

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

COMMITTEE OF THE WHOLE MEETING MINUTES

Date: December 5, 2023

ITEM 1 ADVENT OPENING PRAYER

Chairperson P. Daly called the meeting to order at 5:00 p.m. in the Board Room of the Fr. Kyran Kennedy Catholic Education Centre.

TERRITORIAL/TREATY ACKNOWLEDGEMENT

The Chairperson recited the Territorial/Treaty Acknowledgement.

ITEM 2 NOTING OF MEMBERS PRESENT AND ABSENT, RESOLUTIONS
EXCUSING ABSENCE

PRESENT: COMMITTEE MEMBERS:

Mr. P. Daly, Chairperson, Mr. J. Valvasori, Vice-Chairperson,
Mrs. E. Agostino, Mr. L. Agro, Mrs. J. Angelini, Mr. A. D'Intino, Mrs. M. Nardini.
Mr. P. Homerski, Mr. M. Valvasori

STUDENT TRUSTEES: Miss A. Perri and Miss J. Rasiah

DIRECTOR OF EDUCATION: Mr. D. Hansen

ASSOCIATE DIRECTOR OF CORPORATE SERVICES & TREASURER:
Mrs. P. Pace-Gubekjian

STAFF:

Ms. J. Angiolillo, Superintendent of Education
Mr. A. Cortina, Chief information Officer
Mr. B. Daly, Assistant Superintendent of Education
Mrs. N. Degiuli, Controller of Business Services
Mr. P. Ferrie, Senior Manager, Facility Management Services
Mrs. T. Ferrie, Superintendent of Education
Mr. M. Hucal, Superintendent of Education
Mrs. K. Lazure-Valconi, Senior Manager Pastoral Services Employee Family
Assistance Program
Mrs. T. Kovach, Superintendent of Education
Mrs. L. Palermo, Acting Lead Human Resources
Mr. J. Volek, Manager of Planning and Accommodation

RECORDING SECRETARY: Mrs. A. Caltagirone

ITEM 3 APPROVAL OF THE ORDER OF BUSINESS

Chairperson Daly noted that 6(f) was repeated twice on the agenda and that the in-camera reports should read 6(g).

MOTION:

THAT THE ORDER OF BUSINESS BE APPROVED AS PRESENTED.

MOVER: Mr. M. Valvasori

SECONDER: Mr. P. Homerski

CARRIED

ITEM 4 DECLARATIONS OF INTEREST

Mrs. M. Nardini declared a conflict with items 6 (g) (iii) as she has children who are teachers employed by the board.

Mrs. E. Agostino declared a conflict with items 6 (g) (iii) as she has family who are teachers employed by the board.

ITEM 5 MOTIONS TO RECEIVE, MOTIONS OF REFERRAL TO COMMITTEE OR STAFF OF COMMUNICATIONS, PETITIONS AND DELEGATIONS

There was none.

ITEM 6 REPORTS:

- a) Audit Committee – Open Session Minutes of September 13, 2023

Chair Daly presented the report.

MOTION:

THAT THE MINUTES OF THE AUDIT COMMITTEE – OPEN SESSION OF SEPTEMBER 13,2023 BE APPROVED.

MOVER: Mrs. J. Angelini

SECONDER: Mr. L. Agro

CARRIED

- b) Anti-Racism Committee Minutes of November 13, 2023

Co-Chair Trustee Angelini presented the report.

MOTION:

THAT THE MINUTES OF THE ANTI-RACISM COMMITTEE OF NOVEMBER 13, 2023 BE RECEIVED.

MOVER: Mrs. J. Angelini

SECONDER: Mr. A. D’Intino

CARRIED

c) Report- Director of Education

i) School Profile – St. Augustine Catholic Elementary School

Chairperson P. Daly presented the report. He thanked the former Media and Communications Manager, Marnie Jadon for her work preparing the report.

MOTION:

THAT THE SCHOOL PROFILE – ST. AUGUSTINE CATHOLIC ELEMENTARY SCHOOL BE RECEIVED.

MOVER: Mr. P. Homerski

SECONDER: Mr. A. D’Intino

CARRIED

d) Reports – Student Trustees

i) They’ll Know We Are Christians By Our Love: Student Trustees Report

Student Trustees, Perri and Rasiah presented the report. The Student Trustees thanked Vice-Principals, Mr. Falconio and Ms. Boyce, Superintendent of Education Ms. Angiolillo and all Catholic Student Council Presidents for their input and support. Chairperson Daly thanked the Student Trustees, A. Perri and J. Rasiah for their faith filled leadership and for preparing and presenting an outstanding report. A discussion ensued following the report.

MOTION:

THAT THE REPORT THEY’LL KNOW WE ARE CHRISTIANS BY OUR LOVE: STUDENT TRUSTEES REPORT, DATED TUESDAY, DECEMBER 5, 2023, BE RECEIVED.

MOVER: Mr. M. Valvasori

SECONDER: Mr. J. Valvasori

CARRIED

e) Reports – Associate Director of Corporate Services

i) Meeting Report of the Audit Committee

The Chairperson presented the report.

MOTION:

THAT THE, MEETING REPORT OF THE AUDIT COMMITTEE, DATED DECEMBER 5, 2023 BE APPROVED.

MOVER: Mrs. M. Nardini

SECONDER: Mr. A. D’Intino

CARRIED

ii) Audit Committee Report – Consolidated 2022/2023 Financial Statements

Chairperson Daly expressed deep gratitude to Mrs. P. Pace- Gubekjian and Mrs. N. Degiuli for their inspiring commitment to good stewardship and outstanding work with regard to the preparation of the 2022/2023 Financial Statements. Mrs. P. Pace-Gubekjian acknowledged and thanked BDO LLP., and members of the Budget Steering Committee, as well as Mrs. N. Degiuli, Controller of Business Services, Mr. S. Indreica, Financial Analyst, Ms. M. Dimbu, Budget Control Officer for their strong leadership and outstanding work ethic for the comprehensive overview of the 2022-2023 Audit Final Report and consolidated financial statements.

MOTION:

THAT THE HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD APPROVE THE 2023 AUDIT FINAL REPORT TO THE AUDIT COMMITTEE AS PREPARED BY BDO CANADA LLP (APPENDIX C).

THAT THE HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD APPROVE THE AUDITED CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED AUGUST 31, 2023 (APPENDIX B).

THAT THE HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD APPROVE A REVISED DRAW FROM THE 2022/2023 APPROVED INTERNALLY APPROPRIATED SURPLUSES IN THE AMOUNT OF \$1,642.597.

THAT THE HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD APPROVE THAT THE 2022-2023 AUDITED CONSOLIDATED FINANCIAL STATEMENTS, TOGETHER WITH THE AUDITORS' REPORT BE MADE AVAILABLE PUBLICLY AND POSTED ON THE BOARD'S WEBSITE.

MOVER: Mrs. M. Nardini

SECONDER: Mrs. E. Agostino

CARRIED

iii) Ontario School Board Insurance Exchange: General Risk and Insurance Annual Invoice

Mrs. P. Pace-Gubekjian presented the report. Chair Daly noted that the purchase of legal coverage is still under consideration.

MOTION:

THAT THE BOARD APPROVE THE ANNUAL OSBIE PREMIUM INVOICE FOR THE POLICY PERIOD JANUARY 1, 2024 TO DECEMBER 31, 2024 IN THE AMOUNT OF \$617,581 PLUS 8% PST.

MOVER: Mrs. M. Nardini
SECONDER: Mrs. J. Angelini

CARRIED

iv) Enrolment Projections 2023-2024 to 2027-2028

Mrs. P. Pace-Gubekjian and Mr. J. Volek presented the report.

A question and answer period took place.

MOTION:

THAT THE REPORT, ENROLMENT PROJECTIONS 2023-24 TO 2027-28 DATED TUESDAY, DECEMBER 5, 2023 BE APPROVED.

MOVER: Mr. P. Homerski
SECONDER: Mr. A. D'Intino

CARRIED

v) Review of Education Development Charges

Mrs. P. Pace-Gubekjian and Mr. J. Volek presented the report.

A question and answer period ensued and the following motion was forthcoming:

MOTION:

THAT THE REPORT, A REVIEW OF EDUCATION DEVELOPMENT CHARGES, DATED TUESDAY, DECEMBER 5, 2023 BE APPROVED.

MOVER: Mrs. E. Agostino
SECONDER: Mr. L. Agro

CARRIED

vi) Tender Results: Replacement of Energy Recovery Ventilators at Our Lady of Mt. Carmel Catholic Elementary School (CES) and St. Teresa of Calcutta CES – Quote #5015

Chairperson Daly presented the report.

MOTION:

THAT THE BOARD AWARD THE PROJECTS TO REPLACE THE ENERGY RECOVERY VENTILATORS AT OUR LADY OF MOUNT CARMEL CATHOLIC ELEMENTARY SCHOOL (CES) AND ST. TERESA OF CALCUTTA CES, QUOTE #5015, TO SUPERIOR BOILER WORKS & WELDING LTD. FOR THE SUM OF \$754,764 PLUS HST.

MOVER: Mr. M. Valvasori
SECONDER: Mr. J. Valvasori

CARRIED

vii) Design Construction Update

Mr. P. Ferrie presented the report.

MOTION:

THAT THE DESIGN AND CONSTRUCTION UPDATES REPORT BE RECEIVED.

MOVER: Mr. L. Agro

SECONDER: Mrs. J. Angelini

CARRIED

viii) Protocols Safe Drinking Water in Schools

Mr. P. Ferrie presented the report. A question and answer period took place.

MOTION:

THAT THE PROTOCOLS FOR SAFE DRINKING WATER IN SCHOOLS BE RECEIVED.

MOVER: Mr. P. Homerski

SECONDER: Mr. A. D'Intino

CARRIED

ix) Report of High Cost Vandalism Incidents

Mr. P. Ferrie presented the report.

MOTION:

THAT THE BOARD RECEIVE THE REPORT OF HIGH COST VANDALISM INCIDENTS AS AN ITEM OF INFORMATION, AS PRESENTED IN THE REPORT DATED DECEMBER 5, 2023.

MOVER: Mr. J. Valvasori

SECONDER: Mr. L. Agro

CARRIED

x) Cogeco Cable Internet Service Renewal: Single Source

Mr. A. Cortina presented the report.

MOTION:

THAT THE BOARD APPROVE THE SINGLE SOURCE AWARD CABLE INTERNET SERVICE TO COGECO AT 45 SITES FOR A THREE-YEAR CONTRACT STARTING FEBRUARY, 2024 UNTIL JANUARY, 2027 FOR A TOTAL COST OF \$161,919.00 PLUS HST.

MOVER: Mrs. J. Angelini

SECONDER: Mr. M. Valvasori

CARRIED

f) Reports- Human Resources

- i) Annual Policy Review Approval – HM07 Health & Safety of Employee/HM13 Employee Violence in the Workplace Prevention & Response

Mrs. L. Palermo presented the report.

MOTION:

THAT THE ANNUAL POLICY REVIEW AND APPROVAL: H.M.07 HEALTH & SAFETY OF EMPLOYEES AND H.M.13 EMPLOYEE VIOLENCE IN THE WORKPLACE PREVENTION AND RESPONSE POLICIES BE APPROVED AS PRESENTED IN THE REPORT DATED DECEMBER 5, 2023.

MOVER: Mr. J. Valvasori

SECONDER: Mrs. J. Angelini

CARRIED

- ii) Pre-Service Program 2022-2023

Mrs. L. Palermo presented the report. Chair Daly recommended that a letter be sent to the associate teachers express with the Board's gratitude.

MOTION:

THAT THE REPORT PRE-SERVICE PROGRAM 2022-2023 DATED DECEMBER 5, 2023 BE RECEIVED.

MOVER: Mr. P. Homerski

SECONDER: Mrs. E. Agostino

CARRIED

- iii) Apply to Education – Applicant Tracking System

Mrs. L. Palermo presented the report. A discussion ensued.

MOTION:

THAT THE BOARD APPROVE A 5-YEAR AGREEMENT WITH APPLY TO EDUCATION AT A TOTAL COST OF \$232,209.00 PLUS HST FOR A CONSOLIDATED APPLICANT TRACKING SYSTEM, AS PRESENTED IN THE REPORT DATED DECEMBER 5, 2023.

MOVER: Mrs. M. Nardini

SECONDER: Mrs. E. Agostino

CARRIED

iv) Sole Provider: Payroll Processing Software ISYS Works/HRP Link

Mrs. L. Palermo presented the report. A discussion ensued followed by a revised motion.

MOTION:

THAT THE BOARD APPROVE A THREE-YEAR AGREEMENT WITH ISYS WORKS/HRP LINKS IN THE AMOUNT OF \$388,935.27 PLUS HST.

THAT ISYS WORKS/HRP LINKS TO BE A DESIGNATED SOLE SOURCE PROVIDER FOR THE HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD, AS PRESENTED IN THE REPORT DATED DECEMBER 5, 2023.

MOVER: Mr. J. Valvasori

SECONDER: Mr. M. Valvasori

CARRIED

v) PowerSchool Products – Annual Expense

Mrs. L. Palermo presented the report. A question and answer period took place.

MOTION:

THAT THE BOARD APPROVE THE RENEWAL OF POWERSCHOOL PRODUCTS: SMARTFIND EXPRESS, PROFESSIONAL LEARNING AND EMPLOYEE RECORDS FOR THE 2023-2024 SCHOOL YEAR IN THE AMOUNT OF \$102,993.27 PLUS HST AS PRESENTED IN THE REPORT DATED DECEMBER 5, 2023.

MOVER: Mr. P. Homerski

SECONDER: Mr. A. D’Intino

CARRIED

g) **In-Camera Reports**

i) Appointment Elementary Principal and Elementary Acting Principals (in-camera) (handout)

ii) Administrative Staff Report - ECE (in-camera)

iii) Administrative Staff Report – TEACHING (in-camera)

iv) Patrick J Daly, President, Ontario Catholic School Trustees’ Association, (in-camera)

a) Personnel Matter -verbal report (in-camera).

The meeting returned to a public session at 7:28 p.m.

ITEM 8 NOTICE OF MOTION

There was none.

ITEM 9 OTHER BUSINESS

There was none.

ITEM 10 ADJOURNMENT

Mr. A. D’Intino moved adjournment at 7:29 p.m.

Mr. P.J. Daly
Chairperson

Mr. D. Hansen
Director of Education