

# STUDENT ACHIEVEMENT AND WELLBEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE REGULAR MEETING Public Session

## AGENDA January 9, 2020

**Garry Tanuan, Chair**  
Trustee Ward 8

**Teresa Lubinski, Vice Chair**  
Trustee Ward 4

**Nancy Crawford**  
Trustee Ward 12

**Frank D'Amico**  
Trustee Ward 6

**Michael Del Grande**  
Trustee Ward 7

**Daniel Di Giorgio**  
Trustee Ward 10

**Taylor Dallin**  
Student Trustee

**Norman Di Pasquale**  
Trustee Ward 9

**Angela Kennedy**  
Trustee Ward 11

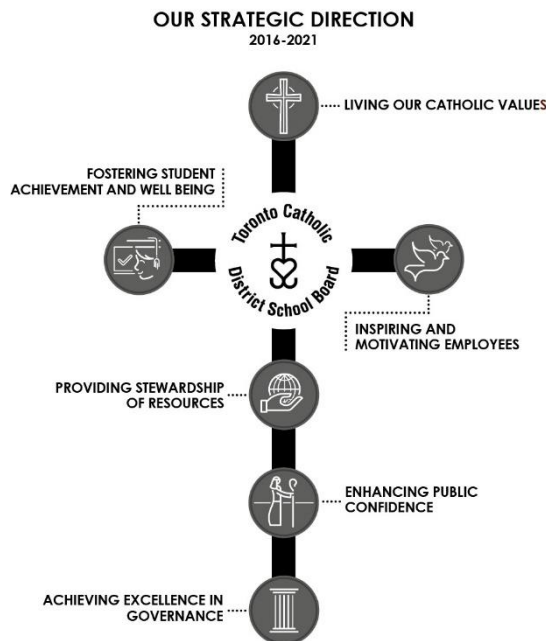
**Ida Li Preti**  
Trustee Ward 3

**Markus de Domenico**  
Trustee Ward 2

**Joseph Martino**  
Trustee Ward 1

**Maria Rizzo**  
Trustee Ward 5

**Kathy Nguyen**  
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: Skeeter Hinds-Barnett, 416-222-8282 Ext. 2298**

**Rory McGuckin**  
Director of Education

**Joseph Martino**  
Chair of the Board

**TERMS OF REFERENCE FOR THE  
STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND  
HUMAN RESOURCES COMMITTEE  
(APPROVED BY BOARD JUNE 5, 2012)**

The Student Achievement and Well-Being, Catholic Education and Human Resources Committee shall have the responsibility for considering matters pertaining to:

**Terms of reference:**

- (a) The Multi-Year Strategic Plan in relation to Student Achievement and Well-Being, Catholic Education and Human Resources particularly focusing on the goals of the following pillars of the Multi-Year Strategic Plan: Living Our Values, Student Achievement and Well-Being and Inspired and Motivated Employees
- (b) Plans for the improvement of Student Achievement (Board Learning and Improvement Plans, School Learning and Improvement Plans)
- (c) Program alignment with Catholic Graduate Expectations
- (d) Building Catholic School Communities and strong relationships between School, Home and Church
- (e) Building Safe Schools and programs to support positive school climate
- (f) Program alignment with 21<sup>st</sup> Century learning fluencies as determined by program staff
- (g) Plans for Nurturing Our Catholic Community and the achievement of the aims and objectives of the Board in the area of Catholic Education
- (h) Program Reviews
- (i) Safe Schools Data
- (j) Continuing Education and Adult Education
- (k) Alternative Education
- (l) International Languages Programs
- (m) School Effectiveness Framework and School Reviews
- (n) System review to ascertain alignment with the deployment of Board resources
- (o) Student Achievement data (EQAO, PISA, local assessments)
- (p) Instructional leadership and practices
- (q) Equity and Inclusion Strategies
- (r) Professional Learning practices
- (s) Succession Planning
- (t) Collective Bargaining and Employee Relations
- (u) Advocacy and political action
- (v) Policy development and revision in the areas of responsibility of the Student Achievement and Well-Being, Catholic Education and Human Resources Committee
- (w) Any matter referred to the Student Achievement and Well-Being, Catholic Education and Human Resources Committee by the Board
- (x) Ratification of Principals, Vice-Principals and Supervisory Officers placement and transfers.

## OUR MISSION

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## OUR VISION

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# AGENDA

## THE REGULAR MEETING OF THE STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE

### PUBLIC SESSION

Garry Tanuan, Chair

Teresa Lubinski, Vice-Chair

Thursday, January 9, 2020

7:00 P.M.

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|  | Pages  |
|--|--------|
| 1. Call to Order   |        |
| 2. Opening Prayer (Chair or designate)   |        |
| 3. Roll Call & Apologies   |        |
| 4. Approval of the Agenda  |        |
| 5. Declarations of Interest  |        |
| 6. Approval & Signing of the Minutes of the Meeting held December 5, 2019 for Public Session | 1 - 28 |
| 7. Delegations   |        |
| 8. Presentations   |        |
| 8.a Toronto Health Check Report - Dr Eileen de Villa, Medical Health Officer for Toronto     |        |
| 9. Notices of Motion   |        |
| 10. Unfinished Business  |        |

## 11. Matters referred or deferred

### From the December 5, 2019 Student Achievement and Well-Being Committee Meeting

- |      |  |         |
|------|--|---------|
| 11.a | Annual Report on the International Languages Elementary (ILE) Program for 2018-2019 (Information)  | 29 - 35 |
| 11.b | Update from the By-Law Review Ad Hoc Committee: Changes to the Toronto Catholic District School Board Operating By-Law Number 175                              | 36 - 90 |
| 11.c | By-Law Review Ad Hoc Committee Meeting of September 9, 2019<br><i>That the Delegation Policy be referred to the Governance and Policy Committee for review</i> |         |
| 11.d | Communication from Catholic Parent Involvement Committee   | 91 - 92 |

## 12. Staff Reports

- |      |   |           |
|------|---|-----------|
| 12.a | Annual Report on the Accessibility Standards Policy (A.35) (Information)  | 93 - 146  |
| 12.b | Mental Health and Well-Being Annual Report 2018-2019 (Information)  | 147 - 162 |
| 12.c | Toronto Catholic District School Board Parent Reaching Out (PRO) Grant Disbursement Report, 2019-2020 (Information) | 163 - 185 |
| 12.d | Catholic Parent Involvement Committee Annual Report, 2018-2019 (Information)  | 186 - 201 |
| 12.e | Report on Metrics for the Catholic School Parent Council, Policy S.10 2018-2019 (Information)                       | 202 - 221 |

## 13. Listing of Communications

## 14. Inquiries and Miscellaneous

## 15. Updating of Pending List

- |      |                      |     |
|------|----------------------|-----|
| 15.a | Monthly Pending List | 222 |
|------|----------------------|-----|



16. **Closing Prayer**

17. **Adjournment**

**OUR MISSION**

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through witness, faith, innovation and action.*



**MINUTES OF THE REGULAR MEETING OF THE STUDENT  
ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND  
HUMAN RESOURCES COMMITTEE**

**PUBLIC SESSION**

**HELD THURSDAY, DECEMBER 5, 2019**

**PRESENT:**

**Trustees:**

G. Tanuan, Chair  
T. Lubinski, Vice-Chair  
N. Crawford  
F. D’Amico  
M. de Domenico  
M. Del Grande  
D. Di Giorgio  
N. Di Pasquale - Teleconference  
A. Kennedy  
I. Li Preti  
J. Martino  
M. Rizzo

**Student Trustees:**

T. Dallin  
K. Nguyen

**Staff:**

R. McGuckin  
D. Koenig  
A. Della Mora  
L. Noronha  
P. Aguiar  
S. Camacho  
S. Campbell  
M. Eldridge  
N. D’Avella

L. Di Marco  
C. Fernandes  
J. Wujek  
M. Caccamo  
K. Malcolm  
L. Maselli-Jackman  
M. Meehan  
J. Shanahan  
S. Vlahos

S. Hinds-Barnett, Acting Recording Secretary  
K. Paganelli, Acting Assistant Recording Secretary

Trustees Del Grande and de Domenico left the horseshoe at 7:15 p.m.

**5. Approval of the Agenda**

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the Agenda, as amended to include the Addendum and Item 18a) Inquiry from Trustee Rizzo regarding a public apology from the Chair of the Board on behalf of all Trustees on comments made at the November 7, 2019 Student Achievement and Well-Being, Catholic Education and Human Resource Committee Meeting, be approved.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees D'Amico  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski

Crawford

Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustees Del Grande and de Domenico returned to the horseshoe at 7:24 p.m.

**6. Report from Private Session**

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that the Items discussed in PRIVATE Session regarding Employee and Trustee matters be approved.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

|                   |             |
|-------------------|-------------|
| Trustees Crawford | D'Amico     |
| de Domenico       | Di Pasquale |
| Del Grande        | Li Preti    |
| Di Giorgio        | Rizzo       |
| Kennedy           |             |
| Lubinski          |             |
| Martino           |             |
| Tanuan            |             |

The Motion was declared

CARRIED

**7. Declarations of Interest**

Trustees Del Grande and Kennedy declared a conflict of interest in the following Items:

- a) 15e) Annual Report on the International Languages Elementary (ILE) for 2018-2019 – Trustee Kennedy; and
- b) 16c) Non-Resident Visa Student Fees for September 2020 – Trustees Kennedy and Del Grande.

Both indicated that they would neither vote nor participate in discussions regarding these Items as they have family members who are employees of this Board.

**8. Approval and Signing of the Minutes**

MOVED by Trustee Kennedy, seconded by Trustee Li Preti, that the Minutes of the Regular Meeting held November 7, 2019 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino

Rizzo

Tanuan

The Motion was declared

CARRIED

**9. Delegations**

- 9a) Ivana Chuvalo regarding Children and Electromagnetic Field (EMF) Safety Levels Follow-Up** absent.

MOVED by Trustee de Domenico, seconded by Trustee Martino, that Item 9b) be adopted as follows:

- 9b) Michelle Laborde regarding Children and Electromagnetic Field (EMF) Safety Levels Follow-Up** received and referred to staff.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Rizzo left the horseshoe at 7:54 p.m. and returned at 7:57 p.m.

MOVED by Trustee de Domenico, seconded by Trustee Di Giorgio, that Item 10a) be adopted as follows:

- 10a) Elementary Catholic Student Leadership Impact Team (ECSLIT) Annual Report** received and referred to staff.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour.

MOVED by Trustee Martino, seconded by Trustee Lubinski, that Item 10b) adopted as follows:

**10b) International Education - Peter Aguiar, Superintendent Area 7 and International and Alternative Education** received and referred to staff.

Trustee Lubinski left the horseshoe at 8:15 p.m. and returned at 8:21 p.m.

Trustee Rizzo left the horseshoe at 8:23 p.m. and returned at 8:28 p.m.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED



**12. Consent and Review**

The Chair reviewed the Order Paper and the following Items were held:

**13a)** Trustee de Domenico;

**13b)** Trustee Kennedy;

**15a)** Trustee Crawford;

**15b)** Trustee Li Preti;

**15c)** Trustee Rizzo;

**15d)** Trustee Lubinski;

**15e)** Trustee Di Giorgio;

**15f)** Trustee Rizzo;

**15g)** Trustee Rizzo;

**16c)** Trustee Di Giorgio;

**17a)** Trustee Rizzo; and

**18a)** Trustee Rizzo.

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that all Items not held be received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy

Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**ITEMS NOT HELD AS CAPTURED IN THE ABOVE MOTION**

**16a) Elementary Catholic Student Leadership Impact Team (ECSLIT)**

**16b) Accountability Framework for Special Services 2019-20**

**19a) Annual Calendar of Reports and Policy Metrics**

**19b) Monthly Pending List**

Trustee Crawford left the horseshoe at 8:51p.m.

MOVED by Trustee de Domenico, seconded by Trustee Li Preti, that Item 13a) be adopted as follows:

**13a) From Trustee De Domenico regarding the Planned Activation of two Cell Towers near St. Gregory Catholic School and the Potential Harm the Radiofrequency Radiation may pose to the Community:**

WHEREAS: Studies have shown that radiofrequency radiation (RFR) emitted from cell towers increases cancer rates;

WHEREAS: Two cell towers are planned to be activated on property leased by St. Gregory Church to Freedom Mobile;

WHEREAS: St. Gregory Catholic School is located in close proximity to the church;

WHEREAS: Many parents in the St. Gregory community are very concerned about the potential effects of radiation on their children attending St. Gregory School if the planned towers are activated; and

WHEREAS: Concerned parents at St. Gregory Catholic School feel frustrated that there has been only one recent consultation with their community, and no formal process for the community to express their concerns to their political representatives.

BE IT RESOLVED THAT: The Board write a letter to The Honourable Navdeep Bains MP and Canadian Minister of Innovation, Science and Economic Development requesting that the regulations governing the licensing of the cell towers on St. Gregory Church property are fully compliant with all Federal regulations;

BE IT RESOLVED THAT: The Board write to the Archdiocese of Toronto requesting that open and public consultations with the St. Gregory community commence quickly; and

BE IT RESOLVED THAT: A report be issued by Toronto Catholic District School Board (TCDSB) technical staff to outline what measures are taken by staff to ensure that students and teaching staff are not exposed to harmful levels of radiation either by proximity to Cell towers or the use or overuse of wireless technology in Toronto Catholic District School Board (TCDSB) schools and more specifically at St. Gregory Catholic School.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees D'Amico  
de Domenico  
Del Grande  
Di Giorgio

Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Crawford returned to the horseshoe at 8:54 p.m.

MOVED by Trustee Tanuan, seconded by Trustee Lubinski, that Item 13b) be adopted as follows:

**13b) From Trustee Tanuan regarding St. Michael the Archangel Prayer and Faith:**

WHEREAS: St. Michael the Archangel is the Archdiocese of Toronto's Diocesan Patron Saint; and

WHEREAS: The Archdiocese of Toronto has urged all parishes to pray the St. Michael the Archangel Prayer after each Mass and the faithful to pray this individually.

BE IT RESOLVED THAT: The TCDSB recite and pray the St. Michael the Archangel Prayer before any meeting at the Board.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Lubinski, that Item 13b) be referred to Staff for some feedback from the Religious Education Department.

Trustee Tanuan relinquished the Chair to Trustee Lubinski.

Trustee de Domenico left the horseshoe at 8:53 p.m. and returned at 8:55 p.m.

Results of the Vote taken on the AMENDMENT as follows:

| <b><u>In Favour</u></b> | <b><u>Opposed</u></b> |
|-------------------------|-----------------------|
| Trustees Crawford       | de Domenico           |
| D'Amico                 | Di Giorgio            |
| Del Grande              | Di Pasquale           |
| Kennedy                 | Li Preti              |
| Lubinski                | Martino               |
| Tanuan                  | Rizzo                 |

The AMENDMENT was declared

LOST ON A TIE

Student Trustees Dallin and Nguyen wished to be recorded as voted against the Motion.

The main motion was not voted on i.e. disposed of.

Trustee Tanuan reassumed the Chair.

MOVED by Trustee Crawford, seconded by Trustee Lubinski, that Item 15a) be adopted as follows:

**15a) Approved Minutes of the September 25, 2019 Catholic Education and Living Our Catholic Values Sub-Committee Meeting**

*That the Trustee Code of Conduct Policy T.04 and the Equity Action Plan be added to the list of policies dealing with the Code of Conduct.*

Trustee Di Giorgio left the horseshoe at 9:08 p.m. and returned at 9:10 p.m.  
Trustee de Domenico left the horseshoe at 9:19 p.m.

Trustee Di Giorgio left the horseshoe at 9:20 p.m.

Trustee Del Grande left the horseshoe at 9:22 p.m.

Trustee Di Giorgio returned to the horseshoe at 9:22 p.m.

Trustee Del Grande returned to the horseshoe at 9:23 p.m.

Trustee de Domenico returned to the horseshoe at 9:25 p.m.

Trustee Li Preti wished for it to be recorded that she will not be supporting any Catholic Education and Living Our Catholic Values Sub-Committee Minutes as she found many of the proceedings offensive and an embarrassment to Catholic Education.

Results of the Vote taken, as follows:

**In Favour**

Trustees Crawford  
Del Grande  
Kennedy  
Lubinski  
Tanuan

**Opposed**

D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Li Preti  
Martino  
Rizzo

The Motion was declared

LOST

MOVED by Trustee Li Preti, seconded by Trustee de Domenico, that Item 15b) be adopted as follows:

**15b) Approved Minutes of the August 29, 2019 Catholic Education and Living Our Catholic Values Sub-Committee Meeting**

1. *Whistleblower Procedures and Guidelines for Students, Parents, Staff, Stakeholders on Issues Concerning our Catholic Faith, Values, and Morals that the Board receive a trial demonstration of the software from staff or third party contractor at an established workshop;*
2. *Delegation: Paolo De Buono regarding the Impact of Not Including All Groups in the Code of Conduct referred to staff to review the video of the May 28, 2019 Student Achievement and Well Being, and Human Resources Committee meeting;*
3. *Movie Unplanned – For Discussion referred to staff for an opportunity for that movie to be shown in our secondary schools;*
4. *Forging Potential External Partnerships with Strong Faith-based Organizations to enhance Catholic Faith and Morals in our Board and School Communities that staff make contact electronically with strong faith-based organizations to advise them that we will forward them our Agendas and that they can bring feedback and comments to this sub-committee; and*
5. *Delegation: Mary Laframboise regarding Inclusion of Persons referred to staff that all inputs received to date be considered in regard to the Code of Conduct and related policies, including the Archdiocese language provided as follows:*
  - a) *Value and respect the teachings of Catholic Church; and*
  - b) *Respect and treat others fairly, as children of God, created in the image and likeness of God, of infinite dignity and worth.*

MOVED in AMENDMENT by Trustee Li Preti, seconded by Trustee de Domenico, that the recommendations from the August 29, 2019 Catholic Education and Living our Catholic Values Sub-Committee Meeting not be received.

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

**In Favour**

**Opposed**

|                  |            |
|------------------|------------|
| Trustees D'Amico | Crawford   |
| De Domenico      | Del Grande |
| Di Giorgio       | Kennedy    |
| Di Pasquale      | Lubinski   |
| Li Preti         | Tanuan     |
| Martino          |            |
| Rizzo            |            |

The AMENDMENT was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favor of the AMENDMENT.

Trustee Crawford left the horseshoe at 9:47 p.m.

Trustee Di Giorgio left the horseshoe at 9:47 p.m. and returned at 9:50 p.m.

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Item 15c) be adopted as follows:

**15c) Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting Held October 16, 2019**

- 1. That staff bring back a report in March 2020 on what the TCDSB is doing now and how it can help more of our Fetal Alcohol Spectrum Disorder (FASD) students (Presentation: Toronto (FASD) Network – Sharron Richards (Former Delegate));*



2. *That staff provide a presentation to SEAC on the exclusion process (Presentation: Safe Schools Annual Report – Superintendent Michael Caccamo); and*
3. *That a presentation be done by Legal Counsel at a SEAC meeting regarding the review of the By-Laws relating to SEAC’s Agenda Setting, and that staff bring supporting documents (Inquiry from Tyler Munro regarding Processing and Agenda Setting).*

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Di Giorgio  
Rizzo  
D’Amico  
Li Preti  
De Domenico  
Di Pasquale  
Martino  
Kennedy  
Del Grande  
Tanuan  
Lubinski

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favor.

Trustee Lubinski left the horseshoe at 9:55 p.m.

The Chair declared a seven minutes recess.

**PRESENT:** (following the recess)

Trustees: Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

MOVED by Trustee Martino, seconded by Trustee Crawford, that Item 15d) be adopted as follows:

**15d) Revised Ontario Catholic School Trustees Association (OCSTA) Annual Fees:**

That the Board of Trustees approve the OCSTA's annual invoice for 2019-2020 of \$219,851.84 appearing in Appendix A of the report.

MOVED in AMENDMENT by Trustee Martino, seconded by Trustee Crawford, that OCSTA come back to the Board with a plan to address the issues raised by TCDSB within three months.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Martino:

- i) That the TCDSB renew its membership to OCSTA for this year as notice of cancellation of membership has not been provided;
- ii) That the TCDSB give notice to the OCSTA that membership will not be renewed beginning in the 2020/2021 school year and future years;
- iii) That the TCDSB reconsider membership to the Ontario Catholic School Trustees' Association if amendments are made to its membership fee structure to be more equitable for larger Boards in the Province;

- iv) That the TCDSB reconsider membership to the OCSTA if the fee structure were changed to levy all 29 Boards the same amount of membership fees (so that every Board pay the exact same amount not based on pupil enrolment) and all Boards have equal representation;
- v) That the TCDSB schedule and coordinate a meeting for the larger Catholic Boards in the Province to create a new government structure; and
- vi) That the TCDSB immediately inform OCSTA of our decision and that this be communicated to all 29 Catholic Boards in the Province.

Trustees Del Grande and Lubinski left the horseshoe at 10:18 p.m.

MOVED in AMENDMENT TO THE AMENDMENT by Trustee de Domenico, seconded by Trustee Rizzo, that an Ad Hoc Committee be established to coordinate meetings with the larger Catholic Boards.

Results of the Vote taken on the AMENDMENT TO THE AMENDMENT, as follows:

**In Favour**

**Opposed**

|                  |            |
|------------------|------------|
| Trustees D'Amico | Crawford   |
| De Domenico      | Di Giorgio |
| Di Pasquale      | Li Preti   |
| Rizzo            | Kennedy    |
|                  | Martino    |
|                  | Tanuan     |

The AMENDMENT TO THE AMENDMENT was declared

LOST

Trustee Crawford requested that the Question be divided.

Results of the Vote taken regarding Part 1, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Martino  
Rizzo  
Tanuan

Part 1 of the Motion was declared

CARRIED

Results of the Vote taken regarding Part 2, as follows:

**In Favour**

**Opposed**

|                  |          |
|------------------|----------|
| Trustees D'Amico | Crawford |
| de Domenico      | Kennedy  |
| Di Giorgio       | Li Preti |
| Di Pasquale      | Tanuan   |
| Martino          |          |
| Rizzo            |          |

Part 2 of the Motion was declared

CARRIED

Results of the Vote taken regarding Part 3, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Martino  
Rizzo  
Tanuan

Part 3 of the Motion was declared

CARRIED

Results of the Vote taken regarding Part 4, as follows:

**In Favour**

**Opposed**

|          |             |          |
|----------|-------------|----------|
| Trustees | D'Amico     | Crawford |
|          | De Domenico | Kennedy  |
|          | Di Giorgio  | Li Preti |
|          | Di Pasquale | Tanuan   |

Martino  
Rizzo

Part 4 of the Motion was declared

CARRIED

Results of the Vote taken regarding Part 5, as follows:

**In Favour**

**Opposed**

|                  |            |
|------------------|------------|
| Trustees D'Amico | Di Giorgio |
| de Domenico      | Kennedy    |
| Di Pasquale      | Li Preti   |
| Crawford         |            |
| Martino          |            |
| Rizzo            |            |
| Tanuan           |            |

Part 5 of the Motion was declared

CARRIED

Results of the Vote taken regarding Part 6, as follows:

**In Favour**

**Opposed**

|                   |  |
|-------------------|--|
| Trustees Crawford |  |
| D'Amico           |  |
| de Domenico       |  |

Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Martino  
Rizzo  
Tanuan

Part 6 of the Motion was declared

CARRIED

Trustee Kennedy left the horseshoe at 10:46 due to a declaration of interest as earlier indicated.

Trustee Lubinski returned to the horseshoe at 10:49 p.m.

MOVED by Trustee Norman Di Pasquale, seconded by Trustee Crawford that Item 16c) be adopted as follows:

**16c) Non-Resident Visa Student Fees for September 2020**

1. That the fees for Non-Resident VISA students for September 2020 for Toronto Catholic District School board increase from \$13,000 to \$16,000 for elementary and from \$14,500 to \$16,000 for secondary, inclusive of the \$500 mandatory cost of Health Insurance; and
2. That the administrative fee increases from \$250 to \$350.

| <b><u>Panel</u></b>        | <b><u>Yearly Fee</u></b> | <b><u>Pro-Rated Fee</u></b>   |
|----------------------------|--------------------------|-------------------------------|
| Elementary                 | \$16,000 or              | \$1,600 per month             |
| Secondary (under 21)       | \$16,000 or              | \$1,600 per month             |
| Secondary (over 21-Fraser) | \$16,000 or              | \$2,000 per additional course |

MOVED in AMENDMENT by Trustee Di Giorgio, seconded by Trustee Li Preti, that the International Student team develop a feedback survey to be distributed during January 2020 to those teachers at the local level who work directly with international students, providing them an opportunity to highlight elements of the program they feel are valuable or areas of improvement; and

That the results be presented in a report to the Board at the February 20, 2019 Regular Board Meeting.

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

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
Di Giorgio  
Di Pasquale  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

de Domenico

The AMENDMENT was declared

CARRIED

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

**In Favour**

**Opposed**



Trustees Crawford  
D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion, as amended, was declared

CARRIED

Trustees Del Grande and Kennedy returned to the horseshoe at 10:58 p.m.

**18. Inquiries and Miscellaneous**

The Chair declared a five minutes recess.

The meeting resumed with Trustee Tanuan in the Chair.

The attendance list remained unchanged.

Trustee Di Giorgio left the horseshoe at 11:23 p.m. and returned at 11:24 p.m.

MOVED by Trustee Kennedy, seconded by Trustee Lubinski, that Item 18a) be adopted as follows:

- 18a) **Inquiry from Trustee Rizzo regarding a public apology from the Chair of the Board on behalf of all Trustees on comments made at the November 7, 2019 Student Achievement and Well-Being, Catholic**

**Education and Human Resources Committee Meeting** received and referred to staff to come back with a written report at the December 11, 2019 Corporate Services, Strategic Planning and Property Committee Meeting PRIVATE Session.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

|                   |             |
|-------------------|-------------|
| Trustees Crawford | D'Amico     |
| De Domenico       | Di Pasquale |
| Del Grande        | Li Preti    |
| Di Giorgio        | Rizzo       |
| Kennedy           |             |
| Lubinski          |             |
| Martino           |             |
| Tanuan            |             |

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted against the motion.

MOVED by Trustee Martino, seconded by Trustee Kennedy, that all Items not dealt with be deferred to the January 9, 2019 Student Achievement and Well-Being, Catholic Education and Human Resource Committee Meeting.

Results on the vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**ITEMS DEFERRED AS CAPTURED IN THE ABOVE MOTION**

- 15e)** Annual Report on the International Languages Elementary (ILE) Program for 2018-2019
- 15f)** Update from the By-Law Review Ad Hoc Committee: Changes to the Toronto Catholic District School Board Operating By-Law Number 175
- 15g)** By-Law Review Ad Hoc Committee Meeting of September 9, 2019
- 17a)** From Catholic Parent Involvement Committee

**20. Resolve into FULL BOARD to Rise and Report**

Trustees Kennedy and Del Grande left the horseshoe at 11:36 p.m.

MOVED by Trustee Martino, seconded by Trustee Crawford, that the meeting resolve into FULL BOARD to Rise and Report.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**22. Adjournment**

MOVED by Trustee Martino, seconded by Trustee Crawford, that the meeting be adjourned.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

|                   |          |
|-------------------|----------|
| Trustees Crawford | Li Preti |
| D'Amico           |          |
| de Domenico       |          |
| Del Grande        |          |
| Di Giorgio        |          |

Di Pasquale  
Kennedy  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

---

SECRETARY

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CHAIR



REPORT TO

**STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE**

**ANNUAL INFORMATION REPORT ON THE INTERNATIONAL LANGUAGES ELEMENTARY (ILE) PROGRAM FOR 2018-2019**

*All of them were filled with the Holy Spirit and began to speak in other languages, as the Spirit gave them ability.” Acts 2:4*

| Created, Draft     | First Tabling   | Review                                      |
|--------------------|-----------------|---|
| September 23, 2019 | October 2, 2019 | <a href="#">Click here to enter a date.</a> |

L. Di Marco, Superintendent of Curriculum Leadership & Innovation; Academic ICT  
 P. De Cock, Comptroller of Business Services  
 M. Sequeira, Coordinator of International Languages, Parent Engagement & Community Relations

**INFORMATION REPORT**

**Vision:**

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

**Mission:**

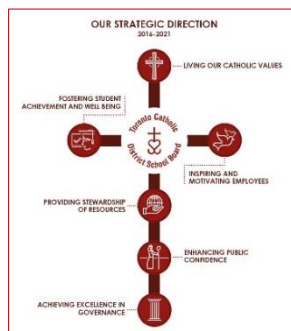
*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*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

L. Noronha  
 Associate Director of Facilities, Business and Community Development, and Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

As a Catholic and inclusive learning organization, the Toronto Catholic District School Board is committed to fostering and supporting student achievement and well-being by providing students with opportunities to enrich their learning. In 2018-2019, the TCDSB offered elementary students the opportunity to learn an international language during the school day, after school or on the weekends.

This report provides an overview of the International Languages Elementary (ILE) program delivery models for the 2018-2019 academic year. In addition, Appendix A provides a statistical and financial overview of the ILE programs.

*The cumulative staff time required to prepare this report was 15 hours*

## **B. PURPOSE**

1. This report is submitted in compliance with mandatory reporting requirements of a motion, made on October 6, 2016, that an annual information report on the International Languages Elementary (ILE) program be added to the rolling calendar.

## **C. BACKGROUND**

1. Up to September 2018, the ILE integrated day program was offered in an extended school day delivery model, during which the regular 5-hour (300-minute) school day was extended by 30 minutes, for a total of 330 minutes. This delivery format required teachers in ILE schools to work 30 minutes longer than their colleagues in non-ILE schools.
2. In the academic year of 2018-2019, due to language appearing in the collective agreement with TECT and an arbitration ruling regarding the ILE program, the program could not be delivered in an extended day format. This necessitated the delivery of the ILE program to be changed from an extended model to an integrated model during the regular 300-minute instructional day.

3. As a result of a motion approved by the Board of Trustees and a subsequent request to the Ministry, the Minister of Education:
  - confirmed conditional approval for the ILE program to be delivered for the academic year of 2018-2019;
  - approved an integrated day delivery model in which the program was to be delivered for 30 minutes, 4 times per week, within the 5-hour (300-minute) instructional day; and
  - provided one-time transitional funding of \$3.6M.
4. For the academic year of 2018-2019, the ILE after-hour programs continued to be delivered 2½ hour sessions over 30 weeks. The majority of the programs were offered on Saturday mornings. However, one program was offered on Sundays, and two programs were offered on Tuesdays after school.
5. In 2018-2019 the ILE programs were highlighted, celebrated and promoted through:
  - the TCDSB Communication and ILE Department;
  - the International Languages' Educators Association of Ontario (ILEA) Annual Spring Conference, hosted at the CEC;
  - TCDSB Heritage Day Celebrations;
  - celebrations, concerts and plays in ILE schools;
  - end-of-the-year graduations and celebrations in the after-hour programs;
  - literary contests, in collaboration with Centro Scuola and the Federation of Portuguese Canadian Business and Professionals;
  - the Festa della lingua Italiana;
  - the 70<sup>th</sup> Anniversary of Polish Language Instruction at St. Casimir Church;
  - a TCDSB day of celebration held at Queens Park;
  - local radio stations such as CHIN, Camões and Ondas Hispanas;
  - through posters and information sent to all Elementary schools to be included in the May, June and September newsletters and in the Welcome-to-Kindergarten bags; and
  - community centres and parishes.

In addition, in response to a Board of Trustee request, the Communications and ILE Department developed a new campaign to highlight the value and broad



appeal of the ILE program in our school communities. The campaign launch was planned for the spring, but it has been delayed to the fall of 2019.

## **D. METRICS AND ACCOUNTABILITY**

1. The ILE integrated day program was offered in 44 TCDSB elementary schools to 19,597 students.
2. In 2018-2019, the TCDSB offered the following international languages in the integrated day delivery model: Italian, Portuguese, Ukrainian, Filipino, and Mandarin.
3. In 2018-2019, the ILE after-hour programs were offered in thirty-three (33) centres. Twenty-six (26) centres were located in TCDSB schools, while seven (7) centres were located in non-TCDSB sites.
4. In 2018-2019, 4,582 students learned the following international languages in the after-hour delivery model: Arabic, Armenian, Cantonese, Chaldean, Croatian, Filipino, Hungarian, Igbo, Italian, Korean, Lithuanian, Latin, Malayan, Mandarin, Polish, Portuguese, Spanish, Tamil, and Tigrinya.
5. The ILE Department conducted a two-year review, in 2017-2018 and 2018-2019 of the ILE after-hour programs to assess the effectiveness of program delivery and the effectiveness of operational procedures. Here are some key observations on student enrolment that were noted over the two-year review:

5.1 After Hour Programs that maintained or increased student enrolment were centres that:

- had a student enrolment of 150 or greater;
- ran as heritage language programs where the ILE language selected was the mother tongue of one or both parents;
- were located in an area where there was a significant population of families who were fluent in the ILE language offered;
- had a large number of student enrolment in one language;

- were able to offer single or combine grade classes with no more than two grades per class; and,
- had a high level of parental and community engagement.

## 5.2 Declining or inconsistent student enrolment occurred in centres that:

- began with 4 classes or fewer;
- offered multiple languages, but only had enough students to offer one class per language;
- did not have sufficient student enrolment to create multiple classes of one language, thus resulting in having multiple grades in one class (i.e., one class could potentially have students ranging from junior kindergarten to grade 8);
- the community experienced a change in demographics and the language offered was not reflective of the changed demographics or parent interest in third language acquisition;
- competition for student enrolment with privately run centres; and,
- lost student enrolment, mainly after grade 5, as a result of competing extra-curricular weekend activities and/or lack of student interest.

6. The 2018-2019 detailed budget for the ILE programs for both the integrated day and the after-hour delivery models is reported in Appendix A. The following are some key highlights from Appendix A:

6.1 The total budget for the ILE programs was \$5,851,108.

6.2 Despite the \$3.6M provided by the Ministry, the Board incurred a total funding shortfall in the amount of \$942,245.

6.3 The ILE after-hour programs incurred a financial short fall of \$227,232, as a result of the operational costs of running multiple centres and smaller centres with three or fewer classes.

6.4 Operating classes that are well below the Board average of twenty-five (25), could potentially have an adverse effect on the Ministry imposed aggregate of 23 students per class, which would result in reduced future funding.

## **E. CONCLUDING STATEMENT**

This report is for the information and consideration of the Board

## Appendix A - International Languages Elementary (ILE) Budget 2018-2019

As at August 28, 2019

| International Languages Program                                    |   | 2018-2019 PRELIMINARY-ACTUAL (Pre-Audit) |                        |                     |
|--|---|--|------------------------|---------------------|
| Cost Element (CE)  | Description   | YTD Preliminary Actuals 2018/19          | Integrated Day Program | After-Hours Program |
| <b>GRANT &amp; OTHER REVENUES</b>                                  |   |  |                        |                     |
| (a)  | Enrolment (Pupil Count over 2 Semesters)                      | 4,862                                    | -                      | 4,862               |
| (b)  | <i>Avg. Class Size</i>  | 23.6                                     | -                      | 23.6                |
| (a) / (b)  | <i># of Classes (over 2 Semesters)</i>                        | 206                                      | 0                      | 206                 |
| (A)  | Projected Hours of Instruction                                | 15,460                                   | 0                      | 15,460              |
| (B)  | Grant per Pupil   | 57                                       | -                      | 57                  |
| (A) x (B)  | <b>Total Calculated Grant</b>                                 | <b>874,108.40</b>                        | <b>-</b>               | <b>874,108.40</b>   |
|  | Revenue from Centro Scuola                                    | 170,000                                  | 136,825                | 33,175              |
|  | Revenue from Consulate General Portugal                       | 37,523                                   | 30,200                 | 7,322               |
| <b>Subtotal - Grant &amp; Other Revenues</b>                       |   | <b>1,081,631</b>                         | <b>167,025</b>         | <b>914,606</b>      |
| <b>EXPENDITURES</b>  |   |  |                        |                     |
| 11000  | Caretaking Salary - Weekends                                  | 181,100                                  |                        | 181,100             |
| 11200  | Secretaries & Tech Salary                                     | 61,018                                   | -                      | 61,018              |
| 19200  | International Lang- Extended Day                              | 3,550,770                                | 3,550,770              | -                   |
| 19200  | International Lang- Hrly rated Instructors (After Hours)      | 697,983                                  | -                      | 697,983             |
| 19201  | International Lang - Supply Instructors                       | 186,617                                  | 155,960                | 30,657              |
| <b>Subtotal - Salaries</b>   |   | <b>4,677,488</b>                         | <b>3,706,730</b>       | <b>970,758</b>      |
| 21000  | Benefits - Caretaking - Weekends                              | 54,331                                   | -                      | 54,331              |
| 21200  | Benefits - Secretaries & Tech                                 | 14,936                                   | -                      | 14,936              |
| 29200  | Benefits - Int'l Lang. - Extended Day                         | 999,311                                  | 999,311                | -                   |
| 29200  | Benefits - Int'l Lang. - Hrly rated Instructors (After Hours) | 77,950                                   | -                      | 77,950              |
| <b>Subtotal - Benefits</b>   |   | <b>1,146,528</b>                         | <b>999,311</b>         | <b>147,217</b>      |
| <b>Subtotal - Salaries &amp; Benefits</b>                          |   | <b>5,824,016</b>                         | <b>4,706,041</b>       | <b>1,117,975</b>    |
| 32000  | Text Books-Intern. Languages                                  | 188                                      | -                      | 188                 |
| 33000  | Stationary & Supplies   | 11,362                                   | -                      | 11,362              |
| 33500  | Printing & Photocopying - Instructional                       | 11,347                                   | -                      | 11,347              |
| 36100  | Car Expenses - Mileage  | 4,195                                    | 3,229                  | 966                 |
| <b>Subtotal - Other Expenses</b>                                   |   | <b>27,092</b>                            | <b>3,229</b>           | <b>23,863</b>       |
| <b>Total Expenditures</b>  |   | <b>5,851,108</b>                         | <b>4,709,270</b>       | <b>1,141,838</b>    |
| <b>Program Surplus/(Deficit)</b>                                   |   | <b>(4,769,477)</b>                       | <b>(4,542,245)</b>     | <b>(227,232)</b>    |
| <b>2018-19 One-Time PPF (Priorities &amp; Partnership Funding)</b> |   | <b>3,600,000</b>                         | <b>3,600,000</b>       | <b>0</b>            |
| <b>Net Surplus/(Deficit) after one-time funding</b>                |   | <b>(1,169,477)</b>                       | <b>(942,245)</b>       | <b>(227,232)</b>    |



REPORT TO

REGULAR BOARD

## UPDATE FROM THE BY-LAW REVIEW COMMITTEE CHANGES TO TCDSB OPERATING BY- LAW NUMBER 175

*When you obey the Lord your God by observing his commandments and decrees that are written in this book of law, because you turn to the Lord your God with all your heart and with all your soul. Deuteronomy 30:10*

| Created, Draft   | First Tabling     | Review                                      |
|------------------|-------------------|---|
| November 5, 2019 | November 21, 2019 | <a href="#">Click here to enter a date.</a> |

Paul Matthews, General Legal Counsel

### RECOMMENDATION REPORT

**Vision:**

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

**Mission:**

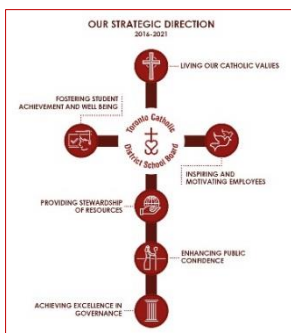
*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*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

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

This report provides recommended changes to the Board arising out of various issues with respect to the Board's operating by-laws. These changes have been approved by the By-Law Review Ad-Hoc Committee.

*The cumulative staff time required to prepare this report was 3 hours*

## **B. PURPOSE**

The purpose of this report is to propose revisions to the Board's Operating By-Law Number 175 (as amended at April 21, 2016).

## **C. BACKGROUND**

1. The Ad-Hoc By-Law Committee met to discuss and review various articles of the Board's Operating By-Law and instructed staff to review matters discussed at the meeting and report back to the committee. The committee met on the following dates:
  - February 19, 2019,
  - April 10, 2019 and
  - May 13, 2019
2. **September 9, 2019** – at the By-Laws Review Ad-Hoc Committee, the committee discussed various articles of the Board's Operating By-Laws and considered input from the CPIC Chair regarding including language to the TCDSB's Operating By-Law Number 175 (as amended at April 21, 2016).
3. **October 7, 2019** - at the By-Laws Review Ad-Hoc Committee, the committee approved the final draft to update the TCDSB's Operating By-Law Number 175 (as amended at April 21, 2016) in **Appendix A**.

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

1. The following articles were revised or added by the By-Laws Review Ad Hoc Committee:

| <b>Article</b> | <b>Content</b>  |
|----------------|---|
| 5.6            | <b><u>Composition of Ad-Hoc Committees</u></b><br><i>Added:</i> ...it is strongly recommended that...   |
| 5.6.1          | <b><u>New Sub-Article</u></b><br>All Trustees may attend Ad-Hoc committee meetings. Trustees who are not members of the Ad-Hoc Committee may participate in discussion/debate at the meeting but may not move a motion or vote on any matter.   |
| 5.6.2          | <b><u>New Sub-Article</u></b><br>Neither the Chair or the Vice-Chair of the Board have ex-officio status on an Ad-Hoc committee. Trustee membership on all Ad-Hoc committees will be listed on the Board's website.   |
| 5.10.1         | <b><u>New Sub-Article</u></b><br>All Trustees may attend sub-committee meetings. Trustees who are not members of the sub-committee may participate in discussion/debate at the meeting but may not move a motion or vote on any matter.   |
| 5.10.2         | <b><u>New Sub-Article</u></b><br>Neither the Chair or the Vice-Chair of the Board have ex-officio status on an sub-committee. Trustee membership on all sub-committees will be listed on the Board's website.   |
| 10.8.9         | <b><u>New Sub-Article</u></b><br>Any recommended changes to policy, program or services from SEAC shall stand referred to staff for a report to the Board of Trustees.  |
| 10.8.10        | <b><u>New Sub-Article</u></b><br>Any matter dealing with recommended changes to parent involvement/engagement policy of services shall, if adopted, stand referred to the Catholic Parent Involvement Committee (CPIC) where applicable, prior to submission to the Board of Trustees for consideration; and the staff report, along with any CPIC response, shall be submitted to the appropriate committee for review prior to submission to the Board of Trustees. |
| 10.9.19.1      | <b><u>Board Order Paper - New Sub-Article</u></b><br>Inquiries and Miscellaneous items must be submitted to staff and all Trustees at least 24 hours prior to the meeting   |

|            |  |
|------------|--|
| 10.10.17.1 | <p><b>Committee Order Paper - <u>New Sub-Article</u></b><br/>         Inquiries and Miscellaneous items must be submitted to staff and all Trustees at least 24 hours prior to the meeting.</p>  |
| 18.1       | <p><b>Reimbursement for Costs and Expenses Relating to Municipal Conflict of Interest Proceedings - Revisions</b><br/> <del>On the advice of the Director as Chief Executive Officer and Secretary of the Board, and u</del>Upon receipt of a formal documented request, <del>in consultation with the Board of Trustees,</del> the TCDSB shall pay on behalf of or reimburse, irrespective of any awarded costs, all reasonable costs and expenses, as agreed or taxed, <del>based on the individual merits of each case, and not to be arbitrarily withheld,</del> incurred by a Trustee who has been found not to have contravened Article 5 of the Municipal Conflict of Interest Act.</p> |

**E. STAFF RECOMMENDATION**

Staff recommends that the Board consider the amendments made by the By-Law Review Ad-Hoc Committee and approve the proposed changes as outlined in the Revised Draft TCDSB Operating By-Law Number 174 (as amended at April 21, 2016) in Appendix A.



**TORONTO CATHOLIC  
DISTRICT SCHOOL BOARD  
THE BOARD'S OPERATING  
BY-LAW NUMBER 175 (as  
amended at April 21, 2016)**



|   |           |
|---|-----------|
| <b>ARTICLE 1. INTERPRETATION .....</b>                              | <b>5</b>  |
| 1.1 MEANING OF TERMS .....  | 5         |
| 1.2 COMMITTEE OF THE WHOLE BOARD .....                              | 6         |
| 1.3 INADVERTENT OMISSION.....                                       | 7         |
| <b>ARTICLE 2. DUTIES OF THE BOARD OF TRUSTEES AND OFFICERS.....</b> | <b>7</b>  |
| 2.1 THE BOARD OF TRUSTEES .....                                     | 7         |
| 2.2 TRUSTEES.....   | 8         |
| 2.3 DUTIES OF THE DIRECTOR.....                                     | 9         |
| 2.4 DUTIES OF OTHER SENIOR STAFF AND OTHER TCDSB EMPLOYEES.....     | 9         |
| 2.5 OFFICERS NAMED .....  | 10        |
| 2.6 DUTIES OF THE CHAIR OF THE BOARD OF TRUSTEES .....              | 10        |
| 2.7 DUTIES OF THE VICE-CHAIR OF THE BOARD OF TRUSTEES.....          | 11        |
| 2.8 DUTIES OF THE SECRETARY .....                                   | 11        |
| 2.9 DUTIES OF THE TREASURER .....                                   | 12        |
| 2.10 CODE OF CONDUCT .....  | 12        |
| <b>ARTICLE 3. INAUGURAL MEETING.....</b>                            | <b>14</b> |
| 3.1 DATE OF INAUGURAL MEETING .....                                 | 15        |
| 3.2 ORIENTATION.....  | 15        |
| 3.3 SERVICE OF DEDICATION OF THE ROMAN CATHOLIC TRUSTEE.....        | 15        |
| 3.4 PROCEDURE AT INAUGURAL MEETING.....                             | 15        |
| 3.5 PRESIDING OFFICER AT INAUGURAL MEETING.....                     | 16        |
| 3.6 PRELIMINARY PROCEEDINGS.....                                    | 16        |
| 3.7 ELECTION OF CHAIR OF THE BOARD OF TRUSTEES.....                 | 16        |
| 3.8 ELECTION OF OTHER OFFICIALS.....                                | 16        |
| 3.9 ELECTION OF CHAIR AND VICE-CHAIR OF COMMITTEES.....             | 17        |
| 3.10 OTHER APPOINTMENTS .....                                       | 17        |
| 3.11 FURTHER BUSINESS.....  | 17        |
| 3.12 ELECTIONS .....  | 17        |
| <b>ARTICLE 4. MEETINGS .....</b>                                    | <b>18</b> |
| 4.1 SEATING.....  | 18        |
| 4.2 REGULAR MEETINGS OF THE BOARD OF TRUSTEES.....                  | 18        |
| 4.3 SPECIAL MEETINGS OF THE BOARD OF TRUSTEES .....                 | 19        |
| 4.4 MEETINGS OF COMMITTEES .....                                    | 19        |
| 4.5 NOTICE OF OTHER THAN REQUIRED REGULAR MONTHLY MEETINGS .....    | 20        |
| 4.6 CANCELLATION OF MEETINGS .....                                  | 20        |
| 4.7 AUTOMATIC CANCELLATION BY INAUGURAL MEETING .....               | 21        |
| 4.8 QUORUM FOR MEETINGS OF ALL TRUSTEES .....                       | 21        |
| 4.9 HOW QUORUM IS TO BE COUNTED .....                               | 21        |
| 4.10 QUORUM FOR MEETINGS OF COMMITTEES.....                         | 21        |
| 4.11 CALL TO ORDER.....   | 21        |
| 4.12 LACK OF QUORUM .....   | 21        |
| 4.13 QUORUM LOST.....   | 22        |
| 4.14 MEETINGS OPEN TO THE PUBLIC (PUBLIC SESSION).....              | 22        |
| 4.15 CONDUCT AT MEETINGS .....                                      | 22        |
| 4.16 MEETINGS CLOSED TO THE PUBLIC (PRIVATE SESSION).....           | 22        |
| 4.17 RECESS OF MEETING BY THE CHAIR.....                            | 23        |
| 4.18 MAXIMUM LENGTH OF MEETING .....                                | 23        |
| 4.19 EXTENSION OF LENGTH.....                                       | 23        |
| 4.20 AGENDA REVIEW .....  | 23        |
| 4.21 MINUTES OF MEETINGS TO BE KEPT .....                           | 24        |
| 4.22 MONTHLY SPECIAL MEETINGS OF THE BOARD .....                    | 25        |
| <b>ARTICLE 5. COMMITTEES.....</b>                                   | <b>25</b> |

|   |           |
|---|-----------|
| 5.1 STATUTORY COMMITTEES.....   | 25        |
| 5.2 STANDING COMMITTEES .....   | 26        |
| 5.3 COMPOSITION OF STANDING COMMITTEES .....  | 26        |
| 5.4 TERMS OF REFERENCE OF COMMITTEES.....   | 26        |
| 5.5 ESTABLISHMENT OF <i>AD-HOC</i> COMMITTEES .....   | 26        |
| 5.6 COMPOSITION OF <i>AD-HOC</i> COMMITTEES.....  | 26        |
| 5.7 FUNCTIONS OF <i>AD-HOC</i> COMMITTEES.....  | 27        |
| 5.8 DISSOLUTION OF <i>AD-HOC</i> COMMITTEES .....   | 27        |
| 5.9 ESTABLISHMENT OF SUB-COMMITTEES.....  | 27        |
| 5.10 COMPOSITION OF SUB-COMMITTEES .....  | 28        |
| 5.11 DISSOLUTION OF SUB-COMMITTEES.....   | 28        |
| 5.12 RIGHT OF THE CHAIR OF THE BOARD OF TRUSTEES.....   | 28        |
| 5.13 RIGHT OF THE VICE-CHAIR OF THE BOARD OF TRUSTEES .....   | 28        |
| 5.14 CHAIRS OF COMMITTEES .....   | 29        |
| 5.15 VOTING AT MEETINGS OF COMMITTEES.....  | 29        |
| 5.16 RESIGNATION FROM COMMITTEES .....  | 29        |
| 5.17 VACANCIES ON COMMITTEES.....   | 29        |
| 5.18 REFERRAL POWER OF THE BOARD OF TRUSTEES.....   | 30        |
| 5.19 COMMITTEE PROCEDURES.....  | 30        |
| <b>ARTICLE 6. COMMITTEE REPORTS TO THE BOARD.....</b>   | <b>30</b> |
| 6.1 EVERY COMMITTEE (EXCLUDING THE STANDING COMMITTEES) SHALL REPORT TO THE BOARD OF TRUSTEES AFTER EACH OF ITS MEETINGS, BY WAY OF WRITTEN REPORTS CONTAINING RECOMMENDATIONS FOR ACTION ..... | 30        |
| 6.2 INFORMATION TO BE INCLUDED .....  | 30        |
| 6.3 COMMITTEE REPORTS AND MINUTES .....   | 31        |
| <b>ARTICLE 7. FINANCE.....</b>  | <b>32</b> |
| 7.1 EXPENDITURES LIMITED TO APPROVED BUDGET .....   | 32        |
| 7.2 SOURCE OF FUNDING TO BE SPECIFIED.....  | 32        |
| 7.3 WHEN DEBT INCURRED.....   | 32        |
| 7.4 MAXIMUM DEBT CHARGES .....  | 33        |
| 7.5 EMERGENCY EXPENDITURES.....   | 33        |
| 7.6 BONDING.....  | 33        |
| <b>ARTICLE 8. RULES OF ORDER.....</b>   | <b>33</b> |
| 8.1 RULES AT MEETINGS OF THE BOARD OF TRUSTEES.....   | 33        |
| 8.2 RULES AT MEETINGS OF COMMITTEES .....   | 33        |
| 8.3 ROBERT’S RULES OF ORDER .....   | 34        |
| <b>ARTICLE 9. PRESIDING OFFICER AT BOARD AND COMMITTEE MEETINGS .....</b>   | <b>34</b> |
| 9.1 PRESIDING OFFICER AT INAUGURAL MEETING.....   | 34        |
| 9.2 CHAIR TO PRESIDE .....  | 34        |
| 9.3 WHEN VICE-CHAIR TO PRESIDE .....  | 34        |
| 9.4 WHEN OTHER TRUSTEE TO PRESIDE .....   | 34        |
| 9.5 CHAIR PERMITTED TO SPEAK .....  | 35        |
| 9.6 CHAIR PRO TEM.....  | 35        |
| <b>ARTICLE 10. AGENDA AND ORDER PAPER .....</b>   | <b>35</b> |
| 10.1 DELIVERY OF DRAFT MEETING AGENDA TO TRUSTEES .....   | 35        |
| 10.2 DELIVERY OF DRAFT MEETING AGENDA TO NON-TRUSTEES .....   | 35        |
| 10.3 POSTING OF AGENDAS.....  | 36        |
| 10.4 ITEMS ON AGENDA OR ORDER PAPER OF A MEETING OF A BOARD OF TRUSTEES.....  | 36        |
| 10.5 PLACEMENT WHERE CONSIDERED BY TWO OR MORE COMMITTEES.....  | 37        |
| 10.6 ITEMS ON AGENDA OR ORDER PAPER OF A COMMITTEE .....  | 37        |
| 10.7 NOTICE OF MOTION FOR A BOARD OF TRUSTEES MEETING.....  | 37        |
| 10.8 MEMBER OF A COMMITTEE PLACING MATTER/NOTICE OF MOTION ON AGENDA OF A MEETING.....  | 34        |
| 10.9 ORDER PAPER FOR REGULAR MEETINGS OF THE BOARD OF TRUSTEES.....   | 39        |
| 10.10 ITEMS ON ORDER PAPER OF COMMITTEE MEETINGS OF BOARD OF TRUSTEES.....  | 40        |
| 10.11 RECONSIDERATION BY THE BOARD OF TRUSTEES .....  | 38        |

|   |           |
|---|-----------|
| <b>ARTICLE 11. MOTIONS .....</b>  | <b>38</b> |
| 11.1 ALL MOTIONS AT MEETINGS MUST BE MOVED, SECONDED, AND STATED BY THE CHAIR PRIOR TO ANY DEBATE. .... | 38        |
| 11.2 DEBATABLE MOTIONS TO BE IN WRITING .....   | 38        |
| 11.3 SUBSIDIARY MOTIONS RE: NOTICE OF MOTION .....  | 39        |
| 11.4 MOTION OF RECEIPT NOT APPROVAL .....   | 39        |
| 11.5 MOTIONS TO CALL THE QUESTION .....   | 39        |
| 11.6 MOTIONS TO REFER .....   | 39        |
| <b>ARTICLE 12. PROTOCOL FOR DEBATE .....</b>  | <b>39</b> |
| 12.1 ADDRESS OF THE CHAIR .....   | 39        |
| 12.2 MEMBER TO AWAIT RECOGNITION .....  | 39        |
| 12.3 CONDUCT OF MEMBER IN DEBATE .....  | 40        |
| 12.4 ORDER OF DISCUSSION .....  | 40        |
| 12.5 TIME LIMIT ON SPEAKERS .....   | 40        |
| 12.6 TIME LIMIT ON DEBATE .....   | 40        |
| 12.7 PROCEDURE WHEN TIME LIMIT EXPIRES .....  | 41        |
| 12.8 INTERRUPTION OF SPEAKER BY ANOTHER MEMBER .....  | 41        |
| 12.9 POINT OF INFORMATION .....   | 41        |
| 12.10 MOTION MAY BE READ .....  | 42        |
| 12.11 RULINGS OF THE CHAIR .....  | 42        |
| 12.12 CHALLENGES TO RULINGS OF THE CHAIR .....  | 42        |
| <b>ARTICLE 13. VOTING .....</b>   | <b>42</b> |
| 13.1 VOTING .....   | 42        |
| 13.2 VOTING .....   | 42        |
| 13.3 MEMBER MUST BE PRESENT .....   | 43        |
| 13.4 MAJORITY VOTE REQUIRED .....   | 43        |
| 13.5 MINIMUM NUMBER .....   | 43        |
| 13.6 METHODS OF VOTING .....  | 43        |
| 13.7 DECLARATION OF RESULT .....  | 44        |
| 13.8 DIVISION OF THE QUESTION .....   | 44        |
| <b>ARTICLE 14. EXECUTION OF DOCUMENTS .....</b>   | <b>44</b> |
| 14.1 CORPORATE SEAL .....   | 44        |
| 14.2 AFFIXING THE CORPORATE SEAL .....  | 44        |
| 14.3 CORPORATE SEAL REGISTER .....  | 44        |
| 14.4 SIGNING AUTHORITIES .....  | 45        |
| 14.5 MINUTES .....  | 45        |
| 14.6 BY-LAWS .....  | 45        |
| 14.7 CERTIFICATION OF DOCUMENTS .....   | 45        |
| <b>ARTICLE 15. BANKING .....</b>  | <b>45</b> |
| 15.1 BANK SIGNING OFFICERS .....  | 45        |
| 15.2 ENDORSEMENT FOR DEPOSIT .....  | 46        |
| 15.3 SIGNATURES BY REPRODUCTION .....   | 46        |
| <b>ARTICLE 16. AMENDMENTS TO BY-LAWS .....</b>  | <b>46</b> |
| 16.1 AMENDMENT AFTER NOTICE .....   | 46        |
| <b>ARTICLE 17. REPEAL OF PRIOR BY-LAWS .....</b>  | <b>47</b> |
| 17.1 REPEAL OF PRIOR BY-LAWS .....  | 47        |
| 17.2 EXCEPTION.....   | 47        |
| 17.3 PROVISIO .....   | 47        |
| <b>ARTICLE 18. INDEMNIFICATION .....</b>  | <b>47</b> |
| 18.1 REIMBURSEMENT FOR COSTS AND EXPENSES RELATING TO MUNICIPAL CONFLICT OF INTEREST PROCEEDINGS .....  | 46        |

## ARTICLE 1. INTERPRETATION

### 1.1 Meaning of Terms

For this By-law and all other By-laws of the Board unless the context otherwise requires:

1.1.1 the singular includes the plural and vice versa;

1.1.2 words importing gender shall include all genders;

1.1.3 a reference to a statute, refers to that statute, and any regulations or rules issued thereunder, as amended, supplemented or replaced from time to time;

1.1.4 “Board of Trustees” means the Board of Trustees of the Toronto Catholic District School Board;

1.1.5 "Committee" includes any committee or subcommittee of the Board of Trustees established under this By-law;

1.1.6 “Deputy Minister” means the Ontario Deputy Minister of Education;

1.1.7 “Director” means the Director of Education;

1.1.8 "Education Act" and “Act” means the *Education Act*, R.S.O. 1990, c.E.2, and includes, where the context requires, the Regulations enacted thereunder;

1.1.9 “Inaugural Meeting” means the regular meeting at which the Chair of the Board of Trustees and the Vice-Chair of the Board of Trustees are elected and members of Committees are appointed in each year;

1.1.10 "Meeting" includes a meeting of the Board of Trustees and a meeting of a Committee;

1.1.11 “Member” when used in Article 10.8, Article 12, and Article 13, means a person who is a member of the Board of Trustees or a committee, as the case requires, who is entitled to vote at the relevant Meeting;

1.1.12 “Minister” means the Ontario Minister of Education;

1.1.13 “Multi-Year Plan” means the plan developed by the Board of Trustees in accordance with Article 2.1.6;

1.1.14 “Municipal Elections Act” means the *Municipal Elections Act*, 1996, S.O. 1996, c.32 and includes, where the context requires, the Regulations enacted thereunder;

- 1.1.15 “Presiding Officer means the person determined to be the presiding officer in accordance with Article 3.5;
- 1.1.16 "Private Session" means a meeting from which the public has been excluded in accordance with Article 4.16;
- 1.1.17 "Public Session" means a meeting which is open to the public in accordance with Article 4.14;
- 1.1.18 “Roll Call” means taking attendance by the Chair of the meeting by way of calling out the names of the Trustees;
- 1.1.19 "Senior Staff" means an employee of the Board of Trustees at or above the level of Superintendent;
- 1.1.20 "Statutory Committee" means any committee that, by law, the TCDSB is required to establish;
- 1.1.21 “Student Trustee” means a Roman Catholic secondary school student, elected by a student body, to represent the interest of students in the last two years of the intermediate division and students in the senior division of the Toronto Catholic District School Board;
- 1.1.22 “TCDSB” means the Toronto Catholic District School Board;
- 1.1.23 "Trustee" means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*;
- 1.1.24 “Urgent Matter” means any matter of a time-sensitive nature which may result in financial loss or other harm to the TCDSB and to the Board of Trustees of the TCDSB, an employee, or student, if the matter is not dealt with before the next scheduled meeting; and
- 1.1.25 "Year" means, unless qualified by the word “calendar”, the period commencing on the first day of December, and ending on the last day of the next November.

## 1.2 Committee of the Whole Board

For the purposes of this By-Law references in the Act to a committee of the whole board shall be deemed to be references to the Board of Trustees.

### 1.3 Inadvertent Omission

If and whenever there is an inadvertent error or omission to give or deliver any notice, report or agenda, such inadvertent error or omission shall not affect the validity of any action or thing thereafter undertaken by the Board of Trustees or its Committees.

## **ARTICLE 2. DUTIES OF THE BOARD OF TRUSTEES AND OFFICERS**

### 2.1 The Board of Trustees

In addition to any other duties under the Act or this By-law or otherwise, the Board of Trustees shall:

- 2.1.1 promote student achievement and well-being;
- 2.1.2 effectively use and ensure effective stewardship of the resources entrusted to it for the purposes of delivering effective and appropriate education;
- 2.1.3 ensure the delivery of effective and appropriate education programs to TCDSB's students;
- 2.1.4 develop and maintain policies and organizational structures that,
  - 2.1.4.1 promote the goals referred to in Articles 2.1.1 to 2.1.3, and
  - 2.1.4.2 encourage students to pursue their educational goals;
- 2.1.5 monitor and evaluate the effectiveness of policies developed by the Board of Trustees under Article 2.1.4 in achieving the Board of Trustees' goals and the efficiency of the implementation of those policies;
- 2.1.6 develop a multi-year plan (the "Multi-Year Plan") for three or more school years aimed at achieving the goals referred to in Articles 2.1.1 to 2.1.3;
- 2.1.7 ensure that the Multi-Year Plan includes measures respecting the allocation of resources to improve student outcomes that fall below outcomes specified in regulations under the Education Act;
- 2.1.8 annually review the Multi-Year Plan with the Director;
- 2.1.9 have responsibility for hiring of the Director and shall ensure that the employment contract with the Director includes a conflict resolution

- mechanism for dealing with any potential conflict between the Director and the Board of Trustees;
- 2.1.10 monitor and evaluate the performance of the Director, or the supervisory officer acting as the Director, in meeting,
- 2.1.10.1 his or her duties under the Act or any policy, guideline, or regulation made under this Act, including duties under the Multi-Year Plan referred to in Article 2.1.6, and
- 2.1.10.2 any other duties assigned by the Board of Trustees;
- 2.1.11 respond to any request by the Director regarding the criteria and process for the appointment of any associate or deputy Directors or supervisory officers; and
- 2.1.12 manage the resources entrusted to it in a manner that upholds public confidence.

## 2.2 Trustees

In addition to any other duties under the Act or this By-law or otherwise, each Trustee shall:

- 2.2.1 carry out his or her responsibilities in a manner that assists the Board of Trustees in fulfilling its duties under the Act, the regulations, and the guidelines issued under the Act;
- 2.2.2 attend and participate in meetings of the Board of Trustees, including meetings of Committees of which he or she is a member;
- 2.2.3 consult with parents, students, and supporters of the TCDSB on the Multi-Year Plan;
- 2.2.4 bring concerns of parents, students, and supporters of the TCDSB to the attention of the Board of Trustees;
- 2.2.5 uphold the implementation of any resolution of the Board of Trustees after it is passed by the Board of Trustees;
- 2.2.6 entrust the day to day management of the TCDSB to its staff through the Director;
- 2.2.7 maintain focus on student achievement and well-being; and
- 2.2.8 comply with the Board of Trustees' code of conduct.



## 2.3 Duties of the Director

In addition to any other duties under the Act or the By-laws or otherwise, the Director shall;

- 2.3.1 annually review with the Board of Trustees the Multi-Year Plan;
- 2.3.2 ensure that the Multi-Year Plan establishes the TCDSB's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the Act, in particular, its responsibility for student achievement;
- 2.3.3 implement and monitor the implementation of the Multi-Year Plan;
- 2.3.4 report quarterly to the Board of Trustees on the implementation of the MultiYear Plan;
- 2.3.5 act as Secretary;
- 2.3.6 oversee the day to day management of the TCDSB;
- 2.3.7 have sole responsibility, either directly or indirectly through a designate or designates, for all hiring, monitoring, evaluation, and termination, other than the hiring, monitoring, evaluation, and termination of the Director including the responsibility to determine what positions are required;
- 2.3.8 establish a process for the hiring of any associate or deputy Director, which process shall include participation of the Chair of the Board of Trustees and up to two other Trustees chosen by the Board of Trustees;
- 2.3.9 collaborate with the Board of Trustees in setting the criteria and process for the appointment of supervisory officers, which criteria shall ensure that the TCDSB's values and vision are reflected;
- 2.3.10 immediately upon discovery bring to the attention of the Board of Trustees any act or omission by the Board of Trustees that in the opinion of the Director may result in, or has resulted in, a contravention of the Act or any policy, guideline, or regulation made under the Act; and
- 2.3.11 if the Board of Trustees does not respond in a timely and satisfactory manner to an act or omission brought to its attention under Article 2.3.10 advise the Deputy Minister or Minister of the act or omission.

## 2.4 Duties of other Senior Staff and other TCDSB Employees

Senior Staff and other persons employed or retained by the TCDSB shall have such duties as may be assigned to them by law, contract, the By-laws of the Board of Trustees, or the Director.

## 2.5 Officers Named

The officers of the TCDSB shall be:

- 2.5.1 the Chair of the Board of Trustees, who shall be a Trustee;
- 2.5.2 the Vice-Chair of the Board of Trustees, who shall be a Trustee;
- 2.5.3 the Secretary, who shall be the Director;
- 2.5.4 the Treasurer, who shall be the Associate Director, Business Services; and
- 2.5.5 the Honorary Director of Education, who shall be the Archbishop of Toronto.

## 2.6 Duties of the Chair of the Board of Trustees

In addition to any other duties under the Act or the By-laws or otherwise, the Chair of the Board of Trustees shall:

- 2.6.1 preside over meetings of the Board of Trustees;
- 2.6.2 conduct the meetings in accordance with the Board of Trustees' procedures and practices for the conduct of Board of Trustees meetings;
- 2.6.3 establish agendas for Board of Trustees meetings, in consultation with the Director or his or her designate acting as the Director;
- 2.6.4 ensure that members of the Board of Trustees have the information needed for informed discussion of the agenda items;
- 2.6.5 act as spokesperson to the public on behalf of the Board of Trustees, in consultation with the Director, unless otherwise determined by the Board of Trustees, provided, however, that when there is doubt as to the interpretation of policy, or there is no established policy, the Chair of the Board of Trustees shall seek direction from the Board of Trustees regarding the substance and manner in which the matter is to be expressed;
- 2.6.6 convey the decisions of the Board of Trustees to the Director or the supervisory officer acting as the Director;

- 2.6.7 provide leadership to the Board of Trustees in maintaining the Board of Trustees' focus on its Multi-Year Plan;
- 2.6.8 provide leadership to the Board of Trustees in maintaining the Board of Trustees' focus on the Board of Trustees' mission and vision;
- 2.6.9 provide leadership to the Board of Trustees in adhering to the Board of Trustees' Code of Conduct; and
- 2.6.10 assume such other responsibilities as may be specified by the Board of Trustees.

## 2.7 Duties of the Vice-Chair of the Board of Trustees

In addition to any other duties assigned under the Act, or the By-laws, or otherwise, the Vice-Chair of the Board of Trustees shall:

- 2.7.1 in the absence of the Chair of the Board of Trustees, or in the event of the inability of the Chair of the Board of Trustees to act, assume any or all of the duties of the Chair of the Board of Trustees, except those which are precluded by law, By-law, or regulation;
- 2.7.2 perform such other duties as may be prescribed by the Board of Trustees from time to time.

## 2.8 Duties of the Secretary

In addition to any other duties assigned under the Act or the By-laws or otherwise, the Secretary, who shall be the Director, shall:

- 2.8.1 attend in person all Meetings of the Board of Trustees and, in person or by delegated representative, Meetings of all Committees;
- 2.8.2 prepare or arrange to have prepared by a delegated representative minutes of all Meetings;
- 2.8.3 keep records or arrange to have kept records as required by law and subject to the directions of the Board of Trustees;
- 2.8.4 conduct the official correspondence on behalf of the Board of Trustees;
- 2.8.5 receive and pass on to the Board of Trustees or the relevant Committee all correspondence, petitions, and reports of other officials;

- 2.8.6 prepare, in consultation with the appropriate Chair, the draft agenda of all Board of Trustees and Committee Meetings;
- 2.8.7 maintain an up-to-date policy register;
- 2.8.8 have charge of all correspondence, reports, and other documents;
- 2.8.9 promulgate all orders, policies and other directions of the Board of Trustees and other matters in accordance with requirements of the law;
- 2.8.10 bring to the attention of the Board of Trustees any matter in respect of which, in the opinion of the Secretary, it may be necessary or useful for the Board of Trustees to be aware; and
- 2.8.11 perform such other duties as may be prescribed by the Board of Trustees from time to time.

## 2.9 Duties of the Treasurer

In addition to any other duties assigned under the Act or the By-laws or otherwise, the Treasurer shall:

- 2.9.1 submit to the Board of Trustees annually, and quarterly, a statement of estimated revenue and expenditures;
- 2.9.2 have prepared for submission to the Board of Trustees the annual financial statements and the auditor's report;
- 2.9.3 report annually to the Board of Trustees particulars of existing insurance and fidelity bonds expiring during such year with recommendations for renewal;
- 2.9.4 report to the Board of Trustees from time to time and as requested by the Board of Trustees on all financial matters; and
- 2.9.5 perform such other duties as may be prescribed by the Board of Trustees from time to time.

## 2.10 Code of Conduct

- 2.10.1 The Board of Trustees shall adopt a code of conduct.
- 2.10.2 A member of the Board of Trustees who has reasonable grounds to believe that

a member of the Board of Trustees has breached the Board of Trustees' code of conduct may bring the alleged breach to the attention of the Board of Trustees.

- 2.10.3 If an alleged breach is brought to the attention of the Board of Trustees under Article 2.10.2, the Board of Trustees shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether the member has breached the Board of Trustees' code of conduct.
- 2.10.4 If the Board of Trustees determines under Article 2.10.3 that the member has breached the Board of Trustees' code of conduct, the Board of Trustees may impose one or more of the following sanctions:
  - 2.10.4.1 censure of the member;
  - 2.10.4.2 barring the member from attending all or part of a meeting of the Board of Trustees or a meeting of a Committee of the Board of Trustees, which, for the sake of certainty, shall be deemed to be an authorized absence by the member; or
  - 2.10.4.3 barring the member from sitting on one or more Committees of the Board of Trustees, for the period of time specified by the Board of Trustees.
- 2.10.5 A member of a Board of Trustees who is barred from attending all or part of a meeting of the Board of Trustees or a meeting of a Committee of the Board of Trustees under Article 2.10.4 is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
- 2.10.6 If a Board of Trustees determines that a member has breached the Board of Trustees' code of conduct under Article 2.10.3,
  - 2.10.6.1 the Board of Trustees shall give the member written notice of the determination and of any sanction imposed by the Board of Trustees;
  - 2.10.6.2 the notice shall inform the member that he or she may make written submissions to the Board of Trustees in respect of the determination or sanction by a date specified in the notice that is at least 14 days after the notice is received by the member; and
  - 2.10.6.3 the Board of Trustees shall consider any submissions made by the member in accordance with Article 2.10.6.2 and shall confirm or revoke the determination within 14 days after the submissions are received.
- 2.10.7 If the Board of Trustees revokes a determination under Article 2.10.6.3, any sanction imposed by the Board of Trustees is revoked.

- 2.10.8 If the Board of Trustees confirms a determination under Article 2.10.6.3, the Board of Trustees shall, within the time referred to in that Article, confirm, vary, or revoke the sanction.
- 2.10.9 Despite Article 2.10.2 but subject to Article 2.10.10, the part of a meeting of the Board of Trustees during which a breach or alleged breach of the Board of Trustees' code of conduct is considered may be closed to the public when the breach or alleged breach involves any of the following matters:
- 2.10.9.1 the security of the property of the TCDSB;
  - 2.10.9.2 the disclosure of intimate, personal or financial information in respect of a member of the Board of Trustees or Committee, an employee or prospective employee of the TCDSB, or a student or his or her parent or guardian;
  - 2.10.9.3 the acquisition or disposal of a school site;
  - 2.10.9.4 decisions in respect of negotiations with employees of the TCDSB; or
  - 2.10.9.5 litigation affecting the TCDSB.
- 2.10.10 A Board of Trustees shall do the following things by resolution at a meeting of the Board of Trustees, and the vote on the resolution shall be open to the public:
- 2.10.10.1 make determination under Article 2.10.3 that a member has breached the Board of Trustees code of conduct;
  - 2.10.10.2 impose a sanction under Article 2.10.4;
  - 2.10.10.3 confirm or revoke a determination under Article 2.10.6.3;
  - 2.10.10.4 confirm, vary, or revoke a sanction under Article 2.10.8.
- 2.10.11 A member who is alleged to have breached the Board of Trustees' code of conduct shall not vote on a resolution to do any of the things described in paragraphs 1 to 4 of Article 2.10.10.
- 2.10.12 The passage of a resolution to do any of the things described in paragraphs 1 to 4 of Article 2.10.10 shall be recorded in the minutes of the meeting.
- 2.10.13 *The Statutory Powers Procedure Act*, R.S.O. 1990, C.S. 22, does not apply to anything done under this Article.

### **ARTICLE 3. INAUGURAL MEETING**

### 3.1 Date of Inaugural Meeting

Subject to any statutory requirement, the Board of Trustees shall, at or before the last regular meeting in November in each calendar year that is not an election year and in October in an election year, fix a day and time for an Inaugural Meeting of the Board of Trustees for the following Year, provided however that the Inaugural Meeting to be held in the calendar year in which all Trustees are elected at the regular election or acclaimed under the Municipal Elections Act shall be held not later than the 8th day of December. The Director will plan the Inaugural Meeting in consultation with the Chair of the Board of Trustees. The Inaugural Meeting is a regular Meeting of the Board of Trustees.

### 3.2 Orientation

Each Trustee is expected to participate in an orientation program which generally will commence after the final results of the election and prior to the Inaugural Meeting.

### 3.3 Service of Dedication of the Roman Catholic Trustee

At or immediately before the commencement of each Inaugural Meeting of the Board of Trustees, all Trustees shall participate in the Service of Dedication of the Roman Catholic Trustee:

- 3.3.1 in the calendar year in which all Trustees are elected, the Service of Dedication shall take place at the Inaugural Meeting, and shall be, unless and until otherwise provided by resolution, the "Commissioning of Catholic Trustees"; and
- 3.3.2 in the calendar year other than that in which all Trustees are elected, the Service of Dedication shall take place at the Inaugural Meeting and shall be, unless and until otherwise provided by resolution, the "Rite of Renewal of Trustees".

### 3.4 Procedure at Inaugural Meeting

The procedure at the Inaugural Meeting of the Board of Trustees in each year, subject to other By-laws, shall be as set out in Article 3.5 through Article 3.12.

### 3.5 Presiding Officer at Inaugural Meeting

The Presiding Officer at the Inaugural Meeting shall be:

- 3.5.1 the Director until the first of the persons below who is present is elected;
- 3.5.2 the Chair of the Board of Trustees upon election to office, if present;
- 3.5.3 in the absence of the Chair of the Board of Trustees, the Vice-Chair of the Board of Trustees upon election to office, if present; and
- 3.5.4 in the absence of the Chair of the Board of Trustees and the Vice-Chair of the Board of Trustees, the Trustee present who shall have been elected by the Trustees present to be chair of the Inaugural Meeting.

### 3.6 Preliminary Proceedings

The Presiding Officer shall,

- 3.6.1 open the meeting with a prayer and read memorials;
- 3.6.2 in a year in which Trustees are elected, read the returns of any elections, following which the newly elected Trustees shall take their places.
- 3.6.3 ensure each Trustee takes the Declaration of Office and Oath of Allegiance, as required by the Education Act;
- 3.6.4 read apologies and call the Roll; and
- 3.6.5 in a year in which Trustees are elected, declare the Board of Trustees legally constituted.

### 3.7 Election of Chair of the Board of Trustees

The Presiding Officer shall then proceed with the election of the Chair of the Board of Trustees, which shall be conducted in accordance with the provisions of Article 3.12.

### 3.8 Election of Other Officials

The Presiding Officer shall proceed with the election of the Vice-Chair of the Board of Trustees and any other officers being elected, which shall be conducted in accordance with the provisions of Article 3.12.



### 3.9 Election of Chair and Vice-Chair of Committees

The Presiding Officer shall then proceed with the election of the Chair and Vice-Chair of each Committee, as necessary. The election shall be conducted in the manner set out in Article 3.12.

- 3.9.1 The Director shall convene the initial meeting of the Committee within seven days of the adoption of the resolution establishing the Committee. The first matter considered by the Committee shall be the Election of the Chair at the first scheduled meeting of the Committee.

### 3.10 Other Appointments

The Presiding Officer shall then proceed with the election of persons who are to be appointed to local boards and other organizations, which elections shall be conducted in accordance with the provisions of Article 3.12.

- 3.10.1 The Presiding Officer shall then proceed with the election of Trustees who will be appointed to the Board's Internal Standing, Statutory, *Ad-hoc*, or other Committees.

### 3.11 Further Business

The Presiding Officer shall then deal with any other urgent business of the Board of Trustees.

### 3.12 Elections

The election of Trustees and others to positions required to be filled by the Board of Trustees shall be conducted by the Presiding Officer as follows:

- 3.12.1 Nominations shall be sought, each of which shall be moved and seconded;
- 3.12.2 After the nominations for the position have been closed and before the vote is taken, each candidate who has not already so declared, and in the sequence nominated, shall declare whether or not he or she will accept the nomination;
- 3.12.3 If there are two or more nominations for any position, the vote shall be conducted by secret ballot, provided that, with the agreement of a majority of Trustees, a recorded vote may be used pursuant to which the identity of both the Trustee voting and the name of the candidate are recorded and announced;
- 3.12.4 With the approval of the Board of Trustees, two returning officers shall be

appointed, the duties of whom shall include the distribution and counting of the ballots; and

- 3.12.5 After each ballot has been counted in any round of balloting, the name of every candidate receiving no votes, and the name of the candidate otherwise receiving the lowest number of votes shall be dropped, and the balloting shall so continue until a candidate has received a majority of the votes of the Trustees present;
- 3.12.6 At any time that there are three or more names remaining on a ballot and two or more nominees are tied with the least number of votes, a vote shall be taken to decide which of such tied nominees shall remain on the list of names to be voted upon in the next round of voting; and
- 3.12.7 In the case of an equality of votes between two, or among three or more, candidates for any office or position, during three consecutive ballots, the candidates shall draw lots to fill the office or position.

#### **ARTICLE 4. MEETINGS**

##### **4.1 Seating**

As for as practicable, for all meetings the Chair of the Board or Committee shall be seated at the mid-point of the Boardroom table with the Vice-Chair of the Board or Committee to the immediate right.

- 4.1.1 The remaining Trustees shall be seated in sequence of Ward numbers.
- 4.1.2 The Director and other support staff shall sit in close proximity and visible to the Trustees and Public.
- 4.1.3 The Student Trustees shall be seated in the Ward seats vacated by the Chair and Vice-Chair of the Board or Committee.

##### **4.2 Regular Meetings of the Board of Trustees**

Unless otherwise ordered by special motion, the regular Meeting of the Board of Trustees shall be held at the business office of the TCDSB commencing at 6:00 p.m. (with respect to matters to be considered in private) and 7:00 p.m. (with respect to all other matters) on the third Thursday in each month and if any such Thursday falls on a statutory or civic holiday, such meeting shall

be held commencing at the same hour within eight (8) days on a date to be determined by the Director and Chair.

The Board will resolve into Private Session no later than 10:00 p.m. to address all private matters.

Attendance at meetings shall be as prescribed by the Education Act.

- 4.2.1 A Trustee vacates his or her seat if he or she absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the Board of Trustees.

A Trustee must be physically present in the meeting room of the Board of Trustees for at least three regular meetings of the Board of Trustees in each 12month period beginning December 1.

#### 4.3 Special Meetings of the Board of Trustees

Special Meetings of the Board of Trustees shall be held only to consider matters of urgency:

- 4.3.1 at the call of the Director;
- 4.3.2 at the call of the Chair of the Board of Trustees;
- 4.3.3 at the written request to the Director from five Trustees on a date fixed by the director that is within seven days of receipt of the request; and
- 4.3.4 where the Chair of the Board of Trustees and the Director are in agreement such meeting may be held with twenty-four (24) hours' prior notice delivered to each Trustee.

#### 4.4 Meetings of Committees

Unless otherwise ordered by special motion of the Board of Trustees, Meetings of Standing or Statutory Committees:

- 4.4.1 shall be held at the business office of the Board of Trustees;

- 4.4.2 the Private session shall be held at 6:00 p.m.; and
- 4.4.3 the Public session shall be held commencing at 7:00 p.m.; or such other time as approved by a majority of members of the committee assuming required staff is available.

#### 4.5 Notice of Other Than Required Regular Monthly Meetings

Subject to the provisions of Article 4.3 and Article 10, written or electronic notice of every special Meeting of the Board of Trustees and of every Meeting of every Committee shall:

- 4.5.1 be communicated to each Trustee at least one-hundred-and-twenty (120) hours prior to the time of the Meeting;
- 4.5.2 state all business to be considered; and
- 4.5.3 for Special meetings a matter that is not included on the agenda may be considered at a Special Meeting of the Board only if all members of the Board are present at the meeting and if all members of the Board unanimously agree to consider the matter.

#### 4.6 Cancellation of Meetings

A Meeting for which a notice is required may be cancelled:

- 4.6.1 in the case of a Special Meeting of the Board of Trustees called by the Director under Article 4.3.1 or 4.3.3, or by the Chair of the Board of Trustees under Article 4.3.2., if the Director or Chair of the Board of Trustees, respectively, deems that the need for such Special Meeting no longer exists;
- 4.6.2 in the case of a Meeting called under Article 4.3.3, if not less than half of the Trustees at whose request the Special Meeting was called, give a further written request that such Special Meeting be cancelled; or
- 4.6.3 in the case of any other regular or Special Meeting of the Board or Committee, where a polling of Trustees indicates that quorum will not be reached at the scheduled time or in extraordinary circumstances, such as inclement weather, the Director in consultation with the Chair of the Board of Trustees or Chair of the Committee.

#### 4.7 Automatic Cancellation by Inaugural Meeting

Unless otherwise ordered by special motion of the Board of Trustees, the holding of the Inaugural Meeting of the Board of Trustees as prescribed in Article 3 shall automatically cancel any Meeting that is not fixed in the By-laws of the Board of Trustees.

#### 4.8 Quorum for Meetings of All Trustees

Subject to the *Municipal Conflict of Interest Act* (R.S.O. 1990 c. M.50) (hereinafter, the “Municipal Conflict of Interest Act”), a majority of the Trustees of the Board of Trustees eligible to vote shall constitute a quorum for Meetings of the Board of Trustees and of a Committee where a Committee is composed of all Trustees.

#### 4.9 How Quorum Is To Be Counted

Whenever the quorum is or must be counted at a Meeting of the Board of Trustees, and of a Committee where a Committee is composed of all Trustees, the presence of only those Trustees who are in the room where the Meeting is being held shall be included provided, however, that where a Trustee is participating electronically, their attendance will be included for as long as they remain electronically connected to the meeting.

- 4.9.1 Where quorum as defined in Article 4.8 or Article 4.10 is not possible due to Trustees declaring a conflict under the Municipal Conflict of Interest Act, the remaining Trustees who have not declared a conflict, will constitute quorum where that number is at least two Trustees

#### 4.10 Quorum for Meetings of Committees

Subject to the provisions of Article 4.8, a majority of Trustees who are members of the Committee eligible to vote shall constitute a quorum for Meetings of that Committee.

#### 4.11 Call to Order

Every Meeting shall be called to order at the scheduled start time or as soon thereafter as a quorum is present.

#### 4.12 Lack of Quorum

If a quorum is not present within thirty minutes after the time appointed for any Meeting, the Recording Secretary shall record the names of the Trustees and officials of the Board of Trustees who are present and the Meeting shall stand adjourned.

#### 4.13 Quorum Lost

Subsequent to a meeting being called to order as provided in Article 4.11, whenever a motion is to be discussed or a vote called, the Chair shall ensure there is quorum, and to the extent quorum is no longer present the Chair shall note that fact and the Recording Secretary shall record in the Minutes of the Meeting the names of the Trustees who are present and the Meeting shall stand adjourned.

#### 4.14 Meetings Open to the Public (Public Session)

Subject to the provisions of Article 4.16 and subject to legislation governing Statutory Committees each Meeting of the Board of Trustees and of a Committee of the Board shall be open to the public, and no person shall be excluded except for improper conduct.

#### 4.15 Conduct at Meetings

No person shall at any Meeting, refer to any other person, by name, title, position or other means of personal identification in a negative, critical, or derogatory manner. In the event any person engages in behaviour contrary to this Article, it shall be the duty of the Chair of the Board of Trustees to advise such person to cease such behaviour, failing which the person shall be evicted from such Meeting.

#### 4.16 Meetings Closed to the Public (Private Session)

A Meeting of the Board of Trustees and of a Committee of the Board of Trustees may be closed to the public, as may be determined from time to time by the Committee or the Board of Trustees, when the subject matter under consideration involves:

- 4.16.1 the security of the property of the TCDSB;
- 4.16.2 the disclosure of intimate, personal or financial information in respect of a member of the Board of Trustees or Committee, an employee or prospective employee of the TCDSB, or a student, or the parent or guardian of the student;
- 4.16.3 the acquisition or disposal of a school site;

4.16.4 decisions in respect of negotiations with employees of the TCDSB; or

4.16.5 litigation affecting the TCDSB.

Meetings closed to the public may have individuals in attendance other than Trustees.

#### 4.17 Recess of Meeting by the Chair

At any time, except during a vote, the Chair may recess a Meeting for any purpose, including for the purpose of solidifying quorum, for a period of not more than twenty (20) minutes, and for this purpose, may interrupt a speaker. No meeting shall continue in Session for more than 3 hours without a recess.

4.17.1 The Chair shall call the roll call following a recess;

#### 4.18 Maximum Length of Meeting

No Meeting shall continue in session for more than four hours provided that in the case of a regular Meeting of the Board of Trustees, the beginning of the Meeting for the purposes of this Article shall be the beginning of the public session of the Meeting.

#### 4.19 Extension of Length

Notwithstanding Article 4.18 and subject to maintaining a quorum, upon the consent of a majority of members eligible to vote, a meeting may be extended without limit beyond the maximum length otherwise provided in order to complete an item currently on the floor or to deal with a matter on the agenda deemed to be urgent.

Notwithstanding Article 4.18 upon the unanimous consent of all members eligible to vote who are present, a meeting may be extended without limit to deal with any item or items on the agenda.

#### 4.20 Agenda Review

4.20.1 Every meeting shall at 9: 00 p.m. or as soon thereafter as practical, review the outstanding items remaining on the Meeting agenda to determine urgent business requiring action in the current monthly cycle.

- 4.20.2 At a Meeting of a Committee, the Committee will determine, without debate, which outstanding items should be deferred, or referred to the next Regular Board of Trustees Meeting, or dealt with that evening.
- 4.20.3 At a Meeting of the Board of Trustees, the Board of Trustees will determine which outstanding items should be deferred or dealt with at that meeting.

#### 4.21 Minutes of Meetings To Be Kept

A full and correct account of the proceedings of every Meeting shall be kept. Minutes of Meetings shall contain the following information:

- 4.21.1 the date of the Meeting;
- 4.21.2 whether the Meeting was a regular or special Meeting;
- 4.21.3 the names of attendees:
  - 4.21.3.1 the Trustees/members and their arrival and departure time,
  - 4.21.3.2 Senior Staff (or delegate, if applicable),
  - 4.21.3.3 external consultants,
  - 4.21.3.4 the TCDSB auditors and TCDSB solicitors,
  - 4.21.3.5 the Recording Secretary, and
  - 4.21.3.6 any other individuals invited to attend who were present;
- 4.21.4 a list of those Trustees who were absent; and
- 4.21.5 under the heading "Disclosure of Interest",
  - 4.21.5.1 the name of each Trustee who disclosed an interest in any matter on the Agenda of such Meeting,
  - 4.21.5.2 an identification of the matter in which the Trustee disclosed the interest,
  - 4.21.5.3 if the public was not excluded from the Meeting, the general nature of the interest so disclosed,



and to the extent an interest is declared later in the Meeting, the matters set out in Articles 4.21.5.1, 4.21.5.2 and 4.21.5.3 shall be recorded as well at the point in the minutes when the declaration was made;

4.21.6 all motions, and

4.21.7 the particulars of all matters that were placed upon the Agenda, and the disposition thereof.

#### 4.22 Monthly Special Meetings of the Board

A Special Meeting of the Board shall be held immediately following the conclusion of the regular meetings of all standing committees solely for the purpose of permitting the standing committee to rise and report to the Board on matters considered at such meeting of the standing committee provided that:

4.22.1 all matters, for which a clear majority of the full Board was not received, questioned by a minimum of at least three (3) Trustees at such Special Meeting of the Board shall, without debate, stand referred to the next regular meeting of the Board provided in 4.2.

4.22.2 at any time during a standing committee meeting, any matter may be identified for questioning and such will be noted without debate.

### **ARTICLE 5. COMMITTEES**

#### 5.1 Statutory Committees

The following Statutory Committees shall be established as prescribed by the *Education Act* and its Regulations:

5.1.1 Audit Committee;

5.1.2 Special Education Advisory Committee (SEAC);

5.1.3 Catholic Parent Involvement Committee (CPIC);

5.1.4 Suspension and Expulsion Committee; and

5.1.5 Supervised Learning Committee.

The composition and terms of reference for Statutory Committees shall be as prescribed by the Education Act and its Regulations.

## 5.2 Standing Committees

Standing Committees of the Board of Trustees may, by resolution of the Board of Trustees, be established consistent with the Board of Trustees' obligations under the Education Act and these By-Laws to consider policy issues for the Board of Trustees; such resolution shall define in detail the terms of reference of such Committee, which terms of reference shall not include dealing with the day to day management of the TCDSB.

## 5.3 Composition of Standing Committees

Membership of two (2) of the Standing Committees: Corporate Services and Student Achievement, shall include all members of the Board of Trustees. Membership of the Governance and Policy Committee shall include five (5) members of the Board of Trustees.

## 5.4 Terms of Reference of Committees

To the extent prescribed by the Education Act or its Regulations, the terms of reference of each Standing Committee shall be as prescribed and otherwise shall be as determined by the Board of Trustees from time to time. Terms of reference for Committees shall be published on the TCDSB website in conjunction with the By-laws and shall appear on the agenda of Committees.

## 5.5 Establishment of *Ad-Hoc* Committees

*Ad-Hoc* Committees of the Board of Trustees may be established consistent with the Board of Trustees' obligations under the Education Act and these By-laws by resolution of the Board of Trustees; such resolution shall define in detail the terms of reference of such Committee, which terms of reference shall not include dealing with the day to day management of the TCDSB.

## 5.6 Composition of *Ad-Hoc* Committees

Membership of *Ad-Hoc* Committees shall be a fixed number of Trustees, being no more than onethird of the Board of Trustees. To the extent possible the Board of Trustees shall ensure equitable distribution of Trustees on Committees and **it is strongly recommended that** each Trustee shall sit on a maximum of three *Ad-Hoc* Committees. Committee membership shall include TCDSB staff as determined by the Director and other appropriate individuals as determined by the Board of Trustees from time to time. Trustees will be appointed by the Board when the *Ad-Hoc* Committee is established or may be appointed at a later time.

**5.6.1 All Trustees may attend Ad-Hoc committee meetings. Trustees who are not members of the Ad-Hoc Committee may participate in discussion/debate at the meeting but may not move a motion or vote on any matter.**

**5.6.2 Neither the Chair or the Vice-Chair of the Board have ex-officio status on an Ad-Hoc committee. Trustee membership on all Ad-Hoc committees will be listed on the Board's website.**

#### 5.7 Functions of Ad-Hoc Committees

Unless otherwise provided by resolution, where an *Ad-Hoc* Committee has been established:

5.7.1 if relevant and permitted by law, matters within its terms of reference are removed from the terms of reference of the appropriate Standing Committee until the *Ad-Hoc* Committee is dissolved; and

5.7.2 it shall report, as required, directly to the Board of Trustees.

#### 5.8 Dissolution of Ad-Hoc Committees

An *Ad-Hoc* Committee shall be dissolved:

5.8.1 upon the delivery of its final report to the Board of Trustees;

5.8.2 at any time upon a resolution of the Board of Trustees; or

5.8.3 at the end of the Year,

whichever first occurs;

provided however that any such *Ad-Hoc* Committee may be reconstituted in a subsequent year.

#### 5.9 Establishment of Sub-Committees

Sub-committees may be established by any Committee to consider any matter within the terms of reference of that Committee.

## 5.10 Composition of Sub-Committees

Membership of a Sub-committee shall be determined by the appointing Committee and may include persons who are not members of the Committee.

**5.10.1 All Trustees may attend sub-committee meetings. Trustees who are not members of the sub-committee may participate in discussion/debate at the meeting but may not move a motion or vote on any matter.**

**5.10.2 Neither the Chair or the Vice-Chair of the Board have ex-officio status on an sub-committee. Trustee membership on all sub-committees will be listed on the Board's website.**

## 5.11 Dissolution of Sub-Committees

A Sub-committee shall be dissolved:

- 5.11.1 upon the delivery of its final report to the Committee; or
- 5.11.2 at any time upon a resolution of the Board or of the appointing Committee;
- 5.11.3 at the end of the year,

whichever occurs first.

## 5.12 Right of the Chair of the Board of Trustees

If eligible by law to vote on a matter, the Chair of the Board of Trustees, when present, shall:

- 5.12.1 be counted in determining quorum; and
- 5.12.2 have the right to vote,

at all Committee Meetings;

- 5.12.3 provided, however, that in the case of a Statutory Committee, the provisions of this Article shall only apply when the Chair of the Board of Trustees is a member of such Committee.

## 5.13 Right of the Vice-Chair of the Board of Trustees

If eligible by law to vote on a matter, the Vice-Chair of the Board of Trustees, when present, shall:

5.13.1 be counted in determining quorum; and

5.13.2 have the right to vote,

at all Committee Meetings.

5.13.3 provided, however, that in the case of a Statutory Committee, the provisions of this Article shall only apply when the Vice-Chair of the Board of Trustees is a member of such Committee.

#### 5.14 Chairs of Committees

Chairs and Vice-Chairs of Committees shall be determined in accordance with Article 3.9.

#### 5.15 Voting at Meetings of Committees

Members who are eligible to vote, including Trustees, may vote at Meetings at which they are present, as follows:

5.15.1 in the case of the Chair of the Board of Trustees and Vice-Chair of the Board of Trustees, in accordance with what is provided in Article 5.12 and Article 5.13; and

5.15.2 in the case of a Trustee appointed or elected to a Committee, at all Meetings of such Committee.

#### 5.16 Resignation from Committees

A member may resign from any Committee at any time by notice in writing to the Chair of the Committee.

#### 5.17 Vacancies on Committees

A vacancy, however caused, on a Committee, or in the office of the Chair or Vice-Chair of any Committee, shall be filled by election by the Board of Trustees at the earliest practicable time but in any event not later than the second Meeting after the vacancy occurs.

## 5.18 Referral Power of the Board of Trustees

Notwithstanding anything contained in the By-laws, the Board of Trustees, upon the majority vote of all Trustees eligible to vote on the matter, shall have the power to refer any matter to any Committee, regardless of the terms of reference of any Committee.

## 5.19 Committee Procedures

Each Committee may:

- 5.19.1 subject to the approval of the Board of Trustees, and subject to the other relevant provisions of the by-laws, establish procedures for the efficient operation of the Committee;
- 5.19.2 request from the Director reports concerning matters within its terms of reference; provided that, in the case of Statutory Committees, advance approval of the Board of Trustees shall be required before the Director acts upon the request;
- 5.19.3 receive reports from any officer of the Toronto Catholic District School Board concerning matters within its terms of reference;
- 5.19.4 hear delegations concerning matters within its terms of reference; and
- 5.19.5 receive and consider communications and petitions addressed to the Board of Trustees on any subject within the terms of reference of such Committee, without first being referred to the Board of Trustees.

## **ARTICLE 6. COMMITTEE REPORTS TO THE BOARD**

6.1 Every Committee (excluding the Standing Committees) shall report to the Board of Trustees after each of its Meetings, by way of written reports containing recommendations for action.

### 6.2 Information to be Included

A full and correct account of the proceedings of every Meeting shall be kept. Minutes of Meetings shall contain the following information:

- 6.2.1 the name of the Committee;

- 6.2.2 the date of the Meeting;
- 6.2.3 whether the Meeting was a regular or special Meeting;
- 6.2.4 the names of:
  - 6.2.4.1 the Trustees and, where applicable, other members and their arrival and departure time;
  - 6.2.4.2 Senior Staff (or delegate, if applicable);
  - 6.2.4.3 external consultants;
  - 6.2.4.4 the TCDSB auditors and TCDSB solicitors;
  - 6.2.4.5 the Recording Secretary; and
  - 6.2.4.6 any other individuals invited to attend who were present:
- 6.2.5 under the heading “Disclosure of Interest”,
  - 6.2.5.1 the name of each Trustee who disclosed an interest in any matter on the Agenda of such Meeting;
  - 6.2.5.2 an identification of the matter in which the Trustee disclosed the interest; and
  - 6.2.5.3 if the public was not excluded from the Meeting, the general nature of the interest so disclosed,

and to the extent an interest is declared later in the Meeting, the matters set out in Articles 6.2.5.1, 6.2.5.2 and 6.2.5.3 shall be recorded as well at the point in the minutes when the declaration was made;

- 6.2.6 all motions; and
- 6.2.7 the particulars of all matters that were placed upon the Agenda of the Committee and the disposition thereof.

### 6.3 Committee Reports and Minutes

- 6.3.1 The Committee shall transmit its recommendations to the Board in a written report in the format to be established by a procedure adopted by the Board from time to time.

## **ARTICLE 7. FINANCE**

### **7.1 Expenditures Limited to Approved Budget**

Subject to the provisions of Article 7.5, all expenditures and orders issued committing expenditures shall be made within current budget estimates in accordance with: current purchasing policies, prevailing contracts, agreements, schedules, and employment policies with teaching and non-teaching staff.

### **7.2 Source of Funding to be Specified**

No By-law or Resolution of the Board of Trustees that authorizes the expenditure of funds that have not been included in the approved estimates of the TCDSB shall be enacted or passed unless there is contained therein the specific identification of the source (or sources, as the case requires) of funding from:

- 7.2.1 Provincial grants;
- 7.2.2 Other grants and revenue sources;
- 7.2.3 TCDSB reserves; or
- 7.2.4 borrowed funds

in any combination, for both the current and subsequent years.

### **7.3 When Debt Incurred**

Whenever it shall be necessary to borrow funds in order to finance any expenditure:

- 7.3.1 the Board of Trustees shall have previously considered a report from the Treasurer as to the then total annual debt charges for principal and interest and sinking fund charges in respect of all outstanding borrowings of the TCDSB, set out for each year, including the last year in which debt is projected to be outstanding;
- 7.3.2 the affirmative vote of a majority of all Trustees entitled to vote shall be required; and
- 7.3.3 the vote on the By-law or resolution shall be conducted by means of a Recorded Vote as described in Section 13.6.4.



#### 7.4 Maximum Debt Charges

The Board of Trustees may by resolution authorize the Treasurer and the Chair or Vice-Chair of the Board of Trustees to borrow from time to time the sums that the Board considers necessary to meet the current expenditures of the Board, until the current revenue has been received.

7.4.1 The Board may borrow the sums that the Board considers necessary to meet the debt charges payable in any fiscal year until the cash has been received; and

7.4.2 The amounts that the Board may borrow at any one time for the purposes referred to in Articles 7.4 and 7.4.1, together with the total of any similar borrowings that have not been repaid and any accrued interest on those borrowings, shall not exceed the un-received balance of the estimated current revenues of the Board.

#### 7.5 Emergency Expenditures

Notwithstanding Article 7.1, in the event of emergencies which require the immediate expenditure of funds for the continued operation of any part of the school system, the Director of Education may authorize the expenditure in accordance with the policy of the TCDSB current at the time;

7.5.1 provided, however, that such expenditure shall be reported at the next regular Meeting of the Board of Trustees.

#### 7.6 Bonding

The TCDSB shall provide for the bonding of officers and employees, as necessary.

### **ARTICLE 8. RULES OF ORDER**

#### 8.1 Rules at Meetings of the Board of Trustees

The rules of order to be observed at Meetings of the Board of Trustees shall be in accordance with the provisions of these By-laws.

#### 8.2 Rules at Meetings of Committees

The rules of the Board of Trustees shall be observed at Meetings of all Committees.

### 8.3 Robert's Rules of Order

In all cases for which no specific provision is made in these By-laws, the rules and practice of the most recent version of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern so far as applicable. The edition of Robert's Rules to be used may be changed from time to time by a resolution of the Board of Trustees.

## **ARTICLE 9. PRESIDING OFFICER AT BOARD AND COMMITTEE MEETINGS**

### 9.1 Presiding Officer at Inaugural Meeting

Notwithstanding anything set out in this Article 9, the Presiding Officer at the Inaugural Meeting shall be determined in accordance with what is set out in Article 3.

### 9.2 Chair to Preside

The Chair (of the Board of Trustees, or a Committee, as the case may be) shall preside at all meetings at which the Chair is present.

### 9.3 When Vice-Chair to Preside

The Vice-Chair (of the Board of Trustees, or a Committee, as the case may be) shall preside in the absence of the Chair. The Vice-Chair will vacate the Chair upon arrival of the Chair after the disposition of the main motion then being debated.

### 9.4 When Other Trustee to Preside

If at any Meeting the Chair and Vice-Chair (of the Board of Trustees, or a Committee, as the case may be) are absent, the Trustees present may elect one of themselves to be Chair for that meeting. The Trustee will vacate the chair upon the arrival of the Chair or Vice-Chair and the disposition of the main motion then being debated.

## 9.5 Chair Permitted to Speak

In the interest of facilitating the discussion of a motion before the Board of Trustees, the Chair may frame the context or background of the motion and the parameters of the discussion around the motion. In the event the Chair wishes to express a personal opinion on any main or subsidiary motion on the floor, the Chair shall leave the chair in order to participate in the discussion.

## 9.6 Chair Pro Tem

If the Chair of a Meeting elects to vacate the chair for any reason, the Chair shall call upon a member who is not the mover or seconder of any motion, or subsidiary motion, on the floor (and preferably though not necessarily a member who has not spoken) to fill the place of the Chair until the main motion is disposed of, in the following sequence:

- 9.6.1 Vice-Chair if that person has not spoken;
- 9.6.2 another member present if that person has not spoken;
- 9.6.3 Vice-Chair even if that person has spoken; and
- 9.6.4 another member present even if that person has spoken.

## **ARTICLE 10. AGENDA AND ORDER PAPER**

### 10.1 Delivery of Draft Meeting Agenda to Trustees

The Chair of the Board of Trustees, or a Committee, as the case may be, in consultation with the Director, shall establish the agenda for every Meeting. The draft Agenda and related materials for Standing Committees and Regular Board shall, subject to Article 4.3.4, be delivered to each Trustee one-hundred-and-twenty (120) hours (5 days) prior to the Meeting.

- 10.1.1 The Agenda and supporting materials may be delivered electronically.

### 10.2 Delivery of Draft Meeting Agenda to non-Trustees

Where a Committee includes persons who are not Trustees, the draft Agenda for every Meeting that is not closed to the public, and every Meeting of the Committee of which the person is a member, together with notice or reminder of such Meeting (as the case may be), shall be delivered to each such person one-hundred-and-twenty (120) hours (5 days) in advance of such Meeting.

### 10.3 Posting of Agendas

The Draft agendas of any regular meeting will be posted electronically on the Board website one hundred-and-twenty (120) hours (5 days) before the meeting.

### 10.4 Items on Agenda or Order Paper of a Meeting of a Board of Trustees

No matter shall be placed on the draft Agenda or Order Paper of a Meeting of the Board of Trustees:

- 10.4.1 unless it is a matter that is referred to the Board of Trustees by a Committee;
- 10.4.2 unless the Committee having cognizance of the matter has delivered its written reports containing recommendations for action as prescribed by Article 6.1, and the reports have been sent electronically to each Trustee not less than one hundred-and-twenty (120) hours (5 days) before the meeting, with hard copies to be sent to each Trustee not less than 72 hours (3 days) before the meeting;
- 10.4.3 unless it is a recommendation or report from a statutory committee established under the *Education Act* and OCSTA;
- 10.4.4 unless it is a Notice of Motion as prescribed in Article 10.7;
- 10.4.5 unless the matter is one for which Notice of Motion has been given at a prior Meeting of the Board of Trustees;
- 10.4.6 unless it is a presentation given with the approval of the Board of Trustees, which approval shall be determined without debate;
- 10.4.7 unless it is a communication for receipt, referral, or both receipt and referral, and a written copy thereof has been delivered to each Trustee not less than one hundred-and-twenty (120) hours before the Meeting;
- 10.4.8 unless it is an inquiry or miscellaneous item as prescribed in Article 10.9.19;
- 10.4.9 unless with the majority affirmative vote of all Trustees eligible to vote on the matter; or
- 10.4.10 unless it is a matter that, in the opinion of the Director, requires action by the Board of Trustees as a matter of urgency.

## 10.5 Placement Where Considered by Two or More Committees

Whenever the same matter has been considered by two or more Committees, or has been included in two or more Categories, the motions relating thereto shall be placed on the Draft Agenda and Order Paper so that the disposition of all Committees on the matter may be considered at the same time.

## 10.6 Items on Agenda or Order Paper of a Committee

No matter shall be placed on the draft Agenda or Order Paper of a Meeting of a Committee unless the matter is within the terms of reference of the Committee, and unless:

- 10.6.1 it is contained in the approved or unapproved minutes of its Sub-Committee, or is a report of Board of Trustees officials or the Director or Board of Trustees representatives;
- 10.6.2 or it is a Trustee Matter (submitted by a Trustee)/Notice of Matter (submitted by a member of a Committee other than a Trustee) as prescribed in Article 10.8; and
- 10.6.3 the person giving the notice, if not a Trustee, is a member of the Committee; or
- 10.6.4 the person giving the notice, being a Trustee, has the right to vote at a Meeting of the Board of Trustees with respect to such matter;
- 10.6.5 or it is a presentation or delegation, for receipt, referral, or both receipt and referral, made with the approval of the Committee, which approval shall be determined without debate;
- 10.6.6 or it is a communication for receipt, referral, or both receipt and referral;
- 10.6.7 unless it is an inquiry or miscellaneous item as prescribed in Article 10.9.19; or
- 10.6.8 or it is placed on the Order Paper upon the affirmative vote of a majority of all members of the Committee eligible to vote on the matter.

## 10.7 Notice of Motion for a Board of Trustees Meeting

A Trustee may place a Notice of Motion, regarding any matter with respect to which the Trustee has a right to vote, upon the Draft Agenda and Order Paper of a Meeting of the Board of Trustees; such Notice of Motion:

- 10.7.1 shall be wholly in writing in the form of a motion to be presented and debated;
- 10.7.2 shall have a seconder;
- 10.7.3 may be accompanied by an explanatory notice;
- 10.7.4 shall be delivered to the Secretary of the Board of Trustees before the Board of Trustees Meeting;
- 10.7.5 shall, if it does not appear in writing on the Order Paper, be read in full;
- 10.7.6 may be referred by resolution of the Board of Trustees to the appropriate Committee; and
- 10.7.7 shall not be the subject of any debate or comment at the Meeting at which it is introduced.

10.8 Member of a Committee Placing Matter/Notice of Motion on Agenda of Meeting

A Trustee, or member of a Committee who is not a Trustee, may place on the Draft Agenda of a Meeting of a Committee any matter within the terms of reference of such Committee, and with respect to which the Trustee, or member of a Committee who is not a Trustee, has a right to vote at a Meeting of the Committee; such Notice of Motion:

- 10.8.1 shall be wholly in writing, in the form of a motion to be presented and debated;
- 10.8.2 shall have a seconder;
- 10.8.3 may be accompanied by an explanatory notice;
- 10.8.4 shall be delivered to the Secretary of the Board of Trustees one-hundred-and twenty (120) hours before the Committee Meeting.
- 10.8.5 shall, if it does not appear in writing on the Order Paper, be read in full; and
- 10.8.6 shall not be the subject of any debate or comment at the Meeting at which it is introduced.

Provided that:

- 10.8.7 any matter dealing with recommended changes to policy, program, or services shall, if adopted, stand referred to staff for a report and to SEAC, where it relates to special education services or delivery, prior to submission to the Board of Trustees for consideration; and

- 10.8.8 the staff report, along with any SEAC response, shall be submitted to the appropriate Committee within sixty days for review prior to submission to the Board of Trustees.
- 10.8.9 **any recommended changes to policy, program or services from SEAC shall stand referred to staff for a report to the Board of Trustees.**
- 10.8.10 **any matter dealing with recommended changes to parent involvement/engagement policy of services shall, if adopted, stand referred to the Catholic Parent Involvement Committee (CPIC) where applicable, prior to submission to the Board of Trustees for consideration; and the staff report, along with any CPIC response, shall be submitted to the appropriate committee for review prior to submission to the Board of Trustees.**

#### 10.9 Order Paper for Regular Meetings of the Board of Trustees

Subject to the provisions of Article 10.4, the order of business for regular Meetings of the Board of Trustees that are open to the public shall be as follows:

- 10.9.1 Call to Order;
- 10.9.2 Memorials and Prayer;
- 10.9.3 Singing of O Canada *A Capella*;
- 10.9.4 Roll Call and Apologies;
- 10.9.5 Approval of the Agenda;
- 10.9.6 Reports from Private Session;
- 10.9.7 Notices of Motions;
- 10.9.8 Declarations of Interest;
- 10.9.9 Approval and signing of the Minutes of the Previous Meetings;
- 10.9.10 Presentations, not to exceed 15 minutes, given with the approval of the Chair of the Board of Trustees and the Director, which may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff;
- 10.9.11 Delegations, which may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff;

- 10.9.12 Consideration of Motions for which previous notice has been given;
- 10.9.13 Unfinished Business from Previous Meetings;
- 10.9.14 Matters referred/deferred from Committees /Board;
- 10.9.15 Reports of Officials for the information of the Board of Trustees;
- 10.9.16 Reports of Officials Requiring Action of the Board of Trustees which have not been Reviewed by Committee;
- 10.9.17 A recommendation or report from a statutory committee established under the *Education Act* and OCSTA;
- 10.9.18 Listing of communications, which may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff;
- 10.9.19 Inquiries and Miscellaneous, which may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff;

**10.9.19.1 Inquiries and Miscellaneous items must be submitted to staff and all Trustees at least 24 hours prior to the meeting.**

- 10.9.20 Updating of Pending Items List;
- 10.9.21 Closing Prayer; and
- 10.9.22 Adjournment.

#### 10.10 Items on Order Paper of Committee Meetings of Board of Trustees

A matter shall be placed on the draft Agenda and Order Paper of a Meeting of a Committee of the Board of Trustees as follows:

- 10.10.1 Call to Order;
- 10.10.2 Opening Prayer (Chair or designate);
- 10.10.3 Singing of O Canada *A Capella*;
- 10.10.4 Roll Call and Apologies;
- 10.10.5 Approval of the Agenda;



- 10.10.6 Report from Private Session;
- 10.10.7 Declarations of Interest;
- 10.10.8 Approval and Signing of Minutes;
- 10.10.9 Delegations;
- 10.10.10 Presentations, not to exceed 15 minutes, given with the approval of the Chair of the Committee of Trustees and the Director, which may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff;
- 10.10.11 Notices of Motion;
- 10.10.12 Consent and Review;
- 10.10.13 Unfinished Business;
- 10.10.14 Matters referred or deferred;
- 10.10.15 Staff reports;
- 10.10.16 Listing of communications, which may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff:
  - 10.10.16.1 A communication shall be delivered to each Trustee electronically at least 24 hours prior to the meeting and included on the addendum prior to the meeting;
- 10.10.17 Inquiries and Miscellaneous ~~only of an urgent nature~~, which may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff;
  - 10.10.17.1 Inquiries and Miscellaneous items must be submitted to staff and all Trustees at least 24 hours prior to the meeting.**
- 10.10.18 Updating of the Pending List;
- 10.10.19 Closing Prayer; and
- 10.10.20 Adjournment.

## 10.11 Reconsideration by the Board of Trustees

Any matter which has been decided upon by the Board of Trustees, for a period of three months thereafter, may be reconsidered by the Board of Trustees only on an affirmative vote of two-thirds of all Trustees of the Board of Trustees entitled to vote, thereafter only on an affirmative vote of a majority of all Trustees of the Board of Trustees entitled to vote thereon. Thereafter a matter may be reconsidered only on a vote of a majority of all Trustees of the Board of Trustees entitled to vote thereon.

## **ARTICLE 11. MOTIONS**

11.1 All Motions at Meetings must be moved, seconded, and stated by the Chair prior to any debate.

### 11.2 Debatable Motions to be in Writing

All debatable motions subject to debate must be in writing or sent in electronic form to the Recording Secretary or at the Committee except:

- 11.2.1 where a date, time, single figure or single word is to be added;
- 11.2.2 where one or more words are to be deleted without substitution;
- 11.2.3 motions to;
  - 11.2.3.1 adjourn;
  - 11.2.3.2 fix the time of adjournment;
  - 11.2.3.3 take a recess;
  - 11.2.3.4 limit or extend limits of debate;
  - 11.2.3.5 call the question;
  - 11.2.3.6 receipt and/or referral;
  - 11.2.3.7 hear delegations;
  - 11.2.3.8 adoption of the minutes of previous meeting; and
  - 11.2.3.9 hear inquiries and miscellaneous.

### 11.3 Subsidiary Motions re: Notice of Motion

Except in the case of a Notice of Motion intended to be an Amendment to the By-laws as contemplated in Article 16, an amending motion, or motion to defer consideration to a subsequent Meeting, or a motion to lay on the table, may not be applied to a motion in respect of which Notice of Motion has been previously given, except with the consent of the Trustee who gave such Notice of Motion.

### 11.4 Motion of Receipt Not Approval

11.4.1 A motion to receive or hear a delegation or presentation, or a motion to receive a communication or other matter shall not be construed as constituting the approval of the Board of Trustees.

### 11.5 Motions to Call the Question

No motion to Call the Question shall be in order on a main motion until all members wishing to speak have spoken once.

### 11.6 Motions to Refer

All motions to refer require appropriate and succinct instructions for the receiving body.

## **ARTICLE 12. PROTOCOL FOR DEBATE**

### 12.1 Address of the Chair

The Chair of any Meeting shall be addressed in accordance with the preferences of the person occupying the position.

### 12.2 Member to Await Recognition

A member shall seek and await recognition by the Chair before speaking.

### 12.3 Conduct of Member in Debate

After recognition by the Chair, a Member shall at all times during debate:

- 12.3.1 maintain a courteous tone;
- 12.3.2 avoid personalities;
- 12.3.3 act in respectful manner to other members, staff, and the public;
- 12.3.4 avoid allusions to the motives of other members, staff, and the public;
- 12.3.5 refer to other Members by their last name or their ward;
- 12.3.6 address all debate, remarks, questions, and the like to the Chair; and
- 12.3.7 confine all remarks, questions, and the like to the motion which is the subject of debate.

### 12.4 Order of Discussion

On any motion, the mover of the motion may speak first and the seconder may speak second. The mover may request to be the last speaker to the motion.

- 12.4.1 Each person wishing to speak, will have the opportunity to speak once before any member shall speak for the 2nd time.

### 12.5 Time Limit on Speakers

No member shall speak more than once, or for longer than three (3) minutes, on the same motion without the leave of the Meeting, except that the mover of the main motion may, subject to the provisions of Article 12.4 and 12.6, have an additional two (2) minutes to reply.

- 12.5.1 A member's time limit shall not include time expended in staff responses and/or procedural discussions.

### 12.6 Time Limit on Debate

No matter, including any subsidiary motions, and points of information and answers related to it shall be debated longer than 30 minutes after it has been stated by the Chair. At the expiration of time for debate, and notwithstanding Article 12.8, the Chair shall put the question, "Is it the will of the meeting to extend debate for 15 minutes?" The vote shall be taken immediately without debate.

12.6.1 No more than two extensions of debate will be permitted.

### 12.7 Procedure When Time Limit Expires

In the event that a matter has not been disposed of at a meeting within the time limits set out in Article 12.6, then, notwithstanding anything in the by-laws, the Chair shall call for a motion to call the question; and if such a motion:

12.7.1 is not moved; or

12.7.2 if moved, is not seconded; or

12.7.3 if moved and seconded, is not passed;

the matter shall stand referred to the appropriate Committee or Board meeting.

### 12.8 Interruption of Speaker by Another Member

No Member who does not have the floor shall interrupt a Member who does have the floor except:

12.8.1 on a point of order;

12.8.2 on a question of privilege;

12.8.3 to request permission to withdraw a motion; or

12.8.4 to appeal a ruling of the chair;

and in the event that a Member interrupts a speaker in accordance with the authority provided in this Article, he or she shall first gain the recognition of the Chair and shall confine all remarks to the particular point.

### 12.9 Point of Information

A Member may rise on a point of information, that is, to make a request for information relevant to the matter under discussion but not related to procedural questions, only if the Member then speaking consents to the interruption, in which case the time consumed in responding to the point of information will be included as part of the speaker's allotted time. Should the member who is then speaking declines to be interrupted by the point of information, it will be heard next.

## 12.10 Motion May Be Read

Any member may require a motion under discussion to be read at any time in the debate, but not so as to interrupt any Member while speaking

## 12.11 Rulings of the Chair

Whenever the Chair is called upon to decide a point of order or procedure, the Chair shall, before deciding, state the rule applicable to the case, without comment, and the ruling of the Chair shall, subject to the right of appeal provided in Article 12.12, be final and binding.

## 12.12 Challenges to Rulings of the Chair

Any person entitled to vote on the main motion on the floor may appeal to the meeting from the ruling of the Chair on a point of order or procedure. Such an appeal must be seconded and may not be amended. The vote shall be determined by a majority vote and the results shall be final and binding. Such motion appealing the ruling of the Chair shall explain the basis for the challenge. The Chair shall put the question: “The ruling of the Chair has been appealed, is it the will of the meeting that the ruling of the Chair shall stand as the judgement of the meeting?” All those in favour of supporting or upholding the ruling of the Chair shall vote yes and those who do not support the ruling of the Chair vote no.

## **ARTICLE 13. VOTING**

### 13.1 Voting

At the Board and Standing Committee meetings, every vote shall be recorded with the exception of: Approval of the Agenda, Approval of Minutes, Motions of Receipt of Presentations.

### 13.2 Voting

Each member, including the Chair, present at the meeting, seated at the Board table, and/or participating through electronic means, who has not declared a conflict of interest under the Municipal Conflict of Interest Act shall vote on all questions on which the Member is entitled to vote. Those who have declared a conflict of interest shall remove themselves from the area in which the vote is being taken. Where the meeting is not open to the public, the Member shall

leave the meeting room. Where the meeting is open to the public, the Member may leave the meeting room or may sit in the public gallery, but shall leave the area in which the vote is being taken.

### 13.3 Member Must be Present

Only Members present at the Meeting, seated at the Board table or participating by electronic means when a vote is taken shall have the right to vote.

### 13.4 Majority Vote Required

Except as otherwise provided in the Education Act or in these By-laws, an affirmative vote shall require a majority of the votes of the Members present either in person or electronically and entitled to vote.

### 13.5 Minimum Number

Any matter, on which there are fewer than two Members eligible to vote at a Committee Meeting shall automatically stand referred to the Board of Trustees

### 13.6 Methods of Voting

Every matter considered by the Board of Trustees or a Committee shall be disposed of by a recorded vote of all Members in one of the following ways (preference being given in the following sequence):

- 13.6.1 by general (or unanimous) consent, in which the Chair, exercising discretion, states that the motion will be adopted in the absence of objection;
- 13.6.2 by show of hands, in which each Member raises the Member's own hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted;
- 13.6.3 by rising, in which each Member, as able, stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted and reported;
- 13.6.4 by recorded vote, in which each Member stands (as able) in place in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the Chair has called the name of each Member as voting, respectively, in the affirmative, or in the negative, or in the case of selection

from three or more alternatives, as voting in succession for one of the alternatives;

13.6.5 by ballot, in which each Member shall mark on a paper provided by the Secretary, the Member's choice from among the available alternatives, the papers being collected and counted immediately thereafter; and

13.6.6 by electronic voting machine, in which each Member shall indicate the Member's choice from among the available alternatives.

### 13.7 Declaration of Result

The Chair shall declare the result of all votes.

### 13.8 Division of the Question

At the request of any Trustee made before a vote is called by the Chair, any multiple-part question, each individual part of which is capable of independent implementation, shall be divided and voted upon as if each part were a separate motion. Such division shall not be permitted if doing so will alter the original intent of the motion.

## **ARTICLE 14. EXECUTION OF DOCUMENTS**

### 14.1 Corporate Seal

The Seal in the form affixed in the margin hereof shall be the Corporate Seal of the Toronto Catholic District School Board.

### 14.2 Affixing the Corporate Seal

The Corporate Seal of the Toronto Catholic District School Board shall be in custody of the Secretary who shall be responsible for affixing it to such documents as may be required.

### 14.3 Corporate Seal Register

The Secretary shall keep a record of each use of the Corporate seal in a designated register.



#### 14.4 Signing Authorities

All deeds, conveyances, mortgages, bonds, debentures, approved by the Board of Trustees shall be signed by the Director or any one of the associate Directors and either the Chair or Vice-Chair of the Board of Trustees.

#### 14.5 Minutes

The Chair of the Board of Trustees or other presiding members and the Secretary shall sign the approved minutes of all Board and Committee Meetings.

#### 14.6 By-laws

Every By-law, upon adoption, shall be signed by the Chair of the Board of Trustees, or the Chair of the Meeting at which it is adopted, and by the Secretary.

#### 14.7 Certification of Documents

All certificates authenticating By-laws, resolutions or extracts of minutes shall be signed by the Chair of the Board of Trustees and the Secretary, and the Corporate seal shall be affixed thereto.

### **ARTICLE 15. BANKING**

#### 15.1 Bank Signing Officers

The signatures of two of:

- 15.1.1 the Chair of the Board of Trustees; or
- 15.1.2 the Vice-Chair of the Board of Trustees;
- 15.1.3 the Secretary;
- 15.1.4 the Treasurer;

(provided that one of the signatures must be that of the Secretary or Treasurer)

are required when:

15.1.5 making, drawing, accepting, endorsing, negotiating, lodging, depositing, or transferring all or any cheques, promissory notes, drafts, acceptances, bills of exchange, order for payment of money, contracts for letters of credit and forward exchange; and

15.1.6 issuing cheques, drafts or orders for payment drawn on the bank accounts of the TCDSB.

15.2 Endorsement for Deposit

The Treasurer, by signature or by rubber stamp endorsement, may negotiate or deposit with, or transfer to, the bankers for the TCDSB, but for the credit only of the account of the TCDSB, all or any cheques, promissory notes, drafts, acceptances, bills of exchange, and orders for the payment of money.

15.3 Signatures by Reproduction

Signatures of persons authorized to sign may be printed, lithographed, or otherwise mechanically or electronically reproduced as provided by the Education Act.

**ARTICLE 16. AMENDMENTS TO BY-LAWS**

16.1 Amendment after Notice

By-laws of the Board of Trustees may be amended from time to time at a Meeting of the Board of Trustees (such Meeting hereinafter referred to as the "later meeting") upon the affirmative vote of two-thirds of all Trustees provided:

16.1.1 written notice of motion proposing the amendment shall have been given at a regular meeting held prior to the later meeting;

16.1.2 the text and a brief statement of intended purpose of the amendment shall have been included in the notice of motion; and

16.1.3 the text of the amendment as so enacted is substantially the same as either the text set out in the notice of motion or the text as recommended by the appropriate Committee.

## **ARTICLE 17. REPEAL OF PRIOR BY-LAWS**

### **17.1 Repeal of Prior By-laws**

Subject to the provisions of Article 17.2 hereof, all prior By-laws, resolutions, and other enactments of the Board of Trustees heretofore enacted or made are repealed.

### **17.2 Exception**

The provisions of Article 17.1 shall not extend to any By-law or resolution heretofore enacted for the purpose of providing to the Board of Trustees the power or authority to borrow.

### **17.3 Proviso**

The repeal of prior By-laws, resolutions, and other enactments shall not impair in any way the validity of any act or thing done pursuant to any such repealed By-law, resolution, or other enactment.

## **ARTICLE 18. INDEMNIFICATION**

### **18.1 Reimbursement for Costs and Expenses Relating to Municipal Conflict of Interest Proceedings**

~~On the advice of the Director as Chief Executive Officer and Secretary of the Board, and u~~Upon receipt of a formal documented request, ~~in consultation with the Board of Trustees,~~ the TCDSB shall pay on behalf of or reimburse, irrespective of any awarded costs, all reasonable costs and expenses, as agreed or taxed, ~~based on the individual merits of each case, and not to be arbitrarily withheld,~~ incurred by a Trustee who has been found not to have contravened Article 5 of the Municipal Conflict of Interest Act.



November 29, 2019

TCDSB Board of Trustees

Via: Student Achievement and Well-Being, Catholic Education & HR Committee

Members of the Board of Trustees,

On behalf of the Catholic Parent Involvement Committee, I wanted to congratulate the new Chair/Vice-Chair of the Board and other standing Committee Chairs. We look forward to Trustees appointed to support the work of CPIC.

As you recently took part in reciting the annual “Rite of Renewal for Trustees”; we hope that despite differences in opinion and methods to bring upon change, you will continue to work together to achieve the common purpose of educating all our children to their fullest potential in a system that is accountable to TCDSB stakeholders and Toronto separate school supporters. As parents we continue to look to you as Catholic leaders, to ensure we remain the system of choice that is entrenched in Catholic teachings, traditions and in full harmony with the Magisterium of the Church.

CPIC has undergone a significant change in renewing its Bylaws re-shaping the makeup of the Committee and its operations. We have brought on many new Parent Members and have a refreshed focus. As Committee Chair, I foresee three main goals that will guide our mission:

- 1) Providing knowledge and tools to Parent Councils (CSPC) to support their work and being an effective advisory body
- 2) Teaching parents ways to make their voices heard and opportunities to engage within our system.
- 3) Bringing meaningful advice and recommendations to the Director and Trustees in the hopes of improving policy, decision making, transparency and soliciting input from Parents.

We hope that you will continue to support the work of this Committee throughout the upcoming year and create opportunities to further engage parents on topics of value.

We look forward to continued collaboration and dialogue,

A handwritten signature in black ink, appearing to read "John Del Grande", written in a cursive style.

John Del Grande  
CPIC Chair



REPORT TO

**STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE**

**ANNUAL REPORT ON THE ACCESSIBILITY STANDARDS POLICY (A.35)**

*Do to others, as you would have them do to you.  
Luke 6:31*

| Created, Draft    | First Tabling   | Review                      |
|-------------------|-----------------|-----------------------------|
| December 20, 2019 | January 9, 2020 | Click here to enter a date. |

F. Cifelli, Area 1 Superintendent of Education

**INFORMATION REPORT**

**Vision:**

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

**Mission:**

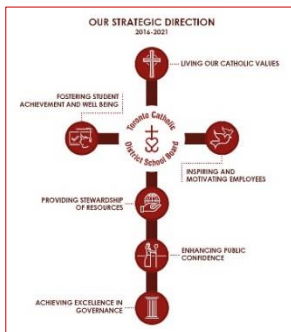
*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*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

L. Noronha  
Associate Director of Facilities, Business and Community Development, and Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

This report meets the requirements for the annual Accessibility Report as outlined in the policy Accessibility Standards A.35 (Appendix A).

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

## **B. PURPOSE**

1. This is an annual report to the Board of Trustees that serves as an assessment and overview of the Board's achievements and status in working to provide barrier-free facilities, services, employment and instruction to the TCDSB staff, students, parents, volunteers and Catholic community.

## **C. BACKGROUND**

1. The Accessibility Standards Policy (A.35) was last amended January 25, 2018.
2. The Multi-Year Accessibility Plan for December 2017-December 2022 was approved on January 25, 2018 (Appendix B).

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

1. *Accessibility for Ontarians with Disabilities Act (AODA)* is a law that sets out a process for developing and enforcing accessibility standards.
2. Accessibility standards are laws that the government, businesses, non-profits and public sector organizations must follow to become more accessible.
3. The Integrated Accessibility Standards regulation (IASR) (O. Reg 191/11) under the AODA sets out requirements of public sector organizations, specifically in regards to the establishment of accessibility policies and accessibility plans.
4. The Accessibility Standards for Customer Service regulation (O. Reg. 429/07) under the AODA was revoked on July 1, 2016 and the requirements under the regulation were consolidated into the current IASR.

5. The legislative requirements under the IASR are as follows:

*Establishment of accessibility policies*

(1) Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in this Regulation.

(2) Obligated organizations, other than small organizations, shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies.

(3) Every obligated organization, other than a small organization, shall,

(a) prepare one or more documents describing the policies it developed under subsection (1); and

(b) make the documents publicly available and, on request, provide them in an accessible format.

[...]

Accessibility plans

4. (1) The Government of Ontario, Legislative Assembly, designated public sector organizations and large organizations shall,

(a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;

(b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and

(c) review and update the accessibility plan at least once every five years.

(2) The Government of Ontario, Legislative Assembly and designated public sector organizations shall establish, review and update their accessibility plans in



consultation with persons with disabilities and if they have established an accessibility advisory committee, they shall consult with the committee. [...]

6. In accordance with legislation, the Board must review its Multi-Year Accessibility Plan at least once every five (5) years (IASR, section 4(1)(c)).
7. The current Multi-Year Accessibility Plan covers the 2017-2022 years and was approved in January 2018.

## **E. METRICS AND ACCOUNTABILITY**

1. Senior staff with the support of Employee Relations have monitored recommendations in this report.
2. The Director of Education will annually update and attest compliance to the statutory obligations under the AODA in the form of the **Annual Status Report** (Appendix C) to the Board of Trustees including any major initiatives to meet compliance or address efficiencies.
3. The Accessibility Working Group members consist of a core group of advisors, some of whom are persons with disabilities, depending on the area of the plan addressed. The members represent the following groups:
  - Superintendent of Human Resources
  - Superintendent of Special Services
  - Superintendent of Student Success
  - Staff Representative
  - Information Technology
  - Community Relations
  - Facilities Services
  - Transportation Services
  - Parent Representative
4. The Accessibility Working Group will meet to review progress and respond to the requirements of the AODA Plan.
5. Evaluation of the effectiveness in implementing the barrier removal and prevention strategies will be on-going.

6. The Working Group will assist staff regarding roles in the implementation of the Annual Accessibility Plan.

## **F. ACTION PLAN**

1. The updated plan has been approved and is posted on the TCDSB policy register. The committee will work to update the plan as part of their 2018-2019 mandate.
2. The Accessibility Working Group to create sub-groups to ensure that each area of the organization is in compliance with the AODA by 2025 who will report regularly to the Accessibility Working Group.
  - a. Physical and Architectural Barriers
  - b. Informational and Communication Barriers
  - c. Attitudinal Barriers
  - d. Systematic Barriers
  - e. Transportation Barriers
3. The Accessibility Working Group will ensure that the Barriers to be addressed under the Multi-Year Accessibility Plan 9.0 will be addressed and the plan included in an update report to board.
  - a. Identification of Existing Barriers and Barrier
  - b. Strategy for Prevention and Removal of Barriers
  - c. Barriers to be addressed under the Multi-Year Accessibility Plan
  - d. Review and Monitoring
4. The Accessibility Working Group will track those individuals who have sought assistance as per Regulation 14 and the outcome of any investigation to be included in the annual report to Trustees.
5. The Multi-Year Accessibility Plan as approved will be reviewed with the Accessibility Working Group and person with disabilities who wish to participate in the review.

6. The Accessibility Working Group will ensure that the communication of the Multi-Year Accessibility Plan is clear, updated and user friendly on the TCDSB website and it follows a board approved format.

## **G. CONCLUDING STATEMENT**

This report is for the consideration of the Board of Trustees.



**POLICY SECTION: ADMINISTRATION**

**SUB-SECTION:**

**POLICY NAME: ACCESSIBILITY STANDARDS**

**POLICY NO: A. 35**

|  |   |   |
|--|---|---|
| <b>Date Approved:</b><br>September 12, 2013  | <b>Date of Next Review:</b><br>January 2023 | <b>Dates of Amendments:</b><br>January 25, 2018 |
| <p><b>Cross References:</b><br/> <i>Accessibility for Ontarians with Disabilities Act, 2005 (AODA)</i><br/> <i>Integrated Accessibility Standards, Ontario Regulation 191/11</i><br/> <i>Ontario Human Rights Code</i><br/> <i>Ontarians with Disabilities Act, 2001</i><br/>           TCDSB Policy Accessibility Standards for Services and Facilities (A.36)<br/>           TCDSB Policy Workplace Accommodation for Employees with Disabilities (H.M.38)</p> |   |   |
| <p><b>Appendix A: TCDSB Multi-Year Accessibility Plan 2017-2022 (Under Review)</b></p>   |   |   |

**Purpose:**

The Toronto Catholic District School Board (“TCDSB”) is committed to providing an environment in all of its facilities that fosters independence, dignity and respect. The TCDSB is committed to providing services that are free of barriers and biases to our students, parents/guardians, trustees, the public and our staff. The Board strives to ensure that the principle of equity of opportunity is reflected and valued in its learning and working environments.

The TCDSB is committed to ensuring that people with disabilities have the same opportunity of access to our services in a similar way as these services are available to all others we serve and is committed to meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services including those related to learning, information and communication, employment, and student transportation.



**POLICY SECTION: ADMINISTRATION**  
**SUB-SECTION:**  
**POLICY NAME: ACCESSIBILITY STANDARDS**  
**POLICY NO: A. 35**

**Scope and Responsibility:**

This policy applies to all operational policies and procedures in all facilities within TCDSB and applies to all members of the TCDSB community, including students, employees, trustees, volunteers and visitors. The Director of Education is responsible for this policy.

**Alignment with MYSP:**

- Living Our Catholic Values
- Strengthening Public Confidence
- Providing Stewardship of Resources
- Inspiring and Motivating Employees

**Policy:**

The Toronto Catholic District School Board is committed to maintaining an environment which actively promotes and supports human rights. As part of this commitment, the Board will make reasonable efforts to ensure that all policies, practices and procedures are consistent with the principles of independence, dignity, integration and equality of opportunity for persons with disabilities.

The TCDSB will identify barriers for people with disabilities through the process documented in the TCDSB’s Multi-Year Accessibility Plan ([hyperlink](#)), primarily by the objectives of the TCDSB’s Accessibility Working Group.



**POLICY SECTION: ADMINISTRATION**

**SUB-SECTION:**

**POLICY NAME: ACCESSIBILITY STANDARDS**

**POLICY NO: A. 35**

**Regulations:**

1. The TCDSB shall make reasonable efforts as required by the *Accessibility for Ontarians with Disabilities Act* to ensure that policies, practices and procedures from the date of this policy forward are consistent with the principles of independence, dignity, integration and equity of opportunity to all with particular attention for persons with disabilities.
2. The TCDSB will ensure that the policy and Multi-Year Accessibility Plan are communicated to the public in a manner that accommodates all disabilities.
3. The Multi-Year Accessibility Plan shall be utilized in the TCDSB community and environment including students, staff, parents and guardians, volunteers and visitors to the Board and its schools.
4. The Board of Trustees will annually appoint external individuals to the Accessibility Working Group and will approve the Multi-Year Accessibility Plan at least once every five years.
5. The TCDSB will provide training to its employees and volunteers, as required. All newly-hired employees will receive training as part of a mandatory orientation process.
6. Any communications with a person with a disability will take place in a manner respectful of the person's disability. Information about our organization and its services in accessible formats or with communication supports will be provided upon request.



**POLICY SECTION: ADMINISTRATION**

**SUB-SECTION:**

**POLICY NAME: ACCESSIBILITY STANDARDS**

**POLICY NO: A. 35**

7. The TCDSB will meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.
8. The TCDSB will advise that accommodations can be made during recruitment and hiring. Please see the TCDSB [Accessibility Standards for Services and Facilities policy \(A.36\)](#) and the [Workplace Accommodation for Employees with Disabilities policy \(H.M.38\)](#) for more a detailed description of the Board's obligations to accommodate persons with disabilities.
9. The TCDSB will notify staff that supports are available for those with disabilities. The TCDSB will put in place a process to develop individual accommodation plans for employees.
10. Where needed, the TCDSB will provide customized emergency information to help individuals with a disability during an emergency.
11. The TCDSB performance management, career development and redeployment processes will take into account the accessibility needs of all employees.
12. The TCDSB will meet accessibility standards when building or making major changes to public spaces. Public spaces include:
  - Outdoor play spaces
  - Outdoor paths of travel: sidewalks, ramps, stairs, and curb ramps
  - Accessible off-street parking
13. The TCDSB has procedures to prevent service disruptions to our accessible areas of our public spaces. ([TCDSB Notice of Disruption Document](#))



**POLICY SECTION: ADMINISTRATION**

**SUB-SECTION:**

**POLICY NAME: ACCESSIBILITY STANDARDS**

**POLICY NO: A. 35**

14.If accommodations are not met, individuals are encouraged to notify their area superintendent or the Superintendent of Human Resources.





**POLICY SECTION: ADMINISTRATION**  
**SUB-SECTION:**  
**POLICY NAME: ACCESSIBILITY STANDARDS**  
**POLICY NO: A. 35**

### **Definitions:**

#### **Accessibility Working Group**

This group is comprised of key stakeholders and comes together representing a variety of school system working groups and departments to develop recommendations and improvements in providing a barrier-free environment in key areas of the TCDSB such as Student Special Services, Facilities, Educational and Training Materials, Communications Tools, Transportation and Human Resources. In accordance with the Multi-Year Accessibility Plan, the working group is required to consult with our students, staff and community members who possess a disability.

#### **Dignity**

Human beings, created in the image and likeness of God; have by their very existence an inherent value, worth, and distinction.

#### **Disability**

- (a) Any degree of physical disability, infirmity, malformation or disfiguration that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
- (b) A condition of mental impairment or a developmental disability.
- (c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.



**POLICY SECTION: ADMINISTRATION**

**SUB-SECTION:**

**POLICY NAME: ACCESSIBILITY STANDARDS**

**POLICY NO: A. 35**

(d) A mental disorder, or

(e) An injury or disability for which benefits were claimed or received under an insurance plan, established under the *Workplace Safety and Insurance Act, 1997*; (“handicap”)

### **Equal Opportunity**

Service is provided to persons with disabilities in a way that their opportunity to access goods and services is equitable.

### **Independence**

Accommodating a person’s disability means respecting their right to do for themselves and to choose the way they wish to receive goods and services.

### **Integration**

Persons with disabilities can access goods and services. This may require alternative formats and flexible approaches. It means inclusiveness and full participation.



**POLICY SECTION: ADMINISTRATION**

**SUB-SECTION:**

**POLICY NAME: ACCESSIBILITY STANDARDS**

**POLICY NO: A. 35**

### **Evaluation and Metrics:**

1. The TCDSB's Annual Accessibility Report will serve as an assessment and overview of the Board's achievements and status in working to provide barrier-free facilities, services, employment and instruction to our staff, students, parents, volunteers and Catholic community.
2. Recommendations from the Accessibility Working Group or any advice provided to the Director of Education will be assessed, monitored and considered for implementation.
3. The Director of Education will annually update and attest compliance to the statutory obligations under the *Accessibility for Ontarians with Disabilities Act* to the Board of Trustees including any major initiatives to meet compliance or address efficiencies.
4. Tracking those individuals who have sought assistance as per Regulation 14 and the outcome of any investigation to be included in an annual report to Trustees.



**POLICY SECTION:** ADMINISTRATION

**SUB-SECTION:**

**APPENDIX NAME:** MULTI-YEAR ACCESSIBILITY PLAN

|  |   |  |
|--|---|--|
| <b>Date Approved:</b><br>September 12, 2013  | <b>Date of Review:</b><br>December 2022 | <b>Dates of Amendment:</b><br>January 25, 2018 |
| <p><b>Cross Reference:</b><br/>           TCDSB Policy (A.35) Accessibility Standards<br/>           TCDSB Policy (A.36) Accessibility Standards for Services and Facilities<br/> <i>Accessibility for Ontarians with Disabilities Act, 2005 (AODA)</i><br/>           Integrated Accessibility Standards, Ontario Regulation 191/11<br/> <i>Ontario Human Rights Code</i><br/> <i>Ontarians with Disabilities Act, 2001</i><br/>           Notification of Disruption of Service at TCDSB Procedures<br/>           TCDSB 2017 Accessibility Annual Status Report</p> |   |  |

## MULTI-YEAR ACCESSIBILITY PLAN

FOR THE PERIOD DECEMBER 2017 TO DECEMBER 2022



## **MULTI-YEAR ACCESSIBILITY PLAN**

### **TORONTO CATHOLIC DISTRICT SCHOOL BOARD December 2017–December 2022**

**Prepared by**

**Accessibility Working Group  
In accordance with  
Accessibility for Ontarians with Disabilities Act  
Integrated Accessibility Standards Regulation**

**December 2017**

- This publication is available through the Toronto Catholic District School Board's:
  - [website](http://www.tcdsb.org) (www.tcdsb.org → FOR COMMUNITY → Accessibility Policy & Multi-Year Plan)
  - Catholic Education Centre/Head Office (Communications Department- 80 Sheppard Avenue East)
- Hard copies will be made available to all departments, schools and the Catholic School Parent Councils upon request.
- Accessible formats of the plan are available from the Communications Department upon request.



## TABLE OF CONTENTS

|  | <b>Page</b> |
|--|-------------|
| Cover Page   | 1           |
| Plan Availability  | 2           |
| Table of Contents  | 3           |
| <br>   |             |
| <b>Section</b>   |             |
| 1. Aim and Objectives  | 4           |
| 2. Commitment to Accessibility Planning                                | 5           |
| 3. Description of Toronto Catholic District School Board               | 6           |
| 4. Message from the Director of Education                              | 8           |
| 5. Members of Accessibility Working Group                              | 9           |
| 6. Strategy for prevention and removal of barriers                     | 10          |
| 7. Barrier-Identification Methodologies                                | 14          |
| 8. Recent Barrier Removal Achievements                                 | 16          |
| 9. Barriers to be addressed under the Multi-Year<br>Accessibility Plan | 19          |
| 10. Review and Monitoring Process                                      | 22          |
| 11. Communication of the Plan  | 23          |
| <br>   |             |
| <b>Appendices:</b>   |             |
| Appendix 1: Definitions  | 25          |
| Appendix 2: Trustees 2017/2018   | 27          |



## 1.0 **Aim**

This multi-year Accessibility Plan is developed in accordance with the Integration Accessibility Standards Regulation under the *Accessibility for Ontarians with Disabilities Act, 2005*. It incorporates the intentions of the Board to meet its obligations under the *Ontarians with Disabilities Act, 2001*. The Plan describes the measures that the Board will take over the five year period from 2017-2022 to identify, remove and prevent barriers to people with disabilities who work, learn and participate in the Toronto Catholic District School Board community and environment including students, staff, parents and guardians, volunteers and visitors to the Board and its schools. The plan will be guided by the Board's Accessibility Standards-Policy Statement.

### **Objectives**

This Plan:

- 1.1 Describes the process by which the Toronto Catholic District School Board will identify, remove and prevent barriers;
- 1.2 Reviews recent efforts of the Toronto Catholic District School Board to remove and prevent barriers;
- 1.3 Describes the measures the Toronto Catholic District School Board will take in the period 2017-2022 to identify, remove and prevent barriers;
- 1.4 Makes a commitment to provide an annual status report on the Board's implementation of the multi-year accessibility plan;
- 1.5 Makes a commitment to review and update the multi-year accessibility plan at least once every 5 years;
- 1.6 Describes how the Toronto Catholic District School Board will make this accessibility plan available to the public.



## **2.0 Commitment to Accessibility Planning**

This plan will be established, reviewed and updated in consultation with persons with disabilities and with the Board's Special Education Advisory Committee and Accessibility Working Group. It will be presented to the Board for approval. The Toronto Catholic District School Board is committed to:

- 2.1** Maintaining an Accessibility Working Group;
- 2.2** Continuing the process of consulting with the Special Education Advisory Committee and with persons with disabilities;
- 2.3** Ensuring, wherever practicable, that Board policies, procedures and practices are consistent with the principles of accessibility and inclusive/universal design. The Accessibility Working Group will provide input re: accessibility issues, where appropriate, with regard to new policies and procedures and to those under review;
- 2.4** Improving access including, but not limited to, facilities, IT services, policies, programs, practices and services for students, staff, parents/guardians, volunteers and members of the community. Consideration of ongoing identification of barriers will be the responsibility of the Accessibility Working Group and will, wherever practicable, be incorporated in the multi-year plan.

The Director of Education has authorized the Accessibility Working Group to review and update the Multi-Year Accessibility Plan that will enable the Toronto Catholic District School Board to meet these commitments.





### **3.0 Description of the Toronto Catholic District School Board**

The Toronto Catholic District School Board is a publicly funded Catholic school board for Toronto, Ontario. It is one of the two English boards of education in the City of Toronto.

With over 90,000 students, the TCDSB is one of the largest school boards in Canada. The TCDSB governs 201 schools in the Toronto area: 30 secondary schools, 168 elementary schools, and 3 schools that combine both secondary and elementary grades.

The TCDSB has 12 wards represented by 12 trustees and 2 student trustees. The Chair of the Board and the Vice-Chair are elected at the inaugural meeting of the Board, and serve for one year.

#### **Our Mission**

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

#### **Vision of TCDSB**

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

#### **We believe...**

- in the worth and dignity of every person
- in the critical role that our Catholic schools play in promoting Gospel values, social justice, environmental responsibility, human solidarity and the common good
- that high standards and expectations foster greater achievement



- that people thrive in a safe, healthy and compassionate environment grounded in respect for the diversity of every person
- that teaching is responsive to individual needs
- that teaching and learning should be rooted in research and evidence
- that each of us shares responsibility for creating collaborative communities of learning
- that equity, diversity, accessibility and inclusivity are integral to the Catholic community
- that the 21st century competencies – collaboration, real world problem solving and innovation, knowledge construction, skilled communication, self-regulation and the use of information communication technology for learning, are essential.

“Our vision of Catholic education invites each one of us—parents, students, teachers, principals, chaplains, support staff, trustees, clergy, supervisory personnel— to work together as a community of believers committed to putting the values of our faith into practice in the daily life of the school, the home, and in all of society.”

*([Fulfilling the Promise](#), Assembly of Catholic Bishops of Ontario)*



#### 4.0 Message from the Director of Education

The Toronto Catholic District School Board is an educational community that values the dignity and worth of every individual in its care. In this context, plans are developed to support the well-being of all its members. To this end, the Multi-Year Accessibility Plan has been developed to address the needs of its members who have disabilities.

Our Board currently demonstrates leadership in working with people with disabilities through its special education programs and services to students with special needs, through its accommodations for employees who are disabled and by ensuring that buildings and facilities become increasingly accessible.

It is our hope that all parents, students and employee groups become familiar with accessibility issues and work together to fulfill our mission of providing a community that is safe and welcoming and an example of a Christian community that is highly accessible.

Rory McGuckin  
Director of Education



## 5.0 Members of Accessibility Working Group

The Accessibility Working Group members consist of a core group of advisors, some of whom are persons with disabilities, depending on the area of the plan addressed.

The members represent the following groups:

- Senior Staff
  - Superintendent of Human Resources
  - Superintendent of Special Services
  - Superintendent of Student Success
- Staff Representative(s)
- Student Representative(s)
- Information Technology
- Community Relations
- Human Resources
- Communications
- Facilities Services
- Transportation Services
- Parent Representative(s)

The Accessibility Working Group will meet to review progress and to respond to the requirements of the AODA. Evaluation of the effectiveness in implementing the barrier removal and prevention strategies will be on-going. The Working Group will assist staff regarding roles in the implementation of the Annual Accessibility Plan.

The Accessibility Working Group developed the Multi-Year Accessibility Plan for December 2017-December 2022.



## **6.0 Strategy for prevention and removal of barriers**

Beginning in September 1, 2012, the principles of inclusionary practice, freedom from barriers and accessible environments have informed Toronto Catholic District School Board policies, programs, procedures and services. The multi-year accessibility plan places particular emphasis on the provisions of the regulations made under the AODA with regard to service, information and communications, employment and school transportation.

Initiatives at the local level and system wide address accessibility issues and hence identify, remove and prevent barriers to people with disabilities.

Accessibility initiatives are addressed through the various departments, including but not limited to: Planning and Facilities, Special Services, Health and Safety, and Human Resources.

### **Planning & Facilities:**

The TCDSB has undertaken a number of initiatives to identify, remove and prevent barriers to people with disabilities.

The Capital Development and Planning services department continues to ensure all schools that are in the design and construction phase, or any additions made to existing schools, meet or exceed accessibility standards. Presently, there are four (4) new elementary school in construction – scheduled to open in late 2018 or the spring of 2019. The Board is proceeding with three (3) replacement secondary schools and four (4) replacement elementary schools. In addition, the Board has completed the construction of four (4) elementary school additions with three (3) other elementary school additions underway.



The Facilities Department ensures that procedures are in place for preventative and emergency maintenance of the accessible elements in public spaces, and for dealing with temporary disruptions when accessible elements are not in working order. This includes providing notice of the temporary disruptions and contact information both on-site and electronically, when possible. ([TCDSB Notice of Disruption Document](#)) Malfunctioning or broken accessibility components will be prioritized on work orders.

The following accessibility features have also been installed in some schools several years ago from a one-time accessibility grant:

- Washroom modifications
- Ramps
- Wheelchair Stair-Lifts
- Automatic Door Openers
- Elevator Repairs
- Lifting Devices
- Structural Wall Modifications

The Board operates a large number of schools that either have one (1) story or alternatively, at schools which are greater than one (1) story, have a passenger elevator to assist individuals who may have mobility issues and who may experience a physical/architectural barrier if the individual is unable to utilize the stairwells. All accommodation options will be reviewed for individuals working in a multiple-story building without an elevator.

Through the annual budget presentation, specific projects are identified, prioritized and completed in a coordinated effort between the Planning & Facilities Department, Special Services and the local school Superintendents.



### **Special Services:**

Student accessibility projects and initiatives are reported to the Ministry of Education through the TCDSB's Special Education Plan. This plan is posted on the TCDSB's website [www.tcdsb.org](http://www.tcdsb.org).

Through the Intensive Support Amount (ISA), the Board has been able to provide assistive technology and many more accommodations at the individual school for students in need due to a disability.

The ISA process allows for individualized equipment such as a walker, standers, sensory materials, lifts, computers and assistive software to be purchased on behalf of individual students, if it is deemed essential for them to have the equipment in order to access the curriculum.

### **Human Resources/Employment:**

The TCDSB is an equal opportunity employer. In this regard, the Board recruits qualified staff specific to requirements of the particular job. Routine processes allow staff to be placed in facilities that accommodate their disability. The TCDSB accommodates staff with disabilities by providing necessary equipment that allows staff members to perform their duties in a barrier free workplace. The TCDSB has experienced professionals in place to assist staff members with disabilities to appropriately, safely and respectfully accommodate the employee in the workplace.

The workplace accommodation process practiced by the professionals in the Human Resources department is outlined in the Board's Workplace Accommodation for Employees with Disabilities Policy. Itinerant employees are encouraged to contact the site/supervisor prior to or upon arrival at the worksite to discuss accessibility needs.

### **Customer Service:**

The TCDSB updated its Accessibility Standards for Services and Facilities policy (A.36) on September 22, 2016. The TCDSB remains in compliance with the Customer Service Standard.



The TCDSB regularly solicits feedback about the manner in which it provides service and facilities to people with disabilities. Feedback processes vary including: in person, by telephone, in writing by mail, hard copy, diskette or fax, or by some other communication technology.





## 7.0 **Barrier Identification Methodologies**

The Accessibility Working Group will use the following identification methodologies. Staff with disabilities will be consulted throughout the process.

- (1) Presentation to Senior Staff:
  - Input and feedback will be provided as the plan evolves and consultation will be on-going.
- (2) Presentation to Employee Groups:
  - Information regarding the plan will be provided and the working group will prioritize the removal of barriers.
- (3) Presentation to Trustees:
  - Providing information regarding the plan and presented prior to posting the updated annual plan.
- (4) Data Gathering:
  - Information to be gathered from all TCDSB stakeholders to identify barriers and measures that would make the TCDSB more accessible to people with disabilities.

Data will be gathered by either facilitating interviews, focus groups and/or surveys from three (3) sources: the Board's central office, schools and individuals. In addition, data will also be gathered through the review of policies. The data-gathering instruments will address all areas of accessibility barriers (physical, architectural, communication, information, attitudinal, technological, policy and practice).

**Board Central Office-** Department heads and other key staff will be contacted.

**Schools-** A representative which may include parents or members of the school community.



**Individuals-** Individual students, parents and staff will be invited to respond and to contribute their suggestions in the area of accessibility. Information will be gathered from individuals using surveys and/or focus groups.

While the primary focus of the surveys, focus groups or interviews is to gather data for informed decision making, it is expected that they will also serve to raise the awareness of respondents regarding the question of accessibility and accessibility planning within the TCDSB community.

In gathering the data, deliberate efforts will be made to encourage participation from people with disabilities. This will include extensive communication of the plan and widespread invitations for input and feedback.

Pamphlets will be distributed to local schools to raise awareness on accessibility. Principals are encouraged to add accessibility awareness as a topic for discussion at staff meetings.



## 8.0 Recent Barrier Removal Achievements

Between 2012-2017, the TCDSB implemented projects and programs to improve accessibility for people with disabilities and to meet requirements of the *Accessibility for Ontarians with Disabilities Act*.

This document includes a summary of the accessibility initiatives the TCDSB has completed.

### **Information and Communications**

The TCDSB ensures it can identify and have ready access to resources that enable the Board to provide information and communication supports upon request and in a timely manner to persons with disabilities. (e.g. access to board meetings/school events)

The TCDSB has ensured readiness of school libraries to provide accessible or conversion-ready formats of print resources upon request.

The TCDSB has reviewed the status of capacity of school libraries to provide accessible or conversion-ready formats of digital or multimedia resources upon request in anticipation of 2020 deadline.

The TCDSB Information Technology (IT) Services has reviewed accessibility features of all updates and purchases related to board and school websites in anticipation of WCAG, 2.0, Level AA standards.

### **Employment**

During the 2012/2013 calendar year, the hiring and recruitment practices were reviewed with a view that employment is based upon qualifications and the ability to complete the core functions of the job description. The hiring and recruitment process for job classifications and professions at the Board was reviewed in order to minimize any possibility of individuals with disabilities being disadvantaged with accessibility barriers when seeking employment with the TCDSB.



Under the AODA, the recruitment process is to be barrier free for job applicants with disabilities and when making offers of employment the Board must notify the successful candidate of the policies in place regarding accommodating persons with disabilities in the workplace.

By January 1, 2014 the TCDSB was required under the AODA to notify all job applicants when they are selected to participate further in the selection process that accommodation is available upon request in relation to the materials or processes to be used. The Board must consult with the applicant who is selected and who requests an accommodation and is required to provide and arrange for the provision of suitable accommodation. The TCDSB must also notify all successful applicants, when making offers of employment, of policies, procedures and plans for accommodating persons with disabilities.

### **Architectural & Physical Barriers**

All designs of new schools and additions have building features that incorporate principles of universal and barrier-free design to meet the requirements of the Ontario Building Code and in many cases to address additional exceptional program needs.

Accessibility alterations and provisions of specialized facilities within existing schools continue where identified. Accessibility is addressed with the provision of power door operators at major interior and exterior doors, unisex barrier-free accessible washrooms, ramps at level changes, enhanced ventilation requirements, appropriate signage and audio or visual emergency alarm systems.

### **Policies**

The TCDSB's Accessibility Policy, in accordance with the AODA, reinforces the Board's commitment to providing accessible educational material, facilities, transportation and human resource practices for employees, students, volunteers and community members with disabilities.



## Training

In accordance with AODA requirements the TCDSB provided interactive training on the Human Rights Code as it pertains to persons with disabilities for school board employees, volunteers and all other persons who provide goods and services or facilities on behalf of the school board. All school boards will be obligated to present this training.

Link to training modules:

Accessibility Awareness:

<https://intranet.tcdsb.org/Resources/accessibility/Pages/default.aspx>

Customer Service Standards:

<https://intranet.tcdsb.org/Resources/accessibility/Pages/Customer-Service-Standards-Training-AODA.aspx>



## 9.0 Barriers to be addressed under the Multi-Year Accessibility Plan

The Integrated Accessibility Standards Regulation 191/11 filed in June, 2011 pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005* identified specific requirements to achieve accessibility in the areas of:

- Information and Communications
- Employment
- Transportation

These requirements build on the Accessibility Standards for Customer Service which came into force in 2007.

The Toronto Catholic District School Board intends, through this Multi-year Accessibility Plan for the period 2017-2022, to take action to address barriers to accessibility related to the Standards areas of current Regulations. This is in addition to ongoing work the Board is undertaking with regard to identification and removal of barriers in the Board's physical environment.

### **By January 1, 2020, the Board needs to:**

(1) Provide accessible school library resources when asked. If available, provide accessible versions of print resources and materials such as large print, electronic or audio versions.

#### Exceptions

The Board does not need to provide accessible formats for:

- rare books
- special collections
- archived materials
- donated books and materials

Types of accessible formats:

- large print
- electronic versions



- CDs or other audio, including podcasts
- braille

Types of conversion-ready formats:

Electronic or digital formats that are easy to convert into accessible formats such as HTML and structured Microsoft Word files.

How to comply:

To determine what format to provide, speak with the students who will be using the content. They may already be aware of ways to access it or convert it. If it is not possible to provide information in an accessible or conversion-ready format, your library representative will need to:

- explain why it cannot provide the materials as requested
- provide a summary of the information that cannot be converted

(2) Make printed learning materials accessible

If the Board produces other printed learning materials, it must make them accessible or easy to convert into other formats like accessible Microsoft Word files.

If you are unable to provide the content in an accessible or conversion-ready format, you must:

- explain to individual why you cannot convert the information
- provide a summary of the information



**By January 1, 2021, the Board needs to:**

Make websites and web content accessible.

The TCDSB public website and its content must meet WCAG 2.0, as outlined in the Accessibility Standard for Information and Communications.

The TCDSB does not have to make its internal website (intranet) accessible. The Board does not have to modify content posted before 2012. If asked, the Board will need to work with individuals to make the content available to them in an alternate format such as large print or braille.

Policies:

The TCDSB's current Multi-Year Accessibility Plan will be reviewed and amended every five years. The TCDSB's Accessibility Policy, in accordance with the AODA, reinforces the Board's commitment to providing accessible educational material, facilities, transportation and human resource practices for employees, students, volunteers and community members with disabilities.





## **10.0 Review and Monitoring Process**

The Accessibility Working Group meets during the year to review progress and evaluate the effectiveness of implementation of barrier-removal and prevention strategies and to plan for increased accessibility throughout the Board.

The Accessibility Working Group will ensure that in respect of the Multi-Year Accessibility Plan the following steps take place:

- (a) An annual status report on the progress of the measures taken to implement the plan is prepared.
- (b) At least once every 5 years the plan is reviewed and updated in consultation with persons with disabilities, with the Board's Special Education Advisory Committee and other relevant committees.



### **11.0 Communication of the Plan**

In addition to the public availability of the plan as referenced earlier on Page 2, the Toronto Catholic District School Board will post an annual status report on the progress of the Multi-year Accessibility Plan on the Board's website. The Board will accommodate requests for accessible formats of the Plan.

Questions, comments or feedback regarding the Accessibility Plan may be directed to the Superintendent of Human Resources.



## APPENDICES

- Appendix 1: Definitions
- Appendix 2: Trustees



## APPENDIX 1: DEFINITIONS

### BARRIER:

Anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including:

**Physical** barrier- Objects added to the environment, doors, windows, elevators, furniture, workstations, recreational facilities, playgrounds, bathroom hardware, etc.

**Architectural** barrier- inadequate or incomprehensible signage, difficulties reading brochures, forms, manuals, web sites, fax transmissions, equipment labels, computer screens, etc.

**Communication** barrier- Difficulties receiving information in person or by telephone; difficulties interacting with staff, difficulties receiving training and articulating in the recruitment and interview process.

**Attitudinal** barrier- Staff who do not know how to communicate with people with disabilities; staff who refuse to provide service; discriminatory behaviours.

**Technological** barrier- Computers, photocopiers, fax machines, telephones and switches; inadequate or inappropriate assistive technologies.

**Policy or a Practice**- Rules, regulations and protocols that prevent one from performing their job satisfactorily; or from serving the public; or that restrict public participation.

### DISABILITY:

- (a) Any degree of physical disability, infirmity, malformation or disfiguration that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation,



lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.

- (b) A condition of mental impairment or a developmental disability.
- (c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
- (d) A mental disorder, or
- (e) An injury or disability for which benefits were claimed or received under an insurance plan established under the *Workplace Safety and Insurance Act, 1997*; ("handicap")



## APPENDIX 2: TRUSTEES 2017-2018

### TORONTO CATHOLIC DISTRICT SCHOOL BOARD TRUSTEES 2017-2018

#### Wards

- |     |                                   |              |
|-----|-----------------------------------|--------------|
| 1.  | Joseph Martino                    | 416-512-3401 |
| 2.  | Ann Andrachuk                     | 416-512-3402 |
| 3.  | Sal Piccininni                    | 416-512-3403 |
| 4.  | Patrizia Bottoni                  | 416-512-3404 |
| 5.  | Maria Rizzo, Vice-Chair           | 416-512-3405 |
| 6.  | Frank D'Amico                     | 416-512-3406 |
| 7.  | Michael Del Grande                | 416-512-3407 |
| 8.  | Garry Tanuan                      | 416-512-3408 |
| 9.  | Jo-Ann Davis                      | 416-512-3409 |
| 10. | Barbara Poplawski,<br>Chair       | 416-512-3410 |
| 11. | Angela Kennedy                    | 416-512-3411 |
| 12. | Nancy Crawford                    | 416-512-3412 |
|     | Rhea Carlisle<br>Student Trustees | 416-512-3413 |
|     | Joel Ndongmi,<br>Student Trustee  | 416-512-3417 |



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# 2019 ACCESSIBILITY ANNUAL STATUS REPORT

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*Achievements for the 2018/2019 Academic Year*

During the past school year, the TCDSB continued its efforts to support the elimination of barriers for individuals with disabilities.

## **Facilities, Planning and Capital Development Department**

The Facilities, Planning and Capital Development department worked within the budget allocations to renovate schools, build new or replacement elementary and secondary schools and modify existing structures while ensuring that all requirements under the *Ontario Building Code* were met. *Ontario Building Code* requirements are in compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)* statutory obligations to ensure that physical barriers are eliminated for individuals with disabilities. The Facilities Department ensures procedures are followed for preventative and emergency maintenance of the accessible elements in public spaces and when dealing with temporary disruptions when accessible elements are not in working order. This includes providing notice and contact information on-site and electronically, when possible.

## **2018/19 Accessibility Annual Status Report - Facilities**

The Facilities Department has been incorporating accessibility upgrades in school addition, renovation and renewal projects wherever possible, most commonly adding a Universal Washroom. All new schools include elevators for barrier-free accessibility throughout the building, barrier-free washrooms on all floors and at least one universal washroom.

| AODA SUMMARY - RECENTLY COMPLETED CAPITAL AND RENEWAL PROJECTS |                                |   |
|--|--------------------------------|---|
| School   | Type of Project                | Scope of Work   |
| Blessed Margherita of Citta di Castello CS                     | Interior Renovation            | Universal Washroom and modifications to entrance and chair lift replacement |
| St. Gabriel CS   | Site Improvements              | Two AODA compliant exterior ramps to improve playground accessibility       |
| St. John the Evangelist CS                                     | Replacement School & Childcare | Universal Washroom and elevator   |
| St. Michael Choir School                                       | Existing School                | Elevator Rebuild  |



| AODA SUMMARY - PROJECTS UNDERWAY FOR CAPITAL AND RENEWAL |                                  |                                 |
|--|----------------------------------|---------------------------------|
| School   | Type of Project                  | Scope of Work                   |
| Blessed Cardinal Newman CHS                              | Replacement School               | Universal Washroom and elevator |
| Dante Alighieri Academy                                  | Replacement School               | Universal Washroom and elevator |
| Father Serra CS  | Child Care Addition              | Universal Washroom and elevator |
| Holy Angels CS   | Replacement School & Childcare   | Universal Washroom and elevator |
| Holy Family CS   | Child Care Retrofit              | Universal Washroom              |
| Madonna Catholic Secondary School                        | Accessibility Study              | Consultant retained             |
| Nativity of our Lord CS                                  | Child Care Addition              | Universal Washroom              |
| New Baycrest Avenue School (Unnamed)                     | New School with Childcare Centre | Universal Washroom and elevator |
| Pope Francis CS  | Child Care Retrofit              | Universal Washroom              |
| Santa Maria CS   | Child Care Addition              | Universal Washroom              |
| St. Albert CS  | Child Care Addition              | Universal washroom              |
| St. Andre CS   | Child Care Addition              | Universal Washroom              |
| St. Antoine Daniel CS                                    | Replacement School & Childcare   | Universal Washroom and elevator |
| St. Barbara CS   | Child Care Addition              | Universal Washroom              |
| St. Barnabas CS  | Child Care Addition              | Universal Washroom              |
| St. Bartholomew CS                                       | Child Care Addition              | Universal Washroom              |
| St. Bernard CS   | Child Care Addition              | Universal Washroom              |
| St. Bruno-St. Raymond CS                                 | Replacement School & Childcare   | Universal Washroom and elevator |

|                            |   |                                 |
|----------------------------|---|---------------------------------|
| St. Edmund Campion CS      | Child Care Addition                     | Universal Washroom              |
| St. Fidelis CS             | Replacement School & Childcare          | Universal Washroom and elevator |
| St. Gerald CS              | Child Care Addition                     | Universal Washroom              |
| St. Gregory CS             | Interior Renovation                     | Student Accommodation           |
| St. Jean de Brebeuf CS     | Child Care Addition                     | Universal Washroom              |
| St. John the Evangelist CS | Replacement School & Childcare          | Universal Washroom and elevator |
| St. John Vianney CS        | Child Care Retrofit                     | Universal Washroom              |
| St. Leo / St Louis CS      | Replacement School & Childcare          | Universal Washroom and elevator |
| St. Margaret CS            | School Addition/<br>Child Care Retrofit | Universal Washroom and elevator |
| St. Matthias CS            | Replacement School & Childcare          | Universal Washroom and elevator |
| St. Michael Choir School   | Existing School                         | Elevator Rebuild                |
| St. Nicholas of Bari CS    | Child Care Addition                     | Universal Washroom              |
| St. Paul VI CS             | Child Care Retrofit                     | Universal Washroom              |
| St. Roch CS                | Child Care Addition                     | Universal Washroom              |
| St. Thomas Aquinas CS      | Child Care Addition                     | Universal Washroom              |
| St. Wilfrid CS             | Accessibility Study                     | Consultant retained             |

A protocol has been established for notification on the Board website when elevators and other accessibility devices are out-of-service and that protocol is being followed, with Operations, Maintenance and Communications staff collaborating to ensure repairs are carried out as quickly as possible and notifications are placed on the website.

Work is underway on an updated playground design standard which will incorporate accessibility to playground elements that currently are not accessible. The new standard will be used for new schools and for playground upgrades wherever possible.

### **Accessible Schools for Individuals with Physical Disabilities**

The Board is proud to provide a great number of schools that either have one (1) story or alternatively, at schools which are greater than one (1) story, have a passenger elevator to assist individuals who may have mobility issues and who may experience a physical/architectural barrier if the individual is unable to utilize the stairwells.

#### **Single Story Schools:**

|                            |                               |                                       |
|----------------------------|-------------------------------|---------------------------------------|
| St. Kateri Tekakwitha CS   | Our Lady of the Assumption CS | St. Henry CS                          |
| Holy Angels CS             | Sacred Heart CS               | St. John Vianney CS                   |
| Josyf Cardinal Slipyj CS   | St. Elizabeth Seton CS        | St. Maximilian Kobe CS (field centre) |
| Monsignor John Corrigan CS | St. Florence CS               | St. Sylvester CS                      |
| Our Lady of Grace CS       | St. Gabriel Lalemant CS       | The Divine Infant CS                  |

#### **Schools with a Passenger Elevator or Lift (as of December 2019):**

|                                      |                                 |                             |
|--------------------------------------|---------------------------------|-----------------------------|
| All Saints CS                        | Nativity of Our Lord CS         | St. Francis Xavier CS       |
| Bishop Allen Academy                 | Our Lady of Fatima CS           | St. Gregory CS              |
| Bishop Morocco/Thomas Merton CSS     | Our Lady of Lourdes CS          | St. Helen CS                |
| Blessed Cardinal Newman HS           | Our Lady of Sorrows CS          | St. Jane Francis CS         |
| St. Mother Teresa CSS                | Our Lady of Victory CS          | St. Joachim CS              |
| Blessed Trinity CS                   | St. John Paul II CSS            | St. John the Evangelist CS  |
| Brebeuf College School               | Prince of Peace CS (lift)       | St. Joseph's College School |
| Canadian Martyrs CS                  | Monsignor Fraser (Norfinch)     | St. Kevin CS                |
| Cardinal Carter Academy for the Arts | Senator O'Connor College School | St. Luke CS                 |
| Cardinal Leger CS(lift)              | St. Agatha CS                   | St. Malachy CS              |
| Father Henry Carr CSS                | St. Albert CS                   | St. Maria Goretti CS        |
| Father John Redmond CSS              | St. Ambrose CS                  | St. Mark CS                 |
| Francis Libermann CHS                | St. Andre                       |                             |

|                                     |   |                       |
|-------------------------------------|---|-----------------------|
| Holy Cross CS                       | Blessed Margherita of Citta di Castello CS (lift) | St. Angela            |
| Immaculate Conception CS            | St. Anthony CS                                    | St. Monica CS (lift)  |
| James Cardinal McGuigan CHS         | St. Basil the Great CS                            | St. Nicholas CS       |
| James Culnan CS                     | St. Bede CS                                       | St. Norbert CS        |
| Jean Vanier CSS                     | St. Bernard CS                                    | St. Oscar Romero CSS  |
| Loretto Abbey CSS                   | St. Bonaventure CS                                | St. Patrick CSS       |
| Loretto College School              | St. Brendan CS                                    | St. Pius X CS         |
| Marshall McLuhan CSS                | St. Charles Garnier CS                            | St. Raphael CS (lift) |
| Mary Ward CSS                       | St. Clement CS                                    | St. Robert CS         |
| Michael Power/St. Joseph HS         | St. Conrad CS                                     | St. Simon CS          |
| Monsignor Percy Johnson CHS         | St. Cosmas & Damian CS                            | St. Stephen CS        |
| Catholic Education Centre           | St. Domenic Savio CS                              | St. Thomas More CS    |
| St. Michael Catholic Academy (lift) | St. Edward CS                                     | St. Timothy CS        |
| St. Michael Choir School            | St. Francis of Assisi CS                          | St. Ursula CS         |
|                                     | St. Mary Catholic Academy (lift)                  | The Holy Trinity CS   |

### **School Site Facility Accommodation Requests from Parents/Students- Board Operational Procedure “Accessibility Best Practices”**

The Board is pleased to announce that the “Accessibility Best Practices” document was created and approved by the Board of Trustees as an appendix to the TCDSB Accessibility Standards for Services and Facilities policy (A.36). This applies to accommodation requests for all students or prospective students of the School Board. It applies to all School Board locations.

This Operational Procedure does *not* apply to accommodations provided as part of special education programs and services for exceptional students under **Identification and Placement of Exceptional Pupils**, O.Reg. 181/98, made under the *Education Act*, RSO 1990, c E.2.

The Board encourages students and/or parents to suggest how the student’s disability could be accommodated. In addition, the Board encourages the parents of the student to provide reports, letters, and/or other documents from treating physicians or other health care professionals relating to the disability and the impairments or restrictions which give

rise to the need for accommodation.

Following receipt of a request for an accommodation, the school principal will send a letter or email confirming that the request has been received. The request will be considered in as expeditious a manner as possible. The request will be addressed and the appropriate accommodation may be provided in a way that respects the dignity of the student. Amongst the things considered in assessing the request are:

- The student's disability and the arising impairment or restrictions;
- The medical evidence provided, and/or, depending on the circumstances, additional medical evidence obtained with the permission of the student and/or parents or guardians;
- The accommodations requested;
- Other possible accommodations that may address the student's impairment or restrictions.

## **Special Education and Services**

The Special Services Department is committed to reducing and eliminating barriers for students with special needs for their physical and learning environments. The Toronto Catholic District School Board strives to provide each student with special needs with the attitudinal, academic and physical skills to reach their full potential for learning and practical skills development. During the 2018-2019 school year, 15,765 students with Special Education Needs accessed Special Education programs and/or services. Of that number, 7,802 accessed Special Education programs/services with an Individual Education Plan (IEP) and were formally identified as Exceptional; and 7,963 accessed Special Education programs/services with an Individual Education Plan (IEP) only.

Students who have been identified with a Special Education Exceptionality, as possessing a special education exceptionality, as defined by the Ministry of Education (MOE) and outlined in the Toronto Catholic District School Board's Special Education Plan, have an Individual Education Plan (IEP), an MOE requirement. An IEP is written for students receiving Special Education supports and services in order to meet their individual, academic, emotional, social, behavioural and physical needs. Through consultation with parents, classroom teachers and a Special Education Teacher, the IEP

is written within 30 school days of a student's placement in a Special Education program. Accommodations set out in the IEP are implemented to reduce or remove barriers that hinder the learning of a student with special needs. Access to assistive technology, extra time on tests, varying assessment methods and providing instruction notes are some examples of accommodations made as a result of the instructional assessment, and environmental accommodations set out in the IEP.

The IEP includes the following elements:

- strengths and needs related to the student's learning;
- relevant assessment data;
- list of instructional, environmental and assessment accommodations the student requires;
- current level of achievement for each modified subject/course/alternative program area;
- annual program goals, learning expectations and strategies;
- assessment methods;
- documentation of parent consultation;
- transition plan for students 14 years of age and older; and
- a safety plan (if applicable)

During the 2018/2019 academic year, to assist in elimination of barriers in the students' learning environments, the Ministry of Education approved 2,170 SEA claims for the period of September 4, 2018 – June 28, 2019. The equipment includes devices such as positioning devices and amplification systems. SEA claims may also include computers and software that facilitate access to curriculum such as word prediction programs, speech-to-text programs, text-to-speech programs and movement-to-text programs through computer-generated prompting methods.

On a continual basis, Administrators (Principals/Vice-Principals) work to identify physical barriers in schools that hinder the learning of students with special needs. Providing ramps, electronic door openers, lifts and hand rails in bathrooms are examples of some physical changes to buildings that the Planning Department have implemented on an individual needs basis. The removal of physical barriers is facilitated through local-level discussions with the Planning Department, the school Principal and the Area Superintendent of Education.

## Health & Safety

### Student & Employee Emergency Evacuation Response Plan(s)

In accordance with the AODA Integrated Accessibility Standards Regulation, the Toronto Catholic District School Board developed Individual Emergency Evacuation Response Plans for all students and staff members with disabilities or limitations which may hinder their ability to exit the building in the case of an evacuation.

The individual Emergency Evacuation Response Plan is customized by the school administrator, for students, or by the employee's manager, to incorporate the mobility or capacity limitations into a site based plan to ensure that the individual's safety, in case of an emergency evacuation, is of the highest consideration. The individual Emergency Evacuation Response Plan also provides information and instructions to those individuals assigned to assist the disabled student and/or employee, if necessary, on the protocol and methods to meet the individual's special needs for evacuation. The Emergency Evacuation Response Plan template document can be found on the Board's intranet website portal under the Health & Safety Department's drop-down menu.

## Human Resource Services

### Workplace Accommodations for Disabled Employees

As part of the Human Resources Division, the Benefits Department continues to develop customized individual workplace accommodations for employees with both temporary and permanent physical and cognitive limitations, restrictions and impairments. The workplace accommodation process is described in the Toronto Catholic District School Board's Workplace Accommodation for Employees with Disabilities Policy- H.M.38. Through the Functional Abilities Form (FAF) and additional medical documentation provided by the employee, from their treating Physician or licensed Medical Practitioner, the Disability Management Team may arrange for workplace site assessments, ergonomic assessments, and accessibility assistive devices to determine the accommodation required for the employee and what equipment or job duty changes may be appropriate for their particular physical and/or cognitive disability. Through the intensive workplace assessments conducted by the Disability Management Team, it may be ultimately determined that modified work is appropriate or that the employee be permanently



accommodated in the workplace to address their individual physical or cognitive impairments.

In compliance with the January 1, 2014 deadline under the Integrated Accessibility Standards Regulation of the AODA, the Benefits Department has developed standardized workplace accommodation documents that detail the employee's physical and/or cognitive limitations and impairments in relation to the required duties of the employee's job classification, while ensuring confidentiality of the employee's medical condition. A detailed description and outline of the employee's accommodation within the job classification and/or alternative job classification, if found to be completely disabled from the employee's original job class, is documented by the Disability Management Team on the Workplace Accommodation document. In accordance with the Board's Workplace Accommodation for Employees with Disabilities Policy, the workplace accommodation plan is discussed in collaboration with the disabled employee, Board Management and our Union partners for those employees who are a member of a bargaining unit.

### **Accessible Recruitment Practices**

The Recruitment Services Department of the Board's Human Resources Division aims to promote and provide all candidates, both internal and external, with an opportunity to request an accommodation during the recruitment process.

As of January 1, 2014, Recruitment Services is proud to offer individualized accommodations for current employees or external candidates during the interview and/or skills testing processes for vacant positions. The candidate is required to request an accommodation before being interviewed and/or tested for the position to which they have applied. The candidate may also be asked to provide details regarding how to appropriately accommodate their disability during an interview process and in a skills testing environment. In some circumstances, which may be dependent on the nature of the disability identified, the applicant may be required to produce medical documentation to support their request during the recruitment process. The medical documentation provided by the applicant will provide direction and clarity to the Recruitment Department in order to appropriately accommodate the applicant's physical and/or cognitive disabilities. Accommodations implemented during the recruitment process are completed centrally, at the Toronto Catholic District School Board's Catholic Education Centre (Board Office), as well as at schools sites and the Regional Facilities Offices.



For the 2018-19 Academic Year, there were five (5) AODA accommodation requests for the purpose of recruitment.

### **Accessibility Awareness Training for Educators**

In accordance with the statutory obligations of the Integrated Accessibility Standards Regulation of the AODA, since the 2012/2013 academic year the Toronto Catholic District School Board has delivered accessibility awareness training to its educators (as defined under the AODA) including: Superintendents of Education, Principals, Vice-Principals, Teachers, Educational Assistants, Child and Youth Workers, Early Childhood Educators, Social Workers, Speech and Language Pathologists, Psycho-educational Consultants, Psychologists, Attendance Counselors, Secondary School Student Supervisors, International Language Instructors, Adult English as a Second Language (ESL) Instructors and Adult ESL Nursery Instructors.

The accessibility awareness training reviews the obligations under the AODA which impact the Board's program and classroom staff. The training specifically focuses and provides reference and resource materials that are designed to assist student based educational staff in developing strategies for educating all students regarding accessibility awareness. In addition, the training provides the educator staff with academic tools to design lesson plans that integrate accessibility awareness into the grade level curriculum.

### **Human Rights and Accessibility Training for Support Staff**

In accordance with the statutory obligations of the Integrated Accessibility Standards Regulation of the AODA, since January 1, 2014, the Toronto Catholic District School Board has delivered accessibility awareness and human rights training to its support staff, volunteers and co-op students (staff members not defined as "educators").

The accessibility awareness and human rights training was developed by the Ontario Human Rights Commission and reviews the obligations under the AODA and the *Ontario Human Rights Code* which impact the Board's staff, volunteers, co-op students. The training specifically focuses on the rights of employees to workplace accommodations and the barriers in the workplace relating to accessibility and all disabilities which have been recognized by the Ontario Human Rights Tribunal.

The TCDSB has also ensured through its community partnership programs, joint ventures, and external contractors that the partner and/or contracted organization is responsible for the deliverance of accessibility awareness and human rights training

through amendments to the TCDSB's community partnership agreements and vendor contracts.

## **Accessible Formats**

### **Educational & Training Materials**

The Board is dedicated to providing staff, students and members of the public with accessible and conversion ready print based materials, upon request. Members of the community are encouraged to contact the TCDSB site Manager, Principal or Superintendent to make the necessary arrangements to receive accessible format print materials. In accordance with the Board's Workplace Accommodation for Employee with Disabilities Policy, staff who require accessible format work materials and/or educational and training materials are advised to request a workplace accommodation in accordance with the Board's policy. Students who require training and/or educational material in an accessible format are recommended to go through the Special Education Services department and through the IEP process, materials will be provided by the Board's school-based educator staff to meeting the student's unique accommodation requirements.

### **Communication Materials**

Upon request, any communication material produced by the Board, with the exception of video or audio streaming content delivered through the Board's internet or intranet website, will be converted into an accessible format based upon the accessibility need of the community member, volunteer, staff member or student. The Board may require documentation to support the request in order to tailor the accessibility requirement to the individual's needs. Individuals requiring communication materials to be converted into an accessible format are recommended to contact the site Manager, Principal, Superintendent or the Board's Communications Department to arrange for the communication material(s) to be converted.

Teachers in central positions, from Curriculum Learning & Innovation, Student Success, Special Services, and the Equity, Diversity and Indigenous Education departments, have received initial training on accessibility considerations when creating and delivering presentations. Further workshops will also be planned for these groups to ensure awareness about accessibility needs and how to ensure workshops are accessible.

All online registration forms for professional learning, within the above mentioned departments, will now include an accessibility question that allows participants to

indicate if accommodations are necessary.

The statement is: “The TCDSB is committed to creating an inclusive, barrier-free environment. Please indicate any accommodation requirements that would help facilitate your attendance at this event. Please note that we may require specific information relating to your noted accommodation to best inform our intervention.”



REPORT TO

**STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE**

**MENTAL HEALTH AND WELL-BEING ANNUAL REPORT 2018-2019**

*Be strong and bold; have no fear or dread of them, because it is the Lord your God who goes with you; he will not fail you or forsake you. Deuteronomy 31:6*

| Created, Draft    | First Tabling   | Review |
|-------------------|-----------------|--------|
| December 13, 2019 | January 9, 2020 |        |

Linda Maselli-Jackman, Superintendent of Education, Special Services  
Dr. Marie-Josée Gendron, Chief of Mental Health Strategy and Staff Well-Being

**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

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

A significant focus within the Toronto Catholic District School Board (TCDSB) Multi-Year Strategic Plan is fostering student achievement and well-being. This is accomplished in part, by creating equitable learning environments. Equitable learning environments strive to ensure that the physical, emotional, social, intellectual, and spiritual needs of all students are met. This is best achieved with the school board and the community working in collaboration; and TCDSB values collaborations with parents, parish and community. Student Mental Health and Well-Being nurtures those relationships and thus strengthens public confidence.

Efforts to create mentally healthy school environments for students are evidenced in many ways. Progress with the Student Mental Health and Well-Being Strategy September 2015-June 2019 has been made across each of the TCDSB priority areas:

- a) Building Foundations,
- b) Fostering Skills and Knowledge,
- c) Supporting Well-Being and Decreasing Stigma,
- d) Engaging Families, and
- e) Partnering with the Community.

Opportunities for increased understanding of mental health and well-being continue to be created for all employee groups as well. Presentations, workshops and initiatives to raise awareness of mental health and well-being have been offered to staff, students, and the parent community.

*The cumulative staff time required to prepare this report was 30 hours*

## **B. PURPOSE**

1. This Mental Health and Well-Being 2018-2019 Annual Report will include both qualitative and quantitative data related to student mental health and well-being procedures, programs, and professional development related to the creation of mentally-healthy learning environments, and the strengthening of public confidence in the TCDSB. This report serves the requirement of the Board for an annual review and update.

2. The TCDSB Mental Health and Well-Being Strategy aligns with the Multi-Year Strategic Plan (MYSP) priority action #4: *To create welcoming, healthy, and equitable learning environments for all students*. Goals B4.1 and B4.2 articulate the intent of the TCDSB to provide all students with equitable access to learning so that the most vulnerable students achieve to their full potential; and, furthermore, to ensure that the physical, emotional, intellectual, social and spiritual needs of all students are met.
3. When students feel good about themselves, their achievement improves. In view of the MYSP goals for fostering student achievement and well-being, the Mental Health Strategy and its implementation team has assisted schools with the development of their Well-Being Plans as part of their School Learning Improvement Plan (SLIP).
4. In 2019-2020, this mandate continues to be expanded to include a focus on the well-being of TCDSB staff.
5. The following areas will be addressed in this report:
  - 1) TCDSB Mental Health and Well-Being Strategy 2015-2018
  - 2) TCDSB Mental Health and Well-Being Policy (S.03) and associated guidelines
  - 3) Professional Learning to build capacity within the System
  - 4) Service Delivery – Board level
  - 5) Service Delivery – Inter-ministerial agreements
  - 6) Actionable items 2018-2019

## **C. BACKGROUND**

1. The TCDSB Mental Health and Well-being policy (S.03) was adopted in June 2013 and the TCDSB Mental Health and Well-Being Strategy in January 2016. This is the sixth annual review and update report. The new Mental Health and Well-Being Strategy 2019-2022 was presented to the Special Education Advisory Committee on June 12, 2019 and approved by Board on September 19th.
2. The Mental Health and Well-Being Policy contains the following metrics on the annual reporting of the Mental Health and Well-Being Strategy:
  - *Special Services personnel will annually review the Mental Health Response Guidelines, the Suicide Intervention Guidelines, and the*

*Mental Health Crisis Response Guidelines and assess their effectiveness.*

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

1. The following priority areas form the basis of the TCDSB Student Mental Health and Well-Being Strategy 2015-2018:

- **Engaging Families**

Optimal mental health for students while in school cannot be achieved without engagement of parents and families. When caregivers are engaged, students demonstrate increased motivation, higher grades, and better behaviour. TCDSB will continue to incorporate the family's voice in all aspects of mental health and well-being plans and programming.

- **Fostering Skills and Knowledge**

Create ideal conditions for mental health and well-being by building and fostering skills and knowledge of resilience and fortitude. Our Catholic faith teaches us compassion for one another and as a community we can flourish as we build our awareness and understanding of mental health and well-being.

- **Supporting Well-Being and Decreasing Stigma**

Acknowledging that we all have mental health, just as we all have physical health, will assist in tearing down barriers built by stigma. A focus on Supporting Well-being and decreasing stigma will promote wellness and help to combat the debilitating impact of stigma. Student mental health occurs along a continuum. Our supports for student mental health will mirror that continuum.

- **Building Foundations**

Building Foundations refer to the development of the organizational conditions which are key in effective school mental health. The foundations range from commitment, to a clear and focused vision, ongoing quality improvement, clear protocols directing our work and

care, and collaboration. TCDSB will continue to focus on the integration of student Mental Health and Well-being into all aspects of school life and improvement. Student mental health and well-being underpins optimal conditions for academic life and achievement.

- **Collaborating with the Community**

It is essential to recognise the importance of a shared responsibility for mental health and well-being between family, school and community including parish. Community children and mental health collaborators assist in building success for our students. TCDSB continues to work towards equitable and sustainable community memorandums of understanding.

2. The following related legislation and policy govern the TCDSB mental health strategy:

- Open Minds, Healthy Minds Ontario's Comprehensive Mental Health and Addiction Strategy June 2011<sup>1</sup>
- Ontario's Well-Being Strategy for Education: A Discussion Document 2016<sup>2</sup>
- TCDSB Mental Health and Well-Being Policy (S.03)

## **E. METRICS AND ACCOUNTABILITY**

The following sources of data support the TCDSB Mental Health Strategy:

### **Building Foundations**

- The TCDSB Mental Health Advisory Council (MHAC) met regularly in the past school year (2018-19). The Council which is comprised of various stakeholders (**Appendix A**) included all of the following: collective bargaining units, trustees, parents, students, and community.

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<sup>1</sup> [www.health.gov.on.ca/en/common/ministry/publications/reports/mental\\_health2011/mentalhealth\\_rep2011](http://www.health.gov.on.ca/en/common/ministry/publications/reports/mental_health2011/mentalhealth_rep2011)

<sup>2</sup> <http://www.edu.go.on.ca/eng/about/WBDiscussionDocument.pdf>



- The Stop the Stigma Secondary School Students Mental Health Advisory Council (SMHAC) was consulted regularly throughout the school year. This council is comprised of secondary students who have volunteered to participate on the council. These students helped to deliver the Stop the Stigma training and education events both for elementary and secondary schools. The SMHAC students advised the mental health team and helped inform the new Student Mental Health and Well-Being Strategy 2019-2022.
- The TCDSB Mental Health and Well-Being Policy and associated guidelines such as the Mental Health Response Guidelines, the Suicide Intervention Guideline and the Suspected Child Abuse Reporting Protocol were shared at various Administrator meetings throughout the school year.
- Social Work and Psychology staff continued to deliver school staff presentations regarding the TCDSB Mental Health and Well-Being Policy.

### **Fostering Skills and Knowledge**

- A continued focus on the document, *Supporting Minds* was provided by Social Work, Psychology staff and the Mental Health Team through the delivery of various modules including Anxiety, Depression and the Mentally Healthy Classroom, in both secondary and elementary schools. The mental health team offered targeted in-services to Guidance Counsellors, Student Success teachers, Assessment and Programming Teachers, Programming and Assessment Teachers as well as the Autism team.
- Social Work staff facilitated 281 group sessions to students, delivered 294 presentations related to mental health and well-being including 153 classroom presentations, 24 school presentations to staff, and 117 presentations outside of the classroom to various stakeholders.
- Furthermore, Psychology staff delivered 151 presentations related to mental health and well-being including 105 presentations to staff, 35 sessions to students and 11 to parents.

- From April to June 2019, the 6 Mental Health professionals from the mental health team facilitated 58 student classroom sessions in 6 high schools.
- Evidence-based professional development was delivered to educators at both panels on professional development days including FRIENDS, an anxiety prevention program, and Stress Lessons, a program focused on building students' resiliency.
- Expert level professional development for school social work and psychology staff was provided on topics related to wellness, mental illness and counselling interventions (e.g. Brief Intervention for School Clinicians, Cognitive Behaviour Therapy and Applied Suicide Intervention Skills Training).
- Since the implementation of the first TCDSB Student Mental Health and Well-Being Strategy in 2013, the number of TCDSB staff training in SafeTALK, a suicide awareness program, has grown to over one thousand with 180 staff attending workshops in 2018-2019. A total of 60 staff members were trained in Applied Suicide Intervention Skills Training (ASIST).

### **Supporting Well-Being and Decreasing Stigma**

- All Secondary Schools continued their involvement in the *Stop the Stigma* initiative. In addition, the number of elementary schools participating in *Stop the Stigma* grew to 53. (Each year an increased number of elementary schools is brought into this expanding initiative). A survey at the end of the school year indicates the many initiatives and campaigns that took place across our 85 *Stop the Stigma* school teams (**see Appendix B**).
- School Social Work staff provided individual counselling to 5,577 students and facilitated 281 group sessions. Suicide Intervention Risk Reviews using the ASIST format were provided to 755 students during the 2018-2019 school year.
- Psychology staff responded to a total of 943 referrals, including conducting 620 psychoeducational assessments. All of these assessments include an evaluation of students' social-emotional profile. Psychology

staff also provided individual counselling to 333 students and facilitated 207 group sessions. Suicide Intervention Risk Reviews using the ASIST format were provided to 155 students.

- From April to June 2019, the 6 Mental Health Professionals provided individual counselling to 35 student. Suicide Intervention Risk Reviews using the ASIST format were provided to 6 students.
- From April to June 2019, the 6 Mental Health Professionals delivered social-emotional program, Stress Lessons, in 12 classrooms (Grade 9-12) in 6 high schools. The percentage of students (total of 186), that felt they could not cope with all the things they had to do, went down from 45% at pre-test to 34% at post-test.
- TCDSB teachers successfully piloted a social-emotional resource, Faith & Wellness, in 3 classrooms. Faith & Wellness is a collection of everyday social-emotional activities for the classroom. The resource was co-developed by OECTA and School Mental Health Ontario.

### **Engaging Families**

- Mental Health Newsletters continued throughout the 2018-19 school year. Feedback suggested that the newsletters provided timely information regarding current mental health and well-being trends. Topics addressed included transition back to school and to summer vacation, good sleep hygiene, tips for parents to help children handle difficult emotions.
- Parents continued as members of the Mental Health Advisory Council which convened four times in the last school year. This council provides an opportunity to provide parent voice to the TCDSB Mental Health Strategy.
- Presentations related to well-being were held at the annual Special Services and Community Resources Fair including a presentation on supporting mentally healthy and resilient children. During Children's Mental Health Week in May, Alyson Schafer presented on Anxiety and Your Tween, Your Youth to about 300 parents at Senator O'Connor College School.

## **Partnering With the Community**

- TCDSB continued collaborating with 13 Children’s Mental Health organizations. These valued collaborations provide an opportunity for TCDSB students to receive supports within community settings which can often be facilitated in a more seamless manner. This results in a more direct method of access for students and families and a less convoluted process in navigating community supports.
- TCDSB staff continued to be leaders in the community including being a Board member of The Ontario Psychological Association, as well as participation on the Section of Psychology in Education committee.
- TCDSB staff provided presentations at various conferences on topics related to school mental health.
- The Ministry of Children and Youth Services Priority Access Program accepted 164 referrals for individual and family counselling support. The program enables School Social Workers and School Psychology staff to refer families directly to designated children’s mental health organizations.
- Toronto Central Community and Care Access Centre (TC-CCAC) Mental Health and Addiction Nurses completed 178 referrals during the 2018-19 school year.

## **F. ACTIONABLE ITEMS 2019-2020**

### **1. Rollout of Student Mental Health Strategy 2019-2022:**

- Develop a communication campaign for system-wide reach (i.e., updated video, updated information on website, newsletter highlighting the strategy, presentation of strategy to principals and other stakeholder groups).
- Video showcase of the work of a Mental Health Professional worker.

### **2. Highlight the connection between Mental Health and Well-Being and our Catholic Faith Values:**

- Support the expansion of the Faith and Wellness program in partnership with School Mental Health Ontario and OECTA.

- Continued collaboration with our Nurturing Catholic Community Department.
- Inclusion of Catholic faith elements in the Mental Health Newsletter.

### 3. School Well-Being Teams:

- Implementation of pilot teams in 20 schools by February 2020.
- Delivery of PD to representatives from the 20 pilot schools.
- Support teams in implementing mental health goals (incorporated into the School Learning Improvement Plan where possible).
- Support the teams in championing local initiatives based on identified needs (e.g. through student surveys).

### 4. Continued implementation of **Mental Health Professional Workers** in secondary schools, with a focus on:

- Student mental health literacy (Tier one) classroom programs such as *Stress Lessons*.
- Targeted individual counselling using a brief model such as the Brief Intervention for School Clinicians (BRISC).
- Professional learning opportunities for school staff.

### 5. Implementation of *Stress Lessons* research evaluation project:

- Provide support to 6 teachers to implement the program.
- Work collaboratively with the TCDSB research department and Ryerson University for the purpose of measuring program effectiveness.

### 6. Addition of the **Supporting Minds Module “ADHD”** to the roster of modules available to schools for staff presentations:

- Social Work and Psychology staff will be in-serviced fall/winter 2019, with availability to schools 2019-20.

### 7. Annual review of the TCDSB **Student MH Policy and associated guidelines** with all principals:

- Principals will be encouraged to enlist support from Social Work/Psychology staff to facilitate reviews with all school staff.

### 8. Continued delivery of **suicide awareness** (SafeTALK) and **suicide intervention** (ASIST) professional development for targeted groups:

- This is a retraining year for all Social Work and Psychology staff.

9. Continue to work with School Mental Health Ontario to rollout **additional training for our mental health service providers** (e.g. BRISC training, CBT):
  - Implementation support for clinicians receiving the training.
10. By focusing on areas of targeted need, pursue the development of more **Mental Health Memorandums of Understanding** with mental health agencies.
11. Continue the expansion of the **Stop the Stigma** student mental health awareness program from 53 to 71 elementary schools; ongoing support provided to all existing school teams:
  - “On-boarding” of new teams in the fall, Student Symposiums in early winter (elementary and secondary), and training days in early spring.
12. Continue to **engage students** in mental health initiatives (e.g. consultation with the Student Mental Health Advisory Council - SMHAC, training for Stop the Stigma teams, training for student groups on mental health awareness and pathways to care).
13. Continue to offer professional development using School Mental Health Ontario’s *Supporting Minds Modules* at various system-wide Professional activity days and upon request by various staff groups (e.g., Autism team, Guidance Counsellors, Student Success, etc.).
14. Mental Health initiatives will support and enhance the Mental Health and Well-Being of all TCDSB students with special attention paid to ensure that underserved populations, as outlined in the TCDSB Equity Action Plan, are supported.
15. Continue to engage the **parent community** with respect to student mental health (e.g., consultation with parent representatives on the Mental Health Advisory Council; TCDSB Mental Health Newsletter, etc.).
16. In collaboration with all stakeholders, implement a Staff Well-Being Committee with representatives from all employee groups. The committee will inform the development and implementation of the TCDSB Staff Well-Being Strategy focusing on the 13 Psychological Safety Standards.

## **G. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

**TCDSB MENTAL HEALTH ADVISORY COUNCIL**  
**Application for Parent/ Community Member**

The TCDSB Mental Health Advisory Council is seeking applications for Parent Members and Community Members. As members of the Catholic community, the TCDSB Mental Health Advisory Committee is committed to the well-being and mental health of all staff and students.

The Terms of Reference for the TCDSB Mental Health Advisory Council include:

- a. To provide advice to the Board about mental health strategies and initiatives. The various employee and stakeholder group representatives can bring forth information related to mental health for consideration.
- b. To consult with different stakeholders to assist TCDSB develop and implement strategies and initiatives to meet Ministry requirements in support of Provincial Student Mental Health.
- c. To provide input and advice on Ministry of Education policy and strategies, as well as TCDSB guidelines and strategies pertaining to student mental health. The advisory council also reviews metrics for monitoring board guidelines and strategies.

The Mental Health Council meets four times per school year. Meetings are generally held from 5:00 – 7:00 p.m. The composition of the Council includes representatives from parents, students, teachers, support staff, principals and vice principals, community members and trustees. Representatives serve on the council for one school year.

Please follow the link to access the application. Please send your inquiries or submissions to [communityrep@tcdsb.org](mailto:communityrep@tcdsb.org). The deadline for applications is Friday, November 30, 2018.



| <b>School:</b>                       | <b>What initiatives did your STS Team plan for the 2018/2019 school year?</b>   |
|--------------------------------------|---|
| St Basil the Great                   | 1) Exam stress hot chocolate- January exams<br>2) Guest speaker- Covenant House<br>3) Green Ribbon Campaign<br>4) Bulletin board- designed with student quotes collected from students about how they deal with stress and anxiety.<br>5) Kahoots<br>6) Prayers and announcements<br>7) Stress balls with graduates with the phone numbers of mental health supports in the community.<br>8) Mindful play (playdough)<br>9) Stop the Stigma 7x7ft poster signed by students.<br>10) Mindfulness training. |
| Jean Vanier                          | Wellness Week , Christmas Treats with Positive messages, monthly meetings, Participation in board wide events, advocacy: Promoting our team and our initiatives.  |
| Cardinal Carter Academy for the Arts | Each month wellness warriors focuses on a theme and plans an activity or event that corresponds with the theme. For example,  |
| Michael Power St. Joseph High School | Parents Night, Class Room Stress Presentations, Guest Speakers, School Wide Power Let's Talk Initiatives  |
| St. Martha                           | We hosted a Stop the Stigma Day for primary to intermediate students which took the students through a series of mini-sessions that demonstrated ways to relieve stress/anxiety and promote wellness. The sessions included: healthy eating, colouring/art, board games with friends, music through karaoke, exercise. (See uploaded schedule)  |
| Our Lady of Fatima                   | Chill zones, bell let's talk day, mental health announcements, imagine a better day, guest speaker  |
| Loretto Abbey                        | Coffee House, guest speakers  |

|  |  |
|--|--|
| St. Michael Choir School                   | Youth teaching youth. Our school is unique, grade 3 to 12. Our Secondary STS were trained on how to teach the elementary and the elementary STS followed through in the classes with activities.   |
| St. Maria Goretti Catholic School          | Halloween, Bell Lets talk day, stop the stigma mass, children's mental health week.  |
| Our Lady of Victory                        | Parent Info Night/Stress Ball Making/Classroom Sessions with Nursing Students  |
| Father John Redmond CSS & RAP              | Anthony Maclean--guest speaker for all grades; Zumba at lunch, mindfulness crafts at lunch, ukulele lessons in the chapel, SLYE roadshow(community supports).  |
| Neil McNeil                                | Mental Health Speaker, Yoga Day, Physical + Mental Health integration walk, Mental Health Promotion, School Prayers with mental health focus, Raised money for the Good Shepherd, Mental Wellness Awareness Campaign   |
| St Cecilia                                 | STS pledge for all students to sign off then display in school   |
| Monsignor Fraser College - Isabella Campus | Mental health and wellness week  |
| St. Edward                                 | Mental Health Awareness Days, PA announcements, starting SMHAC Club (Student Mental health awareness and caring)   |
| Our Lady of the Assumption                 | 1. One of our Civvies Day collections was to go towards buying games, cards and activities for each classroom 2. Girls talk time - met one hour a week during lunch for open discussion / health / hygiene 3. Had a former student teacher candidate (now hired teacher) come back to the school to discuss her mental health issues and story |

|                         |   |
|-------------------------|---|
| Our Lady of Sorrows     | Bringing Awareness to mental health and Year long Messages communicated to the school twice weekly on announcements. Staff and student leaders wore shirts stating #YouMatter and teachers put their own quotes on the back. Worn first Tuesday of the Month. |
| St. Margaret            | Student workshops   |
| St. Vicent De Paul      | We Were able to raise \$480.00 through Bake Sale  |
| Bishop Allen Academy    | Mental Health Week - Wellness passport and challenges, plus walk-a-mile event and resource booths; Creation of Wellness Space for students (after school; weekly); guest speakers (Gillian White, Jack.org)   |
| St. John the Evangelist | Wellness Week and Monthly Announcements over the PA and a school wide challenge in January to raise awareness   |



REPORT TO

**STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE**

**TORONTO CATHOLIC DISTRICT SCHOOL BOARD  
PARENT REACHING OUT (PRO) GRANT  
DISBURSEMENT REPORT, 2019-2020**

*“God blessed them and said to them, “Be fruitful and increase in number (...)” Genesis 1:28*

| Created, Draft    | First Tabling   | Review                                      |
|-------------------|-----------------|---|
| December 16, 2019 | January 9, 2020 | <a href="#">Click here to enter a date.</a> |

J. Wujek, Superintendent of Schools (Area 5) & Parent Engagement  
M. Sequeira, Coordinator-International Languages, Parent Engagement and Community Relations

**INFORMATION REPORT**

**Vision:**

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

**Mission:**

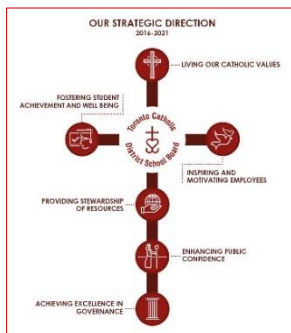
*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*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

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

This report outlines the change in Ministry directive regarding Parent Reaching Out (PRO) grants for 2019-2020, as well as, the recommendation for the disbursement of the Ministry allocated Toronto Catholic District School Board (TCDSB) PRO grant of \$51,009.48, for the 2019-2020 academic year.

*The cumulative staff time required to prepare this report was 15 hours*

## **B. PURPOSE**

1. The TCDSB remains committed to providing leadership development opportunities at all levels of the organization, which also includes: members of the Catholic Parent Involvement Committee (CPIC), members of the Catholic School Parent Council (CSPC); members of the Special Education Advisory Committees (SEAC); members of the Indigenous and Equity Advisory Committees; as well as, representatives from the Ontario Association for Parents in Catholic Education-Toronto (OAPCE-Toronto).
2. Consistent with Ministry guidelines, this report provides a summary recommendation for the disbursement of the TCDSB PRO grant funds, which are to be utilized in the academic year of 2019-2020.

## **C. BACKGROUND**

1. Prior to and including the fall of 2018, parent engagement groups would apply directly to the Ministry of Education for approval of proposed projects.
2. In 2018-2019, the TCDSB received approval for 135 school-based parent engagement projects with a value of \$133,991, and 1 regional PRO grant with a value of \$7,500.
3. In the spring of 2019, the Ministry of Education did not announce a PRO grant application process for the 2019-2020 academic school year.

4. In the fall of 2019, the Ministry required school boards to return all unused PRO grant funds for 2018-2019. The TCDSB returned a total of \$52,745.02 from schools that did not make use of the approved school-based grant.
5. Every year, each school council is allocated a \$500 Parent Involvement Committee (PIC) grant to be used within the same academic year to support school-based parent engagement initiatives.
6. In the fall of 2019, the Parent Engagement Department sent principals and school council chairs each schools' available accumulated PIC funds (Appendix A), which included the annual \$500 dollars allocated to each school.
7. Schools were encouraged to use the available PIC funds to support potentially pre-planned PRO parent engagement projects or to support new initiatives for the 2019-2020 academic year.

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

1. In the fall of 2019, in an Ontario Transfer Payment Agreement between the Ministry and the TCDSB, the TCDSB received a \$51, 009.48 PRO grant to be allocated to projects with a focus on the identification and the removal of potential barriers to parent engagement.
2. The Ministry of Education's overall guidelines, roles and performance measures, as summarized by the Ministry, is shown in Appendix D.
3. Consistent with the direction provided in the Transfer Agreement that "*the recipient will work with their Parent Involvement Committee to determine the project(s) and corresponding funding amounts for each project*", after consultation with the Toronto CPIC chair and CPIC on December 16, 2019, the following chart outlines the recommended breakdown for dispersal for TCDSB PRO grant for 2019 -2020:

| Department/Group                 | Project(s)/Event(s)/Parent Resources   | Total Grant   |
|----------------------------------|--|---------------|
| Parent Engagement-CPIC and CSPCs | <p>School-based parent engagement activities and projects will be prioritized through the local ward and/or ward cluster representatives. There may be some ward and/or ward cluster activities that will be facilitated by the corresponding CPIC representative with ward trustee support.</p> <p>The first wave of this PRO grant amount will be allocated to projects that submitted by Equity, Poverty Action Network (EPAN) schools (Appendix E), that are in line with the criteria provided by the Ministry of Education.</p> <p>If there are remaining funds, applications from non-EPAN schools will then be considered within the ward cluster. For this second allocation tier, schools must first use all remaining PIC accumulated funds, prior to requesting additional PRO grant funds.</p> <p>CPIC will consider supplementing requests that exceed the available PRO grant allocation per ward/ward cluster for approved parent engagement activities.</p> <p>All applications for PRO grant funding must be in line with the guidelines and</p> | \$ 41, 000.00 |

| Department/Group   | Project(s)/Event(s)/Parent Resources  | Total Grant  |
|--|---|--------------|
|  | <p>parent engagement themes provided by the Ministry. They are as follows:</p> <ul style="list-style-type: none"> <li>• Providing a safe and welcoming school environment;</li> <li>• Maintaining open communication with teachers;</li> <li>• Respecting parents as valued partners within the education system in relation to decisions about their child’s education; and/or</li> <li>• Ensure parents are informed about the content of the Ontario Curriculum Guidelines.</li> </ul> |              |
| Special Education – SEAC   | <p>Through the ongoing work of the Accountably Framework for Special Services (AFSS), staff will engage SEAC members, parents, and other community stakeholders in workshops and/or presentations on key topics in special education and services, including, but not limited, to the following:</p> <ul style="list-style-type: none"> <li>• transition planning;</li> <li>• pathways planning;</li> <li>• self-regulation; or</li> <li>• literacy and numeracy development.</li> </ul>  | \$ 5, 000.00 |
| Equity, Diversity and Indigenous Education & Community Relations | <p>The Community Relations Department will engage advisory committee members and community stakeholders in workshops and/or presentations on key themes from the Board’s Action Plan for Indigenous Education and the Board’s Equity Action Plan , as for example:</p> <ul style="list-style-type: none"> <li>• awareness building and inclusion for indigenous families within TCDSB in</li> </ul>   | \$ 5, 000.00 |



| Department/Group | Project(s)/Event(s)/Parent Resources  | Total Grant |
|------------------|---|-------------|
|                  | collaboration with the Indigenous Advisory Committee and Community organizers; <ul style="list-style-type: none"> <li>• increase parent engagement in equity and inclusive education;</li> <li>• developing cultural sensitivities; and</li> <li>• developing equity competencies such as: bias awareness, anti-black racism poverty mitigation.</li> </ul> |             |

**E. METRICS AND ACCOUNTABILITY**

1. All projects must adhere to Ministry guidelines, as summarized in Appendix B and Appendix C.
2. All initial proposed projects must be identified through a written proposal, to be presented at the January 20, 2020 CPIC meeting for CPIC review. (Appendix F)
3. PRO grant progress will be reviewed at the March 2, 2020 CPIC meeting.
4. All PRO grant recipients will be responsible to provide the following performance measures, as identified by the Ministry, with the request for reimbursement:
  - the number of projects/events;
  - number of parent stakeholders involved;
  - amount of funds spent on each event/project;
  - number of parents that attended each event; and
  - data on parent increased awareness of school activities, on parent increased comfort in the school environment and on parents who learned new skills that will be beneficial for their child’s achievement as a result of the project/event.

**F. STAFF RECOMMENDATION**

The report is for the consideration of the board.

## Appendix A

**Parent Involvement Committee (PIC) Grant Balances  
As of October 7, 2019**

| <b>Ward</b> | <b>CSPC</b>                   | <b>2018/19</b> | <b>Balance from<br/>Previous Years</b> | <b>Allocation<br/>2019/2020</b> | <b>Grand<br/>Total</b> |
|-------------|-------------------------------|----------------|--|---------------------------------|------------------------|
| 1           | CSPC (St. Benedict )          | 500.00         | 1,190.48                               | 500.00                          | 2,190.48               |
| 1           | CSPC (St. Stephen )           | 314.59         | -                                      | 500.00                          | 814.59                 |
| 1           | CSPC (St. Andrew )            | -              | 1,047.96                               | 500.00                          | 1,547.96               |
| 1           | CSPC (St. Dorothy )           | 500.00         | 789.22                                 | 500.00                          | 1,789.22               |
| 1           | CSPC (St. Angela )            | 500.00         | 2,000.00                               | 500.00                          | 3,000.00               |
| 1           | CSPC (St. Maurice )           | 500.00         | 129.43                                 | 500.00                          | 1,129.43               |
| 1           | CSPC (St. John Vianney )      | 500.00         | 1,047.96                               | 500.00                          | 2,047.96               |
| 1           | CSPC (Msgr. John Corrigan )   | 500.00         | 595.94                                 | 500.00                          | 1,595.94               |
| 1           | CSPC (Holy Child )            | -              | 367.59                                 | 500.00                          | 867.59                 |
| 1           | CSPC (Fr. Henry Carr)         | 500.00         | 618.23                                 | 500.00                          | 1,618.23               |
| 1           | CSPC (Msgr. P. Johnson)       | 500.00         | 643.88                                 | 500.00                          | 1,643.88               |
| 2           | CSPC (Our Lady of Peace )     | 500.00         | 547.97                                 | 500.00                          | 1,547.97               |
| 2           | CSPC (St. Gregory )           | 438.90         | 616.46                                 | 500.00                          | 1,555.36               |
| 2           | CSPC (Transfiguration )       | 500.00         | 595.92                                 | 500.00                          | 1,595.92               |
| 2           | CSPC (Nativity of Our Lord )  | 500.00         | 1,368.88                               | 500.00                          | 2,368.88               |
| 2           | CSPC (All Saints )            | 500.00         | 953.40                                 | 500.00                          | 1,953.40               |
| 2           | CSPC (St. Clement )           | 500.00         | 621.96                                 | 500.00                          | 1,621.96               |
| 2           | CSPC (St. Marcellus )         | 500.00         | 1,500.00                               | 500.00                          | 2,500.00               |
| 2           | CSPC (St. Eugene )            | 500.00         | 143.88                                 | 500.00                          | 1,143.88               |
| 2           | CSPC (Mother Cabrini )        | 500.00         | 789.22                                 | 500.00                          | 1,789.22               |
| 2           | CSPC (St. Demetrius )         | 500.00         | 616.53                                 | 500.00                          | 1,616.53               |
| 2           | CSPC (Father Serra )          | 47.96          | 50.37                                  | 500.00                          | 598.33                 |
| 2           | CSPC (Josyf Cardinal Slipyj ) | 500.00         | 1,396.68                               | 500.00                          | 2,396.68               |

Appendix A

|   |                                |        |          |        |          |
|---|--------------------------------|--------|----------|--------|----------|
| 2 | CSPC (Michael Power)           | 500.00 | 675.94   | 500.00 | 1,675.94 |
| 3 | CSPC (St. Jude )               | 500.00 | 456.10   | 500.00 | 1,456.10 |
| 3 | CSPC (St. Jane Frances )       | -      | 418.03   | 500.00 | 918.03   |
| 3 | CSPC (St. Wilfrid )            | 29.98  | 593.85   | 500.00 | 1,123.83 |
| 3 | CSPC (St. Roch )               | 500.00 | 308.12   | 500.00 | 1,308.12 |
| 3 | CSPC P (St. Augustine )        | -      | 159.04   | 500.00 | 659.04   |
| 3 | CSPC P (St. Charles Garnier )  | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 3 | CSPC P (St. Francis de Sales ) | 51.47  | 81.47    | 500.00 | 632.94   |
| 3 | CSPC (St. Simon )              | 500.00 | 1,547.96 | 500.00 | 2,547.96 |
| 3 | CSPC (Venerable John Merlini ) | 500.00 | 500.00   | 500.00 | 1,500.00 |
| 3 | CSPC (Blessed Margherita)      | 47.97  | 17.13    | 500.00 | 565.10   |
| 3 | CSPC (St.Andre)                | 500.00 | 554.35   | 500.00 | 1,554.35 |
| 3 | CSPC (St. Basil the Great)     | 500.00 | 381.13   | 500.00 | 1,381.13 |
| 3 | CSPC (J. Card. McGuigan)       | -      | 448.79   | 500.00 | 948.79   |
| 4 | CSPC (Holy Family )            | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 4 | CSPC. (St. Cecilia )           | 500.00 | 1,047.96 | 500.00 | 2,047.96 |
| 4 | CSPC (St. Vincent de Paul )    | 46.56  | 115.49   | 500.00 | 662.05   |
| 4 | CSPC (St. Pius X )             | 500.00 | 167.92   | 500.00 | 1,167.92 |
| 4 | CSPC (Our Lady of Sorrows )    | 500.00 | 661.86   | 500.00 | 1,661.86 |
| 4 | CSPC (St. Ambrose )            | 500.00 | 1,434.52 | 500.00 | 2,434.52 |
| 4 | CSPC (St. James )              | 500.00 | 939.53   | 500.00 | 1,939.53 |
| 4 | CSPC (St. Elizabeth )          | 500.00 | 96.03    | 500.00 | 1,096.03 |
| 4 | CSPC (St. Josaphat )           | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 4 | CSPC (James Culnan )           | 500.00 | 1,009.48 | 500.00 | 2,009.48 |
| 4 | CSPC (Holy Angels )            | -      | 82.31    | 500.00 | 582.31   |
| 4 | CSPC (St. Louis )              | 43.48  | 1,604.18 | 500.00 | 2,147.66 |

Appendix A

|   |                                    |        |          |        |          |
|---|------------------------------------|--------|----------|--------|----------|
| 4 | CSPC (St. Mark )                   | -      |          | 500.00 | 500.00   |
| 4 | CSPC (St. Leo )                    | 27.59  |          | 500.00 | 527.59   |
| 4 | CSPC (The Holy Trinity)            | -      | 500.00   | 500.00 | 1,000.00 |
| 4 | CSPC (Fr. John Redmond)            | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 4 | CSPC (Bishop Marrocco)             | 500.00 | 218.07   | 500.00 | 1,218.07 |
| 4 | CSPC (Bishop Allen)                | 500.00 | 84.10    | 500.00 | 1,084.10 |
| 5 | CSPC (Blessed Sacrament )          | 500.00 | 187.79   | 500.00 | 1,187.79 |
| 5 | CSPC (St. Margaret )               | 500.00 | 1,516.60 | 500.00 | 2,516.60 |
| 5 | CSPC (St. Charles )                | 500.00 | 771.51   | 500.00 | 1,771.51 |
| 5 | CSPC (St. Edward )                 | 500.00 | 236.16   | 500.00 | 1,236.16 |
| 5 | CSPC (St. Gabriel )                | 500.00 | 547.96   | 500.00 | 1,547.96 |
| 5 | CSPC (Our Lady of the Assumption ) | 500.00 | 1,038.75 | 500.00 | 2,038.75 |
| 5 | CSPC (St. Cyril )                  | 47.97  | 384.32   | 500.00 | 932.29   |
| 5 | CSPC (St. Paschal Baylon )         | 500.00 | 701.27   | 500.00 | 1,701.27 |
| 5 | CSPC (St. Raphael )                | 500.00 | 337.66   | 500.00 | 1,337.66 |
| 5 | CSPC (St. Jerome )                 | 47.96  | 47.96    | 500.00 | 595.92   |
| 5 | CSPC (St. Robert )                 | 500.00 | 865.39   | 500.00 | 1,865.39 |
| 5 | CSPC (St. Norbert )                | 11.12  | 95.93    | 500.00 | 607.05   |
| 5 | CSPC (St. Antoine Daniel )         | 500.00 | 98.06    | 500.00 | 1,098.06 |
| 5 | CSPC (St. Martha )                 | -      | -        | 500.00 | 500.00   |
| 5 | CSPC (St. Agnes )                  | 500.00 | 112.95   | 500.00 | 1,112.95 |
| 5 | CSPC (Regina Mundi )               | 500.00 | 1,862.89 | 500.00 | 2,862.89 |
| 5 | CSPC (St. Conrad )                 | 500.00 | 534.72   | 500.00 | 1,534.72 |
| 5 | CSPC (Sts. Cosmas and Damian )     | -      | -        | 500.00 | 500.00   |
| 5 | CSPC (Madonna)                     | -      | 82.68    | 500.00 | 582.68   |
| 5 | CSPC (Brebeuf)                     | 500.00 |          | 500.00 | 1,000.00 |

Appendix A

|   |                                |        |          |        |          |
|---|--------------------------------|--------|----------|--------|----------|
| 5 | CSPC (Loretto Abbey)           | 500.00 | 146.42   | 500.00 | 1,146.42 |
| 5 | CSPC (Dante Alighieri)         | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 5 | CSPC (Card. Carter Sr.)        | 500.00 | 83.33    | 500.00 | 1,083.33 |
| 5 | CSPC P (Marshall Mcluhan)      | 500.00 | 404.09   | 500.00 | 1,404.09 |
| 6 | CSPC (St. Helen )              | 500.00 | 787.33   | 500.00 | 1,787.33 |
| 6 | CSPC (St. Anthony )            | 500.00 | 1,547.96 | 500.00 | 2,547.96 |
| 6 | CSPC (St. Clare )              | 290.70 | 1,547.96 | 500.00 | 2,338.66 |
| 6 | CSPC (St. Rita )               | 500.00 | 149.68   | 500.00 | 1,149.68 |
| 6 | CSPC (St. Mary of the Angels ) | -      |          | 500.00 | 500.00   |
| 6 | CSPC (St. John Bosco )         | 500.00 | 1,189.60 | 500.00 | 2,189.60 |
| 6 | CSPC (St. Sebastian )          | -      | 125.69   | 500.00 | 625.69   |
| 6 | CSPC (St. Nicholas of Bari )   | 47.96  | 43.79    | 500.00 | 591.75   |
| 6 | CSPC (St. Luigi )              | -      | -        | 500.00 | 500.00   |
| 6 | CSPC (Stella Maris )           | 47.96  | 191.84   | 500.00 | 739.80   |
| 6 | CSPC (St. Paul VI )            | -      | -        | 500.00 | 500.00   |
| 6 | CSPC (Loretto College)         | -      | 146.42   | 500.00 | 646.42   |
| 6 | CSPC (St. Mary's)              | 500.00 | 885.16   | 500.00 | 1,885.16 |
| 7 | CSPC (Precious Blood )         | 500.00 |          | 500.00 | 1,000.00 |
| 7 | CSPC (St. Lawrence )           | 500.00 | 619.67   | 500.00 | 1,619.67 |
| 7 | CSPC (Our Lady of Wisdom )     | 500.00 | 95.92    | 500.00 | 1,095.92 |
| 7 | CSPC (Holy Spirit )            | 500.00 | 701.27   | 500.00 | 1,701.27 |
| 7 | CSPC (St. Kevin )              | 239.82 | -        | 500.00 | 739.82   |
| 7 | CSPC (St. Nicholas )           | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 7 | CSPC (St. Albert )             | 500.00 | 674.78   | 500.00 | 1,674.78 |
| 7 | CSPC (St. Victor )             | 47.96  | 65.32    | 500.00 | 613.28   |
| 7 | CSPC (St. Aidan )              |        |          | 500.00 | 500.00   |

## Appendix A

|   |                                   |        |          |        |          |
|---|-----------------------------------|--------|----------|--------|----------|
| 7 | CSPC (St. Sylvester )             | 47.96  | 28.59    | 500.00 | 576.55   |
| 7 | CSPC (Epiphany of Our Lord )      | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 7 | CSPC (St. Henry )                 | 500.00 | 95.93    | 500.00 | 1,095.93 |
| 7 | CSPC (Mary Ward)                  | -      | -        | 500.00 | 500.00   |
| 7 | CSPC (Jean Vanier)                | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 8 | CSPC (St. Martin de Porres )      | -      | -        | 500.00 | 500.00   |
| 8 | CSPC (St. Bartholomew )           | 500.00 | 674.78   | 500.00 | 1,674.78 |
| 8 | CSPC (St. Malachy )               | 500.00 | 643.88   | 500.00 | 1,643.88 |
| 8 | CSPC (St. Barnabas )              | -      |          | 500.00 | 500.00   |
| 8 | CSPC (St. Brendan )               | 500.00 | 549.98   | 500.00 | 1,549.98 |
| 8 | CSPC (St. Ignatius of Loyola )    | 218.81 | 81.47    | 500.00 | 800.28   |
| 8 | CSPC (Our Lady of Grace )         | 500.00 | 210.14   | 500.00 | 1,210.14 |
| 8 | CSPC (St. Gabriel Lalemant )      | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 8 | CSPC (St. Columba )               | -      | 429.43   | 500.00 | 929.43   |
| 8 | CSPC (St. Marguerite Bourgeoys )  | 500.00 | 654.02   | 500.00 | 1,654.02 |
| 8 | CSPC (St. Florence )              | 500.00 | 1,153.81 | 500.00 | 2,153.81 |
| 8 | CSPC (St. Elizabeth Seton )       | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 8 | CSPC (St. Jean de Brebeuf )       | 47.96  | 95.93    | 500.00 | 643.89   |
| 8 | CSPC (St. Rene Goupil )           | 500.00 | 178.66   | 500.00 | 1,178.66 |
| 8 | CSPC (The Divine Infant )         | 500.00 | 195.81   | 500.00 | 1,195.81 |
| 8 | CSPC (Sacred Heart )              | 500.00 | 195.81   | 500.00 | 1,195.81 |
| 8 | CSPC (Prince of Peace )           | 500.00 | 603.04   | 500.00 | 1,603.04 |
| 8 | CSPC (Cardinal Leger )            | 500.00 | 659.68   | 500.00 | 1,659.68 |
| 8 | CSPC (St. Bede )                  | -      | 113.17   | 500.00 | 613.17   |
| 8 | CSPC P (Bl Pier Giorgio Frassati) | 500.00 | 1,057.54 | 500.00 | 2,057.54 |
| 8 | CSPC P.I.F. (St. Dominic Savio )  | 500.00 | 1,047.96 | 500.00 | 2,047.96 |

Appendix A

|    |                                    |        |          |        |          |
|----|------------------------------------|--------|----------|--------|----------|
| 8  | CSPC (Francis Libermann)           | -      | 203.36   | 500.00 | 703.36   |
| 8  | CSPC (Blessed Mother Teresa)       | -      | 644.20   | 500.00 | 1,144.20 |
| 9  | CSPC (St. Paul )                   | -      | 192.00   | 500.00 | 692.00   |
| 9  | CSPC (St. Mary )                   | 500.00 | 1,269.07 | 500.00 | 2,269.07 |
| 9  | CSPC (St. Francis of Assisi )      | 481.53 | 2,000.00 | 500.00 | 2,981.53 |
| 9  | CSPC (St. Michael's Choir (Jr) )   | 47.96  |          | 500.00 | 547.96   |
| 9  | CSPC (Our Lady of Lourdes )        | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 9  | CSPC (Holy Rosary )                | 500.00 | 191.84   | 500.00 | 1,191.84 |
| 9  | CSPC (St. Thomas Aquinas )         | 500.00 |          | 500.00 | 1,000.00 |
| 9  | CSPC (Our Lady of Perpetual Help ) | 500.00 | 924.87   | 500.00 | 1,924.87 |
| 9  | CSPC (D'Arcy McGee )               | 500.00 | 348.21   | 500.00 | 1,348.21 |
| 9  | CSPC (St. Alphonsus )              | -      | -        | 500.00 | 500.00   |
| 9  | CSPC (Pope Francis)                | 70.00  | 548.02   | 500.00 | 1,118.02 |
| 9  | CSPC (St. Bruno/Raymond )          | 500.00 | 1,282.72 | 500.00 | 2,282.72 |
| 9  | CSPC (St. Michael )                | 500.00 | 551.77   | 500.00 | 1,551.77 |
| 9  | CSPC (St. Joseph College)          | -      | 171.12   | 500.00 | 671.12   |
| 9  | CSPC (St. Michael Choir)           | 47.96  | 24.90    | 500.00 | 572.86   |
| 9  | CSPC (Bishop Macdonell)            |        |          | 500.00 | 500.00   |
| 10 | CSPC (St. Matthew )                | 500.00 | 1,095.92 | 500.00 | 2,095.92 |
| 10 | CSPC (St. John the Evangelist )    | 500.00 | 1,500.00 | 500.00 | 2,500.00 |
| 10 | CSPC (Our Lady of Victory )        | 420.26 | -        | 500.00 | 920.26   |
| 10 | CSPC (St. Bernard )                | 500.00 | 751.67   | 500.00 | 1,751.67 |
| 10 | CSPC (St. Francis Xavier )         | -      | 532.80   | 500.00 | 1,032.80 |
| 10 | CSPC. (Immaculate Conception )     | 500.00 | 553.53   | 500.00 | 1,553.53 |
| 10 | CSPC (St. Fidelis )                | 500.00 | 549.98   | 500.00 | 1,549.98 |
| 10 | CSPC (Santa Maria )                | 47.96  | 301.00   | 500.00 | 848.96   |

Appendix A

|    |                               |        |          |        |          |
|----|-------------------------------|--------|----------|--------|----------|
| 10 | CSPC (Chaminade)              | -      | -        | 500.00 | 500.00   |
| 10 | CSPC (Archbishop Romero)      | 500.00 | 109.96   | 500.00 | 1,109.96 |
| 11 | CSPC (St. Joseph )            | 88.11  | 1,371.94 | 500.00 | 1,960.05 |
| 11 | CSPC (Holy Name )             | -      | -        | 500.00 | 500.00   |
| 11 | CSPC (St. John )              | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 11 | CSPC (St. Monica )            | 118.55 | 813.49   | 500.00 | 1,432.04 |
| 11 | CSPC (St. Brigid )            | 500.00 | 670.38   | 500.00 | 1,670.38 |
| 11 | CSPC (Holy Cross )            | -      | -        | 500.00 | 500.00   |
| 11 | CSPC (St. Anselm )            | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 11 | CSPC (Canadian Martyrs )      | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 11 | CSPC (St. Bonaventure )       | 40.74  |          | 500.00 | 540.74   |
| 11 | CSPC (Blessed Trinity )       | 500.00 | 953.40   | 500.00 | 1,953.40 |
| 11 | CSPC (St. Timothy )           | 500.00 | 1,632.65 | 500.00 | 2,632.65 |
| 11 | CSPC (Annunciation )          | -      | 1,027.10 | 500.00 | 1,527.10 |
| 11 | CSPC (St. Denis )             | 500.00 | 95.93    | 500.00 | 1,095.93 |
| 11 | CSPC (St. Isaac Jogues )      | 47.96  | 19.87    | 500.00 | 567.83   |
| 11 | CSPC (St. Catherine )         | -      | -        | 500.00 | 500.00   |
| 11 | CSPC (St. Gerald )            | -      | 53.95    | 500.00 | 553.95   |
| 11 | CSPC (Our Lady of Guadalupe ) | 500.00 | 1,427.32 | 500.00 | 2,427.32 |
| 11 | CSPC (St John XXIII )         | 500.00 | 1,577.55 | 500.00 | 2,577.55 |
| 11 | CSPC (St. Matthias )          | 47.96  | 143.89   | 500.00 | 691.85   |
| 11 | CSPC (St. Kateri Tekakwitha ) | -      | 191.84   | 500.00 | 691.84   |
| 11 | CSPC (Notre Dame)             | 500.00 | 678.55   | 500.00 | 1,678.55 |
| 11 | CSPC (Senator O'Connor)       | 500.00 | 580.65   | 500.00 | 1,580.65 |
| 11 | CSPC (St. Joseph Morrow Park) | 18.60  | 802.96   | 500.00 | 1,321.56 |
| 11 | CSPC (St. Patrick)            | 0.05   | 84.10    | 500.00 | 584.15   |



Appendix A

|    |                                  |           |            |           |            |
|----|----------------------------------|-----------|------------|-----------|------------|
| 12 | CSPC (St. Dunstan )              | -         | 897.92     | 500.00    | 1,397.92   |
| 12 | (St. Theresa Shrine )            | 500.00    | 631.88     | 500.00    | 1,631.88   |
| 12 | CSPC (Our Lady of Fatima )       | 500.00    | 1,106.23   | 500.00    | 2,106.23   |
| 12 | CSPC (St. Maria Goretti )        | 500.00    | 1,911.42   | 500.00    | 2,911.42   |
| 12 | CSPC (St. Rose of Lima )         | 32.60     | 0.05       | 500.00    | 532.65     |
| 12 | CSPC (Immaculate Heart of Mary ) | 47.96     | 95.92      | 500.00    | 643.88     |
| 12 | CSPC (St. Barbara )              | 500.00    | 1,279.56   | 500.00    | 2,279.56   |
| 12 | CSPC (St. Boniface )             | 500.00    | 1,095.92   | 500.00    | 2,095.92   |
| 12 | CSPC (St. Joachim )              | 500.00    | 47.96      | 500.00    | 1,047.96   |
| 12 | CSPC (St. Richard )              | 500.00    | 2,000.00   | 500.00    | 3,000.00   |
| 12 | CSPC (St. Agatha )               | 121.70    | 1,018.29   | 500.00    | 1,639.99   |
| 12 | CSPC (St. Ursula )               | 500.00    | 2,000.00   | 500.00    | 3,000.00   |
| 12 | CSPC (St. Thomas More )          | 500.00    | 220.00     | 500.00    | 1,220.00   |
| 12 | CSPC (St. Edmund Campion )       | 500.00    | 43.79      | 500.00    | 1,043.79   |
| 12 | CSPC (Neil McNeil)               | 500.00    | 580.65     | 500.00    | 1,580.65   |
| 12 | CSPC (Cardinal Newman)           | 500.00    | 24.90      | 500.00    | 1,024.90   |
| 12 | CSPC (St. John Paul II)          | 500.00    | 667.94     | 500.00    | 1,667.94   |
|    |                                  | 65,324.58 | 126,728.72 | 98,000.00 | 290,053.30 |

## PARENT REACHING OUT (PRO) REGIONAL GRANT 2019-2020

| <b>Guidelines</b>                 |   |
|-----------------------------------|---|
| <b>Timeline</b>                   | <ul style="list-style-type: none"> <li>○ Project must be completed by June 5, 2020</li> </ul>   |
| <b>Reimbursement Requirements</b> | <ul style="list-style-type: none"> <li>○ Completed PRO Grant Reporting Template with:<br/>Completed Cheque Requisition(s) with attached original receipts/invoices</li> <li>○ Please submit reimbursement package via courier, no later than <u>June 15, 2020</u>, to: CEC, Parent Engagement: Manuela Sequeira</li> </ul>  |
| <b>Themes</b>                     | <p>The project must demonstrate a commitment to respecting the role of parents in students' educational experiences by working with parents or seeking parent input on how schools can:</p> <ul style="list-style-type: none"> <li>○ Provide a safe and welcoming school environment;</li> <li>○ Maintain open communication with teachers;</li> <li>○ Respect parents as valued partners within the education system in relation to decisions about their child's education; and</li> <li>○ Ensure parents are informed about the content of the Ontario Curriculum Guidelines</li> </ul>  |
| <b>Outcomes</b>                   | <ul style="list-style-type: none"> <li>○ Parents have increased awareness of school activities and initiatives</li> <li>○ Parents are more involved in their local school environment and child's education</li> <li>○ Parents feel like valued partners in the education system</li> <li>○ Parents have increased confidence in public education</li> </ul>  |
| <b>Exit Survey</b>                | <p>Each project must include an exit survey that must be completed by participating parents, that will measure:</p> <ul style="list-style-type: none"> <li>○ Number and/or percentage of parents who have increased awareness of school activities;</li> <li>○ Number and/or percentage of parents who felt more comfortable in the school environment; and</li> <li>○ Number and/or percentage of parents who learned new skills that will be beneficial for their child's achievement as a result of the project/event.</li> </ul>  |
| <b>Funding Restrictions</b>       | <p>The following list does not qualify for PRO Grant funding:</p> <ul style="list-style-type: none"> <li>○ Activities that have already taken place</li> <li>○ Payment to school board staff or volunteers, including salaries, honoraria, gifts</li> <li>○ Purchase of goods and services for which the ministry currently provides funding (e.g., textbooks, library books, school furniture, computers, cameras, projectors, student transportation)</li> <li>○ Activities, resources, or speakers for students</li> <li>○ Capital items such as televisions, sports equipment, shelving</li> <li>○ Portable/handheld devices such as tablets or laptops, unless devices are to be used as part of a parent lending library and the cost does not exceed 50% of the approved funding</li> <li>○ Computer software or applications, online subscriptions, voice messaging systems, website maintenance</li> <li>○ Entertainment activities such as barbecues, fun fairs, volunteer teas, dinners,</li> <li>○ Movies nights, dances, concerts, and performances</li> <li>○ Field trips</li> <li>○ School signs, announcement boards/screens</li> <li>○ Landscaping or creation/equipping of outdoor classrooms</li> <li>○ Prizes or incentives to parents and/or students</li> <li>○ Lessons for parents (e.g., French, English as a Second Language, computer, CPR)</li> <li>○ Fundraising events</li> <li>○ Refreshments 10% of approved funding</li> <li>○ Promotion/Advertising 10% of approved funding</li> </ul> |



**PARENT REACHING OUT (PRO) REGIONAL GRANT**

**TCDSB Reporting Template**

MUST BE COMPLETED AND SUBMITTED BY JUNE 15<sup>th</sup>, 2020

|                                   |    |
|-----------------------------------|----|
| <b>Ward/ Department/Committee</b> |    |
| <b>Allocated Grant/Budget</b>     | \$ |
| <b>Person-in-Charge</b>           |    |

| <b>Event Details</b>  |   |
|---|---|
| Location  |   |
| Date/Time   |   |
| Speaker/Facilitator   |   |
| Number of Parents in Attendance   |   |
| Event Content (2 – 5 Sentences)   |   |
| <b>Exit Survey</b>  |   |
| Number and/or percentage of parents who have increased awareness of school activities   |   |
| Number and/or percentage of parents who felt more comfortable in the school environment   |   |
| Number and/or percentage of parents who learned new skills that will be beneficial for their child's achievement as a result of the project/event |   |
| Photos  | Please submit 2-5 photos of event via email to <a href="mailto:manuela.sequeira@tedsb.org">manuela.sequeira@tedsb.org</a><br>(Please include title of project on the subject line of the email) |

| <b>Expenditures</b>                       |   |                                 |
|---|---|---------------------------------|
| <b>Possible Budget Category</b>           | <b>Maximum Amount that Can be Spent</b> | <b>Amount</b>                   |
| Facilitator/Speaker                       |   | \$ (original receipts attached) |
| Refreshments                              | 10% of approved funding                 | \$ (original receipts attached) |
| Printing of Resources                     |   | \$ (original receipts attached) |
| Promotion/Advertising                     | 10% of approved funding                 | \$ (original receipts attached) |
| Childcare                                 |   | \$ (original receipts attached) |
| Workshop Materials                        |   | \$ (original receipts attached) |
| Other (Please add category):              |   | \$ (original receipts attached) |
| <b>Total Amount (Cannot Exceed Grant)</b> |   | \$                              |

\_\_\_\_\_  
**Person-in-Charge**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**SCHEDULE "C"  
PROJECT**

---

**Objective**

The Parent Reaching Out (PRO) Grants program provides funding to the Recipient to work with parent stakeholder groups, school councils and/or Parent Involvement Committees to lead projects with a focus on the identification and removal of barriers that prevent parents and families from participating and engaging fully in their children's learning.

**Program Guidelines**

The Recipient will use funds provided by the Province to lead projects that increase parent engagement.

The Recipient will work with their Parent Involvement Committee to determine the project(s) and corresponding funding amounts for each project. In addition, the Recipient is encouraged to work with parent stakeholder groups, school councils, Special Education Advisory Committees, and Indigenous Education Advisory Councils.

Projects must demonstrate a commitment to respecting the role of parents in students' educational experiences by working with parents or seeking parent input on how schools can:

- Provide a safe and welcoming school environment;
- Maintain open communication with teachers;
- Respect parents as valued partners within the education system in relation to decisions about their child's education; and,
- Ensure parents are informed about the content of the Ontario Curriculum Guidelines.

The Recipient must also adhere to the following guidelines:

- Create an outreach plan to inform parents of the program and its outcomes.
- Funding must be spent within the 2019-20 school year.
- Projects must be completed within the 2019-20 school year.

**Outputs**

Project outputs must align with the project guidelines and terms and conditions. Outputs may include, but are not limited to:

- Parent workshops
- Parent information sessions with guest speakers
- Parent resources

**Outcomes**

- Parents have increased awareness of school activities and initiatives
- Parents are more involved in their local school environment and child's education

## TCSDB PRO Grant Disbursement Report - APPENDIX D

- Parents feel like valued partners in the education system
- Parents have increased confidence in public education

### Performance Measures

Performance measures, as outlined in the Final Report, include:

- Number of projects/events
- Number of School Councils, Parent Involvement Committees, Special Education Advisory Committees, Indigenous Education Advisory Councils, or other parent groups involved
- Amount of funds spent on each event/project
- Number of parents that attended each event
- Data on parent satisfaction:
  - Number and or percentage of parents who have increased awareness of school activities
  - Number and or percentage of parents who felt more comfortable in the school environment
  - Number and or percentage of parents who learned new skills that will be beneficial for their child's achievement as a result of the project/event

### Terms and Conditions

1. Funding must only be used for the approved project in accordance with the project guidelines in Schedule C and D. Changes that impact on the nature and/or objectives of the project(s) must be reported to the Province. Funding may not be used for ineligible expenses as defined in Schedule D.
2. If the grant does not cover the entire cost of the project, the Recipient is responsible for funding the balance from other sources. The Province will not be responsible for any cost overruns for the project.
3. The implementation and completion of the project is the responsibility of the Recipient.
4. The Recipient will acknowledge the Province's contribution on press releases, printed materials, conference/workshop and other materials.
5. The Recipient shall provide, upon request by an official of the Province or Provincial auditor, all documents and information related to the Recipient's participation in this program, and access to the premises where projects are being carried out, in accordance with district school board or school authority policy.
6. If actual project costs are less than anticipated or, for any other reason, the full amount of the Province funding is not used for approved eligible expenditures, any unused balance of funding will be a debt due and owing to the Province, and the Recipient shall pay or return the amount to the Province immediately, unless the Province directs otherwise.
7. Upon default of any of these Terms and Conditions by the Recipient, the Province, at its sole discretion, may recover or redirect the funds advanced.
8. Subject to the Freedom of Information and Protection of Privacy Act, and the Municipal Freedom of Information and Privacy Act, all information pertaining to this grant is public information and may be released to third parties upon

## TCSDB PRO Grant Disbursement Report - APPENDIX D

request.

9. The Recipient and its partners shall comply with all applicable federal, provincial, municipal laws, statutes, regulations, rules, ordinances and orders in respect of the performance of these Terms and Conditions.
10. The recipient must abide by the Provincial Code of Conduct and uphold respect, civility and responsible citizenship as it collaborates with all individuals involved in the publicly funded education system.

**Proposed Equity Poverty Action Network (EPAN) Schools 2019 -2020**

| <b>School</b>               | <b>Trustee</b>     |
|-----------------------------|--------------------|
| 1. Holy Child               | Joseph Martino     |
| 2. St Andrew                | Joseph Martino     |
| 3. St Dorothy               | Joseph Martino     |
| 4. St Stephen               | Joseph Martino     |
| 5. St Angela                | Joseph Martino     |
| 6. Msgr John Corrigan       | Joseph Martino     |
| 7. St John Vianney          | Joseph Martino     |
| 8. St Maurice               | Joseph Martino     |
| 9. Fr Henry Carr            | Joseph Martino     |
| 10.Msgr Percy Johnson       | Joseph Martino     |
| 11.St Marcellus             | Markus de Domenico |
| 12.St Jude                  | Ida Li Preti       |
| 13.St Roch                  | Ida Li Preti       |
| 14.St Augustine             | Ida Li Preti       |
| 15.St Charles Garnier       | Ida Li Preti       |
| 16.St Jane Frances          | Ida Li Preti       |
| 17.St Wilfrid               | Ida Li Preti       |
| 18.St Andre                 | Ida Li Preti       |
| 19.St Francis de Sales      | Ida Li Preti       |
| 20.James Cardinal McGuigan  | Ida Li Preti       |
| 21.St Basil-the-Great       | Ida Li Preti       |
| 22.St Leo                   | Teresa Lubinski    |
| 23.Holy Family              | Teresa Lubinski    |
| 24.St James                 | Teresa Lubinski    |
| 25.St Margaret              | Maria Rizzo        |
| 26.OL Assumption            | Maria Rizzo        |
| 27.St Paschal Baylon        | Maria Rizzo        |
| 28.Madonna                  | Maria Rizzo        |
| 29.St Rita                  | Frank D'Amico      |
| 30.St Mary Catholic Academy | Frank D'Amico      |
| 31.Epiphany of Our Lord     | Michael Del Grande |
| 32.Precious Blood           | Michael Del Grande |
| 33.Holy Spirit              | Michael Del Grande |



|                           |                    |
|---------------------------|--------------------|
| 34.St Aidan               | Michael Del Grande |
| 35.St Nicholas            | Michael Del Grande |
| 36.St Albert              | Michael Del Grande |
| 37.Jean Vanier            | Michael Del Grande |
| 38.St Bede                | Garry Tanuan       |
| 39.St Columba             | Garry Tanuan       |
| 40.St Mother Teresa       | Garry Tanuan       |
| 41.OL Lourdes             | Norm Di Pasquale   |
| 42.St. Paul               | Norm Di Pasquale   |
| 43.Msgr Fraser - Norfinch | Norm Di Pasquale   |
| 44. OL Victory            | Daniel DiGiorgio   |
| 45.Santa Maria            | Daniel DiGiorgio   |
| 46.St Bernard             | Daniel DiGiorgio   |
| 47.St John the Evangelist | Daniel DiGiorgio   |
| 48.Immaculate Conception  | Daniel DiGiorgio   |
| 49.OL Guadalupe           | Angela Kennedy     |
| 50.St Isaac Jogues        | Angela Kennedy     |
| 51.St Timothy             | Angela Kennedy     |
| 52.Blessed Trinity        | Angela Kennedy     |
| 53.St John XXIII          | Angela Kennedy     |
| 54.St Patrick             | Angela Kennedy     |
| 55.St Boniface            | Nancy Crawford     |
| 56.St Dunstan             | Nancy Crawford     |
| 57.St Joachim             | Nancy Crawford     |
| 58.St Maria Goretti       | Nancy Crawford     |
| 59.St Martin de Porres    | Nancy Crawford     |
| 60.St Barbara             | Nancy Crawford     |
| 61.Neil McNeil            | Nancy Crawford     |

Application

MUST BE COMPLETED AND SUBMITTED BY JANUARY 17<sup>th</sup>, 2020 to [manuela.sequeira@tcdsb.org](mailto:manuela.sequeira@tcdsb.org)

|                               |    |
|-------------------------------|----|
| <b>School</b>                 |    |
| <b>Principal</b>              |    |
| <b>Ward</b>                   |    |
| <b>CSPC Chair</b>             |    |
| <b>Allocated Grant/Budget</b> | \$ |
| <b>Person-in-Charge</b>       |    |

|          |   |
|----------|---|
|          |   |
| School   | Check one:<br><input type="radio"/> EPAN Designated School<br><input type="radio"/> Non-EPAN Designated School  |
| Theme    | The theme of the project is (Check all that apply):<br><input type="radio"/> Provide a safe and welcoming school environment;<br><input type="radio"/> Maintain open communication with teachers;<br><input type="radio"/> Respect parents as valued partners within the education system in relation to decisions about their child's education; and<br><input type="radio"/> Ensure parents are informed about the content of the Ontario Curriculum Guidelines |
| Outcomes | The project(s) outcome(s) is/are:<br><input type="radio"/> Parents will have increased awareness of school activities and initiatives<br><input type="radio"/> Parents will be more involved in their local school environment and child's education<br><input type="radio"/> Parents will feel like valued partners in the education system<br><input type="radio"/> Parents will have increased confidence in public education                                  |

| Projected Expenditures                    |                                  |                  |
|---|----------------------------------|------------------|
| Possible Budget Category                  | Maximum Amount that Can be Spent | Projected Amount |
| Facilitator/Speaker                       |                                  | \$               |
| Refreshments                              | 10% of approved funding          | \$               |
| Printing of Resources                     |                                  | \$               |
| Promotion/Advertising                     | 10% of approved funding          | \$               |
| Childcare                                 |                                  | \$               |
| Workshop Materials                        |                                  | \$               |
| Other (Please add category):              |                                  | \$               |
| <b>Total Amount (Cannot Exceed Grant)</b> |                                  | <b>\$</b>        |

\_\_\_\_\_  
Person-in-Charge

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



REPORT TO

**STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE**

**CATHOLIC PARENT INVOLVEMENT COMMITTEE ANNUAL REPORT, 2018-2019**

*“For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” Ephesians 2:10*

| Created, Draft   | First Tabling   | Review                                      |
|------------------|-----------------|---|
| December 9, 2019 | January 9, 2020 | <a href="#">Click here to enter a date.</a> |

J. Wujek, Superintendent of Education Area 5, Parent Engagement  
 M. Sequeira, Coordinator, International Languages, Parent Engagement and Community Outreach

**INFORMATION REPORT**

**Vision:**

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

**Mission:**

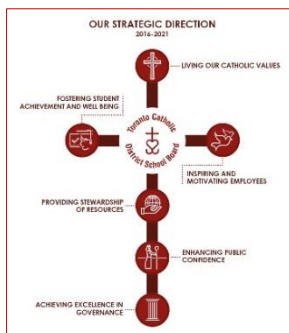
*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*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

L. Noronha  
 Associate Director of Facilities, Business and Community Development, and Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

This report outlines the Toronto Catholic Parent Involvement Committee facilitated and sponsored initiatives for the 2018-2019 academic year.

This report also outlines the change in the reporting process for the Toronto CPIC annual report.

*The cumulative staff time required to prepare this report was 15 hours*

## **B. PURPOSE**

1. This report complies with the Action After request made on January 28, 2016 that an Annual Information Report on Toronto Catholic Parent Involvement Committee (CPIC) activities be added to the rolling calendar.
2. Staff was to report on the statistics of meetings, activities and initiatives undertaken by Toronto CPIC.

## **C. BACKGROUND**

1. On January 28, 2016, the Catholic Parent Involvement Committee Annual Report was presented at the Regular Board meeting. Arising out of this presentation, the Annual Report was received by the Board and recommendations were made to have a report presented on an annual basis.
2. On June 9, 2016, staff presented a report on the meetings, activities and initiatives completed by CPIC for the academic years of 2014-2015 and 2015-2016.
3. Since 2016, the Parent Engagement Department has prepared and presented the report to the Student Achievement and Wellbeing, based on the Toronto CPIC's summary report.
4. In the fall of 2019, in collaboration with the Toronto CPIC chair, a decision was made for this report to be replaced with the Toronto CPIC annual report to Board, with the following provisions:

- i. The Toronto CPIC annual report will include information under the following headings:
  - CPIC Mandate and Purpose;
  - CPIC Structure and Membership;
  - CPIC Officers and Meetings;
  - CPIC Sub-Committees;
  - Recommendations Provided and Action-After;
  - CPIC Sponsored Events;
  - CPIC Activities and Highlights; and
  - CPIC Financial Summary.
- ii. The director's designate will add any missing gaps to the report, should there be non-compliance from CPIC in creating the report and/or if the CPIC Chair is no longer in Office.
- iii. The Toronto CPIC annual report will be presented at the October CPIC meeting for endorsement and referral to Student Achievement.
- iv. The Toronto CPIC annual report will then be presented to Student Achievement and Well Being by November 30<sup>th</sup> of the current academic year.
- v. The Toronto CPIC chair will provide the Toronto CPIC annual report to all Catholic School Parents Councils via email.
- vi. The Director will post the Toronto CPIC annual report on the TCDSB website.

## **D. EVIDENCE**

1. The Toronto CPIC 2018-2019 Annual Report (Appendix A) provides a detailed outline of the CPIC facilitated and sponsored initiatives for the 2018-2019 academic year, including a financial summary of its activities.
2. The summary includes information on parent conferences and workshops, the distribution of resources to Catholic School Parent Councils and the monetary sponsorship for parent events.

### Action - After Items to Recommendation Made to the Director of Education

1. In support of creating a welcoming environment and that new or prospective parents to schools may not easily be able to find key information:

*“That the school Board enact uniform school-based signage that conveys: a). name and contact information for the school principal; b) name and contact information for the school vice-principal; c) name of the school secretary and contact information for the school; d) name of the CSPC Chair and TCDSB contact information; e) name and contact information for the school superintendent; f) name and contact information for the ward trustee; g). school board main information line and website.”*

- Standard contact school information available to all parents was implemented in all schools (Appendix B).

2. To ensure that both local Parent Councils and Toronto CPIC are properly supported to post timely and pertinent information for their parent community:

*“TCDSB staff review the processes to provide for timely updates to be posted to local school CSPC & central CPIC sites; b) CPIC Chair be provided administrative access to the internal CPIC/CSPC site for posting of documents & resources for the committee and parent councils; c) Schools through the principal be encouraged to regularly post CSPC agendas, minutes and other artifacts to the local TCDSB school sites.”*

- Staff from the Parent Engagement, Communication and IT Departments are evolving their strategy to improve communication with all parents, parent councils and parent groups.

### Action - After to Recommendations Made to the Board of Trustees

*1. “That the Communications team investigate creation of a monthly summary of relevant matters and decisions that have come before the board of trustees and upcoming board policies scheduled for review. “*

*2. “ That a review of regular communications from the board be undertaken that currently include distributions to CSPCs to ensure they have a parent*

*lens and provide added value that contribute to the facilitation of parent engagement & student achievement.”*

- The Communications Department added members of CPIC, CSPC, OAPCE-Toronto and Special Education Advisory Committee (SEAC) to the ‘weekly wrap-up’ communication that is sent out to the system.
- The Communications Department conducted a ‘weekly wrap-up’ survey asking for parent input on improving the current communication format.
- Beginning in June of 2019, a monthly summary of parent-related items/policies that were presented at all Board meetings, was added to the ‘weekly wrap-up’ on the last Friday of every month.

## **E. METRICS AND ACCOUNTABILITY**

1. This annual summary of Toronto CPIC activities serves as an assessment of the Committee’s work to support parental engagement at TCDSB.
2. Advice provided to the Board of Trustees and the Director of Education and any action arising out of this advice will be monitored and assessed.

## **F. STAFF RECOMMENDATION**

This report is for the consideration of the Board.





# TORONTO CPIC ANNUAL REPORT 2018-2019

## Toronto Catholic Parent Involvement Committee

Email: [cpic.chair@tcdsb.org](mailto:cpic.chair@tcdsb.org)

Website: [www.tcdsb.org/cpic](http://www.tcdsb.org/cpic)

Twitter: [@toronto\\_cpic](https://twitter.com/toronto_cpic)

CEC

80 Sheppard Avenue East

North York, ON M2N 6E8





# TO OUR STAKEHOLDERS

## Strategic Highlights

CPIC has provided renewed focus on fostering discussion and bringing forward relevant value to Parents across the TCDSB ensuring to bring forward recommendations that can be implemented. We have also had a significant changeover in membership which has brought forward new ideas and energy, and our existing members have embraced positive change.

## Financial Highlights

Expenses were in line with budget targets and plans are in place for a surplus reduction effort over the next 24-months to substantially increase the visibility of CPIC and host more parent events. Policies will be updated to ensure consistency in funding requests/activities.

## Operating Highlights

Despite some positions remaining vacant, this past year saw membership stabilize and increased interaction and respect between members. Discussions are focused on improving parent engagement at local schools and at the Board overall. We continue to solicit feedback from local CSPCs on both successes and challenges.

### HOW A PARENT INVOLVEMENT COUNCIL FULFILLS ITS PURPOSE:

- providing boards with advice on parent engagement and how to communicate with parents
- developing strategies and initiatives to help boards engage more parents in their children's learning at home and at school
- sharing information with, and supporting the work of, school councils within the boards

## Looking Ahead

Our current bylaws were written in 2011, and CPIC structure & function has mainly remained unchanged since that time. This next year, with revised Bylaws, we will see a substantial change in not only the makeup of the Committee, but its interaction within the Board and overall relevancy in moving parent engagement forward in the TCDSB.



John Del Grande, Chair

# CPIC STRUCTURE & MEMBERSHIP

## Voting Members:

- 24 Parent Ward Members: elected by parents (two-year term)
- 4 Parent Members (at large) – elected by Parent Ward Members (one-year term)
- 3 Community Representatives – appointed by the committee (one-year term)

## Non-Voting Members:

- Trustee representative
- Director of Education or designate
- Liaison Officer to the TCDSB



| <b>ELECTED PARENT MEMBERS</b> |  |   |
|-------------------------------|--|---|
| <b>Ward</b>                   | <b>REPRESENTATIVE 1</b>                          | <b>REPRESENTATIVE 2</b>                     |
| 1                             | Allision Canning (x-Father Serra) <sup>(1)</sup> | Raul Tellez Rios (St. Angela)               |
| 2                             | Geoff Feldman (Father John Redmond)              | Natalia Marriott (Michael Power)            |
| 3                             | Joe Fiorante (St. Jane Frances)                  | -Vacant-                                    |
| 4                             | -Vacant-   | -Vacant-                                    |
| 5                             | Melinda Hackett (Cardinal Carter)                | Elizabeth Evans (St. Edward) <sup>(2)</sup> |
| 6                             | Gus Gikas (St. Mary of the Angels)               | -Vacant-                                    |
| 7                             | Randy Bucao (Senator O'Connor)                   | -Vacant-                                    |
| 8                             | Ruth Oliveros (Cardinal Leger)                   | Wendell Labrador (St. Barnabas)             |
| 9                             | Jenny Romero (St. Thomas Aquinas)                | -Vacant-                                    |
| 10                            | Annalisa Crudo-Perri (Chaminade)                 | -Vacant-                                    |
| 11                            | Ben Xavier (St. Gerald)                          | Desmond Alvares (x-Senator O'Connor)        |
| 12                            | John Del Grande (St. Agatha)                     | Anthony Antonucci (St. Ursula)              |

(1) RESIGNED FEBRUARY 2019 (2) RESIGNED JUNE 2019

| <b>ELECTED PARENT AND COMMUNITY MEMBERS</b> |  |
|---|--|
| <b>POSITION</b>                             | <b>NAME &amp; ASSOCIATION</b>              |
| Parent-At-Large 1                           | Isabel Starck (St. Bonaventure)            |
| Parent-At-Large 2                           | Karla Coto (St. Angela)                    |
| Parent-At-Large 3                           | -Vacant-                                   |
| Parent-At-Large 4                           | -Vacant -                                  |
| Community 1                                 | Patricia Bozzo (St. Conrad -OPACE Toronto) |
| Community 2                                 | Mary Laframboise (Faith in Our Child)      |
| Community 3                                 | -Vacant-                                   |

| <b>TRUSTEE REPRESENTATIVES AND TCDSB STAFF</b> |                                   |
|--|-----------------------------------|
| <b>POSITION</b>                                | <b>NAME &amp; ROLE</b>            |
| Trustee Rep                                    | Garry Tanuan, Trustee, Ward 8     |
| Trustee Alternative Rep                        | Norm Di Pasquale, Trustee, Ward 9 |
| Communications Department                      | Emmy Szekeres Milne, Manager      |
| Parent Engagement Office                       | Manuela Sequeira, Coordinator     |
| Director of Education Designate                | John Wujek, Superintendent        |

# OFFICERS & MEETINGS

## CPIC OFFICERS

| POSITION                                 | MEMBER                    | TERM ENDING    |
|--|---------------------------|----------------|
| <b>Chair</b>                             | John Del Grande (Ward 12) | October 2020   |
| <b>Vice-Chair</b>                        | Joe Fiorante (Ward 3)     | September 2019 |
| <b>Secretary &amp; Past Chair</b>        | Geoff Feldman (Ward 2)    | September 2019 |
| <b>Treasurer</b>                         | Gus Gikas (Ward 6)        | September 2019 |
| <b>Communications Director</b>           | Desmond Alvares (Ward 11) | September 2019 |
| <b>Assistant Secretary</b>               | -Vacant-                  | -              |
| <b>Assistant Treasurer</b>               | Ruth Oliveros (Ward 8)    | September 2019 |
| <b>Assistant Communications Director</b> | -Vacant-                  | -              |

## MEETINGS

A parent involvement committee must meet at least four times in each school year.

Toronto CPIC meets up to 8 times per school year - usually on the 3rd Monday of every month except March, July, and August. All meetings are open to the public. Any parent or guardian, at the Chair's discretion, may comment on the subject under discussion, but only members can vote. CPIC meetings are held at the Catholic Education Centre, 80 Sheppard Ave East.

During the 2018-2019 CPIC Year the Committee met:

| Meeting # | Date                         |
|-----------|------------------------------|
| Inaugural | Monday, October 15th, 2018   |
| 1         | Monday, November 19th, 2018  |
| 2         | Monday, December 10th, 2018  |
| 3         | Monday January 21st, 2019    |
| 4         | Monday, February 11th, 2019  |
| 5         | Monday, April 8th, 2019      |
| 6         | Monday, May 13th, 2019       |
| 7         | Monday, June 17th, 2019      |
| Special   | Monday, August 12th, 2019    |
| 8         | Monday, September 16th, 2019 |



Highlights from the Ward 11 Event at Senator O'Connor (May 2019)

# SUBCOMMITTEES

Much of the work of CPIC takes place with Members between meetings. The following subcommittees were struck during the year:

## **Budget & Priority Setting Subcommittee**

The committee updated CPIC policy #5: Expense Policy based on a referral from the Committee in September, simplifying the rules, aligning amounts with Board policy and proving clarity to members going forward.

## **Governance & Procedure Subcommittee**

This subcommittee was the most active during the year, taking on the work of recommending simplification changes and re-evaluating all aspects of CPIC's function and membership. Members met on average every two weeks between April and July.

## **Nomination & Election Subcommittee**

This subcommittee suspended most of its work given the subcommittee's work efforts in revising CPIC election & membership rules.

## **Conference Planning Subcommittee**

Recommending ward/central conference ideas and options to the committee. With the large OAPCE conference occurring in Toronto, members recommended conducting one mid-size event per ward.

## **Making Your Voices Heard Subcommittee**

Reviewing Board staff feedback and layout suggestions and producing a final draft version for approval by Committee in late 2019.

## **Communications & Dissemination Subcommittee**

Subcommittee members reviewed the CPC website for improvements; also considered creation of Ward Representative kits to support CSPCs and CPICs function.

## RECOMMENDATIONS PROVIDED

CPIC discusses issues of concern from parents as it relates to school councils and overall parent engagement at our schools and from the Board overall. Periodically, in support of our mandate, official recommendation resolutions are made:

### RECOMMENDATIONS MADE TO THE DIRECTOR OF EDUCATION

Members raised the issue, that in support of creating a welcoming environment and that new or prospective parents to schools may not easily be able to find key information:

*That the school Board enact uniform school-based signage that conveys: a). name and contact information for the school principal; b) name and contact information for the school vice-principal; c) name of the school secretary and contact information for the school; d) name of the CSPC Chair and TCDSB contact information; e) name and contact information for the school superintendent; f) name and contact information for the ward trustee; g). school board main information line and website*

Members also wanted to ensure both local Parent Councils & CPIC are properly supported to post timely and pertinent information for their parent community:

*a) TCDSB staff review the processes to provide for timely updates to be posted to local school CSPC & central CPIC sites; b) CPIC Chair be provided administrative access to the internal CPIC/CSPC site for posting of documents & resources for the committee and parent councils; c) Schools through the principal be encouraged to regularly post CSPC agendas, minutes and other artifacts to the local TCDSB school sites.*

### RECOMMENDATIONS MADE TO THE BOARD OF TRUSTEES

- 1. That the Communications team investigate creation of a monthly summary of relevant matters and decisions that have come before the board of trustees and upcoming board policies scheduled for review.*
- 2. That a review of regular communications from the board be undertaken that currently include distributions to CSPCs to ensure they have a parent lens and provide added value that contribute to the facilitation of parent engagement & student achievement*



## CPIC SPONSORED EVENTS

### Ward 8 Event: Faith in Our Child Speaker Series - How to Effectively Parent Adolescent Children

Tuesday December 11<sup>th</sup>, 2018 at St. Barnabas Catholic School.

The McKernans, both personable and humorous, drew heavily on their professional formation and experience in child and adolescent counselling, their family experience with their 10 children, and their Catholic faith.



### Lift Jesus Higher Toronto Rally

Saturday March 2nd, 2019 at the Metro Convention Centre.

CPIC was represented with a vendor table and provided tickets for 34 parents to attend.



### Ontario Association of Parents in Catholic Education - 80<sup>th</sup> Annual Conference

Saturday April 6<sup>th</sup>, 2019 at Madonna Catholic Secondary School.

Conference/Dinner tickets were provided for CPIC Members along with 91 parents from various TCDSB wards. Delegates attended sessions, discussed education topics and engaged with parents from across the province. CPIC distributed parent resource materials.



### Ward 11 Event: Anxiety in Children

Thursday May 9<sup>th</sup>, 2019 at Senator O'Connor Secondary School.

Our key speaker, Alyson Schafer, delivered a fantastic presentation complete with props, demonstrations and a unique, hands on exercise. As a family therapist, counsellor and well known Canadian parenting expert: her insights, basic tips, and longtime wisdom from her 15+ years in practice helped the audience feel they are not alone on this journey.



### Filipino Heritage Month Gala with Cardinal Thomas Collins

Wednesday June 12, 2019 at the TCDSB Board Office.

His Eminence gave remarks about the relationship of Church and schools in a modern world focusing on challenges and how parents play a role in strengthening this relationship

# ACTIVITIES & HIGHLIGHTS



## ❖ Increased Transparency:

- Meeting Agenda packages including all items for discussion and all backup reports are being compiled before monthly Monday meetings and posted online. Subcommittee agenda and minutes are also being consistency maintained.

## ❖ Trade Show Kit:

- The Committee approved creation of two CPIC trade show kits including banners, tablecloths and a full suite of parent hand-outs,

## ❖ CPSC Workshop series:

- Supported the efforts of the TCDSB Parent Engagement department in their series of CSPC workshops for members and specifics for Chairs, Secretaries and Treasurers. Member Officers of CPIC acted as speakers for these events.

## ❖ Commentary on Board Polices under Review:

- CPIC examined and commented on policies being considered by the Board of Trustees including CSPC and Addressing Parent Concerns.

## ❖ TCDSB Staff Presentations:

- CPIC heard from TCDSB Board Officials on such items as the 2019/20 Budget, Faith Formation and highlights from the IT Strategic Plan.

## ❖ Parent Engagement Materials:

- CPIC developed and continues work on 'Parent Engagement & Parent Involvement Triangle' that highlights easy steps with links to other resources.

## ❖ Parent & Student Charter Handouts:

- CPIC printed post cards with the TCDSB Parent & Student Charter (bill of rights) as a resource for parents and students.

## ❖ Allocation for Ward Events:

- CPIC provided budgets to support a parent engagement event in each Ward where Members and a host school were interested to bringing a speaker in on relevant topics of interest.

## ❖ Introduction of Web Conferencing:

- Added feature to support increased member & public engagement in future meetings. As a trial, all Governance & Policy meetings were conducted remotely.

## ❖ Parent Resource Libraries

- Requested a report on current state of parent resource locations in schools.

## FINANCIAL SUMMARY

The Province of Ontario through the Ministry of Education currently provides boards with \$5,000 annual base funding and 17 cents per student to fund its Parent Involvement Committee.

This year, we were provided a budget of \$21,262 and there was a carryover of \$52,695 from previous years.

CPIC enacted a policy where we allocate our yearly budget into two categories:

- 60% for Meeting & Operations: This supports the day-to-day work of the Committee through our meetings, including member expenses & supplies.
- 40% for Parent Engagement Projects: This goes towards events that benefit different constituencies of parents across the school Board including speakers, materials and refreshments for attendees.

### 2018/2019 Budget Summary: (from September 1, 2018 to August 31, 2019)

|                                    | Meetings          | Events/Projects    |
|------------------------------------|-------------------|--------------------|
| Childcare                          | \$735.00          | \$120.00           |
| Mileage/Transportation             | \$1,348.89        | \$0.00             |
| Printing & Supplies                | \$813.92          | \$802.08           |
| Events Promotion & Attendance Fees | \$0.00            | \$12,711.52        |
| Refreshments                       | \$2,891.91        | \$1,606.50         |
| Speakers                           | \$0.00            | \$3,264.80         |
| Telecommunications                 | \$3,883.62        | \$0.00             |
| Consulting                         | \$1,500.00        | \$0.00             |
|                                    | <b>\$9,887.93</b> | <b>\$19,790.31</b> |

Remaining carryforward budget to 2019/2020 is \$44,279.17



## APPENDIX & THANKS

### LEGISLATED PURPOSE

The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being

### WHY WE EXIST

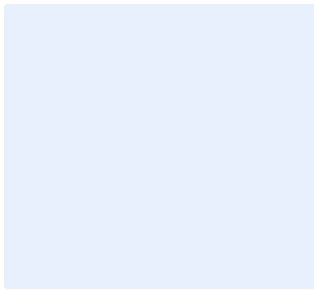
The Toronto Catholic Parent Involvement Committee is the legislated parent voice at the Toronto Catholic District School Board for parents of students in TCDSB schools.

### MISSION

To improve student academic achievement and the emotional, spiritual and physical well-being of students by supporting, encouraging and enhancing meaningful parent engagement.  
CPIC focuses on system-level matters affecting more than one school.

On behalf of CPIC & TCDSB, I thank each of our Committee Members for the value, insight and time they provide.

Thanks to all the School Parent Councils, Parents, Community Organizations & TCDSB staff that supported CPIC throughout the year.



# School Name Here

Sch Address

Sch Telephone

Sch Fax

Sch Website

Sch Twitter/Instagram Here or blank

|  |                     |                    |
|--|---------------------|--------------------|
| <b>PRINCIPAL:</b>  | Principal Name      | Email/Contact Info |
| <b>VICE-PRINCIPAL:</b>   | Vice-Principal Name | Email/Contact Info |
| <b>SECRETARY:</b>  | Secretary Name      | Email/Contact Info |
| <b>CSPC CHAIR:</b>   | CSPC Chair Name     | Email/Contact Info |
| <b>SUPERINTENDENT:</b>   | Superintendent Name | Email/Contact Info |
| <b>WARD TRUSTEE:</b>   | Ward & Trustee      | Email/Contact Info |
| <b>CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC) REPRESENTATIVE:</b>                  | CPIC Rep Name       | Email/Contact Info |
| <b>ONTARIO ASSOCIATION OF PARENTS FOR CATHOLIC EDUCATION (OAPCE) REPRESENTATIVE:</b> | OAPCE Rep Name      | Email/Contact Info |
| <b>PARISH:</b>   | Parish Name         | Email/Contact Info |
| <b>PARISH PRIEST:</b>  | Parish Priest       | Email/Contact Info |

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## OUR MISSION

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

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



### TORONTO CATHOLIC DISTRICT SCHOOL BOARD

80 Sheppard Avenue East, Toronto, Ontario M2N 6E8 ·

**Telephone:** 416-222-8282 · **Fax:** 416-229-5345

**Web:** [www.tcdsb.org](http://www.tcdsb.org) · **Twitter:** @TCDSB · **Instagram:** @torontocatholicdsb

**24-hour Information Line:** 416-222-8282, ext. 2873 (recorded message)

**Communications Department:** 416-222-8282, ext. 5314 · [commdept@tcdsb.org](mailto:commdept@tcdsb.org)

**2018 - 2021 · ROOTED IN CHRIST: WE BELONG, WE BELIEVE, WE BECOME**



REPORT TO

**STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE**

**REPORT ON METRICS FOR THE CATHOLIC SCHOOL PARENT COUNCIL, POLICY S.10  
2018-2019**

*“May he give you the desire of your heart and make all your plans succeed.” Psalm 20:4*

| Created, Draft    | First Tabling   | Review                      |
|-------------------|-----------------|-----------------------------|
| December 16, 2019 | January 9, 2020 | Click here to enter a date. |

J. Wujek, Superintendent of Schools (Area 5) & Parent Engagement

M. Sequeira, Coordinator-International Languages, Parent Engagement and Community Relations

**INFORMATION REPORT**

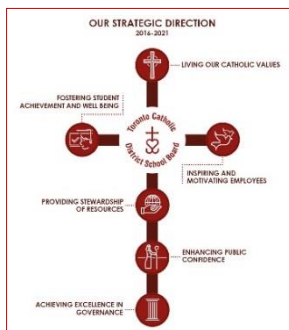
**Vision:**

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

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*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

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report provides metrics on the activities and valued contributions of the Toronto Catholic District School Board (TCDSB) Catholic School Parent Councils (CSPCs) for the academic year of 2018-2019 at the local level.

This report also includes the engagement and learning opportunities provided by staff to parents and to Catholic School Parent Councils.

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

## **B. PURPOSE**

1. The purpose of this report is to comply with the TCDSB Catholic School Parent Council Policy, S. 10, metrics requirements that the “*annual report of CSPC activities will serve as an assessment of the Council’s work to support student achievement and well-being at the school.*”

## **C. BACKGROUND**

1. Consistent with Ontario Regulation 612 on *School Councils and Parent Involvement Committees*, “the purpose of [Catholic] school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.”

2. The TCDSB’s Parent Engagement and Communications Departments play a guiding and supportive role to Catholic School Parent Councils and staff in the promotion and enhancement of effective parent engagement that is in harmony with TCDSB’s shared vision of transforming the world through witness, faith, innovation and action.

3. At the system level, staff from these and other departments work closely with TCDSB’s Catholic Parent Involvement Committee (CPIC) and the Ontario Association for Parents in Catholic Education - Toronto (OAPCE-Toronto) to maximize support to the local Catholic School Parent Councils.

## D. EVIDENCE

### Catholic School Parent Council Activities and Parent Engagement Initiatives

1. Consistent with Ontario Regulation 612, s.24 (1) and (2) that every school council submit an annual report on its activities, including a financial report.
2. For 2018-2019 academic year, 117 school councils complied with the regulatory requirement by electronically submitting a CSPC annual report.

The chart below provide some highlights from the reports submitted (Appendix A):

| <b>2017-2018 Metrics</b>  | <b>2018-2019 Metrics</b>  |
|---|---|
| 35% of councils submitted a report  | 60% of councils submitted a report  |
| 96% of councils had 6+ meetings   | 100% of councils had 6+ meetings  |
| 60% of the councils had a designated OAPCE-Toronto representative             | 74% of the councils had a designated OAPCE-Toronto representative             |
| 66% of CSPCs raised funds to support the purchase of learning materials       | 73% of CSPCs raised funds to support the purchase of learning materials       |
| 63% of CSPCs raised funds to support the Arts                                 | 72% of CSPCs raised funds to support the Arts                                 |
| 54% of CSPCs raised funds to support the sports                               | 69% of CSPCs raised funds to support the sports                               |
| 60% of CSPCs raised funds to support the transportation for events/excursions | 68% of CSPCs raised funds to support the transportation for events/excursions |
| 72% of CSPCs raised funds to support celebrations (graduation/sacraments)     | 83% of CSPCs raised funds to support celebrations (graduation/sacraments)     |
| 51% of CSPCs raised funds to support humanitarian/charity organizations       | 53% of CSPCs raised funds to support humanitarian /charity organizations      |

3. In addition to the support that CSPC fundraised moneys contributed to the enhancement of curriculum and extra-curricular activities for students, the

following are some examples of CSPC initiatives and activities that contributed to parent education and engagement at the local level:

- family evenings events on topics, such as: math; science; STEAM; technology; fitness; wellness; dance and job fairs;
- parent workshops on themes, such as: developing resilience in children; social media; stress management; healthy eating; healthy living; meditation; self-regulation; handling peer pressure and Toronto Public Health services; and
- community events, such as; beginning and/or end of the year BBQ; pancake Tuesday; fun fairs; dance and bingo nights.

### Parent Reaching Out (PRO) Grants

1. In spring of 2018, the Parent Engagement Department applied and received Ministry approval for a Parent Reaching Out (PRO) Regional grant with a total value of \$7, 500.
2. In the spring of 2018, 135 school councils applied and received Ministry approval for PRO grants for a total value of \$133, 991 for school-based projects to support parent engagement at the local level for the 2018-2019 academic year.
3. Out of the 135 school councils that received funding for applications placed in the spring of 2018, 95 councils used some or all approved grant funds by the end of the grant cycle.
4. As per the Ministry's request, the TCDSB returned the remaining unused school council 2018-2019 grant funds of \$52, 745.02 to the Ministry.

### Parent Involvement Committee (PIC) Grant

1. The Ministry of Education provides each school board with funds to be allocated to local CSPCs to support school-based parent engagement initiatives.
2. These funds are to find local solutions that lessen barriers to parent engagement and enhance the participation of parents, with the goal of equity of outcomes for all students.

3. In September, each school is allocated an annual PIC grant of \$500.
4. In 2018-2019, 46 percent of schools made use of some or all the allocated annual funds for parent learning and engagement activities.
5. Currently there is a TCDSB balance of \$192,053.30 of unused PIC funds (Appendix B).

### System Activities and Resources Supporting and Promoting Parent Leadership

1. As per the action items identified in the Metrics Report of CSPC, Policy S. 10, 2017-2018, the following items were implemented:
  - standard contact school information available to all parents was implemented in all schools (Appendix C);
  - support and materials were provided to CSPC chairs, and staff, in order to achieve 100 percent compliance of updating and accessing TCDSB assigned email to all CSPC chairs;
  - exit surveys were provided at all parent events/workshops;
  - standard accounting and reporting forms were created and distributed to assist CSPCs with budget planning, collection and disbursement of moneys raised;
  - standard accounting and reporting forms were developed for presenting information to Council on school accounts;
  - the Communications Department added the following parent groups who have an assigned TCDSB email to to the 'weekly wrap-up': CPIC, CSPC, OAPCE-Toronto and Special Education Advisory Committee (SEAC);
  - the Communications Department conducted a 'weekly wrap-up' survey asking for parent input on improving the current communication format; and
  - beginning in June of 2019, a monthly summary of parent-related items/policies that were presented at all Board meetings, was added to the 'weekly wrap-up' on the last Friday of every month.
2. In collaboration with Toronto CPIC and OAPCE-Toronto on October 18<sup>th</sup>, 2018, the Parent Engagement Department hosted its annual CSPC orientation to provide resources, networking and learning opportunities to newly elected CSPC executives.

3. Following this event, with feedback from the 2017-2018 CSPC annual report, from workshop exit surveys, and from the Parent Engagement Department, the following 4 workshops were developed for 2018-2019:

| <b>Date</b> | <b>Workshop Content</b>   | <b>No. of Participants</b> |
|-------------|---|----------------------------|
| 19/11/18    | The Role Responsibility of the Chair Communication  | 55                         |
| 29/01/19    | The Role & Responsibility of the Treasurer Fundraising in Schools                                 | 62                         |
| 26/02/19    | The Role & Responsibility of the Secretary Conflict Resolution                                    | 45                         |
| 13/05/19    | School By-Laws<br>CSPC End of the Year Activity and Financial Reporting<br>New On-Line Submission | 60                         |

4. In addition to the workshops provided, an online CSPC bank of resources was created to provide CSPC chairs, principals and vice-principals with resources to build capacity, support and facilitate the operation of the councils.

5. The coordinator of the Parent Engagement Department provided resources/reminders via email with regards to the operation requirements and timelines of CSPCs, as well as, responding daily, via phone and/or email, to council executives' and staffs' inquiries.

6. The superintendent and coordinator of Parent Engagement presented at principal meetings in 2018-2019, and at the Head Start Symposium for newly promoted administrators in the summer of 2018, on the following topics:

- the role and importance of councils;
- CSPC executives roles and responsibilities;
- the responsibility of the principal;
- CSPC elections and timelines;
- block budget and school bank accounts reporting to CSPC
- CSPC financial reporting;
- CSPC annual activity and financial report; and



- the role of Toronto Catholic Parent Involvement Committee (CPIC) and Ontario Association of Parents in Catholic Education – Toronto (OAPCE- Toronto) as TCDSB parent engagement partners.

7. To provide parents who may not participate fully in the school due to potential language and cultural barriers, the Parent Engagement Department, in collaboration with the International Languages Department applied for, and received, a Parent Reaching Out (PRO) Regional Grant, entitled, *Engaging and Supporting our Diverse Parent Communities in their Heritage Language*.

Parents and community leaders were empowered and supported to plan, organize and deliver parent learning sessions targeted to their specific needs.

The workshops were delivered in the parent’s heritage language, in existing International Language Elementary (ILE) after-hour centres, where parents had an established quasi-parent council.

The chart below illustrates the topics and parent participation at 3 ILE after-hour centres:

| <b>Date</b> | <b>Centres- ILE Language Workshops</b>  | <b>No. Of Participants</b> |
|-------------|---|----------------------------|
| 26/05/19    | <i>St. Jane Frances-Vietnamese</i><br>*Parents as Mirrors for Children<br>*Transition to High School                        | 220                        |
| 01/06/19    | <i>James Culnan - Vietnamese</i><br>*Developing Good Study Habits Now for The Future<br>*Healthy Balanced Lifestyle         | 200                        |
| 08/06/19    | <i>St. Mary of the Angels-Tigrinya</i><br>*Building Networks of Parents Advocacy at the Day School<br>*The Education System | 180                        |

8. The Director of Education, staff from the Parent Engagement Department, trustees, and members of CPIC attended the 80<sup>th</sup> annual OAPCE-Ontario conference and gala. The CPIC subsidized the attendance of 100 Catholic School Parent Council OAPCE-Toronto designated representatives.

The following were some highlights of the event:

- mass with His Eminence Thomas Cardinal Collins;
- a keynote from Greg Rogers on the purpose of Me to We;
- parent workshops; and
- an evening gala that recognized, among others, the Director and Chair of the Board for their work in Catholic Education.

Policy Consultation

1. In May of 2019, the Parent Engagement Department launched consultation on the *Catholic Schools Parent Councils, Policy S.10* and *Guidelines for Trustees, Parents and Staff in Addressing School Related Concerns, Policy A.33*.

The consultation process provided a variety of forums for TCDSB’s parent engagement partners with opportunities to provide feedback on policies that directly impact parent involvement at the school level.

The chart below illustrates the consultation format and metrics:

| <b>Date</b> | <b>Format</b>  | <b>Group</b>        | <b>No. of Participants</b> |
|-------------|----------------|---------------------|----------------------------|
| 05/19       | On-line Survey | CSPCs               | 86 Councils                |
| 13/05/19    | Town Hall      | All Parents & CSPCs | 65 Parents                 |
| 13/05/19    | CPIC Meeting   | CPIC/OPACE          | 24 Members                 |

**E. METRICS AND ACCOUNTABILITY**

1. The metrics and accountability framework as outlined in Catholic School Parent Council, Policy S. 10, will be the basis for this report and for assessing parent engagement impact.
2. The data in this report will continue to serve as the benchmark for strategy improvement to enhance and support continued parent engagement, and partnership enhancement.

**F. STAFF RECOMMENDATION**

This report is for the consideration of the Board.





APPENDIX A

(Name of School)  
Catholic School Parent Council

TORONTO CATHOLIC DISTRICT SCHOOL BOARD

Annual Activity Report for the \_\_\_\_\_ School Year

| <b>A. School Council Members</b>   |                       |
|--|-----------------------|
| <b>Position</b>  | <b>Name or Number</b> |
| Chair  |                       |
| Co-Chair/Co-Chair  |                       |
| Secretary  |                       |
| Treasurer  |                       |
| Pastor/Parish Representative   |                       |
| OAPCE Representative   |                       |
| Teaching Staff Representative  |                       |
| Non-Teaching Staff Representative  |                       |
| Community Member   |                       |
| Student (Secondary)  |                       |
| Number of additional Parent Council Members  |                       |
| <b>B. Dates of CSPC Meetings:</b>  |                       |
| 1.   | 2.                    |
| 3.   | 4.                    |
| 5.   | 6.                    |
| <b>C. Fundraising Activities Supported:</b>  |                       |
| • Learning Materials   | Yes No                |
| • Arts Activities (Drama, Music, Visual Arts)  | Yes No                |
| • Sports Activities  | Yes No                |
| • Buses  | Yes No                |
| • Celebrations (Sacraments, Graduation, Etc.)  | Yes No                |
| • Humanitarian/Charity   | Yes No                |
| • Other  | Yes No                |
| <b>D. List two CSPC initiatives that supported student achievement and well-being, as per the School's Learning Improvement Plan.</b>            |                       |
| Initiatives  | Brief Description     |
|  |                       |
|  |                       |
| <b>E. What supports/information from TCDSB staff would be beneficial to assist your school's Catholic School Parent Council reach its goals?</b> |                       |
| 1.   |                       |
| 2.   |                       |
| 3.   |                       |

APPENDIX A

*Thank you to all members of the council, volunteers in sub-committees and school staff for their time and dedication, which contributed to the success of this council in this school year.*

\_\_\_\_\_  
CSPC Chair's Signature

\_\_\_\_\_  
Date

## Appendix B

**Parent Involvement Committee (PIC) Grant Balances  
As of October 7, 2019**

| <b>Ward</b> | <b>CSPC</b>                   | <b>2018/19</b> | <b>Balance from<br/>Previous Years</b> | <b>Allocation<br/>2019/2020</b> | <b>Grand<br/>Total</b> |
|-------------|-------------------------------|----------------|--|---------------------------------|------------------------|
| 1           | CSPC (St. Benedict )          | 500.00         | 1,190.48                               | 500.00                          | 2,190.48               |
| 1           | CSPC (St. Stephen )           | 314.59         | -                                      | 500.00                          | 814.59                 |
| 1           | CSPC (St. Andrew )            | -              | 1,047.96                               | 500.00                          | 1,547.96               |
| 1           | CSPC (St. Dorothy )           | 500.00         | 789.22                                 | 500.00                          | 1,789.22               |
| 1           | CSPC (St. Angela )            | 500.00         | 2,000.00                               | 500.00                          | 3,000.00               |
| 1           | CSPC (St. Maurice )           | 500.00         | 129.43                                 | 500.00                          | 1,129.43               |
| 1           | CSPC (St. John Vianney )      | 500.00         | 1,047.96                               | 500.00                          | 2,047.96               |
| 1           | CSPC (Msgr. John Corrigan )   | 500.00         | 595.94                                 | 500.00                          | 1,595.94               |
| 1           | CSPC (Holy Child )            | -              | 367.59                                 | 500.00                          | 867.59                 |
| 1           | CSPC (Fr. Henry Carr)         | 500.00         | 618.23                                 | 500.00                          | 1,618.23               |
| 1           | CSPC (Msgr. P. Johnson)       | 500.00         | 643.88                                 | 500.00                          | 1,643.88               |
| 2           | CSPC (Our Lady of Peace )     | 500.00         | 547.97                                 | 500.00                          | 1,547.97               |
| 2           | CSPC (St. Gregory )           | 438.90         | 616.46                                 | 500.00                          | 1,555.36               |
| 2           | CSPC (Transfiguration )       | 500.00         | 595.92                                 | 500.00                          | 1,595.92               |
| 2           | CSPC (Nativity of Our Lord )  | 500.00         | 1,368.88                               | 500.00                          | 2,368.88               |
| 2           | CSPC (All Saints )            | 500.00         | 953.40                                 | 500.00                          | 1,953.40               |
| 2           | CSPC (St. Clement )           | 500.00         | 621.96                                 | 500.00                          | 1,621.96               |
| 2           | CSPC (St. Marcellus )         | 500.00         | 1,500.00                               | 500.00                          | 2,500.00               |
| 2           | CSPC (St. Eugene )            | 500.00         | 143.88                                 | 500.00                          | 1,143.88               |
| 2           | CSPC (Mother Cabrini )        | 500.00         | 789.22                                 | 500.00                          | 1,789.22               |
| 2           | CSPC (St. Demetrius )         | 500.00         | 616.53                                 | 500.00                          | 1,616.53               |
| 2           | CSPC (Father Serra )          | 47.96          | 50.37                                  | 500.00                          | 598.33                 |
| 2           | CSPC (Josyf Cardinal Slipyj ) | 500.00         | 1,396.68                               | 500.00                          | 2,396.68               |

Appendix B

|   |                                |        |          |        |          |
|---|--------------------------------|--------|----------|--------|----------|
| 2 | CSPC (Michael Power)           | 500.00 | 675.94   | 500.00 | 1,675.94 |
| 3 | CSPC (St. Jude )               | 500.00 | 456.10   | 500.00 | 1,456.10 |
| 3 | CSPC (St. Jane Frances )       | -      | 418.03   | 500.00 | 918.03   |
| 3 | CSPC (St. Wilfrid )            | 29.98  | 593.85   | 500.00 | 1,123.83 |
| 3 | CSPC (St. Roch )               | 500.00 | 308.12   | 500.00 | 1,308.12 |
| 3 | CSPC P (St. Augustine )        | -      | 159.04   | 500.00 | 659.04   |
| 3 | CSPC P (St. Charles Garnier )  | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 3 | CSPC P (St. Francis de Sales ) | 51.47  | 81.47    | 500.00 | 632.94   |
| 3 | CSPC (St. Simon )              | 500.00 | 1,547.96 | 500.00 | 2,547.96 |
| 3 | CSPC (Venerable John Merlini ) | 500.00 | 500.00   | 500.00 | 1,500.00 |
| 3 | CSPC (Blessed Margherita)      | 47.97  | 17.13    | 500.00 | 565.10   |
| 3 | CSPC (St.Andre)                | 500.00 | 554.35   | 500.00 | 1,554.35 |
| 3 | CSPC (St. Basil the Great)     | 500.00 | 381.13   | 500.00 | 1,381.13 |
| 3 | CSPC (J. Card. McGuigan)       | -      | 448.79   | 500.00 | 948.79   |
| 4 | CSPC (Holy Family )            | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 4 | CSPC. (St. Cecilia )           | 500.00 | 1,047.96 | 500.00 | 2,047.96 |
| 4 | CSPC (St. Vincent de Paul )    | 46.56  | 115.49   | 500.00 | 662.05   |
| 4 | CSPC (St. Pius X )             | 500.00 | 167.92   | 500.00 | 1,167.92 |
| 4 | CSPC (Our Lady of Sorrows )    | 500.00 | 661.86   | 500.00 | 1,661.86 |
| 4 | CSPC (St. Ambrose )            | 500.00 | 1,434.52 | 500.00 | 2,434.52 |
| 4 | CSPC (St. James )              | 500.00 | 939.53   | 500.00 | 1,939.53 |
| 4 | CSPC (St. Elizabeth )          | 500.00 | 96.03    | 500.00 | 1,096.03 |
| 4 | CSPC (St. Josaphat )           | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 4 | CSPC (James Culnan )           | 500.00 | 1,009.48 | 500.00 | 2,009.48 |
| 4 | CSPC (Holy Angels )            | -      | 82.31    | 500.00 | 582.31   |
| 4 | CSPC (St. Louis )              | 43.48  | 1,604.18 | 500.00 | 2,147.66 |

Appendix B

|   |                                    |        |          |        |          |
|---|------------------------------------|--------|----------|--------|----------|
| 4 | CSPC (St. Mark )                   | -      |          | 500.00 | 500.00   |
| 4 | CSPC (St. Leo )                    | 27.59  |          | 500.00 | 527.59   |
| 4 | CSPC (The Holy Trinity)            | -      | 500.00   | 500.00 | 1,000.00 |
| 4 | CSPC (Fr. John Redmond)            | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 4 | CSPC (Bishop Marrocco)             | 500.00 | 218.07   | 500.00 | 1,218.07 |
| 4 | CSPC (Bishop Allen)                | 500.00 | 84.10    | 500.00 | 1,084.10 |
| 5 | CSPC (Blessed Sacrament )          | 500.00 | 187.79   | 500.00 | 1,187.79 |
| 5 | CSPC (St. Margaret )               | 500.00 | 1,516.60 | 500.00 | 2,516.60 |
| 5 | CSPC (St. Charles )                | 500.00 | 771.51   | 500.00 | 1,771.51 |
| 5 | CSPC (St. Edward )                 | 500.00 | 236.16   | 500.00 | 1,236.16 |
| 5 | CSPC (St. Gabriel )                | 500.00 | 547.96   | 500.00 | 1,547.96 |
| 5 | CSPC (Our Lady of the Assumption ) | 500.00 | 1,038.75 | 500.00 | 2,038.75 |
| 5 | CSPC (St. Cyril )                  | 47.97  | 384.32   | 500.00 | 932.29   |
| 5 | CSPC (St. Paschal Baylon )         | 500.00 | 701.27   | 500.00 | 1,701.27 |
| 5 | CSPC (St. Raphael )                | 500.00 | 337.66   | 500.00 | 1,337.66 |
| 5 | CSPC (St. Jerome )                 | 47.96  | 47.96    | 500.00 | 595.92   |
| 5 | CSPC (St. Robert )                 | 500.00 | 865.39   | 500.00 | 1,865.39 |
| 5 | CSPC (St. Norbert )                | 11.12  | 95.93    | 500.00 | 607.05   |
| 5 | CSPC (St. Antoine Daniel )         | 500.00 | 98.06    | 500.00 | 1,098.06 |
| 5 | CSPC (St. Martha )                 | -      | -        | 500.00 | 500.00   |
| 5 | CSPC (St. Agnes )                  | 500.00 | 112.95   | 500.00 | 1,112.95 |
| 5 | CSPC (Regina Mundi )               | 500.00 | 1,862.89 | 500.00 | 2,862.89 |
| 5 | CSPC (St. Conrad )                 | 500.00 | 534.72   | 500.00 | 1,534.72 |
| 5 | CSPC (Sts. Cosmas and Damian )     | -      | -        | 500.00 | 500.00   |
| 5 | CSPC (Madonna)                     | -      | 82.68    | 500.00 | 582.68   |
| 5 | CSPC (Brebeuf)                     | 500.00 |          | 500.00 | 1,000.00 |



Appendix B

|   |                                |        |          |        |          |
|---|--------------------------------|--------|----------|--------|----------|
| 5 | CSPC (Loretto Abbey)           | 500.00 | 146.42   | 500.00 | 1,146.42 |
| 5 | CSPC (Dante Alighieri)         | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 5 | CSPC (Card. Carter Sr.)        | 500.00 | 83.33    | 500.00 | 1,083.33 |
| 5 | CSPC P (Marshall Mcluhan)      | 500.00 | 404.09   | 500.00 | 1,404.09 |
| 6 | CSPC (St. Helen )              | 500.00 | 787.33   | 500.00 | 1,787.33 |
| 6 | CSPC (St. Anthony )            | 500.00 | 1,547.96 | 500.00 | 2,547.96 |
| 6 | CSPC (St. Clare )              | 290.70 | 1,547.96 | 500.00 | 2,338.66 |
| 6 | CSPC (St. Rita )               | 500.00 | 149.68   | 500.00 | 1,149.68 |
| 6 | CSPC (St. Mary of the Angels ) | -      |          | 500.00 | 500.00   |
| 6 | CSPC (St. John Bosco )         | 500.00 | 1,189.60 | 500.00 | 2,189.60 |
| 6 | CSPC (St. Sebastian )          | -      | 125.69   | 500.00 | 625.69   |
| 6 | CSPC (St. Nicholas of Bari )   | 47.96  | 43.79    | 500.00 | 591.75   |
| 6 | CSPC (St. Luigi )              | -      | -        | 500.00 | 500.00   |
| 6 | CSPC (Stella Maris )           | 47.96  | 191.84   | 500.00 | 739.80   |
| 6 | CSPC (St. Paul VI )            | -      | -        | 500.00 | 500.00   |
| 6 | CSPC (Loretto College)         | -      | 146.42   | 500.00 | 646.42   |
| 6 | CSPC (St. Mary's)              | 500.00 | 885.16   | 500.00 | 1,885.16 |
| 7 | CSPC (Precious Blood )         | 500.00 |          | 500.00 | 1,000.00 |
| 7 | CSPC (St. Lawrence )           | 500.00 | 619.67   | 500.00 | 1,619.67 |
| 7 | CSPC (Our Lady of Wisdom )     | 500.00 | 95.92    | 500.00 | 1,095.92 |
| 7 | CSPC (Holy Spirit )            | 500.00 | 701.27   | 500.00 | 1,701.27 |
| 7 | CSPC (St. Kevin )              | 239.82 | -        | 500.00 | 739.82   |
| 7 | CSPC (St. Nicholas )           | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 7 | CSPC (St. Albert )             | 500.00 | 674.78   | 500.00 | 1,674.78 |
| 7 | CSPC (St. Victor )             | 47.96  | 65.32    | 500.00 | 613.28   |
| 7 | CSPC (St. Aidan )              |        |          | 500.00 | 500.00   |

## Appendix B

|   |                                   |        |          |        |          |
|---|-----------------------------------|--------|----------|--------|----------|
| 7 | CSPC (St. Sylvester )             | 47.96  | 28.59    | 500.00 | 576.55   |
| 7 | CSPC (Epiphany of Our Lord )      | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 7 | CSPC (St. Henry )                 | 500.00 | 95.93    | 500.00 | 1,095.93 |
| 7 | CSPC (Mary Ward)                  | -      | -        | 500.00 | 500.00   |
| 7 | CSPC (Jean Vanier)                | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 8 | CSPC (St. Martin de Porres )      | -      | -        | 500.00 | 500.00   |
| 8 | CSPC (St. Bartholomew )           | 500.00 | 674.78   | 500.00 | 1,674.78 |
| 8 | CSPC (St. Malachy )               | 500.00 | 643.88   | 500.00 | 1,643.88 |
| 8 | CSPC (St. Barnabas )              | -      |          | 500.00 | 500.00   |
| 8 | CSPC (St. Brendan )               | 500.00 | 549.98   | 500.00 | 1,549.98 |
| 8 | CSPC (St. Ignatius of Loyola )    | 218.81 | 81.47    | 500.00 | 800.28   |
| 8 | CSPC (Our Lady of Grace )         | 500.00 | 210.14   | 500.00 | 1,210.14 |
| 8 | CSPC (St. Gabriel Lalemant )      | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 8 | CSPC (St. Columba )               | -      | 429.43   | 500.00 | 929.43   |
| 8 | CSPC (St. Marguerite Bourgeoys )  | 500.00 | 654.02   | 500.00 | 1,654.02 |
| 8 | CSPC (St. Florence )              | 500.00 | 1,153.81 | 500.00 | 2,153.81 |
| 8 | CSPC (St. Elizabeth Seton )       | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 8 | CSPC (St. Jean de Brebeuf )       | 47.96  | 95.93    | 500.00 | 643.89   |
| 8 | CSPC (St. Rene Goupil )           | 500.00 | 178.66   | 500.00 | 1,178.66 |
| 8 | CSPC (The Divine Infant )         | 500.00 | 195.81   | 500.00 | 1,195.81 |
| 8 | CSPC (Sacred Heart )              | 500.00 | 195.81   | 500.00 | 1,195.81 |
| 8 | CSPC (Prince of Peace )           | 500.00 | 603.04   | 500.00 | 1,603.04 |
| 8 | CSPC (Cardinal Leger )            | 500.00 | 659.68   | 500.00 | 1,659.68 |
| 8 | CSPC (St. Bede )                  | -      | 113.17   | 500.00 | 613.17   |
| 8 | CSPC P (Bl Pier Giorgio Frassati) | 500.00 | 1,057.54 | 500.00 | 2,057.54 |
| 8 | CSPC P.I.F. (St. Dominic Savio )  | 500.00 | 1,047.96 | 500.00 | 2,047.96 |

Appendix B

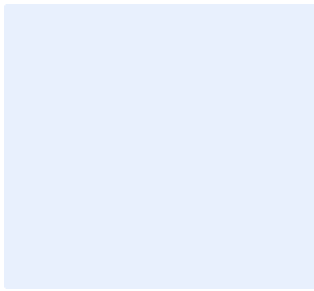
|    |                                    |        |          |        |          |
|----|------------------------------------|--------|----------|--------|----------|
| 8  | CSPC (Francis Libermann)           | -      | 203.36   | 500.00 | 703.36   |
| 8  | CSPC (Blessed Mother Teresa)       | -      | 644.20   | 500.00 | 1,144.20 |
| 9  | CSPC (St. Paul )                   | -      | 192.00   | 500.00 | 692.00   |
| 9  | CSPC (St. Mary )                   | 500.00 | 1,269.07 | 500.00 | 2,269.07 |
| 9  | CSPC (St. Francis of Assisi )      | 481.53 | 2,000.00 | 500.00 | 2,981.53 |
| 9  | CSPC (St. Michael's Choir (Jr) )   | 47.96  |          | 500.00 | 547.96   |
| 9  | CSPC (Our Lady of Lourdes )        | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 9  | CSPC (Holy Rosary )                | 500.00 | 191.84   | 500.00 | 1,191.84 |
| 9  | CSPC (St. Thomas Aquinas )         | 500.00 |          | 500.00 | 1,000.00 |
| 9  | CSPC (Our Lady of Perpetual Help ) | 500.00 | 924.87   | 500.00 | 1,924.87 |
| 9  | CSPC (D'Arcy McGee )               | 500.00 | 348.21   | 500.00 | 1,348.21 |
| 9  | CSPC (St. Alphonsus )              | -      | -        | 500.00 | 500.00   |
| 9  | CSPC (Pope Francis)                | 70.00  | 548.02   | 500.00 | 1,118.02 |
| 9  | CSPC (St. Bruno/Raymond )          | 500.00 | 1,282.72 | 500.00 | 2,282.72 |
| 9  | CSPC (St. Michael )                | 500.00 | 551.77   | 500.00 | 1,551.77 |
| 9  | CSPC (St. Joseph College)          | -      | 171.12   | 500.00 | 671.12   |
| 9  | CSPC (St. Michael Choir)           | 47.96  | 24.90    | 500.00 | 572.86   |
| 9  | CSPC (Bishop Macdonell)            |        |          | 500.00 | 500.00   |
| 10 | CSPC (St. Matthew )                | 500.00 | 1,095.92 | 500.00 | 2,095.92 |
| 10 | CSPC (St. John the Evangelist )    | 500.00 | 1,500.00 | 500.00 | 2,500.00 |
| 10 | CSPC (Our Lady of Victory )        | 420.26 | -        | 500.00 | 920.26   |
| 10 | CSPC (St. Bernard )                | 500.00 | 751.67   | 500.00 | 1,751.67 |
| 10 | CSPC (St. Francis Xavier )         | -      | 532.80   | 500.00 | 1,032.80 |
| 10 | CSPC. (Immaculate Conception )     | 500.00 | 553.53   | 500.00 | 1,553.53 |
| 10 | CSPC (St. Fidelis )                | 500.00 | 549.98   | 500.00 | 1,549.98 |
| 10 | CSPC (Santa Maria )                | 47.96  | 301.00   | 500.00 | 848.96   |

Appendix B

|    |                               |        |          |        |          |
|----|-------------------------------|--------|----------|--------|----------|
| 10 | CSPC (Chaminade)              | -      | -        | 500.00 | 500.00   |
| 10 | CSPC (Archbishop Romero)      | 500.00 | 109.96   | 500.00 | 1,109.96 |
| 11 | CSPC (St. Joseph )            | 88.11  | 1,371.94 | 500.00 | 1,960.05 |
| 11 | CSPC (Holy Name )             | -      | -        | 500.00 | 500.00   |
| 11 | CSPC (St. John )              | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 11 | CSPC (St. Monica )            | 118.55 | 813.49   | 500.00 | 1,432.04 |
| 11 | CSPC (St. Brigid )            | 500.00 | 670.38   | 500.00 | 1,670.38 |
| 11 | CSPC (Holy Cross )            | -      | -        | 500.00 | 500.00   |
| 11 | CSPC (St. Anselm )            | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 11 | CSPC (Canadian Martyrs )      | 500.00 | 2,000.00 | 500.00 | 3,000.00 |
| 11 | CSPC (St. Bonaventure )       | 40.74  |          | 500.00 | 540.74   |
| 11 | CSPC (Blessed Trinity )       | 500.00 | 953.40   | 500.00 | 1,953.40 |
| 11 | CSPC (St. Timothy )           | 500.00 | 1,632.65 | 500.00 | 2,632.65 |
| 11 | CSPC (Annunciation )          | -      | 1,027.10 | 500.00 | 1,527.10 |
| 11 | CSPC (St. Denis )             | 500.00 | 95.93    | 500.00 | 1,095.93 |
| 11 | CSPC (St. Isaac Jogues )      | 47.96  | 19.87    | 500.00 | 567.83   |
| 11 | CSPC (St. Catherine )         | -      | -        | 500.00 | 500.00   |
| 11 | CSPC (St. Gerald )            | -      | 53.95    | 500.00 | 553.95   |
| 11 | CSPC (Our Lady of Guadalupe ) | 500.00 | 1,427.32 | 500.00 | 2,427.32 |
| 11 | CSPC (St John XXIII )         | 500.00 | 1,577.55 | 500.00 | 2,577.55 |
| 11 | CSPC (St. Matthias )          | 47.96  | 143.89   | 500.00 | 691.85   |
| 11 | CSPC (St. Kateri Tekakwitha ) | -      | 191.84   | 500.00 | 691.84   |
| 11 | CSPC (Notre Dame)             | 500.00 | 678.55   | 500.00 | 1,678.55 |
| 11 | CSPC (Senator O'Connor)       | 500.00 | 580.65   | 500.00 | 1,580.65 |
| 11 | CSPC (St. Joseph Morrow Park) | 18.60  | 802.96   | 500.00 | 1,321.56 |
| 11 | CSPC (St. Patrick)            | 0.05   | 84.10    | 500.00 | 584.15   |

Appendix B

|    |                                  |           |            |           |            |
|----|----------------------------------|-----------|------------|-----------|------------|
| 12 | CSPC (St. Dunstan )              | -         | 897.92     | 500.00    | 1,397.92   |
| 12 | (St. Theresa Shrine )            | 500.00    | 631.88     | 500.00    | 1,631.88   |
| 12 | CSPC (Our Lady of Fatima )       | 500.00    | 1,106.23   | 500.00    | 2,106.23   |
| 12 | CSPC (St. Maria Goretti )        | 500.00    | 1,911.42   | 500.00    | 2,911.42   |
| 12 | CSPC (St. Rose of Lima )         | 32.60     | 0.05       | 500.00    | 532.65     |
| 12 | CSPC (Immaculate Heart of Mary ) | 47.96     | 95.92      | 500.00    | 643.88     |
| 12 | CSPC (St. Barbara )              | 500.00    | 1,279.56   | 500.00    | 2,279.56   |
| 12 | CSPC (St. Boniface )             | 500.00    | 1,095.92   | 500.00    | 2,095.92   |
| 12 | CSPC (St. Joachim )              | 500.00    | 47.96      | 500.00    | 1,047.96   |
| 12 | CSPC (St. Richard )              | 500.00    | 2,000.00   | 500.00    | 3,000.00   |
| 12 | CSPC (St. Agatha )               | 121.70    | 1,018.29   | 500.00    | 1,639.99   |
| 12 | CSPC (St. Ursula )               | 500.00    | 2,000.00   | 500.00    | 3,000.00   |
| 12 | CSPC (St. Thomas More )          | 500.00    | 220.00     | 500.00    | 1,220.00   |
| 12 | CSPC (St. Edmund Campion )       | 500.00    | 43.79      | 500.00    | 1,043.79   |
| 12 | CSPC (Neil McNeil)               | 500.00    | 580.65     | 500.00    | 1,580.65   |
| 12 | CSPC (Cardinal Newman)           | 500.00    | 24.90      | 500.00    | 1,024.90   |
| 12 | CSPC (St. John Paul II)          | 500.00    | 667.94     | 500.00    | 1,667.94   |
|    |                                  | 65,324.58 | 126,728.72 | 98,000.00 | 290,053.30 |



# School Name Here

Sch Address

Sch Telephone

Sch Fax

Sch Website

Sch Twitter/Instagram Here or blank

|  |                     |                    |
|--|---------------------|--------------------|
| <b>PRINCIPAL:</b>  | Principal Name      | Email/Contact Info |
| <b>VICE-PRINCIPAL:</b>   | Vice-Principal Name | Email/Contact Info |
| <b>SECRETARY:</b>  | Secretary Name      | Email/Contact Info |
| <b>CSPC CHAIR:</b>   | CSPC Chair Name     | Email/Contact Info |
| <b>SUPERINTENDENT:</b>   | Superintendent Name | Email/Contact Info |
| <b>WARD TRUSTEE:</b>   | Ward & Trustee      | Email/Contact Info |
| <b>CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC) REPRESENTATIVE:</b>                  | CPIC Rep Name       | Email/Contact Info |
| <b>ONTARIO ASSOCIATION OF PARENTS FOR CATHOLIC EDUCATION (OAPCE) REPRESENTATIVE:</b> | OAPCE Rep Name      | Email/Contact Info |
| <b>PARISH:</b>   | Parish Name         | Email/Contact Info |
| <b>PARISH PRIEST:</b>  | Parish Priest       | Email/Contact Info |

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## OUR MISSION

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

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



### TORONTO CATHOLIC DISTRICT SCHOOL BOARD

80 Sheppard Avenue East, Toronto, Ontario M2N 6E8 ·

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**24-hour Information Line:** 416-222-8282, ext. 2873 (recorded message)

**Communications Department:** 416-222-8282, ext. 5314 · [commdept@tcdsb.org](mailto:commdept@tcdsb.org)

**2018 - 2021 · ROOTED IN CHRIST: WE BELONG, WE BELIEVE, WE BECOME**

**STUDENT ACHIEVEMENT AND WELL BEING  
PENDING LIST TO JANUARY 9, 2020**

| # | Date Requested & Committee/Board | Report Due Date | Destination of Report Committee/Board | Subject   | Delegated To          |
|---|----------------------------------|-----------------|---------------------------------------|---|-----------------------|
| 1 | Sep-19<br>Student<br>Achievement | TBC             | Student Achievement                   | Report regarding how a case log of legal opinions given to the TCDSB, with respect to our Catholic denominational rights, can be put together and report back to Student Achievement Committee by October 2019 at the earliest ( <b>Recommendation from Catholic Education and Living our Catholic Values Sub-Committee: Build a Repository of Cases, Research and Rulings for Precedents and References on Issues relating to our Catholic Faith and Morals Teaching, Doctrines and Pastoral Care (Approved March 1, 2018)</b> ) | General Legal Counsel |