



**ADDENDUM**  
**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.

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	Pages
<b>10. Presentations</b>	
<b>10.d Angel Foundation for Learning Annual Report – John Yan, Executive Director</b>	<b>1 - 5</b>
<b>11. Delegations</b>	
<b>11.a Scotula Navaratnasingham regarding Tamil Heritage Month</b>	<b>6</b>
<b>15. Matters recommended by Statutory Committees of the Board</b>	
<b>15.a Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting Held December 4, 2019</b>	<b>7 - 20</b>
<b>Recommendations from SEAC to Board:</b>	
1. Letter of Interest to serve as SEAC Member from Sandra Hughes that the letter of interest application from Sandra Hughes (refer Attachment) for SEAC membership not be accepted (Item 15.a.i on SEAC Order Page); and	
2. Letter of Interest from Deborah Nightingale to serve as SEAC Member that the letter of interest application from Deborah Nightingale (refer Attachment) to serve as a Local Association Representative on SEAC be accepted (Item 15.a.ii on SEAC Order Page).	

<b>15.c</b>	<b><i>Approved Minutes of the Catholic Parent Involvement Committee Meeting Held December 16, 2019</i></b>	<b>21 - 27</b>
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**21. *Listing of Communications***

<b>21.a</b>	<b><i>Nomination Forms for Election to Ontario Catholic School Trustees' Association (OCSTA) Board of Directors and Canadian Catholic School Trustees' Association (CCSTA)</i></b>	<b>28 - 33</b>
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# EMPOWERING STUDENTS TO SOAR



The Angel Foundation for Learning

## EXECUTIVE DIRECTOR'S ANNUAL UPDATE REPORT: 2019

### Introduction

A number of changes and improvements have taken place at the Foundation since assuming the role as Executive Director on May 21, 2019. Change is never easy, but always necessary as organizations strive to improve how it fulfills its principal mission to stakeholders.

Our leadership role as the Official Charity of the Toronto Catholic District School Board brings with it a unique, multi-dimensional responsibility to respect and represent the diverse needs and challenges of all our students and their families. It is a belief held firmly by the AFL Board as we continue our vital work supporting and empowering students to succeed to the best of their abilities intellectually, physically and spiritually.

Established in 1987, the Foundation's core business is the delivery of critical student nutrition programs operating in TCDSB schools where one in three families live below the poverty line. Operated locally by volunteer coordinators, this program serves over 1 million healthy breakfast or nutrition breaks each month. Public funding for student nutrition totaling approximately \$6.5 million annually is provided through public partnership grants with the City of Toronto/Toronto Public Health (TPH), the Ministry of Children, Community and Social Services (MCCSS) and the Toronto Foundation for Student Success (TFSS).

Rounding out its Four Wings of Support, the Foundation also raises monies through corporate sponsorships, donations and fundraising events to support AFL programs which target needed monies to: Student Scholarships, Awards and Bursaries; the School Allocations Program that ensures all students can participate in camps and class trips; and the Guardian Angel Fund providing items such as hearing aids, eyeglasses, warm clothing, food vouchers and other basic life essentials.

This first Executive Director's Annual Update Report is my commitment to transparency as the Foundation continues to work diligently alongside members of the AFL Board, the TCDSB Board of Trustees and Board Staff, as well as the hundreds of community supporters and corporate partners. Sharing critical information and highlights of the AFL's operations is based on the fundamental belief that only by working together can we safeguard the sustainability of the broad range of programs to meet the ever burgeoning need to support and assist TCDSB students and their families.

I look forward to continuing on this journey of witness, faith, innovation and action with all our community stakeholders, partners and sponsors.

John W. Yan  
Executive Director

## 1. Student Nutrition Program (SNP) Report

Program Highlights of \$6.25 million in public funding (see Appendix A for details by TCDSB Trustee):

- Number of Student Nutrition Programs: **184**
- Number of SNP participating schools: **167**
- Number of students enrolled in SNP schools: **76,000**
- Average daily participation: **59,546**
- Total number of meals/snacks served **3,343,000 per quarter** or **over 1 million per month**

## 2. Summary Program Funds Allocated

Local school impact through funds allocated by AFL Programs with frontline support, evaluation and needs identification conducted by TCDSB school administrators and Social Work Department (see Appendix B for details by TCDSB Trustee):

- AFL Family support for Extreme Needs: **\$7,300 = 9 families**
- AFL Camp Fund: **\$28,235 = 130 students**
- Social Work Emergency Fund: **\$82,618 = 420 students and their families**
- Reliable Life Fund (medical related needs): **\$15,063 = 50 students**
- General School Allocation (school field trips): **\$30,582 = 537 students**
- Nutrition Equipment Capital Equipment: **\$23,651 = 36 schools**
- The Loretto Fund (supporting newcomers): **\$3,690 = 25 students and their families**
- AFL Arts Fund: **\$5,674 = 27 students**
- Loblaw's Kids See Free = **26 students**

## 3. Financial Statement Highlights

Auditors have recently completed their audit filed their report for the fiscal period ending August 31, 2019. The financial health of the Foundation remains strong despite a stated one-time deficit of \$73,231. In June, 2019, when it became clear that the Foundation would significantly exceed its anticipated 2018-2019 budget deficit of \$29,400, measures were put in place to ensure expenditures matched program needs in terms of value for dollar.

For 2020, there will be a refocus on efforts to ensure appropriate fiscal management and accountability processes continue to keep pace with the growing financial resources the Foundation is responsible to oversee. In October the AFL Board of Directors approved a balanced budget for the 2019-2020 fiscal year. For the first time, the total AFL budget will exceed \$7 million in forecasted revenues.

To ensure the use of best practices in financial oversight and performance, Auditors have recommended a transition to a new accounting system that aligns with the Foundation's needs. AFL Management is committed to continuous improvement and will transition to Quick Books. An update on this important change will be made once the new Finance and Accounting Officer has been hired and set up the new system.

Also moving forward, the budgeting process will occur much earlier, with the goal of approving the budget for the upcoming fiscal year by June of the current year. To support this work, the Executive Director is recommending the formation of a budget committee led by the Treasurer, to be formed at the February Board meeting each year.

## 4. Governance

The constitution of a By-Law Review Committee at the September 2019 Board meeting was the first step in seeking improvements in governance, financial, accounting and operational processes for the Foundation.

One of the key components for enhanced governance is related to board composition. The AFL Board of Directors is rather large (common for NPOs), and consistently changing membership, however a better governance framework as outlined in a new set of By-Law and Policy and Procedures should enhance performance. It is important to build a board that is sufficiently large to carry out board's responsibilities, without unnecessarily degrading its effectiveness with excessive numbers that inhibit individual engagement and involvement for board members.

Consequently, the Executive Director's recommendation is to continue with the current review of the Foundation's By-Laws and Policy and Procedures, but with an emphasis on also reviewing its governance charter and conduct a review of board effectiveness.

## 5. Strategic Plan and Communications

Every organization needs a solid communications and strategic plan. The current AFL strategic plan "Looking Back in Order to Move Forward" was last updated in 2013 and ended in the 2018 program year.

The Executive Director recommends that work begin on a new strategic plan that also incorporates a comprehensive communications strategy to ensure its success. With the beginning of a new decade as the perfect time to engage in such an exercise, a working title of "Future Focus: Beyond 2020" as the working title. As with all such processes, the plan should reflect the engagement and input of Foundation's stakeholders and supporters from across the TCDSB school community, the Archdiocese of Toronto and all major government agencies, public and private donors and sponsors. Community engagement and consultations will begin in Spring 2020.

## Conclusion

The Foundation would not be able to carry out its work without the active support of the TCDSB Board of Trustees and Staff. Generous staff support resources and office space provided by the TCDSB is tangible reflection of our Catholic values in action every day. We are thankful to the Board of Trustees for their ongoing commitment and contributions to the AFL's work, as we all strive to empower our students to soar.

# APPENDIX A:

## ANGEL FOUNDATION FOR LEARNING

### SUMMARY OF 2018-2019 STUDENT NUTRITION PROGRAM (SNP) GRANTS AND DONATIONS BY TRUSTEE (As of August 31, 2019)

Summary of Student Nutrition Program Grants and Donations Allocated by Trustee					
	Municipal Funding	Provincial Funding	Parental Donations	Other Community Partners and Sponsors	Total
Angela Kennedy	\$ 492,130.25	\$ 248,740.75	\$ 36,271.00	\$ 32,560.51	\$ 809,702.51
Daniel Di Giorgio	\$ 308,792.64	\$ 149,361.11	\$ 15,090.00	\$ 7,665.11	\$ 480,908.86
Frank D'Amico	\$ 237,196.14	\$ 113,551.69	\$ 22,632.20	\$ 14,249.00	\$ 387,629.03
Garry Tanuan	\$ 237,688.90	\$ 120,146.84	\$ 18,720.00	\$ 16,998.15	\$ 393,553.89
Ida Li Preti	\$ 387,069.69	\$ 186,012.67	\$ 7,640.00	\$ 13,211.00	\$ 593,933.36
Joseph Martino	\$ 286,480.92	\$ 137,145.47	\$ 21,004.00	\$ 7,433.84	\$ 452,064.23
Maria Rizzo	\$ 544,944.27	\$ 260,878.24	\$ 14,730.00	\$ 51,690.12	\$ 872,242.63
Markus de Domenico	\$ 115,522.70	\$ 56,729.26	\$ 1,220.00	\$ 15,315.77	\$ 188,787.73
Michael Del Grande	\$ 310,791.26	\$ 148,783.49	\$ 14,482.00	\$ 16,868.59	\$ 490,925.34
Nancy Crawford	\$ 426,393.39	\$ 205,269.61	\$ 12,265.00	\$ 28,264.44	\$ 672,192.44
Norm Di Pasquale	\$ 385,744.16	\$ 185,320.79	\$ 12,549.00	\$ 10,658.01	\$ 594,271.96
Teresa Lubinski	\$ 229,029.72	\$ 112,173.48	\$ 520.00	\$ 25,890.61	\$ 367,613.81
<b>Total</b>	<b>\$ 3,961,784.04</b>	<b>\$ 1,924,113.41</b>	<b>\$ 177,123.20</b>	<b>\$ 315,777.15</b>	<b>\$ 6,303,825.80</b>

## APPENDIX B:

### The Angel Foundation for Learning Summary of Funds allocated by Superintendents and Trustees - As of August 31, 2019

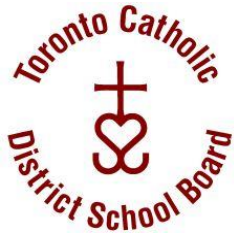
#### Summary of AFL Monies allocated by Superintendent

	AFL Family Support for Extreme Needs	The AFL Camp Fund	Social Work Emergency Fund	Reliable Life Fund	General School Allocation	Nutrition School Allocations	The Loretto Fund	AFL Arts Fund	Loblaws Kids See Free	Total
Kevin Malcolm	\$500	\$3,093	\$3,325	\$1,200	\$2,495	\$3,500	\$150			\$14,262.75
Vincent Burzotta		\$400	\$4,135	\$832		\$1,342			3	\$6,708.88
Shawna Campbell		\$3,798	\$5,456	\$1,487	\$3,730	\$2,444	\$150		1	\$17,065.25
Michael Caccamo	\$800	\$6,237	\$11,614	\$2,367	\$5,495	\$2,614	\$1,850	\$1,485	10	\$32,461.35
Flora Cifelli		\$2,825	\$16,900	\$600	\$3,420		\$500		3	\$24,245.12
John Wujek	\$3,000	\$2,920	\$16,175	\$3,960	\$4,000	\$3,967		\$594	2	\$34,615.60
Peter Aguiar		\$3,300	\$6,963	\$3,069	\$4,640	\$4,298	\$850		3	\$23,120.22
John Shanahan	\$1,000	\$150	\$6,250		\$2,943	\$671			1	\$11,013.74
Patrick Keyes	\$2,000	\$5,512	\$11,800	\$2,049	\$3,860	\$4,816	\$191	\$3,595	3	\$33,822.53
<b>Total Monies Allocated</b>	<b>\$7,300.00</b>	<b>\$28,235.28</b>	<b>\$82,618.00</b>	<b>\$15,563.02</b>	<b>\$30,582.53</b>	<b>\$23,651.91</b>	<b>\$3,690.70</b>	<b>\$5,674.00</b>	<b>26</b>	<b>\$197,315.44</b>

#### Summary of AFL Monies allocated by Trustee

	AFL Family Support for Extreme Needs	The AFL Camp Fund	Social Work Emergency Fund	Reliable Life Fund	General School Allocation	Nutrition School Allocations	The Loretto Fund	AFL Arts Fund	Loblaws Kids See Free	Total
Joseph Martino		\$464	\$6,600	\$300	\$1,800		\$500		3	\$9,664.00
Markus de Domenico		\$1,382	\$5,300	\$566	\$1,500					\$8,748.47
Ida Li Preti	\$800	\$3,291	\$12,023	\$1,467	\$2,135	\$2,165		\$395	5	\$22,275.96
Teresa Lubinski	\$1,000	\$1,615	\$9,250	\$1,149	\$2,860	\$4,356		\$594	1	\$20,823.95
Maria Rizzo		\$4,517	\$9,055	\$2,050	\$5,400	\$2,155	\$2,300	\$1,090	6	\$26,566.63
Frank D'Amico	\$1,000	\$2,190	\$8,475	\$729	\$2,500	\$2,836			1	\$17,730.21
Michael Del Grande		\$1,529	\$1,600	\$846	\$1,500		\$150			\$5,625.00
Garry Tanuan	\$500	\$2,764	\$5,030	\$1,272	\$2,995	\$3,500			1	\$16,060.88
Norm Di Pasquale	\$2,000	\$550	\$10,385	\$2,913	\$1,500	\$2,473			3	\$19,821.27
Daniel Di Giorgio	\$1,000	\$4,035	\$6,550	\$1,783	\$2,000	\$1,131	\$191	\$3,595	3	\$20,284.42
Angela Kennedy	\$1,000	\$2,250	\$6,200	\$1,489	\$3,663	\$2,592	\$400		3	\$17,593.53
Nancy Crawford		\$3,648	\$2,150	\$999	\$2,730	\$2,444	\$150			\$12,121.12
<b>Total Monies Allocated</b>	<b>\$7,300.00</b>	<b>\$28,235.28</b>	<b>\$82,618.00</b>	<b>\$15,563.02</b>	<b>\$30,582.53</b>	<b>\$23,651.91</b>	<b>\$3,690.70</b>	<b>\$5,674.00</b>	<b>26</b>	<b>\$197,315.44</b>





## TORONTO CATHOLIC DISTRICT SCHOOL BOARD

### DELEGATION REGISTRATION FORM FOR STANDING OR OTHER COMMITTEES

PLEASE BE ADVISED THAT ALL STANDING  
COMMITTEE MEETINGS ARE BEING RECORDED

For Board Use Only

Delegation No. \_\_\_\_\_

☐ Public Session  
☐ Private Session  
☐ Three (3) Minutes

Name	Scotula Navaratnasingham	
Committee	Regular / Special Board	
Date of Presentation	1/23/2020	
Topic of Presentation	Tamil Heritage Month Proclamation	
Topic or Issue	TCDSB has yet to officially proclaim January as Tamil heritage month. We have been unofficially stating it for the last four years.	
Details	A unanimous decision was made at the House of Commons on October 5, 2016 declaring the month of January as Tamil Heritage Month under M-24. The motion will "recognize the contributions that Tamil-Canadians have made to Canadian society, the richness of the Tamil language and culture, and the importance of educating and reflecting upon Tamil heritage for future generations by declaring January, every year, Tamil Heritage Month".	
Action Requested	I am requesting that Tamil Heritage Month have a proclamation at TCDSB where posters and resources are made available to all TCDSB schools.	
I am here as a delegate to speak only on my own behalf	Yes	
I am an official representative of the Catholic School Parent Committee(CSPC)	No	
I am an official representative of student government	No	
I am here as a spokesperson for another group or organization	Yes All Tamil students and teachers/support workers at TCDSB	
I have read, understand and agree to comply with the rules for Delegations as per the TCDSB Delegations Policy T14	Yes	
Submittal Date	1/10/2020	



## **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 REGULAR MEETING OF THE SPECIAL EDUCATION ADVISORY COMMITTEE PUBLIC SESSION**

**HELD WEDNESDAY, DECEMBER 4, 2019**

## **PRESENT:**

**Trustees:** N. Crawford, Chair  
D. Di Giorgio  
A. Kennedy

**External** George Wedge, Vice Chair

**Members:** Melanie Battaglia  
Lori Ciccolini  
Sandra Mastronardi  
Lori Mastrogiuseppe  
Tyler Munro  
Mary Pugh  
Glenn Webster  
George Wedge

**Staff:** D. Koenig  
L. Maselli-Jackman  
V. Cocco  
A. Coke  
R. Macchia  
J. Mirabella  
D. Reid  
P. Stachiw

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

**2. Secretary Calls the Meeting to Order**

The Secretary, Superintendent Linda Maselli-Jackman, called the meeting to order.

**3. Roll Call & Apologies**

Gizelle Paine was absent.

Superintendent Linda Maselli-Jackman advised the meeting of Gizelle Paine's verbal resignation from the Committee.

**4. Approval of the Agenda**

MOVED by George Wedge, seconded by Trustee Kennedy, that the Agenda, as amended to include Item 18a) Inquiry from Trustee Kennedy regarding Disbursement of Students due to lack of Supply Teachers and its impact on Special Needs Students, be approved.

On the Vote being taken, the Motion was declared

**CARRIED**

**5. Election of Chair**

The Secretary called for nominations for the position of Chair of the SEAC 2019-2020.

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

Trustee Crawford accepted.

There were no further nominations.

MOVED by Lori Mastrogiuseppe, seconded by Lori Ciccolini, that nominations be closed.

On the Vote being taken, the Motion was declared

CARRIED

Trustee Crawford was acclaimed Chair of the SEAC for 2019-2020.

**6. Election of Vice-Chair**

The Secretary called for nominations for the position of Vice-Chair of SEAC 2019-20.

MOVED by Mary Pugh that the name of Sandra Mastronardi be placed in nomination.

Sandra Mastronardi was absent at that time and the Chair ruled that the nomination was out of order.

MOVED by Trustee Kennedy that the name of Glenn Webster be placed in nomination.

Glenn Webster declined.

MOVED by Trustee Di Giorgio, seconded by Lori Mastrogiuseppe, that the name of Trustee Kennedy be placed in nomination.

Trustee Kennedy accepted.

MOVED by Trustee Crawford, seconded by Lori Ciccolini,, that the name of George Wedge be placed in nomination.

George Wedge accepted.

Trustee Kennedy withdrew her acceptance of nomination.

MOVED by Tyler Munro, seconded by Lori Mastrogiuseppe, that nominations be closed.

On the Vote being taken, the Motion was declared

CARRIED

Mary Pugh wished to be recorded as not voting in favour of the Motion.

George Wedge was acclaimed Vice-Chair of the SEAC for 2019-20.

**8. Approval & Signing of the Minutes of the Meeting**

MOVED by Lori Mastrogiuseppe, seconded by Tyler Munro, that the Minutes of the Regular Meeting held November 20, 2019 for PUBLIC Session be approved.

On the Vote being taken, the Motion was declared

CARRIED

**9. Declarations of Interest**

There were none.

**12. Notices of Matters and Trustee Matters**

- 12a) From Tyler Munro regarding Individual Education Plan Completion Rate – Report Request** will be considered at the January 22, 2020 meeting.

**14. Communications**

MOVED by Tyler Munro, seconded by George Wedge, that Item 14a) be adopted as follows:

- 14a) SEAC Monthly Calendar Review** received.

On the Vote being taken, the Motion was declared

CARRIED

**15. Matters Referred/Deferred to the Committee by the Board and Other Committees**

**From the November 20, 2019 Special Education Advisory Committee Meeting**

MOVED by George Wedge, seconded by Glenn Webster, that Item 15.a.i) be adopted as follows:

- 15.a.i) Letter of Interest to serve as SEAC Member from Sandra Hughes** that SEAC recommend to Board that the letter of interest application from Sandra Hughes for SEAC membership not be accepted.

On the Vote being taken, the Motion was declared

CARRIED

Mary Pugh wished to be recorded as not voting in favour of the Motion.

MOVED by Trustee Kennedy, seconded by Tyler Munro, that Item 15.a.ii) be adopted as follows:

- 15.a.ii) Letter of Interest from Deborah Nightingale to serve as SEAC Member** that SEAC recommend to the Board that the letter of interest application from Deborah Nightingale to serve as a Local Association Representative on SEAC be accepted.

On the Vote being taken, the Motion was declared

CARRIED

MOVED by Tyler Munro, seconded by George Wedge, that Item 15b) be adopted as follows:

- 15b) Inquiry from Tyler Munro regarding Specialized Equipment Amount (SEA) Computer Repair, Loaner Process** received and referred to staff.

On the Vote being taken, the Motion was declared

CARRIED

**18. Inquiries and Miscellaneous**

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

- 18a) From Trustee Kennedy regarding Disbursement of Students due to lack of Supply Teachers and its impact on Special Needs Students received.**

On the Vote being taken, the Motion was declared

CARRIED

**21. Pending List**

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

- 21a) Pending List received.**

On the Vote being taken, the Motion was declared

CARRIED

**22. Adjournment for Advent Celebration**

MOVED by George Wedge, seconded by Tyler Munro, that the meeting be adjourned.

On the Vote being taken, the Motion was declared

CARRIED



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SECRETARY

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CHAIR



## Special Education Advisory Committee (SEAC) Membership Application

**Individuals must complete the following application form for consideration to be a member of TCDSB Special Education Advisory Committee (SEAC).**

Position applying for:    ☒ Community Member                      OR    ☐ Local Associations Membership

Surname:	Hughes	First Name:	Sandra
Main Contact Number:	██████████	Alternate Contact Number:	██████████
E-mail address:	████████████████████		
Child(ren)'s School(s):			
Organization Name:	New Haven Learning Centre		
Organization Address:	301 Lanor Avenue, Toronto, ON, M8W 2R1		
Main Contact Person:	Sandra Hughes, Executive Director		
Main Contact Number:	██████████		
<p>1. To which other TCDSB parent organizations do you presently belong:</p> <p style="text-align: center;"> <input type="checkbox"/> CSAC                      <input type="checkbox"/> CPIC                      <input type="checkbox"/> TAPCE                      x <input type="checkbox"/> None </p>			
<p>2. List the community organizations/groups in which you are currently a member and provide a brief outline of your role within each of these organizations:</p> <p>Board member of Special Olympics Ontario, Community member of Canadian Autism Alliance Association, Community Member of Autism Ontario, member of ONTABA, ABAI.</p>			
<p>3. Briefly outline the reasons why you are interested in being a member of this committee:</p> <p>I believe as a non-profit charitable organization in the GTA, I can contribute to a better understanding of ABA and its application in and outside of the school system. I also believe I can add my over 20 years of supporting bot intensive and transitional services for individuals with autism and related disorders to the discussion at these meetings, respectfully listening and sharing in the belief that all students have the potential to reach fulfilling lives.</p>			
<p>4. Please identify and explain any related personal and/or professional experiences which you have that would assist you in the role of a committee member:</p> <p>As the Executive Director of New Haven Learning Centre, a private school and charitable non-profit, I believe I have a wealth of both direct and indirect experience in the sector of special education that I am happy to share with the community membership.</p>			
<p>5. Would your personal and/or professional experiences place you in a Conflict of Interest in regards to being a member of this Committee:</p> <p>x <input type="checkbox"/> NO</p>			



## Special Education Advisory Committee (SEAC) Membership Application

<input type="checkbox"/> YES Please explain:	
6. Have you been selected to be part of another TCDSB Committee within the past 12 months? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Please specify the Committee:	
7. Do you support the Catholic Mission/Vision of TCDSB? I am in support of both the mission and vision of the TCDSB and welcome the opportunity to increase my knowledge of how to support their objectives.	
8. Provide any additional comments to be considered in regards to your participation on this committee:  I welcome the opportunity to both participate and provide input as a community member dedicated to the betterment of others.	
<i>Completed membership application form and request for nomination letter submitted by Sandra Hughes (Applicant to enter full name in the gray shaded box) to the attention of the Director of Education and SEAC Chair via email to:</i>  <a href="mailto:rory.mcguickin@tcdsb.org">rory.mcguickin@tcdsb.org</a> & <a href="mailto:angela.kennedy@tcdsb.org">angela.kennedy@tcdsb.org</a>	
Date:	October 7 <sup>th</sup> , 2019

### **Important**

- All nominations shall be made in writing by the executive of the local chapter to the Director of Education/Secretary of the board no later than October 31<sup>st</sup> in the year of the Board's election.
- The appointment of members will be made at the Inaugural Meeting of the Board.

For further details on the Policy for the Special Education Advisory Committee, please refer to Policy No. A23 on the TCDSB website at:

<https://www.tcdsb.org/Board/Policies/Documents/A23.pdf>

**Royal Patron**  
Her Royal Highness  
The Countess of Wessex

September 24<sup>th</sup>, 2019

**Chair**  
John Turner

Dear Ms. Kennedy, Ms. Maselli-Jackman, Mr. Rory McGuckin  
and current members of the SEAC committee,

**Board Members**

Ross Ames  
John Crean  
Mike Harris  
Mike Harrison  
Dennis Koren  
Jackie Martin  
Robert Armstrong

It is with great interest that I wish to submit my letter of interest to the TCDSB SEAC decision making committee for consideration to be added to the committee membership in the 2019-2020 school year. This can come, in part, through an email exchange with Melanie Battaglia early in September of this year.

**Executive Director**

Sandra Hughes, M.Ed., BCBA

**Clinical Director**

Jennifer Hieminga, M.Ed., BCBA

T 416-259-4445

F 416-259-2023

info@newhavencentre.com

301 Lanor Avenue

Toronto, Ontario

M8W 2R1

My name is Sandra Hughes, and I have worked in the field of special education, treatment and therapeutic intervention for individuals with autism and related disorders over 22 years. I hold a Bachelor's degree from McGill University and a Master's degree in Education from Trinity College Dublin, Ireland. I am also a Board certified Behaviour Analyst, practicing in both provincial and international levels focusing on services to those 2- 30 years of age.

Charitable Registration Number  
87888 6662 RR00001

I believe I can contribute to both the discussion and possible dissemination of information both in the focus on inclusivity and specialized services, when needed. I have worked in private sector, government sector management positions and am now the Executive Director of New Haven Learning Centre since

2016. I believe fundamentally in individualized services when needed with a priority on meeting the needs of many. I am an ongoing members of ONTABA, CASDA, ABAI and advocate frequently for evidence-based educational programs at all levels of ability.

It would be my pleasure to speak in more depth as to the interest and focus on the committee at this time and see if I can be a valued contributor within the Catholic educational system. Please note I will have email access only for the coming days as I will be at the ABA International conference presenting on pre-vocational training for young adults.

Best regards,



Sandra Hughes, M.Ed., BCBA  
Executive Director  
New Haven Learning Centre



*Treatment and education for individuals with autism*



## Special Education Advisory Committee (SEAC) Membership Application

**Individuals must complete the following application form for consideration to be a member of TCDSB Special Education Advisory Committee (SEAC).**

Position applying for: ☐ Community Member OR ☒ Local Associations Membership

Surname:	Nightingale	First Name:	Deborah
Main Contact Number:	[REDACTED]	Alternate Contact Number:	[REDACTED]
E-mail address:	[REDACTED]		
Child(ren)'s School(s):	St. Cyril, St. Bonaventure		
Organization Name:	Association for Bright Children (ABC)		
Organization Address:			
Main Contact Person:	Melissa Rosen, President		
Main Contact Number:	President@abcontario.ca		
1. To which other TCDSB parent organizations do you presently belong: <input type="checkbox"/> CSAC <input type="checkbox"/> CPIC <input type="checkbox"/> TAPCE <input checked="" type="checkbox"/> None			
2. List the community organizations/groups in which you are currently a member and provide a brief outline of your role within each of these organizations: ABC – parent member Canadian Parents for French – parent member Catholic Women's League - member			
3. Briefly outline the reasons why you are interested in being a member of this committee: As a parent of 5 including 3 gifted children, I am eager to support children of all abilities to thrive and succeed in the Catholic education system.			
4. Please identify and explain any related personal and/or professional experiences which you have that would assist you in the role of a committee member: Formerly a lawyer, I am trained as a psychotherapist. I have experience in the public and private sectors.			
5. Would your personal and/or professional experiences place you in a Conflict of Interest in regards to being a member of this Committee: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Please explain:			
6. Have you been selected to be part of another TCDSB Committee within the past 12 months? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Please specify the Committee:			



## Special Education Advisory Committee (SEAC) Membership Application

7. Do you support the Catholic Mission/Vision of TCDSB? Yes. I am committed to bringing Christian values into practise in daily life at home and at school.	
8. Provide any additional comments to be considered in regards to your participation on this committee:	
<i>Completed membership application form and request for nomination letter submitted by Deborah Nightingale to the attention of the Director of Education and SEAC Chair via email to:</i>  <a href="mailto:rory.mcguickin@tcdsb.org">rory.mcguickin@tcdsb.org</a> & <a href="mailto:angela.kennedy@tcdsb.org">angela.kennedy@tcdsb.org</a>	
Date:	October 17, 2019

### **Important**

- All nominations shall be made in writing by the executive of the local chapter to the Director of Education/Secretary of the board no later than October 31<sup>st</sup> in the year of the Board's election.
- The appointment of members will be made at the Inaugural Meeting of the Board.

For further details on the Policy for the Special Education Advisory Committee, please refer to Policy No. A23 on the TCDSB website at:

<https://www.tcdsb.org/Board/Policies/Documents/A23.pdf>



**ASSOCIATION FOR BRIGHT CHILDREN OF ONTARIO**  
**SOCIÉTÉ POUR ENFANTS DOUÉS ET SURDOUÉS DE L'ONTARIO**

c/o 4 Simpson Rd.  
Bolton, ON L7E 1G9

abcinfo@abcontario.ca

October 16, 2019

Ms. Angela Kennedy  
Chair, SEAC  
Toronto Catholic District School Board  
Catholic Education Centre  
80 Sheppard Avenue East  
Toronto, Ontario M2N 6E8

Dear Ms. Kennedy,

I am writing to nominate Deborah Nightingale for the position of S.E.A.C. Representative for the Association for Bright Children of Ontario on the Special Education Advisory Committee of the Toronto Catholic District School Board. This nomination is for the remainder of the 2018-2022 term.

Ms. Nightingale has the qualifications required under the Ontario Education Act:

- Canadian citizen
- resident of the board's jurisdiction
- not an employee of the Board

Ms. Nightingale is a member in good standing of the Association for Bright Children of Ontario. The Association for Bright Children of Ontario is a Provincial Association as described in Regulation 464/97 and represents the Gifted Exceptionality.

Ms. Nightingale may be contacted at [REDACTED]  
[REDACTED]

Please feel free to contact me if you would like any additional information. Thank you,

Regards,

Melissa Rosen

President,  
The Association for Bright Children of Ontario

Cc: Deborah Nightingale



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

**HELD MONDAY DECEMBER 16, 2019**

**1. Call to Order**

The Chair called the Meeting to Order at 7:07PM and opened the teleconferencing bridge.

The Chair indicated that the Board is still pending appointing a Recording Secretary to CPIC. Minutes are being captured by the Chair.

**3. Roll Call & Apologies**

**Trustees:** M. Rizzo (W5)  
G. Tanuan (W8) – Via Teleconference  
N. Di Pasquale (W9)

**Elementary Parent Members:**

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

**Secondary Parent Members:**

Geoffrey Feldman (West)

**Community Members:**

Katie Piccinnini (OPACE-Toronto) – Via Teleconference

**Staff:** J. Wujek (Director Designate)  
 S. Vlahos (Communications)  
 E. Szekeres-Milne (Communications)  
 S. Camacho  
 B. Shannon  
 E. Au  
 J. Brighton

**Guests:** Dennis Hastings

Apologies were extended on behalf of Dan Kajioka (W7), Ruth Oliveros (W8/E), Wendell Labrador (W8/W), Kathleen McGinnis (Central) and M. Sequeira.

**5. Approval of the Agenda**

MOVED by Isabel Starck, seconded by Gus Gikas, that the Agenda be approved with the addition of a request for Community Member Status to be included as new item 17b)

By Unanimous consent, the Motion was declared

CARRIED

**6. Approval & Signing of the Minutes of the Inaugural Meeting Held November 11, 2019 for Public Session**

MOVED by Anthony Antonucci, seconded by Ben Xavier that the minutes of the meeting held November 11, 2019 be approved

By Unanimous consent, the Motion was declared

CARRIED

**7. Presentations & Reports from Committee Officials**

**7a) Chair Report**

MOVED by Gus Gikas, seconded by Natalia Marriott that the Report from the Chair for the period of November 12 to December 7 be received with the

added note that the CPIC/FIOC Ward 8 Event held November 22<sup>nd</sup> was successful will report back in January.

By Unanimous consent, the Motion was declared

CARRIED

**7b) Treasurer Report**

MOVED by Joe Fiorante, seconded by Natalia Marriott that the Report from the Treasurer as of November 30, 2019 be received.

By Unanimous consent, the Motion was declared

CARRIED

**9. Unfinished Business & Matters Arising Out of Minutes**

**9a) CPIC Subcommittee Membership List**

The Chair indicated that each Member is to be on at least one subcommittee, and to let the Chair know if they would like to be added. Subcommittee Chairs will start calling meetings starting in January.

**9b) CPIC Logo Refresh**

MOVED by Gus Gikas, seconded by Ben Xavier that CPIC adopt the new logo as presented with colour to be confirmed before the next meeting. Communications staff will provide colour pallets in early January to the Chair.

**10 Notices of Motion**

Joe Fiorante assumed the Chair

**10a) From J. Del Grande re: School Cash Online**

MOVED by John Del Grande, seconded by Ben Xavier, that Item 10a) be adopted as follows:

WHEREAS: The Board has invested in School Cash Online to facilitate easier payments by parents and for facilitating donations to schools.

WHEREAS: CSPCs are being encouraged to use School Cash Online for their fundraisers.

WHEREAS: Various improvements would provide value to schools and parent councils for expanded and ease of use.

BE IT RESOLVED THAT CPIC recommend to the Director of Education review options in the TCDSB school cash online – system configuration to allow:

- a. Options to specify a fundraiser/event when donating to a School CSPC.
- b. Mandatory entry of a student name when external donations are being made to a school CSPC fundraiser or event.
- c. Proper access for CSPC Chairs to pull reports for activities related to CSPC co-sponsored activities.

MOVED in AMENDMENT by Jennifer DiFrancesco seconded by Geoffrey Feldman that an expert from the Finance Department be invited to the next CPIC meeting to review these items and others CPIC members may solicit from school councils.

The AMENDMENT was declared

CARRIED

The Motion, as amended, was declared

CARRIED

The Meeting continued with John Del Grande in the Chair

## **12. Program/Policy Consultation**

### **12a) Proposed TCDSB Social Media Guideline**

S. Vlahos addressed the Committee to solicit input from Members. Members agreed with proposed naming conventions and registration of active

accounts. Members recommended that staff propose a policy rather than a guideline to enforce compliance and to ensure official social media accounts are linked to a @tcdsb.org email account for continuity purposes.

Communications staff will return a future CPIC meeting when a draft has been prepared after consultations with other stakeholders.

#### **12b) TCDSB Acceptable Use Policy Revision**

B. Shannon addressed the Committee to solicit input from Members on the draft policy as presented. Feedback from Parent Members is due January 22, 2020.

#### **12c) TCDSB Student Information System (SIS) Family Portal Project**

J. Brighton addressed the Committee to solicit input from Members on the Family Portal Project and Trillium System Replacement. Members recommended the survey be re-opened, that additional context be provided to parents on the outcomes expected and that staff investigate single sign on between systems.

#### **12d) TCDSB Catholic Parent Involvement Committee Policy (P.04) Revision**

J. Wujek presented the revised CPIC Policy to the Committee.

MOVED by Jennifer Traer seconded by Natalia Marriott that the policy as presented be referred and recommended from CPIC to the Governance & Policy Committee for approval.

By Unanimous consent, the Motion was declared

CARRIED

The Chair declared a 10-minute recess at 8:50PM

The meeting resumed with John Del Grande in the Chair.

### **13 Subcommittee & Special Committee Reports**

**13a) Proposed CPIC Policy #7: External Event Funding**

MOVED by Gus Gikas seconded by Joe Fiorante that item 13a) be approved and enacted as of January 1, 2020.

By Unanimous consent, the Motion was declared

CARRIED

The Chair will update the policy manual by next meeting.

**15 Reports from TCDSB Board Officials**

**15a[i]) Draft Annual CPIC Metrics Report**

MOVED by Geoffrey Feldman, seconded by Joe Fiorante that item 15a[i] be recommended by CPIC to the Student Achievement Committee of the Board and that the Chair present the CPIC Annual Report as a presentation.

By Unanimous consent, the Motion was declared

CARRIED

**15a[ii] Draft Annual CSPC Metrics Report**

MOVED by Natalia Marriott, seconded by Daniel Oliveria that item 15a[ii] be recommended by CPIC to the Student Achievement Committee of the Board with the added note that 100% of Catholic School Parent Committee's email accounts have been activated for the first time.

By Unanimous consent, the Motion was declared

CARRIED

**15a[iii] Draft Parents Reaching Out (PRO) Grant Report**

MOVED by Isabel Starck, seconded by AJ Hepburn that item 15a[iii] be

recommended by CPIC through the Director to the Student Achievement Committee of the Board with the following amendments:

- a) That no central monies for CPIC-OAPCE be allocated from PRO Grant Funds for this year so that \$41,000 be allocated for Ward/Ward Cluster activities to be locally facilitated by the corresponding CPIC representative and Ward Trustee.
- b) Priority be given to schools identified as EPAN schools
- c) Local schools utilize or have plans for their remaining PIC (Parent Involvement Funds) before PRO grant monies are requested
- d) That all proposed projects be identified and planned by the February CPIC meeting.
- e) That CPIC will consider topping up requests that exceed the available PRO grant allocations per ward/ward cluster.

By Unanimous consent, the Motion was declared

CARRIED

## 20. Adjournment

MOVED by Gus Gikas seconded by Geoffrey Feldman that the meeting be adjourned and that all items not considered be deferred to the next meeting of the Committee.

By Unanimous consent, the Motion was declared

CARRIED

The Meeting adjourned at 10:45PM



CPIC SECRETARY



CPIC CHAIR





Ontario Catholic School  
Trustees' Association

## Nomination Form for OCSTA President – May 2020

**Moved by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**Seconded by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**That:**

\_\_\_\_\_

*(print nominee's name)*

\_\_\_\_\_

*(board)*

**be nominated for the position of OCSTA President for the period May 2020 to the conclusion of the 2022 AGM & Conference.**

I, \_\_\_\_\_ **consent to stand for**  
*(signature of nominee)*

**election to the above position.**

### **Appointed Scrutineer/Observer (Optional)**

*Each candidate for election of the OCSTA Board of Directors and CCSTA have the option to appoint 1 scrutineer/observer to be present during the counting of votes at the Annual General Meeting. The appointed scrutineers will remain sequestered until the delivery of the Report of the Returning Officer.*

\_\_\_\_\_

*(name)*

\_\_\_\_\_

*(board)*

**Deadline:** April 9, 2020 – 9:00 a.m. EST

Please submit completed form along with biographical profile and photo (8 1/2 X 11) to  
Connie Araujo-De Melo – [cdemelo@ocsta.on.ca](mailto:cdemelo@ocsta.on.ca).

*Attachment – OCSTA Board of Directors – Roles and Responsibilities*



## Ontario Catholic School Trustees' Association

### **OCSTA Board of Directors – Roles and Responsibilities**

OCSTA is a Not-For-Profit Corporation and is subject to the  
**Not-For-Profit Corporations Act**

The Board of Directors is the major decision-making body of the Association. This group manages the affairs of the Associations and consists of:

3 Table Officers: President, Vice President, Past President  
15 Regional Directors  
Executive Director  
Chaplain  
ACBO Liaison to OCSTA

Regional Directors and Table Officers are elected at the Annual General Meeting.

#### **The Board of Directors**

- Serves as the principal source of policy and political direction for the Association between Annual General Meetings.
- Approves amendments to the Constitution and By-Law which are then taken to the membership for approval at an AGM.
- Approves the annual Association budget and establishes membership and service fees.
- Selects OCSTA Award recipients.
- Establishes ad-hoc Work Groups, as required.
- Other responsibilities as adopted by the Board of Directors.

#### **Board of Directors' Meetings**

- 6 times per year (September, December, February, April (2), and June.
- May be called by the President at others times.
- Shall be convened by the Executive Director upon direction in writing of five Directors.

#### **Committee Meetings**

- There are currently 5 Standing Committees.
- OCSTA Regional Directors are required to sit on 2 of these committees.
- Committees meet approximately 3-6 times per year.
- Ad Hoc Committees may be established, as needed.

## Regional Directors

- Know and understand:
  - the issues currently under discussion at OCSTA;
  - the position of OCSTA on these issues; and
  - the position of boards (within their region) on these issues.
- Know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- Engage and participate in meetings and Association events.
- Seek input and views from their respective regions and bring forward issues to the Board of Directors.
- Help to build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
- Keep boards and trustees in their regions aware of OCSTA issues and initiatives, sharing available reports and position papers, as appropriate.
- Enhance communication between the Boards they represent and OCSTA by:
  - providing on a regular basis to boards in their regions, a report on OCSTA Board of Directors' meetings
  - encouraging boards to respond to OCSTA issues and discussion papers.
- Ensure that OCSTA is kept informed of important issues, events and needs of boards in their region.
- Respect and protect the confidentiality of matters discussed at the OCSTA board

## Table Officers

### The Role of the President

- Presides at all general meetings of the Association and at meetings of the Board of Directors
- Has general supervision of OCSTA's affairs
- Is an ex-officio member of all committees
- Is the official spokesperson for OCSTA

### The Role of the Vice President

- Presides at meetings of the Board of Directors in the absence of the President.
- Represents the Association in place of the President, as required.
- Any other duties, as determined by the President.

### The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important role for the current President and the board.

### **Mission Statement**

*Inspired by the Gospel, OCSTA provides leadership, service, and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.*

November 21, 2018



Ontario Catholic School  
Trustees' Association

**Nomination Form for OCSTA Vice President – May 2020**

**Moved by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**Seconded by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**That:**

\_\_\_\_\_

*(print nominee's name)*

\_\_\_\_\_

*(board)*

**be nominated for the position of OCSTA Vice President for the period May 2020 to the conclusion of the 2022 AGM & Conference.**

I, \_\_\_\_\_ **consent to stand for**  
*(signature of nominee)*

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November 21, 2018