



Finance, Budget and Enrolment Committee (Special Meeting)

Agenda

FBEC:003A

Monday, January 31, 2022

1:00 p.m.

Electronic Meeting

Trustee Members

Parthi Kandavel (Chair), Stephanie Donaldson, James Li, Zakir Patel, Robin Pilkey, David Smith,
Manna Wong

The purpose of the meeting is to consider a time-sensitive report.

Pages

- 1. Call to Order and Acknowledgement of Traditional Lands**
- 2. Declarations of Possible Conflict of Interest**
- 3. Delegations**
To be presented
- 4. Medical Masks for Students [4248]**
- 5. Adjournment**

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Medical Masks for Students

To: Special Finance, Budget and Enrolment Committee

Date: 31 January, 2022

Report No.: 01-22-4248

Strategic Directions

- Create a Culture for Student and Staff Well-Being
- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that the Medical Masks for Students report be received.

Context

At the 24 January 2022 Special Board meeting, the Board requested that staff present a report on the feasibility and cost of the following two action items, prior to implementation:

- 1) Sourcing medical grade masks of ASTM Level 2 or higher grade for use by all Toronto District School Board students on a daily basis for the remainder of the 2021-22 school year; and,
- 2) Develop a plan for medical grade masks to be distributed to all students, at the earliest possible date.

Information around Masks

- Medical masks sold in Canada are required to conform to a generally recognized standard.
- Wearing a mask as part of regular routine is highly recommended and required in public settings such as stores, schools, public transit, etc.
- To provide effective protection, masks must be well constructed, fit well and used properly. Our supply of cloth masks provides for different sizes to enable proper fit.

- Schools are generally not considered high risk exposure settings according to the Chief Medical Officer of Ontario.
- Other COVID-19 preventative and protective measures used in schools include daily health screening, regular hand hygiene, physical distancing, HEPA filters, etc.

Explanation of the Medical Mask Grade Levels:

Level 1	Low barrier protection. Only for general use, not used for aerosols, spray or fluids.
Level 2	Moderate barrier protection. Use for low to moderate levels of aerosols, spray and/or fluids.
Level 3	Maximum barrier protection. Use for high risk of fluid, spray and/or fluids.

Update on the Costs and Procurement of Medical Masks for Students

As the quantity of student medical masks required depends on demand and student/family preference, staff have prepared a summary of the projected quantities and costs based on three quantity scenarios (see chart below).

Based on an estimated 240,000 TDSB students and an additional 10,000 students from other programs (e.g. parenting and EarlyON centres, adult learning programs, etc.) and one medical mask required per student daily, staff projects a weekly requirement of up to 1,250,000 masks. As not all TDSB students would be utilizing medical masks provided by the TDSB, two additional scenarios are provided in this report: costs associated with a usage of up to 250,000 masks per week for the 20-week period until the end of the school year, and costs associated with 625,000 masks per week until the end of the year.

In order to obtain a range of costs, staff have contacted 13 TDSB vendors and two OECM (Ontario Education Collaborative Marketplace) vendors to obtain preliminary quotes and confirm ability to support the TDSB with 250,000 pediatric and adult masks daily from February to June 2022.

The two OECM vendors and six of the TDSB suppliers provided pricing and indicated they would be able to support the quantities and delivery of these masks for this 5-month period.

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Bids were received from eight vendors. Negotiations took place with Viral Clean, the supplier who provided the lowest bid of \$0.0889 per Level 3 medical mask. They are able to provide a quantity of 1 million pediatric Level 3 medical masks weekly. This vendor offers the same pricing for adult and pediatric masks.

Below is a summary of each vendor's product offering, delivery time and pricing:

Vendor	Mask Grade	Anticipated earliest delivery date	Price per mask (inclusive of tax & freight)	50k masks per day, 5 days a week for 20 weeks	125k masks per day, 5 days a week for 20 weeks	250k masks per day, 5 days a week for 20 weeks
Viral Clean	Level 3	10 days' lead time	\$ 0.0889	444,396	1,110,990	2,221,980
Medical Mart	Level 2	Mid-February 2022	\$ 0.0987	493,739	1,234,348	2,468,696
Office Central	Level 1	Not specified	\$ 0.0999	499,562	1,248,906	2,497,812
Safety Express	Not specified	Not Specified	\$ 0.1224	611,938	1,529,846	3,059,692
Cardinal Health	Level 1	Not specified	\$ 0.1322	660,975	1,652,438	3,304,876
The Stevens Company	Level 2	1.5M first wk of Feb.; 1.5M first wk. of March; 3M first wk. of April	\$ 0.1451	725,336	1,813,340	3,626,680
Tenaquip	Level 1	1 – 2 weeks for initial release	\$ 0.1566	783,056	1,957,641	3,915,282
Tenaquip	Level 2	1 – 2 weeks for initial release	\$ 0.1624	812,070	2,030,175	4,060,349
Pacer Freight	Not specified	Not specified	\$ 0.3065	1,532,400	3,831,000	7,662,000

Based on the 20-week period, from February 7 to June 24, 2022, the total projected cost of providing student masks ranges from \$444K to \$2.2M, depending on the quantities purchased.

Viral Clean has also confirmed that the pricing above would not fluctuate based on order quantity changes. The TDSB would have the ability to order additional or fewer masks at the same price. Given the price differentials outlined above, and the fact that Level 3 masks provide maximum barrier protection, Level 1 and 2 masks are not considered for this initiative.

The TDSB has also been in contact with international vendors. The pricing offered by some of these vendors are lower compared to the pricing from the eight bids provided by TDSB and OEM vendors. However, the anticipated earliest shipment date for masks from international vendors is early March 2022 and we are not able to confirm shipment times or quality of the supplies.

Challenges identified around the Implementation Plan

Staff have identified the following issues and challenges related to providing masks to TDSB students:

- Additional burden on the Logistics team to procure and distribute a high volume of masks to TDSB students, including those in TDSB schools, parenting and EarlyON centres and Adult learning programs, on a weekly basis.
- Current staffing resources may not be sustainable with increasing demands relating to the procurement, bulk distribution, and management of PPE supplies.
- Limited storage space for masks before distribution, both at the Distribution Centre and at each TDSB site.
- Challenges with the logistics of distributing masks in schools, putting additional pressure on school staff.
- Inability to accurately project the total number of masks needed for students, as families and students may elect to use their own masks or the TDSB provided cloth masks.
- Students will not be required to wear the medical masks provided by the TDSB. As a result, the effectiveness of the masks in preventing the spread of COVID-19 in schools will be impacted depending on the uptake within a particular school/classroom.
- As the Ministry will not be funding these purchases, or providing these medical masks for students, costs will likely need to be supported through the Board's reserves as TDSB is projecting a financial deficit in the 2021-22 school year.

Action Plan and Associated Timeline

Staff will respond based on the Board's direction around distribution of masks for students.

Resource Implications

As the Ministry will not be funding the medical masks for students, this cost will need to be supported through the TDSB's reserves for the 2021-22 school year.

Communications Considerations

A communication plan will be developed, to inform families, students, and staff once a direction has been determined.

Board Policy and Procedure Reference(s)

Not applicable.

Appendices

Not applicable.

From

Craig Snider, Interim Associate Director, Business Operations and Service Excellence at craig.snider@tdsb.on.ca or at 416-395-8469

Marisa Chiu, Interim Executive Officer, Finance at marisa.chiu@tdsb.on.ca or at 647-463-2278.

Chris Ferris, Senior Manager, Administrative Services, at chris.ferris@tdsb.on.ca or at 416-395-8036.



Our Mission

To enable all students to reach high levels of achievement and well-being and to acquire the knowledge, skills and values they need to become responsible, contributing members of a democratic and sustainable society.

We Value

- Each and every student's interests, strengths, passions, identities and needs
- A strong public education system
- A partnership of students, staff, family and community
- Shared leadership that builds trust, supports effective practices and enhances high expectations
- The diversity of our students, staff and our community
- The commitment and skills of our staff
- Equity, innovation, accountability and accessibility
- Learning and working spaces that are inclusive, caring, safe, respectful and environmentally sustainable

Our Goals

Transform Student Learning

We will have high expectations for all students and provide positive, supportive learning environments. On a foundation of literacy and math, students will deal with issues such as environmental sustainability, poverty and social justice to develop compassion, empathy and problem solving skills. Students will develop an understanding of technology and the ability to build healthy relationships.

Create a Culture for Student and Staff Well-Being

We will build positive school cultures and workplaces where mental health and well-being is a priority for all staff and students. Teachers will be provided with professional learning opportunities and the tools necessary to effectively support students, schools and communities.

Provide Equity of Access to Learning Opportunities for All Students

We will ensure that all schools offer a wide range of programming that reflects the voices, choices, abilities, identities and experiences of students. We will continually review policies, procedures and practices to ensure that they promote equity, inclusion and human rights practices and enhance learning opportunities for all students.

Allocate Human and Financial Resources Strategically to Support Student Needs

We will allocate resources, renew schools, improve services and remove barriers and biases to support student achievement and accommodate the different needs of students, staff and the community.

Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

We will strengthen relationships and continue to build partnerships among students, staff, families and communities that support student needs and improve learning and well-being. We will continue to create an environment where every voice is welcomed and has influence.

Acknowledgement of Traditional Lands

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe (A NISH NA BEE), the Haudenosaunee (HOE DENA SHOW NEE) Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and Inuit peoples.

Reconnaissance des terres traditionnelles

Nous reconnaissons que nous sommes accueillis sur les terres des Mississaugas des Anichinabés (A NISH NA BAY), de la Confédération Haudenosaunee (HOE DENA SHOW NEE) et du Wendat. Nous voulons également reconnaître la pérennité de la présence des Premières Nations, des Métis et des Inuit."

Committee Mandate

- (i) To consider and make recommendations to the Board on finance matters, including procurement and contract awards, referred to it for consideration.
- (ii) To review the impact of enrolment and policy change on the Board's budget, including reviewing the impact of enrolment trends, and marketing strategies to bolster enrolment in declining areas of the city; and
- (iii) To consider strategies to balance the capital and operating budget over a multi-year period, and to make recommendations to the Board to balance the annual capital and operating budget.

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Funding Information Requirement

At the special meeting held on March 7, 2007, the Board decided that to be in order any trustee motion or staff recommendation that would require the Board to expend funds for a new initiative include the following information: the projected cost of implementing the proposal; the recommended source of the required funds, including any required amendments to the Board's approved budget; an analysis of the financial implications prepared by staff; and a framework to explain the expected benefit and outcome as a result of the expenditure.

[1]Closing of certain committee meetings

(2) A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board. R.S.O. 1990, c. E.2, s. 207 (2).

(2.1) Closing of meetings re certain investigations – A meeting of a board or a committee of a board, including a committee of the whole board shall be closed to the public when the subject-matter under considerations involves an ongoing investigation under the Ombudsman Act respecting the board