

TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING Public Session

AGENDA January 23, 2020

Joseph Martino, Chair
Trustee Ward 1

Angela Kennedy, Vice Chair
Trustee Ward 11

Nancy Crawford
Trustee Ward 12

Frank D'Amico
Trustee Ward 6

Markus de Domenico
Trustee Ward 2

Daniel Di Giorgio
Trustee Ward 10

Taylor Dallin
Student Trustee

Norman Di Pasquale
Trustee Ward 9

Michael Del Grande
Trustee Ward 7

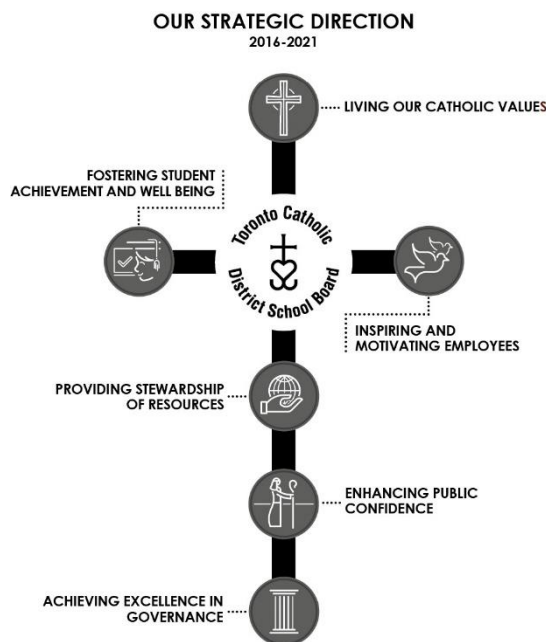
Ida Li Preti
Trustee Ward 3

Teresa Lubinski
Trustee Ward 4

Maria Rizzo
Trustee Ward 5

Garry Tanuan
Trustee Ward 8

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



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

Joseph Martino, Chair

Angela Kennedy, Vice Chair

Thursday, January 23, 2020

7:00 P.M.

Pages

1. Call to Order
2. Memorials and Opening Prayer
St. Joseph Morrow Park Catholic Secondary School (Ward 11, Trustee Kennedy)
3. Singing of O Canada
4. Roll Call & Apologies
5. Approval of the Agenda
6. Reports from Private Session
7. Notices of Motions
8. Declarations of Interest
9. Approval and Signing of Minutes of the Previous Meetings
 - 9.a Caucus Held November 28, 2019
 - 9.b Special Board (Student Achievement) Held December 5, 2019

1 - 35

36 - 39

9.c	Special Board Held December 9, 2019	40 - 53
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9.f	Special Board Held December 23, 2019	83 - 95
10.	Presentations	
10.a	From the Chair of the Board	96
10.b	From the Director of Education	97
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11.	Delegations	
12.	Consideration of Motions for which previous notice has been given	
12.a	From Trustee Di Pasquale regarding Land Acknowledgement	101 - 102
13.	Consent and Review	
14.	Unfinished Business from Previous Meetings	
15.	Matters recommended by Statutory Committees of the Board	
15.a	Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting Held December 4, 2019 (To Be Distributed)	
15.b	Approved Minutes of the Catholic Parent Involvement Committee (CPIC) Inaugural Meeting Held November 11, 2019	103 - 111
16.	Matters Recommended by Standing Committees of the Board	
16.a	Approved Minutes of the Governance and Policy Committee Meeting held December 2, 2019	112 - 120

17. Matters referred/deferred from Committees/Board

From the January 16, 2020 Corporate Services, Strategic Planning and Property
Committee Meeting

- 17.a Public Meeting room Audio/Visual Renovation Update (Information) 121 - 125**

18. Reports of Officials for the Information of the Board of Trustees

- 18.a Consideration for the Re-Allocation of Elementary Vice Principals 126 - 130**

19. Reports of Officials Requiring Action of the Board of Trustees

- 19.a Education Development Charges Complaint - 55, 61-63 Charles Street East 131 - 134**

- 19.b From the Governance and Policy Committee: Catholic Parent Involvement Committee Policy P.04 135 - 205**

- 19.c From the Governance and Policy Committee: Rescindment to Caretaker Deployment Policy H.S.03 206 - 210**

20. Reports from External Committees / Organizations

21. Listing of Communications

22. Inquiries and Miscellaneous

23. Updating of Pending Lists

- 23.a Master Pending List and Rolling Calendar 211 - 213**

- 23.b Annual Report 214 - 218**

24. Closing Prayer

25. Adjournment

OUR MISSION

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through witness, faith, innovation and action.*



THE CAUCUS MEETING

TORONTO CATHOLIC DISTRICT SCHOOL BOARD

HELD THURSDAY, NOVEMBER 28, 2019

The meeting was called to order by the Secretary, Rory McGuckin.

4. Roll Call and Apologies

The Secretary called the Roll.

Trustees: N. Crawford
F. D'Amico – via Teleconference
M. de Domenico
M. Del Grande
D. Di Giorgio
N. Di Pasquale
A. Kennedy
I. Li Preti
T. Lubinski
J. Martino
M. Rizzo
G. Tanuan

Student Trustees: T. Dallin
K. Nguyen

Staff: R. McGuckin
D. Koenig
L. Noronha
M. Caccamo
S. Camacho

S. Campbell
N. D'Avella
M. Eldridge
D. Friesen
S. Vlahos

Fr. O. Ifeanyi

S. Harris, Recording Secretary
S. Hinds-Barnett, Assistant Recording Secretary

5. Approval of Agenda

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that the Agenda, as amended to include Item 11e) Ontario Catholic School Trustees' Association (OCSTA), in order to fill vacancy until April 2020, 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

- 5a) Voting Procedures** The Chair cited By-law 3.12.3 which states” 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.”

MOVED by Trustee de Domenico, seconded by Trustee Di Giorgio, that recorded votes using ballots be used.

Results of the Vote taken, as follows:

In Favour

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

Opposed

Crawford
Lubinski
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 Di Pasquale, that the Associate Director of Academic Affairs, Dan Koenig, and Acting General Legal Counsel, Melissa Eldridge, act as Scrutineers.

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

6. Election

6a) Chair of the Board for 2019-2020

The Secretary called for nominations.

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that the name of Trustee de Domenico be placed in nomination.

Trustee de Domenico accepted.

MOVED by Trustee Crawford, seconded by Trustee Del Grande, that the name of Trustee Martino be placed in nomination.

Trustee Martino accepted.

There were no further nominations.

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that nominations be closed.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Results of the Vote (Round 1) taken by ballot for Chair of the Board, as follows:

In Favour of Trustee de Domenico **In Favour of Trustee Martino**

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

LOST ON A TIE

Results of the Vote (Round 2) taken by ballot for Chair of the Board, as follows:

In Favour of Trustee de Domenico **In Favour of Trustee Martino**

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

Trustee Martino was declared Chair of the Board 2019-2020.

MOVED by Trustee de Domenico, seconded by Trustee Kennedy, that the vote be unanimous.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

The Secretary relinquished the Chair to the new Chair of the Board, Trustee Martino.

The Chair declared a five-minute recess.

The meeting continued with Trustee Martino in the Chair.

The attendance list remained unchanged.

The Chair, in agreement with the Board, advised that ballots will not be used for the remaining Items.

6b) Vice-Chair of the Board for 2019-2020

The Chair called for nominations.

MOVED by Trustee Crawford, seconded by Trustee Del Grande, that the name of Trustee Kennedy be placed in nomination.

Trustee Kennedy accepted.

MOVED by Trustee Di Pasquale, seconded by Trustee de Domenico, that the name of Trustee Li Preti be placed in nomination.

Trustee Li Preti accepted.

There were no further nominations.

MOVED by Trustee Del Grande, seconded by Trustee Rizzo, that nominations be closed.

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 Di Giorgio wished to be recorded as abstaining and left the horseshoe at 8:35 pm.

Results of the Vote taken by ballot for Vice Chair of the Board, as follows:

In Favour of Trustee Kennedy

Trustees Crawford
Del Grande
Kennedy
Lubinski
Martino
Tanuan

In Favour of Trustee Li Preti

D'Amico
de Domenico
Di Pasquale
LiPreti
Rizzo

Trustee D'Amico disconnected via Teleconference at 8:37 pm and reconnected at 8:38 pm.

Trustee Di Giorgio returned to the horseshoe at 8:41 pm.

The Chair ruled that Trustee Di Giorgio destroy his ballot as he had abstained from voting prior to leaving the horseshoe.

Trustee Di Giorgio destroyed his ballot.

Trustee Kennedy was declared Vice-Chair of the Board 2019-2020.

7. Appointments to Statutory Committees for 2019-2020

7a) Catholic Parent Involvement Committee (CPIC) (1 Trustee, 1 Alternate)

The Chair called for nominations.

MOVED by Trustee Crawford, seconded by Trustee Del Grande, that the name of Trustee Tanuan be placed in nomination.

Trustee Tanuan accepted.

MOVED by Trustee Rizzo, seconded by Trustee de Domenico, that Trustee Di Pasquale be the Alternate.

Trustee Di Pasquale accepted.

Results of the Vote taken, as follows:

In Favour

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

Opposed

Li Preti
Rizzo

The Motion was declared

CARRIED

Trustee Tanuan will sit on the CPIC with Trustee Di Pasquale as the Alternate.

7b) Supervised Alternative Learning (SAL) (1 Trustee, 1 Alternate)

The Chair called for nominations.

MOVED by Trustee Kennedy, seconded by Trustee Del Grande, that the name of Trustee Lubinski be placed in nomination.

Trustee Lubinski accepted.

Trustee Di Pasquale volunteered to be the Alternate.

There were no further nominations nor volunteers.

MOVED BY Trustee Del Grande, seconded by Trustee Tanuan, that nominations be closed.

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
Tanuan

Rizzo

The Motion was declared

CARRIED

Trustee Lubinski will sit on SAL with Trustee Di Pasquale as the Alternate.

8. Election of Standing Committee Chairs for 2019-2020

8a) Chair of the Corporate Services, Strategic Planning and Property Committee (All Trustees)

The Chair called for nominations.

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the name of Trustee Del Grande be placed in nomination.

Trustee Del Grande accepted.

Trustee Rizzo nominated Trustee Di Giorgio.

Trustee Di Giorgio declined.

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that the name of Trustee D'Amico be placed in nomination.

Trustee D'Amico declined.

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that the name of Trustee de Domenico be placed in nomination.

Trustee de Domenico accepted.

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, that nominations be closed.

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

Results of the Vote taken regarding Trustee Del Grande, as follows:

In Favour

Trustees Crawford
 D’Amico
 Di Giorgio
 Del Grande
 Kennedy
 Lubinski
 Martino
 Tanuan

Opposed

de Domenico
Di Pasquale
Li Preti
Rizzo

The Motion was declared

CARRIED

There were no votes taken regarding Trustee de Domenico as a result of the majority votes above.

Trustee Del Grande was declared Chair of Corporate Services, Strategic Planning and Property Committee 2019-2020.

8b) Chair of the Governance and Policy Committee (GAP) (4 Trustees, 2 Ex-Officios)

The Chair called for nominations.

MOVED by Trustee Del Grande, seconded by Trustee Kennedy, that the name of Trustee Crawford be placed in nomination.

Trustee Crawford accepted.

There were no further nominations.

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that nominations be closed.

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 Crawford was declared the Chair of GAP 2019-2020.

8c) Chair of the Student Achievement and Wellbeing, Catholic Education and Human Resources Committee (All Trustees)

The Chair called for nominations.

MOVED by Trustee Lubinski, seconded by Trustee Crawford, that the name of Trustee Tanuan be placed in nomination.

Trustee Tanuan accepted.

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that the name of Trustee Rizzo be placed in nomination.

Trustee Rizzo declined.

MOVED by Trustee de Domenico, seconded by Trustee Li Preti, that the name of Trustee Di Pasquale, be placed in nomination.

Trustee Di Pasquale accepted.

Results of the Votes taken, as follows:

In Favour of Trustee Tanuan

Trustees Crawford
D'Amico
Del Grande
Di Giorgio
Kennedy
Lubinski
Martino
Tanuan

In Favour of Trustee Di Pasquale

de Domenico
Di Pasquale
Li Preti
Rizzo

Trustee Tanuan was declared Chair of Student Achievement and Well Being, Catholic Education and Human Resources Committee 2019-2020.

9. Election of Standing Committee Vice-Chairs for 2019-2020

9a) Corporate Services, Strategic Planning and Property Committee (All Trustees)

The Chair called for nominations.

MOVED by Trustee Del Grande, seconded by Trustee Kennedy, that the name of Trustee Di Giorgio placed in nomination.

Trustee Di Giorgio declined.

MOVED by Trustee Del Grande, seconded by Trustee Tanuan, that the name of Trustee Crawford be placed in nomination.

Trustee Crawford accepted.

MOVED by Trustee de Domenico, seconded by Trustee Li Preti, that the name of Trustee Di Pasquale be placed in nomination.

Trustee Di Pasquale accepted.

Results of the Vote taken in Round #1, as follows:

In Favour of Trustee Crawford

Trustees Crawford
Del Grande
Di Giorgio
Kennedy
Lubinski
Tanuan

In Favour of Trustee Di Pasquale

D'Amico
de Domenico
Di Pasquale
Li Preti
Martino
Rizzo

The Motion was declared

LOST ON A TIE

Results of the Vote taken in Round #2, as follows:

In Favour of Trustee Crawford

Trustees Crawford
Del Grande
Di Giorgio
Kennedy
Lubinski
Tanuan

In Favour of Trustee Di Pasquale

D'Amico
de Domenico
Di Pasquale
Li Preti
Martino
Rizzo

The Motion was declared

LOST ON A TIE

Results of the Vote taken in Round #3, as follows:

In Favour of Trustee Crawford

Trustees Crawford
Del Grande
Di Giorgio
Kennedy
Lubinski
Martino
Tanuan

In Favour of Trustee Di Pasquale

D'Amico
de Domenico
Di Pasquale
Li Preti
Rizzo

Trustee Crawford was declared Vice-Chair of the Corporate Services, Strategic Planning and Property Committee.

9b) Governance and Policy Committee (4 Trustees, 2 Ex-Officios)

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that the name of Trustee Del Grande be placed in nomination.

Trustee Del Grande accepted.

There were no further nominations.

Trustees Di Pasquale and Lubinski volunteered to sit on the Committee.

Results of the Vote taken regarding Trustee Del Grande as Chair and Trustees Di Pasquale and Lubinski as members, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Lubinski
Martino
Tanuan

Li Preti

The Motion was declared

CARRIED

Trustees D'Amico and Rizzo did not vote.

Trustee Del Grande was declared Vice Chair of the GAP 2019-2020, with Trustees Di Pasquale and Lubinski as members.

9c) Student Achievement and Wellbeing, Catholic Education and Human Resources Committee (All Trustees)

The Chair called for nominations

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that the name of Trustee Lubinski be placed in nomination.

Trustee Lubinski accepted.

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that the name of Trustee de Domenico be placed in nomination.

Trustee de Domenico accepted.

Results of the Vote taken, as follows:

In Favour of Trustee Lubinski

Trustees Crawford
D'Amico
Del Grande
Kennedy
Lubinski
Martino
Tanuan

In Favour of Trustee de Domenico

de Domenico
Di Giorgio
Di Pasquale
Li Preti
Rizzo

Trustee Lubinski was declared Vice-Chair of the Student Achievement and Wellbeing, Catholic Education and Human Resources Committee.

Trustee de Domenico left the horseshoe at 9:14 pm.

10. Reconstitution and Constitution of Ad-Hoc Committees for 2019-2020

10a) By-Law Review Committee (5 Trustees)

The Chair called for nominations.

Trustees Crawford, Del Grande, Di Pasquale, Lubinski, and Tanuan volunteered, with Trustees Kennedy and Martino as Ex-Officios.

There were no nominations nor further volunteers.

The Chair called for the Vote.

Results of the Vote taken to Reconstitute the By-Law Review Committee 2019-2020, as follows:

In Favour

Trustees Crawford
D'Amico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Lubinski
Martino
Tanuan

Opposed

Li Preti
Rizzo

Trustee de Domenico returned to the horseshoe at 9:20 pm.

10b) Director's Performance Appraisal Committee (4 Trustees)

The Chair called for nominations.

Trustees Crawford and Di Pasquale volunteered.

There were no nominations nor further volunteers.

The Committee will also comprise the Chairs of Corporate Service, Strategic Planning and Property Committee and Student Achievement and Well Being, Catholic Education and Human Resources Committee, Trustees Del Grande and Tanuan respectively.

The Chair declared the Director's Performance Appraisal Committee reconstituted for 2019-2020 with Trustees Crawford, Del Grande, Di Pasquale and Tanuan as members.

10c) Executive Compensation Committee (4 Trustees)

The Chair called for nominations.

Trustees Di Giorgio and Crawford volunteered.

There were no nominations nor further volunteers.

Results of the Vote taken to Reconstitute the Executive Compensation Committee, as follows:

In Favour

Opposed

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

Li Preti
Rizzo

Trustees Crawford and Di Giorgio will sit on the Executive Compensation Committee for 2019-2020.

10d) Labour Relations Committee (3 Trustees)

The Chair called for nominations

Trustees Crawford, Di Pasquale and Lubinski volunteered.

There were no nominations nor further volunteers.

The Chair called for the Vote.

Results of the Vote taken to Reconstitute the Labour Relations Committee, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico

Li Preti
Rizzo

de Domenico
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Lubinski
Martino
Tanuan

Trustees Crawford, Di Pasquale and Lubinski will sit on the Labour Relations Committee for 2019-2020.

10e) Political Advisory Committee (4 Trustees)

The Chair called for nominations.

Trustees de Domenico, Di Pasquale, Lubinski and Tanuan volunteered.

There were no nominations nor further volunteers.

The Chair called for the Vote.

Results of the Vote taken to Reconstitute the Political Action Advisory Committee, as follows:

In Favour

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

Opposed

Li Preti
Rizzo

10f) Trustee Services Committee (4 Trustees)

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that the Trustee Services Committee be dissolved.

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
Tanuan

Rizzo

The Motion was declared

CARRIED

11. Appointments or Re-Appointments to External/Internal Committees for 2019-2020

External Committees

11a) Community/Police Liaison Committee (Etobicoke) (1 Trustee)

Currently inactive.

11b) The Angel Foundation for Learning (2 Trustees)

The Chair called for nominations.

MOVED by Trustee de Domenico, seconded by Trustee Crawford, that the name of Trustee Di Pasquale be placed in nomination.

Trustee Di Pasquale accepted.

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that the name of Trustee Di Giorgio be placed in nomination.

Trustee Di Giorgio accepted.

There were no further nominations.

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

Trustees Di Giorgio and Di Pasquale will sit on the Angel Foundation for Learning Committee 2019-2020.

11c) Toronto Student Transportation Group (1 Trustee)

The Chair called for nominations.

Trustee Del Grande volunteered.

There were no nominations nor further volunteers.

MOVED by Trustee Di Pasquale, seconded by Trustee de Domenico, that the name of Trustee Rizzo be placed in nomination.

Trustee Rizzo accepted.

MOVED by Trustee Crawford, seconded by Trustee Lubinski, that the name of Trustee Del Grande be placed in nomination.

Results of the Vote taken in Round #1, as follows:

In Favour of Trustee Rizzo

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

In Favour of Trustee Del Grande

Crawford
Del Grande
Kennedy
Lubinski
Martino
Tanuan

The Motion was declared

LOST ON A TIE

Results of the Vote taken in Round #2, as follows:

In Favour of Trustee Rizzo

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

In Favour of Trustee Del Grande

Crawford
Del Grande
Kennedy
Lubinski
Martino
Tanuan

The Motion was declared

LOST ON A TIE

Results of the Vote taken in Round #3, as follows:

In Favour of Trustee Rizzo

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

In Favour of Trustee Del Grande

Crawford
Del Grande
Kennedy
Lubinski
Martino
Tanuan

The Motion was declared

LOST ON A TIE

The Chair cited By-law 3.12.7 which states” 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.”

Trustees Del Grande and Rizzo drew lots to fill the position and Trustee Del Grande won.

Trustee Kennedy volunteered to be the Alternate.

The Chair called for the Vote.

Results of the Vote taken regarding Trustee Kennedy as Alternate, as follows:

In Favour

Opposed

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

Rizzo

CARRIED

Trustee Del Grande will sit on the Toronto Student Transportation Group, with Trustee Kennedy as the Alternate 2019-2020.

11d) Canadian National Exhibition Association (1 Trustee)

The Chair called for nominations.

Trustee de Domenico nominated Trustee D'Amico.

Trustee D'Amico accepted.

Trustee Kennedy nominated Trustee Crawford.

Trustee Crawford accepted.

Trustee Tanuan nominated Trustee Di Pasquale.

Trustee Di Pasquale accepted.

There were no further nominations.

Results of the Votes taken, as follows:

**In Favour of
Trustee D'Amico**

Trustees D'Amico
de Domenico
Li Preti
Rizzo

**In Favour of
Crawford**

Crawford
Del Grande
Di Giorgio
Kennedy
Lubinski
Martino

**In Favour of
Di Pasquale**

Di Pasquale
Tanuan

In Favour of Trustee D'Amico

Trustees D'Amico
de Domenico
Di Pasquale
Li Preti
Rizzo

In Favour of Trustee Crawford

Crawford
Del Grande
Di Giorgio
Kennedy
Lubinski
Martino
Tanuan

Trustee Crawford will sit on the Canadian National Exhibition Association Committee 2019-2020.

11e) Ontario Catholic School Trustees Association (OCSTA) (1 Trustee to fill vacancy to April 2020

MOVED by Trustee Del Grande, seconded by Trustee Pasquale, that the name of Trustee Crawford be placed in nomination.

Trustee Crawford accepted the nomination.

Trustee Di Pasquale nominated Trustee D'Amico.

Trustee D'Amico accepted.

Trustee Li Preti left the horseshoe at 9:44 pm and returned at 9:49 pm.

Trustee de Domenico nominated Trustee Tanuan.

Trustee Tanuan accepted.

Trustee de Domenico verbally resigned from OCSTA.

Trustee Li Preti left the horseshoe at 9:49 pm.

MOVED by Trustee Kennedy that two Trustees be appointed to fill Trustee vacancies, arising from Trustees de Domenico's and Del Grande's resignations, until April 2020 and from April 2020 to 2022.

The Chair ruled the Motion out of order.

With the consent of the Board, Trustee Kennedy withdrew her Motion.

The Chair reconsidered Trustee Kennedy's Motion and ruled it in order.

MOVED by Trustee de Domenico, seconded by Trustee Kennedy, that two Trustees be nominated to serve on OCSTA until April 2020 and from April 2020 to 2022.

Trustee Rizzo requested that ballots be used.

Results of the Vote taken regarding Ballots, as follows:

In Favour

Crawford
Di Pasquale
Rizzo
Tanuan

Opposed

D'Amico
Del Grande
Di Giorgio
Kennedy
Lubinski
Martino
Tanuan

The Motion was declared

LOST

Results of the Vote taken regarding Trustee Crawford, as follows:

In Favour

Trustees Crawford
de Domenico
Del Grande
Di Giorgio
Kennedy
Lubinski
Martino
Tanuan

Opposed

D'Amico
Di Pasquale
Rizzo

The Motion was declared

CARRIED

Results of the Vote taken regarding Trustee D’Amico, as follows:

In Favour

Trustees D’Amico
de Domenico
Di Pasquale
Rizzo

Opposed

Crawford
Del Grande
Di Giorgio
Kennedy
Lubinski
Martino
Tanuan

The Motion was declared

LOST

Results of the Vote taken regarding Trustee Tanuan, as follows:

In Favour

Trustees Crawford
Del Grande
Di Giorgio
Kennedy
Lubinski
Martino
Rizzo
Tanuan

Opposed

Di Pasquale
de Domenico
D’Amico

The Motion was declared

CARRIED

Trustee Rizzo left the horseshoe at 10:05 pm.

Trustees Crawford and Tanuan will sit on the OCSTA Committee until April 2020 and from April 2020 to 2022.

11f) City - School Boards Task Force (2 Trustees)

Currently inactive.

11g) City of Toronto Board Health: School Health Committee

No appointment required until November 30, 2020.

12. Appointments or Reappointments to Internal Committees for 2019-2020

Internal Committees

12a) Advisory Committee for the African Canadian Community (1 Trustee);

MOVED by Trustee de Domenico, seconded by Trustee Tanuan, that the name of Trustee Di Pasquale be placed in nomination.

Trustee Di Pasquale accepted.

There were no further nominations.

Trustee Di Pasquale will sit on the Advisory Committee for the African Canadian Community 2019-2020.

12b) Advisory Committee for Filipino-Speaking Communities

No appointment required.

12c) Advisory Committee on Portuguese-Speaking Communities (1 Trustee);

No appointment required.

Trustees Li Preti and Rizzo returned to the horseshoe at 10:06 pm.

12d) Advisory Committee on Spanish-Speaking Communities (1 Trustee)
No appointment required.

12e) Catholic Social Justice Community Advisory Committee (1 Trustee, 1 Alternate)

Trustee de Domenico nominated Trustee Di Pasquale.

Trustee Di Pasquale accepted.

Trustee Crawford volunteered to be the Alternate.

There were no further nominations nor volunteers.

Trustee Di Pasquale will sit on the Catholic Social Justice Community Advisory Committee 2019-2020, with Trustee Crawford as the Alternate.

12f) Mental Health Advisory Council (1 Trustee, 1 Alternate)

Trustee de Domenico nominated Trustee Li Preti.

Trustee Li Preti declined.

Trustee Kennedy volunteered.

Trustee Crawford volunteered to be the Alternate.

There were no nominations nor further volunteers.

Trustee Kennedy will sit on the Mental Health Advisory Council Committee 2019-2020, with Trustee Crawford as the Alternate.

12g) Safe Schools Advisory Committee (1 Trustee)

Trustee de Domenico nominated Trustee D'Amico.

Trustee D'Amico accepted.

Trustee Crawford nominated Trustee Lubinski.

Trustee Lubinski declined.

There were no nominations.

Trustee D'Amico will sit on the Safe Schools Advisory Committee 2019-2020.

12h) Sweatshop Free Committee

Trustee Kennedy volunteered.

Trustee Tanuan nominated Trustee Rizzo.

Trustee Rizzo declined.

There were no further nominations nor volunteers.

Trustee Kennedy will sit on the Sweatshop Free Committee 2019-2020.

12i) Indigenous Education Advisory Committee (1 Trustee)

No appointment required.

12j) Advisory Committee for the Ukrainian Canadian Community (1 Trustee)

Trustee Lubinski volunteered.

There were no nominations nor further volunteers.

Trustee Lubinski will sit on the Advisory Committee for the Ukrainian Canadian Community 2019-2020.

12k) Nurturing our Catholic Community Steering Committee

No appointment required.

12l. Awards Nomination Committee

The Chair of the Board, Trustee Martino, will sit on the Awards Nomination Committee 2019-2020.

13. Other Urgent Business

Nil.

14. Adjournment

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that the meeting adjourn.

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

SECRETARY

CHAIR

OUR MISSION

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We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

OUR VISION

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through witness, faith, innovation and action.*



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

HELD THURSDAY, DECEMBER 5, 2019

STUDENT ACHIEVEMENT

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

7. Declarations of Interest

Trustees Del Grande and Kennedy declared a conflict of interest in the following Items and did not vote nor participate in the discussions as they have family members who are employees of this Board:

- 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.

The Items dealt with at the Student Achievement and Well-Being, Catholic Education and Human Resources Committee Meeting in PUBLIC and PRIVATE Sessions were deemed approved.

MOVED by Trustee Tanuan, seconded by Trustee Di Giorgio, that all Items discussed in PUBLIC and PRIVATE Sessions be approved.

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

Trustees Del Grande and Kennedy returned to the horseshoe at 11:39 p.m.

MOVED by Trustee Martino, seconded by Trustee Crawford, that the meeting resolve into Student Achievement and Well-Being, Catholic Education and Human Resources Committee.

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

SECRETARY

CHAIR

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MINUTES OF THE SPECIAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION HELD MONDAY, DECEMBER 9, 2019

PRESENT:

Trustees:

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

Staff:

R. McGuckin
D. Koenig
L. Noronha
A. Della Mora
M. Eldridge
S. Vlahos – via Teleconference

S. Harris, Recording Secretary
S. Hinds-Barnett, Assistant Recording Secretary

5. Approval of the Agenda

MOVED by Trustee Lubinski, seconded by Trustee Kennedy, that Items 16b) Codes of Conduct in Public; 16c) Toronto Catholic District School Board (TCDSB) Integrity Commissioner; and 16d) Board Public Statement on Comments made by Member be referred to the December 11, 2019 Corporate Services, Strategic Planning and Property Committee Meeting.

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that the meeting resolve into PRIVATE Session for verbal legal communication on Items 16b), 16c) and 16d).

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Kennedy
Lubinski
Martino
Tanuan

Opposed

Di Pasquale
Li Preti
Rizzo

The Motion was declared

CARRIED

The Attendance list remained the same following PRIVATE Session with Trustee Martino in the Chair.

5. Approval of the Agendam(Continued)

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Kennedy, that Item 16c) TCDSB Integrity Commissioner remain in PUBLIC Session.

Trustee Di Giorgio left the table at 9:15 pm and returned at 9:15 pm.

MOVED in AMENDMENT to the AMENDMENT by Trustee Rizzo that all the Items, 16a), 16b), 16c) and 16d), be dealt with in PUBLIC Session and that the Question be called.

Trustee Rizzo requested that the Question (Main Motion) be divided.

The Chair ruled against Trustee Rizzo's request.

Results of the Vote taken regarding the Main Motion, as follows:

In Favour

Trustees Crawford
Del Grande
Lubinski
Tanuan

Opposed

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

The Main Motion was declared

LOST

MOVED by Trustee Di Pasquale, seconded by Trustee de Domenico, that the Agenda be approved.

Results of the Vote taken, as follows:

In Favour

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

Opposed

Crawford
Del Grande
Lubinski
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Del Grande that all Items, 16a), 16b), 16c) and 16d), be moved into PRIVATE Session.

The Chair declared a recess.

PRESENT: (Following the Recess)

Trustees: J. Martino, Chair
 N. Crawford
 F. D’Amico
 M. de Domenico
 D. Di Giorgio
 N. Di Pasquale
 J. Martino
 T. Lubinski
 M. Rizzo
 G. Tanuan - via Teleconference

8. Declarations of Interest

There were none.

16. Reports of Officials Requiring Action of the Board of Trustees

MOVED BY Trustee Del Grande, seconded by Trustee Lubinski, that Item 16a) be adopted as follows:

- 16a) Vice Principals Across All Schools at TCDSB – Decision regarding Urgency for Inclusion in the December 12, 2019 Regular Board Addendum** that this Item be dealt with in PRIVATE Session.

Trustees Kennedy and Li Preti returned to the table at 9:59 pm.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
Del Grande
Lubinski
Tanuan

Opposed

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

The Motion was declared

LOST

MOVED by Trustee Di Giorgio, seconded by Trustee D'Amico, that Item 16a) be deemed urgent for inclusion in the December 12, 2019 Regular Board Addendum PUBLIC Session, and that Staff provide Trustees with data relating to Elementary and Secondary Vice Principal allocations.

Results of the Vote taken, as follows:

In Favour

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

Opposed

Crawford

Kennedy
 LiPreti
 Lubinski
 Martino
 Rizzo
 Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Tanuan, that Item 16b) be adopted as follows:

16b) Code of Conduct in Public that this Item be dealt with in PRIVATE Session.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
 Del Grande
 Lubinski
 Martino
 Tanuan

Opposed

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

The Motion was declared

LOST

MOVED by Trustee de Domenico, seconded by Trustee D'Amico, that all future debates regarding Code of Conduct Issues be done in PUBLIC Session based on the following, as per Subsection 207 (1) of the Education Act;

A meeting of a Committee of a Board, including a Committee of the whole Board may be closed to the Public when the subject matter under consideration involves:

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

Results of the Vote taken, as follows:

In Favour

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

Opposed

Crawford
Del Grande
Kennedy
Lubinski
Tanuan

The Motion was declared

CARRIED

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

- 16c) TCDSB Integrity Commissioner** that the Board retain an *Integrity Commissioner* for a six-month period from one-time funding, until such time as permanent funding is allocated through the upcoming budget process.

MOVED in AMENDMENT by Trustee Di Giorgio, seconded by Trustee Rizzo, that the Board retain a *Parliamentarian* for a six- month period from one-time funding, until such time as permanent funding is allocated through the upcoming budget process.

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

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Di Pasquale
Kennedy
Lubinski
Martino
Rizzo
Tanan

Del Grande
Li Preti

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
Kennedy
Lubinski
Rizzo
Tanuan

Del Grande
Li Preti
Martino

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Kennedy, that Item 16d) be adopted as follows:

- 16d) Board Public Statement on Comments made by Member** that this item be dealt with in PRIVATE Session.

MOVED by Trustee Di Giorgio, seconded by Trustee Di Pasquale, that the Question be called.

Results of the Vote taken regarding Calling the Question, 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

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

In Favour

Opposed

Trustees Crawford
Del Grande
Di Giorgio
Kennedy
Lubinski
Martino
Tanuan

D'Amico
de Domenico
Di Pasquale
Li Preti
Rizzo

The Main Motion was declared

CARRIED

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
Di Pasquale
Del Grande
Di Giorgio
Di Pasquale
Kennedy
Lubinski
Tanuan

de Domenico
Li Preti
Rizzo

The Motion was declared

CARRIED

Following PRIVATE Session, the Attendance list remained the same with Trustee Martino in the Chair.

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that the decision from PRIVATE Session not to issue a public statement regarding the November 7, 2019 Student Achievement and Well-Being, Catholic Education and Human Resources Committee Meeting be approved.

Trustee Rizzo wished for it to be recorded that Trustee Del Grande has a conflict of interest in the abovementioned Item.

Trustees Di Pasquale and D'Amico left the table at 12:05 am.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
D'Amico
Del Grande
Kennedy
Lubinski
Tanuan

Opposed

de Domenico
Di Giorgio
Li Preti
Rizzo

The Motion was declared

CARRIED

22. Adjournment

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

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
D'Amico
Del Grande
Kennedy
Lubinski

Opposed

de Domenico
Di Giorgio
Li Preti
Rizzo
Tanuan

The Motion was declared

LOST

Quorum was lost and the meeting ended.

SECRETARY

CHAIR

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

HELD WEDNESDAY, DECEMBER 11, 2019

Corporate Services

PRESENT:

Trustees:

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

Student Trustee:

T. Dallin

Staff:

R. McGuckin
D. Koenig
L. Noronha
A. Della Mora
M. Eldridge
S. Camacho
P. De Cock
D. Friesen

M. Loberto
K. Malcolm
S. Vlahos

S. Harris, Recording Secretary
S. Hinds-Barnett, Assistant Recording Secretary

4. Roll Call and Apologies

An apology was extended on behalf of Student Trustee Nguyen.

7. Declarations of Interest

Trustee Del Grande and Kennedy declared an interest in PRIVATE Session and did not vote nor participate in discussions regarding that Item.

Trustees Del Grande, Kennedy and Rizzo declared an interest in the following Items in PUBLIC Session as they have family members who are employees of the Board:

15a) 2019-20 Revised Budget Estimates Overall and Instructional - Trustees Del Grande and Kennedy; Trustee Rizzo (Appendix A of the Report);

15b) 2019-20 Revised Budget Estimates – Non-Instructional – Trustee Kennedy;

15d) Refresh of Public and School Websites - Trustee Kennedy; and

15e) Monthly Procurement Report – Trustee Kennedy

Trustee Del Grande, Kennedy and Rizzo did not vote nor participate in the discussions regarding those Items.

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

MOVED by Trustee Martino, seconded by Trustee Kennedy, that the Items discussed in PUBLIC and PRIVATE Sessions, except for those Items with Trustees' Conflict of Interest, 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

Trustees Del Grande, Kennedy and Rizzo left the horseshoe at 9:55 pm, due to a Declaration of Interest in Items 15a), 15b), 15d) and 15e), as earlier indicated.

MOVED by Trustee Martino, seconded by Trustee Kennedy, that the Items discussed in PUBLIC and PRIVATE Sessions with Trustees' Conflict of Interest be approved.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

**(PUBLIC and PRIVATE Sessions Minutes Distributed
at the January 16, 2020 Meeting)**

Trustees Del Grande, Kennedy and Rizzo returned to the horseshoe at 9:56 pm.

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

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

NB: The Corporate Services, Strategic Planning and Property Committee resolved back into PRIVATE Session following the PUBLIC Session to discuss Items 13b) Student Information System Update for Trustees and 15a) Verbal Update from Trustee Del Grande regarding the December 11, 2019 Transportation Consortium

Group Meeting. However, the Committee did not resolve into FULL BOARD to Rise and Report on those Items, but they were subsequently approved by the Board at its December 12, 2019 PUBLIC Session, as reflected in those Minutes.

SECRETARY

CHAIR

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

THURSDAY, DECEMBER 12, 2019

Trustees:

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

Student Trustee:

K. Nguyen

External Member:

A. Robertson (Parliamentarian)

Staff:

R. McGuckin
D. Koenig
L. Noronha
A. Della Mora
M. Eldridge
M. Caccamo
S. Camacho
S. Campbell

F. Cifelli
N. D'Avella
P. De Cock
L. DiMarco
D. Friesen
K. Malcolm
G. Iuliano Marrello
M. Meehan
J. Shanahan
S. Vlahos
M. Loberto
J. Wujek

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

The Chair stated that during the December 11, 2019 Corporate Services, Strategic Planning and Property Committee Meeting, the Committee failed to Resolve into Full Board to Rise and Report on Items 13b) Student Information System Update for Trustees and 15a) Verbal Update from Trustee Del Grande regarding the December 11, 2019 Transportation Consortium Group Meeting held on December 11, 2019 from the PRIVATE Agenda.

Trustee Di Giorgio left the horseshoe at 7:13 p.m.

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that Items 13b) and 15a) be adopted as follows:

- 13b) Student Information System Update for Trustees approved**
- 15a) Verbal Update from Trustee Del Grande regarding the December 11, 2019 Transportation Consortium Group Meeting approved.**

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustee Di Giorgio returned to the horseshoe at 7:14 p.m.

5. Approval of the Agenda

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that the Agenda, as amended to remove Item 7b) Notice of Motion from Trustee Di Pasquale regarding Hiring of Integrity Commissioner, and to include Item 21a) Inquiry from Trustee Rizzo regarding Code of Conduct Complaints, and the Addendum, 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
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

6. Reports from Private Session

There were none (as there were no reports, only Minutes).

7. Notices of Motion

- 7a) From Trustee Di Pasquale regarding Land Acknowledgement** will be considered at the January 23, 2020 Regular Board Meeting.

8. Declarations of Interest

There were none.

9. Approval and Signing of Minutes of the Previous Meetings

MOVED by Trustee Crawford, seconded by Trustee D'Amico, that Items 9a), 9b), 9c) and 9d) be adopted as follows:

- 9a) Special Board (Student Achievement) Held October 2, 2019** approved;
- 9b) Special Board (Teleconference) Held October 4, 2019** approved;
- 9c) Regular Board Held November 21, 2019** approved; and
- 9d) Special Board Held November 28, 2019** approved.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustee Lubinski disconnected via Teleconference at 7:34 p.m.

10. Presentations

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that Items 10a) and 10b) be adopted as follows:

10a) Monthly Report from the Chair received; and

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

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee de Domenico, that Item 10c) be adopted as follows:

10c) Monthly Report from the Student Trustees received.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustee D'Amico left the horseshoe at 7:40 p.m.

Trustee Lubinski re-connected via Teleconference at 7:41 p.m.

Trustee Li Preti joined the meeting at 7:41 p.m.

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, that Item 10d) be adopted as follows:

10d) Information and Technology Strategic Plan received.

Trustee D'Amico returned to the horseshoe at 7:50 p.m.

Trustee Lubinski disconnected via Teleconference at 7:55 p.m.

Trustee Del Grande left the horseshoe at 7:55 p.m.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustee Del Grande returned to the horseshoe at 7:58 pm.

14. Matters recommended by Statutory Committees of the Board

MOVED by Trustee Crawford, seconded by Trustee Di Giorgio that Item 14a) be adopted as follows:

14a) Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting Held November 20, 2019 received.

Recommendations from SEAC to Board:

1. Consideration of Motion from Tyler Munro regarding Gap in Individual Education Plan (IEP) Process *that SEAC recommend to the Board that an IEP completion date be added to the Case Conference or School Based Support Learning Team (SBSLT) form (Item 11c).*

2. Consideration of Motion from Tyler Munro regarding Special Education Graduation Rate:

WHEREAS: The mission of the Toronto Catholic District School Board (TCDSB) is to be an inclusive learning community uniting home, parish and school and rooted in the love of Christ;

WHEREAS: Completing high school successfully is a critical component for a full and productive life beyond high school;

WHEREAS: The Ministry of Education has reported a high incidence of students with IEP not completing high school across the province; and

WHEREAS: The Ontario Human Rights Commission (OHRC) has raised concerns about the high level of people with disabilities who did not complete high school in the correctional system.

BE IT RESOLVED: *That SEAC recommend to the Board that an annual "Special Education Needs Students (SENS) Graduation report" be prepared for the Board and SEAC on Special Needs students starting with the 2018-19 year Grade 12 students with an IEP excluding gifted with the following:*

1. Total number of students who enrolled and attended;
2. Number of students who graduated with an Ontario Secondary School Diploma (OSSD);
3. Number of students who graduated with an Ontario Secondary School Certificate (OSSC);
4. Number of students who graduated with a Certificate of Attendance;
5. Number of students who enrolled in the next school year. (fifth year, sixth year, seventh year);
6. Number of students who did not return due to aging restrictions and did not graduate with an OSSD, OSSC or Certificate of Attendance;
7. Number of students who did not graduate and did not return for other reasons than above but completed the school year; and
8. Number of students who did not complete the school year.

We ask that the report be prepared annually and include the five most recent years of accumulated history listed by school year going forward. (i.e. in the first years, report will only have 2018-19 results, the second year will have 2018-19 and 2019-20, etc...) and Board-wide results for all students and, if possible, Provincial comparable (Item 11d).

3. Consideration of Motion from Tyler Munro regarding New Member Recruitment for SEAC (Community and Association Representatives):

WHEREAS: Education Act Regulations 464/97 "Special Education Advisory Committees" (SEAC) allow the TCDSB to have 19 members composed of three Trustees, 12 association representatives and four community representatives;

WHEREAS: TCDSB's current SEAC, as of the September 18, 2019 meeting, has 12 members composed of three Trustees, seven association representatives and two community representatives; and

WHEREAS: There are currently vacancies for five association representatives and two community representatives on the TCDSB's SEAC;

BE IT RESOLVED: That SEAC recommend to the Board that the posting in Appendix A of the Report go out in all Board-wide email blasts for the month of January and we request that it be included in all the January 2020 monthly school newsletters to parents and placed prominently on the Board's website with appropriate links to volunteer forms (Item 11e).

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Del Grande, that Recommendation #2 be referred to Staff to come back with a report.

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

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustee Lubinski reconnected via Teleconference at 8:04 p.m.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Crawford, that Recommendation #3 be approved.

Results of the Vote taken on the AMENDMENT, 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 AMENDMENT was declared

CARRIED

Results of the Vote taken regarding the Minutes, 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

15. Matters recommended by Standing Committee of the Board

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that Item 15a) be adopted as follows:

15a) Approved Minutes of the Governance and Policy Committee Meeting held November 12, 2019 received.

Results of the Vote taken, as follows:

In Favour

Opposed

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

Li Preti

The Motion was declared

CARRIED

CONSENT AND REVIEW

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

- 17a) Trustee Kennedy;
- 17c) Trustee Di Giorgio; and

18d) Trustee de Domenico

MOVED by Trustee Kennedy, seconded by Trustee Di Giorgio, that all Items not held be received and that the Staff recommendations 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

ITEMS NOT HELD AS CAPTURED IN ABOVE MOTION

17b) 2018-2019 Director's Annual Report;

18a) Revised Annual Calendar of Reports and Policy Metrics That Trustees approve the revised Calendar of Annual Reports and Policy Metric Reports presented in Appendix B of the report.

18b) Information and Technology Strategic Plan;

18c) From the Governance and Policy Committee: Guide Dogs/Service Dogs and Service Animals for Students Policy S.12 that the newly created Policy on Guide Dogs/Service Dogs and Service Animals, provided in Report Appendix A, and the accompanying TCDSB Operational Procedures, provided in Report Appendix B, be adopted; and

18e) From the Governance and Policy Committee: Update to Effective Financial Management and Control of Operations Policy F.M.08. that the Board approve of the revised Effective Financial Management and Control of Operations Policy F.M.08 (Appendix A) and the revised TCDSB Finance and Accounting Operating Procedures (Appendix B)

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that Item 17a) be adopted as follows:

17a) Exit and Entry Surveys 2019 that the survey questions be reviewed with Academic, Environmental Support Services and Communications staff to assess the validity and application of the survey results and recommend changes for future survey periods, if deemed necessary.

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

MOVED by Trustee Di Giorgio, seconded by Trustee D'Amico, that Item 17c) be adopted as follows:

17c) Data to Inform the Allocation of Elementary and Secondary Vice Principals received

MOVED in AMENDMENT by Trustee Di Giorgio, seconded by Trustee D'Amico:

WHEREAS: There are disparities which exist in the allocation of existing VPs at the elementary level based on current thresholds outlined:

i) BE IT RESOLVED: That the Staff address the aforementioned disparities at the elementary level immediately adhering to weighted enrolment figures outlined in this report;

ii) BE IT RESOLVED: That staff report to Board in January on the recommendations of their pending review on threshold levels and any changes in VP allocations at the elementary & secondary level from those outlined in this report; and

iii) BE IT RESOLVED: That staff update Trustees on VP allocations across our Board on an annual basis in March of each year.

Trustee Crawford requested that the Question be divided.

Time expired for business.

Trustee Del Grande left the horseshoe at 8:55 pm.

MOVED by Trustee Kennedy, seconded by Trustee Di Giorgio, that the time be extended for 15 minutes, as per Article 12.6, to complete the debate on the Item.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Di Pasquale
Kennedy
Lubinski
Martino
Tanan

Li Preti
Rizzo

Part 1 of the AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Pasquale

Rizzo

Di Giorgio
Kennedy
Li Preti
Lubinski
Martino
Tanuan

Part 2 of the AMENDMENT was declared

CARRIED

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

In Favour

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

Opposed

Rizzo

Part 3 of the AMENDMENT was declared

CARRIED

Trustee Di Pasquale left the horseshoe at 8:59 p.m.

Trustee Del Grande returned to the horseshoe at 9:01 p.m.

MOVED by Trustee de Domenico, seconded by Trustee Di Giorgio, that Item 18d) be adopted as follows:

- 18d) From the Governance and Policy Committee: Update to Admission and Placement of Elementary Pupils S.A.01** that the Board approve the amendments to the Admission and Placement of Elementary Pupils Policy (S.A.01) including the addition of an Appendix 'A' to the policy.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

21. Inquiries and Miscellaneous

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Item 21a) be adopted as follows:

21a) Inquiry from Trustee Rizzo regarding Code of Conduct Complaints received.

N.B. There was no vote taken on the Motion.

Trustee Di Pasquale returned to the horseshoe at 9:06 p.m.

MOVED by Trustee Del Grande, seconded by Trustee Crawford, that the Agenda be reopened to accommodate an inquiry from Trustee Lubinski.

The Chair ruled against the Motion.

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that Items 22a) and 22b) be adopted as follows:

22a) Master Pending List and Rolling Calendar received; and

22b) Annual Report (Revised – Refer 18a) 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

Trustee Del Grande left the horseshoe at 9:15 p.m.

25. Adjournment

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

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

SECRETARY

CHAIR

OUR MISSION

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

OUR VISION

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



MINUTES OF THE SPECIAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION HELD MONDAY, DECEMBER 23, 2019

PRESENT:

Trustees:

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

Student Trustees:

T. Dallin
N. Nguyen

External Guests:

P. LeSage (Former Chief Justice, Ontario Supreme Court)
A. Robertson (Parliamentarian)

Staff:

R. McGuckin
D. Koenig
A. Della Mora
M. Eldridge

S. Vlahos
 M. Caccamo
 L. Maselli-Jackman
 F. Cifelli
 S. Campbell

S. Hinds-Barnett, Acting Recording Secretary
 P. Botticella, Acting Assistant Recording Secretary

Trustee Lubinski wished for it to be recorded that as part of the safety plan, her request to have certain seats changed was denied.

5. Approval of the Agenda

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that the Agenda, as amended to include the Addendum, be approved.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Lubinski, that Item 19a) Inquiry from Trustee Rizzo regarding Codes of Conduct be added to the Agenda.

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

In Favour

Trustees D'Amico
 De Domenico
 Di Giorgio
 Di Pasquale
 Li Preti
 Martino
 Rizzo

Opposed

Crawford
 Del Grande
 Kennedy
 Lubinski
 Tanuan

The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees D'Amico
De Domenico
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Martino
Rizzo

Crawford
Del Grande
Lubinski
Tanuan

The Motion, as amended, was declared

CARRIED

The Chair declared a five to 10-minute recess.

PRESENT: (following the recess)

Trustees: J. Martino, Chair
N. Crawford
F. D'Amico
M. de Domenico
D. Di Giorgio

N. Di Pasquale
 I. Li Preti
 J. Martino
 T. Lubinski
 M. Rizzo
 G. Tanuan

Student Trustee: K. Nguyen

7. **Declarations of Interest**

There were none.

11. **Delegations**

MOVED by Trustee Crawford, seconded by Trustee Tanuan, that Item 11a) be adopted as follows:

11a) **Fr. Claudio Piccinini, C.P regarding Catholic Education** received.

Trustee Kennedy returned the horseshoe at 7:25 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
Tanuan
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Lubinski, seconded by Trustee Tanuan, that Item 11b) be adopted as follows:

- 11b) Lou and Michelle Iacobelli regarding Trustees should follow Board's own Equity Policy received.**

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
Del Grande
Di Giorgio
Lubinski
Martino
Tanuan

Opposed

D'Amico
De Domenico
Di Pasquale
Kennedy
Li Preti
Rizzo

The Motion was declared

LOST ON A TIE

MOVED by Trustee de Domenico, seconded by Trustee Li Preti, that Item 11c) be adopted as follows:

- 11c) Julie Altomare-Di Nunzio, representing the Toronto Elementary Catholic Teachers regarding Agenda Item 16a) (Public Statement on Comments Made by Member) 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
Tanuan
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Lubinski, that Item 11d) be adopted as follows:

- 11d) Dorothy G. Sequeira regarding Support for Trustee Del Grande received.**

Results of the Vote taken, as follows:

In Favour

Opposed

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

Kennedy
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Di Giorgio, that Item 11f) be adopted as follows:

11f) Queenie Yu regarding Mike Del Grande received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
Del Grande

de Domenico

Di Giorgio
 Di Pasquale
 Kennedy
 Li Preti
 Lubinski
 Martino
 Rizzo
 Tanuan

The Motion was declared

CARRIED

11g) Maria Nolan regarding Mike Del Grande absent.

11h) Denise Gracias regarding Michael Del Grande absent.

MOVED by Trustee Di Pasquale, seconded by Trustee de Domenico, that Item 11i) be adopted as follows:

11i) Kyle Iannuzzi regarding Integrity, Leadership and Setting an Example for Students received.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
 D'Amico
 de Domenico
 Del Grande

Opposed

Lubinski

Di Giorgio
 Di Pasquale
 Kennedy
 Li Preti
 Martino
 Rizzo
 Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Tanuan, that Item 11e) be adopted as follows:

11e) Lalit Lobo regarding In Defense of the Truth received.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
 Del Grande
 Di Giorgio
 Lubinski
 Tanuan

Opposed

D'Amico
 De Domenico
 Di Pasquale
 Kennedy
 Li Preti
 Martino
 Rizzo

The Motion was declared

LOST

MOVED by Trustee Di Pasquale, seconded by Trustee Di Giorgio, that the meeting resolve back into PRIVATE Session.

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
Tanuan
Rizzo

The Motion was declared

CARRIED

PRESENT: (following the PRIVATE Session)

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

Student Trustees: T. Dallin
 K. Nguyen

6. Report from Private Session

MOVED by Trustee Kennedy, seconded by Trustee Lubinski, that the following matter discussed in PRIVATE Session be approved:

Pursuant to obligations under the Trustee Code of Conduct Policy, the Board has directed staff to hire an independent investigator to handle Code of Conduct complaints.

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
Tanuan

Rizzo

The Motion was declared

CARRIED

19. Inquiries and Miscellaneous

19a) Inquiry from Trustee Rizzo regarding tardiness of Staff Reports noted.

22. Adjournment

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that the meeting be adjourned.

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
Tanuan
Rizzo

The Motion was declared

CARRIED

SECRETARY

CHAIR



Chair's Monthly Report January 2020

**Following are highlights for the period of
January 6, 2020 – January 23, 2020**

January 6

- The Vice Chair, Trustee Di Pasquale, Major Tory and Councillor Cressy, welcomed our Bishop Macdonell Catholic Elementary School community to their new building at Cone Landing

January 15

- Along with the Director participated in the Annual Joint Meeting of Episcopal Board and Chairs and Directors at the Archdiocesan Pastoral Centre

January 17 and 18

- Along with the Director and Trustees attended the OCSTA Trustee Seminar Conference in Toronto



Director's Monthly Report January 2020

**Following are highlights for the period of
January 6, 2020 – January 23, 2020**

January 6

- Along with the Vice Chair, Trustee Di Pasquale, Major Tory and Councillor Cressy, had the pleasure of welcoming our Bishop Macdonell Catholic Elementary School community to their new building at Cone Landing

January 8

- Had the pleasure of participating in the National Catholic Broadcasting Council – Daily Television Mass with Sister Evanne Hunter at Loretto Abbey Secondary School

January 15

- Along with the Chair participated in the Annual Joint Meeting of the Archdiocese Episcopal Board and Chairs and Directors at the Archdiocesan Pastoral Centre

January 16

- Participated at the Areas 1 and 2 K-12 Principals meeting at St. Oscar Romero Catholic Secondary School

January 17 and 18

- Along with Trustees attended the OCSTA Trustee Seminar Conference in Toronto

January 21, 22 and January 23

- Along with Directors, Associate Directors and Chief Financial Officers from across Ontario attended the Council of Ontario Directors of Education (CODE) Conference in Toronto

January Student Trustee Board Report

Update from the Student Trustees:

- From December 26 to January 8, Trustee Kathy Nguyen participated in the Philippines service trip.
- On January 21, the Student Trustees hosted the online CSLIT meeting.
- The Student Trustees are currently planning a CSLIT Executive Council teambuilding evening.
- The Student Trustees are coordinating a thrifted CSLIT merchandise initiative with the Executive Council that's tied in with CSLIT's five pillars of focus.



CSLIT:

Faith

The executive team member's Faith Ambassador has written the opening and closing prayer for the CSLIT online meeting. Faith sub-committee members gathered at the CEC at the beginning of the month to make plans for the upcoming Faith Camp and volunteering opportunities. The Faith Ambassador led a speech about our relationship with God and the sin of comparison as well. The Faith Ambassador will continue to fulfill her duties by creating prayers for CSLIT, help students understand their relationship with God and have monthly sub-committee meetings. The faith sub-committee hopes in volunteering at the charity Feed It Forward for next month.

Public Relations

The annual Christmas Social was held on December 13 in 2019. The Public Relations Coordinators advertised this event before and during on the CSLIT's Instagram and Twitter accounts. December 17, President's Council was held. The Public Relations team worked in groups to create useful workshops presented to Student Councils across the board. Posts made to advertise the registration as well as surveys, were made to keep the Student Councils updated on the event. As the group of students who went overseas for the Philippines Service Trip worked very hard, their efforts were promoted on all social media accounts, for all students to see. The Public Relations Coordinators will continue to promote all Catholic Student Leadership events through Instagram, Twitter, and blog posts.

Social Affairs

The Director of Social Affairs has a multitude of upcoming events to coordinate alongside their subcommittee for the new year, which include, but are not limited to, multiple distress nights, the annual gala, and barbeque. The Director of Social Affairs also hopes to partner with the Directors of Elementary Affairs in order to create an event that is suitable for both ECSLIT and CSLIT members to attend in the coming months. The Director of Social Affairs has worked alongside the Director of Social Justice and the Director of Elementary Affairs to host the school spirit and event planning seminar at December's Presidents Council. The Director of Social Affairs also looks forward to working with the Director of Equity to promote the pillar of Indigenous culture and ultimately multiculturalism. The Director of Social Affairs is looking forward to planning equally successful, if not better, events for the upcoming year.

Elementary Affairs

This month the Directors of Elementary Affairs will be hosting the annual Online ECSLIT leadership seminar, via Skype for Business. Students will tune in from school and home and interact with the Directors and the guest speaker over an internet broadcast. Also happening in the month of January is I-LITE, a week of leadership training for elementary students at a different location each day. One for West end schools, 2 for central schools (north and south), and 1 for east end schools.

Administrative Affairs

The Director of Administrative Affairs has continued to assist the Student Trustees in all CSLIT matters. For the upcoming online CSLIT meeting at the end of the month, the Director of Administrative Affairs will be preparing necessary documents and presentation files. Catholic Student Leadership sweaters are also continuing to be sold, and all profits made will be going towards the Angel Foundation for Learning.

Equity

The equity subcommittee has been continuing to work on the Inclusion and Belonging retreat, tentative dates have been chosen for the late spring. The executive director of equity presented at presidents' council alongside other members of the executive, where a survey was taken regarding the presence of

GSA clubs in TCDSB high schools. One goal of the Equity subcommittee is to encourage every school to have a GSA/SAGA club available for students.

The Angel Foundation for Learning

The Angel Foundation for Learning subcommittee has successfully run the annual raffle during the Christmas CSLIT Social. The raffle made up to \$450 in funds for the Angel Foundation and was advertised for about two weeks on social media, prior to the event. Student ambassadors took the tickets back to their schools and sold an average of about 25 tickets each. All prizes were drawn, and are currently being distributed.

Moving forward, AFL's goal is to have a subcommittee meeting once CSLIT returns in February, it has been decided that for the remainder of January the subcommittee will not meet due to exams and the end of the first semester. The next subcommittee meeting will be to talk about any new spring events in upcoming months. The focus is to continue our fundraising and working alongside the Social Affairs subcommittee. As well as continue to meet deadlines for CSLIT and promote AFL at student run events.



*Norm Di Pasquale
Trustee Ward 9*

E-mail: Norm.DiPasquale@tcdsb.org

Voicemail: 416-512-3409

To: Regular Board Meeting , January 23, 2020

From: Norm Di Pasquale, Trustee Ward 9

Subject: Consideration of Motion – Land Acknowledgement

MOVED BY: Norm Di Pasquale, Toronto Catholic District School Board

WHEREAS: Recognition of the Traditional Territories of Indigenous Peoples is a part of an acknowledgement that we are working and living on land that is their ancestral territory;

WHEREAS: Territorial land acknowledgement is a formal statement of recognition and is an extension of the Truth and Reconciliation Commission's recommendations and Calls to Action;

WHEREAS: Acknowledging the traditional territory at the commencement of our Board meetings reflects an awareness of and respect for the specific Indigenous Peoples' Land, Nation and Treaty;

WHEREAS: In TCDSB Policy SS 02 Opening and Closing Exercises, Section 10, states that our schools must include a land acknowledgement as part of the daily opening exercises;

THEREFORE BE IT RESOLVED THAT: The TCDSB Board add to Standing Committees and Regular Board opening exercises a land acknowledgment, acting as a recognition of the Traditional Territory on which the meeting is occurring.

Norm Di Pasquale
Trustee, Ward 9

**MINUTES OF THE INAUGURAL
MEETING OF THE
CATHOLIC PARENT INVOLVEMENT COMMITTEE
PUBLIC SESSION**

HELD MONDAY NOVEMBER 11, 2019

1. Call to Order

The Chair called the Meeting to Order at 7:05PM and opened the teleconferencing bridge.

The Chair indicated that the Board has not appointed a Recording Secretary to CPIC as of yet. Geoff Feldman volunteered to take notes in conjunction with the Chair.

3. Roll Call & Apologies

Trustees: G. Tanuan (W8)
N. Di Pasquale (W9)

Elementary Parent Members:

John Del Grande (W12), Chair
Jennifer Di Francesco (W1)
Natalia Marriott (W2)
Joe Fiorante (W3)
A.J. Hepburn (W4) – Via Teleconference
Daniel Oliveira (W5/W)
Gus Gikas (W6) – Via Teleconference
Ruth Oliveros (W8/E)
Jennifer Traer (W9) – Via Teleconference
Annalisa Crudo-Perri (W10) – Via Teleconference
Ben Xavier (W11/N) – Via Teleconference
Isabel Starck (W11/S)
Anthony Antonucci (W12)

Secondary Parent Members:

Geoffrey Feldman (West)

Kathleen McGinnis (Central)
Melanie Stoll (East)

Staff: J. Wujek (Director Designate)
M. Sequeira (Parent Engagement Coordinator)
S. Vlahos (Communications)

Guests: Mary LaFramboise
Katie Piccinnini – Via Teleconference
Edith Pearson – Via Teleconference

Apologies were extended on behalf of Wendell Labrador (W8/W) and Dan Kajioka (W7).

4. Declarations of Interest

Isabel Starck – TCDSB International Languages

Annalisa Crudo-Perri, TCDSB Occasional Teacher

5. Approval of the Agenda

MOVED by Natalia Marriott, seconded by Geoffrey Feldman, that the Agenda be approved.

By Unanimous consent, the Motion was declared

CARRIED

6. Presentations & Reports from Committee Officials

6a) Chair Report

MOVED by Geoffrey Feldman, seconded by Gus Gikas that the Report from the Chair for the period of September 17 to November 5 be received.

By Unanimous consent, the Motion was declared

CARRIED

6b) Financial Report

MOVED by Natalia Marriott, seconded by Geoffrey Feldman that the CPIC Financial Report as of October 31, 2019 be received.

By Unanimous consent, the Motion was declared

CARRIED

7 Certification of Election Results

The Chair thanked all Parents for putting their names forward and for TCDSB Staff that facilitated election meetings. Only one Parent Member position remains vacant – Ward 5 East.

8 Election of Vice-Chair

The Director Designate called for nominations for CPIC Vice-Chair.

MOVED by Gus Gikas, seconded by Annalisa Crudo-Perri, that the name of Joe Fiorante be placed in nomination.

Joe Fiorante accepted the nomination.

No other nominations were made.

Joe Fiorante was acclaimed Vice Chair of CPIC.

The Meeting continued with John Del Grande in the Chair

9. Election of New Executive Officers

9a) Treasurer

MOVED by Annalisa Crudo-Perri, seconded by Natalia Marriott, that the name of Gus Gikas be placed in nomination.

Gus Gikas accepted the nomination.

No other nominations were made.

Gus Gikas was acclaimed Treasurer of CPIC.

9b) Secretary

MOVED by Natalia Marriott, seconded by Ruth Oliveros, that the name of Geoffrey Feldman be placed in nomination.

Geoffrey Feldman accepted the nomination.

No other nominations were made.

Geoffrey Feldman was acclaimed Secretary of CPIC.

9c) Digital Coordinator

MOVED by Joe Fiorante, seconded by Natalia Marriott, that the name of Jennifer Di Francesco be placed in nomination.

Jennifer Di Francesco accepted the nomination.

No other nominations were made.

Jennifer Di Francesco was acclaimed Digital Coordinator of CPIC.

9d) Events Coordinator

MOVED by Joe Fiorante, seconded by Annalisa Crudo-Perri, that the name of Isabel Starck be placed in nomination.

Isabel Starck accepted the nomination.

Natalia Marriott self-nominated for the position

No other nominations were made.

Results of the Vote for Event Coordinator of CPIC, as follows:

In Favour of Isabel Starck

Joe Fiorante
A.J. Hepburn
Daniel Oliveira
Gus Gikas
Annalisa Crudo-Perri
Isabel Starck

In Favour of Natalia Marriott

Jennifer Di Francesco
Natalia Marriott
Ruth Oliveros
Jennifer Traer
Ben Xavier
Kathleen McGinnis

Anthony Antonucci
 John Del Grande
 Geoffrey Feldman
 Melanie Stoll

Isabel Starck was elected Events Coordinator of CPIC.

9e) Past Chair

No Members were qualified for the position, thus remains vacant.

11 Appointment of Community Representatives

The Chair read the eligibility criteria for appointment as a Community Representative from CPIC Bylaw 4.3

Annalisa Crudo-Perri as OAPCE-Toronto President requested that Katie Piccinnini, Ward 2 St. Clements CES & CSPC Co-Chair, be appointed to represent OAPCE-Toronto.

By Unanimous consent, the Motion was declared

CARRIED

MOVED by Ruth Oliveros, seconded by Ben Xavier, that Mary LaFramboise from Faith In Our Child be re-appointed as a Community Representative.

Results of the Vote taken, as follows:

In Favour

Ben Xavier
 Ruth Oliveros
 Anthony Antonucci
 John Del Grande
 Geoffrey Feldman
 Kathleen McGinnis
 Melanie Stoll

Opposed

Jennifer Di Francesco
 Natalia Marriott
 Joe Fiorante
 A.J. Hepburn
 Daniel Oliveira
 Gus Gikas
 Annalisa Crudo-Perri
 Isabel Starck

LOST

12 Assignment of Members to Standing Committees

The Chair referred to the CPIC Bylaws that each Member must be on at least one subcommittee.

12a) Budget & Priorities Setting Subcommittee

The Chair called for volunteers

Natalia Marriott & Annalisa Crudo-Perri were appointed as additional Members on the Budget & Priorities Setting Subcommittee.

12b) Conference & Events Subcommittee

The Chair called for volunteers for appointment to the Conference & Events Subcommittee.

Jennifer Di Francesco, Ben Xavier, Ruth Oliveros, Joe Fiorante, Natalia Marriott & Melanie Stoll were appointed as additional Members on the Conference & Events Subcommittee.

MOVED by Jennifer Di Francesco, seconded by Joe Fiorante that the name of Natalia Marriott be placed in nomination for Vice-Chair of the Conference & Events Subcommittee

Natalia Marriott was acclaimed Vice-Chair of the Conference & Events Subcommittee.

12c) Communications & Parent Resource Subcommittee

The Chair called for volunteers for appointment to the Communications & Parent Resource Subcommittee.

Isabel Starck, Kathleen McGinnis, Anthony Antonucci, Geoffrey Feldman, Natalia Marriott, Trustee Di Pasquale, John Wujek & Manuela Sequeira were appointed as additional Members on the Communications & Parent Resource Subcommittee.

13 Creation or Continuation of Special Subcommittees

13a) Making Your Voices Heard as a Parent

MOVED by Natalia Marriott, seconded by Geoffrey Feldman that Making Your Voice Heard Subcommittee be reconstituted to complete its work and that Natalia Marriott continue as Chair.

By Unanimous consent, the Motion was declared

CARRIED

The Chair called for volunteers for appointment to the Making Your Voices Heard as a Parent Special Subcommittee.

Annalisa Crudo-Perri, Jennifer Traer, Katie Piccinnini, Kathleen McGinnis & Manuela Sequeira were appointed as additional Members on the Making Your Voices Heard Special Subcommittee.

13b) New Proposed Subcommittee Creation

No other new Special Subcommittees were proposed by Members.

14 Confirmation of Calendar & Schedule of Committee Meetings

The proposed Monday February 24, 2020 will be updated to Monday March 2, 2020. Presentation of the CPIC meeting calendar for 2019-2020 is subject to approval by the Board of Trustees at the November Caucus Meeting.

The Chair declared a 10-minute recess at 8:25pm to take a photo of the newly constituted CPIC Committee.

The meeting resumed at 8:40 pm with John Del Grande in the Chair.

15 Urgent Matters

15a) Approval of Minutes from September 16, 2019 Regular Meeting

MOVED by Isabel Starck, seconded by Natalia Marriott that the Minutes of the CPIC Regular Meeting held September 16, 2019 be approved with minor corrections to the Trustee & Director Designate reports as noted.

By Unanimous consent, the Motion was declared

CARRIED

15b) Schools Equity Fundraising Gap – Verbal Report by Shazia Vlahos, TCDSB Chief of Communications

Members provided feedback and ideas to be incorporated in the staff report for Board.

15c) Negating Bottled Water Use at Community Events – Verbal Report by Superintendent John Wujek

TCDSB is encouraging use of reusable water bottles in schools and booking of City of Toronto Water trucks for large events or functions. Members expressed concerns regarding water lead levels at various schools. Clarity was provided that a ban on sale of plastic Water Bottles at TCDSB is in place however students & parents may still bring and use their own plastic water bottles on school grounds.

15d) OAPCE Toronto Commissioning Ceremony & S.10 Policy Consultation – Verbal Report by CPIC Chair

The Chair communicated that CPIC & OAPCE will host a parent roundtable consultation session after the OAPCE Commissioning on Tuesday December 3rd. CPIC will provide funding for refreshments and a flyer will be send out later in the week to all schools.

15e) CPIC Logo Refresh Recommendations from Communications Department

Various logo options were presented and discussed. Members should email the CPIC Chair with preferences for a final recommendation to be brought back by the Communications department at the December meeting.

16 Communications or Announcements

All Members have been provided a binder with CPIC Bylaws and Policies. Members not present will have the materials sent to their child's school.

17 Adjournment

MOVED by Ruth Oliveros, seconded by Natalia Marriot that the meeting be adjourned.

By Unanimous consent, the Motion was declared

CARRIED

The Meeting adjourned at 10:10PM



SECRETARY



CPIC CHAIR

OUR MISSION

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We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

OUR VISION

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



MINUTES OF THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE PUBLIC SESSION

HELD MONDAY, DECEMBER 2, 2019

PRESENT:

Trustees:

N. Crawford, Chair
M. Del Grande, Vice-Chair
A. Kennedy
N. Di Pasquale
T. Lubinski - via Teleconference

Non-Voting Trustees:

I. Li Preti
G. Tanuan

Staff:

R. McGuckin
C. Fernandes
L. Maselli-Jackman
C. Caldwell
P. De Cock

S. Harris, Recording Secretary
S. Hinds-Barnett, Assistant Recording Secretary

4. Approval of the Agenda

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that the Agenda, as amended to include the Addendum, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

5. Declarations of Interest

There were none.

6. Approval and Signing of the Minutes

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that the Minutes of the Meeting held November 12, 2019 be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

7. Delegations

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that Item 7a) be adopted as follows:

- 7a) Emily Wright regarding Service Animal Policy** received and referred to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Di Pasquale
Kennedy
Lubinski

Del Grande

The Motion was declared

CARRIED

Trustee Tanuan disconnected.

13. Staff Reports

MOVED by Trustee Di Pasquale, seconded by Trustee Del Grande, that Item 13a) be adopted as follows:

- 13a) Policy on Guide Dogs/Service Dogs and Service Animals for Students** that the newly created Policy on Guide Dogs/Service Dogs and Service Animals, provided in Appendix A of the report, and the accompanying TCDSB Operational Procedures, provided in Appendix B of the report, be adopted with the following Amendment:

That *training or recertification*, Accreditation and Expectation 3.2 be deleted, Page 37.

Time for business expired.

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, an additional 15 minutes be extended, as per Article 12.6, to complete the debate on the Item.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Lubinski

Kennedy

The Motion was declared

CARRIED

Trustee Del Grande left the table at 8:03 pm and returned at 8:04 pm.

With the consent of the Committee, Trustee Di Pasquale withdrew his Amendment

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Del Grande, that the notwithstanding / addressing applications case by case provision be included at the beginning of the Policy and the Operational Procedures; and cross-referenced at Section 3.1c of the Operational Procedure.

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

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy

Lubinski

The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Del Grande, that Item 13b) be adopted as follows:

- 13b) Update to Admission and Placement of Elementary Pupils Policy S.A.01** that the Board approve the amendments to the Admission and Placement of Elementary Pupils Policy (S.A.01) including the addition of an Appendix ‘A’ to the Policy.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Del Grande, that Regulation 2 (iv), page 108, be revised as follows:

Proof of residency as evidenced by two documents: See Appendix A.

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

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy

Lubinski

The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that Item 13c) be adopted as follows:

- 13c) Update to Effective Financial Management and Control of Operations F.M. 08** that the Governance and Policy Committee recommend to the Board of Trustees approval of the revised Effective Financial Management and Control of Operations Policy F.M. 08 (Appendix A) and the revised TCDSB Finance and Accounting Operating Procedures (Appendix B).

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy

Lubinski

The Motion was declared

CARRIED

16. Updating of Pending List

MOVED by Trustee Kennedy, seconded by Trustee Del Grande, that Items 16a) and 16b) be adopted as follows:

16a) Monthly Pending List received; and

16b) Annual Policy Priority Schedule received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

17. Adjournment

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, that the meeting be adjourned.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

SECRETARY

CHAIR



REPORT TO

**CORPORATE SERVICES, STRATEGIC
PLANNING AND PROPERTY
COMMITTEE**

**PUBLIC MEETING ROOM AUDIO/VISUAL
RENOVATION UPDATE**

"and you will know the truth, and the truth will set you free". – John 8:32

Created, Draft	First Tabling	Review
January 3, 2020	January 16, 2020	Click here to enter a date.

Steve Camacho, Chief Information Officer

INFORMATION REPORT

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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

In September 2019, the Board of Trustees approved the procurement award and upgrade plan of the Audio Visual equipment and associated elements in the public boardrooms at the CEC. This report serves as an update to the renovation project and a notice to the public about the upcoming renovation and operation plan for the main boardroom.

The Main Boardroom requires the most significant amount of work of all rooms. Now that staff have more detailed information from the lead contractor; staff can provide an updated construction schedule and operation plan during renovations.

The updated schedule for the Main Boardroom is about 6 weeks later than originally planned because of some delays with millwork. During the renovation of the main boardroom public meetings will be held in the Catholic Teacher Centre Boardroom (CTC). The other 3 rooms are being completed as per the originally planned schedule.

The cumulative staff time required to prepare this report was 5 hours

B. PURPOSE

1. The purpose of this report is to provide an update to the public meeting room renovation project and to provide notice to Trustees and the public about the upcoming renovation and operation plan for the main boardroom.

C. BACKGROUND

1. In September 2019, the Board of Trustees approved the procurement award and upgrade plan of the Audio Visual equipment and associated elements in the public boardrooms at the CEC.
2. The rooms in the project scope include the Main Boardroom, the Large Committee Room, Michael Cornacchia Room (small committee room), and the Catholic Teachers Centre Boardroom. Renovations for all rooms have been staggered to minimize disruptions to meeting schedules; however, the closing of each room was always contemplated within the renovation plan.

3. The Main Boardroom requires the most significant amount of work of all rooms. Now that staff have more detailed information from sub-trades, the lead contractor has provided staff with an updated construction schedule. The updated schedule for the Main Boardroom is about 6 weeks later than originally planned because of some delays with millwork. The other 3 rooms are being completed as per the originally planned schedule.
4. Despite the delay, the overall project remains within the budget approved by the Board of Trustees in September 2019.

D. ROOM UPDATES AND ACTON PLAN

1. The Catholic Teacher Centre Boardroom renovation was completed in October and November as planned and is now fully operational with upgraded equipment. Upgrades include dual screens, projectors, ceiling microphones, audio conferencing, and sound throughout the room. The room is now also equipped with a “hearing assist” sound system to accommodate trustees and members of the public with hearing disabilities.
2. The Michael Cornacchia Room (small committee room) renovation was completed in December as planned and is now fully operational with upgraded equipment. Upgrades include LCD screen, ceiling microphones, audio conferencing, and sound. The room is now also equipped with a “hearing assist” sound system to accommodate trustees and members of the public with hearing disabilities.
3. Large Committee Room will be renovated from Monday, Jan. 13, 2020 through Friday, Feb. 7, 2020. During the renovation window above, staff will make the following changes to meeting locations:
 - a. Audit, Governance and Policy Committee (GAP), Special Education Advisory Committee (SEAC) will be moved to the CTC Boardroom. Private session of Board and standing committee meetings will be held in CTC Boardroom.
 - b. The public sessions will continue in the main boardroom during the renovation window. The main boardroom cannot be used for the private session before the meeting as it takes some time to transition to initiate public sessions which would delay the meeting start time.

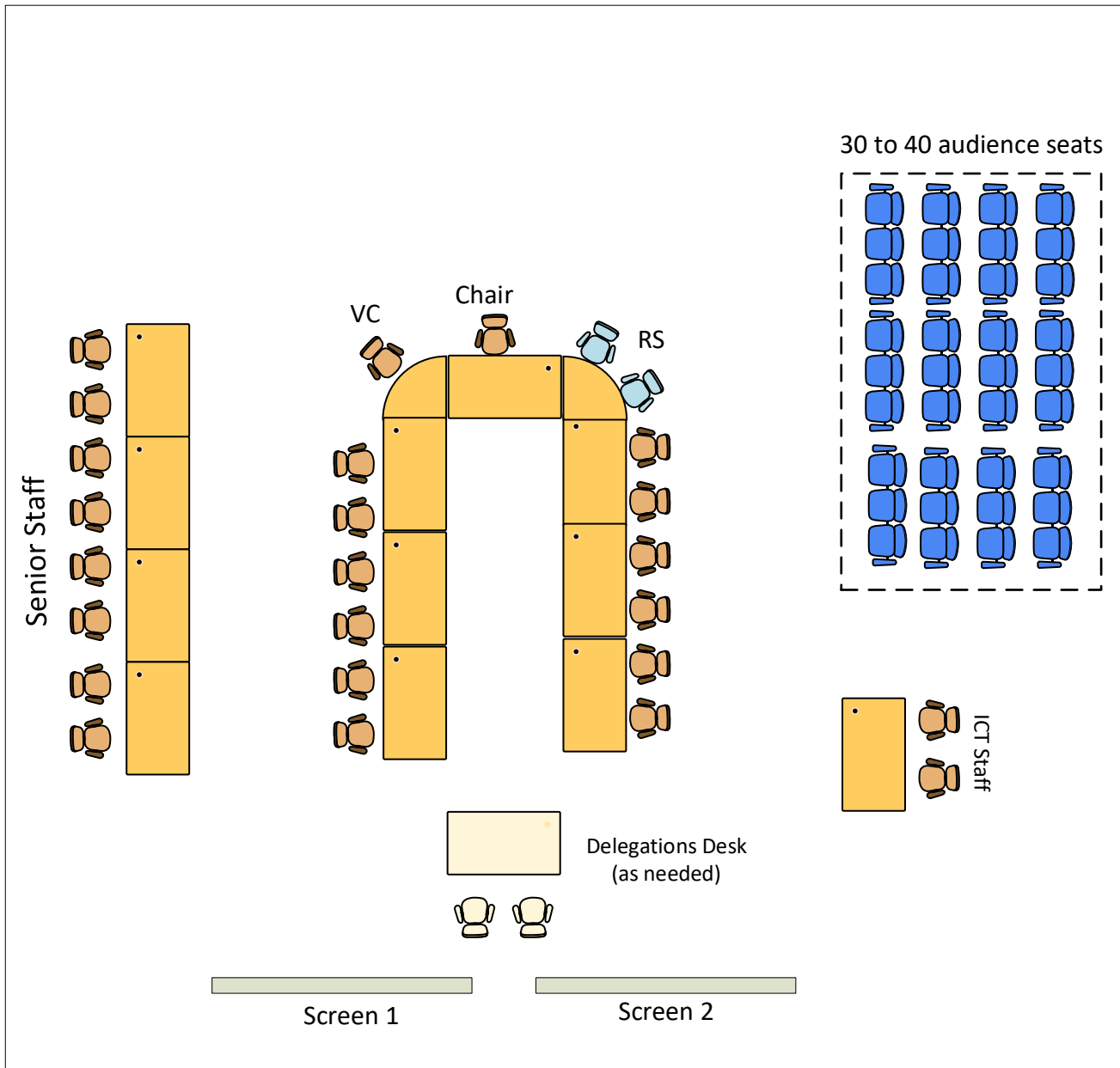
4. The Main Boardroom will be renovated from Friday, Feb. 21, 2020 through to Thursday, April 9, 2020. During the renovation window above, staff will make the following changes:
 - a. All public Board and standing committee meetings will be moved to the CTC (4 meetings).
 - b. Public Board and committee meetings will be recorded in the CTC as per normal practices.
 - c. All private sessions will be held in the Large Committee room as the renovations in that room will be complete by then.
5. When using the CTC boardroom for public meetings, Trustees and the public should carefully note the following:
 - a. There will be no individual mics for trustees and staff. There are mics in the ceiling that will automatically pick-up the person speaking
 - b. As a result of the overhead mics, the meeting Chair will need to ask staff, trustees, and audience members to avoid side discussions as much as possible. Notices will be posted and reminders will be given at the beginning of the meetings.
 - c. The chair of the meeting will need to keep a manual speakers list similar to what is done in private session.
 - d. Speakers will be asked to stand, if able to do so, to ensure they are identified as “having the floor”
 - e. Trustee desks will be positioned, so they are in horseshoe pattern similar to the main boardroom; however, the space for each trustee will be limited. See Appendix A for a layout overview.
 - f. Wi-Fi will be available for trustees and the public
 - g. A timer will be available for the meeting similar to the main boardroom.
 - h. There will be seating for approximately 30 to 40 members of the public
 - i. Because of space constraints, there will be minimal senior staff seating in the meetings held in CTC. As a result, only key members of senior staff and those with reports on the agenda will be asked to attend.
6. Information about the room changes will be shared on the TCDSB website, e-news, and social media.

E. CONCLUDING STATEMENT

This report is for the consideration of the Board and.

Appendix A

Boardroom Layout for public meetings in the CTC



Notes

- Mics in the ceiling throughout room
- Trustees in seats by ward #



REPORT TO

REGULAR BOARD

CONSIDERATION FOR THE RE-ALLOCATION OF ELEMENTARY VICE PRINCIPALS

All hard work brings a profit, but mere talk leads only to poverty. Proverbs 14:23-24

Created, Draft	First Tabling	Review
January 2, 2020	January 23, 2020	Click here to enter a date.

Adrian Della Mora – Executive Superintendent of Education, Human Resources and Employee Relations

INFORMATION REPORT

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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 responds to a Board motion, which requests that staff review weighted enrolment figures and current thresholds to address any disparities that exist in the allocation of existing Vice Principals (VP) at the elementary level. The report provides changes in the current allocation of elementary VPs and operational considerations, which will further inform this annual process.

The cumulative staff time required to prepare this report was 10 hours

B. PURPOSE

1. At the December 12, 2019, Regular Board Meeting, Trustees approved the following motion:
 - i) *That the Staff address the aforementioned disparities at the elementary level immediately adhering to weighted enrolment figures outlined in this report;*
 - ii) *That staff report to Board in January on the recommendations of their pending review on threshold levels and any changes in VP allocations at the elementary & secondary levels from those outlined in this report; and*
 - iii) *That Staff update Trustees on VP allocations across our Board on an annual basis in March of each year.*
2. This report provides Trustees with some immediate changes to the current allocation of elementary VPs. It also outlines updated variables, which will be used to calculate elementary weighted enrolment figures. This will inform elementary VP allocations (based on new thresholds) on a go-forward basis.

C. BACKGROUND

1. The allocation of elementary and secondary vice-principals is impacted by GSN funding, budgetary restrictions, enrolment fluctuations, and informed by local circumstances. The number of vice-principals allocated to the system is determined during the Spring budget-setting process.

2. Enrolment fluctuations during September of a new academic year are closely monitored, and this information is used to further inform conversations among the Senior Team regarding possible re-allocations. Respectful of budgetary limitations, intra-area vice-principal re-allocations are reviewed in November and early December to address possible inequities primarily arising out of student enrolment changes. These decisions are made with a heightened sensitivity to the impact on school communities and awareness of historical and current needs.
3. For staffing purposes, vice-principals complete assignment preference sheets by mid-December of each academic year. These preference sheets are considered over the period March to June of the current academic year when assigning vice-principals to budgeted positions for the following academic year.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Every November, the Research Department provides an assessment of weighted enrolment figures for all elementary schools. This weighted enrolment figure is different than pupil count as it is informed by fluid demographic and local indexes, hence providing more qualitative information about a school. The demographic index is updated via Statistics Canada databases. It was last updated in May 2018 with a refresh scheduled for March 2020. The local index, consisting of areas such as special education, English as a Second Language, and attendance-related needs, is updated annually in February.

ELEMENTARY SCHOOL VICE PRINCIPALS

2. To immediately address current VP allocation disparities, staff have reviewed weighted enrolment figures and opted to change the existing composition of VP allocations. As a result, the following changes will take effect before January 31, 2020:
 - i. The one full-time (FTE 1.0) VP allocation at St. Edward C.S. will now be shared with St. John The Evangelist C.S. (0.5 VP allocation at St. Edward C.S. and 0.5 VP allocation at St. John The Evangelist C.S.).

- ii. A new FTE 1.0 VP allocation will be introduced for the balance of this school year. This will result in FTE 0.5 VP allocations added to St. Martin de Porres C.S. and another FTE 0.5 VP allocation at another school to be determined over the next two weeks based on further consultation. The interim funding source (Feb. 1 – June 30, 2020) for this position will be accrued savings from unfilled budgeted vacancies relating to academic instruction/leadership. The status for this position for the 2020/2021 academic year will be re-assessed during the budget-setting process.
3. Senior staff will use a revised formulaic approach to establish benchmark weighted enrolment figures for each elementary school on a go-forward basis.
4. These new weighted enrolment figures will be guided by revised eligibility thresholds, which are informed by GSN funding to meet budgetary requirements. The goal is to budget for an equitable and efficient allocation of vice-principals for the 2020-2021 academic year and beyond.
5. Allocation thresholds will be immediately reviewed, and new parameters will be established to govern the elementary VP allocation process for the 2020-2021 academic year. Threshold parameters will be designed with a heightened awareness of GSN funding changes and the need to efficiently allocate these resources subject to all of the factors cited in this report. In light of the link to variable GSN funding and the fluid nature of factors, threshold parameters are subject to change.
6. Staff will continue to consider the following factors when exploring possible operational re-allocations:
 - Demographic and local indexes and the related impact on weighted enrolment.
 - Historical considerations – i.e. enrolment fluctuations linked to transiency or boundary changes.
 - Recent exigent circumstances – i.e. safety concerns and police involvement, and the influx of newcomers.
 - Student success initiatives requiring targeted support.
 - Level of principal experience in the role – need for possible vice-principal support during the first-year transition.

- Proactive succession planning – allocating FTE 0.5 vice-principal positions allowing one vice-principal to benefit from serving in two communities.
- Sensitivity to workplace accommodations, which can involve both the principal and vice-principal.
- Providing a school community with stability given their exposure to rotating retired principal/vice-principals covering for short-term leaves.

E. METRICS AND ACCOUNTABILITY

1. The Senior Team will continue to review data provided by the Research Department and will use it to inform the potential re-allocation of vice-principals on an annual basis.
2. The historic thresholds will be reviewed and updated to reflect current educational realities.
3. The Executive Superintendent of Human Resources will liaise with all field and central Superintendents to maintain a working knowledge of local factors that may impact vice-principal allocations.
4. The Executive Superintendent of Human Resources will update Trustees if VP re-allocations are required during the academic year.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.



REPORT TO

REGULAR BOARD

EDUCATION DEVELOPMENT CHARGES COMPLAINT – 55, 61-63 CHARLES STREET EAST

Wealth gained hastily will dwindle, but whoever gathers little by little will increase it...Proverbs 13:11

Created, Draft	First Tabling	Review
January 14, 2020	January 23, 2020	Click here to enter a date.

M. Loberto, Superintendent of Planning and Development

RECOMMENDATION REPORT

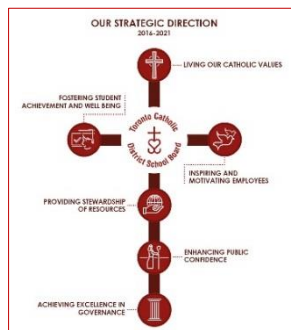
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Rory McGuckin
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Associate Director
of Academic Affairs

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

A. EXECUTIVE SUMMARY

This report recommends that the Toronto Catholic District School Board (TCDSB) not pursue an appeal to the Local Planning Appeal Tribunal (LPAT) regarding the City Council decision to refund the \$179,300 of Education Development Charges (EDC) paid by MOD Developments for the project at 55, 61-63 Charles Street East.

Section 10 of the Board's EDC By-law contains an exemption from the payment of EDCs for each dwelling unit that is replaced on an existing site, so long as the building permit for the replacement units is obtained no less than three years after the demolition permit is issued in respect of the units that have been replaced.

In this case, a unique situation arose where MOD Developments was required to obtain a building permit for the new development prior to being issued a demolition permit due to a requirement to preserve the existing 100 rental residential units on the property. Because the demolition permit was sought after approval of the building permit, the City of Toronto applied EDCs to all 648 units without applying the replacement exemption for the 100 replacement units.

MOD Developments made an application to Toronto City Council pursuant to Section 257.85 of the *Education Act* seeking an amendment of both the applicable development charges and the EDCs applied due to the "reverse order" of the building permit and the demolition permit. The full refund of all EDCs and development charges respecting the 100 replacement units was approved by City Council on December 19, 2019.

While the Board has the right to appeal the City Council decision to the LPAT, in consultation with external legal counsel, staff recommend not pursuing an appeal of this matter. The exemption relates to the preservation of rental housing, and that but for the unique circumstances related to the order of the applications, MOD developments would have been entitled to the replacement exemption and would have never been obligated to pay EDCs in respect of the 100 replacement units in the first place.

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

B. BACKGROUND

1. *All new residential development in the City of Toronto is subject to the payment of EDCs by the developer for new dwelling units in accordance with TCDSB EDC By-law No. 194.* EDCs are payable by the developer upon issuance of a building permit.
2. *The Board's EDC By-law contains an exemption from the payment of EDCs for each dwelling unit that is replaced on an existing site.* This exemption is contained in Section 10 of the Board's EDC by-law, so long as the building permit for the replacement units is obtained no less than three years after the demolition permit is issued in respect of the units that have been replaced.
3. *MOD Developments is proposing a redevelopment of the properties located at 55, 61-63 Charles Street East, which includes the replacement of the existing rental units on site.* The project entails the demolition of two existing multi-unit residential buildings comprising 100 rental dwelling units for the development of a high-rise residential building comprised of 648 dwelling units. The 100 existing rental units are being replaced on the site as part of the redevelopment.
4. *MOD was required to obtain a building permit prior for the new development to the issuance of a demolition permit, which resulted in the non-application of the EDC replacement exemption.* This unique situation arose due to a requirement to preserve the existing rental residential units until spring 2020, and a further obligation to provide off-site rental accommodation as part of the redevelopment. The building permit was issued on October 31, 2019 with application for a demolition permit being made on November 12, 2019. Because the demolition permit was sought after approval of the building permit, the City of Toronto Building Permit office applied EDCs to all 648 units without applying the replacement exemption for the 100 replacement units.

C. EVIDENCE/RESEARCH/ANALYSIS

1. *MOD Developments made an application to City Council pursuant to Section 257.85 of the Education Act seeking an amendment of both the applicable Development Charges and the EDCs applied due to the "reverse order" of the building permit and the demolition permit.* City staff

recommended a full refund of all EDCs and development charges respecting the 100 replacement units (The EDC charges for the 548 new units on the site have been paid). The ED refund amount is \$179,300. The recommendation was approved by City Council on December 19, 2019.

In the opinion of the Board's legal counsel, this decision was in keeping with the intention of the EDC by-law. However, the law on EDC complaint hearings does not permit a municipal council to overturn an EDC calculation based on discretionary factors

2. ***While the TCDSB has the right to appeal City Council's decision, with a deadline of January 27, 2020, in consultation with legal counsel, staff do not recommend pursuing an LPAT appeal on this matter.*** The decision to not pursue an appeal maintains the intent of the EDC By-law. But for the unique reversal of building and demolition permits in this case, MOD Developments would have been entitled to an EDC credit for the 100 replacement rental units. This decision also supports the policy objective of preserving rental housing, which is becoming increasingly important given housing affordability issues throughout the City of Toronto. Seeking to appeal City Council's decision could appear to be a challenge to the City's policy aims at preserving rental housing during redevelopment.

In addition, the costs and risk of litigating a hearing at the LPAT with no guarantee of recovering any EDC funds makes an appeal a less than prudent economic decision.

D. STAFF RECOMMENDATIONS

1. That the Board not pursue an appeal to the Local Planning Appeal Tribunal of the City of Toronto Council decision to refund \$179,300 of Education Development Charges paid by MOD Developments for the project at 55, 61-63 Charles Street East.
2. That the decision to not pursue an appeal of this matter is based on the unique facts of this case, and does not constitute a waiver of enforcing EDC payment obligations in any future case where the replacement exemption is raised by a developer.



REPORT TO

REGULAR BOARD

CATHOLIC PARENT INVOLVEMENT COMMITTEE, POLICY P.04, REVIEW REPORT

"He rules the world in righteousness and judges the peoples with equity." Psalm 9:8

Created, Draft	First Tabling	Review
January 9, 2020	January 23, 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

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

After review at the Governance and Policy Committee on January 7, 2020, this report recommends updating the current Catholic Parent Involvement Committee, Policy P.04, as per the five year review cycle.

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

B. PURPOSE

This Report is on the Order Paper of the Regular Board because the Governance and Policy Committee recommends revisions to the Catholic Parent Involvement Committee, Policy P.04.

C. BACKGROUND

1. **April 25, 2013** - the Toronto Catholic Parent Involvement Committee, Policy P.04 was first approved by the Board.
2. **January 7, 2020** – the Governance and Policy Committee reviewed the revisions to the policy, and made further amendments. Changes to the policy reflect current legislation and practices.

D. EVIDENCE

1. The policy has been amended and informed in consultation with Legal Services, and with the Toronto Catholic Parent Involvement Committee (CPIC).
2. With the approval of the Governance and Policy Committee, the Municipal Conflict of Interest Act was added to the Cross-References and a link to the legislation is provided.

E. METRICS AND ACCOUNTABILITY

1. The recommendations in this report will be monitored by the Director of Education with the support of the Superintendent of Parent Engagement.

2. An annual report by the Toronto Catholic Parent Involvement Committee will be presented to the Board.

F. IMPLEMENTATION

1. The updated policy (**Appendix A**), and accompanying appendices (**Appendix B** and **Appendix C**), as approved will be posted on the TCDSB policy register.
2. CPIC, Ontario Association for Parents in Catholic Education (OAPCE) and Catholic School Parent Councils (CSPCs) will be informed of changes through their regular meetings.

G. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Catholic Parent Involvement Committee Policy (P.04) as amended and proposed in Appendix A, as well as Appendix B of this report.



POLICY SECTION: Parents

SUB-SECTION:

POLICY NAME: Catholic Parent Involvement Committee

POLICY NO: P.04

Date Approved:
April 25, 2013- Board

Date of Next Review: Policy Review Cycle:
April 2016
April 2025

Dates of Amendments:
January 2020

Cross References:

Education Act Ontario Regulation 612/00 School Councils and Parent Involvement Committees

S. 10 Catholic School Advisory Councils **School Parent Councils**

F.M.01 Employee Expenses

F.P.01 Purchasing

H.M.19 Conflict Resolution

H.M. 24 Catholic Equity and Inclusive Education Policy

S.S. 09 Code of Conduct

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50
(<https://www.ontario.ca/laws/statute/90m50>)

Attachments(s): Appendices:

Toronto CPIC Operational Procedures Protocol **Procedural Guidelines** - Appendix A

Toronto CPIC By-laws - Appendix B

Purpose:

This Policy provides direction on the operation of the Toronto Catholic District School Board's Parent Involvement Committee in those areas where a policy is required by the Regulation in the Education Act.



POLICY SECTION: Parents

SUB-SECTION:

POLICY NAME: Catholic Parent Involvement Committee

POLICY NO: P.04

Scope and Responsibility:

The policy provides oversight to the operation and activities of the TCDSB's Parent Involvement Committee (CPIC). The Director of Education is responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values

Strengthening **Enhancing** Public Confidence

Fostering Student Achievement and Well-Being

Financial Impact:

-

~~The Ontario Ministry of Education provides base funding for the Catholic Parent Involvement Committee. Annual applications may be submitted by CPIC to the Ministry of Education for regional Parent Reaching Out grants to further support parent engagement at the TCDSB.~~

Legal Impact:

~~The Board's legal counsel will ensure matters of the Catholic Parent Involvement Committee are consistent with the mandate prescribed in Ontario Regulation 612/00.~~

~~External legal advice sought by the Parent Involvement Committee will not be supported with funds provided by the Ministry of Education.~~

Policy:

Toronto Catholic Parent Involvement Committee (CPIC) is a statutory committee of the Toronto Catholic District School Board (TCDSB), and its mandate is to support, encourage and enhance parent engagement at the **b**Board level in order to improve student achievement and well-being. **Toronto** CPIC will provide information and advice on parent engagement to the Board of Trustees and the



POLICY SECTION: Parents

SUB-SECTION:

POLICY NAME: Catholic Parent Involvement Committee

POLICY NO: P.04

Director of Education, will communicate with and support **Catholic School Parent Councils** ~~Catholic School Advisory Councils~~ of the TCDSB, and will undertake activities to help parents of pupils in TCDSB schools support their children's learning at home and at school. It is incumbent upon the Catholic Parent Involvement Committee to act as a committee and not carry out responsibilities as individual members of the committee.

Regulations:

1. **Toronto** CPIC will develop strategies and initiatives that the TCDSB could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being, and advise the Board of Trustees, TCDSB staff and the Director of Education on methods of implementing these strategies and initiatives, and communicate information from the Ministry to school councils of the ~~h~~**B**Board.
2. **Toronto** CPIC will work collaboratively with the Director of Education, Board of Trustees, TCDSB staff and Catholic School ~~Advisory~~ **Parent Councils (CSPC)** of the TCDSB to share effective parent engagement practices, identify and reduce barriers to meaningful parent engagement, and ensure that TCDSB schools create a welcoming environment for parents.
3. The Board may solicit, receive and take into consideration the advice of **Toronto** CPIC regarding matters that relate to parent engagement, and student achievement and well-being, and will inform **Toronto** CPIC of its response to the advice given.
4. **Toronto** CPIC will be regularly allotted time on the order paper of the Regular Board meeting to address the ~~h~~**B**Board and provide information and advice on parent engagement, and strategies to effectively engage parents in improving student achievement and well-being. The Board will inform **Toronto** CPIC of its response to the advice given.
5. Information, recommendations and advice to the ~~h~~**B**Board will be augmented through the minutes of **Toronto** CPIC received at the Regular Board meeting.



POLICY SECTION: Parents

SUB-SECTION:

POLICY NAME: Catholic Parent Involvement Committee

POLICY NO: P.04

6. **Toronto** CPIC may solicit and take into consideration the advice of parents of students enrolled in TCDSB schools with regards to matters under consideration by the Committee in consultation by ~~the~~ Board staff.
7. Prior to discussing with the whole committee and committing to proposed expenditures from base funds as per the approved budget of the Committee, the **Toronto** CPIC Chair will consult with the ~~ed~~Director, separate from regular committee meetings, about the use of designated funds allocated to support parent engagement consistent with TCDSB policies.
8. After the consultation with the ~~ed~~Director, all proposed expenditures exceeding \$2500 from base funds will be presented through a motion to the whole **Toronto** CPIC for approval.
9. For proposed contracted products and services from ~~both~~ base funding ~~and applicable Parent Reaching Out (PRO) grants~~, contracts must be reviewed centrally prior to execution. The CPIC Chair and Director of Education or designate must co-sign the agreement. For purchases and/or contract for services, the TCDSB policy (F.P.01 Purchasing) must be followed. Any contracts or purchases entered into by **Toronto** CPIC without prior approval will become the responsibility of the **Toronto** CPIC member who incurred the expense.
10. TCDSB will reimburse **Toronto** CPIC members for acceptable expenses reasonably incurred in line with the TCDSB policy (F.M.01 Employee Expenses) and specified in the **Toronto** CPIC Procedural Guidelines. **Toronto CPIC shall maintain a member expense reimbursement policy.** ~~A general motion approving CPIC member reimbursement parameters and processes will be approved at the first meeting held in October of every year.~~
11. With the approval of CPIC, funds may be disbursed to parents of children in TCDSB schools to support attendance at events and workshops focused on parent engagement.



POLICY SECTION: Parents

SUB-SECTION:

POLICY NAME: Catholic Parent Involvement Committee

POLICY NO: P.04

12. Records of financial transactions will be **attached to the Committee's meeting agenda for all regular Toronto CPIC meetings.** ~~provided by TCDSB staff to CPIC for Committee meetings. Financial statements will be posted on the board's website quarterly.~~
13. The Board will appoint a trustee representative and an alternate to **Toronto** CPIC, and determine the term of office for such appointment at its annual caucus meeting.
14. The Board shall ensure that vacancies in parent member positions on **Toronto** CPIC are advertised through the TCDSB Communications Department using a variety of methods.
15. TCDSB staff and **Toronto** CPIC members will organize elections and prepare and communicate election materials. With respect to the actual election process in different wards, TCDSB staff will facilitate, conduct and scrutinize each election to ensure impartiality and transparency.
16. The Board will annually determine the meeting dates for **Toronto** CPIC, as per the process for its Standing and Statutory committees, at its regular meeting in December. All regular Committee meetings will take place at the TCDSB's Catholic Education Centre and are open for the public to attend. The Board shall ensure all members are able to participate fully in committee meetings by electronic means.
17. The Chair of **Toronto** CPIC shall ensure that notice and agenda, including relevant back-up materials, of each regular Committee meeting and subcommittee meeting is provided to all members of the Committee at least five days before the meeting by delivering a notice to each member by e-mail and by arranging for staff to post a notice on the Board's website.
18. Insofar as **Toronto** CPIC may establish subcommittees, notices of meetings and agendas will be delivered to each member of the committee and posted on the TCDSB website. Meetings will be held at the premises of the TCDSB insofar as such facilities are available, or held electronically.



POLICY SECTION: Parents

SUB-SECTION:

POLICY NAME: Catholic Parent Involvement Committee

POLICY NO: P.04

19. A regular meeting of **Toronto** CPIC will not proceed if the trustee representative or alternate, and the ~~e~~**D**irector or designate, is not in attendance in person or via electronic communication. Should the trustee representative or ~~e~~**D**irector/designate need to leave for the duration of the meeting, and an alternative replacement cannot be found, the Committee will adjourn the meeting.
20. Approved minutes of all **Toronto** CPIC meetings will be posted on the TCDSB website by Board staff and sent electronically to the chairs or co-chairs of ~~Catholic School Advisory Councils~~ **the CSPC** in each school of the TCDSB. Minutes will remain on the TCDSB website for four years. Approved minutes will be provided for inclusion on the order paper of the Regular Board.
21. All communications from **Toronto** CPIC intended for distribution to parents of children in schools of the Board will be approved by the ~~e~~**D**irector prior to the communication being sent to the intended recipients.
22. **Toronto** CPIC will approve and submit an annual written summary of the Committee's activities to the Chair of the Board and the Director of Education by November 30 of every year. ~~The summary will include a report on how funding provided for parental involvement was spent. The director will provide this summary of activities to Catholic School Advisory Councils of the TCDSB, and will post the summary of activities on the TCDSB website.~~
23. **The summary of 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;**



POLICY SECTION: Parents

SUB-SECTION:

POLICY NAME: Catholic Parent Involvement Committee

POLICY NO: P.04

- CPIC Activities and Highlights; and
- CPIC Financial Summary.

~~24.~~ The director will provide this summary of activities to ~~Catholic School Advisory Councils~~ Catholic School Parent Councils of the TCDSB, and will post the summary of activities on the TCDSB website.

~~23.~~ **25. Toronto** CPIC's by-law governing internal conflict resolution will be consistent with the TCDSB policy (H.M. 19 Conflict Resolution).

~~24.~~ **26.** ~~The operational procedures provided-~~ **Toronto** CPIC Operational Procedures **Procedural Guidelines** Protocol (Appendix A) and **Toronto CPIC By-laws (Appendix B)** will govern the respective activities of **Toronto** CPIC.

Definitions:

Not of significance in this policy.

Evaluation and Metrics:

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

1. The annual summary of **Toronto** CPIC activities will serve 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.



TCDSB Catholic Parent Involvement Committee Procedural Guidelines

Toronto Catholic District School Board

Toronto Catholic Parent Involvement Committee (CPIC)

Procedural Guidelines – Appendix A

Procedural Guidelines

**OPERATIONAL PROCEDURES PROTOCOL TABLE OF
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TCDSB Catholic Parent Involvement Committee Procedural Guidelines

PROCEDURES FOR ALLOCATING BASE FUNDS TO CPIC

Funds are transferred to the Board from the Ministry based on formula (\$5000 + 0.17 per student). Funds are held in a central TCDSB account in reserve for CPIC.

These funds must be used by **Toronto** CPIC in order to achieve its purpose by providing: information and advice on parent engagement to the board; **by** communicating with and supporting TCDSB **Catholic School Parent Councils (CSPCs)** CSACs; and **by** undertaking activities to help parents of pupils of the board support their children's learning at home and at school. (Ont. Reg. 612/00, 27 (2)).

A. Process for Utilization of Funds

The process for CPIC to access funds to meet their mandate is as follows:

- consultation on the disbursement of funds for a designated initiative must have taken place with the director prior to proceeding with the purchase or motion being tabled at a full **Toronto** CPIC meeting;
- all requests for the disbursements of funds for a designated initiative must be discussed at a full **Toronto** CPIC meeting;
- **all** requests must comply with Ministry and TCDSB policy; and
- **Toronto** CPIC must approve a motion that supports the allocation of funds for the intended purpose.

B. ~~These funds may be accessed in two different ways:~~ Accessing CPIC Base Funds**CPIC base funds can be accessed in following ways:**

1. **Through** a Purchase Order Generated Through SAP:
 - Purchase order signed by the **Toronto** CPIC Chair and **the** Treasurer is submitted with a copy of the date and motion approving the purchase;

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

- **Purchase order is then submitted to** staff **for required** signatures required: amounts of \$5000.00 or less (coordinator); amounts over \$5000.00 (director/designate).

2. Direct Payment of Invoice Using the Cheque Requisition Form

- Attach the original Invoice to the TCDSB Cheque Requisition Form along with a copy of the date and motion approving the purchase.
- Complete the Cheque Requisition Form accordingly, based on the information provided on the invoice.
- Complete the **Toronto** CPIC Reporting template.
- Submit the Cheque Requisition Form for signatures to the **Toronto** CPIC Chair and Treasurer.
- Send the completed reporting template, Cheque Requisition Form and copy of the invoice to Coordinator, Parent Engagement. Staff signatures required: amounts of \$5000.00 or less (coordinator); amounts over \$5000.00 (director/designate).
- The vendor will be paid directly by the accounting department.

3. Reimbursement for Payments Made Directly by **Toronto** CPIC Members

- **The** same process as above **applies** but the **Toronto** CPIC member will be paid directly by the accounting department.

PROCEDURES FOR ALLOCATING PRO FUNDS TO CPIC

~~Regional PRO Grant Funds are approved by the Ministry of Education based on Eligible Projects.~~

~~Approval is given for a stipulated initiative and the Project Agreement is signed by the Ministry of Education and the Toronto Catholic District School Board. The Project Agreement is entered into pursuant to, incorporates by reference and is governed by the Master Transfer Payment Agreement (MTP).~~

~~Funding by the Ministry is paid in two instalments:~~

- ~~1) A payment of 80% after the contract is signed~~
- ~~2) A payment of 20% after the final report is completed and submitted Deadline for final reports is August 31 of the current school year.~~

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

Process for Utilization of Funds

~~The process for the access of PRO Grant funds is the same as those outlined above for the Base Funds.~~

~~Project costs and activities not eligible are:~~

- ~~• Activities that have taken place prior to PRO Grant approval~~
- ~~• Payment to staff~~
- ~~• Student focused activities, including speaker fees for student audiences and purchase of supplies for home use~~
- ~~• Purchase of goods and services that the Ministry of Education already pays for (e.g. instructional materials for students)~~
- ~~• On-going operational costs (e.g. leasing of offices, long term administrative costs, maintenance of website, financial commitments that last longer than the term of the project)~~
- ~~• Honoraria for parents~~
- ~~• Speaker fees or honorarium exceeding 40% of total approved funding~~
- ~~• Capital costs (e.g. equipment)~~
- ~~• Out of province travel~~
- ~~• Debts or financial losses that result from a project~~
- ~~• Refreshment costs over 15% □ Promotion costs over 5% of grant.~~

SURPLUS BASE FUNDS

It is the intent that Base Funding made available each year for parent engagement initiatives be expended by June 30 of the school year in which the funds were provided.

1. **Toronto** CPIC surplus amounts are to be retained in a **Toronto** CPIC reserve account designated for the funding of parent engagement activities and made available to **Toronto** CPIC in the following school year.

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

2. ~~CSAC surplus amounts are to be retained in the CSAC school account designated for the funding of parent engagement activities and made available to the school's CSAC in the following school year.~~

PROCEDURES FOR SURPLUS PRO GRANT FUNDS

~~Each year, the Ministry of Education issues a memorandum providing direction in respect of the process for surplus Parent Reaching Out (PRO) grants. The following process is reflective of the practices in the past and may be subject to change as per Ministry direction:~~

1. ~~Each CSAC that has surplus PRO Grant funds will have the funds placed in reserve in the school CSAC account.~~
2. ~~Each CSAC that has surplus PRO Grant funds must spend the money on an initiative designed for parent engagement, consistent with the intent of their original application.~~
3. ~~Funds must be spent by June 30 of the following school year.~~
4. ~~If a CSAC chooses not to continue working on a parent engagement initiative, the funds must be released to the board. CPIC will determine the parent engagement activities for which these surplus funds will be used.~~
5. ~~CPIC surplus PRO Grant funds will have the funds placed in reserve in the CPIC account.~~
6. ~~Unspent funds must be spent on the original application initiative designed for parent engagement, consistent with the intent of their original application.~~
7. ~~Funds must be spent by June 30 of the following school year.~~
8. ~~If CPIC chooses not to continue working on a parent engagement initiative approved through a PRO Grant the funding will be placed in the board's reserve account and then designated for the funding of other parent engagement activities.~~

~~If CPIC chooses not to continue working on a parent engagement initiative approved through a PRO Grant, they may request written permission from the Ministry of Education to use those funds for an alternative parent engagement initiative. If such a request is approved the funds will be designated for the approved parent engagement initiative.~~

PROCEDURES FOR CONTRACTING THIRD PARTY SERVICE PROVIDERS

The general principles found in TCDSB policy F.P.01 Purchasing will be followed, with some variations:

Insofar as **Toronto** CPIC has approved by a motion to seek a third party service provider consistent with the approved PRO Grant application, the following principles will apply:

1. The need for services must be made available to a minimum of three individuals/organizations
2. Award for service will be given to the lowest bidder except where the best interests of **Toronto** CPIC are served by accepting other than the lowest bidder.
3. Contracts for services will be limited to a maximum of five years.
4. Contracts for the acquisition of services, regardless of the amount or term, must be reviewed centrally prior to execution.
5. **Toronto** CPIC retains the right to source and accept unique proposals that are deemed to be in **Toronto** CPIC's best interests.
6. Use of a sole source for an expenditure greater than \$2000.00 will require completion of a Sole Source Declaration Form.

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

~~EXPENSES FOR REIMBURSEMENT OF CPIC MEMBERS~~

~~The Toronto Catholic District School Board shall reimburse members of its Catholic Parent~~

~~Involvement Committee (CPIC) for reasonable expenditures incurred in their duties as members of CPIC. The most common types of reimbursement are: mileage claims, child-minding expenses, and conference fees. The objective of this approach is to comply with the Broader Public Sector Expenses Directive, April 1, 2011.~~

~~A. Process for Reimbursement: Travel Expenses and Child-Minding~~

~~The process for reimbursing CPIC members who qualify for reimbursement for travel expenses and child-minding for CPIC meetings or events is as follows:~~

- ~~1. Mileage rate will be calculated according to F.M. 01 Employee Expenses at the same rate provided for the group: management Employee Group—Non Union~~
- ~~2. The member must request reimbursement on a fully completed expense form and submit the form to the Treasurer of CPIC for signed authorization;~~
- ~~3. The form is provided to the staff member responsible for CPIC liaison and reviewed.~~
- ~~4. Staff prepare a TCDSB Cheque Requisition Form and request the Chair of CPIC to authorize;~~
- ~~5. Cheque Requisition form is submitted to the finance department for payment along with all original, itemized receipts and the appropriate approval.~~
- ~~6. All requests for out of pocket reimbursement must be received in either Payroll or Business Services with the appropriate approval within 90 days of the event.~~
- ~~7. Expenses incurred prior to the Board's year end of August 31st must be submitted by September 30th for reimbursement. Failure to comply with these deadlines will result in the form being returned unpaid.~~

~~B. Process for Reimbursement: Conferences, Workshops and Other~~

~~Expenditures The process for reimbursing CPIC members who qualify for reimbursement for Conferences, Workshops and Other Expenditures is as follows:~~

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

1. ~~The expenditure is discussed at a full committee meeting prior to committing to or incurring an expense and approved.~~
2. ~~Large expenditures must be discussed with the Director of Education or designate prior to committing to or incurring an expense.~~
3. ~~Approval is contingent on base funding budget availability, Parent Reaching Out Grant funds, and total ongoing cost.~~
4. ~~Expenses must be submitted to the Chair, and the Chair is only authorized to approve expenses that were incurred in the execution of CPIC duties.~~
5. ~~The Chair is only authorized to approve expenses that include all appropriate documentation itemized on the approved expense form for reimbursement.~~
6. ~~In situations when a payment must be made without the appropriate documentation available a written explanation must accompany the expense form. Reimbursement will be at the discretion of the Director of Education or designate.~~

C. Documentation

~~Reimbursement must be made on a TCDSB Cheque Requisition Form and will have all original itemized receipts attached, indicate the date and nature of each charge and have the approval of the attendee's authorized supervisor.~~

D. Travel and Conferences

~~Member expenses incurred on CPIC business including attending conferences, conventions and other professional learning activities as an approved representative of CPIC shall be reimbursed as follows:~~

1. ~~Prior approval will be obtained from the Committee before any costs or commitments are incurred.~~
2. ~~CPIC members shall be reimbursed for out of pocket travel expenses incurred while on Board business. Eligible expenses include:~~
 - a) ~~A rate per kilometer not to exceed the predetermined rate for the board employees.~~
 - b) ~~The distance paid will be the distance from the member's home and the actual distance incurred.~~
 - c) ~~Paid parking associated with the travel.~~
 - d) ~~TTC tokens or day passes.~~
3. ~~Allowable expenses for an approved CPIC representative will be determined as follows:~~

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

- a) ~~Conference, workshop or registration fees or charges.~~
 - b) ~~Meals at reasonable cost during the scheduled event which are **not** included in registration. The maximum daily charges for 3 meals should not exceed the suggested _____ meal rate maximums published on the Business Services intranet site. The rates include _____ taxes and gratuities and are not an allowance. They are for individual meals and you must _____ have eaten the meal in order to submit a receipt for reimbursement.~~
 - c) ~~Mileage and parking expenses for use of a personal vehicle.~~
 - d) ~~Public transportation at cost.~~
 - e) ~~Standard hotel accommodation at the government rate with prior approval. It is expected _____ that one call, of reasonable length, per day to your residence is appropriate while _____ traveling on Board business.~~
 - f) ~~Other **business** expenses at the lowest cost option (telephone, fax and internet).~~
 - g) ~~Reasonable gratuities for porter, hotel room services and taxis using the following as a _____ reasonability test:~~
 - ~~10—15% on a restaurant meal.~~
 - ~~10% on a taxi fare.~~
 - ~~\$2—\$5 per 2 night stay in a hotel for housekeeping.~~
4. ~~The following will not be reimbursed:~~
- ~~Recreational costs (fitness facilities, video rentals, mini bar charges, golf tournament fees, etc.) ☐ Alcoholic beverages.~~
 - ~~Ticket costs for theatre, concert, movie or sporting events.~~
 - ~~Purchase of promotional items.~~
 - ~~Parking tickets, traffic violations or other automobile expenses not listed above.~~

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

5. ~~Mileage claims will be submitted to the CPIC Treasurer for initial approval, and then submitted to the TCDSB staff member responsible for CPIC liaison. Once reviewed, a TCDSB Cheque Requisition Form will be prepared by the staff member and—authorized by the Chair of CPIC. The form will then be submitted to the finance department—for payment along with all original, itemized receipts and the appropriate approval.~~
6. ~~All requests for employee reimbursement must be received in either Business Services—with the appropriate approval within 90 days of the event. Expenses incurred prior to—the Board's year end of August 31st—must be submitted by September 30th—for reimbursement.—Failure to comply with these deadlines will result in the form being returned unpaid.~~
7. ~~Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the—Director of Education.~~

E. Meals

1. ~~Meals will be reimbursed to CPIC members whose duties require them to attend meetings—and a meal is not provided otherwise.~~
2. ~~Reimbursement will be made by way of an approved Cheque Requisition form with all—receipts and documentation attached. The form must have the appropriate approval of the—CPIC Chair, an explanation and date for each claim and cannot be submitted later than 90—days past the event.~~

F. Out of Pocket Expenses

1. ~~Occasionally, CPIC members may be required to purchase supplies out of pocket. Members—will be reimbursed for out of pocket expenses based on:~~
 - a) ~~The Treasurer or Chair's approval of the purchase **prior** to the purchase being made.~~
 - b) ~~The reimbursement process for travel expenses and child-minding (see A above).~~

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

FINANCIAL REPORTING TO THE BOARD

1. As all funds are held in a central account for **Toronto** CPIC.
2. TCDSB staff will provide a record of financial transactions to **Toronto** CPIC for Committee meetings.
3. ~~Financial statements will be presented to Board as part of the order paper for the regular Board meeting and will be posted on the TCDSB website.~~
4. ~~Financial Statements will be posted on the Board's website quarterly.~~

BOARD SUPPORT FOR CPIC ELECTIONS

4. CPIC Elections will take place in accordance with the Toronto CPIC By-Laws as set out in Article ~~XVIII (18)~~. **XVII (17)**
2. <https://www.tcdsb.org/FORPARENTS/ParentInvolvement/CPICElections/Pages/default.aspx>
3. ~~The CPIC Nominating & Elections Subcommittee together with the TCDSB Superintendent or TCDSB Superintendents for the Ward, shall ensure a fair and transparent election process.~~
4. ~~The election scrutineer(s) shall be the TCDSB Superintendent or the TCDSB Superintendents for the Ward in conjunction with a second TCDSB staff member.~~
5. ~~The CPIC Nominating & Elections Subcommittee in consultation with the trustee and superintendents of the Ward will determine the date, time and location of the election.~~

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

~~5.~~ **3.** The TCDSB liaison with Toronto CPIC will obtain permits for the selected site and will coordinate the set-up of the location and any access to IT equipment, which may be required for the running of the election.

~~6.~~ **4.** The TCDSB Communications Department will advertise the **Toronto** CPIC elections using a variety of methods. Methods of advertisement may include, but are not limited to: posting on the TCDSB portal site, notices in TCDSB schools, messages in school newsletters, social media announcements, advertisements in local newspapers, e-mail contact with ~~Catholic School Advisory Council Chairs~~ **Catholic School Parent Council chairs.**

~~6.~~ **5** The TCDSB liaison with Toronto CPIC will ensure that the names of elected Committee Members are publicized to the TCDSB community within three (3) days following the election.

METHODS OF ADVERTISING VACANCIES ON TORONTO CPIC

1. The TCDSB Communications Department will collaborate with the **Toronto** CPIC Nominating & Elections Subcommittee to determine the methods of advertising that the board will use to advertise vacancies on **Toronto** CPIC.

The TCDSB Communications department will advertise the **Toronto** CPIC vacancies using a variety of methods. Methods of advertisement may include, but are not limited to: posting on the TCDSB portal site, notices in TCDSB schools, messages in school newsletters, social media announcements, advertisements in local newspapers, **and** e-mail contact with ~~Catholic School Advisory Council Chairs.~~ **Catholic School Parent Council chairs.**

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

COMMUNICATION BETWEEN CPIC CHAIR AND THE BOARD OF TRUSTEES

1. **Toronto** CPIC will provide the trustees with advice and information about parent engagement through the submission of the approved **Toronto** CPIC Minutes, including financial statements, from **Toronto** CPIC regular meetings to be included in the order paper for the board meeting. The submission will take place as soon as the approved minutes are available in order to meet the timelines for the next board meeting.
2. In addition to the above, **Toronto** CPIC may provide a verbal report to the Board of Trustees at regular Board meetings, advising the trustees on matters related to parent engagement, and strategies to effectively engage parents in improving student achievement and well-being.
3. Through the Board meeting, trustees will advise the director to take certain actions.
4. The director will direct staff to take appropriate actions which will include the following:
 - Support CPIC/CSAC **CSPC** initiatives; and
 - Facilitate the work involved in initiatives/strategies/events/report back through the director/designate to the trustees.
5. The report back to **Toronto** CPIC will be done in writing or as a verbal report from the **Toronto** CPIC trustee representative. The method of report back will be decided by the Trustees based on the **Toronto** CPIC recommendation or **CPIC** request.



Effective
October 2019

Toronto CPIC By-laws- Appendix C.docx



**TORONTO CATHOLIC
PARENT INVOLVEMENT
COMMITTEE**

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE - BYLAWS

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HISTORY OF REVISIONS

Initial Formal Constitution and Bylaws – First Edition	June 1, 2011
Addendum – 7.2 and 7.4	September 15, 2014
Major Revision – Changes to structure, simplification of language, consolidation of addendum and standing rules	September 16, 2019

AUTHORITY TO MAKE BYLAWS

These bylaws are subject to compliance with applicable legislation including the Ontario Education Act and its Regulation 612/00. Any conflict with these bylaws and applicable legislation the legislation shall should to eliminate the cone

As permitted under [Ontario Education Act Regulation 612(00) s(43)]

A parent involvement committee,

(a) may make by-laws governing the conduct of the committee's affairs; and

(b) shall make by-laws,

(i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,

(ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,

(iii) governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,

(iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,

(v) specifying how many, if any, may be appointed by the board to the parent involvement committee,

(vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any

(vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and

(viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.

ARTICLE I - NAME & LOGO OF THE ORGANIZATION

1.1 Organization Name

1.1.1 The name of the organization shall be: “Toronto Catholic Parent Involvement Committee”.

1.1.2 The organization may also be referred to as “Toronto CPIC” or “TCDSB CPIC or “CPIC”.

1.2 Logo

1.2.1 The official logo of Toronto CPIC shall be determined by CPIC from time to time.

ARTICLE II – MISSION & OBJECTIVES OF THE ORGANIZATION

MISSION: To improve student academic achievement and the emotional, spiritual and physical well-being of students by supporting, encouraging and enhancing meaningful parent engagement.

PURPOSE: As outlined by [Ontario Education Act Regulation 612/00) s(27) & s(28)]

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.

A parent involvement committee of a board shall achieve its purpose by:

- (a) providing information and advice on parent engagement to the board;
- (b) communicating with and supporting school councils of schools of the board; and
- (c) undertaking activities to help parents of pupils of the board support their children's learning at home and at school

A parent involvement committee of a board shall:

- (a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;**
- (b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);**
- (c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;**
- (d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,**
 - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,**
 - (ii) identify and reduce barriers to parent engagement,**
 - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and**
 - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and**
- (e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the Education Act for parent involvement as described in section 27 clauses (a) to (d), is to be used.**

ARTICLE III – DEFINITIONS

3.0 For the purposes of these Bylaws, whenever the following words are used with its first letter capitalized, shall refer to the definition in this Article.

3.1 Board/TCDSB

Toronto Catholic District School Board inclusive of the organization, Board of Trustees and employees/students within it.

3.2 Committee/CPIC

Toronto Catholic Parent Involvement Committee

3.3 Committee Operating Year

November 1 – October 31

3.4 Committee Fiscal Year

September 1 – August 31

3.5 Conflict of Interest: Compensation

Includes direct and indirect remuneration as well as gifts or favours that are substantial in nature.

3.6 Conflict of Interest: Financial Interest

Any Member has a “financial interest” if the Member has, directly or indirectly, through business, investment or family in

- a) An existing or potential ownership or investment interest in any entity with which the Committee has a transaction, contract, or other arrangement,
- b) A compensation arrangement with the Committee or with any entity or individual with which the Committee has a transaction, contract, or other arrangement
- c) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Committee is negotiating a transaction, contract, or other arrangement
- d) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity whose business or operation has been or will be directly affected by a decision or action of the Committee.

3.7 Conflict of Interest: Interested Member

Any Member of the Committee who has a Financial Interest, as defined above, or who serves as a Director or Officer of any entity with which the Committee has a transaction, contract, or other arrangement.

To include all types of conflict of Interest 3.5-3.7

3.8 E-Meeting or Electronic Meeting

An interactive meeting supporting two-way voice communications and may include video or screen sharing abilities.

3.9 Ex-Officio

A person who is included in membership by virtue of another office or position they hold

3.10 Inaugural Meeting

The annual Meeting where the purpose of the meeting is to elect Officers of the Committee, appoint Community Members and **recognized** newly elected or re-elected Members and creation of subcommittees.

3.11 Member

A person on the Committee which includes Parent Members, Community Representatives and Ex-Officio Members. In the case of subcommittees, may also refer to a person who is not a CPIC Member.

3.12 Nomination Period

The designated time when there is call and deadline for potential Parents wishing to stand for election for their respective Wards or Ward Cluster of School.

3.13 Parent

A natural or adoptive parent which also includes a legal guardian who has lawful custody of a child enrolled in a TCDSB school.

3.14 Parent Member

A Parent Member of the Committee who is elected, acclaimed or appointed to the Committee and has a child enrolled in a TCDSB school.

3.15 Regular Meeting/Meeting

A prescheduled Meeting of CPIC from the annual calendar of Meetings which includes the annual Inaugural Meeting. May also include Subcommittee Meetings.

3.16 Urgent Matter

Any matter of a time-sensitive nature which may result in financial loss or other harm to the TCDSB and/or CPIC, if the matter is not dealt with before the next scheduled Meeting.

3.17 Ward

Designated TCDSB Trustee Wards with defined boundaries encompassing one of **or** more City of Toronto Wards.

3.18 Ward Cluster of Schools

A defined group of TCDSB Trustee Wards or Splits within TCDSB Trustee Wards defined by CPIC through policy for the purposes of defining boundaries for recruitment of Parent Members.

3.19 Ward Representative

A Parent Member who may be an elementary or secondary school representative.

ARTICLE IV – COMMITTEE STRUCTURE & MEMBERSHIP

4.0 To be consistent with [Ontario Education Act Regulation 612/00 s(33/34)]

4.1 Parent Members – Elementary School Ward Representatives

4.1.1 Qualifications

4.1.1.1 Shall be an English-Catholic School supporter as designated by the official City of Toronto/MPAC tax roll.

4.1.1.2 Shall be a Parent (as defined by the Education Act) of a student enrolled in a TCDSB elementary school as of the date of election/appointment in the designated Ward or Ward Cluster of Schools.

OR

4.1.1.3 Shall be a Parent of a student enrolled in a TCDSB elementary school and has a primary residency in the designated Ward or Ward Cluster of Schools.

4.1.1.3 Parents who are paid TCDSB employee(s)/contractor(s) may serve but shall identify their employment status at the first meeting of the Committee.

4.1.1.4 May not be a sitting TCDSB Trustee.

4.1.2 Boundaries

4.1.2.1 Minimum of one (1) Parent representative per TCDSB Trustee Ward.

4.1.2.2 Each elementary Parent Member shall represent up to sixteen (16) elementary schools within a single TCDSB Trustee Ward.

4.1.2.3 Where a TCDSB Trustee Ward has more than sixteen (16) elementary schools within it, an additional elementary Parent Member will be considered by a vote of CPIC and updated in CPIC policy before the next scheduled annual elections.

4.1.3 Term

4.1.3.1 Each term for an Elementary School Ward or Elementary Ward Cluster of Schools Representative shall be a maximum of two (2) years.

4.2 Parent Members – Secondary School Ward Cluster of Schools Representatives

4.2.1 Qualifications

4.2.1.1 Shall be a Parent of a student enrolled in a TCDSB secondary school as of the date of election/appointment in the designated Ward Cluster of Schools.

OR

4.2.1.2 Shall be a Parent of a student enrolled in a TCDSB secondary school and has a primary residency in the designated Ward or Ward Cluster of Secondary Schools.

4.2.1.3 Parents who are a paid TCDSB employee/contractor may serve but shall identify their employment status at the first meeting of the Committee.

4.2.1.4 May not be a sitting Board of Trustee member.

4.2.2 Boundaries

4.2.2.1 Shall be one (1) Parent representative per Ward Cluster of Secondary Schools.

4.2.2.2 A maximum of three (3) total Ward Cluster of Secondary Schools areas.

4.2.2.3 Clusters and Wards areas will be defined and updated in CPIC policy.

4.2.3 Term

4.2.3.1 Each term for a Secondary School Ward Representative shall be a maximum of one (1) year.

4.3 Community Representatives

4.3.1 A maximum of three (3) persons appointed from time to time yearly (based on Committee Operating Year) by the Parent Members of the Committee

4.3.2 Eligibly Criteria

An organization proposing to appoint an individual must meet ALL of the following:

4.3.2.1 Be connected with an established and recognized community organization the purpose of which is aligned with CPIC's mandate and vision.

4.3.2.2 Represent a clear geographic or component of the community at large.

4.3.2.3 Be aligned to the TCDSB and Catholic values.

4.3.2.4 Bring added expertise and/or perspective to the Committee's discussions.

4.3.3 One (1) Community Representative position will be reserved for a representative from OAPCE-Toronto (Ontario Association of Parents in Catholic Education) provided there is an official appointment made and the appointee wishes to serve.

4.3.4 May not be a sitting Board of Trustee member or employee/contractor of the TCDSB.

4.4 TCDSB Director of Education

4.4.1 The current appointed, or acting, Director of Education of the TCDSB, or a designate, who is a designated TCDSB Superintendent or Associate Director of Education.

4.4.2 The Director of Education, or designate, shall have no vote.

4.5 TCDSB Trustee Representative

4.5.1 One (1) member of the Board of Trustees, appointed by the Board of Trustees.

4.5.2 The Board of Trustees may also appoint an alternate to the Committee who, in the absence of the Trustee Representative, shall have all the powers and responsibilities of the primary Trustee Representative.

4.5.3 Shall be annually appointed by the Board of Trustees at their inaugural/caucus meeting.

4.5.4 The Trustee representative shall have no vote.

4.6 Member Representation Limit

4.6.1 A Member shall only hold one (1) position on the Committee at any time.

ARTICLE V – TERM LIMITS, CONTINUED QUALIFICATION AND VACANCIES

5.0 To be consistent with [Ontario Education Act Regulation 612/00 s(34)]

5.1 Term limits

5.1.1 Any member of the Committee may be re-elected/re-appointed an unlimited number of times to a position for which he or she is qualified.

5.2 No longer qualifying in position

5.2.1 If a Member no longer qualifies based on the original election/appointment criteria (i.e. their children have left the TCDSB or they have left their community organization), their position will be considered vacant on the 1st day of the following month.

5.3 Vacancies

5.3.1 The Committee shall make reasonable efforts to fill any vacancy which may arise by election or appointment, in its sole discretion, within sixty (60) calendar days of the vacancy arising.

5.3.2 Appointment

5.3.2.1 The Committee shall first consider the appointment of a candidate, or candidates, who were not successful in the last Parent Member election (i.e. runner-up) provided they are still qualified and interested.

5.3.3 By-Election

5.3.3.1 A by-election may be scheduled for the Parent Members if a vacancy occurs before the Nomination Period in any year.

5.3.4 Acting Members

5.3.4.1 After the annual elections have taken place, the Chair may appoint at their sole discretion qualified persons to “acting” Member positions in open or vacated Committee positions until the next Committee Meeting.

5.3.4.2 Acting Members shall not be able to cast a vote for any changes to Bylaws, appointment of Members, Election or removal of Executive Officers.

5.3.4.3 The Committee may, by a motion, appoint qualified individuals to fill vacancies for the duration of a term provided that notice of such motion is provided at the preceding Meeting.

5.3.5 Term

5.3.5.1 Any Member appointed or elected by way of a by-election shall only serve until the next regularly scheduled election for that position.

ARTICLE VI – EXECUTIVE OFFICERS

6.0 To be consistent with [Ontario Education Act Regulation 612/00 s(38)]

6.1 Executive Officers

6.1.1 Chair

6.1.2 Vice-Chair

6.1.3 Treasurer

6.1.4 Secretary

6.1.5 Digital Coordinator

6.1.6 Event Coordinator

6.1.7 Past Chair

6.2 Qualification of Executive Officers

6.2.1 Shall be Parent Members

6.2.2 Shall not be employed by the TCDSB

6.2.3 Chair

6.2.3.1 The Chair must be an Elementary Parent Member with a two-year term as required by (Ontario Regulation 612/00), sections 38(8) and 43(b)(iii).

6.2.3.2 To qualify to serve as Chair of the Committee, a Member shall have at least one (1) year of prior service on the Committee.

6.2.3.3 Shall be Roman Catholic.

6.2.4 Past Chair

6.2.4.1 Have been a Member who was previously Chair in the previous term and completed their full term and have not otherwise been removed mid-term.

6.2.4.2 Not otherwise elected to another Officer position.

6.2.4.3 If a Member does not qualify or does not want to hold the office, the position remains vacant.

6.2.5 Notwithstanding a Member filling more than one (1) executive position, they only are permitted one (1) vote.

6.3 Term of Executive Officers

6.3.1 All Executive Officers other than Chair are one (1) year terms.

6.4 Nomination and Election of Executive Officers

6.4.1 Shall be nominated and elected by the Parent Members of the Committee at the Inaugural Meeting of the Committee.

6.4.2 The Director of Education, or designate, shall conduct the nomination and election of the Chair if required, and Vice-Chair.

6.4.3 Thereafter, the elected Chair shall conduct the nomination and election of the other Members of the Executive Officers.

6.4.4 The casting of votes shall be by show of hands unless any Member calls for a secret ballot.

6.5 Term of Office Limit for Chair and Vice-Chair

6.5.1 The Chair may not serve for more than two (2) consecutive terms.

6.5.2 Following service of two (2) consecutive terms a Parent Member may serve again as Chair provided at least one (1) two-year term has elapsed.

6.6 Partial Term

6.6.1 Any election to fill a vacancy in an Executive Officer position shall not preclude such a Member from serving two (2) consecutive terms as per 6.5.1 and shall not be considered one of those terms.

6.7 Recall

6.7.1 Executive Officers shall serve at the pleasure of the Committee so as long as the officeholder has not lost the confidence of the Members.

6.7.2 A vote to remove an Executive Officer must be through a Notice of Motion duly presented at the preceding Meeting of CPIC and on a recorded vote of two-thirds (2/3) of all current Members of the Committee, excluding any Acting Members.

ARTICLE VII – EXECUTIVE OFFICER DUTIES & POWERS

7.0 To be consistent with [Ontario Education Act Regulation 612/00 s(38) & s(50)]

7.1 Chair

7.1.1 Shall, when present, serve as Presiding Officer for all Meetings of the Committee.

7.1.2 Shall act as spokesperson for the Committee in communicating with the TCDSB Director of Education, Trustees and the general public.

7.1.3 Shall provide leadership and direction to the Committee and Executive Officers so that the goals, priorities and procedures of the Committee promote Catholic faith and values consistent with the Mission of the Committee.

7.1.4 Shall, in consultation with the Vice-Chair, arrange and call Meetings of the Committee.

7.1.5 Shall, in consultation with the Vice-Chair, set and prepare the Meeting agenda for all Meetings of the Committee and consult with Members as needed.

7.1.6 Shall ensure that a record of all Meetings of the Committee is made and maintained.

7.1.7 Work collaboratively with the TCDSB Director of Education and TCDSB Trustee Chair to improve student achievement and well-being through effective parent engagement.

7.1.8 Facilitate resolution of conflict, if any, between Members of the Committee provided that the Chair is not a party to such conflict.

7.1.9 May participate as an ex-officio voting Member of all Subcommittees.

7.1.10 May consult with TCDSB staff and TCDSB Trustees as required.

7.1.11 Shall ensure there is regular communication with the TCDSB parent community.

7.1.12 Shall prepare and submit by October 31st of each year, an annual written report on the activities of the Committee, including how funds were spent, to the Director of Education and Board of Trustees.

7.1.13 Ensure that new Members receive appropriate orientation and/or training on Committee functions and procedures by providing up to date copies of the By-Laws, policies and other relevant materials.

7.1.14 Shall act without the prior direction of the Committee only in Urgent Matters in which failure to act might result in reputational or financial loss to CPIC. Subsequently, shall report to the Committee on the urgent nature that required action at the next reasonable opportunity.

7.1.15 Shall be responsible for all social media and telecommunications accounts and passwords.

7.1.16 Shall carry out other such duties as the Committee directs from time to time.

7.2 Vice-Chair

7.2.1 Shall assist the Chair in the discharge of his or her duties and responsibilities.

7.2.2 May assist the Chair to set and prepare the Meeting agenda for all Meetings of the Committee and consult with other Members as needed.

7.2.3 In the absence of the Chair, preside over Meetings of the Committee.

7.2.4 In absence of the Chair, arrange and call Meetings of the Committee.

7.2.5 May participate as an ex-officio voting Member of all Subcommittees.

7.2.6 In the absence of the Chair, or in the event of the Chair's inability or incapacity, the Vice-Chair shall assume the role and duties of the Chair on a temporary basis.

7.2.7 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.3 Treasurer

7.3.1 Shall be familiar with basic financial/accounting principles and controls.

7.3.2 Shall prepare all requests for the disbursement of funds in accordance with TCDSB policies and procedures and ensure compliance with Committee policies.

7.3.3 Shall ensure a full and accurate accounting of all receipts and disbursements of the Committee in conjunction with TCDSB Finance staff.

7.3.4 Shall provide a report, at each of the Meetings of the Committee, on the general financial position of the Committee's funds including accounting of established actuals vs budgets.

7.3.5 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.4 Secretary

7.4.1 Shall be familiar and up to date with Committee procedures.

7.4.2 Shall ensure that minutes of the proceedings of CPIC are recorded and assist the Chair in the review of draft minutes of the Committee's proceedings.

7.4.3 May assist the Chair in preparation of Committee communications.

7.4.4 Shall ensure Committee agendas and minutes and those of all Subcommittees are complete and accurately posted to the Board's webpage.

7.4.5 Shall keep a record of Committee motions or actions and tracking thereof.

7.4.6 Shall maintain a roster of approved CPIC materials and resources.

7.4.7 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.5 Digital Coordinator

7.5.1 Shall be familiar with social media channels and electronic mediums.

7.5.2 Shall day-to-day manage all Social Media accounts of the Committee in conjunction with the Chair.

7.5.3 Shall engage in ongoing communications with stakeholders that adheres to the directions issued by the Chair or Committee from time to time and that follows the Missions and Objectives of this Committee.

7.5.4 Shall work with the Chair and other Members as needed to update and maintain CPIC digital mediums including CPIC-TCDSB public webpages.

7.5.5 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.6 Events Coordinator

7.6.1 Shall be familiar with event planning best practices.

7.6.2 Shall ensure that all events held by the Committee or Members are consistent in approach and compliant with any applicable CPIC policies and motions.

7.6.3 Shall be the lead organizer of conferences, summits, or events held by the Committee.

7.6.4 Shall ensure Events where the Committee is a sponsor have appropriate representation, recognition, and approved CPIC materials for distribution.

7.6.5 Shall work with other Members to report back to the Committee on the summary-of activities undertaken.

7.6.6 Shall assist other Members with local event planning and share opportunities and best practices with local School Councils.

7.6.7 Shall ensure photographs or videos of the events are taken and made available.

7.6.8 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.7 Past Chair

7.7.1 Shall support the positive functioning and decision making of the Committee.

7.7.2 Shall facilitate transition of the Executive and outstanding Committee work.

7.7.3 May provide advice to the current Chair and Executive Officers.

7.7.4 May attend any Subcommittee Meeting as a resource and support any ongoing work efforts.

ARTICLE VIII – SUBCOMMITTEES

8.0 To be consistent with [Ontario Education Act Regulation 612/00 s(41)]

8.1 Standing Subcommittees

There shall be the following Standing subcommittees:

8.1.1 Executive Officers Subcommittee

Function: To co-ordinate and manage the activities of CPIC between Meetings of the Committee.

Membership: All Executive Officers

Chair: Chair of CPIC

Vice-Chair: Vice-Chair of the CPIC

8.1.2 Budget & Priority Setting Subcommittee

Function: Devise and propose budget and disbursement targets for CPIC based on approved budget from the previous year as well as in-year monitoring. Recommend priorities and budget for CPIC for the next upcoming year by September 30th

Membership: CPIC Chair, Vice-Chair, Treasurer, at least one (1) Parent Member and any other Members of CPIC who wish to serve.

Chair: Vice-Chair of the CPIC

Vice-Chair: Treasurer of the CPIC

8.1.3 Conference & Events Subcommittee

Function: Responsible for the planning and execution of any Committee-planned events such as: workshops, forums and/or conferences. This will include recommending themes, topics, workshops and/or speakers that support the Committee's objectives. Ensures consistency of CPIC representation, registration activities and post-event surveys for all Committee sponsored events. Acts as an oversight, to ensure uniformity, on any ad-hoc event(s) special Subcommittees.

Membership: CPIC Chair, Events Coordinator and at least two (2) other members from the Committee who wish to serve.

Chair: Events Coordinator

Vice-Chair: To be determined by the Subcommittee

8.1.4 Communications & Parent Resource Subcommittee

Function: Responsible for curating and cycling content on CPIC digital channels and updating CPIC's resource and materials roster. Ensuring coordination of social media channels with respect to notices and materials related to planned CPIC functions.

Membership: CPIC Chair, Secretary, Digital Coordinator and any other Members of the CPIC who wish to serve.

Chair: Digital Coordinator

Vice-Chair Secretary

8.2 Special Subcommittees

8.2.1 From time to time the CPIC may create as many additional Special Subcommittees as it deems necessary to meet specific objectives and to make recommendations to CPIC.

8.2.2 The Committee shall assign purposes and delegate powers and duties to each Special Subcommittee as it deems necessary.

8.2.3 Such Special Subcommittees cease to exist at the conclusion of the Committee Operating Year, when they have achieved their mandate or purpose as specified per 8.2.2, or otherwise as determined by the CPIC.

8.2.4 Notwithstanding 8.2.3 the mandate of a Special Subcommittee may be extended if its work is deemed incomplete and still of use to CPIC at the conclusion of the Committee Operating Year.

8.2.5 Membership

8.2.5.1 Subcommittee members may be appointed by CPIC or may be recruited and appointed by the Chair of the Subcommittee.

8.2.5.2 Shall have a minimum membership of two (2).

8.2.5.3 Each Member shall only have one (1) vote.

8.2.5.4 A person who is not a Member of the Committee may be a Member.

8.2.5.5 All Members serve at the pleasure of the Committee.

8.2.6 Chair/Vice Chair

8.2.6.1 The Chair shall be appointed at the time of creation of the Subcommittee.

8.2.6.2 A Vice Chair if deemed necessary shall be elected from amongst its Members.

8.2.6.3 Shall be responsible for leading the Subcommittee and carrying out its objectives and providing regular reports of its progress and any recommendations at each CPIC Meeting.

8.3 Subcommittee Recommendations

8.3.1 Each Subcommittee may make recommendation to the Committee on matters under authority or mandate of the Subcommittee.

8.3.2 Any formal recommendations and/or minutes shall be provided to the CPIC Chair to appear on the agenda of each regular Meeting of the Committee.

8.5 Subcommittee Subject to Committee Bylaws

8.5.1 The business and conduct of any Subcommittee shall adhere to the provisions of the Bylaws as applicable.

8.5 Notice of Meetings

8.5.1 The Subcommittee Chair shall:

8.5.1.1 Provide a minimum seven (7) full calendar-days notice for scheduled Meetings.

8.5.1.2 Furnish an agenda for each Meeting including the substance of business to be discussed or decided.

ARTICLE IX – MEETINGS

9.0 To be consistent with [Ontario Education Act Regulation 612/00 s(40)]

9.1 Committee & Subcommittee Meetings

9.1.1 Shall be held at the TCDSB Catholic Education Centre (CEC).

9.1.2 Where the TCDSB Catholic Education Centre is not available, shall be held at a location owned by the TCDSB with suitable facilities.

9.1.3 Meetings shall be open to members of the public who may attend Committee Meetings as guests or visitors.

9.2 Electronic Meetings

9.2.1 CPIC may choose to hold up to fifty percent (50%) of its regular Meetings by way of an E-Meeting.

9.2.2 Subcommittees and Special Subcommittees may hold any of their Meetings by way of E-Meeting.

9.2.3 A Member who participates in a Meeting through electronic means shall be deemed to be present at the Meeting.

9.3 Regular Meeting Frequency

9.3.1 The Committee Shall meet no less than eight (8) times during the Operating Year.

9.3.2 Regular Meetings shall not be scheduled during Holy Week or school breaks including the summer.

9.4 Inaugural Meeting

9.4.1 Shall be considered as a Regular Meeting and the 1st Meeting of the Operating Year.

9.4.2 Shall be held no later than November 15th of each year.

9.4.3 Shall be held after the election of Parent Members.

9.5 Special Meetings

9.5.1 Shall only be called to deal with Urgent Matters or a specific topic.

9.5.2 Shall only be called by either:

9.5.2.1 The Chair after consultation with the Executive Subcommittee, or

9.5.2.2 Upon receipt of a request in writing for a Meeting from no less than six (6) Committee Members in good standing submitted to the Chair and Vice-Chair of the Committee.

9.6 Notice

9.6.1 Shall require at least seven (7) Calendar days written Notice to every Member of the Committee.

9.6.2 Shall include the date, time, format or location.

9.7 Form of Notice

9.7.1 Notice is required to be given by:

9.7.1.1 Delivering a notice to each Member by electronic mail or regular mail,

AND

9.7.1.2. Posting on the TCDSB Website.

9.8 Calendar of Regular Meetings

9.8.1 By the end of October of each year the Committee shall set the dates, times and locations for its Meetings for the next Operating Year.

9.8.2 At the Inaugural Meeting at the beginning of each new Operating Year, the Committee shall confirm the preliminary schedule and provide the schedule to the Board of Trustees for inclusion in the official Board committee calendar.

9.8.3 The Committee shall seek to avoid any scheduling conflict with other pre-scheduled Board, Standing or Statutory Committees.

ARTICLE X – QUORUM

10.0 To be consistent with [Ontario Education Act Regulation 612/00 s(40)]

10.1 Quorum at Committee Meetings

A meeting shall be considered eligible to commence and continue provided that:

10.1.1 Fifty percent (50%) rounded-down of elected and appointed Committee Members are present.

10.1.2 The Director of Education, or designate, is present.

10.1.3 The Trustee Representative, or Trustee Alternate Representative, is present.

10.1.4 A majority of the Members present at the meeting are Parent Members.

10.2 Quorum at Subcommittee Meetings

10.2.1 A Subcommittee Meeting shall be considered eligible to commence and proceed provided that: at least two (2) Committee Members are present.

10.3 Electronic Medium

10.3.1 A Member is considered present if he or she is physically in the designated Meeting room or present via voice.

10.3.2 A Member participating remotely must declare themselves present through a two-way interactive means.

10.3.3 Shall be subject to any current CPIC policies on attendance via electronic means.

ARTICLE XI – AGENDAS & MINUTES

11.0 Agendas and Minutes will follow the general formatting and structure of TCDSB Board of Trustee committee template.

11.1 Order of Business for Inaugural Meetings of CPIC

11.1.1 Call to Order

11.1.2 Opening Prayer

11.1.3 Roll Call & Apologies

11.1.4 Declarations of Interest

11.1.5 Approval of the Agenda

11.1.6 Presentations & Reports from Committee Officers

11.1.7 Certification of Election Results

11.1.8 Election of Chair (if required) and Vice-Chair

11.1.9 Election of new Executive Officers (not including Chair and Vice-Chair)

11.1.10 Appointment of Parent Representatives to fill any vacancies

11.1.11 Appointment of Community Representatives

11.1.12 Assignment of Members to Standing Committees

11.1.13 Creation or Continuation of Special Subcommittees

11.1.14 Confirmation of Calendar & Schedule of Committee Meetings

11.1.15 Urgent Matters

11.1.16 Communications or Announcements

11.1.17 Adjournment

11.2 Order of Business for Regular Meetings of CPIC

11.2.1 Call to Order

11.2.2 Opening Prayer

11.2.3 Roll Call & Apologies

11.2.4 Approval of the Agenda

11.2.5 Declarations of Interest

11.2.6 Approval & Signing of the Minutes

11.2.7 Presentations & Reports from Committee Officers

11.2.8 Delegations

11.2.9 Unfinished Business & Matters Rising out of Minutes

11.2.10 Notices of Motion

11.2.11 Communications Received

11.2.12 Program/Consultation (Committee of The Whole)

11.2.13 Subcommittee & Special Committee Reports

11.2.14 Matters Referred to the Committee by the Board of Trustees and Other Committees of The Board

11.2.15 Reports from TCDSB Board Officials

11.2.16 Reports from Trustee or Trustee Alternate

11.2.17 Parent Member & Community Member Reports

11.2.18 Update from the Board on prior CPIC resolutions recommended

11.2.19 Pending List

11.2.20 Adjournment

11.3 Inclusion of Items on Agenda

11.3.1 The Meeting Agenda shall be determined by the Chair and Vice-Chair who may consult with the Director or Director designate.

11.3.2 Members may request items be added to the agenda by providing the topic and associated materials to the Recording Secretary and the Chair ten (10) calendar days before the Meeting.

11.3.3 No new items may be added to the Draft Agenda unless the matter is deemed an Urgent Matter or time sensitive by the Chair.

11.4 Alignment with Mission & Objectives

11.4.1 The Chair in consultation with the Vice-Chair shall determine if a proposed Agenda item is aligned with the Mission and Objectives of the Committee as noted in Article II “Mission and Objectives of The Organization.” If deemed not, the item shall not be added to the Agenda.

11.5 Minutes – Role of Recording Secretary

11.5.1 The Recording Secretary shall keep, or cause to be kept, a full and accurate account of the proceedings of every Meeting which will include all the procedurally relevant details of each Meeting.

11.5.2 Draft Minutes shall be circulated to the Members of CPIC no less than forty-eight (48) hours prior to the next Meeting.

11.5.3 Draft Minutes shall be approved by a majority vote of the Members present at the Meeting at which they are presented and will thereafter form the official record of the decisions of CPIC.

11.5.4 No motion to amend the draft Minutes shall be in order unless it is with respect to an error or omission of fact.

11.5.5 Once approved at Committee, the Minutes will be posted to the TCDSB website, and any other appropriate locations as CPIC may from time to time determine, within four (4) calendar days.

11.5.6 Once approved, the Minutes and/or an appropriate electronic link to them, will be sent to all TCDSB Catholic School Parent Councils (CSPC).

11.5.7 Once approved, a signed copy of the Minutes will be retained for a period of four (4) years at the offices of the TCDSB where they may be examined without charge by any person who requests to see them.

ARTICLE XII - MEETING PROCEDURES

12.0 The current edition of Robert's Rules of Order (Newly Revised) shall be the authority to decide all questions not provided for in these Rules.

12.1 Motions

12.1.1 All decisions of The Council shall be by motions which must be moved, seconded, and stated from the Chair prior to any debate.

12.1.2 A motion shall be put in writing if any Member requests it.

12.1.3 When a motion is once moved, seconded, and stated from the Chair, it shall be in the possession of the Committee and shall not be withdrawn without the unanimous consent of the Meeting.

12.2 Debate

12.2.1 If two or more Members wish to speak at the same time, the Chair shall decide who may speak first.

12.2.2 When a Member is called to order by the Chair, he or she will not speak until the Chair has made a ruling.

12.2.3 The Chair shall be privileged to debate by calling another Member to the Chair.

12.2.4 No Member will speak to a question once it has been decided.

12.3 Voting

12.2.1 All votes will be by show of hands, unless a Member requests a secret ballot.

12.2.2 All Members shall vote on questions in which they have not declared a conflict of interest.

12.2.3 A recorded vote shall be taken if any Member requests it.

12.2.4 A simple majority in favour, unless otherwise stated herein, shall be required. In the event of an equality of votes on any issue, the matter is lost and the motion is not carried.

12.4 Appeals

12.4.1 An appeal to the Meeting from the ruling of the Chair shall at all times be in order provided that it is seconded by another Member. In the event of an appeal, the Chair shall say: "The ruling of the Chair has been appealed. Is it the will of the meeting that the ruling of the Chair shall be upheld?" but shall not otherwise speak to the appeal.

12.4.2 A two-thirds (2/3) vote of the Members shall be required to overturn the ruling of the Chair.

ARTICLE XIII – MEMBER DUTIES & RESPONSIBILITIES

13.0 Each Member will annually sign the Annual Member Pledge of Responsibilities & Code of Ethical Conduct found in Appendix I.

13.1 Duties & Responsibilities of Members

13.1.1 Observe and uphold the Committee’s Bylaws, Policies and Code of Ethical Conduct.

13.1.2 Attend all Committee Meetings during the Committee Operating Year.

13.1.3 Participate actively in Meetings of the Committee.

13.1.4 Conduct themselves at Committee Meetings in a professional and cordial manner in the context of Christian and Catholic gospel values.

13.1.5 Act as a link between the Committee and their respective Ward or Ward Cluster of Schools in support of programs to improve student achievement and well-being.

13.1.6 Make every effort to be as representative of the Toronto community as possible.

13.1.7 Participate in information and training programs.

13.1.8 Agree to be photographed or recorded while executing their duties.

13.1.9 Shall Serve on a minimum of one (1) Standing Subcommittee established by the Committee.

13.1.10 Shall hold at least one (1) in person or electronic Meeting of their Ward or Ward Cluster of Schools within each Committee Operating Year.

13.2 Committee Member Code of Ethical Conduct

13.2.1 Ensure that the interests and well-being of TCDSB students is the primary focus of all decisions.

13.2.2 Be guided by the Committee's mission.

13.2.3 Act within the limits of the roles and responsibilities of the Committee, as noted in the Committee's Bylaws, and Regulation 612/00 of the Ontario Education Act.

13.2.4 Maintain the highest standards of civil courtesy, integrity, and honesty.

13.2.5 Promote high standards of ethical practice within the Committee.

13.2.6 Recognize and respect the personal integrity of every Member of the Committee.

13.2.7 Treat all Members with respect and allow for diverse opinions to be shared without interruption or discourtesy.

13.2.8 Foster a positive environment in which individual contributions are encouraged and valued.

13.2.9 Acknowledge democratic principles and accept the will and decisions of the Committee.

13.2.10 Limit discussions at Committee Meetings to matters of concern to the Committee as a whole.

13.2.11 Use established communication channels when questions or concerns arise.

13.2.12 Declare any conflict of interest.

13.2.13 Not disclose any confidential information.

ARTICLE XIV – CONFLICT OF INTEREST

14.0 To be consistent with [Ontario Education Act Regulation 612/00 s(43)] each Member will annually sign Annual Member Conflict of Interest Acknowledgement and Declaration found in Appendix II.

14.1 Responsibility of Members

14.1.1 A Member shall not accept favours, economic benefits or payment from any individual, organization, or entity known to be seeking business contracts with CPIC or benefit financially through Committee involvement.

14.1.2 A Member, Officer or Parent may not use his or her position with respect to the Committee, or confidential insider information obtained by him or her relating to the Committee, in order to achieve a financial benefit for himself or herself or for a third party.

14.1.3 It is the responsibility of the Member to declare their interest at the Inaugural Meeting or at any Meeting that a matter may be related to a potential Conflict of Interest.

14.1.4 In all other respects, CPIC shall follow the conflict of interest policies of the TCDSB and any applicable laws.

14.2 Duty to Declare

14.2.1 Where a Committee Member believes an actual or potential Conflict of Interest is likely to occur, the Member shall immediately declare that fact and shall recuse himself/herself

before any discussion, deliberation, vote or resolution on the matter is made.

14.2.2 In the event of such a declaration, the Member shall state the reason for the declaration, which shall be noted in the Minutes of the Meeting.

14.3 Allegations of Conflict of Interest

14.3.1 Any Member of the Committee, the TCDSB or the Toronto community may suggest to the Chair of the Committee that a Conflict of Interest involving a Committee Member has occurred.

14.3.2 The Chair of the Committee shall immediately inform the Executive Officers of the Committee and the Director of Education.

14.3.3 The Chair (or Vice-Chair if the Chair is involved) of the Committee and the Director of Education shall review the allegation and make a determination based on available information and materiality of the issue.

14.3.4 If the decision of the Chair and Director of Education is not unanimous, then the matter will be referred to a Special Subcommittee, which will be established of not more than four (4) Members none of whom may be parties to the dispute.

14.3.5 The findings of the Special Subcommittee will be presented to the Committee in a formal report.

14.4 Violations of the Conflict of Interest Policy

14.4.1 If the Committee has reasonable cause to believe that a Member has failed to disclose an actual or possible Conflict of Interest, it shall inform the Member of the basis for such belief and afford the Member an opportunity to explain the alleged failure to disclose.

14.4.2 If, after hearing the response of the Member, and making such further investigation as may be warranted in the circumstances, the Committee determines that the Member has in fact failed to disclose an actual or potential Conflict of Interest, it shall determine appropriate disciplinary and corrective action.

14.4.3 Disciplinary actions may include suspension or removal of a Member from their held position, office or Subcommittee.

ARTICLE XV – DISPUTE RESOLUTION

15.0 To be consistent with [Ontario Education Act Regulation 612/00 s(43)]

15.1 Internal Resolution

15.1.1 The Chair or Vice-Chair of the Committee shall hold a forum with impacted Members to seek resolution and a path forward to constructive continuity of the Committees' business.

15.2.2 The Director of Education shall intervene when referred by the Chair of the Committee.

15.2 TCDSB Resolution

15.2.1 Matters that cannot be resolved internally between Committee Members or involve individuals external to the Committee shall be referred to the TCDSB dispute resolution process (Policy H.M. 19).

ARTICLE XVI – DISCIPLINE, SUSPENSION & REMOVAL OF MEMBERS

16.1 Conduct

16.1.1 If a Committee Member or Members become disruptive during a Meeting, the Chair or Vice-Chair shall call for order.

16.1.2 If all efforts to restore order fail or the conduct continues, the Chair or Vice-Chair may direct the individual Committee Member or Members to leave the Meeting, citing the reasons for the request.

16.1.3 A special recess to restore order may be called at any time by Chair or Vice-Chair if he/she deems it necessary.

16.2 Attendance at Committee Meetings

16.2.1 Any Member who is unable to attend at a Committee Meeting shall provide the Chair or Vice-Chair and the Secretary with a minimum of twenty-four (24) hours written notice of regrets or apologies for absence, via electronic mail, with a copy to the TCDSB Recording Secretary assigned to CPIC.

16.2.2 Any Member may be removed from their position if they miss either:

16.2.2.1 Three (3) or more consecutive Committee Meetings without advising apologies for absence,

OR

16.2.2.2 A total of four (4) Committee Meetings in any Committee Operating Year;

ARTICLE XVII – ELECTION OF PARENT MEMBERS

17.0 To be consistent with [Ontario Education Act Regulation 612/00 s(34)]

17.1 Eligible Voters

17.1.1 The CSPC Chair of each school in the designated Ward or Ward Cluster of Schools shall be the only eligible voter for the position of Ward Parent Members.

17.1.2 The official CSPC Chair of each school shall be those kept by the designated Staff Coordinator/Liaison for Parent Engagement.

17.1.3 Each attending CSPC Chair will be entitled to one (1) vote.

17.1.4 If a CSPC has Co-Chairs only one (1) person will be entitled to cast a vote.

17.1.5 There shall be no other substitute voters.

17.1.6 There shall be no proxies.

17.2 Election Timelines: Parent Ward or Ward Cluster of Schools Representatives

17.2.1 Shall be held between October 15th and October 30th of each school year.

17.2.2 The specific date, time, and location shall be determined by the Director or designate and the Chair/Vice-Chair of the Committee.

17.2.3 Shall be held at a TCDSB school or TCDSB owned property within the applicable Ward or Ward Cluster of Schools or alternatively may be held via an E-Meeting.

17.2.4 Elections will be scheduled where practical, to be accompanied by a CSPC Chair training session, TCDSB event or a Trustee Ward meeting.

17.3 Nomination of Parent Candidates for inclusion on Ballot

17.3.1 Shall be filled out on the official designated CPIC Nomination Form.

17.3.2 Shall be submitted at least ten (10) calendar days before the election date.

17.4 Nomination of Parent Candidates – Election Day

17.4.1 Shall only be permitted if there are no pre-nominated candidates.

17.4.2 Shall only be one (1) of the CSPC Chairs present at the voting Meeting.

17.5 Scrutineers

16.5.1 Shall be a designated TCDSB Superintendent or Associate Director of Education.

17.6 Acclamation

17.6.1 If there is only one (1) nominated and verified candidate, that candidate shall be acclaimed and there shall be no need for an election.

17.7 Election Procedures

17.7.1 Ballot order shall be determined by alphabetical last name.

17.7.2 Names shall appear on the ballot as submitted on the CPIC Nomination Form.

17.7.3 Eligible voting members shall be determined by those eligible electors as of official call of the starting of the election portion of the Meeting.

17.7.4 Nominated Parent candidates shall be permitted up to two (2) minutes for stating their interest in the position and any associated qualifications.

17.7.5 Shall be by secret ballot.

17.7.6 A ballot is considered spoiled if more than one (1) candidate is selected or if it is no longer anonymous.

17.7.7 Shall be considered based on the majority vote of voters.

17.7.8 If there is a tie, the winner shall be decided by lot.

17.7.9 The list of candidates and the vote result will be kept on record for six (6) months.

17.8 Public Results

17.8.1 All individuals standing for election will be notified if possible of the results before a public notice is made.

17.8.2 Only the names of the successful candidate shall be made public.

17.8.3 Public results should be made within five (5) calendar days of the election.

17.9 Appeals

17.9.1 Appeals related to the election process or the results must be made within forty-eight (48) hours of the of the election Meeting.

17.9.2 Appeals if they cannot be resolved by the local Superintendent will be jointly adjudicated by the Director and Chair or Vice-Chair of CPIC.

ARTICLE XVIII – FINANCIAL MATTERS

18.0 To be consistent with [Ontario Education Act Regulation 612/00 s(39)] and complement TCDSB CPIC Policy P.04

18.1 Fiscal Year

18.1.1 Shall be the twelve (12) month period which begins September 1 and ends the following August 31 as aligned with the TCDSB fiscal year.

18.2 Renumeration

18.2.1 Subject to the Education Act and Statutory Committees:

18.2.1.1 Members of the Committee and Members of Subcommittees shall serve without remuneration for the execution of their duties.

18.2.2.2 Trustee Representatives may be entitled to a per Meeting stipend.

18.3 Reimbursement for Out-of-Pocket Expenditures

18.3.1 CPIC shall develop a policy governing expenditures and limits which shall be consistent with the TCDSB's guidelines or policies.

18.4 Committee Signing Authority

18.4.1 Two independent signatures, one from each group of:

18.4.1.1 Chair or Vice-Chair

18.4.1.2 Chair, Vice Chair, Treasurer or Secretary

18.5 Disbursements Limits

18.5.1 Amounts not exceeding One-Thousand Dollars (\$1,000.00) may be made by the Committee Signing Authorities specified in 18.4.

18.5.2 Amounts greater than One-Thousand Dollars (\$1,000.00) but less than Two-Thousand, Five-Hundred Dollars (\$2,500.00), may be made with the prior approval of the Executive Subcommittee.

18.5.3 Amounts greater than Two-Thousand Five-Hundred Dollars (\$2,500.00) may be made only with the prior approval of the Committee via an approved motion.

18.5.4 Amounts greater than Five-Thousand-Dollars (\$5,000.00) requires prior approval at a Committee Meeting via a Notice of Motion.

ARTICLE XIX – RATIFICATION & AMENDMENT OF BY-LAWS

19.0 To be consistent with [Ontario Education Act Regulation 612/00 s(43)]

19.1 Amendment of Bylaws

19.1.1 Shall include the proposed motion, including the text of the amendment and a brief statement of the rationale and purpose of the amendment.

19.1.2 Shall be presented in writing at least thirty (30) days prior to the Meeting at which a vote is requested.

19.2 Ratification

19.2.1 Shall require fifty percent (50%) rounded up of current voting Members to be present at the Meeting

AND

19.2.2 Shall require a seventy-five percent (75%) rounded up affirmative vote of Committee voting Members present.

19.3 Date of Effect

19.3.1 The Committee Executive shall have up to thirty (30) days to enact operational changes.

ARTICLE XX – BYLAW TRANSITION

20.0 All prior Bylaws and Standing Rules shall be rescinded, and these by-laws shall be fully implemented by October 15, 2019

20.1 Transition & ‘Grandfather’ Rules

20.1.1 All existing even Ward Parent Members (Wards 2,4,6,8,10 and 12) shall remain as is until October 2020.

20.1.2 Even Wards without a Parent Member shall be subject to a by-election in October 2019 with membership defined under Article IV: Qualifications and Boundaries.

20.1.3 Elementary odd Wards (1,3,5,7,9,11) and Secondary Ward Cluster of Schools shall have elections in October 2019 with membership defined under Article IV: Qualifications and Boundaries.

20.1.4 Once the Bylaw transition has fully occurred, this article no longer has effect with the Committee.

**APPENDIX I - ANNUAL MEMBER PLEDGE OF RESPONSIBILITIES &
CODE OF ETHICAL CONDUCT**

**In accordance with the requirements of Article XIII of the
Toronto Catholic Parent Involvement Committee Bylaws:**

I _____ hereby affirm
(Name of Committee Member)

that I:

- 1) Have in my possession or have received a copy of the Toronto Catholic Parent Involvement Committee Bylaws, as revised;**
- 2) Have read and fully understand the Duties & Responsibilities of Members and Committee Member Code of Ethical Conduct outlined within Article XIII;**
- 3) Agree to comply with the requirements and spirit of those requirements;**
- 4) Understand any disciplinary actions that may arise in the event I am found to have breached the Article, in whole or in part.**

(Signature of Committee Member)

(Date DD/MM/YYYY)

**APPENDIX II - ANNUAL MEMBER CONFLICT OF INTEREST
ACKNOWLEDGEMENT & DECLARATION**

In accordance with the requirements of Article XIV of the
Toronto Catholic Parent Involvement Committee Bylaws:

I _____ hereby affirm
(Name of Committee Member)

that I:

- 1) Have in my possession or have received a copy of the Toronto Catholic Parent Involvement Committee Bylaws, as revised;
- 2) Have read and fully understand the obligations and requirements contained within Article XIV and the TCDSB Conflict of Interest Policy;
- 3) Agree to comply with the requirements and spirit of those requirements;
- 4) Understand any disciplinary actions that may arise in the event I am found to have breached the Article, in whole or in part.

Specific business or affiliations which I have which may relate to the business and activities of CPIC are:

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE - BYLAWS

(Signature of Committee Member)

(Date DD/MM/YYYY)



REPORT TO

REGULAR BOARD

RESCINDMENT TO CARETAKER DEPLOYMENT H.S.03

So the Lord gave Solomon wisdom, as he promised him. There was peace between Hiram and Solomon; and the two of them made a treaty. – 1 King 5:12

Created, Draft	First Tabling	Review
January 9, 2020	January 23, 2020	Click here to enter a date.

C. Fernandes, Superintendent of Education, Area 4 and Policy Development
C. Caldwell, 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

After review at the Governance and Policy Committee on January 7, 2020, this report recommends the rescindment of the policy on Caretaker Deployment H.S.03.

The cumulative staff time required to prepare this report was 4 hours

B. PURPOSE

1. This Recommendation Report is on the Order Paper of the Regular Board because the Governance and Policy Committee recommends the rescindment of the Caretaker Deployment Policy (H.S.03) as the process outlined in this policy has not been used since 1998.

C. BACKGROUND

1. **March 1977** - The Caretaker Deployment Policy (H.S.03) was first approved to deploy caretaking staff to schools. This policy was last reviewed in January 1986.
2. **Up to 1998** - the deployment of caretakers was done manually. In 1998, this manual process was replaced by the introduction of the new caretaker deployment software, Techni-clean, to achieve the intent of the goals set out in the policy.
3. Throughout the years, changes to schools, school programming, and ministry specifications impact changes to the facility needs of the organization. Techni-clean is able to respond to these changes as required.
4. Caretakers have been deployed since 1998 using the replacement software. This is a transactional process and is operational in nature.
5. **January 7, 2020** – The Governance and Policy Committee reviewed the policy and determined it should be rescinded. It is recommended that the Board rescind this policy.

D. EVIDENCE/RESEARCH/ANALYSIS

1. This policy is being recommended for rescindment in consultation with Facilities, Communication Departments and Legal Services.
2. Since 1998, caretaking staff have been deployed to schools using Techni-clean, a caretaker deployment software, designed to align with the needs of the system and the evolving needs of the board's facilities.
3. The software replaced the manual allocations of formulae and processes by which deployment of caretaking staff was made.

E. METRICS AND ACCOUNTABILITY

1. The recommendations in this report will be monitored by the Director of Education with the support of the Superintendent of Environmental Support Services.
2. Further reports will be brought to the Board in accordance with the policy review schedule

F. IMPLEMENTATION

1. The Caretaker Deployment Policy will be removed from the Policy Register. Deployment of caretaking staff will continue with Techni-clean software.

G. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the rescindment of the Caretaker Deployment Policy (H.S.03).



POLICY SECTION: Caretaker Deployment
SUB-SECTION:
POLICY NAME: Human Resources - Support
POLICY NO: H.S.03

Date Approved: 23 January 1986	Date of Next Review:	Dates of Amendments: BM p 34, 23 Jan 86; BM p 718, Jun 80; BM p 636, Aug 79; BM, Mar 77
Cross References:		
Appendix		

Policy:

- ~~1. The TCDSB shall deploy caretakers to maintain an adequate level of cleanliness in its plant facilities.~~
- ~~2. Caretakers may be twinned where practicable but in no case shall the twinning of caretakers leave a school unattended during education periods.~~

Regulations:

- ~~1. The school shall be staffed according to the following formula:~~

Elementary Schools:

$$C = .081S + .011A + .0005P - .01$$

Secondary Schools:

$$C = .091F + .0007A + .0019P - .53$$

Key to Formula:

C = Caretakers required by formula.

S = Stations for teachers. Number of rooms where instructions are held. Gyms,



POLICY SECTION: Caretaker Deployment

SUB-SECTION:

POLICY NAME: Human Resources - Support

POLICY NO: H.S.03

~~shops, music rooms, libraries, etc., are counted in terms of classroom equivalents and their square footage divided by 1,000 — i.e. 40' x 50' gym = 2,000 square feet or 2 teaching stations.—~~

~~—~~

~~A = Area of building. Total square footage of all floors including basement but excluding covered walkways, patios and interior courtyards. This value is expressed in thousands — viz. 40,000 square feet would be 40.~~

~~—~~

~~P = Pupils. Current enrolment. A "confidence level" adjustment to the calculated number of caretakers is required to accommodate special circumstances such as permits, number of portables, lease of facilities. The limits of confidence level adjustment are +1.33 for elementary schools and +1.58 for secondary schools.~~

~~—~~

~~2. A pool of supply caretakers shall be established to cover for absenteeism.~~

~~—~~

~~3. Supply or spare caretakers shall be used before a regular caretaker shall be assigned overtime.—~~

MASTER PENDING LIST AND ROLLING CALENDAR TO JANUARY 23, 2020

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Apr-19 Corporate Services	TBC	Corporate Services	Report on meeting with staff, Trustee (s) and key members of the O'Connor Heritage House Committee to determine what kind of partnership would be feasible going forward (Senator O'Connor College School Estate Building (Ward 11))	Associate Director of Facilities, Business & Comm. Dev & CFO
2	Dec-19 Regular Board	TBC	Regular Board	Report regarding SEAC's Motion to Board: That an annual "Special Education Needs Students (SENS) Graduation" report be prepared for the Board and SEAC on Special Needs students starting with the 2018-19 year Grade 12 students with an IEP excluding gifted with the following: 1. Total number of students who enrolled and attended; 2. Number of students who graduated with an Ontario Secondary School Diploma (OSSD); 3. Number of students who graduated with an Ontario Secondary School Certificate (OSSC); 4. Number of students who graduated with a Certificate of Attendance; 5. Number of students who enrolled in the next school year (fifth year, sixth year, seventh year);	Associate Director of Academic Affairs

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>6. Number of students who did not return due to aging restrictions and did not graduate with an OSSD, OSSC or Certificate of Attendance;</p> <p>7. Number of students who did not graduate and did not return for other reasons than above but completed the school year; and</p> <p>8. Number of students who did not complete the school year.</p> <p>That the report be prepared annually and include the five most recent years of accumulated history listed by school year going forward. (i.e. in the first years, report will only have 2018-19 results, the second year will have 2018-19 and 2019-20, etc...) and Board-wide results for all students and, if possible, Provincial comparable (Consideration of Motion from Tyler Munro regarding Special Education Graduation Rate)</p>	
3	Sep-19 Student Achievement	May-20	Student Achievement	<p>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 (Recommendation from Catholic Education and Living our Catholic Values Sub-Committee Meeting June 11, 2019): Build a Repository of Cases, Research and Rulings for Precedents and References on Issues relating to our Catholic Faith and</p>	Associate Director of Academic Affairs

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
4				Morals Teaching, Doctrines and Pastoral Care (Approved March 1, 2018)	
	Jan-20 Student Achievement	Feb-2020	Student Achievement	Report regarding International Languages (Delegation: Val Di Gregorio, representative of CUPE LOCAL 3155)	Associate Director of Academic Affairs
5	Jan-20 Student Achievement	TBC	Student Achievement	Report as soon as possible regarding Toronto Health Check Report (Presentation: Dr. Eileen de Villa, Medical Health Officer for Toronto)	Associate Director of Academic Affairs

2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

A = Annual Report

P = Policy Metric Report

Q = Quarter Report

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (P)	Corporate Services	<u>B.R.01 Rental of Surplus School Space & Properties</u> Policy Metric	A.D. Facilities, Business, Community Development
2	February (Q)	Corporate Services	Financial Status Update Report #1	A.D. Facilities, Business, Community Development
3	March (A)	Corporate Services	Budget Series Report: Financial Planning and Consultation Review	A.D. Facilities, Business, Community Development
4	March (A)	Corporate Services	Consensus Student Enrolment Projection	A.D. Facilities, Business, Community Development
5	March (A/P)	Corporate Services	Transportation Annual Report and <u>S.T.01 Transportation</u> Policy Metric	A.D. Facilities, Business, Community Development
6	April (A)	Corporate Services	Budget Series Report: Grants for Student Needs Update	A.D. Facilities, Business, Community Development
7	May (P)	Corporate Services	<u>A.18 Development Proposals, Amendments and Official Plans and Bylaws</u> Policy Metric	A.D. Facilities, Business, Community Development
8	May (Q)	Corporate Services	Financial Status Update Report #2	A.D. Facilities, Business, Community Development
9	May (A)	Corporate Services	Budget Series Report: Preliminary Budget Estimates for the Following Fiscal Year	A.D. Facilities, Business, Community Development
10	June (A)	Corporate Services	Budget Series Report: Recommended Budget Estimates for the Following Fiscal Year	A.D. Facilities, Business, Community Development
11	June (A)	Corporate Services	Delegated Authority Report	A.D. Facilities, Business, Community Development
12	September (Q)	Corporate Services	Financial Status Update Report #3	A.D. Facilities, Business, Community Development

2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

13	September (A)	Corporate Services	Preliminary Enrolment Report for Elementary and Secondary Schools and S.A.01 <u>Elementary Admission and Placement</u> Policy Metric	A.D. Facilities, Business, Community Development
14	September (A)	Corporate Services	Capital Program Update	A.D. Facilities, Business, Community Development
15	September (A)	Corporate Services	Delegated Authority Update Report	A.D. Facilities, Business, Community Development
16	October (A)	Corporate Services	Trustee Honorarium Report	A.D. Facilities, Business, Community Development
17	November (A)	Corporate Services	Legal Fees Report	A.D. Facilities, Business, Community Development
18	November (A/Q)	Corporate Services	Audited Financial Statement and Financial Status Update #4	A.D. Facilities, Business, Community Development
19	December (A)	Corporate Services	Budget Series Report: Revised Budget Estimates for the Current Fiscal Year	A.D. Facilities, Business, Community Development
20	December (A)	Corporate Services	Annual Investment Report	A.D. Facilities, Business, Community Development
21	February (A)	Regular Board	School Year Calendar	Associate Director Academic Services
22	March (A)	Regular Board	Staffing Projections Report	Associate Director Academic Services
23	April (A)	Regular Board	Education Development Charges Policy Review	A.D. Facilities, Business, Community Development
24	August (P)	Regular Board	<u>T.19 Electronic Participation in Meetings of the Board, Committees of the Board, and Committee of the Whole Board</u> Metric	Director of Education
25	August (P)	Regular Board	<u>H.M. 19</u> Conflict Resolution Department	Associate Director Academic Services

2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

26	October (P)	Regular Board	<u>H.M.33 Acceptance of Hospitality or Gifts Policy Metric</u>	Director of Education
27	October (A)	Regular Board	Ongoing Exit and Entry Surveys for all students either changing schools within the Board or entering or exiting the Board	A.D. Facilities, Business, Community Development
28	November (A)	Regular Board	Annual Report on the Multi Year Strategic Plan	Director of Education
29	November (A)	Regular Board	Annual Calendar of Meetings	Director of Education
30	December (A)	Regular Board	Director's Annual Report	Director of Education
31	October (A)	Special Board	Director's Performance Appraisal (over 3 consecutive Special Board Meetings)	Director of Education
32	January (A)	Student Achievement	Mental Health Report	Associate Director Academic Services
33	January (P)	Student Achievement	<u>A.35 Accessibility Standards Policy Metric</u>	Associate Director Academic Services
34	February (P)	Student Achievement	<u>S. 19 External Research Policy Metric</u>	Associate Director Academic Services
35	April (A)	Student Achievement	Non-Resident VISA Student Fees	Associate Director Academic Services
36	May (A)	Student Achievement	Staffing Status Report for Next School Year	A.D. Facilities, Business, Community Development
37	May (A)	Student Achievement	Ratification of Student Trustee Nominees	Associate Director Academic Services
38	June (P)	Student Achievement	<u>B.B.04 Smoke & Vapour Free Policy Metric</u>	Associate Director Academic Services
39	September (A/P)	Student Achievement	Annual Safe Schools Report and <u>S.S.12 Fresh Start Policy Metric</u>	Associate Director Academic Services
40	September (A)	Student Achievement	Community Advisory Committees Report	Associate Director Academic Services

2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

41	September (P)	Student Achievement	<u>H.M. 40 Fair Practice in Hiring and Promotion</u> Policy Metric	Associate Director Academic Services
42	September (P)	Student Achievement	<u>T.07 Community Engagement</u> Policy Report and <u>A.37 Communications</u> Policy Metric	Director of Education
43	October (A)	Student Achievement	Board Learning Improvement Plan Report	Associate Director Academic Services
44	October (A)	Student Achievement	Student Trustees: Voices that Challenge-CSLIT	Associate Director Academic Services
45	October (A)	Student Achievement	International Languages Program Report	Associate Director Academic Services
46	October (A)	Student Achievement	Primary and Junior Division Assessments Of Reading, Writing and Mathematics (EQAO); the Grade 9 Assessment of Mathematics; and the OSSLT Assessment (EQAO)	Associate Director Academic Services
47	October (A)	Student Achievement	<u>S.22 Religious Accommodation</u> Policy Report and <u>S.S.02 Opening or Closing Exercises</u> Policy Report	Associate Director Academic Services
48	November (A)	Student Achievement	K-12 Professional Development Plan for Student Achievement and Well-Being	Associate Director Academic Services
49	November (P)	Student Achievement	Elementary Catholic School Leadership Impact Team Report	Associate Director Academic Services
50	November (P)	Student Achievement	<u>S.24 Combined (Split) Grade Classes for Elementary Schools</u> Policy Report	Associate Director Academic Services

2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

51	December (A/P)	Student Achievement	Accountability Framework for Special Education and <u>S.P.01 Special Education Programs and Services Policy Metric</u>	Associate Director Academic Services
52	December (P)	Student Achievement	<u>S.10 Catholic School Parent Council Policy Metric</u>	Associate Director Academic Services
53	December (A)	Student Achievement	CPIC Annual Report including Financial Report	Associate Director Academic Services