

## **AGENDA**

### **Administration and Finance Committee Meeting**

**Tuesday, February 4, 2025, 7:00 p.m.**

**Blessed Trinity Catholic Learning Centre**

***Mission:** Disciples of Christ, nurturing mind, body, and soul to the fullness of life.*

***Vision:** Changing the world through Catholic education.*

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**Administration and Finance Committee  
Meeting February 4, 2025**

**February: A Prayer to Love One Another**

*In the name of the Father, and the Son and the Holy Spirit. Amen.*

Grant us, O God,

A vision of your world as your love would have it:

A world where the weak are protected, and none go hungry or poor.

A world where the riches of creation are honoured and shared so everyone might enjoy them.

A world where different races, cultures and creeds live in peace and harmony, with equal regard.

A world where peace is built with justice and justice is guided by love.

Give us the inspiration and courage to go forth with willing hearts, minds, and bodies to build such a world, through Christ Jesus.

And may the God of hope fill us with every comfort and joy in believing.

May the peace of Christ abound in our hearts and minds and may the Holy Spirit gift and guide us now and forever.

Amen.

*In the name of the Father, and the Son and the Holy Spirit. Amen.*

<b>Administration and Finance Committee Meeting</b>
<b>February 4, 2025</b>
<b><i>CAPITAL AND FACILITIES RENEWAL PROJECTS PROGRESS REPORT</i></b>
<b>Multi-Year Strategic Plan Values: Believe, Excel, Thrive</b>

*"He built the upper gate of the house of the Lord, and did extensive building on the wall of Ophel."  
2 Chronicles 27:3*

**MOUNT PLEASANT # 2 CATHOLIC ELEMENTARY SCHOOL – NEW SCHOOL**  
**320 Robert Parkinson Drive, Brampton, ON**

ARCHITECTS: The Ventin Group Ltd.  
CONTRACTOR: Quad Pro Construction  
CONTRACTED COMPLETION: September 2025  
ANTICIPATED COMPLETION: September 2025

New 435 pupil place Catholic elementary school awarded by the Ministry of Education through the 2021-2022 Capital Priorities Program.

Highlights include:

- The Site Plan Approval (SPA) application has been approved by the City of Brampton and full building permit has been issued
- Site grading is 95% complete
- Strip footing is 100% complete
- Foundation wall is 100% complete
- Back filling, underground plumbing and electrical is 25% complete
- First Floor Exterior Load Bearing Walls are 100% complete
- First Floor Interior Load Bearing Walls are 30% complete
- Second Floor Core Slab Floor 100% complete
- Second Floor Exterior Load Bearing Walls 5% are completed
- Exterior site services are 85% complete
- Overall completion of school is currently at 40%



**ST. ANNE CATHOLIC ELEMENTARY SCHOOL – REPLACEMENT SCHOOL**  
**124 Vodden Street East, Brampton, ON, L6V 1M5**

ARCHITECTS: The Ventin Group Ltd.  
CONTRACTOR: Corebuild Construction Limited  
CONTRACTED COMPLETION: September 2025  
ANTICIPATED COMPLETION: September 2025

New 504 pupil place Catholic elementary school awarded by the Ministry of Education through the 2021-2022 Capital Priorities Program.

Highlights include:

- The Site Plan Approval (SPA) application has been approved by the City of Brampton and full building permit has been issued
- Strip Footings is 100% complete
- Foundation walls is 100% complete
- First Floor Exterior and Interior Load Bearing Walls are 100% complete
- Second Floor Core Slab Floor 100% complete
- Second Floor Exterior Load Bearing Walls 100% are completed
- Second Floor Interior Walls 65% complete
- Exterior Window are installed
- Setup for Exterior Masonry Brick is in place
- Roof Steel Joists are in place.
- First Floor HVAC Ducting has begun
- Overall complete is at 50% complete (including the demolition of school)

Prepared by: James Fenech, Manager, Capital and Facilities Renewal Projects  
Richard Moriah, Acting Superintendent, Planning and Operations  
Daniel Del Bianco, Associate Director, Corporate Services

Submitted by: Marianne Mazzorato, Ed.D., Director of Education

# DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

## CONSTRUCTION PROGRESS CHART - Monthly Summary

PROJECT	Tendered	Const'n Start	Status of Construction (%)																	Completion	
			0	10	20	30	40	50	60	70	80	85	90	92	94	96	98	99	Contracted	Anticipated	
Mount Pleasant CES (New Build and Childcare )	Aug'23	June '24	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	TBD	Sep'25
St.Anne CES (Replacement inclding demolition)	Aug'23	June '24	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	TBD	Sep'25

## MINUTES

### Administration and Finance Committee Meeting

**Tuesday, November 12, 2024, 7:00 p.m.  
Boardroom, Catholic Education Centre**

Trustees:	Bruno Iannicca	Chair
	Mario Pascucci	Vice-Chair
	Brea Corbet	Trustee
	Paula Dametto-Giovannozzi	Trustee
	Luz del Rosario	Trustee
	Darryl D'Souza	Trustee
	Stefano Pascucci	Trustee
	Thomas Thomas	Trustee
	Herman Vioria	Trustee
	Shawn Xaviour	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Jia Sharma	Student Trustee
	Raheem White	Student Trustee
Regrets:	Anisha Thomas	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Max Vecchiarino	Executive Superintendent, Policy, Strategy, Research and Global Learning
	Scott Keys	Superintendent, Financial Services
	Richard Moriah	Acting Manager, Planning and Operations
	Laura Odo	Superintendent, Family of Schools
	Drago Radic	Superintendent, Family of Schools
	Stephanie Strong	Superintendent, Human Resources and Employee Relations
	Viviana Varano	Superintendent, Family of Schools
	Kevin Wendling	Assistant Superintendent: Math Lead
	Bruce Campbell	General Manager, Communications and Community Relations
	Theresa Davis	General Manager, Human Resources
Recorder:	Cindy Child	Board and Committee Information Officer

#### A. Routine Matters

1. Call to Order and Attendance  
Chair Bruno Iannicca called the meeting to order at 7:00 p.m.
2. Opening Prayer led by Trustee Brea Corbet

3. Land Acknowledgment – Trustee Darryl D’Souza
4. Approval of Agenda

Taupe Sheet: addition of E6 and withdrawn Private Session.

Trustee Brea Corbet noted a typo on page 8.

**Moved by** Luz del Rosario

**THAT THE AGENDA BE APPROVED, WITH THE ADDITION OF E6 EXTENDED EXCURSION REPORT.**

**CARRIED**

- a. Calendar Items – Nil
5. Declaration of Interest - Nil
6. Approval of the Minutes of the Administration and Finance Committee Meeting, September 10, 2024

**Moved by** Brea Corbet

**THAT THE MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING, SEPTEMBER 10, 2024, BE APPROVED.**

**CARRIED**

- a. Business Arising from the Minutes - Attached.

## **B. Awards and Presentations**

1. Crime Stoppers Presentation – Chair Imran Hasan and Vice-Chair Harry Pedwell
  1. Trustee Brea Corbet: The Crime Stoppers website indicates the organization is looking for volunteers. Our secondary students require 40 hours of volunteering as a graduation requirement. Do you know if there are any volunteer opportunities for students 18 years old and under with Crime Stoppers?

Chair Imran Hassan: We encourage youth to engage, and we could work with students to complete their 40 hours by assisting in our various projects i.e., Toys4Tots, car show, car wash, farmers market.
  2. Trustee Darryl D’Souza: Do you presently collaborate with any other school boards?

Chair Imran Hassan: We are building relationships with partners and businesses; we have not worked with other school boards. We would like to work with DPCDSB and prove our concept and then we would involve other school boards.
  3. Trustee Darryl D’Souza: A question to staff regarding the signage. What would it take to have signage up in our schools?

Associate Director Del Bianco: We would work with Crime Stoppers and our Communications team to determine the details of what the message we would like represented and design the signage.

4. Trustee Darryl D'Souza: Can we proceed?

Associate Director Del Bianco: Following the presentation we will set up a meeting to move forward.

Trustee Darryl D'Souza: We would like to be the first school board in the province to move forward, please keep us informed.

5. Trustee Luz del Rosario: What kinds of presentations would you expect to make to schools, students and parents?

Vice-Chair Harry Pedwell: In collaboration with staff, we could determine your needs and wants and tailor presentations to specific concerns i.e., bullying, human trafficking. We would take into account the age of the students, cultural appropriateness, and be mindful of the Catholic faith.

6. Trustee Stefano Pascucci: What do you do with the information/tips that are shared?

Vice-Chair Harry Pedwell: All tips go to the police and the police follow up. We do not see the tips; we have an independent call centre and the information that is provided is "scrubbed." Scrubbed, is that all identifying information is removed, i.e., IP addresses, street address, or phone numbers are removed to protect the caller's identity. The person reporting a tip will never be implicated.

*Trustee Bruno Iannicca passed the chair to Vice-Chair Mario Pascucci.*

7. Trustee Bruno Iannicca: A question to staff. After tonight could we work with the Family of Schools superintendents to share this at their monthly meetings, it would be helpful to consult with administrators determine if there is value in this program? And could we present to the Central Committee for Catholic School Councils (CCCC) to gather their input?

Associate Director Del Bianco: Step one would be to meet and explore the possibilities and gain a better understanding.

*Trustee Bruno Iannicca resumed the chair.*

**C. Delegations - Nil**

**D. Reports from Trustees for Receipt**

**1. Regular Reports**

- a. Ontario Catholic School Trustees' Association Report

Trustee Luz del Rosario reminded trustees of the OCSTA Conference during the second week of January. Please contact Michelle Vritsios to make arrangements.

- b. Good News Reports

Trustee Luz del Rosario shared that she and Director Mazzorato, Associate Director Del Bianco and Trustee Paula Dametto-Giovannozzi attended a Gospel reading of the Prodigal Son at St. Paul Catholic Secondary School (CSS). The staff and students are congratulated on their engagement and hosting such an impressive event.

Cardinal Collins blessed the eight-point star atop the Nativity scene made and painted by talented students.

**Trustee Brea Corbet**  
**Mississauga Wards 9 & 10**

Congratulations to Dufferin-Peel student Jordan Randall on hosting her 10th Annual Sock Drive. This year the goal is to collect 10,000 pairs of socks. Her idea was created for homeless people. Homeless people receive food and warm clothes, but the least donated item is socks; and they are much needed. Last year, in her 9th year she collected 8,161 pairs of socks. With the magic of Facebook and the generosity of friends, family and complete strangers she has achieved her goal each year.

**E. Reports from Committees/Administration for Receipt**

1. Community Planning and Partnerships: 2024-2025 Annual Public Meeting

Acting Superintendent Moriah introduced Senior Planner Joanne Rogers to present the report.

2. October 31, 2024 Enrolment Report

Acting Superintendent Moriah introduced Manager Stephanie Cox to present the report.

1. Trustee Mario Pascucci: What is the financial cost of the declining enrolment?

Executive Superintendent Cherepacha: A loss of approximately \$10-11,000 per student to the Core Educational funding. However, there are reduced costs of staffing, and it is difficult to calculate the ongoing operational costs, for example custodian costs, indirect staffing cuts and reduced materials.

2. Trustee Mario Pascucci: Can we discuss the effects to our marketing plans?

Executive Superintendent Cherepacha: Annually we produce the Long-Term Facilities Master Plan (LTFMP) geared to enrolment information and the resulting trends. The good news is that the rate of decline is slowing, and stabilizing year-over-year.

3. Trustee Mario Pascucci: As a result of declining enrolment parents/guardians are concerned regarding the increase in split grades.

Associate Director Del Bianco: The reality of the demographics is that fewer Catholic are living and moving into the Peel Region. The LTFMP report will be presented in April 2025.

4. Trustee Darryl D'Souza: Can staff explain why St. Roch CSS is capped when their enrolment has declined by 18 students?

Manager Cox: St. Roch CSS is one of the capped secondary schools because of the site limited capacity i.e., no room to put portables and the possibility of significant enrolment. We identify the maximum number of students starting in Grade 9, placing feeder school students first and then allowing for some students from outside the board. The data that is provided is from actual number October 31, 2024. The cap is monitored

by Planning staff who contact principals four times a year to discuss and confirm enrolment.

3. Unassigned Boundary Review

Manager Stephanie Cox summarized the report.

1. Trustee Stefano Pascucci: Can staff provide a cleaner map for each trustee?

Manager Cox: We will provide that to trustees.

2. Trustee Stefano Pascucci: In the Square One area there is and will continue to be more traffic congestion with the ongoing development, how is STOPR going to work around this congestion? Is it possible for STOPR to work in collaboration with MiWay?

Associate Director Del Bianco: STOPR will work with our coterminous board on stops and runs as development takes shape. We are not yet able to integrate with the municipal transportation.

3. Trustee Brea Corbet: Can we look at the possibility of busing shelter students to Our Lady of Mount Carmel CSS from the motel that has become a permanent shelter?

Associate Director Del Bianco: We will ask STOPR for distances and report back.

4. French Immersion Site Consolidation Consideration and Review

Manager Stephanie Cox presented the report.

1. Trustee Darryl D'Souza: Having students attend sister-sites has created challenges for First Holy Communion and Confirmation as sister-schools attend different parishes. Do we have to wait for implementation of all recommended changes until 2026, or can some recommendations occur separately?

Manager Cox: The analysis will provide answers to many questions. We hope to bring a report forward to trustees by late February 2025. The earliest implementation will occur is September 2026.

Associate Director Del Bianco: There are many factors we need to consider; we are reviewing the implications to the site that is losing students and the site that will be gaining students. As represented when parents/guardians register for FI, this is a program of choice, and it may inconvenience some families as they are responsible for the transportation of their children. We need to consider the English track students and ensure we can offer a robust program.

2. Trustee Brea Corbet: A year ago the merging of FI programs was raised at Divine Mercy Catholic Elementary School (CES) and Our Lady of Mercy CES, when can these communities expect an update about next steps?

Manager Cox: We are working on the analysis and hope to bring a report forward to trustees by late February 2025. The earliest implementation will occur is September 2026.

3. Trustee Luz del Rosario: In reviewing the map, there are more FI sites in the North than in the South. Can families enrol in whichever school they prefer for FI?

Manager Cox: The programs were initially created and offered based on site capacity. Parents/Guardians may register at any FI site.

Director Mazzorato: To clarify, when the FI program was established, we offered the flexibility of choosing a FI site that helped families, i.e., choice due to work commute. You raise the issue of families choosing a FI site that is not close but is their preference. We can review this scenario.

4. Trustee Luz del Rosario: Our coterminous board buses FI and Extended French students. Can we consider busing FI students?

Director Mazzorato: When the FI programs were established, a condition of their approval was that transportation was the responsibility of the parents/guardians. If you recall, a few years ago, the Board of Trustees asked for a report on the cost of busing for FI and it was prohibitive.

5. Air-Conditioning Feasibility Status Report - Update

Acting Superintendent Moriah introduced Manager of Capital/Facilities Renewal Projects James Fenech, Energy Management Engineer Mark Lim and Supervisor, Environmental Support Services David Bozzo to assist with the presentation and respond to questions of clarification.

1. Trustee Stefano Pascucci: Are these current figures? Is it possible to standardize the items in Appendix B?

Acting Superintendent Moriah: We are working with current numbers and can provide clarity to Appendix B in Issues & Events.

2. Trustee Stefano Pascucci: Commented that he has requested in the past that we look at planting more trees on school properties to cool school yards. There are secondary schools i.e., St. Aloysius Gonzaga CSS that have green houses, they can start the growing process of trees. The second comment made was in regard to the air conditioning of schools and the possibility of asking for donations to help with the costs. The government is about to issue \$200 to all Ontarians.

3. Trustee Mario Pascucci: In the past some of the issues that made implementation of air conditioning difficult were the size of duct work, is this still an issue?

Supervisor Bozzo: Every facility is different, and duct sizes can vary. We are working to inspect all sites to garner these details.

4. Trustee Brea Corbet: On page 60 it is indicated that St. Simon Stock CES is fully air conditioned, however, the gymnasium air conditioning does not work and needs to be replaced. Unfortunately, the air conditioning was not working for the June 2024 graduation. We understand the work is to be done during the summer of 2025. Is it possible to move up the date, i.e., Christmas or March Break, so that we may have air conditioning for the June Graduation?

Acting Superintendent Moriah: There are other issues at hand at this school, for example the boiler is end of life. We will do our best before the June Graduation.



5. Trustee Brea Corbet: Information on page 57 is incorrect. The Kindergarten classrooms at St. Richard CES do not have air conditioning and there are still five classrooms without air conditioning. At Our Lady of Mount Carmel CSS there is no air conditioning in the kitchen or in the tech areas, can staff explain?

Supervisor Bozzo: We will correct the date regarding St. Richard CES. We do not put air conditioning in kitchen and shop areas due to the large volume of exhaust and the need for fresh air return.

6. Trustee Darryl D'Souza: There seems to be several errors in the report, did we use an outside agency for this report?

Associate Direct Del Bianco: To clarify, the consultants did not write the report, they prepared the background information from site plans. We have begun the physical site inspections.

#### 6. Extended Excursions

Superintendent Drago summarized the report.

1. Trustee Luz del Rosario: Moving forward it would be helpful to see the rationale behind the cost of the trip as there are varying prices for the trips to New York.

Superintendent Radic: Fees include transportation, tours and some meals. The costs vary due to events such as Broadway shows and choice of where the hotel is booked, i.e., New York or New Jersey. Trips are booked for cultural experiences, business, drama and dance and/or social science based.

2. Trustee Brea Corbet: There is time sensitivity to some of the approvals. I understand that in the case of the joint trip of Our Lady of Mount Carmel CSS and St. Aloysius Gonzaga CSS, the tour company could not guarantee flights together if they did not commit by November 15.

Director Mazzorato: Executive Council has approved the extended excursions today.

Superintendent Radic: Following the receipt of the report tonight, administrators will be advised of approvals so they can proceed.

3. Trustee Stefano Pascucci: Can staff provide how many approved tour operators are on our approved vendor list?

Superintendent Radic: We can provide that in Issues & Events.

4. Trustee Stefano Pascucci: It would be helpful to have the full itinerary for trips included along with the curriculum ties.

Superintendent Radic: We can provide that information in Issues & Events.

#### **F. Reports from Committees/Administration requiring Action**

1. Approval to Fundraise for Outdoor Equipment

Executive Superintendent Cherepacha summarized the report.

**Moved by** Shawn Xaviour

**THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND THE BOARD OF TRUSTEES APPROVE THE REQUEST FROM ROBERT F. HALL CATHOLIC SECONDARY SCHOOL TO FUNDRAISE FOR OUTDOOR EQUIPMENT WITH A POTENTIAL COST OVER \$50,000.**

**CARRIED**

2. Policy 5.30 Supply Chain Management

Executive Superintendent Cherepacha presented with Superintendent Keys and Manager Clayton Fernandes.

**Moved by** Darryl D'Souza

**THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 5.30: SUPPLY CHAIN MANAGEMENT BE APPROVED AND ADOPTED, AS AMENDED.**

**CARRIED**

3. Revised Procedural By-Law

Executive Superintendent Vecchiarino summarized the report.

1. Trustee Brea Corbet noted that there are some formatting issues on the track changes and clean copy of the Procedural By-Law.

Superintendent Vecchiarino: We will ensure there are clean copies posted.

2. Trustee Darryl D'Souza: Has there been clarification on trustee absences due to business or illness?

Director Mazzorato: I understand that the change of vacating a trustee seat after missing one meeting without approval will not take place in September 2025. Limited absences are only in regard to Regular Board Meetings and not Committee meetings. We will continue to follow up and provide information, as necessary.

3. Trustee Mario Pascucci: I would like this issue to be brought back and reviewed by Ontario Catholic School Trustees' Association (OCSTA).

Director Mazzorato: The Procedural By-Law is before you this evening specifically because the Organizational meeting will be held next week, and it ensures that we are compliant with the Ministry regarding the Director of Education Performance Appraisal regulations. You can continue to advocate via the OCSTA resolutions in January.

Trustee Luz del Rosario commented that we have agreed to bring this issue forward to OCSTA and that we will not be the only board to bring this forward. The second issue is the concern of having the chair be in the position of having to condone a fellow trustee's absence. Also, OCSTA is challenging the Ministry as to how they can remove an elected official. I will bring back information.

4. Trustee Mario Pascucci: I do not understand how a trustee can be removed from their seat if they are attending an event at one of the schools they represent.

Director Mazzorato: The strict interpretation by the Ministry is that trustees do not have to visit schools. This makes attending a school event, instead of attending a Regular Board Meeting, an unexcused absence under the guidelines.

**Moved by** Thomas Thomas

**THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE *REVISED PROCEDURAL BY-LAW* BE APPROVED AND ADOPTED, AS AMENDED.**

**CARRIED**

**G. Additional Business - Nil**

1. Notices of Motion

**H. Questions Asked by Trustees**

1. Trustee Mario Pascucci: Can we review the school uniform policy (complete from shoes to shirts) at the next Board By-law/Policies Review Committee?

Director Mazzorato: We will.

2. Trustee Brea Corbet: Congratulations to the ICT staff for their achievement of producing digital report cards for 71,000 students. The Digital Progress Report Cards were sent out today for our elementary panel through DPCDSB student email accounts. The challenge associated is that parents/guardians have to log into their child's email or access with their child. This can result in delays and difficulty in accessing the information, and the report card expires in 14 days.

Our coterminous board, like us uses PowerSchool. They provide Elementary Progress Reports to the email account of the parent/guardian. Secondary Report Cards are emailed to the parent/guardian and student emails. Is this something our ICT department can change?

Associate Director Del Bianco: It is in the plan for our PowerSchools team.

3. Trustee Brea Corbet: In *Growing Success*, the Alternative Report Card is to accompany the Provincial Report Card. This is not the case. The Alternative Report Cards are going to parents/guardians through DPLite and the reports are going to the students. Is this something that can also be improved?

Associate Director Del Bianco: We are working to consolidate it all on one platform.

4. Trustee Luz del Rosario: Can Catholic School Councils fundraise to buy window air conditioning units for schools?

Associate Director Del Bianco: We highly discourage residential grade air conditioning units for the schools; this creates a liability for the board.

5. Trustee Shawn Xaviour: If they wanted to fundraise for commercial grade air conditioning units is that permitted?

Associate Director Del Bianco: If this were the case, before any decision is made, we would suggest a meeting with Acting Superintendent Moriah to have a conversation around requirements.

6. Trustee Darryl D'Souza: There are schools in Brampton that are not to capacity. We have an alternative education site in Brampton, is this a lease site?

Director Mazzorato: This is a leased site for St. Oscar Romero CSS to serve students of Brampton. These students are not to be placed in schools. The Ministry funds the leasing of the site.

7. Trustee Darryl D'Souza: I have requested information on the cost of the Edwin program several times and have not received information. Can staff provide a status report?

Director Mazzorato: I will reach out to you before the end of the week to schedule a conversation.

8. Trustee Darryl D'Souza: I have spoken to Associate Director Del Bianco regarding the abundant number of dropped calls going to ICT. Can staff provide an update?

Response: Staff will provide an update in Issues & Events.

9. Student Trustee Jia Sharma: Student Senate has reported that all extracurricular costs have gone up.

Director Mazzorato: Extracurricular sports and clubs should not be out of reach to participate, and there is a mechanism to assist students and families in need. Activity Fees are voluntary and there is an increase in families not submitting activity fees. All fees for clubs should have details of what is included. If schools support one team/club, then they need to support all. I will ensure the message is shared with secondary administrators.

10. Student Trustee Raheem White: Can staff please comment regarding the limit to fundraising and why clubs cannot keep the funds they have raised?

Director Mazzorato: Student led fundraising follows the General Administrative Procedures (GAP). There should be only three fundraising initiatives per year. There is no limit to the amount of funds collected, however there has to be transparency to what the fundraising funds are being raised for. Funds raised need to go through school banking not a student's bank account. I would be pleased to discuss specific schools or situations.

11. Student Trustee Raheem White: Could we formulate some type of recommendation/policy surrounding allocating funds to student led equity clubs such as Black Student Alliance (BSA) and Gay Straight Alliances (GSA), to ensure that the initiatives they want to undertake are supported. Equity initiatives in our schools certainly have the manpower, just not the financial backing.

Director Mazzorato: We will discuss with administrators the importance of assisting equitably.

12. Student Trustee Raheem White: In relation to graduations. Students were told that regardless of their ability to pay graduation fees they will graduate, however those unable to cover the fees will not receive a graduation gown. How can we save students from that embarrassment?

Director Mazzorato: We would not want that for any student. Pleased to discuss specific schools or situations.

13. Trustee Thomas Thomas: Can staff provide any information on the groundbreaking of the Ascension of the Lord CSS sports field?

Acting Superintendent Moriah: The City of Mississauga is in charge of the project. They have tendered the project and are proceeding. We will provide an update in Issues & Events.

14. Trustee Mario Pascucci: Is it possible to provide speaking notes on why we have to buy through Supply Chain Management?

Director Mazzorato: We can provide in Issues & Events

Trustee Luz del Rosario commented that it would be helpful if the GAP and Policy were included with the speaking notes.

15. Trustee Darryl D'Souza: There are two home-schooled students wishing to accompany the Rosary Apostolate members on school visits. They would be accompanied by a member who has a Criminal Background Check (CBC) on file. Is this permitted by the school board?

Director Mazzorato: We will review and provide information in Issues & Events.

16. Trustee Darryl D'Souza: I have asked for information on the number of coordinators on staff and have not seen that information.

Director Mazzorato: We will provide information in Issues & Events.

17. Trustee Darryl D'Souza: Is it possible to also get the number of administrative assistants on staff?

Director Mazzorato: We will provide information in Issues & Events. We have reduced our numbers, currently, each administrative assistant supports two superintendents and there are very few department secretaries.

18. Student Trustee Raheem White: Can staff provide an update on the possibility of tap machines?

Director Mazzorato: The Finance department has done some preliminary work and, in some cases, they have implemented QR codes for payment.

19. Student Trustee Raheem White: Could we pilot a program to distribute permission forms as we have for digital report cards?

Director Mazzorato: Great suggestion, we will review the possibility.

*Trustee Stefano Pascucci left the meeting at 10:10 p.m.*

**I. Declared Interest Items - Nil**

**J. In Camera Session**

**Moved by** Thomas Thomas

**THAT THE ADMINISTRATION AND FINANCE COMMITTEE MEETING BE ADJOURNED AND THE TRUSTEES IMMEDIATELY CONVENE AN IN CAMERA MEETING.**

**CARRIED**

**K. Report from In Camera**

Report: In Camera Minutes from September 10, 2024 and answered questions of an In Camera Nature.

**L. Future Meetings**

February 4, 2025

April 8, 2025

June 10, 2025

**M. Adjournment**

**Moved by** Luz del Rosario

**THAT THE MEETING BE ADJOURNED AT 10:48 P.M.**

**CARRIED**



<b>E3</b>	<b>Unassigned Boundary Review</b>	
<b>Q 1</b>	Trustee Stefano Pascucci: Can staff provide a cleaner map for each trustee?	Completed in November and distributed to trustees.
<b>E 5</b>	<b>Air-Conditioning Feasibility Status Report - Update</b>	
<b>Q 1</b>	Trustee Stefano Pascucci Are these current figures? Is it possible to standardize the items in Appendix B?	Updated Appendix B will be in Issues & Events on February 7, 2025.
<b>E 6</b>	<b>Extended Excursions</b>	
<b>Q 3</b>	Trustee Stefano Pascucci: Can staff provide how many approved tour operators are on our approved vendor list?	<p>Information was provided in Issues &amp; Events No.12 on November 22, 2024</p> <p>A number of follow-up questions were answered as well as a request for the number of Travel and Tour Operators that have been pre-qualified with Dufferin-Peel Catholic District School Board. There are nine (9) operators as listed below. The term of this current pre-qualification period will end September 2026. Schools or departments that organize the excursion work directly with one of the approved vendors.</p> <ol style="list-style-type: none"><li>1. Chapman Cultural Tours Ltd.</li><li>2. EduTravel Inc.</li><li>3. EF Institute for Cultural Exchange Ltd.</li><li>4. Ellison Travel &amp; Tours Ltd.</li><li>5. Evolve Tours</li><li>6. Quays Crossing Travel and Tours Ltd.</li><li>7. Temple and Temple Tours Inc.</li><li>8. TourCentral.ca</li><li>9. WorldStrides Canada Inc. (Brightspark, Explorica)</li></ol>
<b>Q 4</b>	Trustee Stefano Pascucci: It would be helpful to have the full itinerary for trips included along with the curriculum ties	Issues & Events provided details on November 15. Please see <b>Appendix 1</b>

H	Questions Asked by Trustees																			
Q 1	Trustee Mario Pascucci: Can we review the school uniforms policy (complete from shoes to shirts) at the next Board By-law/Policies Review Committee?	The policy will come forward in January, at the By-Law/Policies Review Committee.																		
Q 7	Trustee Darryl D'Souza: I have requested information on the cost of the Edwin program several times and have not received information. Can staff provide a status report?	Director Mazzorato has advised Trustee Darryl D'Souza that a report will come to the next A&F Meeting on February 4.  Note: The report came forward at Faith and Program January 14, 2025.																		
Q 8	Trustee Darryl D'Souza: I have spoken to Associate Director Del Bianco regarding the abundant number of dropped calls going to ICT. Can staff provide an update?	A follow up in-person meeting took place with Trustee D'Souza December 9, 2024 to discuss.  There was a small number of dropped calls late August due to unplanned ICT staffing absences. This has normalized within an acceptable drop rate for the size of the ICT team.																		
Q 14	Trustee Mario Pascucci: Is it possible to provide speaking notes as to why we have to buy through Supply Chain Management?	Information was provided in Issues & Events November 29, 2024 see <b>Appendix 2</b>																		
Q 15	Trustee Darryl D'Souza: There are two home-schooled students wishing to accompany the Rosary Apostolate members on school visits. They would be accompanied by a member who has a Criminal Background Check (CBC) on file. Is this permitted by the school board?	Yes, as they are under the supervision of that Rosary Apostolate member																		
Q 16	Trustee Darryl D'Souza: I have asked for information on the number of coordinators on staff and have not seen that information.	As provided in the Issues and Events on September 13, 2024. <table border="1"> <thead> <tr> <th>Department</th><th>Coordinators</th><th>Consultants</th></tr> </thead> <tbody> <tr> <td>Program</td><td>8</td><td>21</td></tr> <tr> <td>Equity &amp; Indigenous Education</td><td>2</td><td>8</td></tr> <tr> <td>Special Education</td><td>3</td><td>6</td></tr> <tr> <td>Well-Being</td><td>1</td><td></td></tr> <tr> <td>Total</td><td>14</td><td>35</td></tr> </tbody> </table>	Department	Coordinators	Consultants	Program	8	21	Equity & Indigenous Education	2	8	Special Education	3	6	Well-Being	1		Total	14	35
Department	Coordinators	Consultants																		
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Special Education	3	6																		
Well-Being	1																			
Total	14	35																		
Q 17	Trustee Darryl D'Souza: Is it possible to also get the number of administrative assistants on staff as well?	Will be provided in Issues and Events.																		



Extended Excursion 2024-2025					
School	Destination	Travel Dates	# of missed school days	Cost of trip per student	Curriculum Purpose Sites Visited/Activities
St. Joseph CSS	New York	May 15-18, 2025	1	1378.00	<u>Cross Curricular</u> Time Square, Central Park, MOMA, Radio City Music Hall, Financial District, 9/11 Memorial, Baseball Game
ADCED	United Kingdom	July 18-26, 2025 (tentative)	0	5378.00	<u>Summer School - ENG 4U Credit</u> Glasgow, Edinburgh, London, Globe Theatre, Stratford-upon-Avon, British Library, Oxford University
Iona CSS	New York	Feb. 20-23, 2025	2	1500.68	<u>Education/Performance Dance Trip</u> Alvin Ailey America Dance Theatre Workshop, Lincoln Centre for the Performing Arts, Central Park, Steps on Broadway Dance Class, Radio City Rockettes
St. Michael CSS	New York	Oct. 15-19, 2025	2	2094.20	<u>Dance and Hospitality, Culinary</u> Steps on Broadway Dance Class, Ellen's Stardust Diner, Institute of Culinary Education, Private Rockette Class, Live Theatre Show, Alvin Ailey Dance Workshop
St. Francis Xavier CSS	New York	May 16-19, 2025	0	1350.00	<u>Hospitality, Tourism, Canadian and World Studies</u> Times Square, Broadway Show, 9/11 Memorial, Central Park, Ellen's Stardust Diner, Yankees vs. Mets Baseball
Cardinal Leger CSS	New York	Oct. 16-19, 2025	2	1562.00	<u>Cross Curricular</u> Time Square, Cloisters Museum, MOMA, Museum of Art and Design, Financial District, 9/11 Memorial, Carnegie Hall Performance
Father Michael Goetz CSS	England France Italy	March 12-20, 2026	1	5152.17	<u>Cross Curricular</u> London: National Gallery, Buckingham Palace, Westminster Abbey, St. Paul's Paris: Louvre, Tuileries Garden, Versailles, Eiffel Tower Rome: Vatican, Pantheon, Colosseum
Philip Pocock CSS	New York	Nov. 19-23, 2025	2	1926.15	<u>Music Performance Tour</u> Instrumental Workshop, Choral Workshop, Broadway Performance, NBC Studios, Radio City Music Hall, Liberty State Park, Empire State Building
St. Aloysius Gonzaga CSS	Boston	April 23-27, 2025	2	1814.60	<u>Music Department Trip</u> Salem, Berklee College of Music, New England Aquarium, Symphony Hall, Diner Detective, Harvard University, Boston Symphony Orchestra
Our Lady of Mount Carmel CSS / St. Aloysius Gonzaga CSS	Italy ( <i>joint trip</i> )	March 5-13, 2025	2	4806.90	<u>Cross Curricular</u> Florence: Palazzo Vecchio, Dante's House, Gates of Paradise Venice: St. Mark's Square, Doge's Palace, Murano Glass Blowing Rome: Pantheon, Colosseum, Vatican
St. Marcellinus CSS	Washington	May 16-19, 2025	0	1,427.30	<u>Cross Curricular:</u> Washington Monument, White House, WWII Memorial, Smithsonian Museum, Arlington National Cemetery, Kennedy Center, National Archives

### Vendor Information and Engagement

At the Administration and Finance Committee meeting on November 12, 2024, trustees requested information and speaking notes related to Supply Chain on why purchasing has to be completed with vendors on contract, as well as the process potential vendors must follow to become a contract vendor with the Dufferin-Peel Catholic District School Board (DPCDSB). The DPCDSB has always operated under appropriate procurement procedures. The introduction of the *Broader Public Sector (BPS) Procurement Directive* in 2010 further strengthened the requirements for all BPS organizations. The purpose of the BPS Procurement Directive is to ensure that publicly funded goods and services are acquired through a process that is open, fair and transparent.

All dollars of spend in DPCDSB are subject to Supply Chain procedures, including purchases supported by School Generated Funds (SGF) and Catholic School Council (CSC) funds. DPCDSB is a large organization with 151 schools and several operating departments that create a total spend of significant value.

Supply Chain Management operates in compliance with *Policy 5.30 – Supply Chain Management* and *GAP 706.00 – Supply Chain Management*: both have recently been reviewed and amended to reflect updates to the BPS Procurement Directive and have been attached for your reference.

The BPS Procurement Directive was intended to provide consistent procurement practices for PBS organizations to improve accountability and transparency for procurement decisions and processes, and to maximize the value that BPS organizations receive from the use of public funds. That means, on a board-wide basis, that a competitive procurement process is required for all levels of spend greater than \$10 thousand. It is important to reiterate that the level of spend is considered on a board-wide basis, not by individual school or department. Example: schools often look to purchase physical education equipment/supplies, like basketballs, soccer balls, racquets, baseballs, etc. This commodity type is considered equipment and because the level of spend in any given year by the DPCDSB (across all schools/departments) is greater than \$10 thousand, the DPCDSB is required to competitively procure a vendor to provide these products. While under a legal contract with a vendor, all DPCDSB schools and departments are required to use that vendor to place orders for physical education equipment. The procurement process ensures all quality, performance, warranty, safety, liability, delivery requirements and fair labour practices are met.

The different types of competitive procurement forms utilized can include Quotes, Tenders, Request for Proposals (RFP), Request for Pre-qualification (RFQ) and Request for Information (RFI).

The best practices for schools/departments to follow, when making a new or different purchase, is to collaborate with the Supply Chain department first to determine if there is a vendor on contract to be used. The SupplyChain

Department supports all schools and departments, and although the request may be unique specifically to one school, there is good chance that the team as already had a similar request (from other schools) and will have insight to support the specific requirements. If not, Supply Chain staff works with the school/department to find suitable vendors to make the purchase.

## Vendor Information and Engagement

External vendors are encouraged to visit the DPCDSB website for information on how to become a vendor – located under the ‘About Us’ dropdown menu. DPCDSB utilizes Bids & Tenders as the online platform for all public procurement opportunities and to post all bids for an open, competitive process. Accordingly, it is incumbent upon vendors wishing to do business with DPCDSB to review and respond to electronically advertised opportunities such as those that appear on Bids & Tenders. DPCDSB is also engaged in cooperative purchasing, as aligned with government requirements, with other school boards and other units of government or their agencies of public authorities. External vendors should also review and respond to opportunities advertised through Supply Chain Ontario and the Ontario Education Collaborative Marketplace (OECM).

<https://www.supplyontario.ca/working-with-us/>

<https://oecm.ca/suppliers/> <https://www.bidsandtenders.com/>

## TERMS OF REFERENCE ADMINISTRATION AND FINANCE COMMITTEE - 2025

<b>CHAIR:</b>	Darryl D'Souza	
<b>VICE CHAIR:</b>	Herman Vilorio	
<b>TRUSTEES:</b>	Brea Corbet, Paula Dametto-Giovannozzi, Darryl D'Souza, Luz del Rosario, Stefano Pascucci, Anisha Thomas, Thomas Thomas, Herman Vilorio, Shawn Xaviour	
<b>STUDENT TRUSTEES:</b>	(Jan-Aug)	Indigenous Student Trustee Bailey Clyne, Jia Sharma, Raheem White
	(Sep-Dec)	TBD
<b>RESOURCE STAFF:</b>	Superintendent, Financial Services Acting Superintendent, Planning & Operations Superintendent, Human Resources & Employee Relations Chief Information Officer	Scott Keys Richard Moriah  Stephanie Strong  Ivana MacIsaac
<b>MONITORING:</b>	Associate Director, Corporate Services Executive Superintendent, Finance, Chief Financial Officer and Treasurer	Daniel Del Bianco Julie Cherepacha

The Administration and Finance Committee will:

1. Review policies, consisting of general principles relating to the effective stewardship of board resources such as real property planning, financial planning, human resources and employment, accommodation, plant, transportation and technology and make appropriate recommendations to the Board of Trustees or refer to the By-Law/Policies Review Committee for consistency as necessary;
2. Consider matters pertaining to all corporate services, or other matters pertaining to the Board as per the Procedural By-Law, referred by the Board of Trustees and make appropriate recommendations;
3. Ensure that the annual financial goals and objectives are aligned with the Dufferin-Peel Catholic District School Board (DPCDSB) multi-year strategic plan for development of the operating and capital budget;
4. Consider the financial implications of any overall budget variances as necessary through review of the interim financial reports;
5. Review all matters pertaining to advocacy, partnerships and community relations;
6. Review matters as referred by the Board of Trustees and make appropriate policy recommendations; and,
7. Receive input, through staff, as appropriate.

**REPORTS TO:** The Board of Trustees

**MEETINGS:** Five times a year, or at the discretion of the Chair

## REGISTRATION FORM FOR DELEGATIONS

All delegations are required to submit a Registration Form outlining the key points to be presented by no later than 1:00 p.m. five (5) business days before the date of the applicable meeting for the request to be considered. The written presentation and materials must be submitted by 12:00 p.m. one (1) business day prior to the meeting. Trustees may ask questions of clarification after the presentation in accordance with Board Procedural By-Law 1-01, Article 7. Delegations are reminded that no decision on the issues presented will be made at the meeting. Delegations are allotted five minutes to present.

Meeting name & date: Board Meeting - Tues., January 28, 2025 Subject: DEI and Secondary Admissions

- ☒ I wish to speak ONLY on my own behalf.  
☐ I wish to delegate as a spokesperson for: \_\_\_\_\_  
☐ I am an employee of the Board and my subject cannot be dealt with under a Board Collective Agreement.

### Please provide a brief summary of the subject of the delegation.

I wish to share my opinions on the DEI programs at schools, as well as concerns regarding catholic secondary school admissions.

The Board does not wish to prevent the expression of honest opinion, however, delegates should refrain from negative, critical or derogatory comments about identifiable persons.

Please read Dufferin-Peel Catholic District School Board By-Law # 1-01, Article 7 (*see reverse*) pertaining to delegations prior to signing, and returning the registration form to the Board and Committee Information Officer. The Board and Committee Information Officer will contact you to confirm the date and time of your delegation.

Please note that delegations will be only heard during the allotted period for delegations. If it is necessary to cancel the delegation, please do so in writing by email, fax or hand delivered copy at least 24 hours prior to the meeting: Phone 905-890-0708, Ext. 24433, Fax 905-890-8837 or Email [cindy.child@dpcdsb.org](mailto:cindy.child@dpcdsb.org)

### Delegation Contact Information: \*

Name Aneta Torchia  
 Address [REDACTED]  
[REDACTED]  
[REDACTED]

Date: January 24, 2025 Signature: \_\_\_\_\_

\* **Municipal Freedom of Information and Protection of Privacy Act:** Personal information is collected under the legal authority of the *Education Act*, RSO 1990, c. E.2 and will be used by the Board and Committee Information Officer for corresponding with delegates. Questions about this collection should be addressed to the Manager, Records Management, Access & Privacy at 890-0708, Ext. 24443.

## MINUTES

### GOVERNANCE COMMITTEE MEETING

Friday, June 21<sup>st</sup>, 2024 – 10:00 a.m.

via TEAMS

**Attendees:** David Green, Trustee (Chair) – PDSB  
Daniel Del Bianco, Associate Director, Corporate Services – DPCDSB  
Jaspal Gill, Associate Director, Operations & Equity of Access Support Services – PDSB  
Wendy Dobson, Controller of Corporate Support Services (Acting)  
Richard Moriah, (Acting) Superintendent of Planning & Operations - DPCDSB  
Anna Gentile, General Manager STOPR  
Darcy Forde, Manager Transportation  
Matt MacMaster, Manager Transportation

**Regrets:** Marianne Mazzorato, Director of Education – DPCDSB  
Rashmi Swarup, Director of Education – PDSB  
Thomas Thomas, Trustee – DPCDSB

**Recorder:** Mathilda Mascarenhas - PDSB

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#### 1 Call to Order

The meeting of the Governance Committee of the Student Transportation of Peel Region (STOPR) was called to order at 10:00 a.m.

*Daniel Del Bianco introduced Richard Moriah (Acting) Superintendent, Planning & Operations to the STOPR Governance team.*

#### Approval of Agenda

**Moved by** Jaspal Gill

**Seconded by** Wendy Dobson

**THAT THE AGENDA BE APPROVED.**

..... carried

#### 2 Approval of Minutes

**Moved by** Wendy Dobson

**Seconded by** Jaspal Gill

**THAT THE MINUTES OF THE STOPR GOVERNANCE COMMITTEE – April 11<sup>th</sup>, 2024, BE APPROVED.**

..... carried

### 3 Business Arising from the Minutes

Nil.

### 4 New Business

#### 4a STOPR Staff Update – Verbal *presented by Anna Gentile*

- STOPR has successfully recruited a Financial Officer, Muniza Akhtar, who will commence her official duties on July 9<sup>th</sup>, 2024. She is currently working in the Finance department at PDSB and has been in this role for a little under a year.

**Moved by** Daniel Del Bianco

**Seconded by** Wendy Dobson

**THAT THE VERBAL REPORT, STOPR STAFF UPDATE, BE RECEIVED.**

..... carried

#### 4b STOPR Operational Report – *presented by Anna Gentile*

##### **Bus Operator Driver Update**

- The bus operators have assured us that they have sufficient drivers to cover all routes, and we are pleased with the service they are currently delivering.

##### **Bus Driver Retention and Recruitment Bonus**

- The ministry provided funding to school boards to issue bonuses to all eligible drivers. For term one, STOPR approved a total of 1,246 drivers for the bonus. We've requested the bus companies to submit their driver lists for term two by the end of this month, and those bonuses will be paid out in July.

##### **Bus Operator Fuel Compensation**

- The Ministry of Education raised the fuel benchmark rate to \$1.50, up from the previous rate of \$0.936. The bus operators were not informed of this change, so STOPR has agreed to cover the difference between \$0.936 and \$1.50 for this year only, retroactive to September 2023. The total amount paid to all nine divisions from September 2023 to April 2024z, with costs for May and June still pending as they have not yet been calculated.

##### **Comments from committee members and STOPR staff (Anna Gentile)**

- *Will the R&R bonus for term 2 be the same amount as term 1?*
  - *We are expecting the amount to remain the same.*

##### **Summer School Transportation**

- We are currently organizing summer school transportation for both school boards. A request for quotes was issued at the beginning of May, and the selected operators are Switzer Carty, who will serve Brampton and Mississauga, and First Student, who will handle routes in Caledon and Dufferin.

**STOPR Spring Newsletter**

- STOPR distributed our Spring/Summer newsletter to all schools at both Boards. It was emailed to Dufferin-Peel schools, while PDSB schools received it through their weekly system memos. The newsletter was also posted on our social media platforms.

**Moved by** Wendy Dobson

**Seconded by** Jaspal Gill

**THAT THE REPORT, STOPR OPERATIONAL REPORT, BE RECEIVED AS INFORMATION.**

..... carried

**4c Meeting Schedule for 2024-25 School Year – presented by Anna Gentile**

- A schedule of dates was presented for both the Admin Team meetings and Governance Committee meetings for the 2024-25 school year. These dates are consistent with previous years, where Admin Team meetings took place on the second Tuesday of each month, and Governance Committee meetings were held six times a year, typically on the third or fourth Friday of the month.

**Comments from committee members and STOPR staff (Anna Gentile)**

- A request was made to change the Governance Committee meetings from Friday to Thursday.
  - An email will be sent to committee members to check availability.

**Moved by** Jaspal Gill

**Seconded by** Wendy Dobson

**THAT THE REPORT, MEETING SCHEDULE FOR 2024-25 SCHOOL YEAR, BE RECEIVED**

..... carried

**4d Chipmunk School Bus Tracking Application – Verbal presented by Darcy Forde**

The Chipmunk application, as a refresher, is a mobile app that provides parents and guardians with real-time ETAs and visual tracking of their child's school bus as it approaches the designated stop.

In April 2023, STOPR launched a pilot of the Chipmunk app with two participating schools, and we continued the pilot through the 2023-24 school year, expanding it to 79 schools. These schools include a mix of elementary and secondary schools from both boards, with a majority being elementary. Currently, there are 40 schools from Peel District and 30 from Dufferin-Peel.

The application is developed by Bus Planner, the same vendor responsible for our core transportation software, which influenced our decision to launch the pilot. We are now in the process of finalizing our assessment of the pilot results. However, our preliminary findings strongly suggest recommending discontinuation of the pilot for the 2024-25 school year and exploring alternative solutions.



Comments from committee members and STOPR staff (Darcy Forde)

- *If we consider exploring other applications, what would the timeline look like for evaluating and piloting them? Are we aiming for the next school year with a target for full implementation by September 2025 at the earliest?*
- *We have already begun investigating other potential solutions. I have had discussions with one vendor and reached out to several others, awaiting their feedback on the timelines for potentially launching another pilot. At best, we might see a pilot by late next school year, but realistically expect it will be closer to the 2025-26 school year.*

**Moved by** Daniel Del Bianco

**Seconded by** Jaspal Gill

**THAT THE VERBAL REPORT, CHIPMUNK SCHOOL BUS TRACKING APPLICATION, BE RECEIVED.**

..... carried

**4e YTD Monthly Budget Report – presented by Darcy Forde**

- In summary, we are in a strong position overall, except for one account—the Bus Contracts account. The current figures do not yet include June's numbers, which will be available in the next two weeks. We expect to come very close to the budgeted amount and may exceed it by a few thousand dollars. While this overage is not expected to be significant, it will likely be slightly higher than budgeted.

**Moved by** Wendy Dobson

**Seconded by** Daniel Del Bianco

**THAT THE REPORT, YTD MONTHLY BUDGET REPORT, BE RECEIVED.**

..... carried

**5 Additional Business**

None.

**6 Adjournment**

A motion to adjourn the meeting was made by Wendy Dobson at 10:30 a.m.

..... carried

The next STOPR Governance Committee Meeting is scheduled for ...  
**Thursday, September 19<sup>th</sup> 2024 at 10:00 a.m.**

\_\_\_\_\_  
David Green  
Chair, Governance Committee  
Student Transportation of Peel Region, STOPR

\_\_\_\_\_  
Mathilda Mascarenhas  
Recorder

## MINUTES

### GOVERNANCE COMMITTEE MEETING

Wednesday, September 25<sup>th</sup> 2024 – 1:30 p.m.

via TEAMS

**Attendees:** Daniel Del Bianco, Associate Director, Corporate Services – DPCDSB  
Jaspal Gill, Associate Director, Operations & Equity of Access Support Services – PDSB  
Wendy Dobson, Controller of Corporate Support Services (Acting)  
Anna Gentile, General Manager STOPR  
Darcy Forde, Manager Transportation  
Matt MacMaster, Manager Transportation  
Muniza Akhtar, Financial Officer

**Regrets:** Marianne Mazzorato, Director of Education – DPCDSB  
Rashmi Swarup, Director of Education – PDSB  
David Green, Trustee (Chair) - PDSB  
Thomas Thomas, Trustee – DPCDSB  
Richard Moriah, (Acting) Superintendent of Planning & Operations - DPCDSB

**Recorder:** Mathilda Mascarenhas - PDSB

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#### 1 Call to Order

The meeting of the Governance Committee of the Student Transportation of Peel Region (STOPR) was called to order at 1:40 p.m.

*A quorum was not achieved as both Trustees, David Green (PDSB) and Thomas Thomas (DPCDSB) were absent.*

#### Approval of Agenda

**Moved by** Jaspal Gill

**Seconded by** Wendy Dobson

**THAT THE AGENDA BE APPROVED.**

..... carried

#### 2 Approval of Minutes

*The minutes were not approved as revisions are required to remove the dollar amounts and total cost values under Bus Driver Retention and Recruitment Bonus as well as Bus Operator Fuel Compensation.*

### 3 Business Arising from the Minutes

Nil.

### 4 New Business

#### 4a STOPR Staff Update – Verbal presented by Anna Gentile

- STOPR has successfully recruited a Financial Officer, Muniza Akhtar.

**Moved by** Daniel Del Bianco

**Seconded by** Wendy Dobson

**THAT THE VERBAL REPORT, STOPR STAFF UPDATE, BE RECEIVED.**

..... carried

#### 4b STOPR Annual Report for 2023 – 2024 presented by Anna Gentile

- The Annual Report provides an overview of STOPR's organization, responsibilities and operational processes for the 2023 – 2024 school year.
  - The document covers key sections including an introduction, mission, organizational details, and 2023-24 statistics on student transportation, ride times, and vehicle sizes. It highlights communications data, updates on the Chipmunk tracking app pilot, and safety programs like First Time Rider and Intertrain.
  - It also addresses operator performance, compliance audits, incident reporting, and includes financial details such as ministry simulations, the annual budget, and board breakdowns. The document concludes by thanking partners and stakeholders. Approval is sought to post it on the website.

Comments from committee members and STOPR staff (Anna Gentile / Darcy Forde)

*The Chipmunk app was discussed at DPCDSB with a question about its timeline.*

- *The Chipmunk app is currently suspended indefinitely unless significant updates are made by Bus Planner. Alternative solutions require tablets on buses, which isn't feasible this school year. Implementation depends on the RFP process, likely making it a two-year timeline. Including tablet costs in the next operator contract would be more sustainable. Cost estimates from two vendors are available, with a third pending, and Bus Planner will be monitored for potential updates.*

**Moved by** Daniel Del Bianco

**Seconded by** Wendy Dobson

**THAT THE VERBAL REPORT, STOPR ANNUAL REPORT FOR 2023 - 2024, BE RECEIVED.**

..... carried

**4c STOPR Operational Report – presented by Anna Gentile**

**Bus Operator Driver Update**

- Over the summer, operators confirmed they had sufficient drivers to cover all routes. Currently, there are no major driver shortages, and any open routes are being covered by spare drivers, ensuring smooth operations.

**First-time Rider Program**

- This feels familiar as it's a repeat of previous years. The program was held on August 28 at eight schools across the Peel region. A total of 498 students registered online, and additional walk-ins brought the total number of participants to 547.

**Courtesy Transportation**

- STOPR has permanently updated the courtesy process to begin in the third week of September. This change took effect Monday, September 16.

**School Bus Safety Week and Bus Driver Appreciation Day**

- School Bus Safety Week is always observed during the third full week of October, with School Bus Appreciation Day taking place on the Wednesday of that week. This year, School Bus Safety Week runs from October 21 to 25, and School Bus Driver Appreciation Day is on October 23.

**Comments from committee members and STOPR staff (Anna Gentile)**

*The numbers of First-time Rider program seem to be dropping – 500 students from such a large region seems low.*

- *The First-Time Rider program has seen a decline in participation, with 500 students registered this year, which seems low for such a large region. The highest turnout was post-COVID, and the numbers have decreased each year since. There's a suggestion to enhance marketing, starting earlier in the spring (May and June), and providing flyers or reminders to parents, especially during JK/SK registration. Despite summer efforts, including website posts and social media promotions, starting earlier in the year could help boost registrations and make the program more sustainable for both operators and the community.*

**Moved by** Wendy Dobson

**Seconded by** Jaspal Gill

**THAT THE REPORT, STOPR OPERATIONAL REPORT, BE RECEIVED AS INFORMATION.**

..... carried

- 4d Operator Contract Rate Increase for 2024-25, Appendix A – Verbal ) *moved to*
- 4e STOPR Revised Budget for 2024 – 25 – Appendix B ) *meeting in*
- 4f YTD Budget vs Actual – Appendix C ) *November*

**5 Additional Business**

None.

**6 Adjournment**

A motion to adjourn the meeting was made by Wendy Dobson at 2:03 p.m.

..... carried

The next STOPR Governance Committee Meeting is scheduled for ...  
**Thursday, November 21<sup>st</sup> 2024 at 10:00 a.m.**

\_\_\_\_\_  
Mathilda Mascarenhas  
Recorder

## MINUTES

### GOVERNANCE COMMITTEE MEETING

Thursday, November 21, 2024 – 10:00 a.m.

via TEAMS

**Attendees:** Thomas Thomas, Trustee (Chair) – DPCDSB  
Daniel Del Bianco, Associate Director, Corporate Services – DPCDSB  
Jaspal Gill, Associate Director, Operations & Equity of Access Support Services – PDSB  
Richard Moriah, (A) Superintendent of Planning & Operations - DPCDSB  
Mathew Thomas, Controller of Planning & Accommodation - PDSB  
Anna Gentile, General Manager STOPR  
Darcy Forde, Manager Transportation  
Matt MacMaster, Manager Transportation  
Muniza Akhtar, Financial Officer

**Regrets:** Marianne Mazzorato, Director of Education – DPCDSB  
Rashmi Swarup, Director of Education – PDSB  
David Green, Trustee – PDSB

**Recorder:** Sharon Gibney - DPCDSB

---

#### 1 Call to Order

The meeting of the Governance Committee of the Student Transportation of Peel Region (STOPR) was called to order at 10:11 a.m.

#### Approval of Agenda

**Moved by** Mathew Thomas  
**Seconded by** Daniel Del Bianco

THAT THE AGENDA BE APPROVED.

..... carried

#### 2 Approval of Minutes

**Moved by** Daniel Del Bianco  
**Seconded by** Richard Moriah

THAT THE MINUTES OF THE STOPR GOVERNANCE COMMITTEE – June 21 and September 25), 2024, BE APPROVED.

..... carried

### 3 Business Arising from the Minutes

Nil.

### 4 New Business

#### 4a STOPR Operational Report – *presented by Anna Gentile*

##### Bus Operator Driver Update

- There are no issues to report
- All STOPR routes are being serviced
- There are drivers for all routes

##### Ministry of Education Transportation Routing Simulation

- We have begun the routing simulation based on the BusPlanner database from Oct 31, 2024
- This will be the basis for transportation funding from Ministry for the next school year
- Deadline for submission is December 11, 2024

**Moved by** Daniel Del Bianco

**Seconded by** Mathew Thomas

**THAT THE REPORT, STOPR OPERATIONAL REPORT, BE RECEIVED AS INFORMATION.**

..... carried

#### 4b Transportation Reassessments – *Verbal presented by Matt MacMaster*

- No transportation reassessments at this time

**Moved by** Daniel Del Bianco

**Seconded by** Jasper Gill

**THAT THE VERBAL REPORT, TRANSPORTATION REASSESMENTS, BE RECEIVED**

..... carried

#### 4C Inclement Weather Procedures – *Verbal presented by Darcy Forde*

- Starting in November until April STOPR are up at 5:00am to assess the weather/roads conditions
  - Contact bus operators and regions
  - Publish any issues at 6:00a.m.

**Moved by** Jaspal Gill

**Seconded by** Daniel Del Bianco

**THAT THE VERBAL REPORT, INCLEMENT WEATHER PROCEDURES, BE RECEIVED.**

..... carried

**4d YTD Monthly Budget VS Actual– presented by Muniza Akhtar**

- Everything is good, nothing major to report
- Information reflects the first 2 months of the school year

**Moved by** Mathew Thomas

**Seconded by** Richard Moriah

**THAT THE REPORT, YTD BUDGET VS ACTUAL, BE RECEIVED.**

..... carried

**4e STOPR Revised Budget 2024 - 2025 – presented by Muniza Akhtar**

- Overall STOPR revised budget increase by \$7.5m
- \$3.2m for Regional Programs
- \$2.5m for Fuel Compensation
- \$900m for additional R&R funding Regional Program drivers
- \$900k for PAS, Balanced Calendar, Early Dismissal and Provincial Schools

**Moved by** Jaspal Gill

**Seconded by** Daniel Del Bianco

**THAT THE REPORT, STOPR REVISED BUDGET 2024 - 2025, BE RECEIVED.**

..... carried

**5 Additional Business**

Comments from committee members and STOPR staff – Mathew Thomas

Acknowledge Wendy Dobson had retired

Introduced and welcomed Sharon Gibney, DPCDSB, as the new recorder for this committee

**6 Adjournment**

A motion to adjourn the meeting was made by Daniel Del Bianco at 10:22 a.m.

..... carried

The next STOPR Governance Committee Meeting is scheduled for ...

**Thursday, January 30, 2025 at 10:00 a.m.**

\_\_\_\_\_  
Thomas Thomas  
Chair, Governance Committee  
Student Transportation of Peel Region, STOPR

\_\_\_\_\_  
Sharon Gibney  
Recorder



<b>Administration and Finance Committee Meeting</b>
<b>February 4, 2025</b>
<b>LAKEVIEW VILLAGE PODIUM SCHOOL: SITE IDENTIFICATION</b>
<b>Multi-Year Strategic Plan Values: Believe, Excel, Respect, Thrive, Trust</b>

*“Rise up, walk through the length and the breadth of the land, for I will give it to you.”*

*Genesis 13:17*

## BACKGROUND

The Lakeview Village community in Mississauga is located on the former Ontario Power Generation (OPG) lands along the Lake Ontario waterfront south of Lakeshore Road East, east of Cawthra Road. The site is 177 acres and has been planned and approved for a mixed-used waterfront community (see Appendix A).

The City of Mississauga collaborated with the Province of Ontario, OPG, the community and various consultants to develop the Inspiration Lakeview Master Plan which went through multiple iterations beginning with 5,300 units in 2014, to 6,800 units in 2018, to the final version of the plan of 8,050 units approved by city council in 2021. At the time when the Master Plan was approved by the City of Mississauga with 8,050 units, the Dufferin-Peel Catholic District School Board (DPCDSB) advised the City, through the development comment process, that elementary students from the Lakeview Village development would be accommodated at Queen of Heaven Catholic Elementary School (CES) and St. Paul Catholic Secondary School (CSS).

In May of 2023, the Ministry of Municipal Affairs and Housing passed a Minister’s Zoning Order (MZO) to increase the units permitted for development in Lakeview Village from 8,050 units to 16,000 units. As a result of the significant increase in the number of units, DPCDSB planning staff reevaluated the accommodation needs in this area and determined that a school site may be required to accommodate elementary students from this development.

## DISCUSSION

### Site Identification

DPCDSB planning staff have identified a podium school within Block 8 of the Lakeview Village community to accommodate elementary students from this development and the surrounding area, if required (see Appendix A). A podium school refers to a school that is integrated into the podium, or lower levels of a condominium building.

Approximately 40,000 square feet (sf) of gross floor area (GFA) and 2-acres of outdoor play space have been committed to by the developer. A 363 pupil-place school could be accommodated in this space. A concept plan for the podium school is illustrated in Appendix B1 and B2. This concept plan demonstrates how a school could be accommodated in a podium of a residential building with 2 acres of outdoor play space. Appendix B is for illustration purposes only.

### Option to proceed with Podium School

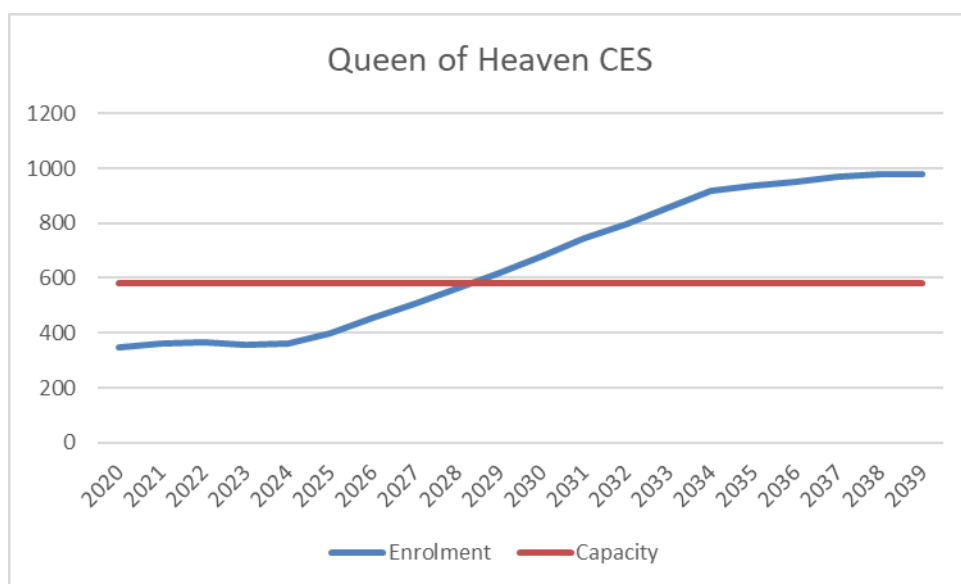
The Subdivision Agreement for the Lakeview Village development includes a clause that entitles DPCDSB to exercise its option for a podium school from the date when the parties enter into the Option Agreement until five years following the date that 7,000 units have been completed and occupied.

### Accommodation Statistics

Residential development from the Lakeview Village community is currently within the catchment area of Queen of Heaven CES and St. Paul CSS. Detailed in the table below, are the enrolment projections over the next 15 years that include students generated from this development attending the existing neighbourhood schools.

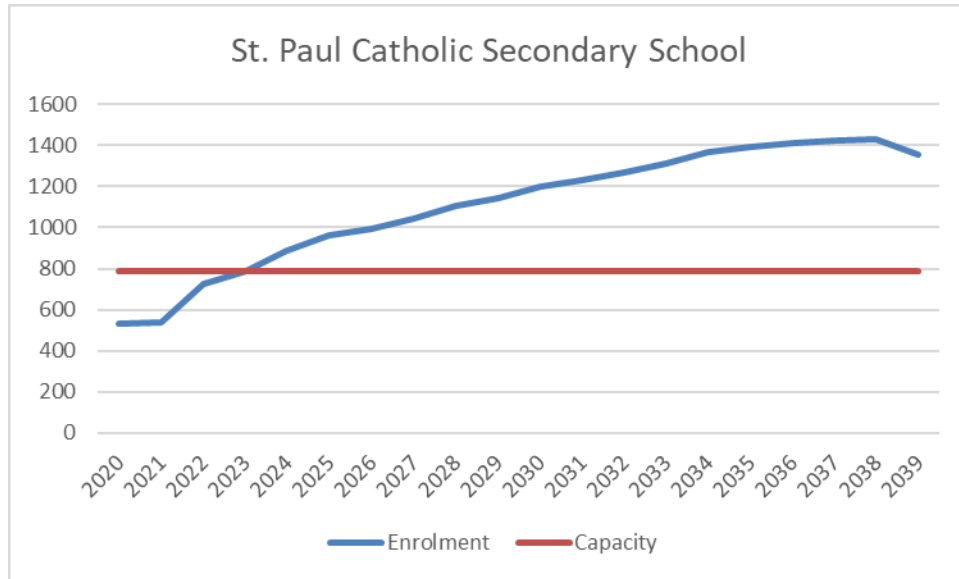
#### Queen of Heaven CES

The following chart illustrates the historic enrolment from 2020 to 2024, and the 15-year enrolment projection from 2025-2039 for Queen of Heaven CES. The enrolment projections include new students anticipated from the Lakeview Village development in addition to other proposed residential development in the area:



#### St. Paul CSS

The following chart illustrates the historic enrolment from 2020 to 2024, and the 15-year enrolment projection from 2025-2039 for St. Paul CSS. The enrolment projections include new students anticipated from the Lakeview Village development in addition to other proposed residential development in the area:



As illustrated in the above charts, enrolment is projected to exceed capacity at Queen of Heaven CES in 2028 and already exceeds capacity at St. Paul CSS. Should DPCDSB proceed with the development of the podium school in Lakeview Village, the new school will alleviate accommodation pressures at the existing elementary schools.

## CONCLUSION

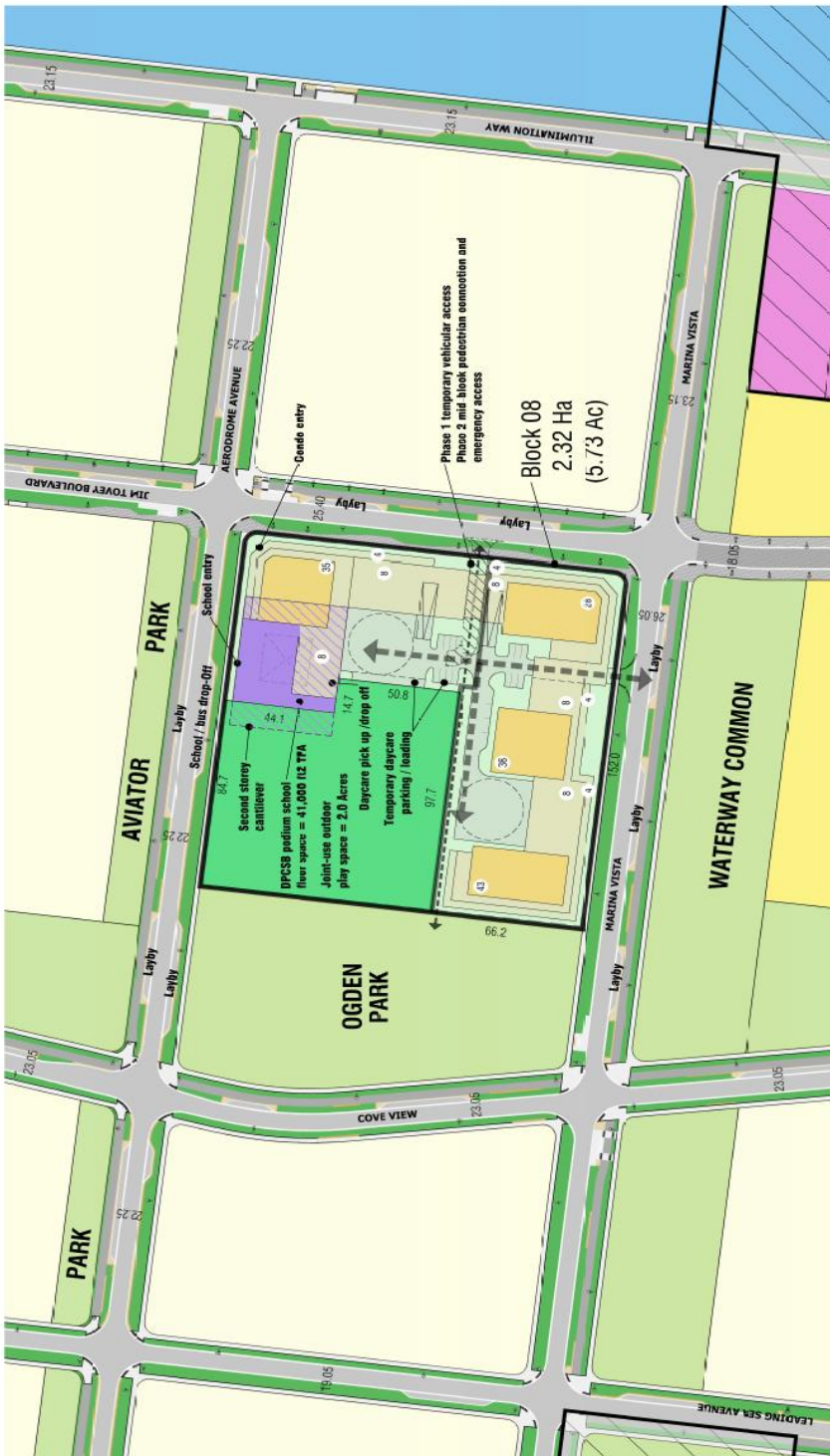
DPCDSB planning staff have identified a podium school within Block 8 of the Lakeview Village community to accommodate elementary students from this development and the surrounding area, if required. A podium school will include approximately 40,000 square feet (sf) of gross floor area (GFA) or 363 pupil places, and two acres of outdoor play space. DPCDSB is entitled to exercise its option for a podium school from the date when the parties enter into the Option Agreement until 5 years following the date that 7,000 units have been completed and occupied.

Prepared by: Joanne Rogers, Senior Planner  
Stephanie Cox, Manager, Planning  
Richard Moriah, Superintendent (A), Planning and Operations  
Daniel Del Bianco, Associate Director, Corporate Services

Submitted by: Marianne Mazzorato, Ed.D., Director of Education







**DRAFT**

LAKEVIEW VILLAGE | Mississauga, Ontario

• All rights in this plan are reserved by the City of Mississauga. No part of this plan may be reproduced without the written permission of the City of Mississauga.

• Base Source: Sarah MacIsaac dated May 5, 2022

PREPARED BY: 151 1447  
 DPCSB, School TPA = 3.77 ha  
 Total TPA = 15.86 ha  
 Prepared Block 08 TPA as per Council March 2nd 2024 meeting - 15.44 ha

GERRARD DESIGN

LAKEVIEW VILLAGE

LAKEVIEW VILLAGE | Mississauga, Ontario  
**BLOCK 08 - DPCSB PODIUM SCHOOL PROPOSAL**

DEC 18, 2024  
 PROJECT: 1724  
 SCALE: 1:1500

SK701



<b>Administration and Finance Committee Meeting</b>
<b>February 4, 2025</b>
<b><i>MOUNT PLEASANT #2 CATHOLIC ELEMENTARY SCHOOL PERMANENT AND HOST BOUNDARIES</i></b>
<b>Multi-Year Strategic Plan Values: Believe, Excel, Respect, Thrive, Trust</b>

*"May the Lord increase your number, you and your descendants"*  
Psalms 115:14

## **BACKGROUND**

In 2021 the Dufferin-Peel Catholic District School Board (DPCDSB) received capital funding from the Ministry of Education to support the construction of the Mount Pleasant #2 Catholic Elementary School (CES) and Child Care Centre. The building is currently under construction and scheduled to open in September 2025. A permanent boundary is required for the new school.

In addition to the permanent boundary, it is also recommended that a host boundary for the future development areas of Heritage Heights and Alloa also be established at Mount Pleasant #2 CES.

## **DISCUSSION**

Mount Pleasant #2 CES is located at 320 Robert Parkinson Drive in the City of Brampton. The school will have a capacity of 435 pupil places and will contain a four-room child care centre to accommodate infants, toddlers and pre-school children.

The Mount Pleasant #2 CES permanent and host boundary, described as the Mount Pleasant #2 catchment area, is illustrated on Appendix 1.

Students that live within the proposed permanent boundary are currently attending St. Daniel Comboni CES. There are also two families currently residing within the proposed host boundaries, one attending St. Daniel Comboni CES and the other attending St. Aiden CES.

### **Community Engagement**

On January 22, 2025, a community open house was held for all parents/guardians of students residing within the proposed Mount Pleasant #2 CES catchment area to discuss the recommended boundary. Parents were able to review the material presented and discuss several other issues of importance to the community.

Approximately 50 people attended the open house public meeting. The majority of the questions were focused on the name of the school, before and after school programs, transportation, child care opening date, and school hours. Parents were advised that a survey would be sent out shortly soliciting input on the school name, and that bell times and busing information would be available in the late spring or early summer following consultation with Student Transportation of Peel Region (STOPR). Planning staff

also indicated that a formal tender process is required to select a child care operator and that the selection process would occur in the spring.

### **Secondary School Accommodation**

Mount Pleasant students are located within the secondary school catchment area for St. Edmund Campion Catholic Secondary School. No change to the secondary boundary is recommended at this time.

### **CONCLUSION**

A permanent school boundary is required for Mount Pleasant #2 CES for September 2025. A community meeting was held on January 22, 2025, to receive input on the proposal to establish the Mount Pleasant #2 CES catchment area. The new boundaries are identified on Appendix 1.

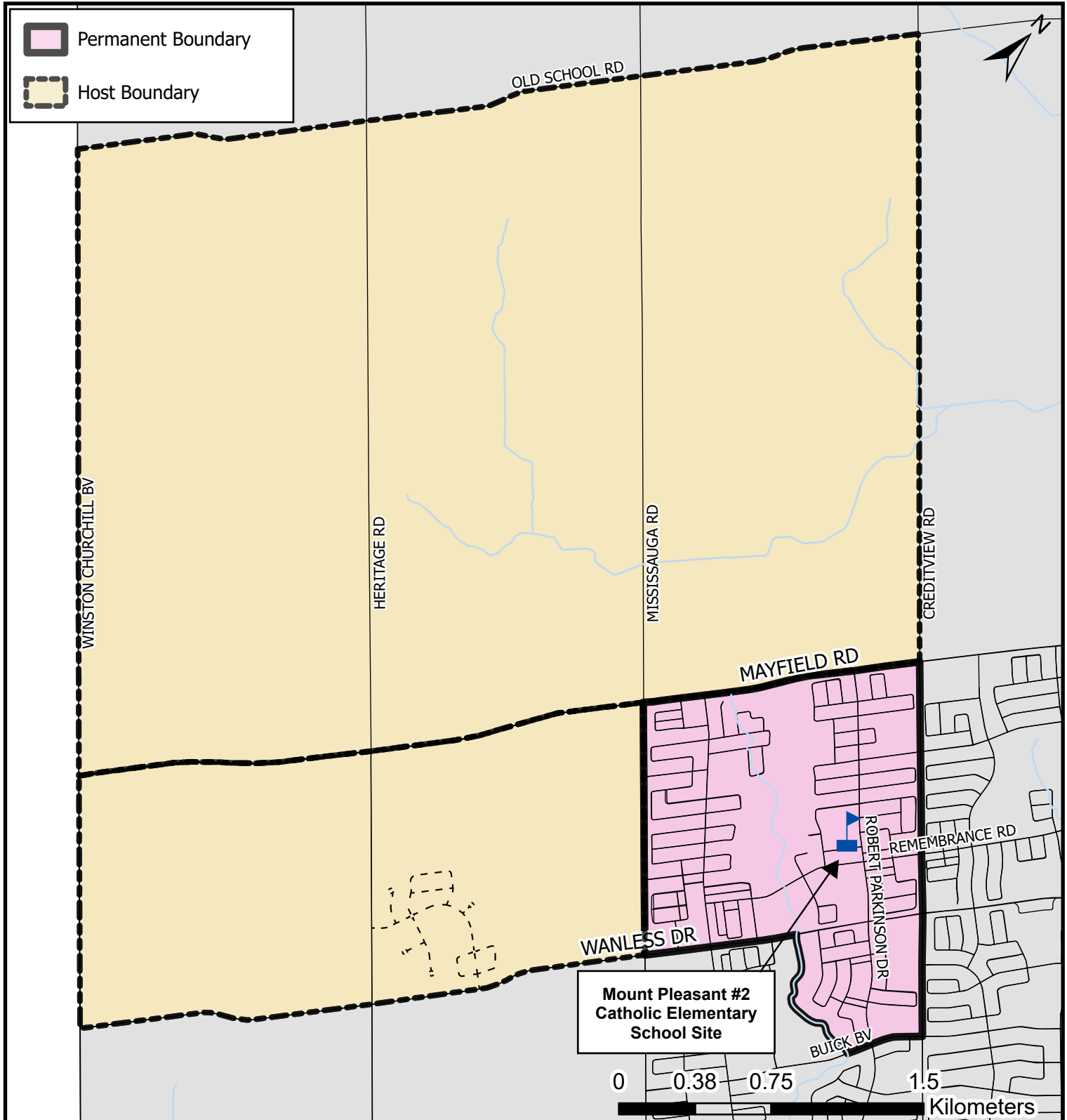
Prepared by: Krystina Koops, Planner  
Stephanie Cox, Manager, Planning  
Richard Moriah, Superintendent (A), Planning and Operations  
Daniel Del Bianco, Associate Director, Corporate Services

Submitted by: Marianne Mazzorato, Ed.D., Director of Education



# MOUNT PLEASANT #2 CATHOLIC ELEMENTARY SCHOOL PROPOSED BOUNDARIES

Appendix 1



<b>Administration and Finance Committee Meeting</b>
<b>February 4, 2025</b>
<b><i>INTERIM FINANCIAL REPORT – AS AT DECEMBER 31, 2024</i></b>
<b>Multi Year Strategic Plan Value: Believe, Excel, Respect, Thrive &amp; Trust</b>

*“In everything I did, I showed you that by this kind of hard work we must help the weak, remembering the words the Lord Jesus himself said: ‘It is more blessed to give than to receive.’”*  
(Acts 20:35)

## BACKGROUND

The purpose of an interim financial report is to provide the Board of Trustees with a clear understanding of the status of the current year’s budget versus actual expenses to date, and an outlook for the remainder of the year. Interim financial reporting is an ongoing requirement for school boards resulting from Operational Reviews.

## DISCUSSION

The attached Interim Financial Report (IFR) reflects the expenses of the Dufferin-Peel Catholic District School Board (DPCDSB) for the four (4) month period September 1, 2024 to December 31, 2024. The variance analysis provided in this report is based on both qualitative and quantitative attributes. The report highlights the financial status as at a point in time during the current fiscal year and provides the Board of Trustees with an opportunity to address potential issues in advance of receiving the year-end results.

The report uses budget as the comparator and provides current year results as well as year-over-year results. DPCDSB has projected a compliance deficit of \$38.8 million for the 2024-2025 year, impacted primarily by the employer funded Long-Term Disability (LTD) plan. LTD costs are projected to be \$27.7 million for the year. Additional cost pressures to DPCDSB continue to include the unfunded portions of the Canada Pension Plan (CPP and CPP2) and Employment Insurance (EI), the transportation grant, as well as system investment needs, such as technology, cybersecurity and curriculum materials.

### Variance Analysis:

#### Financial

This IFR contains financial data for the four (4) month period September 1, 2024, to December 31, 2024. In terms of benchmark reporting, this represents four months of the fiscal year or 33.3% of the annual budget timeframe. As at December 31, 2024, DPCDSB has total actual operating expenses amounting to 31.2% of the annual budget. Excluding amounts booked at year-end, sub-total operating expenses reflect spending of 33.3% spent to date.

The detail report indicates most categories of spend are within target levels. Classroom resources and school office expenditures are ahead of target due to proactive spend given supply chain lead times and annual expenses paid at the beginning of the year.

## **Enrolment**

Enrolment figures are updated with the Ministry of Education at specific reporting times including Estimates, Revised Estimates, March reporting and Year-end. Between the reporting dates of Estimates (June) and Revised Estimates (December), total projected enrolment decreased by 84 average daily enrolment (ADE) students (or about 0.1%). This reflects in-year enrolment comparison only. DPCDSB continues to experience enrolment decline year-over-year, however the rate of decline is slowing.

## **Staffing**

The summary of permanent staffing is an indicator of approved staffing changes during the year. Staffing changes are normally a result of enrolment changes, Ministry requirements, negotiated contractual requirements, grant funding requirements and/or approved business cases.

Classroom teachers and non-teacher components of the staffing summary reflect increases over original Estimates due to the change in composition of enrolment from projections and its impact on class size compliance requirements. DPCDSB experiences significant enrolment fluctuations at the start of the school year with continuous intake but also changes in students leaving the system.

## **CONCLUSION**

This IFR presents the budget and expense position of the DPCDSB as at the four (4) month period ended December 31, 2024. The IFR report results indicate that the board is progressing well against budget targets.

Financial Services will continue to monitor all expenses against budget.

Prepared by: Carrie Salemi, General Manager of Financial Services  
Scott Keys, Superintendent, Financial Services  
Julie Cherepacha, Executive Superintendent, Finance, CFO and Treasurer

Submitted by: Marianne Mazzorato, Ed.D., Director of Education

**Dufferin-Peel Catholic District School Board****Operating Expense Comparison****Interim Financial Report****For the Period of September 1, 2024 to December 31, 2024 (4 months)**

	<b>Budget to Actual Variance Analysis</b>			
	<b>2024/2025</b>	<b>2024/2025</b>	<b>Budget Remaining</b>	
	<b>Revised Estimates Budget</b>	<b>Actual Expenses</b>	<b>\$</b>	<b>%</b>
<b>OPERATING EXPENSES</b>				
<b>Classroom Instruction</b>				
Teachers	569,121,934	188,465,590	380,656,345	66.9%
Supply Staff	12,883,026	3,954,537	8,928,489	69.3%
Educational Resource Workers	51,224,241	19,418,630	31,805,611	62.1%
Early Childhood Educators	14,387,966	6,836,704	7,551,262	52.5%
Textbooks and Supplies	17,102,562	7,773,561	9,329,000	54.5%
Classroom Computers	6,523,779	3,468,790	3,054,989	46.8%
Professionals & Paraprofessionals	46,631,304	14,011,240	32,620,064	70.0%
Library and Guidance	22,114,779	6,497,783	15,616,996	70.6%
Staff Development	4,925,391	1,126,447	3,798,944	77.1%
Department Heads	1,774,062	581,565	1,192,497	67.2%
<b>Total Classroom Instruction</b>	<b>746,689,044</b>	<b>252,134,847</b>	<b>494,554,197</b>	<b>66.2%</b>
<b>Non-Classroom</b>				
Principal and Vice-Principals	40,196,568	12,653,101	27,543,467	68.5%
School Office	21,404,611	8,413,842	12,990,769	60.7%
Co-ordinators and Consultants	10,780,858	3,306,913	7,473,945	69.3%
Continuing Education	10,083,290	2,005,920	8,077,370	80.1%
<b>Total Non-Classroom</b>	<b>82,465,328</b>	<b>26,379,777</b>	<b>56,085,551</b>	<b>68.0%</b>
<b>Administration</b>				
Trustees	296,966	70,455	226,511	76.3%
Director/Supervisory Officers	4,541,708	1,356,732	3,184,975	70.1%
Board Administration	22,962,436	8,081,408	14,881,028	64.8%
<b>Total Administration</b>	<b>27,801,110</b>	<b>9,508,596</b>	<b>18,292,514</b>	<b>65.8%</b>
<b>Transportation</b>	<b>29,352,947</b>	<b>10,184,482</b>	<b>19,168,465</b>	<b>65.3%</b>
<b>School Operations</b>	<b>100,990,986</b>	<b>30,885,890</b>	<b>70,105,096</b>	<b>69.4%</b>
<b>SUB-TOTAL - OPERATING EXPENSES</b>	<b>987,299,415</b>	<b>329,093,592</b>	<b>658,205,823</b>	<b>66.7%</b>
Amortization Expense	48,060,511	-	48,060,511	100.0%
School Generated Funds	20,000,000	-	20,000,000	100.0%
Other Pupil Accommodation	8,043,243	4,256,583	3,786,660	47.1%
School Renewal	2,200,000	12,666	2,187,334	99.4%
Provision for Contingencies	2,838,455	-	2,838,455	100.0%
Other Non-operating expenses	6,228,143	1,312,259	4,915,884	78.9%
<b>GRAND TOTAL EXPENSES</b>	<b>1,074,669,767</b>	<b>334,675,100</b>	<b>739,994,667</b>	<b>68.9%</b>

**EXPLANATION OF MATERIAL VARIANCES**

- Supply Staff expense reflective of fill rates.
- Staff Development expenses reflect timing of implementation.
- Continuing Education expenses will be greater during summer months (i.e. Summer School).
- Transportation payments made over 10 months not 12 months.

Dufferin-Peel Catholic District School Board  
2024 - 2025 Interim Financial Report  
For the Period of September 1, 2024 to December 31, 2024 (4 months)

Summary of Financial Report		Year-Over-Year Budget Variance Analysis			
		2024/2025	2023/2024	Increase/(Decrease)	
		(Current Year)	(Prior Year)	\$	%
Revised Budget - Operating					
Core Education Funding		946,663,426	873,588,105	73,075,321	8.36%
Responsive Education Programs (REP) & Misc. Revenues		127,310,686	140,131,985	(12,821,299)	(9.15)%
Total Revenue		1,073,974,112	1,013,720,090	60,254,022	5.94%
Actual YTD Expenses					
Classroom		252,134,847	210,286,995	41,847,852	19.90%
Other Operating		82,540,253	86,127,023	(3,586,770)	(4.16)%
Grand Total Expenses		334,675,100	296,414,018	38,261,082	12.91%
Surplus / (Deficit)		739,299,012	717,306,072		
Percentage of Budget Remaining		68.8%	70.8%		

CHANGES IN REVENUE

Year-Over-Year

The year-over-year increase in Core Ed Funding is primarily due to adjustments to salary benchmarks for the Bill124 remedy and collective bargaining salary increases.

The year-over-year decline in Responsive Education Programs (REP) and miscellaneous revenues is attributed to the elimination of the Staffing to Support De-Streaming and Transition to High School grant. Additionally, REP grants fluctuate each year based on shifting priorities from the Ministry of Education and some are announced later in the year.

CHANGES IN EXPENSE

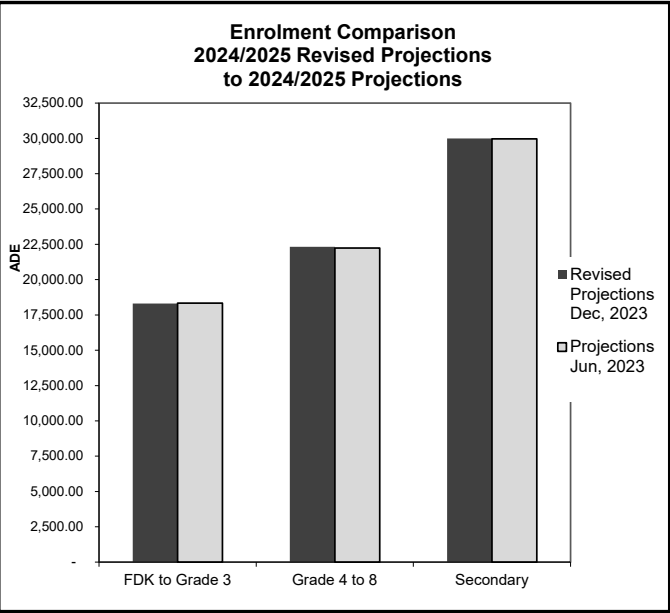
In-Year

The period September to December represents 4 months of the fiscal year or 33.3% of the annual budget. Benchmark expenses would be 33.3% spent and 66.7% of budget funds remaining.

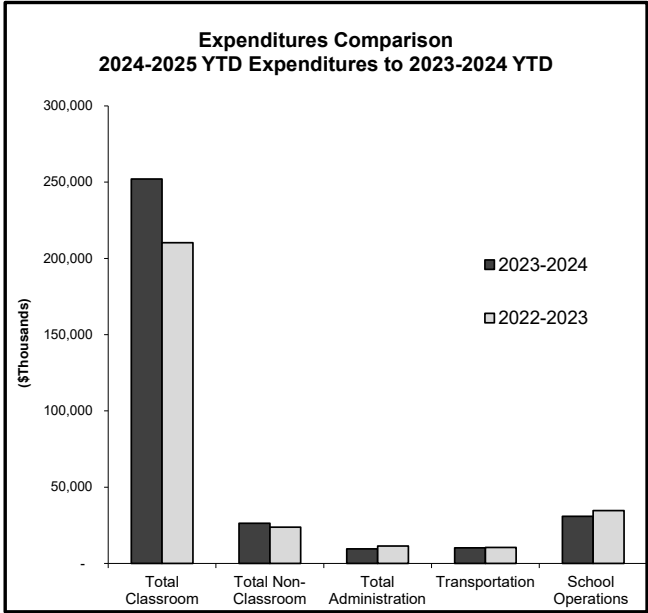
Year-Over-Year

Increase in compliance expenditures related to updated salaries from Bill124 and central negotiated salary and labour enhancements, as well as timing of expense payments.

Summary of Enrolment	In-Year Enrolment Variance Analysis			
Average Daily Enrolment By Panel	Original Projections	Revised Projections	In-Year Increase/(Decrease)	
	June 2024	Dec 2024	#	%
Elementary				
FDK to Grade 3	18,301	18,330	29	0.16%
Grade 4 to 8	22,320	22,238	(82)	(0.37)%
Total Elementary	40,621	40,568	(53)	(0.13)%
Secondary				
	29,995	29,964	(31)	(0.10)%
Other Pupils				
	50	51	1	1.96%
Total Enrolment	70,666	70,583	(83)	(0.12)%



Summary of Permanent Staffing	In-Year Staffing Variance Analysis			
Full-Time Equivalent Staff By Category	Original Projections	Revised Estimates	In-Year Increase/(Decrease)	
	June 2024	Dec 2024	#	%
Classroom				
Teachers	4,507	4,529	23	0.5%
Non-Teachers	1,922	1,933	11	0.6%
Total Classroom	6,429	6,462	33	0.5%
Non-Instructional				
	896	897	1	0.1%
Total Staff	7,325	7,359	34	0.5%



<b>Administration and Finance Committee Meeting</b>
<b>February 4, 2025</b>
<b>2025-2026 BUDGET DEVELOPMENT PROCESS</b>
<b>Multi Year Strategic Plan Value: Believe, Excel, Respect, Thrive &amp; Trust</b>

*“Without counsel plans fail, but with many advisers they succeed.”*  
(Proverbs 15:22)

## BACKGROUND

The *Core Education* (Core Ed) Funding announcement for 2025-2026 will be delayed until after the provincial election. The early call for an election has caused a delay for provincial decision making, which impacts Core Ed updates. Depending on the outcome of the election, the potential timing of an announcement could be anytime between early April and mid-May. Budget planning, however, starts well before the release of the Core Ed funding as the development process is a continuous cycle that involves stages of review, analysis, stakeholder meetings and calculations.

Dufferin-Peel Catholic District School Board (DPCDSB) is entering the fifth year of budget development while operating under a Multi-Year Financial Recovery Plan (MYFRP). DPCDSB continues to meet and work with the Ministry of Education to resolve a significant accumulated deficit position and find a path forward for financial stability. In order to ensure our partners in Catholic Education are well informed, we continue to bring reports forward, offer information sessions and welcome feedback and input to the process.

Board Policy 8.50 – *Annual Budget Development Process* guides our development process and solicitation of stakeholder inputs. The attached budget calendar (Appendix A) provides an overview of the budget development steps and opportunities for engaging the community and other stakeholders.

## DISCUSSION

Appendix A illustrates the proposed 2025-2026 budget calendar and proposed opportunities for sharing budget information.

A budget information session is scheduled for the Board of Trustees on April 8, 2025. The session provides an opportunity for trustees to share their budget priorities and strategies for 2025-2026 and receive information regarding budget challenges and funding issues. Preliminary plans for the budget development process include:

- Updates posted to the DPCDSB website to inform the community of budget presentations, reports and opportunities to provide feedback.
- Opportunities to delegate at regular board meetings and committee meetings.
- Information distributed through school newsletters and school messenger and at Catholic School Council (CSC) meetings to direct the community to the DPCDSB website.
- News releases and social media postings.
- A public budget information session on April 24, 2025.

Prior to the completion and approval of the proposed operating and capital budget reports, staff will bring forward a summary report to the Board of Trustees regarding community and stakeholder feedback.

## **CONCLUSION**

This report provides an overview of the proposed 2025-2026 Budget Development Process, including opportunities for engaging the community and other stakeholders.

### **THE FOLLOWING RECOMMENDATION IS PROVIDED FOR CONSIDERATION:**

- 1. THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND THE BOARD OF TRUSTEES APPROVE THE PROPOSED 2025-2026 BUDGET DEVELOPMENT PROCESS.**

Prepared by:                Scott Keys, Superintendent, Financial Services  
                                     Julie Cherepacha, Executive Superintendent, Finance, CFO and Treasurer

Submitted by:             Marianne Mazzorato, Ed.D., Director of Education

## 2025-2026 BUDGET CALENDAR

Time Frame	Schedule	Responsibility
December – January	<ul style="list-style-type: none"> <li>Develop budget calendar and critical path</li> <li>Plan meeting schedule</li> </ul>	Executive Council Financial Services
January – April	<ul style="list-style-type: none"> <li>April 8, 2025 - Information session with the Board of Trustees</li> <li>Review 2023-2024 year end results, identify budget challenges and pressures and determine possible budget strategies and alternatives</li> <li>Core Education (Core Ed) Funding announcement</li> </ul>	Board of Trustees Executive Council Financial Services
March – May	<ul style="list-style-type: none"> <li>Budget presentations for stakeholders, including Special Education Advisory Committee (SEAC) April 23, 2025</li> <li>Analyze impact of Core Ed Funding announcement on revenues</li> <li>Prepare preliminary estimates</li> <li>Develop budget options and refine strategies</li> <li>Update reports to the Board of Trustees</li> </ul>	Board of Trustees Executive Council Financial Services
April – May	<ul style="list-style-type: none"> <li>April 24, 2025 - Public budget information session – live webcast</li> <li>Finalize proposed budget reports</li> </ul>	Board of Trustees Executive Council
June	<ul style="list-style-type: none"> <li>Receive and approve proposed operating and capital budget reports</li> </ul>	Board of Trustees
<b>End of June 2025</b>	<ul style="list-style-type: none"> <li>File Estimates with Ministry of Education</li> </ul>	Financial Services



<b>Administration and Finance Committee Meeting</b>
<b>February 4, 2025</b>
<b>2025-2026 SCHOOL YEAR CALENDAR</b>
<b>Multi Year Strategic Plan Values: Believe, Excel and Trust</b>

*"Make me to know your ways, O Lord; teach me your paths. Lead me in your truth, and teach me, for you are the God of my salvation; for you I wait all day long."*

Psalm 25:4-5

## BACKGROUND

*Ontario Regulation (O. Reg) 304*, amended to O. Reg. 364/15 identifies that every school year shall include a minimum of 194 school days, seven Professional Activity (PA) days and a maximum of ten examination days.

## DISCUSSION

The Dufferin-Peel Catholic District School Board (DPCDSB) School Year Calendar Committee was consulted on January 7, 2025, and January 20, 2025, to review the proposed 2025-2026 school year calendar for Board of Trustee approval. The attached draft 2025-2026 school year calendar will be submitted to the Ministry of Education (Ministry) upon approval by the Board of Trustees.

In keeping with a directive from the Ministry, the following groups were consulted in developing the proposed calendar:

- DPCDSB Board of Trustees
- Elementary and Secondary Units of the Ontario English Catholic Teachers' Association (OECTA)
- Elementary and Secondary Principals' and Vice-Principals' Associations
- Central Committee for Catholic School Councils (CCCSC) -through their elementary and secondary representatives
- Board staff including Program and Learning Services, Employee Relations, Human Resources, Financial Services, Transportation Department and Senior Management Council
- Co-terminus Board(s)

## CONCLUSION

The School Year Calendar Committee reviewed the proposal for the 2025-2026 school year calendar and provided feedback and comments. Cost savings through transportation efficiencies will be attained through alignment with the co-terminus boards.

As a result of the collaboration among all parties involved, all seven Elementary PA Days and six of the seven Secondary PA days are aligned with the co-terminus boards.

**THE FOLLOWING RECOMMENDATION IS PROVIDED FOR CONSIDERATION:**

- |  |
|--|
| <p><b>1. THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE 2025-2026 SCHOOL YEAR CALENDAR BE APPROVED FOR SUBMISSION TO THE MINISTRY OF EDUCATION.</b></p> |
|--|

Prepared by: Drago Radic, Superintendent, Mississauga South

Submitted by: Marianne Mazzorato, Ed.D., Director of Education

## 2025-2026 School Year Calendar

First day of classes Elementary and Secondary Schools	Tuesday, September 2, 2025
First Day of classes Semester Two Secondary	Friday, January 30, 2026
Last instructional day Elementary and Secondary Schools	Friday, June 26, 2026
Number of school days for the 2025-2026 school year	194
Number of Instructional Days in Elementary Schools	187
Number of Instructional Days in Secondary Schools	187
Number of Professional Activity Days in Elementary Schools	7
Number of Professional Activity Days in Secondary Schools	7

### ► School Holidays for the 2025-2026 School Year

#### Every Saturday and Sunday

Labour Day	Monday, September 1, 2025
Thanksgiving Day	Monday, October 13, 2025
Christmas Break	Monday, December 22, 2025 to Friday, January 2, 2026 (inclusive)
Family Day	Monday, February 16, 2026
Mid-Winter Break	Monday, March 16, 2026 to Friday, March 20, 2026 (inclusive)
Good Friday	Friday, April 3, 2026
Easter Monday	Monday, April 6, 2026
Victoria Day	Monday, May 18, 2026

### ► Elementary Schools, including St. Sofia – Professional Activity Days

1. Monday, September 15, 2025	Principal's Day: Re-organization/Faith Development
2. Friday, October 10, 2025	Provincial Priorities in a Catholic Context
3. Friday, November 28, 2025	Provincial Priorities in a Catholic Context
4. Monday, January 19, 2026	Term 1 Assessment and Evaluation of Pupil Progress
5. Friday, February 13, 2026	Reporting to Parents
6. Friday, May 15, 2026	Provincial Priorities in a Catholic Context
7. Monday, June 8, 2026	Term 2 Assessment and Evaluation of Pupil Progress

### ► Secondary Schools – Professional Activity Days

1. Friday, October 10, 2025	Provincial Priorities in a Catholic Context
2. Friday, November 28, 2025	Provincial Priorities in a Catholic Context
3. Thursday, January 29, 2026	Principal's Day: Semester Turnaround
4. Friday, February 13, 2026	*Principal's Day: Assessment and Evaluation/Faith Development
5. Friday, May 15, 2026	Provincial Priorities in a Catholic Context
6. Thursday, June 25, 2026	*Principal's Day: Year End Reporting and Activities
7. Friday, June 26, 2026	*Principal's Day: Year End Reporting and Activities

\*Semester end and year end evaluations and school wide promotion meetings; contact parents with course and summer school recommendations, OSR and report card preparation; inventory management of books, equipment, learning materials; curriculum development for new course outlines; goal setting for the upcoming semester and school year.

### ► Secondary Schools – Examination Days

Semester 1: January 21, 22, 23, 26, 27, 2026	January 28, 2026 – Instructional Day – Examination Review
Semester 2: June 17, 18, 19, 22, 23, 2026	June 24, 2026 – Instructional Day – Examination Review

# Ontario School Year Calendar 2025 - 2026

## LEGEND

**H** Statutory Holiday      **B** Board Designated Holiday

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		0	
September	1 H	2 Start	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				0	21	
October			1	2	3	6	7	8	9	10 PA	13 H	14	15	16	17	20	21	22	23	24	27	28	29	30	31	1	21	
November	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 PA						1	19	
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22 B	23 B	24 B	25 B	26 B	29 B	30 B	31 B				15	
January				1 B	2 B	5	6	7	8	9	12	13	14	15	16	19	20	21 E	22 E	23 E	26 E	27 E	28 ER	29 PA	30 S2	1	14	5
February	2	3	4	5	6	9	10	11	12	13 PA	16 H	17	18	19	20	23	24	25	26	27						1	18	
March	2	3	4	5	6	9	10	11	12	13	16 B	17 B	18 B	19 B	20 B	23	24	25	26	27	30	31					17	
April			1	2	3 H	6 H	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30			20	
May					1	4	5	6	7	8	11	12	13	14	15 PA	18 H	19	20	21	22	25	26	27	28	29	1	19	
June	1	2	3	4	5	8	9	10	11	12	15	16	17 E	18 E	19 E	22 E	23 E	24 ER	25 PA	26 PA	29	30				2	13	5
July			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31		0	
TOTAL																									7	177	10	

Sem 1      3      89      5 = 97

Sem 2      4      88      5 = 97

Blue days:

4 PA days - same as elementary


3 PA days - include turnaround days

ER – exam review (instructional days)

Pink are exam days

## Ontario School Year Calendar 2025 - 2026

## LEGEND

 Statutory Holiday

 Board Designated Holiday

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		0	
September	1 H	2 Start	3	4	5	8	9	10	11	12	15 PA	16	17	18	19	22	23	24	25	26	29	30				1	20	
October			1	2	3	6	7	8	9	10 PA	13 H	14	15	16	17	20	21	22	23	24	27	28	29	30	31	1	21	
November	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 PA						1	19	
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22 B	23 B	24 B	25 B	26 B	29 B	30 B	31 B				15	
January				1 B	2 B	5	6	7	8	9	12	13	14	15	16	19 PA	20	21	22	23	26	27	28	29	30	1	19	
February	2	3	4	5	6	9	10	11	12	13 PA	16 H	17	18	19	20	23	24	25	26	27						1	18	
March	2	3	4	5	6	9	10	11	12	13	16 B	17 B	18 B	19 B	20 B	23	24	25	26	27	30	31					17	
April			1	2	3 H	6 H	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30			20	
May					1	4	5	6	7	8	11	12	13	14	15 PA	18 H	19	20	21	22	25	26	27	28	29	1	19	
June	1	2	3	4	5	8 PA	9	10	11	12	15	16	17	18	19	22	23	24	25	26 End	29	30				1	19	
July			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31		0	
TOTAL																									7	187		