Board Meeting Agenda

Virtual Meeting | September 22, 2020 | 7:00 pm

Regular Board Meeting Agenda

September 22 | 7:00 pm
Virtual Meeting

A. Call to Order

B. Prayer | Special Intentions | National Anthem

Oh Canada - American Sign Language

C. School | Student | Department Profile

1. Student Trustee Video 4

D. Delegations

E. Public Session

F. Approval of Agenda

G. Declaration of Conflict of Interest

H. Confirmation of Minutes

1. Regular Board Meeting - September 8, 2020

I. Unfinished Business from Previous Meetings

J. Trustee Motions

K. Presentation and Consideration of Committee Reports

1. Committee of the Whole Board - September 22, 2020
2. Memo from Superintendent of Finance and Administration

   Re: Minutes of Audit Committee - May 19, 2020 5

L. Presentation and Consideration of Staff or Trustee Reports

1. Memo from Superintendent of Continuing and Community Education

   Re: Summer Learning Program 6
2. Memo from Superintendent of Leading and Learning

   Re: Board Spiritual Theme - Year 3 7
3. Memo from Superintendent of Planning and Facilities

   Re: 2020-2021 Capital Priorities Update 8
4. Memo from Superintendent of Planning and Facilities

   Re: HVAC School Updates 10

5. Memo from Superintendent of Human Resources

   Re: Virtual Academy and In-Person Classes - Human Resources Update 12

6. Memo from Superintendent of Finance and Administration

   Re: Bank Borrowing By-law 14

7. Memo from Director of Education

   Re: Update on School Start-Up 17

M. New Business

N. Notice of Motions

O. Confirmation of Action Report - September 8, 2020

P. Enquiries | Administrative Announcements

Q. Adjournment

Information Items:

- Delegation & Public Session Presentation Guidelines
- Frequently Used Acronyms
- Board of Trustee Contact Information
- Procedural By-Laws

MEMO

Re: **Student Trustee Video**

To: Mark D. Mullan, Chairperson, and Members of the Board of Trustees

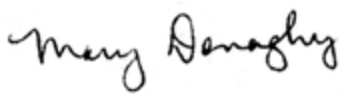
From: Mary Donaghy, Associate Director of Education

Date: September 17, 2020

On September 2, 2020, the Communications Department released a Back to School FAQs video, produced by Social Media Content Creator Nathalie Rodriguez and featuring Student Trustee Nyameer Gony, in which Nyameer answers some frequently asked questions submitted by her fellow students.

I know her colleagues on the Board of trustees will agree that Nyameer is an absolute natural! She demonstrated admirable poise and maturity in the video and did an excellent job addressing some common student concerns.

At the Board meeting of September 22, 2020, Nyameer will join me to describe her experience making the video as well as some of the social media response to it.



Mary Donaghy
Associate Director of Education

MD/ja
Ref: Regular Board meeting, September 22, 2020

Back to Agenda

MEMO

Re: **Approved Minutes of Audit Committee Meeting-Regular Session-May 19, 2020**

To: Mark D. Mullan, Chairperson, and
Members of the Board of Trustees

From: Lisa Schimmens, Superintendent of Finance and Administration

Date: September 16, 2020

Please find below a link to the Minutes for the Regular Session of the Audit Committee Meeting, which was held on May 19, 2020.

I will be presenting the above report to the Board of Trustees on September 22, 2020. I would be pleased to respond to any questions that the Board members may have at that time.

RECOMMENDATION:

THAT the Memorandum from the Superintendent of Finance and Administration dated September 15, 2020 containing the May 19, 2020 Audit Committee Meeting Minutes for the Regular Session, be received.



LS:jc

Attachment - Approved Regular Minutes-Audit Ctee Mtg-May 19-2020
Ref: Regular Board (September 22, 2020)

Back to Agenda

MEMO

Re: **Summer Learning Program Report 2020**

To: Mark D. Mullan, Chairperson, and Members of the Board of Trustees

From: Ben Vallati, Superintendent, Continuing and Community Education

Date: September 15, 2020

Jeannie Armstrong (Principal of St. Isidore Catholic School and the Summer Learning Program) will join me to present our report on the Summer Learning Program. The Summer Learning Program is coordinated through the Continuing and Community Education Department and exemplifies the Ottawa Catholic School Board's strategic commitments of Be Community, Be Well, Be Innovative.

Summer Learning Program Report 2020

RECOMMENDATION:

THAT the memorandum from the Superintendent of Continuing and Community Education dated September 15, 2020 entitled "Summer Learning Program Report 2020" be received.

B. Vallati

BV/mk
Ref: Regular Board Meeting September 22, 2020

Back to Agenda

MEMO

Re: **Board Spiritual Theme - Year Three, Walk Humbly with God**

To: Mark D. Mullan, Chairperson, and
Members of the Board of Trustees

From: Debbie Kealey, Superintendent, Leading & Learning Department

Date: September 16, 2020

Our spiritual theme unites all members of the Ottawa Catholic School Board community as a people of faith. We are now embarking on year three of our rich spiritual theme, Seek Justice, Love Kindness and Mercy, **Walk Humbly with God**.

The third year, based on Micah 6:8, will focus on our humble journey with our God. Our humility calls us to prayer, to worship, and to ritual. In other words, the prophet was calling the people to live their faith through sacred worship. Such humility calls us to share faith with others in a way that is respectful and invitational. The ministry of Jesus was inclusive and models a sense of finding God in all people and all places.

Under the leadership of Mark Siolek, Coordinator of Religious Education and Family Life, the resource, Board Spiritual Theme Year 3, 2020-2021, has been developed to help guide pedagogical practice and reflection for teachers and staff. This resource has been shared with all schools.

At the meeting on September 22, 2020 Mark Siolek and I will be in attendance to present the evolution of the Spiritual Theme as we transition into year three. We will be pleased to answer any questions may have at the meeting.

Slide Deck

RECOMMENDATION:

> **THAT the Memorandum from the Superintendent of Leading & Learning dated September 17, 2020 entitled Board Spiritual Theme - Year Three, Walk Humbly with God be received.**

Debbie Kealey, Superintendent

SM/kw
Ref: Regular Board September 22, 2020

Back to Agenda

MEMO

Re: **2020-2021 Capital Priorities Update**

To: Mark D. Mullan, Chairperson, and Members of the Board of Trustees

From: Miro Vala, Superintendent of Planning & Facilities

Date: September 16, 2020

In late September of 2019 the Board requested funding from the Ministry for the following six capital priorities:

i) a new elementary school in the Findlay Creek Community;
ii) a new elementary school in the Fernbank development area;
iii) a new consolidated elementary school to serve the student populations of St. Rita School and St. Augustine School located on the OCDSB's McGregor Easson site;
iv) a six-classroom addition to St. James School;
v) a new elementary school in the Half Moon Bay area of South Nepean; and
vi) a ten-classroom addition to St. Philip School in the Village of Richmond.

These six projects were identified within the first five-year planning window of our 2019 Capital Plan. Detailed business cases for each of the priorities were submitted for consideration.

On July 24, 2020, we received notice from the Province that capital funding had been approved for the construction of a six classroom addition to St. James School. This project will provide much needed additional instructional space in the Bridlewood section of Kanata South, and will alleviate existing accommodation pressures at St. Anne School.

An attendance boundary revision between St. James and St. Anne Schools will be required in conjunction with the completion of the addition. This change will better balance enrolment between the two schools and reduce the need for portables at St. Anne School.

During this school year we will begin discussions with the two school communities regarding the project and the attendance boundary consultation process that will be followed.

With respect to the remaining five capital priorities that were not funded by the Ministry, we recommend that the Board of Trustees maintain these as capital priorities. These projects are needed and continue to represent sound long-term planning. Our follow-up discussions with Ministry staff regarding these priorities and the business cases that were submitted has confirmed this position.

Given the accommodation pressures being experienced in some areas, for example at St. Martin de Porres School, we are moving forward with the engagement of an architectural firm and the completion of site surveying and soils testing. The new elementary schools to be built will be repeat design, single-storey buildings with a planned capacity of 507 pupil places. This work will allow us to be shovel-ready for construction when capital funding is made available.

It has been confirmed that the consolidated St. Rita and St. Augustine new elementary school will require the completion of a formal Pupil Accommodation Review (PAR) in order to be considered for funding. The Province has not yet lifted the moratorium on school closures. A new set of guidelines and then an update to the Board's policy will be required before a PAR can take place. This project will also require the purchase of

the surplus Ottawa Carleton District School Board McGregor Easson property. Although there are a number of variables involved, the project is an important one which is worth continuing to support.

We continue to advocate for investment in both the Half Moon Bay and Richmond areas of the jurisdiction, and recommend that these projects be retained as capital priorities of the Board.

It should be noted that delays in capital funding may lead to a need for additional portables on sites and/or the temporary relocation of students to other nearby schools. Staff will continue to monitor enrolment and accommodation needs at currently designated schools in advance of being able to open required new space.

The Ministry of Education has not yet released timelines for the next round of Capital Priorities. In the interim, we are hoping that consideration will be given to a province-wide supplementary funding allocation based on the unfunded 2019 business cases.

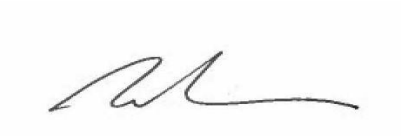
When that next round of capital priorities does take place, however, there may be new areas of need identified. Planning and Facilities staff have identified future space requirements to address enrolment pressures in Stittsville at Sacred Heart High School, and in Kanata at Holy Trinity Catholic High School. The Board is also monitoring growth in Riverside South at St. Jerome School, as well as increasing development in the Mer Bleue area.

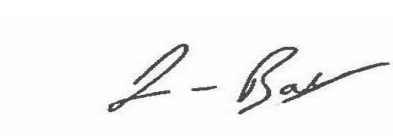
These areas, and others, will be considered when the next call for Capital Priorities is received from the Ministry.

Please see the attached slidedeck for more information.

RECOMMENDATION:

THAT the Memorandum from the Superintendent of Planning & Facilities entitled "2020-2021 Capital Priorities Update" dated September 16, 2020, be received.





Miro Vala
Superintendent of Planning and Facilities

Ian Baxter
Manager of Planning and Construction

Ref: Regular Board Meeting (September 22, 2020)

Back to Agenda

MEMO

Re: **HVAC Ventilation School Update**

To: Mark D. Mullan, Chairperson, and Members of the Board of Trustees

From: Miro Vala, Superintendent of Planning & Facilities

Date: September 16, 2020

I would like to recognize the work our Head Caretakers, Caretakers, and Trades staff have done to create safer learning environments for our students. Ventilation enhancements are one component of many that we are implementing to mitigate the spread of COVID-19 in our schools.

The focus on touchpoint cleaning, physical distancing and wearing of face masks are our primary mitigation strategies. These strategies have the greatest potential to reduce the risk of viral infection.

All Ottawa Catholic Schools were built with mechanical systems to provide outdoor air, by means of air changes to the occupants, to comply with the Ontario Building Code (OBC). Proper Indoor Air Quality (IAQ) is achieved by introducing outdoor air into occupied spaces to maintain acceptable levels of carbon dioxide, temperature and humidity.

The following types of mechanical ventilation systems, or a combination thereof are installed in all OCSB schools;

1. Central Air Handling Units:
    1.1. Ventilation occurs through a centralized unit that provides outdoor air to every occupiable room.
2. Localized Air Handling Units:
    2.1. Ventilation occurs through localized air handling units that provide outdoor air by means of a dedicated outdoor air intake or ventilation unit.
3. Exhaust Systems:
    3.1. Some schools built before 1970 may have exhaust systems in place that continuously remove air from the space to allow for outdoor air to infiltrate through the building envelope such as windows or intake louvres.

We are investing additional funds to increase the frequency of filter replacements throughout our system. This will allow us to maximize outdoor air supplied in the airstream and maintain appropriate air flows in classrooms.

There are other immediate measures that our staff are implementing to mitigate risks over a shorter period of time, instead of trying to retrofit existing mechanical systems, which has proven to be invasive, time consuming, and expensive.

Firstly, board facilities already have a quarterly Preventive Maintenance (PM) program in place for mechanical systems. This includes inspections of all rooftop HVAC equipment, heat pumps and make up air systems. Air filters are replaced, motors and outdoor air dampers are visually inspected as part of this service program to ensure systems are operating properly.

Secondly, OCSB is increasing the inspection and maintenance of ventilation systems. In addition to the regular PM program, Planning and Facilities has begun a re-commissioning program with manufacturer's representatives to proactively identify if there are operational issues with mechanical equipment. Increased inspection and maintenance is the most effective method of ensuring the designed amount of outdoor air is getting into occupied spaces.

Thirdly, OCSB will be extending the ventilation periods beyond the typical occupiable schedule in order to promote air movement before the students enter the building.

Finally, isolation rooms and classroom areas that support medically fragile students have been prioritized for the investment of additional means of air purification and to promote a safe and healthy environment equal to the rest of the building. Isolation rooms were identified for increased ventilation due to the fact that students who may become ill during school hours will be waiting in these rooms until their parent(s) or guardian(s) are able to receive them. Some classrooms have also been identified as areas where additional ventilation will benefit students that may have special medical needs such as in our developmental education classrooms. Portable high-efficiency particulate air (HEPA) filtration units will be installed within these rooms to remove any contaminants that could potentially be entrained in the air. This type of filtration unit is commonly used in dental offices, medical facilities, and hospitals.

The safety and well being of our community is one of OCSB's highest priorities. Increased inspection and maintenance of ventilation systems, prolonged ventilation run times, and the provision of localized air purification systems are the most effective ways to mitigate the risk of transmission of Covid-19 through the air. Doing so honours our strategic commitment to "Be Well" and allows us to create a safer learning environment for our students and staff.

RECOMMENDATION:

THAT the Memorandum from the Superintendent of Planning & Facilities entitled "HVAC Ventilation School Update" dated September 16, 2020, be received.



Miro Vala
Superintendent of Planning and Facilities

Ref: Regular Board Meeting (September 22, 2020)

Back to Agenda

MEMO

Re: Virtual Academy and In-Person Classes - Human Resources Update

To: Mark D. Mullan, Chairperson, and Members of the Board of Trustees

From: Steve McCabe, Superintendent of Human Resources

Date: September 16, 2020

The following chart outlines the Ministry of Education guidelines for class sizes in Ontario:

Class Type	**Average Class Size**
Kindergarten	26 No class is to exceed the cap of 29 students ECEs are assigned to classes above 15 students
Primary Class (Grades 1-3)	20 90% of these classes must be at 20 or fewer students 10% of these classes may have between 21-23 students No class is to exceed the cap of 23 students
Combined Grade 3/4 classes	23 (combined classes including a grade 3 program must not exceed 23 students)
Junior Class (Grades 4-6)	24.5 system average with no class cap
Grade 7 & 8	24.5 system average with no class cap
Grades 9 - 12	23 Current class size average with no class cap
E-Learning	30 average

Please see information regarding the class sizes for our Virtual Academy and In-Person enrollment. The numbers continue to be adjusted as we are still doing registrations and making changes; however, at the request of trustees we are providing preliminary information as a follow-up to the inquiries at the Board meeting on September 8th.

	Virtual	In-Person
Total number of grade 3 classes	36	102
Total number of grade 4 classes	29	80

Total number of grade 3/4 combined classes	1	28
% of total grade 3 and grade 4 classes that are combined classes	2%	13%

Average class Sizes	Virtual	In-Person
Kindergarten	27	17
Primary (1-3)	22	16
Junior (4-6)	29	19
Grades 7 - 8	33	22
Grades 9 - 12	26	20

Much effort has gone into the realignment of students to our Virtual Academy as we address the requests of our parent community. I will have a full compliance report available to you in the near future. We believe this effort to align thousands of students into a virtual program and balance class sizes is an excellent example of the Board's strategic commitments to *Be Community, Be Well and Be Innovative.* I will be pleased to provide the most current update regarding class sizes and respond to any questions that the Board members may have.

RECOMMENDATION:

THAT the Memorandum from the Superintendent of Human Resources dated September 16, 2020, entitled Virtual Academy and In-Person Classes - Human Resources Update, be received.



Steve McCabe, Superintendent

SM:kd
Ref: Regular Board meeting, September 22, 2020

Back to Agenda

MEMO

Re: **Bank Borrowing By-Law 01-2020**

To: Mark D. Mullan, Chairperson, and
Members of the Board of Trustees

From: Lisa Schimmens, Superintendent of Finance and Administration

Date: September 16, 2020

The purpose of this report is to authorize, by way of a bank borrowing by-law, the borrowing of up to 70.0 million dollars throughout the fiscal year of 2020/2021.

In accordance with Board Procedural By-law 13, please find attached for the consideration of the Chairperson and Members of the Board By-law 01-2020, being a by-law authorizing the borrowing of up to 70.0 million dollars throughout fiscal 2020/2021 until such time as revenues and grant advances are received from both the Ministry of Education and the City of Ottawa during the course of the 2020/2021 fiscal year.

RECOMMENDATIONS:

First Reading

THAT By-law 01-2020, a by-law to authorize the borrowing of up to seventy million dollars ($70,000,000), be approved by the Board.

Second Reading

THAT By-law 01-2020 be approved by the Board.

Third Reading

THAT By-law 01-2020 be approved by the Board.



LS:jc

Attachments - By-Law for Current Expenditure Borrowing
Ref: Regular Board (September 22, 2020)

Back to Agenda

BY-LAW FOR CURRENT EXPENDITURE BORROWING

BY-LAW number 01-2020 of the OTTAWA CATHOLIC DISTRICT SCHOOL BOARD

A BY-LAW to authorize the borrowing of **seventy million dollars ($70,000,000)**.

WHEREAS the Board deems, if necessary, to borrow monies from time to time to meet, until current revenues are received, current expenditures of the Board for the year.

AND WHEREAS pursuant to the authority of this by-law the amount that may be borrowed at any one time, together with the total of any similar borrowings that have not been repaid, shall not exceed the sum of **seventy million dollars ($70,000,000)**.

AND WHEREAS the total amount of the estimated revenues of the Board as set forth in the most recent estimates adopted, not including revenues derived from the sale of assets, borrowings or issues of debentures or from surplus is

2019/2020 Budgetary Estimates **Dollars ($633,847,000)**

AND WHEREAS the amount of uncollected revenues of the Board for the year based on the estimated revenues for the year is **Dollars ($633,847,000)**

AND WHEREAS the amount of similar borrowings (debts net of cash on hand) in the current year authorized by the Board, still outstanding and unpaid
to August 31, 2020 is **Dollars ($NIL)**

THEREFORE, the Trustees of the OTTAWA CATHOLIC DISTRICT SCHOOL BOARD hereby enact as follows:

1. That the Chairperson and Treasurer are hereby authorized, on behalf of the Board, to borrow in total seventy million **Dollars ($70,000,000)** by way of promissory note, or notes, from the NATIONAL BANK OF CANADA, necessary to meet, until current revenues are received, the current expenditures of the Board for the year provided that the amount that may be borrowed at any one time, together with the total of any similar borrowings that have not been repaid, shall not exceed the sum of seventy million **Dollars($70,000,000)** and to give on behalf of the Board, to the said Bank a promissory note or notes signed by the Chairperson and Treasurer for the monies so borrowed.

2. All sums borrowed pursuant to the authority of this by-law as well as all other sums borrowed in this year and in any previous years from the said Bank for the aforesaid purposes shall, with interest thereon, be a charge upon the whole of the revenues of the Board for the current year and for all preceding years as and when such revenues are received.

3. The Treasurer is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received for the current year and preceding years, or from any other source, which may lawfully be applied for such purpose.

FINALLY PASSED this 22nd day of September, 2020.

Mark D. Mullan - Chairperson

Thomas D'Amico - Secretary-Treasurer

I hereby certify that the foregoing is a true copy of By-law Number 01-2020 of the OTTAWA CATHOLIC DISTRICT SCHOOL BOARD duly passed at a meeting of the Trustees of the said Board, duly held, and that the said by-law is in full force and effect.

DATED THIS 22nd day of September 2020.

WITNESS the seal of the Board

(SEAL)

Thomas D'Amico - Secretary-Treasurer

Back to Agenda

MEMO

Re: **Update on School Start-Up**

To: Mark D. Mullan, Chairperson, and
Members of the Board of Trustees

From: Thomas D'Amico
Director of Education

Date: September 17, 2020

This past week we completed our staggered start to the year with our high school students in cohort "A" beginning on Monday, September 14th and students in cohort "B" starting on Tuesday, September 15th. Our 7-12 Virtual Academy also began on September 14th.

At the board meeting of September 22nd, I will be pleased to provide a verbal update for the Trustees on how our students and staff are adapting to the realities and challenges of a new school year in these pandemic times.

Recommendation:

THAT the Memorandum from the Director of Education dated September 17, 2020, entitled "Update on School Start-Up", be received.



TD/sd

Ref: Regular Board meeting, September 22, 2020

Back to Agenda