

**REGULAR BOARD MEETING  
 REVISED AGENDA**

Date: Tuesday, October 3, 2017  
 Time: 7:30 pm  
 Location: Catholic Education Centre - Board Room  
 802 Drury Lane  
 Burlington, Ontario

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10.1	Student Trustees Update (I. Schwecht)	
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<b>15.</b>	<b>Resolution re Absentees</b>	
<b>16.</b>	<b>Adjournment and Closing Prayer (A. Danko)</b>	

# Thank You for Each Moment

[*Guerrillas of Grace*, Ted Loder]

Reader 1: and the hope straining in me.

Lord, thank you for each moment,

for the blue-sky moment,

the softening earth,

the refreshing wind,

for the sap flowing,

the bird nesting,

the yellow bush,

for my full heart

and the joy rising in me.

**All: Soften me,**

**to receive whatever comes as gift**

**and to praise you in it.**

Reader 2:

Lord, thank you for each moment.

for the twilight moment,

the pause,

the good tired,

for the quiet reflection,

the slowing down,

the mysterious sunset,

for my contented heart

and the wisdom growing inside me.

**All: Gentle me,**

**to feel whatever comes as gift,**

**and to praise you in it.**

Reader 3:

Lord, thank you for each moment,

for the midnight moment,

the loneliness,

the fretful wondering,

for the watchful stars,

the long ache,

the sleepless wait,

for my restless heart

**All: Focus me,**

**to see whatever comes as a gift**

**and to praise you in it.**

Reader 4:

Lord, thank you for each moment,

for the high-noon moment,

the job,

the necessary routine,

for the sweaty struggle,

the high risk challenge,

the impulse to change,

for my fierce heart

and the courage gathering in me.

**All: Ground me, to wrestle**

**with whatever comes as a gift**

**and to praise you for it.**

Reader 5:

Lord, thank you for each moment,

for the shared moment,

the listening,

the unguarded word,

for the fragile openness,

the ready smile,

the accepted difference,

for my passionate heart

and the trust rooting in me.

**All: Stretch me,**

**to grow with whatever comes as a gift**

**and to praise you for it.**

## MINUTES OF THE REGULAR BOARD MEETING

Date: September 19, 2017  
Time: 7:30 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane, Burlington, ON

Members Present: A. Danko D. Rabenda, Chair of the Board  
A. Iantomasi J.M. Rowe  
H. Karabela A. Quinn  
P. Marai S. Trites, Vice Chair of the Board  
J. Michael

Student Trustees: C. Atrach I. Schwecht  
A. Barbul

Senior Staff: B. Browne R. Negoï  
C. Cipriano J. O'Hara  
P. Dawson, Secretary of the Board T. Overholt  
C. McGillicuddy T. Pinelli  
L. Naar A. Prkacin

Also Present: A. Bartucci, Communications Officer, Strategic Communications  
K. Boyd, President, OECTA Secondary  
L. Collimore, Chief Officer, Research and Development  
A. Lofts, Senior Administrator, Financial Services  
R. Merrick, Senior Administrator, Facility Management Services  
A. Swinden, Administrator, Strategic Communications  
F. Thibeault, Administrator, Planning Services  
K. Yanchus, Media

Recording Secretary: R. Di Pietro

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### 1. Call to Order

The Chair called the meeting to order.

#### 1.1 Opening Prayer, National Anthem and Oath of Citizenship (A. Barbul)

The meeting opened at 7:37 p.m. with a prayer led by A. Barbul.

#### 1.2 Motions Adopted In-Camera

There were no motions adopted in-camera.

#### 1.3 Information Received In-Camera

The following information was received in-camera:

RETIREMENTS

Peggy Cullen and Clara Pecora retiring effective October 31, 2017.

RESIGNATIONS

Marina Cicak resigned September 8, 2017, Patricia Clarizio resigned September 12, 2017 and Jolanta Oko resigned August 31, 2017.

Acting Department Heads

Anthony McConville and Andrew Saulez appointed as Acting Department Heads effective September 11, 2017 with an end date to be determined but no later than August 31, 2018.

HIRING

Hannah Anderson, Marco Caruso, Angela Dunbar, Laura Guecha, Dalia Henein, Katelyn Price and Matthew Zoratti hired as probationary teachers effective September 1, 2017. Jenni Calvin and Lindsay Hurst hired as probationary teachers effective September 7, 2017. Michelle Oreskovic and Janine Rosario hired as probationary teachers effective September 11, 2017. Tammy Maxwell and Russell Piva hired as probationary teachers effective September 15, 2017.

Information regarding a personnel matter and information regarding properties was also received in-camera.

**2. Approval of the Agenda**

**#164/17**

**Moved by:** P. Marai

**Seconded by:** J.M. Rowe

**RESOLVED**, that the agenda be approved.

The Chair called for a vote on **#164/17** and it **UNANIMOUSLY CARRIED**.

**3. Declarations of Conflict of Interest**

There were no conflicts on interest declared.

**4. Presentations**

There were no presentations

**5. Delegations**

There were no delegations.

**6. Approval of Minutes****6.1 Minutes of the September 5, 2017 Regular Board Meeting**

**#165/17**

**Moved by:** J. Michael

**Seconded by:** S. Trites

**RESOLVED**, that the minutes of the September 5, 2017 Regular Board meeting be approved.

The Chair called for a vote on **#165/17** and it **UNANIMOUSLY CARRIED**.

**7. Business Arising from Previous Meetings**

**7.1 Summary of Outstanding Items from Previous Meetings**

The Summary of Outstanding Items from Previous Meetings was received as information.

A request was made to expand the list and add Trustee requested follow-up.

**8. Action Items**

**8.1 Exception to Policy I-15, School Name Selection (A. Iantomasi)**

**#166/17**

**Moved by:** A. Iantomasi

**Seconded by:** A. Quinn

**WHEREAS**, Giacomo Corbacio served the Halton Catholic District School Board for more than twenty-six (26) years, and was recognized across our district and across the province, as a highly respected Catholic school leader;

**WHEREAS**, Giacomo Corbacio oversaw the construction and successful completion of 29 schools across Halton Catholic District School Board;

**WHEREAS**, under Giacomo Corbacio's steady leadership and vision, the Halton Catholic District School Board was consistently recognized for the excellent condition of its schools and buildings;

**WHEREAS**, through Giacomo Corbacio's commitment to stewardship of resources, Halton Catholic schools have consistently demonstrated high facility condition index ratings and environmental savings;

**WHEREAS**, Giacomo Corbacio demonstrated a keen understanding of the importance of meeting the needs and demands of a 21<sup>st</sup> Century learning environment in Halton Catholic schools, incorporating new pedagogical standards into classroom design and functionality;

**WHEREAS**, Giacomo Corbacio conveyed an extraordinary commitment to collaboration with staff, parents, and community partners, as evidenced through the many strong, positive relationships he formed and nurtured;

**WHEREAS**, Giacomo Corbacio maintained a strong, active personal faith, guided by Gospel values;

**WHEREAS**, Giacomo Corbacio, through his exceptional leadership, has been a passionate advocate for Catholic education within the province of Ontario; a true Catholic leader who embraced his calling to serve with integrity, with vision and with humility, never losing sight of what is best for students;

**BE IT RESOLVED**, that the Halton Catholic District School Board approve an exception to Policy I-15, School Name Selection, and declare that the next newly constructed Halton Catholic elementary school be named Giacomo A. Corbacio Catholic Elementary School.

Support for the motion was requested to recognize a humble man for his exceptional qualities.

It was clarified that should the motion carry the next newly constructed school would reflect the name. It was further clarified that support from the Bishop has been received.

Concerns regarding not naming a school after a saint or having community input were brought forward.

The Chair indicated that any decision not to comply with Board Policy requires a three quarters (3/4) majority.

The Chair called for a vote on **#166/17**:

<b>IN FAVOUR</b>	<b>OPPOSED</b>
C. Atrach (non-binding)	A. Danko
A. Barbul (non-binding)	H. Karabela
A. Iantomasi	S. Trites
P. Marai	
J. Michael	
A. Quinn	
D. Rabenda	
J.M. Rowe	
I. Schwecht (non-binding)	

The motion was **DEFEATED**.

## **8.2 Policy I-19 Occupational Health and Safety (A. Danko)**

**#167/17**

**Moved by:** A. Danko

**Seconded by:** P. Marai

**RESOLVED**, that the Halton Catholic District School Board accept the recommendation of the Policy Committee and approve Policy I-19 Occupational Health and Safety as presented.

The Chair called for a vote on **#167/17** and it **UNANIMOUSLY CARRIED**.

## **8.3 Policy III-05 Employee Assault (A. Danko)**

**#168/17**

**Moved by:** A. Danko

**Seconded by:** A. Iantomasi

**RESOLVED**, that the Halton Catholic District School Board accept the recommendation of the Policy Committee and approve Policy III-05 Employee Assault as presented.

The Chair called for a vote on **#168/17** and it **UNANIMOUSLY CARRIED**.

Trustee Quinn left the Boardroom at 8:02 p.m.

**8.4 Policy III-06 Harassment (A. Danko)**

**#169/17**

**Moved by:** A. Danko

**Seconded by:** P. Marai

**RESOLVED**, that the Halton Catholic District School Board accept the recommendation of the Policy Committee and approve Policy III-06 Harassment as presented.

The Chair called for a vote on **#169/17** and it **UNANIMOUSLY CARRIED**.

Trustee Quinn was not present for the vote.

Trustee Quinn returned to the meeting.

**8.5 Policy III-15 Workplace Violence (A. Danko)**

**#170/17**

**Moved by:** A. Danko

**Seconded by:** A. Iantomasi

**RESOLVED**, that the Halton Catholic District School Board accept the recommendation of the Policy Committee and approve Policy III-15 Workplace Violence as presented.

The Chair called for a vote on **#170/17** and it **UNANIMOUSLY CARRIED**.

**8.6 Policy I-44 Strategic Planning Policy (A. Danko)**

**#171/17**

**Moved by:** A. Danko

**Seconded by:** H. Karabela

**RESOLVED**, that the Halton Catholic District School Board accept the recommendation of the Policy Committee and approve Policy I-44 Strategic Planning at first reading.

The Chair called for a vote on **#171/17** and it **UNANIMOUSLY CARRIED**.

**8.7 Oakville South Central Catholic Elementary School Approval to Proceed with School Capital Planning and Preliminary Budget (R. Merrick)**

Authorization was requested for staff to select an architect, commence the school capital planning process and approve the preliminary project budget for the proposed Oakville South Central Catholic Elementary School.

Staff verified that four (4) architectural firms are on the preapproved list which is evaluated approximately every five (5) years.



Actual and projected enrolment was provided for St. James and St. Joseph Catholic Elementary Schools, Oakville.

In response to a question regarding solar panels, the province will pay for energy you generate and put back into the grid. Funding for additional capital costs is typically very challenging.

Staff clarified that should the budget be exceeded, further approvals would be requested from the Board.

**#172/17**

**Moved by:** A. Danko

**Seconded by:** A. Iantomasi

**RESOLVED**, that the Halton Catholic District School Board authorize staff to proceed with the selection of an architect and the school capital planning process for the Oakville South Central Catholic Elementary School project in the Town of Oakville.

The Chair called for a vote on **#172/17** and it **UNANIMOUSLY CARRIED**.

**#173/17**

**Moved by:** P. Marai

**Seconded by:** J. Michael

**RESOLVED**, that the Halton Catholic District School Board approve the Preliminary Estimated Project Budget not to exceed **\$11,427,716** for the Oakville South Central Catholic Elementary School project in the Town of Oakville.

The Chair called for a vote on **#173/17** and it **UNANIMOUSLY CARRIED**.

**#174/17**

**Moved by:** P. Marai

**Seconded by:** J. Michael

**RESOLVED**, that the Halton Catholic District School Board approve the use of **Proceeds of Disposition (POD)** in the amount of **\$4,223,847** to partially fund the construction of the Oakville South Central Catholic Elementary School project in the Town of Oakville.

The Chair called for a vote on **#174/17** and it **UNANIMOUSLY CARRIED**.

**#175/17**

**Moved by:** A. Iantomasi

**Seconded by:** S. Trites

**RESOLVED**, that the Halton Catholic District School Board approve **Borrowing By-law No. 2017 F02** in the amount of **seven million two hundred and three thousand eight hundred and sixty nine dollars (\$7,203,869)** to finance the construction of the Oakville South Central Catholic Elementary School project in the Town of Oakville.

The Chair called for a vote on **#175/17** and it **UNANIMOUSLY CARRIED**.

**8.8 St. Mark Catholic Elementary School, Child Care and OEYCFC Approval to Proceed with School Capital Planning and Preliminary Budget (R. Merrick)**

Authorization for staff to select an architect, commence the school capital planning process and approve the preliminary project budget for the proposed St. Mark Catholic Elementary School building addition, child care centre and Ontario Early Years Child and Family Centre (OEYCFC) was requested.

**#176/17**

**Moved by:** A. Iantomasi

**Seconded by:** S. Trites

**RESOLVED**, that the Halton Catholic District School Board authorize staff to proceed with the selection of an architect and the school capital planning process for the St. Mark Catholic Elementary School.

In order to have dedicated resources to each project staff supports one firm being dedicated to each project. Based on 13.7 million, the architectural fees and project management on the last project was approximately 8%.

The Chair called for a vote on **#176/17** and it **UNANIMOUSLY CARRIED**.

**#177/17**

**Moved by:** P. Marai

**Seconded by:** A. Danko

**RESOLVED**, that the Halton Catholic District School Board approve the Preliminary Estimated Project Budget not to exceed **\$3,667,880** for the St. Mark Catholic Elementary School rightsizing project in the City of Burlington.

The Chair called for a vote on **#177/17** and it **UNANIMOUSLY CARRIED**.

**#178/17**

**Moved by:** J.M. Rowe

**Seconded by:** A. Iantomasi

**RESOLVED**, that the Halton Catholic District School Board approve **Borrowing By-law No. 2017 F03** in the amount of **one million, six hundred and ten thousand, eight hundred and sixty-seven dollars (\$1,610,867)** to finance the St. Mark Catholic Elementary School rightsizing project in the City of Burlington.

Staff clarified that childcare has its own borrowing by-law. Additional funding above and beyond is to be approved by the Ministry.

The Chair called for a vote on **#178/17** and it **UNANIMOUSLY CARRIED**.

**#179/17**

**Moved by:** P. Marai

**Seconded by:** S. Trites

**RESOLVED**, that the Halton Catholic District School Board approve **Borrowing By-law No. 2017 F04** in the amount of **two million, fifty-seven thousand, and thirteen dollars (\$2,057,013)** to finance the St. Mark Catholic Elementary School child care

centre and Ontario Early Years Child and Family Centre (OEYCFC) project in the City of Burlington.

The Chair called for a vote on **#179/17**:

<b>IN FAVOUR</b>	<b>OPPOSED</b>
C. Atrach (non-binding)	A. Quinn
A. Barbul (non-binding)	
A. Danko	
A. Iantomasi	
H. Karabela	
P. Marai	
J. Michael	
J.M. Rowe	
I. Schwecht (non-binding)	
S. Trites	

The motion **CARRIED**.

## 9. Staff Reports

### 9.1 Milton No. 8 Ford Catholic Elementary School Boundary Review (C. Cipriano, R. Negroi, R. Merrick)

Staff recommends that a School Boundary Review Process be initiated to establish school boundaries for Milton No. 8 'Ford' Catholic Elementary School and to address anticipated enrolment pressures for St. Benedict Catholic Elementary School in Milton.

## 10. Information Items

### 10.1 Student Trustees Update (A. Barbul)

Student Trustee A. Barbul attended the OCSTA Regional meeting held in Toronto. The member student senate have been welcome and briefed on the 2017-2018 initiatives one being the Bullying Prevention Launch of See the Problem, Be the Solution. Student Trustees have met with the Halton Catholic Children's Education Foundation to discuss a role they can play.

It was explained that universities typically have student associations that deal with specific issues.

### 10.2 School Educational Field Trips (C. McGillicuddy)

School trips were provided as information.

Staff to follow up on the number of staff members attending the All Saints Pilgrimage in Montreal, Quebec.

### 10.3 Strategic Plan 2016 - 2021 Update/Director's Report to Trustees (P. Dawson)

Significant progress towards fulfilling the goals outlined within the strategic plan have been made. Senior staff is currently refining the 2017-2018 System Priorities, which will incorporate the areas of improvement identified through monitoring activities, and guide work towards fulfilling the strategic goals and objectives.

The respect and promoting life falls within the pillar of Believing.

Other than focus groups, the school climate survey, myBlueprint, EQAO and the Early Development Instrument are also used to evaluate the strategic plan.

#### **10.4 Long Term Facility Renewal Strategy (R. Merrick)**

A school renewal plan to improve school facility conditions throughout the Board to provide a learning environment that supports the educational needs of students and staff was outlined. The Long-Term Facility Renewal Strategy focuses on a five (5) year planning window (2018 to 2022) and identifies school facilities where investment is required to renew facility conditions.

Funds announced last April 2017 for green house gas reduction fund are to be spent within the fiscal year. Projects need to be in progress in order to spend the funds.

Staff to look into adding solar panels to the follow up list of approved projects.

Current balance for proceeds of disposition is approximately 7.8 M for a five (5) year plan and is contingent on additional funding if approved and obtained. The course would change to accommodate available funding.

Trustee lantomasi expressed her appreciation regarding plans for Assumption Catholic Secondary School.

Staff noted that a reserve fund has been allocated into the plans.

#### **10.5 Official Blessing and Ground-Breaking Ceremony for the Milton No.8 Catholic Elementary School (C. Cipriano)**

The Blessing and Ground-breaking ceremony for the new Milton No. 8 school will take place on September 26, 2017. Monsignor Murray Kroetsch, Chancellor and Vicar General of the Diocese of Hamilton will preside.

#### **10.6 Procurement Activities Update (R. Negoj)**

An update on procurement activities and the purchase of goods and services, undertaken throughout the 2016-2017 school year, and future procurement initiatives were provided.

Staff to provide information regarding sole providers and parameters regarding conflict of interest.

#### **10.7 Budget Report for Sept 1, 2016 to August 31, 2017 - Preliminary (R. Negoj)**

The preliminary report was shared. A final report will be presented to the audit committee on November 16, 2017 followed by Board approval on November 21, 2017.

#### **10.8 Capital Projects Report as at August 31, 2017 - Preliminary (R. Negoj)**

A summary totaling \$452.7 million of all Board approved projects since the capital funding model was changed significantly by the Ministry of Education in 1998 was shared.

**10.9 Annual School Accommodation Update Report (R. Negoi)**

Upcoming projects that Planning Services and Facility Management Services anticipates to undertake for the upcoming 2017-2018 school year, subject to future Board of Trustee approval were shared. These projects include, but are not limited to, School Boundary Reviews; Pupil Accommodation Reviews; new Capital/Consolidation Projects.

**10.10 Enneagram Training (L. Naar)**

Information regarding the attendance of Halton Catholic District School Board staff at the Enneagram Institute Part 1 Training 2017 held at the Enneagram Institute in Stone Ridge, New York in June 2017 was provided. The use of the Enneagram as a tool would provide support to numerous priorities in the Strategic Plan.

Concerns regarding a pseudo scientific method were expressed. Staff explained that the tool would help to self reflect on own leadership style.

Staff confirmed that two optional sessions are being offered to staff in the Spring of 2018 and clarified that it will not be integrated into the curriculum.

A request was made for both Canadian and American journals regarding the Enneagram.

**10.11 Audit Committee Report to the Board of Trustees (J.M. Rowe)**

The report provided an update on the matters discussed at the September 14, 2016 Audit Committee meeting.

Superintendent Camillo Cipriano provided a verbal update on the Board's uniform provider regarding both quality of the product and their contract. Through spot checks staff viewing of samples, staff is confident that the quality of product is same that was provided during the RFP process. Currently there is a concern regarding back orders. Senior leaders at ISW have assured that orders will be filled. Staff foresees improvement and not looking into the termination clause at this time.

**11. Miscellaneous Information****11.1 Minutes of the June 5, 2017 CPIC Meeting**

The minutes of the June 5, 2017 CPIC meeting were provided as information.

**12. Correspondence**

There was no correspondence.

**13. Open Question Period**

There were no questions.

**14. In Camera**

**#180/17**

**Moved by:** P. Marai

**Seconded by:** J. Michael

**RESOLVED**, that the meeting move in-camera.

The Chair called for a vote on **#180/17** and it **UNANIMOUSLY CARRIED**

The meeting came out of in-camera at 10:35 p.m.

**15. Resolution re Absentees**

There were no absentees.

**16. Adjournment and Closing Prayer (A. Danko)**

**#181/17**

**Moved by:** J. Michael

**Seconded by:** A. Danko

**RESOLVED**, that the meeting adjourn.

The meeting adjourned at 10:36 p.m.

\_\_\_\_\_  
Secretary of the Board

\_\_\_\_\_  
Chair



**BUSINESS ARISING FROM PREVIOUS MEETINGS**

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS

**OUTSTANDING POLICY ITEMS**

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
June 6, 2017	Policy I-26 Student Trustees on the Halton Catholic District School Board	Approval, as amended	T. Overholt	October 2017
September 19, 2017	Policy I-44 Strategic Planning Process	2 <sup>nd</sup> Reading	T. Overholt	November 2017

**ACTION REPORT**

**ITEM 8.1**

**MILTON #8 'FORD' CATHOLIC ELEMENTARY SCHOOL  
SCHOOL BOUNDARY REVIEW**

**PURPOSE:**

To initiate a school boundary review process to establish new school boundaries for Milton #8 "Ford" Catholic Elementary School and proactively address anticipated future student enrolment pressures from new development in the Boyne Secondary Plan.

**BACKGROUND:**

1. September 19, 2017 Staff Report 9.1 Milton #8 "Ford" Catholic Elementary School School Boundary Review.

**COMMENTS:**

The Boyne Secondary Plan is located south of Louis St. Laurent Avenue, west of Tremaine Road, north of Britannia Road and east of James Snow Parkway – this area includes study areas V52, V57, V51, V50, V59, V56 and V58. These new developments are currently being directed to St. Benedict Catholic Elementary School, which currently has a utilization rate of 144% with students from the Boyne community and is expected to increase significantly each year. The site currently has 10 portable classrooms on site, with 2 additional portable classrooms expected to be added by the end of September – the Board typically plans for approximately 12 portable classrooms in total.

Milton #8 'Ford' Catholic Elementary School will be the first of four new elementary schools to open in the Boyne Secondary Plan (See maps in Appendix A). On November 21, 2016, the Board received correspondence from the Ministry of Education indicating that the business case submitted for Milton #8 'Ford' Catholic Elementary School has been approved. On August 28, 2017, the Ministry granted the Board an Approval to Proceed to tender – the tender is expected to close on September 28, 2017. Staff expects the new school to be ready for students by September 2018.

Prior to the opening of the new elementary school, school boundaries need to be established. Appendix B provides the proposed school boundary that was used to develop school projections for the Business Case submitted to the Ministry as part of the Board's 2016 Capital Priorities Business Case Submission, which was approved by the Ministry on November 21, 2016.

It is anticipated that 3 additional elementary schools will open in the Boyne community over the next 10 years, which will result in the need for further school boundary reviews at the time. Staff believe that study areas should be designated as holding areas or new development areas as part of this boundary review, which will serve to notify the community that students in certain areas of the community as well as in neighbouring rural and future development areas will be redirected to new schools at a future time.

The proposed boundary review will follow the *Minor School Boundary Review Process*, based on *School Boundary Review Process Administrative Procedure No. VI-88* as the following criteria are currently being met:



**1. Number of Schools involved is lesser or equal to (<=) 3**

This boundary review will only involve St. Benedict CES, which is the holding school for the Boyne community when opened, and the new Milton #8 “Ford” CES.

Study area V58 is currently directed to St. Peter CES, however there are currently no students from this study area and staff do not believe that the school should be included in this review. The review will designate study area V58 as a holding area for the nearest proposed elementary school in the Boyne community.

**2. Need for a boundary review is a result of opening a new school**

Milton #8 “Ford” CES is scheduled to open in September 2018, as indicated in Action Report 8.6 “2016 Capital Priorities Business Cases Submission” approved by trustees at its Board Meeting on June 21, 2016.

**3. Holding area was previously identified to the community, and is now being directed to its designated school.**

A holding area was previously identified in Information Report Item 10.3 “2017 Annual Facility Accommodation Report”, which was presented to trustees on March 7, 2017

Therefore, this proposed boundary review would seek to designate a new local home school that has sufficient capacity to hold new students from future development in the Boyne Secondary Plan in Milton. In addition, this review will identify holding areas or new development areas for proposed elementary schools in the Boyne community.

**Advisory School Boundary Review Committee Composition**

Representation on the School Boundary Review Advisory Committee would include representatives from St. Benedict CES. Membership is recommended to be open to all parents as the proposed boundary changes may have an impact on each of the participating schools’ projected enrolment. Specifically, for St. Benedict Catholic Elementary School, committee membership should be representative of the Boyne community, as this is the group expected to be impacted, and the group that would have the greatest insight on proposed changes.

**SCHOOL BOUNDARY REVIEW MILESTONES:**

The following School Boundary Review milestones are proposed:

- 1) **September 19, 2017:** Staff Report to Board
- 2) **September 20, 2017:** Principal of St. Benedict CES notified
- 3) **October 3, 2017:** Action Report to Board to initiate a School Boundary Review
- 4) **October 4, 2017:** Send committee invitations to St. Benedict CES
- 5) **October 2017:** Inaugural School Boundary Review Committee Meeting
- 6) **November 2017:** Potential SBRC follow up Meeting
- 7) **November 2017:** Community Information Meeting
- 8) **December 2017:** SBRC Final Meeting
- 9) **December 19, 2017:** Interim Staff Report to Board with SBRC Recommendations
- 10) **January 2018:** Public Delegations
- 11) **January 16, 2018:** Action Report to Board with SBRC Recommendations
- 12) **January 17, 2018:** Notification to affected community
- 13) **September 1, 2018:** Implementation

**CONCLUSION:**

Staff recommends that a School Boundary Review Process be initiated to establish school boundaries for Milton #8 'Ford' Catholic Elementary School and to address anticipated enrolment pressures for St. Benedict Catholic Elementary School in Milton.

September 1, 2018 has been identified as the earliest implementation date for any boundary changes, if approved.

**RECOMMENDATION:**

**RESOLUTION:** Moved By:  
Seconded By:

**RESOLVED**, that the Halton Catholic District School Board direct staff to initiate a school attendance boundary review process for the new Milton #8 'Ford' Catholic Elementary School.

**REPORT PREPARED &  
SUBMITTED BY:**

CAMILLO CIPRIANO  
SUPERINTENDENT OF EDUCATION, SCHOOL SERVICES

RYAN MERRICK  
SENIOR ADMINISTRATOR OF FACILITY MANAGEMENT SERVICES

FREDERICK THIBEAULT  
ADMINISTRATOR OF PLANNING SERVICES, BUSINESS SERVICES

DHILAN GUNASEKARA  
PLANNING OFFICER, PLANNING SERVICES

**REPORT APPROVED BY:**

P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**Approved School Educational Trips**

ALL PROPOSED TRIPS HAVE BEEN REVIEWED PRIOR TO APPROVAL, AND ARE CONSISTENT WITH BOARD POLICY

Dated: Tuesday, October 3, 2017

**Listed by Destination**

SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
<b>Elementary</b>						
St. John Paul II Oakville, ON	7	73	Camp Brébeuf Rockwood, ON	Students will be provided with the opportunity to engage in faith-based activities in preparation for the Sacrament of Confirmation, and coincides with the camp's "Shine" program, which focuses on the gifts and fruits of the Holy Spirit. Activities at camp will integrate the themes of Human Dignity and Stewards of God's Creation as part of the Grade 7 Religion program. Staff and students will participate in daily prayers and reflection.	Wednesday, October 18 – Friday, October 20, 2017	~\$180.00
St. Catherine of Alexandria Georgetown, ON	7	66	Camp Brébeuf Rockwood, ON	This trip to Camp Brébeuf will further support Catholic leadership, spiritual development with emphasis placed on studying the gifts of the Holy Spirit in preparation for the sacrament of confirmation. Staff and students will participate in daily prayers.	Thursday, November 2 – Friday, November 3, 2017	~\$100.00
Holy Rosary Burlington, ON	7	37	Camp Brébeuf Rockwood, ON	The purpose of this trip is to build community among the Gr. 7 students during their Confirmation year. Students will engage in faith-based activities that make connections to the Sacrament of Confirmation. Through team building and collaborative activities, students will continue to build relationships and practice their leadership skills. Staff and students will participate in daily prayers and guided reflection.	Thursday, November 16 – Friday, November 17, 2017	~\$100.00
St. Luke Oakville, ON	7	24	Camp Muskoka Bracebridge, ON	This trip will allow students the opportunity to experience the beauty of nature and understand our responsibility as stewards of creation, and will allow our students to develop their faith as they and build stronger relationships with their peers through participating in the many community – building activities. Each day will begin and end with prayer, and Grace will be said before each meal.	Wednesday, November 8 – Friday, November 10, 2017	~\$340.00

**Listed by Destination**

SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
<b>Secondary</b>						
Bishop P.F. Reding Milton, ON	9-12	10	All Saints Pilgrimage Montreal, QC	This retreat is a unique opportunity to experience the Catholic heritage of Canada in a religious and historical context. This retreat will be of a pilgrimage nature and will include both cultural and social justice components. The new Focus on Faith Theological Theme will be the thematic underlaying. There will be many occasions for prayer (liturgy, Christian meditation, rosary, and Mass) interspersed through the program.	Wednesday, November 1 - Friday, November 3, 2017	~\$345.00

<b>Listed by Destination</b>						
<b>SCHOOL</b>	<b>GRADE(S)</b>	<b># OF STUDENTS</b>	<b>DESTINATION</b>	<b>PURPOSE</b>	<b>DATES</b>	<b>COST PER PUPIL</b>
<b>Secondary</b>						
Christ the King CSS, Georgetown, ON	11-12	12	Chatham Kent Secondary School, Chatham, ON	Students, in accordance with the developmental assets that we seek to encourage in our students, have been a member of a team, practicing and competing at least 5 hours each week. This Senior Boys Volleyball tournament is a celebration of their achievements, and their progress as a team, giving them an opportunity to celebrate their achievements, and to continue learning to be a member of a team. Each night, the team will come together to reflect and pray on their day, their season, their accomplishments, and the great talents they have been blessed with. The tournament overall will help students to grow as collaborative contributors and Catholic leaders.	Friday, September 29 – Saturday, September 30, 2017	~ \$92.53

**INFORMATION REPORT**

**ITEM 10.3**

**2017-18 PORTABLE CLASSROOMS AND SURPLUS CLASSROOMS SUMMARY**

**PURPOSE:**

To report on the Board’s 2017-18 school year portable classroom accommodation needs and surplus classrooms in schools.

**BACKGROUND INFORMATION:**

The Board has traditionally managed student enrollment growth pressures by utilizing temporary portable classroom accommodations at schools where the enrollment exceeds the functional capacity of the school building. Enrollment is driven by many factors and can trend differently throughout the many neighborhoods of Halton Region. All of the Board’s portable classroom units are leased to provide greater flexibility in meeting enrollment adjustments, while ensuring that excess units and the associated costs are never incurred.

**COMMENTS:**

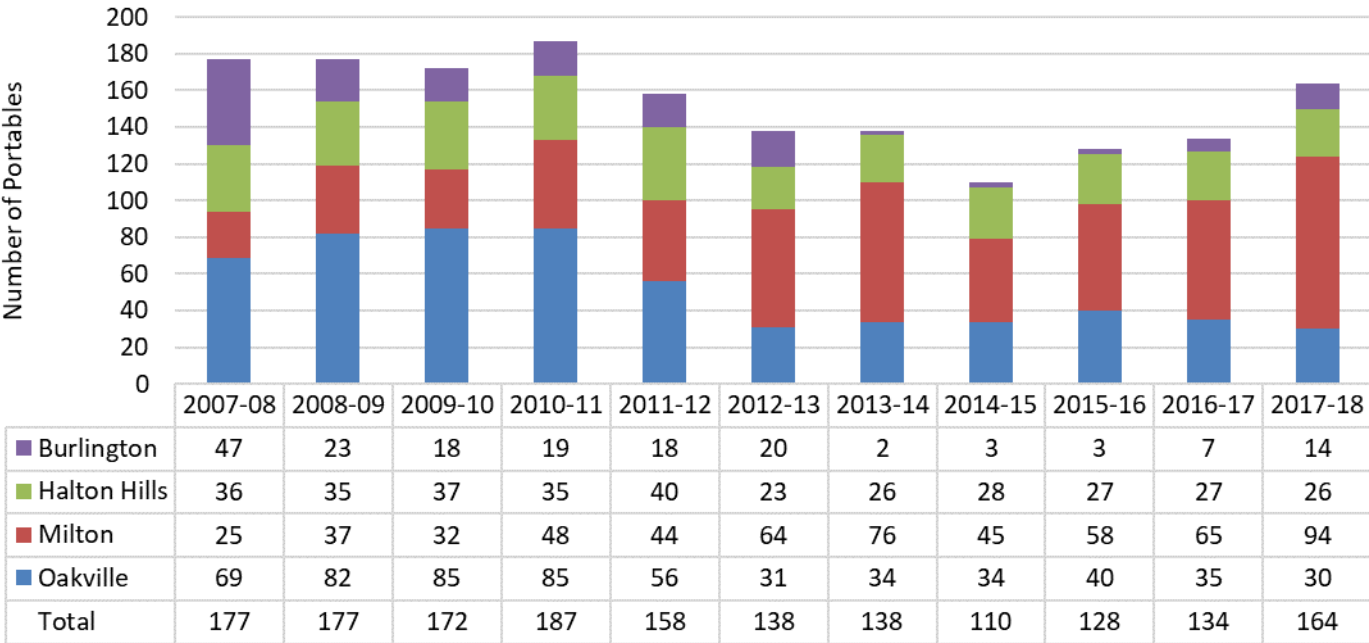
For the 2017-18 school year, overall student enrollment continued to grow within the Board. As a result, 30 additional portable classroom units were installed and a number of portable classrooms were relocated to accommodate changing enrolment throughout the Region. The majority of student growth occurred in Milton, where 29 new or relocated portable classrooms were added; 10 at the elementary panel and 19 at the secondary panel. Burlington added 7 portable classrooms at the elementary panel, primarily due to the removal of the port-a-pac at St. Mark Catholic Elementary School. Halton Hills lost 3 portables at the elementary panel and added 2 portables at the secondary panel. Oakville lost 6 portables at the elementary panel, but added 1 portable classroom at the secondary panel.

**Table 1 – Year-Over-Year Portable Classroom Accommodation Needs**

Municipality	Family of Schools	2016-17 Portable Classrooms		2017-18 Portable Classrooms		Difference	
		Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
Burlington	Assumption	0	0	0	0	0	0
	Corpus Christi	3	0	5	0	+2	0
	Notre Dame	4	0	9	0	+5	0
Halton Hills	Christ the King	17	10	14	12	-3	+2
Milton	Bishop Reding	15	25	14	34	-1	+9
	Jean Vanier	25	0	36	10	+11	+10
Oakville	Holy Trinity	11	0	7	1	-4	+1
	St. Ignatius of Loyola	14	0	12	0	-2	0
	St. Thomas Aquinas	7	3	7	3	0	0
<b>Board Total</b>		<b>96</b>	<b>38</b>	<b>104</b>	<b>60</b>	<b>+8</b>	<b>+22</b>
		<b>134</b>		<b>164</b>		<b>+30</b>	

- No Change    - Decrease in Portable Classrooms    - Increase in Portable Classrooms

The Board experienced decreases in the number of portable classrooms needed from 2007-08 to 2014-15. However, with continued increases in enrollment from the 2014-15 school year to the present, the number of portable classrooms has also increased. Figure 1 shows the historical trends in portable classroom accommodation needs by municipality.



**Figure 1 – Historical Portable Classroom Accommodation Needs by Municipality**

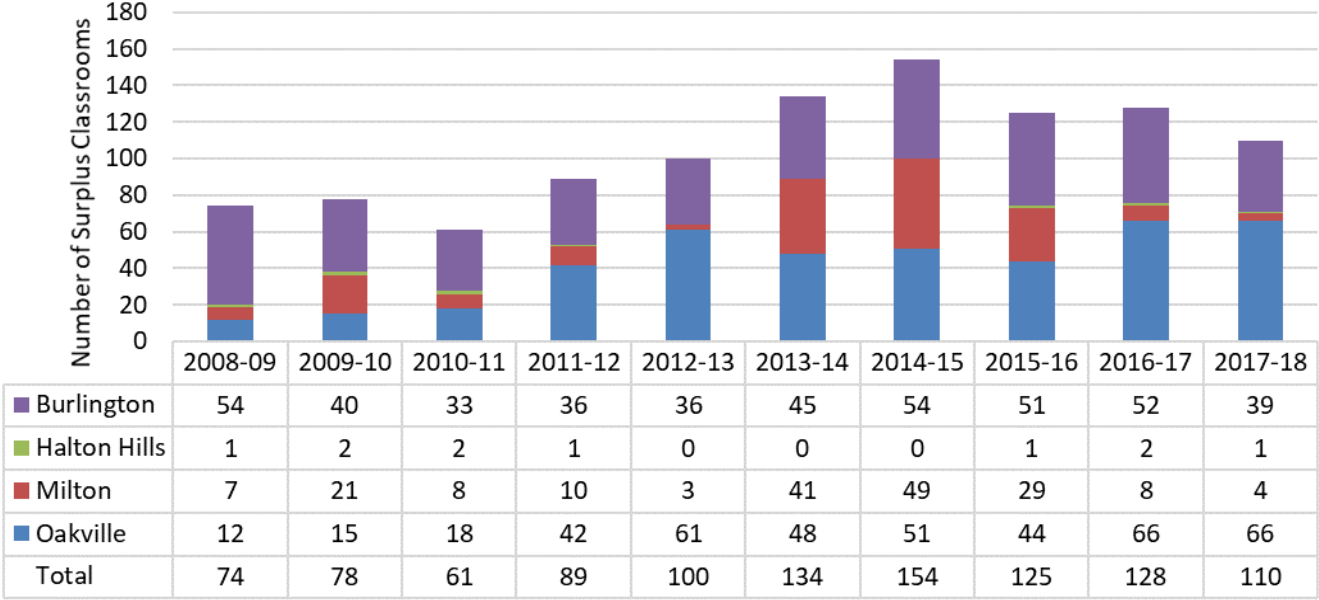
Surplus classrooms have decreased for the 2017-18 school year, from 128 surplus classrooms in 2016-17 to 110 surplus classrooms in 2017-18. Table 2 shows a breakdown of the changes in surplus classrooms by family of schools for the 2017-18 school year as compared to the 2016-17 school year.

**Table 2 – Year-Over-Year Surplus Classrooms**

Municipality	Family of Schools	2016-17 Surplus Classrooms		2017-18 Surplus Classrooms		Difference	
		Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
Burlington	Assumption	20	5	18	2	-2	-3
	Corpus Christi	3	10	3	9	0	-1
	Notre Dame	8	6	1	6	-7	0
Halton Hills	Christ the King	2	0	1	0	-1	0
Milton	Bishop Reding	0	0	3	0	+3	0
	Jean Vanier	3	5	1	0	-2	-5
Oakville	Holy Trinity	12	7	17	6	+5	-1
	Loyola	27	6	25	4	-2	-2
	St. Thomas Aquinas	14	0	14	0	0	0
<b>Board Total</b>		<b>89</b>	<b>39</b>	<b>83</b>	<b>27</b>	<b>-6</b>	<b>-12</b>
		<b>128</b>		<b>110</b>		<b>-18</b>	

- No Change    
 - Decrease in Surplus Classrooms    
 - Increase in Surplus Classrooms

Currently, over 95% of the Board’s surplus classrooms are located in Burlington and Oakville, with very few surplus classrooms in Halton Hills and Milton. Figure 1 illustrates the historical trends in surplus classrooms by municipality.



**Figure 2 – Historical Surplus Classrooms by Municipality**

To contain operating expenses, surplus classrooms are closely monitored by staff. Many surplus classrooms are allocated to schools for program purposes and Board-wide system uses. The remaining surplus classrooms are closed to avoid unnecessary operating costs.

**CONCLUSION:**

As student enrollment continues to grow within the Board, there has been an increase in portable classroom accommodation needs and the number of surplus classrooms across the Board has decreased. For the 2017-18 school year, the number of portable classroom units increased from the 2016-17 school year by 30 to a total of 164 units. The number of surplus classrooms decreased by 18 classrooms for the 2017-18 school year to 110 surplus classrooms throughout the Board.

Staff will continue to monitor portable classroom and surplus classroom utilization to contain operating expenditures wherever possible.

**REPORT PREPARED BY:** R. MERRICK  
SENIOR ADMINISTRATOR, FACILITY MANAGEMENT SERVICES

**REPORT SUBMITTED BY:** R. MERRICK  
SENIOR ADMINISTRATOR, FACILITY MANAGEMENT SERVICES

**REPORT APPROVED BY:** P. DAWSON  
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

## APPENDIX A – PORTABLE AND SURPLUS CLASSROOMS BY SCHOOL

School	Portable Classrooms			Surplus Classrooms			
	2016-17	2017-18	Difference	2016-17	2017-18	Difference	
Burlington	Assumption	0	0	0	5	2	-3
	Ascension	0	0	0	5	5	0
	Holy Rosary (B)	0	0	0	2	2	0
	St. John (B)	0	0	0	3	3	0
	St. Patrick	0	0	0	3	3	0
	St. Paul	0	0	0	4	3	-1
	St. Raphael	0	0	0	3	2	-1
	Family Total	0	0	0	25	20	-5
	Corpus Christi	0	0	0	10	9	-1
	Sacred Heart of Jesus	0	0	0	2	1	-1
	St. Anne	3	5	+2	0	0	0
	St. Christopher	0	0	0	1	2	+1
	St. Elizabeth Seton	0	0	0	0	0	0
	Family Total	3	5	+2	13	12	-1
	Notre Dame	0	0	0	6	6	0
	Canadian Martyrs	0	0	0	1	1	0
	St. Gabriel	3	3	0	0	0	0
St. Mark	0	5	+5	7	0	-7	
St. Timothy	1	1	0	0	0	0	
Family Total	4	9	+5	14	7	-7	
Halton Hills	Christ the King	10	12	+2	0	0	0
	Holy Cross	0	0	0	1	0	-1
	St. Brigid	12	12	0	0	0	0
	St. Catherine of Alexandria	3	2	-1	0	0	0
	St. Francis of Assisi	0	0	0	1	1	0
	St. Joseph (A)	2	0	-2	0	0	0
	Family Total	27	26	-1	2	1	-1
Milton	Bishop Reding	25	34	+9	0	0	0
	Holy Rosary (M)	0	0	0	0	3	+3
	Our Lady of Victory	0	0	0	0	0	0
	St. Anthony of Padua	10	11	+1	0	0	0
	St. Peter	5	3	-2	0	0	0
	Family Total	40	48	+8	0	3	+3
	Jean Vanier	0	10	+10	5	0	-5
	Guardian Angels	9	9	0	0	0	0
	Lumen Christi	0	0	0	3	1	-2
	Our Lady of Fatima	7	6	-1	0	0	0
Queen of Heaven	7	9	+2	0	0	0	
St. Benedict	2	12	+10	0	0	0	
Family Total	25	46	+21	8	1	-7	
Oakville	Holy Trinity	0	1	+1	7	6	-1
	Holy Family	0	0	0	3	4	+1
	Our Lady of Peace	0	0	0	4	5	+1
	St. Andrew	9	7	-2	0	0	0
	St. John (O)	0	0	0	3	4	+1
	St. Marguerite d'Youville	2	0	-2	0	1	+1
	St. Michael	0	0	0	2	3	+1
	Family Total	11	8	-3	19	23	+4
	St. Ignatius of Loyola	0	0	0	6	4	-2
	St. Bernadette	0	0	0	0	0	0
	St. Gregory the Great	2	2	0	19	17	-2
	St. John Paul II	0	0	0	0	0	0
	St. Joan of Arc	7	3	-4	3	3	0
St. Mary	0	0	0	0	0	0	
St. Matthew	0	2	+2	0	0	0	
St. Teresa of Calcutta	5	5	0	5	5	0	
Family Total	14	12	-2	33	29	-4	
St. Thomas Aquinas	3	3	0	0	0	0	
St. Dominic	3	4	+1	0	0	0	
St. James	0	0	0	10	9	-1	
St. Joseph (O)	4	3	-1	0	0	0	
St. Luke	0	0	0	4	5	+1	
St. Vincent	0	0	0	0	0	0	
Family Total	10	10	0	14	14	0	
<b>Board Total</b>	<b>134</b>	<b>164</b>	<b>+30</b>	<b>128</b>	<b>110</b>	<b>-18</b>	



**INFORMATION REPORT**

**ITEM 10.4**

**2017-18 PLANNING SERVICES WORK PLAN:  
2018 EDUCATION DEVELOPMENT CHARGES (EDC) BY-LAW  
AND 2018 LONG-TERM CAPITAL PLAN (LTCP)**

**PURPOSE:**

To inform the Board of two (2) major projects being undertaken by Planning Services, and anticipated milestones throughout the 2017-18 school year. The first entails the completion of the new 2018 Education Development Charges (EDC) By-Law. The second entails updating the 15-year Long-Term Capital Plan. Both documents are coming to their 5-year term, and need to be updated for June 2018.

**BACKGROUND INFORMATION:**

- 1) Information Report Item 10.9, “Annual School Accommodation Update Report” from the September 19, 2017 Regular Board Meeting.
- 2) Action Report Item 8.16, “Proposed 2017 Amendment to the 2013 Education Development Charges (EDC) By-Law” from the June 20, 2017 Regular Board Meeting.
- 3) Action Report Item 8.3, “2015 Joint Review of the 2013 Education Development Charges By-Law” from the June 2, 2015 Regular Board Meeting.
- 4) Action Report Item 8.1, “2014 Joint Review of the 2013 Education Development Charges By-Law” from the June 3, 2014 Regular Board Meeting.
- 5) Action Report Item 9.2, “2013-2018 Education Development Charges By-Law” from the June 18, 2013 Regular Board Meeting.
- 6) Action Report 9.5, “Long Term Capital Plan” from the June 18, 2013, Regular Board Meeting.

**BACKGROUND & COMMENTARY:**

As was discussed in the Annual School Accommodation Update Report presented at the September 19, 2017, Regular Meeting of the Board, the Board’s 2013 Long-Term Capital Plan and 2013 Education Development Charges By-law will both require a full review by the end of June 2018.

Planning Service will be reporting to the Board over the course of the year on the progress being made on both projects. Note that both projects will be presented to the Community, and will be brought forward for Board approval once they are completed.

The purpose of this report is to provide the Board of Trustees with tentative milestones on when the Planning Services department will be reporting to Trustees, and Community Stakeholders. Detailed calendar dates will be subsequently provided as the process advances over the course of the year.

The following subsections provide for context on both the 2018 Long-Term Capital Plan and the 2018 Education Development Charges By-law.

## 2018 LONG-TERM CAPITAL PLAN UPDATE:

A Long-Term Capital Plan (LTCP) is meant to identify future new capital projects and accommodation review initiatives that a Board will be undertaking over a 15-year period. Future project needs are defined by projected long-term enrolment trends, and anticipated students yielded from new development areas. The plan also reviews the renewal needs of school facilities, and priority areas. The array of recommended projects within an LTCP can include the following:

Capital Projects	Accommodation Reviews
A) New Schools or Consolidation Projects	A) School Boundary Reviews
B) School Permanent Additions	B) School Closures and Consolidations
C) Renewal Projects & Rebuilds	C) Program Distribution

The last LTCP was completed in June of 2013, and was approved in principle by the Board of Trustees. As per the requirements of the Ministry of Education, the plan should be updated by Boards every five (5)-years to ensure it is consistent with changing trends.

**Note that the implementation of the identified projects in the plan were approved under separate resolutions in accordance with the in-effect policies and procedures of the Board.**

To complete the process, Planning Services anticipates to undertake the following actions over the 2017-2018 school year. Milestones include reports and presentations to the Board, Senior Staff, and Community Stakeholders. This information will also be posted on the Board's School Planning website (<https://schoolplanning.hcdsb.org/ltcp/>).

TENTATIVE DATE	FORUM	ACTIONS
<b>October 3, 2017</b>	<b>Board Meeting</b>	<b>Report to Board regarding 2017 Planning Services Work Plan</b>
October-November, 2017	Internal	Develop and complete preliminary enrolment projections for submission to the Ministry of Education
<b>November 24, 2017</b>	<b>Ministry Submission</b>	<b>Memorandum 2017: SB28 Enrolment Projection Submission</b>
<b>December 2017</b>	<b>Board Meeting</b>	<b>LTCP – Preliminary Enrolment Projection Report</b>
December 2017	Notification	LTCP – Notification sent to Community Stakeholders for Enrolment Projection Presentation
January 2018	Online Consultation	Enrolment Projection presentation to public
February 2018	Notification	Notifications sent regarding LTCP – Annual Facility Accommodation Plan Presentation
March 2018	Community Consultation	LTCP – Annual Facility Accommodation Presentation
March 2018	Internal Circulation	Draft LTCP circulated for staff feedback
March 2018	Internal	Draft LTCP revised and completed
<b>April 2018</b>	<b>Board Meeting</b>	<b>LTCP – Annual Facility Accommodation Report</b>
<b>April 2018</b>	<b>Board Meeting</b>	<b>Interim Report for LTCP</b>
April 2018	Notification	Notifications sent regarding LTCP Public Meeting
<b>May 8-11, 2018</b>	<b>Board Meeting</b>	<b>Draft LTCP Public Meeting</b>
<b>June 5, 2018</b>	<b>Board Meeting</b>	<b>Report to Board for finalized LTCP for Approval</b>
June 19, 2018	Board Meeting	Capital Priorities Report to Board

## **2018 EDUCATION DEVELOPMENT CHARGES BY-LAW:**

An Education Development Charge (EDC) is a levy that is imposed under a Board enacted By-Law respecting growth related net education land costs incurred or proposed to be incurred by a School Board over a 15-year period. EDCs are the primary source of funding for the acquisition and preparation of school sites, and other costs related to accommodating growth-related pupil needs within a Board's jurisdiction.

On June 18, 2013, the Board adopted a region-wide 2013 EDC by-law under the Education Act, a joint undertaking with the Halton District School Board (HDSB). The 2013 EDC By-Law had an effective implementation date of June 24, 2013 and can only be in effect for no more than five (5) years.

Since its implementation, the EDC by-law was amended three (3) times to address increasing land values in the Halton Region, and ensure that the deficit is adequately funded.

The by-law will reach its term on June 18, 2018. A new Background Study to update the future land requirements for both the Halton Catholic District School Board and Halton District School Board is required. Watson's and Associates was selected through a Request for Proposal (RFP) process, and will continue to work on behalf of both Boards for matters related to the Education Development Charges By-Law over the term of the 2018 EDC By-law, if approved.

This analysis will be based on, but not limited to, updated land valuations, Region Growth targets and trends, student yields, existing accommodations spaces (surplus vs. deficit). Based on the aforementioned information, a charge for both residential and non-residential uses will be generated.

As the process moves forward, Board staff will continue to report to the Board of Trustees and Community Stakeholders to gather feedback on the By-Law, as shown in the below table.

Staff will also hold in-service sessions with Trustees to allow for an in-depth review of the Background Study protocols, assumptions, methodology, and content. All information will be posted on the Board's website (<https://www.hcdsb.org/Board/EDC/Pages/default.aspx>).

<b>TENTATIVE DATE</b>	<b>FORUM</b>	<b>ACTIONS</b>
October/November 2017	Trustee Meeting	Info Session – EDC Policy (Protocol) Discussion
October/November 2017	Stakeholder Meeting(s)	Info Session – EDC Policy (Protocol) Discussion
<b>November/December 2017</b>	<b>Board Meeting</b>	<b>Information Report – Confirmed EDC Protocols</b>
February/March 2018	Trustee, Community & Stakeholder Meeting(s)	Info Session – Background Report Presentation
<b>March 2018</b>	<b>Board Meeting</b>	<b>Staff Report – 2018 EDC By-law implementation</b>
March 2018	Ministry Submission	Submit Draft Background Report to Ministry of Education
March/April 2018	Notification	EDC Background Study Public Meeting Notification
April 2018	Public Meeting	EDC Background Study Public Meeting & EDC Policy Review public meeting.
<b>May 2018</b>	<b>Board Meeting</b>	<b>Comments and Delegations received</b>
<b>May 2018</b>	<b>Board/Public Meeting</b>	<b>Action Report – 2018 EDC By-law Consideration</b>
May 2018	Notification	Notice of Passing of 2018 EDC By-law
June 2018	-	2018 EDC By-law rates come into effect

**CONCLUSION:**

The Board's 2013 Long-Term Capital Plan and 2013 Education Development Charges By-law will require a full review and approval and implementation by the end of June 2018.

Planning Service will be reporting to the Board over the course of the year on the progress being made on both projects. Note that both projects will be presented to the community on a number of occurrences, and will be brought forward to the Board for approval once the final proposal is completed.

**REPORT PREPARED BY:** F. THIBEAULT, ADMINISTRATOR OF PLANNING SERVICES

**REPORT SUBMITTED BY:** R. NEGOTI, SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

**REPORT APPROVED BY:** P. DAWSON, DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

## MINUTES OF THE AUDIT COMMITTEE MEETING

Date: June 12, 2017  
Time: 7:30 pm  
Location: Catholic Education Centre – Board Room  
802 Drury Lane, Burlington, Ontario

Committee Members Present: J. M. Rowe (Chair)  
D. Rabenda  
D. Morton  
J. Fahrer

Committee Members Excused: P. Marai

HCDSB Staff Present: P. Dawson  
R. Negoi  
A. Lofts

RIAT Staff Present: J. Baker  
A. Eltherington

Invited Guests: D. Marks, External Auditor, KPMG  
M. Fisher, External Auditor, KPMG  
S. Trites, Trustee

Recording Secretary: K. Jones

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**1. Call to Order**

**1.1 Opening Prayer**

The meeting opened with a prayer led by Aaron Lofts.

**2. Approval of the Agenda**

The agenda was reviewed. There were no additions/deletions to the agenda.

Moved By: D. Morton

Seconded By: J. Fahrer

**RESOLVED**, that the agenda be accepted as presented.

**CARRIED**

**3. Declarations of Conflict of Interest**

None.

**4. Approval of Minutes of the Audit Committee of November 14, 2016**

Moved By: M. Rowe

Seconded By: D. Morton

**RESOLVED**, that the minutes of the November 14, 2016 meeting be accepted as presented.

**CARRIED**

**5. Communications since the November 14, 2016 Meeting**

**5.1 February 14, 2017 Email from R. Negoj regarding Ministry Memorandum 2016: SB38 Leading Practices Repository (R. Negoj)**

R. Negoj explained the purpose of the memo. J. Baker explained that Boards are now sharing best practices with other Boards, through a central database which can be accessed by Superintendents of Business and Regional Internal Audit Managers.

**6. Action Items**

**6.1 2016-17 Year-End Audit Planning Report (D. Marks, KPMG)**

D. Marks from KPMG reviewed the audit plan for 2016-17 year-end, including the scope of the audit, materiality, independence, and the KPMG team. M. Fisher explained KPMG's audit approach.

**RECOMMENDATION**

*Moved by: D. Rabenda*

*Seconded by: J. Fahrer*

**RESOLVED**, that the Audit Committee recommend that the Board of Trustees approve the External Auditor's 2016-2017 Year-End Audit Planning Report at the June 20, 2017 Regular Board Meeting.

**CARRIED**

**6.2 RIAT Audit Plan for 2017-18 (J. Baker, RIAT)**

J. Baker presented the 2017-18 internal audit plan. IT Security and Continuing Education are the audit projects proposed for 2017-18. Additional follow-up audits will be conducted for capital projects, IT Strategy, and School Generated Funds (SGF). Possible audits for 2018-19 include: privacy and records management, health and safety, and follow-up audit of BAS2000 Data Analytics. Discussion took place around the existing BAS financial system and the limits of the new financial systems currently available.

**RECOMMENDATION**

*Moved by: D. Morton*

*Seconded by: J. Fahrer*

**RESOLVED**, that the Audit Committee recommend to the Board of Trustees that the Regional Internal Audit Team's 2017-2018 Audit Plan be approved at the June 20, 2017 Regular Board Meeting.

**CARRIED**

**7. Discussion Items**

**7.1 RIAT Status Report (J. Baker, RIAT)**

J. Baker noted the RIAT independence.

**7.2 Proposed Audit Committee Meeting Schedule 2017-18**

Proposed dates for 2017-18 are:

September 14, 2017; November 16, 2017 and June 14, 2018.

**8. Standing Reference Items**

8.1 Ont. Reg. 361-10

8.2 Ministry's Proposed Audit Committee Meeting Schedule

8.3 Schedule of Budget Reports

**9. Adjournment**

P. Marai was excused.

The following motion was put forth: That the meeting be adjourned at 8:43 pm.

Moved By: J. Fahrer

Seconded By: D. Rabenda

**RESOLVED**, that the meeting adjourn at 8:43 pm.

***CARRIED***

**MINUTES OF THE POLICY COMMITTEE MEETING**

Date: June 13, 2017  
 Time: 7:00 pm  
 Location: Catholic Education Centre - Board Room  
 802 Drury Lane  
 Burlington, Ontario

Members Present	A. Danko	D. Rabenda
	A. Iantomasi	J. M. Rowe
	J. Michael	S. Trites
	A. Quinn	

Regrets: H. Karabela  
 P. Marai

Staff Present P. Dawson, Director of Education  
 T. Overholt, Superintendent of Education, School Services  
 R. Negoj, Superintendent, Business Services  
 J. O'Hara, Executive Officer, Human Resources  
 A. Swinden, Administrator, Strategic Communications  
 L. Frees, Senior Administrator, Human Resources  
 D. Tkalcic, Manager, Purchasing Services  
 F. Thibeault, Administrator, Planning Services

Recording Secretary J. Neuman

**1. Call to Order**

**1.1 Opening Prayer (H. Karabela)**

The meeting began at 7:00 p.m. with a prayer led by T. Overholt.

**2. Approvals**

**2.1 Approval of Agenda**

**#53/17**

**Moved by:** A. Iantomasi

**Seconded by:** J. Michael

**That,** the agenda be approved.

***UNANIMOUSLY CARRIED***

**2.2 Approval of Minutes**

**#54/17**

**Moved by:** S. Trites

**Seconded by:** J. M. Rowe

**That,** the minutes of the Policy Committee Meeting held on May 9, 2017 be approved, as submitted.

***UNANIMOUSLY CARRIED***

**3. Action Items**

**3.1 I-10 Banking, Investment and Borrowing (R. Negoj)**

R. Negoj shared information regarding the policy; recommended that the name of the policy be changed; and noted that information has been added to a newly created Administrative Procedure.



**#55/17**

**Moved by:** A. Quinn

**Seconded by:** S. Trites

*THAT, the Policy Committee recommends that Policy I-10 Banking name be changed to Policy I-10 Banking, Investment and Borrowing and along with amendments, be forwarded to the June 20, 2017 Regular Board Meeting for approval.*

The Chair called for a vote. Recommendation **#55/17 UNANIMOUSLY CARRIED.**

**3.2 I-34 (A) Reimbursement of Board Business Expenses for Employees (R. Negoj)**

**#56/17**

**Moved by:** A. Iantomasi

**Seconded by:** D. Rabenda

*THAT, the Policy Committee recommends that Policy I-34A Reimbursement of Board Business Expenses for Employees, along with amendments be forwarded to the June 20, 2017 Regular Board Meeting for approval.*

R. Negoj shared amendments to requirements and principles. The new Administrative Procedure was noted. Questions regarding personal expenses were clarified.

The Chair called for a vote. Recommendation **#56/17 UNANIMOUSLY CARRIED.**

**3.3 I-34 (B) Reimbursement of Board Business Expenses for Trustees (R. Negoj)**

**#57/17**

**Moved by:** S. Trites

**Seconded by:** A. Iantomasi

*THAT, the Policy Committee recommends that Policy I-34B Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees, with amendments be forwarded to the June 20, 2017 Regular Board Meeting for approval.*

R. Negoj noted the revisions in the Policy. Questions for clarification of the guidelines were asked and answered.

The Chair called for a vote. Recommendation **#57/17 UNANIMOUSLY CARRIED.**

**3.4 I-15 School Name Selection (T. Overholt)**

**#58/17**

**Moved by:** J. Michael

**Seconded by:** D. Rabenda

*THAT, the Policy Committee recommends that Policy I-15 School Name Selection, along with amendments, be forwarded to the June 20, 2017 Regular Board Meeting for approval.*

T. Overholt indicated the changes to the policy specifically the addition of the clauses for school consolidations and the Transition process was referenced.

The Chair called for a vote. Recommendation **#58/17 UNANIMOUSLY CARRIED.**

**3.5 I-28 Electronic Meetings (T. Overholt, P. Dawson)**

**#59/17**

**Moved by:** D. Rabenda

**Seconded by:** S. Trites

*THAT, the Policy Committee recommends that Policy I-28 Electronic Meetings, along with amendments, be forwarded to the June 20, 2017 Regular Board Meeting for approval.*

T. Overholt shared changes to the policy in referenced to the Ontario Education Act.  
The Chair called for a vote. Recommendation **#59/17 UNANIMOUSLY CARRIED.**

### **3.6 I-29 School Boundary Review Process (T. Overholt, R. Negoj)** **#60/17**

**Moved by:** A. Iantomasi

**Seconded by:** D. Rabenda

**THAT,** the Policy Committee recommends that Policy I-29 School Boundary Review Process, along with amendments, be forwarded to the June 20, 2017 Regular Board Meeting for approval.

T. Overholt indicated policy has returned from stakeholder feedback for further discussion.

The Chair called for a vote. Recommendation **#60/17 UNANIMOUSLY CARRIED.**

### **3.7 II-08 Teacher Supervision Duties (T. Overholt) – Rescind** **#61/17**

**Moved by:** JMR

**Seconded by:** JM

**THAT,** that the Policy Committee recommends that Policy II-08 Teacher Supervision Duties be forwarded to the June 20, 2017 Regular Meeting of the Board to be rescinded.

T. Overholt noted that policy has become redundant due to provincial bargaining and local collective agreements currently in place, and noted the regulations are in the Education Act.

The Chair called for a vote. Recommendation **#61/17 UNANIMOUSLY CARRIED**

### **3.8 III-04 Employee Assistance Program (J. O'Hara)** **#62/17**

**Moved by:** A. Quinn

**Seconded by:** S. Trites

**THAT,** the Policy Committee recommends that Policy III-04 Employee Assistance Program be forwarded, along with amendments to the June 20, 2017 Regular Board Meeting for approval.

J. O'Hara reminded the committee of the changes in the policy.

Questions for clarification were asked and answered.

Requirements change use of competitive bid process through out policy

#### **#62/17 (AMENDMENT)**

**Moved by:** A. Quinn

**Seconded by:** A. Iantomasi

**THAT,** changes in the policy include replacing RFP to competitive bid process throughout.

The Chair called for a vote. Recommendation **#62/17 (AMENDMENT) UNANIMOUSLY CARRIED.**

The Chair returned to the main motion. Recommendation **#62/17 UNANIMOUSLY CARRIED.**

### **3.9 V-14 Alcohol at Board School Sanctioned Events-Off Premises (T. Overholt, R. Negoj)** **#63/17**

**Moved by:** S. Trites

**Seconded by:** A. Iantomasi

*THAT, the Policy Committee recommends that Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises, along with amendments be forwarded to the June 20, 2017 Regular Board Meeting for approval.*

R. Negoj shared changes to the policy following recommendations by OSBIE.

Questions regarding insurance costs were answered.

The Chair called for a vote. Recommendation **#63/17 UNANIMOUSLY CARRIED.**

#### **4. Discussion Items**

##### **4.1 I-38 School Board Trustee Elections Guidelines (P. Dawson)**

P. Dawson shared the changes to policy I-38 regarding Trustee elections. Electoral Population criteria was noted and explained, regarding trustee representation by municipality. Discussion followed regarding projections, electoral numbers and student population. F. Thibeault responded to questions regarding calculations of ratepayers that have been indicated by MPAC. Ratepayer allocation reminders were noted.

##### **4.2 I-44 Strategic Planning Policy (R. Negoj)**

R Negoj shared the contents of the draft of policy I-44. It was noted that a flowchart which includes a Trustee voting cycle will be created and presented at next meeting. The Chair asked for trustee participation in continuing the developing the policy. Development of objectives was encouraged amongst staff and trustees. Questions regarding public input and communication plans were answered. The Policy Committee was encouraged to review past information from OCSTA and Board minutes and any other research they may have and submit recommendations accordingly.

#### **5. Information Items**

##### **5.1 VI-91 Banking, Investment and Borrowing (R. Negoj)**

##### **5.2 VI-73 Meal Expenses for Employees at Board Sanctioned Events (R. Negoj)**

##### **5.3 VI-90 Reimbursement of Board Business Expenses for Employees (R. Negoj)**

##### **5.4 VI-32 Child Abuse and Protection of Students (B. Browne)**

##### **5.5 VI-92 Roof Access Procedure (T. Overholt)**

Changes and implementations of new procedures regarding the above procedures were noted by R. Negoj and T. Overholt.

It was noted that the Child Abuse Policy and Procedure will be reviewed at the September meeting due to recent changes.

#### **6. Miscellaneous Information**

There was no miscellaneous information.

#### **7. Correspondence**

There was no correspondence.

#### **8. In Camera**

There was no in-camera session.

#### **9. New Business**

There was no new business.

**10. Motion to Excuse Absent Committee Members**

**#64/17**

**Moved by:** A. Iantomasi

**Seconded by:** A. Quinn

**THAT** Trustees P. Marai and H. Karabela be excused.

**UNANIMOUSLY CARRIED**

**11. Motion to Adjourn / Closing Prayer (P. Marai)**

**#65/17**

**Moved by:** J. M. Rowe

**Seconded by:** J. Michael

**THAT** the meeting adjourn.

**UNANIMOUSLY CARRIED**

J. M. Rowe closed meeting with prayer at 8:30 p.m.

**MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING**

Date:	June 19, 2017	
Time:	7:00 pm	
Location:	Catholic Education Centre - Board Room 802 Drury Lane Burlington, Ontario	
Members Present	B. Agnew (Chair) R. Barreiro D. Hotopeleanu A. Iantomasi M. Lourenco	J. Parisi C. Parreira R. Quesnel D. Rabenda L. Stephenson
Staff Present	B. Browne, Superintendent of Special Education Services W. Reid-Purcell, Special Education Coordinator A. Bator, Special Education Consultant C. Bauman, Special Education Consultant V. Goodwin-Duncan, Special Education Consultant K. McCarthy, Special Education Consultant J. O'Reilly, Special Education Consultant P. Codner, Chief Social Worker P. Webber-Callaghan, Mental Health Leader J. Acheson, Social Worker O. Foese, Chief of Psychology Services A. Jones, Manager, Education Assistants D. Kattlus, Manager, Educational Assistants D. Kollee, Clinical Practice Leader, Speech-Language Pathology K. Mann, Behaviour Analyst T. Wheatley, Behaviour Analyst	
Members Excused	H. Karabela S. Trites L. Cipparrone L. Currie	
Members Absent	K. Bivand	
Recording Secretary	J. Crew	

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**1. Call to Order**

The Chair called the meeting to order.

**1.1 Opening Prayer,**

The meeting opened at 7:07 p.m. with a prayer led by B. Agnew.

**1.2 Approval of Agenda**

**Moved by:** R. Quesnel

**Seconded by:** L. Stephenson

**RESOLVED,** that the agenda be accepted as received.

**CARRIED**

## 2. Presentations

### 2.1 The Year in Review

B. Browne introduced Special Education staff. Staff presented "Collaboration Across the Tiers - Special Education at HCDSB in 2016-2017". Staff shared expertise from their different scopes of practice; the presentation outlined the model of tiered intervention as it supports the Board's core beliefs.

Tier One (Universal) information included: Mental Health; Social Work/CYC Programs; EA Professional Development; Grade 4 cognitive skills testing; FASD awareness and training; Stay, Play and Talk Program; ABA Walk-ins; ABA for All, Itinerant teams; and the Read and Write literacy support program.

Tier Two (Targeted) information Included: Transdisciplinary Rounds; Safe Management training; Selective Mutism Pathway; Speech & Language interventions; FASD case conferences; LEARNStyle training; transitioning from Woodcock Johnson Tests of Achievement- Third Edition to Kaufman Test of Educational Achievement; and Social Work/CYC interventions.

Tier Three (Individualized) information included: Camp Unity; CHANGE Program; addition of an Elementary Social Worker; Augmentative and Alternative Communication (AAC) Language Lab; Halton FASD Diagnostic Team; and the administrative procedure for Psychological Assessments.

Staff concluded by answering questions.

## 3. Actions to be taken

### 3.1 Minutes of the May 29, 2017 SEAC Meeting

**Moved by:** R. Quesnel

**Seconded by:** L. Stephenson

**RESOLVED**, that the minutes of the May 29, 2017 SEAC Meeting be approved as presented.

The Chair called for a vote and the motion **CARRIED**.

## 4. Declarations of Conflict of Interest

No conflicts of interest were declared.

## 5. Business Arising from Previous Meetings

### 5.1 Summary of Outstanding Items from Previous Meetings

PAAC on SEAC: presentation will take place in September.

Ontario Autism Program: an OAP announcement came out, basically a review of what we already know: they continue to engage with key stakeholders, including the OAP Advisory Committee, on the design and implementation of the new program. The new OAP will be fully in place by spring 2018.

French Adhoc Committee: B. Agnew will send out final template; there have been 5 meetings; the goal is to educate stakeholders; discuss existing proposal; and gather input. The existing programs have been reviewed; looking at what a proposal might look. Everyone is looking realistically to what makes sense and providing alternative ideas, scenarios for consideration. Committee will meet again in September. B. Agnew invited members to put forth any information/ideas they would like to share. B. Agnew will share the presentation.

## 6. Action and Information Items

### 6.1 Education Accessibility Standard Engagement Survey

B. Browne informed members that the provincial government is looking for public feedback on issues of accessibility for Ontarians. The public is being invited to participate, the voice of members of SEAC is important and appreciated. B. Browne will send out the link and provide context and background for the feedback. B. Browne noted that there are opportunities to identify roles at the beginning of the survey, members can choose many ways to do so (parent, advocate, community representative, etc.) and asked that members also include HCSDB SEAC member in their response to identify that, as SEAC, they are engaged and have participated.

Information and the link will be sent out tomorrow; deadline for responses is July 14, 2017.

## 6.2 SEAC Meeting Evaluation Form

B. Browne distributed SEAC meeting evaluation forms and invited SEAC members to reflect on recent meetings, then complete and submitted evaluation sheet. The 'Stop – Start – Continue' style of evaluate form is suggested in the PAAC on SEAC Handbook as a tool for gathering feedback and suggestions to help improve the meeting process.

Those not in attendance will be invited to provide feedback electronically. All feedback submitted will be reviewed toward improving the SEAC meeting process.

## 7. Communications to SEAC

### 7.1 Superintendent's Report

B. Browne provided updates on:

- Acknowledgement of staff: in follow up of the staff presentation, B. Browne thanked staff for their on-going dedication to supporting all students, particularly those with special needs.
- **Provincial Mental Health Meeting:** took place on June 7<sup>th</sup>; appreciate the opportunity to gather with SOs from across the province three times a year for shared learning; the focus on June 7<sup>th</sup> was on suicide prevention strategies; great learning with and from other school boards. B. Browne sits on the provincial steering committee and happy to facilitate this shared work.
- **SEA Equipment Inventory:** our SEA Lead spent a full day with Motion Specialties sorting and creating inventories of the equipment in storage; they separated a pile of equipment that will no longer be used with our students. The '*For the Needy, Not the Greedy*' have agreed to take all the equipment that can no longer be used with our students; they will sanitize and test for safety to go into their inventory; any equipment that is not usable will either be saved for usable parts or taken to a scrapyards; any money received for scrap goes back into the maintenance of their equipment. It is rewarding to support such a great organization that provides families who need equipment but can't afford it at no cost for as long as they need it.
- **Roots of Empathy Baby Celebration:** was hosted this year on May 31<sup>st</sup> at St. Gregory Catholic elementary school as a thank you to the mothers and their children ("tiny teachers") as well as CYC staff who facilitated the program. B. Browne shared pictures.
- **Torch Run:** took place in Milton on Friday June 9<sup>th</sup>. As mentioned at the last SEAC meeting, this date conflicted with our Special Olympics event; T. Overholt attended on behalf of Senior Staff. B. Browne shared photos.
- **Special Olympics:** took place on June 9<sup>th</sup> at Notre Dame Catholic Secondary School; the event was coordinated with our staff and curriculum. The curriculum team continue to be very supportive of our students; stopping the event to ensure our students could run when they were ready and facilitating a Torch Run around the track to acknowledge the Annual Torch Run taking place in Milton. B. Brown shared photos of the event.
- **Bam Bams Concert:** took place on June 15<sup>th</sup> at Fionn MacCools. The Bam Bams is a band of students with special needs organized and led by a local music therapist. It was a great event for the students and the community.

## 7.2 Association Reports

### 7.2.1 Halton Down Syndrome Association Report (D. Hotopeleanu)

D. Hotopeleanu informed members that the Go 21 had taken place on Saturday, June 17<sup>th</sup> at the Milton Fairgrounds.

The 2017 World Down Syndrome Day Contest resulted in 22 schools registering for the contest (17 Elementary and 5 Secondary) 15 schools submitted a digital presentation, reaching more than 14,000 students. Winning videos are [posted on the HDSA Facebook page](#).

D. Hotopeleanu thanked everyone for their contributions and sharing this experience for success.

## 7.3 Trustee Reports

D. Rabenda provided updates on Board happenings: budget approval; large number of policies. A. Iantomasi added that graduations are on-going.

## 7.4 Sub-Committee Report

B. Agnew will connect with L. Cipparrone regarding the status of a letter to the ministry regarding budget priorities.

## 7.5 Reports from Other Stakeholder Meetings

## 8. Questions from the Public

## 9. SEAC Discussion

## 10. Next Agenda: Meeting Monday, September 18, 2017

The agenda will include the SEAC goals and timelines; and a PAAC on SEAC presentation.

## 11. Adjournment

### 11.1 Resolution re Absentees

**Moved by:** L. Stephenson

**Seconded by:** J. Parisi

**RESOLVED**, that H. Karabela, S. Trites, L. Cipparrone, and L. Currie be excused.

**CARRIED**

### 11.2 Adjournment and Closing Prayer (B. Agnew)

**Moved by:** M. Lourenco

**Seconded by:** D. Hotopeleanu

**RESOLVED**, that the meeting adjourn.

**CARRIED**

The meeting adjourned 9:22 p.m. with a prayer led by B. Agnew.



**From:** [REDACTED]  
**Date:** September 17, 2017 at 10:28:24 AM EDT  
**To:** [director@hcdsb.org](mailto:director@hcdsb.org)  
**Cc:** [halyczj@hcdsb.org](mailto:halyczj@hcdsb.org)  
**Subject:** ISW - Uniform Fiasco - Holy Trinity Oakville

Dear Ms. Dawson  
(Director of Education & Secretary of the Board)

I am writing this email out of sheer frustration with the newly appointed school uniform vendor - ISW. My initial order was placed in early July and as of today, I am still waiting for my order to be fulfilled despite taking my money upfront.

Till date, I have made a total of 4 trips to this vendor and it is frustrating that there is no one responsible to address my concerns. I specifically asked for the Oakville location store manager - Heather to call me yesterday. This request too is fallen on deaf ears as there has been no call back. FYI. I did notice similar experiences with other parents who were vocal about their frustrations. The Principal of Holy Trinity also very recently apologized for the delay.

I look forward to your responses on the below questions -

1. What due diligence was performed by the Board prior to selecting ISW as the vendor of choice to supply school uniforms
2. When does your office believe this fiasco will be sorted out
3. Why were the Parents not offered an alternate vendor to purchase school uniforms.

I am copying the Principal of Holy Trinity on this email to keep her in the loop.

Thanks and looking forward to your response.

[REDACTED]