



Agenda

Committee-of-the-Whole Open Meeting

Monday, September 11, 2023

7:00 – 8:30 p.m.

Catholic Education Centre – Large Boardroom

IF YOU ARE UNABLE TO ATTEND IN PERSON, [CLICK HERE TO JOIN VIA VIDEO CONFERENCE](#)

Chairperson: Mary Ann Martin

Members of the committee that are unable to attend are asked to please notify Amy McLeod, Administrative Assistant amcleod@pvnccdsb.on.ca

A. Call to Order:

1. Opening Prayer.
2. Land Acknowledgement.
3. Approval of the Open Meeting Agenda.
4. Declarations of Conflicts of Interest.
5. Approval of the draft Minutes of the Open Meeting of the Committee-of-the-Whole held on Monday, June 12, 2023. Page 3
6. Business Arising from the Minutes.

B. Presentations / Recommended Actions:

C. Information Items:

- | | | |
|--|---------|-------------------------|
| 1. Clarington New School Update | | Superintendent Heuchert |
| 2. Northumberland Capital Priority Plans | | Superintendent Heuchert |
| 3. St. Elizabeth Annex Update | Page 8 | Superintendent Selby |
| 4. Capital Priorities Status Update | | Superintendent Heuchert |
| 1. Legal Services Review for 2022-2023 | Page 33 | Superintendent Heuchert |

D. Old Business:

There is no old business.

E. New Business:

There is no new business.

F. Next Meeting:

1. October 10, 2023
6:30 p.m.

G. Conclusion:

1. Adjournment.
2. Closing Prayer



Minutes

The Minutes of the Open Meeting of the Committee-of-the-Whole held on Monday, June 12, 2023, at 6:45 p.m.

Present

* = (via video conference)

Trustees: Chair Martin*, Trustee MacKenzie (Board Chairperson),
Trustee Durst*, Trustee Glover, Trustee Tanguay, Trustee Leahy,
Student Trustee Marie (Senior Student Trustee), Student
Trustee Gaskell* (Junior Student Trustee).

Administration: Director Carragher, Superintendent Heuchert, Superintendent Di Ianni,
Superintendent Piggott, Superintendent Selby.

Guests: Mr. Kahler, Chief Financial Officer Smith, Ms. Whitnall*

Regrets: Trustee Ayotte, Superintendent Armstrong,
Superintendent O'Sullivan

Recorder: Mrs. McLeod

A. **Call to Order:**

Trustee MacKenzie was chair for the meeting. The meeting was called to order at 6:45 pm.

1. Opening Prayer

Superintendent Piggott led the committee in opening prayer.

2. Superintendent Heuchert provided a territorial recognition, acknowledging that the Committee-of-the-Whole Meeting was taking place on the traditional territory of the Mississauga Anishnaabeg.

3. Approval of Open Meeting Agenda.

Motion: Moved by Trustee Tanguay, seconded by Trustee Glover, that the Open Meeting Agenda be accepted.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest.

5. Approval of the Draft Minutes of the Committee-of-the-Whole – Open Meeting held on Monday, May 8, 2023.

Motion: Moved by Trustee Glover, seconded by Trustee Leahy, that the Draft Minutes of the Committee-of-the-Whole – Open Meeting, held on Monday, May 8, 2023, be approved.
Carried.

6. Business Arising from the Minutes.

Trustee Durst requested an update from Superintendent Heuchert on the capital priority submission window. Superintendent Heuchert informed the committee that there has been no update on when the window will open for submissions. He also informed the committee that he has a call with the Capital Analyst later this week and is hopeful for an update at that time.

B. Recommended Actions / Presentations:

1. 2023-2024 Draft Budget

Superintendent Heuchert

Superintendent Heuchert presented to the committee the 2023-2024 draft budget. The core objective was to align the budget with the Board's mission and strategic priorities.

Superintendent Heuchert highlighted some key funding reductions that were seen in the GSN report which significantly impacted the Board's budgeting decisions. Affected areas included transportation, indigenous education and various positions that were previously supported through the Education Worker Protection Fund and later, the Covid-19 Learning Recovery Fund. Economic factors such as inflation also posed a challenge when working through budget projections. Superintendent Heuchert was pleased to report that the Board was able to achieve a balanced budget for 2023-2024 that is compliant with Public Sector Accounting Standards and the Education Act. Superintendent Heuchert thanked Chief Financial Officer Smith and her team for all of their hard work and contributions to the budget. Trustees had several questions around specific budget lines to further understand the decisions made as well as how the Board was able to offset any key areas that lacked Ministry funding. Superintendent Heuchert, Director Caragher and Mr. Kahler provided answers and further clarity to budget decisions. Trustee Ayotte posed a question via the Chairperson, to clarify where the impact of the recently

approved borrowing resolutions could be found. Superintendent Heuchert indicated that the draft budget presented does not include balance sheet debt but we will show the expense and offsetting grant at revised in the fall. Some trustees shared concerns over budget cuts and the impact. Superintendent Heuchert and Director Caragher provided reassurance as to the great extent taken by staff to minimize impact to teaching and learning in the next school year. Trustee Durst thanked Superintendent Heuchert and Chief Financial Officer Smith for their hard work and great achievement of reaching a balanced budget.

R.A. That the Committee of the Whole recommend to the Board that the 2023-2024 Consolidated Expenses Budget, in the amount of \$211,257,900 be approved as presented.

Motion: Moved by Trustee Durst, seconded by Trustee Tanguay, that the Committee of the Whole recommend to the Board that the 2023-2024 Consolidated Expenses Budget, in the amount of \$211,257,900 be approved as presented.

Carried

C. Information Items:

1. Clarington new school project update

Superintendent Heuchert shared photos as well as a blueprint of the Northglen property to the committee. Facilities also put together a sample site plan that is a replica of St. Catherine CES in Peterborough. Through discussions with the Capital Analyst, it was advised that using an existing site plan for a capital priority submission will award the Board extra points, hopefully accelerating the approval process. When the window for new submissions opens, Superintendent Heuchert informed the committee that a proposal will also be submitted for Northumberland, possibly impacting the school communities of Notre Dame and St. Michael CES. School boards are allowed to submit multiple priority options, such as a school remodel or a new school build which is the plan for Northumberland. A few trustees had questions around the Northglen site as well as the Northumberland proposal which Superintendent Heuchert answered. Trustee Glover requested that the Northumberland capital priority plans be a standing agenda item similar to the Clarington project updates. It was also mentioned that MPP

Todd McCarthy will be visiting St. Elizabeth CES in hopes of gaining Provincial support for the Clarington build.

2. Accommodation Planning Update

Superintendent Heuchert discussed with the committee the Board's long term accommodation plan which is up for renewal this year. There have been preliminary discussions with Watson & Associates regarding the enrollment and EDC work the consulting firm has currently been conducting in Trillium Lakelands. Superintendent Heuchert is looking to use the firm to help build out a profile for each school in the Board. Mr. Hickey, Manager of Purchasing, has also been involved in these discussions as his role deals directly with various municipalities within the Board jurisdiction. He is given advance notice of any new subdivision plans or school land allotments that could impact school enrollment. Over the next 4-6 months, senior administration along with Watson & Associates will be collecting, reviewing and analyzing the data gathered for each school, to build an updated accommodation plan. Chair Martin discussed her concerns over the projected development in Lindsay and the possibility of acquiring land for a new school build. Superintendent Heuchert confirmed there are two plots of land assigned to schools but the Board has not currently put in an option agreement to secure land in Lindsay as the enrollment pressures do not currently justify a new build, based on past experience in Clarington. A couple trustees had clarifying questions which Superintendent Heuchert addressed.

D. Old Business:

There was no old business.

E. New Business:

There was no new business.

F. Next Meeting:

Monday, September 11, 2023
6:30 p.m.

G. Conclusion:

1. Adjournment

Motion: Moved by Trustee Tanguay, seconded by Trustee Leahy, that the

Committee-of-the-Whole Meeting adjourn at 8:07 p.m.

Carried

2. Closing Prayer

Superintendent Piggott led the committee in closing prayer.

Mary Ann Martin
Committee Chairperson
/am

Sean Heuchert
Superintendent of Business and Finance

DRAFT



**Report to Board of Trustees
Committee of the Whole
St. Elizabeth Catholic Elementary School Annex
September 11, 2023**

Site Infrastructure

- The St. Elizabeth Annex was created in the exterior Portapac at the rear of St. Stephen Catholic Secondary School.
- All classroom renovations were completed by August 28th to allow staff in to prepare inviting, inclusive spaces for our students.
- The Annex has their own entrance at the rear of the building.
- The doors are secure, with both a scan pass entrance and a buzzer in the event that students arrive to school late, or return to school after an appointment.*



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St. Elizabeth Annex Staff

Principal	Mr. Rob Citro
Vice-Principal / Special Education Resource Teacher	Mrs. Jill Barker
Teacher-in-Charge and Gr. 8 Teacher	Mr. Andrew Devlin
Gr. 8 Teachers	Ms. Liana Moir, Mrs. Shannon Heaney and Mr. Davis Cowen
Core French Teacher	Mr. Alfred Nitchimani
Integrated Arts Teacher	Mr. Bill Vanveghel
Educational Assistant	TBD*

Technology

- SMART Board Interactive Displays have been ordered for all classrooms.
- FM assistive audio technology systems have been ordered for two classrooms, based on current student need.
- The Chromebook cart currently shared between the Gr. 8 classrooms has been moved over to the St. Elizabeth Annex site.
- Scanner/Printers have also been installed.



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Prayer Tables and Crucifixes



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Day at-a-Glance

8:50-9:05 Supervised Student Arrival (A supervisor will welcome students at the Annex entrance (located on the driveway close to the West Scugog Lane exit of St. Stephen) and direct them to the Annex entrance)

9:05-10:29 Periods 1 and 2

10:29-10:44 Outdoor Recess

10:44-12:08 Periods 3 and 4

12:08-12:28 Lunch (in classrooms)

12:28-1:08 Outdoor Recess

1:08-3:20 Periods 5/6/7

3:20-3:30 Supervised Student Departure

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Permanent Washrooms / Water Refill Station

- Throughout the summer new washrooms, including a Universal Washroom, were built within the Annex. New new work spaces for the VP/SERT and teachers, a custodial storage area, and a water refill station were also constructed.
- Due to unforeseen delays obtaining a building permit, the project is delayed. During the week of September 11th-15th, all inspections and verifications will be completed. Anticipated occupancy date is September 15th.
- In the meantime, temporary washrooms with electricity, running water and flush toilets were installed.

- EX. CONC. WALL
- 1 1/2" RIGID INSULATION
- 5/8" ABUSE RESISTANT DRYWALL

NEW TOILET
PARTITIONS @

NEW TOILET

NEW URINAL:

NEW T.P.
DISPENSER.

NEW 2 KW
ELECTRIC HEATER

HAND DRYER.

NEW COUNTER
w/ FLAM TOP, -
NEW SINKS, &
NEW MIRRORS

NEW PLUMBING
SPACE _____

NEW PAINT OVER ANY
EX. EXTERIOR WALLS

-NEW 5/8" ABUSE RESISTANT
DRYWALL ON ALL THIS EXPOSED
CONCRETE WALL

NEW TYP. INTERIOR WALLS

- 5/8" ABUSE RESISTANT DRYWALL
- 3 1/2" METAL STUDS @ 16" o/c
w/ MINERAL WOOL SOUND INSULATION
- 5/8" ABUSE RESISTANT DRYWALL

NEW TOILET PARTITIONS,
-DOORS, TOILET, &
T.P. DISPENSER (TYP.)

-NEW ELEC. HAND DRYER

-NEW COUNTER w/ PLAM.
TOP, NEW SINKS, 4
NEW MIRRORS

NEW FILMING SPACE

-INFILL EX. OPENING WITH
NEW 6" CONC. BLOCK

① NEW WASHROOMS FLOOR PLAN - NEW WORK

SCALE: $1/4'' = 1'-0''$

EX. DRYWALL



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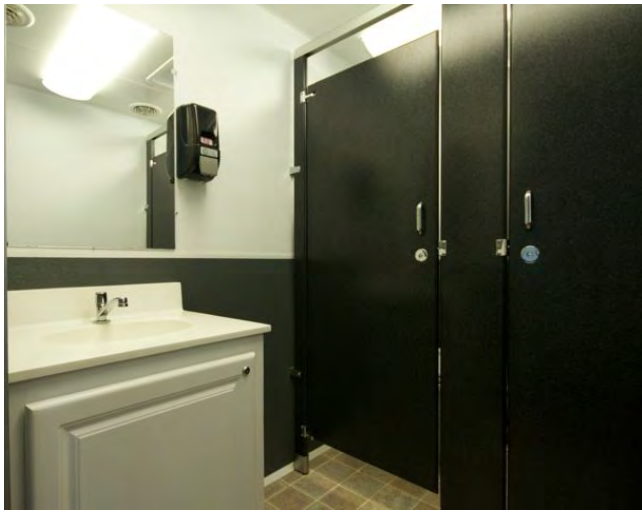
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Temporary Washrooms

- Two construction trailer units have been installed. These units each contain two separate entrances, with one portion of the unit housing 3 urinals, 2 water closets and 2 sinks, while the other portion houses 2 water closets and 1 sink.
- These are locked, and the Gr. 8 classrooms have been provided with keys.

Temporary Washrooms



Outdoor Space



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Parent Communication

- Parent/Student Letter was sent home on August 30 welcoming students and parents, and outlining progress and change to the Open House (provided to Trustees)
- Parent/Student First Day of School Information was sent home on August 31, which included: Map of Drop Off Location, Map for Walkers, Entrance Information, Meeting the Teachers, Day-at-a-Glance, Transportation, School Contact, and Safe Arrival
- Open House at both the St. Elizabeth Catholic Annex and St. Elizabeth Catholic Elementary School will be held on the evening of September 26th
- Additional communication will be sent out regarding details related to the Open House closer to the date

Communication

- ➔ Parents will continue to contact the St. Elizabeth office for all inquiries, including attendance calls or medical appointments, in the same way, by contacting (905) 697-9155. Secretaries and Administrators will continue to have direct access to all classrooms and staff at the St. Elizabeth Annex via phone extensions.
- ➔ All students will remain part of a singular Student Information System, and all staff will have appropriate access, given their role, to the information contained within it.

Health and Safety / Emergency Response Procedures

- As is the case for St. Stephen, all exterior doors of the St. Elizabeth Annex building will be locked at all times.
- Staff Identification Passes will be programmed to access both the exterior Portapak and the school.
- As is required at all school sites, 3 of our Gr. 8 staff are trained in First Aid; if necessary, one or more members of the St. Stephen First Aid and Emergency Response Team could also be contacted for assistance.
- A fully stocked First Aid Kit will be available within the Portapak, and mobile kits will be available for class trips or sports excursions.
- St. Elizabeth Annex will participate in all St. Stephen Lockdown and Fire Drill Procedures.

Transportation

- Students currently designated as bussed will continue to be bussed to St. Elizabeth, and will then proceed on their own bus to the St. Elizabeth Annex.
- Those walking to St. Elizabeth Annex who exceed the 1.6 km distance have been contacted and have the option to continue to walk to St. Elizabeth, and board the transfer bus to (and from) St. Elizabeth Annex.
- Students who walk and whose walk distance remains within the 1.6 km threshold from their home to St. Elizabeth Annex may walk directly to St. Elizabeth Annex. If they need to walk siblings to St. Elizabeth, sufficient time is available to drop off younger siblings at 8:50 and then they, too, may board the transfer bus to the St. Elizabeth Annex.
- Accommodations for students have also been made upon parent request.

Arrival / Departure

- Each bus route has added a stop and is now ending their morning route at St. Elizabeth Annex and similarly, beginning their afternoon route at St. Elizabeth Annex, before proceeding to St. Elizabeth.
- If students are being dropped off, parents are asked to proceed in the one-way driveway past the school toward the exit.
- Parents are asked to use the right-hand lane, and to drop students off at the sidewalk. The entrance to the portapak is steps away from this drop-off point.
- If students are being picked up, parents are asked to park in the parking lot, and have their child walk along the sidewalk and proceed to their vehicle.
- Students will depart between 3:20-3:25, which provides time for parents to then pick up siblings at St. Elizabeth, if required.

Sports/Equipment

- Students will have every opportunity to participate in sports throughout the school year. Students will have access to the fields at St. Stephen to practice sports including soccer, cross country, track and field, flag football, lacrosse and baseball.
- We have also obtained an agreement for the duration of the year to allow staff and students to use the large field area owned by the Municipality across from the Annex.
- An initial order of equipment for outdoor Physical Education classes and for preparation for Fall sports teams was ordered and delivered to the Annex prior to the first day of school.
- An additional order is being prepared and will be ordered and purchased for the school.

Monthly Mass and Graduation

- Established past practice will continue.
- Students will join the school for all Masses, including Graduation Mass.
- Students will be clapped out from St. Elizabeth, in front of all students and staff.
- The Graduation ceremony will take place within the St. Stephen's Gym.

Next Steps

- Ontario Student Records (OSRs) for Gr. 8 students will be securely moved to a locked cabinet at the St. Elizabeth Annex site, in order for staff to have access to them.
- Wrap on interior double doors/wall to define space and create community.
- Parents will be invited to an Open House to view the new St. Elizabeth Annex location.
- This will be held on Tuesday, September 26th @ 5pm.



ANNEX

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BUSINESS and FINANCE

Report to Committee of the Whole

Meeting: ☐ In Camera
☒ Open

Presented for: ☒ Information
☐ Approval

Meeting Date: September 11, 2023

Presented by: Sean Heuchert, Superintendent of Business & Finance

Submitted by: Senior Administration

Subject: Legal Matters - 2022-2023

Background:

The following information pertains to legal expenses paid by the Board for the period September 1, 2022 to August 31, 2023, with the associated firms and general description of the nature of the expense.

Firm	Amount	Summary of Matters
Borden Ladner Gervais	39,983.71	Board bylaws, Robert's Rules, Quorum, Student matters, CUPE Collective Agreement
Emond Harnden	73,495.19	Student matters, OECTA grievances, workplace harassment complaint and investigation, HRTO, SEAC, AP Review, Employee Terminations, Contract Review
Mathews Dinsdale & Clark	4,680.46	Grievances, Work Refusals, AP Review
	118,159.36	