

OUR MISSION

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ. We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

OUR VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.



ADDENDUM
REGULAR MEETING OF THE MEETING OF THE
TORONTO CATHOLIC DISTRICT SCHOOL BOARD
PUBLIC SESSION

Barbara Poplawski, Chair

Maria Rizzo, Vice-Chair

Thursday, May 17, 2018

7:00 P.M.

	Pages
14. <i>Matters recommended by Statutory Committees of the Board</i>	
14.c <i>Approved Minutes of Catholic Parent Involvement Committee Meeting Held April 16, 2018</i>	1 - 9
16. <i>Reports of Officials for the Information of the Board</i>	
16.e <i>School Bus Issue at a Toronto Catholic District School Board School</i>	10 - 14



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday APRIL 16, 2018

~ Catholic Education Centre ~

7:00 P.M.

Meeting Time & Location:	7:00 PM to 10:00 PM	CEC – Catholic Teachers Centre
Chair:	Geoffrey Feldman	
Secretary (note-taker):	NTC Reporting & Transcription Inc.	

Parent & Community Members Present (voting Members):	W1 – Alison Canning W2 – Geoffrey Feldman – Chair W3 – OPEN W4 – Annalisa Crudo-Perri W5 – Nilo Ang W6 – Paul Matos (Acting) ☎ W7 – W8 – Ruth Oliveros W9 – OPEN W10 – W11 – Ben Xavier ☎ W12 – <hr/> PMAL 1 – Karla Coto PMAL 3 – <hr/> Com Rep 1 – Natalia Marriott ☎ Com Rep 3 – Dennis Hastings	W1 – W2 – Sandra Mastronardi ☎ W3 – OPEN W4 – Treasurer W5 – W6 – W7 – Joyel Joseph ☎ W8 – W9 – OPEN W10 – OPEN W11 – Desmond Alvares - Communications W12 – John Del Grande – Vice Chair <hr/> PMAL 2 – PMAL 4 – <hr/> Com Rep 2 – ☎ Telephone Symbol
Other Members In Attendance (ex officio and non-voting):	TCDSB Director of Education or Designate – John Wujek TCDSB Trustee Representative or Designate – Garry Tanuan TCDSB Parent Engagement & Toronto CPIC Liaison – Manuela Sequeira TCDSB Communications – Emmy Szekeres-Milne TCDSB Staff Support:	
Apologies for Absence:	Mark de Domenico (W1), Gus Gikas (W6); Joe Fiorante (W4); Kana Muthiah (W10); David Rodriguez (PMAL1)	
Absent:	Rosanna Del Grosso, Paulina Corpuz (W12), Yvonne Yeung (W8);	

Guests and Public in Attendance:	Mary Laframboise (FiOC); Trustee Angela Kennedy <i>No other guests present</i>
Next Meeting:	Monday May 14, 2018 Location: CEC @ 7:00 PM

AGENDA ITEMS	DISCUSSION & DECISIONS
1 Welcome, Call to Order, Roll Call, Declaration of Quorum and Prayer	The Chair welcomed everyone, called the meeting to order and led the roll call at 07:10 PM . After a determination of Members present, the Chair declared that as quorum was confirmed, the meeting was duly convened and legally constituted. G. Feldman led the opening prayer.
2 Adoption of Proposed Agenda	After those present had an opportunity to read and review the proposed Agenda, and a call for additions and changes was made, the following motion was proposed: Motion 18/04-01 MOVED THAT the proposed Agenda, including additions and changes, be formally adopted as the Meeting Agenda. Mover: <i>N. Ang W5</i> Seconded: <i>A. Canning W1</i> Carried By Consent Motion 18/04-02 MOVED THAT the proposed Agenda be reopened, to include item 11.2 Process for SEAC to Request Funds, be formally adopted as the Meeting Agenda. Mover: <i>J. Del Grande W12</i> Seconded: <i>D. Alvares W11</i>

APPROVED MONDAY MAY 14, 2018 MOTION: 18/05-02



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AGENDA ITEMS	DISCUSSION & DECISIONS
	Carried By Consent
3 Review, Approval & Confirmation of Minutes of Prior CPIC Meetings	<p>The Minutes of the Meeting of Monday, APRIL 16, 2018 were distributed</p> <p>After those present had an opportunity to review the Minutes, the following was proposed:</p> <p>Motion 18/04-03 MOVED THAT the Minutes of the Meeting of APRIL 16, 2018, with corrections and changes, be formally approved and confirmed as the official record of proceedings.</p> <p>Mover: J. Del Grande W12 Seconded: D. Hastings CR3</p> <p>Carried By Consent</p>
4 Report from the Chair	<p>Vice-Chair presided over the Meeting.</p> <p>G. Feldman reported:</p> <ul style="list-style-type: none"> • Attended CPIC subcommittee meetings: <ul style="list-style-type: none"> ○ Conference Subcommittee ○ Communications ○ FIOC event ○ Nomination and Elections subcommittee meeting • Attended, on behalf of PIC: <ul style="list-style-type: none"> ○ FIOC information sessions on Feb 13, 23, 26 and 27 ○ Youth Speaks Event - Feb 21 ○ LJH Rally on March 3 ○ March 5 Screenagers at Father Serra -- full house - very well attended • Prepared and review documents and reports <p>Chair provided a Reminder of the mandate.</p> <p>Chair presided over the Meeting.</p>
5 Report from the Trustee Representative or Designate	<p>Trustee Tanuan reported.</p> <ul style="list-style-type: none"> • Thanked everyone, on behalf of the Board, for dedication and service in recognition of National Volunteer Week. • The Information sessions about FIOC and the LJH Rally was very successful. Thanks to all who assisted. It was very well done and well attended. • This year the trustees elected the same trustees to represent the TCDSB at the OCSTA Board of Directors meetings. • During Catholic Education Week we encourage all parents to participate in school activities as well as the CPIC-OAPCE conference on May 5th. • An update on the Grants for Students Needs (GSN), the Ministry has provided its approval; we do not expect to be able to improve the performance portion of the GSN plan for this year.
6 Report from the Director of Education or Designate	<p>Superintendent Wujek reported.</p> <p>Update - re: the CPIC minutes that were accepted at the February 22nd Board of Trustee meeting. Six recommendations were made by CPIC:</p> <ul style="list-style-type: none"> • Parent engagement strategies and best practices to be a standing item at every principals meeting – Staff are working to include this as a standing item. If the Chair and Vice Chair have any information that CPIC wishes to have addressed at these meeting, please forward the information to Manuela, and it will be passed on to be presented at these principal's meetings. • Communications to CSPCs, electronic and via courier - encourage the use of

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	<p>TCDSB email addresses -- working towards this, with a plan to get this out in September. Will have something more fulsome in future.</p> <ul style="list-style-type: none">• Reminder to principals that parents should be on the Safe School Committee -- haven't don't anything on that yet. Note that the Safe Schools Plan should already be signed off and completed, but will check and see where we are on that.• How to communicate with parents at the Secondary School level -- reminded that there are parent-teacher interviews in semester schools twice a year. There are also other ways in which communication around marks, progress and learning goes home. High schools have curriculum nights for grade 9 parents, which is a good introduction into what is going on in the grade 9 program. Another practice called Early Warning Letters are given out by teachers eight weeks into each semester to communicate to parents that the student may be experiencing different in the course. Progress reports also go out, entering the midterm marks. Structured communication things already in place at the secondary level.• Communications -- teachers are professionals and do look to the partnership with parents in a meaningful and specific way. They use professional judgment in terms of reaching out to parents when there is a need. By the same token, they do respond to emails and phone calls in which parents make inquiries about children.• Three distribution lists with the Tech department are being worked on -- 1) all CSPC Chairs, Trustees, and staff; 2) All CSPC Chairs - Elementary; 3) All CSPC Chairs - Secondary. Have added the Chair and the Co-Chair of CPIC to each of the distribution list. <p>Currently staff are preparing a draft of the multiyear strategic plan 'Report Card'. Both the OAPCE-Toronto President and the CPIC Chair have contributed to the -Parent Engagement- portion of the report card. When the report card is finalized, we will ask CPIC to look at what Staff are planning as their executables for the next school year.</p> <p>At the Corporate Services meeting held on March 7th, 2018 the Budget Report- Financial Planning and Consultation Review was discussed. The process used by Staff for to generate this report is available on the TCDSB website. The public consultation on the budget will be commencing soon and all stakeholders will be contacted.</p> <p>A highlight is that the TCDSB has achieved the multi-year spending objective, and is projecting a surplus at the end of this fiscal year.</p> <p>Some new elements with the 2018/2019 budget process is that Staff have begun work on a budget book format that will work as a communication tool for transparency with this budget process.</p> <p>Will be requesting that Superintendent Nick D'Avella be given time to speak to CPIC and OAPCE Toronto on the Equity Action Plan.</p> <p>We implore members to join the Nomination & Election Subcommittee to garner as many ideas as possible to improve the turn out for the CPIC elections this coming October.</p>
7 Financial Report from the	<p>CPIC Chair reported.</p> <p>An overview of spending (attached as Appendix "A") as reported by the TCDSB up to March 31,</p>

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AGENDA ITEMS	DISCUSSION & DECISIONS
Treasurer	<p>2018 was provided and discussed by the members.</p> <p>Motion # 18/04-04 MOVED THAT the Financial Report as presented be accepted. Mover: N. Ang W5 Secured: R. Oliveros W8 Carried By Consent</p>
8 Unfinished (Old) Business and Matters Arising Minutes of Prior Meetings	<p><u>Unfinished Business/Items Deferred from Prior Meeting</u></p> <p><u>8.1 Committee Access to TCDSB Microsoft Products:</u> TCDSB staff, students, and administrators have access to the Microsoft Office Suite and some members would to also have access, to write letters, plan a PowerPoint presentation, and to create spreadsheets. Staff will pass this information to IT and report back to CPIC. It does depend on the terms of the licensing agreement between Microsoft and the Board.</p> <p><u>8.2 Parents Engaged in Education:</u> Remove Item due no further action required.</p> <p><u>8.3 Potential Loss of the Parent Resource Centre:</u> Remove Item due no further action required.</p> <p><u>8.4 Refer to G&P "Limit of attendance by phone":</u> Deferred to next meeting</p> <p><u>8.5 OAPCE-PIC Partnership:</u> Deferred to next meeting.</p> <p><u>8.6 Report FiOC Events:</u> Ward 5 has a scheduled event at Our Lady of Assumption to be held on May 26th The schedule of FiOC events in the other Wards will be announced when the location and date have been agreed upon.</p>
9 Subcommittee Reports & Recommendations	<p><u>STANDING (PERMANENT) SUBCOMMITTEES</u></p> <p><u>9.1 Budget & Priority Setting Subcommittee</u> Priorities of workplan - four main priorities for this fiscal year:</p> <ul style="list-style-type: none"> • Screenagers showings, which are proceeding • Pro Grant event • Parent Engagement Voices aka Triangle • Election subcommittee <p>Once we get a Parent Engagement report back from staff we should look at updating CPIC priorities.</p> <p>This subcommittee will schedule to meet one more time to work on the two remaining items setting a yearly budget and working with the Governance & Procedure subcommittee in terms of limits and thresholds for out of pocket expenses. The date will be announced once set.</p> <p><u>9.2 Governance & Procedure Subcommittee</u> No report presented.</p> <p><u>9.3 Nominating & Election Subcommittee</u> The following is the report from this subcommittee:</p> <p>We met to make recommendations on ways to improve parent attendance at a CPIC election.</p> <ol style="list-style-type: none"> 1. We felt that it was important for members to: <ol style="list-style-type: none"> a. Visit parents at a CSPC meetings. b. Visit parents before and after school. 2. We also felt that it was important to undertake a survey to find out what these parents

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	<p>were thinking and what they know about CPIC.</p> <ol style="list-style-type: none"> 3. It is also important to create information about CPIC that all parents can read and understand. 4. We also need a website which is separate from the TCDSB website to enable parents to communicate without fear of reprisal. 5. A two-hour block is needed on the election night. <ol style="list-style-type: none"> a. To entice parents to attend an election meeting b. Obtain orientation on CPIC, c. Have food available, d. And information on resources, financial assistance (RFF), et al. 6. Communication is important to get feedback directly from the Parents. 7. Testimonials from members would also be nice to have. 8. CPIC needs to be able to have the ability to contact people. <ol style="list-style-type: none"> a. Would like to hand out calling cards, b. Give phone numbers, c. Give our email addresses. d. Hand them out to parents before and after school e. The calling cards will say who you are and what you do. <p>This is our report for your consideration.</p> <p>Comments:</p> <p>Looking at history of elections two problems are identified:</p> <ol style="list-style-type: none"> 1) Engaging parents to come to meeting and then to put their name forward 2) Dismal attendance at election meetings. <p>Challenge is to either a) change the way we do elections, or b) find a better way to engage people to come out.</p> <p>We provide the destination but do not have a value add activity, before or at the elections.</p> <p>Question was raised as to who would plan these two-hour events at the different wards in terms of content and then elections? I think the idea is between CPIC parents, the staff, and the Ward trustee to figure out. If a trustee held a meeting on election night more people would attend.</p> <p>We need:</p> <ol style="list-style-type: none"> 1) CPIC information on a page that can be provided to parent councils and individuals of <ol style="list-style-type: none"> a. What CPIC does, b. Why a parent would be interested to be part of CPIC, c. CPIC objectives, d. CPIC priorities, and e. Things CPIC has done; 2) The Subcommittee needs to work on the structure for the 2-hour meetings to garner staff and trustee support, to have content and a reason for parents to attend on an election night. <p>Motion # 18/04-05 MOVED THAT the Nominating & Elections Subcommittee Report as presented be accepted.</p> <p>Mover: Subcommittee Seconded: Not Required</p> <p>Carried By Consent.</p> <p style="text-align: center;">BREAKOUT SESSION--- Making Parent's Voice Heard</p> <p>9.4 Conference Planning Subcommittee - Screenagers Movie:</p> <p>A. Canning Reported:</p> <p>On March 6, 2018 a screening was held at Father Serra CS, 111 Sun Row Drive, Weston, (Ward 1). 180 people attended and we obtained 30 survey responses: 80% loved the movie and would highly recommend it, felt the event was well organized. 90% percent rated highly likely or likely</p>

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	<p>to attend another Ward 1 event.</p> <p>On May 30, 2018 a screening is planned at Monsignor Percy Johnston CSS, 2170 Kipling Avenue, Rexdale, (Ward 1) as a follow-up to the Father Serra event. We plan to hold a similar format with the addition of a panel discussion to include a student, a parent, and an administrator. This will also be an opportunity for this high school to showcase itself to the community. We are also investigating if we can get buses to bring down the residents from the Northern section of the Ward 1 community. This Ward especially in the north is a neighbourhood improvement area, with a lot of barriers, and transportation is one of them. If we want engagement of these parents we will have to make it accessible.</p> <p>D. Alvares Reported: Telus has been involved during all the screenings of this movie and has provided a booth to support parents with resource material, calendars and other knickknacks to hand out. The event held at Senator O'Connor has spurred some interest in other schools and a showing will be held at St. John Paul II CSS, 685 Military Trail, Scarborough. The CSPC will host the Screenagers movie using PRO-Grant funds they were awarded on May 9, 2018.</p> <p>A. Crudo-Perri and J. Fiorante are planning a Ward 3 & Ward 4 combined screening on May 28, 2018 at Chaminade College School, 490 Queen's Drive, Toronto.</p> <p>-----</p> <p><u>9.5 Conference Planning Subcommittee - PRO-Grant Event 2017-18 (awarded \$15,000):</u></p> <p>A. Crudo-Perri Reported: The Conference planning proposed agenda and budget were presented and the registration website was shown. Members felt that it was impressive and thanked G. Gikas for his volunteer work. An interested registrant can easily view a synopsis and book workshops. The Resource Fair page provided a list of the exhibitors and vendors that are coming. Paul Davis, the keynote speaker was also highlighted.</p> <p>To date 35 people have been registered and members need to heavily promote this conference in their Wards. Staff have been promoting by Twitter, and an email has been twice sent to all CSPC chairs and to Principals, with flyers to the school. Promotion by word-of-mouth is sometimes more important than email or twitter.</p> <p>-----</p> <p><u>SPECIAL (TEMPORARY / AD HOC) SUBCOMMITTEES</u></p> <p><u>9.5 Making Your Voices Heard</u> Breakout Session Results see Appendix "B".</p> <p><u>9.6 Communications and Dissemination Planning Subcommittee</u> No report presented.</p>
10 Reports from Parent Members: Ward Representatives	<p>W 11 -- Desmond Alvarez: Youth Speak event. Had a couple of teens that shared challenging situations, all parents were impressed by the level of frankness that they shared. Recorded some of the best practice information that they shared, but not their personal stories. The video will be available to publish. We had a good turnout of parents and we partnered with the event leading up to the Faith in Our Child session – It worked well for attendance.</p> <p>-----</p> <p>W1 -- Alison Canning: A virtual round table discussion is planned for May, with hopefully all 15 Ward 1 schools being involved. We will invite at least two parent members from the parent councils, to share some of their challenges that they have had through the year, to connect and</p>

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	talk about solutions that they found, and what their plans are for next year. The premise used is that support resources are global, but solutions are local. Maybe we can all partner and work together and save money. Date will be either May 2nd or 24 th .
11 New Business and Motions Arising Therefrom	<p><u>11.1 Refer to G&P to update CPIC Member Expense Policy:</u> Deferred.</p> <p><u>11.2 Can SEAC ask CPIC for funds for a parent event:</u> The CPIC chair and vice-chair will prepare an answer and distribute to the committee members.</p>
12 Announcements & Date, Time & Location of Next Meeting	<p>Please register for May 5th event. Try and gather as many other parents to attend. If needed a bus can be rented to bring parents from a Ward school to the CEC for this event.</p> <p>OAPCE has arranged for a Minister of Education representative to lead a Pro-Grant workshop on April 30, 2018 at the CEC.</p> <p>The formal meetings held in the CPIC FY 2017/18 were on:</p> <p><i>Inaugural Meeting Monday October 15, 2017</i> <i>Meeting #1 - Monday, November 20, 2017</i> <i>Meeting #2 Monday, December 11, 2017</i> <i>Meeting #3 Monday, January 15, 2018</i> <i>Meeting #4 Monday, February 12, 2018</i> <i>Meeting #5 Monday, April 16, 2018</i></p> <p>The formal meetings yet to be held in the CPIC FY 2017/18 will be on:</p> <p><i>Meeting #6 Monday, May 14, 2018</i> <i>Meeting #7 Monday, June 18, 2018</i> <i>Meeting #8 Monday, September 17, 2018</i></p> <p>The formal meetings planned to be held in the CPIC FY 2018/19 will be on:</p> <p><u>Elections 2018:</u> Elections for Even Wards Tuesday Oct 2, 2018 By-Elections for Odd Wards Wednesday Oct 3, 2018 2018/19 Inaugural Meeting Monday Oct 15, 2018 2018/19 Meeting 1 Monday Nov 19, 2018 2018/19 Meeting 2 Monday Dec 10, 2018</p> <p>There will be subcommittee and Executive meetings as needed.</p> <p>All at the: Catholic Education Centre, 80 Sheppard Avenue East. Room to be announced.</p>
13 Adjournment	<p>Motion # 18/04-09 MOVED THAT the meeting stand adjourned. Mover: D. Hastings CR3 Seconded: N. Ang W5 Carried By Consent</p> <p>The Chair declared the meeting adjourned and Members rose at 10:04 PM</p>

Respectfully submitted to the Members of Toronto CPIC,


Geoffrey Feldman, Chair

By resolution of the assembly (18/05-02) on
Monday, May 14, 2018

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APPENDIX "A" – Financial Report

CPIC Grant & Expenditure Summary	CPIC 2017-18	PRO GRANT 2017-18
As at March 31, 2018	FR 1394	FR 1417
APPROVED FUNDING	20,106.00	10,000.00
CARRYOVER FROM PREVIOUS YEAR	46,133.49	5,724.51
TOTAL FUNDING	66,239.49	15,724.51
EXPENSES:		
Childcare & Supplies	1,137.42	711.70
Election-Parent Recruitment Expenses		
Media Advertising		
Transcriptions		
Mileage	676.29	
Parent Resources		
Printing & Supplies	118.96	
Promotional Materials	1,737.49	
Refreshments - Events	1,075.15	
Refreshments - Meeting	1,136.28	
Speaker Expenses	2,759.38	
Telecommunication	1,721.32	
Translation Services		
TTC Tokens - Buses		
TOTAL EXPENDITURES	10,362.29	711.70
Balance	55,877.20	15,012.81



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Appendix "B"

Breakout Session Results

Making Your Voices Heard.

Group 1:

- Active Parenting - changed title to Proactive Parenting
- "Learning at Home" change to "Extended Learning - Beyond the Classroom"
 - Taking children to bank and store is teaching financial literacy
 - Praying and playing together.
- Volunteering at school - Most important thing about volunteering at school, is that your child can see you and hear you. A Parent can also promote and foster positive parent engagement by volunteering at school.

Group 2:

- We need a parent-to-parent line or bar, this is the first point of contact. Parents ask other parents before asking Staff.
- More use of personal email is needed, not everyone is online or web proficient, language is also a barrier.
- "Talk to school administration" should be changed to "Talk to school staff" as it could be a teacher or another staff member before talking to secretaries.
- Why would they talk to admin or staff? To state concern, conflict, questions.
- CPIC to help with the student success of the school bit picture -- speak with other parents in the school board.
- Why just CPIC or OAPCE? There is more opportunity in terms of engagement at the Board level.
- Need to incorporate catholicity in this.

Group 3:

- Run as trustee
- Join Board Committees.
- Join Board Communities
 - go out on field trips,
 - even fundraising,
 - student event nights,
 - sports events –
 - be a volunteer driver.
- Join Community organizations
 - Scouts,
 - Rosary Apostolate,
 - Girl Guides,
 - Community groups with educational outcomes - Filipino group, Spanish group, etc.;
 - keeping in mind parents, kids, church, sacramental preparation, pastoral counsel. Snack programs.
- Rename "learning at home" changed to "Learning Together".

Group 4:

- Respond to consultation and surveys. Let parents know where-how they can engage there.
- Join CPIC/OAPCE/CSPC and provide synopsis of what each committee does – what/when/where/why/how. Explain the acronyms.
- Provide information on how to communicate with the school as many teachers tend not to want to communicate by email. Determine what would be the most effective way of communicating with the teacher and principal. Maybe use Class blogs where parents can communicate with teachers via these blogs.
- Give a breakdown of staff in the school, the contact information or link to the TCDSB website where this information can be found.
- Talk to board Trustee -- include name and contact information as well as the role the Trustee plays.
- Provide easy access to Job Descriptions of all TCDSB positions.
- Board Delegation - explain how to do this, include information on opportunities to do a written submissions rather than a personal appearance.



REPORT TO

REGULAR BOARD

INCIDENT ON BUS ROUTE PSN0963 ST. CHARLES CATHOLIC ELEMENTARY SCHOOL

Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Romans 13:1 / NIV /

Created, Draft	First Tabling	Review
May 14, 2018	May 17, 2018	Click here to enter a date.
J. Volek, Acting Comptroller of Planning and Development Services		

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



R. McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

TBD
Associate Director
of Planning and Facilities

L. Noronha
Executive Superintendent
of Business Services and
Chief Financial Officer

A. EXECUTIVE SUMMARY

On the afternoon of Wednesday, May 2, 2018, an incident occurred on a bus route from St. Charles Catholic School, whereby students were not dropped off at their designated home stops and were subsequently returned back to their school. Affected parents were not adequately informed of the incident or the resulting delays at the time, and this led to some parental confusion and complaints. The driver has since been removed from the route and has been replaced by a different driver.

An internal investigation revealed that the students were returned to their home school due to unruly behaviour of some students on the bus.

On Monday, May 15, 2018, the Toronto Student Transportation Group (TSTG) issued a letter of apology for the delays and for the poor communication to the affected parents.

The cumulative staff time dedicated to developing this report was 2 hours.

B. PURPOSE

Arising out of a Trustee inquiry at Corporate Services, Strategic Planning and Real Property Committee, May 10, 2018, staff were directed to prepare a report about an incident on bus route PSN0963, and ensure that an apology was provided to the affected parents of students who were not delivered to their home stops as scheduled on May 2, 2018.

C. BACKGROUND

1. On the afternoon of Wednesday, May 2, 2018, bus route PSN0963 from St. Charles Catholic Elementary School did not deliver some students to their designated home stops as scheduled and were subsequently returned back to their school.
2. According to accounts of children on the bus, three (3) stops were completed as per normal, but the bus driver drove past remaining bus stops.
3. Several students attempted to inform the bus driver that a stop was missed, however no additional students were let off the bus.

4. The bus driver eventually stopped the bus along a nearby road and gave the children a stern warning. No children were allowed off the bus.
5. The bus driver returned back to St. Charles to deliver the children to the Principal.
6. There were several parental complaints due to lack of notice of the delay on the Toronto Student Transportation Group website (TSTG delay portal).
7. Results of an internal investigation by the bus company, Stock North, revealed that the students were returned to their home school due to unruly behaviour of some students on the bus.
8. The Toronto Student Transportation Group directs carriers to ensure drivers complete their routes as scheduled and to report any incidents to the school the following day, so as to not impact families waiting at the bus stops.
9. The bus company's Safety Officer also travelled to the school that evening to inspect the bus and found no sign of damage.
10. On Monday, May 14, 2018, Stock North completed its investigation of the incident and the driver was removed from this route. A different driver has assumed this route.
11. On Thursday, May 3, 2018, the Principal of St. Charles sent a letter home to affected parents/guardians, informing them of the situation (*Appendix 'A'*).
12. On Tuesday, May 15, 2018, the TSTG issued an apology for the delays and for poor communication with the affected parents (*Appendix 'B'*).

D. CONCLUSION

This report is for the information of the Board



50 Claver Ave, Toronto, ON M6B 2W1

Phone: 416.393.5250 Fax: 416.393.5948

Website: <http://stcharles.tcdsb.org>



May 3rd, 2018

Dear Parents/ Guardians,

This letter is to inform you that there was an incident yesterday on bus route PSN0963 (#2) operated by the Stock Bus Company. The school has informed the board and the Toronto Student Transportation Group of the situation.

We have been advised that the school bus operator has removed the driver from the route and has started an investigation into the incident. They have also confirmed that a new driver has been assigned to this bus route.

The safety and well-being of our students is always at the forefront of our decisions. Should the school receive further information, we will share an update with everyone concerned.

Please feel free to call me at the school if you have any further questions or concerns.

Sincerely,

Lucy Caporale
Acting Principal



May 15th, 2018

Dear Parents/Guardians

We wanted to update you regarding an incident that took place on a St. Charles school bus the afternoon of May 2, 2018. Several students were not dropped-off at their home bus stops and were subsequently returned back to the school, due to unruly behavior of some students on the bus. We understand the bus company, Stock North, did not post a notice of the delay on our website. We apologize for this lack of communication and have reiterated with all our bus companies the importance of keeping our delay portal up-to-date.

Please be assured that the typical practice for bus drivers is to complete the routes as scheduled and report any incidents of inappropriate or unsafe behaviours to the school the following day so as not to impact families waiting at the bus stops.

The safety and well-being of all students who travel to and from school by bus is always our first priority. As you are aware, the driver was removed from this route and a different driver was assigned.

We cannot control all delays, but we do have the capacity to ensure those affected are notified. If you have not already signed-up for this notification service, we invite you to do so by visiting our website at <https://www.torontoschoolbus.org>.

As always, should you have any questions or wish to receive information about transportation services for your child, please call our office at 416-394-4BUS (416-394-4287) or by e-mailing transportation@torontoschoolbus.org.

Sincerely,

Toronto Student Transportation Group

APPENDIX 'B'