

**REGULAR BOARD MEETING
AGENDA**

Date: Tuesday, November 17, 2020
Time: 7:30 pm
Location: Teleconference

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Honouring the Land and Territory

Halton, as we know it today, is rich in the history and modern traditions of many First Nations and the Métis. From the lands of the Anishinabe to the Attawandaron, the Haudenosaunee, and the Métis, these lands surrounding the Great Lakes are steeped in Indigenous history. As we gather today on these treaty lands, our Catholic Social Teachings call us in Solidarity with our Indigenous brothers and sisters to honour and respect the four directions, lands, waters, plants, animals and ancestors that walked before us. All these wonderful elements of creation exist, gifted to us by our Creator God. We acknowledge and thank the Mississaugas of Credit First Nation for being stewards of this traditional territory.

November 17, 2020 - HCDSC

Delegate re: Expansion of the Grade 1 French Immersion Program

Kimberly Kniaz

Good evening and thank you for giving me the opportunity to speak to you this evening about the Grade 1 French Immersion program.

The past nine months have been like nothing we've ever experienced before and I am grateful for the tireless work of the Board, Trustees, School Administration, Teachers and School Staff and for always putting the physical and mental health of our children at the centre of all decision making. The joy of being together at school, makes all the difference in the lives of our children and I see and feel this joy and happiness each day when my 8 year old daughter returns home from school.

I would like to begin this evening by telling you a bit about my personal experience as a child, and as a mother. I am a graduate of a French Immersion program. I grew up in Kitchener Ontario, began French Immersion in Grade 1, and carried it through all the way to my OAC year. I believe in the value of an immersive language learning experience and was quick to register my oldest daughter to begin at Sacred Heart of Jesus school in September 2018. I was disappointed and dismayed to learn that registering my daughter for the French Immersion program offered no security and would be based on a lottery system. Given the typical annual applicant numbers, I came to learn that she had approximately a 50% chance of securing a spot through the lottery system, and this uncertainty was unsettling for my husband and me. I found myself limited to a decision I did not wish to make, the choice between a Catholic education or the French Immersion education, and waited for months to learn if she would be granted a spot through the lottery system. I was relieved to learn that she was granted a spot and would start Grade 1 at Sacred Heart of Jesus in September 2018.

The September 2020 expansion of the French Immersion program to include up to two additional classes gave me hope that I would not be faced with the same worry and angst when it came time for me to register my youngest daughter for Grade 1 French Immersion. I felt relieved that Sacred Heart of Jesus would have 4 FI classes beginning September 2020, and enough space to accommodate the majority of annual applicants. Though I understood the confirmation that this was to be for one year, and include a boundary review, I could not imagine that the board would offer an expanded opportunity to one cohort only, and that my family would likely benefit from further support and commitment to the Grade 1 FI program by the Board.

Unfortunately, this month I find myself feeling the same angst and worry of registering my youngest daughter for the Sacred Heart of Jesus Grade 1 FI Immersion lottery, unsure what the outcome may yield. While I wait and hope for my daughter to be granted a Grade 1 FI spot through the lottery system, I worry again about having to choose between a Catholic Education or a French Immersion education.

As a parent of two children, I want for them to attend the same school, and to be part of the same community. Children and their families build connections with the school and nurture a sense of community around their school and church. My husband and I want to prioritize a Catholic education **and** a French Immersion education for both of our daughters. I do not want to explain to my 5 year old that she does not get to attend the same school, or learn french like her big sister simply because her name wasn't drawn out of a hat or that she was born in the wrong year.

It is disheartening, 3 years later, to be reliving the same Grade 1 FI registration experience. I want both my daughters to have the same educational opportunities and to be a part of the same school community. I call upon the Board to honour the expansion of the French Immersion program for the 2021-2022 academic year and beyond. The demand for an immersive language experience is not a fad or trend and the holistic academic benefits of the French Immersion program are well researched. The many academic benefits of French Immersion are outlined in this research paper [Linguistic, Academic, and Cognitive Benefits of French Immersion](#) and reinforce why so many parents want access to a dual Catholic and language immersive learning experience for their children.

Choosing a Catholic education should not mean being limited from the benefits of a french immersion program. The public school across the street accommodates every student who wishes to participate in FI to do so beginning in Grade 2. Why would the HCDSB reserve only 46 spots per municipality when in many regions, the number of applicants are double the number of spaces.

Of course as a Canadian, I am not denied access to a dual language education, my children can attend a french immersion program starting in Grade 2 in the public school system. The Halton Catholic School Board limited access to french immersion does; however, mean that I am as a Catholic, limited access to a faith based immersive language education. I call upon the Board to support Catholic families to have greater access to a faith based french immersion education by extending the expansion of up to 2 additional classes in each municipality.

It remains unclear to me why the Grade 1 FI expansion would be offered as a 1 year opportunity. Application numbers remain consistent across municipalities, so why would the move from 2 to 4 classes be limited to one cohort of students and families? If the Board has committed to Boundary reviews for the FI program, it seems likely the boundary reviews will be delayed due to the current COVID challenges and demands being placed on the HCDSB. It also remains unclear what a boundary review will mean for families who are already enrolled in the French Immersion program.

At this time, with the 2021-2022 registration process already underway, I implore the Board to continue to honour the expansion of up to 2 additional Gr1 FI classes for the 2021-2022 school year. Where schools, such as Sacred Heart of Jesus, have the space to accommodate up to 4 Grade 1 FI classes, most student applicants can be accommodated.. This would ensure families who have already started the application process for September 2021 would have the certainty

and reassurance by the end of November 2020 of knowing what their child's learning experience will be for the coming year. It would also ensure that during this time of extraordinary uncertainty and change, families can remain connected to their school, Catholic community, and keep siblings united within the same school and educational program.

Delegation: November 17th, 2020.

French Immersion – Program Expansion

Thank you for the opportunity to speak this evening. I am delegating in support of the French Immersion program expansion. As of 2016, 43 parents, now including myself, have delegated in response to this program, 40 of which were in favour and only 3 were against. Those in support of the FI program feel very strongly that we can no longer continue to go around in circles, that the plan for expansion needs to move forward immediately.

I have two daughters. My oldest is enrolled in the FI program at St. Mary, in the 4th grade and my youngest is currently in SK at St. Teresa. To date, my husband, who is also one of the 40 parents who delegated in support, and I have been incredibly pleased with the quality of education our girls have received. That they are being raised in the Catholic faith and traditions is especially important to us. When we enrolled our eldest in FI, years ago, we did not anticipate such uncertainty and stress would follow this important decision.

Last Monday bright and early I completed my registration for my youngest daughter to hopefully win a spot in a lottery where statistically speaking she has a 1 in 5 chance of winning a placement. 1 in 5. This is based on last year's waitlist number. Only 46 spots available across our entire town with a waitlist that continues to grow year over year. Making a one-time exception for the current 2020/2021 school year and permitting 4 classes and then retracting back to only two with no expansion plan is frankly unacceptable. The FI program has been in existence for nearly a decade now, it can no longer be treated as a pilot program.

Two years ago, there were 23 children on the cross-boundary waitlist for St. Mary. My daughter was one of those 23. Fast forward to today and what has been done with this information? Sibling details and projected requests for admission is readily available by the Board. I've heard upwards of 40+ siblings will register for FI during this current registration window. This projection does not account for all the new families wishing to begin their own journey in FI, wishing to give their own children an opportunity to learn our country's other official language within a Catholic school setting. This is not elite programming, the demand for FI will not go away. The Halton Catholic school board is *behind every other board* in making this work. Why the constant delays?

Speaking specifically regarding the program in Oakville, I realize that under the current boundary guidelines that St. Mary cannot support an annual expansion of the program. Therefore, this site, and all originating sites, should be available for siblings of currently enrolled FI students as priority #1 "a sibling rule", this will allow families to stay together, to become fully immersed in a single school community, to keep the education of their children balanced in its delivery and eliminate the hardships with juggling different school drops offs, pick ups, schedules, etc.

A new, 2nd site should be made available for new families just beginning in the program. Let us move forward with the plans for expansion. How many more families are you willing to lose to the public board?

Thank you for your time and attention.

Carrie Kelley

MINUTES OF THE REGULAR BOARD MEETING

Date: November 3, 2020
 Time: 7:30 p.m.
 Location: Catholic Education Centre
 802 Drury Lane, Burlington

Board Room Attendance: V. Iantomasi, Chair of the Board
 B. Agnew
 N. Guzzo
 P. Daly, Secretary of the Board
 N. Gubert
 K. Kelly
 J. Roshdy
 A. Swinden, Manager, Strategic Communications
 R. Di Pietro, Recording Secretary

Trustees: P. DeRosa P. Murphy
 (Electronically) M. Duarte, Vice-Chair of the Board T. O'Brien
 H. Karabela J. O'Hearn-Czarnota

Senior Staff: E. Bakaic A. Lofts
 (Electronically) S. Balogh C. McGillicuddy
 A. Cordeiro R. Merrick
 J. Crowell L. Naar
 N. Dinolfo J. O'Hara

Also Present: L. Collimore, Chief Officer, Research and Development Services
 (Electronically) H. Meghani, Commissioner and Medical Officer of Health, Halton Region
 A. Kapur, Parliamentarian
 B. Vidovic, Senior Manager, Planning Services
 M. Witter, Principal, St. Francis of Assisi Catholic Elementary School

1. Call to Order

The Chair called the meeting to order.

1.1 Honouring of Land and Territory, Opening Prayer, National Anthem and Oath of Citizenship (J. Roshdy)

The meeting opened at 7:30 p.m. with a prayer led by Student Trustee Roshdy.

1.2 Motions Adopted In-Camera

The following motion was adopted in-camera:

RESOLVED, that The Halton Catholic District School Board ratify the attached Memorandum of Settlement between the Board and the Halton Secondary Ontario English Catholic Teachers Association (OECTA) to be effective September 1, 2019 and to expire August 31, 2022.

1.3 Information Received In-Camera

The following information was received in-camera:

Retirements

Mary Lamperth retiring effective December 31, 2020. Mary Disabatino retiring effective November 30, 2020.

Resignation

Mark Savel resigned effective October 30, 2020.

Acting Administrator Appointments

Suzanne Rossini appointed as Acting Elementary Vice Principal effective October 21, 2020 with an end date to be determined. Kelley Carter appointed as Acting Elementary Vice Principal effective October 26, 2020 with an end date to be determined.

Hiring

Danica Spadafora hired as a probationary teacher effective October 26, 2020.

2. Approval of the Agenda

The following was added to the agenda:

10.5 Upcoming Election of Chair and Vice Chair (B. Agnew)

#270/20

Moved by: B. Agnew

Seconded by: N. Guzzo

RESOLVED, that the agenda be approved as amended.

The Chair called for a vote on **#270/20:**

IN FAVOUR	OPPOSED	ABSTAIN	ABSENT
B. Agnew	P. DeRosa		
M. Duarte	V. Iantomasi		
N. Gubert (non-binding)	T. O'Brien		
N. Guzzo			
H. Karabela			
K. Kelly (non-binding)			
P. Murphy			
J. O'Hearn-Czarnota			
J. Roshdy (non-binding)			

The motion **CARRIED.**

3. Declarations of Conflict of Interest

There were no conflicts of interest declared.

4. Presentations

4.1 Halton Region Public Health (Dr. H. Meghani)

Dr. H. Meghani, Commissioner and Medical Officer of Health, Halton Region provided a COVID-19 update.

The Chair called a five minute recess.

5. Delegations

5.1 French Immersion (N. Cambone)

Ms. N. Cambone presented her delegation on French Immersion.

6. Approval of Minutes

**6.1 Minutes of the October 20, 2020 Regular Board Meeting
#271/20**

Moved by: B. Agnew

Seconded by: N. Guzzo

RESOLVED, that the minutes of the October 20, 2020 Regular Board Meeting be approved.

The Chair called for a vote on **#271/20** 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.

8. Action Items

8.1 Response to Delegation

The Chair called a five minute recess.

#272/20

Moved by: P. Murphy

Seconded by: M. Duarte

RESOLVED, that the meeting move past 10:00 p.m.

The Chair called for a vote on **#272/20** and it **UNANIMOUSLY CARRIED**.

#273/20

Moved by: H. Karabela

Seconded by: P. DeRosa

RESOLVED, that for the December 1, 2020 Regular Board Meeting, staff provide a report on French Immersion expansion for the 2021-2022 school year.

The Chair called for a vote on **#273/20**:

The request to lay the motion on the table was overruled as the Chair had already called the vote.

IN FAVOUR	OPPOSED	ABSTAIN	ABSENT
P. DeRosa	B. Agnew		
V. Iantomasi	M. Duarte		
H. Karabela	N. Gubert (non-binding)		
T. O'Brien	N. Guzzo		
	K. Kelly (non-binding)		
	P. Murphy		
	J. O'Hearn-Czarnota		
	J. Roshdy (non-binding)		

The motion was **DEFEATED**.

#274/20

Moved by: N. Guzzo

Seconded by: B. Agnew

RESOLVED, that the Halton Catholic District School Board receive the delegation regarding French Immersion as information.

The Chair called for a vote on **#274/20**:

IN FAVOUR	OPPOSED	ABSTAIN	ABSENT
B. Agnew	P. DeRosa		
M. Duarte	H. Karabela		
N. Gubert (non-binding)	T. O'Brien		
N. Guzzo			
K. Kelly (non-binding)			
P. Murphy			
J. O'Hearn-Czarnota			
J. Roshdy (non-binding)			

The motion **CARRIED**.

9. Staff Reports

9.1 Milton Secondary School Boundary Review - Ultimate Boundary and Interim Accommodation Recommendations (R. Merrick)

Trustees updated on the recommendation of the Milton Secondary School Boundary Review Committee.

9.2 North Oakville No. 4 Catholic Elementary School Approval to Proceed with School Capital Planning (R. Merrick)

Staff provided recommendations that Trustees authorize staff to proceed with the school capital planning for the new North Oakville No. 4 Catholic Elementary School.

10. Information Items

10.1 Student Trustees Update (N. Gubert, K. Kelly, J. Roshdy)

The pillars of Achieving, Believing and Belonging were shared.

10.2 2021 OCSTA AGM Resolutions (V. Iantomasi)

Trustees informed of the process for submitting resolutions to the OCSTA AGM taking place April 14-16, 2021.

10.3 Secondary French Immersion (J. Crowell)

Information regarding the permanent French Immersion Program beginning in September 2021 for grade nine students was provided.

#275/20

Moved by: P. Murphy

Seconded by: M. Duarte

RESOLVED, that the meeting move past 10:30 p.m.

The Chair called for a vote on **#275/20** and it **UNANIMOUSLY CARRIED**.

10.4 Parliamentarian (N. Guzzo)

Following an inquiry regarding next steps, it was recommended that Trustees partake in a full day training session with Parliamentarian A. Kapur as well as have the Parliamentarian take part in the HCDSB Procedural By Law review.

#276/20

Moved by: T. O'Brien

Seconded by: J. O'Hearn-Czarnota

RESOLVED, that the meeting move past 11:00 p.m.

The Chair called for a vote on **#276/20**. The vote was not unanimous therefore the meeting had to adjourn.

POST NOTES:**10.5 Upcoming Election of Chair and Vice Chair (B. Agnew)**

The meeting was adjourned.

11. Miscellaneous Information**11.1 Minutes of the October 5, 2020 SEAC Meeting**

The meeting was adjourned. Minutes of the October 5, 2020 SEAC meeting were provided as information.

12. Correspondence

The meeting was adjourned. There was no correspondence.

13. Open Question Period

The meeting was adjourned. No questions were submitted.

14. In Camera

The meeting was adjourned. There was no in-camera session.

15. Resolution re Absentees

There were no absentees.

16. Adjournment and Closing Prayer (V. Iantomasi)

#277/20

Moved by: N. Guzzo

Seconded by: B. Agnew

RESOLVED, that the meeting adjourn.

The Chair called for a vote on **#277/20** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 11:03 p.m. with a prayer led by Chair Iantomasi.

Secretary of the Board

Chair

BUSINESS ARISING FROM PREVIOUS MEETINGS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
November 5, 2019	Math Action Plan	BE IT RESOLVED , that in December 2020, the Board of Trustees receive a staff report on the progress made toward achievement of the goals of the Math Action Plan with measurable outcomes using qualitative and quantitative data.	Curriculum	December 2020
November 19, 2019	Response to Delegations	WHEREAS , the Board of Trustees give direction to the Director of Education and Secretary of the Board to present a comprehensive plan to eliminate the waiting list, meet future demand and growth of French Programming for the 2020/2021 school year. BE IT FURTHER RESOLVED , that the Board of Trustees further direct that the Multi year French Teacher Recruitment Plan include those schools identified in the delegation, including but not limited to Laurentian, Sherbrook, Bishops, Concordia, University of Quebec, etc.	Senior Staff	
March 31, 2020	Math & Science Extra Curricular Engagement – Past/Present Initiatives and Future Opportunities	BE IT RESOLVED , that the Board of Trustees give instructions to its Secretary and Director of Education to prepare and present to the Board of Trustees on May 5, 2020 a detailed report outlining the current co-curricular and extra-curricular events being conducted in elementary and secondary math and science. The report should include the level of student participation in local, regional, university, national and international competitions for the past academic year.	Curriculum	It was agreed to establish a Steering Committee consisting of but not limited to HCDSB staff, Trustees representatives and community partners with the following timelines: Draft Terms of Reference for June 2020 Committee Final Terms for September 2020 Initial Staff Report back to the Board of Trustees for the

October 20, 2020		<p>BE IT FURTHER RESOLVED, that subject to the May 5, 2020 report a plan be presented to the Board for review which includes the initiatives that support and encourage participation in local, regional, university, national shows and competitions in math and science, along with STEM initiatives moving forward.</p>		<p>October 20, 2020 Regular Board Meeting</p> <p>A request was made regarding what the costs would be to dedicate staff to this program.</p> <p>A summary of the initial meeting and next steps at the November 17, 2020 meeting. Postponed to December 2020.</p>
March 31, 2020	Update to Board Room Technology	<p>WHEREAS, the boardroom located in the Halton Catholic District School Board's Catholic Education Centre offices, is also the location where public meetings are held and in keeping with Section 208.1 sub sections 1, 2, 3 and 4 of the Education Act which states that access to proceedings be allowed from remote locations to Trustees; and,</p> <p>WHEREAS, current audio, video and data transfer equipment is antiquated and unsatisfactory</p> <p>BE IT RESOLVED, that the Board gives instruction to the Secretary of the Board to investigate and provide at least three (3) costed reports at a regular board meeting, for the purpose of upgrading the current communication system and replace the same so as to allow seamless remote access with the latest technology (such as: speech timing, floor queuing, live streaming, recording, screen sharing, document comparing, etc..) that has the capability of allowing a minimum of 25 remote users by no later than the May 5, 2020 Regular Board meeting; and that this technology be capable of relocation to any board office if required.</p>	A. Lofts	Trustees in agreement that a staff working committee be struck in the Fall of 2020.

June 16, 2020	Food Waste Management Practices	<p>BE IT RESOLVED, that a staff report be completed and brought to the December 1, 2020 Regular Board meeting with regards to the Board's strategy in combatting food waste in secondary school serveries including details on waste audits and other pertinent information;</p> <p>BE IT FURTHER RESOLVED, that additional details be provided in the report around investigating the possibility of participation in food donation programs and if the Board is currently involved with same.</p>	R. Merrick	December 1, 2020
October 20, 2020	Board Meeting Time Keeping	<p>WHEREAS, By-law 10.3 speaks to specific time limits around how long a mover, and any member may speak to a motion;</p> <p>WHEREAS, our goal is to ensure efficient board meetings and to afford equitable opportunities to each member of the board to speak on a motion;</p> <p>WHEREAS, multiple other boards utilize some formal method of visible time keeping;</p> <p>BE IT RESOLVED, that the Director of Education procure a digital time keeping mechanism that can be displayed and can be controlled remotely by the chair to be used for bylaw 10.3 and other opportunities such as delegations.</p>	P. Daly	TBD

OUTSTANDING POLICY ITEMS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS



Policy I-04 Cross Boundary School Attendance	Item 8.2
November 17, 2020	

Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements:** Optimizing organizational effectiveness.

Purpose

To approve *Policy I-04 Cross Boundary School Attendance* as presented.

Background Information

Policy I-04 Cross Boundary School Attendance was reviewed as part of the regular Policy review cycle. No changes are recommended at this time.

Conclusion

Policy I-04 Cross Boundary School Attendance was presented at the Policy Committee Meeting on November 10, 2020 with a recommendation that it be forwarded to the Board of Trustees for approval.

Recommendation

The following recommendation is presented for the consideration of the Board:



Moved by:

Seconded by:

Resolved, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that *Policy I-04 Cross Boundary School Attendance*, be approved.

Report Submitted and
Approved by:

N. Guzzo
Chair of the Policy Committee

Cross Boundary and Non-Resident Student School Attendance	
Adopted: July 30, 1991	Last Reviewed/Revised: November 17, 2020
Next Scheduled Review: 2023-2024	
Associated Policies & Procedures: I-22 Admission to Schools Elementary and Secondary VI-19 Admission to Schools, Elementary and Secondary II-51 Optional French Programming (French Immersion and Extended French) VI-53 Optional French Programming	

Purpose

To provide direction in the management of cross boundary school attendance requests.

Application and Scope

This policy applies to all schools within the jurisdiction of the Halton Catholic District School Board.

Definitions

- **Ministry Rated Capacity (MRC):** The capacity for that particular building that is determined by the Ministry of Education.
- **Function Related Capacity (FRC):** The capacity of a school facility as determined by the Board.
- **Under Capacity:** A school that has an enrolment that is below its Ministry Rated Capacity (MRC), Function Rated Capacity (FRC) and availability of resources.
- **At Capacity:** A school that has an enrolment that is at the threshold of its Ministry Rated Capacity (MRC), Function Rated Capacity (FRC) and availability of resources.
- **Over Capacity:** A school that has an enrolment that is above its Ministry Rated Capacity (MRC), Function Rated Capacity (FRC) and availability of resources.
- **Specialized programs** are programs where students leave their home school to attend programs not offered at their home school. These programs/classes may include, but not limited to: Special Education Placements, Specialized High Skills Major, IB (International Baccalaureate)/AP (Advanced Placement), French Immersion and Early French Immersion.

Principles

- The Halton Catholic District School Board (HCDSB) recognizes its legislated right and its responsibility for the establishment of school boundaries for attendance purposes.
- The Board acknowledges that, periodically situations may arise whereby a parent/guardian/adult student supporter may request a change of school attendance for his/her child or for the adult student resulting in a crossing of established school boundaries without a change of residence.

Requirements

- A parent(s)/guardian(s) of students or adult students requesting admission into a Catholic School outside their designated school attendance area but within the boundaries of the HCDSB must complete the HCDSB Cross Boundary Annual Application for School Attendance form. This form must be submitted to the Superintendent of Education for the Family of Schools (for new requests) or to the School Principal (for annual renewals).
- A parent(s)/guardian(s) of students or adult students requesting admission into a Catholic School, who are non-residents of the Halton Region, must complete the HCDSB Annual Application for Admission of Catholic Non-Resident Students form. This form must be submitted to the Superintendent of Education for the Family of Schools (for new requests) or to the School Principal (for annual renewals).
- Each request shall be judged on its own merits
- All requests for the following school year will be received no earlier than January of the preceding school year by the Superintendent of Education for the Family of Schools or School Principal.
- The Director of Education, after consultation with the Principal, the Superintendent of Education for the Family of Schools, and the Administrator of Planning Services, shall declare, as required, certain schools to be “at/over capacity”.
- Similarly, the Superintendent of Education for the Family of Schools, in consultation with the Principal, shall designate, as required, certain classes to be declared “at/over capacity”.
- School Superintendent may, subject to the conditions listed below, approve the request and forward a written response to the parent/guardian/adult student using the following criteria:
 - approval is subject to the receiving school having sufficient space;
 - placement of all students within a school is subject to the principal's organization of the school;

- transportation to and from the school is a parental/guardian or adult student responsibility.
- The notification date to parents/guardians/adult student on the status of their cross boundary application (accepted or denied) is at the discretion of the Superintendent of Education for the Family of Schools or School Principal and will vary from school to school depending on local enrolment trends. For instance, schools in declining enrolment areas may be in a position to notify parents much sooner than schools where enrolment is growing and increasing.
- Notification to parents/guardians/adult students regarding the acceptance or denial of the cross boundary/non-resident application will be by letter (samples attached). Permission to attend the receiving cross boundary school is subject to annual review using the criteria outlined under the Requirements in this policy

Cross Boundary/Non-Resident Requests That May Be Approved by the School Principal:

- Cross Boundary/Non-Resident Requests for students who currently attend the school, but are moving, or have moved, outside the school's prescribed boundaries during the current school year and wish to complete the balance of the academic year at the school.
- Cross Boundary/Non-Resident Annual Requests for renewals at the current school for the next academic year.
- Cross Boundary/Non-Resident Requests for students who will be moving to an address within the school's prescribed boundaries during that school year. The parent/guardian/adult student must provide documentation (i.e. purchase and/or lease agreement) to the principal.

Cross Boundary/Non-Residents Requests Approved by the Superintendent of Education for the Family of Schools:

- Cross boundary/Non-Resident requests that are new (i.e. students who wish to transfer to a school outside of their prescribed school boundaries).

Specialized Programs:

- A cross boundary request is not required for a student attending a specialized program which is not offered in their home school.
- A non-resident request form is required for a student who resides outside the Halton Region and who wishes to attend a specialized program within the HCDSB.
- A student in a specialized program who opts out of the program will be required to return to their home school.
- Under extenuating circumstances, some consideration may be given for the student to continue attending the school where the specialized program is located using the criteria under the requirements in this policy.
- A cross boundary form is required for approval by the school superintendent and in consultation with the Administrator of Planning Services.



Policy No. I-04 | Cross Boundary and Non-Resident Student School Attendance

- Siblings of students attending specialized programs may be granted cross boundary status in the school where the specialized program is located using the criteria outlined under requirements in this policy.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

ON SCHOOL LETTERHEAD

DATE

Parent/Guardian

Address

Dear Parent/Guardian:

This is to acknowledge receipt of your *Annual Application for Cross Boundary School Attendance* request form.

This is to confirm that permission is granted for your child/ren (**Name/s**) to attend (**Name of School, City**) for the [20__-20__] year.

I would like to remind you of our Board's general policy with respect to cross boundary applications.

"Cross Boundary applications may be approved where:

- the school is considered "under capacity";
- the parent agrees to provide transportation;

and is

- **subject to annual review** using the criteria outlined under the Requirements in Policy I-04. "

Sincerely,

Principal

ON SCHOOL LETTERHEAD

DATE

Parent/Guardian

Address

Dear Parent/Guardian

Re: Annual Application for Cross Boundary Attendance

This acknowledges receipt of the “Annual Application for Cross Boundary School Attendance” form you completed for your child/ren (**Name/s**) to attend (**School Name, City**) for the [appropriate] school year.

Approval to attend across school boundaries is contingent upon a number of factors:

- First among these, is that the receiving school must be defined as “under capacity”, as indicated in the Definitions section of Policy I-04. Schools that are over capacity are considered closed to new requests for cross boundary attendance. The capacity of schools is reviewed annually in accordance with Board Policy I-04;
- Approval is subject to the Principal’s organization of the school;
- Parents accept sole responsibility for the transportation of a student where approval is granted;
- Enrolment projections for the school over the next 3-5 or more years;
- The current number of cross boundary students already attending the school.

After reviewing your application, I regret to inform you that I am unable to approve your cross boundary application for (NAME OF SCHOOL) for the [20__ - 20__] school year due to the fact that the school is [considered at/over capacity, and closed to new cross boundaries, and/or state other reason(s) if applicable (i.e. class size)]

Respectfully,

Principal

cc. Family of School Superintendent



Policy I-29 School Boundary Review Process	Item 8.3
November 17, 2020	

Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements:** Optimizing organizational effectiveness.

Purpose

To approve *Policy I-29 School Boundary Review Process* as presented.

Background Information

Policy I-29 School Boundary Review Process was last reviewed in 2017. Staff has reviewed the policy and recommends no changes to the policy at this time.

Conclusion

Policy I-29 School Boundary Review Process was presented at the Policy Committee Meeting on November 10, 2020 with a recommendation that it be forwarded to the Board of Trustees for approval.

Recommendation

The following recommendation is presented for the consideration of the Board:



Moved by:

Seconded by:

Resolved, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that *Policy I-29 School Boundary Review Process*, be approved.

Report Submitted and
Approved by:

N. Guzzo
Chair of the Policy Committee

School Boundary Review Process	
Adopted: June 18, 2002	Last Reviewed/Revised: November 17, 2020
Next Scheduled Review: 2023-2024	
Associated Policies & Procedures: VI-88 School Boundary Review Process II-51 Optional French Programming (French Immersion and Extended French) VI-53 Optional French Programming V-18 Community Engagement and Public Consultation Policy	

Purpose

To provide direction in the establishment of School Boundaries for schools within the jurisdiction of the Halton Catholic District School Board (“the Board”).

Application and Scope

This policy applies to the review process for the creation and/or alteration of school boundaries for the schools under the jurisdiction of the Board.

This Policy applies to schools of the Board offering elementary and/or secondary programs. Wherever possible, schools should be subject to a School Boundary Review process that has the effect of re-directing student enrolment only once in a five-year period, unless high rates of growth in developing areas or other circumstances that necessitate a review, as determined by the Board.

References

[Education Act Section 171 \(1\), s.7](#)

Definitions

Boundary Review Committee (BRC): The Boundary Review Committee is an advisory committee established by the Director of Education, or designate, that represents the affected school(s) of a boundary review. The Committee will act as the official conduit for information shared between the Board and the affected school communities.

School Boundary/Attendance Boundary: A delineated geographical area/boundary that represents the official attendance boundary for a particular school and/or program identifying where students are to receive their educational instruction based on their home address.

Principles

- The Halton Catholic District School Board (the Board):
 - Has the authority under Section 171 (1), s.7 of the Education Act to determine the number and type of schools to accommodate its student enrolment and to delineate the attendance boundary (“school boundaries”) for each school, as well as those boundaries specific to academic programs offered by the Board.
 - The Board of Trustees is responsible for making the final decision regarding the establishment and modification of school boundaries. In making their decision, the Board of Trustees is tasked in:
 - Deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs.
 - Uphold their primary responsibility of fostering student academic achievement and well-being, and ensuring effective stewardship of Board resources and the Board’s financial viability and sustainability.
 - Have regard to the principles and option development criteria set out herein.
 - Is responsible for undertaking School Boundary Reviews where appropriate, to optimize utilization of schools in circumstances of increased enrolment pressures and/or declines.
 - Endorses and welcomes the input of members of the Catholic school communities into the School Boundary Review Process.
 - Will share relevant information pertaining to the school boundary review process with those affected by the process.
- The Boundary Review Committee (BRC) is tasked and committed to actively and equitably review boundary review options with an objective lens, which seeks to benefit Catholic school communities as a whole, and not the individual.
- In developing and/or amending school boundaries, the Boundary Review Committee (BRC) and Board Staff shall develop school boundary options and/or changes that meet the following criteria:
 - Optimizing the use of existing school facilities, while ensuring that pupils are accommodated to the extent possible, in permanent school facilities that are within their enrolment capacities;
 - Minimizing the use of portable classrooms whenever possible, except during the establishment phases of new communities and throughout the peak enrolment phases of schools;

- To the extent possible, minimizing school boundary adjustments, thereby ensuring that said boundaries remain stable, over the long-term;
- Optimize the cost-effective use of school transportation in accordance with Board policy, and have consideration for maximizing the number of students that can walk-to schools where feasible;
- Ensure that the boundary creates classroom organizations that are sustainably sized according to Ministry loading requirements, and appropriately sized to foster an ideal environment for academic achievement, social diversity, and overall student well-being; and,
- To the extent possible, give due consideration to the concept of a community of associated schools and where feasible, give consideration to a Catholic School Community in which school boundaries will substantially match Catholic Parish boundaries.

Requirements

- An annual update of enrolment and review of accommodations is to be conducted for every school
- On the basis of the annual review, the Board is presented with a list, for approval, of those schools needing to undertake the appropriate boundary review process.
- School communities on the approved Board list are informed and are provided with details with respect to the Board's process for boundary reviews.
- Chairs of affected Catholic School Council(s) in collaboration with the affected school Principal(s) will appoint two (2) representatives to join the Boundary Review Committee.
- Appropriate HCDSB Senior Staff, and Board Staff are non-voting members of the committee
- Public consultation meeting(s) are to be held, allowing for community participation wherein all scenarios are posted and discussed.
- At the Public Consultation Meeting, the communities are invited to provide input to the School Boundary Review Committee via written comments and other electronic means of communication, as appropriate.
- Criteria for decision making on boundary changes is as per Board policy.
- The interim Staff Report, which includes the Boundary Review Committee's final recommendation, shall be posted on the Board's public website, in accordance with Board By-laws.
- The affected school communities will be provided the following information:
 - A link to the Interim Staff Report which includes the Boundary Review Committee's final recommendations;
 - The date at which such recommendations will be presented to the Board;
 - Information around the Delegation Process;

- The scheduled date the Board of Trustees will render its final decision
- Board Staff will inform the affected communities of the final Board approved recommendation(s).

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board



<p>Milton Secondary School Boundary Review – Ultimate Boundary and Interim Accommodation Recommendations</p>	<p>Item 8.4</p>
<p>November 17, 2020</p>	

Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: Meeting the needs of all learners.**

Purpose

The purpose of this report is to obtain Board approval for the Milton No. 3 Catholic Secondary School attendance boundaries for the 2021-2022 school year and approve the interim accommodation plan for students until the new Milton No. 3 Catholic Secondary School facility opens.

Background Information

1. Action Report Item 4.2 “Milton Secondary School Boundary Review” from the November 26, 2019, Special Meeting of the Board.
2. Action Report Item 8.8 “2019 Capital Priorities List Submission” from the June 18, 2019 Regular Meeting of the Board.
3. Information Report Item 10.9 “2019 Long-Term Capital Plan Update – Final Report” from the June 18, 2019 Regular Meeting of the Board.
4. Staff Report Item 9.1 “Milton #10 Catholic Elementary School Project Budget and Approval to Proceed with School Capital Planning” from the July 29, 2020 Special Meeting of the Board.
5. Staff Report Item 9.2 “Milton #3 Catholic Secondary School Project Budget and Approval to Proceed with School Capital Planning” from the July 29, 2020 Special Meeting of the Board.
6. Staff Report Item 9.1 “Milton Catholic Secondary School Boundary Review – Ultimate Boundary and Interim Accommodation Recommendations” from the November 3, 2020 Regular Meeting of the Board.

Additional background material including the options explored, presentations and minutes of the Advisory School Boundary Review Committee can be found online at:

<https://schoolplanning.hcdsb.org/milton-css-boundary-review-2019-20/>

Comments

On September 30, 2019, the Board submitted its 2019-2020 Capital Priorities to the Ministry of Education. The Milton No. 3 Catholic Secondary School (CSS) project was submitted as Capital Priority #1. Subsequently, the Board received confirmation of funding for the project on July 28, 2020.



According to the Board's [2019 Long-Term Capital Plan](#), St. Francis Xavier (formerly Jean Vanier) CSS would reach its maximum school and portable classroom capacity (60 portable classrooms) by the 2021-2022 school year. As a result, the Milton No. 3 CSS facility would be required for the 2021-2022 school year to alleviate enrolment pressures at St. Francis Xavier CSS.

Following the acquisition of the school site by the Board, staff have worked with the Town of Milton to advance site preparation and municipal approvals in wait for Ministry funding of the project to ensure construction of the school can proceed as rapidly as possible once funding is secured. However, an opening date for the 2021-2022 school year was not feasible and temporary accommodations needed to be explored. Based on current estimates, staff believe the earliest the secondary school can be ready for students is January 2023.

In order to address the above concerns, the Board initiated a secondary school boundary review through Board resolution #186/19 at the November 26, 2019, Special Meeting of the Board:

RESOLVED: that the Halton Catholic District School Board direct staff to initiate a school boundary review process to identify interim and ultimate accommodation plans for the Milton No.3 Catholic Secondary School.

The school boundary review was undertaken following the Board resolution according to [Board Policy No. I-29: School Boundary Review Process](#) and [Administrative Procedure No. VI-88: School Boundary Review Process](#) for the Town of Milton secondary school panel and created an advisory School Boundary Review Committee.

The advisory School Boundary Review Committee consisted of parent representation from all twelve (12) Milton elementary and two (2) secondary schools and student representation from the two (2) Milton secondary schools. A list of the School Boundary Review Committee members is provided in Appendix A.

The goals of the boundary review were to:

- Define the school attendance boundary for the future Milton No. 3 CSS, as well as its feeder elementary schools;
- Identify an interim holding solution to temporarily accommodate Milton No. 3 CSS students, in wait for the new school facility;
- Work with senior staff to develop an interim and ultimate accommodation plan for Milton secondary school students; and,
- Define future holding areas for the next Milton Catholic secondary school, as defined in the Board's 2019 Long Term Capital Plan.

School Boundary Review Milestones

From February 10, 2020 to October 7, 2020, the School Boundary Review Committee met through nine (9) committee meetings at secondary schools and virtual meetings, following the public gathering restrictions that took place due to the COVID-19 pandemic. In addition, two (2) Virtual Public Information Meetings and an Interim Accommodation Feedback Survey were presented to the community through



virtual methods during this time to gather feedback on options being reviewed by the advisory Committee.

Table 1: School Boundary Review Completed Tasks

ACTIONS	DATE
Board approves Milton Secondary School Boundary Review	November 26, 2019
Inaugural SBRC Working Meeting	February 10, 2020
SBRC Working Meeting #2	February 27, 2020
SBRC Working Meeting #3	March 11, 2020
SBRC Working Meeting #4	April 20, 2020
Public Information Meeting #1 & Feedback Survey #1 Opens	April 24, 2020
Feedback Survey #1 Closes	May 4, 2020
SBRC Working Meeting #5	May 13, 2020
SBRC Working Meeting #6	May 20, 2020
SBRC Working Meeting #7	May 28, 2020
Feedback Survey #2 (Interim Accommodation Feedback) Opens	June 5, 2020
Feedback Survey #2 (Interim Accommodation Feedback) Closes	June 14, 2020
SBRC Working Meeting #8	August 11, 2020
SBRC Working Meeting #9	October 7, 2020
Public Information Meeting #2	October 14, 2020
Feedback Survey #3 Opens	October 15, 2020
Feedback Survey #3 Closes	October 22, 2020
Interim Staff Report presented to the Board	November 3, 2020
Public Delegations	November 3, 2020

Table 2: School Boundary Review Next Steps

ACTIONS	DATE
Public Delegations	November 17, 2020
Final Action Report presented to the Board	November 17, 2020

Ultimate Milton Secondary School Boundaries

Over the course of the School Boundary Review Committee meetings, five (5) ultimate Milton secondary school boundaries were considered (Options A, B, C, D and E). Based on the School Boundary Review Committee working meetings and public feedback received through Feedback Survey #1, Option A was selected as the recommended ultimate Milton secondary school boundary. Refer to Appendix B for a graphical depiction of the “Status Quo” school boundaries, and Appendix C for the recommended ultimate school boundaries as presented in Option A.



Option A was selected for the following reasons:

- It was most optimal in achieving the criteria for the creation of school attendance areas/boundaries and had the least amount of impact on existing school communities;
- Over the long-term, it best distributes enrolment pressures between the three (3) Milton secondary schools;
- Reduces overall number of portables required at existing secondary schools;
- It was best suited to accommodate future growth in the Milton community in preparation for the next Catholic secondary school (Milton No. 4 CSS); and,
- It allowed for the secondary schools to be located central to the communities they serve;
- Highest number of students that can walk to/from school and reduces the number of students that require student transportation;
- 69% of the respondents from the Feedback Survey #1 were in favour of the option.

It was determined in School Boundary Review Committee meetings that followed that optional secondary French Immersion and Extended French locations will be reviewed at a later time. As such, Bishop P. F. Reding CSS will accommodate the new secondary French Immersion program and the Extended French program until the program locations will be reviewed at a later date.

Option A was presented once again to the community through Virtual Public Information Meeting #2 and an additional opportunity to provide feedback was available. Overall, 71% of all respondents and 78% of respondents living within the recommended Milton No. 3 CSS boundary supported Option A through this survey. The Report of Online Survey Results from Feedback Survey #3 is available in Appendix D.

Interim Milton Secondary School Accommodation Plan

As part of the School Boundary Review Committee review process, four (4) types of interim accommodation options were reviewed:

- Increase capacity at St. Francis Xavier (formerly Jean Vanier) CSS;
- Use other Board locations as a holding school;
- Use co-terminus board school locations as a holding school; and,
- Use third party leased space as a holding school.

The School Boundary Review Committee considered a total of four (4) options to increase capacity at St. Francis Xavier CSS, which include classroom loading increases by the Ministry of Education, 6-day period scheduling, 7-day period scheduling and split days.

HCDSB locations that were considered for holding schools included; Bishop P. F. Reding CSS, Corpus Christi CSS, St. Ignatius of Loyola CSS, Holy Trinity CSS, Notre Dame CSS, Christ the King CSS, and Milton No. 10 CES. In total, seven (7) HCDSB locations were considered.



Three (3) co-terminus Board schools that were considered as a potential holding location include Robert Bateman H.S., Lester B. Pearson H.S., and E.C. Drury School for the Deaf.

In addition, leased warehouse/commercial space in Milton was also considered.

By the time of Virtual Public Information Meeting #1, the School Boundary Review Committee selected four (4) interim accommodation options for public feedback. Through Feedback Survey #1, respondents indicated concern for the 6-period day option at St. Francis Xavier CES and transportation to HDSB schools in Burlington, and their desire to attend a school in Milton. Based on the feedback and discussions at Working Meetings #5 to #7, the School Boundary Review Committee selected three (3) interim accommodation options in order of preference based on prior public feedback and discussion of pros and cons of each option. The options in order at that time were:

1. Lester B. Pearson H.S. – 1st Preference
2. E. C. Drury School for the Deaf – 2nd Preference
3. 6-Period Day at St. Francis Xavier CSS – 3rd Preference

The above interim accommodation options were presented through the Interim Accommodation Feedback Survey (Feedback Survey #2) to gather additional feedback. Through the Interim Accommodation Feedback Survey, there were three (3) main themes that were identified from the public feedback of the review;

- The public desire to keep secondary students in the Milton community;
- Avoid overcrowding at existing secondary schools; and,
- Minimize the amount of transitions for secondary students.

All three themes were instrumental in guiding the School Boundary Review Committee in their recommendation for the Interim Secondary School Accommodation Plan.

At Working Meeting #8 and #9, the School Boundary Review Committee was informed by Board staff regarding the Ministry of Education’s funding announcement for Milton No. 10 CES. This announcement presented the opportunity to use the new elementary school once construction is complete as a holding school for the Milton No. 3 CSS community. Based on the shorter elementary school construction timelines, this school could be ready for students in the 2021-22 school year. Under this interim accommodation option, Milton No. 10 CES could accommodate Grade 9 students within the Milton No. 3 CSS catchment for the 2021-22 school year, and Grade 9-10 students in the 2022-23 school year. In addition, this elementary school site is located approximately 1.1 km from the planned Milton No. 3 CSS and students will remain in the Town of Milton until the completion of the new secondary school. Milton No. 10 CES will not be used for elementary students until after the holding school leaves the facility when Milton No. 3 CSS opens.

In addition, E.C. Drury School for the Deaf as a holding school was determined to no longer be a viable interim accommodation option due to classroom and programming requirements for the existing school.



Through the Milton secondary boundary review process and in consideration of the themes from public feedback, the School Boundary Review Committee recommended Milton No. 10 CES as the interim holding school solution at the Working Meeting #9, on October 7, 2020. Milton No. 10 CES is a newly funded project for the Board and is currently in the design development stage. As such, construction is not expected to begin on the new facility until January 2021. While every effort will be made to complete construction on Milton No. 10 CES as soon as possible, the typical construction period on a new elementary school is 12 months. In the event that Milton No. 10 CES is not ready for the start of the 2021-2022 school year, the School Boundary Review Committee recommended the Milton No. 3 CSS students be temporarily held at Halton District School Board's Lester B. Pearson H.S. in Burlington, until Milton No. 10 CES is completed and ready for occupancy. In the event that Lester B. Pearson H.S. is required on a temporary basis, all students will receive student bus transportation.

While the Milton No. 10 CES facility is accommodating secondary school students from the Milton No. 3 CSS catchment, the Milton No. 10 School would not accommodate elementary school students simultaneously. As such, elementary school students would be accommodated at alternate facilities, presumably existing HCDSB elementary schools.

Public Feedback Comments and Concerns

Public feedback was sought out several times throughout the School Boundary Review process. All Milton parents were sent communications by the Board through email regarding each of the Public Information Meetings and feedback surveys. In addition, question portals were available through the [Milton Catholic Secondary School Boundary Review website](#) for members of the public to ask questions from their local School Boundary Review Committee parent and student representatives, and Board staff throughout the Public Information Meeting and feedback survey time periods. Responses to common questions were posted on the [Milton Catholic Secondary School Boundary Review website](#) under Frequently Asked Questions (FAQ).

On October 14, 2020 the Board hosted the Virtual Public Information Meeting #2. The purpose of the meeting was to present the School Boundary Review Committee's recommended ultimate secondary school boundary option and the Milton No. 3 CSS interim accommodation plan to the Milton community and solicit feedback. The feedback received from the Milton Community is presented in Appendix D.

Based on feedback received through Virtual Public Information Meeting #2 and Feedback Survey #3, 71% of respondents supported Option A as the ultimate school boundary option and 60% of respondents supported the interim accommodation plan as presented at the meeting.

Conclusion

The recommendation of the advisory School Board Review Committee is to have Option A, as shown in Appendix A, serve as the ultimate secondary school boundaries for secondary school students in the Town of Milton. It is further recommended that Milton No. 10 Catholic Elementary School serve as the interim holding school location for Milton No. 3 CSS students until the new Milton No. 3 CSS facility



is completed. The interim holding school will open with Grade 9 starting in the 2021-22 school year, with an additional grade added each school year.

It has also been recommended by the advisory School Board Review Committee that in the event Milton No. 10 CES is not ready for the start of the 2021-2022 school year, Milton No. 3 CSS students will be temporarily held at Lester B. Pearson H.S. in Burlington. In the event that Lester B. Pearson H.S. is required on a temporary basis, all students will receive student bus transportation.

Recommendation

The following recommendations are submitted for Trustee consideration and approval:

Resolution#:	<i>Moved by:</i>
	<i>Seconded by:</i>
RESOLVED , that the Halton Catholic District School Board direct staff to implement boundaries presented in Option A for the 2021-2022 school year for Milton No. 3 CSS, whereby these changes shall have the effect of altering existing attendance areas by:	
<ol style="list-style-type: none">1. Re-directing patch V30, V35, V40, and V46 from St. Francis Xavier CSS to Milton No. 3 CSS.2. Re-directing designated holding areas in principle for Milton No. 10 CES and Milton No. 11 CES, currently identified as patch V50, V56, V58 and V59 from St. Francis Xavier CSS to Milton No. 3 CSS.3. Re-directing future development in Town of Milton Phase 4 Urban Expansion Lands, located within patch V37 and identified as future Britannia East/West, Agerton and Trafalgar secondary plans, from Bishop P. F. Reding CSS to Milton No. 3 CSS.	
RESOLVED , that students currently attending in Grade 9-11 at St. Francis Xavier CSS in the 2020-2021 school year be grandfathered with student transportation.	
RESOLVED , that students entering grade 9 starting in the 2021-2022 school year that are within the redirect areas identified attend Milton No. 3 CSS for their secondary school education.	
RESOLVED , that Milton No. 10 CES be temporarily established as the Milton No. 3 CSS Holding School for the 2021-2022 school year and until Milton No. 3 CSS is completed.	
RESOLVED , that should Milton No. 10 CES not be completed for the 2021-2022 school year, grade 9 students will be temporarily accommodated at Lester B. Pearson HS in Burlington until the completion of Milton No. 10 CES.	

Report Prepared by:

B. Vidovic
Senior Manager, Planning Services

D. Gunasekara
Planning Officer, Planning Services



Report Submitted by: R. Merrick
Superintendent, Facility Management Services

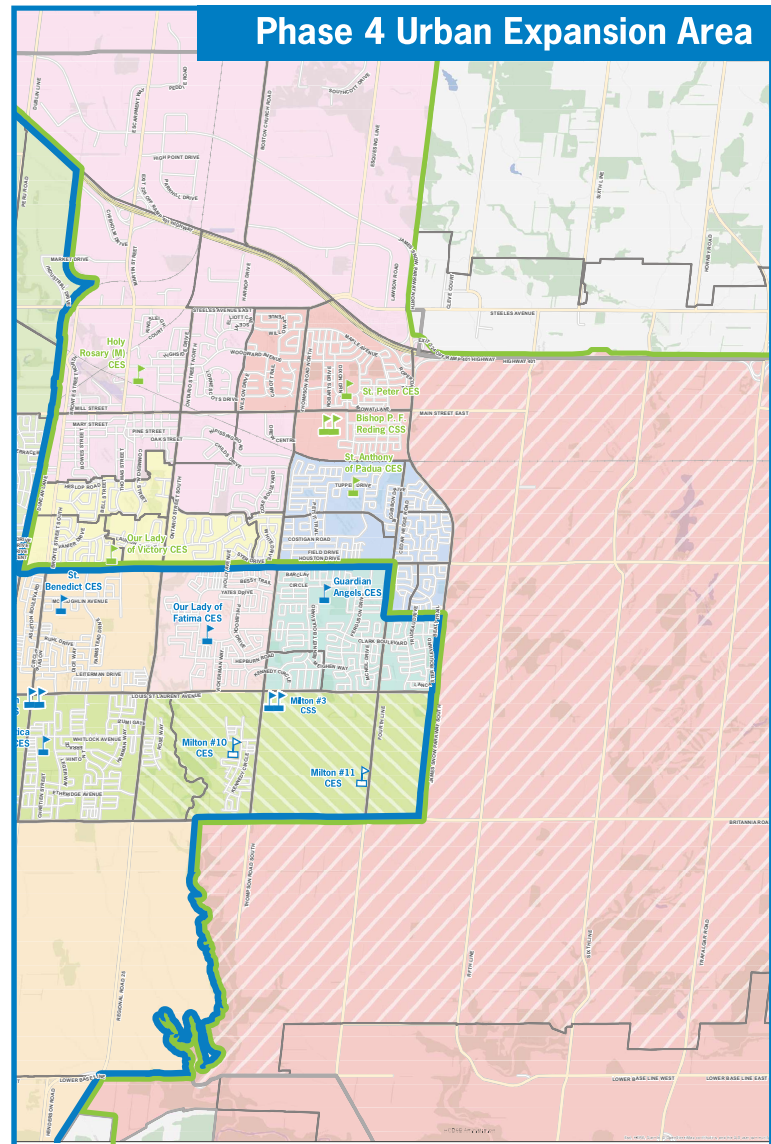
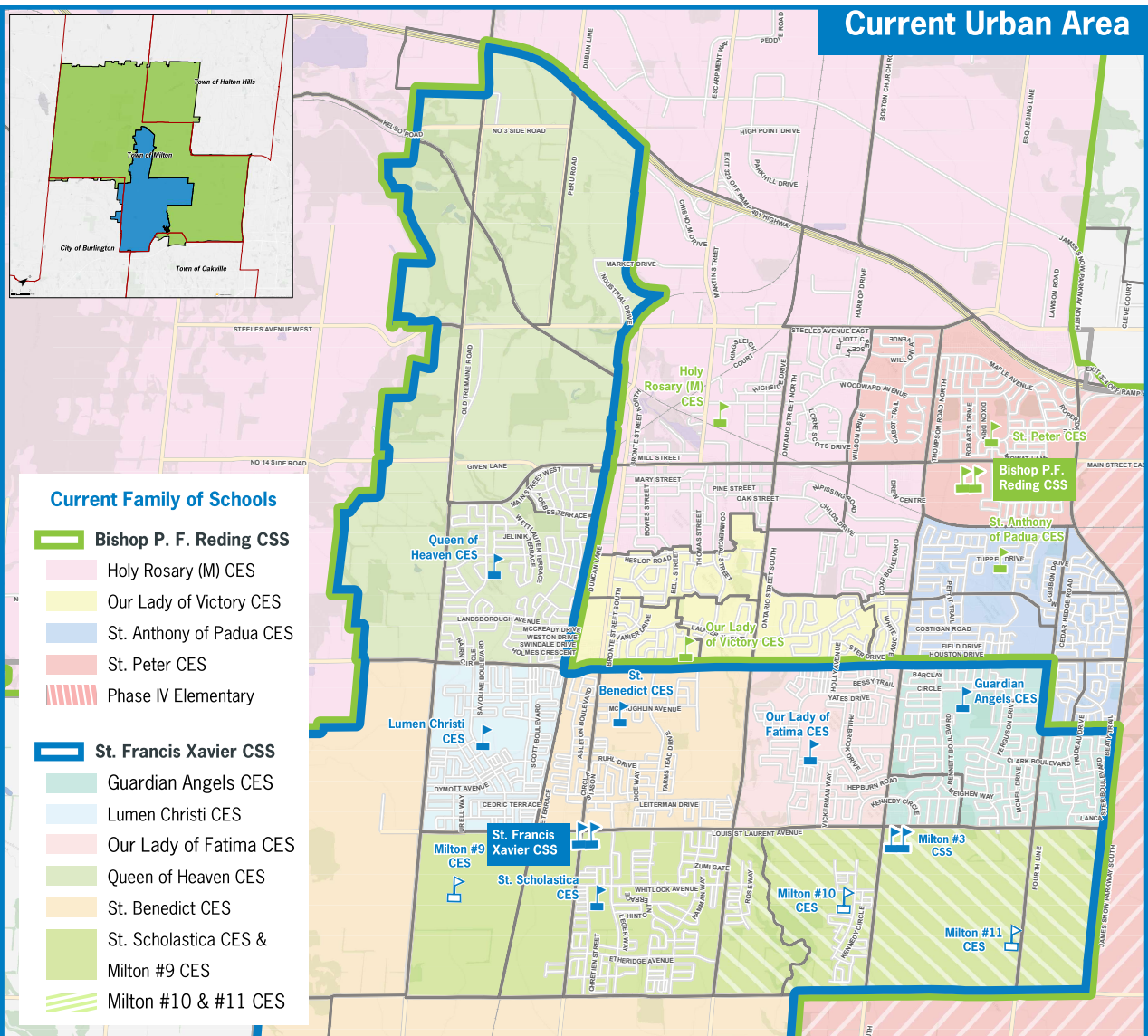
Report Approved by: P. Daly
Director of Education and Secretary of the Board

School Boundary Review Committee (SBRC) Members
Milton Catholic Secondary School Boundary Review

Parent and Student Representatives	Bishop P. F. Reding CSS	Pat Grisoni
		Naghmeh Razmpoosh
		Nathan Rodrigues (student)
		Laura Greenway (student)
	Holy Rosary CES	Ann-Marie Vis
		Sandra Alva
	Our Lady of Victory CES	Mark Billy
		Melanie Price
	St. Anthony of Padua CES	Francine Countryman
		Tanya Reis
	St. Peter CES	Jessica Macias
		Mae Protacio
		Marc LeBrun
	Jean Vanier CSS	Jennifer Botelho
		Nikki Rang
		Trish Vergata
		Gurtaj Malhi (student)
		Zaina Qasim (student)
	Guardian Angels CES	Jennifer Santos
		Natalie Russell
Lumen Christi CES	Michelle Bazinet	
	Adaeze Nwosu	
Our Lady of Fatima CES	John Babos	
Queen of Heaven CES	William Bressette	
	Katarina Busija	
St. Benedict CES	Enrique Boggio	
	Bryan DeSousa	
St. Scholastica CES	Lisa Paulo-Alberto	
	Natalia Gorska-Anderson	
Board Staff	Superintendent of Education	Jeff Crowell
	Superintendent of Education	Lorrie Narr
	Superintendent, Facility Management Services	Ryan Merrick
	Administrative Assistant, Facility Management Services	Donna Sayers
	Senior Manager, Planning Services	Branko Vidovic
	Planning Officer, Planning Services	Dhilan Gunasekara

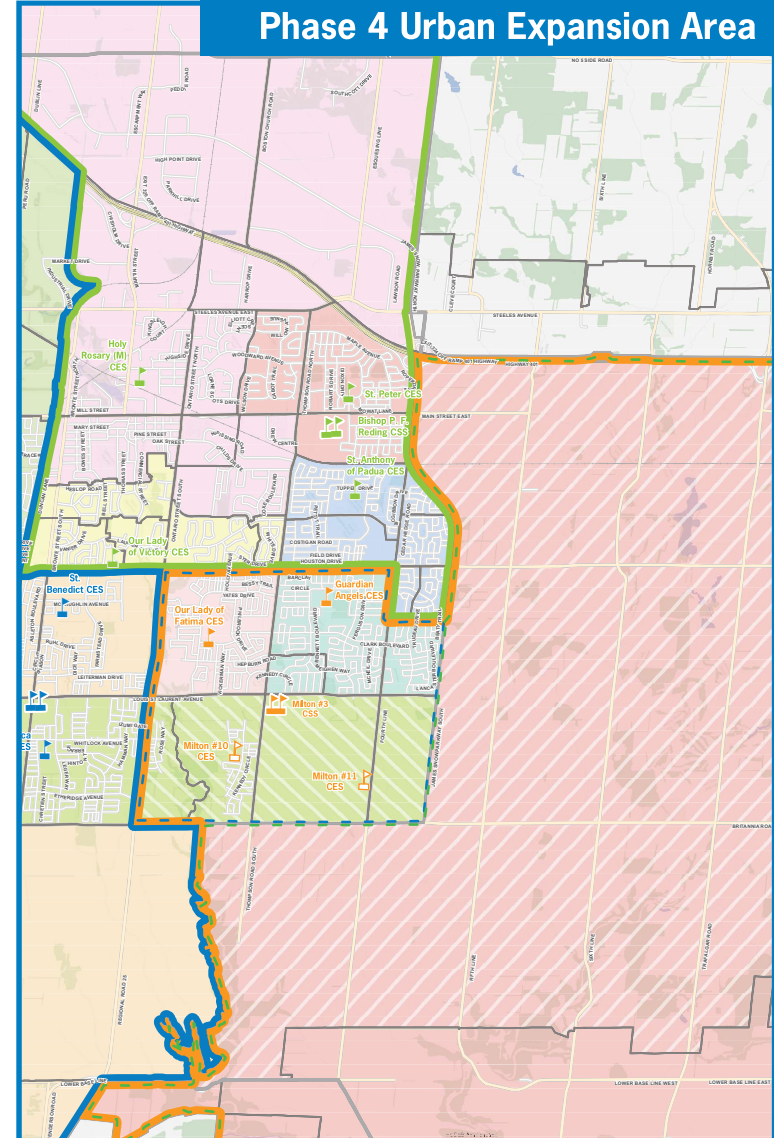
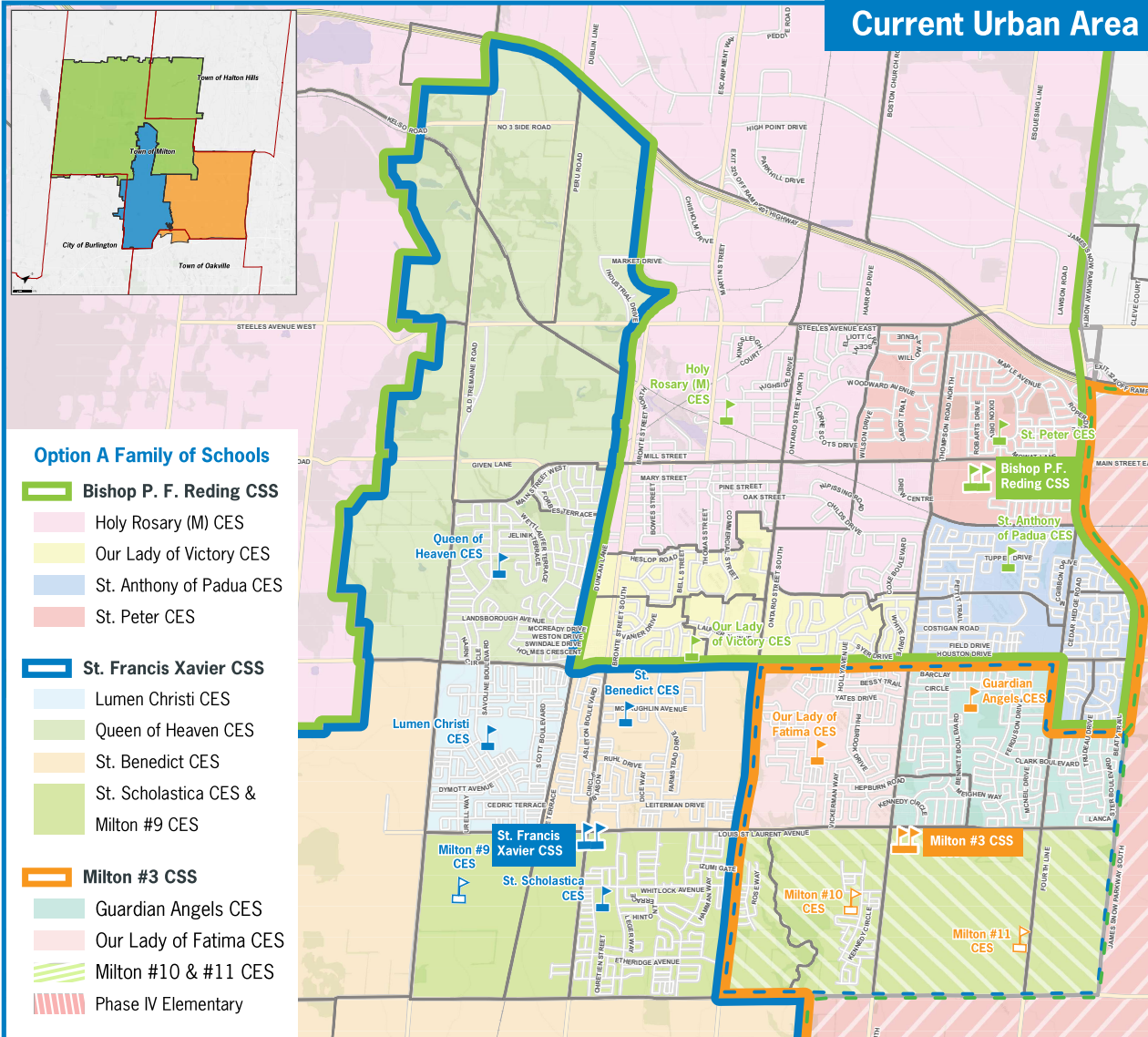
CSB Current Boundaries

Status Quo



CSB Recommended Boundaries

Option A





Milton Secondary School Boundary Review

Report of Online Survey Results

Report Prepared by:
Research & Development Services
10/26/2020

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Milton Secondary School Boundary Review

Report of Online Survey Results

Survey Background

The purpose of this survey was to collect feedback on the recommended ultimate and interim accommodation options for Milton Secondary Schools, proposed by the Halton Catholic District School Board (HCDSB) School Boundary Review Committee. The survey was available online from Thursday October 15th to Thursday October 22nd, 2020. In total, 201 responses were received. Responses are aggregated and discussed below. While many stakeholders provided their feedback, the results are not representative of the entire HCDSB community and should be interpreted with caution.

Survey Results

About the Respondents: Demographics

When asked to select their role, the majority of respondents (n = 198; 98.5%) indicated that they were *parents/guardians* (see *Table 1*).

Table 1

Respondents' Roles

Role	Count (n)	Percentage (%)
Parent/Guardian	198	98.5%
Other (e.g., general member of the community)	2	1.0%
Student	1	0.5%
TOTAL	201	100%

If respondents selected *Parent/Guardian* as their role, they were then asked to select the school(s)¹ that their child(ren) attend. Most of the parent/guardian respondents indicated that they were part of the following three schools: *St. Francis Xavier* (n = 57; 28.8%); *Guardian Angels* (n = 49; 24.7%); and, *Our Lady of Fatima* (n = 31; n = 15.7%). Please see [Appendix A](#) for the complete breakdown. When asked for the current grade(s) of their child(ren), the most selected answer was *Grade 8* (n = 42; 21.2%). Please see [Appendix B](#) for the complete breakdown.

If respondents selected *Student* as their role, they were then asked to select the school and grade they are currently enrolled in. The one student respondent is in *grade 9* at *St. Francis Xavier*.

¹ Parents/Guardians with children in different schools were able to select more than one school.

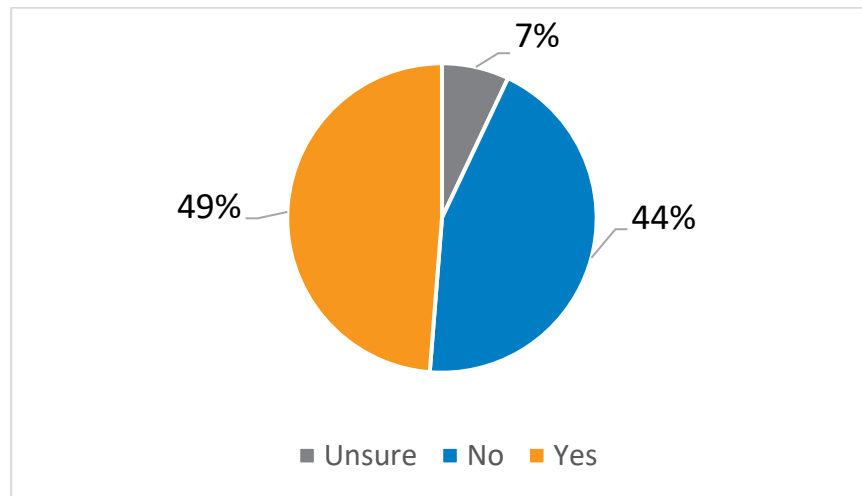
Ultimate School Boundary

Q1: Based on the boundary details above, do you/your children live within the boundary of the new Milton #3 Catholic Secondary School?²

Nearly half of respondents (n = 97; 49%) indicated that they live within the boundary of the new Milton #3 CSS (see Figure 1).

Figure 1

Summary of Respondents Living Within and Outside of the Newly Proposed Catchment (n = 199)



Q2: Do you support Option A as presented above for the ultimate boundaries for the new Milton #3 CSS?

Results are presented for three groups of respondents, namely: (1) *All respondents*; (2) *Milton #3 respondents* (includes students and parents/guardians who indicated that they are located within the boundary of the new Milton #3 CSS); (3) *Respondents who are NOT within the boundary of the new Milton #3 CSS*. As in shown in Figures 2, 3, and 4 below, the pattern of results did not differ between these three groups; the majority of respondents supported Option A.

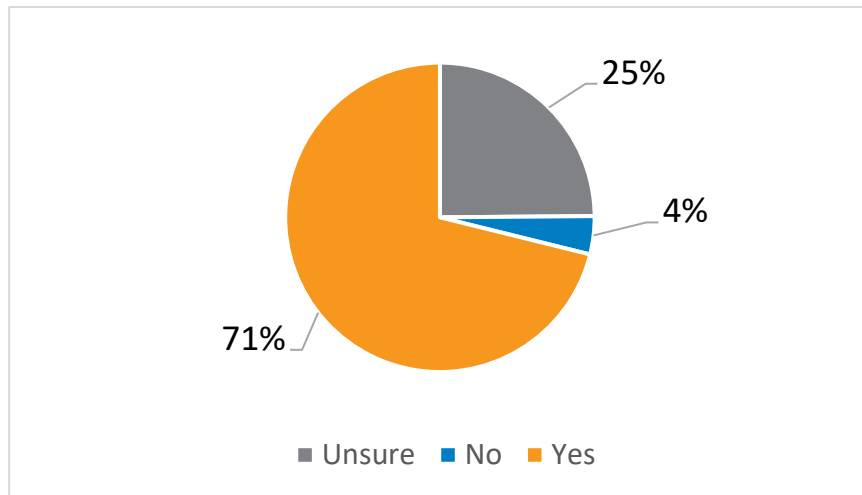
All Respondents

As shown in Figure 2, below, the majority of respondents (n = 143; 71%) support Option A for the ultimate boundaries for the new Milton #3 CSS.

² Only parents/guardians and students were asked this question.

Figure 2

Support of Option A for the Ultimate Boundaries – All Respondents (n = 201)

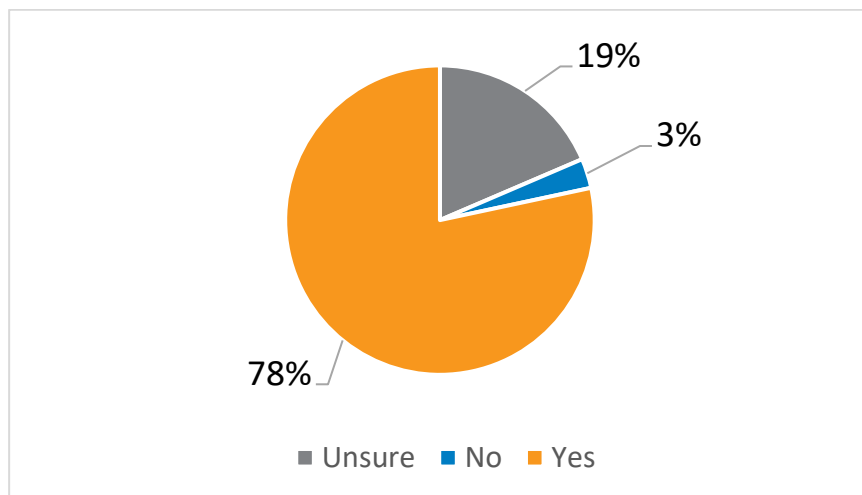


Respondents within the Milton #3 Boundary

As shown in *Figure 3*, the majority of Milton #3 respondents (n = 76; 78%) support Option A for the ultimate boundaries for the new Milton #3 CSS.

Figure 3

Support of Option A for the Ultimate Boundaries – Respondents within the Milton #3 Boundary (n = 97)

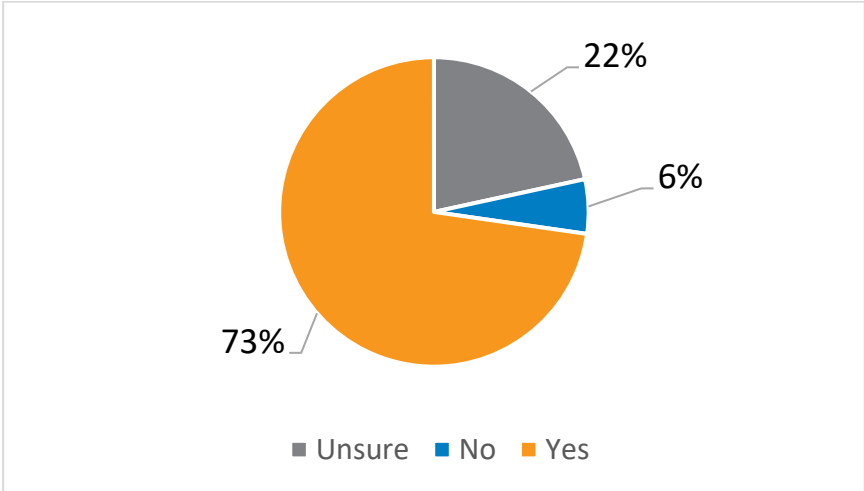


Respondents outside the Milton #3 Boundary

As shown in *Figure 4*, the majority of respondents (n = 64; 73%) support Option A for the ultimate boundaries for the new Milton #3 CSS.

Figure 4

Support of Option A for the Ultimate Boundaries – Respondents Outside Milton #3 Boundary (n = 88)



Interim Accommodation Options

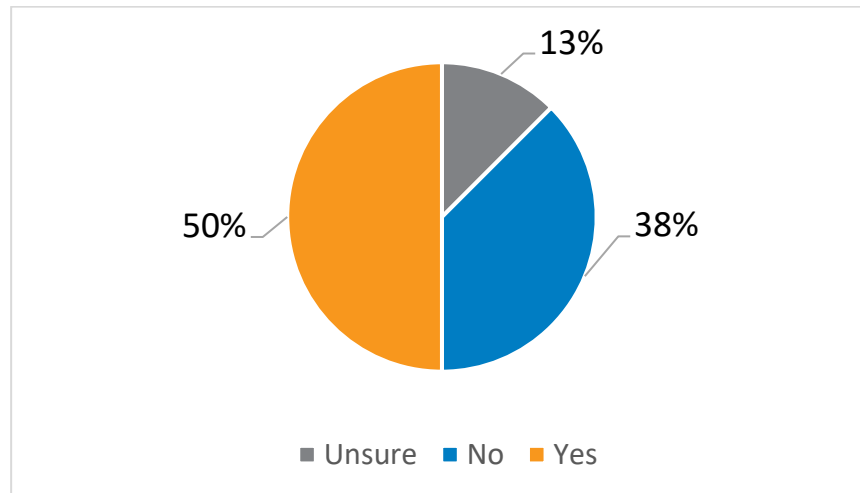
Q3: Based on the above information, will you/your children have to attend the holding school (Milton #10 CES) before Milton #3 CSS is open?³

As shown in *Figure 5*, half of respondents (n = 48; 50%) indicated that they/their child(ren) will have to attend the holding school before Milton #3 CSS is open.

³ Only respondents who indicated that they lived within the Milton #3 boundary were asked this question.

Figure 5

Summary of Respondents Within the Milton #3 Boundary Who Will Attend the Holding School (n = 96)



Q4: Based on the information provided above and the website, do you support the SBRC recommended interim accommodation plan?

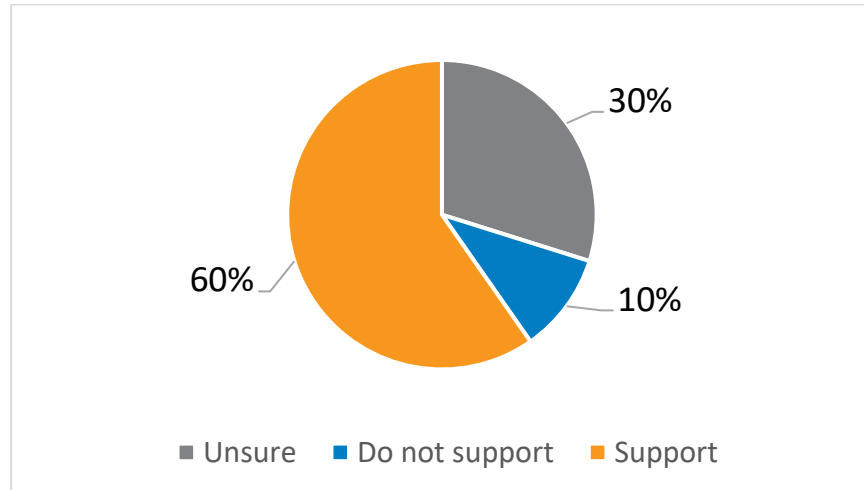
Results are presented for three groups of respondents, namely: (1) *All respondents*; (2) *Milton #3 respondents who will attend the holding school (Milton #10 CES)*; and (3) *Milton #3 respondents who will NOT attend the holding school (Milton #10 CES)*. There is more support for the recommended interim accommodation plan by those respondents who will be attending the holding school and less support by those who will NOT be attending the holding school.

All Respondents

As shown in *Figure 6*, below, the majority of respondents (n = 120; 60%) support the SBRC recommended interim accommodation plan.

Figure 6

Breakdown of Support for the Recommended Interim Accommodation Plan – All Respondents (n = 201)

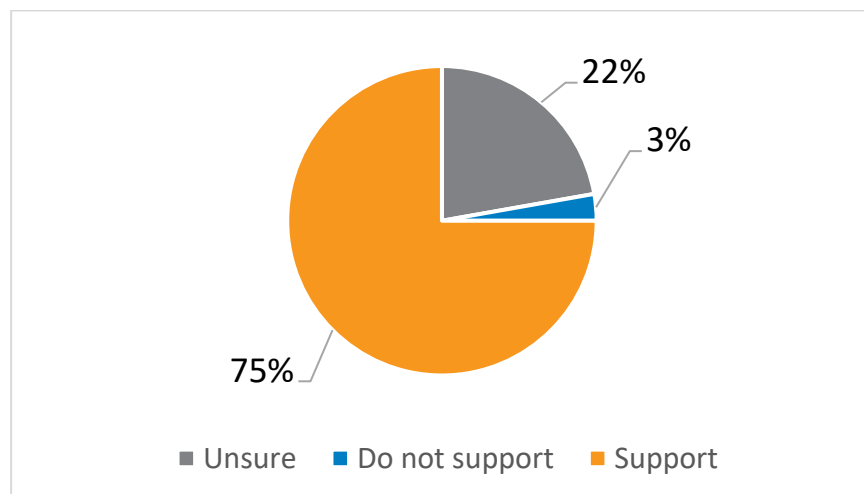


Milton #3 Respondents Who Will ATTEND the Holding School

As shown in *Figure 7*, the majority of respondents who will attend the holding school (n = 27; 75%) support the SBRC recommended interim accommodation plan.

Figure 7

Breakdown of Support for the Recommended Interim Accommodation Plan – Respondents Who Will Attend the Holding School (n = 36)

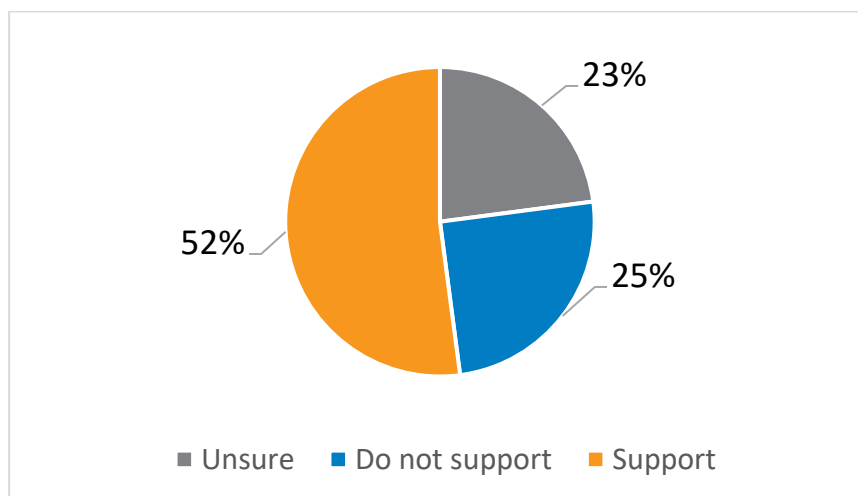


Milton #3 Respondents Who Will NOT ATTEND the Holding School

As shown in *Figure 8*, slightly more than half of respondents who will not attend the holding school (n = 25; 52%) support the SBRC recommended interim accommodation plan.

Figure 8

Breakdown of Support for the Recommended Interim Accommodation Plan – Respondents Who Will NOT ATTEND the Holding School (n = 48)



Q4: Do you have any additional comments or suggestions? (n = 41)

Forty-one (20%) respondents provided a comment. *The issue of students potentially attending school in Burlington* was the most prevalent theme amongst the comments. Please see [Appendix C](#) for the full list of comments.

Appendix A

Total Count of Respondents' School(s)

Schools	Count (n)	Percentage (%) ⁴
St. Francis Xavier CSS	57	28.8%
Guardian Angels CES	49	24.7%
Our Lady of Fatima CES	31	15.7%
St. Benedict CES	18	9.1%
Bishop P.F. Reding CSS	14	7.1%
Queen of Heaven CES	12	6.1%
St. Anthony of Padua CES	11	5.6%
Lumen Christi CES	11	5.6%
St. Peter CES	10	5.1%
Holy Rosary CES	9	4.5%
Our Lady of Victory CES	5	2.5%
HDSB Elementary School	2	1.0%
Other (e.g. private school)	1	0.5%
HDSB Secondary School	1	0.5%
Other HCDSB Secondary School (not listed above)	1	0.5%
Other HCDSB Elementary School (not listed above)	0	0.0%
CSV Elementary School	0	0.0%
CSV Secondary School	0	0.0%
CSCM Elementary School	0	0.0%
CSCM Secondary School	0	0.0%
HDSB Elementary School	2	1.0%
TOTAL	232	

⁴ Total exceeds 100% as respondents were able to select more than one school.

Appendix B

Total Count of Respondents' Grade(s)

Grade	Count (n)	Percentage (%) ⁵
Younger than JK/SK	6	3.0%
Kindergarten (JK/SK)	31	15.7%
1	15	7.6%
2	22	11.1%
3	19	9.6%
4	24	12.1%
5	29	14.6%
6	26	13.1%
7	36	18.2%
8	42	21.2%
9	39	19.7%
10	20	10.1%
11	17	8.6%
12	8	4.0%
Continuing Education/Adult Learning	0	0.0%
Post-secondary school (e.g., college, university, trades school)	0	0.0%
Other	0	0.0%
TOTAL	334	

⁵ Total exceeds 100% as respondents were able to select more than one grade.

Appendix C

Final Comments as Received

Bussing to Burlington not something that works well for our family. Will have to decide to place child at CK in public board if the new elementary school is not ready as a holding school.

Can you please stop referring to schools with their number and just print their name?!!!! I'm a parent and this issue makes me not understand this document well.

Current students at St Francis who will be moved to the new school should also attend the alternate school for the 2021/22 school year. St Francis is outrageously over crowded, its a danger to the students.

Current students within the boundary should have first selection of school they want to attend before those outside of boundary shown

Do not support children being transferred out of Milton area to school in Burlington under any circumstance. If new catholic high school is not ready and new elementary 'holding'school is not ready, accomodations must be made at an alternate location in Milton. Will not support anything out of Milton area under any circumstances.

Find a way to make EC Drury work.

Glad to see that current gr 9 class will be grandfathered to stay at St FX! Thank you!

Good work!

Have you considered the migration out of St. Francis Xavier into the upcoming Public Secondary School?

Hello,

The situation amounts to only one thing: ridiculous. Lack of competence and inability to plan ahead is terrifying. If our children have to go to school in Burlington, an educational authority will be one of the greatest failures in the recent history of the region. It is really sad that that our tax money are wasted for the catholic educational system that fails to deliver on every level. Not only the entire system provides low quality education but also is managed by people that time and again prove to be completely unqualified to do their job.

I am not willing to change my child's current school at this time .

Any modification will result in a lot of challenges.

I am UNHAPPY that French immersion will no longer be offered at number 3. WHY? You snuck that into the presentation thr other night. I was one of 44 watching. I think it is unfair that all enrichment programs are offered at BR. That skews the average student grades. My children did not go to FI because they didn't want to change schools (when they started school it was offered at OLF. Then it was moved to St Benedict. Now it's back at OLF!) the chaos that our small area of town has enduring with boundary reviews is unfair.

I am seriously considering moving my children to the public system despite the fact that they've been in Catholic until now simply because CK offers the IB. Program.

It's also unfair that our kids have to go through this. I don't know why there's no space to accommodate them at St Francis. Catholic students coming from the feeder schools should have priority registration.

I don't think this has been addressed anywhere - what will be the impact on the elementary students that will be attending Catholic Elementary School #10? How will high school students and elementary students cohabit this school for two years? Will there be mingling of students? Will the two 'schools'

be completely separate from each other? Will they be on different schedules? (e.g. start and end times?). I think this is very important to address as this will directly affect families that will have young children attending the new elementary school.

I don't like that the students may have to be bussed to Burlington (2022 year for my daughter). I like that any student already attending St Francis Xavier will not be moved to the new school (my son who is currently in gr 9). Please try your best to have the new Milton #10 CES built by Sept 2022 (at the very latest).

I think the kids should stay at Lester B Person school until the new CSS is built. Less moving around in case the height school is delayed.

I will have one in grade 11 in 2022 -2023 and her little sister will be coming into grade 9.

If they have an older sibling at St Francis Xavier can they not stay at same school? Meaning can't the sibling come to St Francis If they have a sibling there??? Please advise

I will not let my child travel to Burlington. We need a school on Milton.

I would like to know if Lester Pearson high school is a vacant school or if it currently has students attending it. Will the Milton students be integrated with an existing school with Burlington students.

Also, I would like to confirm that there will be no elementary students attending the Milton#10 elementary school while it is being used for the grade 9 high school students.

I would like to thank the committee for having the present grade 9 and wo's to stay at St. Francis Xavier Secondary School. My son has an exceptionality and transitions are normally hard. This truly helps my child. Thank you.

If the new CES is used as a holding school, will there be enough space to accommodate the elementary students who are supposed to attend the new school in the interim?

Instead of going to Pearson school in Burlington for a few months while ces#10 is completed, why not to take classes online?

Is it possible to house the grade 9 student at St Francis Xavier until Milton #10 CES is ready?

It would be really terrible if our kids will have to be transported to Burlington location.\ From Milton to Burlington??? During traffic times, during snowy winter - road conditions - , what about summer - does a school bus have an AC .???? Give me a break. Many of us have to travel like it to work, No, it is not 20-30 min drive!!!~

It would be quite outrageous , honestly speaking, given that it should not come as a surprise to people responsible that Milton has been growing in population....

Simply, the new nr 3 High School should have been finished by now!!!!

Funding excuse? Again, and again>>>??? Pushing responsibility from one level to another???? Shame. Don't we pay enough taxes each year for everything????

Planning!!!! Usually planning is done waaayyy ahead of time!!!! The money should have been found long time ago!!!!!!!!!!

After all, we don't leave in a third world country, but sometimes it feels that way.... thanks to some public servants....., planners, politicians etc

It would have been nice for this planning and funding to have been completed earlier so as to avoid the possibility of transporting our children out of the town for schooling.

Its not very clear on how the children will attend the school in Burlington in terms of transportation that will be provided

Make it so!

No.As our opinions will not change the outcome of the decisions already been made..

nothing at the moment

Pearson in Burlington ..again

My family and I feel that this problem, where the new High school is not being ready by 2021 should have been anticipated a long time ago.

During these stressful times, you are simply putting additional strain on our health and the well being of our children. In addition to overwhelming amounts of emails from work, school, school board, we are constantly bombarded with an issue that should not Even exist in a province where condos and townhouses, grow faster than ragweed. Last survey was had not given Your Committee the Desired results. So obviously the committee has found a NEW way to reintroduce the Burlington idea to us. We have concerns, and our child will not go to Pearson, whether 20 days or 4 months.

I am a catholic School supporter. A choice that has always been on my Property taxes. I suggest reminding Parishes and School boards to emphasize and remind People to 'tick off proper boxes" & call MPAC to verify who they are supporting.

Please do all that is possible to speed up completion of Milton #10 holding school. It is not favourable for students to commute to Burlington.

Send a separate email that is specific to the grade cohort for the affected student. I have a child in grade 9 and grade 11 at StFX and I would like to know specifically what happens to each. Although the information is detailed, I find it too confusing

Shuffling kids to 3 schools is not a solution for a stable/enjoyable high-school experience, especially in the current climate. I am especially concerned should children have to be sent to Burlington. I hope this will be resolved by 2022/23, or we will switch to the public system, CK, as we we did for our first child who started grade 9 this year.

Thank the Team and Support Staff for Job well done so far.

Thank you for keeping us current grade 9 students at St FX for next year and on!

The best option

This is extremely confusing. I have re-read it twice and I still do not understand your plan.

Even your map lacks a proper key indicating what each line represents.

I have indicated unsure on all answer as I have no idea what you are attempting to convey to your community.

this is the better option, keeps the children in Milton and alleviates pressure to St FX

Very complicated and difficult to understand all the details provided in the survey.

WANT THE KIDS KEPT IN MILTON

We hope our son doesn't have to go all the way to Burlington while school is built.

Why did the project the new Milton #3 CSS take so long to be implemented/planned/funding approved if the projected growth within Milton showed that this new CSS was required for the 2021-2022 School year.



<p>North Oakville No. 4 Catholic Elementary School Approval to Proceed with School Capital Planning</p>	<p>Item 8.5</p>
<p>November 17, 2020</p>	

Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: Meeting the needs of all learners.**

Purpose

To obtain Board authorization for staff to select an architect for the proposed North Oakville No. 4 Catholic Elementary School, to initiate a School Attendance Boundary Review and to proceed with any other planning matters for this school project.

Background Information

1. [Action Report 8.8 "2019 Capital Priorities List Submission"](#) from the June 18, 2019 Regular Board Meeting

Comments

On October 20, 2020, the Board was informed of its Capital Priorities allocation for the new North Oakville No. 4 Catholic Elementary School (Appendix "A"). The funding allocation was in the amount of \$14,499,502 for a 671 pupil place elementary school. Now that the Board has received this school capital allocation, the objective is to establish the new North Oakville No. 4 School community and to construct the school at the earliest opportunity.

A number of activities are required to be initiated for the new North Oakville No. 4 Catholic Elementary School capital planning process. One of the first steps in the school capital planning process is to select and appoint an architect for the project. Therefore, it is recommended that staff be authorized to immediately commence the process to appoint an architect for the new North Oakville No. 4 Catholic Elementary School.

Another important activity to initiate when a new school is being planned is a school attendance boundary review process. It is recommended that staff be authorized to commence a school attendance boundary review process for the new North Oakville No. 4 Catholic Elementary School.



The commencement of the above noted school capital planning steps would greatly assist the Board to achieve a September 2022 opening date for the new North Oakville No. 4 Catholic Elementary School.

Conclusion

The Board is very appreciative of the Ministry's recognition of the Board's student accommodation pressures in north Oakville with its announcement of funding for the new North Oakville No. 4 Catholic Elementary School. It is recommended that staff be authorized to proceed with the school capital planning for the new North Oakville No. 4 Catholic Elementary School.

Recommendation

The following recommendations are submitted for Trustee consideration and approval:

Resolution#:	<i>Moved by:</i>
	<i>Seconded by:</i>
Resolved , that the Halton Catholic District School Board authorize staff to select an architect and proceed with the school capital planning process, for the proposed North Oakville No. 4 Catholic Elementary School Project.	

Resolution#:	<i>Moved by:</i>
	<i>Seconded by:</i>
Resolved , that the Halton Catholic District School Board authorize staff to initiate a school attendance boundary review process for the proposed North Oakville No. 4 Catholic Elementary School, and any other elementary schools as determined by staff that may be impacted by the opening of this new school.	

Report Prepared and Submitted by:

R. Merrick
Superintendent, Facility Management Services

Report Approved by:

P. Daly
Director of Education and Secretary of the Board

Ministry of Education

Capital and Business Support
Division

315 Front Street West
15th Floor
Toronto ON M7A 0B8

Ministère de l'Éducation

Division du soutien aux
immobilisations et aux affaires

315, rue Front Ouest
15^e étage
Toronto (Ontario) M7A 0B8

STRICTLY CONFIDENTIAL AND EMBARGOED

October 20, 2020

Mr. Pat Daly
Director of Education
Halton Catholic District School Board
Catholic Education Centre, 802 Drury Lane
Burlington, ON L7R 2Y2

Dear Mr. Daly,

I am writing with respect to the ministry's ongoing Capital Priorities Program, and to provide further information about the status of your board's submissions.

Demand for funding for new schools and child care spaces through the recently completed 2019-20 Capital Priorities Program was significant. The ministry recognizes that there are still ongoing accommodation needs that could not all be supported with the investment of over \$500M announced in July 2020. Schools are critical infrastructure. They are an essential part of supporting student achievement, as well as providing safe and healthy learning environments for our students and work environments for school staff.

With the additional challenges we face during the COVID pandemic, the ministry decided to expedite the approval of additional capital projects related to accommodation pressures across the province based on 2019-20 Capital Priorities Program submissions. This strategy is intended to reduce the administrative burden on school boards to submit business cases to support requests for funding for either new school space or the creation of licensed child care spaces in

schools as part of the larger school capital project, as well as allowing projects to get underway in a timely manner.

I am writing to inform you that the Ministry of Education has completed an additional review of the business cases your school board submitted under the 2019-20 Capital Priorities Grant program. **Please note that information provided in this letter is strictly confidential and must be embargoed until further notification from the Ministry of Education.**

I am pleased to inform you that the ministry has approved funding to support the following project for your school board, under the 2020-21 Capital Priorities Grant program, as outlined in the table below:

Project ID #	Project	Capital Priorities	Child Care	Total
46-061	North Oakville #4 CES	\$14,499,502	\$0	\$14,499,502

Please note that for the project listed in the table above, funding is based on updated cost benchmarks communicated through the 2019-20 Capital Priorities Program and therefore reflects a four percent increase to recognize rising construction costs. This increase does not apply to any previously-approved projects.

The funding approved for your school board through the 2020-21 Capital Priorities Program represents a significant investment in school infrastructure by the Government of Ontario. Your board is responsible and will be held accountable for measures to ensure that the cost and scope of any approved projects are within the approved funding amounts.

This newly approved Capital Priorities project brings the ministry's total capital investment in your board to a total of \$181.3 million for 15 projects that have been approved through the Capital Priorities, School Consolidation Capital and Child Care Capital Programs over the years.

Appendix A provides a table showing how funding was determined for the approved project.

Your funding approval is conditional upon the 2020-21 Grants for Student Needs (GSN) regulation by the Lieutenant Governor in Council.

Accountability Measures for Approved Projects

As a reminder, school boards must receive ministry approval if the total cost of a capital project exceeds the funding source amounts approved by the Ministry. School boards are expected to ensure adequate controls are in place in managing project budgets. Furthermore, school boards are reminded that they are to seek a revised Approval to Proceed with additional funding sources identified if they anticipate any costs that cannot be addressed through contingency funding or other identified savings within their existing project Approval to Proceed. Excess costs incurred

prior to receiving ministry approval may remain the responsibility of the school board and may impact future Capital Priorities project approvals for school boards.

Site Acquisition, Demolition and Unique Site Costs

The ministry has funding available to address costs related to site acquisition and preparation for project construction costs that are not included in the ministry's capital funding benchmarks. Additional funding will be provided to school boards based upon submission of a detailed estimate with supporting engineering reports. Eligible costs include, but are not limited to:

- the acquisition of a site for new school construction;
- the acquisition of lots adjacent to existing schools for school expansion, including child care centres and community hubs;
- site improvements to make the sites suitable for construction, such as soil remediation, additional fill or demolition of existing structures; and
- addressing extraordinary municipal requirements.

School boards are to seek funding approval for these costs prior to incurring any costs. Costs incurred prior to receiving ministry Approval to Proceed (ATP) may remain the responsibility of the school board.

Change in Project Scope

If your school board chooses to amend the project scope approved through the 2020-21 Capital Priorities Program at a later date, you are required to inform your Capital Analyst prior to engaging your architect regarding the new proposed scope to confirm whether a revised Minister's approval is required. School boards may not proceed with project designs for scope amended projects without ministry approval.

If your project requires additional ministry funding, the school board may be required to forfeit its project approval and re-submit a revised Capital Priorities business case with the alternative project scope.

In addition, any changes to the approved child care capital component of the project will require the approval of your Consolidated Municipal Service Manager or District Social Services Administration Board (CMSM or DSSAB) and you will be required to re-submit a revised *Joint Submission – Capital Funding for Child Care* form.

Child Care Projects

The child care funding allocation you have received can only be used to address capital costs related to the creation of child care rooms. As a reminder, prior to requesting an ATP, school boards are required to provide the Ministry of Education's Child Care Quality Assurance and

Licensing Branch with a floor plan of any child care space. Once the space has been approved, a floor plan approval letter will be issued to your school board. This letter must be sent to the Capital Analyst when requesting the ATP. If you require further information about the floor plan approval letter process, please contact the ministry's Child Care Quality Assurance and Licensing Branch at 1-877-510-5333 or email childcare_ontario@ontario.ca. All child care rooms must be built in accordance with the *Child Care and Early Years Act, 2014* (CCEYA).

Payment

The Capital Priorities Grant, Full Day Kindergarten, and all associated child care funding will operate on a modified grant payment process, where cash flow is based on school board spending. There are two annual reporting periods for these programs:

- For the period of September 1st to March 31st, all related expenditures are recorded in the school board's March Report; and,
- For the period of April 1st to August 31st, all related expenditures are recorded in the school board's financial statements.

School boards will also be funded for the short-term interest costs related to these capital programs reflecting that cash flows will occur on a semi-annual basis. The short-term interest payments will be calculated in a manner similar to how they have been calculated for other eligible capital programs.

Ministry staff are committed to working collaboratively with your school board to provide guidance and respond to questions as your school board considers the development of future capital plans, including requests for Capital Priorities funding.

To assist boards in planning for upcoming capital funding programs, we are pleased to inform you that the ministry is anticipating the launch of a Child Care Capital Program to support the submission of board requests for child care centre only projects that are not associated with Capital Priorities, in the near future. The ministry is also anticipating the launch of the 2021-22 Capital Priorities program, inclusive of a request for new business cases, in the Spring of 2021. We look forward to providing you with additional details for Capital Priorities in the new year.

Please refer to the Appendix B – Communications Protocol for detailed requirements regarding public communications, events and signage related to the project. Should you have any communications-related questions, please contact MinistryofEducation@ontario.ca.

We would like to take this opportunity to thank you and your staff for your assistance and support throughout this process and look forward to continuing to work with your school board.

Should you have any questions regarding your Capital Priorities and/or child care requests, please contact your Capital Analyst, Sarosh Yousuf at 647-278-4622 or via email at Sarosh.Yousuf@ontario.ca.

Sincerely,

Original signed by:

Didem Proulx
Assistant Deputy Minister
Capital and Business Support Division

Attached:

Appendix A – Details of Approved Projects

Appendix B – Communication Protocol Requirements: Public Communications and Events

- c: Aaron Lofts, Superintendent of Business Services and Treasurer of the Board, Halton Catholic District School Board
- Paul Bloye, Director, Capital Program Branch
- Andrea Dutton, Director (A), Capital Policy Branch



Proposed 2021 Facility Renewal Projects	Item 9.1
November 17, 2020	

Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: Meeting the needs of all learners.**

Purpose

To introduce the proposed 2021 facility renewal projects and seek approval to proceed.

Background Information

Staff presented the Long-Term Facility Renewal Strategy (LTFRS) as Information Report Item 10.3 at the May 5, 2020, Regular Meeting of the Board. The goal of the LTFRS was to present a comprehensive school renewal plan to improve school facility conditions throughout the board to provide learning environments that support the educational needs of students and staff. The LTFRS focused on a 5-year planning window (2021-2025) and identified school facilities where investment is required to renew facility conditions. The LTFRS speculated on future capital funding allocations and construction costs and was intended to be used as a guideline based on the best data available at the time of report.

Comments

For 2021, it is proposed that renewal needs be addressed in the following four categories:

- **Energy Efficient Lighting Systems** – The current fluorescent lighting systems in certain schools are nearing the end of their useful life cycle and will be upgraded to a more energy efficient LED lighting system. LED lighting upgrades can involve lamp and electrical system replacements, or when combined with a full lighting controls package, including daylight sensors and central monitoring, can further optimize the efficiency of a school’s lighting system. The energy savings from LED lighting systems will directly result in operational cost savings for electricity expenditures.
- **Mechanical Systems** - Heating, ventilating, and air-conditioning (HVAC) systems are a vital component of the school learning environment. A number of HVAC systems throughout the Board are nearing the end of their useful life cycle, and consequently, a number of new mechanical components require replacement to maintain a proper indoor environment for



students and staff. Wherever possible, the new HVAC systems will be upgraded with more energy efficient equipment to help reduce operating expenses.

- **School Refresh** - The Board has many schools that were constructed pre-2000 that now appear dated with many wear and tear items that need to be addressed as they near the end of their useful lifecycles. School Refresh projects seek to update building components to bring the school up to the Board's latest building standards. Exterior doors, lockers, washroom partitions, wall tiles, flooring, stair treads, painting, asphalt, concrete and cladding repairs are some of the items captured by school refresh projects. The scope of the school refresh work at each school will be determined based on the individual needs of the school/site.
- **Turf Replacement** – All of the Board's secondary schools have artificial turf playing fields. Some of these fields appear weathered and need to be replaced. The existing artificial turf will be removed, allowing the base to be repaired, in preparation for the new artificial turf.

Board staff has identified several facility renewals projects for completion in 2021. Appendix 'A' summarizes the renewal projects proposed to be completed in 2021 and indicates the corresponding school location where the work will be completed. A description of the respective facility renewal projects at each identified school can also be found in Appendix 'A'.

It is important to balance renewal works with new construction projects, since these two programs utilize the same staff and trades. Due to the large amount of new construction works projected for the 2020-21 school year, the amount of renewal works proposed is less than in past years.

Note that other facility renewal needs may arise during the remainder of the school year that require attention in the 2020-21 school year. Significant facility renewal projects to be added for summer 2021 will be presented to the Board for approval at a future meeting of the Board, if necessary.

Staff are at various stages of completing the scope of work for the proposed 2021 facility renewal projects and preparing the projects for competitive tender.

FUNDING:

All costs for the proposed 2021 facility renewal projects would be funded through the Board's available capital funding allocations and capital reserves. The Board currently has sufficient funds available to complete the proposed projects, with approximately \$10.8 million in available capital funding sources and the capital reserve to fund future school renewal projects.

Conclusion

Staff has identified a number of facility renewal projects that need to be completed in 2021. The estimated preliminary budget for the proposed 2021 facility renewal projects is \$4,625,000. Staff is in the process of preparing these projects for competitive construction tenders. It is proposed that construction work will occur during summer 2021, so that schools are ready for students and staff in September 2021.



Recommendation

The following resolutions will be presented for Trustee consideration and approval as an Action Report Item at the December 1, 2020, Regular Meeting of the Board.

Resolution#:	<i>Moved by:</i> <i>Seconded by:</i>
Resolved , that the Halton Catholic District School Board authorize staff to proceed with the proposed 2021 facility renewal projects.	
Resolution#:	<i>Moved by:</i> <i>Seconded by:</i>
Resolved , that the Halton Catholic District School Board authorize staff to expense funds from available capital funding and the capital reserve for the proposed 2021 facility renewal projects, and that the expenditures will not exceed \$4,625,000.	

Report Prepared by: C. Abrahams
Senior Manager, Capital Projects
S. Allum
Manager, Energy and Environmental
J. Duffield
Manager, School Capital and Renewal

Report Submitted by: R. Merrick
Superintendent, Facility Management Services

Report Approved by: P. Daly
Director of Education and Secretary of the Board



APPENDIX “A”

School	Lighting Upgrade	Mechanical Systems	School Refresh	Turf Replacement	Estimated Preliminary Budget
Our Lady of Victory	X	X	X		\$ 1,550,000
St. Joseph	X	X	X		\$ 1,400,000
Corpus Christi				X	\$ 750,000
Sub Total					\$ 3,700,000
Contingencies (15%)					\$ 555,000
Professional Fees 10%)					\$ 370,000
Total					\$ 4,625,000



Our Lady of Victory Catholic Elementary School:

- Many wear and tear items throughout the school are at the point where they need to be repaired or replaced. A school refresh will upgrade the interior components of the school site. The upgrades will include the kindergarten classroom flooring, gymnasium flooring, ceramic tile in common areas, washroom fixtures, classroom doors and washroom partitions.
- The current fluorescent lighting system at the school has exceeded its useful life span, which is resulting in higher maintenance repair costs as components. The lighting system will be replaced with an LED lighting system that is more energy efficient and will reduce maintenance costs and electricity consumption.
- The schools heat pumps that supply heating and cooling to the individual rooms were installed in 2000 and have reached their 20-year useful life span. These units are susceptible to failure that could create uncomfortable learning spaces. Replacing all the heat pump units that have exceeded their life expectancy will allow the Board to take advantage of economy of scale pricing and prevent future extended disruptions to the learning environment.

St. Joseph Catholic Elementary School:

- Many wear and tear items throughout the school are at the point where they need to be repaired or replaced. A school refresh will upgrade the interior components of the school site. The upgrades will include the painting of common areas, gymnasium flooring, ceramic tile in common areas, washroom fixtures, classroom doors and washroom partitions.
- The current fluorescent lighting system at the school has exceeded its useful life span, which is resulting in higher maintenance repair costs as components. The lighting system will be replaced with an LED lighting system that is more energy efficient and will reduce maintenance costs and electricity consumption.
- The schools heat pumps that supply heating and cooling to the individual rooms were installed in 2000 and have reached their 20-year useful life span. These units are susceptible to failure that could create uncomfortable learning spaces. Replacing all the heat pump units that have exceeded their life expectancy will allow the Board to take advantage of economy of scale pricing and prevent future extended disruptions to the learning environment.

Corpus Christi Catholic Secondary School:

- The artificial turf field was installed in 2008 and has reached its expected ten-year lifespan. The old turf will be removed, allowing for the base to be repaired and a new turf system will be installed.



Student Trustees Update	Item 10.1
November 17, 2020	

Alignment to Strategic Plan

This report is linked to the strategic priorities:

Achieving: Meeting the needs of all learners

Believing: Celebrating our Catholic faith & aspiring to be models of Christ

Belonging: Embracing relationships & sustaining safe, welcoming schools

Achieving

In consultation with Board Staff, Student Trustees developed a survey to evaluate student well-being during the return to school. Results of the survey will assist in making the right decisions for the needs of all secondary school learners.

Results of the survey will be shared with the Board of Trustees at the December 1, 2020 Regular Board Meeting.

Believing

As always, we Student Trustees are continuously looking for opportunities to learn and grow as models of Christ. Recently, the Catholic Board Council Cabinet for OSTA-AECO has developed a “Faith Buddies Program” where Catholic Student Trustees are paired up with one another. This has been a fantastic networking opportunity and a great way to spark insightful conversations surrounding our Catholic Faith.

Belonging

The Student Trustees have promoted students to join the National Child Day event on November 20th. This is an international day to celebrate the rights of children under the United Nations Convention on the Rights of the Child. This year, a free online digital event will be run by Children First Canada, an alliance of Canada’s leading children’s charities and hospitals, research institutes, corporations that invest in kids, teachers, and parents. This year focuses



on the idea that children should be Seen and Heard. This is significant for students to join as it amplifies Youth Voice and teaches students about the Rights of the Child through the United Nations Convention.

Additionally, a Student Senator and our Student Trustee Representative presented a Student Voice Proposal at last week's Mental Health & Wellbeing and Steering Committee Meeting. This proposal provides a forum and space for students to voice their ideas, thoughts, and concerns concerning mental health within the Halton Catholic District School Board, and amplifying the voices of students that are not always visible.

Report Prepared & Submitted by: N. Gubert
Student Trustee, North Halton

K. Kelly
Student Trustee, Burlington

J. Roshdy
Student Trustee, Oakville

Report Approved by: P. Daly
Director of Education and Secretary of the Board



Election of Chair and Vice Chair	Item 10.2
November 17, 2020	

Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements:** Optimizing organizational effectiveness.

Purpose

To review with Trustees, information regarding the process for voting for the election of Chair and Vice Chair at the December 1, 2020 Regular Board meeting.

Background Information

As per By-Law 3.71, at the first meeting in December of each year, the Trustees elect one of themselves to be Chair and Vice-Chair.

The procedure for election of officers at times other than the Inaugural meeting of the Board is outlined in the Halton Catholic District School Board Procedural By-laws 3.62 and 3.6.3. As we are in the midst of the COVID-19 pandemic, it is likely that one or more Trustees will participate in the meeting of the Board by electronic means. In that case, the actual voting process would follow section 4.4 Electronic Meetings, and more specifically section 4.4.3. Vote by Secret Ballot:

“ In cases where a vote for the election of the Chair and Vice-Chair is to be conducted by secret ballot in accordance with the Board’s By-Laws, or the requirements of the Education Act or for any other reason, a Trustees who is eligible to vote on the matter who is present at the meeting by electronic means and who chooses to vote , may at the time votes are being cast, cast his or her vote by means of a private telephone conversation or by e-mail with the scrutineer(s) who shall make the vote on a paper ballot in the same form and manner as though the ballots had been marked in person by the voter, and the ballots shall then be included with the other ballots to be counted. The ballots cast electronically in this matter are subject to the same obligations of confidentiality on the part of the scrutineer(s) as those cast by voters physically at the meeting.”



Comments

The 2020 election of the Chair and Vice-Chair will take place at the Regular Board Meeting of Tuesday, December 1, 2020. In accordance with requirements stipulated within our Procedural By-Laws the vote will be conducted by secret ballot, in one of the following ways:

- Trustees who attend the December 1st Board Meeting in person will vote by secret paper ballot.
- Trustees who attend the December 1st Board Meeting by electronic means will cast their vote either through a private telephone conversation or by email with the scrutineer(s).

In order to facilitate the election process, it is recommended that Trustees advise in advance of the December 1, 2020 Regular Board Meeting, their mode of attendance (in-person or electronic). Those who will be attending electronically will be asked to indicate by which method they will cast their electronic vote. (phone or email).

Report Prepared &
Submitted by:

P. Daly
Director of Education & Secretary of the Board



2021-2022 Projected Enrolment at Elementary French Immersion Schools	Item 10.3
November 17, 2020	

Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: Meeting the needs of all learners.**

Purpose

The purpose of this report is to provide Trustees with an overview of current enrolment and projected 2021-2022 enrolments at elementary schools offering optional French Immersion (FI) programming.

Background

1. Information Report Item 10.9 “2019 Long-Term Capital Plan Update – Final Report” from the June 18, 2019 Regular Meeting of the Board.

Comments

At the February 18, 2020, Regular Meeting of the Board, the Board of Trustees approved resolution #55/20 (as amended), which stated that:

BE IT RESOLVED, that the Board of Trustees give direction to the Director of Education to expand the Halton Catholic District School Board French Immersion Program by up to a maximum of two (2) additional classes per municipality, based upon current demand, for the 2020-2021 school year only;

BE IT FURTHER RESOLVED, that any future expansion will be dictated by the outcome of French Immersion Boundary reviews;

BE IT FURTHER RESOLVED, that the location of French Immersion Programs will be decided as per Policy II-51 – Optional French Programming (French Immersion and Extended French), Policy V-18 – Community Engagement and Public Consultation and at the discretion of the Director of Education.

As a result, the Board provided additional Grade 1 French Immersion classes, up to a maximum of two (2) per municipality, at each of the existing elementary schools offering the program for the 2020-21 school year only.

Attached to this report is Appendix A that summarizes the total current program enrolment and the preliminary 2021-2022 projected enrolment for elementary schools offering optional French Immersion programming.



As of October 31, 2020, the current Grade 1 FI enrolment numbers are as follows:

- Sacred Heart of Jesus CES: 59 students, or equivalent of 2.6 FI classes
- St. Catherine of Alexandria CES: 46 students, or equivalent of 2.0 FI classes
- St. Scholastica CES: 92 students, or equivalent of 4.0 FI classes
- St. Mary CES: 79 students, or equivalent of 3.4 FI classes

Note that the above enrolment for French Immersion includes students who have opted for the conventional delivery model (i.e. face-to-face instruction) and remote learning model (virtual school). This is provided to show the total number of students who are registered for Grade 1 French Immersion at their “home” French Immersion school.

The current Grade 1 FI numbers are reflective of the Board’s direction to add up to two (2) additional FI classes per municipality for only the 2020-2021 school year. However, not all municipalities had sufficient enrolment in 2020-2021 to support the need for the additional two (2) Grade 1 French Immersion classes. Sacred Heart of Jesus CES and St. Mary CES currently each have a total of three (3) Grade 1 French Immersion classes and St. Catherine of Alexandria CES currently has a total of two (2) Grade 1 French Immersion classes. St. Scholastica CES was the only school that had sufficient enrolment to support an additional two (2) full Grade 1 French Immersion classes and currently has a total of four (4) Grade 1 French Immersion classes. Please note that some Grade 1 French Immersion students have opted for remote learning.

For the projected 2021-2022 school year, under the current Board direction, there would only be a maximum of two (2) Grade 1 FI classes for each elementary school offering the program. Two (2) classes of Grade 1 FI equates to a maximum of 46 students per school.

With a return to two (2) FI classes for the 2021-2022 school year, students will continue to be accommodated through portable classrooms. The number of portable classrooms required are highlighted in green in Appendix A. Note that the maximum number of portable classrooms that can be accommodated on each of the school sites is twelve (12).

Note that from the current school year to the following school year, enrolment is expected increase rapidly at St. Scholastica CES and will require the placement of approximately nine (9) portable classrooms to accommodate projected enrolment due to the high number of students from new developments in the area and the phasing in of the French Immersion program.

Conclusion

For the 2021-2022 school year, based on current Board direction on French Immersion (FI), all students from the FI Elementary schools can be accommodated at existing schools through the addition of portables. Due to accommodation pressures in existing schools offering French Immersion, classroom space is limited for the 2021-22 school year and the Board may need to undertake school boundary reviews to accommodate further expansions to the French Immersion program.



Report Prepared by:

B. Vidovic
Senior Manager, Planning Services

D. Gunasekara
Planning Officer, Planning Services

Report Submitted by:

R. Merrick
Superintendent, Facility Management Services

Report Approved by:

P. Daly
Director of Education and Secretary of the Board

Enrolment at Elementary FI Schools

Halton Catholic District School Board

2020-21 CURRENT ENROLMENT

Municipality	School	School Site Capacity			2020-21 Actual Enrolment				School Accommodation			
		FBC	Port. Cap.	Total	RT	FI	ExF	Total	Available Pupil Places	Portable Classrooms Required	Maximum No. of Portables	Facility Utilization
Burlington	Sacred Heart of Jesus CES	547	276	823	255	320	0	575	-28	2	12	105%
Halton Hills	St. Catherine of Alexandria CES	622	276	898	632	92	39	763	-141	7	12	123%
Milton	St. Scholastica CES	671	276	947	498	137	0	635	36	0	12	95%
Oakville	St. Mary CES	599	276	875	452	392	0	844	-245	11	12	141%

Note:

Actual enrolment at each school include students who have opted for the remote delivery model (i.e. virtual school)

The number of portable classrooms required is based on all students registered at the school attending the face-to-face instruction under the conventional delivery model.

2021-22 PROJECTED ENROLMENT WITH 2 GR1 FI CLASSES

Municipality	School	School Site Capacity			2021-22 Enrolment Projections				School Accommodation			
		FBC	Port. Cap.	Total	RT	FI	ExF	Total	Available Pupil Places	Portable Classrooms Required	Maximum No. of Portables	Facility Utilization
Burlington	Sacred Heart of Jesus CES	547	276	823	256	323	0	579	-32	2	12	106%
Halton Hills	St. Catherine of Alexandria CES	622	276	898	643	135	20	798	-176	8	12	128%
Milton	St. Scholastica CES	671	276	947	699	177	0	876	-205	9	12	131%
Oakville	St. Mary CES	599	276	875	444	390	0	834	-235	11	12	139%

Note:

Enrolment projections are preliminary and based on enrolment data as of October 31, 2020.



Upgrade to Board Room Technology	Item 10.4
November 17, 2020	

Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements:** Optimizing organizational effectiveness.

Purpose

This report is to update Trustees regarding staff working group discussions regarding various solution options for Boardroom technology.

This report responds to Resolution #83/20, passed on the March 31, 2020, Regular Board Meeting. The resolution reads as follows:

WHEREAS, the boardroom located in the Halton Catholic District School Board’s Catholic Education Centre offices, is also the location where public meetings are held and in keeping with Section 208.1 sub sections 1, 2, 3 and 4 of the Education Act which states that access to proceedings be allowed from remote locations to Trustees; and,

WHEREAS, current audio, video and data transfer equipment is antiquated and un-satisfactory

BE IT RESOLVED, that the Board gives instruction to the Secretary of the Board to investigate and provide at least three (3) costed reports at a regular board meeting, for the purpose of upgrading the current communication system and replace the same so as to allow seamless remote access with the latest technology (such as: speech timing, floor queuing, live streaming, recording, screen sharing, document comparing, etc..) that has the capability of allowing a minimum of 25 remote users by no later than the May 5, 2020 Regular Board meeting; and that this technology be capable of relocation to any board office if required.

Background

- 1) Information Report 10.3 “Upgrade to Boardroom Technology” from the Regular Board Meeting of May 19, 2020.



Comments

Since the May 19, 2020 Board Meeting a working group consisting of Board staff and Trustees has met to review boardroom technology needs.

The following has been investigated:

Audio Quality

The quality has been improved by re-provisioning some Board audio equipment and purchasing some additional connectors not exceeding \$100. The full impact of this change will be realized when meetings return to a more conventional setting.

Joining Seamlessly

Telephone and video conferencing capabilities are now in place with the above solution. This allows for easy-to-join meetings and a backup process in the event of internet connection issues.

Video Integration

A center-based active speaker camera: discontinued legacy equipment we are currently using, and while it is ideal for medium-sized rooms, large rooms may produce incorrect video tracking due to background noise. Replacement equipment will have a cost of around \$3,000-\$5,000 depending on additional microphones and components.

A camera/laptop or tablet solution at each station: this solution would allow Trustees and staff to turn on/off cameras as needed. For a tablet-based solution, a cost estimate would be \$400 per video-enabled station. Trustees and staff are provided with a Board laptop that could accommodate this.

Other zero-touch solutions or staff managed solutions to control cameras would be \$10,000 and above.

Additional Licensing

Board Meeting Management Software would be required to achieve the following:

- Stakeholder Comments: Allow our stakeholders to submit comments on agenda items.
- Delegation Request Management: Manage delegations during public meetings.
- Webcasting: Enhanced webcasting/live streaming supports.
- Vote Manager & Request to Speak: Easily manage member debates with “Request to Speak,” graphical public display screens with configurable voting results.

This software could be accessed via the Trustee’s Board-provided laptop. It is recommended that this option be evaluated to determine the effectiveness and help define this add-on price.



Conclusion

The Board will continue to utilize the modified Board room audio configuration. The working group will evaluate the Board's Meeting Management Software to determine other additional costs related to this project.

Report Prepared by:

B. Cripps
Senior Manager, IT Services

Report Submitted by:

A. Lofts
Superintendent, Business Services and Treasurer of the Board

Report Approved by:

P. Daly
Director of Education and Secretary of the Board

Construction Report - November 2020



Construction Update

- The pictures above were taken on November 9, 2020. The top-left picture shows completed brick veneer on the main entrance. The top-right picture shows ongoing kitchen installation. The bottom-left picture shows completed washroom ceramic tile. The bottom-right picture shows ongoing gym footing excavation.
- Work completed included childcare demolition, theatre lighting and some cafeteria painting and flooring.

Schedule Update

- Kitchen equipment installation
- Gymnasium addition footings

If you have any comments or questions about the new school, please contact Lorrie Naar, Superintendent of Education, at (905) 632-6300 ext. 135 or e-mail naarl@hcdsb.org. For school construction information contact Ryan Merrick, Superintendent, Facility Management Services, at (905) 632-6300 ext. 171 or e-mail merrickr@hcdsb.org.

Construction Report - November 2020



Construction Update

- The pictures above were taken on November 9, 2020. The top-left picture shows curtain wall installation on the library. The top-right picture shows lighting and HVAC installation in the library. The bottom-left picture shows flooring installed in the toddler room. The bottom-right picture shows washroom fixtures installed in the childcare area.
- Work completed included childcare flooring, ceilings, plumbing fixtures, brick veneer.

Schedule Update

- Library flooring
- Millwork installation
- Asphalt and landscaping

If you have any comments or questions about the school construction project, please contact Nancy Dinolfo, Superintendent of Education, at (905) 632-6300 ext. 120 or e-mail dinolfon@hcdsb.org. For school construction information contact Ryan Merrick, Superintendent, Facility Management Services, at (905) 632-6300 ext. 171 or e-mail merrickr@hcdsb.org.

Construction Report - November 2020



Construction Update

- The pictures above were taken on November 9, 2020. The top picture shows ongoing masonry partition walls. The bottom picture shows ongoing plumbing rough-ins.
- Work completed included concrete floor slab, load bearing walls, in wall mechanical and electrical services.

Schedule Update

- Structural steel installation
- Steel joist and decking installation
- Main mechanical room upgrades

If you have any comments or questions about the school construction project, please contact Lorrie Naar, Superintendent of Education, at (905) 632-6300 ext. 135 or e-mail naarl@hcdsb.org. For school construction information contact Ryan Merrick, Superintendent, Facility Management Services, at (905) 632-6300 ext. 171 or e-mail merrickr@hcdsb.org.



2020 Facility Renewal Cost Reconciliation	Item 10.6
November 17, 2020	

Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: Meeting the needs of all learners.**

Purpose

To update Trustees on the 2020 Facility Renewal Projects.

Background Information

The following approved Action Report outlines the projects undertaken during the 2020 school summer break period.

1. Action Report 8.1 “Proposed 2020 Facility Renewal Projects” from the November 5, 2019, Regular Board Meeting

Comments

Upon approval of the Action Report, staff proceeded to prepare competitive tender packages and the subsequent award of the projects to general and sub-contractors to complete the work during the summer break. The tables below summarize the completed and ongoing facility renewal projects costs for each facility renewal project by school.

Completed Facility Renewal Projects

School	Budgeted Price	Contingency	Budgeted Total	Actual Expenses	Available Balance
Corpus Christi	\$1,300,000	\$130,000	\$1,430,000	\$1,470,000	(\$40,000)
Holy Trinity	\$500,000	\$50,000	\$550,000	\$260,000	\$290,000
St. Christopher	\$700,000	\$70,000	\$770,000	\$640,000	\$130,000
Subtotal	\$2,500,000	\$250,000	\$2,750,000	\$2,370,000	\$380,000
Professional Fees			\$275,000	\$147,500	\$127,500
Total			\$3,025,000	\$2,517,500	\$507,500



Ongoing Facility Renewal Projects

School	Budgeted Price	Contingency	Budgeted Total	Actual Expenses	Available Balance
Thomas Merton (Oakville)	\$3,850,000	\$385,000	\$4,235,000	\$3,600,000	\$635,000
Subtotal	\$3,850,000	\$385,000	\$4,235,000	\$3,600,000	\$635,000
Professional Fees			\$423,500	\$373,000	\$50,500
Total			\$4,658,500	\$3,973,000	\$685,500

Conclusion

Staff completed several facility renewals projects during the 2020 summer break. The cost of the completed 2020 facility renewals projects was approximately \$2.5 million. The Board also has two ongoing renewal projects which accumulated a cost of approximately \$3.7 million. Funding to complete the projects was allocated from available capital funding and the capital reserve. The projects will help to maintain the Board’s facility condition index (FCI) as one of the best in the province and ensure a safe and comfortable learning environment for students and staff.

Report Prepared by: J. Duffield
 Manager, School Capital and Renewal

Report Submitted by: R. Merrick
 Superintendent, Facility Management Services

Report Approved by: P. Daly
 Director of Education and Secretary of the Board



Return to School Update	Item 10.7
November 17, 2020	

Alignment to Strategic Plan

This report is linked to the strategic priorities:

Achieving: Meeting the needs of all learners

Believing: Celebrating our Catholic faith & aspiring to be models of Christ

Belonging: Embracing relationships & sustaining safe, welcoming schools

Purpose

The purpose of this report is to update Trustees on our Return to School.

Secondary Schools

Virtual 'Turnaround Day'

The first quadmester in our secondary schools came to an end on Thursday, November 12, 2020. The start of Quadmester 2, originally scheduled to begin on Friday November 13, 2020 was delayed by one day to allow for a turnaround day that allowed our schools to transition more smoothly from Quadmester 1 to Quadmester 2. In particular, it allowed us to:

- Provide further assessment opportunities for students who may need additional support.
- Ensure virtual course shells for Quadmester 2 courses were set up and that classroom teacher technology was reallocated where necessary and ready for instruction.
- Extend the period between face-to-face cohort shift in support of our current public health guidelines.

Standardized Testing for the 2020-21 School Year

Ontario Secondary School Literacy Test (OSSLT)

The literacy graduation requirement will be waived for all students graduating during the 2020-21 school year.



The Ministry of Education is continuing to explore a field test of the online OSSLT in spring 2021, which could allow the opportunity for non-graduating students to write the test and have successful attempts counted on their transcript.

Community Service Hours

The Ministry of Education requires that all students must complete a minimum of 40 hours of community involvement in order to graduate.

Due to continued barriers in earning community involvement hours this year, the Ministry of Education has mandated that the community involvement requirement will be reduced to a minimum of 20 hours for students graduating in the 2020-2021 school year.

Updates to Operational Guidance for Schools

On Friday November 6, 2020 the Ministry of Education released the *revised Operational Guidance COVID-19* management in schools document.

Key changes in this document include:

- That local Public Health Units (PHUs) have responsibility in determining when an individual or cohorts are dismissed, when schools are closed and when individuals or cohorts can return to school. However, in some instances, local PHUs may give discretion to principals to dismiss individuals or cohorts for self-isolation while awaiting results of local public health investigation.
- Added guidance for boards on reporting COVID-19 absences in schools using the online reporting tool and outlining that boards need to report daily. Additional clarity is also provided stating that boards must report suspected cases to the local public health unit to support case management and contact tracing.
- Revised guidance around screening practices to clarify that screening prior to arrival at the school is necessary, and to encourage the use of the provincial screening tool.
- Added guidance on self-isolation periods to align with Ministry of Health guidance on testing and clearance and updated guidance in the COVID-19 school and childcare screening tool.
- Updated language to clarify that if a child develops symptoms and their self-screening indicates that they should stay home, but their siblings do not have symptoms, the siblings do not need to isolate until the child with symptoms tests positive for COVID-19.
- Addition of guidance around continuity of learning and expectations that boards are prepared to pivot to remote learning when needed. This includes clarifying that boards are to support the transition to remote learning for siblings of students who have a confirmed case of COVID-19.
- Revised language around testing stating that individuals should only consult a health care provider as needed. Previous language indicated individuals should seek testing even if showing mild symptoms.
- Clarified that medical notes and proof of a negative test are not required for an individual to return to school.



COVID 19 – Updates

As Trustees would be aware, a number of our schools have had confirmed COVID-19 cases. Since September 2020, we have had 85 confirmed cases amongst both students and staff, across 26 schools. As of November 13, 2020, we have had four classroom outbreaks declared. When an outbreak is declared in a class, Halton Public Health follows up with the school to review Infectious Prevention and Control measures. Each of the four reviews conducted in conjunction with a class outbreak has been successful, meeting all of the health and safety criteria outlined by Halton Public Health.

In addition, we will be hosting these inspections in select schools in each of our regions as an ongoing measure to help to ensure the safety of our students and staff.

Storage of Student Belongings - Update

In consultation with Halton Public Health, staff have developed a protocol for the use of student lockers by elementary students as we enter the winter season. As always, personal belongings brought to school should be minimized to include only essential items (e.g., backpack, winter clothing, water bottles, food).

At the secondary school level, bags, shoes, and coats will continue to be stored in the classroom, within the student's personal space.

Conclusion

At the time of writing of this report, the Ontario government announced an update to the COVID-19 Response Framework. It is worth noting that as of 12:00 a.m. on Monday, November 16, 2020, Halton Region will enter Red-Control level within the framework. This will entail stricter control measures to help stop the spread of COVID-19 within our region.

As circumstances continue to evolve this school year, we will remain committed to providing a quality Catholic education that is flexible and engaging.

Report Prepared &
Submitted by:

Pat Daly
Director of Education and Secretary of the Board

MINUTES OF THE CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC)

Date: September 29, 2020
 Time: 7:00 pm
 Location: Virtual Meeting

Members Present

J. Crowell	G. Bergin
S. Furlong-Warren	J. MacLeod
M. Duarte	A. Gonzalez
V. Monaco	T. O'Brien
S. Edeigba	D. Foster
P. Daly	O. Iluyomade
Fr. Francis Salasiar	L. Efremova
S. Boulanger	
P. Daly	
N. Guzzo	

Regrets: A. McKinney
 D. Garell-Teti

Chair: G. Bergin
 Recording Secretary M. Zammit

1. Opening Prayer & Welcome

The meeting opened at 7:10p.m. with a prayer led by J. Crowell.

2. Elections

Typically, CPIC elections would be complete before first meeting and would permit the election of CPIC Chair/Vice-Chair. Currently five vacant positions available. The committee discussed the unconventional circumstances and agreed to defer to election of CPIC Chair/Co-Chair at upcoming meeting when the new members are in place. G. Bergin to continue as chair until next meeting.

By-laws state at the first meeting of the year the HCDSB CPIC committee will elect Chair/Co-Chair of committee. Due to special circumstances the committee voted unanimously to postpone the election of the CPIC Chair/Co-Chair until new members are in place.

IN FAVOUR	OPPOSED	ABSTAIN
A. Gonzalez		
J. MacLeod		
S. Edeigba		
O. Iluyomade		
S. Furlong-Warren		
S. Boulanger		
D. Foster		

3. Approvals & Revisions

3.1 Agenda

Moved by: Fr. Francis Salasiar

Seconded by: J. MacLeod

That, the agenda be approved as amended.

CARRIED

3.2 Minutes

Moved by: S. Boulanger

Seconded by: O. Iluyomade

That, the minutes of the June 1, 2020 Catholic Parent Involvement Committee be approved as submitted.

CARRIED

4. Board Update

J. Crowell provided a Board update on the following:

- School year began differently with 3 PA Days for staff
- Virtual School up and running
- School council elections are currently taking place
- Orange shirt day taking place tomorrow September 30, 2020
- Upcoming October events shared
- Roughly 20% of Elementary students have chosen virtual option
- Information on D2L was provided
- Information on switching between platforms was provided

5. Trustee Update

M. Duarte provided a Trustee update on the following:

- Several “special” board meetings have taken place to go over return to school
- Received information on 2020-2021 GSN
- Information shared on recent motions that have passed at the board
- J. Crowell provided further information on class size motion

6. HCCEF

M. Clare provided updates and needs of HCCEF. Upcoming events were shared. Discussion took place on how CPIC can support and engage parents. Further discussion is needed and a possible sub-committee will be created.

7. Distance/Online Learning Update

J. Crowell provided additional information on the different delivery models. Members provided their experiences thus far. Additional feedback can be emailed to J. Crowell.

8. Policy Review by the Board

- **Policy II-40 Bullying Prevention and Intervention**

N. Guzzo advised members that at the September policy meeting it was decided a working group comprised of three Trustees and one representative/one alternate from CPIC and SEAC is needed. The working group will make recommendations to the policy committee to revise the policy.

- **Call for volunteers to represent CPIC in working group**

A. Gonzalez volunteered to be the primary representative and S. Boulanger/S. Furlong-Warren will be the alternates. G. Bergin to share contact information with N. Guzzo.

9. OAPCE Update

Deferred to next meeting.

10. Virtual Council of Charis Meeting

Discussion ensued on different options/topics. Meeting will be postponed to November. J. Crowell to review the possibility of having curriculum staff provide D2L information to parents. Other topics suggested HCCEF, mental health, how to manage screen time, fundraising at school level, equity and inclusion, anti-racism; any new suggestions to be emailed to G. Bergin. G. Bergin will draft an agenda.

11. Elections

Revised timelines were reviewed and discussed. G. Bergin noted that the community representative position needs to be re-elected each year. D. Foster has come forward to express interest in this position again. D. Foster acclaimed as the Community Representative for CPIC.

Suggested date for the virtual information session is October 14th. Committee members were encouraged to join the information session to assist in answering questions. Session will be recorded and shared with any parents that are not able to attend.

The committee voted unanimously to extend the meeting pass 9:00 pm.

IN FAVOUR	OPPOSED	ABSTAIN
A. Gonzalez		
J. MacLeod		
S. Edeigba		
O. Iluyomade		

S. Furlong-Warren		
S. Boulanger		
L. Efremova		
G. Bergin		

The committee voted unanimously to maintain the committee as is until elections take place and new members are in place.

IN FAVOUR	OPPOSED	ABSTAIN
A. Gonzalez		
J. MacLeod		
S. Edeigba		
O. Iluyomade		
S. Furlong-Warren		
S. Boulanger		
L. Efremova		
G. Bergin		

12. Other Business/Future Agenda Items

- D. Foster requested to have a report/update for Policy II-40 Bullying Prevention and Intervention after the working group meets
- CPIC October meeting date will be moved to the first Monday of November
- Any other agenda items to be emailed to Gerry

13. Closing Prayer

Fr. Francis Salaslar closed the meeting with a prayer.

The meeting adjourned at 9:15 pm.

POLICY COMMITTEE MEETING MINUTES

Date: October 13, 2020
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Board Office Attendance N. Guzzo, Chair
B. Agnew
P. Daly, Director of Education
A. Swinden, Manager, Strategic Communications

Trustees Present P. DeRosa P. Murphy
(Electronically) M. Duarte T. O'Brien
V. Iantomasi J. O'Hearn-Czarnota
H. Karabela

Student Trustees Present N. Gubert
(Electronically)

Staff Present L. Naar, Superintendent of Education, School Services
(Electronically) J. O'Hara, Executive Officer, Human Resources Services

Recording Secretary R. Di Pietro

1. Call to Order

1.1 Opening Prayer (B. Agnew)

The meeting opened at 7:00 p.m. with a prayer led by Trustee DeRosa.

2. Approvals

2.1 Approval of Agenda

P#80/20

Moved by: B. Agnew

Seconded by: M. Duarte

That, the agenda be approved.

CARRIED

2.2 Approval of Minutes (September 8, 2020)

P#81/20

Moved by: M. Duarte

Seconded by: B. Agnew

That, the minutes of the September 8, 2020 Policy Committee be approved.

CARRIED

3. Declarations of Conflict of Interest

There were no Conflicts of Interest.

4. Action Items

4.1 Policy I-22 Admission to Schools, Elementary and Secondary (P. Daly)

P#82/20

Moved by: B. Agnew

Seconded by: T. O'Brien

That, the Policy Committee recommends that Policy I-22 Admission to Schools, Elementary and Secondary, be forwarded, along with amendments, to the October 20, 2020 Regular Board Meeting for approval.

The Chair called for a vote. Recommendation **P#82/20 CARRIED**

In favour	Opposed	Abstain	Absent
B. Agnew	V. Iantomasi		K. Kelly (non-binding)
P. DeRosa	H. Karabela		J. Roshdy (non-binding)
M. Duarte	T. O'Brien		
N. Gubert (non-binding)			
P. Murphy			
J. O'Hearn-Czarnota			

4.2 Policy II-34 Participation in Programs and Courses of Study in Catholic Religious Education (P. Daly)

P#83/20

Moved by: M. Duarte

Seconded by: B. Agnew

That, the Policy Committee recommends that Policy II-34 Participation in Programs and Courses of Study in Catholic Religious Education be forwarded, along with amendments to the October 20, 2020 Regular Board Meeting for approval.

Following discussion the following was agreed upon by consensus:

- Principles - keep original language for bullet two
- Principles - accept new language for bullet six and add the words moral instruction

The Chair called for a vote. Recommendation **P#83/20 CARRIED**

In favour	Opposed	Abstain	Absent
B. Agnew	P. DeRosa		K. Kelly (non-binding)
M. Duarte			J. Roshdy (non-binding)
N. Gubert (non-binding)			
V. Iantomasi			
H. Karabela			
P. Murphy			
T. O'Brien			
J. O'Hearn-Czarnota			

4.3 Policy III-12 Academic Promotion (J. O'Hara)

P#84/20

Moved by: B. Agnew

Seconded by: M. Duarte

That, the Policy Committee recommends that Policy III-12 Academic Promotion be forwarded, to the October 20, 2020 Regular Board Meeting for approval.

P#84/20 (AMENDMENT)

Moved by: H. Karabela

Seconded by: V. Iantomasi

That, the Policy Committee recommends that Policy III-12 Academic Promotion be forwarded, to the October 20, 2020 Regular Board Meeting for approval and that the fourth bullet under Requirements read: With the exception of Superintendents and Principals, the Director of Education shall have the discretion to waive or amend the qualifications and requirements, in individual situations, in order to ensure that only the best candidates are appointed.

The Chair called for a vote. Recommendation **P#84/20 (AMENDMENT) CARRIED**

In favour	Opposed	Abstain	Absent
P. DeRosa	B. Agnew		K. Kelly (non-binding)
M. Duarte	P. Murphy		J. Roshdy (non-binding)
N. Gubert (non-binding)	J. O'Hearn-Czarnota		
V. Iantomasi			
H. Karabela			
T. O'Brien			

The Chair called for a vote. Recommendation **P#84/20 (AS AMENDED) CARRIED**

In favour	Opposed	Abstain	Absent
P. DeRosa	B. Agnew		K. Kelly (non-binding)
M. Duarte	P. Murphy		J. Roshdy (non-binding)
N. Gubert (non-binding)	J. O'Hearn-Czarnota		
V. Iantomasi			
H. Karabela			
T. O'Brien			

4.4 Policy III-14 Employee Code of Conduct (J. O'Hara)

P#85/20

Moved by: B. Agnew

Seconded by: T. O'Brien

That, the Policy Committee recommends that Policy III-14 Employee Code of Conduct be forwarded to the October 20, 2020 Regular Board Meeting for approval.

The Chair called for a vote. Recommendation **P#85/20 CARRIED**

In favour	Opposed	Abstain	Absent
B. Agnew	V. Iantomasi		K. Kelly (non-binding)
P. DeRosa	H. Karabela		J. Roshdy (non-binding)
M. Duarte			
N. Gubert (non-binding)			
P. Murphy			
T. O'Brien			
J. O'Hearn-Czarnota			

P#86/20**Moved by:** V. Iantomasi**Seconded by:** P. DeRosa**That,** discussion items 5.1 through to 5.4 be remanded to the next Policy Committee Meeting due to the lack of background information.The Chair called for a vote. Recommendation **P#86/20** was **DEFEATED**

In favour	Opposed	Abstain	Absent
P. DeRosa	B. Agnew		K. Kelly (non-binding)
N. Gubert (non-binding)	M. Duarte		J. Roshdy (non-binding)
V. Iantomasi	N. Guzzo		
H. Karabela	P. Murphy		
T. O'Brien	J. O'Hearn-Czarnota		

5. Discussion Items**5.1 Board Correspondence – New Policy (H. Karabela)**

It was recommended that in order to be clear on how correspondence is handled, a policy be developed. It was suggested that in lieu of creating a policy the Board Procedural By Laws be expanded to be more specific.

The Chair asked if anyone was interested in creating a policy to come forward.

5.2 COVID Health and Safety – New Policy & Procedure (H. Karabela)

It was recommended that a policy be developed.

Director Daly assured Trustees that plans (found on Board public website) that have been developed follow and include direction from the Ministry of Education, the Ministry of Health and Halton Region Public Health.

Due to confidential information being shared the meeting moved in-camera.

The meeting moved in-camera at 9:13 p.m.

The meeting moved out of in-camera at 9:35 p.m.

5.3 Online Forms – New Policy & Procedure (B. Agnew)

It was recommended that a policy and procedure be developed for online forms.

Director Daly to provide a staff report that includes logistics and what the process could look like.

5.4 Procedural By Laws Ad Hoc/Standing By Law Review Committee (N. Guzzo)

Trustees were in agreement that the meetings be organized on an evening other than Tuesday. Meeting dates and times to be organized.

P#87/20

Moved by: B. Agnew

Seconded by: H. Karabela

That, the meeting move pat 10:00 p.m.

CARRIED

6. Information Items**6.1 Administrative Procedure VI-09 (A) Religious Education Course Reimbursement (L. Naar)****6.2 Administrative Procedure VI-09 (B) Religious Education/Theology/Doctoral Level (Part-Time) Course Reimbursement (L. Naar)****6.3 Administrative Procedure VI-19 Admission to Schools, Elementary and Secondary (P. Daly)**

Procedures were shared as information. P. Daly noted changes.

6.4 Upcoming Agenda Items (November 10, 2020)**6.4.1 Policy I-04 Cross Boundary School Attendance (School Services, Planning Services)****6.4.2 Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee (School Services)****6.4.3 Policy I-29 School Boundary Review Process (A. Lofts, R. Merrick)****6.4.4 Policy II-40 Bullying Prevention and Intervention (School Services)****6.4.5 Information Items****6.4.5.1 Administrative Procedure VI-42 School Staff Meetings (School Services)****6.4.5.2 -New- Administrative Procedure – Trustee Code of Conduct (P. Daly)****6.4.5.3 Terms of Reference (N. Guzzo)**

List of upcoming policies and procedures was provided as information.

7. Miscellaneous Information

There was no miscellaneous information.

8. In Camera

There were no follow up In-Camera session.

9. Motion to Excuse Absent Committee Members

There were no absentees.

**10. Motion to Adjourn/ Closing Prayer (M. Duarte)
P#88/20**

Moved by: P. DeRosa

Seconded by: B. Agnew

That, the meeting adjourn.

CARRIED

M. Duarte closed the meeting with prayer at 10:04 p.m.