

# TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING Public Session

**AGENDA**  
**April 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

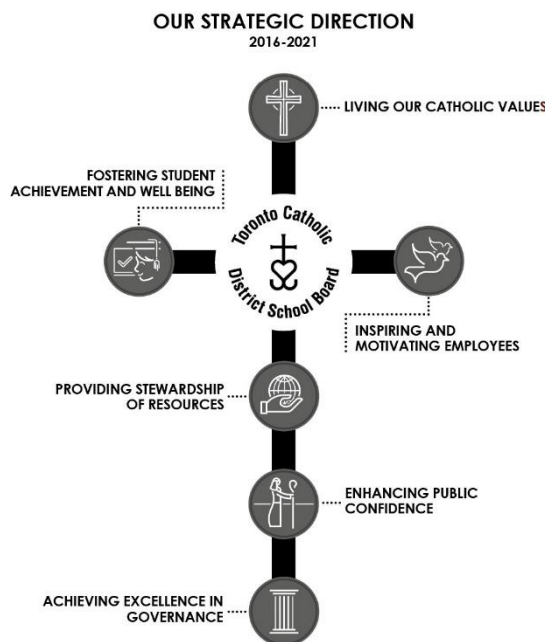
**Ida Li Preti**  
Trustee Ward 3

**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**

**Assistant Recording Secretary: Sarah Pellegrini, 416-222-8282 Ext. 2207**

**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, April 23, 2020  
7:00 P.M.

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	Pages
1. Call to Order	
2. Memorials and Opening Prayer	
3. Singing of O Canada	
4. Roll Call & Apologies	
5. Approval of the Agenda	
6. Reports from Private Session	
7. Notices of Motions	
8. Declarations of Interest	
9. Approval and Signing of Minutes of the Previous Meetings	
9.a Special Board (Student Achievement) Held March 5, 2020	1 - 8
9.b Special Board (Corporate Services) Held March 12, 2020	9 - 17
9.c Corporate Services Committee Held March 12, 2020	18 - 54

10. Presentations

10.a From the Chair of the Board

10.b From the Director of Education

10.c From the Student Trustee(s)

11. Delegations

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

13. Consent and Review

14. Unfinished Business from Previous Meetings

15. Matters recommended by Standing Committees of the Board

16. Matters recommended by Statutory Committees of the Board

16.a Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting Held - (To Be Distributed)

16.b Approved Minutes of the Catholic Parent Involvement Committee (CPIC) Held - Nil

17. Matters referred/deferred from Committees/Board

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

18.a Toronto Catholic District School Board's Response to the COVID-19 Pandemic 78 - 124

18.b Catholic School Parent Council (CSPC) Meeting Plan During School Pandemic Closure 2020 125 - 128

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

19.a Annual Portable Plan and Other Accommodation Needs 2020-2021 129 - 138

19.b	Monthly Procurement Approvals	139 - 168
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	169 - 170
23.b	Annual Report	171 - 175
24.	Closing Prayer	
25.	Adjournment	

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

**HELD THURSDAY, MARCH 5, 2020**

### **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 – via Teleconference  
N. Di Pasquale  
A. Kennedy  
I. Li Preti  
J. Martino  
M. Rizzo

##### **Student Trustees:**

T. Dallin  
K. Nguyen

##### **Staff:**

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

P. De Cock  
L. Di Marco  
M. Eldridge  
N. D'Avella  
C. Fernandes  
G. Iuliano Marrello  
L. Maselli-Jackman  
J. Shanahan  
S. Vlahos  
J. Wujek

S. Harris, Recording Secretary  
S. Pellegrini, Assistant Recording Secretary

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

## **1. Declarations of Interest**

There were none in PUBLIC Session.

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

MOVED by Trustee Martino, seconded by Trustee de Domenico, that all Items discussed in PUBLIC Session be approved.

Results of the Vote taken, as follows:

### **In Favour**

### **Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande

Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**(PUBLIC Session Minutes Distributed at the April 2, 2020 Student  
Achievement and Wellbeing Committee Meeting)**

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

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

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

The Motion was declared

CARRIED

**PRESENT: (Following PRIVATE Session)**

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

**1. Declarations of Interest**

There were none in PRIVATE Session

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

MOVED by Trustee Martino, seconded by Trustee Tanuan, that all Items discussed in PRIVATE Session be approved.



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  
Tanuan

The Motion was declared

CARRIED

Trustee Rizzo returned to the table at 10:55 pm.

**(PRIVATE Session Minutes Distributed at the April 2, 2020 Student  
Achievement and Wellbeing Committee Meeting)**

MOVED by Trustee Kennedy, seconded by Trustee Li Preti, that the meeting resolve into TRIPLE PRIVATE Session.

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

**PRESENT: (Following TRIPLE PRIVATE Session)**

**Trustees:**

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

## **1. Declarations of Interest**

There were none in TRIPLE PRIVATE Session.

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

MOVED by Trustee Martino, seconded by Trustee Kennedy, that all Items discussed in TRIPLE PRIVATE Session be approved.

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

**(TRIPLE PRIVATE Session Minutes Will Be Distributed at a Later Date)**

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

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

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

The Motion was declared

CARRIED

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SECRETARY

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CHAIR

## OUR MISSION

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

**HELD THURSDAY, MARCH 12, 2020**

## **Corporate Services**

### **Trustees:**

M. Del Grande, Chair  
N. Crawford, Vice Chair  
M. de Domenico  
D. Di Giorgio  
N. Di Pasquale  
A. Kennedy  
I. Li Preti  
T. Lubinski  
J. Martino  
M. Rizzo  
G. Tanuan – via Teleconference

### **Student Trustees:**

T. Dallin  
K. Nguyen

### **Staff:**

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

D. Friesen  
M. Loberto

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

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

**4. Roll Call and Apologies**

Trustee D'Amico was absent.

**7. Declarations of Interest**

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

16a) 2020-21 Budget Setting Plan and Consultation – Trustees Del Grande and Kennedy; and

16f) Toronto Student Transportation Group: Annual Report 2018-19 -  
Trustee Kennedy

Trustees Del Grande and Kennedy 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 Session were deemed presented.

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that the Items discussed in PUBLIC Session be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**(PUBLIC Session Minutes Distributed  
at the April 23, 2020 Regular Board Meeting)**

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that the meeting resolved back into Corporate Services, Strategic Planning and Property Committee meeting.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**PRESENT: (Following PRIVATE Session)**

**Trustees:** N. Crawford, Acting Chair  
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 – via Teleconference

**4. Roll Call and Apologies**

Trustee D'Amico was absent.

**7. Declarations of Interest**

In PRIVATE Session, Trustees Del Grande and Kennedy declared an interest in an Item as they have family members who are employees of the Board. Trustees Del Grande and Kennedy did not participate in discussions nor vote on that Item.

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

MOVED by Trustee Martino, seconded by Trustee Kennedy, that the Items discussed in PRIVATE Session be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

Rizzo  
Tanuan

The Motion was declared

CARRIED

**(PRIVATE Session Minutes Distributed  
at the April 23, 2020 Regular Board Meeting)**

MOVED by Trustee Kennedy, seconded by Trustee Martino, that the meeting resolve into Corporate Services, Strategic Planning and Property Committee DOUBLE PRIVATE Session.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**PRESENT: (Following DOUBLE PRIVATE Session)**

**Trustees:** N. Crawford, Acting Chair  
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 – via Teleconference

**7. Declarations of Interest**

Trustee Rizzo declared an interest in an Item in DOUBLE PRIVATE Session due to her personal involvement. Trustee Rizzo did not vote on that Item.

Trustees Del Grande and Kennedy also declared an interest in an Item in DOUBLE PRIVATE Session as they have family members who are employees of the Board. The Item, however, was not discussed.

MOVED by Trustee Martino, seconded by Trustee Kennedy, that the Item dealt with in DOUBLE PRIVATE Session be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**(DOUBLE PRIVATE Session Minutes – Will be distributed at a later date)**

MOVED by Trustee Martino, seconded by Trustee Kennedy, that the meeting resolve 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

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SECRETARY

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CHAIR

### OUR MISSION

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## **MINUTES OF THE REGULAR MEETING OF THE CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE PUBLIC SESSION**

**HELD THURSDAY, MARCH 12, 2020**

### **PRESENT:**

#### **Trustees:**

M. Del Grande, Chair  
N. Crawford, Vice Chair  
M. de Domenico  
D. Di Giorgio  
N. Di Pasquale  
A. Kennedy  
I. Li Preti  
T. Lubinski  
J. Martino  
M. Rizzo  
G. Tanuan – via Teleconference

#### **Student Trustees:**

T. Dallin  
K. Nguyen

#### **Staff:**

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

M. Farrell  
D. Friesen  
M. Loberto

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

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

#### **4. Roll Call and Apologies**

Trustee D'Amico was absent.

#### **5. Approval of the Agenda**

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that the Agenda, as amended to include the reordering of Items 16f) Toronto Student Transportation Group: Annual Report 2018-19; and 16h) Student Transportation - Stock West Service Delivery Update after Item 10a) Presentation: Toronto Transportation Consortium Group Annual Report – Kevin Hodgkinson, General Manager; and the addition of Item 18a) Inquiry from Trustee Crawford regarding the Impact on Activities due to the two-week closure following the March Break, be approved.

Results of the Vote taken, as follows:

#### **In favour**

#### **Opposed**

Trustees Crawford  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski

Martino  
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Martino, that the Addendum be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo

The Motion was declared

CARRIED



## 6. **Report from Private Session**

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that the Items discussed in PRIVATE Session be approved.

Results of the Vote taken, as follows:

### **In favour**

### **Opposed**

Trustees Crawford  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo

The Motion was declared

CARRIED

## 7. **Declarations of Interest**

Trustees Del Grande and Kennedy declared an interest in an Item in PRIVATE Session.

Trustee Del Grande, Kennedy and Rizzo declared an interest in Items in DOUBLE PRIVATE Session.

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

16a) 2020-21 Budget Setting Plan and Consultation – Trustees Del Grande and Kennedy; and

16f) Toronto Student Transportation Group: Annual Report 2018-19 - Trustee Kennedy

Trustees Del Grande and Kennedy indicated that they would neither vote nor participate in the discussions regarding those Items.

## **8. Approval and Signing of the Minutes of the Previous Meeting**

MOVED by Trustee Di Pasquale, seconded by Trustee Di Giorgio, that the Minutes of the Meeting held February 13, 2020 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

### **In favour**

### **Opposed**

Trustees Crawford  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo

The Motion was declared

**CARRIED**

Trustee Tanuan joined the meeting via Teleconference at 7:25 pm.

## **10. Presentation**

MOVED by Trustee Martino, seconded by Trustee Rizzo, that Item 10a) be adopted as follows:

### **10a) Toronto Transportation Consortium Group Annual Report – Kevin Hodgkinson, General Manager received.**

Results of the Vote taken, as follows:

#### **In favour**

#### **Opposed**

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

The Motion was declared

**CARRIED**

Trustee Kennedy left the table at 8:04 pm, due to a Declaration of Interest in Item 16f), as earlier indicated.

## 16. Staff Reports

MOVED by Trustee Di Pasquale, seconded by Trustee Martino, that Item 16f) be adopted as follows:

### 16f) **Toronto Student Transportation Group: Annual Report 2018-19** received.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee de Domenico, that:

WHEREAS: The Toronto Catholic District School Board (TCDSB) Policy S.T.01 Transportation stipulates that transportation can be provided for students residing more than 1.5km from a school;

WHEREAS: The Board has approved, beginning in September 2020, changing the student transportation distance eligibility from 1.5km to 1.6km to have the same eligibility criteria as the Toronto District School Board (TDSB);

WHEREAS: There are typically several TDSB schools located in the same geographic area as one TCDSB school, and as such, TCDSB students have a much greater distance to travel than those students attending TDSB schools;

WHEREAS: Due to the fewer number of Catholic schools and the distance between TCDSB schools, parents rely heavily upon school bus transportation; and

WHEREAS: It is imperative that the TCDSB provide transportation services to ensure that its schools remain accessible to Catholic families and maintain Catholic student enrolment.

BE IT RESOLVED THAT: The TCDSB maintain the current 1.5km distance eligibility criteria as currently specified in Policy S.T.01.

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

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The AMENDMENT was declared

CARRIED

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

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Li Preti  
Lubinski  
Martino

Rizzo  
Tanuan

The Motion, as amended, was declared

CARRIED

Trustee Kennedy returned to the table at 8:10 pm.

MOVED by Trustee Martino, seconded by Trustee Di Pasquale, that Item 16h) be adopted as follows:

**16h) Student Transportation - Stock West Service Delivery Update** received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**11. Notice of Motion**

**11a) From Trustee Kennedy regarding Attendance Boundary Review for St Catherine's Catholic Elementary School** will be considered at the April 16, 2020 Corporate Services, Strategic Planning and Property Committee Meeting.

WHEREAS: St Catherine Catholic School Parent Council (CSPC) has requested that an Attendance Boundary Review be undertaken as per Attendance Boundary Review Policy SA.03;

WHEREAS: St Catherine Catholic Elementary School has excess capacity and therefore could increase their enrollment;

WHEREAS: Some consideration of adjustments, solutions to existing boundaries may help to increase enrollment;

WHEREAS: Program offerings at St Catherine Catholic Elementary School could be positively affected by increasing student enrollment;

WHEREAS: Bus routes for surrounding schools have been the determining factor on student enrollment; and

WHEREAS: Some surrounding schools have excess enrollment and too little capacity.

THEREFORE BE IT RESOLVED THAT: The Board of Trustees approve an Attendance Boundary Review for St Catherine Catholic Elementary School as per Policy SA.03 Elementary Admissions and Placement Policy; and

THEREFORE BE IT RESOLVED THAT: The Director of Education bring a report to Board outlining the details of an Attendance Boundary Review for St Catherine Catholic Elementary School.

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

The Chair declared a five-minute recess.

The meeting resumed with Trustee Del Grande in the Chair.

The attendance list remained unchanged.

MOVED by Trustee Rizzo, seconded by Trustee Li Preti, that Item 12a) be adopted as follows:

**12a) From Trustee Rizzo regarding Preventing the Spread of COVID-19 that:**

WHEREAS: COVID-19 is a respiratory illness caused by a new virus;

WHEREAS: There is currently no vaccine to protect against COVID-19;

WHEREAS: Stopping the transmission (spread) of the virus through everyday practices is the best way to keep people healthy;

WHEREAS: Toronto Catholic District School Board (TCDSB) needs to be prepared for the possibility of school community outbreaks;

WHEREAS: TCDSB must be ready in the event COVID-19 appears in school communities;

WHEREAS: TCDSB can take steps to help stop or slow the spread of respiratory infectious diseases, including COVID-19;

WHEREAS: Virus transmission in a school/childcare setting widens as students/children may be less compliant with effective hand hygiene;

WHEREAS: Students socialize with their peers in a way that may increase transmission;

WHEREAS: TCDSB must prepare to prevent the spread of COVID-19 among students and staff;



WHEREAS: Keeping the school community informed with accurate information can counter the spread of misinformation and reduce the potential for fear and stigma; and

WHEREAS: TCDSB engages in many regular and special school masses, assemblies and events.

THEREFORE BE IT RESOLVED: That the Director of Education be directed to implement emergency operation plans in accordance with Toronto Public Health, the Ministry of Health and Health Canada;

BE IT FURTHER RESOLVED: That the Director of Education design plans to minimize disruption to teaching and learning, including remote learning options such as online education strategies and radio broadcasts of academic content and access to essential services for all children;

BE IT FURTHER RESOLVED: That the Director of Education design plans to protect the health and safety of students and staff, and that those plans should also include necessary steps for the eventual safe reopening of schools should TCDSB close them;

BE IT FURTHER RESOLVED: That the Director of Education appoint senior staff member to consult with our Union partners through the Joint Health and Safety Committees;

BE IT FURTHER RESOLVED: That TCDSB establish preventive plans and actions be taken to prevent the spread of germs in schools/childcare centres and in work places that include staying home when sick, covering coughs and sneeze, and also providing students, staff and parents with information about how to protect themselves, promoting best handwashing and hygiene practices and providing hygiene supplies;

BE IT FURTHER RESOLVED: That TCDSB continue to share and relay information from Toronto Public Health, Ministry of Health and Health Canada to parents, staff and stakeholders to help protect school communities;

BE IT FURTHER RESOLVED: That TCDSB disseminate DIRECT information from Toronto Public Health, Ministry of Health and Health

Canada to school communities about COVID-19 potential transmission to students and staff;

**BE IT FURTHER RESOLVED:** That TCDSB institute enhanced cleaning and disinfecting procedures in school building, childcare centres and offices, especially water and sanitation facilities and where possible, increase airflow and ventilation;

**BE IT FURTHER RESOLVED:** That frequently touched surfaces (e.g., doorknobs, light switches, desks, computers) be disinfected on a daily basis;

**BE IT FURTHER RESOLVED:** That disposable wipes be provided and available to school communities so that commonly used surfaces (e.g., keyboards, desks, shelves, lockers, cubbies) can be wiped down by students and staff;

**BE IT FURTHER RESOLVED:** That in addition to existing sinks, that hand-sanitizing stations be installed (e.g. wall mounted hand sanitizer dispensers) and provide tissues, waste receptacles to school communities;

**BE IT FURTHER RESOLVED:** That TCDSB provide information on hand-washing strategies including washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least seventy percent (70%) alcohol if soap and water are not available;

**BE IT FURTHER RESOLVED:** That TCDSB develop a communication plan to regularly provide accurate and timely information to school communities including parents;

**BE IT FURTHER RESOLVED:** That TCDSB strongly discourage "food sharing" in school/childcare settings to support the efforts of reducing virus transmission between students/ children;

**BE IT FURTHER RESOLVED:** That TCDSB follow Preventative Measures in Place Suggested Pulpit Bulletin Announcement by Archdiocese of Toronto and refrain from shaking hands – simple bow, nod or “peace be with you” to neighbour is appropriate. Parishes offering communion forego distribution of the Precious Blood from Chalice, and Parishes ensure that

those distributing communion wash hands before and after the distribution of communion;

BE IT FURTHER RESOLVED: That the Province of Ontario and the Government of Canada be requested to cover all additional costs associated with preventing the spread of COVID-19 in TCDSB Board/school communities;

BE IT FURTHER RESOLVED: That ALL TCDSB Schools for the 2019-2020 do away with Perfect Attendance Awards;

BE IT FURTHER RESOLVED: That if funds are unavailable from other sources, that reserve funds be used in an amount not to exceed \$1 million in this school year;

BE IT FURTHER RESOLVED: That the Director of Education prepare ongoing update reports to Board outlining actions taken and any recommendations for consideration as required;

BE IT FURTHER RESOLVED: That immediate plans to upgrade sinks in older schools be made as soon as possible;

BE IT FURTHER RESOLVED: That soap be stocked as required; and

BE IT FURTHER RESOLVED: That there be a halt to communion at school masses.

The Chair ruled that Trustee Rizzo had exceeded her time limit based on *Article 12.5 Time Limit on Speakers: No member shall speak more than once, or for longer than three (3) minutes, on the same motion without the leave of the Meeting, except that the mover of the main motion may, subject to the provisions of Article 12.4 and 12.6, have an additional two (2) minutes to reply.*

Trustee Rizzo challenged the Chair.

Results of the Vote taken regarding the Chair's Ruling, as follows:

**In favour**

**Opposed**

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

Di Pasquale  
Li Preti  
Rizzo

The Chair's Ruling was upheld.

MOVED by Trustee Tanuan, seconded by Trustee Lubinski, that the Prevention of COVID-19 motion be committed to the next Board Meeting for a comprehensive update presentation on the TCDSB Pandemic Emergency Plan specifically addressing all the COVID-19 issues of the subject motion and amendments including additional items not addressed.

The Chair ruled the Motion out of order.

MOVED in AMENDMENT by Trustee de Domenico, seconded by Trustee Martino, that:

WHEREAS: The Board of Trustees has meetings scheduled for March and April where Trustees meet at the Catholic Education Center (CEC); and

WHEREAS: In order to reduce the exposure to COVID-19, the Board should not meet in person.

BE IT RESOLVED THAT: The Board of Trustees conduct meetings online by telephone or video conferencing until such time as the COVID-19 pandemic is under control in Toronto; and

BE IT RESOLVED THAT: Chief Information Officer, Steve Camacho advise the Board as quickly as possible how his department can facilitate electronic meeting.

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

**In favour**

**Opposed**

Trustees Crawford  
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 on the Motion, as amended, as follows:

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Del Grande

Di Giorgio  
 Di Pasquale  
 Kennedy  
 Li Preti  
 Lubinski  
 Martino  
 Rizzo  
 Tanuan

The Motion, as amended, was declared

CARRIED

## **12. Consent and Review**

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

- 16a) 2020-21 Budget Setting Plan and Consultation – Trustee Di Pasquale;
- 16b) 2020-21 - 2022-23 Consensus Enrolment Projections – Trustee Rizzo;
- 16c) Monthly Procurement Approvals; and
- 16i) Monthly Procurement Approvals – Addendum 1 – Trustee Di Giorgio
- 16d) Delegation of Authority for Approval of Loretto Abbey Contract Award – Trustee Di Giorgio;
- 16e) City of Toronto Site Plan Coordinator Contract Extension – Trustee Rizzo; and
- 17a) Communication from John Del Grande, Catholic Parent Involvement Committee (CPIC) Chair, regarding 2020-2021 Budget Setting Plan and Consultation

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that the Item not held be received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**ITEM NOT HELD AS CAPTURED IN ABOVE MOTION**

**16g) Senator O'Connor Estate Building Update**

**16. Staff Reports**

MOVED by Trustee Di Pasquale, seconded by Trustee Di Giorgio, that Item 16a) be adopted as follows:

**16a) 2020-21 Budget Setting Plan and Consultation received.**

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Di Giorgio, that the Staff Recommendations include the following as Item 1: That staff consult with Catholic Parent Involvement Committee (CPIC) and Ontario Association of Parents in Catholic Education (OAPCE) to inform parent consultation format and strategy.

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

**In favour**

**Opposed**

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

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee de Domenico, seconded by Trustee Di Giorgio, that:

WHEREAS: The 2018-2019 TCDSB Budget approved amending the student transportation eligibility distance criteria from 1.5 km to 1.6 km, with the change coming into effect in September 2020;



WHEREAS: The 2020-2021 TCDSB budget includes a \$200,000 costs savings as a result of the change in distance eligibility;

WHEREAS: This change has the potential to remove bussing from 1,000 students attending TCDSB schools;

WHEREAS: Many families cannot arrange suitable transportation and this will therefore cause undue hardship to our families;

WHEREAS: The savings in the proposed distance criteria change to 1.6 km is a small savings across the entire Board, and the loss of only 20 students to our system because of the 1.6 km distance change will nullify any possible savings; and

WHEREAS: Students who would have been removed by the 1.6 km distance may apply for an empty seat on an existing route, this is not guaranteed and is not something parents can rely on.

BE IT RESOLVED: That the Board rescind the approved amendment to the student transportation distance eligibility criteria, and that the \$200,000 in savings associated with this change be removed from the 2020-2021 TCDSB Budget.

Trustee Del Grande relinquished the Chair to Trustee Crawford.

Trustees Del Grande and Kennedy left the horseshoe at 9:18 pm due to a Declaration of Interest, as earlier indicated.

Trustee Lubinski left the horseshoe at 9:37 pm.

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

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Giorgio  
Di Pasquale

Li Preti  
Rizzo

Martino  
Tanuan

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Di Giorgio, seconded by Trustee Martino:

2. That the budget setting framework and community consultation plan for 2020-21 budget be approved; and
3. That staff present the finalized budget estimates for 2020-21, which will be reflective of the Community Consultation and feedback received at various Committee meetings, and finally to the Board of Trustees at the Corporate Services, Strategic Planning and Property Committee Meeting scheduled for June 9, 2020.

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

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Giorgio  
Di Pasquale  
Li Preti  
Martino  
Rizzo  
Tanuan

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Di Giorgio, seconded by Trustee Rizzo, that:

WHEREAS: The TCDSB spent \$3.3m on agent commissions for the recruitment of international students for the 2019-2020 school year.

BE IT RESOLVED THAT: Funds spent on the recruitment of international students and the corresponding enrolment over the past five years be presented to the Board of Trustees at the May 14, 2020 Corporate Services, Strategic Planning and Property Committee Meeting.

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

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Giorgio  
Di Pasquale  
Li Preti  
Martino  
Rizzo  
Tanuan

The AMENDMENT was declared

CARRIED

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

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Giorgio  
Di Pasquale  
Li Preti  
Martino  
Rizzo  
Tanuan

The Motion, as amended, was declared

CARRIED

Trustees Del Grande and Kennedy returned to the horseshoe at 9:46 pm.

Trustee Del Grande reassumed the Chair.

Trustee Crawford left the horseshoe at 9:47 pm.

MOVED by Trustee Rizzo, seconded by Trustee Di Giorgio, that Item 16b) be adopted as follows:

- 16b) 2020-21 - 2022-23 Consensus Enrolment Projections** that the consensus enrolment projections, as summarized below, for the 2020-21 to 2022-2023 school years be approved for staffing, budgetary purposes Ministry of Education reporting requirements.

<b>TCDSB Current &amp; Projected Enrolment (ADE)</b>				
<b>Year</b>	<b>2019 (Current)</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Elementary</b>	<b>62,950</b>	<b>63,057</b>	<b>62,986</b>	<b>62,940</b>
<b>Secondary.</b>	<b>28,573</b>	<b>28,167</b>	<b>28,172</b>	<b>28,197</b>
<b>Total</b>	<b>91,523</b>	<b>91,224</b>	<b>91,158</b>	<b>91,137</b>
<b>Annual Change</b>	<b>-</b>	<b>-299</b>	<b>-66</b>	<b>-21</b>

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Martino  
Rizzo

The Motion was declared

**CARRIED**

Trustee Tanuan did not vote/respond via Teleconference.

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

- 16c) Monthly Procurement Approvals** that the Board of Trustees approve all procurement activities/awards listed in Appendix A of the Report.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees de Domenico  
 Del Grande  
 Di Giorgio  
 Di Pasquale  
 Kennedy  
 Li Preti  
 Martino  
 Rizzo

The Motion was declared

CARRIED

Trustee Tanuan did not vote/respond via Teleconference.

Trustee Lubinski returned to the horseshoe at 9:50 pm.

Trustee Crawford returned to the horseshoe at 9:52 pm.

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

**16d) Delegation of Authority for Approval of Loretto Abbey Contract Award:**

1. That the Board delegate authority to the Director of Education or designate (Chief Financial Officer) to approve the tender award for the heating system replacement at Loretto Abbey within the approved project budget; and
2. That should the tender award exceed the project budget, a Special Board meeting by teleconference be scheduled for the week of April

27, 2020 to obtain approval for a Budget increase and approval of the tender award.

Results of the Vote taken, as follows:

<u><b>In favour</b></u>	<u><b>Opposed</b></u>
Trustees Crawford	Di Giorgio
de Domenico	Lubinski
Del Grande	
Di Pasquale	
Kennedy	
Li Preti	
Martino	
Rizzo	
Tanuan	

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Di Giorgio, that Item 16e) be adopted as follows:

- 16e) City of Toronto Site Plan Coordinator Contract Extension** that the Item be deferred to the Budget-setting process.

Results of the Vote taken, as follows:

<u><b>In favour</b></u>	<u><b>Opposed</b></u>
Trustees Martino	Crawford
Rizzo	de Domenico

Del Grande  
 Di Giorgio  
 Di Pasquale  
 Kennedy  
 Li Preti  
 Lubinski  
 Tanuan

The Motion was declared

LOST

MOVED by Trustee Di Giorgio, seconded by Trustee Rizzo, that the agreement with the City of Toronto for the Site Plan Application Coordinator be extended for the period of March 2020 through to the end of February 2022, at an estimated cost of \$261,919, plus escalation. Funding is available from Capital Priorities funding allocated through each Capital Project.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

Li Preti  
 Martino  
 Rizzo



The Motion was declared

CARRIED

MOVED by Trustee Di Giorgio, seconded by Trustee Di Pasquale, that Item 16i) be adopted as follows:

**16i) *Monthly Procurement Approvals – Addendum 1*** received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**17. Listing of Communications**

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

- 17a) From John Del Grande, Catholic Parent Involvement Committee (CPIC) Chair, regarding 2020-2021 Budget Setting Plan and Consultation received.**

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**18. Inquiries and Miscellaneous**

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that Item 18a) be adopted as follows:

- 18a) From Trustee Crawford regarding the Impact on Activities due to the two-week closure following the March Break received.**

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**19. Updating of the Pending Lists**

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that Item 19a) be adopted as follows:

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

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

MOVED by Trustee Martino, seconded by Trustee Di Pasquale, that Item 19b) be adopted as follows:

- 19b) Monthly Pending List** that the following motion from the February 13, 2020 Corporate Services, Strategic Planning and Property Committee Meeting be reconsidered:

That staff prepare a report for the April 16, 2020 Corporate Services, Strategic Planning and Property Committee Meeting indicating steps to be taken to mitigating the enrolment pressures of St. Andre Catholic School (**Rental of Surplus School Space Policy B.R.01 Annual Reporting Requirement**).

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

Di Giorgio

The Motion was declared

CARRIED

MOVED by Trustee Li Preti, seconded by Trustee Martino, that Item 2 on the Pending List, Report for the April 16, 2020 Corporate Services, Strategic Planning and Property Committee Meeting indicating steps to be taken to mitigating the enrolment pressures of St. Andre Catholic School, be rescinded.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Del Grande

Di Giorgio  
 Di Pasquale  
 Kennedy  
 Li Preti  
 Lubinski  
 Martino  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that the Pending List, as amended, be received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

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

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

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

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

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**PRESENT: (Following PRIVATE and DOUBLE PRIVATE Sessions)**

**Trustees:** N. Crawford, Acting Chair  
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 – via Teleconference

## 21. **Adjournment**

MOVED by Trustee Del Grande, 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  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

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SECRETARY

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

**THURSDAY, MARCH 26, 2020**

**Trustees:**

- J. Martino, Chair – In Person
- 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

**Staff:**

- R. McGuckin
- D. Koenig
- A. Della Mora
- S. Camacho
- P. De Cock
- L. DiMarco
- M. Eldridge
- C. Fernandes

L. Maselli Jackman  
S. Vlahos

S. Harris, Recording Secretary  
S. Pellegrini, Assistant Recording Secretary

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

## **5. Approval of the Agenda**

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that the Agenda, as amended to include the Addendum, Items 7a) *Notice of Motion From Trustee Rizzo regarding Board and Committee Meetings*; 20a) *Verbal Update from Trustee Crawford regarding Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting*; and 22a) *Inquiry from Trustee Kennedy regarding an Update on the recent Transportation Consortium Meeting* and that as a matter of urgency, Item 19a) 2020 - 2021 Preliminary Teacher Staffing Projections be reordered after Item 12a) Consideration of Motion from Trustee Di Pasquale regarding Board Support For Local School Events, 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

**6. Reports from Private Session**

MOVED by Trustee de Domenico, seconded by Trustee Del Grande, that the matter dealt with in PRIVATE Session be approved.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

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

The Motion was declared

CARRIED

## **7. Notices of Motions**

- 7a) From Trustee Rizzo regarding Board and Committee Meetings** will be considered at the April 2, 2020 Student Achievement and Well-Being, Catholic Education and Human Resources Committee Meeting.

WHEREAS: Schools are closed and will remain closed into the foreseeable future;

WHEREAS: Toronto Catholic District School Board (TCDSB) Board and Committee meetings have been scheduled;

WHEREAS: Other Boards have cancelled or rescheduled Committee/Board meetings during this pandemic;

WHEREAS: TCDSB By-laws allow for the Director and Chair to call Board meetings if necessary;

WHEREAS: This is a challenging time in every sector including Education and nothing is business as usual;

WHEREAS: As a community, TCDSB continues to pursue social/physical distancing and encourages work from home when possible to avoid the spread of COVID-19; and

WHEREAS: To further limit the risk of transmission and exposure although the Province of Ontario has amended the Education Act to allow for virtual meetings, but this still puts many employees and some Board members at risk.

BE IT RESOLVED THAT: The TCDSB cancel all regularly scheduled Committee meetings;

BE IT FURTHER RESOLVED THAT: TCDSB continue holding regular Board meetings to deal with urgent matters only;

BE IT FURTHER RESOLVED THAT: Leave be granted to introduce this motion; and

BE IT FURTHER RESOLVED THAT: Debate on this motion be held at the next Student Achievement and Well-Being, Catholic Education and Human Resources Committee meeting on April 2, 2020.

**8. Declarations of Interest**

There were none in PRIVATE and TRIPLE PRIVATE Sessions.

Trustee Del Grande, Kennedy and Rizzo declared an interest in Item 19a) 2020 - 2021 Preliminary Teacher Staffing Projections as they have family members who are employees of the Board. Trustees Del Grande, Kennedy and Rizzo indicated that they would neither participate in discussion regarding that Item nor vote.

**9. Approval and Signing of Minutes of the Previous Meetings**

MOVED by Trustee Di Pasquale, seconded by Trustee de Domenico, that Item 9a) be adopted as follows:

**9a) Special Board (Student Achievement) held February 6, 2020 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

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that Item 9b) be adopted as follows:

**9b) Special Board (Corporate Services) held February 13, 2020 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



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

**9c) Regular Board held February 20, 2020 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

**10. Presentations**

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

**10b) From the Director of Education received.**

Time for business expired.

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that time be extended by 15 minutes, as per Article 12.6, to complete the Item.

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 on the Motion of Receipt, 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 de Domenico, seconded by Trustee Lubinski, that Items 10a) and 10c) be adopted as follows:

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

**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  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**11. Delegations**

MOVED by Trustee de Domenico, seconded by Trustee Rizzo, that Item 11a) be adopted as follows:

- 11a) *Val DiGregorio, President of local 3155, regarding International Language Instructors (Written Submission)*** received.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Rizzo, that the Item be received and referred to staff for a review of the recommendations made by the delegate.

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

Student Trustee Dallin connected at 7:36 pm.

**10. Presentations**

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that Item 10c) Presentation from the Student Trustees be reconsidered.

Results of the Vote taken, as follows:

**In Favour**

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

**Opposed**

Del Grande  
Lubinski  
Martino

The Motion was declared

CARRIED

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

**10c) Presentation 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  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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

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

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, that Item 12a) be adopted as follows:

**12a) From Trustee Di Pasquale regarding Board Support For Local School Events:**

Amendment to Permit Policy to allow for more flexibility in Catholic School Parent Council (CSPC) Fundraising Events

WHEREAS: School fundraisers are vital to the overall learning experience of Toronto Catholic District School Board (TCDSB) students;

WHEREAS: School fundraisers bring our school, parish and local community together to focus on a common goal of raising funds for the betterment of our school community;

WHEREAS: Permits Policy BR.05 was recently amended to add a cap of 20 custodial hours per year of no cost, permitting for school fundraising activity on weekends; and

WHEREAS: One school event for 800 students could end up exhausting all 20 no-cost custodial hours.

THEREFORE BE IT RESOLVED THAT: The policy be amended to allow for a maximum of 35 fully subsidized custodial hours for school fundraising events; and

BE IT FURTHER RESOLVED THAT: The Permits Policy (Policy BR.05) be referred to the next Governance and Policy Committee meeting to revise the policy as set out above.

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

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

Trustees Del Grande, Kennedy and Rizzo left the virtual room at 9:09 pm due to Declaration of Interest in Item 19a), as earlier indicated.

MOVED by Trustee Di Pasquale, seconded by Trustee de Domenico, that Item 19a) be adopted as follows:

- 19a) 2020 - 2021 Preliminary Teacher Staffing Projections** that the Board of Trustees approve the preliminary staffing projections for 2020-2021, as outlined in the Report.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

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

The Motion was declared

CARRIED



Trustees Del Grande, Kennedy and Rizzo returned to the virtual room at 9:19 pm.

### **13. Consent and Review**

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

18a) Creating Awareness About Fetal Alcohol Spectrum Disorder (FASD) and Toronto - Trustee Crawford;

19b) From the Governance and Policy Committee: Update to International Languages Elementary (ILE) Policy S.P.05 - Trustee Di Pasquale; and

19c) From the Governance and Policy Committee: Delegations and Public Participation Policy T.14 - Trustee Li Preti

MOVED by Trustee Li Preti, seconded by Trustee Di Pasquale, that the Items not held be received.

Results of the Vote taken, as follows:

#### **In Favour**

#### **Opposed**

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

The Motion was declared

CARRIED

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

- 15a) Approved Minutes of the Governance and Policy Committee Held February 11, 2020;
- 16b) Approved Minutes of the Catholic Parent Involvement Committee (CPIC) Meeting Held January 20, 2020; and
- 18b) Graduation Statistics for Students with Special Education Needs

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

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

- 18a) Creating Awareness About Fetal Alcohol Spectrum Disorder (FASD) and Toronto Catholic District School Board (TCDSB) Supports** that recommendations and action statements in Sections D and E of the Fetal Alcohol Spectrum Disorder report be implemented, and results be reported annually to the Special Education Advisory Committee (SEAC) and the Board of Trustees in the Accountability Framework for Special Services.

MOVED in AMENDMENT by Trustee Li Preti, seconded by Trustee Crawford, that Special Services staff communicate with Toronto Public Health staff.

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 on the Motion, as amended, 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, as amended, was declared

CARRIED

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

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that Item 19b) be adopted as follows:

**19b) From the Governance and Policy Committee: Update to International Languages Elementary (ILE) Policy S.P.05** that this Item be deferred to the April 23, 2020 Board meeting.

MOVED in AMENDMENT by Trustee Lubinski, seconded by Trustee Di Pasquale, that the deferral of this Item be extended until the health crisis has ended.

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

**In Favour**

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

**Opposed**

Del Grande  
Di Giorgio  
Kennedy  
Li Preti

The AMENDMENT was declared

CARRIED

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

**In Favour**

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

**Opposed**

Del Grande  
Di Giorgio  
Li Preti

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that Item 19c) be adopted as follows:

- 19c) From the Governance and Policy Committee: Delegations and Public Participation Policy T.14** that the Policy be sent out for consultation at an appropriate time once the Education system stabilizes, and that Regulation 23 in the Policy be removed before the Policy goes out for consultation.

Trustee Li Preti requested that the Question be split.

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that the Item be deferred.

Results of the Vote taken on the Motion to Defer, as follows:

**In Favour**

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

**Opposed**

Crawford  
Del Grande  
Kennedy  
Lubinski  
Martino

The Motion to Defer was declared

CARRIED

**20. Reports from External Committees/Organizations**

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

**20a) Verbal Update on Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting - Trustee Crawford received.**

Results of the Vote taken, as follows:

**In Favour**

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

**Opposed**

Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**22. Inquiries and Miscellaneous**

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

**22a) From Trustee Kennedy regarding an Update on the recent Transportation Consortium Meeting 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

**23. Updating of Pending Lists**

MOVED by Trustee de Domenico, seconded by Trustee Lubinski, that Items 23a) and 23b) be adopted as follows:

**23a) Master Pending List and Rolling Calendar** received; and

**23b) Annual Report** 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



**25. Adjournment**

MOVED by Trustee Tanuan, seconded by Trustee D'Amico, 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  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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SECRETARY

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CHAIR



## REPORT TO

## REGULAR BOARD

# TORONTO CATHOLIC DISTRICT SCHOOL BOARD'S RESPONSE TO THE COVID-19 PANDEMIC

*The LORD is my light and my salvation; whom shall I fear? The Lord is the stronghold of my life; of whom shall I be afraid?*

*Psalm 27*

Created, Draft	First Tabling	Review
April 10, 2020	April 23, 2020	<a href="#">Click here to enter a date.</a>

Rory McGuckin, Director of Education

Dan Koenig, Associate Director of Academic Affairs

Nick D'Avella – Superintendent of Equity, Diversity, Indigenous Education, and Community Relations

## INFORMATION REPORT

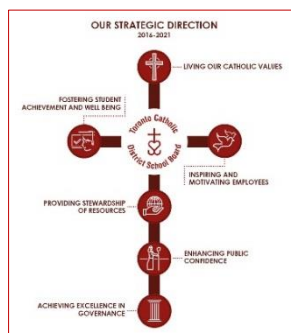
### Vision:

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

### Mission:

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

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



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

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

## A. EXECUTIVE SUMMARY

The Toronto Catholic District School (TCDSB) struck its Pandemic Planning Committee in January to gather information, monitor and assess the then-emerging issues and challenges related to the evolving Coronavirus crisis.

On March 13, 2020, the provincial government ordered a closure of schools until April 4, 2020 as part of a larger social and physical distancing strategy to mitigate the spread of COVID-19. The government subsequently extended the school closure to May 4, 2020, and in an April 14 memorandum, further extended the closure to an unknown date.

To co-ordinate its response to the COVID-19 crisis, the TCDSB created the Emergency Operations Centre (EOC) and two subcommittees: the Academic Emergency Response Team (AERT) and the Business Emergency Response Team (BERT). Aligned with and informed by the Ministry of Education's goals of ensuring continuity of learning and sustaining services, the three interconnected committees formed the Board's integrated decision-making structure.

The work of the EOC and its supporting teams has unfolded in two distinct phases.

### **PHASE 1**

***This is the period between March 13 and April 5. The work focused on:***

- ensuring continuity of faith development;
- gathering information and data to meet system needs related to access to technology for staff and students;
- identifying key mental health and nutrition supports for all TCDSB families and for underserved communities in particular;
- outlining *check-and-connect* protocols and expectations;
- establishing protocols for controlled access-to-schools by staff;
- ensuring adherence to Toronto Public Health (TPH) protocols in the closure of all TCDSB playgrounds, playing fields and sports amenities;
- ensuring critical repairs to facilities are carried out in accordance with government guidelines and TPH safety protocols;
- ensuring collaboration with unions and employee groups in the development of the TCDSB's distance learning plan;

- creating on-line professional learning opportunities and resources for staff in order to build efficacy in the implementation of teacher-led distance learning;
- identifying the essential curriculum for all divisions, grades, and courses;
- ensuring that assessment and evaluation are conducted in a fair, equitable manner in accordance with the principles outlined in *Growing Success*;
- ensuring that graduating students are not adversely impacted in their application to post-secondary institution; and
- ensuring timely communications with staff and stakeholders.

The work of Phase One culminated in the TCDSB's teacher-led distance learning action plan titled, "*A Faith Community of Believers: TCDSB's Distance Learning Implementation Plan*" (**Appendix A**). The plan was developed in consultation with union and employee groups. With its strong focus on equity of access to resources, this comprehensive framework comprises twelve key components designed to ensure teacher-led continuity of learning as well as the maintenance of a variety of essential supports for families.

Throughout Phase One, TCDSB's response was guided by Ministry Guidance Memoranda as well as critical information from the twice-weekly (Tuesdays and Thursdays) Ministry of Education's teleconferences with the directors of education. Information was shared with the EOC, the AERT, and the BERT in daily video conferencing meetings with senior staff, and in turn, with principals in meetings facilitated by field superintendents. Further, the TCDSB was particularly fortunate to have its Director sit as a member of the provincial Continuity of Learning Planning Table charged with advising the Minister on distance learning strategies and approaches.

## **PHASE 2**

***This phase began on April 6, 2020 and is on-going. It is defined by the implementation of the Teacher-led Distance Learning Plan***

The EOC, working in concert with AERT, BERT, and local school administrative staff will continuously monitor the implementation of teacher-led distance learning.

## **B. PURPOSE**

Focusing on the following key areas, this report provides a high-level summary update on key decisions, actions, and outcomes in the TCDSB's response to the COVID-19 crisis:

Report Component
1. Continuity of Religious Education and Faith Formation
2. Review of Committees and Key Decisions
3. Business Continuity Plan
4. A Faith Community of Believers: Distance Learning Implementation Plan
5. Access to Technology and Equity Plan to Provide Devices/Internet
6. Access to Schools/Worksites
7. Principal and Staff Meetings
8. Professional Learning Program for Teacher-Led Distance Learning
9. Continuity of Food/Nutrition Program
10. Commitment to Communication
11. Continuity of Special Education and Mental Health Supports

## **C. BACKGROUND**

The COVID-19 pandemic crisis presents unprecedented challenges for Ontario's Education System and for the TCDSB. With a commitment to sustaining faith development and an adherence to the principles of simplicity, flexibility, compassion, and equity the TCDSB has worked diligently to create and implement a distance learning plan that will ensure continuity of learning for its 90,000 students. The overarching challenge has been transitioning from a face-to-face education system to a virtual, teacher-led distance learning mode of curriculum delivery and assessment.

## D. EVIDENCE/RESEARCH/ANALYSIS

### Continuity of Religious Education and Faith Formation

1. The TCDSB, through the Nurturing Our Catholic Community (NCC) Team, will continue to provide information, curriculum resources, opportunities for worship, faith formation, and faith animation as well as pastoral care supports throughout Phase Two; teacher-led distance learning.
2. The NCC has created a Newsletter, *Nurturing Our Families of Faith*, for staff, students and families, highlighting opportunities for worship through prayer and reflections throughout the liturgical seasons.
3. The NCC, System Chaplaincy, Religious and Family Life Education, and the Catholic Student Leadership Team will ensure timely system communications to all stakeholders to provide information on a variety of initiatives and supports.
4. Guidelines for secondary school chaplains have been developed to support their work in the virtual learning environment.
5. On March 23, 2020, elementary and secondary religious education curriculum resources were provided to support parents and students in the virtual learning environment.
6. In consultation with school boards within the Archdiocese of Toronto, dedicated time, a minimum of 1 hour per week, for Religious and Family Life education has been established for the duration of Phase Two, teacher led-distance learning.
7. There has been an affirmation that all aspects of curriculum are viewed through the lens of faith ensuring that a distinctively Catholic worldview and a faith perspective continue to permeate learning materials and reflect the Ontario Catholic School Graduate Expectations. (Addressed in *A Faith Community of Believers: TCDSB's Distance Learning Implementation Plan*.)
8. Religious Education and faith formation in the virtual learning environment are supported through the provision of sample cross-curricular lessons and daily learning activities that include the Catholic lens.

9. Throughout the distance learning phase, daily reflections and prayers for staff students, and parents are available on the TCDSB Website (NCC homepage).
10. Starting on March 27 weekly liturgies have been broadcasted on-line for all TCDSB stakeholders. On-line broadcasts will continue for the duration of the closure.
11. Student leaders will support faith formation through their bi-weekly “Let’s Talk Faith” broadcasts.

## Review of Committees and Key Decisions

The TCDSB created a three-part decision-making structure consisting of the Emergency Operations Centre (EOC) and two subcommittees: the Academic Emergency Response Team (AERT) and the Business Emergency Response Team (BERT). Cross representation on these committees ensured for the free flow of information so that timely, informed, and fully integrated decisions could be made.

The following chart outlines the constitution of TCDSB’s Emergency Response Committees/Teams and illustrates their interrelationship:



\*EOC was initiated as Phase 2 of the Pandemic Planning Committee, following the declaration of COVID-19 pandemic.



1. Working in concert with one another, these committees convened at least twice weekly with the AERT meeting daily during Phase One as it worked to develop the TCDSB's teacher-led distance learning plan.
2. Between March 19, 2020 and April 9, 2020 COVID-19 response committees undertook to address a broad range of issues, decisions, and actions related to the TCDSB's response to the COVID-19 crisis. These include:
  - i. Supporting the consolidation Board meetings to two a month and the implementation of virtual SEAC meetings;
  - ii. the closure of TCDSB playgrounds and sports field in accordance with Toronto Public Health (TPH) directions;
  - iii. the creation of signage for playgrounds and sports fields to inform of closure;
  - iv. the remuneration of occasional and casual staff during the school closure using an average earning formula;
  - v. the cancellation of April and May excursions and events;
  - vi. the central vetting of all system communications by the Communications Department;
  - vii. the development of an access to schools, the CEC and other TCDSB buildings with protocols designed to ensure safety and mitigate coronavirus transmission;
  - viii. the approval for the plan to purchase the appropriate devices for student use during the closure.
  - ix. the formation of communications to stakeholders and staff on Phase Two, the implementation of the TCDSB's teacher-led distance learning plan;
  - x. the approval of deferral of lease payments; and
  - xi. the approval of virtual budget consultation meetings with stakeholders (staff, CSPCs, OAPCE, and CPIC).
3. Additional details on key decisions, actions, dates, and outcomes related to TCDSB COVID-29 response committees are provided in **Appendix B**.



## **Business Continuity Plan**

1. To ensure the continuity of the essential business of the organization, the TCDSB has developed a Business Continuity Plan.
2. Developed between March 31, 2020 and April 1, 2020 the plan comprises fifteen key business functions including:
  - i. the continuity of payroll to ensure all staff, except daily occasional staff, are paid in accordance with Ministry and Revenue Canada statutes and regulations;
  - ii. the continuation of procurement activities on-line;
  - iii. the continuation of accounting activities on-line resulting in the completion and remote external auditing of Ministry of Education March 31 reporting procedures, paperless transaction processing, and remote access to on-line banking by principals and school secretaries;
  - iv. the continuation of Budget Activities with the issuance of the Budget Consultation Survey and adherence to Ministry of Education deadlines;
  - v. an increase in Service Desk requirements to support the organizations movement to remote operations;
  - vi. the management of the IT infrastructure to support the organization's movement to remote operations;
  - vii. the management of IT systems resulting in the normal operations of SAP, SIS, etc. and facilitating check and connect through the creation of class lists and remote access to data for teachers;
  - viii. a review of all renewal project for urgency and health and safety;
  - ix. a review of all capital projects through on-line meetings to access impact resulting from the non-essential construction order;
  - x. the movement of Planning, Admissions, and Registration to on-line mode, resulting in the placement of Priorities 1 and 2 elementary students and the clearing of wait lists for September 2020;
  - xi. a real estate review, resulting in the deferral of all rental payments for tenants impacted by closures;
  - xii. the cancellation of school permits and an increase in the daily refund threshold to better manage the influx of refund requests;

- xiii. a plan for Transportation to remain on “standby” with provisions for deep cleaning of bus and for drivers to be paid 100% to ensure buses will be ready to resume when schools reopen;
  - xiv. the limited deployment of custodial services on a rotational schedule to conduct walkthrough to ensure grounds are free of debris; and
  - xv. the continuation of limited maintenance services with a focus on ensuring site security and maintenance of critical operations and infrastructures.
3. Additional details on key decisions, actions, dates, and outcomes related to the Business Continuity Plan are provided in **Appendix C**.

## **A Faith Community of Believers: TCDSB’s Distance Learning Implementation Plan**

1. Titled *A Faith Community of Believers: TCDSB’s Distance Learning Implementation Plan*, (Appendix A) was developed in consultation with principals and vice-principals as well as our union partners and other employee groups.
2. As an evolving document, the plan includes direction for Designated Early Childhood Educators (DECEs) and additional information related to Special Services and support for students with special education.
3. The plan was shared on April 3<sup>rd</sup> with CPIC, CSPC, SEAC, Trustees, Ed Council, Principals, VPs and all teachers (Elementary, Secondary and Occasional).
4. Underpinned by Nurturing Our Catholic Community, the framework outlines ten key areas of focus:
  - i. Teacher-Led Distance Learning,
  - ii. Support for Families in Need,
  - iii. Assessment,
  - iv. The Role of School-Based Educational Support Staff,
  - v. Supporting Students with Special Needs,
  - vi. Addressing the Mental Health and Well Being of Students and Staff,
  - vii. Protocols for Distance Learning for Staff and Students,

- viii. Providing Access to Technology for Staff,
- ix. Supports for our English as Second Language Students, and
- x. Professional Learning for Implementing Distance Learning for Staff.

## **Access to Technology and Equity Plan to Provide Devices/Internet**

1. Access to devices and internet service is essential in order for all students to participate fully in teacher-led distance learning and ensure equity of learning outcomes.
2. Recognizing the necessity to support our most vulnerable families, the TCDSB undertook a technology needs assessment.
3. On March 27, parents/guardians of TCDSB students received a request to complete a survey (*TCDSB Parent Consultation – Access to Technology*, with the link <https://www.surveymonkey.com/r/TCDSB-Home-Technology>) regarding technological devices and internet access at home. The aim of this survey was to identify needs within the community to support students in Phase Two of the Teacher-led Distance Learning initiative.
4. Families without devices/internet access were contacted by phone by school staff. A custom student needs app was developed to facilitate contact with each student and assess technology needs.
5. To date the TCDSB has leased 3,000 iPads with LTE service and 3,000 Chromebooks for students who have internet access but do not have a device.
6. On April 14, the process of configuring and shipping devices directly to families and students was started.
7. Teachers who required devices were provided with Cloudbooks from school inventories and supported through IT services.

## **Access to Schools/Worksites**

1. The TCDSB recognized the necessity for access to schools and worksites. In response, protocols were created for the controlled access to schools and worksites.
2. Detailed Protocols were developed by the Academic Emergency Response Team (AERT) and the Business Emergency Response Team (Bert) to ensure the highest possible degree of safety during access to schools and worksite. These protocols were shared with principals and vice-principals, and Facilities personnel.
3. Access to school and worksite protocols were developed with adherence to TPH COVID-19 restrictions and guidelines.
4. On April 2, 2020, principals and vice-principals along with custodial staff accessed schools to prepare devices for pick-up.
5. On April 3, 2020, principals and vice-principals accessed schools to provide devices to teachers, Designated Early Childhood Educators, International Language Instructors, and parents of students with SEA claims. Child care providers were able to retrieve critical documents.
6. On April 7, 2020, principals and vice-principals entered schools to prepare for the pick-up of SEA claim devices and critical items for staff.
7. On April 8, 2020, administrators accessed schools to distribute devices and critical items to teachers, Designated Early Childhood Educators, International Language Instructors, and parents of students with SEA claims.
8. On April 17, 2020, administrators will have access to schools to locate a variety of critical items from a prescribed list and prepare them for pick-up on Monday, April 20, 2020.

## **Principal and Staff Meetings**

1. Throughout Phase One (March 13 to April 5), regular, often daily, virtual principals' meetings, facilitated by field superintendents, ensured principals received timely information and direction with which to lead and engage

teachers and support staff in the implementation of TCDSB's learning continuity plans.

2. Principals' meetings offered school leaders the opportunity to provide input on the development and implementation of the distance learning plan.
3. Key items in principal and staff meetings include:
  - i. the posting and sharing of information from the Ministry of Education to support students and parents in Phase One;
  - ii. the sharing of "Learn at Home" resources with staff
  - iii. the sharing of information and the gathering of input for the implementation of Phase Two: teacher-led distance learning;
  - iv. the sharing of information on strategies and staff expectations for Phase One "check and connect";
  - v. a discussion on a strategy for administrators to check and connect with staff to provide supports as required;
  - vi. a discussion on a strategy for a checking and connecting with vulnerable families in need of supports;
  - vii. the sharing of communications on the cancellation of excursions and events in April and May;
  - viii. the sharing of information and resources for the self-care of our administrators;
  - ix. a discussion and sharing of information on a video conferencing platform for principal and staff meetings;
  - x. a discussion on system readiness and identification of barriers for the implementation of Phase Two; teacher-led distance learning;
  - xi. the provision of principal professional development in preparation for the implementation of distance learning;
  - xii. a discussion outlining the roles of and expectations for support staff;
  - xiii. a discussion to gather input on the parent survey to assess the devices and internet needs of families;
  - xiv. a discussion on copyright and privacy-related issues in the distance learning environment;
  - xv. the sharing of information on TCDSB centrally-prepared resources and activities to support students during the Ministry of Education's "Learn at Home" phase;

- xvi. a discussion on staffing process and timelines in compliance with collective agreements;
  - xvii. a discussion to gather input on the TCDSB's distance learning plan;
  - xviii. a discussion on the use of a Board-approved video conferencing platform for staff meetings;
  - xix. the outlining of processes and protocols for controlled access to schools to retrieve critical learning materials, essential technology for staff, and Special Education Assistive (SEA) for students;
  - xx. a discussion on the use of equity funds and field superintendents' equity reserve funds for the food and nutrition supports of families in need; and
  - xxi. the sharing of information on accessing translation and interpreter services to support families during the closure.
4. Additional details on key decisions, actions, dates, and outcomes related to Principal and Staff Meeting are provided in **Appendix D**.

## **Professional Learning Program for Teacher-led Distance Learning**

1. The TCDSB recognizes the critical importance of professional learning to build administrator and teacher efficacy in the implementation of the teacher-led distance learning.
2. Professional learning opportunities for staff were launched on March 30th, with further learning opportunities announced on April 2<sup>nd</sup> and on an on-going basis thereafter to assist with additional support in understanding virtual learning environment for the implementation of distance learning during Phase 2 (beginning April 6);
3. These professional learning opportunities are offered from both the Ministry and TCDSB.
4. A variety of Ministry of Education Webinars is available at various times.
5. Among the professional learning topics addressed by TCDSB are Working from Home: Privacy & Information Security and Choosing a Digital Learning Platform - D2L (VLE) and Google Classroom.

6. To support professional learning, the Curriculum and Student Success Departments have created a site containing dedicated resources on the effective use of TCDSB-supported on-line learning platforms.
7. All staff are advised of all professional learning opportunities and resources via regular emails from the Curriculum Leadership & Innovation; and Academic Information & Communications Technology Department, and the Student Success Department.

## **Continuity of Food/Nutrition Program**

1. On March 26, the Angel Foundation for Learning (AFL) announced the launch of a student home nutrition initiative – FOOD FOR KIDS!
2. Before the school closure, TCDSB had Student Nutrition Programs (SNPs), supporting 60,000 students in 167 schools (serving over 1.2 million meals per month).
3. AFL secured approval from the Toronto Foundation for Student Success (TFSS), Toronto Public Health (TPH) and the Ministry of Children, Community and Social Services (MCCSS) for the reallocation of funds from the Student Nutrition Program (offered in schools) to support a home nutrition program (FOOD FOR KIDS!)
4. AFL, in collaboration with the Superintendent of Equity, Diversity, Indigenous and Community Relations and supported by the TCDSB Equity-Poverty Action Networks (E-PAN), in distributing food cards (\$50 per student per family) to the neediest students and families in the TCDSB community during the ongoing COVID-19 pandemic.
5. To date, the AFL's FOOD FOR KIDS program has been launched in 4 phases making approximately 15,464, \$50.00-grocery gift cards available to families in 27 schools.
6. Further, food and nutrition supports are provide through the equity fund and the superintendents' equity reserve fund.

## **Commitment to Communication**

1. Clear and timely communications have been central to TCDSB's response to the COVID-19 pandemic crisis. Using all available tools, the Communications department has efficiently and effectively managed communications to all stakeholders amidst evolving and fluid development during the pandemic crisis.
2. Since January, approximately 40 communications have been sent to various stakeholders from the Director, the Associate Director of Academic Affairs and the Superintendent of Human Resources.
3. Communication topics have included COVID-19 information updates, Toronto Public Health notices, learning resources, government announcements, and FAQs.
4. Following AERT and BERT meetings, the Communications Department has sent numerous emails informing the system on such topics as access to learning resources, technology, access to schools, staff supports, and compensations.
5. The TCDSB Website is monitored and regularly updated. It features a dedicated COVID-19 page.
6. On an on-going basis, daily social media content is created to ensure timely access to information including links, key documents, and resources.
7. The Weekly Wrap-up for "Everyone on Exchange" features key COVID-19 updates, staff resources, learning resources for students, information on mental health supports, and a summary of key information for staff, students and families.
8. Weekly Briefing Notes for Trustees have been prepared by the Chief of Communications containing: information on Ministry teleconference with CODE, development from the provincial Learning Continuity Table, updates on TCDSB system responses to the COVID-19 pandemic crisis, and a summary of outgoing communications.



## **Continuity of Special Education and Mental Health Supports**

1. Special Services Central Staff from the various disciplines have been collaborating with Central Curriculum Staff members of the Curriculum Sub-Committee in order to provide teaching and learning accommodations for the daily and weekly online lesson plan suggestions being provided to elementary and secondary teachers.
2. Special Services central staff providing this form of support have included the following: Student Support Response Team (Behaviour) Teachers; Speech and Language Pathologists; Deaf/Hard of Hearing Itinerant Teachers; Autism Support Teachers; Blind/Low Vision Teachers and Orientation/Mobility Specialist Teachers; Care and Treatment (CTCC) Program Teachers; Assistive Technology Teachers (AT Team); Assessment and Programming Teachers (APTs - Elementary); Programming and Assessment Teachers (PATs – Secondary); and a variety of Support Staff including: Child and Youth Workers, Education Assistants (and other classifications of Support Staff who are normally assigned to support students with a variety of Special Education needs).
3. As we continue to progress along the Distance Learning phase continuum, Special Services teaching and support staff will provide assistance to school-based teaching staff with the assessment and evaluation phases of learning.
4. Subject-based, Special Education focused learning materials are provided both on the Sharepoint subject-based resources site for TCDSB educators as well as the public-facing website for parents and students. Those resources are updated regularly.
5. Mental Health supports have been provided to students and families, through the Principal and the School Based Support Learning Team (SBSLT) from the outset of the Learn at Home phase.
6. Check and Connect services as well as more intense counselling or advisory services have been provided to students and families by the following Special Services staff: Psychologists, Social Workers, and Mental Health Professional Workers using an appropriate medium of communication that protects privacy. Alerts made to the appropriate

- school service provider continue to be initiated via the School Based Support Learning Team (SBSLT) to address non-academic, social-emotional student needs that have emerged during the Check and Connect and Check, Connect, and Learning phases of student/family interactions.
7. The TCDSB, School Mental Health Ontario (SMHO), Centre for Child Protection Mental Health resources for TCDSB staff can be located on the Mental Health Sharepoint site; and for parents/students can be easily located on the public-facing website.
  8. Any social-emotional concerns of an emergency nature that have arisen during the Check and Connect or Check, Connect, and Learn phases are referred to 9-1-1 or other appropriate community agency supports as per the regular Board protocols.

## **E. METRICS AND ACCOUNTABILITY**

1. Using research-based practices, the aim of monitoring is to support, validate, mentor and nurture staff through the distance learning phase.
2. The senior team and school administrators will lead and learn in the virtual environment by:
  - a. checking and connecting with staff to provide professional supports validation, and affirmation of efforts;
  - b. continuing to listen and address issues and challenges articulated by staff;
  - c. supporting professional learning for improved efficacy;
  - d. providing support for mental health and well-being;
  - e. leading with an equity frame of reference; and
  - f. leading with calm, compassion, and empathy.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.



## A FAITH COMMUNITY OF BELIEVERS:

### TCDSB'S DISTANCE LEARNING IMPLEMENTATION PLAN

We are pleased to provide our community with information related to Phase 2 (April 6-May 4) of teacher-led distant student learning.

Enclosed is our working framework to restore the continuity of learning for all students. While we understand that distance learning will not replace learning in the classroom, we are hoping that students and staff will feel supported by our community to the extent possible given the environment we find ourselves in.

We want to thank you in advance for your patience and understanding during these unprecedented times.

#### NURTURING OUR CATHOLIC COMMUNITY - "WE BELIEVE"

The TCDSB, through the Nurturing our Catholic Community Team, will continue to provide information, resources, opportunities and support in the areas of pastoral care, faith formation, and faith animation.

##### System Chaplaincy

- Resource for staff and students concerning spirituality issues, Catholic values and traditions
- Provision of liturgical and spiritual resources, such as liturgies, prayers, reflections, and personal faith growth

- Coordination and development of system liturgies, prayer services and reflections
- Availability of System Chaplains and other central resource staff for pastoral care support, as needed

##### Support for Religious Education and Family Life Education

- Provision of curriculum resources and links for Distance Learning for elementary and secondary panels
- Provision of sample lessons and learning activities that reflect the Ontario Catholic School Graduate Expectations, a Catholic worldview, including Gospel values, Catholic virtues, Catholic teachings and traditions.

##### Support for Catholic Student Leadership Opportunities

- Student leaders to continue engaging in school and system governance
- Engagement in Catholic social justice issues
- Learning about and living out Ontario Catholic School Graduate Expectations
- Acquisition and development of leadership skills through various student led initiatives and programs

## 1. TEACHER-LED DISTANCE LEARNING

### Ministry Guidance Memorandum Requirements

- Teachers, Support Workers, and Board Staff must remain in regular contact with parents during Distance Learning.
- Hours of work for students are outlined as provided in the table below.

#### Elementary Teachers

- Teachers will use formative assessments to gather evidence of student progress and provide feedback to students/parents on their progress.
- Final report cards will be required for all students for the identified areas of focus for each division.
- Teachers will use the marks obtained by students from September to March as the basis for the final grade but can apply their professional judgement in assessing student work from April 6 to the end of June in arriving at a final mark for reporting purposes.

#### Secondary Teachers

- Teachers will provide students with assigned learning tasks, projects, and culminating assessments for purposes of formative assessment and summative evaluations; teachers will communicate results to students. Final report card marks will be required for all courses.

- There will be further information related to assessment coming out from the Ministry through an additional guidance memo.
- For graduating students only, mid-term marks will be submitted by April 23 on work completed for post-secondary admissions. Teachers could consider one additional assignment as well as allowing the submission of any outstanding assignments by the students before the April 23, 2020 deadline. There is no “comment” requirement at this time and the teacher need only submit the mark for each student.

#### Expectations for Teachers

- Classroom teachers will provide students with work to complete and submit.
- Although students are allocated a guideline with a set number of hours to work on any one subject/course, teachers will be working beyond these hours on required supports for students (e.g., daily planning of lessons, engaging students through online prompts, responding to questions, etc.).
- Engage in ongoing “Check and Connect” with students and families.
- Teachers should set up daily synchronous (real time communication) office hours and communicate this time to parents and students; asynchronous

communication is also expected at other times.

- Collaborate with other school staff to support students (e.g., Special Education Teachers, EAs, CYWs, ELL, Guidance, Student Success Teacher, Itinerant/Specialty Teachers, and IL Instructors etc.).

#### Designated Early Childhood Educators

- DECE's will collaborate and contribute in partnership with the teacher to determine the remaining essential overall curriculum expectations.
- DECE's will engage in ongoing communication and co-planning of learning activities reflecting The Kindergarten Program, 2016 and the Ontario Catholic School Graduate Expectations.
- Educator teams will collaborate with other school staff to support students (i.e. EA's, CYW, etc).
- DECE's will engage in ongoing “Check and Connect” with students and families.
- Educator teams will maintain synchronous (real time) office hours and communicate with parents.

#### Assessment

- The [Ministry Growing Success](#) document will inform assessment strategies.

**Sample Weekly + Daily Schedules**

<b>Kindergarten to Grade 3</b>
Literacy& Math (5 hours) + Religion & Family Life (1 hour) / Per week minimum
<b>Sample Daily Schedule</b> <ul style="list-style-type: none"> <li>✓ Prayer time</li> <li>✓ Literacy (30 minutes daily)</li> <li>✓ Math (30 minutes daily)</li> <li>✓ Religion/Family Life (12 Minutes)</li> <li>✓ Other Activities from Itinerant/ Specialty Teachers and IL Instructors</li> <li>✓ Check and Connect</li> <li>✓ Online Questions, Daily Synchronous Office Hours</li> </ul>
<b>Grades 4 to 6</b>
Literacy& Math (Science & Social Studies) (5 hours) + Religion & Family Life (1 hour) / Per week minimum
<b>Sample Daily Schedule</b> <ul style="list-style-type: none"> <li>✓ Prayer time</li> <li>✓ Literacy/Social Science (30 minutes daily)</li> <li>✓ Math/Science (30 minutes daily)</li> <li>✓ Religion/Family Life (12 Minutes)</li> <li>✓ Other Activities from Itinerant/ Specialty Teachers and IL Instructors</li> <li>✓ Check and Connect</li> <li>✓ Online Questions, Daily Synchronous Office Hours</li> </ul>

<b>Grades 7 and 8</b>
Core Math, Literacy, Science & Social Studies (10 hours) + Religion & Family Life (1 hour) / Per week minimum
<b>Sample Daily Schedule</b> <ul style="list-style-type: none"> <li>✓ Prayer time</li> <li>✓ Literacy/Social Studies (60 minutes daily)</li> <li>✓ Math/Science (60 minutes daily)</li> <li>✓ Religion/Family Life (12 Minutes)</li> <li>✓ Other Activities from Itinerant/ Specialty Teachers and IL Instructors</li> <li>✓ Check and Connect</li> <li>✓ Online Questions, Daily Synchronous Office Hours</li> </ul>
<b>Grades 9 to 12</b>
<ul style="list-style-type: none"> <li>✓ 3 hours per course per week for semestered;</li> <li>✓ 1.5 hours of work per course per week for non-semestered</li> <li>✓ Achieving credits/completion/ graduation</li> </ul>
<b>Sample Daily Schedule</b> <ul style="list-style-type: none"> <li>✓ Remember to include prayer and reflection in your daily routine.</li> <li>✓ Flexible as determined by the professional judgement of the teacher</li> <li>✓ Check and Connect</li> <li>✓ Online Questions, Daily Synchronous Office Hours</li> </ul>

**Material to be provided in French for  
Extended and Immersion programs****Introducing Students to Distance  
Learning**

- Teachers and DECEs will use professional judgment to select tools to engage students in distance learning.
- Available Tools include:
  - Brightspace by D2L
  - Google Classroom
  - Current platforms being used by the classroom teacher(s)
  - Other methods of contact (phone, email, paper copies)

**Course Expectations and Content**

- Teachers and DECEs are encouraged to determine the remaining essential overall curriculum expectations that must be addressed, and plan learning activities accordingly.
- Consideration should be given to providing integrated cross-curricular learning opportunities (K - 8).
- Religious Education and Family Life Education are important areas of curriculum in our Catholic schools and must continue to be addressed alongside other core areas of curriculum.
- All aspects of curriculum are viewed through the lens of faith, ensuring that a distinctively Catholic worldview and a faith perspective continue to permeate the learning materials and reflect the

Ontario Catholic School Graduate Expectations.

### **Elementary Specialty/Itinerant Teachers (as per the Provincial Guidance Memorandum)**

#### **International Language Instructors:**

- provide one activity per week for students in their assigned classes
- collaborate with classroom teachers to support Check and Connect
- in collaboration with central resource team, update and enhance IL resources

#### **English Language Learner Teachers:**

- If assigned to a dedicated ELL class, continue to work with ELL students as assigned.
- If supporting ELL students with a withdrawal model, continue to support other teachers in supporting the ELL students.
- Collaborate with classroom teachers to support with Check and Connect with students and families.

#### **Core French/Physical Education/Music Teachers:**

- provide one activity per week for students in their assigned classes
- collaborate with classroom teachers to support Check and Connect

- in collaboration with the central resource team, update and enhance central resources

#### **Anticipated Follow-up Communications**

- ✓ **Civics & Careers Course** – A final mark would be the mark achieved by the student as of March 13, 2020. Teachers should use the approaches outlined in Growing Success with a particular focus on most recent and most consistent performance at or near the end of the course.

#### **Non-Classroom Based Teachers & Central Academic Resource Teachers**

- Continue to collaborate with other central resource staff to prepare learning materials to support teachers in schools.
- Support administrators and classroom teachers in successfully delivering distance learning.
- Provide resources and student learning activities for parents, posted on the TCDSB website.
- Facilitate online meetings addressing various curriculum areas and pathway programs.
- Develop and support professional learning sessions using an online platform.

#### **Chaplains/Chaplaincy Leads**

- In collaboration with administration, school staff, and central resource team, continue to work with the school community in the areas of pastoral care, faith formation, and faith animation.
- Provide general spiritual and personal support and comfort for students and staff.
- Serve as a reference point for staff and students concerning spirituality issues, Catholic values and traditions.
- Check and Connect to support students.
- Coordinate online staff and student liturgies.
- Share liturgical and spiritual resources such as prayers and reflections.

#### **Cooperative Education**

- Teachers will not be monitoring students at their work placement (Community Component) as the in-person Community Component has been suspended.
- Where feasible, Coop students should be provided with opportunities to connect virtually with industry partners on career exploration activities, and experiential learning opportunities.
- Teachers will work with students to modify their Co-op Learning Plans to reflect revised goals.
- Teachers continue to provide students with assignments to meet the Classroom Component of the course.

- Teachers will provide students with opportunities to take part in online Career Exploration and Experiential Learning Opportunities from home.
- Teachers will continue to support OYAP student learning, especially in cases where training components go online

### OYAP and Dual Credit

- In the case where it has been identified that an OYAP Dual Credit/regular Dual Credit program will be cancelled, alternative learning opportunities will need to be investigated.

### SHSM

- Teachers will continue to identify potential SHSM graduating students who are missing program requirements (i.e. certifications/training, reach aheads, experiential learning, and SPCE).
- Override requests for program requirements may be possible (further information will be provided by the Ministry).
- Some online certifications available (i.e. customer service, infection control, health and safety - basic, etc.).

### Student Success Teacher

- Priority to Grade 12 potential graduates for **Check and Connect**,

credit counselling summary review, and academic support.

- **Check and Connect** with at risk students and their subject teachers, guidance teachers, special education teachers, and the credit recovery teacher (if different) to determine credit recovery potential/status.
- Support credit recovery teachers and students.

### Credit Recovery Teacher

- Priority to Grade 12 potential graduates for **Check and Connect**, and credit counselling summary review.
- Continue to **Check and Connect** with students and their subject teachers, guidance teachers, special education teachers, Student Success Teachers to support student learning.
- Continue to provide work and assignments for students to meet essential overall course expectations.

### Secondary Guidance Counsellors

- Priority given to Grade 12 potential graduates for **Check and Connect**, credit counselling summary review.
- Support at risk students through **Check and Connect**.
- Collaborate with and subject teachers, student success teachers, special

education teachers (for identified students), to determine credit recovery potential/status for at-risk students.

- Further information regarding course drop dates and course drop protocol (parental permission) will be forthcoming (pending MOE dates and direction)
- Community Service hours and OSSLT graduation requirements for 2019-2020 cohort have been waived- further logistical information will follow.
- Continue working on course and student scheduling for the next school year.

### Elementary Guidance Counselors

- Continue to take direction from Elementary Principals regarding **Check and Connect** for previously referred students.
- Continue to make referrals to appropriate board staff for any specific concerns.
- In collaboration with the Central Guidance Resource team, provide schools with Mental Health Resources/Lessons that teachers would be able to incorporate into Distance Learning.



**Teacher Librarians**

- Provide resources and support (e.g., with research skills) for teachers/students
- Provide synchronous meeting times to support students with research work, essay writing, as previously provided
- Continue to schedule support for classes as required in collaboration with classroom teachers

**Library Technicians**

- On school web page provide daily reading activities for K - 6 from a digital resource (e.g. Scholastic is a provincially owned resource) can be either a read aloud or a shared reading
- On school web page provide view/discuss topics for grade 7/8 students from Learn 360 (to be done with parents)

**Numeracy/Literacy Coaches 7 & 8**

- Continue to support classroom teacher as per schedule created prior to school closures
- Continue to co-plan lessons in numeracy and literacy as per schedule created prior to school closures
- Continue to support students

**Math Facilitators**

- Continue to co-plan and co-post math lessons in assigned schools with classroom teachers

**2. SUPPORT FOR FAMILIES IN NEED****Provide Food and Nutrition Supports for Families in Need**

- Coordinate with and support AFL in the roll out of the multi-phase Home Student Nutrition Program - FOOD FOR KIDS - Covid19 Emergency - Phase One implemented as of March 26, 2020.
- Instruct principals whose schools received equity fund block budget enhancements to draw on these funds for the purchase of grocery gift cards for families in need.

Use \$16,000 field superintendent equity reserve to purchase grocer gift cards.

**Community Resource Officer (CRO) and Support for Marginalized Families**

- Connect with community partners (e.g., Trust 15) to create a model for the continuation of appropriate level of service during the Covid-19 closure.
- Garner information from community partners on the well-being of marginalized families during the Covid-19 closure and relay information to central Family Support Team.

**Outreach and Support for Newcomer Families**

- CRO staff to connect with settlement workers to outline a plan for the provision and continuation of services during the Covid-19 closure.

**“Check and Connect” with all Advisory Committees**

- Using the Zoom meeting platform to connect with advisory committee to hear concerns and provide updates on Board-wide initiatives such as Distance Learning and strategies to support families in need.

**Translation Services**

- Staff to identify the five languages most commonly requiring translation and allocate translators to be readily available to assist in communications with stakeholders.
- Continue to provide translations services through all appropriate on-line means.

**Support for Mental Health and Wellbeing of Marginalized Families**

- Identify Mental Health and Well-being needs of marginalized families and communicate these to the Special Services Department
- Coordinate with Special Services Department to prioritize allocation of resources (e.g., social workers) for our neediest families.
- Social Work providers to access Angel Foundation for Learning (AFL) for food vouchers or other financial supports to address self-care needs



### **Collaborate with Regional Ministry Human Rights Staff and with Local Indigenous and Equity Seeking Communities**

- Coordinate with Equity Indigenous Education Resource Department to prioritize allocation of resources (e.g., poverty mitigation, accommodations, accessibility).

### **Build networks of support for equity and human rights within the TCDSB**

- Implement a slightly revised version of the 3-Year Equity Action Plan to take into consideration Covid-19

## **3. ASSESSMENT**

### **Assessment in Elementary Schools**

- The assessment principles for teachers of elementary students will be aligned with the Ministry of Education Growing Success document. The Ministry will be updating any assessment policies to reflect the current mode of distant learning for students.
- Growing Success can be found at: <http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>
- For elementary students, teachers will use formative assessment approaches to gather evidence of how students are progressing in their learning. It is expected that teachers will provide

descriptive feedback to their students on their progress.

### **Assessment in Secondary Schools**

- The assessment principles for teachers of secondary students will be aligned with the Ministry of Education Growing Success document. The Ministry will be updating any assessment policies to reflect the current mode of distant learning for students. Growing Success can be found at: <http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>
- Secondary students will be assigned learning tasks, projects and culminating activities that will be marked by their teachers for the purpose of formative and summative evaluation. Teachers will communicate results of these marked assignments to students. Results will be used by teachers to inform students' final course marks.
- Teachers of graduating students will be expected to provide marks for graduating students by April 23<sup>rd</sup> on work completed by that time, in order to meet admission requirements for post-secondary education. Final report cards will also be issued.
- The graduation requirement to complete the 40 hours of community involvement is suspended for this school year. Community involvement hours that have been completed

should be reported on the report card of graduating students.

- For students who are enrolled in Cooperative Education courses which involve a classroom component and a community component, their in-person community placements will need to be suspended. These students can work with their co-op teachers modify their co-op Learning Plans so that they may work through the curriculum expectations. Where feasible, these learners should be provided with opportunities to connect virtually with industry partners on career exploration activities, and experiential learning opportunities.

### **Reporting for both Elementary and Secondary Students**

- School boards should issue final report cards, including the Kindergarten Communication of Learning for all students. The requirement to issue mid-year report cards for non-graduating secondary students is suspended for this year.

#### 4. THE ROLE OF SCHOOL-BASED EDUCATIONAL SUPPORT STAFF

**Phase One:**  
**March 23, 2020 – April 3, 2020**  
**“Check and Connect”**

**Educational Assistants (EAs),  
 Child & Youth Workers (CYWs) Health  
 Care Assistants, Instructional  
 Assistants (Mary Ward), Secondary  
 Student Supervisors, Job Coaches and  
 Lifeguard**

- Liaised with Principal to determine which students’ parents (and student after touchpoint with parent) on their current caseloads that they needed to connect with in the capacity of a caring adult.
- March 30 – April 3 – enhance their Check & Connect function and personally connect with the appropriate students’ parents/students to gauge wellness, engagement, and access to learning resources.
- Keep track of family connections and report same to Principal
- Immediately relay concerns to school Principal

#### Secretaries and Clerks

- Work closely with the Principal to support communication with staff and parents/students (i.e. daily review of school central voice mailbox)
- Electronically process (via email) daily mail, administrative tasks flowing from this correspondence and other administrative-related tasks identified by the Principal
- Access Web Apps via the Intranet to support communication/admission processes

**Phase Two:**  
**April 3 Onwards**  
**“Distance Learning Implementation”**

**EAs, CYWs, Health Care Assistants,  
 Instructional Assistants (Mary Ward),  
 Secondary Student Supervisors, Job  
 Coaches and Lifeguard**

- Play an active and complementary role in supporting distance learning – liaise and collaborate with the Principal and appropriate teacher(s) to identify specific students who require direct support (focus on ensuring that the students with the highest needs are assigned priority as well as those students with whom you have already established a working relationship)
- Where appropriate ensure that the appropriate teachers link them to the direct mode of communication that the teacher is using to connect with students (i.e. include appropriate

SBESS in specific board-sanctioned Google Class or other virtual learning environments that the teacher has established)

- Connect directly with the appropriate teacher(s) to determine how you can differentiate/modify the numeracy and literacy-focused lessons for the students that you are supporting
- Use your preferred mode of contact to speak with your specific students and document your interaction with the student. Share your documentation with your classroom/subject/program teacher colleague. While these notes do not represent formal or informal assessments, they will help inform the teacher’s further intervention.
- If an SBESS employee encounters a difficult social/emotional concern in a conversation, he/she should immediately flag the Principal who will engage the appropriate member of the SBSLT (team).
- Where feasible and in the spirit of grounding students in common goals, schedule teleconferences with 2 to 3 students that you serve with similar needs and conduct a weekly teleconference to discuss key issues around the importance of learning continuity, personal wellness, and engagement. Set clear parameters for the discussion. This discussion will be employee-led and will not be the venue to discuss personal concerns with other students. If the SBESS feels

that a personal concern is at play, he/she can respectfully suggest that he/she follow-up personally with the student after the group session. The employee is reminded to bring the concern to the Principal's attention.

- Suggested issues to discuss can include the following (professional discretion):
  - What learning resources have you recently tried to access?
  - I think that you would like exercises that are available on this site ...
  - What helpful things are you doing at home?
  - Are you minimizing your exposure to negative messaging?
  - How are you building positive thoughts?
  - Do you know what your teacher is preparing for you? Do you know what is expected from an academic perspective?
- Child & Youth Workers' (CYWs) daily personal contact with specific students (via their parents) will continue to play a critical role in identifying emerging social/emotional needs
- CYWs will be the first filter for wellness/mental health concerns and will immediately triage, document and relay these concerns to their Principal and Guidance Counsellor (secondary especially) who in turn will engage the services of Social Work and other specialized staff as required.

- Suggested issues to discuss can include the questions referenced above for EAs as well as other questions relating to social/emotional wellness (professional discretion)

### **Communication Facilitator, Deaf-Blind Intervenor**

- Liaised with Principal to determine which students' parents (and student after touchpoint with parent) on their current caseloads that they needed to connect with in the capacity of a caring adult.

### **Secretaries and Clerks:**

- Enhance their role as communication facilitator – flag staff member of any school voicemails/email correspondence that came to the school's attention that requires their immediate attention
- Where possible - access KEV on-line banking (liaise with your Principal) to complete critical school banking transactions
- All secretaries will soon be receiving instructions (via email) on how to check school voice mail messages remotely as well as a table containing information relating to the school's voice mailbox number if they do not recall this information (Auto Attendant – All Schools List For Secretaries)
- Return parent calls to ensure prompt communication and consistency of messaging

- Provide staff with contact info when a staff member is encountering difficulty in connecting with a parent/guardian
- Guidance secretaries (secondary) – check My Blueprint daily to identify students who are not reading their messages and flag the appropriate Guidance Counsellor for immediate follow-up
- Liaise with and take direction from the Principal on how to best support student admission processes. Secretaries can continue access Web Apps (via Intranet) to facilitate this and other processes

## **5. SUPPORTING STUDENTS WITH SPECIAL NEEDS**

### **Special Education Teachers (SETs)**

- Check and connect with students on caseload
- Connect with classroom teachers to identify areas for student supports
- Create or update IEPs in accordance with the updated Growing Success expectations and available online or other student records
- Work with students in their various classes/courses/course virtual learning environments (VLEs)
- Prepare for critically required School-Based Support Learning Team (SBSLT) meetings, and/or IPRCs based on the priorities articulated

under the APT/PAT supports category

### **Assessment and Programming Teacher/Programming and Assessment Teacher**

- Check and connect with administration in their school communities to offer assistance.
- Check and connect with teachers to assist with programming for students with special needs.
- Review IEP List for each of their schools. Provide assistance with IEPs that are outstanding/incomplete.
- Assist with planning for students transitioning from Grade 8 to grade 9 (collaboration with PATs and Autism Team)
- Consult with area PATs to confirm students transitioning into secondary ME/DD ISP classes effective September 2020.
- APTs/PATs complete intakes for students who are new to our schools: Intakes can begin process via telephone.
- APT/PAT can reach out to Intake parents to set-up a time to discuss child's learning profile and then consult with appropriate SBSLT member as appropriate ex: Autism Support Teacher, Psychologist, Speech and Language Pathologist, etc.
- Once a case is discussed, initiate appropriate referral for SBSLT

- SBSLT reviews documentation and intake report for identification and placement.
- Create lists of all remaining/outstanding Intensive Support Program (ISP) Reviews in assigned schools.
- Create list of students in assigned schools who require an IPRC.
- Review class lists for ME/DD and MID Intensive Support Programs (ISP) in their schools to ensure accuracy.
- Assist with Empower program applications
- Assist with completing SEA claims
- Assist with OLSAT-8 testing completion
- IEP/SS Forms Committee will plan for Sept 2020 IEP/SS Forms Workshops.
- APTs/PATs to work collaboratively on Special Services Webpage/Webcasts to assist in building system capacity

### **Assistive Technology (AT) Team**

- Build capacity among staff and students in the use of assistive technology to access curriculum with equipment funded through the Special Equipment Amount (SEA)
- Provide learning opportunities for staff in the use of Google Suite and Google Classroom
- Provide support with the use of Read and Write and Equatio programs

### **Autism Support Teachers (AST)**

- Elementary ASTs check and connect with teachers in Autism ISP classes to support student programming
- Elementary/Secondary ASTs follow up with teachers with any outstanding student referrals
- Be available as a resource to follow up with requests from principals/teachers for students with Autism
- Assist in transition planning for students with Autism moving from Gr. 8 to Gr. 9
- Coordinate intakes with APT/PAT involving students with Autism
- Coordinate with APTs/PATs regarding students with Autism especially in ME/DD ISP classes
- Adapt curriculum lessons through Boardmaker
- Create learning resources as needed for students
- Continue to develop professional learning opportunities for the system to continue to build capacity.

### **Blind/Low Vision Itinerant Teachers/Orientation and Mobility Specialists**

- Establish check and connect with parents/students
- Connect with teachers and principals regarding programming supports for students
- Organize student supports in priority order: Tier 3 (direct instruction/weekly), Tier 2, and Tier one students.
- Share with school staff targeted online resources to meet individual student and parent needs
- Share with families individualized links to online resources and other information to address unique student needs.

### **Care and Treatment**

- Continue with treatment and academic plans for residential, day school, and hospital programs
- Adjust treatment plans to suit the requirements of Toronto Public Health (TPH) and the board Distance Learning plan

### **Deaf/Hard of Hearing**

- Check and connect with students on caseload
- Connect with classroom Teachers to ensure access to curriculum (e.g. Closed Captioning on all learning resources/platforms)

- Compile Tier 1 to 3 resources
- Address student needs by providing service support to identified students
- Develop digital resources for preschool D/HH population

### **Home Instruction**

- Engage students in accordance with the established protocols for use of online or other distance learning platforms/Virtual Learning Environments
- The number of hours of instruction per week will not exceed the established Home Instruction guidelines.

### **Kindergarten Language Program (KLP):**

- Prepare materials to be sent home
- Create virtual learning environment (VLE) resources (videos) and website materials
- Determine which families are connected to outside agency supports but not yet with TCDSB (KLP) services
- Engage in KLP curriculum renewal
- Establish a home inventory
- Create list for parents re: home items that could be used to support virtual learning

### **Program to Assist Social Thinking (PAST)**

- Establish a check and connect with students and families
- Revise service plan for students in Years 1, 2, and 3 of program
- Set parameters for use of technologies during Phase Two: Continuity of Learning
- Staff in four regions to connect and collaborate to establish common purpose/approaches
- Compile Tiers 1 to 3 resources
- Establish a home inventory questionnaire re: home items that could be used to support distance learning

### **Social Workers, Psychologists, Mental Health Professionals:**

- Exemplify Mental health resources for parents and children on TCDSB website
- Using the SMHO Tip Sheet for Educators, establish protocols for staff conversations with students and families
- Share with staff the TCDSB Tip Sheet for Educators to support students' mental health
- Share the SMHO Tip Sheet for mental health clinicians to do "mental health" checks with students

- Social Work (SW) providers access Angel Foundation for Learning (AFL) for food vouchers or other financial supports to address self-care needs

### Speech-Language Pathologists:

- Providers to assist with developing S/L visuals and other materials to support communication and literacy activities
- Highlight newsletter with communication strategy
- Prepare materials for non-verbal students
- Prepare materials for students without technology support
- Develop Augmentative/Alternative Communication materials for students
- Convert communication tip sheets and resources to digital tools
- Expand social media platform
- Provide website links with parent-friendly speech and language resources

### Student Support Response Team (SSRT)

- Through the Social Work team, provide supports to students with identified self-regulation needs in accordance with the established referral process
- In conjunction with the school Social Work provider, share resources with families pertaining to behavior/self-regulation strategies

## 6. ADDRESSING THE MENTAL HEALTH AND WELL BEING OF STUDENTS AND STAFF

### Mental Health Supports for Students

- Resources found on the TCDSB website's Mental Health page <https://www.tcdsb.org/FORSTUDENT/StudentParentResourcesClosure/Pages/Default.aspx>:
  1. Table of Mental Health and wellness resources for students and families (ex. ABCs of Mental Health, Kids Help Phone, SMHO)
  2. April and May Mental Health newsletters
- Resources found on the Mental Health staff Sharepoint site:
  - TCDSB Tip sheet for educators to support student mental health includes condensed protocol for student disclosures (emergency & non-emergency)
  - Student Wellness Checks by teachers - SMHO Tip Sheet for guided conversations with students and families
  - Mental Wellness Checks by Mental Health Professionals with Caseloads SMHO tip sheet sent to various teams (SW, Psych and MH prof)
  - Social Media presence with daily inspirations/wellness mantras for students

- Virtual care for students with identified mental health concerns
- MH provider professional learning opportunities re: virtual care to address:
  1. Getting comfortable with a virtual platform for clinical care
  2. Clinical and ethical considerations in providing virtual care
  3. Introducing specific evidence-based practices amenable to virtual care

### Mental Health Supports and Resources for Staff

These resources are also found on the Mental Health staff Sharepoint site:

- (Employee/Family Assistance Program (EFAP) pamphlet
- SMHO Personal Self-Care Tip Sheet and Infographic
- SMHO Tip Sheet for Leading Mentally Healthy Systems/Schools for school administrators

## 7. PROTOCOLS FOR DISTANCE LEARNING FOR STAFF AND STUDENTS

In order to ensure the safety of our students and safe when engaging in distance learning, staff have compiled important links to resources that will



inform and educate our professionals on issues related to privacy, copyright, professionalism related to electronic communications, proper use of social media and online educational services.

- ✓ [TCDSB Working from Home: Privacy & Information Security and Email Considerations](#)
- ✓ [TCDSB Copyright Considerations: Fair Dealing Decision Tool](#)
- ✓ [Ontario College of Teachers: Maintaining Professionalism – Use of Electronic Communication and Social Media - Updated - Professional Advisory](#) (available in PDF, Audio or Video)
- ✓ [Ontario English Catholic Teachers Association: Appropriate and Professional Use Of Electronic Communication, Social Media, And Online Educational Services - A guide for members](#)
- ✓ [Social Media: A “How To Guide” for OECTA Members](#)
- ✓ [College of Early Childhood Educators: Practice Note: Using Social Media](#)

## 8. PROVIDING ACCESS TO TECHNOLOGY FOR STAFF

There are some of our TCDSB members that do not have access to technology from their home. It is our goal to ensure that all staff will have the ability to provide

the appropriate level of instruction via distance learning. Understanding the current restrictions placed on all members within the City of Toronto by the Medical Office of Health, our staff has created a protocol that is safe and adheres to all of the guidelines issued by Toronto Public Health. During the completion of this document, the only individuals with access to the school were TCDSB staff members. The following procedures are included below.

### Principal Instructions for Controlled Access to Schools

#### April 1-3

#### For Distribution of Devices to Teachers/DECEs

- **Note:** Teachers/DECEs should ONLY be given Windows Cloudbooks (not Chromebooks)
- **Note:** IL Instructors have assigned laptops that they may need to pick up - they will need to inform the principal where in the building it is located.

#### Wednesday, April 1 or Before Leaving Home on Thursday April 2

1. Principal to complete [Staff Survey instructions](#).
2. Locate your response to instruction Part C step#2 - the list of teachers who need a laptop. You will need this list in order to plan tomorrow Thursday for distribution of laptops on Friday

3. You may wish to bring hand sanitizer to your school tomorrow. Otherwise principals will need to wash hands thoroughly immediately upon arrival at school on Thursday.

#### Thursday, April 2 – 9 am to 1 pm

### Only Custodian and Principal (VP) to Enter the Building – No Other Staff Have Access to the Building Before Entering the Building

1. Based on the review of survey data and conversations with teachers and DECE, determine and notify staff who have no technology and require a device. Communicate to these staff the time of their appointment and the protocol for device pick-up on Friday.

[Click here for an email template you can use](#)

2. Review the computer/device inventory list found using [this link](#) for your school to identify the number of devices you have available. ONLY Windows Cloudbooks should be issued to those Teachers/DECEs. The files are named by school location number.
3. Create a schedule of 15 minutes staggered visits for staff picking up technology on Friday, April 3. (Teachers at multiple schools connect with the home school.)
4. Advise any staff who have requested access to the school for the purpose of gathering resources (other than those who require technology) that they are

NOT approved for school access at this time. [Click here for an email template you can use.](#)

### Entering the building

5. Principal conducts a self-assessment on self for Covid-19 as per the protocol sent out by Rory McGuckin on Tuesday, March 31.
6. If the principal does not pass the self-assessment, call the school Superintendent. If self-assessment is passed, then proceed to next steps.
7. Arrive at school and call/email the custodian to indicate your arrival.
8. Custodian to prop door open for entry at the designated front entrance. Avoid touching door handles, etc.
9. Maintain 2 meters of social distancing at all times while entering and while in the school. If a vice-principal will be attending, they are to follow the same process as above. Plan to arrive at staggered times after the principal.

### In the Building

10. Use the hand sanitizer provided or brought. Alternately, wash your hands in the designated washroom.

### Gathering the Cloudbooks

11. Ask the custodian to unlock and open the doors to which you need access in order to gather the devices.
12. Maintain social distancing of 2 meters.

13. Locate the Windows Cloudbooks (Latitude 3189) in your school.
14. Gather the appropriate number of Cloudbooks for the teachers requiring them.



15. Take 2 photos of the Cloudbook, capturing any identifiable marks (ie serial number or any other marks)
16. Create labels for each computer that is being picked up by a staff member. Labels should include the teacher's name and time of the appointment. Tape this onto the computer.
17. Photocopy login information sheet, to be provided with laptop (PDF document attached). Please include this copy with the computer to ensure that they have a hard copy as they will need this to log in the first time. You may also follow-up with an electronic copy.
18. Label devices and place on a table near the designated entrance.

### Leaving the Building

19. Advise custodian that you are leaving
20. Wash hands or use hand sanitizer.
21. Exit the building.
22. Custodian to bring desk into the building and disinfect the desk.
23. Custodian locks up the building.

### SEA Equipment Requests

If you have had requests for SEA equipment, [please click here for more information.](#)

**Friday, April 3 – 9 am to 1 pm**

**Only Custodian and Principal (VP) and 1 Childcare Manager (upon request) to Enter the Building – No Other Staff Have Access to the Building**

**Teacher/DECE/IL Instructors may pick up devices only and remain outside**

### Before Entering the Building

1. Principal conducts a self-assessment on self for Covid-19 as per the protocol sent out by Rory McGuckin on Tuesday, March 31.
2. If the principal does not pass the self-assessment, call school Superintendent. If self-assessment is passed, then proceed to next step.



3. Arrive at school and call/email the custodian to indicate your arrival.
4. Maintain 2 meters social distancing.

### In the Building

5. Ask custodian to place a desk outside the designated entrance and prop open the door(s).
6. When the staff member arrives, the Principal reviews the self-assessment for Covid-19 as per protocol with the staff member over the phone.
7. If the staff member does NOT pass the self-assessment, the visit is cancelled.
8. If the staff member passes the self-assessment, the principal directs the staff member to wait at least 10 metres from the designated main entrance.
9. Gather appropriate device and place on desk outside the school main entrance.
10. Return to the building.
11. Call the staff member to advise that they can pick up their device.
12. Send follow-up confirmation email. Include photos of Cloudbook and serial number.
13. Ask the custodian to sanitize the desk in anticipation of the next staff member.

14. Repeat until all staff have picked up the designated device.
15. Follow **Protocol for Third Party Childcare Operators to Access TCDSB Schools During Provincial Closure (Please refer to the PDF attached)** for any requests from child care providers. Appointments must be scheduled separately from staff.

### Leaving the Building

16. Advise the custodian that you are leaving.
17. Wash hands or use hand sanitizer.
18. Exit the building.
19. Custodian to bring desk into the building and disinfect the desk.
20. Custodian locks up the building.

### Template for email confirmation of appointment.

Dear [REDACTED]:

You have been scheduled to come to **(Name of School)** on Friday, April 3 at **(time of appointment)** to pick up a Windows Cloudbook for use during Distance Learning.

1. On Friday, please complete the self-assessment for Covid-19 and confirm your results with your school principal. If you pass the self-

assessment with no symptoms, you may keep your appointment. If you do not, your appointment will be cancelled.

2. When you arrive at the school, please call the principal to announce your arrival. If anyone comes with you, they must remain in the car or the parking lot.
3. Go to the designated main entrance **(describe the location)** and wait at least 10 metres away from the designated main entrance. **Do not enter the school** or approach the school door entrance.
4. At all times remain at least 2m away from any other person. The principal will place the Cloudbook on the desk outside the main entrance and then return to the building.
5. Once the principal has returned to the building, you may take the device from the desk and return to your vehicle or head home.
6. You will be sent a confirmation email, indicating that you have picked up the Cloudbook. Please reply to this email noting receipt.

Thank you for your cooperation with the above.

Sincerely,

**Template for request denied email:**

Dear \_\_\_\_\_:

Thank you for your request to access (Name of School). Approval has been given to priority needs based on Teacher Survey results.

Another opportunity to access schools is being investigated. Given the fluid nature of the community response to the Covid-19 situation and revisions to Toronto Public Health guidelines, confirmation cannot be provided at this time.

Thank you for your understanding.

Sincerely,  
XX

**SEA Equipment Option  
Thursday, April 2**

**Principals can consider the delivery of SEA equipment to families on Friday April 3**

**Please Note:** SEA Equipment that arrived recently and was not yet distributed is not to be shared as they

**Considerations for Principals should only be based on the following:**

- Have parents initiate contact with the principal directly or indirectly (ie Special Services staff) that SEA equipment is required for student learning?

- Does the principal have sufficient appointment slots for staggered pick-up on Friday?
- Does the principal have sufficient time to gather the equipment on **Thursday** in preparation for possible distribution on Friday?
- If the answer to the questions above is yes, then the principal can follow the protocol used for safe distribution of computers to staff on Friday April 3.

**Steps to take on Thursday April 2 to locate all Appropriate SEA equipment**

- SEA equipment is specifically assigned to students based on needs identified on their Individual Education Plan (IEP).
- Collect and organize the determined SEA equipment:
  - Label SEA equipment with student name and contact information, including address, email and phone number.
  - Take photos of the device including distinguishing marks, the keyboard/screen and any serial number labelling. These photos will be used in a confirmation email to families.
- Create a schedule of appointments separate from staff arrivals (15 min increments).
- Contact parent of student requiring SEA Equipment to arrange time of pick-up and outline the pick-up

protocols (see self-assessment ) and describe the same protocol that staff are using to pick up equipment appropriate distancing, declaration of absence of COVID 19 symptoms, retrieval of equipment on a table outside the school.

- If you require any support with the process of identifying appropriate student equipment, **please contact Don Reid**, your school Special Education Teacher and/or APT/PAT.

**Distribution of SEA Equipment - Friday April 3**

**Only Custodian and Principal (VP) and 1 Childcare Manager (upon request) to Enter the Building – No Other Staff Have Access to the Building**

1. Moments before the first appointment, place appropriate SEA item(s) on the desk outside.
2. Principal reviews the self-assessment for Covid-19 as per protocol with the parent.
3. If the parent does NOT pass the self-assessment, the visit is cancelled.
4. Ask custodian to sanitize desk between pick-ups.
5. Repeat process until all scheduled SEA devices have been distributed.
6. Advise custodian that you are leaving.

7. Wash hands in designated washroom, or use hand sanitizer.
8. Exit the building.
9. Custodian to bring desk into the building and disinfect the desk.
10. Custodian locks up the building.

## 9. SUPPORTS FOR OUR ENGLISH AS SECOND LANGUAGE STUDENTS

Our English as a Second Language teachers, in both elementary and secondary schools, will support these particular students through distance learning by implementing appropriate teaching and learning strategies found in the program guides produced by the Ministry of Education.

The following links provide direction for staff in supporting our ELL students in grades from K-12:

- ✓ <http://www.edu.gov.on.ca/eng/documents/esl/eldprograms/guide.pdf>
- ✓ <http://www.edu.gov.on.ca/eng/curriculum/secondary/esl912currb.pdf>

## 10. PROFESSIONAL LEARNING FOR IMPLEMENTING DISTANCE LEARNING FOR STAFF

The TCDSB staff have created a Google Site specifically to support Self-directed Professional Learning. The following headings are linked to external sites for professional learning:

1. Personal Faith Formation
2. Working from Home: Privacy & Information Security
3. Working from Home: Best Practices-Email
4. Understanding Distance Learning Platforms to assist in decision making process for use of an online platform
5. Brightspace by D2L-Virtual Learning Platform (VLE)
6. G-Suite for Education
7. Google Classroom
8. Assistive Technology: Read & Write and Equatio

Link to site:

<https://sites.google.com/tcdsb.ca/tcdsbstaff-prof-learn/home>

## Ministry Webinars for Virtual Learning

- Supports for Virtual Learning accessible through the VLE through My Courses in Other Orgs in e-Community Ontario, D2L website:
- Getting Started with Virtual Learning through the Virtual Learning Environment?
- Webinar Series: Ontario Ministry of Education Supporting Virtual Learning: Ontario's VLE-Brightspace by D2L

### Webinar Sessions include the following topics

- Getting Oriented to Virtual Learning
- Using Tools in the VLE
- Creating Daily Activities
- Creating Daily Virtual Learning Activities
- Engaging Students in Virtual Learning
- Assessing Students in the VLE

Link: <https://www.d2l.com/k-12/ontario/>

Link to Registration Page:  
<https://www.d2l.com/k-12/ontario/webinar-series-1/>

Webinar information is also accessible through the Virtual Learning Environment:

Staff Login using TCDSB user-id and password at the following link:  
<https://tcdsb.elearningontario.ca/>

## EMERGENCY OPERATIONS CENTRE (EOC)

Key Decisions	Actions Undertaken	Date	Outcomes
Board Meetings	The recommendation that all Board meetings and CSPC meetings be conducted via electronic/virtual platforms. Board meetings should be available for the public to view.	March 19, 2020	Board approved two Board meetings per month and continue with SEAC committee meetings virtually.
Closing TCDSB Playgrounds and Sport Fields	Staff closed all playgrounds and fields in alignment with direction provided by the City of Toronto and Toronto Public Health.	March 19, 2020	All TCDSB playgrounds and sport fields were closed.
Occasional Staff Payroll Concern	Decisions were made regarding payment for occasional staff based on Ministry direction.	March 24, 2020	Pay was facilitated for occasional and casual staff using an average earning formula and those individuals scheduled to work during the 2 week closure.
Cancellation of Excursions and Events for April	Letter to be posted regarding the cancellation of all TCDSB events during the month of April.	March 24, 2020	All TCDSB events were cancelled for April and May. Information was shared via a letter and posting on our website.
Communication Protocols	All communications, where possible, should be vetted through our Chief of Communications to control burdening the	March 24, 2020	Board-wide and parent messages are managed through the communications department. Curriculum

Key Decisions	Actions Undertaken	Date	Outcomes
	system with emails and letters.		department is managing communications to the system related o learning resources, access, etc.
Access to TCDSB Buildings	Create protocols for staff wishing to enter any TCDSB buildings.	March 24, 2020	Detailed protocol was being created to mitigate risk for any staff having to enter a TCDSB building.
Governance Continuity Considerations	Decisions related to the individuals required to attend a virtual Board meeting.	March 24, 2020	The Director, Chair, recording secretary and assistant recording secretary all required to attend the meeting in person.
Playground Signage	The creation of a plan regarding signage for all of the TCDSB playgrounds and sports fields.	March 26, 2020	Created signage and additional security to monitor high traffic areas/schools as a result of the TPH announcement.
Addressing Technology Needs for Students	Determining the best technology and the associated costs to the TCDSB to allow students to complete distance learning assignments (devices and internet capabilities).	March 26, 2020	Approval for the plan to purchase the appropriate devices for student use during the closure.
Protocol to Access TCDSB Schools	Review of the draft protocols for entry into TCDSB sites.	March 26, 2020	Revisions to the draft protocol is provided and sent to principals and teaching staff after consultation with the teacher unions.

Key Decisions	Actions Undertaken	Date	Outcomes
Communications to Stakeholders and Staff Regarding Phase Two	Review of parent letter regarding phase two. Review of a message to Board staff related to working at home during the closure.	April 2, 2020	Parent letter and communication to staff was sent out centrally through the Communications Department.
Technology Support for Parents	Consideration of a service support line for parents having difficulty with technology while supporting their child(ren) during distance learning.	April 7, 2020	Service Desk extend hours until 8pm and Website/Portal information will be available for parents having issues with technology at <a href="http://tcdsb.org/IT">tcdsb.org/IT</a> support.
Protocol for Access to the CEC	Development of a letter explaining the process for accessing the CEC.	April 7, 2020	Letter included stronger language as authorized by TPH.
Deferral of Lease Payments	Request to defer any required lease payments during the closure period.	April 7, 2020	Approved by EOC and lease holders will be notified.
Budget Consultation Survey	Discussion of allowing principals/staff to host a CSPC, OAPCE and CPIC meeting in a virtual environment to allow for budget consultation.	April 9, 2020	Allow principals to host virtual meeting for budget consultation. Staff to arrange virtual meeting for OAPCE and CPIC for input on the budget.

### Business Continuity Plan

Key Decisions	Actions Undertaken	Date	Outcomes
Payroll continuing with operations online. All staff continuing to be paid with the exception of Daily Occasional staff.	2 week averaging payment processed on April 9th & 24 <sup>th</sup> , payrolls. In line with occasional/casual staff Payroll periods. Payroll Memo issued.	March 31, 2020	All outcomes are positive and are being processed in a timely manner according to Ministry and Canada Revenue Agency statutes and regulations.
Procurement activities continuing through online methods.	No new procurements unless required or does not require a site/bid meeting.	March 31, 2020	Some procurement will be delayed or cancelled, possible contract extensions.
Accounting activities continuing from home / online.	Ministry of Education March 31 <sup>st</sup> Consolidated Reporting Procedures completed and audited remotely by external auditors. Assisting schools with refunds and accounting remotely.	March 31, 2020	Electronic invoices and payments – paperless processing of transactions. Most school secretaries and principals accessing on-line banking services remotely.
Budget activities continuing as planned.	Budget survey issued as part of consultation plan. Waiting GSN Announcement	April 8, 2020	All aspects of budget process moving forward to meet Ministry deadlines.

Key Decisions	Actions Undertaken	Date	Outcomes
Increase IT Service Desk requirements to move organization to remote operations.	Upgraded Services Desk and switchboard phone system for remote work. Reassigned some field technicians to Service Desk. Configured and distributed 30+ laptops for payroll, HR, and others	March 31, 2020	Service desk hours increased until 8pm (from 5pm) and Service Desk staffing levels increased by approximately double by April 6 <sup>th</sup>
Manage IT Infrastructure to move organization to remote operations.	Deploy Global Protect VPN, set-up Zoom, re-org ICT management staff as necessary.	March 31, 2020	Data centre operations working as per normal with ability to respond to events such as power outages and hardware failures by March 17 <sup>th</sup> . Setup and tested Zoom and rolled on Week of March 23rd
Manage IT Systems to move organization to remote operations.	Transitioned SAP and SIS, and Development teams to 100% work from home. Supported AFL is development of gift card validation process. Created new class list report for teacher to get access to student contact data remotely.	March 31, 2020	All Back office systems (SAP, SIS, etc) working as per normal operations with staff supporting from home. Teachers able to complete “check and connects”. AFL able to process gift card requests
Review all Renewal Project activity to determine	Projects reviewed to determine urgent/health & safety work required –	Mar 30 - April 8	Projects will be delayed. Length and impact of delay will depend on length of closure.



Key Decisions	Actions Undertaken	Date	Outcomes
impacts of closure.	Spreadsheet developed to list and analyze projects.		Further report to be provided at May Board meeting.
Review all Capital Project activities to determine impacts of closure.	Regular online meetings with project architects and online Local Design Committee meetings. Review of Capital projects currently in construction phase to determine impact.	Ongoing since March 17	Some impacts to Capital Projects. Extent will be dependent on timing related to lifting of non-essential construction order.
Planning and Admissions move to online operations and begin planning process for an entirely online admissions process for following school year	Determining method for continuance of Registration process	March 31, 2020	Placement of all Priority 1 and 2 Elementary students and proceeding to clear waitlists for September 2020.
Real Estate to review rental payments to be consistent with TDSB and City of Toronto.	Deferral of all rental payments for all Tenants impacted by school closure	March 31, 2020	The deferral delays payment until schools are permitted to open and Tenants are able to resume providing their services.
Community Use of Schools to cancel permits.	All permits cancelled for duration of school closure. Sole exception is the continued permit for	Effective March 13, 2020	Daily permit refund threshold has been temporarily increased in order to manage daily

Key Decisions	Actions Undertaken	Date	Outcomes
	National Catholic Broadcasting Corporation for Daily Mass at Loretto Abbey.		influx of requests, can process full.
Transportation to remain on standby and deep clean buses.	Bus companies were paid 100% until end of March and 85% beginning on April 1, 2020 for the duration of the shutdown. Deep cleaning and disinfecting of the school bus fleet.	April 1, 2020	There is provision that all drivers are continued to be paid at 100% in order to ensure that the school bus fleet will be ready to resume service when schools re-open.
Custodial Services to continue with limited onsite services	Deploy custodial staff on a rotating basis to ensure limited coverage. Custodial staff to complete an entire walkthrough of school/site each scheduled day. Focus is directed on cleaning of exterior grounds; all debris is picked-up and disposed of.	On-going, daily weekly	School/site have custodial coverage each week and maintaining limited exposure to other.
Maintenance Services to continue with limited onsite services.	Monitoring/responding to daily security calls, open/broken doors, broken glass, security systems, break etc.	On-going, daily weekly	All TCDSB critical operations/infrastructure are being protected, and in proper running order. All emergencies are being attended to, eg.

Key Decisions	Actions Undertaken	Date	Outcomes
			Heat loss, pipe breaks, broken glass,

## Principal and Staff Meetings

Key Decisions	Actions Undertaken	Date	Outcomes
Phase One from the Ministry of Education	Information posted for parents on the TCDSB website related to Phase One was discussed with principals.	March 24, 2020	Principals shared with their staff the details associated with the Ministry Phase One approach.
Learn at Home Resources	Discussion related to the Ministry created Learn at Home student resources for Phase One.	March 24, 2020	Information about the Learn at Home resources was shared centrally and principals shared the information with their staff.
Discussion about Phase Two and the Implementation of Distance Learning	General discussion with administrators about the components of Phase Two and the preliminary steps to implement distance learning.	March 24, 2020	Gathered input from administrators about issues related to implementing distance learning.
Check and Connect Strategy for Students	Discussion about the expectations on staff to implement the check and connect strategy with families of the TCDSB.	March 24, 2020	All families should be contacted by the end of the week as part of the check and connect strategy. Issue of incorrect parent contact information was discussed as well.
Check and Connect Strategy with Staff	Process for reaching out to staff members and checking in to ensure that administrators offer support to staff that may be having challenges.	March 24, 2020	Administrators will check in with staff in any appropriate manner. They will guide individuals facing challenges to seek appropriate support. To remind staff about the

Key Decisions	Actions Undertaken	Date	Outcomes
			Employee Family Assistance Program.
Vulnerable Family Check In	Administrators were reminded to check in with any vulnerable family as soon as possible. They were to note any immediate concerns and share the information with their area Superintendent.	March 24, 2020	Administrators would conduct a check in with vulnerable families and let the area Superintendent know of any immediate issues.
Cancellation of April Events	Shared information with administrators that all TCDSB events would be cancelled for April.	March 24, 2020	All TCDSB events for April are cancelled.
Self Care for Administrators	Reminder of the EFAP program applies to all administrators and their families as well.	March 24, 2020	Sharing information of support for administrators.
Zoom Meetings	Discussed the potential for licensing of Zoom software to conduct Principal meetings and also use of Zoom as a platform for staff meetings.	March 24, 2020	Zoom platform licensed for all staff for staff communication.
State of Readiness for Phase Two and Distance Learning	Discussion of essential components of a distance learning plan – needs of staff, information related to professional learning, barriers to implementation, addressing the barriers through creative problem solving, motivation of staff, communication to staff, monitoring the	March 30-April 3, 2020	Collected information and challenges from administrators related to the implementation of distance learning.

Key Decisions	Actions Undertaken	Date	Outcomes
	learning of the students and resources available to teachers and support staff.		
Principal Professional Development	Discussion of supports for administrators in implementing distance learning with staff.	March 30-April 3, 2020	Sharing of Google site for administrators that highlights use of D2L and Google Classroom to implement distance learning.
Role of Support Staff	Expectations for specialty teachers and support staff during phase two.	March 30-April 3, 2020	Discussions related to expectations for support staff and providing modifications and accommodations for distance learning.
Parent Survey related to Technological Needs	Discussed the parent survey that will provide details of those families that require devices and access to the internet.	March 30-April 3, 2020	Discussed details and gathered input from administrators related to the parent survey.
Privacy and Copyright	Outlined the expectations related to privacy and copyright concerns when providing distance learning lessons.	March 30-April 3, 2020	Central staff will be providing Zoom sessions and links on the TCDSB intranet outlining expectations for privacy and copyright.
TCDSB Daily Activities and Supports for Student Learning	Discussed the plan for the posting of daily activities for students for Phase One.	March 30-April 3, 2020	Central lessons were created and posted on the TCDSB public site to support the activities posted through the Ministry Learn at Home site.

<b>Key Decisions</b>	<b>Actions Undertaken</b>	<b>Date</b>	<b>Outcomes</b>
Staffing Process	Discussed the staffing timelines as per the collective agreements. Process for acquiring a long term occasional was also discussed.	March 30-April 3, 2020	More information to come related to this item.
Staff Meetings using Zoom	Process for utilizing the Zoom licensing to conduct staff meetings.	March 30-April 3, 2020	Confirmation of the licensing of the Zoom platform was confirmed to allow for staff meetings to be held virtually.
Access to Schools	Confirmation of a second opportunity for principals to gather items for distribution to teachers via the protocol established centrally.	April 6-8, 2020	Opportunity to access learning materials was provided using the established protocol. Special Education Assistive Technology (SEA) were also part of the protocol so students with special needs could obtain necessary devices and equipment. Secretaries were also able to obtain necessary devices to conduct work from home.
Distance Learning Implementation Plan	Discussion around items that were included in the document.	April 6-8, 2020.	Issues related to support staff, assessment, graduating students, guidelines for student work hours, professional learning opportunities and access to technology were all discussed as part of the plan.

<b>Key Decisions</b>	<b>Actions Undertaken</b>	<b>Date</b>	<b>Outcomes</b>
Equity Funding	Discussion of how administrators can utilize their equity funds to support vulnerable families. Also, the protocol for the distribution of grocery funds for families in need was also discussed.	April 6-8, 2020.	Finalized details to support the nutrition needs of vulnerable families through school equity funds and superintendents' equity reserve fund.
Translation Services	Process for accessing translators for check and connect were shared. Information related to translating parent letters was also shared.	April 6-8, 2020	All administrators became aware of the translation services available during distance learning.
Cancellation of all TCDSB May Events	Principals were informed that all TCDSB events and excursions for May would be cancelled.	April 6-8, 2020	All TCDSB events and excursions were now cancelled.





REPORT TO

REGULAR BOARD

## CSPC MEETING PLAN DURING SCHOOL PANDEMIC CLOSURE 2020

*Jesus had just then cured many people of diseases, plagues, and evil spirits, and had given sight to many who were blind.*

*Luke 7:21*

Created, Draft	First Tabling	Review
April 6, 2020	April 23, 2020	<a href="#">Click here to enter a date.</a>

John Wujek, Superintendent of Schools Area 5 and Parent Engagement  
Steve Camacho, Chief Information Officer

### INFORMATION REPORT

**Vision:**

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

**Mission:**

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

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



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

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

## **A. EXECUTIVE SUMMARY**

This report provides a plan for the resumption of Catholic School Parent Council (CSPC) meetings during the period of school closure due to the COVID-19 pandemic. In a memorandum issued April 14, 2020, the Ministry of Education indicated the school closure period will be extended beyond May 4, 2020, with further details to be provided as soon as possible.

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

## **B. PURPOSE**

1. This report is in response to Trustee direction at the Student Achievement and Well Being Committee on April 2, 2020 for staff to provide a plan for CSPC meetings during this period of school closures.

## **C. BACKGROUND**

1. On March 12, 2020, Education Minister Stephen Lecce announced that all publicly funded schools in Ontario would close effective March 23, 2020 for two weeks due to the spread of COVID-19 in Ontario.
2. On March 31, 2020, it was communicated by Premier Doug Ford that school closures would continue for students until May 4, 2020.
3. On April 14, 2020, the Ministry of Education communicated that the school closure period will be extended beyond May 4<sup>th</sup>.
4. The change in the method for curriculum delivery across the system has caused a re-prioritization in immediate system needs and the means by which we communicate with all community partners and stakeholders.
5. At the Student Achievement Committee meeting on April 2, 2020 the Chair of CPIC and the Executive Director of OAPCE co-delegated and urged Trustees to provide direction so that principals would be required to attend parent council meetings via remote means.

6. Staff were directed to develop a plan to engage stakeholders in CSPC meetings at the school level.

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

1. During the period of the school closures, local school staff, curriculum and senior staff meetings have taken place through the use of the “Zoom” video communication platform. This has allowed both voice and visual interactions in group settings while maintaining Ministry of Health guidelines.
2. The TCDSB has purchased some full Zoom licenses for use and has also worked with Zoom to enable “basic” licenses for all TCDSB employees. TCDSB has reviewed recent updates to the Zoom platform and adjusted the security settings to increase security and privacy.
3. As of the week of April 13<sup>th</sup>, Catholic School Parent Councils may conduct CSPC meetings using a TCDSB Zoom account, ‘hosted’ by the principal. CSPC members will be informed on the proper meeting etiquette and procedures. This method of hosting a CSPC meeting over Zoom will help ensure everyone’s privacy and security.
4. Principals have been provided with instructions on how to host and manage a secure Zoom meeting. Principals have also been provided with a meeting etiquette notice that they can share with their CSPC members before the meeting.
5. Some families have inconsistent computer accessibility and/or no internet service. Zoom can be used in a “call only” mode for those who do not have reliable internet access.

## **E. METRICS AND ACCOUNTABILITY**

1. The goal for each CSPC is to conduct at least one virtual meeting during the period of school closures.
2. Given the ability for each CSPC to complete the Budget Survey and provide feedback for the budget-setting process by May 7, 2020, a Zoom meeting could be held prior to this deadline to accommodate this opportunity.

3. Schools are not in violation of Ontario Regulation 612 sec 12 (1) as it states that “a school council shall meet at least four times during the school year”.
4. The Parent Engagement Team along with OAPCE Toronto and CPIC will problem-solve issues related to parents who cannot “attend” CSPC meetings in this Zoom format. Chairs will be further supported in any needed understanding of this technology through further step-by-step learning videos.
5. Principals will be responsible for ensuring confidentiality and security parameters will be applied and followed. Principals will be the designated “hosts” and will provide protocols to all participants prior to the start of the meeting consistent with Board policies.
6. During the planning stage, principals and CSPC chairs will address any local parent accessibility concerns.
7. During April, the Parent Engagement Team will communicate through principals and CSPC chairs the plan of the changed CSPC format to all parents and provide support information.
8. To ensure equity of accessibility, principals will communicate through School Messenger the option to participate in the Zoom meeting by telephone. Zoom phone access instructions will be provided.
9. Catholic School Parent Council meetings will resume via a live remote communication platform for the month of May.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.



REPORT TO

REGULAR BOARD

## ANNUAL PORTABLE PLAN AND OTHER ACCOMMODATION NEEDS 2020-21

*"Enlarge the site of your tent, and let the curtains of your habitations be stretched out; do not hold back; lengthen your cords and strengthen your stakes." Isaiah 54:2*

### Created, Draft

March 9, 2019

### First Tabling

April 23, 2020

### Review

B. Kusimo, Supervisor Planning and Space Assessment  
 B. Leporati, Sr. Coordinator Planning Services  
 M. Iafrate, Sr. Coordinator Energy and Renewal  
 M. Loberto, Superintendent Planning and Development Services  
 M. Farrell, Superintendent Environmental Support Services  
 D. Friesen, Superintendent Capital Development and Asset Renewal

### RECOMMENDATION REPORT

#### Vision:

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

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Chief Financial Officer

## A. EXECUTIVE SUMMARY

The Board, at the March 12<sup>th</sup>, 2020 meeting of the Corporate Services, Strategic Planning and Property Committee, approved the report “*2020-21 to 2022-23 Consensus Enrolment Projections.*”

This report assesses Portable and Other Accommodation Needs for the 2020-2021 school year based on approved enrolment projections and staffing needs. The cost of the portable program inclusive of labour, transportation and materials is \$2,633,513 to be funded through the School Renewal Grant. If approved, 2020-21 portable placement/ relocation/ removal will commence in spring/summer 2020.

As of March 2020, the TCDSB has 312 portable classrooms in active use and 9 additional portables currently in storage at the West Portable Compound. Over the past ten years, the total portable inventory has been reduced from 427 to the current 312 (Appendix ‘A’). This represents a total reduction of 115 portables (27%) over the ten-year period. All portable needs will be satisfied from within the current inventory. **The operational total will increase by 3 portables to 315 by the start of the 2020/21 school year.**

## B. BACKGROUND

1. ***The cost of renovating a portable classroom and renewing it costs less than \$30,000 using Board staff, which can extend the use of the portable by 15-20 years.*** This is compared to a cost of \$52,000 using private contractors, and over \$100,000 for the purchase and installation of new portable classrooms. The Board has realized substantial savings from renewing portables which in turn has improved the average age of our portables and has created a sufficient inventory to satisfy the proposed portable plan without the need to purchase additional “new” portables.
2. ***The result of the refurbishment and replacement program is the improvement of the average age of a portable classroom used by the TCDSB to 2003 from an average age of 1990 in the 2010-11 school year.*** Year by Year improvement is shown in *Appendix ‘A’* of the report.
3. ***Portable classroom totals by Trustee Ward comparing the 2009-10 school year to the 2019-20 school year, inclusive of changes proposed in this report can be found in Appendix ‘B’.***

## C. EVIDENCE/RESEARCH/ANALYSIS

1. ***The annual assessment of Accommodation Needs was undertaken by the Planning Department throughout January and February of 2020.*** Each school was reviewed based on projected enrolment and teaching space requirements. Where additional space was required or declared surplus, each Principal was asked to confirm their anticipated needs with Planning staff and provide feedback. This also includes the need to place portables in schools for temporary relocations resulting from construction projects.
2. ***Form 100 staffing models completed and confirmed with Principals and Area Superintendents, were utilized to verify space requirements.*** Additional space requirements resulting from enrolment increases were identified and addressed as part of this process including site visits and consultation where necessary.
3. ***Environment Support Services staff undertake portable classroom maintenance, renovation and redevelopment projects to reduce the need to purchase new portables.*** A total of six trades staff are required to execute the program as well as construction materials, tools and vehicles in the amount of \$526,710 are drawn on the approved Portable Plan line item in the approved School Renewal Budget. Through this program, TCDSB does not need to purchase new portables to satisfy accommodation needs.
4. The following provides a ***summary of portable moves required to accommodate enrolment changes, temporary school relocations, Capital projects and Portable upgrades.*** Schools that are listed with zero (0) impact are sites where portable upgrades or onsite relocations are occurring. Every effort has been made by Renewal and Planning staff to address immediate and crucial pressures in the 2020-21 Accommodation Needs Plan.

<b>School</b>	<b>Portable</b>	<b>Ward</b>
Bishop Allen	0	Ward 4
St Matthew	0	Ward 10
St Roch	0	Ward 3
St Agatha	- 1	Ward 12
St Gabriel	- 1	Ward 5
St Gabriel Lalemant	- 1	Ward 8
St Timothy	- 1	Ward 11
Our Lady of Wisdom	- 2	Ward 7
St Edward	- 2	Ward 5
Jean Vanier	- 3	Ward 7
St Agnes	+ 1	Ward 5
St Demetrius	+ 1	Ward 2
St Kevin	+ 1	Ward 7
St Jerome	+ 2	Ward 5
Christ the King*	+ 9	Ward 4
* For temporary accommodation of St. Leo		

4. *The cost for each project is shown in Appendix ‘C’ inclusive of all associated costs for site work, electrical, demolition or relocation.* Electrical costs at St. Jerome and Christ the King are estimated to exceed \$50,000 given additional servicing requirements at each site.
5. *As per Board policy, any surplus portables will be offered on a public website for sale and removal, all insurance, liability and removal cost (except power, data and P.A. system disconnection) is to be assumed by the successful party with no cost to the Board.*
6. *A number of Capital construction projects are currently planned and/or underway and will result in a further reduction of 87 portables over the next 4 years (Appendix ‘D’).* This reduction does not reflect the natural changes in enrolment that will necessitate addition, replacement and removal of portables from individual schools.

## **D. METRICS AND ACCOUNTABILITY**



1. The portable budget maintenance program is tracked through SAP work notification orders and reported to the Ministry of Education.
2. The portable inventory is tracked through the School Facility Inventory System (SFIS) Ministry database.

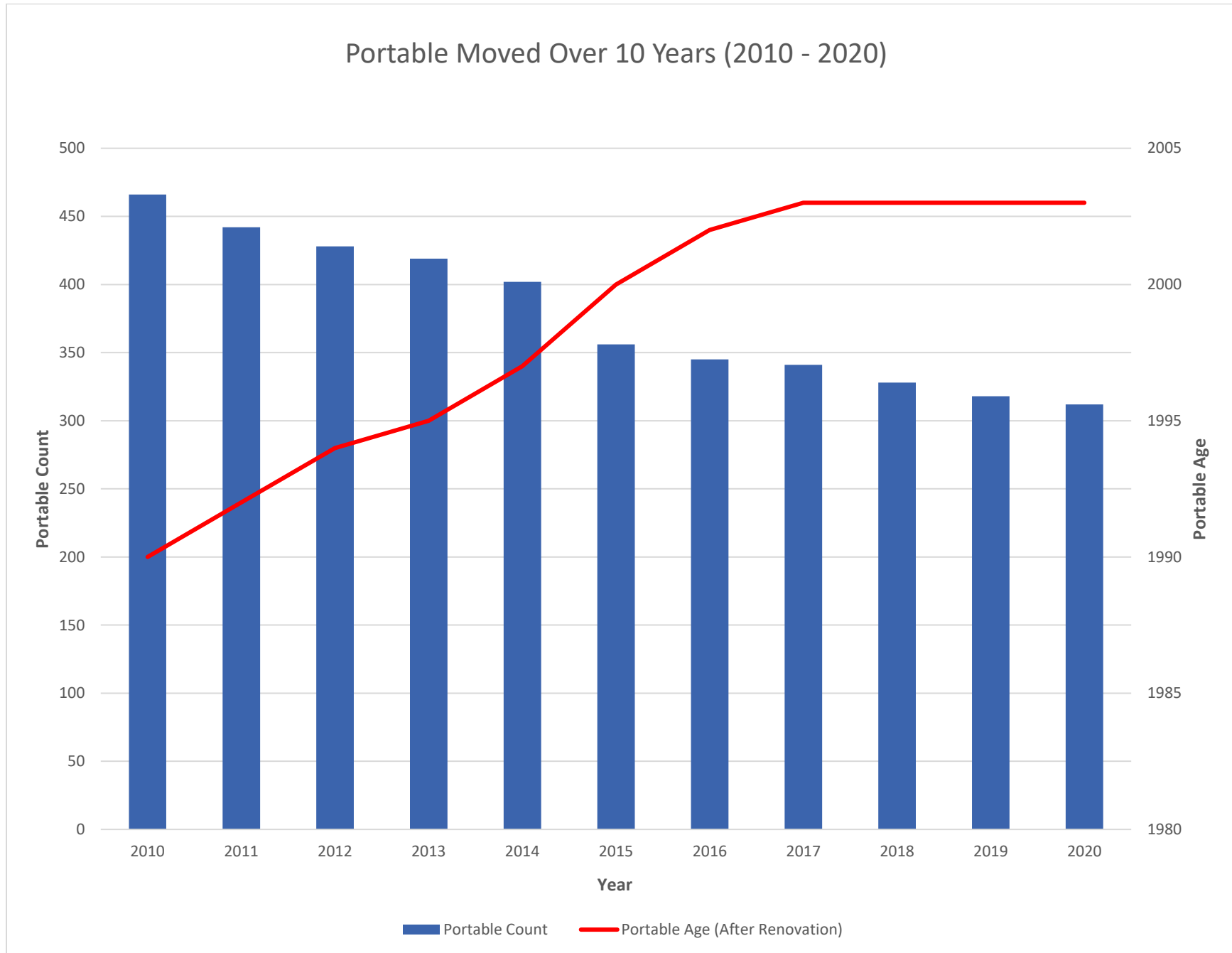
## **E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. *A comprehensive Portable and Other Accommodation Needs Plan budget of \$2,633,513 is required to complete all portable moves and classroom retrofits for the 2020-21 school year.* Portable relocation, demolition, and site preparation/restoration will commence in spring/summer 2020.
2. Portable needs arising during the year not identified in this report will be funded through contingency and the cost savings realized from completed projects.
3. Superintendents will be provided with a detailed summary of the Accommodation Needs addressed in this plan, and the Principals at the affected schools will be contacted directly by the Portable/Renewal/Capital Supervisor project lead to confirm dates and times that work will be performed.
4. Communication material will be issued to schools and neighbours in accordance with the Operational Procedures within the *Good Neighbour Policy S.A. 25*.
5. *To ensure accountability to the school community, staff conducted meetings with the Principals, Superintendents, Trustees and members of the CSPC committee to consult them on the addition of portables to their school. Given the current work environment due to COVID-19, these meetings were held virtually.* Consultation with the St. Leo community is ongoing as part of Transition Team meetings concerning relocation of the school for September 2020.

## **F. STAFF RECOMMENDATIONS**

1. That the Director of Education be authorized to implement the portable and other accommodation Needs Strategy as outlined in this report
2. That the 2020-21 Portable Plan and Other Accommodation Needs budget amount of \$2,633,513 be approved as detailed in *Appendix 'C'* to be funded from School Renewal.

## Appendix 'A'



Appendix 'B'

<b>Total by Trustee Area</b>				
<b>Trustee Ward</b>	<b>Portable Count</b>			
	<b>2010-2011</b>	<b>2019-2020</b>	<b>Summer Action Plan</b>	<b>2020-2021</b>
<b>Martino</b>	11	13	0	13
<b>De Domenico</b>	55	26	+ 2	28
<b>Li Preti</b>	28	10	0	10
<b>Lubinski</b>	32	43	+ 9	52
<b>Rizzo</b>	96	67	0	67
<b>D'Amico</b>	0	0	0	0
<b>Del Grande</b>	40	22	- 4	18
<b>Tanuan</b>	25	14	- 1	13
<b>Di Pasquale</b>	16	6	0	6
<b>Di Giorgio</b>	22	17	0	17
<b>Kennedy</b>	14	25	- 1	24
<b>Crawford</b>	88	69	- 1	68
<b>Total Operational Portables</b>	<b>427</b>	<b>312</b>	<b>4</b>	<b>316</b>

Appendix 'C'

<b>Portable Plan Cost Summary</b>		
<b>School</b>	<b>Purpose</b>	<b>Estimate</b>
Bishop Allen Academy	Upgrade to air-conditioned Portable Classrooms	\$ 82,034.48
Christ the King Site for St.	Addition of portable for St. Leo	\$ 445,627.03
Jean Vanier Catholic	Removal of Portable Classrooms	\$ 44,388.52
Our Lady of Wisdom	Removal of Portable Classrooms	\$ 34,836.56
St. Agatha Catholic	Removal of Portable Classrooms	\$ 44,388.52
St. Agnes Catholic School	Addition of portable Classrooms	\$ 125,748.74
St. Demetrius Catholic	Addition of portable Classrooms	\$ 92,035.94
St. Edward Catholic	Removal of Portable Classrooms	\$ 52,816.72
St. Gabriel Catholic	Removal of Portable Classrooms	\$ 42,141.00
St. Gabriel Lalemant	Removal of Portable Classrooms	\$ 34,683.32
St. Jerome Catholic School	Addition of portable Classrooms	\$ 129,288.59
St. Kevin Catholic School	Addition of portable Classrooms	\$ 135,469.27
St. Matthew Catholic	Upgrade to air-conditioned Portable Classrooms	\$ 96,081.48
St. Roch Catholic School	On-Site relocation for Capital Construction	\$ 80,348.84
St. Timothy Catholic School	Removal of Portable Classrooms	\$ 21,913.32
Portable Classroom relocation costs 2020-2021		\$ 1,461,802.33
Portable Classroom Renewal Work		\$ 300,000.00
In-Year Contingency for unplanned accomodation needs		\$ 300,000.00
Truck expenses		\$ 45,000.00
Contract Labour for Portable Renewal Crew		\$ 526,710.29
<b>Total</b>		<b>\$ 2,633,512.62</b>

Appendix 'D'

<b>Portable Reduction by Capital Construction</b>			
<b>School</b>	<b>Project Type</b>	<b>Year of Completion</b>	<b># of Portables</b>
St. Joseph Morrow Park	Replacement School	Sept. 2020	0
Regina Mundi	Retrofit of Dante Alighieri for Elementary School	Sept. 2021	1
St. Bruno/St. Raymond	Replacement School	Sept. 2021	0
St. Leo (temp CTK)	Replacement School	Jan. 2022	9
Holy Angels	Replacement School	Jan. 2023	9
St. Antoine Daniel	Replacement School	Jan. 2023	8
St. Matthias	Replacement School	Jan. 2023	4
Dante Alighieri	Replacement School	Sept. 2023	20
St John Henry Newman	Replacement School	Sept. 2023	20
St. Fidelis	Replacement School	Sept. 2023	6
New Baycrest (St. Margaret/OLO the Assumption)	New School	Jan. 2024	10
St. Michael Choir	Replacement School	Jan. 2024	0
<b>Total Portables</b>			<b>87</b>



REPORT TO

## REGULAR BOARD

## MONTHLY PROCUREMENT APPROVALS

*‘What you heard from me, keep as the pattern of sound teaching, with faith and love in Christ Jesus. Guard the good deposit that was entrusted to you-guard it with the help of the Holy Spirit who lives in us.’*

**2 Timothy 1:13-14**

Created, Draft	First Tabling	Review
April 3, 2020	April 23, 2020	<a href="#">Click here to enter a date</a>
J. Charles, (Acting) Coordinator of Material Management V. Artuso, (Acting) Purchasing Manager P. De Cock, Comptroller of Business Services & Finance		

## RECOMMENDATION REPORT

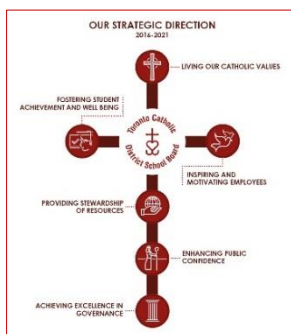
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## **A. EXECUTIVE SUMMARY**

As required by the TCDSB Purchasing Policy (FP.01), the Board of Trustees approve any procurement activity/awards in excess of \$50,000. This report submits to the Board of Trustees all procurement activity/awards in excess of \$50,000 subsequent to **March 31, 2020** for review and approval, and further reports will be prepared on a monthly basis for the Corporate Services, Strategic Planning and Property Committee.

*The cumulative staff time required to prepare this report was 40 hours.*

## **B. PURPOSE**

1. This report responds to a TCDSB Purchasing Policy regulation requiring Board of Trustees approval for any procurement activity/award equal to or greater than \$50,000.

## **C. BACKGROUND**

1. The Board Purchasing Policy FP01 provides delegation of authority to the Director of Education to approve the award of all contracts and expenditures not to exceed a threshold of \$50,000 where the Board of Trustees has approved the budget, project or report.
2. In order to facilitate procurement activity and/or awards in excess of the \$50,000 limit, this report recommends approval for the attached list of procurement requisitions and/or awards.

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

1. A complete listing and description of procurement requisitions and/or awards appears in Appendix A.

## **E. CONCLUDING STATEMENT**

That the Board of Trustees approve all procurement activities/awards listed in Appendix A.



## Appendix A

No.	Report Name	Vendor Name(s)	Type	Description	Amount
1	CS_Apr2020_Cap 2019 015 St. Bartholomew Catholic School Child Care Addition Contractor Award	Renokrew (1568796 Ontario Inc.)	New Procurement Award	Construction of a three-room Child Care addition and replacement of the existing Fire Alarm system and installation of a Cooling Centre.	\$2,915,646.40
			Budget Increase	Increase due to required upgrade to the existing building fire alarm system was not included in the original project budget.	\$93,721.58
2	CS_Apr2020_Ren 2019 077 St. John Paul II Catholic Secondary School BAS Upgrade and Boiler Replacement - Phase II - Budget Approval	Pipe All Plumbing Ltd	New Procurement Award	Phase 2 portion of the BAS and boiler upgrade work at John Paul II Catholic Secondary School	\$638,193.52

## Appendix A

No.	Report Name	Vendor Name(s)	Type	Description	Amount
3	CS_Apr2020_Ren 2019 082 Chaminade College Stairwell Replacement Contractor Award	SDM Construction Inc.	New Procurement Award	Complete staircase replacement at Chaminade College	\$483,326.65
			Budget Decrease	Project Budget included change in scope and market conditions.	\$155,155.10
4	CS_Apr2020_Ren 2019 083 St. Jerome Catholic School Window Replacement Contractor Award	Alwind Industries Ltd.	New Procurement Award	Replace all windows at St. Jerome Catholic School	\$363,644.06
			Budget Increase	Increase due to escalation and market conditions.	\$108,369.26
5	CS_Apr2020_Ren 2019 091 St. John Paul II Catholic Secondary School Flooring Contractor Award	Seaforth Building Group 1992 Ltd.	New Procurement Award	Flooring replacement at St. John Paul II Catholic Secondary School.	\$137,473.65

## Appendix A

No.	Report Name	Vendor Name(s)	Type	Description	Amount
6	CS_Apr2020_Ren 2019 075 Cooling Centres Phase II Various Schools Project Management Contract Award	Jones Lang LaSalle (JLL) Real Estate Services Inc.	New Procurement Award	Project management services including on-site-review for 33 schools for Phase 2 of the cooling centre installations.	\$137,916.00
7	School and CEC Telephone Systems Maintenance and Equipment Contract – 3 Month Contract Extension	Smart IP	Modification to existing award	Telephone maintenances services and equipment be extended for 3 months.	\$60,000.00
8	Google Chrome OS Management Console Licenses	Compugen Inc.	Modification to existing award	Purchasing 2000 additional Google Chrome OS Management Console Licenses	\$71,512.00
9	Extension of Macquarie Equipment Finance Lease – Schedule TCDSB-001	Macquarie Equipment Finance	Modification to existing award	6-Months Lease laptops, desktops, monitors and docking stations etc. for administrative staff, guidance counselors and TCDSB training lab.	\$150,395.88



## Procurement Award Report with Project Update

Report To	Corporate Services, Strategic Planning and Property Committee
Report Name	CS_Apr2020_Cap 2019 015 St. Bartholomew Catholic School Child Care Addition Contractor Award
Report #	Cap 2019 015
Division	Capital Development and Asset Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development & Asset Renewal
Initiator/Requestor	L. Kahssay, Supervisor, Capital Projects
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	<b>P-16-20</b>	Value Incl. Net HST	\$2,915,646.40
Term Start Date	May 1, 2020	Term End date	May 3, 2021

### Description of Goods/Service or Change

Construction of a City of Toronto-funded 3-room Child Care addition with a Renewal scope of work for the replacement of the Fire Alarm System and installation of a 'Cooling Centre' in the existing school.

Required upgrade to the existing building fire alarm system was not included in the original project budget.

## Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	12
Name of Recommended Vendor/Bidder	Renokrew (1568796 Ontario Inc.)
Winning Bid Value Incl. Net HST	\$2,915,646.40
Budget Source	City of Toronto & School Renewal Grant
Budget Source approval (Report & Date)	Cap 2016 043 Child Care Additions at Six Schools – 24 August 2017
Under/Over Budget*	Budget Increase required

\*City of Toronto

## Formal Award Recommendation

That a contract for the construction of a three-room Child Care addition and replacement of the existing Fire Alarm system and the installation of a Cooling Centre at St. Bartholomew Catholic School be awarded to Renokrew (1568796 Ontario Inc.) in the amount of \$2,854,000 plus net HST of \$61,646.40 for a total of \$2,915,646.40, subject to approval of additional funding by Toronto City Council.

# Project Funding Update

## Funding Statement (Note: All amounts include net HST)

St. Bartholomew CS Child Care Budget	FundingSource		Total
	City of Toronto	School Renewal	Estimated
A. Total Consulting Cost	\$ 167,215	\$ 24,000	\$ 191,215
B. Total Soft Costs	\$ 168,118	\$ 5,000	\$ 173,118
C. Construction Costs			
Child Care Addition (City)	\$ 2,800,471	\$ -	\$ 2,800,471
FA upgrade & Abatement	\$ -	\$ 93,722	\$ 93,722
Cooling Centre & Abatement	\$ -	\$ 31,670	\$ 31,670
C. Total Estimated Construction Cost	\$ 2,800,471	\$ 125,391	\$ 2,925,862
D. Total Contingency Allowance	\$ 300,000	\$ 96,330	\$ 396,330
<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$ 3,435,805</b>	<b>\$ 250,722</b>	<b>\$ 3,686,527</b>
<b>FUNDING *</b>	<b>\$ 3,000,000</b>	<b>\$ 157,000</b>	<b>\$ 3,157,000</b>
<b>Deficit</b>	<b>\$ (435,805)</b>	<b>\$ (93,722)</b>	<b>\$ (529,527)</b>
* Note: This funding amount of \$3,000,000 was approved by City Council on Feb. 21, 2020.			

Project Budget Change Needed?	Yes
Budget Change Amount (City)	\$435,805.18
Budget Change Amount (Renewal)	\$93,721.58

## Formal Budget Change Recommendation

1. That a revised project budget of \$3,686,527.00 for the St. Bartholomew Child Care addition including replacement of the existing fire alarm system and installation of a cooling centre be approved, subject to approval of additional funding by Toronto City Council, as follows:
  - i. Child Care Addition: Increase to the City-funded budget by the amount of \$435,805.18, incl. net HST, for a total Child Care budget amount of \$3,435,805.18, incl. net HST, subject to approval by City Council.
  - ii. Renewal Works: Increase to the Renewal-funded budget by the amount of \$93,721.58, incl. net HST, for a total Renewal budget amount of \$162,127.18, incl. net HST. This amount is the construction cost for the update of the school fire alarm system.

That Renewal funds be made available from the School Condition Improvement grant.



## Procurement Award Report with Project Update

Report To	Corporate Service – Monthly Procurement
Report Name	CS_Apr2020_Ren 2019 077 St. John Paul II Catholic Secondary School BAS Upgrade and Boiler Replacement - Phase II - Budget Approval
Report #	Ren 2019 077 St John Paul II BAS Upgrade-Boiler Replacement-Phase II Budget Approval
Division	Capital Development & Asset Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development & Asset Renewal
Initiator/Requestor	L. Lobo, Supervisor, Renewal Projects
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	<b>P-056-19</b>	Value Incl. Net HST	\$638,193.52
Term Start Date	April 16, 2020	Term End Date	Sept. 29, 2020

### Description of Goods/Service or Change

Phase 2 of boiler upgrade and Building Automation System installation at St. John Paul II Catholic Secondary School budget. Phase 1 was completed by Pipe All Plumbing & Heating Ltd. in 2019.

## Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	6
Name of Recommended Vendor/Bidder	Pipe All Plumbing Ltd
Winning Bid Value Incl. Net HST	\$638,193.52
Budget Source	School Condition Improvement
Budget Source approval (Report & Date)	Ren 2018 105 (2019-03-20)
Under/Over Budget	Within approved budget

## Formal Award Recommendation

1. That a contract be awarded to Pipe All Plumbing & Heating Ltd. for the Phase 2 portion of the BAS and boiler upgrade work at John Paul II Catholic Secondary School, in the amount of \$638,193.52 (including net HST).
2. That funds in the amount of \$643,193.52 (including \$5,000 additional contingency allowance) be made available from the contingency portion of the 2019-2020 portion of the School Renewal program, under the School Condition Improvement grant.



# Project Funding Update

## Funding Statement

St John Paul II BAS & Boiler Replacement		
	Cost	Balance
Approved Phase 1 Budget (Ren 2018 193)		\$1,366,159.28
Approved Phase 2 Budget (Ren 2019 002 - Contingency Portion)		\$643,193.52
Total Approved Budget		\$2,009,352.80
Prime consultant fees	\$27,889.68	
Third Party Commissioning consultant	\$41,824.30	
Phase 1 Construction Cost	\$1,155,429.60	
Phase 2 Construction Cost	\$638,193.52	
Technical Development Allowance	\$45,000.00	
Contingency Allowance	\$101,015.70	
Total Project Cost		\$2,009,352.80
<b>Balance</b>		<b>\$0.00</b>

Project Budget Change Needed?	No
Budget Change Amount	\$0.00

## Formal Budget Change Recommendation



## Procurement Award Report with Project Update

Report To	Corporate Services, Strategic Planning and Property Committee – Monthly Procurement
Report Name	CS_Apr2020_Ren 2019 082 Chaminade College Stairwell Replacement Contractor Award
Report #	Ren 2019 082
Division	Capital Development & Asset Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development & Asset Renewal
Initiator/Requestor	A. Ruscetta, Supervisor, Project Administration
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	P-022-20	Value Incl. Net HST	\$ 483,326.65
Term Start Date	April 16, 2020	Term End date	August 21, 2020

### Description of Goods/Service or Change

Replace all interior staircases at Chaminade College. These stairs require replacement due to health and safety concerns.

**Procurement Process**

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	6
Name of Recommended Vendor/Bidder	SDM Construction Inc.
Winning Bid Value Incl. Net HST	\$ 483,326.65
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018-057 (2018-12-12)
Under/Over Budget	Within approved budget

**Formal Award Recommendation**

That a contract for complete staircase replacement at Chaminade College be awarded to SDM Construction Inc. in the amount of \$ 483,326.65 including net HST.

## Project Funding Update

### Funding Statement

Chaminade College Secondary School] - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget		\$728,000.00
Construction Costs	\$483,326.65	
Consulting Fees	\$9,518.25	
Technical Development Allowance	\$5,000.00	
Contingency Allowance	\$75,000.00	
Total Project Cost		\$572,844.90
	<b>Balance</b>	<b>\$155,155.10</b>

Project Budget Change	Yes
Budget Change Amount	Reduce by \$155,155.10

### Formal Budget Change Recommendation

1. That the project budget include a Technical Development Allowance of \$5,000 and a contingency allowance of \$75,000.
2. That the project budget be reduced to \$572,844.90 and the surplus is returned to the unplanned Renewal contingency.



## Procurement Award Report

## with Project Update

Report To	Corporate Services, Strategic Planning and Property Committee – Monthly Procurement
Report Name	CS_Apr2020_Ren 2019 083 St. Jerome Catholic School Window Replacement Contractor Award
Report #	Ren 2019 083
Division	Capital Development & Asset Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development & Asset Renewal
Initiator/Requestor	A. Ruschetta, Supervisor, Project Administration
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	P-022-20	Value Incl. Net HST	\$ 363,644.06
Term Start Date	March 16, 2020	Term End date	August 28, 2020

### Description of Goods/Service or Change

Replace all windows at St. Jerome Catholic School.

This project was approved in the 2018-2019 Renewal Plan with an estimated project budget of \$300,000.00. Costs in 2020 have come in higher than anticipated mainly due to escalation and market conditions.

### Procurement Process

Procurement Type	Tender
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Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	3
Name of Recommended Vendor/Bidder	Alwind Industries Ltd.
Winning Bid Value Incl. Net HST	\$ 363,644.06
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018 154 June 6/19
Under/Over Budget	Budget Increase required

### **Formal Award Recommendation**

That a contract be awarded to Alwind Industries Ltd. for complete window replacement at St. Jerome Catholic School in the amount of \$363,664.06 including net HST.

# Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

## Funding Statement

St. Jerome Catholic School - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$300,000.00
Construction Costs	\$363,664.06	
Consulting Fees	\$9,705.20	
Technical Development Allowance	\$5,000.00	
Contingency Allowance	\$30,000.00	
Total Project Cost		\$408,369.26
<b>Balance</b>		<b>(\$108,369.26)</b>

Project Budget Change	Yes
Budget Change Amount	\$108,369.26

## Formal Budget Change Recommendation

1. That the project budget for window replacement at St. Jerome Catholic School be increased to \$408,369.26 to cover a shortfall of \$108,369.25.
2. That the project budget include a contingency allowance of \$30,000.00 and a Technical development allowance of \$5,000.00.
3. That the funds for this project be made available from the School Condition Improvement Grant.



# Procurement Award Report

## with Project Update

Report To	Corporate Services, Strategic Planning and Property Committee – Monthly Procurement
Report Name	CS_Apr2020_Ren 2019 091 St. John Paul II Catholic Secondary School Flooring Contractor Award
Report #	Ren 2019 091
Division	Capital Development and Asset Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development & Asset Renewal
Initiator/Requestor	F. Sangiuliano, Supervisor, Capital Projects
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	<b>P-027-20</b>	Value Incl. Net HST	\$ 137,473.65
Term Start Date	April 16, 2020	Term End date	August 14, 2020

### Description of Goods/Service or Change

Replace flooring throughout areas of the school including the Chapel, weight room, drama room, cafeteria, and various classrooms at St. John Paul II Catholic Secondary School.



## Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	9
Name of Recommended Vendor/Bidder	Seaforth Building Group 1992 Ltd.
Winning Bid Value Incl. Net HST	\$137,473.65
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018-057 (2018-12-12)
Under/Over Budget	Within approved budget

## Formal Award Recommendation

That a contract be awarded to Seaforth Building Group Ltd. for flooring replacement at St. John Paul II Catholic Secondary School in the amount of \$137,473.65 including net HST.

# Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

## Funding Statement

St. John Paul II Secondary School - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$230,847.00
Construction Costs	\$137,473.65	
Consulting Fees	\$12,259.20	
Technical Development Allowance	\$4,597.80	
Contingency Allowance	\$21,822.00	
Total Project Cost		\$176,152.65
<b>Balance</b>		<b>\$54,694.35</b>

Project Budget Change	Not required
Budget Change Amount	N/A

## Formal Budget Change Recommendation



# Procurement Award Report

## with Project Update

Report To	Corporate Services, Strategic Planning and Property Committee – Monthly Procurement
Report Name	CS_Apr2020_Ren 2019 075 Cooling Centres Phase II Various Schools Project Management Contract Award
Report #	Ren 2019 075
Division	Capital Development & Asset Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development & Asset Renewal
Initiator/Requestor	J. Directo, Supervisor, Capital Projects
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	<b>P-012-18</b>	Value Incl. Net HST	\$137,916.00
Term Start Date	April 16, 2020	Term End date	August 31, 2020

### Description of Goods/Service or Change

Project management services for Phase 2 of the cooling centre installations at 33 schools, as listed below. Services include on-site review for each school to determine the cooling centre location and scope of work, procurement of design and construction, contract administration and regular reporting on the status of the project.

## Phase 2 - Cooling Centre Installation 2020

School Code	Name	Elementary	Address
341	St Dorothy	Elementary	155 John Garland Blvd Rexdale ON M9V 1N7
337	St Eugene	Elementary	30 WestRoyal Road Weston ON M9P 2C3
278	St Elizabeth	Elementary	5 Redcar Ave
413	Josyf Cardinal Slipyj	Elementary	35 West Deane Park Drive Islington ON M9B 2R5
271	St Francis Xavier	Elementary	53 Gracefield Avenue Toronto ON M6L 1L3
397	Venerable John Merlini	Elementary	123 Whitfield Avenue Weston ON M9L 1G9
409	Blessed Margherita	Elementary	108 Spenvally Drive Downsview ON M3L 1Z5
318	D'arcy McGee	Elementary	20 Bansley Avenue Toronto ON M6E 2A2
226	Blessed Sacrament	Elementary	24 Bedford Park Avenue Toronto ON M5M 1H9
265	O L of Assumption	Elementary	125 Glenmount Avenue Toronto ON M6B 3C2
224	St Monica	Elementary	14 Broadway Avenue Toronto ON M4P 1T4
228	St Mary of the Angels	Elementary	1477 Dufferin Street Toronto ON M6H 4C7
258	Precious Blood	Elementary	1035 Pharmacy Avenue Scarborough ON M1R 2G8
350	St Aiden	Elementary	3521 Finch Avenue East Agincourt ON M1W 2S2
378	Epiphany of Our Lord	Elementary	3150 Phamacy Ave
416	Prince of Peace	Elementary	255 Alton Towers Circle Scarborough ON M1V 4E7
425	St Bede	Elementary	521 Sewells Road Scarborough ON M1B 5H3
419	Cardinal Leger	Elementary	600 Morrish Road West Hill ON M1C 4Y1
336	St Malachy	Elementary	80 Bennett Road West Hill ON M1E 3Y3
204	St Paul	Elementary	80 Sackville Street Toronto ON M5A 3E5
326	St Alphonsus	Elementary	60 Atlas Avenue Toronto ON M6C 3N9
239	O L of Perpetual Help	Elementary	1 1/2 Garfield Avenue Toronto ON M4T 1E6
212	Holy Family	Elementary	141 Close Avenue Toronto ON M6K 2V6
216	St Rita	Elementary	178 Edwin Avenue Toronto ON M6P 3Z9
348	Blessed John XXIII	Elementary	175 Grenoble Drive Don Mills ON M3C 3E7
315	St Isaac Jogues	Elementary	1330 York Mills Road Don Mills ON M3A 1Z8
242	Holy Cross	Elementary	299A Donlands Avenue Toronto ON M4J 3R7
251	Canadian Martyrs	Elementary	520 Plains Road Toronto ON M4C 2Z1
316	St Catherine	Elementary	30 Roanoke Road Don Mills ON M3A 1E9
260	St Maria Goretti	Elementary	21 Kenmark Blvd
292	St Joachim	Elementary	3395 St Clair Ave
286	St Martin de Porres	Elementary	230 Morningside Avenue West Hill ON M1E 3E1
322	St Thomas More	Elementary	2300 Ellesmere rd

Count 33

## Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	10
Name of Recommend Vendor/Bidder	Jones Lang LaSalle (JLL) Real Estate Services Inc.
Winning Bid Value Incl. Net HST	\$137,916.00
Budget Source	School Condition Improvement Grant (SCI)

Budget Source approval (Report & Date)	Ren 2019 002 (Oct 10, 2019)
Under/Over Budget	Within approved budget

### Formal Award Recommendation

1. That a contract be awarded to Jones Lang LaSalle (JLL) Real Estate Services Inc. to provide project management services for **Phase 2** of the cooling centre installation program for the 33 schools listed in S for a total fee of \$137,916.00, including net HST. This fee was a part of a 4-phase bid submission previously submitted with RFP P-012-19.
2. That funding for the project management services is made available from the School Condition Improvement Grant (SCI)

# Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

## Funding Statement

<b>Cooling Centre - Phase 2 - (All amounts include net HST)</b>		
	<b>Cost</b>	<b>Balance</b>
Approved Project Phase 2 Budget		\$4,389,000.00
Project Management (Phase 2)	\$137,916.00	
Cooling Centre Installation and associated costs	\$4,031,634.00	
Technical Development	\$219,450.00	
Total Project Cost		\$4,389,000.00
<b>Balance</b>		<b>\$0.00</b>

Project Budget Change Needed?	No
Budget Change Amount	N/A

## Formal Budget Change Recommendation



## Procurement Award Report

Report Name	School and CEC Telephone Systems Maintenance and Equipment Contract – 3 Month Contract Extension
Division	ICT Services – Infrastructure & Operations
SO/Executive	S. Camacho, Chief Information Officer – ICT Services Division
Initiator/Requestor	I. Kearney, Senior Manager - IT Infrastructure & Operations O. Malik, Senior Coordinator - IT Planning & Strategy V. Artuso, Manager – Materials Management J. Charles, Acting Coordinator – Materials Management
Report Type	Modification to existing award

### Tender/RFP Information

RFP/Tender #	RFP	Value + Net HST	\$60,000
Term Start Date	May 2, 2020	Term End date	July 31, 2020

### Description of Goods/Service or Change

The existing agreement with Smart IP for school and CEC telephone maintenance services and equipment ends as of May 1, 2020. A procurement process was initiated to acquire a vendor of record for these telephone maintenance services and equipment but that procurement is not completed and has not yet been awarded. This is expected to be completed by the end of May 2020. Telephone systems at the schools and Catholic Education Centre are essential in ensuring communication to and from the schools and the parent community. It is critical to the operation of schools that telephone systems be maintained therefore in the interim the agreement with Smart IP need to be continued. This report recommends that in the interim the existing agreement

with Smart IP be extended for 3 months from May 2, 2020 to July 31, 2020 up to a maximum contract value of \$60,000.

## Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	Choose an item.
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Smart IP
Winning Bid Value + Net HST	\$60,000.00
Budget Source	Funds are available in the from Elementary, Secondary schools and Technical Services operating budget.
<b>Budget Source approval (Report &amp; Date)</b>	2019- 2020 Budget Estimates – Overall Instructional Volumes 1, 2, 3, 4 2019- 2020 Budget Estimates – Non-Instructional Volumes 5, 6 June 13, 2019
Under/Over Budget	Within approved budget

## Formal Award Recommendation

This report recommends that in the interim the existing agreement with Smart IP for telephone maintenances services and equipment be extended for 3 months from May 2, 2020 to July 31, 2020 up to a maximum contract value of \$60,000.00.





## Procurement Award Report

Report Name	Google Chrome OS Management Console Licenses
Division	ICT Services Division
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	B. Tari, Senior Manager, Field Technical Support & Software Deployment
Report Type	New procurment award

### Tender/RFP Information

RFP/Tender #	RFQ	Value + Net HST	\$71,512.00
Term Start Date		Term End date	

### Description of Goods/Service or Change

An RFQ was initiated to acquire an additional 2000 Google Chrome OS Management Console Licenses. The additional Google Chrome Management Licenses are needed for the management of new Chromebook laptops purchased by schools and the Special Services Department for student use. This is a perpetual license purchase.

## Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	2
Name of Recommend Vendor/Bidder	Compugen Inc.
Winning Bid Value + Net HST	\$71,512.00
Budget Source	ICT Services Division – Operations Budget
<b>Budget Source approval (Report &amp; Date)</b>	2019- 2020 Budget Estimates – Overall Instructional Volumes 1, 2, 3, 4 2019- 2020 Budget Estimates – Non-Instructional Volumes 5, 6 June 13, 2019
Under/Over Budget	Within approved budget

## Formal Award Recommendation

This report recommends purchasing 2000 additional Google Chrome OS Management Console Licenses from Compugen Inc. at the unit cost of \$35.00 per license for a total purchase price of \$71,512.00 including net HST.



## Procurement Award Report

Report Name	Extension of Macquarie Equipment Finance Lease – Schedule TCDSB-001
Division	ICT Services Division
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	B. Tari, Senior Manager, Field Technical Support & Software Deployment
Report Type	Modification to existing award

### Tender/RFP Information

<b>RFP/Tender #</b>	RFT # P-095-17	<b>Value + Net HST</b>	\$150,395.88
<b>Term Start Date</b>	May 1, 2020	<b>Term End date</b>	July 31, 2020

### Description of Goods/Service or Change

In October 2017 TCDSB signed a lease with Macquarie Equipment Finance to lease laptops, desktops, monitors and docking stations etc. for administrative staff, guidance counselors and TCDSB training lab. The original equipment is purchased via OEMC End-User Computer RFP using the best provincial rates. The lease is expiring on May 1, 2020 and will need to be extended month to month as result of the COVID-19 pandemic.

## Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Macquarie Equipment Finance
Winning Bid Value + Net HST	\$150,395.88
Budget Source	ICT Services Division – operations budget
Budget Source approval (Report & Date)	2019- 2020 Budget Estimates – Overall Instructional Volumes 1, 2, 3, 4 2019- 2020 Budget Estimates – Non-Instructional Volumes 5, 6 June 13, 2019
Under/Over Budget	Within approved budget

## Formal Award Recommendation

This report recommends extending the Macquarie Equipment Finance lease for on an month-to-month basis until the COVID-19 pandemic subsides and the TCDSB is able to return to normal operations to replace these computers. This is currently estimated at 6 months. The per month cost is \$25,065.98 with estimated cost for 6 month at \$150,395.88 including net HST.

## MASTER PENDING LIST AND ROLLING CALENDAR TO APRIL 23, 2020

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Jan-2020 Corporate Services	TBC	Corporate Services	That all options be explored for Dante Alighieri, and that a report come back at the March 12, 2020 or April 16, 2020 Corporate Services Committee meeting <b>(2020-2021 School Relocations Plan)</b>	Associate Director of Facilities, Business & Comm. Dev & CFO
2	Mar-2020 Corporate Services	May-2020	Regular Board	Report regarding funds spent on the recruitment of international students and the corresponding enrolment over the past 5 years be presented to the Board of Trustees at the May 14, 2020 Corporate Services Committee Meeting <b>(2020-21 Budget Setting Plan and Consultation)</b>	Associate Director of Facilities, Business & Comm. Dev & CFO
3	Mar-2020 Corporate Services	June-2020	Regular Board	Report regarding the finalized budget estimates for 2020-21, which will be reflective of the Community Consultation and feedback received at various Committee meetings, and finally to the Board of Trustees at the Corporate Services Committee meeting scheduled for June 9, 2020 <b>(2020-21 Budget Setting Plan and Consultation)</b>	Associate Director of Facilities, Business & Comm. Dev & CFO
4	Mar-2020 Student Achievement	Sep-2020	Student Achievement	Report regarding the feasibility of inviting the three presenters to have in-person workshops on the following topics: Code of Conduct for Trustees; School Board Governance; Integrity Commissioner Office. The report would contain the cost, the proposed time, and any other details that would be of interest and would be of importance to our decision making <b>(Consideration of Motion From Trustee Kennedy regarding</b>	Director Of Education

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<b>Presentations from Ontario Catholic School Trustees' Association (OCSTA) on Code of Conduct, Integrity Commissioner and School Board Governance)</b>	

# 2020 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

## Appendix A

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 &amp; 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	April (A)	Corporate Services	Annual Portable Plan and Other Accommodations Needs	A.D. Facilities, Business, Community Development
8	April (A)	Corporate Services	Annual Energy Conservation and Demand Management Plan Progress Update	A.D. Facilities, Business, Community Development
9	May (P)	Corporate Services	<u>A.18 Development Proposals, Amendments and Official Plans and Bylaws</u> Policy Metric	A.D. Facilities, Business, Community Development
10	May (Q)	Corporate Services	Financial Status Update Report #2	A.D. Facilities, Business, Community Development
11	May (A)	Corporate Services	Budget Series Report: Preliminary Budget Estimates for the Following Fiscal Year	A.D. Facilities, Business, Community Development
12	June (A)	Corporate Services	Budget Series Report: Recommended Budget Estimates for the Following Fiscal Year	A.D. Facilities, Business, Community Development

# 2020 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

## Appendix A

13	June (A)	Corporate Services	Delegated Authority Report	A.D. Facilities, Business, Community Development
14	September (Q)	Corporate Services	Financial Status Update Report #3	A.D. Facilities, Business, Community Development
15	September (A)	Corporate Services	Capital Program Update	A.D. Facilities, Business, Community Development
16	September (A)	Corporate Services	Delegated Authority Update Report	A.D. Facilities, Business, Community Development
17	October (A)	Corporate Services	Trustee Honorarium Report	A.D. Facilities, Business, Community Development
18	October (A)	Corporate Services	Annual Asset Renewal Plan	A.D. Facilities, Business, Community Development
19	October (A)	Corporate Services	Preliminary Enrolment Report for Elementary and Secondary Schools and S.A.01 <u>Elementary Admission and Placement Policy Metric</u>	A.D. Facilities, Business, Community Development
20	November (A)	Corporate Services	Legal Fees Report	A.D. Facilities, Business, Community Development
21	November (A/Q)	Corporate Services	Audited Financial Statement and Financial Status Update #4	A.D. Facilities, Business, Community Development
22	December (A)	Corporate Services	Budget Series Report: Revised Budget Estimates for the Current Fiscal Year	A.D. Facilities, Business, Community Development
23	December (A)	Corporate Services	Annual Investment Report	A.D. Facilities, Business, Community Development
24	February (A)	Regular Board	School Year Calendar	Associate Director Academic Services
25	March (A)	Regular Board	Staffing Projections Report	Associate Director Academic Services



# 2020 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

## Appendix A

26	August (P)	Regular Board	<u>T.19 Electronic Participation in Meetings of the Board, Committees of the Board, and Committee of the Whole Board Metric</u>	Director of Education
27	August (P)	Regular Board	<u>H.M. 19 Conflict Resolution Department</u>	Associate Director Academic Services
28	October (P)	Regular Board	<u>H.M.33 Acceptance of Hospitality or Gifts Policy Metric</u>	Director of Education
29	October (A)	Regular Board	<b>Student Exit and Entry Survey Results</b>	A.D. Facilities, Business, Community Development
30	November (A)	Regular Board	Annual Report on the Multi Year Strategic Plan	Director of Education
31	November (A)	Regular Board	Annual Calendar of Meetings	Director of Education
32	December (A)	Regular Board	Director's Annual Report	Director of Education
33	October (A)	Special Board	Director's Performance Appraisal (over 3 consecutive Special Board Meetings)	Director of Education
34	January (A)	Student Achievement	Mental Health Report	Associate Director Academic Services
35	<b>January (A)</b>	<b>Student Achievement</b>	<b>CPIC Annual Report including Financial Report</b>	Associate Director Academic Services
36	January (P)	Student Achievement	<u>A.35 Accessibility Standards Policy Metric</u>	Associate Director Academic Services
37	February (P)	Student Achievement	<u>S. 19 External Research Policy Metric</u>	Associate Director Academic Services
38	April (A)	Student Achievement	Non-Resident VISA Student Fees	Associate Director Academic Services
39	May (A)	Student Achievement	Staffing Status Report for Next School Year	A.D. Facilities, Business, Community Development

## 2020 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

## Appendix A

40	May (A)	Student Achievement	Ratification of Student Trustee Nominees	Associate Director Academic Services
41	June (P)	Student Achievement	<u>B.B.04 Smoke &amp; Vapour Free Policy Metric</u>	Associate Director Academic Services
42	September (A/P)	Student Achievement	Annual Safe Schools Report and <u>S.S.12 Fresh Start Policy Metric</u>	Associate Director Academic Services
43	September (P)	Student Achievement	<u>H.M. 40 Fair Practice in Hiring and Promotion Policy Metric</u>	Associate Director Academic Services
44	September (P)	Student Achievement	<u>T.07 Community Engagement Policy Report and A.37 Communications Policy Metric and Community Advisory Committees Report</u>	Director of Education
45	October (A)	Student Achievement	Board Learning Improvement Plan Report	Associate Director Academic Services
46	October (A)	Student Achievement	Student Trustees: Voices that Challenge- CSLIT	Associate Director Academic Services
47	October (A)	Student Achievement	International Languages Program Report	Associate Director Academic Services
48	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
49	October (A)	Student Achievement	<u>S.22 Religious Accommodation Policy Report and S.S.02 Opening or Closing Exercises Policy Report</u>	Associate Director Academic Services
50	November (A)	Student Achievement	K-12 Professional Development Plan for Student Achievement and Well-Being	Associate Director Academic Services

# 2020 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

## Appendix A

51	November (A)	Student Achievement	CPIC Annual Report including Financial Report	Associate Director Academic Services
52	November (P)	Student Achievement	Elementary Catholic School Leadership Impact Team Report	Associate Director Academic Services
53	November (P)	Student Achievement	<u>S.24 Combined (Split) Grade Classes for Elementary Schools</u> Policy Report	Associate Director Academic Services
54	December (A/P)	Student Achievement	Accountability Framework for Special Education and <u>S.P.01 Special Education Programs and Services</u> Policy Metric	Associate Director Academic Services
55	December (P)	Student Achievement	<u>S.10 Catholic School Parent Council</u> Policy Metric	Associate Director Academic Services