

# TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING Public Session

## AGENDA October 18, 2018

**Barbara Poplawski, Chair**  
Trustee Ward 11

**Maria Rizzo, Vice Chair**  
Trustee Ward 6

**Ann Andrachuk**  
Trustee Ward 2

**Nancy Crawford**  
Trustee Ward 12

**Frank D'Amico**  
Trustee Ward 6

**Taylor Dallin**  
Student Trustee

**Jo-Ann Davis**  
Trustee Ward 9

**Michael Del Grande**  
Trustee Ward 7

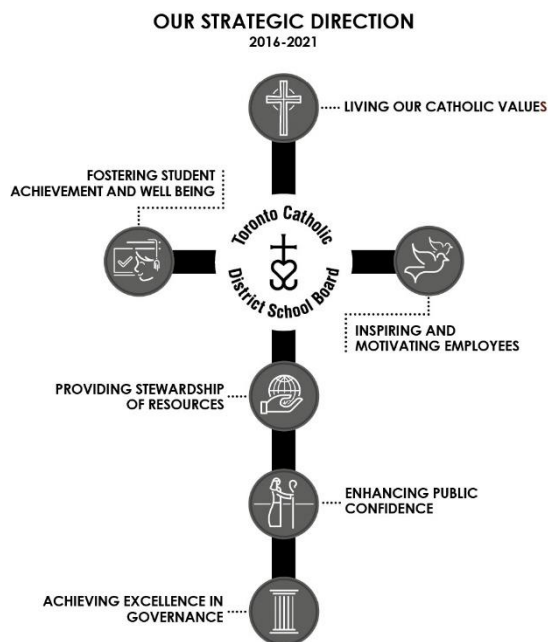
**Angela Kennedy**  
Trustee Ward 11

**Joseph Martino**  
Trustee Ward 1

**Sal Piccininni**  
Trustee Ward 3

**Garry Tanuan**  
Trustee Ward 8

**Joel Ndongmi**  
Student Trustee



### 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.*

### VISION

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

**Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293**  
**Assistant Recording Secretary: Sonia Tomaz, 416-222-8282 Ext. 2298**

**Rory McGuckin**  
Director of Education

**Barbara Poplawski**  
Chair of the Board



**AGENDA  
REGULAR MEETING  
OF THE  
TORONTO CATHOLIC DISTRICT SCHOOL BOARD  
PUBLIC SESSION**

**Barbara Poplawski, Chair**

**Maria Rizzo, Vice Chair**

Thursday, October 18, 2018

7:00 P.M.

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Pages

1. **Call to Order**
2. **Memorials and Opening Prayer**
3. **Singing of O Canada**
4. **Roll Call & Apologies**
5. **Approval of the Agenda**
6. **Reports from Private Session**
7. **Notices of Motions**
8. **Declarations of Interest**
9. **Approval and Signing of Minutes of the Previous Meetings**
  - 9.a **Special Board (Student Achievement) - September 6, 2018**
  - 9.b **Special Board - September 11, 2018**
  - 9.c **Special Board (Corporate Services) - September 13, 2018**

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**9.d Regular Board - September 20, 2018**

**10. Presentations**

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- 10.b Monthly Report from the Director of Education 50 - 51**
- 10.c Monthly Report from the Student Trustees 52 - 54**

**11. Delegations**

**12. Consideration of Motions for which previous notice has been given**

**13. Unfinished Business from Previous Meetings**

**14. Matters recommended by Statutory Committees of the Board**

- 14.a Minutes of the Toronto Catholic Parent Involvement Committee (CPIC) Meeting held June 18, 2018 55 - 75**
- 14.b Minutes of the Special Education Advisory Committee Meeting held September 19, 2018 (To Be Distributed)**

**15. Matters referred/deferred from Committees/Board**

**16. Reports of Officials for the Information of the Board of Trustees**

- 16.a H.M.33 Acceptance of Hospitality or Gifts Policy Metric 76 - 84**
- 16.b Report on Entry and Exit Survey for Students 2017-2018 85 - 101**

**17. Reports of Officials Requiring Action of the Board of Trustees**

- 17.a Report From Governance to Update the Electronic Participation in Meetings Policy T.19 102 - 108**
- 17.b Report of the Governance and Policy Committee to Update Copyright Policy (A.11) 109 - 113**
- 17.c Report of the Governance and Policy Committee to Update the Fair Practice in Hiring and Promotion Policy (H.M.40) 114 - 124**

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21.	Closing Prayer	
22.	Adjournment	



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## **MINUTES OF THE SPECIAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD**

**HELD THURSDAY, SEPTEMBER 6, 2018**

### **STUDENT ACHIEVEMENT**

#### **PRESENT:**

**Trustees:**

- N. Crawford, Chair
- A. Kennedy, Vice-Chair
- A. Andrachuk
- M. Del Grande
- J. Martino
- B. Poplawski
- M. Rizzo
- G. Tanuan

**Student Trustees:**

- T. Dallin
- J. Ndongmi

**Staff:**

- R. McGuckin
- D. Koenig
- T. Robins
- L. Noronha
- P. Matthews
- A. Della Mora
- P. Aguiar
- V. Burzotta
- M. Caccamo
- S. Camacho
- S. Campbell

F. Cifelli  
N. D'Avella  
L. DiMarco  
D. Friesen  
G. Grant  
P. Keyes  
K. Malcolm  
G. Iuliano Marrello  
L. Maselli-Jackman  
J. Wujek  
J. Yan

S. Harris, Recording Secretary  
S. Tomaz, Assistant Recording Secretary

**External Guest:** A. Robertson, Parliamentarian

**4. Roll Call & Apologies**

An apology was extended on behalf of Trustee Bottoni.

**5. Declarations of Interest**

There were none.

The Items dealt with at the Student Achievement and Wellbeing, Catholic Education and Human Resources Committee Meeting in PUBLIC Session were deemed presented.

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that all matters discussed in PUBLIC Session be approved.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Del Grande  
Kennedy  
Martino  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the meeting resolve back into Student Achievement and Wellbeing, Catholic Education and Human Resources Committee PRIVATE Session.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Del Grande  
Kennedy  
Martino  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**PRESENT (Following PRIVATE AND TRIPLE PRIVATE Sessions):**

**Trustees:** N. Crawford, Chair  
 A. Kennedy, Vice Chair  
 A. Andrachuk  
 M. Del Grande  
 J. Martino  
 B. Poplawski  
 M. Rizzo  
 G. Tanuan

**Staff:** S. Harris, Recording Secretary

The Items dealt with at the Student Achievement and Wellbeing, Catholic Education and Human Resources Committee Meeting in PRIVATE and TRIPLE PRIVATE Sessions were deemed presented.

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that all matters dealt with in PRIVATE and TRIPLE PRIVATE Sessions be approved.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
 Crawford  
 Del Grande  
 Kennedy  
 Martino  
 Poplawski

Rizzo  
Tanuan

The Motion was declared

CARRIED

**(PRIVATE and TRIPLE PRIVATE Sessions Minutes Distributed Separately  
at the October 4, 2018 Student Achievement and Wellbeing  
Committee Meeting)**

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that the meeting resolve back into Student Achievement and Wellbeing, Catholic Education and Human Resources Committee.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Del Grande  
Kennedy  
Martino  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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SECRETARY

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CHAIR

**OUR MISSION**

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**MINUTES OF THE SPECIAL TELECONFERENCE MEETING  
OF THE  
TORONTO CATHOLIC DISTRICT SCHOOL BOARD  
HELD TUESDAY, SEPTEMBER 11, 2018  
PUBLIC SESSION**

**PRESENT:****Trustees:**

B. Poplawski, Chair  
M. Rizzo, Vice-Chair – by teleconference  
A. Andrachuk  
N. Crawford  
M. Del Grande – by teleconference  
A. Kennedy – by teleconference  
J. Martino – by teleconference  
G. Tanuan – by teleconference

**External Guest:** Eric Roher, External Legal Counsel

**Staff:**

R. McGuckin  
L. Noronha  
P. Matthews  
A. Della Mora  
J. Yan  
  
B. Stavrapoulous

S. Harris, Recording Secretary  
S. Tomaz, Assistant Recording Secretary

### **3. Roll Call & Apologies**

Apologies were received on behalf of Trustees Bottoni, Davis, D'Amico and Piccininni, and Student Trustees Dallin and Ndongmi.

### **6. Declarations of Interest**

There were none.

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that the meeting resolve into PRIVATE Session.

Results of the Vote taken, as follows:

#### **In Favour**

#### **Opposed**

Trustees Andrachuk  
Crawford  
Del Grande  
Kennedy  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED



**PRESENT (Following PRIVATE and TRIPLE PRIVATE Sessions)**

**Trustees:** B. Poplawski, Chair  
 M. Rizzo, Vice-Chair – by teleconference  
 A. Andrachuk  
 N. Crawford  
 M. Del Grande – by teleconference  
 J. Martino – by teleconference  
 G. Tanuan – by teleconference

**External Guest:** Eric Roher, External Legal Counsel

**Staff:** S. Harris, Recording Secretary

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that the Items dealt with in PRIVATE and TRIPLE PRIVATE Sessions regarding a Human Resources matter be approved.

Results of the Vote taken, as follows:

**In Favour****Opposed**

Trustees Andrachuk	Del Grande
Crawford	
Martino	
Poplawski	
Rizzo	
Tanuan	

The Motion was declared

CARRIED

**(PRIVATE and TRIPLE PRIVATE Sessions Minutes  
Distributed Under Separate and Confidential Cover)**

MOVED by Trustee Tanuan, seconded by Trustee Del Grande, that the meeting adjourn.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Del Grande  
Martino  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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S E C R E T A R Y

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C H A I R

**MINUTES OF THE SPECIAL MEETING OF THE  
TORONTO CATHOLIC DISTRICT SCHOOL BOARD**

**HELD THURSDAY SEPTEMBER 13, 2018**

**Corporate Services**

**PRESENT:**

**Trustees:** G. Tanuan, Acting Chair  
A. Andrachuk  
B. Poplawski  
N. Crawford  
M. Del Grande  
A. Kennedy  
M. Rizzo

**Staff:** R. McGuckin  
D. Koenig  
P. Matthews  
L. Noronha  
T. Robins  
A. Della Mora  
S. Camacho  
P. De Cock  
D. Friesen  
M. Loberto  
J. Yan  
  
S. Tomaz, Acting Recording Secretary  
C. Johnston, Acting Assistant Recording Secretary

**External Guest:** A. Robertson, Parliamentarian

### 3. Roll Call and Apologies

Apologies were received on behalf of Trustees Bottoni and Davis, as well as Student Trustees Dallin and Ndongmi, who were unable to attend the meeting.

### 7. Declarations of Interest

Trustee Kennedy declared an interest in Item 14a) Annual Statistical Report 2017 – 2018 on New Hires to the Board, as her family members are employees of the Board.

Trustee Kennedy indicated that she would neither vote nor participate in the discussion regarding the Item.

The Items dealt with at the Corporate Services, Strategic Planning and Property Committee Meeting in PRIVATE and PUBLIC Sessions were deemed presented.

MOVED by Trustee Tanuan, seconded by Trustee Crawford, that all matters discussed in PRIVATE and PUBLIC Sessions be approved.

Results of the Vote taken, as follows:

#### **In favour**

Trustees Andrachuk  
Crawford  
Del Grande  
Poplawski  
Tanuan

#### **Opposed**

Rizzo

The Motion was declared

**CARRIED**

MOVED by Trustee Del Grande, seconded by Trustee Crawford, that the meeting resolve back into Corporate Services, Strategic Planning and Property Committee meeting.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Del Grande  
Kennedy  
Rizzo  
Poplawski  
Tanuan

The Motion was declared

CARRIED

**PRESENT: (Following PRIVATE Session)**

**Trustees:** G. Tanuan, Acting Chair  
A. Andrachuk  
B. Poplawski  
N. Crawford  
M. Del Grande  
A. Kennedy  
M. Rizzo

**Staff:** R. McGuckin  
D. Koenig  
P. Matthews

L. Noronha  
 T. Robins  
 J. Yan  
 A. Della Mora

S. Tomaz, Acting Recording Secretary  
 C. Johnston, Acting Assistant Recording Secretary

## 7. **Declarations of Interest**

Trustee Kennedy declared an interest in Item 12a) Verbal Update from the Executive Superintendent of Human Resources on the Occasional Teacher Situation, as her family members are employees of the Board.

Trustee Kennedy indicated that she would neither vote nor participate in the discussion regarding the Item.

The Items dealt with at the Corporate Services, Strategic Planning and Property Committee Meeting in PRIVATE Session were deemed presented.

MOVED by Trustee Tanuan, seconded by Trustee Crawford, that all matters discussed in PRIVATE Session be approved.

### **In favour**

### **Opposed**

Trustees Andrachuk  
 Crawford  
 Del Grande  
 Rizzo  
 Poplawski  
 Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the meeting resolve back into Corporate Services, Strategic Planning and Property Committee meeting.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Del Grande  
Kennedy  
Rizzo  
Poplawski  
Tanuan

The Motion was declared

CARRIED

---

SECRETARY

---

CHAIR

**OUR MISSION**

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**MINUTES OF THE REGULAR MEETING OF THE  
TORONTO CATHOLIC DISTRICT SCHOOL BOARD  
PUBLIC SESSION**

**Thursday, September 20, 2018**

**PRESENT:****Trustees:**

B. Poplawski, Chair  
M. Rizzo, Vice-Chair  
A. Andrachuk  
N. Crawford  
F. D'Amico  
M. Del Grande  
A. Kennedy  
J. Martino  
S. Piccininni  
G. Tanuan

**Student Trustee:**

T. Dallin

**Staff:**

R. McGuckin  
T. Robins  
L. Noronha  
P. Matthews  
A. Della Mora  
P. Aguiar  
V. Burzotta  
S. Camacho  
S. Campbell



F. Cifelli  
 N. D'Avella  
 P. De Cock  
 L. DiMarco  
 D. Friesen  
 G. Grant  
 G. Iuliano Marrello  
 P. Keyes  
 K. Malcolm  
 L. Maselli-Jackman  
 J. Wujek  
 J. Yan

S. Harris, Recording Secretary  
 S. Tomaz, Assistant Recording Secretary

**External Guest:** A. Robertson, Parliamentarian

**4. Roll Call & Apologies**

An apology was extended on behalf of Trustee Davis and Student Trustee Ndongmi.

**5. Approval of the Agenda**

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that the Agenda be approved.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
 Crawford  
 D'Amico

Del Grande  
 Kennedy  
 Martino  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

## 6. **Reports from Private Session**

MOVED by Trustee Rizzo, seconded by Trustee Martino, that the matters discussed in PRIVATE Session, concerning a Verbal Update from the Director of Education regarding Ministry Approval of the Integrated International Language Program Transitional Support, Inquiries from Trustee Rizzo regarding Behavioral Program and Trustee Del Grande regarding a Litigation Matter, Legal Risks and Board Response to New Executive Compensation Regulation 406/18, be approved.

Results of the Vote taken, as follows:

### **In Favour**

Trustees Andrachuk  
 Crawford  
 D'Amico  
 Del Grande

### **Opposed**

Kennedy  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**8. Declarations of Interest**

There were none.

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that Item 9 be adopted as follows:

**9. Approval and Signing of Minutes of the Previous Meeting held August 23, 2018 approved.**

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
D'Amico  
Del Grande  
Kennedy  
Martino

Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

# **10. Presentations**

MOVED by Trustee D’Amico, seconded by Trustee Kennedy, that Items 10a) and 10b) be adopted as follows:

**10a) Monthly Report from the Chair of the Board** received; and

**10b) Monthly Report from the Director of Education** received.

Results of the Vote taken, as follows:

## **In Favour**

## **Opposed**

Trustees Andrachuk  
 Crawford  
 D’Amico  
 Del Grande  
 Kennedy  
 Martino  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that Item 10c) be adopted as follows:

**10c) Monthly Report from Student Trustees received.**

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
D'Amico  
Del Grande  
Kennedy  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**12. Consideration of Motions for which Previous Notice Has Been Given**

MOVED by Trustee Piccininni, seconded by Trustee Martino, that Item 12a) be adopted as follows:

Trustee Kennedy left the horseshoe at 7:35 pm.

**12a) From Trustee Piccininni regarding Uniform Policy for Caretaking Staff**

that TCDSB Caretakers be allowed to wear walking shorts as part of their work attire from May 15 to September 15 annually.

Results of the Vote taken, as follows:

**In Favour****Opposed**

Trustees Andrachuk  
Crawford  
D'Amico  
Del Grande  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tanan

The Motion was declared

CARRIED

MOVED by Trustee Piccininni, seconded by Trustee Rizzo, that Item 12b) be adopted as follows:

Trustee Kennedy returned to the horseshoe at 7:40 pm.

**12b) From Trustee Piccininni regarding Security Cameras at Toronto Catholic District School Board Facilities:**

That Staff include the installation of security cameras to existing TCDSB facilities when developing the annual renewal budget; and

That Installation of Security Cameras be included as part of the Elementary and Secondary School Design Standards.

Results of the Vote taken, as follows:

<b><u>In Favour</u></b>	<b><u>Opposed</u></b>
Trustees Andrachuk	Tanuan
Crawford	
D'Amico	
Del Grande	
Kennedy	
Martino	
Piccininni	
Poplawski	
Rizzo	

The Motion was declared

CARRIED

**14. Matters recommended by Statutory Committees of the Board**

**14a) Minutes of the Toronto Catholic Parent Involvement Committee (Nil)**

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy that Item 14b) be adopted as follows:

**14b) Approved Minutes of the Special Education Advisory Committee Meeting (SEAC) held June 13, 2018 received.**

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Kennedy, that this be referred to staff for a report to come back at the October 18, 2018 Regular Board meeting.

Trustees Piccininni and Martino left the horseshoe at 8:06 pm and returned at 8:08 pm.

Results of the Vote taken on the Amendment, as follows:

**In Favour**

Trustees Crawford  
Del Grande  
Kennedy  
Tanuan

**Opposed**

Andrachuk  
D'Amico  
Martino  
Piccininni  
Poplawski  
Rizzo

The Amendment was declared

LOST



MOVED in AMENDMENT by Trustee Andrachuk seconded by Trustee Kennedy, that the Board approve the following five recommendations from SEAC:

1. That staff bring back a report on how many Principals and Superintendents have Special Education qualifications in terms of a formal certificate, as of September 2018;
2. That the Budget questions from Autism Ontario be referred to staff and that the answers be reported back to SEAC in writing in the new school year;
3. That SEAC recommend to the Board of Trustees that staff bring back a report on how many schools have Intensive Support Program (ISP) classes and whether those schools have Principals with Special Education qualifications as of September 2018;
4. That the Superintendent of Specialist High Skills Major (SHSM) Student Success provide a presentation to SEAC in the Fall relating to the different student success pathways available to students, in particular to students with special needs at TCDSB; and
5. That staff investigate whether the graduation and post-secondary acceptance rates are available for students with Exceptionalities and Individual Education Plan (IEP) Non-Identified.

Results of the Vote taken, as follows:

**In Favour**

Trustees Andrachuk  
Crawford  
D'Amico  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tantuan

**Opposed**

Kennedy  
Del Grande

The Motion was declared

CARRIED

**15. Matters referred/deferred from Committees/Board**

From August 23, 2018 Regular Board Meeting

MOVED by Trustee Andrachuk, seconded by Trustee Tanuan, that Item 15a) be adopted as follows:

- 15a) Ontario Association of Parents in Catholic Education (OAPCE) Toronto Year-End Report 2018 received.**

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
D'Amico  
Del Grande  
Kennedy  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

From September 13, 2018 Corporate Services Committee Meeting

MOVED by Trustee Rizzo, seconded by Trustee Piccininni, that Items 15b), 15c), 15d), 15e), 15h), 15i), 15k), and 15m) be adopted as follows:

- 15b) Inquiry from Trustee Andrachuk regarding Jump Math Pilot Program** received;

The Chair declared a five-minute recess.

The meeting continued with Trustee Poplawski in the Chair.

The attendance list remained unchanged.

- 15c) Inquiry from Trustee Andrachuk regarding Vision Zero** received;
- 15d) Inquiry from Trustee Andrachuk regarding Air Conditioning** received;
- 15e) Inquiry from Trustee Andrachuk regarding Earth Day Funding** received;
- 15h) Inquiry from Trustee Rizzo regarding Safe School Zones** received;
- 15i) Inquiry from Trustee Rizzo regarding Facility Work** received;
- 15k) Inquiry from Trustee Rizzo regarding Crossing Guards** received; and
- 15m) Inquiry from Trustee Rizzo regarding Bussing** received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
D'Amico  
Del Grande  
Kennedy

Martino  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

- 15g) Inquiry from Trustee Poplawski regarding Newspaper Article about Alternative Use of Playground** Trustee Poplawski withdrew her Inquiry.
- 15j) Inquiry from Trustee Rizzo regarding Behavioral and Treatment programs** Trustee Rizzo withdrew her Inquiry.

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that Item 15l) be adopted as follows:

- 15l) Inquiry from Trustee Crawford regarding November 8, 2018 Corporate Services Meeting conflicting with Cardinal's Dinner** received and referred to staff to adjust the meeting schedule of the November 8, 2018 Corporate Services, Strategic Planning and Property Committee Meeting.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
 Crawford  
 D'Amico

Del Grande  
 Kennedy  
 Martino  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Piccininni, seconded by Trustee D'Amico, that Item 15f) be adopted as follows:

- 15f) Inquiry from Trustee Piccininni regarding Air Conditioning** received and referred to staff.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
 Crawford  
 D'Amico  
 Del Grande  
 Kennedy  
 Martino  
 Piccininni  
 Poplawski

Rizzo  
Tanuan

The Motion was declared

CARRIED

## **16. Reports of Officials for the Information of the Board of Trustees**

Trustee Rizzo left the horseshoe at 8:55 pm and returned at 8:56 pm.

MOVED BY Trustee Crawford, seconded by Trustee Kennedy, that Item 16a) be adopted as follows:

- 16a) Annual Report on Communications and Community Engagement**  
that the action-oriented, continuous improvement-based best practices specified under Metrics and Accountability (see below) be continued for communications and community engagement initiatives in 2018-2019.

### **Metrics and Accountability**

4. Ongoing evaluation to ensure effective communication and consultation strategies is central to the stated goal of “continuous improvement” in community engagement. The Communications Department has proactively highlighted the following best practices from initiatives undertaken over the past year and recommend that these be continued for the 2018-2019 program year:
  - a) Ensuring a defined role for superintendents, principals and parent councils for local, school-level consultations to ensure comprehensive local parent/community engagement regarding the introduction of new programs (French Immersion Program initiative summary Appendix A).

- b) Continue to offer translated versions of surveys in the TCDSB’s top 6 languages (subject to budget resources), and to expand the visibility and use of the embedded “**TRANSLATE**” tool on web consultation pages which empowers users with access to over 75 languages.
- c) Refine the newly created Community Consultation Web Micro-site as the dedicated “**one-stop-shop**” to get involved. In 2018-2019 TCDSB stakeholders will become more familiar with this online website as the main platform to provide feedback on Board initiatives during the many community consultations held each year.
- d) Continue to leverage strong annual and growing social media presence on Twitter<sup>®</sup> (26,000 to 30,000 followers with average of +500,000 impressions per month) and Instagram<sup>®</sup> (introduced February 2018) with 1,120 followers to engage the TCDSB community.
- e) Compile *Budget Briefing Books*, divided between instructional and non-instruction expenditures to support the 2019-2020 and future Budget consultations. The Communications team will continue to work with Board staff to produce “plain language” source documents for consultations with minimal use of acronyms and “Edu-Speak”.
- f) Strategically map general dates for annual or anticipated consultation initiatives (tentative schedule below) early in the academic program year to optimize community engagement initiatives. This should minimize “Stakeholder Consultation Fatigue” and allow for appropriate advance notice, whenever possible for key parent engagement groups (CPIC and OAPCE).

<b>Consultation Issue/Topic</b>	<b>Time Frame</b>
Local School Capital Projects (New Dante-Regina Mundi)	September – November 2018
Health and Physical Education Curriculum (Provincial Consultation)	September – October 2018 (TBC Ministry of Education)
IL Program	January 2019
2019-2020 Budget Consultation	March – May 2019

- g) Maintain firm consultation deadlines for equity, fairness and adherence to decision timeframes. However, extending deadlines (e.g. “discreet” deadlines) may be used when appropriate and circumstances permit (as noted in Appendix A regarding Proposed Sharing of School Fundraising Revenue and Parent Voice Survey consultations).
- h) Where possible, create user-friendly, graphic representations of complex ideas to support information uptake as part of the public consultation and engagement process.
- i) As noted in the Board report arising from the TCDSB-Villa Charities Intergenerational Hub consultations, community engagement for major capital projects should involve the community meaningfully, and directly in the full cycle of the design process through feedback loops. The community should be informed as to how their input has been incorporated or considered. Adequate time, space, and review periods should inform design decisions, which should happen during and after the consultation process, not before or separately.
- j) *Parent Voice Survey* featured 5-times the average response rate (approximately 500) for consultation surveys despite a short 2 week period may be attributed to the reality that parents will respond when the issue identified directly relates to their child’s academic achievement within the context of the local school environment. Board-wide consultations should keep this relevance, and local and personal impact in mind when framing consultation questions and language.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
D’Amico  
Del Grande  
Kennedy



Martino  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that Item 16b) be adopted as follows:

- 16b) Trustee Resignation Ward** that we recognize and receive the letter of resignation from the Trustee Ward 4, that Ward 4 seat be declared immediately vacant, that a communication be sent to the Ward 4 schools and parishes advising them of the vacancy and the go-forward process, and that a volunteer Trustee be nominated to act on behalf of ratepayers until there is a successful candidate in Ward 4.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Del Grande, that the Board choose not to fill the vacancy.

Results of the Vote taken on the Amendment, as follows:

**In Favour**

Trustees Andrachuk  
 D'Amico  
 Del Grande

**Opposed**

Crawford

Kennedy  
 Martino  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Amendment was declared

CARRIED

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee D'Amico, that two volunteer Trustees be nominated to act on behalf of ratepayers.

Results of the Vote taken on the Amendment, as follows:

**In Favour**

Trustees Andrachuk  
 Crawford  
 D'Amico  
 Del Grande  
 Kennedy  
 Martino  
 Piccininni  
 Poplawski  
 Rizzo

**Opposed**

Tanuan

The Amendment was declared

CARRIED

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Piccininni, that we thank Trustee Bottoni for her services at the TCDSB during her time with the Board.

Results of the Vote taken on the Amendment, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
D'Amico  
Del Grande  
Kennedy  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tantuan

The Amendment was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
 Crawford  
 D'Amico  
 Del Grande  
 Kennedy  
 Martino  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion, as amended, was declared

CARRIED

Trustees Piccininni and Rizzo volunteered to act on behalf of ratepayers until there is a successful candidate in Ward 4.

MOVED by Trustee Kennedy, seconded by Trustee Del Grande, that Trustees Piccininni and Rizzo be appointed to act on behalf of ratepayers until there is a successful candidate in Ward 4.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk

Crawford

D'Amico

Del Grande

Kennedy

Martino

Piccininni

Poplawski

Rizzo

Tanuan

The Motion was declared

CARRIED

Trustee Del Grande left the meeting at 9:29 pm due to personal illness.

**17. Reports of Officials Requiring Action of the Board of Trustees**

MOVED by Trustee Martino, seconded by Trustee D'Amico, that Item 17a) be adopted as follows:

- 17a) Caucus Meeting Date** that the Board select **Thursday, November 29, 2018** as the date for the 2018 Caucus meeting.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Tanuan, that the Inaugural meeting be set for either December 3 or December 4, 2018, subject to Cardinal Collins' availability.

MOVED in AMENDMENT to the AMENDMENT by Trustee Andrachuk, second by Trustee Piccininni, that the December 3, 2018 Governance and Policy Committee meeting be rescheduled to a later date.

Results of the Vote taken on the Amendment to the Amendment, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
 Crawford  
 D'Amico  
 Kennedy  
 Martino  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Amendment to the Amendment was declared

CARRIED

Results of the Vote taken on the Amendment, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
 Crawford  
 D'Amico  
 Kennedy  
 Martino

Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Amendment was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
 Crawford  
 D'Amico  
 Kennedy  
 Martino  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion, as amended, was declared

CARRIED

**17b) Appointment of Trustees to the Selection Committee for Associate Director of Planning, Facilities and Stewardship**

Trustees Andrachuk and Rizzo volunteered to sit on the Selection Committee for Associate Director of Planning, Facilities and Stewardship.

MOVED by Trustee Piccininni, seconded by Trustee Tanuan, that Trustees Andrachuk and Rizzo be nominated to sit on the Selection Committee for Associate Director of Planning, Facilities and Stewardship.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
D'Amico  
Kennedy  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Item 17c) be adopted as follows:

**17c) Report of the Governance and Policy Committee: Update to Employee**



**Involvement in Municipal, Provincial and Federal Elections Policy (H.M.25)** that the Board accept the recommendation of the Governance and Policy Committee and approve the Employee Involvement in Municipal, Provincial and Federal Elections Policy (H.M. 25) as amended and proposed in Appendix A.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
D'Amico  
Kennedy  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tanan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Martino, that Item 17d) be adopted as follows:

- 17d) Report of the Governance and Policy Committee: Update of Provision of Requested Information to an Individual Trustee Policy (T.15)** that the Board accept the recommendation of the Governance and Policy Committee and approve the Provision of Requested Information to an Individual Trustee Policy (T.15) as amended and proposed in Appendix A.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
 Crawford  
 D'Amico  
 Kennedy  
 Martino  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that Item 17e) adopted as follows:

- 17e) Report of the Governance and Policy Committee on Update to Access to Electronic Participation in Meetings of the Board, Committees of the Board and the Committee of the Whole Board (T.19) received.**

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Andrachuk, that the report be referred to staff.

Results of the Vote taken on the Amendment, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
D'Amico  
Kennedy  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tanan

The Amendment was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that Item 17f) adopted as follows:

- 17f) Report of the Governance and Policy Committee: Whistleblower Policy (A.39)** that the Board accept the recommendation of the Governance and Policy Committee and approve the Whistleblower Policy (A.39) as proposed in Appendix A.

Results of the Vote taken, as follows:

**In Favour**

Trustees Crawford  
Kennedy  
Martino  
Poplawski  
Rizzo  
Tanuan

**Opposed**

Andrachuk  
D'Amico  
Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that Item 17g) adopted as follows:

- 17g) Report of the Governance and Policy Committee: Prevalent Medical Conditions Policy (S.M.17)** that the Board accept the recommendation of the Governance and Policy Committee and approve the Prevalent Medical Conditions Policy (A.17) as proposed in Appendix A.

Trustee Martino left the meeting at 9:50 pm.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
 Crawford  
 D'Amico  
 Kennedy  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

**20. Updating of Pending Items Lists**

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that Item 20a) be adopted as follows:

**20a) Master Pending List and Rolling Calendar received.**

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
 Crawford  
 D'Amico

Kennedy  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that Item 20b) be adopted as follows:

**20b) Annual Calendar of Reports and Policy Metrics received.**

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
 Crawford  
 D'Amico  
 Kennedy  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

## 22. **Adjournment**

MOVED by Trustee Andrachuk, seconded by Trustee D'Amico, that the meeting be adjourned.

Results of the Vote taken, as follows:

### **In Favour**

### **Opposed**

Trustees Andrachuk  
Crawford  
D'Amico  
Kennedy  
Piccininni  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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SECRETARY

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CHAIR





## **Chair's Monthly Report September - October 2018**

Following are highlights for the period of September 20<sup>th</sup> – October 19<sup>th</sup>

### **September 28**

- Along with the Director and CEC staff participated in Orange Shirt Day, at the CEC, recognizing Healing and Reconciliation on the Issue of Residential Schools

### **October 1**

- Along with the Director brought greetings at the New Teacher Induction Program (NTIP) Orientation at the CEC
- Along with the Director met with the Chair and Director of TDSB and the TSTG governance committee members to discuss the current transportation consortium, governance and operational structure

### **October 12**

- Along with the Director delivered greetings at the Annual Community Relations Newcomer Conference at the CEC

### **October 15**

- Along with the Director attended and delivered greetings at the Canonization Mass and Celebration at St. Pope Paul VI Catholic School

### **October 16**

- Along with the Director attended and delivered greetings at the Canonization Mass and Celebration at St. Oscar Romero Catholic Secondary School

### **October 17**

- Attended an information evening for the implementation of the French Immersion Program at Bishop Marrocco/Thomas Merton



## **Director's Monthly Report September - October 2018**

Following are highlights for the period of September 20<sup>th</sup> – October 19<sup>th</sup>

### **September 21**

- Along with Trustee Rizzo, attended and delivered greetings at St. Cyril's 60<sup>th</sup> Anniversary celebration

### **September 25**

- Attended the Secondary School Principal Association, Religion Department Heads and Chaplains meeting at Msgr. Fraser Norfinch

### **September 26**

- Along with Trustees attended the OCSTA Fall Meeting at Niagara Catholic District School Board

### **September 27**

- Along with Trustee Piccininni delivered greetings at the Blessing and Official Opening at St. Simon Catholic School
- Along with Trustee Andrachuk delivered greetings at the Ukrainian Canadian Heritage Month Celebration at St. Demetrius Catholic School

### **September 28**

- Along with the Chair and CEC staff participated in Orange Shirt Day, at the CEC, recognizing Healing and Reconciliation on the Issue of Residential Schools

### **October 1**

- Along with the Chair delivered greetings at the New Teacher Induction Program (NTIP) Orientation at the CEC

### **October 2**

- Along with CEC staff recognized and celebrated our CEC custodial staff for National Custodian Appreciation Day
- Along with Trustee Rizzo attended the Dante/Regina Mundi Consultation Meeting at Dante Alighieri Academy

#### **October 4**

- Attended the New Pastoral Plan in-service for Areas 7 and 8 at St. Mother Teresa Catholic Academy
- Delivered a leadership message to the Elementary Student Leadership Impact Team at the CEC

#### **October 10**

- Along with the Student Success team attended the E-PAN East meeting at Jean Vanier Catholic Secondary School

#### **October 11**

- Brought greetings at the VP Retreat for Areas 3, 4, 5 and 6
- Along with International Education staff met with delegates from the Korean Consulate and Korean National University of Education to discuss a Teacher Practicum Agreement

#### **October 12**

- Along with the Chair delivered greetings at the Annual Community Relations Newcomer Conference at the CEC

#### **October 15**

- Along with the Chair attended and delivered greetings at the Canonization Mass and Celebration at St. Pope Paul VI Catholic School

#### **October 16**

- Along with the Chair attended and delivered greetings at the Canonization Mass and Celebration at St. Oscar Romero Catholic Secondary School
- Along with senior staff had the opportunity to meet with delegates from the University of Strasbourg (France) to review our bilingual educational program

#### **October 17**

- Attended an information evening for the implementation of the French Immersion Program at Bishop Marrocco/Thomas Merton

#### **October 18**

- Brought greetings at the VP Retreat for Areas 1, 2, 7 and 8

#### **October 19**

- Will deliver greetings to York University Teacher Candidates at the CEC

## October Student Trustee Board Report

### Student Trustee Update:

Student Trustees Joel Ndongmi and Taylor Dallin hosted the Newcomer Student Conference at the CEC on October 12.

Students got to interact with various keynote speakers and got acquainted with student leadership practices at the board. In alignment with our Pastoral Plan “Rooted in Christ: We Belong, We Believe, We Become”, student leaders helped ease the transition of these newcomer students. By providing resources to these student leaders, we further promote inclusivity and belonging in our school communities.

On September 25, the CSLIT Executive hosted one of the most successful general assemblies. Several students from various schools across attended. Furthermore, we had a keynote speaker that youth are the leaders of *today* not tomorrow as it is important to lead today.



### Social Affairs Subcommittee Update:

Recently, the Social Affairs Committee has begun planning current events and brainstorming new ideas for future events to engage the student body. Preparations are underway for CSLIT's Spooky Fiesta, a Halloween themed aimed to provide a platform for students to network across schools through team-building activities. All proceeds from this event will go towards the Daily Bread Food Bank, reinforcing our bond with our greater community.

### Angel Foundation for Learning Subcommittee Update:

The month of September has been busy for CSLIT. Plans formed during the summer are starting to be modified and put into action! The first General Assembly was a huge success for AFL, establishing the Angel Council, and their first meeting date. The first Angel Council meeting will be at the CEC on October 15th, during which we will officially review and cement the action plan for the year. This year one of the Angel council's goals will be to infiltrate awareness within our schools and student body of the great work the Angel Foundation for Learning does. We want to bridge the gap between the students and AFL, in order to create a better dynamic and conversation.

### Social Justice Subcommittee Update:

The first social justice subcommittee meeting was held on October 4<sup>th</sup>. The social justice committee mostly consists of newcomers and international students from various walks of life. During the meeting, subcommittee leaders expressed

interest in planning an initiative based upon sharing food cultures from various parts of the world.

Furthermore, subcommittee members discussed challenges they've faced and how they overcame them during their transition to Canada. The Social Justice Director is planning on amplifying their voices at various initiatives such as the Newcomer Student Conference.

Moving forward, the Social Justice subcommittee is planning on hosting a conference that will help students familiarize with international university application up to scholarships.

#### Elementary Affairs Subcommittee Update:

On October 4th, ECSLIT their first meeting of the year was hosted. Over 150 students from 20 elementary schools across our board gathered in the CEC's very own Quigley Hall. Learning about the new pastoral plan, listening to guest speakers, and completing school challenges allowed these elementary student leaders to strengthen their teamwork building and leadership skills. The presentation of CSLIT's pillars brought discussion regarding issues throughout our School Board and specifically, in an elementary point of view. This first ECSLIT meeting gave students from Grades 6-8 the opportunity to participate and contribute to the many activities and initiatives that the student leadership department has to offer.

#### Equity Subcommittee Update:

The Equity Director reached out to the subcommittee members and gave them a breakdown of the initiatives coming this year. The Director reached out to Safe Haven, a daycare center for children with disabilities, in the hope that the subcommittee could volunteer throughout the year. During the upcoming meeting, they will be discussing ideas for the upcoming year and begin planning our Christmas wrapping and movie night.

#### Faith Subcommittee Update:

In this month of October two major tasks have been fulfilled. Firstly, the Director attended my first ESCLIT meeting at Quigley Hall on Thursday, October the 4th. The Director of Faith proceeded to introduce the new Pastoral Plan: We Belong, We Believe and We Become with a prayer, song, and video.

#### Public Relations Subcommittee Update:

In the month of October, Public Relations has maintained the general upkeep of its social media platform interactions across Twitter and Instagram, including tweeting and retweeting tweets pertaining to CSLIT or student leadership as a

whole, in addition to the September general assembly, and October ECSLIT meeting.

Furthermore, Public Relations has managed the Catholic student leadership website, and have written a blog for both the September general assembly and the ECSLIT October meeting, with the intentions of summarizing the proceedings of both gatherings for students and staff who were not able to attend, or for anyone who may be curious as to what happens at either the high school or the elementary school monthly Catholic student leadership meetings, respectively.









# TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

## Minutes of a Meeting of the Toronto CPIC

Monday June 18, 2018

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	Carried By Consent
<b>8 Unfinished (Old) Business and Matters Arising Minutes of Prior Meetings</b>	<p><b><u>Unfinished Business/Items Deferred from Prior Meeting</u></b></p> <p><b><u>8.1 Report on FIOC events:</u></b> The remaining FIOC events have been delayed until September 2018. Ward 5 FIOC event was cancelled due to a communication error. The \$5,000 in Funds authorized by CPIC under Motion 18/02-18 and amended under Motion 18/02-19 as five independent RFF's of \$1,000 each. Will be carried over into the next CPIC Fiscal Year. Treasurer requested an analysis of expenditures to date and will discuss this offline with the appropriate CPIC Members.</p> <p><b><u>8.2 Two-hour election meeting:</u></b> Members were requested to suggest some topics that could be used for a 2-hour election meeting. The goal was to have to make CPIC Elections into Parent Engagement events with childcare and refreshments.</p> <p><b><u>Suggestions From Members:</u></b></p> <ul style="list-style-type: none"><li>• Toronto Public Health offer free workshops: nutrition, staying home alone, sex education, et al. They limit each workshop to 25 or 30 parents. They do need lots of notice and it is suggested to reach out to them over the summer break.</li><li>• Organize a Trustee All Candidates Meeting by Ward.</li><li>• No other events were suggested</li></ul> <p>Events are to be guided by this committee, but TCDSB Staff need to help with the execution. The Budget and Priority Subcommittee should plan the funding of these expenditures as a CPIC annual event.</p> <p>Timing is a major issue as all promotions with respect to the Elections needs to be distributed by September 4<sup>th</sup>, 2018. Locations are needed to be decided upon. Staff will ask the Education Council for suggestions and query if locations used for Elections in the past should be changed</p> <p>The Nominations &amp; Elections Subcommittee is to build a framework and create a template for these CPIC Elections Events.</p> <p>For further information, In a survey undertaken by OAPCE out of the 210 parents that responded about their understanding of CPIC's mandate, 54 percent had no understanding. So consideration must be made to increase parent awareness of CPIC. Same can be said about OAPCE and CSCPs.</p>
<b>9 Subcommittee Reports &amp; Recommendations</b>	<p><b><u>STANDING (PERMANENT) SUBCOMMITTEES</u></b></p> <p><b><u>9.1 Budget &amp; Priority Setting Subcommittee</u></b> No one came to meeting. However, the Treasurer and Co-Chair have had some conversations on this matter and we will bring forward suggestions around the budget allocation. Our idea was to look at annual dollars spent see if it is repetitive. We would then compute an annual allocation for items which will include: Election, Reimbursement, Special Projects etc.</p> <p>Please contact me at <a href="mailto:cpic.cochair@tcdsb.org">cpic.cochair@tcdsb.org</a> if you have any suggestions.</p> <p><b><u>9.2 Governance &amp; Procedure Subcommittee</u></b> One Policy and two Amending Recommendations were made and presented to the Committee for discussion and approval. These reports are attached: Appendix "B" - Policy #1 Expense Reimbursement - 8 pages Appendix "C" - Limit on Number of Meetings Attended by Teleconference – 2 pages Appendix "D" - Amendments to Community Representative Article - 2 pages</p>



# TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

## Minutes of a Meeting of the Toronto CPIC

Monday June 18, 2018

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	<p style="text-align: center;"><u>Proposed Amendments to Policy #1 Expense Reimbursement</u></p> <p><b>Motion # 18/06-04</b> MOVED THAT the revised Policy #1 “<b>EXPENSE REIMBURSEMENT (including Procedures)</b>” as presented be accepted.  <b>Mover:</b> Governance &amp; Procedure Subcommittee <span style="float: right;"><b>Seconded:</b> Not Required</span>  <b>Recorded Vote Requested:</b>  <b>FOR:</b> J. Fiorante W4; G. Gikas W6; D. Rodriguez CR2; D. Hastings CR3; K. Muthiah W10; R. Oliveros W8; P. Corpuz W12; K. Coto PMAL1; D. Alvares W11  <b>AGAINST:</b> J. Del Grande W12; A. Crudo-Perri W4  <b>ABSTAIN AS NOT PROVIDED WITH COPY OF CONSITUTION:</b> N. Marriott CR1  <b>ABSTAIN AS ON PHONE &amp; NO COPY OF POLICY PROVIDED:</b> B. Xavier W10; A. Canning W1</p> <p><b>Vote 9 out of 14</b> – Policy as per By-Law 19.7 require a majority vote  <b>Carried</b></p> <p>Chair Ruled on a Point Of Order made by a Member:  <b>All Subcommittees must follow the established rule for calling a meeting and provide 7-days notice of the intended meeting.</b></p> <p><b>Ruling Passed as no appeal was tabled</b></p> <p style="text-align: center;"><u>Proposed Amendments to Toronto Catholic PIC Constitution</u></p> <p>The Chair of the Governance and Procedure Subcommittee started the discussion with an explanation of the proposed changes with respect to placing a limit on number of meetings a member can attend using the teleconference facility.</p> <p><b>John Wujek, Director Designate removed himself and Staff from the Meeting causing the Meeting to Adjourn. He sated the following reasons for this action:</b></p> <ol style="list-style-type: none"> <li>1. Concerned about how this item was brought forward, and how much notice was given to the appropriate people.</li> <li>2. One Member does not have a copy of the Constitution to refer to.</li> <li>3. No provisions made of what the expectation is of other TCDSB groups.</li> <li>4. Amending sheets were not forwarded to this Committee as part of the Meeting Agenda and there has been no time to digest this valuable information.</li> </ol> <p><b><u>9.3 Nominating &amp; Election Subcommittee</u></b>  Discussions took place on this matter under 8.2.</p> <p><b><u>9.4 Conference Planning Subcommittee</u></b>  No report presented as Meeting was adjourned.</p> <hr/> <p><b><u>SPECIAL (TEMPORARY / AD HOC) SUBCOMMITTEES</u></b></p> <p><b><u>9.5 Making Your Voices Heard</u></b>  No report presented as Meeting was adjourned.</p> <p><b><u>9.6 Communications and Dissemination Planning Subcommittee</u></b>  No report presented as Meeting was adjourned.</p>
<b>10 Reports from Parent Members: Ward Representatives</b>	No report presented as Meeting was adjourned.
<b>11 New Business and Motions Arising</b>	No report presented as Meeting was adjourned.



# TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

## Minutes of a Meeting of the Toronto CPIC

Monday June 18, 2018

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
Therefrom	
<b>12 Announcements &amp; Date, Time &amp; Location of Next Meeting</b>	<p>The formal meetings to be held in the CPIC FY 2018/18 are on:</p> <p><i>Inaugural Meeting Monday October 15, 2017</i> <b>Meeting #1 - Monday, November 20, 2017</b> <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> <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 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>
<b>13 Adjournment</b>	<p>The Chair declared the meeting is automatically adjourned as the Director Designate has left the meeting.</p> <p>Meeting Adjourned as a formal quorum is no longer present. The Members rose at <b>09:24 PM</b></p>

Respectfully submitted to the Members of Toronto CPIC,

  
Geoffrey Feldman, Chair

By resolution of the assembly (18/09-02) on  
Monday, September 17, 2018

# TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

## Minutes of a Meeting of the Toronto CPIC

Monday June 18, 2018

~ Catholic Education Centre ~

7:00 P.M.

### APPENDIX "A" – Financial Report

<b>CPIC Grant &amp; Expenditure Summary</b>	<b>CPIC 2017-18</b>	<b>PRO GRANT 2017-18</b>
<b>As at May 31, 2018</b>	<b>FR 1394</b>	<b>FR 1417</b>
<b>APPROVED FUNDING</b>	<b>20,106.00</b>	<b>10,000.00</b>
<b>CARRYOVER FROM PREVIOUS YEAR</b>	<b>46,133.49</b>	<b>5,724.51</b>
<b>TOTAL FUNDING</b>	<b>66,239.49</b>	<b>15,724.51</b>
<b>EXPENSES:</b>		
Childcare & Supplies	1,591.21	1,381.03
Election-Parent Recruitment Expenses		
Media Advertising		
Transcriptions		
Mileage	696.18	
Parent Resources		
Printing & Supplies	920.71	
Promotional Materials	1,890.73	504.67
Refreshments - Events	1,075.15	2,972.86
Refreshments - Meeting	1,335.48	
Speaker Expenses	3,258.77	3,307.57
Telecommunication	2,436.97	
Translation Services		
TTC Tokens - Buses		
<b>TOTAL EXPENDITURES</b>	<b>13,205.20</b>	<b>8,166.13</b>
<b>Balance</b>	<b>53,034.29</b>	<b>7,558.38</b>



**TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE**  
**Minutes of a Meeting of the Toronto CPIC**

Monday June 18, 2018

~ Catholic Education Centre ~

7:00 P.M.

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**Appendix "B"**

**Governance & Procedure Subcommittee Recommendations**

**Policy #1 Expense Reimbursement - 8 pages**





## TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE POLICY MANUAL

Policy  <b>EXPENSE REIMBURSEMENT</b> (including Procedures)		Policy No. <b>1</b>	Page <b>1 of 8</b>
		Revision No. <b>1</b>	Issued [YYYY-MMM-DD] <b>2011-June-02</b>
Scope  Toronto CPIC Members	Effective On [YYYY-MMM-DD]  2018-July-18	Approved By <b>Toronto Catholic Parent Involvement Committee</b>  Approved On [YYYY-MMM-DD] <b>Monday, 2018-June-18</b>	

### POLICY PERSPECTIVE

Toronto CPIC wishes to provide a process for members of the Committee to receive reimbursement for *"all or part of their out-of-pocket expenses reasonably incurred in connection with the normal performance of their duties as a Committee Member or Subcommittee member, including attendance at Committee or Subcommittee Meetings."* [per Article 17.2 **Reimbursement for Out-of-Pocket Expenses, Constitution of Toronto Catholic Parent Involvement Committee (Toronto CPIC) Effective June 1, 2011** and in accordance with Education Act Regulation 612/00 Subsection 39 (3)].

### Guiding Principles for Expense Reimbursement

Toronto CPIC will strive for *fairness, reasonableness* and *equitableness* in its approach to expense reimbursement:

**No Member shall suffer economic loss, distress or hardship solely because the Member is performing his or her duties and responsibilities as a Member of the Committee or a Subcommittee of the Committee.**

### POLICY

This policy outlines the expense types and categories and the process for claiming reimbursement for out-of-pocket expenses.

### Compliance With Constitution & Broader Public Sector (BPS) Expenses Directive

Pursuant to the Constitution and Bylaws of Toronto CPIC, and concordant with the Broader Public Sector (BPS) Expenses Directive issued by Management Board of Cabinet and effective April 1, 2011, Members of Toronto CPIC shall be reimbursed for **reasonable**, legitimate, authorized expenditures incurred in the **normal** execution of the Member's duties as a Member of Toronto CPIC or one of its Subcommittees.

This process is based on widely accepted best practices and is **transparent** (the rules for incurring and reimbursing travel, meal and other expenses are clear, easily understood, and available to everyone), **accountable** (all expenditures are to be in furtherance of the organization's purpose and business objectives) and **responsible** (funds are used prudently and thriftily, with an eye to value for money). Expense reimbursements shall be documented in the Committee's Annual Report and made available for Freedom of Information (Fol) requests by the public.

The Policy Guideline describes allowable expenses for which Toronto CPIC Members shall be reimbursed for expenses incurred while carrying out Toronto CPIC business.





## TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE POLICY MANUAL

Policy	Policy No.	Page
<b>EXPENSE REIMBURSEMENT</b>	<b>1</b>	<b>2 of 8</b>

### **Method to Claim Reimbursement**

All claims for reimbursement for expenses, including those not supported by a receipt, such as TTC cash fares, cash parking, kilometrage, or other out-of-pocket cash expenses must be made via a fully completed “**Toronto CPIC Expense Reimbursement Claim**” form (page 7 of this document). The “**Toronto CPIC Expense Reimbursement Claim**” form, along with all original receipts, where applicable, must be submitted to the TCDSB Liaison with Toronto CPIC for appropriate approvals as per the Committee’s Constitution and Bylaws.

All claims for reimbursement should be submitted within 90 days of the expenditure being incurred. Any expenditure item submitted more than 90 days after it was incurred may not be reimbursed. As a “best practice” Members are encouraged to submit claims for reimbursement at the first Toronto CPIC meeting immediately after the expenditure was incurred.

### **Approval Guideline**

Those persons authorized to approve claims for expense reimbursement may not approve their own expense claims, and are only authorized to approve expenses that were necessarily incurred in the performance of Toronto CPIC business. Those persons authorized to approve claims for expense reimbursement are only authorized to approve expenses that include all appropriate documentation itemized on the “**Toronto CPIC Expense Reimbursement Claim**” form (page 7 of this document) and submitted for approval.

### **POLICY STATEMENTS**

1. The Policy Guidelines contained in this document provide specific and detailed guidance for Members. However, common sense and compassion shall prevail at the discretion of the Committee Chair and Executive.
2. This Policy shall be reviewed bi-annually (every two years) and, if necessary, reimbursement amounts adjusted in accordance with prevailing economic conditions in Toronto.
3. It is the expectation of the Committee that employees of the Toronto Catholic District School Board employed in Finance and Accounting will be mindful of this Policy and exhibit deference and respect for the aims and objectives of this Policy, the Constitution of Toronto CPIC from which it derives, and the Education Act Regulation which provides the legal underpinning.

### **DOCUMENT REVISION HISTORY**

Revision	Date	Document Change History
01	2011-June-02	<b>Original Approved by Motion 11/06-14 on June 2, 2011</b>
02	2018-June-18	<b>Revisions Approved by Motion 18/06-04 on June 18, 2018</b>



## Toronto CPIC Expense Reimbursement Policy Guidelines

Category	Policy Guidelines
Travel – Outside the Province of Ontario	All travel outside the Province of Ontario must be pre-authorized by a vote of the Toronto CPIC by motion duly proposed, seconded and passed.
Travel Costs – Automobile	<p>CPIC Members will be reimbursed kilometrage for meetings, etc., when attending Toronto CPIC authorized activities.</p> <p>For Toronto CPIC Members required to drive on Toronto CPIC business, reimbursement for use of a rental car / taxi service in lieu of a personal vehicle will be approved, provided the cost is <b>less than</b> the personal vehicle reimbursement cost or the need is on an emergency basis.</p> <p>The reimbursement for kilometrage should not exceed the travel costs of the lowest economy airfare or land transportation to the destination. Toronto CPIC will not reimburse traffic and parking violations or any other fines.</p> <p><b><u>Independent Kilometrage Rate</u></b>  The kilometrage or “mileage” rate as approved by the Canada Revenue Agency effective <b>January 1, 2018</b> is <b>\$0.55 / kilometre</b> for Ontario. This is the Toronto CPIC allowable “kilometrage rate.” The CRA rate in effect on <b>June 1 of each year</b> shall become the allowable rate for Toronto CPIC effective the following <b>Sept. 1</b>.</p> <p>By motion approved by simple majority at the September CPIC Meeting, or any Meeting thereafter, the Committee shall authorize the revised CRA rate and this revised rate shall be a) noted in the Minutes of the Meeting and b) transmitted to the Chief Financial Officer and Director of Education of the TCDSB by the Chair.</p>
Travel Costs – Taxis	<p>While traveling on approved Toronto CPIC business, transportation between the CPIC Member's home or work place and the airport / train / bus station as well as the station and hotel or other location will be reimbursed</p> <p><b><u>Original receipts are required</u></b></p> <p>Reasonable gratuities will be reimbursed at 10% to 15% of taxi fare</p>
Travel Costs – Airfare	<p>All airfare claims must be supported by a trip itinerary and detailed charges</p> <p>Payment will be made for ‘economy’ or ‘coach’ air fare only. Purchase of travel gift certificates or pre-payments to travel agents is not allowed</p> <p>Credit card slips are not acceptable as supporting documentation</p>
Travel Costs – Train / Bus	<p>Expense claim must be supported by a train or bus ticket receipt (credit card slips are not acceptable as supporting documentation). <b><u>For TTC trips, receipts are not required</u></b></p> <p>If VIA 1 travel is claimed, the applicable meal allowance cannot be claimed</p>



<p><b>Hotels</b></p>	<p>Standard lodging expenses (supported by detailed original hotel invoice; credit card slips are not acceptable) at the government rate, including:</p> <ul style="list-style-type: none"> <li>• Hotel Accommodation</li> <li>• Necessary telephone calls and faxes</li> <li>• Parking</li> <li>• Internet services</li> <li>• Photocopy charges</li> <li>• Hotel food service, subject to the applicable meal allowance provisions</li> <li>• 1 personal phone call, of reasonable length, per day to the individual's home or residence</li> </ul> <p>Reasonable gratuities for porters, bell hops, hotel room services:</p> <ul style="list-style-type: none"> <li>• 15% to 20% on hotel or restaurant meal costs</li> <li>• \$2 to \$5 per night for housekeeping</li> <li>• \$2 to \$5 per bag for porters and bell hops</li> </ul> <p>Non-allowable expenses include:</p> <ul style="list-style-type: none"> <li>• Movie and video rentals</li> <li>• Fitness facilities</li> <li>• In-room mini-bar, water, snacks</li> <li>• Bar charges</li> <li>• Other similar miscellaneous charges</li> </ul>
<p><b>Meals</b></p>	<p>Maximum meal allowance is as follows:</p> <ul style="list-style-type: none"> <li>• Breakfast: <b>\$ 19.45</b></li> <li>• Lunch: <b>\$ 19.20</b></li> <li>• Dinner: <b>\$ 48.15</b></li> </ul> <p>The Canadian National Joint Council (NJC) meal allowance shall be the Toronto CPIC meal allowance. The NJC rate in effect on <b>June 1 of each year</b> shall become the meal allowance for Toronto CPIC effective the following <b>September 1</b>.</p> <p>The NJC approved meal allowance can be found at:  <a href="http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en">http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en</a></p> <p>For part days (either ending before 3 PM or beginning after 3 PM) only the applicable meal allowance will apply. If a group of individuals is eating a meal together, individual members of the group should either:</p> <ul style="list-style-type: none"> <li>i) obtain an itemized receipt for the individual's meal and indicate the person's name and the reason for the meal and the receipt when submitting an expense claim;</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>ii) if all members of the group pay an identical amount, submit an itemized receipt for the group, indicating the names of all persons attending and the reason for the meal;</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>iii) have one person pay the bill, submit an itemized receipt for the entire meal indicating the names of all person's attending and the reason for the meal</li> </ul> <p>Reasonable gratuities of 15% to 20% of meal costs will be reimbursed</p>

<b>Working Meals</b>	From time to time, Toronto CPIC Members have working meals to conduct Toronto CPIC business. Working meals will be reimbursed according to the applicable meal allowance. An agenda for the meeting must be included with the request for reimbursement.
<b>Alcohol</b>	Reimbursement of expenditures for alcohol is <u>not</u> permitted
<b>Travel Costs – Parking</b>	Original receipts, where available, should be provided
<b>Dependant Care</b>	A maximum of <b>\$75</b> (5 hours @ \$15 per hour) per Toronto CPIC Committee Meeting or Subcommittee meeting or sanctioned event will be reimbursed. Receipts, where available, should be provided
<b>Conferences, Workshops &amp; Symposia</b>	<p>Conference, Workshop and Symposium attendance must be pre-approved by the Committee, appropriate Subcommittee, or the Executive Subcommittee</p> <p>Conference, Workshop and Symposium registration fees must be supported by a detailed registration package</p> <p>Where meals are not included in the registration fee, the applicable meal allowance, or actual meal cost, whichever is lower, shall be reimbursed</p> <p><u>Non-allowable expenses include:</u></p> <ul style="list-style-type: none"> <li>• Sight-seeing Tours</li> <li>• Golf Tournaments</li> <li>• Ticket costs for theatre, concert, movie or sporting events</li> <li>• Guest Programs</li> <li>• Any other social activities</li> </ul> <p>Expense claims for conferences, workshops and symposia are subject to the terms outlined in this policy and must be supported by original invoices and include a fully completed registration form that provides dates and details of any meals included</p>
<b>Office Supplies</b>	Reasonable office supplies expenses including printing, photocopying, envelopes, postage, etc. will be reimbursed supported by receipts, where available
<b>Telephone &amp; Telecommunications</b>	Reasonable telephone and telecommunications expenses supported by receipts, including telephone, long-distance and cell phone charges incurred on a personal line for Toronto CPIC business, and pre-paid phone cards, etc. will be reimbursed. Any claim of \$100 or more must be supported by a detailed log.
<b>Foreign Exchange</b>	Out-of-pocket expenses will be reimbursed in Canadian funds at the current rate of exchange



<b>Hospitality</b>	<p>All hospitality must be pre-authorized by a vote of the Toronto CPIC by motion duly proposed, seconded and passed.</p> <p>Hospitality is the offering of food, beverage, accommodation, transportation and other amenities, paid out of Toronto CPIC funds, to persons who are not affiliated with Toronto CPIC. The hospitality offered must be directly related to Toronto CPIC business.</p> <p>Hospitality offered to others may include the moderate consumption of alcoholic beverages with a meal.</p> <p>The cost of alcohol must be reasonable and cannot exceed the cost of the meal.</p> <p>Alcoholic beverages may be offered during a reception approved by the Committee.</p> <p>Preference should be given to Ontario-produced wine, beer and spirits but should not include premium brands or vintage wine.</p> <p>Detailed, itemized receipts are required when submitting an expense claim.</p>
<b>Recognition of Individuals for Preparation of Approved Presentations and Short-Term Projects</b>	<p><b>Honoraria:</b></p> <p>A maximum of <b>\$200.00</b> (for short session presenter i.e. up to 2 hours payable by gift or gift certificate).</p> <p>A maximum of <b>\$400.00</b> (for half-day presenter i.e. up to 4 hours payable by gift or gift certificate).</p>
<b>Expense Claim Procedures</b>	
<b>Toronto CPIC Expense Reimbursement Claim</b>	<p>Only original signed <b>Toronto CPIC Expense Reimbursement Claim</b> forms will be accepted – not faxes or photocopies.</p> <p>The form for all requests for reimbursement is the "<b>Toronto CPIC Expense Reimbursement Claim</b>" form.</p>
<b>Support for Reimbursement</b>	<p>Subject to the Constitution and Bylaws of the Toronto CPIC and the terms of this policy, claims for reimbursement should be fully supported by <b>original</b> paid invoices or itemized receipts.</p> <p>In certain circumstances photocopies of invoices or receipts may be acceptable.</p> <p>Credit / debit card slips are not acceptable as supporting documentation.</p>
<b>Authorization for Reimbursement</b>	<p><b>Toronto CPIC Expense Reimbursement Claim</b> forms are to be signed by the individual claimant and submitted to the TCDSB Liaison with Toronto CPIC.</p> <p>Expense Reimbursement Claim forms will be reviewed as to the appropriateness of the expenditures and approved in accordance with the provisions of the Constitution and Bylaws of Toronto CPIC.</p>



Date	Kilometrage			Meals & Gratuities	Office Supplies	Hotel & Lodging	Conferences & Symposia	Other Expense	Specify Category #	✓
	KM	Rate / KM	\$							
		\$ 0.	\$	\$	\$	\$	\$	\$		<input type="checkbox"/>
		\$ 0.	\$	\$	\$	\$	\$	\$		<input type="checkbox"/>
		\$ 0.	\$	\$	\$	\$	\$	\$		<input type="checkbox"/>
		\$ 0.	\$	\$	\$	\$	\$	\$		<input type="checkbox"/>
		\$ 0.	\$	\$	\$	\$	\$	\$		<input type="checkbox"/>
		\$ 0.	\$	\$	\$	\$	\$	\$		<input type="checkbox"/>
		\$ 0.	\$	\$	\$	\$	\$	\$		<input type="checkbox"/>
		\$ 0.	\$	\$	\$	\$	\$	\$		<input type="checkbox"/>
<b>TOTALS</b>		\$ 0.	\$	\$	\$	\$	\$	\$		

				<b>GRAND TOTAL</b>		\$
<b>EXPENSE CLAIMS ARE SUBJECT TO REVIEW AND APPROVAL</b>						
‡ Expense Categories: ♦ Travel – Taxis ♦ Travel – Airfare ♦ Travel – Train / Bus ♦ Travel – Automobile [Parking] ♦ Working Meals ♦ Dependant Care ♦ Conferences, Workshops & Symposia ♦ Telephone & Telecommunication				<b>Advance Issued</b>		\$
				<b>NET DUE</b>		\$
Submitted By		Approved By	Approved By	Cheque Amount	Internal Use Only	
				\$	<input type="checkbox"/> Receipts Verified Internal Use Only	
Date		Date	Date	Cheque No.	<input type="checkbox"/> Complies with Motion	



# TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

## EXPENSE REIMBURSEMENT CLAIM (SAMPLE)

First Name <b>PAULINA</b>		Last Name <b>PARENT</b>		Date [YYYY.MM.DD] <b>2011.05.31</b>	Control Number
Toronto CPIC Business Purpose <b>2011 OAPCE CONFERENCE IN BURLINGTON &amp; MISCELLANEOUS</b>					
Currency and Conversion Rate Used <input type="checkbox"/> US \$ <input type="checkbox"/> Other @ _____					

Date	KM	Kilometrage Rate / KM	\$	Meals & Gratuities	Office Supplies	Hotel & Lodging	Conferences & Symposia	Other Expense	Specify Category ‡	✓
2011.05.13	40	\$ 0.545	\$ 21.80	\$	\$	\$	\$	\$		<input type="checkbox"/>
2011.05.13		\$ 0.	\$	\$	\$	\$	\$ 125.00	\$		<input checked="" type="checkbox"/>
2011.05.13		\$ 0.	\$	\$ 25.00	\$	\$	\$	\$		<input checked="" type="checkbox"/>
2011.05.14		\$ 0.	\$	\$ 12.00	\$	\$	\$	\$		<input checked="" type="checkbox"/>
2011.05.14		\$ 0.	\$	\$ 16.00	\$	\$	\$	\$		<input checked="" type="checkbox"/>
2011.05.14		\$ 0.	\$	\$	\$	\$ 75.00	\$	\$		<input checked="" type="checkbox"/>
2011.05.14	40	\$ 0.545	\$ 21.80	\$	\$	\$	\$	\$		<input type="checkbox"/>
2011.05.15		\$ 0.	\$	\$	\$ 18.00	\$	\$	\$		<input checked="" type="checkbox"/>
<b>TOTALS</b>	<b>80</b>	<b>\$ 0.545</b>	<b>\$ 43.60</b>	<b>\$ 53.00</b>	<b>\$ 18.00</b>	<b>\$ 75.00</b>	<b>\$ 125.00</b>	<b>\$ NIL</b>		
<b>GRAND TOTAL</b>										<b>\$ 314.60</b>

<b>EXPENSE CLAIMS ARE SUBJECT TO REVIEW AND APPROVAL</b>		<b>Advance Issued</b>	<b>\$ NIL</b>
<b>NET DUE</b>		<b>\$ 314.60</b>	

‡ Expense Categories: ♦ Travel – Taxi ♦ Travel – Airfare ♦ Travel – Train / Bus ♦ Travel – Automobile [Parking]  
♦ Working Meals ♦ Dependant Care ♦ Conferences, Workshops & Symposia ♦ Telephone & Telecommunication

Submitted By <b>PAULINA PARENT</b>	Approved By <b>CPIC TREASURER</b>	Cheque Amount <b>\$ 314.60</b>	Internal Use Only <input type="checkbox"/> Receipts Verified
Date <b>2011.05.31</b>	Date <b>2011.06.02</b>	Cheque No. <b>4789365</b>	Internal Use Only <input type="checkbox"/> Complies with Motion



**TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE**  
**Minutes of a Meeting of the Toronto CPIC**

Monday June 18, 2018

~ Catholic Education Centre ~

7:00 P.M.

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**Appendix "C"**

**Governance & Procedure Subcommittee Recommendations**

**Limit on Number of Meetings Attended by Teleconference – 2 pages**



**TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE  
GOVERNANCE & PROCEDURE SUBCOMMITTEE  
REPORT & RECOMMENDATION  
2018-Jun-16**

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At a meeting duly convened on Tuesday, June 12, 2018, the Governance and Procedure Subcommittee (hereafter the “Subcommittee”) considered whether a limit should be placed on the number of meetings in a fiscal year which a member may be permitted to attend by electronic means.

Six persons, four (4) Parent Members and two (2) Community representatives, attended the Subcommittee meeting and were recorded as present.

The matter was referred to the Subcommittee at the Toronto Catholic Parent Involvement Committee’s (hereafter the “Committee” or the “PIC”) meeting of May 14, 2018.

The Constitution and Bylaws (hereafter the “Constitution”) currently contains no restriction on the number of meetings (both regular Committee and various Subcommittees) which a member may attend by teleconference.

The Committee holds eight (8) regular meetings each fiscal year — not including the Inaugural Meeting in October.

Article 3.7 defines “Meeting” as follows (**bold** and *italics* inserted for clarity):

**3.7 “Meeting”** means an official assembly of the Members of the Toronto Catholic Parent Involvement Committee or one of the Subcommittees thereof – ***including Members in attendance by interactive audio or video conference who shall be deemed to be present*** – during which there is no separation of the Members except for a recess, and which continues until adjournment, where the Committee or Subcommittee, as the case may be, assembles to discuss, determine or decide matters under its purview.

The Committee’s Constitution does impose a restriction on the number of meetings a Member may miss, either in total in a fiscal year, or consecutively, upon which the Member may be removed from their seat. This is noted in Article 10.8 (**bold** and *italics* inserted for clarity):

**10.8 Attendance & Missed Committee Meetings.** Any Member who is unable to attend at a Committee Meeting shall provide the Chair or Vice-Chair and the Secretary with a minimum of **twenty-four (24) hours** written notice of regrets or apologies for absence, via electronic mail, with a copy to the TCDSB Liaison with Toronto CPIC. The Minutes of each Meeting shall include a notation of those Members absent and those advising apologies for absence. ***Any Member who misses either (a) three (3) or more consecutive Committee Meetings without advising apologies for absence, or (b) a total of four (4) Committee Meetings in any fiscal year,*** may be removed from their seat. The Secretary may move for the removal of any Member with the matter requiring a simple majority to pass.

Ontario Regulation 612/00 to the Education Act (hereafter the “Regulation”) permits members of a PIC to attend PIC meetings by teleconference. It does not permit school council members to attend school council meetings by teleconference. The rationale for this difference is to accommodate Northern Ontario school boards which cover vast geographic areas where transportation to a PIC meeting may involve a one-way trip of four or more hours. Toronto is blessed with first rate public transportation and an excellent road system.

Attendance at a PIC meeting via teleconference is a privilege and not a right. The Regulation imposes no duty on either the PIC or the school board to guarantee that PIC members can attend via teleconference. In fact,

while section 40 (4) notes that a “member of a parent involvement committee who participates in a meeting through electronic means shall be deemed to be present at the meeting” section 40 (3) states that the school board “shall make **reasonable** efforts to enable members to participate fully in meetings of the committee by electronic means.”

The Committee — and not the school board — pays for a teleconference service from its general revenue fund. The Committee also generously allows other parent bodies to make use of the teleconference facility.

It is the belief of the Subcommittee that to permit one or more Committee members to attend PIC meetings by teleconference — with no reasonable limit of the number of such attendances — is not in keeping with the mission and mandate of the Committee or the spirit of the Regulation.

**Therefore, by unanimous vote of six (6) in favour, the Subcommittee recommends that, in accordance with Article 19.3 (reproduced below for reference), the Constitution be amended as follows:**

Amend §3.7 and the definition of “Meeting” to insert after “deemed to be present” the following:  
***such deemed presence not to exceed three (3) assemblies of the Members each fiscal year***

**Amended wording**

**3.7 “Meeting”** means an official assembly of the Members of the Toronto Catholic Parent Involvement Committee or one of the Subcommittees thereof – including Members in attendance by interactive audio or video conference who shall be deemed to be present, ***such deemed presence not to exceed three (3) assemblies of the Members each fiscal year*** – during which there is no separation of the Members except for a recess, and which continues until adjournment, where the Committee or Subcommittee, as the case may be, assembles to discuss, determine or decide matters under its purview.

Respectfully submitted by the Chair of the Governance and Procedure Subcommittee to the Members of the Committee,

David Rodriguez

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**19.3 Amendment of Constitution and Bylaws.** This Constitution and individual Bylaws may be amended by a **three-fourths (3/4) vote** of Committee voting Members present and voting at a Meeting at which the amendment is scheduled for consideration, subject to the following: the proposed motion, including the text of the amendment and a brief statement of the rationale and purpose of the amendment shall first be provided to the Governance & Procedure Subcommittee, which shall consider the merits of the amendment and recommend passage of the amendment by the full Committee if a majority of the members of the Governance & Procedure Subcommittee so concur.

**19.5 Proposed Amendments Which Pass at the Subcommittee.** Any amendment to this Constitution, any Standing Rule or any amendment to a Standing Rule, considered pursuant to Articles 19.3 and 19.4 and recommended by the Governance & Procedure Subcommittee shall be added to the Meeting Agenda of the next scheduled Committee Meeting for consideration by the Committee. Any amendment to this Constitution, any Standing Rule or any amendment to a Standing Rule so passed shall come into force **thirty (30) days** after its passing.





**TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE**  
**Minutes of a Meeting of the Toronto CPIC**

**Monday June 18, 2018**

**~ Catholic Education Centre ~**

**7:00 P.M.**

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**Appendix "D"**

**Governance & Procedure Subcommittee Recommendations**  
**Amendments to Community Representative Article - 2 pages**



**TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE  
GOVERNANCE & PROCEDURE SUBCOMMITTEE  
REPORT & RECOMMENDATION  
2018-Jun-16**

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At a meeting duly convened on Tuesday, June 12, 2018, the Governance and Procedure Subcommittee (hereafter the “Subcommittee”) considered the following:

- 1) whether there was a clause, paragraph or Article in the Constitution and Bylaws (hereafter the “Constitution”) of the Toronto Catholic Parent Involvement Committee (hereafter the “Committee” or the “PIC”) which prohibited a Community Representative from serving in an office considered an “Executive Office” or considered a member of the “Executive Committee” and
- 2) Given that OAPCE Toronto members routinely serve as Parent Members and Parent Members-at-Large, if it is reasonable to continue set aside a Community Representative seat — in light of the fact that only three (3) such seats exist — for the exclusive use of OAPCE and /or OAPCE Toronto.

Six persons, four (4) Parent Members and two (2) Community representatives, attended the Subcommittee meeting and were recorded as present.

The matters were referred to the Subcommittee at the Committee’s meetings of November 20, 2017 and February 12, 2018.

There is no clause, paragraph or Article in the Constitution which would serve to prohibit a Community Representative from serving in an office considered an “Executive Office” or considered a member of the “Executive Committee.”

When the document was going through its five (5) draft versions, several persons provided comments that the widest possible net should be cast for potential Executive Officer talent with the exception of Chair and Vice Chair. It was thought that excluding competent, qualified and willing persons from serving on the Executive, merely because they occupied a Community Representative seat was a disservice to the Committee. As a result of this feedback, the Order of Business for the Inaugural Meeting (Article 9.2) was modified to place the election of Executive Officers — other than the Chair and Vice Chair, which occurs **after** the recognition of the new Parent Members — after the election of Parent Members: At Large and the appointment of Community Representatives so that an additional seven (7) persons were eligible to serve.

It is the belief of the Subcommittee that explicit wording should be inserted into the appropriate Article so as to convey that there are no clauses which would prohibit a Community Representative from serving in an office considered an “Executive Office” or considered a member of the “Executive Committee.”

With respect to the setting aside of one (1) of only three (3) available Community Representative seats for OAPCE or OAPCE Toronto, it was determined that this was no longer needed as OAPCE Toronto members are not barred from serving as Parent Members and Parent Members-at-Large and may still be considered for the position of Community Representative.

Furthermore, the Subcommittee saw no value in maintaining an enumeration of potential organizations from which the Committee may (or may not) appoint Community Representatives as this may be interpreted by some as to be a finite enumeration.

Therefore, by unanimous vote of six (6) in favour, the Subcommittee recommends that, in accordance with Article 19.3 (reproduced below for reference), the Constitution be amended as follows:

Amend §4.4 and the requirements related to “Community Representatives” to:

- 1) delete all text after the sentence “Employees of the Board are ineligible to serve as Community Representative” and
- 2) insert the following:

***Nothing in this Constitution shall be construed so as to exclude a Community Representative from serving in an Executive Office, or any other position, except the offices of Chair and Vice Chair.***

#### **Amended wording**

**4.4 Community Representatives.** [Per Ontario Regulation 612/00 Section 33 (1), 33 (6) and 38(3)] A maximum of three (3) persons appointed by the other Members of the Committee. Employees of the Board are ineligible to serve as a Community Representative. ***Nothing in this Constitution shall be construed so as to exclude a Community Representative from serving in an Executive Office, or any other position, except the offices of Chair and Vice Chair.*** One (1) Community Representative shall be appointed from the Ontario Association for Parents in Catholic Education (OAPCE) or their regional affiliate the Toronto Association for Parents in Catholic Education (TAPCE). ~~The other two (2) Community Representatives may be appointed from among:~~

- ~~a) the Greater Toronto Catholic Parent Network (GTCPN)~~
- ~~b) the Archdiocese of Toronto — and~~
- ~~c) a student representative nominated by the Catholic Student Leadership Impact Team (CSLIT).~~

Respectfully submitted by the Chair of the Governance and Procedure Subcommittee to the Members of the Committee,

David Rodriguez

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**19.3 Amendment of Constitution and Bylaws.** This Constitution and individual Bylaws may be amended by a **three-fourths (3/4) vote** of Committee voting Members present and voting at a Meeting at which the amendment is scheduled for consideration, subject to the following: the proposed motion, including the text of the amendment and a brief statement of the rationale and purpose of the amendment shall first be provided to the Governance & Procedure Subcommittee, which shall consider the merits of the amendment and recommend passage of the amendment by the full Committee if a majority of the members of the Governance & Procedure Subcommittee so concur.

**19.5 Proposed Amendments Which Pass at the Subcommittee.** Any amendment to this Constitution, any Standing Rule or any amendment to a Standing Rule, considered pursuant to Articles 19.3 and 19.4 and recommended by the Governance & Procedure Subcommittee shall be added to the Meeting Agenda of the next scheduled Committee Meeting for consideration by the Committee. Any amendment to this Constitution, any Standing Rule or any amendment to a Standing Rule so passed shall come into force **thirty (30) days** after its passing.



REPORT TO

REGULAR BOARD

## H.M. 33 ACCEPTANCE OF HOSPITALITY AND GIFTS POLICY METRIC 2017-2018

*Out of the gifts to you, you shall set apart every offering due to the Lord; the best of all of them is the part to be consecrated. Numbers 18:29*

Created, Draft	First Tabling	Review
October 8, 2018	October 18, 2018	<a href="#">Click here to enter a date.</a>

R. McGuckin, Director of Education

### INFORMATION REPORT

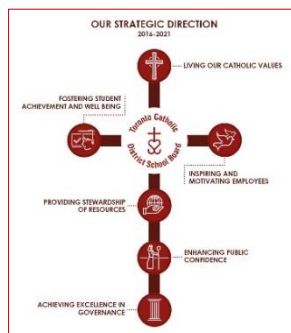
#### Vision:

*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 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.*



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

T. Robins  
Acting Associate Director  
of Planning and Facilities

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

## **A. EXECUTIVE SUMMARY**

TCDSB policy H.M.33 Acceptance of Hospitality or Gifts, requires the Director to annually report to the Board about hospitality and/or gifts of considerable value which contribute to student achievement, that were received and accepted on behalf of the TCDSB in the 2017-2018 school year.

Information was gathered from all executives to ascertain whether any gifts of considerable value which contributed to student achievement were received during the 2017-2018 school year.

Materials donated to the Board were not considered in this assessment as they are dealt with in a separate policy, F.F.02 Donations and Sponsorship.

Based on the evidence received, no gifts of considerable value were received by TCDSB staff or the Director of Education during the 2017-2018 school year.

*The cumulative staff time required to prepare this report was 6 hours*

## **B. PURPOSE**

1. This report fulfils the policy metric for A.33 Acceptance of Hospitality or Gifts, which states:

*The effectiveness of the policy will be determined by measuring the following:*

*All gifts of considerable value which contribute to student achievement received and accepted on behalf of the TCDSB will be reported by the Director to the Board of Trustees in an annual report.*

## **C. BACKGROUND**

1. **October 19, 2017** – at Regular Board, Trustees approved the revised policy A.33 Acceptance of Hospitality or Gifts, which included the requirement to annually report to the Board on the receipt of gifts of considerable value.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

1. All designated executives (Associate Directors, Executive Superintendents, Superintendents, Legal Counsel, Chief Information Officer), as well as Principals and the Partnership Development staff were surveyed about the receipt and acceptance of any gifts of considerable value which would contribute to student achievement.
2. It was determined that no gifts of considerable value which would contribute to student achievement were received and accepted by the TCDSB.
3. Materials donated to the Board were not considered in this assessment as they are dealt with in a separate policy, F.F.02 Donations and Sponsorship.

## **E. METRICS AND ACCOUNTABILITY**

1. Receipt of gifts of considerable value in support of student achievement are monitored through the Corporate Office.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

<b>Date Approved:</b>	<b>Date of Next Review:</b>	<b>Dates of Amendments:</b>
March 28, 2007	October 2022	October 19, 2017
<b>Cross References:</b> Conflict of Interest: Employees (H.M.31) Conflict of Interest: Trustees (T.01) Code of Conduct Policy (S.S.09) Art Collection (A.22) Donation and Sponsorship Policy (F.F.02)		
<b>Appendix</b>		

**Purpose:**

This policy clarifies that the Toronto Catholic District School Board, its Trustees and employees will not accept gifts, hospitality or other benefits that may have a real, apparent or potential influence on carrying out duties or that place them under obligation to the gifter. Contributions to student achievement may be accepted in accordance with the regulations of this policy. Board employees in school communities may accept a small token of appreciation from families in the community.

**Scope and Responsibility:**

This policy applies to all elected officials and employees. The Director is responsible for this policy.

**Alignment with MYSP:**

Living Our Catholic values

Strengthening Public Confidence



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

Achieving Excellence in Governance  
Providing Stewardship of Resources  
Inspiring and Motivating Employees

**Policy:**

It is the policy of the Toronto Catholic District School Board that elected officials and employees may only accept and retain gifts of low intrinsic value or business hospitality of less than \$100.00 per person and will not accept gifts, hospitality or other benefits that may have a real, apparent or potential influence on carrying out duties or that place them under obligation to the giver. If in the circumstances that hospitality or a gift of considerable value is received, notification as set out in the regulations is required.

The Board acknowledges that the offering of gifts or hospitality of limited value from suppliers, partners or other business contacts is a common business practice which may be appropriate under certain circumstances.

Elected officials and employees may accept a gift provided it does not create a sense of obligation, expectation or indebtedness or a real, or the appearance of, a conflict of interest that may be seen to be likely to affect the objectivity of those officials and employees in the performance of their duties.

Philanthropic gifts made by individuals, corporations, foundations or legal entities to assist the Board in the pursuit of its mission may be accepted at the discretion of the Director of Education or Board of Trustees.





**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

**Regulations:**

1. The acceptance of gifts, hospitality and other benefits is permissible provided that:
  - a. they are infrequent and of minimal value (low-cost promotional objects, simple meals, souvenirs with no cash value) and are within the normal standards of business practice; and
  - b. they do not obligate or compromise the integrity of the recipient or the Board.
2. Gifts and benefits to an immediate family member or close associate of an elected official or employee, which can be reasonably attributed to the employee's official duties or association with the Board are prohibited.
3. An elected official or employee may accept moderate hospitality during the normal course of business that would not significantly exceed what the Board would likely approve on an individual's expense account form.
4. **Gifts of Considerable Value:** Where it would be inappropriate to refuse a gift of obvious value, the gift may be accepted on behalf of the TCDSB. The Director of Education will ensure that such a gift is retained as property of the TCDSB. All gifts of considerable value received and accepted on behalf of the TCDSB which contribute to student achievement will be reported by the Director to the Board of Trustees in an annual report.
5. **Charity Events:** Where the hospitality/gift offered to an elected official or employee is for attending a charity event with an ongoing relationship to the Board, the employee may accept if it contributes to student achievement.



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

**6. Non-Charity Events:** No elected official or employee shall accept hospitality/gifts to non-charity events such as sporting or cultural events from any individual or organization doing business with the Board.

**7. Solicitation of Gifts or Sponsorship**

- a. Elected officials or employees shall not solicit hospitality, gifts, benefits or sponsorships for their personal benefit from any individual, company or organization that has an existing or potential business relationship with the Board.
  - b. For special Board functions, the Director of Education may approve the solicitation of gifts, prizes or donations from companies or organizations with whom the Board is not currently involved in a competitive acquisition process and provided that the donation or gift is legal and does not place the Board under any obligation or in a conflict of interest.
8. Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the Director for staff and the Board in the case of trustees in private session.



<b>POLICY SECTION:</b>	<b>HUMAN RESOURCES</b>
<b>SUB-SECTION:</b>	<b>MISCELLANEOUS</b>
<b>POLICY NAME:</b>	<b>ACCEPTANCE OF HOSPITALITY OR GIFTS</b>
<b>POLICY NO:</b>	<b>H.M. 33</b>

## **Definitions:**

### **Gift or Benefit**

Considered to be anything of value received as the result of a business relationship for which the recipient does not pay fair market value. Gifts or benefit refers to items both tangible and intangible such as hard goods, entertainment, trips, financial instruments and services other than hospitality offered directly or indirectly to an elected official or employee of the Board.

### **Gifts of Considerable Value**

Any gift, benefit or hospitality whose value exceeds \$100.00.

### **Hospitality**

The offering of meals, refreshments, entertainment, and transportation.

### **Donation**

A voluntary transfer of property without any benefit received by the donor. Generally, a donation is made if the transfer is voluntary and made without expectation of return, and there is no benefit of any kind that may be provided to the donor or to anyone designated by the donor.

### **Contributions to Student Achievement**

Items directly gifted or funds provided in the form of a gift card or gift certificate to improve and/or enhance the classroom or school environment. Examples include books and classroom supplies.



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

**Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

All gifts of considerable value which contribute to student achievement received and accepted on behalf of the TCDSB will be reported by the Director to the Board of Trustees in an annual report.



REPORT TO

REGULAR BOARD

## ENTRY AND EXIT SURVEYS SUMMARY 2017-2018

*"As much as you can, aim to know your neighbors, and consult with the wise." Sirach 9:14*

Created, Draft	First Tabling	Review
October 1, 2018	October 18, 2018	<a href="#">Click here to enter a date.</a>

B. Leporati, Sr. Manager, Planning and Admissions  
M. Vanayan, Senior Coordinator, Educational Research  
J. Genova, Coordinator Human Resources and ICT Support  
M. Loberto, Superintendent of Planning Services

### INFORMATION 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 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.*



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Associate Director  
of Academic Affairs

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Acting Associate Director  
of Planning and Facilities

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

## **A. EXECUTIVE SUMMARY**

The Research, ICT and Planning departments collaboratively developed entry and exit surveys for parents of both elementary and secondary students. All survey completion is invitational and anonymous. An annual report on survey results is required in accordance with the calendar of Annual Reports and Policy Metrics.

The intent of Entry and Exit Surveys is to provide the Board with responses about why parents and students choose to enrol at the TCDSB (Entry) or choose to leave the TCDSB (Exit) for other Boards. The information collected is provided to help inform decision making around the Long Term Accommodation and Program Plan, improve existing programming and to help inform marketing initiatives aimed at attracting new students to the Board.

*The cumulative staff time required to prepare this report was 20 hours*

## **B. PURPOSE**

This report provides a summary of Entry and Exit Survey responses for both elementary and secondary panels for the 2017-2018 registration period.

## **C. BACKGROUND**

1. **November 12, 2015** – At the Corporate Services, Strategic Planning and Property Committee, the Board approved the following motion: Committee, the following direction:

*That staff:*

*Develop short surveys to be completed by a parent/ guardian each time a student enters or exits a TCDSB school (regardless of grade).*

*Provide a brief opportunity for trustees to provide informal feedback on the draft entrance and exit surveys before they are distributed to schools for implementation.*

*Provide the surveys to all schools for implementation by the end of January, 2016. The survey is to be provided to all parents who register*

*a child in January, 2016. (To be determined by staff including costing).*

*Since the grade 9 'transition survey' already exists, as a one-time data input, ask elementary school principals to send home the parent/guardian 'entrance'. "*

2. **June 9, 2016** – Entry and Exit surveys were approved by Board for implementation beginning in September 2016 following consultation with the Unions.
3. **January 18, 2017** – Entry and Exit surveys were first implemented through the Student Online Application for Registration (SOAR) for elementary and via a custom web-based application for secondary.
4. Entry and Exit Surveys were conducted in the 2017-2018 school year, and the results are provided in this report.

#### **D. EVIDENCE/RESEARCH/ANALYSIS**

1. The Research, ICT Services and Planning departments have collected and summarized all Entry/Exit survey results for the information of the Board. *All survey completion is invitational and anonymous.*
2. Summaries of the *most common responses* received are provided below, and complete survey responses are provided in **Appendix A**.
3. The total number of responses by survey type are found in the summary table below. The response rate is a comparative of responses received to the number of surveys issued.

Panel	Entry Survey # of responses	Response Rate %	Exit Survey # of responses	Response Rate %
Elementary	12,318	87.6	424	99.1
Secondary	1,797	39.8	112	52.6

## **ELEMENTARY SCHOOL SURVEY RESULTS**

### **4. ELEMENTARY ENTRY SURVEY RESULTS - Most Common Responses**

**Question #1. Why did you choose to register your child in this TCDSB school?**

Most common responses:

Community School, Strong evidence of Catholic faith, Reputation.

*The topics of student safety, availability of child care, evidence of Catholic faith, and cleanliness of the school building also ranked when compared to 2016-2017 results.*

**Question #2. Are there any specific programs that helped you to decide to enroll your child in this TCDSB school?**

Most Common Responses:

Arts, French Immersion, Core French in Grade1.

*There is a greater focus on French Immersion for 2017-2018 which is a shift from the focus on Science and Technology programs in 2016-2017.*

**Question #3. How did you learn about this school?**

Most Common Responses:

Word of mouth, Internet, Parish, Child Care provider.

### **5. ELEMENTARY EXIT SURVEY RESULTS - Most Common Responses**

**Question #1: Did you de-register your child because you have moved residences?**

Predominant Response: Yes

**Question #2: What were the reasons for withdrawing your child from this TCDSB school?**

Most Common Responses:

Academic concerns, Facility overcrowding, Lack of school activities.

*Results in 2017-2018 focus mainly on the school facility and programming, whereas 2016-2017 survey results indicated concern over student safety and the reputation of the school.*



**Question #3: What type of school will your child be attending?**

No response provided.

**Question #4: What things did you like about the TCDSB school your child is leaving?**

Most Common Responses:

Location, welcoming school atmosphere, child's friend attends the school.

*There is no significant change in these responses from previous years' survey results.*

**Question #5: Would you recommend this school to a friend or family member?**

Predominant Response: Yes

## **SECONDARY SCHOOL SURVEY RESULTS**

### **6. SECONDARY ENTRY SURVEY RESULTS - Most Common Responses**

**Question #1: Why did you choose to register your child in this TCDSB school?**

Most Common Responses:

Location of school, Reputation, Programs options.

**Question #2: Are there any specific programs that helped you to decide to enrol your child in this TCDSB school?**

Most Common Responses:

Arts, Congregated Advanced Placement, Sports and Math, Science, Technology programs.

**Question #3: How did you learn about this school?**

Most Common Responses:

Word of mouth, Open house, Parish, Internet.

## **7. SECONDARY EXIT SURVEY RESULTS - Most Common Responses**

### **Question #1: Did your child Graduate Grade 12?**

Predominant Response: No

### **Question #2: Did you de-register your child because you have moved residences?**

Predominant Response: No

### **Question #3: What were the reasons for withdrawing your child from this TCDSB school?**

Most Common Responses:

Academic concerns, Need for specific program, Student safety.

### **Question #4: What type of school will your child be attending?**

No response provided.

### **Question #5: What things did you like about the TCDSB school your child is leaving?**

Most Common Responses:

Access to public transit, Location of school, Child's friend attends school.

### **Question #6: Would you recommend the school to a friend or family member?**

Predominant Response: Yes

## **E. METRICS AND ACCOUNTABILITY**

1. Entry surveys continue to be administered through SOAR for elementary and a custom-based web application for secondary.
2. A committee has been formed to review the Exit Survey rationale for surveying particular target groups; for example, students transferring schools within the TCDSB. The committee includes representative staff from Planning, ICT, Research and Academic departments.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

## **APPENDIX A (Revised October 1, 2018)**

### **1. Elementary School Entry Surveys (n=12,318)**

<b>Why did you choose to register your child in this TCDSB school? (please choose all that apply)</b>	<b>Number of answers</b>
<b>It is my community school</b>	6651
<b>High moral values in the school</b>	5252
<b>Strong evidence of Catholic faith and culture</b>	5132
<b>Reputation of the school</b>	4929
<b>Welcoming and friendly school atmosphere</b>	4762
<b>Close to family</b>	4706
<b>School uniform/dress code</b>	4072
<b>Student safety</b>	3985
<b>Level of discipline</b>	3868
<b>Cleanliness of school building</b>	3793
<b>Availability of daycare; before and after school programs</b>	3702
<b>Condition of school facilities</b>	3488
<b>Parish involvement</b>	3326
<b>School bus transportation</b>	3288
<b>Programs offered</b>	3238
<b>Parent involvement</b>	3125
<b>Family history of attending this school</b>	3040
<b>Easy access to public transit</b>	2973
<b>School staff</b>	2969
<b>Siblings have already attended this school</b>	2938
<b>Child's friends attend the school</b>	2841
<b>Facilities available within the school (e.g., chapel, elevator, sports field,</b>	2254
<b>Teacher recommendations</b>	2033
<b>School sports</b>	1961
<b>Close to daycare</b>	1910
<b>School outreach (open house, school visits)</b>	1324
<b>School clubs</b>	1289
<b>Other</b>	648

648 respondents clicked "Other"; 331 offered comments. My community school (72); programs (47); family history (44); Catholic faith, values, culture (35); siblings (32); community member recommended (22); reputation (19); daycare; before and after school programs, (13); close to family (10); close to work/on route to work (10); welcoming and friendly school atmosphere (10); school staff and administration (9); child's friends attend the school (2); facilities within the school (2); school bus transportation (2); safety (2).

<b>Are there any specific programs that helped you to decide to enroll your child in this TCDSB school? (please choose all that apply)</b>	<b>Number of answers</b>
<b>Arts programming</b>	4031
<b>French Immersion</b>	3063
<b>Core French starts in Grade 1</b>	2197
<b>Special Education programs</b>	1946
<b>Extended French</b>	1862
<b>Gifted programs</b>	1786
<b>Extended day International Languages Program</b>	1785
<b>Other</b>	1663
<b>Eco school</b>	1390
<b>Boys Choir programming</b>	1095

1663 respondents clicked “Other”; 134 offered comments. Before/after school, daycare (27); athletics (18); Ukrainian / Eastern Rite (15); music, choir (10); early years/parenting centres (8); ESL programs (6); special education program (6); kindergarten program (6); Italian (6); French Immersion (4); chess (4); clubs, extra-curriculars (4); Portuguese (4); 5<sup>th</sup> Block (3); dancing (3); International / heritage languages (3); YMCA (3); AP/IB Program (2); drop-in program (2).

<b>How did you learn about this school? (please choose all that apply)</b>	<b>Number of answers</b>
<b>Word of mouth (neighbour, relative)</b>	7438
<b>Internet</b>	3045
<b>Parish</b>	2450
<b>Other</b>	2376
<b>Daycare provider</b>	1489
<b>Social media</b>	808
<b>Open house</b>	733
<b>Advertisement</b>	692
<b>News reports</b>	396
<b>Real estate agent</b>	396

2376 clicked “Other”; 871 offered comments. Family history (623); word of mouth (89); internet search, TCDSB website (62); drove by the school (26); French Immersion, early years or other advertising (20); family is TCDSB staff (12); case worker or social worker (12); community centre (8); parish (7); agency (6); contacted school (4); voting station (2).

## 2. Elementary School Exit Surveys (n=424)

Did you re-register your child because you have moved residences?	Number of answers
Yes	216
No	142

What were the reasons for withdrawing your child from this TCDSB school? (please choose all that apply)	Number of answers
Other	70
Academic concerns	47
Facility overcrowding	24
Lack of school activities/sports/arts/clubs	19
Condition of school facilities	17
Location of school (e.g., too far from home)	16
Need for a specific program that is not provided at this location	15
Friends/siblings registered at another school	10
Lack of strong evidence of Catholic faith and culture	10
Lack of facilities available within the school (e.g. chapel, elevator, sports field, theatre, etc.)	10
Physical environment	9
Student safety	9
Lack of school bus transportation	8
It is not my community school	6
Change in daycare arrangements	5
Reputation of the school	5
Lack of availability of daycare; before and after school programs	4
Far from family	3
Not enough involvement with Parish	2
No easy access to public transportation	2
School uniforms/dress code	1
Far from daycare	0

70 clicked 'Other'; 59 offered comments. Negative feedback (19); bullying (11); insufficient or lack of program supports (10); moving out of the country or city (6); going to a private school (3); physical condition of school (2); no French Immersion (2); too much stress on the child (2); lack of communication (2); reputation of school in higher years (2).

What type of school will your child be attending?	Number of answers
Other	24
Another TCDSB school	0
Conseil scolaire Viamond/Conseil scolaire de district catholique	0
Home Schooling	0
Outside of Canada	0
Outside of Toronto	0
Private School	0
Toronto District School Board (TDSB)	0

24 clicked 'Other'; 19 offered comments. Another Catholic Board (11); other public Board (8).

What things did you like about the TCDSB school your child is leaving? (please choose all that apply)	Number of answers
Location of school (e.g., close to home; our home school)	214
Welcoming and friendly school atmosphere	144
Child's friends attend the school	142
School staff	131
Cleanliness of school building	127
School uniforms/dress code	125
High moral values in the school	123
Condition of school facilities	113
Strong evidence of Catholic faith and culture	108
Level of discipline	105
Student safety	101
Reputation of the school	96
School bus transportation	87
Parent involvement	81
Easy access to public transit	80
Close to family	77
Parish involvement	73
Programs offered	65
Siblings have already attended this school	56
Facilities available within the school (e.g., chapel, elevator, sports field,	53
Family history of attending this school	53
Availability of daycare; before and after school programs	50
School sports	47
Close to daycare	27

<b>What things did you like about the TCDSB school your child is leaving? (please choose all that apply)</b>	<b>Number of answers</b>
<b>School outreach (open house, school visits)</b>	27
<b>Other</b>	24
<b>School clubs</b>	16

24 clicked 'Other'; 17 offered comments. Positive comments (9); French Immersion (2); heritage language program/Eastern Rites (2); values and Catholic faith (2); safety and discipline (2).

<b>Would you recommend this school to a friend or family member?</b>	<b>Number of answers</b>
<b>Yes</b>	165
<b>Not Sure</b>	74
<b>No</b>	41

### 3. Secondary School Entry Surveys (n=1,797)

Why did you choose to register your child in this TCDSB school? (please choose all that apply)	Number of answers
Location of school (e.g., close to home; our home school)	750
Reputation of the school	749
Programs offered	726
High moral values in the school	644
Community/neighbourhood	585
Easy access to public transit	567
Level of discipline	564
Welcoming and friendly school atmosphere	529
Child's friends attend the school	452
Strong evidence of Catholic faith and culture	440
School uniforms/dress code	386
Condition of the school facilities	351
Family history of attending this school	328
Student safety	314
Cleanliness of school building	303
Facilities available within the school (e.g., chapel, elevator, sports field, theatre, etc.)	300
School sports	265
Siblings have already attended this school	255
School staff	248
Teacher recommendations	246
School outreach (open house, school visits)	235
School clubs	230
Parent involvement	165
Parish involvement	165
Single gender: "all boys"/"all girls" school	154
Close to family	139
Other	99
Close to daycare	3

99 respondents clicked "Other"; 54 offered comments. Programs offered (13); it was the school we wanted (12); Catholic values and education (8); excellent academic record (5); chosen by default/feeder school (5); open-house, warm and welcoming (4); single gender (3); accommodations for child with special needs (2); recommended by others (2).



<b>Are there any specific programs that helped you to decide to enroll your child in this TCDSB school? (please choose all that apply)</b>	<b>Number of answers</b>
<b>Arts programming</b>	330
<b>Congregated Advanced Placement (AP) program</b>	301
<b>Sports programs</b>	249
<b>Math, Science Technology (MST) program</b>	242
<b>Other</b>	191
<b>Co-op program</b>	173
<b>Enrichment programming</b>	169
<b>Science Technology Engineering Math (STEM) program</b>	167
<b>Extended French</b>	140
<b>Geography English Math Science (GEMS) program</b>	136
<b>Special Education programs</b>	125
<b>International Baccalaureate (IB) program</b>	120
<b>Media, Arts Technology (MAT) program</b>	109
<b>Specialist High Skills Major (SHSM) program</b>	105
<b>Gifted programs</b>	86
<b>Locally Developed programs</b>	85
<b>Ontario Youth Apprenticeship Program (OYAP)</b>	85
<b>French Immersion</b>	66
<b>Regional Arts program</b>	65
<b>Dual credit program</b>	63
<b>Eco school</b>	47
<b>Boys choir programming</b>	30

191 respondents clicked “Other”; 16 offered comments. Self-directed/independent learning (10); single-gender (2); technology (2); music (2).

<b>How did you learn about this school? (please choose all that apply)</b>	<b>Number of answers</b>
<b>Word of mouth (neighbour, relative)</b>	844
<b>Open house</b>	744
<b>Other</b>	434
<b>Parish</b>	150
<b>Internet</b>	112
<b>Social media</b>	40
<b>Advertisement</b>	34
<b>News Reports</b>	28
<b>Real estate agent</b>	11
<b>Daycare provider</b>	3

434 respondents clicked “Other”; 275 offered comments. Family history (83); feeder or local school (82); recommendation from elementary school (50); word of mouth (24); presentation at elementary school (20); own research (16); agency (3).

#### 4. Secondary School Exit Surveys (n=112)

Did your child Graduate Grade 12?	Number of answers
No	60
Yes	23

Did you re-register your child because you have moved residences?	Number of answers
No	46
Yes	15

What were the reasons for withdrawing your child from this TCDSB school? (please choose all that apply)	Number of answers
Other	22
Academic concerns	15
Need for a specific program that is not provided at this location	6
Student safety	6
Physical environment	5
Lack of strong evidence of Catholic faith and culture	4
Location of school (e.g., too far from home)	4
Facility overcrowding	3
Reputation of the school	3
Condition of school facilities	2
Friends/siblings registered at another school	1
Lack of school activities/sports/arts/clubs	1
Lack of facilities available within the school (e.g., chapel, elevator, sports field, theatre, etc.)	1
Far from family	1
Semestered or non-semestered programming	1
Change in daycare arrangements	0
Lack of availability of daycare; before and after school programs	0
No easy access to public transportation	0
Not enough involvement with Parish	0
Far from daycare	0
School uniforms/dress code	0
Single gender: "all boys"/"all girls" school	0

22 clicked 'Other'; 12 offered comments. Going to a boarding school or alternative school (3); programming, OYAP, hockey (3); child was bullied (2); not enough supports (2); health issues (2);

<b>What type of school will your child be attending?</b>	<b>Number of answers</b>
Other	7
Another TCDSB school	0
Conseil scolaire Viamond/Conseil scolaire de district catholique	0
Home Schooling	0
Outside of Canada	0
Outside of Toronto	0
Private School	0
Toronto District School Board (TDSB)	0

7 clicked on 'Other'; 6 offered comments (e.g., alternative program; Humber College; online correspondence; Boarding prep school; university).

<b>What things did you like about the TCDSB school your child is leaving? (please choose all that apply)</b>	<b>Number of answers</b>
Easy access to public transit	36
Location of school (e.g., close to home; our home school)	33
Child's friends attend the school	31
High moral values in the school	30
School uniforms/dress code	25
Cleanliness of school building	23
Reputation of the school	23
Community/neighbourhood	22
Level of discipline	22
Programs offered	20
Welcoming and friendly school atmosphere	20
Student safety	19
Condition of the school facilities	17
Facilities available within the school (e.g., chapel, elevator, sports field, theatre, etc.)	16
School staff	16
Strong evidence of Catholic faith and culture	15
Family history of attending this school	12
Semestered or non-semestered programming	11
Siblings have already attended this school	11
Parent involvement	10
Parish involvement	10
Single gender: "all boys"/"all girls" school	10
School sports	9

<b>What things did you like about the TCDSB school your child is leaving? (please choose all that apply)</b>	<b>Number of answers</b>
<b>School outreach (open house, school visits)</b>	7
<b>School clubs</b>	6
<b>Other</b>	5
<b>Close to family</b>	4
<b>Close to daycare</b>	0

5 clicked 'Other'; 3 offered comments (e.g., child wanted to go; self-directed learning; choral music program).

<b>Would you recommend the school to a friend or family member?</b>	<b>Number of answers</b>
<b>Yes</b>	30
<b>Not Sure</b>	19
<b>No</b>	16



REPORT TO

REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO ELETRONIC PARTICIPATION IN THE MEETINGS OF THE BOARD, THE COMMITTEES OF THE BOARD AND THE COMMITTEE OF THE WHOLE BOARD POLICY (T.19)

*Let no evil talk come out of your mouths, but only what is useful for building up, as there is need, so that your words may give grace to those who hear. (Ephesians 4:2)*

Created, Draft	First Tabling	Review
September 4, 2018	October 9, 2018	October 18, 2018

Peter Aguiar, Superintendent of Student Achievement and Wellbeing, Area 4

### RECOMMENDATION REPORT

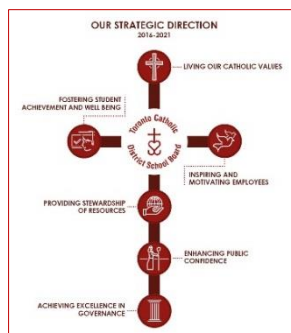
#### Vision:

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

#### Mission:

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Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

T. Robins  
Acting Associate Director  
of Planning and Facilities

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

## **A. EXECUTIVE SUMMARY**

This report recommends updates to the current Electronic Participation in Meetings of the Board, Committees of the Board, and the Committee of the Whole Board Policy (T.19) to reflect current practices.

*The cumulative staff time required to prepare this report was 1 hour*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

## **C. APPENDIX**

APPENDIX A: Electronic Participation in Meetings of the Board, Committees of the Board, and the Committee of the Whole Board Policy (T.19)

## **D. STAFF RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and approve the Electronic Participation in Meetings of the Board, Committees of the Board, and the Committee of the Whole Board Policy (T.19) as amended and proposed in Appendix A.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: ELECTRONIC PARTICIPATION IN  
MEETINGS OF THE BOARD,  
COMMITTEES OF THE BOARD, AND  
THE COMMITTEE OF THE WHOLE  
BOARD

POLICY NO: T. 19

<b>Date Approved:</b> October 15, 2013	<b>Date of Next Review:</b> <b>2023</b>	<b>Dates of Amendments:</b>
<b>Cross References:</b> Education Act, S. 208.1 Ontario Regulation 463/97, 1997 Municipal Conflict of Interest Act TCDSB Policy: T.02 Student Trustee TCDSB By-Law #175		
<b>Appendix:</b> <b>Protocol for Participation in Meetings Using Electronic Means</b>		

**Purpose:**

**All trustees are expected to be in attendance in person at meetings of the Board and the committee of the whole board.** There may be occasions when Trustees and Student Trustees are unable to be physically present for a meeting of the Board or its committees, including a committee of the whole board. This policy confirms the ability of Trustees and Student Trustees to participate in meetings of the Board and its committees through electronic means.

**Scope and Responsibility:**

The policy extends to Trustees and Student Trustees of the TCDSB. The Director of Education is responsible for this policy.





**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: ELECTRONIC PARTICIPATION IN MEETINGS OF THE BOARD, COMMITTEES OF THE BOARD, AND THE COMMITTEE OF THE WHOLE BOARD**

**POLICY NO: T. 19**

**Alignment with MYSP:**

Strengthening Public Confidence

Achieving Excellence in Governance

**Policy:**

The Toronto Catholic District School Board shall provide the electronic means for Board members and Student Trustees to participate in a meeting of the Board and its committees, including a committee of the whole board.

**Regulations:**

1. At the request of any Board Member or Student Trustee, the TCDSB shall provide the Trustees and Student Trustees with electronic means for participating in one or more meetings of the Board or of a committee of the Board, including a committee of the whole board.
2. At every meeting of the Board, a committee, or of a committee of the whole board, the following persons must be physically present in the Board room:
  - i. the Chair of the board or his or her designate.
  - ii. at least one additional member of the board.
  - iii. the Director of Education of the board or his or her designate



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: ELECTRONIC PARTICIPATION IN MEETINGS OF THE BOARD, COMMITTEES OF THE BOARD, AND THE COMMITTEE OF THE WHOLE BOARD

POLICY NO: T. 19

3. At every meeting of a committee of the board, ~~except a committee of the whole board~~ **not comprised of all trustees of the board**, the following persons must be physically present in the Board room:
  - i. the Chair of the committee or his or her designate.
  - ii. the Director of Education of the board or his or her designate
4. The Board is permitted to refuse to provide a member with electronic means of participation in a meeting of the Board, a meeting of a committee of the whole board or a committee of the Board, where to do so is necessary to ensure compliance with Regulation #2 and #3.
5. A Trustee or Student Trustee who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded in the attendance for the meeting. Minutes of the meeting will record the Board Members who participated in the meeting using electronic means.
6. In accordance with TCDSB By-Law #175 regarding quorum for Board or committee meetings, board members participating using electronic means will be included for as long as they remain electronically connected to the meeting. If quorum is not present within ~~twenty~~ **thirty** minutes after the time appointed for any meeting, the Recording Secretary shall record the names of Trustees and officials of the board who are present, and the meeting shall stand adjourned.
7. To ensure quorum is maintained, Trustees using electronic means to participate in meetings shall inform the Chair of the Board or the Chair of the Board



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: ELECTRONIC PARTICIPATION IN MEETINGS OF THE BOARD, COMMITTEES OF THE BOARD, AND THE COMMITTEE OF THE WHOLE BOARD**

**POLICY NO: T. 19**

committee about their intentions to leave the meeting, either on a temporary or permanent basis.

8. Trustees and Student Trustees using electronic means to participate in meetings must be able to hear and be heard by all participants of the meeting.
9. At all meetings of the Board or its committees, Trustees and Student Trustees participating by electronic means must comply with the requirements of the Municipal Conflict of Interest Act.
- 10.A Student Trustee participating through electronic means in meetings of the Board or its committees that are closed to the public is not permitted to participate in those proceedings.
- 11.Trustees and Student Trustees using electronic means for participation in meetings of the Board or its committees should follow the protocol for electronic meetings enforced by the Chair.
- 12.Public meetings of the Board and its committees comprised of all Trustees shall be web broadcast.
- 13.Copies of all materials shall be securely provided to Trustees electronically before the start of the meeting.
- 14.Trustees and Student Trustees participating in meetings closed to the public through electronic means must ensure confidentiality of all materials, discussions and decisions.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: ELECTRONIC PARTICIPATION IN MEETINGS OF THE BOARD, COMMITTEES OF THE BOARD, AND THE COMMITTEE OF THE WHOLE BOARD**

**POLICY NO: T. 19**

**15. Appropriate processes will be put in place to ensure the security and confidentiality of proceedings that are closed to the public in accordance with the Education Act.**

**Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:  
An annual Information Report about participation at meetings of the Board and its committees will be presented to Trustees for consideration.



REPORT TO

REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE TO UPDATE COPYRIGHT POLICY (A.11)

*"In everything do to others as you would have them do to you;  
for this is the law and the prophets." Matthew 7:1*

Created, Draft	First Tabling	Review
October 2, 2018	October 18, 2018	<a href="#">Click here to enter a date.</a>

Peter Aguiar, Superintendent of Student Achievement and Well-Being, Area 4  
Bryan Shannon, Senior Manager of Archives and Record

### RECOMMENDATION REPORT

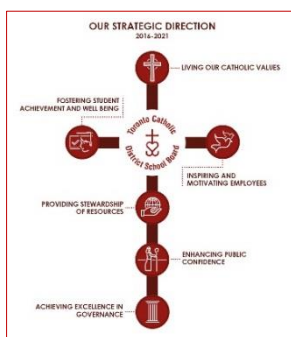
#### Vision:

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Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

T. Robins  
Acting Associate Director  
of Planning and Facilities

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

## **A. EXECUTIVE SUMMARY**

This report recommends updating the Copyright Policy (A.11) to reformat in meta policy format and to align to related policies.

*The cumulative staff time required to prepare this report was 1 hours*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Regular Board as it recommends policy revision.

## **C. APPENDIX**

Appendix A: Copyright Policy (A.11)

## **D. STAFF RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and approve the Copyright Policy (A.11) as amended and proposed in Appendix A.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: COPYRIGHT

POLICY NO: A.11

<b>Date Approved:</b> September, 1971	<b>Date of Next Review:</b>	<b>Dates of Amendments:</b> AR, Jul 98; BM p 188, 16 Oct 86; BM p 1420,
<b>Cross References:</b> <u>TCDSB Logo Use Policy T.16</u> <u>Copyright Act (R.S.C., 1985, c. C-42)</u>		
<b>Appendix</b>		

**Purpose:**

The purpose of this policy is to ensure that the TCDSB maintains the sole right to produce or reproduce all originally created TCDSB materials in any form.

**Scope and Responsibility:**

The policy outlines the steps which need to be taken to ensure that original material produced by the Toronto Catholic District School Board is protected by copyright. The Director of Education, supported by the Senior Manager of Archives and Record Management, is responsible for this policy.

**Alignment with MYSP:**

Strengthening Public Confidence

Achieving Excellence in Governance

Providing Stewardship of Resources



POLICY SECTION: ADMINISTRATION  
 SUB-SECTION:  
 POLICY NAME: COPYRIGHT  
 POLICY NO: A.11

### Policy:

All original TCDSB materials shall be protected by copyright.

### Regulations:

1. A copyright notation shall appear in a prominent place on all **original** material.
2. The copyright notation will include the copyright symbol, the name TCDSB, the Board logo and the year of copyright.



3. Written permission to reproduce TCDSB copyrighted material shall be obtained from the Director of Education.
4. **The Board will enforce its legal rights with respect to copyright infringement.**
5. Original copyright materials shall include but is not limited to print material, audio visual material, **computer software programs, websites, mobile applications** and works of art.
6. A copy of original TCDSB material **may be retained in the TCDSB archives, subject to selection by the archive's manager based on an assessment of long-term historical and/or business value.**





**POLICY SECTION: ADMINISTRATION**

**SUB-SECTION:**

**POLICY NAME: COPYRIGHT**

**POLICY NO: A.11**

7. **Use of the Corporate Logo must conform to the TCDSB Logo Use Policy T.16 and the accompanying guidelines.**

#### **Definitions:**

##### **Copyright**

**Provides protection from unauthorized use for, but not limited to, literary, artistic, dramatic or musical works (including computer programs).**

#### **Evaluation and Metrics:**

**The effectiveness of the policy will be determined by measuring the following: The Director of Education, supported by the Senior Manager of Archives and Record Management, shall ensure compliance and enforcement.**



## REPORT TO

## REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE TO UPDATE THE FAIR PRACTICE IN HIRING AND PROMOTION POLICY (H.M. 40)

*I charged your judges at that time: “Give the members of your community a fair hearing, and judge rightly between one person and another, whether citizen or resident alien.  
(Deuteronomy 1:16)*

Created, Draft	First Tabling	Review
April 24, 2018	May 8, 2018	October 9, 2018

Mark Moffett, Senior Coordinator, Academic Service – Human Resources  
Peter Aguiar, Superintendent of Student Achievement and Wellbeing, Area 4

### RECOMMENDATION REPORT

**Vision:**

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L. Noronha  
Executive Superintendent  
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Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report recommends updating the current Fair Practice in Hiring and Promotion Policy (H.M.40).

*The cumulative staff time required to prepare this report was 1 hours*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance Policy Committee as it recommends policy revision.

## **C. BACKGROUND**

1. The Fair Practice in Hiring and Promotion Policy (H.M.40) was first approved in September, 2013.
2. At the May 8, 2018 meeting of the Governance and Policy Committee the staff recommendation to adopt the Fair Practice in Hiring and Promotion Policy (H.M.40) and the accompanying Operational Procedures was adopted and referred to Board.
3. At May 17, 2018 meeting of the Board, the policy was referred to the May 31, 2018 Student Achievement Committee meeting.
4. At the May 31, 2018 meeting of the Student Achievement Committee, the Committee referred the policy to the Governance and Policy Committee with a recommendation that the concept of bias was to be examined.
5. The amended policy was presented at the October 9, 2018 meeting of the Governance and Policy Committee and the committee accepted the staff recommendation that the Fair Practice in Hiring and Promotion Policy (H.M.40) and the accompanying Operational Procedures be adopted.

## **D. APPENDIX**

1. Appendix A: Fair Practice in Hiring and Promotion Policy (H.M.40)
2. Appendix B: Fair Practice and Promotion Policy –Operational Procedures: Staff Recruitment and Selection

## **E. STAFF RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and approve the Fair Practice in Hiring and Promotion Policy (H.M.40) as amended and proposed in Appendix A.



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** FAIR PRACTICE IN HIRING AND PROMOTION  
**POLICY NO:** H.M. 40

<b>Date Approved:</b> September 26, 2013- Board	<b>Date of Review:</b> <b>May 2023</b>	<b>Dates of Amendment:</b>
<p><b>Cross Reference:</b>  Ontario Human Rights Code, 24 (1) (a)  <i>Education Act</i>, Ontario Regulation 274/12, Hiring Practices  PPM 119 Developing and Implementing Equity and Inclusive Education Policies  in Ontario Schools  <i>Municipal Conflict of Interest Act</i>  TCDSB By-law # 175  Employment Equity Policy H.M.11  Catholic Equity and Inclusive Education Policy H.M. 24  Catholicity and School Support Policy H.M.08  Qualifications - Catholicity Policy H.T.01</p> <p><b>APPENDIX A:</b>  <b>Operational Procedures—Staff Recruitment &amp; Selection</b></p>		

**Purpose:**

This Policy affirms the Board's commitment to providing fair, equitable and transparent hiring processes at the Toronto Catholic District School Board consistent with its denominational rights and in accordance with the Ontario Human Rights Code. Offers of employment and promotion will be based on the merit of the applicant, free from the practices of nepotism and cronyism.



<b>POLICY SECTION:</b>	<b>HUMAN RESOURCES</b>
<b>SUB-SECTION:</b>	<b>MISCELLANEOUS</b>
<b>POLICY NAME:</b>	<b>FAIR PRACTICE IN HIRING AND PROMOTION</b>
<b>POLICY NO:</b>	<b>H.M. 40</b>

### **Scope and Responsibility:**

The policy extends to the hiring process for all applicants to any position of employment at the TCDSB, and for employees seeking promotion. The Director of Education and the Superintendent of Human Resources are responsible for this policy.

### **Alignment with MYSP:**

Inspiring and Motivating Employees

Strengthening Public Confidence

### **Policy:**

The TCDSB is committed to hiring and promoting the best, most qualified individuals supportive of its Multi Year Strategic Plan, subject to its denominational rights and in accordance with the Ontario Human Rights Code. The application, interview, hiring and promotion of individuals at TCDSB will be based on ability and qualifications and will be conducted in a fair and transparent manner, free from discrimination, nepotism and cronyism.

### **Regulations:**

1. Recruitment practices and application processes used at TCDSB will be open and transparent, free from nepotism and cronyism, ensuring no partiality or preferential treatment as a result of personal relationships.



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION

POLICY NO: H.M. 40

2. Any applicant for employment or promotion at TCDSB will not be advantaged as a result of a relationship with an immediate family member or relative employed at TCDSB.
3. **Operationally, TCDSB (through the Human Resources department) will adopt processes and procedures, including for job postings, the review of applications for employment and the interviewing and selection of candidates, that are consistent with industry standards, free from bias and conflicts of interest and allow for equal opportunity for all applicants. ([hyperlink to Appendix A](#)).**
4. Any TCDSB employee, **or consultant or trustee** charged with **the** responsibilities for recruiting and selecting staff, including interviewing, hiring, placement or promotion of applicants, **must discharge these responsibilities in a fair and bias-free manner and** take steps, including excluding themselves from the decision-making process if applicable, to ensure that they are free from any real or perceived conflicts of interest prior to fulfilling their duties.
5. A Trustee or a TCDSB employee in a position of leadership will not influence the hiring or promotion process through unsolicited promotion and recommendations of candidates.
6. Placement of employees through the transfer process shall be fair, transparent and respectful of collective agreements and/or terms and conditions of employment contracts.
7. Internal applicants unsuccessful in their attempt to gain employment or promotion at TCDSB will be afforded the opportunity to request feedback from the Sr. Manager of Recruitment no later than 3 weeks after the date



POLICY SECTION:	HUMAN RESOURCES
SUB-SECTION:	MISCELLANEOUS
POLICY NAME:	FAIR PRACTICE IN HIRING AND PROMOTION
POLICY NO:	H.M. 40

from which they received notification of the assessment/interview results. If the unsuccessful candidate is not satisfied with the response or the recruitment process, he or she can contact the Senior Coordinator of Academic Services, Human Resources to discuss the matter further.

### **Definitions:**

#### **Conflict of Interest**

This is a situation in which the impartial exercise of the duty of an individual acting for an organization is compromised by that person's self-interest and position, often undermining the public trust. In the context of this policy, a conflict of interest occurs when family members have direct reporting relationships **or staff members and or trustees have personal relationships that influence hiring and promotion decisions.**

#### **Bias**

**In this context, this is defined as prejudice, unrelated to the requirements of the position in question, in favour or against a person or a group compared to another, that is done in a manner typically results in hiring and promotion decisions considered to be unfair.**

#### **Cronyism**

The act of showing partiality to friends or close colleagues, especially in the application, hiring, placement and promotion stages of employment, without regard to qualifications or ability. In the context of this policy, cronyism can occur when an individual within the organization influences the decision to hire or promote a friend or colleague.

#### **Immediate Family**

Members consist of a person's spouse, child(ren), step child(ren) or parent of an employee.





**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** FAIR PRACTICE IN HIRING AND PROMOTION  
**POLICY NO:** H.M. 40

**Nepotism**

The act of showing favouritism or providing preferential treatment to a family member or close relatives, especially in the application, hiring and placement stages of employment. In the context of this policy, nepotism can occur when an individual within the organization influences the decision to hire or promote a close family member, or supervises that subordinate family member.

**Relative**

Members consist of siblings, step-children, nieces, nephews, grandparents, cousins and in-laws.

**Evaluation and Metrics:**

The Director of Education will monitor and review hiring and promotion procedures.

**Fair Practice in Hiring & Promotion Policy**

**APPENDIX A**

**OPERATIONAL PROCEDURES:  
STAFF RECRUITMENT & SELECTION**

**1. PURPOSE**

The purpose of this procedure is to identify the recruitment and selection process for employing staff at the Toronto Catholic District School Board.

**2. SCOPE**

This procedure applies to all applicants to any position of employment at the TCDSB and for employees seeking promotion. Certain sections apply only to candidates for teaching positions.

**3. RECRUITMENT PROCEDURES**

3.1. A potential candidate for a position will not be involved in the recruitment process for that job. This includes acting as the contact person for potential candidates, framing advertisements or conducting reference checks.

3.2. Any applicant wishing to work for the TCDSB must submit an application of employment through the established channels. In general, this means through the “Apply to Education” website or in response to a job posting advertised either internally throughout the system or externally in various media.

3.3. All job postings must be signed off by the Superintendent, Human Resources and Labour Relations or his or her delegate.

3.4. Full and accurate records of decision making processes must be maintained.

3.5. Personal information and supporting documents submitted with applications will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

3.6. No persons shall influence the hiring process through unsolicited promotion and unauthorized recommendations of candidates.

3.7. Recruitment and selection procedures shall be established for each employee group in accordance with collective agreement(s) where applicable, the Ontario Human Rights Code, Employment Standards Act, Board policies and recruitment and selection best practices.

3.8. Filling of long-term occasional and permanent teaching positions shall be consistent with collective agreement and legislative requirements.

**4. SELECTION**

4.1. Selection will be based on merit, which is determined through an assessment of an applicant's qualifications, experience, standard of work performance and personal qualities relevant to the requirements for the position. Additional job-related factors that may be taken into account include collective agreement language or legislative requirements.

- 4.2. Role profiles and competencies are to be developed by the Recruitment unit and other sections of the Human Resources department as appropriate, in consultation with the relevant administrators and hiring managers.
- 4.3. Selection criteria should be reviewed before recruitment action is taken to ensure they adequately reflect the requirements of the position and attract the widest field of applicants.
- 4.4. All interviews must be conducted by a minimum of two individuals. Where possible, the same interview team must interview all candidates for a given position and the same questions must be asked of all candidates.
- 4.5. Applicants should be asked similar core questions based on the requirements for the position. Supplementary questions may be asked to clarify issues or to obtain further information deemed by the selection committee to be relevant to identifying the best applicant.
- 4.6. No persons related by blood or marriage or where the appearance of a conflict of interest exists may be placed in a position of interviewing each other. Individuals who find themselves in this situation must declare their conflict and remove themselves from the interview. In addition, no person shall place him or her self in a position where their relative (by blood or marriage) is being considered for a position within the scope of their responsibility where the position in question involves a direct reporting relationship between the individual and the relative.
- 4.7. All teaching personnel and others who work directly with children shall be Catholics unless otherwise approved by the ~~TCDSB~~ **Director of Education** or specifically exempted by legislation.
- 4.8. Before employment each applicant for positions which relate directly to students is to be recommended by a priest with pastoral responsibility through a favourable report in the prescribed form on the applicant's commitment to the Catholic faith.

## 5. ASSIGNMENT & OFFERS OF EMPLOYMENT

- 5.1. All offers of employment shall be subject to the applicant providing the board with:
  - a) a satisfactory criminal reference check with vulnerable sector screening;
  - b) a negative tuberculosis test; and
  - c) a satisfactory reference check.
- 5.2. In the interest of fairness and good staff relations, administrators, managers and supervisors must avoid having under their immediate supervision (i.e., within the same department or school), members of their immediate family or other relations, as appropriate.
- 5.3. In addition, also within the interest of fairness, administrators, managers and supervisors must avoid having under their immediate supervision individuals who they have a personal (instead of a professional) relationship with given that a personal relationship may adversely impact or perceive to adversely impact, their ability to objectively and professionally discharge their supervisory responsibilities. In this context, a professional relationship involves a relationship between individuals that is governed by organizational policies and procedures within the

confines of the work environment (including the workplace or a work-sanctioned event) whose sole purpose is to facilitate the completion job specific tasks and organizational objectives.

### **6. POST SELECTION ADVICE TO APPLICANTS**

- 6.1. The Recruitment section (Human Resources Department), in collaboration with the appropriate hiring administrator or manager, will coordinate feedback to all internal candidates on request, assuming that the request is made no later than 3 weeks after the date that the interview results were communicated to the applicant.
- 6.2. Applicants who were interviewed will be advised in writing of the outcome of their application by the Human Resources Department.



## REPORT TO

## REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE TO UPDATE THE ACCESS TO STUDENTS IN SCHOOLS POLICY (S.S.04)

*This, in turn, is education in the law, by which we learn divine matters reverently and human affairs to our advantage. 4 Maccabees 1:17*

Created, Draft	First Tabling	Review
September 4, 2018	September 4, 2018	October 9, 2018

Peter Aguiar, Superintendent of Student Success and Wellbeing, Area 4  
Paul Matthews, Legal Counsel

### 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 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.*



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

T. Robins  
Acting Associate Director  
of Planning and Facilities

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

## **A. EXECUTIVE SUMMARY**

This report recommends updating the current Access to Student in Schools Policy (S.S.04).

*The cumulative staff time required to prepare this report was 1 hours*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

## **C. APPENDIX**

1. Appendix A: Access to Students in Schools Policy (S.S. 04)
2. Appendix B: Process Governing Access to Students in Schools Policy
3. Appendix C: All Candidate Meetings During School Hours Guidelines

## **D. STAFF RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and approve the Access to Students in Schools Policy (S.S.04) as amended and proposed in Appendix A.



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO STUDENTS IN SCHOOLS

POLICY NO: S.S.04

**Date Approved:**

~~January 29<sup>th</sup>, 2015~~

**June 2007**

**Date of Next**

**Review:**

2023

**Dates of Amendments:**

~~June 2007~~

**January 29, 2015**

**Consolidated in the current Policy:**

~~S. 13 Approved Access to Schools by Individuals and Organizations S. 15 Access to Pupils~~

~~A. 13 Distribution of Advertisements A. 19 Distribution by Outside Agencies A. 25 Advertising in Schools~~

~~S. 01 School Volunteers~~

**Cross References:**

O. Reg 474/00 Access to School Premises

O. Reg 521/01 Collection of Personal Information Education Act, Section 53

Education Act Part XIII, Behaviour, Discipline and Safety

~~Education Act Part X, clause 265 (1) (m)~~

~~Education Act Section 212 and 471/07 Education Act, Reg. 298 sec. 11.1 (a) and (b)~~

PPM 149 Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals

~~S. 16 Access to Pupil Information~~

~~H.M. 24 Catholic Equity and Inclusive Education~~

H.M 25 Involvement in Municipal, Provincial and Federal Elections

[Toronto Police/School Board Protocol](#)

S.S. 14 Trespass

B.R. 05 Permits

S.M. 04 Fundraising in Schools

**S.S 09 Code of Conduct**

**TCDSB Volunteer Manual**

Institute for Catholic Education *Guidelines for Partnership in Catholic Education*

Protocol for Clergy and Laity Visiting the Archdiocese of Toronto

CASL (Canadian Anti-Spam Legislation)



POLICY SECTION: SAFE SCHOOLS

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## Appendix

Appendix A

~~Protocol for Access to Pupils~~

~~Guiding Principles for Access to Schools and Students~~

**Protocol Governing Access to Students in Schools**

Appendix B

~~Safe Schools—Principal's Guideline to Parents at School~~

**All Candidates Meeting In Schools Guidelines**

Appendix C—

~~All Candidates Meeting Guidelines~~

## Purpose:

This policy affirms the need for students, **teachers**, staff and parents to feel safe in their school community. ~~and to have confidence that those individuals or groups granted access to schools and students are consistent with the vision and mission espoused in our Multi-Year Strategic Plan.~~ The purpose of this policy is to outline the steps to be followed where an individual or organization requests access is ~~permitted to schools and school sites operated by the Board~~ **or other Board premises.**

## Scope and Responsibility:

This Policy ~~extends~~ **applies** to all visitors, organizations, or other individuals accessing or seeking access to Toronto Catholic District School Board schools or other TCDSB premises. The Director of Education, **supported by the**





**POLICY SECTION:** SAFE SCHOOLS

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**Superintendent of Safe Schools and school Principals,** is responsible for this policy

**Alignment with MYSP:**

Fostering Student Achievement and Well-Being

Living Our Catholic Values

Strengthening Public Confidence

Inspired and Motivated Employees

**Financial Impact:**

Generally there is no significant financial impact on the TCDSB except to maintain building security requirements. Following sound professional judgement in the implementation of the policy and protocol outlined, will mitigate any legal liability which may carry financial implications.

**Legal Impact:**

The Education Act requires school boards and all schools of a board to maintain a positive and safe learning environment. The policy enables Principals and senior TCDSB staff to exercise judgement guided by the principles and protocols established through this policy. Schools may maintain local school practices to govern access of visitors, organizations or other individuals to Toronto Catholic District School Board schools or other TCDSB premises. When local school practices may be compromised, steps must be taken to protect the safety of pupils, teachers, school staff and other members of the school community. Failure to follow the policy or protocol could expose the TCDSB to legal liability.



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POLICY NO: S.S.04

### Policy:

The Toronto Catholic District School Board encourages access **visits** to the schools and school sites **other Board premises**, ~~operated by the Board,~~ from those with a statutory right of access and from those whose ~~outreach, presence, involvement or provision of services~~ will be of benefit to the pupils and/or staff. ~~Direct or indirect access to or interviews with pupils of the TCDSB, other than by staff or consultants to the Board, shall only occur with the prior consent of the parent given to the Principal, who will be supported by the Guiding Principles and Protocol found within this policy.~~

Access to school premises both during and after school hours shall also be governed by the Board Permit Policy **B.R.05** and procedures.

### Regulations:

1. The Board recognizes that the following persons are permitted to be on school premises pursuant to the Education Act and Ontario Regulation 474/00, Access to School Premises:
  - a. A person enrolled as a pupil;
  - b. A parent or guardian of such pupil;
  - c. A person employed or retained by Board;
  - d. A person who is otherwise on the premises for a lawful purpose;
  - e. A person who is invited to attend an event, a class or a meeting on school premises, provided the person is on the premises for that purpose;
  - f. A person who is invited onto school premises for a particular



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purpose by the Principal, a Vice-Principal or another person authorized by the Board policy provided the person is on the premise for that purpose;

- g. A trustee of the Board;
- h. A Member of the Provincial Legislature for the school in his/her constituency; or
- i. A member of the clergy for the Archdiocese of Toronto who has pastoral charge of the area in which the school is situated.

2. **Where permitted by law, the following** persons who may seek to have access to or to interview pupils enrolled in Board schools, other than school staff and Board consultants, **are include:**
- a. Custodial parents, guardians and their identified delegates;
  - b. Non-custodial parents;
  - c. Police;
  - d. Public Health Nurses;
  - e. ~~Immigration officers~~ **Canada Border Services Agents** in accordance with policy S-18;
  - f. Children's Aid Societies;
  - g. Others, as deemed appropriate **and as approved by the Principal.**

Before permitting access, it is the responsibility of the Principal to ascertain the aforementioned category into which the person seeking such access may fall, and to apply these Regulations and related Protocols/Guidelines accordingly.

3. Given the obligation of the Board, the Principal, the teachers, and other staff, to safeguard the welfare of the students ~~in appropriate cases,~~ **†** The Principal must be satisfied that the visitor is the person who he/she



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purports to be and that, **if required by law**, the appropriate **vulnerable sector** criminal background check in accordance with O. Reg 521/01 has been ~~done~~ **provided to the Principal and appropriate TCDSB department(s)**. Unless the visitor is known to the Principal, proper identification should, with sensitivity and discretion, be insisted upon. This may be accomplished, among other ways by:

- a. Personal identification of the visitor by someone in the school;
- b. Production of a driver's license **licence**; **and**
- c. Verification of information given by the visitor against information contained in school records.
- d. ~~In the case of an immigration officer, a legally valid authorized order for the apprehension of the pupil.~~

4. Visitors not known to the administration of the school shall be requested to produce proper identification and to follow locally established school access procedures, including reporting to the office upon arrival. Such persons will be requested to sign the Visitor's Book, stating name, address and reason for the visit. **Visitors known to the administration shall also follow locally established school access procedures, including reporting to the office upon arrival. Such persons will be requested to sign the Visitor's Book.**

5. Those individuals who are permitted on school premises in accordance with regulation 1 are not entitled to have access to all areas of the school premises. The Principal shall determine access to pupils in a classroom., ~~governed by and in accordance with Appendix A, Protocol for Access to Pupils.~~

**6. A pupil subject to suspension or expulsion is denied access to the**



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**school and to all school-related activities or events.**

7. In accordance with O. Reg. 474/00, where a Principal, Vice-Principal, or another individual with delegated authority concludes that a person's continuing presence on school premises is detrimental to the safety or well-being of anyone on school premises, that person is not permitted to remain on school premises.
8. The Director, the appropriate supervisory officer, the Principal or a teacher following consultation with the Principal, may invite visitors to make instructional or other presentations to and for the benefit of the pupils or the staff of the school. Presentations must be in harmony with **the teachings of the Catholic Church**, the Ontario Catholic School Graduate Expectations and ~~be in harmony~~ with the Mission and Vision Statement and Multi-Year Strategic Plan of the TCDSB. For this reason, appropriate staff is required to scrutinize the aims, objectives and methods of those invited to make presentations in the school. *Guiding Principles for Access to Schools and Students* **Protocol Governing Access to Students in Schools** is found in Appendix A.
9. The Principal, ~~will normally cooperate~~ **where appropriate, may permit** with a custodial parent or guardian ~~who wishes to visit with one or more of his/her children at the school. This cooperation will generally be extended to a person who has been authorized by the custodial parent/guardian to act in his or her place. Such authorization must have been received in writing or verbally by school administration.~~ **Any such visits should be undertaken with the aim of minimizing disruption to the child's school day and routine.**
10. The Board permits access to students by the Toronto Police Service in



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accordance with the [Toronto Police/School Board Protocol](#). Where Police wish to interview a student, whether as a suspect, victim, or witness, the following rules apply:

- a. ~~The Principal will promptly contact the parent or guardian to advise of the Police request for the interview and invite the parent or guardian to be present.~~
- b. ~~Where the Police request that the parent or guardian of the student not be advised of the Police request for the interview, the Principal may permit an interview to take place in the school and without prior parental consent if the Principal is of the view that her/his discretion should be exercised in that way in accordance with the Police/School Board Protocol.~~
- c. ~~In some cases, the student may prefer to have a teacher, guidance counsellor, or Principal present during a Police interview or when making a statement. When it is determined that the parent or guardian cannot or will not be contacted prior to the interview, the student shall be advised that he or she may request that such person be available to the student to attend and act in loco parentis during the interview. The Police have an obligation to advise a student of his or her rights under the Charter of Rights and Freedoms and the Youth Criminal Justice Act. As part of this duty to act in loco parentis, the Principal, teacher, guidance counsellor or other person present at the interview can request the Police officer to explain these rights to the student.~~

11. The Canada Border Services Agency (the "CBSA") is not a signatory to the Police/School Board Protocol, but has advised the Toronto Catholic



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District School Board that it will respect the Protocol.

12. CBSA officers will only enter a school for reasons of national security or serious criminality. These exceptional circumstances will require approval from a senior CBSA official.
13. ~~In the case of~~ **The Regulations of this policy apply to** a student who is a ward of the Crown or a children's aid society, ~~all of the above Regulations that deal with the access to the student apply.~~ Children's aid societies have ~~an~~ **a legal** obligation ~~by law~~ to afford protection to children in need thereof, and for this purpose, have the power to apprehend such children. Staff should consult the specific policies **and protocols (including the [Toronto Police/School Board Protocol](#))** of the Board related to these matters. ~~When investigating suspected child abuse, the Abuse Team (Children's Aid Society and Police Officer) may determine that it is in the child's best interest that the interview take place without prior knowledge, presence and consent of the parents. Staff should consult policy S.17, Suspected Child Abuse Reporting, for further details.~~
14. ~~Between provincial elections~~ **Outside of the writ period**, the Governing Party shall have the ability to hold announcements in our schools related to Education and Early Childhood policies. Requests for access shall be made through the Director of Education prior to the event.
15. During a writ period of a federal or provincial election, no political ~~parties~~ **party** may make public announcements **or have access to** ~~in~~ TCDSB schools. **sites for political purposes other than to participate in all Candidates meetings.** A Trustee currently in office may have access to TCDSB schools for the purpose of carrying out his or her duties as an elected Trustee.



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16. The Board continues to encourage political awareness during election campaigns by means of "all-candidate meetings" for ~~its secondary school~~ students. These may be organized during the school day with the permission of the Principal and Superintendent. Such meetings are to be conducted under the *All Candidate Meeting Guidelines*. (See Appendix B).

17. The school Principal will **promptly** inform the local school trustee, prior to the visit, of notable invited visitors, **including elected officials**, to the school in accordance with policy S. 02, School Events Communications and Invitee Protocols.

18. ~~Materials submitted for distribution~~ **Any communications, including communications pertaining to community events, approved for distribution by the Principal** must be consistent with the mission and vision of the Toronto Catholic District School Board and the teachings of the Catholic Church.

19. In situations where access to schools is for the purpose of fundraising, all ~~procedures~~ **fundraising** shall be in accordance with Board Policy S. M. 04, Fund Raising in Schools and consistent with Canadian Anti-Spam Legislation (**"CASL"**).

20. ~~Not for Profit individuals and organizations should follow the TCDSB Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals and Paraprofessional. Not for Profit individuals and organizations which fall outside of this protocol may approach the school Principal or appropriate~~





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~~central staff (Program Coordinators or above) for approval for access, provided the students receive a beneficial learning experience. Requests by individuals or organizations shall then be vetted according to the Protocol, Criteria and Guiding Principles found in Appendix A~~ External health or social service agencies, professionals or paraprofessionals are required to follow the TCDSB Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals and Paraprofessionals.

~~21. For Profit Individuals and Organizations who wish to work with schools should be referred to the Partnership Development Department for consideration.~~

~~22. For Profit Individuals and organizations who wish to work with schools~~  
**on a Board-wide basis** ~~should~~ **are to** be referred to the Partnership Development Department ~~for consideration.~~

~~23. A Principal may use~~ **engage** volunteers in the school to assist ~~teachers~~ with school activities:

- ~~a. Volunteers will perform such duties as assigned by the Principal. and without remuneration.~~
- b. All volunteers who will be assisting students on a regular **and continuous** basis, and/or **including** on an overnight excursion, will be **are** required to complete a ~~Volunteer Registration Form and a Confidential Information and Communications Form as found in the TCDSB Volunteer Manual and shall be required by the Principal to submit a current Criminal Background Check~~ **submit a current vulnerable sector criminal background check** before the commencement of the **volunteer** assignment.



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c. All volunteers will comply with the TCDSB Volunteer Manual.

d. Parent volunteers ~~may not be~~ **are not** permitted to work in the classroom of their own child on a regular basis, subject to the discretion of the Principal.

e. The cost of the background check is at the volunteer's expense, although Principals have the discretion to assume the costs when deemed appropriate. The local **Parent** Catholic School Council may also choose to fund the cost.

f. Volunteer coaches must abide by the Ontario **Physical Education (OPHEA)** Safety Guidelines for the particular athletic activity and Board policies. ~~policies as posted on the Board's website.~~

~~24. The board will maintain a database in which Principals can record those outside agencies that have gained access to the school(s), and can make note of any individual or organization that they would recommend against returning. The *Protocol for Approval for Access* notwithstanding, the board reserves the right to revoke permission to any individual or group that, based on feedback or lived experience, the board deems to be inappropriate and/or inconsistent with our TCDSB Access to Schools Guiding Principles.~~

## Definitions

### Access:

~~Access may include but is not limited to distribution of materials, presence, involvement or provision of services to students.~~



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### **School Climate**

~~The learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions.~~

### **Central Staff:**

~~For purposes of this policy, central staff are understood to be Program Coordinators Superintendents, Communication Department Staff, Associate Director or Director.~~

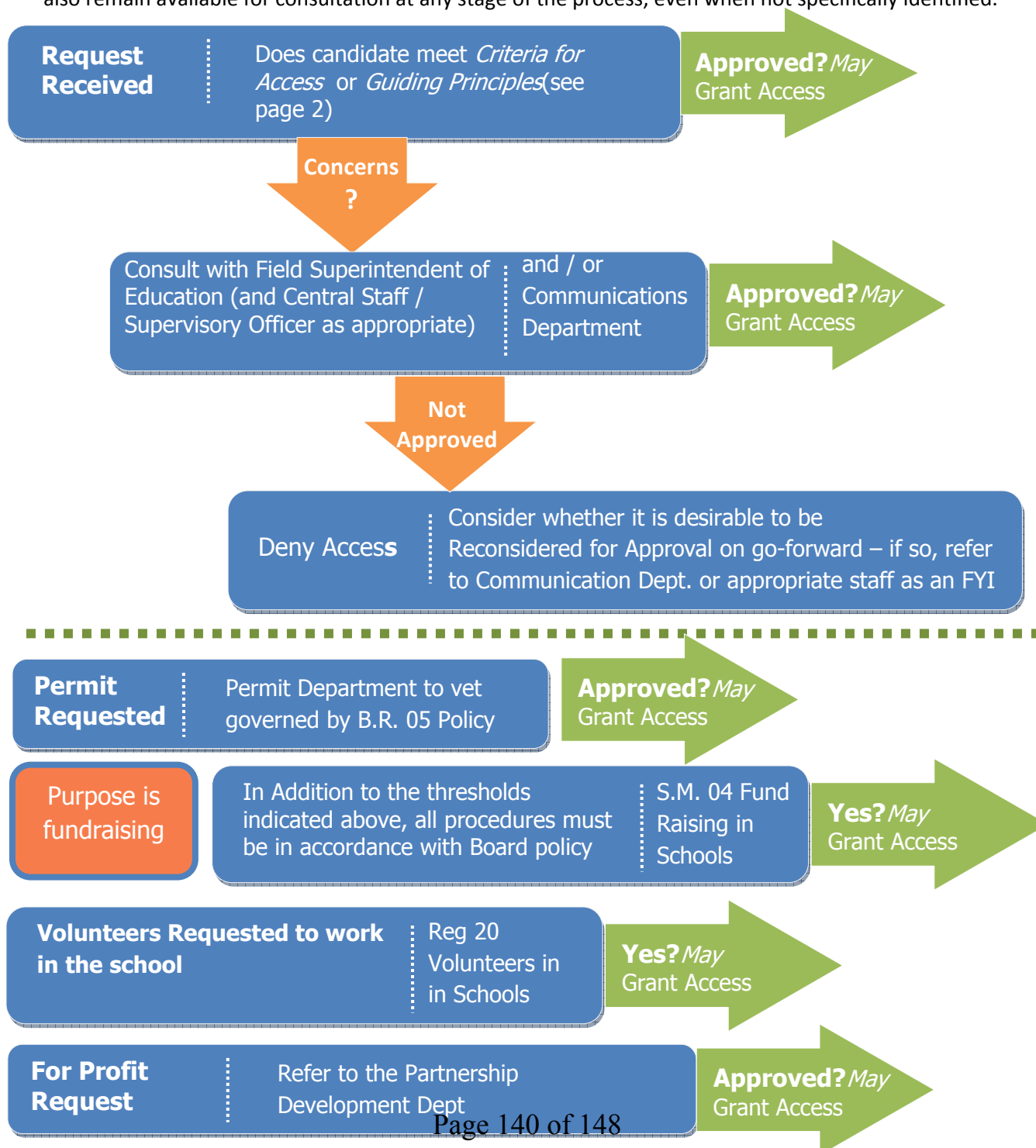
### **Evaluation & Metrics:**

1. Anonymous school climate surveys conducted **annually with students.**  
**Parent voice survey conducted regularly.** ~~with Parents and Staff at least every two years.~~
2. ~~Safe Schools data: Reporting Forms—Part I, Trespass Notices, Denial of Access Notifications, Suspensions, Expulsions, Visitor Notification Information.~~
3. ~~Database of Individuals or Organizations working with schools and students (presentations).~~

## Process Governing Access to Students in Schools

The table and criteria below are intended to govern the decision making process Principals and Central Board Staff utilize in ascertaining whether access should be granted to individuals or groups/organizations who request access to schools or pupils in schools.

Principals and Central Board Staff are encouraged at all times to use their Professional Judgment while working through the protocol, acknowledging that no Principal is under any obligation to grant access to the school or students, unless directed to do so by the Director of Education. Superintendents of Education also remain available for consultation at any stage of the process, even when not specifically identified.



**Criteria for Access to Students in Schools****Individual/Organization must:**

- comply with Board's Mission and Vision Statements and its commitment to Gospel Values and Catholic Teaching.
- be related to charitable, humanitarian, educational, or service activities consistent with the tenets of the Catholic church
- identify a need that will enhance learning opportunities for students
- comply with any Provincial laws or Municipal by-laws and TCDSB policies, *(including criminal background check as appropriate)*
- be at no incremental cost to TCDSB

**Guiding Principles with respect to Access to Students in Schools by Individuals and Organizations:****When considering who may have access to students in schools the following need to be followed:**

1. The board recognises the merit of engaging organizations and individuals to further enhance student achievement and well-being at TCDSB and welcomes such organizations and individuals.
2. There is deliberate consideration for the safety and well-being of students in determining access.
3. That access supports and is consistent with the Ontario Catholic School Graduate Expectations and Multi-year Strategic Plan including 'Fostering Student Achievement and Well-being' and 'Strengthening Public Confidence'.
4. That those groups being granted access are respectful of the Catholic Tradition and the tenets of our Catholic Social Teaching, which underpin the TCDSB Multi-Year Strategic Plan.
5. For those offering pastoral support that they be endorsed by the Archdiocese of Toronto.
6. That due diligence has been given to the social/emotional/physical /spiritual development of students when granting access.

7. Every effort shall be made to ensure that access to students is appropriate with respect to the age, maturity, experience, health, skill, physical abilities and student needs. Those seeking access shall be sensitive to the diverse cultural backgrounds and experiences of students
9. Parents will be informed in a timely manner when organizations are engaged with their children.
10. That access will comply with protection of privacy information as set out in legislation.  
After exercising due diligence the Principal or Central board staff member shall approve or not approve access, notwithstanding that a Principal may seek additional approval or advice from senior board officials as required.

**All Candidate Meetings During School Hours Guidelines**

1. All registered candidates must be invited to attend.
2. A panel of students is to be set up with questions to be reviewed by the supervising teacher or Principal.
3. The Principal, a designated teacher, or student may act as moderator.
4. Each candidate will be given an equal opportunity to speak and to answer questions.
5. The meeting is to be held for the education of the students on policy issues. Personal criticisms are not permitted.
6. Proper decorum must be maintained. There may be no interruptions by other candidates or students during a candidate's comments or answers.
7. Questions from the floor are permitted at the discretion of the moderator.
8. There may be no other forms of canvassing or recruiting of students or staff or other forms of partisan activity by candidates.
9. There may be no signage, or no candidate or party information material left in the school other than those that may be kept by students as part of a project or display.
10. All candidates will agree to this format before the meeting.
11. Media may be present. No pictures may be taken by or provided to candidates.
12. No student information may be provided to the candidates.
13. No meetings may be held within 2 days of the election.

## MASTER PENDING LIST AND ROLLING CALENDAR TO OCTOBER 18, 2018

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	May-18 Regular Board	Nov-18	Corporate Services	Updated Report regarding <b>School Cash Suite Implementation Progress</b>	Executive Superintendent of Business Services and CFO
2	Sep-18 Student Achievement	Nov-18	Corporate Services	Updated funding plan and budget amendment ( <b>Upgrade Options for Public Meeting Rooms</b> )	Executive Superintendent of Business Services and CFO
3	Sep-18 Student Achievement	Dec-18	Student Achievement	Report on how we can support Trust 15 and some of the steps and actions we can take to ensure its growth and success within Toronto ( <b>Presentation, Trust 15 Program - Marcia Brown, Executive Director, Trust 15 Youth Community Support Organization</b> )	Associate Director, Academic Affairs



## REVISED LIST OF ANNUAL CALENDAR OF REPORTS & POLICY METRICS

A = Annual Report

P = Policy Metric Report

Q = Quarter Report

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (A)	Student Achievement	Mental Health Report	Associate Director Academic Services
2	January (P)	Student Achievement	<u>A.35 Accessibility Standards</u> Policy Metric	Associate Director Academic Services
3	January (Q)	Corporate Services	Financial Status Update Report #1	Executive SO Business Services
4	January (P)	Corporate Services	<u>B.R.01 Rental of Surplus School Space &amp; Properties</u> Policy Metric	Associate Director Planning & Facilities
5	February (A)	Corporate Services	Annual Investment Report	Executive SO Business Services
6	February (A)	Regular Board	School Year Calendar	Associate Director Academic Services
7	February (P)	Student Achievement	<u>S. 19 External Research</u> Policy Metric	Associate Director Academic Services
8	March (A)	Regular Board	Staffing Projections Report	Associate Director Academic Services
9	March (A)	Corporate Services	Budget Report: Financial Planning and Consultation Review	Executive SO Business Services
10	March (A)	Corporate Services	Planning Enrolment Projection	Associate Director of Planning and Facilities
11	March (A/P)	Corporate Services	Transportation Annual Report and <u>S.T.01Transportation</u> Policy Metric	Associate Director Planning & Facilities
12	April (A)	Student Achievement	Non-Resident VISA Student Fees	Associate Director Academic Services
13	April (Q)	Corporate Services	Financial Status Update Report #2	Executive SO Business Services

## REVISED LIST OF ANNUAL CALENDAR OF REPORTS & POLICY METRICS

14	April (A)	Regular Board	Education Development Charges Policy Review	Associate Director of Planning and Facilities
15	May (A)	Student Achievement	Staffing Status Report for Next School Year	Executive SO Business Services
16	May (A)	Student Achievement	Ratification of Student Trustee Nominees	Associate Director Academic Services
17	May (P)	Corporate Services	<u>A.18 Development Proposals, Amendments and Official Plans and Bylaws Policy Metric</u>	Associate Director Planning & Facilities
18	June (P)	Student Achievement	<u>B.B.04 Smoke &amp; Vapour Free Policy Metric</u>	Associate Director Academic Services
19	June (Q)	Corporate Services	Financial Status Update Report #3	Executive SO Business Services
20	June (A)	Corporate Services	Report: Annual Budget Estimates	Executive SO Business Services
21	August (P)	Regular Board	<u>T.19 Electronic Participation in Meetings of the Board, Committees of the Board, and Committee of the Whole Board Policy Metric</u>	Regular Board
22	August (P)	Regular Board	<u>H.M. 19 Conflict Resolution Department</u>	Associate Director Academic Services
23	September (A/P)	Student Achievement	Annual Safe Schools Report <u>S.S.12 Fresh Start Policy Metric</u>	Associate Director Academic Services
24	September (A)	Student Achievement	Community Advisory Committees Report	Associate Director Academic Services
25	September (P)	Student Achievement	<u>H.M. 40 Fair Practice in Hiring and Promotion Policy Metric</u>	Associate Director Academic Services
26	September (P)	Student Achievement	<u>T.07 Community Engagement Policy Report</u> <u>A.37 Communications Policy Metric</u>	Director of Education
27	October (A)	Student Achievement	Student Trustees: Voices that Challenge	Associate Director Academic Services

## REVISED LIST OF ANNUAL CALENDAR OF REPORTS & POLICY METRICS

28	October (A)	Student Achievement	ECLIST Report - Elementary Leaders	Associate Director Academic Services
29	October (P)	Student Achievement	<u>S.10 Catholic School Parent Council</u> Policy Metric	Associate Director Academic Services
30	October (A)	Student Achievement	CPIC Annual Report including Financial Report	Associate Director Academic Services
31	October (A)	Student Achievement	International Languages Program Report	Associate Director Academic Services
32	October (A)	Student Achievement	Primary and Junior Division Assessments Of Reading, Writing and Mathematics (EQAO) · Grade 9 Assessment of Mathematics and OSSLT Assessment (EQAO)	Associate Director Academic Services
33	October (A/P)	Corporate Services	Preliminary Enrolment Reports Elementary and Secondary Schools and S.A.01 <u>Elementary Admission and Placement</u> Policy Metric	Associate Director Planning & Facilities
34	October (A)	Corporate Services	Trustee Honorarium Report	Executive SO Business Services
35	October (P)	Regular Board	<u>H.M.33 Acceptance of Hospitality or Gifts</u> Policy Metric	Director of Education
36	October (A)	Regular Board	Annual Report on the Multi Year Strategic Plan	Associate Director Planning & Facilities
37	October (A)	Regular Board	Ongoing Exit and Entry Surveys for all students either changing schools within the Board or entering or exiting the Board	Associate Director Planning & Facilities
38	October (A)	Special Board	Director's Performance Appraisal (over 3 consecutive Special Board Meetings)	Director of Education
39	November (A)	Student Achievement	Board Learning Improvement Plan (BLIP)	Associate Director Academic Services

## REVISED LIST OF ANNUAL CALENDAR OF REPORTS & POLICY METRICS

40	November (A)	Student Achievement	K-12 Professional Development Plan for Student Achievement and Well-Being	Associate Director Academic Services
41	November (P)	Student Achievement	<u>S.22 Religious Accommodation Policy Report</u>	Associate Director Academic Services
42	November (P)	Student Achievement	<u>S.S.02 Opening or Closing Exercises Policy Report</u>	Associate Director Academic Services
43	November (A)	Corporate Services	<u>S.24 Combined (Split) Grade Classes for Elementary Schools Policy Report</u>	Associate Director Academic Services
44	November (Q)	Corporate Services	Legal Fees Report	Executive SO Business Services
45	November (A)	Regular Board	Financial Status Update #4 and Audited Financial Statements	Executive SO Business Services
46	November (A)	Regular Board	Annual Calendar of Meetings	Director of Education
47	December (A/P)	Student Achievement	Accountability Framework for Special Education and <u>S.P.01 Special Education Programs and Services Policy Metric</u>	Associate Director Academic Services
48	December (A)	Corporate Services	Budget Report: Revised Budget Annual Estimate	Executive SO Business Services
48	December (A)	Regular Board	Director's Annual Report	Director of Education