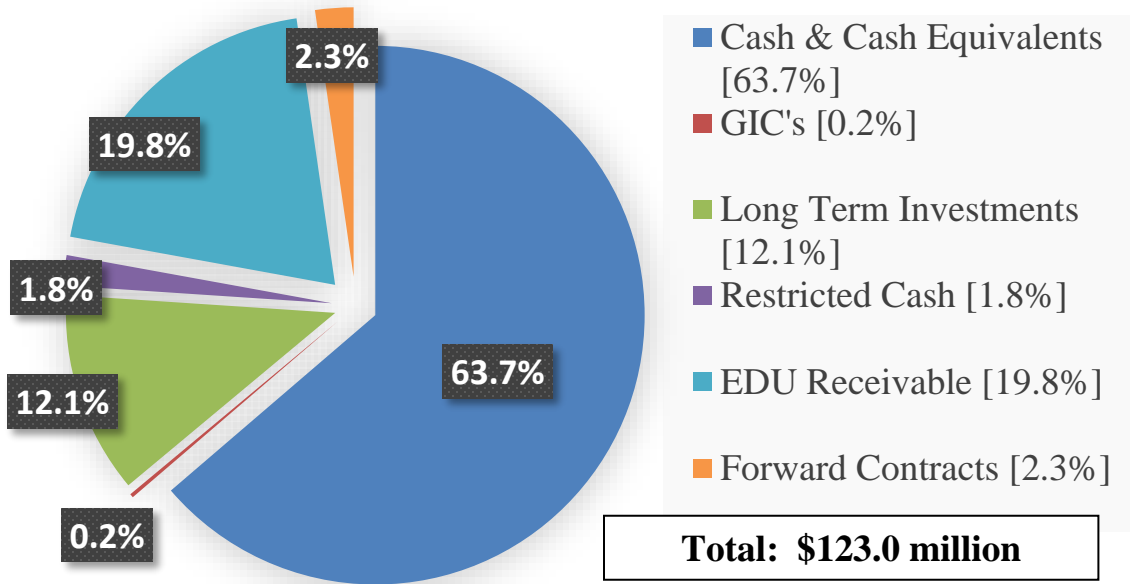
C. BACKGROUND

1. ***This report fulfils a legislative requirement.*** Ontario Regulation 41/10 Board Borrowing, Investing and Other Financial Matters and TCDSB Policy F.M. 08 (Effective Financial Management and Control of Operations) requires the Treasurer of the Board to present an annual investment report confirming all investment activity is within the criteria specified by the Regulation. It also requires full disclosure of any commodity price hedging agreements in respect of energy prices.

D. EVIDENCE/RESEARCH/ANALYSIS

1. ***The Board controls a diversified portfolio relative to the legislative restrictions and its cash needs.*** As at August 31, 2019, the audited financial statements of the Board listed \$78.3 million of Cash and Cash Equivalents and \$17.4 million of Investments & Restricted Cash. The Board also has forward gas contracts and a capital receivable from the Ministry of Education (EDU). Figure 1 illustrates the high-level breakdown of the Boards investment portfolio as at August 31, 2019.

Figure 1: Portfolio by Type of Investment



2. ***The Board's largest holding is in interest bearing cash investments.*** Cash and Cash Equivalents are temporary short-term cashable Guaranteed Investment Certificates (GIC) investments that earned an average of 2.24% over the year. The Cash and Cash Equivalents balance is \$78M compared to \$174M last year. The difference is due to large land purchases during the year and a higher accounts receivable balance with the Government of Ontario.

3. ***The Board's Trust Funds have been safeguarded, while maximizing interest revenue.*** The Trust Funds of the Board have been invested in longer term GIC's in order to earn a higher rate of interest. The weighted average rate of return is approximately 1.91%. Figure 2 provides details of these investments.

Figure 2: Trust Fund Yields and Maturities

Amount	Rate	Year of Maturity
\$62,555	1.40%	2019
\$55,253	2.10%	2019
\$54,380	1.75%	2020
\$62,558	1.40%	2020
\$55,000	2.45%	2020
\$65,000	2.73%	2021
\$63,723	1.55%	2021
\$418,469	1.91%	

4. *The Board holds several specific investments.* As of August 31st 2019, Special Investments include \$14.8 million as an operating reserve, \$2.2 million of Restricted Cash held in trust for a joint school construction project, a capital revenue receivable with the Ministry of Education totalling \$24.4 million and forward contracts to purchase natural gas totalling \$2.8 million. Figure 3 summarizes these holdings.

Figure 3: Summary of Special Investments

Amount (\$M)	Rate	Description	Purpose
\$14.8	Variable, 1% guaranteed	Long Term Investment	Operating Reserve
\$2.2	Variable	Restricted cash, in trust.	Railway lands school construction
\$24.4	1.00%	Short term receivable	EDU New school construction
\$2.8	Variable	Forward gas contracts	Mitigate variable natural gas rates

E. METRICS AND ACCOUNTABILITY

1. ***Business Services staff continue to optimize the investment portfolio on behalf of the Board.*** In the 2018-19 fiscal year, TCDSB earned interest revenues totalling \$3.22 million, most of which is earned on capital funds held by the Board, (i.e. Proceeds of Disposition, and Education Development Charges). Interest rates are expected to remain relatively flat during 2019/20.
2. ***All investments are in accordance with legislation and policy.*** As required under O. Reg. 41/10 the Treasurer of the Board confirms that all TCDSB borrowing and investment activity for fiscal 2018/19 is consistent with Ontario Regulation 41/10 and made in accordance with the investment policies and goals of the Board.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.



November 22, 2019

Maria Rizzo
Chair, Toronto Catholic District School Board
80 Sheppard Ave. East
Toronto, ON M2N 6E8

Dear Chair Rizzo,

In the mid 1980's, the provincial government extended funding to CATHOLIC secondary schools in Ontario with the passing of Bill 30. In Toronto, this provided the opportunity to sign long term lease agreements for the transfer of designated TDSB secondary schools to the TCDSB for continual operation. An example of this is TDSB's West Park Secondary School, which remains to this day, under a Bill 30 lease to the TCDSB which operates it as Bishop Morocco Secondary School.

At this location, the adjacent land owner, Choice Properties REIT (formerly part of Loblaw's Companies Ltd.) is proposing a major redevelopment to their property. In order to maximize benefit and value, Choice Properties REIT, is offering to incorporate the TDSB owned lands into its redevelopment plan. Following a series of exploration meetings by staff from each of the three interests involved, land use planning concepts have emerged that have the potential to result in favourable opportunities to both school boards. Realizing this potential will be contingent upon the mutual alignment of prerequisites and cooperation between the property owner- TDSB and the property tenant- TCDSB.

With the understanding that all provincial, ministerial, procedural, and regulatory processes would need to be satisfied, at TDSB's October Board meeting Trustees adopted the following motion:

TDSB forward its request to the TCDSB seeking a formal response, including its key business terms and conditions associated with their interest in vacating the TDSB owned secondary school site, located at 1515 Bloor Street West, currently encumbered by a Bill 30 lease agreement granting long term occupancy and operation of a Catholic High School known as Bishop Marrocco.

That upon receipt of TCDSB's expressed interest and key business terms, TLC be authorized to enter into negotiations with the TCDSB and the abutting land owner Choice Properties REIT and prepare a conditional sales and purchase agreement, satisfactory to the TLC Board, for TDSB Board consideration.

The existing terms and conditions of the Bill 30 agreement provide the TCDSB with contractual rights for uninterrupted occupancy of the TDSB site. Knowing the requisite conditions for the TCDSB to vacate these lands, thus terminating the Bill 30 lease agreement is necessary to determine the continued viability of the project.

TDSB would greatly appreciate the support from the TCDSB and looks forward to forging a partnership leading to the ultimate benefit of our school boards, students and community.



Robin Pilkey, CPA, CA, ICD.D

Chair, Toronto District School Board

cc: Rory McGuckin, Director of Education TCDSB

John Malloy, Director of Education, TDSB

Carlene Jackson, Associate Director, TDSB (Business Operations and Service Excellence)

Daryl Sage, CEO, Toronto Lands Corporation

Michael Loberto, Superintendent, TCDSB (Planning & Development Services)

December 4, 2019

Via: Corporate Services Committee

Trustees of the Board,

As noted from previous communications, CPIC has completed a comprehensive rewrite of our bylaws. CPIC has harmonized its practices to those of the Board in terms of committee function and templates used for agendas and minutes.

Previous discussions with Board staff, CPIC was on the understanding if we no longer utilized outside notetaking services, the Committee would be able to reinvest upwards of \$2,000/yr back into Committee functions & parent engagement activities. CPIC cancelled its external services contract effective September 2019.

The Committee has been without support of a Board recording secretary for its previous held Inaugural Meeting and does not appear to have support for its December meeting (including both agenda compiling & minute taking)

Ontario Regulation 612/00 provisions:

40.(3) The board shall make available to its parent involvement committee the facilities that the board considers necessary for the proper functioning of the committee....

44.(1) A parent involvement committee shall keep minutes of all of its meetings and records of all of its financial transactions.

We would ask for the Trustees assistance to ensure CPIC is covered, similar to other Board statutory committees with required Board support services.

Thank you in advance for your consideration.



John Del Grande
CPIC Chair

2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

A = Annual Report

P = Policy Metric Report

Q = Quarter Report

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (P)	Corporate Services	<u>B.R.01 Rental of Surplus School Space & Properties</u> Policy Metric	A.D. Facilities, Business, Community Development
2	February (Q)	Corporate Services	Financial Status Update Report #1	A.D. Facilities, Business, Community Development
3	March (A)	Corporate Services	Budget Series Report: Financial Planning and Consultation Review	A.D. Facilities, Business, Community Development
4	March (A)	Corporate Services	Consensus Student Enrolment Projection	A.D. Facilities, Business, Community Development
5	March (A/P)	Corporate Services	Transportation Annual Report and <u>S.T.01 Transportation</u> Policy Metric	A.D. Facilities, Business, Community Development
6	April (A)	Corporate Services	Budget Series Report: Grants for Student Needs Update	A.D. Facilities, Business, Community Development
7	May (P)	Corporate Services	<u>A.18 Development Proposals, Amendments and Official Plans and Bylaws</u> Policy Metric	A.D. Facilities, Business, Community Development
8	May (Q)	Corporate Services	Financial Status Update Report #2	A.D. Facilities, Business, Community Development
9	May (A)	Corporate Services	Budget Series Report: Preliminary Budget Estimates for the Following Fiscal Year	A.D. Facilities, Business, Community Development
10	June (A)	Corporate Services	Budget Series Report: Recommended Budget Estimates for the Following Fiscal Year	A.D. Facilities, Business, Community Development
11	June (A)	Corporate Services	Delegated Authority Report	A.D. Facilities, Business, Community Development
12	September (Q)	Corporate Services	Financial Status Update Report #3	A.D. Facilities, Business, Community Development

2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

13	September (A)	Corporate Services	Preliminary Enrolment Report for Elementary and Secondary Schools and S.A.01 <u>Elementary Admission and Placement</u> Policy Metric	A.D. Facilities, Business, Community Development
14	September (A)	Corporate Services	Capital Program Update	A.D. Facilities, Business, Community Development
15	September (A)	Corporate Services	Delegated Authority Update Report	A.D. Facilities, Business, Community Development
16	October (A)	Corporate Services	Trustee Honorarium Report	A.D. Facilities, Business, Community Development
17	November (A)	Corporate Services	Legal Fees Report	A.D. Facilities, Business, Community Development
18	November (A/Q)	Corporate Services	Audited Financial Statement and Financial Status Update #4	A.D. Facilities, Business, Community Development
19	December (A)	Corporate Services	Budget Series Report: Revised Budget Estimates for the Current Fiscal Year	A.D. Facilities, Business, Community Development
20	December (A)	Corporate Services	Annual Investment Report	A.D. Facilities, Business, Community Development

**CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY
PENDING LIST TO DECEMBER 11, 2019**

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Apr-19 Corporate Services	TBD	Corporate Services	Report regarding meeting of staff, Trustee and key members of the O'Connor Heritage House Committee to determine what kind of partnership would be feasible going forward (Senator O'Connor College School Estate Building (Ward 11))	Associate Director of Facilities, Business & Comm. Dev & CFO