

TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING Public Session

AGENDA September 17, 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

Keith Baybayon
Student Trustee

Norman Di Pasquale
Trustee Ward 9

Michael Del Grande
Trustee Ward 7

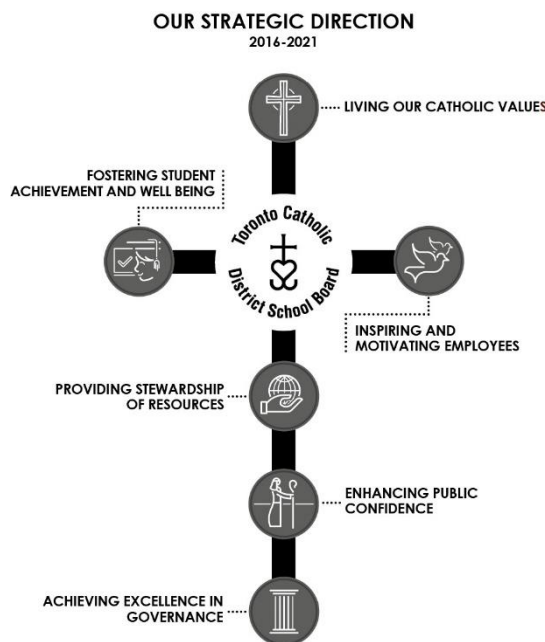
Ida Li Preti
Trustee Ward 3

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

Dr. Brendan Browne
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, September 17, 2020
7:00 P.M.

	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 Held August 13, 2020	1 - 5
9.b Special Board Held August 14, 2020	6 - 56
9.c Regular Board Held August 20, 2020	57 - 102

10. **Presentations**
 - 10.a **From the Chair of the Board - Nil**
 - 10.b **From the Director of Education** 103
 - 10.c **From the Student Trustee(s)** 104 - 107
11. **Delegations**
12. **Consideration of Motions for which previous notice has been given**
13. **Consent and Review**
14. **Unfinished Business from Previous Meetings**

From the August 20, 2020 Regular Board Meeting

 - 14.a **Trustee Code of Conduct Matters**

Matter 1: Trustee Kennedy against Trustee Rizzo

 1. That a determination be made that Trustee Rizzo breached the Municipal Conflict of Interest Act by voting on the budget June 2019 when her daughter was an employee of the Board. The breach constitutes a breach of the Boards code of conduct; and
 2. That the determination of sanctions be deferred to the September 17, 2020 Board Meeting.
15. **Matters recommended by Standing Committees of the Board**
 - 15.a **Approved Minutes of the Governance and Policy Committee Meeting Held March 02, 2020** 108 - 122

Recommendations to Board:

 1. That this policy be called Delegations and Public Participation Policy and that the rules of public attendance and conduct be outlined.
 2. That a new regulation No one may display signs or placards, applaud debating participants or engage in conversations or other

behavior that may disrupt a meeting be inserted into the Policy.

3. Page 72, Regulation 25

That the Chair may request the delegate to apologize in the moment be added as a third sentence; and

4. Page 72, Regulation 28

That a delegate who makes a public and misleading statement against a Trustee and refuses to apologize shall not be allowed to delegate until such time as a public apology is made be added as a third sentence.

- 15.b Approved Minutes of the Governance and Policy Committee Meeting Held August 25, 2020** 123 - 136

Recommendation to Board:

That the Parliamentarian attend all future meetings of the Governance and Policy Committee.

16. Matters recommended by Statutory Committees of the Board

- 16.a Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting Held June 10, 2020 - To Be Distributed (Refer to September 17, 2020 Addendum)**
- 16.b Approved Minutes of the Catholic Parent Involvement Committee (CPIC) - Nil**

17. Matters referred/deferred from Committees/Board

From the August 20, 2020 Regular Board Meeting

- 17.a Consideration of Motion from Trustee Kennedy regarding the Provision of Bike Racks, Safe Storage Facilities and Bicycle Helmets, as required, at Each School Location** 137 - 138
- 17.b Inquiry from Trustee Di Pasquale regarding the implementation of Anti-Black and Indigenous Motion passed at the June 2020 Regular Board Meeting**

From the September 10, 2020 Corporate Services, Strategic Planning and

Property Committee Meeting

17.c Consideration of Motion from Trustee Kennedy regarding Attendance Boundary Review for St Catherine's Catholic Elementary School 139 - 140

17.d Consideration of Motion from Trustee Tanuan regarding Toronto Catholic District School Board (TCDSB) Proclamation of the Quincentennial Jubilee Celebration of Christianity in the Phillipines 141 - 143

From the September 3, 2020 Student Achievement and Well Being, Catholic Education and Human Resources Committee Meeting and September 10, 2020 Corporate Services, Strategic Planning and Property Committee Meeting

17.e Fair Practice in Hiring and Promotion Policy Metric 2019-2020 (Information) 144 - 149

17.f Naming of Toronto Catholic District School Board (TCDSB) Virtual School 2020 (Recommendation) 150 - 154

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

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

19.a From the Governance and Policy Committee: Update to Catholic Schools Parent Councils Policy S.10 155 - 212

19.b From the Governance and Policy Committee: Performance Appraisal: Director of Education H.C.06 213 - 230

19.c From the Governance and Policy Committee: Board Recognized Charitable Foundations A.09 231 - 236

19.d From the Governance and Policy Committee: Delegations and Public Participation T.14 237 - 249

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	250 - 252
23.b	Annual Report	253 - 257
24.	Closing Prayer	
25.	Adjournment	

OUR MISSION

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OUR VISION

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through witness, faith, innovation and action.*



MINUTES OF THE SPECIAL VIRTUAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION HELD THURSDAY, AUGUST 13, 2020

PRESENT:

Trustees:

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

Staff:

R. McGuckin
P. Matthews
M. Eldridge

S. Harris, Recording Secretary

External Guests:

S. Kohli, Interim Integrity Commissioner
A. Robertson, Parliamentarian

4. **Approval of the Agenda**

MOVED by Trustee de Domenico, seconded by Trustee Crawford, that the Agenda 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. **Report from Private Session**

MOVED by Trustee Lubinski, seconded by Trustee Di Pasquale, that the matter regarding the discussion of the process for deliberations and the Code of Conduct complaints in DOUBLE PRIVATE Session 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

Both Trustees Del Grande and Rizzo had recused themselves from voting in DOUBLE PRIVATE Session.

Following DOUBLE PRIVATE Session, the meeting resumed with Trustee Martino in the Chair.

The attendance list remained unchanged.

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that the matter regarding the consideration of the Code of Conduct complaints and procedural questions in DOUBLE PRIVATE Session be received.

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

Di Giorgio

The Motion was declared

CARRIED

Both Trustees Del Grande and Rizzo had recused themselves from voting in DOUBLE PRIVATE Session.

22. Adjournment

MOVED by Trustee Crawford, 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

SECRETARY

CHAIR

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through witness, faith, innovation and action.*



MINUTES OF THE SPECIAL VIRTUAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION

HELD FRIDAY, AUGUST 14, 2020

Trustees:

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

Student Trustees:

K. Baybayon
K. Nguyen

Staff:

D. Koenig
L. Noronha
A. Della Mora
P. Aguiar
A. Bria
M. Caccamo
S. Camacho
S. Campbell
D. Chen

F. Cifelli
L. DiMarco
K. Dixon
M. Farrell
C. Fernandes
D. Friesen
G. Iuliano Marrello
L. Latham
M. Loberto
L. Maselli-Jackman
P. Matthews
M. Meehan
S. Vlahos
J. Wujek

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

External Guest: A. Robertson, Parliamentarian

5. Approval of the Agenda

MOVED by Trustee Crawford, seconded by Trustee Del Grande, that the Agenda, as amended to include the Addendum and Item 11k) Delegation from Anna Maria Medina regarding Return to School, be approved.

Trustee Crawford requested that the Question be split.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Del Grande, that Item 19a) Inquiry from Trustee Di Giorgio regarding Trustee Code of Conduct Complaints be added to the Addendum.

The Chair ruled the AMENDMENT in order.

Trustee Rizzo challenged the Chair.

Trustee Martino connected at 7:20 pm.

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

In Favour

Opposed

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

de Domenico
Di Pasquale
Rizzo

The Chair's Ruling was upheld.

Trustee Li Preti did not vote due to prior technical difficulties.

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
Tanuan

Rizzo

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
Tanuan

Rizzo

The Motion, as amended was declared

CARRIED

7. Notices of Motion

- 7a) From Trustee de Domenico regarding Re-adjustment of all Toronto Catholic District School Board (TCDSB) Classroom Windows to allow for Proper Air Circulation** that the By-laws 30-day requirement be waived, and that the Notice of Motion be considered at this meeting as Item 16a) - refer below.

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

8. Declaration of Interest

Trustees Del Grande, Kennedy and Li Preti declared a conflict of interest in the following Items.

- a) Item 15a) Proposed Strategic Staffing Supports to Assist with School Re-entry During the COVID Pandemic - Trustees Del Grande and Kennedy; and
- b) Item 15b) TCDSB Return to School Plan – Trustee Li Preti, Recommendations 10, 11 and 12.

Trustees Del Grande and Kennedy indicated that they would neither participate nor vote on the Item while Trustee Li Preti indicated that she would not vote.

11. Delegations

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

- 11a) From Julie Altomare-Di Nunzio, representative of Toronto Elementary Catholic Teachers (TECT), regarding Re-Opening of Elementary Schools in September 2020 /TCDSB Re-Opening Action Plan** received and referred to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustee Lubinski did not vote/respond due to technical difficulties.

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

- 11b) From John Del Grande and Annalisa Crudo-Perri, representatives of Catholic Parent Involvement Committee (CPIC) and Ontario Association of Parents in Catholic Education (OAPCE) respectively, regarding Return to School received and referred to Staff.**

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

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

- 11c) From Michelle Wong regarding Re-Opening Plan (Submission read by Dan Koenig, Associate Director of Academic Affairs) received and referred to Staff.**

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

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

- 11d) From Lina Naccarato, representative of CUPE 1328, regarding Re-Opening Plan** received and referred to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande

Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

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

- 11e) From Lisa McMahon, representative of Divine Infant Catholic School Parent Council (CSPC), regarding Return to School – Safety of Kids especially Special Needs received and referred to Staff.**

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Martino, seconded by Trustee Tanuan, that Item 11f) be adopted as follows:

- 11f) From Albert Cannitelli, regarding Return to School** received and referred to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustee Lubinski did not vote/respond due to technical difficulties.

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

- 11g) From Jana Seymour, representative of St. Cyril Catholic School Parent Council (CSPC) regarding Addressing Re-Opening Plan as it pertains to French Immersion** received and referred to Staff for a report at the August 20, 2020 Regular Board 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

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

- 11h) From David Montisano regarding Re-Opening of Schools** received and referred to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Martino, that Item 11i) be adopted as follows:

- 11i) From CUPE Local 1280 regarding School Re-Openings** received and referred to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio

Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Lubinski, that Item 11j) be adopted as follows:

- 11j) From Sandra Mastronardi regarding Back to School Plan for Special Education Needs Students** received and referred to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

11k) From Anna Maria Medina regarding Return to School unable to attend.

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

Trustee Kennedy relinquished the Chair to Trustee Martino.

Trustees Del Grande and Kennedy left the virtual table at 9:00pm due to a Declaration of Interest in Item 15a), as earlier indicated.

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

15a) Proposed Strategic Staffing Supports to Assist with School Re-entry During the COVID-19 Pandemic received and approved the report.

MOVED in AMENDMENT by Trustee Li Preti, seconded by Trustee Di Pasquale:

1. BE IT RESOLVED THAT: Class or cohort sizes be limited to allow for two-metre distancing, or if this is not feasible given space limitations as much physical distancing as possible, and Staff provide Trustees a ward-by-ward analysis and assessment identifying which schools do not have physical capacity to support distancing by August 20, 2020;
2. BE IT RESOLVED THAT: Staff allocate up to \$10M from reserve funds for additional teaching Staff;
3. BE IT RESOLVED THAT: Staff allocate the additional \$2.3M in Ministry funding for additional teaching Staff;
4. BE IT RESOLVED THAT: Staff allocate up to \$5M to address impacts on the smaller cohorts from reserve funds;

5. BE IT RESOLVED THAT: Staff be directed to bring a plan with specifics on how the \$17.3M will be implemented, operationalized and other considerations that may be required for recruitment of personnel, facility space, custodial services, transportation etc. to the August 20, 2020 Board meeting, or as soon as it is available prior to date of the next scheduled Board meeting;
6. BE IT RESOLVED THAT: A regional approach be used by targeting investment in school communities within the City where higher rates of COVID incidence exist;
7. BE IT RESOLVED THAT: Priority directed at kindergarten classes and other grades come thereafter; and
8. BE IT RESOLVED THAT: The Director of Education prepare a report encompassing all of the above for the August 2020 Board meeting outlining all of the above.

MOVED in AMENDMENT to the AMENDMENT by Trustee Rizzo, seconded by Trustee Di Pasquale:

BE IT RESOLVED THAT: TCDSB allocate the additional \$2.3M in Ministry funding for additional teaching Staff/space if required for a total of \$12.3million to allow for safe distancing, for recruitment of personnel, facility space, custodial services, transportation etc including Eastern Rite and Special Education students etc.

Time for business expired.

The Chair called a vote for a 15-minute extension, as per Article 12.6, that was unanimously approved, as follows:

Results of the Vote taken, as follows:

In Favour

Opposed

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

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

In Favour

Opposed

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

The AMENDMENT to the AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Di Giorgio, seconded by Trustee Li Preti:

BE IT RESOLVED THAT: Staff seek an exemption from the Ministry to allow Designated Early Childhood Educators (DECEs) to assist with smaller cohorts in the event that there is not a sufficient number of teachers available.

Time for business expired.

The Chair called a vote for a 15-minute extension, as per Article 12.6, that was unanimously approved, as follows:

Results of the Vote taken, as follows:

In Favour

Opposed

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

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

In Favour

Opposed

Trustees Crawford
D'Amico
Del Grande
Di Giorgio
Li Preti
Lubinski

de Domenico
Di Pasquale

Martino
Tanuan

The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
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
D'Amico
de Domenico
Di Giorgio
Di Pasquale

Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion, as amended, was declared

CARRIED

Trustees Del Grande and Kennedy returned to the virtual table at 10:07pm.

Trustee Kennedy reassumed the Chair.

The Chair declared a 10-minute recess.

The meeting resumed with Trustee Kennedy in the Chair.

The attendance list remained unchanged.

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

15b) Toronto Catholic District School Board Return to School Plan:

1. BE IT RESOLVED THAT: The priority for allocation of resources should begin in schools within high incidence areas with high transmission and high-needs;
2. BE IT RESOLVED THAT: Saliva-based testing option be actively considered as a pilot project that can be scaled up as needed and used in homes and schools;
3. BE IT RESOLVED THAT: Active screening before school entry so that all school Staff, students and visitors complete a COVID-19 symptom-screening questionnaire before entering the school;

4. BE IT RESOLVED THAT: A protocol be immediately implemented and shared on social media, TCDSB webpage and sent to parents involving any confirmatory test; furthermore prior to re-entry of school or work, a negative test and clearance letter be required;
5. BE IT RESOLVED THAT: The Minister of Education be requested to fund the installation or procure water bottle filling stations to a ratio of one per every student washroom in the school, and the Director of Education report to the Board of Trustees the status of water bottle filling stations in schools; and
6. BE IT RESOLVED THAT: Up to date school by school safety inspections be published on TCDSB website with renewal needs on a school by school basis.

Time for business expired.

MOVED by Trustee Martino, seconded by Trustee Di Giorgio, that time be extended, as per Article 12.6, by 60 minutes to complete the Item.

MOVED in AMENDMENT by Trustee Di Giorgio, seconded by Trustee Lubinski, that the time be extended to complete the Agenda including Item 19a) Inquiry from Trustee Di Giorgio regarding Trustee Code of Conduct Complaints.

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
Tanuan

The AMENDMENT was declared

CARRIED

Trustee Rizzo did not vote/respond due to technical difficulties.

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
Tanuan

The Motion, as amended, was declared

CARRIED

Trustee Rizzo did not vote/respond due to technical difficulties.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee di Domenico:

1. That the TCDSB return to school plan be highlighted and communicated to parent school community;
2. That the TCDSB return to school plan, as revised, be shared with Toronto Public Health and that if they are not able to be present at the Board meeting on August 20th, that a written response be requested for the Board meeting; and
3. That Toronto Public Health be requested to visit some school classrooms and portables that have been identified hot spot school communities, and provide assessments and any recommendations that safety conditions have been met and that this be provided.

Trustee Del Grande requested that the AMENDMENT be split.

Results of the Vote taken on Part 1 of the AMENDMENT, as follows:

In Favour

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

Opposed

Del Grande
Kennedy
Martino

Part 1 of the AMENDMENT was declared

CARRIED

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

In Favour

Opposed

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

Crawford
Del Grande
Kennedy

Part 2 of the AMENDMENT was declared

CARRIED

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

In Favour

Opposed

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

Kennedy

Part 3 of the AMENDMENT was declared

CARRIED

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

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustee Del Grande requested that the Question be split at Part 3.

Results of the Vote taken on Parts 1, 2, 4, 5 and 6 of 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

Parts 1, 2, 4, 5 and 6 of the Motion, as amended, were declared

CARRIED

Results of the Vote taken on Part 3 of the Motion, as amended, as follows:

In Favour

Opposed

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

Crawford
Del Grande
Di Giorgio
Lubinski
Martino

Part 3 of the Motion, as amended, was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Rizzo:

WHEREAS: Toronto Public Health works closely with the TCDSB to help prevent infectious disease spread and encourage Public Health;

WHEREAS: Toronto Public Health advises the public of the following:

- The use of masks/face coverings is non-invasive, inexpensive, and can help save lives;
- Wearing masks or face coverings indoors helps us keep our respiratory droplets to ourselves to prevent spreading germs to others. There is evidence that cloth masks can reduce the spread of respiratory droplets into the air and landing on surfaces. Jurisdictions that have legislated mandatory masks have seen a decrease in new COVID-19 cases; and
- All people two years of age and older wear a mask in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.

WHEREAS: Toronto Public Health guidelines as outlined in the City of Toronto By-law 541-2020 now require the use of masks in all publicly accessed indoor spaces, including apartment buildings, for everyone over the age of two years;

WHEREAS: Toronto Public Health recommendations based on our Return to School Action Plan recommends masks for all students; and

WHEREAS: COVID-19 has exacerbated already present inequities in our city, and made life more difficult and harder to afford for our underprivileged families.

1. BE IT RESOLVED THAT: Staff require that masks be worn indoors for all students, Staff, and visitors, with appropriate medical exemptions, until such time as masks are no longer required or recommended in the general population to prevent the spread of COVID-19;
2. BE IT FURTHER RESOLVED THAT: Staff explore alternatives, such as face shields for students who are unable to wear face masks;
3. BE IT FURTHER RESOLVED THAT: Staff work towards mask compliance with students in K-3 compassionately, with no disciplinary actions for students who have difficulties complying;
4. BE IT FURTHER RESOLVED THAT: Staff look into costing cloth masks for students and Staff with the TCDSB logo, as well as the local school logo, and bring that costing to the TCDSB Board meeting on August 20th ;
5. BE IT FURTHER RESOLVED THAT: Staff work to create smaller cohorts and utilize larger spaces, including gyms, libraries and outdoor spaces, where smaller cohorts aren't possible;
6. BE IT FURTHER RESOLVED THAT: The TCDSB send a letter to the Ministry of Education requesting funding to create smaller cohorts across the TCDSB, based on current estimates of \$70-\$95 million by Staff;
7. BE IT FURTHER RESOLVED THAT: All schools be directed to start a uniform buyback/donation and resale program, to provide under-privileged families an option to purchase more affordable uniforms;
8. BE IT FURTHER RESOLVED THAT: Secondary schools be requested to show leniency with respect to the uniform policy for the upcoming year;
9. BE IT FURTHER RESOLVED THAT: Secondary schools be requested to limit costs for orientation and other admission fees for the upcoming year;
10. BE IT FURTHER RESOLVED THAT: Staff, as well as our high schools, work with our uniform providers to provide options to make

purchasing uniforms more affordable, including providing gift certificates to underprivileged families, as anonymously as possible;

11.BE IT FURTHER RESOLVED THAT: Secondary schools be requested to use the 5% rebate from our uniform vendor towards lowering costs of uniforms for families in need; and

12.BE IT FURTHER RESOLVED THAT: Staff work with Equity Poverty Action Network (EPAN) schools and our social workers to identify students who cannot afford uniforms in the coming year and support the purchase of uniforms through the Student Equity Reserve.

MOVED in AMENDMENT by Trustee de Domenico, seconded by Trustee Tanuan:

BE IT RESOLVED THAT: Students in Kindergarten to Grade 3 be given the option of either wearing a face shield or a non-medical mask.

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

In Favour

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

Opposed

Li Preti
Kennedy

The AMENDMENT was declared

CARRIED

Trustee Lubinski abstained from voting due to prior technical difficulties.

Trustee Martino requested that the Question be split at Part 6.

Trustee Li Preti requested that the Question be split at Parts 10, 11 and 12.

Results of the Vote taken on Parts 1, 2, 3, 4, 5, 7, 8 and 9 of the Motion, as amended, as follows:

In Favour

Opposed

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

Parts 1, 2, 3, 4, 5, 7, 8 and 9 of the Motion, as amended, were declared

CARRIED

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

Trustee Lubinski abstained from voting due to prior technical difficulties.

Results of the Vote taken on Part 6 of the Motion, as amended, as follows:

In Favour

Opposed

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

Kennedy
Martino

Part 6 of the Motion, as amended, was declared

CARRIED

Trustee Li Preti recused herself due to a Declaration of Interest, as earlier indicated.

Results of the Vote taken on Parts 10, 11 and 12 of the Motion, as amended, as follows:

In Favour

Opposed

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

Rizzo
Tanuan

Parts 10, 11 and 12 of the Motion, as amended, were declared

CARRIED

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

MOVED by Trustee de Domenico, seconded by Trustee Tanuan:

WHEREAS: On August 13, 2020, Minister Lecce announced:

- Boards may now use a portion of their reserve funds to lease additional class space and hire additional educators in order to reduce the size of cohorts in a classroom;
- That Board Staff be directed to, immediately and without delay, present Trustees with the amount of reserves available to implement a plan to hire as many teachers within our means in order to reduce the size of our classrooms;
- That priority should be given to Elementary Grades where class size cohorts will exceed 15 students; and
- That re-entry should be staggered for a safe return;

WHEREAS: On Monday, August 3, 2020 the TCDSB released a survey via School Messenger asking parents about back to school plans and bussing;

WHEREAS: This survey was issued ahead of the actual TCDSB Reopening Action Plan and subsequently caused unnecessary anxiety and confusion amongst our parent community; and

WHEREAS: The TCDSB Reopening Action Plan requires further discussion with proper input from our elected officials.

BE IT RESOLVED THAT: The following recommendations be incorporated into the TCDSB Reopening Action Plan immediately as follows:

1. During the first week of school, students be divided into four groups by the Principal and assigned one specific re-entry date to prevent mass gatherings on the opening day. This will allow students and Staff to spend quality time during the day to learn about all the new safety protocols. Parents who wish to send their children for all four days may do so;
2. That the TCDSB spend \$800,000 from the Operating Reserve to purchase 20,000 three-sided plexiglass desk shields for classes of over 15 students. Principals would coordinate with central Staff to identify the local need, and that we purchase plexiglass barriers for teachers that request them with an initial budget of \$200,000 for this purpose;
3. Allow students re-entry within a reasonable amount of time determined by the school Principal. All students re-entering would have to complete a “return to school health survey” to ensure they have not exhibited any symptoms of COVID-19;
4. TCDSB Staff to investigate the use of (High-efficiency particulate air) HEPA filters in all classes as ventilation is extremely important to the health and safety of our students and Staff;
5. Re-evaluate how Grades 7 and 8 students are viewed in our cohort plans. This contingent of students are much taller and bigger in stature and require more space and physical distancing. This group should be accommodated first and placed into a larger space within the school (i.e. library). Another option could be to stagger this cohort with a half-day of online learning;
6. Ensure Special Needs students receive as much face-to-face learning as possible and not be redirected to online learning;

7. Clear masks (or expression masks) should be readily available to any Staff member with (Deaf and Hard of Hearing (DHH) students for lip reading purposes. These masks should also be made available to our DHH students;
8. A Back-to-School Safety Protocol video to be produced by our Safe Schools and Communications Department showing parents and students the essentials of safe entry, classroom hygiene, recess protocol, bussing hygiene practices, lunch and recess protocols, end-of-day expectations and exit protocols;
9. The Chair of the Board send an urgent letter to Mayor Tory requesting an immediate exemption to the city of Toronto By-law restriction that only allows for a 4” window opening. That this gap be increased to 8” to allow for increased ventilation to classrooms

BE IT RESOLVED THAT: Once these recommendations have been adopted into the TCDSB Reopening Action Plan, that the TCDSB Communication Department re-issue a new survey to all parents with clear, concise language that states what the back-to-school alternatives are and what these choices mean for the school year.

MOVED in AMENDMENT by Trustee Tanuan, seconded by Trustee Crawford, that regarding Recommendation 1 staggered attendance re-entry of our School Reopening plan to address many stakeholder concerns on space, transportation, health and safety compliance and monitoring, special education needs, class-size, sanitation, social distancing, traffic flow, and overcrowding be considered.

MOVED in AMENDMENT to the AMENDMENT by Trustee Rizzo, seconded by Trustee Tanuan, that phase in of elementary schools take place over two weeks and request approval from the Ministry of Education.

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

CARRIED

Trustee D'Amico did not vote/respond.

MOVED in AMENDMENT by Trustee Tanuan, seconded by Trustee Crawford, regarding Recommendation 2, that TCDSB purchase and install counter Plexiglass shields for all school administration Staff (Secretaries, Principals/VPs) high-traffic office areas.

Results of the Vote taken on both AMENDMENTS regarding Recommendations 1 and 2, as follows:

In Favour

Opposed

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

Martino

The AMENDMENTS regarding Recommendations 1 and 2, were declared

CARRIED

Trustee Lubinski did not vote/respond.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Martino, regarding Recommendation 9, that a professional engineer be contracted to assess, develop a plan to address window options and retrofits as required.

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

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio

Di Pasquale
Kennedy
Li Preti
Martino
Rizzo
Tanuan

The AMENDMENT was declared

CARRIED

Trustee Lubinski did not vote/respond.

Trustee Martino requested that the Question be split at Part 9.

Trustee Crawford requested that the Question be voted on seriatim.

Results of the Vote taken on Part 1 of 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

Part 1 of the Motion, as amended, was declared

CARRIED

Trustee D'Amico did not vote/respond.

Results of the Vote taken on Part 2 of the Motion, as amended, as follows:

In Favour

Opposed

Trustees de Domenico
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo
Tanuan

Crawford
Martino

Part 2 of the Motion, as amended, was declared

CARRIED

Trustees D'Amico and Del Grande did not vote/respond.

Results of the Vote taken on Part 3 of the Motion, as amended, as follows:

In Favour

Opposed

Trustees de Domenico
Del Grande
Di Giorgio

Crawford

Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

Part 3 of the Motion, as amended, was declared

CARRIED

Trustee D'Amico did not vote/respond.

Results of the Vote taken on Part 4 of 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

Part 4 of the Motion, as amended, was declared

CARRIED

Trustee D’Amico did not vote/respond.

Results of the Vote taken on Part 5 of the Motion, as amended, as follows:

In Favour

Opposed

Trustees de Domenico
Di Giorgio
Di Pasquale
Kennedy
Martino
Tanuan

Crawford
Del Grande
Li Preti
Lubinski
Rizzo

Part 5 of the Motion, as amended, was declared

CARRIED

Trustee D’Amico did not vote/respond.

Results of the Vote taken on Part 6 of 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

Part 6 of the Motion, as amended, was declared

CARRIED

Trustee D'Amico did not vote/respond.

Results of the Vote taken on Part 7 of 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

Part 7 of the Motion, as amended, was declared

CARRIED

Trustee D'Amico did not vote/respond.

Results of the Vote taken on Part 8 of the Motion, as amended, as follows:

In Favour

Opposed

Trustees de Domenico
Del Grande

Crawford
Martino

Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo
Tanuan

Part 8 of the Motion, as amended, was declared

CARRIED

Trustee D'Amico did not vote/respond.

Results of the Vote taken on Part 9 of the Motion, as amended, as follows:

In Favour

Trustees de Domenico
Del Grande
Di Giorgio
Li Preti
Lubinski

Opposed

Crawford
Di Pasquale
Kennedy
Rizzo
Tanuan
Martino

Part 9 of the Motion, as amended, was declared

LOST

Trustee D'Amico did not vote/respond.

MOVED by Trustee Tanuan, seconded by Trustee Rizzo:

BE IT RESOLVED THAT:

1. A simultaneous in-class and online live-streaming Teaching-Learning model at both Elementary & Secondary panels to address the concerns of small-size classes and cohorts, synchronous distance learning, health and safety compliance, social distancing, and potential savings on requiring two teachers for the same class be considered for implementation;
2. TCDSB publish a ventilation index taking into account air flow, windows, fresh air exchange and filtering (create one if none exists) by school and publish it on the Board's website; and
3. TCDSB ensure adequacy of Supplies and compliance to Health and Safety protocols:
 - a. Investigate the ability to bring in temporary portable handwashing stations in schools; and
 - b. Mandate that there are no sharing of textbooks and other critical learning materials, and purchase more, if required.

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 D'Amico did not vote/respond.

MOVED by Trustee Rizzo, seconded by Trustee Tanuan:

WHEREAS: We wouldn't design and roll out a new car without first conducting field tests. The same holds true for school reopening in September;

WHEREAS: Gradually ramping up the reopening of schools will help refine pandemic plans and hygiene routines so that these measures can be safely implemented system-wide;

WHEREAS: While we all want to see students returning to attending school five days a week when it is safe and possible to do so, there is no compelling reason for having every student return on the very first day;

WHEREAS: As schools reopen, there will be many new behaviours and routines to be learned by students, Staff and families, and it would be best to avoid hundreds of students and Staff all experiencing this on day one;

WHEREAS: Students who graduated from Grade 8 last year did not have an opportunity to visit their new high schools or to receive the orientation they normally would have;

WHEREAS: Schools could use the first week to welcome the new cohort of Grade 9 students, before gradually opening for Grades 10 to 12;

WHEREAS: In a staggered or phased re-entry, not all instructional Staff will be required to be in classrooms. Staff not yet deployed to classes can be engaged in professional development, communication with students and parents to prepare for the next phase of students returning to schools, and assessing their learning needs;

WHEREAS: Phase in of secondary students can provide time for students to feel safe and supported alleviating fears and anxiety; and

WHEREAS: The Minister of Education has indicated that school Boards may request approval for phase in of students.

THEREFORE BE IT RESOLVED THAT: Secondary school students be phased in over two weeks for orientation, transition, adjustments, practising safety protocols and establishing new routines;

FURTHER BE IT RESOLVED THAT: Students new to the school will get a chance to build a connection with teachers and the building;

FURTHER BE IT RESOVLED THAT: All Grade 9 students be phased in Week One. Due to the abrupt end, these students have not had the opportunity to be oriented into high school;

That Grades 10 to 12 be staggered over week two to readjust to physical facility, new safety protocols and course expectations;

FURTHER BE IT RESOLVED THAT: Approval for phasing be requested of the Minister of Education;

That school air quality data be obtained in older school facilities that may have identified air quality issues, and Staff make recommendations for additional measures and upgrades to be taken to improve the current conditions;

If the remaining three weeks is not a realistic timeline to address air quality, then approval be requested to the Ministry to delay the start of school in impacted schools or some classrooms to ensure adequate safety conditions; and

That hand washing stations and no touch sanitizers be provided in schools that have no washrooms on every floor and that Staff provide a report at the August 20th Board 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

Del Grande

The Motion was declared

CARRIED

Trustee D'Amico did not vote/respond.

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

MOVED by Trustee Lubinski, seconded by Tanuan:

WHEREAS: The TCDSB is committed to excellence for all students and works diligently on developing options on reopening schools consistent with health and safety protocol as well as the Ministry and Public Health guidelines;

WHEREAS: The TCDSB acknowledges that students learn best when they are being instructed in person; and

WHEREAS: The mental health of our students, their families and Staff is extremely important, an outdoor educational classroom set up would provide a manageable opportunity to keep social distance.

BE IT RESOLVED THAT: TCDSB explore an option to purchase and install outdoor tents, equipped with weather protection, to accommodate a full-size classroom.

Results of the Vote taken, as follows:

In Favour

Opposed

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

Del Grande

The Motion was declared

CARRIED

Trustee D'Amico did not vote/respond.

MOVED by Trustee Crawford, seconded by Trustee Martino, that the report 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

Trustee D'Amico did not vote/respond.

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

- 16a) Consideration of Motion from Trustee de Domenico regarding Re-adjustment of all Toronto Catholic District School Board Classroom Windows to Allow for Proper Air Circulation** the Chair ruled this out of order as the recommendations below were addressed in Item 15b:

WHEREAS: In the SickKids' June 17, 2020 report entitled, "COVID-19: Recommendations for School Reopening" ventilation was cited as an important element of a safe return to school;

WHEREAS: On page 15 of this report, it states: “Adequately ventilated classroom environments (e.g. open windows with air flow, improved airflow through ventilation systems and reduction in recirculated air) are expected to be associated with a less likelihood of transmission compared with poorly ventilated settings;

WHEREAS: The report further states: attention should be paid to improving classroom ventilation as well as keeping windows open to help circulate air within the classrooms; and

WHEREAS: TCDSB classrooms currently have very poor fresh air circulation due to the City of Toronto By-laws that restrict the opening of classroom windows to four inches.

BE IT RESOLVED THAT: The Board of Trustees direct the Chair to write a letter forthwith to the City of Toronto imploring the City to review the current Bylaw that limits the opening of windows to a maximum of four inches; and

BE IT RESOLVED THAT: The letter should also request an immediate exemption be given to the TCDSB to allow for readjustment of all windows to enable proper airflow into the classrooms.

18. Listing of Communications

MOVED by Trustee Li Preti, seconded by Trustee Rizzo, that Items 18a) and 18b) be adopted as follows:

- 18a) From Councillor Joe Cressy, Chair of Toronto Board of Health regarding Update on Toronto Public Health Recommendations for School Re-Openings received; and**
- 18b) From Dr. Eileen de Villa, Toronto Medical Officer of Toronto Public Health regarding COVID-19: Re-Opening Schools 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 D'Amico did not vote/respond.

19. Inquiries and Miscellaneous

MOVED by Trustee Di Giorgio, seconded by Trustee Rizzo, that Item 19a) be adopted as follows:

19a) From Trustee Di Giorgio regarding Trustee Code of Conduct Complaints received and referred to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

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

Crawford
Kennedy

The Motion was declared

CARRIED

Trustee D'Amico did not vote/respond.

22. Adjournment

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

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 D'Amico did not vote/respond.

SECRETARY

CHAIR

OUR MISSION

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

OUR VISION

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



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

HELD THURSDAY, AUGUST 20, 2020

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

Student Trustees: K. Baybayon
K. Nguyen

Staff: R. McGuckin
D. Koenig
L. Noronha
A. Della Mora
A. Bria
M. Caccamo
S. Camacho
S. Campbell
D. Chen

F. Cifelli
L. DiMarco
K. Dixon
M. Eldridge
M. Farrell
C. Fernandes
D. Friesen
G. Iuliano Marrello
L. Latham
M. Loberto
L. Maselli-Jackman
P. Matthews
M. Meehan
S. Vlahos
J. Wujek

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

External Guests: E. Roher, External Legal Counsel
A. Robertson, Parliamentarian

5. Oath of New Student Trustee

Mr. Paul Matthews, General Legal Counsel, administered the Declaration of Office and the Oath of Allegiance to new Student Trustee Keith Baybayon.

6. Approval of the Agenda

MOVED by Trustee Li Preti, seconded by Trustee Di Pasquale, that the Agenda, as amended to include the revised Addendum, and to reorder Item 19a) Return to School Update after Item 15a) Trustee Code of Conduct Matters, 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

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

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that the By-laws 30-day requirement be waived for Item 8a) Notice of Motion from Trustee Kennedy regarding the Provision of Bike Racks, Safe Storage Facilities and Bicycle Helmets, as required, at each school location, and that it be considered at this meeting and reordered after Item 19e)
Reconsideration of Motion from Trustee Kennedy regarding the decision to require all children 10 and under to wear a mask at school.

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
Rizzo
Tanuan

Martino

The Motion was declared

CARRIED

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

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, that Item 22a) *Inquiry from Trustee Di Pasquale regarding the Implementation of Anti-Black and Indigenous Racism Motion Passed at the June 2020 Regular Board Meeting* be added to the Addendum.

The Chair ruled the Inquiry out of order.

Trustee Di Pasquale challenged the Chair.

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

In Favour

Trustees Crawford
Del Grande
Lubinski
Martino
Kennedy

Opposed

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

The Chair's Ruling was not upheld.

Student Trustees Baybayon and Nguyen wished to be recorded as voted in opposition of the Motion.

Results of the Vote taken to add the Inquiry, as follows:

In Favour

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

Opposed

Del Grande
Martino

The Motion was declared

CARRIED

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

The Chair ruled the following Items on the Addendum out of order:

- 19c) Reconsideration of Motion – From Trustee Lubinski, regarding Non-Medical Mask’s (NMM) for Junior Kindergarten to Grade 3 Students;
- 19d) Reconsideration of Motion – From Trustee Lubinski, regarding Toronto Catholic District School Board (TCDSB) Gifted Program Online; and
- 19e) Reconsideration of Motion – From Trustee Kennedy, regarding the Decision to Require all Children 10 and Under to Wear a Mask at School

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that the By-laws 30-day requirement be waived for Item 8b) Notice of Motion from Trustee Tanuan regarding Race Relation Committee, and that it be considered and this meeting and reordered as the new Item 19d).

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
Rizzo
Tanuan

Martino

The Motion was declared

CARRIED

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

MOVED by Trustee Crawford, seconded by Trustee de Domenico, that the Agenda, as amended, 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

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

7. Reports from Private Session

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that in DOUBLE PRIVATE and TRIPLE PRIVATE Sessions, Minutes were approved, and in DOUBLE PRIVATE Session (PRIVATE Agenda) Code of Conduct complaints were discussed and a motion was approved to move certain complaints to the PUBLIC Agenda.

Trustees Del Grande and Rizzo had recused themselves from complaints against them and did not vote.

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 Baybayon and Nguyen wished to be recorded as voted in favour.

8. Notices of Motion

8a) From Trustee Kennedy regarding the Provision of Bike Racks, Safe Storage Facilities and Bicycle Helmets, as required, at each School Location refer to Item 19c) below.

8b) From Trustee Tanuan regarding Race Relation Committee refer to Item 19d) below

8. Declarations of Interest

There were declarations of interest in PRIVATE (DOUBLE PRIVATE Attendance) Session.

Trustees Del Grande and Rizzo declared a conflict of interest in Item 15a) Trustee Code of Conduct Matters, as follows:

Trustee Del Grande - Student Trustee Dallin against Trustee Del Grande, and Various TCDSB Stakeholders against Trustee Del Grande; and

Trustee Rizzo - Trustee Kennedy against Trustee Rizzo.

Trustees Del Grande and Rizzo indicated that they would neither participate in discussions regarding those complaints nor vote.

10. Approval and Signing of Minutes of the Previous Meetings

MOVED by Trustee Di Pasquale, seconded by Trustee Di Giorgio, that Items 10a), 10b) and 10c) be adopted as follows:

10a) Special Board Held July 16, 2020 approved;

10b) Special Board Held July 23, 2020 approved; and

10c) Special Board Held July 28, 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

The Chair, on behalf of the Board of Trustees, welcomed Dr. Brendan Browne, new Director of Education, to the meeting.

11. Presentations

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

- 11d) Farewell to Rory McGuckin, Outgoing Director of Education – Trustee Martino 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

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that Item 11g) be adopted as follows:

- 11g) Farewell to Outgoing Director of Education, Rory McGuckin – Ontario Association of Parents in Catholic Education (OAPCE) 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

MOVED by Trustee Li Preti, seconded by Trustee Kennedy, that Item 11e) be adopted as follows:

- 11e) Toronto Public Health - Dr. Vinita Dubey, Associate Medical Officer of Health and Nicole Welch** received.

Time for business expired.

The Chair declared a 10-minute extension, as per Article 12.6, to complete the debate on the Item.

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 of Receipt was declared

CARRIED

11f) John Del Grande, Chair, Catholic Parent Involvement Committee (CPIC) Item withdrawn by presenter.

12. Delegations

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

12a) Luis Mejicano, representative of Canadian Alliance of Black Educators, regarding Anti-Black and Anti-Indigenous Racism in Schools 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
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Lubinski did not vote/respond due to technical difficulties.

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

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

- 12b) Kirk Mark, representative of Toronto Catholic District School Board (TCDSB) African Canadian Advisory Committee, regarding Equity and Inclusive Education** received and referred to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

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

MOVED by Trustee Tanuan, seconded by Trustee Rizzo, that Item 12c) be adopted as follows:

- 12c) Kenneth Jeffers, representative of Toronto Catholic District School Board (TCDSB) African Canadian Advisory Committee, regarding the African Canadian Advisory Committee received and referred to Staff.**

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustee Lubinski did not vote/respond due to technical difficulties.

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

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

- 12d) Devon Jones, representative of Youth Association for Academics Athletics and Character Education (YAAACE), regarding the YAAACE Community Hub** received and referred to Staff for a report on partnership development with YAAACE at the September or October Board meeting.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Li Preti, that the Item be received and referred to Staff for a report on assisting with the programing as outlined in the delegation.

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

In Favour

Opposed

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

The AMENDMENT was declared

CARRIED

Trustee Lubinski did not vote/respond due to technical difficulties.

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
Martino
Rizzo
Tanuan

The Motion, as amended, was declared

CARRIED

Trustee Lubinski did not vote/respond due to technical difficulties.

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

- 12e) Julie Altomare-Di Nunzio, President, Toronto Elementary Catholic Teachers, regarding Re-Opening of Elementary Schools in September 2020** received and referred to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

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

MOVED by Trustee Kennedy, seconded by Trustee Di Giorgio, that Item 12f) be adopted as follows:

- 12f) Sheila Colla, regarding Mandatory Face Coverings for Junior Kindergarten - Grade 3** 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 Baybayon and Nguyen wished to be recorded as voted in favour.

MOVED by Trustee Lubinski, seconded by Trustee de Domenico, that Item 12g) be adopted as follows:

- 12g) Yaroslaw Stefan Borys, regarding Masks for Children in Elementary School** 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 Baybayon and Nguyen wished to be recorded as voted in favour.

MOVED by Trustee Rizzo, seconded by Trustee Lubinski, that Item 12h) be adopted as follows:

- 12h) Oksana Cherchyk, regarding Mandatory Face Coverings for Junior Kindergarten - Grade 3 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 Baybayon and Nguyen wished to be recorded as voted in favour.

MOVED by Trustee Kennedy, seconded by Trustee de Domenico, that Item 12i) be adopted as follows:

- 12i) Lori Campbell, regarding No Masks for Junior Kindergarten and Senior Kindergarten 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 Baybayon and Nguyen wished to be recorded as voted in favour.

MOVED by Trustee Lubinski, seconded by Trustee Tanuan, that Item 12j) be adopted as follows:

12j) Margot Boszko, regarding Gifted Program 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 Baybayon and Nguyen wished to be recorded as voted in favour.

The Chair declared a 10-minute recess.

The meeting continued with Trustee Martino in the Chair.

The attendance list remained unchanged.

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that all Items on the Agenda be completed and that Item 14a) Consent and Review be reordered as the next Item of business.

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 Baybayon and Nguyen wished to be recorded as voted in favour.

14. Consent and Review

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

- 13a) Consideration of Motion from Trustee de Domenico regarding Suspension of Toronto Catholic District School Board's ME to WE Participation Until Further Notice - Trustee de Domenico;
- 15a) Trustee Code of Conduct Matters - Trustee Crawford;
- 15b) (previously 19a) Return to School Update - Trustee de Domenico;
- 16a) Approved Minutes of the Catholic Parent Involvement Committee (CPIC) Meeting Held June 8, 2020 - Trustee Tanuan;
- 17a) Response to May 2020 CPIC Motions - Trustee Del Grande;
- 17b) Communication From Abundant Life Centre - Loretto Sisters Project in Kenya - Trustee Rizzo;
- 17c) Consideration of Motion From Trustee Rizzo regarding Graduation Ceremonies for the Class of 2020 - Trustee Rizzo;

- 18a) Response to the Delegation Regarding Completion of Identification Placement and Review Committee (IPRC) Meetings and Assessments - Trustee Di Giorgio;
- 18b) Staff Response to Catholic Parent Involvement Committee (CPIC) Motions from July 23, 2020 Special Board Meeting
- 19c) (previously 8a) Consideration of From Trustee Kennedy regarding the Provision of Bike Racks, Safe Storage Facilities and Bicycle Helmets, as required, at Each School Location - Trustee Kennedy; and
- 22a) Inquiry Trustee Di Pasquale, regarding the Implementation of Anti-Black and Indigenous Racism Motion Passed at the June 2020 Regular Board Meeting - Trustee Di Pasquale

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that all Items not held be received and Staff recommendations 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
Rizzo
Tanuan

Martino

The Motion was declared

CARRIED

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

ITEMS NOT HELD AS CAPTURED IN ABOVE MOTION

- 19b) Revision of TCDSB By-Law #175 to Include the Authority of the Integrity Commissioner in the Governance Model** that the draft documents in Appendix A and Appendix B of the report be referred to the Governance Committee and Policy Committee and the By-Law Committee for their consideration;
- 19d) Consideration of Motion from Trustee Tanuan regarding Race Relation Committee** (previously 8b):

WHEREAS: The TCDSB has a history of RACE RELATIONS, and EQUITY policies and practices since 1984, but recent trends suggest a need to reintroduce past mechanisms to assist in eradicating racial and systemic discrimination;

WHEREAS: The Ministry of Education has announced a series of initiatives and activities in the Fall of 2020 to address and combat systemic racism that affects racialized bodies, particularly the Black and Indigenous communities;

WHEREAS: TCDSB has passed a series of motions to address Anti-Racism and Equity and Inclusive Education within the Board during the June 18, 2020 Board meeting; and

WHEREAS: The Board is in need of a policy-making body that provides governance, through a Standing Committee on this important initiative and issue on Race Education and Relations, in order to move the agenda forward.

BE IT RESOLVED THAT: TCDSB Board of Trustees establish a Race Relations Committee at the start (September) of the 2020-2021 school year with composition, terms and references that would be intentional, action-oriented, and outcome-focused, to address all the policies, issues and

concerns of racialized communities and matters arising from acts of discrimination;

- 21a) Communication from Ontario Association of Parents in Catholic Education (OAPCE), regarding the Retirement of Rory McGuckin; and**
- 21b) Communication from Orontes. V. Castro, Consul General, Consulate General of the Republic of the Philippines Toronto, regarding the Celebration of the 500th Anniversary of the Arrival of Christianity in the Philippines at the TCDSB.**

13. Consideration of Motions for which Previous Notice Has Been Given

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

13a) From Trustee de Domenico regarding Suspension of TCDSB's ME to WE Participation Until Further Notice:

WHEREAS: The TCDSB has from time to time supported other charities and events including those events promoted by the Me to We Charity and WE Charity;

WHEREAS: It is good governance to ensure that all Board-sanctioned events are legitimate, conform with our Catholic values and that the charities are ethical organizations;

WHEREAS: There have been reports in the media about WE that have caused some concern among TCDSB stakeholders; and

WHEREAS: Parents expect the TCDSB to scrutinize events that their children are sent to from our schools and that we endorse as ethical charities.

- 1. BE IT RESOLVED THAT:** Staff temporarily suspend our participation in any further events sponsored by Me to We and WE Charities until the Board is reassured that the current potential ethics issues with the charities are resolved and the Ministry of Education has lifted its ban; and

2. BE IT FURTHER RESOLVED THAT: Staff produce a report that will include a detailed description of the financial activities between the school Board and the programs WE operates in our TCDSB schools.

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 Baybayon and Nguyen wished to be recorded as voted in favour.

15. Unfinished Business from Previous Meetings

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

- 15a) Trustee Code of Conduct Matters: Matter 1: Trustee Kennedy against Trustee Rizzo** that a determination be made that Trustee Rizzo breached the Municipal Conflict of Interest Act by voting on the budget June 2019 when

her daughter was an employee of the Board. The breach constitutes a breach of the Board's Code of Conduct.

Trustee Rizzo recused herself from voting due to a Declaration of Interest, as earlier indicated.

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

MOVED by Trustee Kennedy, seconded by Trustee Lubinski, that the determination of sanctions be deferred to the September 17, 2020 Board 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
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that
Matter 2: Trustee Del Grande against Student Trustee Dallin be adopted
as follows;

WHEREAS: It is alleged that Trustee Del Grande breached the Code of
Conduct by using disrespectful and aggressive language with the Student
Trustee in the Trustee Lounge following a sub-committee meeting.

BE IT RESOLVED THAT: The Board find Trustee Del Grande in breach of
the Trustee Code of Conduct.

Trustee Del Grande recused himself from voting due to a Declaration of
Interest, as earlier indicated.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees D'Amico
de Domenico
Di Pasquale
Li Preti
Rizzo

Crawford
Kennedy
Lubinski
Martino
Tanuan

Based on the 2/3 required affirmative votes, the Motion was declared

FAILED

Trustee Di Giorgio did not vote/respond.

MOVED by Trustee Di Pasquale, seconded by Trustee de Domenico, that
Matter 3: Trustee Del Grande against Student Trustee Dallin be adopted
as follows;

WHEREAS: It is alleged that Student Trustee Dallin breached the Code of
Conduct by breaching the Workplace Safety Plan that was put in place
following her complaint.

BE IT RESOLVED THAT: The Board find Student Trustee Dallin not in
breach of the Trustee Code of Conduct.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees D'Amico
De Domenico
Di Giorgio

Crawford
Del Grande
Kennedy

Di Pasquale
Li Preti
Rizzo

Lubinski
Martino
Tanuan

Based on the 2/3 required affirmative votes, the Motion was declared

FAILED

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that
Matter 4: Various TCDSB Stakeholders against Trustee Del Grande
be adopted as follows;

WHEREAS: It is alleged that Trustee Del Grande breached the Code of Conduct by his comments and his proposed amendment of a motion at a November 7, 2019 Trustee Board meeting that were offensive and inappropriate.

BE IT RESOLVED THAT: The Board find Trustee Del Grande in breach of the Trustee Code of Conduct.

Trustee Del Grande recused himself from voting due to a Declaration of Interest, as earlier indicated.

Results of the Vote taken, as follows:

In Favour

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

Opposed

Crawford
Kennedy
Lubinski
Tanuan

Based on the 2/3 required affirmative votes, the Motion was declared

FAILED

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

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

19a) Return to School Update:

1. BE IT RESOLVED THAT: The TCDSB price out reusable water bottles for students who need them;
2. BE IT RESOLVED THAT: Staff ensure there is the maximum allowable space left in classes to allow to help facilitate student transitioning from virtual to in class;
3. That administration staff be directed to not enforce type and style of masks and face coverings, and permit logos and lettering as long as it is not objectionable/offensive;
4. BE IT RESOLVED THAT: The start of the school year be delayed one week to September 14; and
5. That we request the Ministry's approval for staggered start, one week for Grade 9, and Grades 10, 11 and 12 on the second week.

Trustee de Domenico requested that the Question be split at Parts 4 and 5.

Time for business expired.

The Chair called for a vote for a 15-minute extension, as per Article 12.6, that was approved unanimously as follows:

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 in AMENDMENT by Trustee Crawford, seconded by Trustee Di Pasquale:

BE IT RESOLVED THAT: Staff request from the Ministry the ability to use week one to ready the schools and ensure all needed staff, and stagger student in-person attendance to start on Monday September 14.

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

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio

Del Grande
Kennedy
Lubinski
Martino

Di Pasquale
Li Preti
Rizzo
Tanuan

The AMENDMENT was declared

CARRIED

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

Results of the Vote taken on Part 4 of the Motion, as amended, as follows:

In Favour

Opposed

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

Del Grande
Lubinski
Martino

Part 4 of the Motion, as amended, was declared

CARRIED

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

Results of the Vote taken on Part 5 of the Motion, as amended, as follows:

In Favour

Opposed

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

Del Grande
Lubinski
Martino

Part 5 of the Motion, as amended, was declared

CARRIED

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

Results of the Vote taken on Parts 1, 2 and 3 of the Motion, as amended, as follows:

In Favour

Opposed

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

Del Grande
Lubinski
Martino

Parts 1, 2 and 3 of the Motion, as amended, was declared

CARRIED

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

MOVED by Trustee Lubinski, seconded by Trustee Del Grande:

BE IT RESOLVED THAT: The Gifted Withdrawal Program be offered virtually to the child in their home environment. For those students unable to remain at home, the classroom teacher will address the Individual Education Plan (IEP) for Gifted children, and provide the required enrichment activities; and

That staff be directed to operationalize the continuation of the gifted withdrawal program and report on how it is being implemented as soon as possible to Board, and communicate the information to parents of gifted children.

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 Baybayon and Nguyen wished to be recorded as voted in favour.

The Chair called for a vote for:

Reconsideration of Motion - From Trustee Lubinski, regarding Non-Medical Mask's (NNM) for Junior Kindergarten (JK) to Grade 3 Students:

WHEREAS: In the SickKids' June 17, 2020 report entitled, "COVID-19: Recommendations for School Reopening" it states on page 3: there is some data to suggest children, particularly those under 10 years of age, may be less susceptible to SARS-CoV-2 infection and potentially less likely to transmit the virus to others. There is also strong evidence that the majority of children and youth who become infected with SARS-CoV-2 are either asymptomatic or have only mild symptoms, such as cough, fever and sore throat.

WHEREAS: On page 4 the report states: Data from multiple countries suggest that children under 10 years of age are probably less likely to transmit SARS-CoV-2 than older children or adults;

WHEREAS: On page 11, the report states: NMMs would need to be worn correctly, which for many otherwise healthy children and youth, will be difficult to do for a full school day; even more significant barriers exist for children and youth with underlying medical, developmental and mental health conditions;

WHEREAS: In the Consensus Guidance Statements of the report,

- 94% of the contributors agreed with the fact that the use of NMMs in the school setting should be driven by local epidemiology with age-specific consideration;

- 78% agreed with the fact: When transmission in the community is low, the use of NMMs throughout the entire school day should not be mandatory for elementary, middle or high school students returning to school. But, NMM use should always be respected if a student chooses to wear one; and
- 61% agreed with: given the current epidemiology, the use of NMMs is not recommended for elementary school students; and

WHEREAS: The report also states (on page 13):

- If worn incorrectly (e.g. touched frequently, not covering mouth and nose, removed and placed back without proper hand hygiene), NMMs could lead to increased risk and infection;
- It is impractical to expect most children and youth to wear a NMM properly for the duration of the school day. Elementary school-aged children, in particular, would need assistance to follow appropriate procedures for putting on and taking off the NMM (e.g. during meal times, snack times). In addition, during these times when the NMM is removed, the NMM would need to be stored appropriately to prevent infection spread;
- Studies have shown that it is difficult for health-care workers to wear a mask for prolonged periods in the hospital setting, and it is therefore anticipated that it would be difficult for children as well;
- The NMM may not be tolerated by certain populations with underlying conditions (e.g. asthma, allergies, neurodevelopmental disorders, mental health challenges and especially during warm/humid weather conditions; and
- The addition of NMMs may increase anxiety, interfere with the therapeutic learning environment and increase inattention or distraction in children and youth, particularly for those who may already struggle with attentions, such as ADHD or other developmental disorders.

BE IT RESOLVED THAT: The TCDSB follow the Sick Kids Recommendations for Re-Opening in respect to NMMs for elementary students in JK to Grade 3.

BE IT RESOLVED THAT: The Board of Trustees approve that the wearing of NMMs are not required for elementary students from Junior Kindergarten (JK) to Grade 3.

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

In Favour

Trustees Del Grande
Di Giorgio
Kennedy
Lubinski
Tanuan

Opposed

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

The Call for Reconsideration of the Motion was declared

FAILED

MOVED by Trustee de Domenico, seconded by Trustee Di Pasquale:

WHEREAS: In the Fall of 2014, the Ontario Government implemented full-day kindergarten in the public school system for four and five-year olds to create a cohesive, coordinated system for early years programs and services across the province;

WHEREAS: Prior to 2014, this cohort of students attended kindergarten for only a half day;

WHEREAS: Kindergarten is currently an optional program at the TCDSB;

WHEREAS: TCDSB Class Size Reports (such as ONSIS) show that Kindergarten classes at the TCDSB have reported as many as 29 students per kindergarten class with at least two staff members in one room for a full day of play-based learning;

WHEREAS: Toronto continues to report COVID-19 cases;

WHEREAS: It is impossible to follow Toronto Public Health advice for social distancing with such large kindergarten cohorts;

WHEREAS: TCDSB has not received funding to decrease the size of kindergarten cohorts and does not have the space to house them;

WHEREAS: Parents and staff are understandably concerned about the large size of this cohort, so much so that some parents will not be sending their children to kindergarten in September;

WHEREAS: The TCDSB enact a Boardwide trial approach to offering kindergarten for JK and Senior Kindergarten (SK) students as a response to overcrowding and COVID 19. This trial plan is for the 2020-2021 school year and is to be assessed and revisited by Trustees in June 2021 for continuation or reversion to the traditional model; and

WHEREAS: The aim of this trial will reduce the size of the cohort and therefore greatly reduce the risk of the COVID-19 infection amongst students and staff.

BE IT RESOLVED THAT: The Board seek approval from the Ministry for the following:

That Kindergarten classes be divided by school staff into two relatively equal cohorts, Group A of 15 students and Group B of 14 students. The Principal will survey kindergarten parents to see which model they wish to register for; and

That alternating week attendance be implemented for kindergarten students whereby Group A attends one week and Group B attends the next week and so on. Parents should always have choice so therefore parents will have the choice to register their children to attend full time. The Principal will balance the cohorts to reflect those children that will attend full time with the

aim of keeping the size of the cohorts for Group A and Group B as equal as possible and as small as possible.

Time for business expired.

The Chair called a 15-minute extension, as per Article 12.6, to complete the debate on the Item that was approved by majority vote, as follows:

Results of the Vote taken, as follows:

In Favour

Opposed

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

Del Grande
Lubinski

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Giorgio
Di Pasquale
Kennedy
Martino

Del Grande
Li Preti
Lubinski

Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee D'Amico did not vote/respond.

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

MOVED by Trustee Rizzo, seconded by Trustee Kennedy:

That Identification Placement and Review Committee (IPRC) be delivered in as timely as possible during the management of the pandemic;

That French Immersion program be maintained in all French Immersion schools and that this program also be considered in the virtual school;

That staff open at least one window in each classroom to 12 inches at minimum prioritizing two and three-storey school buildings with poor air quality; and

That bus transportation begin on September 14th with Special Need Students.

Results of the Vote taken, as follows:

In Favour

Opposed

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

Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustees D'Amico and Lubinski did not vote/respond.

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

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that the Items not discussed be deferred to the next appropriate meeting.

Results of the Vote taken, as follows:

In Favour

Opposed

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

Kennedy

The Motion was declared

CARRIED

Trustees D'Amico and Lubinski did not vote/respond.

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

ITEMS NOT DISCUSSED AS CAPTURED IN ABOVE MOTION

- 8a) Consideration of Motion from Trustee Kennedy regarding the Provision of Bike Racks, Safe Storage Facilities and Bicycle Helmets, as required, at each School Location;
- 16a) Approved Minutes of the Catholic Parent Involvement Committee (CPIC) Meeting Held June 8, 2020;
- 17a) Response to May 2020 CPIC Motions;
- 17b) Communication from Abundant Life Centre - Loretto Sisters Project in Kenya;
- 17c) Consideration of Motion From Trustee Rizzo regarding Graduation Ceremonies for the Class of 2020;
- 18a) Response to the Delegation Regarding Completion of Identification Placement and Review Committee (IPRC) Meetings and Assessments;
- 18b) Staff Response to Catholic Parent Involvement Committee (CPIC) Motions from July 23, 2020 Special Board Meeting; and
- 22a) From Trustee Di Pasquale, regarding the Implementation of Anti-Black and Indigenous Racism Motion passed at the June 2020 Regular Board Meeting

25. Adjournment

MOVED by Trustee Del Grande, seconded by Trustee de Domenico, that the meeting be adjourned.

The Chair did not call for a vote and indicated that the earlier decision to end the meeting at 2:30 am and/or after Item 16a) was completed was still in effect.

SECRETARY

CHAIR



Director's Monthly Report September 2020

September 1 – September 17

It has been a pleasure to begin my tenure as Director of Education by engaging with staff, trustees, and stakeholders throughout the city. Recognizing the extremely challenging circumstances we find ourselves in as we navigate return to school, I am encouraged by the tremendous partners, advocates, and exceptional staff here I have met during these past few weeks. While we acknowledge the challenges that lie ahead, I recognize the resilience and practical optimism in staff, students, and families.

Some highlights from the past three weeks include:

- Meeting with His Eminence Cardinal Collins about our shared commitment to Catholic education and Catholic leadership throughout Toronto
- Beginning to meet with Trustees and Senior Staff individually to discuss our partnership and collective commitments for the immediate and the year ahead
- Receiving, along with the Chair of the Board, the Philippine Consul General
- Connecting with staff in schools in the lead up to school opening – discussing logistics, strategy, and local community responses to return to school plans
- Visiting elementary and secondary schools across the city throughout the first week of in-class return to school to witness and participate in the realities of back to school in our new reality of social distancing, mental health, and health and safety for staff, students, and community
- Engaging with our Catholic Student Leaders at both the secondary and elementary CSLIT meetings during the first week of school. Encouraged by such enthusiasm to return to school, connect with community, and embrace the responsibility and call to leadership and student voice
- Welcoming our in-coming Gr. 9 students through the virtual transition event hosted by CSLIT to engage our Gr. 9s and encourage them as they transition to secondary school
- Sharing our return to school plans with media including CP24, CTV, and NewsTalk 1010 to contribute to consistent messaging about what students and families can expect when they return to school. Communicating our facilities commitments and enhancements, traditional and social media communication, signage, PPEs, routines, and local leadership in order to provide the public with relevant information about the ways TCDSB is preparing to welcome students back to schools

September Student Trustee Board Report

Update from the Student Trustees:



- Over the last couple of months, Student Trustees have been answering questions from students on Instagram
- On September 2nd, Student Trustees hosted the first CSLIT Executive Council socially distanced picnic to discuss plans for the upcoming school year
- On September 2nd, Student Trustees also met with the Executive Council to plan for three Catholic Student Leadership events, our CSLIT and ECSLIT Kick Offs, as well as our Grade 9 Transitional broadcast
- On September 2nd, Student Trustees attended an OSTA-AECO Catholic Board Council meeting to discuss plans for the upcoming year
- On September 6th, Student Trustees recorded TikTok videos in regards to back to school Covid-19 safety precautions
- On September 8th, Student Trustees attended a meeting with Anthony Perrotta to discuss virtual learning for the upcoming school year
- On September 9th, Student Trustees hosted the CSLIT Kick Off the 2020/21 year
- On September 9th, Student Trustees attended the Grade 9 Transition broadcast to speak about Catholic Student Leadership
- On September 10th, Student Trustees attended the ECSLIT Kick Off for the 2020/21 year to introduce themselves

CSLIT:

Elementary Affairs

The incoming Directors of Elementary Affairs on the CSLIT Executive Council have accomplished all the necessary tasks for September. Both executives have worked closely with each other and the leadership department head to coordinate the first online virtual ECSLIT general assembly on September 10th, 2020. This entails, creating the slides for the meeting, hosting the Live, and sending out emails to teachers to inform students about the event. Furthermore, on the accomplishments for this month, the executives have been managing the ECSLIT Instagram account. This includes posting regular updates about upcoming ECSLIT events and leadership-related content on the page. The Directors of Elementary Affairs for the 2020-2021 school year aim to continue to work alongside the CSLIT Executive Council and the leadership department head to

create a fun environment where elementary students will become leaders to their full potential. Both directors acknowledge that their positions are responsible for achieving this goal and leaving an impact on students for the school year.

Administrative Affairs

Since September 1st, the Director of Administrative Affairs has been working closely with the Student Trustees and the CSLIT Executive to ensure that the first monthly CSLIT General Assemblies can take place, through virtual platforms. In addition to this, the Director of Administrative Affairs has assisted with the organization of the Grade 9 Transition Broadcast for new students entering high school in these times of uncertainty. The Director of Administrative Affairs will continue to assist the Student Trustees on all CSLIT matters during this time of COVID-19 physical distancing.

Social Affairs

The Director of Social Affairs has spoken with the previous Social Affairs Director in order to gain more clarity regarding said position. In addition, between the time period of September 1st to September 17th, the Director of Social Affairs has been conceptualizing new ideas about how to host events while maintaining Covid-19 precautions. Social Affairs acknowledges that safety is the first priority when planning for future events. The Director of Social Affairs is eager to plan and collaborate with the rest of the CSLIT Executive Council to attract more potential Student Leaders to get involved with CSLIT.

Social Justice

On September 9th, 2020, the Director of Social Justice and the Director of Equity ran a live stream for grade 9s to answer all the questions they may have about the upcoming school year as they may feel overwhelmed. It took over a week creating an itinerary, presentation slides and overall an interactive presentation. Some goals the Director of Social Justice has is to have a webinar if possible, on discussing the Black Lives Matter Movement and ways as a school board we can be allies towards the movement. Another would be possibly looking into supporting a motion that supports all distinctive backgrounds to be able to run as Student Trustees to build a more inclusive student voice.

Public Relations

This past month, the Public Relations Coordinators have been working closely with both the CSLIT and ECSLIT community in continuously advertising upcoming events such as 9/9/9, the first GA meeting for CSLIT and ECSLIT, as well as assisting with the creation of Tiktoks in regards to Covid-19 safety. In light of the motion that is certainly happening in regards to not mandating uniforms this upcoming school year, the coordinators have been working closely with both Student Trustees in confirming answers to the student body. Public Relation coordinators will continue to announce, post and update the student body in regards to upcoming events and answer questions through the CSLIT Instagram that students may have as to the upcoming school year.

Equity

From Sept 2nd to Sept 17th, The Director of Equity, along with The Director of Social Justice, have been involved in the planning and organizing of the virtual meeting 9 on 9 on 9. On September 9th, the meet was held to speak to grade 9 students about transitioning into high school and focused on giving “tips and tricks/survival guide” on how to handle different circumstances in high school. What to expect and different mechanisms to help make their student life more convenient was discussed as well as covering different concerns some students had about their upcoming years in high school. The Director of Equity plans to start a subcommittee to begin the process of planning different endeavors that can be made. One of the first actions the committee will partake in will be an Anti-black racism support group for students to have a safe space to use their voices. The Director of Equity also plans to have an official list of unethical practices different schools in the TCDSB partake in, and in the near future plans to set goals and solutions to combat these inconveniences based off that list.

Faith

The Faith Ambassador for the prospective 2020-2021 school year has fulfilled the duties of constructing and articulating monthly CSLIT and ECSLIT opening and closing prayers. These said prayers incorporate the principality of the virtues of the month, and also reflect the seasonal times of the year (strength, courage, wisdom for going back to school, etc). The Faith Ambassador has also

constructed and composed opening and closing prayers for the Grade 9 Transition broadcast, which incorporate themes of bravery and God's guidance for the incoming grade 9 students who are new to the high school experience. The Faith Ambassador for the 2020-2021 school year will continue to articulate and compose prayers that will be prayed aloud during broadcasts online, and possible in-person meetings.

Angel Foundation for Learning

Since the beginning of September, the director of the Angel Foundation has been working with the Student Trustees Keith Baybayon and Kathy Nguyen, along with the other CSLIT exec. Aiding in the start of the first CSLIT General Assembly of the year, and reading out questions and engaging with CSLIT members. There was no work done this month in conjunction with the Angel Foundation due to a lack of credentials. In the future, the director of the Angel Foundation will continue to provide assistance to CSLIT exec, and also provide different fundraisers in contribution to the Angel Foundation of Learning, alongside his subcommittee.

OUR MISSION

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

OUR VISION

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



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

HELD MONDAY, MARCH 2, 2020

PRESENT:

Trustees:

N. Crawford, Chair
M. Del Grande, Vice-Chair
N. Di Pasquale
A. Kennedy - Ex-Officio
T. Lubinski
J. Martino – Ex-Officio

Non-Voting Trustees: M. de Domenico – via Teleconference
D. Di Giorgio
I. Li Preti – via Teleconference
M. Rizzo – via Teleconference

Staff:

R. McGuckin
L. Di Marco
C. Fernandes
C. Caldwell
M. Sequeira (Item 12a)

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

4. Approval of the Agenda

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

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Lubinski, that Item 13b) Update to Delegations Policy T.14 be reordered prior to 13a) Update to Trustee Code of Conduct T.04.

Results of the Vote taken on the AMENDMENT as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski
Martino

The AMENDMENT was declared

CARRIED

Trustee Li Preti connected via Teleconference at 7:43 pm.

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

In Favour

Opposed

Trustees Crawford
Del Grande

Kennedy

Di Pasquale
Lubinski
Martino

The Motion, as amended, was declared

CARRIED

5. Declarations of Interest

There were none.

6. Approval and Signing of the Minutes

MOVED by Trustee Martino, seconded by Trustee Di Pasquale, that the Minutes of the Meeting held February 11, 2020 be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski
Martino

The Motion was declared

CARRIED

9. Consideration of Motions for Which Previous Notice Has Been Given

MOVED by Trustee Martino, seconded by Trustee Lubinski, that Item 9a) be adopted as follows:

- 9a) From Trustee de Domenico regarding Lunchtime Supervisors** that this item be removed from the Agenda and that Staff bring a report to the March 12, 2020 Corporate Services, Strategic Planning and Property Committee Meeting:

WHEREAS: There is an imminent need for lunchtime supervisors at many TCDSB Schools;

WHEREAS: Currently, lunchtime Supervisors require a Pastoral Letter in order to get hired for this position;

WHEREAS: A Pastoral Letter is difficult to obtain and takes time especially for those who are new to the community and have the availability to work immediately at an ad hoc basis;

BE IT RESOLVED THAT: that the Toronto Catholic District School Board allow potential Lunchtime Supervisor candidates who are baptized Catholic, to apply for the position without a Pastoral Letter.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
Del Grande
Di Pasquale
Lubinski
Martino

Opposed

Kennedy

The Motion was declared

CARRIED

12. Matters Referred or Deferred

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

- 12a) Update to the International Languages Elementary (ILE) Policy S.P.05** that the revised International Languages Elementary (ILE) Policy, S.P.05, provided in Appendix A of the Report, and the accompanying Operating Procedures, provided in Appendix B of the report, be approved for consultation.

Trustee de Domenico disconnected via Teleconference at 7:43 pm.

Trustee Rizzo connected via Teleconference at 7:52 pm.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Kennedy, that Regulation 3, Page 26, include staffing and financial implication considerations for viability of the existing program.

The Chair ruled the AMENDMENT out of order.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Kennedy, that Policy, Page 25, include:

1. *Notwithstanding anything outlined in this policy and related appendices, all ILE classes are subject to Toronto Catholic District School Board (TCDSB) and Ministry approval, as well as consideration of financial implications* be inserted as the fourth sentence.

Trustee Martino requested that the Question be split.

Results of the Vote taken on Part 1 of the AMENDMENT, as follows:

In Favour

Trustees Crawford
Del Grande
Kennedy

Opposed

Di Pasquale
Lubinski

Martino

Part 1 of the AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford	Di Pasquale
Del Grande	Lubinski
Kennedy	Martino

Part 2 of the AMENDMENT was declared

LOST ON A TIE

Trustee Kennedy left the table at 8:55 pm and returned at 8:56 pm.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Martino, that Policy, Page 25, include that *the viability of all ILE programs is dependent upon staffing and financial implications*.

The Chair ruled the AMENDMENT out of order.

Time for business expired.

The Chair declared a 15-minute recess, as per Article 12.6, which was approved by majority votes as follows:

Results of the Vote taken, as follows:

<u>In Favour</u>	<u>Opposed</u>
Trustees Crawford Del Grande Di Pasquale Lubinski	Kennedy Martino

The Motion was declared

CARRIED

Trustee Crawford relinquished the Chair to Trustee Del Grande.

Trustee Crawford left the table at 9:00 pm and returned at 9:06 pm.

Trustee Kennedy left the table at 9:06 pm and returned at 9:06 pm.

Trustee Crawford reassumed the Chair.

Trustee Li Preti disconnected at 9:30 pm via Teleconference and reconnected at 9:32 pm.

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

<u>In Favour</u>	<u>Opposed</u>
Trustees Crawford Del Grande	Lubinski

Di Pasquale
Kennedy
Martino

The Motion, as amended, was declared

CARRIED

The Chair declared a recess.

PRESENT: (Following Recess)

Trustees: N. Crawford, Chair
M. Del Grande, Vice-Chair
N. Di Pasquale
A. Kennedy - Ex-Officio
T. Lubinski

Non-Voting Trustees: I. Li Preti – via Teleconference
M. Rizzo – via Teleconference

13. Staff Reports

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

13b) Update to Delegations Policy T.14 received.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Di Pasquale, that this policy be called *Delegations and Public Participation Policy* and that the rules of public attendance and conduct be outlined.

Trustee Li Preti disconnected at 10:49 pm.

MOVED in AMENDMENT to the AMENDMENT by Trustee Del Grande, seconded by Trustee Di Pasquale, that a new regulation be added to the policy, as follows:

No one may display signs or placards, applaud debating participants or engage in conversations or other behavior that may disrupt a meeting.

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

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Lubinski

Kennedy

The AMENDMENT to the AMENDMENT was declared

CARRIED

Results of the Vote taken on the AMENDMENT as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Lubinski

Kennedy

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Lubinski, that *A delegate who makes a public and misleading statement against a Trustee and refuses to apologize shall not be allowed to delegate until such time as a public apology is made* be added as a third sentence, Page 72, Regulation 28.

The Chair declared a recess.

PRESENT: (Following Recess)

Trustees: N. Crawford, Chair
M. Del Grande, Vice-Chair
A. Kennedy - Ex-Officio
T. Lubinski

Non-Voting Trustee: M. Rizzo – via Teleconference

13. Staff Reports

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

13b) Update to Delegations Policy T.14 received (Continued)

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Lubinski, that *the Chair may request the delegate to apologize in the moment* be added as a third sentence, Page 72, Regulation 25.

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

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Lubinski

The AMENDMENT was declared

CARRIED

Results of the Vote taken on the AMENDMENT (prior to Recess), as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Lubinski

The AMENDMENT was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Del Grande, that the Governance and Policy Committee recommend to Board that the Staff recommendation regarding the Delegation Policy T.14, as amended, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Lubinski

The Motion, as amended, was declared

CARRIED

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

- 13a) Update to Trustee Code of Conduct T.04** that this be deferred to the April 14, 2020 Governance and Policy (GAP) Committee as the sole item on the Order Paper.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande	Crawford
Lubinski	Kennedy

The Motion was declared

LOST ON A TIE

MOVED by Trustee Kennedy, seconded by Trustee Lubinski, that the Policy be brought to the GAP Committee Meeting immediately following the possible in-service on the Code of Conduct for Trustees.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Lubinski, seconded by Trustee Crawford that the Agenda be reopened.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Lubinski

The Motion was declared

LOST ON A TIE

MOVED by Trustee Lubinski, seconded by Trustee Del Grande, that the Item 12a) Update to International Languages Elementary (ILE) Policy S.P.05 be put on hold until after Collective Bargaining is concluded.
Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande
Lubinski

Crawford
Kennedy

The Motion was declared

LOST ON A TIE

16. Updating of Pending List

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

16a) Monthly Pending List received; and

16b) Annual Policy Priority Schedule received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Lubinski

The Motion was declared

CARRIED

17. Adjournment

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Lubinski

The Motion was declared

CARRIED

SECRETARY

CHAIR

OUR MISSION

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

OUR VISION

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



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

HELD TUESDAY, AUGUST 25, 2020

PRESENT:

Trustees:

N. Crawford, Chair – In Person
M. Del Grande, Vice-Chair
N. Di Pasquale
A. Kennedy - Ex-Officio
T. Lubinski

Non-Voting Trustees:

I. Li Preti
M. Rizzo

Staff:

D. Koenig
C. Fernandes
P. Matthews
J. Wujek
C. Caldwell
M. Sequeira

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

4. Approval of the Agenda

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

5. Declarations of Interest

There were none.

6. Approval and Signing of the Minutes

MOVED by Trustee Kennedy, seconded by Trustee Del Grande, that the Minutes of the Meeting held March 2, 2020 be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

13. Staff Reports

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

13a) Update to Catholic Schools Parent Councils Policy S.10 received.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Del Grande, that the Governance and Policy Committee recommend to Board:

1. That the revised Catholic School Parent Councils (S.10) Policy in Appendix A of the report be adopted; and
2. That Appendices B and C of this report to the policy be approved and any further changes to the appendices be created through collaboration with staff, CPIC and OAPCE – Toronto.

MOVED in AMENDMENT to the AMENDMENT by Trustee Di Pasquale, seconded by Trustee Kennedy, that Regulation 7, page 23, be retained (i.e. remove strike out).

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

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The AMENDMENT to the AMENDMENT was declared

CARRIED

MOVED in AMENDMENT to the AMENDMENT by Trustee Di Pasquale, seconded by Trustee Del Grande, that */or* be removed from Regulation 14, page 25.

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

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The AMENDMENT to the AMENDMENT was declared

CARRIED

MOVED in AMENDMENT to the AMENDMENT by Trustee Del Grande, seconded by Trustee Di Pasquale, that the following recommendations from the Catholic Parent Involvement Committee (CPIC) / Ontario Association of Parents in Catholic Education (OAPCE) be incorporated in the policy:

1. Regulation 7, page 23: *That the principal respond in a reasonable time back to CSPC if the matter cannot be addressed immediately* be added;
2. Regulation 10.2, page 24: *That Responsibilities of Chairs of any additional sub-committees, and if the Chairs are considered part of the Executive Members of CSPC* be added;
3. Effects of COVID-19 and other potential unforeseeable events: That the following new Regulation be added for clarity: *CSPC meetings including the Annual General Meeting (AGM) may be held virtually where access to school premises is not available or to increase participation of parents; and*
5. Bylaws, Page 30, Appointed Voting Members 5.2: *That Should be selected from examples: representative from a local business association/community group, City Councillor's office etc.)* be added.

Trustee Del Grande requested that the Question be split.

Results of the Vote taken on Part 1 of the AMENDMENT to the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale

Kennedy
Lubinski

Part 1 of the AMENDMENT to the AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

Part 2 of the AMENDMENT to the AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Del Grande	Crawford
Di Pasquale	Kennedy
Lubinski	

Part 3 of the AMENDMENT to the AMENDMENT was declared

CARRIED

Results of the Vote taken on Part 5 of the AMENDMENT to the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

Part 5 of the AMENDMENT to the AMENDMENT was declared

CARRIED

MOVED in AMENDMENT to the AMENDMENT by Trustee Kennedy, seconded by Trustee Del Grande, that CPIC's/OAPCE's Recommendation 4 to add *Supporting selection of photographers for student photos and school ceremonies*, Bylaws, Role and Responsibility of the Principal, Article 5.5, page 32, be revised as follows:

School Principals shall consult with the CSPCs in the selection of any photographer for student photographs and school ceremonies.

Results of the Vote taken on the AMENDMENT to the AMENDMENT regarding Recommendation 4, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy

The AMENDMENT to the AMENDMENT regarding Recommendation 4, was declared

CARRIED

Trustee Lubinski abstained due to prior technical difficulties.

MOVED in AMENDMENT to the AMENDMENT by Trustee Kennedy, seconded by Trustee Del Grande, that Part 2 of the Staff Recommendations be revised as follows: That Appendices B and C of this report to the policy *and CPIC recommendations*, as amended, be approved and any further changes to the appendices be created through collaboration with staff, CPIC, OAPCE – Toronto and CSPCs.

Results of the Vote taken on the AMENDMENT to the AMENDMENT regarding Part 2 of the Staff Recommendations, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale

Kennedy
Lubinski

The AMENDMENT to the AMENDMENT regarding Part 2 of the Staff Recommendations was declared

CARRIED

Results of the Vote taken on the AMENDMENT regarding Part 1 of the Staff Recommendations, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The AMENDMENT regarding Part 1 of the Staff Recommendations was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion, as amended was declared

CARRIED

13. Staff Reports

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

- 13b) Performance Appraisal: Director of Education H.C.06** that the revised Policy on Performance Appraisal: Director of Education H.C.06 and Guiding Principles provided in Report Appendix A be adopted.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

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

- 13c) Update to Trustee Code of Conduct T.04** that this policy be deferred until such time as it is updated with language from the Integrity Commissioner and legal staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

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

- 13d) Updates to Policy Priority Schedule** that the International Languages (Elementary) Policy and Permits Policy be deferred to November 2020.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

16. Updating of Pending List

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

16a) Monthly Pending List received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

16b) Annual Policy Priority Schedule refer Item 13d).

MOVED by Trustee Kennedy, seconded by Trustee Lubinski, that the Governance and Policy Committee recommend to Board that the Parliamentarian attend all future meetings of the Governance and Policy Committee.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

17. Adjournment

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

SECRETARY

CHAIR



*Angela Kennedy
Trustee Ward 11*

E-mail: Angela.Kennedy@tcdsb.org

Voicemail: 416-512-3411

To: Regular Board Meeting, September 17, 2020

From: Angela Kennedy, Trustee Ward 11

Subject: Recommendation to provide safe storage of and encourage students to; use other means of transportation

MOVED BY: Angela Kennedy, Toronto Catholic District School Board

WHEREAS: There are some students who may not be able to ride a bus to school as of September 8th 2020.

WHEREAS: The option of riding a bicycle or scooter, or using roller blades, may be something that families would consider if there was a safe place to store equipment during school hours.

BE IT RESOLVED THAT: There would be a bike rack installed in every school; elementary and secondary, by September 8th 2020.

BE IT RESOLVED THAT: There be a space identified as safe storage for other student transportation items during school hours

BE IT RESOLVED THAT: Staff would consider the use of equity funding to provide helmets for children and for families who would find it difficult to purchase helmets.

BE IT RESOLVED THAT: CSPC members be encouraged to assist families with plans for safe biking to school, for example designated bike stops, parent volunteers to safely shepherd the bike train, bike safety education sessions, bike routes marked with signs i.e. *“This way to ----- School.”*

Angela Kennedy
Trustee, Ward 11



*Angela Kennedy
Trustee Ward 11*

E-mail: Angela.Kennedy@tcdsb.org

Voicemail: 416-512-3411

To: Regular Board, September 17, 2020

From: Angela Kennedy, Trustee Ward 11

**Subject: Consideration of Motion, Attendance Boundary Review Policy
SA.03, St. Catherine Catholic Elementary School**

MOVED BY: Angela Kennedy, Toronto Catholic District School Board

WHEREAS: St. Catherine 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.

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

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.

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.

Angela Kennedy
Trustee, Ward 11



Garry Tanuan
Trustee Ward 8

E-mail: *Garry.Tanuan@tcdsb.org*

Voicemail: *416.512-3408*

To: Regular Board, September 17, 2020

From: Garry Tanuan, Trustee Ward 8

Subject: Consideration of Motion - TCDSB Proclamation of the Quincentennial Jubilee Celebration of Christianity in the Philippines

MOVED BY: **Garry Tanuan**, Toronto Catholic District School Board

WHEREAS: The Toronto Catholic District School Board (TCDSB) proclaimed and celebrates June 12 as *Filipino Heritage Day* and June as *Filipino Heritage Month* in the TCDSB annually, with elementary and secondary schools encouraged to mark the auspicious *Filipino Heritage Day* with their own in-school celebrations through various educational, cultural, and religious activities throughout the Board;

WHEREAS: The year 2021 marks a milestone in the history, cultural, and religious identity of the Filipino diaspora in Canada with the celebration of the 500th *Anniversary of the Arrival of Christianity in the Philippines*, as well as the 123rd Anniversary of the Proclamation of *Philippine Independence* in 1898, the proclamation of the month of June as *Filipino Heritage Month* by the *Toronto City Council* on November 8, 2017, and the proclamation of the month of June as *Filipino Heritage Month* across *Canada* by the Parliament of Canada, on October 30, 2018;

WHEREAS: The Philippines' rich cultural heritage and vibrant devoted passion for our Catholic faith greatly enhances the TCDSB's mission and vision which would encourage and engage our Catholic schools, especially those with plans to offer in-school events during the June *Filipino Heritage Month* and throughout the year;

WHEREAS: The Consul General of the Philippines in Toronto, Consul General Orontes V. Castro has requested on August 17, 2020 that the 500th Anniversary (*Quincentennial Jubilee*) of the Arrival of Christianity in the Philippines, be celebrated at the Toronto Catholic District School Board (TCDSB) which was received and approved by the Board on August 20, 2020; and

WHEREAS: This will be a unique Once-in-a-Lifetime opportunity to highlight the importance of the commemoration and celebration of the *Quincentenary Jubilee of Christianity in the Philippines* during TCDSB's celebration of *Filipino Heritage Day* on June 12, 2021, and *Filipino Heritage Month* in June 2021; where milestone events and activities will be made to encourage the active participation of young Filipino-Canadians in the Greater Toronto Area (GTA).

BE IT RESOLVED THAT: The TCDSB hereby proclaims to centrally and locally celebrate the 500th Anniversary of the Arrival of Christianity in the Philippines, alongside and highlighting its celebration of June 12 as *Filipino Heritage Day* and June as *Filipino Heritage Month* at the TCDSB in 2021, with all our elementary and secondary schools encouraged to mark the auspicious *Quincentenary Jubilee of Christianity in the Philippines (QJCP)* and *Filipino Heritage Day/Month* with their own in-school celebrations through various educational, cultural, and religious activities throughout the Board;

BE IT FURTHER RESOLVED THAT: The TCDSB, hereby proclaims the year-long celebration of the *Quincentenary Jubilee of Christianity in the Philippines (QJCP)* in close collaboration with the Philippine Consul General's office in Toronto, Archdiocese of Toronto, Toronto Organizing Committee - 500th Year of Christianity in the Philippines and Catholic community stakeholders for school year 2020-2021 commencing from the *PH500 Quincentenary Jubilee Art Exhibit* launch in October 2020 at the Catholic Education Centre, thence followed by a couple of historic landmark events in March/April 2021, key associated activities accentuating the celebration of the *Filipino Heritage Day* on June 12 and *Filipino Heritage Month* in June 2021; and culminating in a *Catholic Community Jubilee Mass* by His Eminence Thomas Cardinal Collins to highlight the Closing Celebration in August 2021; and

BE IT FURTHER RESOLVED THAT: TCDSB immediately establish a *Quincentenary Jubilee of Christianity in the Philippines (QJCP)* Task Force to appropriately manage and coordinate the key events and activities marking the 500th

Anniversary of Catholicity celebrations and to further nurture, embrace, and commemorate our shared Catholic Faith and devotion amongst the faithful in our diverse ethnic Catholic communities across the GTA. The TCDSB QJC Task Force will be composed of a Trustee, Director/designated senior Staff Superintendent, Lead Community Relations Coordinator, Student leaders, Filipino-Canadian Advisory Committee & Parents/Teachers/Faculty/Staff Association representatives, Philippine Consul General, Toronto Archdiocese, Parish & GTA School Board Trustees/Representatives, and other prominent leaders of various Catholic communities.

Garry Tanuan, Trustee Ward 8



REPORT TO

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

**FAIR PRACTICE IN HIRING AND PROMOTION POLICY
METRIC 2019-2020**

*"We put no obstacle in anyone's way, so that no fault may be found with our ministry."
2 Corinthians 6:3*

Created, Draft	First Tabling	Review
August 26, 2020	September 3, 2020	Click here to enter a date.

Adrian Della Mora, Executive Superintendent of Human Resources & Employee Relations
Mark Moffett, Sr. Coordinator, Academic Services, Human Resources

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.



Brendan Browne, PhD
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 TCDSB is committed to hiring and promoting the best, most qualified individuals, supportive of its Multi-Year Strategic Plan, subject to its denominational rights and in accordance with the Human Rights Code. The process of recruitment, selection and promotion at TCDSB is based on ability and qualifications and is conducted in a fair and transparent manner that is free from discrimination, nepotism and cronyism.

This report provides an annual statistical summary of Human Resources recruitment activity at the TCDSB from September 2019 to June 2020. It also highlights the Board's continuing efforts to realize its commitment to a fair and transparent hiring process.

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

B. PURPOSE

1. In alignment with the principles of the Fair Practice in Hiring and Promotion Policy (H.M. 40), the Director of Education has committed to providing an annual recruitment statistical report to the Board.

C. BACKGROUND

1. The staffing actions reflected in this report pertain to the external recruitment and selection of new employees during the academic school year. Staffing actions such as the hiring of teachers at the school level for Long Term Occasional teaching assignments or permanent positions are not included in this report primarily because these actions involve existing employees.
2. The Recruitment Team consists of a Sr. Manager, a Supervisor, two Talent Acquisition Specialists, a Recruitment Assistant and three secretarial staff. The Sr. Manager of Recruitment reports to the Sr. Coordinator of Academic Services.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The Human Resources department is continuing the transformation of the department with the procurement of an applicant tracking system (ATS) to

support recruitment processes, practices and reporting. Current COVID-19 pandemic priorities have delayed this procurement process.

2. **Transparent Recruitment Practices** - The Board continued to utilize recruitment practices that were open and transparent. Positions were advertised via numerous channels including the Board's website via the Director's Bulletin and Apply to Education (a job-posting site used by many boards in Ontario). Other transparent practices include the provision of assessed competencies to all candidates during interviews.
3. **Application Review** – Standardized procedures, albeit manual in nature, were in place for the scrutiny of employment applications. These procedures included the use of a template that reflects the required criteria of the position in question relative to the applicant's experience as documented in their application.
4. **Hiring Responsibilities and Conflicts of Interest** – As a standard practice, all panel members were required to sign a form indicating that they had no conflicts of interest when discharging their responsibility as a member of an interview panel.
5. **Unsuccessful Applicants** – Applicants who are unsuccessful in their attempts to secure employment with the Board, were afforded, subject to the Fair Practices in Hiring and Promotion policy, the opportunity for feedback upon request.

E. METRICS AND ACCOUNTABILITY

1. The following statistical data reflects the diligent work of recruitment staff who address various annual job vacancies. Data from the 2018 – 2019 school year followed by the data from the 2019 – 2020 academic year has been included for comparison purposes.

ANNUAL RECRUITMENT STATISTICS
SEPTEMBER 2018 TO JUNE 2019

Group	Candidates Interviewed	Successful (Yes)	Unsuccessful (No)	Debriefs Granted	Hired (Yes letter)
Occasional Teachers	774	589	185	3	544
Caretakers	46	31	15	0	31
Secretaries	34	32	2	0	32
Designated Early Childhood Educators	44	40	4	2	40
Educational Assistants	112	92	20	1	62
Library Technicians	27	20	7	0	20
Parenting/Family Literacy Centres	2	1	1	0	0
Non-Union	108	32	33	1	27
Totals	1147	837	267	7	756

ANNUAL RECRUITMENT STATISTICS
SEPTEMBER 2019 TO JUNE 2020

Group	Candidates Interviewed	Successful (Yes)	Unsuccessful (No)	Debriefs Granted	Hired (Yes letter)
Occasional Teachers	337	256	81	0	256
Caretakers	23	16	7	0	16
Secretaries	24	20	4	0	20
Designated Early Childhood Educators	26	14	12	1	14
Educational Assistants	72	57	15	2	57
Library Technicians	17	10	7	0	10
Parenting/Family Literacy Centres	0	0	0	0	0
Non-Union	77	16	61	6	16
Totals	576	389	187	9	389

Groups Not Previously Included	Candidates Interviewed	Successful (Yes)	Unsuccessful (No)	Debriefs Granted	Hired (Yes letter)
APSSP	34	7	27	0	7
Uncertified French Teachers	35	22	13	0	22
Uncertified Music Teachers	0	0	0	0	0
Totals	69	29	40	0	29
Totals*	645	418	227	9	418

**include both charts*

2. **Overall Recruitment Trend** - The significant decrease in recruitment activity reported with respect to the number of candidates interviewed is in part attributable to the transition to a COVID-driven remote work environment for approximately 4 months of the academic year. This transition adversely impacted the recruitment process by limiting access to key physical recruitment documents as well as reducing the Board's capacity to conduct interviews.

In addition, the reduction in occasional teacher recruitment activity in comparison to 2018-2019, reflected a significant need to replenish the occasional teacher Roster in the 2017-18 and 2018-19 school years to respond to the needs of the Board with respect to teacher absenteeism.

3. **Overall Recruitment Trend** - On average, the board hired 100% of the candidates who were successful during the interview, in spite of significant competition from other boards. *This is an increase from 90% hired in the 2018-2019 school year.*
4. **Recruitment Trend - Occasional Teachers** – The Board successfully hired 100% of the candidates who were successful during the interview process. *This is an increase from 92% hired in the 2018-2019 school year.*
5. **Recruitment Trend - Education Assistants (EA)** – The board was able to attract and hire 100% of its successful EA interview candidates. *This is an increase from 67% hired in the 2018-2019 school year.*
6. **Recruitment Trend – Interview Success Rate** – Approximately 65% of candidates interviewed for the above occupational groups were successful. *This is down from 73% in the 2018-2019 school year.*
7. **Recruitment Trend – Uncertified French Teachers** – Approximately 9% of occasional teachers hired in the 2019–2020 academic year were uncertified French Teachers. This reflected the fact that the demand for French teachers outpaced the supply of certified candidates.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.



REPORT TO

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

NAMING OF TCDSB VIRTUAL SCHOOL 2020

*He determines **the number** of **the stars**; he gives to all of **them** **their** names. [Psalm 147:4](#)*

Created, Draft

August 17, 2020

First Tabling

September 3, 2020

Review

[Click here to enter a date.](#)

Lori DiMarco: Superintendent, Curriculum Leadership & Innovation; Academic ICT

RECOMMENDATION REPORT

Vision:

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Brendan Browne
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 recommends that TCDSB's Virtual School be named St. Isidore Catholic Academy, School of Virtual Learning.

The cumulative staff time required to prepare this report was 2 hours.

B. PURPOSE

1. The COVID-19 pandemic has created a need to provide rich online learning to students across the province and within the TCDSB for the 2020-21 school year.
2. Parents were surveyed and were asked to register their child(ren) in one of two learning options. The first option involves a return to school with increased protocols to address student safety. The second option involves enrolment in a virtual classroom. Students and their parents have selected one of these two options for returning to school in September 2020.
3. This report outlines the reasons for the creation of and naming of the TCDSB virtual school.

C. BACKGROUND

1. On August 14th, 2020, the Ministry of Education issued Policy/Program Memorandum (PPM) 164: Requirements for Remote Learning providing direction to all boards for implementing remote learning for students.
2. PPM 164 states that "During full or partial school closures, or under any other periods of remote learning, it is crucial to keep students engaged in their learning. Students should have access to a school community, a support network and authentic educational experiences in order to continue progress in their learning."
3. The PPM also provided boards with the opportunity to establish a virtual school with a unique identifier that would allow it to function as an independent school to provide students with an alternative to in-person learning. (Students are still able to remain connected to their in-person school.)

4. In the document, “Leading Mentally Healthy Schools for Administrators: Tip Sheet” provided by School Mental Health Ontario, it states: “School connectedness is the sense of being cared for, being valued, and belonging. It is a powerful protective factor in mental health, and is central to creating mentally healthy schools.” The TCDSB recognizes the inherent need to belong to a community as outlined in our pastoral plan “Rooted in Christ: we Believe, we Belong, we Become”. As such, we remain committed to ensuring our students are afforded the opportunity to develop a sense of belonging in their learning environment.
5. The virtual school along with the in-person school will collaborate to ensure that all students have access to unique opportunities for academic, social and faith-filled engagement. The TCDSB Virtual School will ensure that opportunities will be provided to allow students to remain connected to their in-person school while establishing a Catholic community in their virtual learning environment. Activities will be planned to enable students to honour the connection to their in-person school in their schoolwork. Efforts will be made to relay pertinent information about opportunities to participate in school activities at the in-person school, where appropriate.
6. The TCDSB Virtual School administration will be working closely with the staff of all TCDSB schools to ensure that students continue to connect with Special Services, Guidance, Social Work and Chaplaincy staff with whom they have worked in the past.
7. Establishing a namesake for the school provides a focus for building a sense of school connectedness for students who have been brought together in difficult times and have been physically separated and socially distanced.
8. The School Names Policy S.07 outlines the process for naming a new school. Although these processes are in place for addressing local community school needs and priorities, the TCDSB virtual school has distinguishing characteristics.
 - a. The school does not have one pastor, but rather all pastors across the diocese.
 - b. The school does not have a Catholic School Advisory Council, and the parents of the school will be from across the city of Toronto.
 - c. The virtual school includes stakeholders from all schools, thus the virtual school will engage all superintendents and trustees.

D. EVIDENCE/ANALYSIS

1. The Superintendent of Curriculum, Leadership and Innovation consulted with the Chair of the Board to determine a process by which to address the naming of the virtual school due to the short timelines to create, staff and schedule students.
2. A committee was asked to research saint names that may be suitable to the new virtual school. Two names were proposed.
 - a. St. Anne, born in Bethlehem, Palestine, as a parent of Mary, was the model of virtue to all charged with the education of children. All parents have the principal duty of the holy education of their children. God entrusted to St. Anne the task of raising Our Lady in a holy and virtuous home, and from a very young age Mary looked to St. Anne to learn about God and how He works in the lives of those who love and serve Him.
 - b. St. Isidore of Seville, Spain realized that if he kept working at his studies, his seemingly small efforts would eventually pay off in great learning. He never limited his pursuit of knowledge, wanting to learn about everything. He founded schools that taught every branch of learning. Isidore wrote numerous books, including a dictionary, an encyclopedia, and a history of the world—beginning with creation. He was sometimes called “The Schoolmaster of the Middle Ages” because the encyclopedia he wrote was used as a textbook for nine centuries. For this reason he was suggested as the patron of the internet, although it has never been recognized by the Vatican.
3. Adhering to the spirit of the School Names Policy, the following steps were/are being taken:
 - a. The Superintendent of Curriculum Leadership & Innovation, along with the Chair of the Board consulted on potential names for the school.
 - b. The Archbishop of the Toronto Diocese was consulted as to the suitability of the names being considered.
 - c. Catholic School Parent Councils (CSPC) Chairs, Catholic Parent Involvement Committee (CPIC) members and the Ontario Association of

- Parents for Catholic Education (OAPCE) Reps from across all schools were provided the opportunity to vote for the school name.
- d. All trustees and superintendents were provided the opportunity to vote for the school name.
4. The results of the survey are as follows:
- a. 104 people responded to the survey;
 - b. 2 responses were blank;
 - c. 60.8% of the 102 survey responses recommended St. Isidore as the namesake for the school; and
 - d. 39.2% of the responses recommended St. Anne as the namesake of the school.

E. STAFF RECOMMENDATION

That TCDSB's Virtual School be named St. Isidore Catholic Academy, School of Virtual Learning.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATE TO CATHOLIC SCHOOL PARENT
COUNCILS POLICY S.10

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

Created, Draft

December 9, 2019

First Tabling

February 11, 2020

Review

[Click here to enter a date.](#)

J. Wujek, Superintendent of Schools (Area 5) & Parent Engagement

M. Sequeira, Coordinator-International Languages, Parent Engagement and Community Relations

C. Fernandes, Superintendent of Education, Policy Development

RECOMMENDATION REPORT

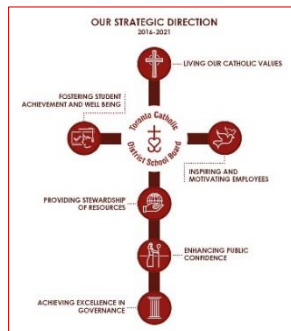
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Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

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

A. EXECUTIVE SUMMARY

This report recommends updating the current Catholic School Parent Councils (S. 10) as per the five year review cycle in the Meta Policy (M.01).

The cumulative staff time required to prepare this report was 90 hours.

B. PURPOSE

1. This report is before the Governance and Policy Committee as it is part of the cyclical policy review.

C. BACKGROUND

1. The Catholic School Parent Councils Policy (S.10) was first approved on November 19, 1981.
2. The last amendment to the policy was on February 24, 2016.
3. An initial draft policy report was brought forward to this committee on September 10, 2019.
4. Further consultation with stakeholders on draft Regulations 1, 3, 4 and 6 took place on December 3rd to December 13th, 2019.
5. Consultation on the draft policy took place on January 20, 2020 at the regular Catholic Parent Involvement Committee meeting.
6. Further input was received on February 11, 2020 at the meeting of the Governance and Policy committee and revised as appropriate.
7. Changes to the policy reflect current legislation and practices.
8. The policy was reviewed and amended on Aug.25, 2020 and recommended to proceed to Board.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The policy has been revised and informed in consultation with Legal Services, the Catholic Parent Involvement Committee (CPIC), the Ontario Association for Parents in Catholic Education – Toronto (OAPCE), TCDSB's Catholic

Parent School Councils (CSPC), TCDSB administrators and with the parent/guardian community. (**Appendix A**)

2. The policy has been further updated in compliance with new procedures and policy related to procurement and reporting of budgets.
3. The TCDSB By-laws for Catholic School Parent Councils is found in **Appendix B**.
4. “Guidelines For School Accounts and Catholic School Parent Councils” is the reference for these updates, and is found in **Appendix C**.
5. **Appendix D** summarizes the revisions made to the original policy, including consultations that have taken place with stakeholders as directed by the Governance and Policy Committee.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by the Director with the support of the Superintendent of Parent Engagement, and reported on the Annual Catholic Schools Parent Council Metrics Report.

Further reports will be brought to the Board in accordance with the policy review schedule.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. The updated policy, and accompanying appendices, as approved will be posted on the TCDSB policy register.
2. Principals will be informed of changes to this policy at K-12 meetings.
3. CPIC, OPACE and CSPCs will be informed of changes through their regular meetings.

G. COMMITTEE RECOMMENDATION

That Board accept the recommendation of the Governance and Policy Committee and that the revised policy on Catholic School Parent Councils (S.10) P in **Appendix A** be adopted and that **Appendices B and C** of this report to the policy be approved

and any further changes to the appendices be created through collaboration with staff, CPIC and OAPCE – Toronto.

.

POLICY SECTION: **Schools**

SUB-SECTION:

POLICY NAME: **Catholic School Parent Councils**POLICY NO: **S.10****Date Approved:**

April 22, 2015

Date of Next Review:

2025

Dates of Amendments:

November 19, 1981; October 20, 1983; November 16, 1992; June 20, 1996; June 14, 2001; February 19, 2015; April 22, 2015; February 24, 2016

Cross References:

Reg. 298 - Operation of Schools – General

Reg. 612 - School Councils and Parent Involvement Committees

School Councils – A Guide for Members, 2001, Revised 2002, Ontario Ministry of Education

H.M. 14 - Harassment and Discrimination Policy and the Respectful Workplace

H.M. 19 - Conflict Resolution Policy

S.M. 04 – Fundraising in Schools

H.M. 24 - Catholic Equity and Inclusive Education Policy

S.A.01 - Admission and Placement of Elementary Pupils

S.S. 09 - Code of Conduct

Appendices:

- Appendix A: TCDSB Catholic School Parent Council By-Laws Template
- Appendix B: TCDSB Guidelines for School Accounts and Catholic School Parent Council (CSPC) Financial Operational Procedures

Purpose:

This policy provides the regulations by which Catholic School Parent Councils (CSPC) shall operate within the Toronto Catholic District School Board (TCDSB), consistent with the Education Act and Ontario Ministry Regulation 612/00.



POLICY SECTION: Schools

SUB-SECTION:

POLICY NAME: Catholic School Parent Councils

POLICY NO: S.10

Scope and Responsibility:

The policy extends to all schools of the Toronto Catholic District School Boards. The Director of Education is responsible for this policy.

Alignment with the Multi Year Strategic Plan (MYSP):

Living Our Catholic Values

Enhancing Public Confidence

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Providing Stewardship of Resources

Policy:

Through the active participation of parents/guardians, the Catholic School Parent Council of each TCDSB school will endeavor to improve student achievement and well-being, as well as, enhance the accountability of the education system to parents. Each CSPC shall function in an advisory role by making recommendations to the principal of the school and, where necessary, to the board, on any matter in accordance with the Education Act, TCDSB policies, guidelines, and operating procedures.

Regulations:



POLICY SECTION: Schools

SUB-SECTION:

POLICY NAME: Catholic School Parent Councils

POLICY NO: S.10

1. The school council at every school shall use the name Catholic School Parent Council (hereafter the CSPC), and will be guided by, and uphold, Catholic values and doctrine.

- i) A person is qualified to be a parent member of the school council if he or she is a parent or a legal guardian of a pupil who is enrolled in the school.
- ii) The chair or co-chairs are to be parent members.
- iii) The chair or at least one of the CSPC co-chairs must be Roman Catholic.
- iv) The CSPC shall not be incorporated.

2. The Board, through the principal, will provide information and solicit the views of CSPC with respect to the following matters:

2.1 The establishment or amendment of board policies and guidelines that relate to student achievement ~~and well-being~~ or to the accountability of the education system to parents, including:

- i) ~~local school policies and~~ codes of conduct;
- ii) school uniforms and appropriate dress for students in schools;
- iii) the allocation of Parent Involvement Committee (PIC) funding by the board to CSPCs; and
- iv) the fundraising activities of CSPCs. [NTD: this list does not include all the enumerated points from s. 19 of Reg 612/00]

2.2 Councils may provide their views to the Board with respect to:

- i) student achievement and well-being matters;
- ii) the establishment and amendment of **relevant** board policies and guidelines;
- iii) the development of implementation plans for new education initiatives that relate to student achievement and well-being or the accountability of the education system to parents; and
- iv) the process and criteria applicable to the selection and placement of principals and vice-principals.



POLICY SECTION: Schools

SUB-SECTION:

POLICY NAME: Catholic School Parent Councils

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3. A CSPC may make recommendations to the Board on any matter, and the Board shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation. The recommendation will be made via written submission to the area superintendent and/or the local trustee.
4. A CSPC may make recommendations to the board's Catholic Parent Involvement Committee (CPIC) on matters relating to:
 - i) strategies for parent engagement;
 - ii) strategies to ensure CSPCs are reflective of the diversity within local school communities;
 - iii) identifying and reducing barriers to parent engagement;
 - iv) creating a welcoming environment for parents; and
 - v) strategies for parents to support their child(ren)'s learning at home and at school.
5. The principal will act as a resource person to the CSPC and shall assist the school council in obtaining information relevant to the duties and functions of the school council.
6. The principal of a school may delegate any of his or her powers or duties, as a member of CSPC, to a vice-principal of the school.
7. A CSPC may make recommendations to the principal of the school on any matter, and the principal shall consider each recommendation and advise the CSPC of any action taken and/or rationale in response to the recommendation. **The principal will respond in a reasonable time back to CSPC if the matter cannot be addressed immediately.**
8. Catholic School Parent Councils shall consult and take into consideration the advice of parents of students enrolled in the school, or students where appropriate, with regards to matters under consideration by the school council.



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9. All Catholic School Parent Councils shall function in accordance with Ontario Ministry Regulation 612/00, the *Catholic School Parent Council By-laws* (Appendix A), and with the *TCDSB Guidelines for School Accounts and Catholic School Parent Council (CSPC) Financial Operational Procedures* (Appendix B).
<https://www.tcdsb.org/FORPARENTS/CSPC/Pages/default.aspx>
10. The *TCDSB Catholic School Parent Council By-Laws Template* (Appendix A) and the *TCDSB Guidelines for School Accounts and Catholic School Parent Councils Financial Operational Procedures* (Appendix B) provided shall govern the respective activities of Catholic School Parent Councils of the TCDSB.
 - 10.1 Each CSPC shall adopt the standard TCDSB by-laws template (Appendix A), that is written in accordance with Ontario Ministry Regulation 612/00 and TCDSB policies and procedures, which will govern the conduct of its activities.
 - 10.2 Each CSPC shall adopt the following TCDSB by-laws in Appendix A, provided that they are in compliance with Regulation 612/00 and TCDSB policies and procedures, which will govern the conduct of its activities:
 - i) the number of times that a newly elected member can consecutively hold office of chair (Appendix A: Article VII);
 - ii) the number of times that the full Council shall meet (Appendix A: Article XI, S. 11.2). However, in all cases, The Council shall meet no less than 4 times annually, including the AGM;
 - iii) the number of elected parents (Appendix A: Article V, S.5.1);
 - iv) the number of community representatives (Appendix A: Article V, S. 5.2);
 - v) the number of meetings that a member can miss (Appendix A: Article VII, S.7.2, (i)); and



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vi) amendments and/or additions to standing committees (Appendix A: Article XII,S.12.1).

vii)responsibilities of Chairs of any additional sub-committees, and if the Chairs are considered part of the Executive Members of CSPC.

11. The Catholic School Parent Councils' by-laws must be distributed and verified each year at the Annual General Meeting (AGM).
- 12.The election of parent, teacher, school employee and student representative of the CSPC will be held within the first 30 calendar days of each school year.
- 13.On behalf of the CSPC, the principal will give written notice of the date, time and location of the elections to every parent of a pupil who is enrolled in the school, at least 14 days before the date of the election of parent members.
- 14.The minimum number of council members is seven (7), and parents/guardians must form the majority.
- 15.The composition of the CSPC will be consistent with the Education Act, and will include:
 - i) parent members and, where possible, a parent member who has an interest in Special Education;
 - ii) the local pastor or designate;
 - iii) the principal of the school;
 - iv) an employee of the school (other than the principal, vice-principal or any teacher);
 - v) a teacher;
 - vi) a community representative;
 - vii) a parent representative from the Ontario Association of Parents in Catholic Education Toronto (OAPCE Toronto); and



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viii) a student (if it is a secondary school or in the case of elementary schools, if the principal determines that a council should include a student).

16. Every effort will be made to ensure that CSPC is representative of the diversity within a school community.

17. CSPC Meetings, including the AGM, may be held virtually where access to school premises is not available or to increase participation of parents.

18. No member of CSPC will participate in proceedings if he or she has a conflict of interest.

19. There will be no voting by proxy at CSPC elections and council meetings.

20. There must be a minimum of four (4) CSPC meetings during the school year, which includes the Annual General Meeting (AGM). All CSPC meetings are open to the public in each school year.

21. Catholic School Parent Councils shall take minutes of all its meetings and keep records of all its financial transactions.

- i) The principal will retain these minutes and records for a minimum period of seven years and will make them available at the school for examination without charge to any person.
- ii) Approved minutes and financial statements shall be shared with the school community.

22. The CSPC may engage in fundraising activities related to charitable, humanitarian, educational or services consistent with the tenets of Catholicism.

- i) All fundraising must be carried out under the jurisdiction and supervision of the principal, and will be governed by TCDSB's *Fund Raising in Schools Policy, S.M. 04*, and by *Purchasing Policy F.P.01*



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(<https://www.tcdsb.org/Board/Policies/Pages/Default.aspx>).

ii) All funds raised must be reported to the parent community.

23. Catholic School Parent Councils may maintain a bank account, separate from the school account, under the name, (Name of School) CSPC.

24. All funds collected by CSPCs shall be retained at the school for preparation and deposit to a CSPC bank account.

25. An annual report on the CSPC's activities will be prepared by CSPC each year, as of May 31st, and submitted to the principal, to the board and to the local trustee. The annual report will be posted to the school's portal page.

26. All communications from CSPC intended for distribution to all parents of children in the school, will be approved by the principal prior to the communication being sent to the intended recipients.

- i) All communications will be made available if/as required in the predominant language(s) spoken in the community.
- ii) The principal shall provide an opportunity for inclusion of parent council communications in the school newsletter and/or email updates from the school.

Evaluation and Metrics:

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

1. The annual report of CSPC activities will serve as an assessment of the Council's work to support student achievement and well-being at the school.
2. The Parent Engagement Department, in consultation with the Catholic Parent Involvement Committee (CPIC) and the Ontario Association of Parents in



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Catholic Education –Toronto (OAPCE), will prepare a CSPC Policy Metric Report on an annual basis, to assess the effectiveness of parent engagement strategies in consideration of the Multi Year Strategic Plan (MYSP).

3. The utilization of parent engagement funds, such as the Parent Involvement Committee (PIC) Grant and the Parent Reaching Out (PRO) Grant, if applicable, will be monitored.

Appendix A
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Report Appendix B

Article I - Name of the organization

The name shall be **(Your School's Name) Catholic School Parent Council** herein referred to as **'The Council'**

Article II - Purpose of the Organization

In the spirit of the mission and vision statements of the Toronto Catholic District School Board (TCDSB), the Catholic School Parent Council (CSPC) shall function in an advisory role to enrich, enhance and improve student education, achievement and well-being. As well, The Council will enhance the accountability of the education system to parents by making recommendations to the principal and, where appropriate, the Board on any matter in accordance with the Education Act and the policies, guidelines and operating procedures of the Board.

Article III - Definitions

For the purposes of these By-Laws, the following definitions shall apply:

"AGM" shall refer to the Annual General Meeting.

"Board" shall refer to the Toronto Catholic District School Board.

"CSPC" shall refer to Catholic School Parent Council.

"Ex officio" means "by virtue of the office" and refers to persons who are members of the Council by virtue of another position or office they hold.

"School" shall refer to **(Insert School's Name) Catholic School**.

"The Council" shall refer to the elected, appointed and ex-officio members of the Catholic School Parent Council of **(Insert School's Name) Catholic School**.

"The Catholic School Community" shall include the following:

The parents/guardians of students enrolled in the school;

The school staff, including teaching and non-teaching personnel;

The pastor and the parish designate;

The school trustee;

The students;

All Catholic school ratepayers within the area serviced by the school.

Business and/or community organizations, which The Council may recognize for specific purposes.

"Parent" means a natural or adoptive parent and includes a legal guardian who has lawful custody of a child.

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“Pastor” refers to the recognized parish priest and can be the pastor, associate priest or the curate

“Quorum” shall refer to the minimum number of voting members required to be present for a meeting to be held. That number would consist of the majority of voting members.

Article IV - Membership

All members of The Council shall be elected or appointed in accordance with the elections procedures in this document. The Council shall endeavor to have its membership reflect the diversity of the school community.

Article V- Composition of the Council

The elected or appointed members shall carry out the business of The Council on behalf of the Catholic school community. The minimum number of council members is seven (7) and/or parents must form the majority.

5.1 Elected Voting Members

Such members shall be:

- Parent members, which are parents/guardians of students enrolled in the school, elected by parents/guardians in such numbers as to form the majority of The Council. The number of elected parent members will be **(insert the number of elected parents or the school)**. One parent member, where possible, who has an interest in Special Education.
- A teacher, elected by teachers employed at the school.
- An employee of the school, other than the principal, vice-principal and/or any teacher (i.e., non-teaching staff representative), to be elected by persons other than the principal, vice-principal and any teacher.
- In a secondary school without a student council, a student representative will be elected by the students in the school in an election held for that purpose.

5.2 Appointed Voting Members

Such members shall be:

- The Pastor or parish designate.

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- **(Insert the number)** community representatives to represent segments of the Catholic school community not represented. **(Community representatives should be selected from examples: representative from a local business association/community group, City Councillor's office etc.)**
- One person appointed by The Council to act as liaison with the Ontario Association of Parents in Catholic Education-Toronto (OAPCE-T.O.).
- One person, where possible, appointed by The Council who has a special interest in special education.
- In a secondary school with a student council, a student represented will be appointed by the student council.
- In an elementary school, a student appointed by the principal of the school, if the principal determines, after consulting with other members of the school council, that the council should include a pupil.

5.3 Non-Voting Ex Officio Members

Such members shall be:

- The principal or vice-principal of the school.
- The TCDSB trustee for the school.
- The school's superintendent of education who shall have standing at CSPC meetings for the purposes of updating The Council on relevant matters, and/or to act as a resource, as required.

5.4 The Role and Responsibility of The Council

The Catholic School Parent Council shall:

- Represent the best interests of all students.
- Maintain ethical standards and set ground rules of respect for all meetings.
- Be informed and familiar with TCDSB policies and develop an understanding of how the policies impact the school community.
- Keep the school community informed of The Council's work, such as: meetings dates and minutes, committee work, news and survey results.
- Seek to involve the entire school community in an equitable manner through a variety of mediums, including for example, questionnaires, informal discussions or topic-specific meetings.
- Actively and accurately represent the views of the school community.

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- Encourage and promote parental engagement and support.

5.5 The Role and Responsibility of the Principal

Subject to applicable legislation and Board approval, the school principal shall:

- Act as a resource person to The Council and assist The Council in obtaining information relevant to its function, including information relating to relevant legislation, regulations and policies.
- Provide information and seek input from The Council, parents and community on major decisions that affect the school.
- Provide an opportunity for inclusion of parent council communications in the school newsletter and/or email updates from the school.
- Provide contextual information, as requested by The Council, on matters relating to the school, where applicable:
 - ~~i) safe school statistics and plans;~~
 - ii) school statistics, demographics and significant yearly changes;
 - iii) school policies and procedures, including local code of conduct;
 - ~~iv) health and safety practices, including lockdown protocols;~~
 - v) School Learning Improvement Plan (SLIP) and achievement results;
 - vi) technology plans and rollouts;
 - vii) key facilities and maintenance projects;
 - viii) establishment or operation of any student nutrition program; and
 - ix) overall school successes and needs.
- Facilitate the establishment of The Council and assist in its operation by:
 - i) making, maintaining and/or updating local TCDSB CSPC By-Laws, as required;
 - ii) facilitating the annual CSPC elections within the timeline set out by Ontario Regulation 612;
 - iii) updating the CSPC chair/co-chair information on the school portal;
 - iv) giving written notice of the dates, times and locations of council meetings to all parents;
 - v) working in collaboration with the chair to prepare The Council's meeting agendas;
 - vi) supporting the chair in running efficient council meetings;

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- vii) assisting The Council in posting CSPC meeting agendas and minutes on the school portal;
- viii) considering each recommendation made by The Council and advising the council of the action taken in response to the recommendation
- ix) presenting, at each council meeting, the current balance of all school and CSPC bank accounts, including the Student Nutrition Program, where applicable, using TCDSB accounting templates;
- x) supporting the fundraising activities of The Council;
- xi) supporting the use of CSPC fundraised funds as voted by The Council;
- xii) supporting the use of local CSPC school surveys; and
- xiii) supporting CSPC advocacy on behalf of the school community.

• School Principals shall consult with the CSPCs in the selection of any photographer for student photographs and school ceremonies.

- Encourage and support the formation and continuous improvement of The Council.
- Interpret and share results of provincial achievement tests.
- Enable The Council to provide input into the school's learning plan, safe school plan, policies and budget.

Article VI - Election and Appointment Procedures

6.1 General Procedures

- All elections shall occur within the first thirty (30) days of each school year.
- Voting shall be by secret ballot. There shall be no proxies.
- Each participant eligible to vote may vote for a number of candidates equal to the total number of eligible positions (vacancies) on The Council. A ballot with more than this number shall be a spoiled ballot and shall not be counted.
- Names of the candidates shall appear on the ballot as they were submitted on the standard TCDSB nomination form.
- The order in which candidates' names appear on the ballot shall be determined by a random draw.
- All ties on the ballot shall be determined by a random draw.

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- If there are fewer candidates than the total number of eligible positions, all qualified candidates who have submitted their standard TCDSB nomination forms shall be acclaimed.
- In consultation with the principal. The Council shall strike a School Election Committee, in May, to plan the election process, to gather nominations, and to run the election. No candidate standing for election, or the spouse of anyone standing for election, shall be a member of this election committee. The committee should have representation from parent, teaching staff, non-teaching staff and student members.
- The Election Planning Committee shall:
 - i) notify the school community of election procedures, election date(s), location, and time, at least fourteen days (14) in advance of the election;
 - ii) work with the principal to ensure the standard TCDSB nomination forms are sent home with the students. Ensure the election date, location and time are posted on the CSPC bulletin board;
 - iii) ensure that candidate profiles submitted with the nomination forms for all candidates are available to the electorate at least one week before the election;
 - iv) conduct the election;
 - v) count the ballots;
 - vi) ensure to every extent possible any barriers to participation in the election are removed; and
 - vii) help the principal notify all candidates of the results. Announce only:
 - the names of those elected;
 - the total number of ballots cast; and
 - the total number of spoiled ballots.
- The election committee will resolve appeals related to The Council's election process or results. If the committee is unable to resolve an appeal, the principal and the chair of the out-going council shall jointly make a ruling.

6.2 Election of Parent Members

- Each parent of a student enrolled in the school shall be entitled to one vote of each vacant parent membership position on The Council.
- Each parent seeking elections as a parent member must have a child registered at the school, and must declare if he or she is employed by the board.

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- Employees of the board who work at the school where their children attend, cannot be a parent member or a community representative on The Council.
- Employees of the board who do not work at the school must have disclosed their employment on their parent member nomination form or informed The Council of their employment before being elected as a parent member or appointed as a community representative.

6.3 Election of the Staff and Student Representatives

- The principal, in consultation with the election committee, will make the necessary arrangements for the election of the teaching staff representative. Anyone assigned to the teaching staff of the school (full or part-time) other than the principal or a vice-principal may be a candidate.
- The principal, in consultation with the election committee, will make the necessary arrangements for the election of the non-teaching staff representative. Anyone who forms part of the non-teaching staff of the school (full or part-time), excluding the principal or vice-principal, may be a candidate.
- If the school has a student council, it will appoint a student representative to The Council. Otherwise, the principal, in consultation with the election committee, will make the necessary arrangements for the election of a student representative.

6.4 Selection of Community Representatives:

- All appointments of community representatives to the school council are to be made by majority vote at the first regular meeting of the newly elected school council members.
- Employees of the board cannot be appointed as a community representative unless:
 - i) he/she is not employed at the same school; and
 - ii) the other members of the school council are informed of the person's employment before the appointment.

Article VII - Term of Office

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- The term of all elected or appointed members of The Council is one year, **subject to section 6 of Ontario Regulation 612/00.**
- If reelected by parents in the general election into The Council, a CSCP chair may only serve **(insert number of consecutive terms).**

7.1 Vacancies

- No vacancy in the membership of the CSPC shall prevent The Council from exercising its authority.
- Vacancies in the membership of The Council shall be filled by election or appointment.
- The School Council Election Committee, through a review of the most recent election records, and based on other considerations such as time in the year, attendance of other parents at CSPC meetings, and new parents enrolling their children at the school may recommend that:
 - i) a suitable candidate should be considered for appointment to The Council; or
 - ii) a by-election should be held.
- The CSPC, having considered the report of the School Council Election Committee shall, in its sole discretion resolve by motion either to appoint replacement members, or to proceed with an election per Article VI.

7.2 Discipline of Members

- The Council shall have the authority to suspend or expel any member from The Council for any one or more of the following grounds:
 - i) Missing more than **(Insert number)** consecutive meetings.
 - ii) Willfully violating any provision of the articles, by-laws, or written policies of The Council or of the TCDSB.
 - iii) Carrying out any conduct that may be detrimental to The Council as determined by The Council in its sole discretion.
 - iv) Persistent improper conduct at a meeting, seriously disrupting a meeting of The Council, refusing to comply with the policies of The Council or the TCDSB, using offensive language, failing to come to order when instructed by the chair or co-chairs of the Council, or for making any persistent disorderly noise or disturbance.
 - v) Serious misconduct or dishonesty.
 - vi) For any other reason that The Council in its sole and absolute discretion

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considers to be reasonable, having regard to the purpose of The Council.

- A member may be suspended or expelled only on the affirmative vote of 2/3 of all Council members. The member whose conduct is under consideration may vote on such a question.
- In the event that, The Council votes that a member should be expelled or suspended from membership in The Council:
 - i) The chair, or such other officer as may be designated by the Council, shall provide notice of consideration of the suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion within ten (10) days of the vote of The Council.
 - ii) The member may make written submissions to the chair, or such other officer as may be designated by The Council, in response to the notice received within such ten (10) day period.
 - iii) In the event that no written submissions are received by the chair, the chair, or such other officer as may be designated by The Council, may proceed to notify the member that the member is suspended or expelled from membership in The Council.
 - iv) If written submissions are received in accordance with this section, The Council will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further ten (10) days from the date of receipt of the submissions.
- On appeal by a suspended or expelled member, the suspension or expulsion may be altered or rescinded only on a 2/3 vote of all council members, not including the suspended or expelled member.
- The Council's decision shall be final and binding on the elected member, without any further right of appeal and his or her position will be declared vacant.

7.3 Consultation

The Council shall communicate regularly with parents within the school community to seek the views on matters addressed by The Council, so that the advice and recommendation provided to the principal and to the board is representative of the whole school community.

Article VIII - Executive Officers

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The officers of The Council may be chair, secretary and treasurer. However, The Council may choose to have two co-chairs.

8.1 Election of Executive Officers

The executive officers of the CSPC shall be elected by the voting newly elected members of the CSPC at the first regular meeting following the AGM. Voting shall be conducted by the principal and may, at the request of any member, be conducted by secret ballot.

8.2 Chair/Co-Chairs

- The chair, or where applicable, one of the co-chairs shall, when present, preside at all meetings of the CSPC and of its executive.
- It is the responsibility of the chair/co-chairs, in collaboration with the school principal, to provide leadership and direction to The Council and executive officers to ensure that goals, priorities, and procedures of The Council promote Catholic faith and Gospel values consistent with the mission and vision of the TCDSB.
- The chair and/or co-chairs must be parent members of The Council.
- Employees of the board may not be chair/co-chairs of The Council.
- The duties of the chair/co-chairs of The Council shall be to:
 - i) be the official spokesperson of The Council;
 - ii) stay informed about school board policy that impacts The Council;
 - iii) ensure that the CSPC operating procedures are current and adhered to;
 - iv) call CSPC meetings in consultation with the principal;
 - v) prepare the agenda for council meetings based on input from the CSPC and in consultation and collaboration with the principal;
 - vi) chair all meetings of The Council;
 - vii) when present, preside at all meetings of the CSPC and of its executive committee;
 - viii) ensure that the minutes of The Council meetings are recorded and properly maintained;
 - ix) ensure that the collection of records of all meetings and financial transactions are kept for a minimum of seven years and made available at the school for examination without charge to any person;
 - x) participate in board sponsored information and training sessions and share information with the CSPC;
 - xi) communicate regularly with the school principal in an effort to work co-operatively to provide enrichment opportunities and improve student achievement;
 - xii) ensure that there is regular communication with the Catholic school community;
 - xiii) consult with senior board staff, as required;
 - xiv) upon request, provide the local trustee with copies of the minutes of the

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meetings;

- xv) comply with Ontario Regulation 612, by preparing an annual CSPC report that summarizes the school council's activities, including a financial statement, as of May 31st of each year, and providing the principal, the school board and the school's trustee with a copy of the report;
- xvi) ensure that a yearly budget is presented and voted upon;
- xvii) ensure that at least 3 times per year (November, April, June) a budget report is reported to the school community;
- xviii) Ensure that the annual report from June 1st to May 31st, is submitted to the Board, the principal and to the local trustee, and presented at the AGM; and
- xix) carry out other duties as shall be required from time to time.

8.3 Secretary

- i) The secretary shall keep a record and take minutes of all meetings of The Council and of the executive officers and shall deal with all correspondence or communications directed or required of The Council and the executive.
- ii) In addition, the secretary shall collaborate with the chair/co-chairs to ensure that all minutes and records of The Council are available at the school for examination by any person.
- iii) The secretary shall perform such other duties, as may be required by The Council or the executive officers.
- iv) In the absence of the chair/co-chairs, in the event of their inability, the secretary shall assume the duties of the chair or such other duties, as may be, required by The Council or the executive officers.

8.4 Treasurer

- The treasurer shall keep full and accurate accounts for all receipts and disbursements of The Council in accordance with generally accepted accounting principles, and shall be guided by Policy S. 10 and it's Appendix B, *TCDSB Guidelines for School Accounts and Catholic School Parent Council Financial Operational Procedures*, concerning banking and fund disbursements, in accordance with such requirements as may be imposed by the Board or other relevant authority.
- The treasurer shall provide, at scheduled council meetings, an account of all transactions of The Council, including the current financial position.
- The treasurer shall prepare a full financial statement at least two weeks prior to submission to the principal and to the trustee, and, eventually, the Board as of May 31st.
- The treasurer shall continue to prepare full financial records from June 1st to the AGM

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in September, in order to prepare and provide full financial records for the newly elected CSPC.

- The treasurer shall perform such other duties as may be required by The Council or the executive officers of The Council.
- In the absence of the chair/co-chairs in the event of their inability to serve, the treasurer shall assume the duties of the chair/co-chairs.

Article IX - Conflict of Interest

Anytime The Council's activity directly or indirectly places the member in a potential conflict of interest, the member shall declare their real or potential conflict of interest and shall not deliberate or vote on any such resolutions where a conflict of interest exists.

Article X- Conflict Resolution

The Board's, *Harassment and Discrimination Policy and the Respectful Workplace*, H.M. 14 and the *Conflict Resolution Policy*, H. M 19 shall govern conflict resolution between staff and the community, and among members of the community-at-large.

The resolution of disagreements between members of The Council on any issue, for which no specific provision is made in these by-laws, shall be governed by the rules and practices of Roberts Rules of Order. The Council may also contact the Conflict Resolution Department at the TCDSB.

Article XI - Meetings

The Council shall conduct its business at meetings held at the school. Meetings shall be accessible and open to all members of the Catholic school community.

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11.1 Annual General Meeting (AGM)

The AGM of The Council shall be held within the first thirty days (30) of the school year. The following business shall be conducted:

- i) annual report of chair/co-chairs to the community-at-large;
- ii) financial reports;
- iii) resolutions;
- iv) amendments to the by-laws, if applicable; and
- v) election of parents/guardians to The Council (See Article VI of this document).

11.2 The Calendar of Meetings

The elected members of The Council, subject to future change, shall meet not less than (add number of meetings) times annually, including the AGM. However, in all cases, The Council shall meet no less than 4 times during the school year.

At the first meeting of the elected council, The Council shall set dates, times, and locations for its meetings for the academic year and ensure that they are communicated to the school community.

11.3 Rules of Order

- i) All decisions of The Council shall be by motions which must be moved, seconded, and stated from the chair prior to any debate.
- ii) A simple majority in favour, unless otherwise stated herein, shall be required. In the event of an equality of votes on any issue, the matter is lost and the motion is not passed.
- iii) All votes will be by show of hands, unless a member requests a secret ballot.
- iv) No member will speak to a question once it has been decided.
- v) The chair/co-chairs shall be privileged to debate all questions on calling another member to the chair.
- vi) If two or more members wish to speak at the same time, the chair shall decide who may speak first.
- vii) A motion shall be put in writing if any member requests it.
- viii) When a member is called to order, he or she will not speak until the chair has made a ruling.

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- ix) An appeal to the meeting from the ruling of the chair shall at all times be in order provided that it is seconded by another member. In the event of an appeal, the chair shall say: "The ruling of the chair has been appealed. Is it the will of the meeting that the ruling of the chair shall be the decision of the meeting?" but shall not otherwise speak to the appeal. A 2/3 vote of the members shall be required to overturn the ruling of the chair.
- x) The Council may determine additional rules of order to be used at all meetings of The Council, at the first meeting provided that they are circulated in writing to all of the members of the CSPC.
- xi) The current edition of *Robert's Rules of Order (Newly Revised)* shall be the authority to decide all questions not provided for in these Rules or adopted per Section 9 (above).

11.4 Quorum

- A quorum is established when:
 - i) a majority of council members are present; and
 - ii) a majority of the members present are parent members.
- No business may be conducted without quorum, except to set a date and time for the next meeting.
- If a quorum is not possible because of parent vacancies, a quorum shall consist of a simple majority of the remaining membership until such times as the vacancies may be filled.
- The ex officio members shall not be counted to establish a quorum.

11.5 Attendance

- All members of The Council are entitled to attend Standing or Special Committee meetings and to participate to the extent permitted by these by-laws.
- All members of the Catholic school community, subject to the Board's policies, may attend all meetings of The Council and participate fully; however, they do not have a vote.

11.7 Notice of Meetings

- The secretary shall provide written notice of the dates, times and locations of Council meetings to every parent in the school community to be placed on the CSPC bulletin board and in the monthly newsletters in the school. The Secretary will co-ordinate with the principal on behalf of The Council to ensure

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notice is sent home to the parents.

- In collaboration with The Council, the principal shall give written notice of the date, time and location of meetings of The Council to every parent of pupils enrolled in the school:
 - i) The notice may be given to the parent's child for the delivery to the parent.
 - ii) A notice shall be posted in the school in a place accessible to parents and in monthly newsletters.

Article XII - Committees

12.1 Standing Committees

- The Council may create the following suggested Standing Committees to make recommendations to The Council on matters under study in the current school year:
 - i) Academic Affairs
 - ii) Community Relations
 - iii) Fund Raising
 - iv) Elections/By-laws
 - v) Finance
 - vi) Parent Class Representatives
 - vii) Communications
- The Council shall appoint the chair/co-chairs of each standing committee. Members of the standing committees may be recruited and appointed by the standing committee chair.
- A person not a member of The Council may be a member of a standing committee.
- Each committee must have a least one parent member of The Council.
- The work of the committee shall be governed by The Council's by-laws.
- The chair/co-chairs of each committee shall report on the progress of the committee at regular council meetings.
- The chair/co-chairs of The Council and the principal shall be ex officio members of each standing committee.

12.2 Special Committees

The Council may strike special committees from time to time to meet specific objectives and to make recommendation to The Council.

- i) The Council shall appoint the chair/co-chairs of each special committee.

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- ii) Members of the committee may be recruited and appointed by the committee chair subject to the approval of The Council.
- iii) At least one member of the special committee must be a parent member of the Council.
- iv) A person not a member of The Council may be a member of the special committee.
- v) Special committees shall cease to exist when they have achieved their mandate or on a decision from The Council.

Article XIII - Financial Matters

13.1 Remuneration

Members of The Council and members of Standing or Special Committees of The Council shall receive no remuneration for execution of their duties to The Council.

CSPC members are entitled to have legitimate expenses reimbursed that have been authorized by the CSPC through an approved motion.

13.2 Signing Authority

The following people shall be authorized to sign cheques (one person from each of group (i) and (ii) shall sign each cheque:

- i) two parents on the executive committee of The Council, one of whom must be the treasurer; and
- ii) two staff representatives from the school namely, the principal ~~or~~ and designate.

Regardless, the principal must be one of the two people signing all cheques.

Article XIV - Recommendations to the Principal and the Board

The Council may make recommendations to the principal and where appropriate to the Board on any matter.

When, after consideration and study of the issue, The Council determines it wishes to make a formal recommendation, it shall do so in writing using a format provided by the Board for the purpose or one of its own design. The Council will note the action taken in response to the recommendation.

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Article XV- Consultation with the Council

Where the Board or the principal are required to seek the views of The Council in developing and revising policies, The Council shall refer the matter to the appropriate standing committee for study and recommendations.

In situations where there is no appropriate standing committee of The Council, a special committee will be established for the purpose of study and recommendations.

In order to consult with the Catholic community effectively, reasonable time and means must be given to allow for communication and consultation at the local level in order to provide a response, which is representative of the views of the community.

Article XVI - Amendments to the Constitution and By-laws

Subject to legislative requirements and/or changes to the *TCDSB Catholic School Parent Council By-Laws* template, amendments to the by-laws will be done in accordance with this article.

- i) Amendments to The Council's by-laws may only be done at the AGM in September of each year.
- ii) The proposed amendments may be placed on the agenda of the AGM provided notice in writing of the proposed amendment(s) shall have reached the Secretary or the chair/co-chairs of The Council twenty (20) school days before the A.G.M.
- iii) The majority of the members constituting quorum must approve amendments, and the majority of the members constituting the quorum must be parent members.
- iv) Copies of amendments shall be distributed to the school community at least ten (10) days before the A.G.M. Defeated amendments may not be re-proposed for one year from the date of the meeting.

The May/June meeting must have time dedicated to prepare amendments to The Council's by-laws in order to be available at the September AGM for a full vote by the parent body.

Article XVII - Incorporation

The Catholic School Parent Council **shall not** incorporate.

Article XVIII - Repeal and Dissolution

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18.1 Repeal

Previous by-laws of The Council are hereby repealed and replaced by this by-law and any amendments thereto.

18.2 Dissolution

The Council shall be dissolved and cease to exist in the event that **(Insert School's Name)** ceases to operate as a school.

In the event of dissolution of The Council, the disposal of funds and assets will be in accordance with the direction of members in attendance at a special general meeting of The Council called for the purpose of dissolution. Written notice of the purpose of such meeting shall include disclosure of the amounts and assets to be dispersed at such meeting.

The notice shall have been sent to all members of the **(Insert School's Name)** Catholic school community at least fourteen (14) days prior to the date of the special general meeting.

School Name:

Address:

Dated:

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Origin, Nature of Role and Purpose

CSAC's **Catholic School Parent Councils (CSPC)** evolved from parent councils in the mid to late 1990's in response to the Ministry's attempt to encourage increased parental involvement in our schools. Under the *Education Act*, **Ontario Regulation 612/00** (~~Appendix A~~), school boards in Ontario are required to establish a school council for each school within the board. These councils are advisory bodies that make recommendations to the school Principal or the board on any matter.

The *Education Act*, **Ontario Regulation 612/00** outlines the Purpose of a ~~CSAC~~ **CSPC**:

- (i) *Through active participation of parents, to improve achievement and to enhance the accountability of the education system to parents.*
- (ii) *Primary means of achieving this purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council.*

Many school councils perform fundraising activities in the name of the school and as such are required to conform to the appropriate sections of **Regulation 612 to the Education Act** that deal with fundraising issues. **The principal is ultimately responsible for activities related to the school and therefore is responsible for all school council activities.**

Ownership of ~~Catholic School Advisory Council~~ Catholic School Parent Council Funds

The Ministry of Education's document, *School Councils a Guide for Members (2002)*, states that **"School councils should be aware that, because the school Board is corporate entity and the school is not, any funds raised by the school council (and any assets purchased with those funds) belong, legally to the board."** Fundraising for schools by school councils is a partnership between the school, the board and the fundraising group. This document can be viewed at <http://www.edu.gov.on.ca/eng/general/elemsec/council/>.

All fundraising activities and expenditures must be conducted in accordance with Board policies. This is clearly stated in *Regulation 612, s. 22 of the Education Act*. Under the TCDSB Policy Register, *Fundraising in Schools, S.M.04* (~~Appendix B~~), **all fundraising must be carried out under the jurisdiction and supervision of the principal and may be a joint project with**

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~~the local Catholic School Advisory Council~~ **Catholic School Parent Council.**

Sources and Uses of School Generated Funds

Funds are generated in schools from a number of different sources and used in a number of different ways. As per *Regulation 612*, these funds are under the direction and control of the school principal.

Categories of School Generated Funds

1. **School generated fees for services, athletics, etc.**
2. **School generated fund raising for charities and /or specific events/initiatives.** In this category schools hold special fundraising drives to either assist a local or well known charity (i.e., Terry Fox Run) or to provide funds to support a specific event in the school, such as an excursion, or to support a specific initiative in the school, such as the purchase of playground equipment. In this category, the staff in the school organizes and runs the fundraising activity without the involvement of the ~~CSAC~~ **CSPC**.
3. ~~CSAC~~ **CSPC generated fund raising for charities and/or specific events/initiatives/activities.** In this category, funds are raised for the same purpose as in **category** # 2 above, however, the direct involvement of the ~~CSAC~~ **CSPC** is evident. This category is identified separately because board policy S.M.04 requires ~~CSAC~~ **CSPC** involvement in expenditure decisions and disbursements when funds are raised jointly.
4. **Funds raised through a board wide initiative.** In this category, funds are raised through board wide initiatives such as a beverage-vending contract.
5. **Funds raised through local school initiatives.** In this category, where approved by the board, schools raise funds from such things as cafeteria services. Any contracts entered into must conform to board's purchasing policy.
6. **Funds donated to schools.** This category deals strictly with donations made to a particular school either for a specific purpose or for general use. Such donations may be eligible for a charitable donation tax receipt.

Acceptable and Unacceptable Uses of School Generated Funds

All purchases made using school generated funds must comply with board policy and procedures. Relevant board policies with which to ensure compliance would include the *Fundraising in Schools Policy, S.M.04*, and the board's *Purchasing Policy, FP01*.

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Funds raised for a specific purpose must be used for the intended purpose. For example, student activity fees charged for locks, yearbooks and agendas should be used for the purchase of these items. The accounting records must track each category separately

Funds raised for general purpose with no specific intent must be used for school related activities, at the discretion of the school principal, and as per category 3 above, may require ~~CSAC~~ **CSPC** input.

As a general principle ~~CSAC~~ **CSPC** funds raised in a particular school year should be used to benefit the students in the same year unless they have been earmarked for a specific intent (i.e., the purchase of playground). In this case the carry-forward of funds should be a joint decision of both the principal and ~~the CSAC committee~~ **CSPC**.

A list of unacceptable uses of school generated funds would include:

- Items that are to be purchased from the board's budget (i.e., textbooks)
- Mileage reimbursements to staff
- Monetary payments to staff for services
- Gifts to staff
- Cell phones for staff
- Out of school parties for staff
- Principal professional membership fees
- Principal/vice principal conference fees

CAUTION

- **Expenditures made from school generated funds that do not directly benefit the students in the school are subject to greater scrutiny and may require further justification.**

i) **Roles & Responsibilities of the Principal**

The principal must:

- ensure that the guidelines relating to school accounts and ~~Catholic School Advisory Councils~~ **Catholic School Parent Councils** are implemented and in compliance with board policy;
- share budget and school account information (i.e., school block account, school ~~CSAC~~ **CSPC** account, school outside agency account, school main bank account, and student

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nutrition program account, if applicable) with ~~CSAC's~~ **CSPC's** in the interest of accountability and transparency;

- be the approved signing officer on the school account;
- be one of the approved signing officers on the ~~CSAC~~ **CSPC** bank account;
- ensure that processes are in place to adequately control the funds within the school including security over cash and records;
- review, sign and date the annual ~~CSAC~~ **CSPC** financial reports;
- distribute to ~~CSAC~~ **CSPC** committee and members and/or make available the annual financial reports as outlined in the financial reporting requirement section;
- notify the school superintendent and the senior business official immediately if funds are lost or stolen; and
- ensure that the ~~CSAC~~ **CSPC** chair and treasurer are aware and understand their roles and responsibilities.

ii) **Roles & Responsibilities of ~~CSAC~~ CSPC Chair and Treasurer**

The CSPC chair and treasurer must:

- work with the principal to ensure that the sources and uses of funds raised comply with Board policy and established guidelines;
- ensure fundraising activities involving the students and /or the school are in compliance with board policies and no direct or indirect benefit is derived by a member of CSPCthe School council;
- review, sign, and date the annual ~~CSAC~~ **CSPC** financial reports **and CSPC meeting minutes**;
- distribute and/or make available the annual ~~CSAC~~ **CSPC** financial reports as disclosed in the financial reporting requirement section;
- work with the principal to ensure that processes are in place to adequately control the funds and ensure security over cash and records of the school council;
- review, sign and date the bank reconciliation and **CSPC meeting minutes** on a monthly basis;
- ensure that the treasurer presents the financial reports and bank reconciliation at each ~~CSAC CSPC Meetings~~ **meeting** in a timely manner; and
- **record the HST details for rebate purposes.**

Banking Procedures

i) **Authorized Cheque Signatures for ~~CSAC~~ CSPC Accounts**

The TCDSB *Fund Raising in Schools Policy*, S.M.04, Regulation #6, is very specific:

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When fundraising is a joint project with the local ~~Catholic School Advisory Council~~ **Catholic School Parent Council** and/or Student Council, it is understood that the decision making as to the disbursement is also a joint responsibility. The following **people** shall be authorized to sign cheques (one person from each of groups (a) and (b) must sign each cheque):

- a) two parent/student representatives on the executive committee of the ~~Catholic School Advisory Council~~ **Catholic School Parent Council**/Student Council – usually the treasurer and the ~~President~~ **chair**; and
- b) Two staff representatives from the school, namely the principal and designate. The principal’s signature is required on all cheques and only in the absence of the principal will the vice-principal or superintendent sign.

Policy S.M.04 has been formulated around Public Sector Accounting Board (PSAB) guidelines and principles, and assumes that ~~CSAC~~ **CSPC** is under the control and influence of the board. Furthermore, the Ministry of Education’s document, *School Councils a Guide for Members* (2002), states that “School councils should be aware that, because the school board is a corporate entity and the school is not, any funds raised by the school council (and any assets purchased with those funds) belong, legally, to the board.”

ii) Procedures for School Banking Cheque Signatures

A report was approved at Education Council on March 5, 2007 that revised the procedures for cheque signing in the School Banking system. The following is a summary of the new requirements.

Cheque Amount	Required Signatures
Under \$1,000 \$5, 000	Principal
Over \$1,000 \$5, 000	Principal and Vice Principal or Superintendent Approval Form

Please note that our banks will accept one signature for all cheques including cheques which exceed \$1,000 **\$5, 000**. However, as an internal control measure if two signatures are not used, a copy of the cheque and invoice must be forwarded to the school superintendent ~~for their signature~~. ~~After signing the copy of the cheque and invoice~~ The superintendent **will** ~~should~~ return **the approval form** it back to the school to be attached to the original cheque for audit purposes.

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Scanned documents will suffice.

Please note that school secretaries are no longer authorized to sign cheques for a CSPC or school generated bank account. In most schools the secretary is preparing the deposits, preparing the cheques for signature and preparing the bank reconciliation. By also signing the cheque there is not a clear segregation of duties and this puts both the secretary and principal at risk.

iii) Receipts

- For the security of funds and to protect anyone handling money raised through ~~CSAC~~ **CSPC** activities, all money needs to be counted and kept in the school for prompt deposit into the bank account.
- All money received at the school is to be stored on site in a designated locked and safe location as soon as possible (i.e., same day).
- All money collected is to be deposited intact to the bank account promptly. This means that expenditures must not be paid from the cash collected. The total funds are deposited to the bank account and a cheque is written to pay for expenditure.
- All staff or ~~CSAC~~ **CSPC** members collecting money must complete the attached “Funds Received Form” and forward both to the designated individual for deposit.
- The forms must be filed with bank deposit form.

iv) Disbursements

- All disbursements should be recorded promptly.
- All cheques require 2 signatures (see authorized cheque signatures above).
- Pre-signing of cheques is not permitted. Signature stamps are not permitted.
- Payments should only be made upon the presentation of an invoice, receipts or other appropriate supporting documentation.
- Cheques made payable to cash is not permitted.

CAUTION

- Deviation from the above guidelines will leave the school and ~~CSAC~~ **CSPC** vulnerable to potential problems. The need to have guidelines in place is often not recognized until something goes wrong.

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- The goal is to have controls that ensure money is handled appropriately, that staff are protected and that records are accurate, up to date and useful. The controls are only as good as their enforcement.

Financial Reporting Requirements

To enable the ~~CSAC~~ **CSPC** to manage and monitor school council funds and fundraising activities, current financial information is required. To achieve this goal, monthly reports outlining the sources and uses of the funds and the current financial position of the ~~CSAC~~ **CSPC** are required.

The fiscal year for ~~CSAC~~ **CSPC** Councils is ~~September 1 to August 31~~ **June 1 to May 31st** of the following year. This is the same as the boards' fiscal year prescribed by the Province of Ontario **in order to meet the Principal's reporting responsibilities as outlined in the Ontario Regulation 612.** Annual financial reports shall reflect the activities undertaken during this timeframe. Sample budget, monthly and yearly financial recording templates can be found at <https://tcdsbceec.sharepoint.com/teams/Parents-CSPC>

~~Appendix C contains samples of Annual Report/Financial Statements~~

~~Monthly Reports should include:~~

~~i) A Treasurer's Report containing:~~

- ~~• Opening Balance in records (should equal last months closing balance);~~
- ~~• Deposits made during the month;~~
- ~~• Cheques issued or any other changes to the account during the period; and~~
- ~~• Closing Balance in records (The following month opening balance).~~

~~ii) A Bank Reconciliation containing:~~

- ~~• The bank balance on the bank statement;~~
- ~~• Plus outstanding deposits, including details of deposits;~~
- ~~• Less outstanding cheques, including a detailed listing of all cheques; and~~
- ~~• The balance shown in the Treasurer's records.~~

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Annual - Budget**1. A Treasurer's Budget**

- Opening Balance (Same as previous year's closing balance)
- Planned Revenue Activities (Funds Collection)
- Planned Expense Activities (Funds Disbursements)
- Planned Funds Surplus
- Due at the start of the school year

Monthly Financial Reports**1. A Treasurer's Report**

- Opening Balance (Same as the previous month's closing balance)
- Revenue Received (Funds Collected)
- Expenses Paid (Funds Disbursed)
- Closing Available Balance
- Copy to be included in the monthly minutes

2. A Bank Reconciliation

- The bank balance on the bank statement
- Identifying outstanding deposits, including details of deposits
- Less outstanding cheques, including a detailed listing of all cheques
- The balance shown in the treasurer's records
- Copy to be included in the monthly minutes

Yearly Financial Reports**1. A Treasurer's report to the board and to the principal**

- Opening Balance (June 1st)
- Revenue Received (Funds collected between June 1st and May 31st)
- Expenses Paid (Funds disbursed between June 1st and May 31st)
- Funds Committed but Not Yet Paid
- Closing Balance (May 31st)

It must be noted in the CSAC CSPC meeting minutes that the treasurer's report has been received and approved.

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Regulation 612, s. 24, School councils states that “**every school council shall annually submit a written report on its activities to the principal of the school and to the board**”. It further states “**If the school council; engages in fundraising activities, the annual report shall include a report on these activities.**” This annual report should be the sum of the monthly treasurer’s reports received by the council ending on May-31st.

Financial Review/Audit

Regular reviews/audits of ~~CSAC~~ CSPC financial records help to ensure compliance with the TCDSB policies and procedures. A review/audit is an independent examination of specified activities, which is used to assist management in the assessment of whether the organizations plans are carried out; policies and procedures are observed; and accounting is accurate for assets, liabilities, revenues and expenses and reporting is done on a timely basis.

Scope of Review/Audit

The scope of the review/audit includes:

- Evaluate the adequacy and application of financial and other operating controls;
- Review compliance with related Board policies;
- Evaluate the timeliness, accuracy, and usefulness of the school’s records and reports;
- Ensure that the ~~CSAC~~ **CSPC** funds are properly accounted for and safeguarded from loss; and
- Comment on the extent to which funds raised are used efficiently, effectively, and for the purpose stated prior to the funds being raised.

Review/Audit

The review audit consists of the following elements:

- A meeting with the school principal, ~~CSAC~~ **CSPC** chair and **CSPC** ~~CSAC~~ treasurer
- Gathering of relevant records from the school, banking institutions and ~~CSAC~~ **CSPC**
- Examination of financial records
- Preparation of review/audit report outlining the findings and results of the review/audit

~~CSAC~~ **CSPC Record Retention**

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Regulation 612, s. 16, states that “(1) a school council shall keep minutes of its meetings and records of all its financial transactions.” It goes on to state **that** “(2) the minutes and records shall be available at school for examination without charge by any person.”

As a matter of consistency with other financial record retention requirements, all records are to be maintained on board premises for a period of seven years.

Issue:

- The Board recognizes the hard work and long hours ~~CSAC~~ **CSPC** volunteers put in to achieve their goals. Volunteers have expressed a concern that they be able to work out of their homes and create their own hours to balance their volunteer activities with family and work responsibilities.
- The Board must also maintain custody of the documentation that supports our reports to the community and the year over year continuity from one ~~CSAC~~ **CSPC** executive to the next or from one principal to the next

Recommendation

In the interest of supporting both the volunteers and the Board’s responsibilities the following guidelines should be considered:

1. The ~~CSAC~~ treasurer should be able to work from home in the preparation of ~~CSAC~~ **CSPC** financial records. At some point, interim reports will be prepared and bank statements and accounts will be reconciled. At this point the historical records and analysis that supports this work must be filed and stored at the school for future reference and audit. The Principal, in consultation with the ~~CSAC~~ **CSPC** executive, should have the final say as to what the reasonable time periods should be. As a guideline, the maximum period for an un-reconciled account must not exceed three (3) months.
2. All ~~CSAC~~ **CSPC** financial documents including blank cheques and bank books must be stored at the school when it closes for the summer, usually mid-July. **There should be no petty cash.** All ~~petty~~ cash and cash receipts should be deposited in the bank account and there should be no purchase activity from the account until the school opens in the fall.
3. The Board’s external auditors and the Finance Department will select 15 - 20 locations

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each year to audit their school banking, **CSAC CSPC** and nutrition accounts. If your school is selected, all relevant financial documentation must be brought to the school on the agreed upon date for the visit.

4. If for any reason the historical records need to be removed from the premises then the principal should be aware of this fact and should have a timetable for their return. This may be done using a sign out system or any other method the principal feels is appropriate to remain accountable.

Change in School Principal/ CSAC CSPC Chair/ CSAC CSPC Treasurer

Changes in principal and **CSAC CSPC** members at schools are frequent and should not impact on the day to **day** administration of the school generated funds.

In order to ensure that when the principal changes or when there are changes in the **CSAC CSPC** chair and/or treasurer, basic information is transferred to the new principal/staff, the following form should be completed:

- The accompanying form is to be completed by the exiting principal and **CSAC CSPC** treasurer.
- The new principal or the new **CSAC CSPC** Treasurer should verify its accuracy. Any discrepancies should be clearly identified.
- The new principal should arrange for the signing authorities to be updated with the financial institution.

Cash Donations

Please note that **CSAC CSPC can not issue tax receipts.** They are not registered charities.

The Toronto Catholic District School Board (TCDSB), which is a charitable organization, accepts donations that are used for educational purposes (i.e., board programs, school-raised funds etc.). The donation cannot be reverted back to an organization or individual outside of the TCDSB (e.g., **CSAC CSPC**, Alumni Associations etc.).

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A donation (gift) is a voluntary transfer of property without valuable consideration. Generally a gift is made if all three conditions listed below are satisfied:

- Some property - usually cash – is transferred by a donor to a registered charity;
- The transfer is voluntary; and
- The transfer is made without expectation of return. No benefit of any kind may be provided to the donor or to anyone designated by the donor.

Tax receipts are issued for the donations subject to all applicable income tax laws, regulations. Interpretation bulletins, brochures and guides, and newsletters under the Canada Revenue Agency (“CRA”).

The preferred method of making a donation is using “Making a Donation” on KEV. Using this method offers schools the many advantages.

1. It is convenient and easy to use

- **Anyone can secure donations 24/7 from the comfort of their home using various payment methods**

2. It is student safe and it reduces risk

- **Children will not have to carry cash or a signed cheque to school**
- **Reduces risks associated with cash handling**

3. Tax receipts

- **Tax receipts are issued automatically directly to the donor and may be reprinted**
- **No minimum required to receive a tax receipt**

4. Saves Time

- **No school involvement in the process**
- **Board electronically transfer donation funds directly to the account identified by the donor**

Tax receipts will only be issued for individual donations of ~~\$25.00~~ **\$10.00** or more. Cash donations must be in the form of a cheque made payable to TCDSB, except when there is more than one donor. **If there is more than one donor**, it is then best to have the cheques made payable to the school **and** deposited in the school bank account. **Then, the school submits** ~~and then~~ one cheque for the total amount ~~be submitted~~ to the Board, accompanied by an electronic excel spreadsheet outlining the donor’s name, address and amount of donation.

~~You may also donate through CANADA HELPS. (See section below).~~

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Financial Operational Procedures

If a ~~CSAC~~ **CSPC** wishes to provide a tax receipt for a donor, **the council** they should follow the **same** procedures above. A cheque and electronic spreadsheet should be submitted to the Board. Reference should be made to the ~~CSAC~~ **CSPC**. The donation will then be deposited into the revenue cost centre for the applicable school (either Outside Agency or ~~CSAC~~ **CSPC**). The school may then use the related expenditure cost centre to make purchases against the revenue received. The cheque should be sent directly to the Toronto Catholic District School Board, 80 Sheppard Avenue East, Toronto, On, M2N 6E9, Attention: ~~Chris McRae~~, Finance Department.

The Finance Department issues an official tax receipt, with a thank you acknowledgement, and mails it out to the donor, unless there are numerous donations and then the official receipts and acknowledgements will be returned to the school for mailing.

Funds may be accessed by:

- a. A SAP purchase order to purchase an item through the board; or
- b. A cheque requisition signed by the principal made payable to the school for reimbursement of an item purchased (original invoice must be attached to cheque requisition).

~~CANADA HELPS~~

~~Canada Helps is an online donation portal that facilitates the donation process at very little cost. Canada Helps provides the secure on-line link to take a donation; they provide the means to use a credit card; they deposit the funds into the Board's bank account within days; they issue an electronic charitable tax receipt to the donor and they provide a downloadable reporting structure that can be distributed to each school. Canada Helps deducts 3% of the money collected which is used to offset the processing fees for credit cards. There are no other fixed or hidden fees for using the service. For more information you can visit their website at www.canadahelps.org.~~

~~*IMPORTANT*~~

~~Before you direct donors to the webpage you must request the Finance Department to set up your school as a selection on the "Fund/Designation" screen. After your school has been set up you must instruct your donors to select your school from the "Fund/Designation" screen. If they do not specify the school then the donation will be recorded as a general donation to the Board.~~

Appendix B

**Toronto Catholic District School Board (TCDSB)
Guidelines for School Accounts and Catholic School Parent Councils (CSPC)
Financial Operational Procedures**

~~The process will work as follows:~~

- ~~1. The school must be registered as a choice under the “Fund/Designation” screen on the Canada Helps TCDSB website. You must request the Finance Department to complete this step.~~
- ~~2. You may solicit donations from your community by asking them to visit the website. The Canada Helps website can also be accessed from the TCDSB website by selecting the “Donate Now” button which will redirect you to the TCDSB selection on the Canada Helps website.~~
- ~~3. The donor will select the school or fund that they wish to direct their donation and will pay for this on-line using their credit card.~~
- ~~4. The donor will be issued a printable tax receipt immediately by email.~~
- ~~5. The money collected will be transferred to the schools Outside Agency account at the end of each month. On a twice monthly basis the Finance Department will distribute a report to each school itemizing each donor and amount. This will facilitate timely recognition where necessary.~~

~~This represents another option for collecting donations requiring tax receipts and reduces effort. You may still collect cash donations and send them to the Finance Department for receipts~~

Crime Insurance

School councils are involved in fundraising for their schools and collect a great deal of money. The question has come up regarding insurance coverage if those funds were to be stolen or disappear from the school. School boards purchase crime insurance to cover the board's losses of money and securities. Coverage would only be extended to monies owned by the ~~CSAC~~ **CSPC**'s in situations where the school and/or board are holding the funds in trust. In order to be considered “held in trust”, funds need to be in the care, custody and control of the principal or secretary.

- Example 1

The school council has a bake sale and generated \$2,000. The money is given to the school secretary on Friday to put in the school safe to hold over the weekend. When the secretary goes to retrieve the funds on Monday, she finds that the money is missing. A claim is forwarded to the board's insurance provider and paid subject to the deductible amount because the funds were held in trust by the school.

- Example 2

Appendix B

Toronto Catholic District School Board (TCDSB)
Guidelines for School Accounts and Catholic School Parent Councils (CSPC)
Financial Operational Procedures

Same scenario as above except that the school council member takes the \$2,000 and makes their way to the bank to make a deposit. The council member has the money stolen from their vehicle on their way to the bank. In this situation, coverage would not be extended as the funds are no longer held in trust by the school and/or board.

Recommendation

To maximize crime insurance coverage, funds should be stored securely at the school location under the care, custody and control of the school principal or school secretary wherever possible and financial records must be in place to support any loss claim.

Liability Insurance

The Board's liability insurance coverage for events held away from board property is the same as the coverage for events held on Board property provided that the event is authorized/approved by the principal of the corresponding school.

OSBIE's Board Liability coverage is \$20 \$27 million per occurrence with no deductible and also includes coverage for volunteers.

Requests for a Certificate of Insurance or for a Confirmation of Coverage Certificate

- Many outside facilities will request proof that adequate insurance is in place before they will allow a group to occupy their premises.
- These certificates can be obtained from the Finance/Risk Management Department and are usually available within two days.

Supplemental ~~CSAC~~ CSPC Liability Insurance

Supplemental liability insurance for ~~CSAC's~~ CSPC may be purchased at their own expense through the board's insurer (OSBIE). This insurance would be purchased only where in the out of the ordinary situation that ~~CSAC~~ CSPC activities will be undertaken that are not typically considered normal educational activities and are not endorsed or approved by the principal of the school. This insurance will only be made available at the beginning of each school year and if the ~~CSAC~~ CSPC decides later in the year that they would like to purchase supplemental insurance then they will unfortunately be required to find their own source.

Appendix B

Toronto Catholic District School Board (TCDSB)
Guidelines for School Accounts and Catholic School Parent Councils (CSPC)
Financial Operational Procedures

The Ministry of Education has made the goal of increasing parental involvement in education a key strategy towards improving student achievement. To support this strategy, the Ministry continues to provide school councils with \$500 base funding from the Grants for Student Needs (GSN) school boards receive every year. This allocation is intended to assist school council's communication and engagement activities with parents and their local school community.

Typical activities listed by the Ministry that may be funded as part of this base allocation include the following:

- Broadening the number of school events that include parents and the number of parents who attend;
- Diversification of communication tools (e.g., translation of existing materials) to meet the varied needs of parents.

The ~~Parent Involvement~~ **PIC** funds are provided to the school councils on an annual basis (Ministry funding permitting) through the ~~CSAC~~ **CSPC** account (CC Loc 333) with the Toronto Catholic District School Board's financial system. Funds can be expended by following established purchasing procedures and/or submitting cheque requisitions with appropriate back-up and signatures for payment processing. The school council is responsible for keeping records, receipts and submitting an annual report detailing how the \$500 base funds were expended in each school year, as prescribed by the Ministry of Education.

Appendix C
Catholic School Parent Councils, Policy S.10
Comparative Chart of Revisions Made to Original Policy

Existing Policy	Revised Policy
<p>Cross References:</p> <p>Reg. 298 - Operation of Schools – General</p> <p>Reg. 612 - School Councils and Parent Involvement Committees</p> <p>School Councils – A Guide for Members, 2001, Revised 2002, Ontario Ministry of Education</p> <p>H.M. 14 - Harassment and Discrimination Policy and the Respectful Workplace</p> <p>H.M. 19 - Conflict Resolution Policy</p>	<p>Cross References:</p> <p>Reg. 298 - Operation of Schools – General</p> <p>Reg. 612 - School Councils and Parent Involvement Committees</p> <p><i>School Councils – A Guide for Members</i>, 2001, Revised 2002, Ontario Ministry of Education</p> <p>H.M. 14 - Harassment and Discrimination Policy and the Respectful Workplace</p> <p>H.M. 19 - Conflict Resolution Policy</p> <p>S.M. 04 – Fundraising in Schools</p> <p>H.M. 24 - Catholic Equity and Inclusive Education Policy</p> <p>S.A.01 - Admission and Placement of Elementary Pupils</p> <p>S.S. 09 - Code of Conduct</p>
<p>Attachments(s): Catholic School Parent Council Operational Procedures</p>	<p>Appendices: Attachment(s):</p> <ul style="list-style-type: none"> • Appendix A: TCDSB Catholic School Parent Council By-Laws Template • Appendix B: Guidelines for School Accounts and Catholic School Advisory Councils • Appendix B: TCDSB Guidelines for School Accounts and Catholic School Parent Council Financial Operational Procedures

<p>Purpose: This Policy provides the regulations by which Catholic School Parent Councils shall operate within the Toronto Catholic District School Board. This is consistent with the Education Act and Ontario Regulation 612/00.</p>	<p>Purpose: This policy provides the regulations by which Catholic School Parent Councils (CSPC) shall operate within the Toronto Catholic District School Board (TCDSB), This is consistent with the Education Act and Ontario Ministry Regulation 612/00.</p>
<p>Scope and Responsibility: The Policy extends to all schools of the Toronto Catholic District School Boards. The Director of Education is responsible for this Policy.</p>	<p>Scope and Responsibility: The policy extends to all schools of the Toronto Catholic District School Boards. The director of education is responsible for this policy.</p>
<p>Alignment with MYSP: Living our Catholic Values Fostering Student Achievement and Well Being Strengthening Public Confidence</p>	<p>Alignment with the MYSP Multi Year Strategic Plan (MYSP): Living Our Catholic Values Strengthening Public Confidence Enhancing Public Confidence Fostering Student Achievement and Well-Being Achieving Excellence in Governance Providing Stewardship of Resources</p>
<p>Policy The Catholic School Parent Council (CSPC) of each school in the TCDSB will, through the active participation of parents, endeavor to improve student achievement and well-being and to enhance the accountability of the education system to parents. Each CSPC shall function in an advisory role by making recommendations to the principal of the school and, where necessary, to the Board, on any matter in accordance with the Education Act, TCDSB policies and, guidelines and operating procedures.</p>	<p>Policy: Through the active participation of parents/guardians, the Catholic School Parent Council of each school in the TCDSB school will, through the active participation of parents will endeavor to improve student achievement and well-being, as well as, and to enhance the accountability of the education system to parents. Each CSPC shall function in an advisory role by making recommendations to the principal of the school and, where necessary, to the board, on any matter in accordance with the Education Act, TCDSB policies, and guidelines, and operating procedures.</p>
<p>1. The school council at every school shall use the name Catholic School Parent Council (hereafter the CSPC), and will be guided by Catholic values and doctrine. The Chair or at least one of the CSPC Co-Chairs must be Roman Catholic. The CSPC shall not be incorporated.</p>	<p>1. The school council at every school shall use the name Catholic School Parent Council (hereafter the CSPC), and will be guided by, and uphold, Catholic values and doctrine.</p>

	<p>i) A person is qualified to be a parent member of the school council if he or she is a parent or a legal guardian of a pupil who is enrolled in the school.</p> <p>ii) The chair or co-chairs are to be parent members.</p> <p>iii) The chair or at least one of the CSPC co-chairs must be Roman Catholic.</p> <p>iv) The CSPC shall not be incorporated.</p>
2. A CSPC may make recommendations to the principal of the school on any matter, and the principal shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation.	7. A CSPC may make recommendations to the principal of the school on any matter, and the principal shall consider each recommendation and advise the CSPC the any action taken and/or rationale in response to the recommendation.
3. The principal will act as a resource person to the CSPC and shall assist the Council in obtaining information relevant to the duties and functions of the Council.	5. The principal will act as a resource person to the CSPC and shall assist the school council in obtaining information relevant to the duties and functions of the school council.
<p>4. The principal will provide information and solicit the views of CSPC on matters concerning:</p> <p>i. student achievement and the School Learning Improvement Plan;</p> <p>ii. annual funding for parent involvement;</p> <p>iii. the school budget;</p> <p>iv. school policies and procedures including the code of conduct;</p> <p>v. school uniform or dress code.</p>	<p>2. The Board, through the The principal, will provide information and solicit the views of CSPC with respect to the following matters: on matters concerning:</p> <p>i) student achievement and the School Learning Improvement Plan;</p> <p>ii) annual funding for parent involvement;</p> <p>iii) the school budget;</p> <p>iv) school policies and procedures including the code of conduct; and</p> <p>v) school uniform or dress code.</p> <p>2.1 The establishment or amendment of board policies and guidelines that relate to student achievement or to the accountability of the education systems to parents, including:</p> <p>i) local school policies and codes of conduct;</p> <p>ii) school uniforms and appropriate dress for students in schools;</p> <p>iii) the allocation of Parent Involvement Committee (PIC) funding by the board to CSPCs; and</p> <p>iv) the fundraising activities of CSPCs.</p>

	<p>2.2 Councils may provide their views to the Board with respect to:</p> <ul style="list-style-type: none"> i) student achievement and well-being matters; ii) the establishment and amendment of board policies and guidelines; iii) the development of implementation plans for new education initiatives that relate to student achievement or the accountability of the education system to parents; and iv) the process and criteria applicable to the selection and placement of principals and vice-principals.
5. The principal of a school may delegate any of his or her powers or duties as a member of CSPC to a vice-principal of the school.	6. The principal of a school may delegate any of his or her powers or duties, as a member of CSPC, to a vice-principal of the school.
6. A CSPC may make recommendations to the Board on any matter, and the Board shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation.	3. A CSPC may make recommendations to the Board on any matter, and the Board shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation. The recommendation will be made via written submission to the area superintendent and/or the local trustee.
7. The Board shall solicit the views of CSPCs with respect to the: <ul style="list-style-type: none"> i. establishment or amendment of Board policies or guidelines; ii. development of implementation plans for new initiatives that relate to student achievement or to the accountability of the education system to parents; iii. Board action plans for improvement based on EQAO reports; 	<i>Incorporated and revised in Regulation 2</i>

iv. Principal Profile, to assist in the selection and placement of principals and vice-principals	
<p>8. A CSPC may make recommendations to the Board's Catholic Parent Involvement Committee (CPIC) on matters relating to:</p> <ul style="list-style-type: none"> i. strategies for parent engagement; ii. identifying and reducing barriers to parent engagement; iii. creating a welcoming environment for parents; iv. strategies for parents to support their child(ren)'s learning at home and at school. 	<p>4. A CSPC may make recommendations to the board's Catholic Parent Involvement Committee (CPIC) on matters relating to:</p> <ul style="list-style-type: none"> i) strategies for parent engagement; ii) strategies to ensure CSPCs are reflective of the diversity within local school communities; iii) identifying and reducing barriers to parent engagement; iv) creating a welcoming environment for parents; and v) strategies for parents to support their child(ren)'s learning at home and at school.
<p>9. The election of parent members to CSPC will be held within the first 30 days of each school year. The minimum number of council members is 7 and parents must form the majority. Other members include school personnel, community representatives and the local pastor. That said, parents shall still be the majority member. On behalf of the CSPC, the principal will communicate information about elections to the parent community of the school at least 14 days prior to the election.</p>	<p>12. The election of parent, teacher, school employee and student members to of the CSPC will be held within the first 30 calendar days of each school year. Other members include school personnel, community representatives and the local pastor. That said, parents shall still be the majority member.</p> <p>13. On behalf of the CSPC, the principal will communicate information about elections to the parent community of the give written notice of the date, time and location of the elections to every to parent of a pupil who is enrolled in the school, at least 14 days prior to the election of parent members.</p> <p>14. The minimum number of council members is seven (7) and parents must form the majority</p>
<p>10. There will be no proxy votes at Council meetings.</p>	<p>18. There will be no voting by proxy votes at Council meetings at CSPC elections and council meetings.</p>
<p>11. Every effort will be made to ensure that CSPC is representative of the diversity within a school community, where possible.</p>	<p>16. Every effort will be made to ensure that CSPC is representative of the diversity within a school community. where possible.</p>

<p>12. Composition of the CSPC will be consistent with the Education Act, and will also include the local pastor or designate, parent representative from the Ontario Association of Parents in Catholic Education Toronto (OAPCE Toronto) and, where possible, a person who has a special interest in Special Education.</p>	<p>15. The composition of the CSPC will be consistent with the Education Act, and will include:</p> <ul style="list-style-type: none"> i) parent members and, where possible, a parent member who has an interest in Special Education; ii) the local pastor or designate; iii) the principal of the school; iv) an employee of the school (other than the principal, vice-principal or any teacher) non-teaching representative; v) a teacher teaching representative; vi) a community representative; vii) a parent representative from the Ontario Association of Parents in Catholic Education Toronto (OAPCE Toronto); and viii) a student (if it is a secondary school or in the case of elementary schools, if the principal determines that a council should include a student).
<p>13. There must be a minimum of six CSPC meetings, which includes the Annual General Meeting. All CSPC meetings are open to the public in each school year.</p>	<p>19. There must be a minimum of four six CSPC meetings during the school year, which includes the Annual General Meeting (AGM). All CSPC meetings are open to the public in each school year.</p>
<p>14. CSPC may solicit and take into consideration the advice of parents of students enrolled in the school with regards to matters under consideration by the Council.</p>	<p>8. CSPC Catholic School Parent Councils shall consult may solicit and take into consideration the advice of parents of students</p>

	enrolled in the school, or students where applicable , with regards to matters under consideration by the school council.
15. All communications from CSPC intended for distribution to parents of children in the school will be approved by the Principal prior to the communication being sent to the intended recipients.	<p>25. All communications from CSPC intended for distribution to parents of children in the school, will be approved by the principal prior to the communication being sent to the intended recipients.</p> <p>i) All communications will be made available if/as required in the predominant language(s) spoken in the community.</p> <p>ii) The principal shall provide an opportunity for inclusion of parent council communications in the school newsletter and/or email updates from the school.</p>
16. All CSPC shall function and will be governed by Ontario Regulation 612/00 (found in Operational Procedures in Appendix A)	<p>9. All Catholic School Parent Councils CSPC shall function and will be governed by in accordance with Ontario Ministry Regulation 612/00, (found in Operational Procedures in Appendix A the Catholic School Parent Council By-laws (Appendix A), and by) and with the Guidelines for School Accounts and Catholic School Advisory Councils (Appendix B)-</p> <p>https://www.tcdsb.org/FORPARENTS/CSPC/Pages/default.aspx</p>
<p>17. Each CSPC will develop by-laws governing the conduct of its activities and must include the following by-laws:</p> <p>i. a by-law governing election procedures and the filling of vacancies in the membership of the CSPC</p> <p>ii. a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest</p>	<p>10. Each CSPC will develop a constitution governing, the conduct of its activities including: with the following local must include the following by-laws:</p> <p>i) a by-law governing election procedures and the filling of vacancies in the membership of the CSPC;</p>

- iii. a by-law that establishes a conflict resolution process for internal Council disputes, consistent with TCDSB policy H.M.19 Conflict Resolution. [hyperlink to policies]. CSPC by-laws must be distributed and verified each year at the Annual General Meeting.
- iv. A by-law that establishes a process for the governance of Catholic School parent councils and its affairs.

- ii) a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest;
- iii) a by-law that establishes a conflict resolution process for internal Council disputes, consistent with TCDSB Policy H.M.19 (Conflict Resolution) <https://www.tcdsb.org/ForParentS/Pages/Conflict-Resolution-Resources.aspx>; CSPC by-laws must be distributed and verified each year at the Annual General Meeting;
- iv) a by-law that establishes a process for the governance of Catholic School Parent Councils and its affairs;

The TCDSB Catholic School Parent Council By-Laws Template (Appendix A) and the TCDSB Guidelines for School Accounts and Catholic School Parent Councils (Appendix B) provided shall govern the respective activities of Catholic School Parent Councils of the TCDSB.

10.1 Each CSPC shall adopt the standard TCDSB by-laws template (Appendix A), that is written in accordance with Ontario Ministry Regulation 612/00 and TCDSB policies and procedures, and which will govern the conduct of its activities.

10.2 Each CSPC shall adopt the following TCDSB by-laws in Appendix A, provided that they are in compliance with Regulation 612/00 and TCDSB policies and procedures, and which will govern the conduct of its activities:

- i) the number of times that a newly elected member**

	<p>can consecutively hold office of chair (Appendix A: Article VII).</p> <p>ii) the number of times that the full Council shall meet (Appendix A: Article XI, S. 11.2). However, in all cases, The Council shall meet no less than 4 times annually, including the AGM;</p> <p>iii) the number of elected parents (Appendix A: Article V, S.5.1);</p> <p>iv) the number of community representatives (Appendix A: Article V, S. 5.2);</p> <p>v) the number of meetings that a member can miss (Appendix A: Article VII, S.7.2, (i)); and</p> <p>vi) amendments and/or additions to standing committees (Appendix A: Article XII, S.12.1).</p>
18. Per Regulation 17 ii) no member of the school parent council will participate in proceedings if they have a conflict of interest.	17. Per Regulation 17 ii) No member of CSPC will participate in proceedings if he or she has a conflict of interest.
19. All funds collected by CSPCs shall be retained at the school for preparation and deposit to a CSPC account.	23. All funds collected by CSPCs shall be retained at the school for preparation and deposit to a CSPC account.
20. CSPC may maintain a bank account, separate from the school account, under the name of the CSPC.	20. CSPC Catholic School Parent Councils may maintain a bank account, separate from the school account, under the name of the <i>(Name of School)</i> CSPC.
21. The CSPC may engage in fundraising activities related to charitable, humanitarian, educational or services consistent with the tenets of Catholicism. All fundraising shall be carried out under the jurisdiction and supervision of the principal, and will be governed by TCDSB policies S.M.04 Fund Raising in Schools, and F.P.01 Purchasing. [hyperlink to policies] All funds raised will be reported to the parent community.	21. The CSPC may engage in fundraising activities related to charitable, humanitarian, educational or services consistent with the tenets of Catholicism. All fundraising must be carried out under the jurisdiction and supervision of the principal, and will be governed by TCDSB's policies S.M.04 Fund Raising in Schools Policy, S.M. 04, and by F.P.01 Purchasing Policy F.P.01 (https://www.tcdsb.org/Board/Policies/Pages/Default.aspx). All funds raised will must be reported to the parent

	community.
22. Per legislation an annual report will be submitted by May of every year to the principal and local trustee. Trustees will determine if this should be shared with the board. The annual report will be posted to the website.	24. Per legislation An annual report on the CSPC's activities will be prepared by CSPC by as of May 31st and submitted to the principal, to the board and to the local trustee. Trustees will determine if this should be shared with the board. The annual report will be posted to the school's portal page website.
23. CSPC shall create minutes of all its meetings and records of all its financial transactions and retain those records for a minimum of four years. The principal will retain these minutes and records and make them available at the school for examination without charge for any member of the Catholic community.	20. CSPC Catholic School Parent Councils shall create take minutes of all its meetings and keep records of all its financial transactions. and retain those records for a minimum of four years. <ul style="list-style-type: none"> i) The principal will retain these minutes and records for a minimum period of seven years and will make them available at the school for examination without charge to any person. for any member of the Catholic community ii) Approved minutes and financial statements shall be shared with the school community.
24. Operational Procedures and Financial Procedures provided will govern the respective activities of Catholic School Parent Councils of the TCDSB.	10. Operational Procedures and Financial Procedures The TCDSB Catholic School Parent Council By-Laws Template (Appendix A) and TCDSB Guidelines for School Accounts and Catholic School Parent Councils (Appendix B) provided will govern the respective activities of Catholic School Parent Councils of the TCDSB
Evaluation and Metrics:	Evaluation and Metrics:

<ol style="list-style-type: none"> 1. The annual report of CSPC activities will serve as an assessment of the Council's work to support student achievement and well-being at the school. 2. The utilization of parent involvement funds and Parent Reaching-Out (PRO) grants will be monitored. 	<p>The effectiveness of the policy will be determined by measuring the following:</p> <ol style="list-style-type: none"> 1. The annual report of CSPC activities will serve as an assessment of the Council's work to support student achievement and well-being at the school. 2. The Parent Engagement Department, in consultation with the Catholic Parent Involvement Committee (CPIC) and the Ontario Association of Parents in Catholic Education –Toronto (OAPCE), will prepare a CSPC Policy Metric Report on an annual basis, to assess the effectiveness of parent engagement strategies in consideration of the Multi Year Strategic Plan (MYSP). 2. 3 The utilization of parent engagement funds, such as the Parent Involvement Committee (PIC) funds Grant and the Parent Reaching Out (PRO) Grant, if applicable, will be monitored.
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REPORT TO

GOVERNANCE AND POLICY COMMITTEE

PERFORMANCE APPRAISAL: DIRECTOR OF EDUCATION H.C.06

“and they put him in custody, until the decision of the Lord should be made clear to them.”
Leviticus 24:12

Created, Draft	First Tabling	Review
August 19, 2020	August 25, 2020	Click here to enter a date.

C. Caldwell, Legal Counsel
P. Matthews, General Legal Counsel
C. Fernandes, Superintendent of Education and Policy Development

RECOMMENDATION REPORT

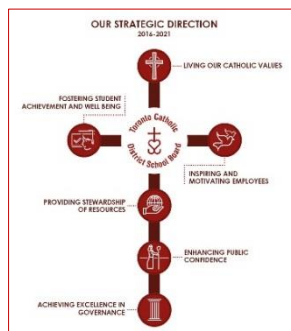
Vision:

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

Mission:

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

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



Brendan Browne
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 recommends updating the current Policy on Performance Appraisal: Director of Education H.C.06 to conform to current practice and policies.

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

B. PURPOSE

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

C. BACKGROUND

1. The Policy on Performance Appraisal: Director of Education H.C.06 was first approved on October 4, 2006 and was last amended on May 31, 2018.
2. Changes to this policy reflect current practice and alignment with related policies.

D. EVIDENCE/RESEARCH/ANALYSIS

This policy has been amended in consultation with staff from Legal Services.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

The updated policy as approved will be posted on the TCDSB policy register.

G. COMMITTEE RECOMMENDATION

That Board accept the recommendation of the Governance and Policy Committee and that the revised policy on Performance Appraisal: Director of Education H.C.06 and Guiding Principles provided in Report **Appendix A** be adopted.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: COMPENSATION
POLICY NAME: PERFORMANCE APPRAISAL:
 DIRECTOR OF EDUCATION
POLICY NO: H.C.06

Date Approved: October 4, 2006	Date of Next Review: May 2022 (biennial)	Dates of Amendments: May 2013; September 2013; February 25, 2016-Board; May 31, 2018
Cross References: Multi-year Strategic Plan Director of Education's Term Employment Contract Trustee Code of Conduct Executive Search Committee Recommendation Report to Board, March, 2017 Education Act, Section 283 (2) and 283.1, Section 169.1		
Appendix A - TCDSB Performance Review Process for the Director of Education Appendix B - Director of Education Candidate Profile, 2017		

Purpose

The Board of Trustees and the Director of Education collaborate to provide each student at the Toronto Catholic District School Board with meaningful Catholic faith development experiences and exemplary education. This policy will establish a standardized, fair and transparent framework for the annual performance review process of the Director by the Board of Trustees. The **Performance Review Process ("Process")** will measure the degree to which the **Director** is fulfilling this mandate, and will provide a structured opportunity for the Director to receive **constructive** feedback and **commendation** ~~identify concerns~~ in a timely and supportive way ~~to facilitate resolution~~.

Scope and Responsibility

This policy applies to the Director of Education and is managed by the elected Trustees. The Board of Trustees is responsible for this policy.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: COMPENSATION
POLICY NAME: PERFORMANCE APPRAISAL: DIRECTOR OF EDUCATION
POLICY NO: H.C.06

Alignment with MYSP

Living Our **Catholic** Values

Achieving Excellence in Governance

Fostering Student Achievement and Well Being

Policy

The Director of Education is responsible for implementing the Toronto Catholic District School Board's Vision, Mission and Multi-Year Strategic Plan. The Board of Trustees shall conduct an annual performance review of the Director through a fair process, providing constructive feedback **and commendation** in a manner that supports and strengthens the integrity of the roles performed by the Director and the Board.

Regulations

1. The Trustees and the Director of Education will jointly develop the content, process and the methods of data collection and review. The **Performance Review Process** is not intended to encompass every aspect of the Director's work, but to focus on the goals determined for the year under review. (Appendix A)
2. The **Performance Review** Process will be developmental in its nature, providing for a joint learning opportunity between the Director and the Board of Trustees to affirm success and improve identified areas of need.
3. The process by which the Director's performance is reviewed and the occurrence of the review will be made known to the public.



POLICY SECTION: HUMAN RESOURCES
 SUB-SECTION: COMPENSATION
 POLICY NAME: PERFORMANCE APPRAISAL:
 DIRECTOR OF EDUCATION
 POLICY NO: H.C.06

4. The content of the review surveys, the **constructive** feedback to the Director, discussions with the Trustees and subsequent documentation will be held in confidence **and will occur in private pursuant to section 207(2) of the Education Act.** The review surveys shall be based on the Director's areas of responsibility as outlined in the following sources:
 - i. the Education Act;
 - ii. the Ontario Leadership Framework for Supervisory Officers-five leadership practices;
 - iii. the Candidate Profile from the recruitment of the Director of Education (Appendix **B-A**);
 - iv. the goals established jointly for the year based on the above and the Multi-Year Strategic Plan
5. The **annual performance review** Process will alternate between a limited reviewer pool and a more fulsome reviewer pool:
 - (a) Internal staff and external community reviewers are limited to twenty individuals, chosen randomly from selected groups.
 - (b) The fulsome reviewer format will include an expanded reviewer pool and may involve a 360 degree format.
- ~~6. The results of each annual review are linked to any salary changes in compliance with the Director's Term Employment contract.~~**
7. The Director will be provided with a written copy of his/her performance review and will be permitted an opportunity to respond to it **within 10 business days of receiving their written review.** Should any significant disagreement concerning the performance review arises between the Director and the Board,



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: COMPENSATION
POLICY NAME: PERFORMANCE APPRAISAL: DIRECTOR OF EDUCATION
POLICY NO: H.C.06

the Director will provide the Chair of the Board with a written response outlining the area(s) of disagreement **within 20 business days**. Upon receipt of the Director's response, the Chair would present this response to the Trustees in order to come to a reasonable resolution **within 20 business days**.

8. The Board of Trustees will approve a public motion confirming that the Director's performance review process has been completed in accordance with this Policy.
9. Before the review occurring at the end of the second to last year of the Director's contract, the Chair will initiate separate succession planning discussions with the Board of Trustees and with the Director to determine preliminary interest in extending the Director's Term Employment Contract. This will provide direction on the requirement to initiate an executive search process in sufficient time. (Appendix B)

Definitions

Board of Trustees

The twelve elected officials charged with governing the TCDSB.

Chair of the Board

The Trustee elected by the Board of Trustees to serve as Chair of the Board for the year, shortened to The Chair.

Director of Education

The Chief Executive Officer and Secretary to the Board, shortened to The Director.

Term Employment Contract



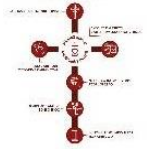
POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: COMPENSATION
**POLICY NAME: PERFORMANCE APPRAISAL:
DIRECTOR OF EDUCATION**
POLICY NO: H.C.06

The terms and conditions of the Director of Education's employment, shortened to Contract.

Evaluation and Metrics

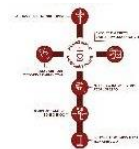
The effectiveness of this Policy will be evaluated by the Board of Trustees after each performance review cycle in October of each year. The criteria will include ease of implementation and achievement of the Policy objectives.

Director of Education Performance Review

**Guiding Principles**

1. The Performance Review Process (**“Process”**) is developmental in nature, it is a joint learning opportunity between the Director and the Board of Trustees to affirm success and improve identified areas of need.
2. The Process and its annual occurrence are transparent and available for public information **in accordance with the Policy**. The Process is well understood and communicated to stakeholders.
3. The content of the review surveys, the **constructive** feedback to the Director and discussions with the Trustees are held in confidence and the documents are stored confidentially
4. The Process is conducted in a respectful and collaborative manner.
5. The Director and the Trustees jointly develop the content (the goals to be reviewed each year), the process and the methods of data collection and review.
6. The Director and the Trustees share information frequently and schedule at least two formal updates throughout the year.
7. Limited Number of Goals to be reviewed each year: The Performance Review will focus on a limited number of results-oriented goals determined for the year under review.
8. Evidence, both qualitative and quantitative, is to be observed by Trustees and internal and external reviewers throughout the year.

Director of Education Performance Review



Performance Review Process

The Annual Performance Appraisal period is considered to be the calendar year from October 1 to September 30. The review cycle is conducted yearly, with the formal review activities occurring within the first two weeks of October. The following process will form the basis of the Director of Education's Performance Review:

First Week of October – Progress Report and Questionnaires

- Director will provide a progress report in a meeting with Trustees
- Questionnaire based on previously-established goals for the Director's performance is distributed to Trustees
- Questionnaires will be completed anonymously on the evening of distribution
- Different, parallel performance appraisal provided to selected staff members at various levels in the organization and community members (including external, prominent Catholic community leaders) for completion
- One week later, the Chair provides the Director with a copy of the different Questionnaires



Middle of October – Review of Questionnaire Results

- Chair summarizes the results of both sets of Questionnaires and presents results to the Trustees
- Chair meets with the Director to discuss the performance feedback
- Director presents Performance Goals for the upcoming year to Trustees and consensus about the nature of the performance Goals is sought



May – Ad Hoc Director Performance Appraisal Committee

- Ad Hoc Committee Composition: Chair, Vice-Chair, Chairs of the Standing Committees, and one Trustee elected at the May Board meeting
- Design the next Performance Review Questionnaire based on the Director's performance goals established in October, previous

Catholic Director of Education Profile 2017

The following profile represents the qualities and competencies sought for a Director of Education at the Toronto Catholic District School Board. The profile has been adapted from the following sources:

- Council of Ontario Directors of Education, *Role of Director*, 2005
- Ontario Education Services Corporation Trustee Development Program Modules
- Institute for Catholic Education, Profile for a Catholic Director of Education in 21st Century
- Odgers Berndtson, Executive Search Firm, *Candidate Profile*
- Ontario Catholic Leadership Framework for System Leadership

Role of the Toronto Catholic District School Board Director of Education

The Toronto Catholic District School Board Director of Education is called upon to be an exemplary Catholic educator with a deep and abiding commitment to the Catholic faith, community and culture. The role requires the knowledge, skills and political acuity to lead the learning of trustees, senior staff, school and system leaders, parents, students, and the broader community in an environment informed by the Ontario Catholic School Graduate Expectations and Ministry of Education curriculum through the lens of faith, hope, love, community, dignity of persons, excellence, justice and stewardship for creation.

Under the *Education Act* the director is the “chief education officer” and “chief executive officer” and is required to “develop and maintain an effective organization and programs required to implement board policies” (s.283).

Responsibilities of the Director of Education

The director is hired by and responsible to the board of elected trustees of the TCDSB. The director is accountable to the Ministry to ensure compliance with provincial law and curriculum. In addition, the Director of the TCDSB has a responsibility to ensure faithfulness to the teachings of the Catholic Church throughout the board and to maintain a positive and effective relationship with the Archdiocese.

The director is the sole employee who reports directly to the elected board. All authority delegated by the elected board to staff is delegated through the Director of Education.

Job Description

The following template offers a job description for the role of Director of Education. The criteria **we** expected in a system leader is one who supports 21st century learning, demonstrates a commitment to Catholic education and equity of outcomes, is a practicing Catholic and will facilitate achievement of the Toronto Catholic District School Board's current and future priorities.

The Director of Education and Chief Executive Officer of the Toronto Catholic District School Board, as outlined in the *Education Act*: **283 and **283.1**, will fulfill the following roles:**

- within policies established by the board, develop and maintain an effective organization and the programs required to implement such policies;
- annually review with the board the multi-year plan;
- ensure that the multi-year strategic plan developed establishes the board's priorities and identifies specific measures and **resources** that will be applied in achieving those priorities and in carrying out its duties under the *Education Act*, in particular its responsibility for student achievement;
- implement and monitor the implementation of the multi-year plan;
- report periodically to the board on the implementation of the multi-year plan;
- act as secretary to the board;
- immediately upon discovery bring to the attention of the board any act or omission by the board that in the opinion of the director of education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the *Education Act*; and
- if a board does not respond in a satisfactory manner to an act or omission brought to its attention advise the Deputy Minister of the Ministry of Education of the act or omission.

In addition to the requirements of the Education Act, the ideal candidate will have demonstrated expertise, experience, knowledge, leadership skills in providing Catholic leadership, commitment, and direction in the following areas by focusing on:

- Catholic faith, Community and Culture;

Catholic Director of Education Profile 2017

- Leading Vision into Organizational Practice;
- Effective and Proactive Media Relations;
- Building Relationships Among Staff and Internal and External Stakeholders;
- An innovative approach to problem solving.

Student Achievement and Well-being

The Director of Education:

- builds and communicates a shared vision of Catholic education, rooted in Gospel values and focused on improving the achievement and well-being of all students, staff and parents in the TCDSB community.
- promotes, protects and provides excellence in academic, physical and spiritual well-being of students.
- inspires, motivates and encourages trustees, senior staff and all members of the TCDSB community to continually learn and innovate and strive for excellence in Catholic education.
- takes the necessary steps to provide a safe, caring, ~~ee~~—inclusive learning environment that promotes a sense of collective responsibility for the worth and dignity of all members of the community.
- ~~p~~Provides advice and leadership to the board in setting goals for leading practices in student achievement and in promoting the value that all children can learn.
- ensures that every student has the opportunity to work toward meeting the Ontario Catholic School Graduate Expectations and the standards of education mandated by the Ministry of Education.
- ensures a consistent and continuous board-wide focus on student achievement, using system and school data to monitor progress, and supports and encourages the same for schools.
- ensures that the student is at the centre of planning and resource management.
- develops Catholic learning communities in collaborative and growth-oriented cultures.
- recruits, hires and retains staff with the interest and capacity to further the Board's goals.

Catholic Director of Education Profile 2017

- provides resources in support of curriculum instruction and the Ontario Catholic School Graduate Expectations.
- allocates resources so that superintendents and principals can implement strategies which secure high standards of behaviour and attendance.
- takes the necessary steps to provide facilities to accommodate students.

Educational Leadership

The Director of Education:

- provides leadership and direction in all matters relating the Catholic education in the district.
- develops and maintains positive and effective relations with staff at the provincial and local government levels.
- establishes and facilitates a process that promotes systematic and comprehensive program links that support school, parish and family life.
- ensures policies and procedures **and are** embedded with the fundamental concepts of human dignity, social justice and environmental stewardship reflective of our Catholic beliefs and traditions.
- in accordance with the director's responsibility to the Ministry of Education through the Deputy Minister provides a director's annual report to the Ministry.
- promotes and encourages the use of new and emerging technologies to support teaching and learning.
- demonstrates a strong vision that supports 21st century learning.

Director/Board Relations

The Director of Education:

- establishes and maintains positive working relations with the Board of Trustees
- provides leadership in ensuring effective governance practices that foster excellence in Catholic education.
- supports the Board of Trustees in performing its role and facilitates the implementation of its role as outlined in board policy.
- provides ongoing learning opportunities for trustees to deepen their knowledge and skills regarding their governance role.

Catholic Director of Education Profile 2017

- supports the role of trustees in advocacy role for excellence in publically funded Catholic education.
- provides opportunities for ongoing faith formation of trustees.
- communicates effectively with the governing board and individual trustees.

System Leadership

The Director of Education:

- demonstrates visionary and strategic leadership that has support of the senior staff, school and system leaders, parents, students and the larger community.
- develops effective approaches for succession planning at all levels of the system beginning with the Directorship.
- demonstrates a willingness to participate on provincial executive committee to execute the vision of the board.

Fiscal Responsibility

The Director of Education:

- ensures that the fiscal management of the district is in accordance with the Ministry's Student Focused Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.
- ensures that the fiscal management of the district is in alignment with the elected board's multi-year strategic plan and the mandate of a Catholic school system.

Organizational Management

The Director of Education:

- demonstrates effective organizational skills that result in district compliance with all legal, Ministerial and Board mandates and timelines.
- reports to the Minister with respect to matters identified in and required by the *Education Act* and Regulations.
- brings to the attention of the board any act or omission by the board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made

Catholic Director of Education Profile 2017

under the Act; and if the board does not respond in a satisfactory manner to an act or omission brought to its attention, advises the Deputy Minister of the Ministry of the act or omission.

- nurtures partnership with organizations to benefit student achievement and the goals of the board.

Planning

The Director of Education:

- provides leadership for the development of the board's multi-year plan and annual review of the multi-year plan.
- ensures the multi-year plan establishes board priorities rooted in the gospel and Catholic social teachings as well as evidenced based and exemplary educational practices.
- identifies specific actions that will be taken to achieve those priorities, specifically with regard to the board's responsibility for student achievement.
- ensures appropriate involvement of the board of trustees (approval of process and timelines, establishment of board strategic priorities, key results and final board approval).
- reports regularly on implementation and results achieved in relation to the board's multi-year strategic plan and district improvement plans.

Personnel Management

The Director of Education:

- models acceptance of the responsibility to spiritual leadership and pastoral care and situations within the context of a Catholic faith community and school system.
- demonstrates respect for the dignity of all through inclusive practices, whereby each individual is valued, diversity is celebrated, and belonging is nurtured.
- understands the director's overall authority and responsibility for all hiring, monitoring, evaluation and termination of personnel.
- ensures effective systems are in place for the recruitment, selection, supervision, development and performance review of all staff.

Catholic Director of Education Profile 2017

- ensures ongoing capacity building, professional learning and succession planning throughout the organization.
- utilizes performance appraisal process to foster ongoing formation and growth in Catholic leadership practices.
- ensures compliance with human rights and labour relations legislation.

Policy

The Director of Education:

- provides leadership in the planning, development, implementation and evaluation of board policies.
- ensures policies reflect the *Education Act*, other pertinent legislation and are anchored in evidence based best practices and Catholic social teachings.
- ensures policies and procedures **and are** embedded with the fundamental concepts of human dignity, equity, social justice and environmental stewardship.

Communications and Community Relations

The Director of Education:

- establishes effective communication strategies to **deep keep** the district informed of key monitoring reports, student and staff success, local issues and board decisions.
- ensures that open, transparent and positive internal and external communications are in place.
- ensures that Catholic School Advisory Councils, the Catholic Parent Involvement Committee and the Special Education Advisory Committee have the opportunity to provide appropriate advice and support as required in the regulations and/or board policy.
- ensures positive relationship with Archdiocese and supports school communities in nurturing close relationships with local parishes.
- participates in community affairs in order to enhance and support the district.
- develops and maintains strong community presence through strategic planning, use of social media communication tools.
- establishes **a** strong communications protocol and successfully executes **a** strategy.

Catholic Director of Education Profile 2017

Student, Staff and District Recognition/Public Relations

The Director of Education:

- establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, staff and district successes.

Leadership Practices

Within the context of the requirements set out in legislation, Ministry of Education policy and guidelines, and the director's local job description, the six leadership practices ~~with from~~ **which form** the basis of the Catholic director's performance review are:

- Catholic faith, community and culture
- Setting directions
- Building relationships and developing people
- Developing the organization
- Leading the instructional program
- Securing accountability

Accountability of the Board of Trustees under Provincial Interest Regulation

The Director of Education for the Toronto Catholic District School Board must also be knowledgeable about the Provincial Interest **in Education** Regulation (PIR). This regulation sets out actions that can be taken by the Minister of Education if the Minister has concerns about a school board in one or more of the following areas:

- Academic achievement of students
- Student health and safety
- Good governance of the school board
- Performance of the board and of the Director of Education in carrying out their responsibilities under the *Education Act*
- Parent involvement



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEBOARD RECOGNIZED CHARITABLE
FOUNDATIONS A.09

“He rules the world with righteousness; he judges the peoples with equity.” Psalm 9:8

Created, Draft	First Tabling	Review
Sept 2, 2020	September 8, 2020	

P. De Cock, Comptroller for Business Services & Finance
 P. Matthews, General Counsel
 C. Fernandes, Superintendent of Education, Area 4 and Policy

RECOMMENDATION REPORT

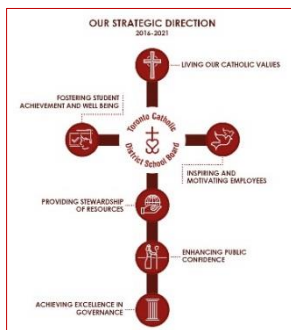
Vision:

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

Mission:

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

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



Brendan Browne
 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 recommends updating the current Board Recognized Charitable Foundations A.09 to conform to current practice and policies.

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

B. PURPOSE

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

C. BACKGROUND

1. The Policy on Policy was first approved in May 2016 and has not been amended since.
2. Changes to this policy reflect current practice and alignment with related policy Donation F.F.02

D. EVIDENCE/RESEARCH/ANALYSIS

This policy has been amended in consultation with staff from the Facilities and Field Superintendents and Legal Services.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff
2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION

The updated policy, as approved, will be posted on the TCDSB policy register.

G. COMMITTEE RECOMMENDATION

That Board accept the recommendation of the Governance and Policy Committee and that the revised policy on Delegations (T.14) provided in **Appendix A** be adopted.



POLICY SECTION: ADMINISTRATION

Appendix A

SUB-SECTION:

POLICY NAME: Board Recognized Charitable Foundations

POLICY NO: A.09

Date Approved: May 2016	Date of Next Review: January 2020	Dates of Amendments:
Cross References: Donation F.F. 02 <i>Rescinding: ShareLife A.09; Collections On Board Premises A.14</i>		

Purpose:

This policy highlights the Toronto Catholic District School Board's support of charitable foundations, and recognizes both ShareLife and the Angel Foundation for Learning as the official charitable foundations for the TCDSB.

Scope and Responsibility:

This policy applies to the entire TCDSB Community. The Director is responsible for this policy.

Alignment with the Multi Year Strategic Plan (MYSP):

Living Our Catholic ~~✶~~Values

Strengthening **Enhancing** Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Inspiring and Motivating Employees

Achieving Excellence in Governance



SUB-SECTION:

POLICY NAME: Board Recognized Charitable Foundations

POLICY NO: A.09

Policy:

The Toronto Catholic District School Board supports ShareLife and the Angel Foundation for Learning.

Other charitable organizations may request approval from the Board of Trustees for system-wide access for their cause or charity.

Regulations:

1. In support of the ShareLife program, TCDSB employees may apply to have an amount deducted from their pay. The amount deducted will be reflected on the employee's T4 slip.
2. In support of the Angel Foundation for Learning, the TCDSB participates in the "Cents-Off" program, available to all TCDSB employees. Employees may apply to donate cents or a flat amount from their pay. The amount deducted will be reflected on the employee's T4 slip.
3. Approval for access to board premises may be given by the Director of Education.



SUB-SECTION:

POLICY NAME: Board Recognized Charitable Foundations

POLICY NO: A.09

Definitions:**Angel Foundation for Learning**

A charitable organization that serves the needs of students in the Toronto Catholic District School Board. Through the generosity and compassion of donors, the foundation supports students by nurturing their body, mind and soul through nutritional, educational, and spiritual programs ([Angel Foundation for Learning website](#)).

ShareLife

ShareLife is the Catholic community **within the Archdiocese of Toronto's** response to providing care and outreach to those in need through its social services agencies and grant recipients, by raising and allocating funds effectively, and fulfilling its obligations to respect life at all stages ([ShareLife website](#))

Evaluation and Metrics:

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

1. Employee participation in the payroll deduction services offered.
2. The ongoing positive impact **these** charitable foundations have on the TCDSB community.
3. Assess the impact of the policy when evaluating the Living Our Values pillar of the MYSP **Multi Year Strategic Plan.**



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

DELEGATIONS AND PUBLIC PARTICIPATION
POLICY T.14

So the Lord gave Solomon wisdom, as he promised him. There was peace between Hiram and Solomon; and the two of them made a treaty. – 1 King 5:12

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

C. Caldwell, Legal Counsel
P. Matthews, General Legal Counsel
C. Fernandes, Superintendent of Education, Area 4 and Policy Development

RECOMMENDATION REPORT

Vision:

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

Mission:

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

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



Brendan Browne
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 an update to the Delegation Policy (T.14).

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

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as per request of Regular Board on December 12, 2019.

The revisions to the Delegation policy have been updated to reflect a Trustee motion requesting that “a review of the policies and their implementation should be conducted at the Governance and Policy meeting.”

C. BACKGROUND

1. The policy on Delegations T.14 was first approved on November 10, 2010 and was last amended in August 2016.
2. Changes to this policy reflect the request made by a trustee motion on December 12, 2019 to address delegates who may breach the delegation policy.
3. The policy was reviewed at the January 2020 Governance meeting and has been updated with recommendations of the committee.
4. The policy was reviewed at the March 2nd and September 8th Governance and Policy meetings and has been updated to reflect recommendations.

D. EVIDENCE/RESEARCH/ANALYSIS

This policy has been amended in consultation with staff from the Field Superintendents and Legal Services.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.

2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION

1. The updated policy as approved will be posted on the TCDSB policy register, and will be communicated to parents and the general communities via the TCDSB website.
2. The Communications Department will provide messaging to principals for the purpose of placing the information about the Delegations Policy in school newsletters.

G. COMMITTEE RECOMMENDATION

That Board accept the recommendation of the Governance and Policy Committee and that the revised policy on Delegations and Public Participation (T.14) provided in **Appendix A** be adopted.



POLICY SECTION: TRUSTEES

Report Appendix A

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC

PARTICIPATION

POLICY NO: T.14

Date Approved: November 10, 2010- Board	Date of Next Review: August 2021 January 2025	Dates of Amendments: November 24, 2011- Board December 13, 2012- Board August 25, 2016- Board
Cross References: TCDSB Code of Conduct Policy, S.S.09 TCDSB Operating By-Law Number 175		
Appendix: Delegation Registration Form		

Purpose:

This Policy affirms and promotes the process by which students, parents and community members can present their views and concerns to the Trustees of the Toronto Catholic District School Board.

Scope and Responsibility:

The policy extends to students, parents and community members making deputations to the Board or its committees, **including public Statutory Committees, Standing Committees, Ad-Hoc Committees and Sub-Committees (“Committee(s)”) in accordance with the TCDSB By-Laws.** The Director of Education, with the assistance of the Recording Secretary, is responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values

Strengthening **Enhancing** Public Confidence

Achieving Excellence in Governance



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC
PARTICIPATION

POLICY NO: T.14

Policy:

The TCDSB is committed to advocacy for students, parents, and communities. In recognition of the need to hear the concerns of the TCDSB community and of individuals to have a voice in the decision-making process, **delegations delegates** may be heard at **any** meetings of the Board of Trustees or **Standing** Committees, as stipulated in, and limited by, the regulations outlined below. **This Policy is subject to and will be interpreted in accordance with TCDSB By-Law Number 175, as amended from time to time.**

Regulations:***Appropriate Forums for Delegates***

1. Given the current division of work between **the** Board meetings and Committee meetings, **delegations delegates** will be accepted at the discretion of the Director and Chair of the Board at **public** regular Board **meetings** only if:
 - a) ~~A new item/report or new information has been placed on the agenda that has not been dealt with at a Standing committees.~~
 - a) **in exceptional circumstances; or**
 - b) **if** the matter is deemed to be time sensitive.

~~Delegations will **may** be heard at **public** Standing Committees of the Board concerning matters within its terms of reference. The topic of the deputation will determine at which Standing Committee the delegation will be heard.~~
The Director of Education, in consultation with the Committee's Chair, retains discretion to reasonably determine whether or not a delegate will be received.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC
PARTICIPATION

POLICY NO: T.14

2. **Delegations Delegates** may be heard at **public** Special Board meetings at the discretion of the Director and Chair of the Board.
3. **Delegations Delegates** will **may** be heard at **public** Standing Committees of the Board concerning matters within **it's the Committee's** terms of reference. The topic of the deputation will determine at which Standing Committee the **delegation delegate** will be heard. **The Board or Committee Chair, in consultation with the Director, retains discretion to reasonably determine whether or not a delegate will be received.**

~~Given the current division of work between the Board meetings and Committee meetings, delegations will be accepted at the discretion of the Director and Chair of the Board at **public** regular Board **meetings and** only if:~~

- ~~a) A new item/report or new information has been placed on the agenda that has not been dealt with at a Standing committees.~~
- ~~c) **in exceptional circumstances; or**~~
- ~~d) **if** the matter is deemed to be time sensitive.~~

~~Delegations heard at regular Board meetings may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff. (By-Laws Section 10.9.11)~~

4. **Delegations Delegates** heard at regular Board meetings may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff. (By-Laws Section 10.9.11)



POLICY SECTION: TRUSTEES

Report Appendix A

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC
PARTICIPATION

POLICY NO: T.14

5. Delegates may not be received from employees on matters over which their union or association has jurisdiction (see Regulation 26).

Procedure for Making a Deputation

6. Those wishing to make a deputation can ~~receive~~ **obtain** further information and details on the delegation protocol by contacting the Recording Secretary at 416-222-8282 ext. 2293, or by visiting the TCDSB portal site at www.tcdsb.org.
7. ~~Delegations~~ **Delegates** are to register with the Recording Secretary of the Board no later than 11:00 a.m. on the day of the ~~Standing~~ Committee meeting by **completing and** submitting the Delegation Registration Form to the Recording Secretary and the local Trustee will be notified immediately, **if the matter is Ward specific.**
8. **Delegates are requested to provide a written copy of their intended delegation in full by 11am on the day of the meeting.**
9. **Delegates are expected to present their remarks as submitted through the application process.**
10. Where the Board has initiated community engagement with respect to any matter, ~~delegations~~ **delegates** will be referred to that consultation process and may not be registered to appear before a ~~Standing~~ Committee meeting.
11. A Delegate may only speak once at a particular meeting.
12. There may be up to a maximum of ten (10) deputations per meeting.
13. ~~Delegations~~ **Delegates** will be listed on the agenda of the meeting or in an



POLICY SECTION: TRUSTEES

Report Appendix A

SUB-SECTION:

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addendum, and their topic and point of view, **subject to the following**, shall be included in the documentation.

a. **Any visual or written presentation or materials a delegate intends to provide or project on screen during the deputation must be provided 72 hours in advance of the meeting to the Recording Secretary of the Board. The Board reserves the right to accept, reject or modify such materials, with notice of same provided to the delegate at least 24 hours before the meeting. Personal or private information included in the delegate's materials will be removed.**

b. **When there are several delegates registered to speak on the same topic affecting the same school, and there are other delegates registered or wishing to register to speak to different topics on the agenda or of a time-sensitive nature, the Director and the Chair of the Committee may restrict the number of delegates on the same topic affecting the same school to three delegates.**

14. First priority will be given to **delegations delegates** speaking to a specific item on the meeting's agenda and those who have not yet spoken to the issue. Next priority will be given to **delegations delegates** speaking to time-sensitive topics. **A delegate who has already made a deputation on a specific matter or topic may not be permitted to delegate again on the same matter, without the permission of the Committee's Chair in consultation with the Director.**

~~10. Delegates who want to show their deputation on the screen in the Boardroom must provide an electronic copy before the meeting.~~

13. ~~Delegations~~ **Delegates who are from** TCDSB employees shall verbally disclose this information at the time of registration and at the beginning of



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their deputation.

Time Parameters

14. ~~Delegations~~ **Delegates** who have registered by the ~~specified time~~ **deadline** may speak for a maximum of three (3) minutes.

~~15. Delegations who have not registered by the specified time may speak for a maximum of three (3) minutes if approved by 2/3 votes of the members~~

~~of the Board or Standing Committee. The chair shall put the question at the conclusion of the registered delegate. The question will be put immediately without any debate.~~

Up to two delegates who have not registered by the deadline may speak in special circumstances for a maximum of three minutes if approved by 2/3 of all members of the Board or Committee. The delegate must also complete the Registration Form.

16. **The deputation** ~~Delegations~~ period shall be limited to a maximum of 60 minutes ~~at the discretion of the Chair~~. The maximum time limit may be amended by 2/3 ~~majority present and eligible to vote~~ of all members of the Board or Committee.

17. If the Chair determines that the number of expected **delegates** ~~delegations~~ far exceeds ten, he/she may recommend to the Director to call a Special Board meeting to hear all **delegates** ~~delegations~~.

18. Delegates may also opt to depute ~~delegate~~ to the Board remotely, or via written **deputation** ~~delegation~~, to be read out by staff.

19. ~~Each~~ Trustees may ask questions of the ~~delegation~~ **delegate**. ~~for a maximum~~ **A**



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total of not more than 3 minutes will be allocated to address both the Trustee's questions and the delegate's answers to same.

20. Questions asked by Trustees are limited to clarifying questions only. No questions of staff shall be permitted.

Format & Content of Deputations

21. ~~Delegations~~ Delegates will are requested to:

- a) present concerns in a positive and constructive manner;
- b) maintain a level of decorum which will allow meetings to proceed effectively; and
- c) refrain from the use of abusive or derogatory language.

22. During a deputation in public session of a regular or special Board meeting, ~~or Standing Committee meeting~~, should the delegate use the name/title/position of any person in a negative, critical or derogatory fashion, directly or indirectly, the Chair of the meeting shall advise the ~~delegation delegate~~ to limit comments to non-personal references. Should personal references continue to be made, the Chair has the authority to stop the ~~delegation delegate~~ from proceeding.

23. The Board may decide to move a public deputation to a private session.

During a deputation in a private session of a regular or special Board meeting, ~~or Standing Committee meeting~~, should a situation arise where a delegate intends to refer to someone in a negative way then the following will apply:

- a) ~~Delegations~~ Delegates intending to use the name/title/position of any person in a negative, ~~or~~ critical ~~or derogatory~~ fashion must indicate this intention at the time of registration, and, prior to presenting, the ~~delegate~~ will be requested to address the ~~Standing Committee~~ ~~or Board~~ in private session.



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b) The Board shall inform staff if a **delegation delegate** intends to speak of them at a ~~Standing~~ Committee **or Board** meeting, in a negative, **or** critical ~~or derogatory~~ fashion. The staff member has the right to be present during the deputation and be represented by the agent of their choice.

24. The Chair of the meeting may expel or exclude **a delegate** from ~~any the~~ meeting **should they engage in** ~~any person who engages in~~ conduct contrary to the TCDSB Code of Conduct, ~~or~~ Respectful Workplace Guidelines, **or fail to comply with this Policy.**

25. No one may display signs or placards, applaud debating participants or engage in conversations or other behaviour that may disrupt a meeting.

26. If a gross misrepresentation on a factual issue is made by a delegate during their deputation, the Chair of the Committee or Chair of the Board, as applicable, may correct the record from a factual perspective at the meeting where the misrepresentation is made. If the Chair is absent when the gross misrepresentation is made or should the Chair be the subject of the gross misrepresentation, then the Vice-Chair of the Committee or the Vice-Chair of the Board may correct the record, as per above. **The Chair or Vice-Chair may request the delegate to apologize in the moment.**

27. If it is not readily apparent to the Chair or Vice-Chair, as the case may be, whether or not a comment is a gross misrepresentation of the facts, the Chair or Vice-Chair and the Director of Education will determine whether an investigation should be conducted. If an investigation is conducted and the investigation determines that a gross misrepresentation was made, the Chair or Vice-Chair may correct the record from a factual perspective at the next meeting. **A delegate who**



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makes a public and misleading statement against a Trustee and refuses to apologize shall not be allowed to delegate until such time as a public apology is made.

28. In respect of TCDSB employees delegating **deputing** to ~~a~~ the Standing Committee where the topic:

a) is personal to the speaker, the restrictions are the same as any **delegation delegate**.

b) is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.

29. The public session of ~~Standing Committee~~, Board and Special Board meetings are recorded and broadcast live. The recording is retained as a public record of the proceedings. **Other Committees may be recorded. Delegations Delegates** that are part of the recorded proceedings are so advised and consent to being recorded.

30. At the conclusion of the deputation the Chair will advise the delegate as to how the matter will be processed.

31. Where an item has been referred to staff, staff will communicate follow-up actions to the **delegations delegate**.

Definitions:

Delegation

A ~~delegation~~ may include: (1) an individual speaking on his or her own behalf;

(2) an official representative of a TCDSB committee; (3) an official representative



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of student government; or (4) a spokesperson for another group or organization.

Deputation

A formal talk made to the whole Board or **Standing** Committee or in a private session of the Board or **Standing** Committee relating to a specific issue or concern.

Evaluation and Metrics:

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

1. Trustees and the Director shall review the process of delegation every three (3) years to ensure that it was fair, equitable and supported the goals of the TCDSB the Multi Year Strategic Plan
- ~~2. Staff will develop an assessment tool to determine the efficacy of the policy and administer it after the first year of policy implementation to evaluate the policy.~~

MASTER PENDING LIST AND ROLLING CALENDAR TO SEPTEMBER 17, 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 (2020-2021 School Relocations Plan)	Associate Director of Facilities, Business & Comm. Dev & CFO
2	June-2020 Special Board	TBC	Regular Board	Report outlining strategies to make hiring more racially representative (both locally and centrally) which acknowledge how important it is for students to be able to see themselves reflected in different fields and positions of leadership (Consideration of Motion from Student Trustee Dallin regarding Anti-Black and Anti-Indigenous Racism in Schools)	Director of Education & Associate Director of Education, Academic Services & Associate Director of Facilities, Business & Comm. Dev & CFO
3	June-2020 Special Board	Oct-2020	Regular Board	Report regarding CPIC recommendations and parental feedback (Delegation from John Del Grande, Catholic Parent Involvement Committee (CPIC) Chair regarding CPIC Recommendations and Parental Feedback)	Associate Director of Education, Academic Services
4	June-2020 Special Board	Oct-2020	Regular Board	Report regarding how Toronto Catholic District School Board (TCDSB) can work with TAIBU Community Health Centre (Delegation from From Philip Johnson, representative of TAIBU Community Health Centre,	Associate Director of Education, Academic Services

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
5				regarding Addressing Anti-Black Racism)	
	Aug-2020 Regular Board	Oct-2020	Regular Board	Received and referred to staff for a report: 1. For partnership development with YAAACE at the September or October Board meeting; and 2. For assisting with the programing as outlined in the delegation. (From Devon Jones, representative of Youth Association for Academics Athletics and Character Education (YAAACE) regarding the YAAACE Community Hub)	Director Of Education
	Mar-2020 Student Achievement	Nov-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 (Consideration of Motion From Trustee Kennedy regarding Presentations from Ontario Catholic School Trustees' Association (OCSTA) on Code of Conduct, Integrity Commissioner and School Board Governance)	Director Of Education
7	Sep-20 Corporate Services	Nov-2020	Student Achievement	Received and Referred to Staff; and That staff come back with a report at the November 4, 2020 Student Achievement and Well-Being Meeting on how we can implement	Associate Director of Facilities, Business &

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
8				more outdoor education (Delegation from Alice Casselman, representative of the Association For Canadian Educational Resources (ACER) regarding Update to Return to School).	Comm. Dev & CFO
	Sep-20 Student Achievement	Nov-2020	Student Achievement	Received and referred to staff for a report on the establishment of a committee for Bilingual Student Resources (Delegation from Logan Liut, regarding the Establishment of Bilingual Student Resources)	Associate Director of Education, Academic Services
9	June-2020 Special Board	Dec-2020	Student Achievement	That future device programs such as formal bring-your-own-device (BYOD) and low income family device loan program be explored and presented to the Board of Trustees at the end of the COVID-19 pandemic (Computers for Students in Need)	Associate Director of Facilities, Business & Comm. Dev & CFO

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A = Annual Report

P = Policy Metric Report

Q = Quarter Report

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (P)	Corporate Services	<u>B.R.01 Rental of Surplus School Space & Properties</u> Policy Metric	A.D. Facilities, Business, Community Development
2	February (Q)	Corporate Services	Financial Status Update Report #1	A.D. Facilities, Business, Community Development
3	March (A)	Corporate Services	Budget Series Report: Financial Planning and Consultation Review	A.D. Facilities, Business, Community Development
4	March (A)	Corporate Services	Consensus Student Enrolment Projection	A.D. Facilities, Business, Community Development
5	March (A/P)	Corporate Services	Transportation Annual Report and <u>S.T.01 Transportation</u> Policy Metric	A.D. Facilities, Business, Community Development
6	April (A)	Corporate Services	Budget Series Report: Grants for Student Needs Update	A.D. Facilities, Business, Community Development
7	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

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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</u> Policy Metric	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

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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	Student Exit and Entry Survey Results	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	January (A)	Student Achievement	CPIC Annual Report including Financial Report	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

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40	May (A)	Student Achievement	Ratification of Student Trustee Nominees	Associate Director Academic Services
41	June (P)	Student Achievement	<u>B.B.04 Smoke & 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

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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