

TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING Public Session

AGENDA JANUARY 30, 2025

Markus de Domenico, Chair
Trustee Ward 2

Kevin Morrison, Vice Chair
Trustee Ward 9

Nancy Crawford
Trustee Ward 12

Frank D'Amico
Trustee Ward 6

Michael Del Grande
Trustee Ward 7

Daniel Di Giorgio
Trustee Ward 10

Ruben Da Silveira
Student Trustee

Angela Kennedy
Trustee Ward 11

Ida Li Preti
Trustee Ward 3

Teresa Lubinski
Trustee Ward 4

Joseph Martino
Trustee Ward 1

Maria Rizzo
Trustee Ward 5

Garry Tanuan
Trustee Ward 8

JoyGold Goodluck
Student Trustee



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



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: Sapphire Adaikpoh, 416-222-8282 Ext. 2295

Dr. Brendan Browne
Director of Education

Markus de Domenico
Chair of the Board

Land Acknowledgement

The land we walk on belongs to the Creator. Earth does not belong to humanity but rather, humanity is part of the Earth. The land was created to be enjoyed by all living beings, a principle reflected in The Dish with One Spoon covenant. Taking only what we need to preserve our earth for future generations, leaving some for others as a sign of our respect and caring, and keeping it clean by revitalizing the land to sustain generations to come.

All Toronto Catholic District School Board properties are situated on the traditional territories of the Anishinabek, the Haudenosaunee Confederacy, and the Wendat peoples. We recognize that the land covered by Treaty 13 is held by the Mississaugas of the Credit First Nation. We also listen to the echoes of their prayers to the Creator, and respect the beauty of Mother Earth while striving to learn and draw wisdom from First Nations, Inuit and Métis traditions.

La reconnaissance des territoires

Les terres sur lesquelles nous marchons appartiennent au Créateur. La Terre n'appartient pas à l'humanité mais c'est plutôt l'humanité qui fait partie de la Terre. Les terres ont été créées pour que chaque être vivant puisse en profiter. Ce principe se reflète dans l'accord du « bol à une seule cuillère » qui vise à prendre seulement ce dont nous avons besoin afin de préserver notre terre pour les générations futures, en laissant suffisamment aux autres en guise de respect et de bienveillance, tout en la maintenant propre par sa revitalisation, en vue des générations à venir.

L'ensemble des propriétés du Toronto Catholic District School Board se situent sur les terres traditionnelles des peuples Anishinabés, de la Confédération de Haudenosaunis, et des peuples Wendats. Nous reconnaissons que le territoire ciblé dans le Traité 13 appartient à la Première Nation des Mississaugas de Credit. Nous écoutons également les échos de leurs prières envers le Créateur et le respect de la beauté de notre Terre nourricière, tout en nous efforçant d'apprendre et de nous référer à la sagesse issue des traditions des Premières Nations, Inuit et Métis.

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AGENDA

REGULAR MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION

Markus de Domenico, Chair Kevin Morrison, Vice Chair

Thursday, January 30, 2025

7:00 P.M.

	Pages
1. Call to Order	
2. Memorials and Opening Prayer	
3. Land Acknowledgement	
4. Singing of O Canada	
5. Roll Call and Apologies	
6. Approval of the Agenda	
7. Reports from Private Session	
8. Notices of Motions	
9. Declarations of Interest	
10. Approval and Signing of Minutes of the Previous Meetings	
10.a Special Board (Student Achievement) Held December 5, 2024	1 - 4
10.b Special Board (Corporate Services) Held December 11, 2024	5 - 8
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11.	Member Statements	
12.	Presentations	
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18.	Matters recommended by Statutory Committees of the Board	
18.a	Recommendation to Board from the Special Education Advisory Committee	36 - 40
	Modified School Days, Denial of Education	
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	Special Education Plan December 2024	
	Sections for Discussion:	
	5. Special Education Staff;	
	6. Specialized Equipment; and	
	7. Transportation for Students with Special Education Needs was unanimously passed.	

19.	Matters referred/deferred from Committees/Board	
	<u>From the January 16, 2025 Corporate Services Committee Meeting</u>	
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20.	Reports of Officials for the Information of the Board of Trustees	
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21.f	Toronto Catholic District School Board (TCDSB) Resolutions for Ontario Catholic School Trustees' Association (OCSTA) 2025 Annual General Meeting	119 - 130
22.	Reports from External Committees / Organizations	
23.	Listing of Communications	
23.a	From the Political Action Ad Hoc Committee: Approved Minutes of Meeting Held February 28, 2024	131 - 135
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23.c	From the Special Education Advisory Committee: Approved Minutes of Meeting Held December 4, 2024	145 - 156

23.d	From the Catholic Parent Involvement Committee: Approved Minutes of Meeting Held December 9, 2024	157 - 161
24.	Inquiries	
25.	Updating of Pending Lists	
25.a	Master Pending List and Rolling Calendar	162 - 171
25.b	Annual Report	172 - 175
26.	Closing Prayer	
27.	Adjournment	

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

HELD THURSDAY, DECEMBER 05, 2024

STUDENT ACHIEVEMENT

PRESENT:

Trustees:

M. de Domenico, Chair of the Board
K. Morrison, Vice-Chair of the Board
F. D'Amico, Chair of the Committee
A. Kennedy, Vice Chair of the Committee
N. Crawford
M. Del Grande - Virtual
J. Martino
M. Rizzo
G. Tanuan

Student Trustees:

R. Da Silveira
J. Goodluck

Staff:

D. Boyce
A. Della Mora
R. Putnam
S. Campbell
A. Ceddia
C. Fernandes
A. Bria
M. Caccamo
F. Cifelli

R. D'Addario
G. Danfulani
L. DiMarco
K. Dixon
R. Fernandes
M. Meehan
R. Peterson
S. Vlahos

S. Harris, Recording Secretary
S. Adaikpoh, Assistant Recording Secretary

5. Roll Call and Apologies

Trustees Di Giorgio, Li Preti and Lubinski were absent.

8. Declarations of Interest

There were none.

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

MOVED by Trustee Kennedy, seconded by Trustee D'Amico, that all Items discussed in PUBLIC Session be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico

Del Grande
Kennedy
Martino
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Kennedy
Martino
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

SECRETARY

CHAIR

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

HELD WEDNESDAY, DECEMBER 11, 2024

Corporate Services

PRESENT:

Trustees:

M. de Domenico, Chair of the Board
K. Morrison, Vice-Chair of the Board – Virtual
M. Rizzo – Chair of the Committee
J. Martino – Vice-Chair of the Committee
N. Crawford
F. D’Amico
M. Del Grande – Virtual
A. Kennedy
I. Li Preti
T. Lubinski – Virtual

Student Trustee:

J. Goodluck

Staff:

B. Browne
D. Boyce
A. Della Mora
R. Putnam
A. Ceddia
L. Coulter
M. Damad
A. Bria
M. Farrell

M. Loberto
M. Zlomislic

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

5. Roll Call and Apologies

Apologies were extended on behalf of Trustee Tanuan and Student Trustee Da Silveira. Trustee Di Giorgio was absent.

8. Declarations of Interest

There were none.

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

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that all matters dealt with in PUBLIC and PRIVATE Sessions be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

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

Morrison
Rizzo

The Motion was declared

CARRIED

Student Trustee Goodluck wished to be recorded as voted in favour.

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Kennedy
Li Preti
Lubinski
Martino
Morrison
Rizzo

The Motion was declared

CARRIED

Student Trustee Goodluck wished to be recorded as voted in favour.

SECRETARY

CHAIR

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

HELD THURSDAY, DECEMBER 12, 2024

PRESENT:

Trustees:

M. de Domenico – Chair
K. Morrison – Vice Chair
N. Crawford
F. D’Amico – Virtual and In Person
M. Del Grande
D. Di Giorgio - Virtual
A. Kennedy
I. Li Preti
T. Lubinski – Virtual and In Person
J. Martino
M. Rizzo
G. Tanuan

Student Trustees:

R. Da Silveira - Virtual
J. Goodluck

Staff:

B. Browne
A. Della Mora
D. Boyce
R. Putnam
S. Campbell

A. Ceddia
L. Coulter
C. Fernandes
M. Damad
P. Aguiar
A. Bria
F. Cifelli
G. Danfulani
L. Di Marco
K. Dixon
M. Farrell
M. Loberto
M. Meehan
R. Peterson
S. Vlahos
R. Walo
M. Zlomislic

S. Harris, Recording Secretary

S. Hinds-Barnett, Assistant Recording Secretary

1. Call to Order

The Chair, on behalf of the Board, extended congratulations to the recent appointment of His Eminence Archbishop Frank Leo, Metropolitan Archbishop of Toronto, to the College of Cardinals in the Vatican City, at the Consistory presided over by His Holiness Pope Francis.

Trustee Lubinski left the virtual room and joined the horseshoe at 7:11 pm.

6. Approval of the Agenda

MOVED by Trustee Rizzo, seconded by Trustee Martino, that the Agenda, as amended to include the Addendum, Member Statements: Items 11b) From Trustee Rizzo regarding St. Jerome Catholic School Intermediate Boys Volleyball Team named 2024 Intermediate Volleyball Champions; and 11c)

From Trustee Del Grande regarding His Response to the Chair's Member Statement Concerning Board Censure; and the reordering of Item 12c) Presentation From the Student Trustee(s) after all other Items of Business have been completed.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Student Trustee Da Silveira wished to be recorded as voted in favour.

7. Reports from Private Session

There was no PRIVATE Session.

9. Declarations of Interest

There were none.

10. Approval and Signing of Minutes of the Previous Meetings

MOVED by Trustee Martino, seconded by Trustee Tanuan, that Items 10a), 10b), 10c) and 10d) be adopted as follows:

- 10a) Special Board (Student Achievement) Held November 7, 2024** approved;
- 10b) Special Board (Corporate Services) Held November 14, 2024** approved;
- 10c) Caucus Held November 18, 2024** approved; and
- 10d) Regular Board Held November 21, 2024** approved.

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

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

Opposed

Kennedy
Rizzo

The Motion was declared

CARRIED

Student Trustee Da Silveira wished to be recorded as voted in favour.

MOVED by Trustee Lubinski, seconded by Trustee Crawford, that the Agenda, as amended to include Item 11d) Member Statement from Trustee Lubinski regarding her Attendance at the recent Consistory Elevating Archbishop Frank Leo to Cardinal, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

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

Rizzo

The Motion was declared

CARRIED

Student Trustee Da Silveira wished to be recorded as voted in favour.

11. Member Statements

- 11a) Board Censure of Trustee Del Grande - Trustee de Domenico, Chair;**
- 11b) From Trustee Rizzo regarding St. Jerome Catholic School Intermediate Boys Volleyball Team named 2024 Intermediate Volleyball Champions;**
- 11c) From Trustee Del Grande regarding His Response to the Chair's Member Statement Concerning Board Censure; and**
- 11d) From Trustee Lubinski regarding her Attendance at the recent Consistory Elevating Archbishop Frank Leo to Cardinal.**

12. Presentations

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

- 12a) From the Chair of the Board** received.

The Motion was declared

CARRIED

MOVED by Trustee Morrison, seconded by Trustee Kennedy, that Item 12b) be adopted as follows:

- 12b) From the Director of Education** received.

The Motion was declared

CARRIED

MOVED by Trustee Morrison, seconded by Trustee Crawford, that Item 12d) be adopted as follows:

- 12d) **From Ontario Association of Parents in Catholic Education (OAPCE) Year-End Report 2023-2024 and Membership Overview and Benefits - Joe Perri and Annalisa Crudo-Perri Co-Executive Directors, OAPCE** received.

The Motion was declared

CARRIED

13. Delegations

MOVED by Trustee Morrison, seconded by Trustee Crawford, that Item 13a) be adopted as follows:

- 13a) **From Robert Mignella regarding Trustee Del Grande's St. Michael Prayer Proposal** received.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Student Trustee Da Silveira wished to be recorded as voted in favour.

- 13b) **From Renato Fallico regarding Trustee Del Grande's Motion to Permit Prayer to St. Michael before all Toronto Catholic District School Board (TCDSB) Meetings** absent.

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

- 13c) **From Katherine Mader regarding Mandatory Recitation of Prayer to St. Michael the Archangel** received.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Student Trustee Da Silveira wished to be recorded as voted in favour.

Trustee D'Amico left the virtual room and joined the horseshoe at 7:57 pm.

14. Consideration of Motions For Which Previous Notice Has Been Given

MOVED by Trustee Del Grande, seconded by Trustee Tanuan, that Item 14a) be adopted as follows:

14a) From Trustee Del Grande regarding Prayer to St. Michael the Archangel that:

WHEREAS: Archangel Michael is God's top angel, leading all the angels in heaven. He is also known as St. Michael. Michael means "Who is like God?" St. Michael's main characteristics are exceptional strength and courage. Michael fights for good to prevail over evil and empowers believers to set their faith in God on fire with passion. He protects and defends people who love God. The faithful often implore St. Michael's help to gain the courage they need to overcome their fears, obtain strength to resist temptations to sin and instead do what is right and stay safe in dangerous situations. St. Michael holds the distinction of being featured more often than any other named angel in major religious texts. The Torah, Bible, and Qur'an all mention Michael. The Bible describes Michael in Revelation 12:7-12 leading armies of angels that battle Satan and his demons during the world's last conflict. The Bible says Michael and angelic troops finally emerge victorious, which also mentions in 1 Thessalonians 4:16 that Michael will accompany Jesus Christ when he returns to Earth;

WHEREAS: St. Michael The Archangel is the Patron Saint of the Archdiocese of Toronto;

WHEREAS: The Archdiocese of Toronto led by Archbishop Emeritus Cardinal Thomas Collins and Archbishop Cardinal-Designate Francis Leo have

encouraged all parishes to recite the St. Michael Prayer in Sunday Masses across the Archdiocese; and

WHEREAS: The Toronto Catholic District School Board (TCDSB) has not formally approved of the Prayer to St. Michael The Archangel at its meetings.

THEREFORE BE IT RESOLVED THAT: The Prayer to St. Michael The Archangel will be recited in public at least once a month at any Board Committee and/or Board Meeting.

Student Trustee Goodluck joined the horseshoe at 8:01 pm and left at 8:03 pm.

MOVED in AMENDMENT by Trustee Tanuan, seconded by Trustee Del Grande, that the St. Michael Archangel prayer be recited at each school, each Friday or the last day of the school week.

Student Trustee Goodluck returned to the horseshoe at 8:06 pm.

Trustee Li Preti left the horseshoe at 8:20 pm and returned at 8:24 pm.

MOVED in AMENDMENT to the AMENDMENT by Trustee Crawford, seconded by Trustee Morrison, that “recited” before “at each school” be struck out and replaced with “invited to recite”.

Results of the Vote taken on the AMENDMENT to the AMENDMENT

In Favour

Trustees Crawford
de Domenico
Del Grande
Morrison
Tanuan

Opposed

D’Amico
Di Giorgio
Kennedy
Li Preti
Lubinski
Martino
Rizzo

The AMENDMENT to the AMENDMENT was declared

FAILED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in opposition.

Time expired.

The Chair put the question, “Is it the will of the meeting to extend debate for 15 minutes?”

Results of the Vote taken on Extension of Time, as follows:

In Favour

Opposed

Trustees Crawford
D’Amico
de Domenico
Del Grande
Lubinski
Morrison
Rizzo
Tanuan

Di Giorgio
Li Preti
Kennedy
Martino

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

The debate was extended by 15 minutes, as per Article 11.6.3.1 of the TCDSB’s By-law.

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

In Favour

Trustees Crawford
Del Grande
Lubinski
Tanuan

Opposed

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

The AMENDMENT was declared

FAILED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in opposition.

Time expired.

The Chair put the question, "Is it the will of the meeting to extend debate for a further 15 minutes?"

Results of the Vote taken on Extension of Time, as follows:

In Favour

Trustees Crawford
Morrison
Rizzo
Tanuan

Opposed

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

Lubinski
Martino

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in opposition.

The debate was not extended for a further 15 minutes.

MOVED by Trustee Del Grande, seconded by Trustee Li Preti, that the Question be Called.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Kennedy
Li Preti
Lubinski
Martino
Morrison
Tantuan

Rizzo

The Motion was declared

CARRIED

Trustee Di Giorgio did not vote/respond.

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

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

In Favour

Opposed

Trustees Crawford
de Domenico
Del Grande
Li Preti
Lubinski
Martino
Morrison
Tanuan

D'Amico
Kennedy
Rizzo

The Main Motion was declared

CARRIED

Trustee Di Giorgio did not vote/respond.

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

Trustee Lubinski left the horseshoe at 9:01 pm.

14. Consent and Review

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

- 17a) Consideration of Motion from Trustee Di Giorgio regarding Delegation – Trustee Di Giorgio; and
- 18a) Director's Annual Report 2023-2024– Trustee Crawford

Trustee Del Grande left the meeting at 9:03 pm.

MOVED by Trustee Rizzo, seconded by Trustee Martino, that the Items not held be received.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

ITEMS NOT HELD AS CAPTURED IN ABOVE MOTION

Listing of Communications

- 23a) From the Catholic Parent Involvement Committee: Approved Minutes of Meeting Held November 11, 2024; and
- 23b) From the Special Education Advisory Committee: Approved Minutes of Meeting Held November 13, 2024;

- 25a) Master Pending List and Rolling Calendar; and
- 25b) Annual Report

The Chair declared a 15-minute recess.

The meeting resumed with Trustee de Domenico in the Chair and no change to the Roll Call, except for Trustee Lubinski joining virtually.

Trustee Kennedy joined the horseshoe at 9:28 pm.

17. Matters Referred/Deferred from Committees/Board

From the November 21, 2024 Regular Board Meeting

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

17a) From Trustee Di Giorgio regarding Delegation that:

WHEREAS: In my experience at the Board, delegations have been permitted on Agenda items. More specifically, at the same meeting at which a decision was expected to be made;

WHEREAS: Staff has taken the position that the existing boundary review policy only allows for public input (i.e. delegations or written submissions) at a meeting prior to the meeting where a decision is intended to be made;

WHEREAS: My understanding of the policy is that there is nothing which explicitly states that stakeholders not be permitted to delegate at the meeting at which the item will be considered (i.e. a decision is expected to be made);

WHEREAS: I am not sure what the intent of Board members was when this policy was created but I do not agree with Staff's interpretation of the policy;

WHEREAS: I believe not letting stakeholders delegate at the meeting where a decision is scheduled to be made weakens public input and is counterintuitive; and

WHEREAS: I believe our Delegation Policy permits delegations at any public meeting, assuming relevant submission deadlines are met. Therefore, this does not require a policy revision;

THEREFORE BE IT RESOLVED THAT: The Board of Trustees confirm to Staff that delegations related to an Agenda item, including but not limited to boundary review related items, be permitted at any public meeting assuming the requirements of our Delegation Policy have been met.

MOVED by Trustee Martino, seconded by Trustee Di Giorgio, that the Item be referred to the Governance and Policy Committee for consideration.

Results of the Vote taken on Referral, as follows:

In Favour

Opposed

Trustees D'Amico
de Domenico
Di Giorgio
Kennedy
Lubinski
Martino
Morrison
Rizzo
Tanuan

Crawford
Li Preti

The Referral Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

Trustee Di Giorgio left the meeting at 9:44 pm.

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

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

18a) Director’s Annual Report 2023-2024 received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D’Amico
de Domenico
Kennedy
Li Preti
Lubinski
Martino
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

Trustee Lubinski left the virtual room and returned to the horseshoe at 9:47 pm.

12. Presentations

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

12c) From the Student Trustee(s) received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Kennedy
Li Preti
Lubinski
Martino
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

27. Adjournment

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Kennedy
Li Preti
Lubinski
Martino
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

SECRETARY

CHAIR



Chair's Monthly Report

January 2025

Highlights from January include:

- Attending the **Annual Meeting of the Chairs and Directors of Education** from all of the Catholic School Boards within the **Archdiocese of Toronto** with **Cardinal Leo** and the Episcopal Board
- Attending the Mass of Thanksgiving – giving thanks for the elevation of His Eminence **Cardinal Frank Leo** to the **College of Cardinals** at **St. Michael's Cathedral Basilica**
- Vice Chair Morrison delivering greetings at the **Tamil Heritage Month** Celebration at **St. John Paul II Secondary School**
- Along with the Director and Trustees participating at the **OCSTA 2025 Catholic Trustee Seminar**
- A joint statement advocating for a stronger **Youth-Friend City Budget** was presented to Mayor Chow and members of Toronto City Council on behalf of the Toronto Youth Cabinet, the Toronto District School Board, and the Toronto Catholic District School Board
- Attending the **Black History Launch** at the **CEC**
- Attending and delivering greetings at the **Intermediate Leadership in Training Event (i-LITE)** at **Monsignor Percy Johnson Catholic Secondary School**



Director's Monthly Report

January 2025

The month of January represents rebirth and recommitments as we enter a new year with faith and hope for the year ahead. We get to re-set our priorities, align our commitments, and strive to be better versions of ourselves so that we can serve others. We wish everyone in our TCDSB community the very best for 2025 for health, happiness, and hope.

This year is particularly special as Catholics as we celebrate 2025 as a Jubilee year here in Toronto and throughout the world! Rome is buzzing already as the Holy Doors at St. Peter's, St. John Lateran, St. Paul Outside the Walls, and St. Mary Major Basilicas are all opened during this Jubilee year for pilgrims as Rome expects over five million visitors this year specific to the Jubilee year. We look forward to marking this important Jubilee throughout the year in the TCDSB and Archdiocese.

January represents the conclusion of first term in our secondary schools as culminating activities, exams, presentations and performances dominate our courses. Students and staff are working together to support our students' success during this important time of year, leading up to the transition to second semester at the end of the month. Winter athletics are in full swing, and rehearsals for spring concerts, plays, and performances are taking place in classes and on stages throughout the system. We continue to thank our staff and community volunteers who give so much of their time and talents to provide these opportunities for our students.

January also provided the opportunity for professional development and strengthening collegial connections across the province both for Trustees and senior staff. Catholic Trustees from all 29 school boards gathered for their winter professional seminar series where staff proudly presented our TCDSB Pastoral Plan as a workshop, and trustees were represented on a panel discussing the provincial performance appraisal process. School Board Directors and CFOs from all 71 school boards in Ontario for the annual CEO/CFO conference where important discussions about common issues, commitments, and advocacy for education took place with one another, provincial organizations, and government officials. We continue to participate in and lead these important conversations on behalf of the TCDSB, Catholic education, and publicly funded education in Ontario.

We also look forward to welcoming new students and families to the TCDSB in January with our Kindergarten registration! Our schools are places of welcome as we recognize the importance of putting our “best foot forward” when bringing new students and families into our TCDSB family. Thank you for encouraging anyone who is considering registering to do so as soon as possible during this registration period as this helps us plan our staffing and school organization for the year ahead!

January is an important month to reflect on what has been accomplished to date, while looking ahead at how much more there is to do. We are blessed by the opportunity to serve so many students and families in Catholic education and continue to embrace our responsibility as leaders here in the city and throughout the province.

Stay warm!

In the month of **January**, we celebrate **Courage** as the **Virtue of the Month for January** and recognize important observances such as: Tamil Canadian Heritage Month, World Day of Peace, Epiphany, Eastern Rite Christmas, Eastern Rite New Year, Dr. Martin Luther King Jr. Day, Lunar New Year (Buddhist, Daoist, Confucian), International Day of Education, Family Literacy Day, International Holocaust Remembrance Day, Bell Let’s Talk Day, Family Literacy Day, and Kindergarten Registration

Highlights from January include:

- Attending the **Annual Meeting of the Chairs and Directors of Education** from all of the Catholic School Boards within the **Archdiocese of Toronto with Cardinal Leo** and the Episcopal Board
- Attending the Leaders in **Catholic Education Mass of Thanksgiving** for Frank Cardinal Leo at **St. Michael's Cathedral Basilica**
- School visits: **St. Leo Catholic elementary School and St. Ambrose Catholic Elementary School**
- Delivering greetings at the **Tamil Heritage Month Celebration** at **St. John Paul II Secondary School**
- Participating at the **OCSTA 2025 Catholic Trustee Seminar** along with the Chair and Trustees

- **Leading a workshop on the TCDSB Pastoral Plan** at the OCSTA Catholic Trustee Seminar
- Attending the **Annual CODE (Council of Ontario Directors of Education) CEO/CFO Conference** with all Directors and CFOs from across Ontario
- Attending the annual **Make Happy Tummies** (formerly called Toonies for Tummies) arranged by The Grocery foundation at St. Augustine Catholic elementary School
- Attending the **Black History Launch at the CEC**
- Attending and delivering greetings at the **Intermediate Leadership in Training Event (i-LITE) at St. Patrick Secondary Catholic School**
- Connecting with our TCDSB Community through our “**Lunch with the Director**” series live streamed on Facebook and YouTube this month

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.



*JoyGold Goodluck & Ruben Da Silveira
TCDSB Student Trustees*

E-mails: ruben.dasilveira@tcdsb.org ashionyeduejoygold.goodluck@tcdsb.org

To: Regular Board Meeting, January 30, 2025

From: Student Trustees Goodluck & Da Silveira

Subject: Consideration of Motion - Student Trustee Recognition and Records

MOVED BY: Trustee Rizzo

SECONDED BY: Trustee Morrison

ON BEHALF OF: Student Trustees JoyGold Goodluck and Ruben Da Silveira

WHEREAS: The Education Act of Ontario recognizes Student Trustees as elected representatives of students on school boards; and

WHEREAS: Student Trustees have been part of the Toronto Catholic District School Board for several decades; and

WHEREAS: Student Trustees advocate and serve as a voice for students at the Board; and

WHEREAS: Student Trustees have significantly contributed and participated in notable board wide, and even citywide initiatives; and

WHEREAS: Present and future Student Trustees take inspiration from previous work, accomplishments, and initiatives of past student trustees to enhance their contributions to the Board.

WHEREAS: Keeping clear history of Student Trustees can display representation and encouragement for Grade 10 students thinking about applying for the position; and

WHEREAS: There is no history, no records kept, or photos of past Student Trustees at the Board.

THEREFORE BE IT RESOLVED THAT: The Director of Education be requested to prepare a report on officially recognizing Student Trustees via photo gallery of Student Trustees; maintenance of board records of Student Trustees; creation of archival information on Student Trustees.



REPORT TO

REGULAR BOARD

RECOMMENDATION TO BOARD FROM THE SPECIAL EDUCATION ADVISORY COMMITTEE

We ought therefore to show hospitality to such people so that we may work together for the truth. 3 John 1:8

Drafted

December 5, 2024

S. Harris – Recording Secretary
S. Adaikpoh – Assistant Recording Secretary

Meeting Date

January 30, 2025

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

This report provides the Board of Trustees with a recommendation from the **SPECIAL EDUCATION ADVISORY COMMITTEE**.

The cumulative staff time required to prepare this report was 0.5 hours.

B. PURPOSE

1. The purpose of this report is to provide the Board of Trustees with a recommendation from the Special Education Advisory Committee (SEAC).

C. BACKGROUND

1. On 2024-12-04, the Special Education Advisory Committee met.
2. At that meeting, there was a recommendation proposed to the Board of Trustees.

D. EVIDENCE/RESEARCH/ANALYSIS

The Special Education Advisory Committee met on 2024-12-04 and a motion regarding Agenda Item 18a) Consideration of Motion from SEAC regarding Modified School Days, Denial of Education was unanimously passed.

E. SPECIAL EDUCATION ADVISORY COMMITTEE RECOMMENDATION TO THE BOARD OF TRUSTEES

The Special Education Advisory Committee recommends to the Board of Trustees that the following be approved:

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

WHEREAS: Modifying a special need student's school day denies them the ability to participate in their school community, interact with their peers and bond the school community with their home and parish;

WHEREAS: Educating all students is the primary purpose of this school board and the publicly funded education system in Ontario;

WHEREAS: Time spent out of class for any student creates a gap in their education that needs to be closed so they may keep up with their peers. The more time out of class the bigger the gap and the more difficult it is to close. Closing this gap is even more difficult for a student that has a disability that affects their ability to learn. Should the gap become sufficiently large the student will not be able to close this gap regardless of supports provided at school or home and they will fail to graduate, be required to repeat a grade, be moved to a segregated Intensive Support Program (ISP) where their education gap will continue to grow, thus breaking the link with their peers and school community;

WHEREAS: The Education Act provides Principals the ability to arbitrarily shorten a special needs student school day if the resources provided by the board are not adequate to educate the student full time. See:

R.R.O. 1990, Reg. 298: OPERATION OF SCHOOLS – GENERAL

Under daily "Daily Sessions" which states:

"3. (1) The length of the instructional program of each school day for pupils of compulsory school age and pupils in full day junior kindergarten or kindergarten shall be not less than five hours a day excluding recesses or scheduled intervals between classes. R.R.O. 1990, Reg. 298, s. 3 (1); O. Reg. 78/14, s. 1 (1).

...

(3) Despite subsection (1), a board may reduce the length of the instructional program on each school day to less than five hours a day for an exceptional pupil in a special education program. R.R.O. 1990, Reg. 298, s. 3 (3).";

WHEREAS: Boards and Principals have interpreted this section of the Education Act to allow them to modify a special needs student's school day up to and including having the student remain at home for an extended period of time and allow routine late drop offs and early pick-ups by the transportation department;

WHEREAS: The Education Act does not require tracking of the frequency of this decision, documentation of the reason, steps being taken to return the student to a regular classroom to resume their education;

WHEREAS: Given the multitude of challenges a Principal encounter every day in the performance of their duties it is easy for them to not prioritize the resumption of the education and return to school full time for a student on modified days; and

WHEREAS: This Modified school days and denial of education issues as it affects special needs students is a widespread problem in public education reported by many parents and organization/associations dedicated to supporting the families of special needs students as outlined in the 2 appendices attached from Inclusion Canada and the New Brunswick Child and Youth's advocates office. It has also been brought up as an issue at Toronto Catholic District School Board Special Education Advisory Committee meetings by a Trustee;

BE IT RESOLVED THAT: Special Education Advisory Committee recommends to the board a policy be created to track special needs students and those suspected of having special needs who are on modified days, be it one day or for an extended period;

BE IT RESOLVED THAT: At the time of determining a modified days schedule will be implemented a report be prepared with key student information, school, date and involved staff and positions listed along with the reason for the decision and the plan to return the student to school full time. This report must be updated every 2 weeks throughout the school year with progress reports, changes in plans until the student returned to school full time and/or other developments make it no longer required;

BE IT RESOLVED THAT: A copy of the report and updated reports will be added to the student's Ontario Student Record (OSR), provided to parents, the Area Superintendent and Superintendent of Special Services. The Superintendents are to review the reports, delegate and follow up with their staff and others as appropriate with the goal of returning the student to school full time;

BE IT RESOLVED THAT: A summary report of the numbers of student on "modified school days" be provided to Special Education Advisory Committee and the Board of Trustees on a bi-annual basis, January and June of the school year. Showing monthly totals and year over year changes; and

BE IT RESOLVED THAT: Policy and staff be ready to implement this process by the start of the next school year.



REPORT TO

REGULAR BOARD

RECOMMENDATION TO BOARD FROM THE SPECIAL EDUCATION ADVISORY COMMITTEE

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Drafted

December 5, 2024

S. Harris – Recording Secretary
S. Adaikpoh – Assistant Recording Secretary

Meeting Date

January 30, 2025

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

This report provides the Board of Trustees with a recommendation from the **SPECIAL EDUCATION ADVISORY COMMITTEE**.

The cumulative staff time required to prepare this report was 0.5 hours.

B. PURPOSE

1. The purpose of this report is to provide the Board of Trustees with a recommendation from the Special Education Advisory Committee (SEAC).

C. BACKGROUND

1. On 2024-12-04, the Special Education Advisory Committee met.
2. At that meeting, there was a recommendation proposed to the Board of Trustees.

D. EVIDENCE/RESEARCH/ANALYSIS

The Special Education Advisory Committee met on 2024-12-04 and a motion regarding Agenda Item 16b) Special Education Plan December 2024

Sections for Discussion:

5. Special Education Staff;
6. Specialized Equipment; and
7. Transportation for Students with Special Education Needs was unanimously passed.

E. SPECIAL EDUCATION ADVISORY COMMITTEE RECOMMENDATION TO THE BOARD OF TRUSTEES

The Special Education Advisory Committee recommends to the Board of Trustees that the following be approved:

1. Mandatory professional development for bus drivers that transport students with special needs and provide ongoing support for bus driving staff should they be experiencing challenges with special needs students;
2. That the Minister of Education consider funding for special needs staff on school buses to assist with special needs students; and
3. That items 1 and 2 above be sent to the Transportation Consortium and Minister of Education



REPORT TO

CORPORATE SERVICES, STRATEGIC
PLANNING AND PROPERTY
COMMITTEE

MISTING STATION PILOT UPDATE

*"I can do all things through HIM who strengthens me."
Philippians 4:13 (NRSVCE)*

Drafted	Meeting Date
December 4, 2024	January 16, 2025

Catherine Bologna, Head, Facilities & Environmental Services
Martin Farrell, Superintendent, Environmental Support Services

INFORMATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



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Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

The report outlines the pilot project implemented in Spring 2024 and report on its effectiveness following the first year of operation.

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

B. PURPOSE

On May 4, 2023 the Board of Trustees approved a motion with respect to a pilot program for outdoor cooling misting zones to provide relief from heat at schools. The approved motion included:

- a) That Staff explore and implement a pilot project that installs an outdoor cooling mist zone system in twelve school communities (one per ward);
- b) The pilot school locations be based on lack of existing cooling options presently available;
- c) The local Trustee be consulted on the location of the installation of the outdoor cooling mist system;
- d) Staff evaluate the pilot project and consider the effectiveness and report its findings following the first year of operation;
- e) A cost of approximately \$75,000 be allocated in the budget (unspent funds to date) for outdoor cooling misting zones and considered in the budget for approval;
- f) Partnership Department explore possible sources of funding;
- g) Playground funds be considered if the cooling mist zone can be integrated into the design of approved playground improvements;

C. BACKGROUND

To provide an update to the Trustees on the evaluation and feedback received from the school administrators and to report on its findings and recommendations of the pilot.

D. EVIDENCE/RESEARCH/ANALYSIS

In March 2024, Environmental Support Services installed a pilot misting station at the following locations, in consultation with the local Trustee:

St. John Vianney	Ward 1
Father Serra	Ward 2
St. Jude	Ward 3
St. Mark	Ward 4
Sts. Cosmas & Damian	Ward 5
St. Clare	Ward 6
St. Victor	Ward 7
Sacred Heart	Ward 8
St. Thomas Aquinas	Ward 9
St. Bernard	Ward 10
St. Gerald	Ward 11
St. Richard	Ward 12

Having identified the sites, staff reviewed the various types of possible misting solutions available that would be suitable or could be adapted for a pilot. Each school site was different and posed different challenges in terms of availability of placement, water supply, electrical power, protection from vandalism and storage. Installation to satisfy these different factors would become more or less permanent and be costly to install on an individual basis.

Staff then considered a portable solution which could be used to establish the suitability of the misting station concept. The misting solution chosen provided a portable technology ideal for the pilot where investment in the high costs of installing infrastructure was not required. The misting kit chosen consisted of a portable water supply and (rechargeable) battery-operated portable pump to create a fine mist through a series of nozzles. The tubing was attached to the underside of the shade umbrellas that were installed in many school play areas.

The misting stations were used by the schools in May and June 2024. Following this period, staff surveyed the schools and received feedback from school staff and students. A number of schools appreciated being part of the pilot.

The responses varied from the twelve schools in the pilot:

- Most seem to find the portable stations were easy to set up and simple to operate.
- Being portable, it was necessary to put up and taken down when not in use to prevent damage/vandalism.
- Some comments received about the nozzle strength, mist flow and area of coverage.
- Some schools expressed concerns about losing instructional time.
- Noted the amount of time needed to cycle the multiple classes through and the need to provide equitable use.
- Students needed supervision while using the misting station, it could not be left up at recess even if not in use.
- Concerns of safety hazards from wet conditions created when students entered in the schools from getting misted outside. Need time to dry off.
- In terms of overall effectiveness for relief from heat or humidity, about half of the schools reported some benefit while the other half did not find misting to be particularly effective in providing some relief from the heat or humidity.

E. CONCLUDING STATEMENT

This report is for the information of the Board.



REPORT TO

REGULAR BOARD

CONCUSSION POLICY

I am going to bring it recovery and healing; I will heal them and reveal to them abundance of prosperity and security. Jeremiah 33:6

Drafted

November 13, 2024

Meeting Date

January 30, 2025

Derek Luk, Senior Policy Advisor

Shazia Vlahos, Chief Communications Officer, Policy, Government Relations & Strategy

Lori DiMarco, Superintendent of Curriculum Leadership and Innovation; and Academic Information and Communications Technology

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



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A. EXECUTIVE SUMMARY

To provide the Governance and Policy Committee (GAP) with a proposed updated Concussion Policy, formerly S.26, (Appendix A - Tracked and Appendix B – Clean).

The cumulative staff time required to prepare this report was 13 hours.

B. PURPOSE

The proposed updated policy addresses GAP’s direction to review “Student Facing” Curriculum and Program policies.

C. BACKGROUND

1. On March 14, 2014, the Ministry of Education issued Policy/Program Memorandum (PPM) 158 directing school boards to develop a policy on Concussions.
2. On March 7, 2018, Rowan’s Law (Concussion Safety), was enacted, setting out a framework for concussion prevention, detection, and management within amateur competitive sport.
3. As a result of Rowan’s Law, the Ministry of Education revised PPM 158 that required school boards to update Concussion policies.
4. The Concussion Policy was last reviewed in January 2019.
5. On October 1, 2024, GAP approved the review of the Concussion Policy as part of the “Student Facing” Curriculum and Program Policies to be reviewed in the 2024-2025 school year.
6. On January 7, 2025, GAP approved the proposed updates to the policy.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The policy has been updated to simplify language, reflect updated Ontario Physical and Health Education Association language, and formatted into the new policy template.

E. METRICS AND ACCOUNTABILITY

1. The policy will be reviewed every five years.

F. GAP RECOMMENDATION

GAP recommends that the proposed Concussion Policy provided in Appendix A (tracked) and Appendix B (clean), be approved.

APPENDIX A



POLICY SECTION: **SCHOOLS** Schools, Students and Learning
SUB-SECTION: **HEALTH**
POLICY NAME: **CONCUSSION POLICY**
POLICY NO: **S.26**

Date Approved: November 23, 2014	Date of Next Review: January, 2024 2030	Dates of Amendments: January 21, 2019 January 7, 2025
<p>Responsible Department: Curriculum Leadership & Innovation</p> <p>Cross References:</p> <p>Legislation:</p> <ul style="list-style-type: none"> • Education Act, S. 217 • Occupational Health and Safety Act • Rowan's Law (Concussion Safety), 2018, S.O. 2018, c. 1 - Bill 193 <p>Ministry of Education Policy/Program Memorandum:</p> <ul style="list-style-type: none"> • Policy/Program Memorandum No. 158: School Board Policies on Concussion <p>TCDSB Policy/Procedure:</p> <ul style="list-style-type: none"> • S.P.07 Athletic Physical Activities Within the Physical and Health Education Program • S.S.09 Code of Conduct <p>Other:</p> <ul style="list-style-type: none"> • The Ontario Physical and Health Education Association (OPHEA) Safety Guidelines Ontario Physical Activity Safety Standards in Education (OPASSE) • Concussion Web portal • <u>Parachute Canada Pocket Concussion Recognition Tool</u> • Ontario School Board Insurance Exchange 		
<p>Appendix Appendix A- The TCDSB Protocols for Concussions</p>		

APPENDIX A



POLICY SECTION:	SCHOOLS Schools, Students and Learning
SUB-SECTION:	HEALTH
POLICY NAME:	CONCUSSION POLICY
POLICY NO:	S.26

Policy:

Purpose:

The Toronto Catholic District School Board's (TCDSB) mission is to provide a safe and welcoming learning and working environment that is an example of Catholic community. A concussion can have a significant impact on a student's cognitive and physical abilities. Rowan's Law requires that school boards establish a protocol that describes the Board's **have a** concussion **policy** code of conduct. The TCDSB Protocols for Concussions (attached at Appendix B) will **that** ensures students, parents and staff are informed about the risk of concussions and the steps to be taken, to prevent, detect and manage concussions in schools.

The Toronto Catholic District School Board's (TCDSB) mission is to provide a safe learning and working environment for all of its students and Board employees. As such, the TCDSB is committed to prevent and address concussions that occur at the schools and all Board offices. TCDSB Protocols for Concussions will align with current legislation.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This policy supports student health and well-being, and in the implementation of the protocol, extends to staff members, volunteers, students and their family members. The Director of Education **with support from** is responsible for this policy and the Protocols for Concussions. Superintendents, Principals and Teachers supervising students are responsible for ensuring the procedures are followed.

APPENDIX A



POLICY SECTION:	SCHOOLS Schools, Students and Learning
SUB-SECTION:	HEALTH
POLICY NAME:	CONCUSSION POLICY
POLICY NO:	S.26

Alignment with MYSP:

~~Strengthening Public Confidence~~

~~Fostering Student Achievement and Well-Being~~

~~Providing Stewardship of Resources~~

Regulations:

1. ~~The Director of Education through the Health and Physical Education Department (HPE)~~ **Curriculum Leadership & Innovation Department** shall maintain and revise as required a Protocols for Concussions. ~~that implements the policy and protocol.~~ The protocol shall include the following:
 - a. Concussion Education that will:
 - i. focus on awareness
 - ii. empower students to speak up if a concussion is suspected.
 - iii. Include strategies for sharing information on the seriousness of concussions, on concussion prevention, identification and management with students, parents, board employees, administrators, educators, school staff, volunteers, doctors and nurse practitioners and community-based organizations.
 - b. Guidelines to help prevent the occurrence of a concussion.
 - c. Measures and procedures for recognizing that a concussion has taken place
 - d. Guidelines to direct the appropriate level of response depending on the signs and symptoms that are prevalent at the time of a suspected

APPENDIX A



POLICY SECTION: **SCHOOLS** Schools, Students and Learning

SUB-SECTION: **HEALTH**

POLICY NAME: **CONCUSSION POLICY**

POLICY NO: **S.26**

concussion.

- e. Protocol for return to play and for return to learn
 - f. A concussion code of conduct that outlines rules of behavior to minimize concussions while playing sport.
2. The TCDSB Health and Physical Education **Curriculum Leadership & Innovation Department** shall;
 3. **a)** provide appropriate in-servicing to school administration in the implementation of

the Protocols for Concussions.
 4. ~~The TCDSB will~~ **b)** provide concussion awareness education to all students, staff, parents/**guardians** and volunteers. ~~and School staff will take every precaution in order to prevent concussions and mild traumatic brain injuries in the workplace and school environment. School personnel will ensure that the Ontario Physical and Health Education Association (OPHEA) Safety Guidelines are adhered to prior to engaging in any athletic endeavor.~~
 5. ~~The TCDSB Health and Physical Education Department will~~ **c)** distribute to all Administrators, Athletic Representatives and Department Heads of Physical Education the current ~~OPHEA Safety Guidelines~~ **OPASSE Safety Standards** that provide guidelines to reduce the incidences of concussions.
 6. ~~The TCDSB Health and Physical Education Department will~~ **d)** provide coaches appropriate orientation to the Protocols for Concussions through a standing item at Athletic Representatives Regional Meetings in September of each school year.

APPENDIX A



POLICY SECTION:	SCHOOLS Schools, Students and Learning
SUB-SECTION:	HEALTH
POLICY NAME:	CONCUSSION POLICY
POLICY NO:	S.26

7. Each School Principal will; **a)** in-service school staff annually, in September, on the Protocols for Concussions.

8. ~~Each School Principal will~~ **b)** post the most current Pocket Concussion Recognition Tool (produced by Parachute Canada), distributed by the TCDSB Health and Physical Education Department. The tool shall be posted in all gymnasiums and a copy kept in the main office area, to assist with concussion identification.

9. All cases of suspected concussion will be addressed by the school principal or designate in consultation with the appropriate medical authorities who will be notified in the event that a concussion has been suspected.

10. In the event of suspected or confirmed concussion, schools will follow the collective team approach, as found within the Timeline of TCDSB Protocols for Concussions.

Definitions:

Concussion:

A concussion is a traumatic brain injury that causes changes in how the brain functions, leading to signs and symptoms that can emerge immediately or in the hours or days after the injury. It is possible for symptoms to take up to 7 days to appear. ~~You do NOT need to lose~~ A concussion can occur without losing consciousness.

APPENDIX A

POLICY SECTION: ~~SCHOOLS~~ Schools, Students and Learning

SUB-SECTION: HEALTH

POLICY NAME: CONCUSSION POLICY

POLICY NO: S.26

Evaluation and Metrics:

1. The policy will be reviewed every five years.
2. The School ~~TCDSB~~ Protocols for Concussions will be reviewed annually to ensure compliance with legislation and any new TCDSB policies.
3. Survey Data is received annually from schools regarding the number of concussions and the outcome.



POLICY NAME:	CONCUSSION POLICY
POLICY SECTION:	Schools, Students and Learning
DATE APPROVED:	November 23, 2014
DATE OF NEXT REVIEW:	2030
DATES OF AMENDMENTS:	January 21, 2019; January 7, 2025
RESPONSIBLE DEPARTMENT:	Curriculum Leadership & Innovation

Policy:

A concussion can have a significant impact on a student’s cognitive and physical abilities. Rowan’s Law requires that school boards have a concussion policy that ensures students, parents and staff are informed about the risk of concussions and the steps to be taken, to prevent, detect and manage concussions in schools.

The policy is in alignment with the TCDSB’s Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This policy extends to staff members, volunteers, students and their family members. The Director of Education with the support of Superintendents, Principals and Teachers are responsible for ensuring the procedures are followed.

Regulations:

1. The Curriculum Leadership & Innovation Department shall maintain and revise as required Protocols for Concussions. The protocol shall include the following:
 - a. Concussion Education that will:
 - i. focus on awareness.
 - ii. empower students to speak up if a concussion is suspected.
 - iii. include strategies for sharing information on the seriousness of concussions, on concussion prevention, identification and management with students, parents, board employees, administrators, educators, school staff, volunteers, doctors and nurse practitioners and community-based organizations.
 - b. Guidelines to help prevent the occurrence of a concussion.
 - c. Measures and procedures for recognizing that a concussion has taken

- place.
- d. Guidelines to direct the appropriate level of response depending on the signs and symptoms that are prevalent at the time of a suspected concussion.
 - e. Protocol for return to play and for return to learn.
 - f. A concussion code of conduct that outlines rules of behavior to minimize concussions while playing sport.
2. The Curriculum Leadership & Innovation Department shall;
 - a) provide appropriate in-servicing to school administration in the implementation of the Protocols for Concussions.
 - b) provide concussion awareness education to all students, staff, parents/guardians and volunteers. School staff will take every precaution in order to prevent concussions and mild traumatic brain injuries in the workplace and school environment.
 - c) distribute to all Administrators, Athletic Representatives and Department Heads of Physical Education the current OPASSE Safety Standards that provide guidelines to reduce the incidences of concussions.
 - d) provide coaches appropriate orientation to the Protocols for Concussions through a standing item at Athletic Representatives Regional Meetings in September of each school year.
 3. Each School Principal will;
 - a) in-service school staff annually, in September, on the Protocols for Concussions.
 - b) post the most current Pocket Concussion Recognition Tool (produced by Parachute Canada), distributed by the TCDSB Health and Physical Education Department. The tool shall be posted in all gymnasiums and a copy kept in the main office area, to assist with concussion identification.
 4. All cases of suspected concussion will be addressed by the school principal or designate in consultation with the appropriate medical authorities who will be notified in the event that a concussion has been suspected.
 5. In the event of suspected or confirmed concussion, schools will follow the collective team approach, as found within the Timeline of TCDSB Protocols for Concussions.

Cross References:

Legislation:

- Education Act, S.217
- Occupational Health and Safety
- Rowan's Law (Concussion Safety), 2018, S.O. 2018, c.1- Bill 193

Ministry of Education Policy/Program Memorandum:

- Policy/Program Memorandum No. 158: School Board Policies on Concussion

TCDSB Policy/Procedure:

- Physical Activities Within the Physical and Health Education Program
- Code of Conduct
- Ontario School Board Insurance Exchange

Other:

- Ontario Physical Activity Safety Standards in Education (OPASSE)
- Parachute Canada Pocket Concussion Recognition Tool

Definitions:

Concussions: A concussion is a traumatic brain injury that causes changes in how the brain functions, leading to signs and symptoms that can emerge immediately or in the hours or days after the injury. It is possible for symptoms to take up to 7 days to appear.

Evaluation and Metrics:

1. The TCDSB Protocols for Concussions will be reviewed annually to ensure compliance with legislation and any new TCDSB policies.
2. Survey Data is received annually from schools regarding the number of concussions and the outcome.
3. The policy will be reviewed every five years



REPORT TO

REGULAR BOARD

SCHOOL EXCURSIONS POLICY

I am going to bring it recovery and healing; I will heal them and reveal to them abundance of prosperity and security. Jeremiah 33:6

Drafted

November 13, 2024

Derek Luk, Senior Policy Advisor

Shazia Vlahos, Chief Communications Officer, Policy, Government Relations & Strategy

Lori DiMarco, Superintendent of Curriculum Leadership and Innovation

Meeting Date

January 30, 2025

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

To provide the Governance and Policy Committee (GAP) with proposed revisions to the School Excursions Policy, formerly S.E.01, (Appendix A - Tracked and Appendix B – Clean).

The cumulative staff time required to prepare this report was 12 hours.

B. PURPOSE

The proposed updated policy addresses GAP’s direction to review “Student Facing” Curriculum and Program policies.

C. BACKGROUND

1. The School Excursion Policy was last reviewed in April 2019
2. On October 1, 2024, GAP approved the review of the School Excursion Policy as part of the “Student Facing” Curriculum and Program Policies.
3. On January 7, 2025, GAP approved the proposed updates to the policy.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Given the recent comments from the Premier, that kids should not be at protests and should instead be in school learning, pre-existing language in the policy has been moved from the definitions section to a new regulation. Additional updates include language from the Ontario Physical and Health Education Association.

E. METRICS AND ACCOUNTABILITY

1. The policy will be reviewed every five years.

F. GAP RECOMMENDATION

1. GAP recommends that the proposed School Excursion Policy provided in Appendix A (tracked) and Appendix B (clean), be approved.



POLICY SECTION: STUDENTS Schools, Students and Learning
SUB-SECTION: EXCURSIONS
POLICY NAME: SCHOOL EXCURSIONS
POLICY NO: S.E.01

Date Approved: January, 1969	Date of Next Review: April 2024 2030	Dates of Amendments: December 2013, December 1992, January 1987, April 1985, April 2019, January 2025
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<p>Responsible Department: Curriculum Leadership & Leadership</p> <p>Cross References:</p> <p>Legislation:</p> <ul style="list-style-type: none"> • Education Act • Occupational Health and Safety Act • Ontario Highway Traffic Act <p>TCDSB Policy / Procedure:</p> <ul style="list-style-type: none"> • F.P.01 Purchasing Policy • H.M. 33 Acceptance of Hospitality or Gifts • S.M.04 Fund Raising in Schools • S.P.07 Physical Activities Within the Physical and Health Education Programs • S.S.09 Code of Conduct • School Excursion Handbook <p>Other:</p> <ul style="list-style-type: none"> • Ontario School Boards’ Insurance Exchange <p>Appendix Appendix A: The School Excursion Handbook</p>
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Policy:

Purpose:

This policy recognizes that schools will regularly have students leave the school property to enhance the achievement of the curriculum learning expectations outlined in the Ontario Curriculum and Ontario Catholic School Graduate Expectations. Experiential learning that normally occurs during excursions allows for the differentiation of instruction and enhances student achievement. The safety of students, staff, parents/**guardians** and volunteers is a priority during excursions and will be a primary consideration when organizing any school excursion.

~~The Toronto Catholic District School Board believes that well-planned educational excursions enhance the physical, emotional, social, spiritual and academic development of the student. Consistent with the TCDSB Multi-Year Strategic Plan, the Ontario Curriculum and the Ontario Catholic School Graduate Expectations, all excursions occurring at the TCDSB that have students and staff members leaving the school facility will be for educational purposes. The TCDSB is committed to an inclusive environment and strives to ensure that the classroom dynamics and activities support full participation of all students, where possible. All excursions must follow the operational procedures outlined in the School Excursion Handbook.~~

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This policy extends to staff members, volunteers, students and their family members while participating in any school-sanctioned excursion. The Director of Education is responsible for this policy and the School Excursion Handbook. Superintendents, Principals and Teachers supervising excursions are responsible for ensuring the procedures are followed.

Alignment with MYSP:

~~Living Our Catholic values~~

~~Strengthening Public Confidence~~

~~Fostering Student Achievement and Well-Being~~

Providing Stewardship of Resources

Regulations:

1. All excursions occurring at the Toronto Catholic District School Board that have students and staff members leaving the school facility will be for educational purposes aligned with the learning expectations of Ontario Curriculum and consistent with the Multi Year Strategic Plan.
2. The School Excursion Handbook of operational procedures will govern the respective aspects of this policy.
3. All excursions require the appropriate level of approval as prescribed in the School Excursion Handbook. The approval process will govern any contracts for services used in connection with the excursion.
4. All contracts will follow the process outlined in ~~F.P.-01~~ Purchasing Policy. No teacher, principal or other employee has authority to sign any contracts that may bind or obligate the Board in any way, unless expressly delegated by the Director of Education. Approval of an excursion does not constitute a delegation of authority to sign agreements, contracts, and the like, that may be required to undertake an excursion.
5. ~~Relevant information about the excursion will be provided to parents/guardians prior to obtaining permission for their child's participation.~~ Permission forms found in the School Excursion Handbook must be used to secure the permission of parents/guardians.
6. For overnight or international excursions, the principal will obtain the appropriate level of approval from the Superintendent or Director of Education. ~~Overnight and international excursions will be governed by the following:~~
 - i. ~~Only approved vendors and third party service providers identified on the Board website can be used to support an overnight or international excursion.~~

- ~~ii. The vendor will fully disclose to the principal any intention to offer remuneration, gifts or other benefits to staff members participating in a school excursion.~~
 - ~~iii. No personal profit or remuneration will be gained by any staff of the TCDSB in regards to an excursion.~~
 - ~~iv. Any proceeds offered by the vendor will be directed to reducing the cost of the excursion for students.~~
 - ~~v. No TCDSB staff member who also is a vendor for trips and excursions shall be permitted to operate a TCDSB excursion for students.~~
7. ~~The safety and supervision of all students on excursions is of utmost importance. The rules regarding safety and supervision are contained in the School Excursion Handbook.~~
8. Since an excursion is deemed to be a school-related activity, all school rules in the code of conduct will apply to students for the duration of the excursion and in those circumstances that have an impact on the school climate.
9. The principal will ensure that effective planning has occurred prior to the excursion, and that all procedural requirements are met according to the procedures outlined in the School Excursion Handbook, including matters relating to:
- ~~i. relevance to **alignment with** the curriculum, where applicable;~~
 - ii. supervision ratios;
 - iii. transportation;
 - iv. excursion itineraries/activities;

- v. student health and safety.
10. Responses to medical situations that occur on excursions must be consistent with the procedures outlined in the School Excursion Handbook. The subsequent reporting of accidents must comply with the reporting requirements:
 - i. Student Accidents – Ontario School Boards’ Insurance Exchange
 - ii. Staff Accidents – The Occupational Health and Safety Act.-
 - ~~11. On those occasions where an excursion includes a Sunday, the teacher's plan shall specify participation in the Sunday Eucharist for all students and supervisors.~~
 12. When the Board has approved an excursion, the total cost of the excursion may be funded wholly or partly from the appropriate school budgets, funds raised for the excursion in accordance with the Board’s policy, S.M. 04 Fund Raising in Schools, contributions made by individual students and/or parents/**guardians**, and costs assumed by individual students and/or parents/**guardians**.
 13. All elective personal spending by any of the participants, whether students, parents/**guardians** or staff, in preparation for or while attending any approved excursion is the responsibility of the individual; the Board cannot and does not accept any responsibility in connection with such personal expenses. Thus, the term "total cost of the excursion" as used in this policy does not include expenditures for items of a personal nature.
 - ~~14. There may be occasions when the approval of an excursion previously granted must be withdrawn. In these situations, the decision will be made by the staff person(s) responsible for the approval, as set out in the School Excursion Handbook, and only after careful thought as to what alternatives might be possible in the particular circumstances. If the approval is~~

~~withdrawn, the staff person(s) responsible for the approval shall endeavor, as soon as possible, to advise all concerned and to assist them in recovering any resulting personal loss.~~

15. In the event of a cancellation or alteration of an approved excursion, reimbursement for financial losses regarding costs contributed or assumed by students, their parents/**guardians**, or staff, is governed by the following:
 - i. the general rule is that the Board will not reimburse students, parents/**guardians**, or staff, for any financial costs contributed or assumed by them;
 - ii. when the Board itself is reimbursed for some or all of the total cost of an excursion, the Board will share equitably the amount received in proportion to the losses incurred by the participants including the Board itself, taking into consideration amounts paid, and amounts credited or rebated, directly or indirectly, to any of the participants;
 - iii. there are no circumstances in which the Board will reimburse or offer any reimbursement in respect of expenses incurred by students, parents/**guardians** or staff in connection with any private trip, or in connection with expenditures of a personal nature.
- ~~16. Reasonable attempts will be made to ensure that no student shall be prevented from participating on an excursion through inability to pay.~~
17. The Board extends to all teachers, students, and volunteer supervisors, on Board approved excursions, the same liability coverage that it would extend to them in the normal day to day operation of the school if their primary trip purpose is to supervise the students on that trip.
18. The TCDSB will not assume any liability ~~whatsoever~~ in connection with the organization, development or delivery of any private trip by staff, students, parents/**guardians** or other stakeholders that fall outside the parameters of this policy.
19. **Demonstrations and/or marches shall not be included or interpreted as excursions.**

Definitions:

Excursion

An excursion is any Board or school approved event or program which, for educational purposes, has students leaving school property. All excursions must be supervised by a teacher who is a member of the Ontario College of Teachers.

~~Excursions will include, but will not be limited to, the following:~~

- ~~i. the use of local sites;~~
- ~~ii. supplementary programs offered at a different location;~~
- ~~iii. co-instructional programs;~~
- ~~iv. one day trips within the Greater Toronto Area or beyond;~~
- ~~v. overnight excursions within Canada; and~~
- ~~vi. International trips.~~

~~Demonstrations and/or marches shall not be included or interpreted as excursions. Nonetheless, those activities in alignment with the TCDSB Multi-Year Strategic Plan, and in particular, the strategic priority of Living Our Catholic Values, may be considered by the principal in consultation with the Area Superintendent. TCDSB excursions do not include private trips.~~

Occupational Health and Safety Act

~~This legislation intends to protect workers from risks and hazards in the workplace. It sets out duties for all workplace parties and rights for workers and establishes procedures for dealing with workplace hazards.~~

Ontario Highway Traffic Act

~~This legislation applies to the provisional use of commercial and non-commercial motor vehicles on the roads and highways of Ontario, Canada. In the context of this policy, it references the transportation of students during excursions or sporting events.~~

Ontario Physical and Health Education Association (OPHEA)

OPHEA is a not-for-profit organization that champions healthy, active living in schools and communities through quality programs and services, partnerships and advocacy, and is led by the vision that all children and youth value and enjoy the lifelong benefits of healthy, active living.

~~OPHEA Safety Guidelines~~ **Ontario Physical Activity Safety Standards in Education (OPASSE)** must be followed when planning activities during all excursions.

Ontario School Boards' Insurance Exchange (OSBIE)

OSBIE is a school board owned, non-profit insurance program representing the school boards in Ontario. The primary goals of the Exchange are to insure member school boards against losses, and to promote safe school practices.

School Excursion Handbook

~~The School Excursion Handbook prescribes the operational procedures for all excursions offered at TCDSB, including administrative procedures for planning and supervising excursions, types of excursions, application and permission forms, transportation requirements, emergency planning and insurance. Safety considerations for students involved in activities during an excursion are also governed by the OPHEA safety guidelines.~~

Evaluation and Metrics:

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

- ~~1. The policy will be reviewed every five years.~~
- ~~2. The School Excursion Handbook will be reviewed annually to ensure compliance with legislation and TCDSB policies.~~



POLICY NAME:	SCHOOL EXCURSIONS
POLICY SECTION:	Schools, Students and Learning
DATE APPROVED:	January 1969
DATE OF NEXT REVIEW:	2030
DATES OF AMENDMENTS:	April 1985; January 1987; December 1992; December 2013; April 2019; January 2025
RESPONSIBLE DEPARTMENT:	Curriculum Leadership & Innovation

Policy:

The policy recognizes that schools will regularly have students leave the school property to enhance the achievement of the curriculum learning expectations outlined in the Ontario Curriculum and Ontario Catholic School Graduate Expectations. Experiential learning that normally occurs during excursions allows for the differentiation of instruction and enhances student achievement. The safety of students, staff, parents/guardians and volunteers is a priority during excursions and will be a primary consideration when organizing any school excursion.

The policy is in alignment with the TCDSB’s Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This policy extends to staff members, volunteers, students and their family members while participating in any school-sanctioned excursion. The Director of Education is responsible for this policy and the School Excursion Handbook. Superintendents, Principals and Teachers supervising excursions are responsible for ensuring the procedures are followed.

Regulations:

1. All excursions occurring at the Toronto Catholic District School Board that have students and staff members leaving the school facility will be for educational purposes aligned with the learning expectations of Ontario Curriculum and consistent with the Multi Year Strategic Plan.
2. The School Excursion Handbook of operational procedures will govern the respective aspects of this policy.
3. All excursions require the appropriate level of approval as prescribed in the School

Excursion Handbook. The approval process will govern any contracts for services used in connection with the excursion.

4. All contracts will follow the process outlined in Purchasing Policy. No teacher, principal or other employee has authority to sign any contracts that may bind or obligate the Board in any way, unless expressly delegated by the Director of Education. Approval of an excursion does not constitute a delegation of authority to sign agreements, contracts, and the like, that may be required to undertake an excursion.
5. Permission forms found in the School Excursion Handbook must be used to secure the permission of parents/guardians.
6. For overnight or international excursions, the principal will obtain the appropriate level of approval from the Superintendent or Director of Education.
7. Since an excursion is deemed to be a school-related activity, all school rules in the code of conduct will apply to students for the duration of the excursion and in those circumstances that have an impact on the school climate.
8. The principal will ensure that effective planning has occurred prior to the excursion, and that all procedural requirements are met according to the procedures outlined in the School Excursion Handbook, including matters relating to:
 - i. Alignment with the curriculum;
 - ii. supervision ratios;
 - iii. transportation;
 - iv. excursion itineraries/activities;
 - v. student health and safety.
9. Responses to medical situations that occur on excursions must be consistent with the procedures outlined in the School Excursion Handbook. The subsequent reporting of accidents must comply with the reporting requirements:
 - i. Student Accidents – Ontario School Boards’ Insurance Exchange
 - ii. Staff Accidents – The Occupational Health and Safety Act
10. When the Board has approved an excursion, the total cost of the excursion may be funded wholly or partly from the appropriate school budgets, funds raised for the excursion in accordance with the Board’s policy, Fund Raising in Schools, contributions made by individual students and/or parents/guardians, and costs assumed by individual students and/or parents/guardians.
11. All elective personal spending by any of the participants, whether students, parents/guardians or staff, in preparation for or while attending any approved excursion is the responsibility of the individual; the Board cannot and does not accept any responsibility in connection with such personal expenses. Thus, the term "total cost of the excursion" as used in this policy does not include expenditures for items of a personal nature.
12. In the event of a cancellation or alteration of an approved excursion, re-

imbursement for financial losses regarding costs contributed or assumed by students, their parents/guardians, or staff, is governed by the following:

- i. the general rule is the Board will not reimburse students, parents/guardians, /guardians or staff, for any financial costs contributed or assumed by them;
- ii. when the Board itself reimbursed for some or all of the total cost of an excursion, the Board will share equitably the amount received in proportion to the losses incurred by the participants including the Board itself, taking into consideration amounts paid, and amounts credited or rebated, directly or indirectly, to any of the participants;
- iii. there are no circumstances in which the Board will reimburse or offer any reimbursement in respect of expenses incurred by students, parents/guardians or staff in connection with any private trip, or in connection with expenditures of a personal nature.

13. The Board extends to all teachers, students, and volunteer supervisors, on Board approved excursions, the same liability coverage that it would extend to them in the normal day to day operation of the school if their primary trip purpose is to supervise the students on that trip.

14. The TCDSB will not assume any liability in connection with the organization, development or delivery of any private trip by staff, students, parents/guardians or other stakeholders that fall outside the parameters of this policy.

15. Demonstrations and/or marches shall not be included or interpreted as excursions.

Cross References:

Legislation:

- Education Act
- Occupational Health and Safety
- Ontario Highway Traffic Act

TCDSB Policy/Procedure:

- Acceptance of Hospitality or Gifts
- Code of Conduct
- Fund Raising in Schools
- Physical Activities Within the Physical and Health Education Programs
- Purchasing Policy
- School Excursion Handbook

Other:

- Ontario School Boards' Insurance Exchange

Definitions:

Excursions: An excursion in any Board or school approved event or program which, for educational purposes, has students leaving school property. All excursions must be supervised by a teacher who is a member of the Ontario College of Teachers. Excursions will include, but will be limited to, the following:

Ontario Physical and Health Education Association (OPHEA): OPHEA is a not-for-profit organization that champions healthy, active living in schools and communities through quality programs and services, partnerships and advocacy, and is led by the vision that all children and youth value and enjoy the lifelong benefits of healthy, active living. Ontario Physical Activity Safety Standards in Education (OPASSE) must be followed when planning activities during all excursions.

Ontario School Boards' Insurance Exchange (OSBIE): OSBIE is a school board owned, non-profit insurance program representing the school boards in Ontario. The primary goals of the Exchange are to insure member school boards against losses, and to promote safe school practices.

Private Trip: trips are those excursions that have not received the Board's approval, as set out in the School Excursion Handbook, and those trips for which the organizers have not applied for approval. They may involve staff and students of the Board. The Board will assume no liability whatsoever in connection with the organization, development or delivery of the excursion.

Evaluation and Metrics:

1. The policy will be reviewed every five years
2. The School Excursions Handbook will be reviewed annually to ensure compliance with legislation and TCDSB policies.



REPORT TO

REGULAR BOARD

OCCUPATIONAL HEALTH AND SAFETY POLICY

For surely I know the plans for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope - *Jeremiah 29:11*

Drafted

August 23, 2024

Marta Radic, Coordinator, Occupational Health and Safety

Nairi Kazazian, Head of Labour Relations and Occ. Health

Derek Luk, Senior Policy Advisor

Lynda Coulter, Executive Superintendent, Human Resources, Leadership, Equity

Meeting Date

January 30, 2025

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic
Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate
Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

To provide the Governance and Policy Committee (GAP) with a proposed updated Occupational Health and Safety Policy formerly, H.M. 17 (Appendix A - Tracked and Appendix B – Clean).

The cumulative staff time required to prepare this report was 7 hours.

B. PURPOSE

1. As part of the Occupational Health and Safety Act (OHSA) requirement to review this policy annually, necessary updates such as an increase in maximum fines to corporations, as well as emphasis on supervisors' duties to follow-up on health and safety concerns in a timely manner were identified.

C. BACKGROUND

1. OHSA legislates worker safety and requires that the employer prepare and review annually a written occupational health and safety policy.
2. This policy was first approved in April 2009 and was last amended in October 2023.
3. On October 26, 2023, the Occupational Health and Safety Act was amended such that maximum fines for corporations increased from \$1.5M to \$2.0M.
4. On September 3, 2024 GAP approved review of the policy.
5. On January 7, 2025, GAP approved the proposed updates to the policy.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Increased fines for organizations reflect recent amendments to the Occupational Health and Safety Act.
2. The policy is also updated based on a recommendation of the Multi-Workplace Joint Health and safety Committees to emphasize the importance of supervisors requirement to follow-up on health and safety concerns “in a timely manner.”
3. This policy has been amended in consultation with various labour partners on the Board's three Multisite Site Joint Health and Safety Committees.

E. METRICS AND ACCOUNTABILITY

1. Per OHSa requirement, the policy will be reviewed in consultation with the three Multisite Joint Health and Safety Committees on an annual basis.
2. Per OHSa requirement the policy will be posted on the Health and Safety Bulletin Board in every school and TCDSB workplace.

F. GAP RECOMMENDATION

GAP recommends that the revised Occupational Health and Safety Policy provided in Appendix A (tracked) and Appendix B (clean) be approved.



APPENDIX A
 POLICY SECTION: HUMAN RESOURCES
 SUB-SECTION: MISCELLANEOUS
 POLICY NAME: OCCUPATIONAL HEALTH AND SAFETY
 POLICY NO: H.M. 17

Date Approved: April 29, 2009	Date of Next Review: Annually 2030	Dates of Amendments: May 27, 2014 October 27, 2022 September 21, 2023 January 7, 2024
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Responsible Department: Labour Relations and Occupational Health

Cross References:

Legislation:

Occupational Health and Safety Act

TCDSB Policy / Procedure:

H.M. 37, Workplace Violence

H.M. 14, **Respectful Workplace** ~~Harassment and Discrimination~~

**Purpose
Policy**

1. This Policy is created to comply with the Occupational Health and Safety Act (OHSA) ~~Policy~~ and reinforces the Board’s commitment in maintaining an occupational health and safety program that helps to reduce workplace injuries and illness to staff, students, and visitors. ~~This.~~
2. The Toronto Catholic District School Board’s **(TCDSB)** mission is to provide a safe and welcoming learning environment that is an example of Christian community. As such, the TCDSB considers the health and safety of all employees, students, and visitors to be of paramount importance and shares concerns related to the personal suffering, property damage and financial loss associated with workplace injuries and occupational diseases.
3. The TCDSB is committed to continuous improvement towards zero workplace injuries and occupational illnesses through effective administration, supervision,



APPENDIX A

POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: OCCUPATIONAL HEALTH AND SAFETY

POLICY NO: H.M. 17

4. education, and training. ~~The TCDSB~~ **and** shall continually demonstrate by attitude and example that health and safety is an integral part of every academic, operational and core business function.
5. The Internal Responsibility System (IRS) is the cornerstone of the OHSA. The ~~Board~~ **TCDSB** and its employees share responsibility for workplace health and safety. Every Board employee regardless of job title has direct responsibility and accountability for safety as an essential part of his or her job.
6. Employees, contractors, constructors, summer students, co-op students, visitors and volunteers shall comply with the OHSA and all applicable legislation, regulations, TCDSB safety procedures and generally accepted safety standards. The TCDSB's vision is that all employees will become safety leaders by promoting the IRS, by demonstrating through attitude and behavior that safety is part of the job and by working in partnership with their immediate supervisor in recognizing, evaluating, and controlling workplace hazards and risks.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility

This Policy applies to all Board employees, contractors, summer students, co-op students, visitors, and volunteers. The Employer, through the Director of Education with the assistance of senior staff and the Occupational Health and Safety Department, is responsible for this Policy.

~~Alignment with MYSP:~~

~~Learning – Growing in Knowledge~~

~~Continue to develop a Christ-centered learning organization in pursuit of knowledge, innovation, and responsiveness.~~

~~Equity – Growing in Knowledge with Justice~~

~~Apply Catholic Social Justice to nurture a community focused on equity, diversity~~

APPENDIX A
POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS

POLICY NAME: OCCUPATIONAL HEALTH AND SAFETY

POLICY NO: H.M. 17

~~inclusion, anti-racism, and anti-oppression.~~

~~Well-Being – Growing in Knowledge with Justice and Hope~~

~~Strengthen an environment rooted in Gospel values that nurtures hope and well-being.~~

Regulations:

1. The Director of Education shall maintain an occupational health and safety program that complies with all applicable health and safety legal requirements and meets Canadian Standards Association (CSA) Standard, CAN/CSA Z100014: Occupational Health and Safety Management System.
2. The Occupational Health and Safety Department and the **Talent Management** ~~Staff Development~~ Department shall provide appropriate resources to facilitate the training of all employees with respect to their rights, duties, and responsibilities towards safety.
3. The Planning and Facilities Department shall ensure that all applicable health and safety legislation as well as TCDSB safety procedures are implemented into the planning, construction, and maintenance of buildings and facilities.
4. Supervisors shall place health and safety as a standing agenda item in all staff meetings.
5. Supervisors shall follow-up on health and safety concerns **in a timely manner**.
6. Supervisors shall ensure that staff under their jurisdiction complies with the provisions of the OHSA and TCDSB safety procedures.
7. Workers shall follow safe work procedures and report health and safety hazards to their immediate supervisor.
8. Workers shall report immediately to their supervisor all workplace-related injuries and occupational illnesses.



APPENDIX A

POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: OCCUPATIONAL HEALTH AND SAFETY

POLICY NO: H.M. 17

9. The TCDSB shall maintain Joint Health and Safety Committees (JHSC) as per the requirements outlined in the OHSA or by order from the Ministry of Labour, Immigration, Training and Skills Development (MLITSD).

10. JHSC's shall:

- a. Foster and promote the IRS by functioning effectively.
- b. Meet and inspect the physical condition of the workplace at least once a month as per the duties outlined in the OHSA and the Committee's Terms of Reference (TOR).
- c. Report to and advise the Employer ~~through written~~ **in writing** for the improvement of the health and safety of workers.
- d. Submit an annual report to the Director of Education outlining objectives, goals, activities, and accomplishments.

11. All applicable meeting minutes, inspection reports and other health and safety reports and information pertaining to a specific school shall be sent to the principal, who then shall share the information with their workers and the Catholic School Parent Council.

12. If the Catholic School Parent Council so desires, a school may be inspected once per year by the Catholic School Parent Council executive or equivalent representative group of members of the local community and the principal at a mutually agreed time.

Financial Impact:

13. Maximum fine for a contravention of the Occupational Health and Safety Act is ~~\$2,000,000.00~~ **\$1,500,000.00** for a corporation, fine up to \$1,500,000.00 for a director or officer of a corporation and /or up to 12 months imprisonment, and a fine up to \$500,000.00 for an individual and / or up to 12 months imprisonment.

APPENDIX A
POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS

POLICY NAME: OCCUPATIONAL HEALTH AND SAFETY

POLICY NO: H.M. 17

14. There are Workplace Safety and Insurance Board (WSIB) medical and benefit costs and fines for Employers associated with workplace injuries and illnesses to staff with fines ranging from up to \$25,000.00 for individuals and up to \$500,000.00 for corporations. There are also potential legal costs associated with student and third party injuries and illness occurring on school board property.

Evaluation and Metrics:

This Policy shall be reviewed annually by staff in consultation with the Board's three Multisite Joint Health and Safety Committees. This will ensure that this Policy remains current, is responsive to the health and safety obligations of the Board and reflects Ontario's health and safety legislation.

Staff will provide an annual report on Policy **the** H.M. 17, Occupational Health and Safety Policy, regarding the status of Health and Safety within the Toronto Catholic District School Board.

APPENDIX B



POLICY NAME:	OCCUPATIONAL HEALTH AND SAFETY
POLICY SECTION:	Human Resources
DATE APPROVED:	April 29, 2009
DATE OF NEXT REVIEW:	2030
DATES OF AMENDMENTS:	May 27, 2014; October 27, 2022; September 21, 2023; January 7, 2025
RESPONSIBLE DEPARTMENT:	Labour Relations and Occupational Health

Policy:

This Policy is created to comply with the Occupational Health and Safety Act (OHSA) and reinforces the Board's commitment in maintaining an occupational health and safety program that helps to reduce workplace injuries and illness to staff, students, and visitors.

The Toronto Catholic District School Board's (TCDSB) mission is to provide a safe and welcoming learning environment that is an example of Christian community. As such, the TCDSB considers the health and safety of all employees, students, and visitors to be of paramount importance and shares concerns related to the personal suffering, property damage and financial loss associated with workplace injuries and occupational diseases.

The TCDSB is committed to continuous improvement towards zero workplace injuries and occupational illnesses through effective administration, supervision, education, and training and shall continually demonstrate by attitude and example that health and safety is an integral part of every academic, operational and core business function.

The Internal Responsibility System (IRS) is the cornerstone of the OHSA. The TCDSB and its employees share responsibility for workplace health and safety. Every Board employee regardless of job title has direct responsibility and accountability for safety as an essential part of his or her job.

Employees, contractors, constructors, summer students, co-op students, visitors and volunteers shall comply with the OHSA and all applicable legislation,

regulations, TCDSB safety procedures and generally accepted safety standards.

The TCDSB's vision is that all employees will become safety leaders by promoting the IRS, by demonstrating through attitude and behavior that safety is part of the job and by working in partnership with their immediate supervisor in recognizing, evaluating, and controlling workplace hazards and risks.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This Policy applies to all Board employees, contractors, summer students, co-op students, visitors, and volunteers. The Employer, through the Director of Education with the assistance of senior staff and the Occupational Health and Safety Department, is responsible for this Policy.

Regulations:

1. The Director of Education shall maintain an occupational health and safety program that complies with all applicable health and safety legal requirements and meets Canadian Standards Association (CSA) Standard, CAN/CSA Z100014: Occupational Health and Safety Management System.
2. The Occupational Health and Safety Department and the Talent Management Department shall provide appropriate resources to facilitate the training of all employees with respect to their rights, duties, and responsibilities towards safety.
3. The Planning and Facilities Department shall ensure that all applicable health and safety legislation as well as TCDSB safety procedures are implemented into the planning, construction, and maintenance of buildings and facilities.
4. Supervisors shall place health and safety as a standing agenda item in all staff meetings.
5. Supervisors shall follow-up on health and safety concerns in a timely manner.
6. Supervisors shall ensure that staff under their jurisdiction complies with the provisions of the OHSA and TCDSB safety procedures.
7. Workers shall follow safe work procedures and report health and safety hazards to their immediate supervisor.
8. Workers shall report immediately to their supervisor all workplace-related injuries and occupational illnesses.
9. The TCDSB shall maintain Joint Health and Safety Committees (JHSC) as per the requirements outlined in the OHSA or by order from the Ministry of Labour, Immigration, Training and Skills Development (MLITSD).

10. JHSCs shall:

- a. Foster and promote the IRS by functioning effectively.
- b. Meet and inspect the physical condition of the workplace at least once a month as per the duties outlined in the OHSA and the Committee's Terms of Reference (TOR).
- c. Report to and advise the Employer in writing for the improvement of the health and safety of workers.
- d. Submit an annual report to the Director of Education outlining objectives, goals, activities, and accomplishments.

11. All applicable meeting minutes, inspection reports and other health and safety reports and information pertaining to a specific school shall be sent to the principal, who then shall share the information with their workers and the Catholic School Parent Council.

12. If the Catholic School Parent Council so desires, a school may be inspected once per year by the Catholic School Parent Council executive or equivalent representative group of members of the local community and the principal at a mutually agreed time.

13. Maximum fine for a contravention of the Occupational Health and Safety Act is \$2,000,000.00 for a corporation, fine up to \$1,500,000.00 for a director or officer of a corporation and /or up to 12 months imprisonment, and a fine up to \$500,000.00 for an individual and / or up to 12 months imprisonment.

14. There are Workplace Safety and Insurance Board (WSIB) medical and benefit costs and fines for Employers associated with workplace injuries and illnesses to staff with fines ranging from up to \$25,000.00 for individuals and up to \$500,000.00 for corporations. There are also potential legal costs associated with student and third party injuries and illness occurring on school board property.

Cross References:

Legislation:

- Occupational Health and Safety Act

TCDSB Policy / Procedure:

- Workplace Violence
- Respectful Workplace

Evaluation and Metrics:

This Policy shall be reviewed annually by staff in consultation with the Board's three Multisite Joint Health and Safety Committees. This will ensure that this Policy

remains current, is responsive to the health and safety obligations of the Board and reflects Ontario's health and safety legislation.

Staff will provide an annual report on the Occupational Health and Safety Policy, regarding the status of Health and Safety within the Toronto Catholic District School Board.



REPORT TO

REGULAR BOARD

WORKPLACE VIOLENCE POLICY

The fruit of the righteous is a tree of life, but violence takes lives away - *Proverbs 11:30*

Drafted

August 23, 2024

Meeting Date

January 30, 2025

Marta Radic, Coordinator, Occupational Health and Safety

Nairi Kazazian, Head of Labour Relations and Occ. Health

Derek Luk, Senior Policy Advisor

Lynda Coulter, Executive Superintendent, Human Resources, Leadership, Equity

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic
Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate
Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

To provide the Governance and Policy Committee (GAP) with a proposed updated Workplace Violence Policy, formerly H.M. 37 (Appendix A - Tracked and Appendix B – Clean).

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

B. PURPOSE

1. As part of the Occupational Health and Safety Act (OHSA) requirement to review this policy as often as necessary, but at least annually, updates such as an increase in maximum fines to corporations, were identified.

C. BACKGROUND

1. OHSA legislates worker safety resulting from violent incidents from students, co-workers, parents and the general public, and requires the employer to review annually a written workplace violence policy as often as necessary, but at least annually.
2. The policy was first approved in September 2010 and was last amended in October 2023.
3. On October 26, 2023, OHSA was amended such that maximum fines for corporations increased from \$1.5M to \$2.0M.
4. On September 3, 2024 GAP approved review of the policy.
5. On January 7, 2025, GAP approved the proposed updates to the policy.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Increased fines for organizations reflect recent amendments to the Occupational Health and Safety Act.
2. The maximum fine for directors and officers under the Act, which had not recently changed, but which had not been referenced in the prior version of this policy is included.
3. Regulation 6 of the policy is amended to more accurately reflect the means by which workers are required to report incidents of workplace violence.
4. This policy has been amended in consultation with various labour partners on the Board's three Multisite Joint Health and Safety Committees.

E. METRICS AND ACCOUNTABILITY

1. There is a requirement under OHSA to review this policy as often as necessary, but at least annually. As such, staff will review this policy in consultation with the three Multisite Joint Health and Safety Committees.
2. Per OHSA requirement the policy will be posted on the Health and Safety Bulletin Board in every school and TCDSB workplace

F. GAP RECOMMENDATION

GAP recommends that the revised, Workplace Violence Policy provided in Appendix A (tracked) and Appendix B (clean) be approved.



POLICY SECTION: HUMAN RESOURCES
SUB- MISCELLANEOUS
POLICY NAME: WORKPLACE VIOLENCE
POLICY NO: H.M. 37

Date Approved: September 29, 2010	Date of Next Review: Annually 2026	Dates of Amendments: May 27, 2014 October 27, 2022 September 21, 2023 January 7, 2025
<p>Responsible Department: Labour Relations and Occupational Health</p> <p>Cross Reference:</p> <p>Legislation: Occupational Health and Safety Act</p> <p>TCDSB Policy / Procedure: H.M. 17 Occupational Health and Safety Policy</p>		

Purpose

Policy

1. This Policy is created to comply with the Occupational Health and Safety Act (OHSA) **and** reinforces the Board’s commitment in addressing all forms of workplace violence that can injure workers. ~~This Policy~~
2. The Toronto Catholic District School Board’s **(TCDSB)** mission is to provide a safe and welcoming learning environment that is an example of Christian community. As such, the TCDSB is committed as an Employer to the prevention of workplace violence by taking every precaution reasonable in the circumstances to protect all workers.
3. **The** TCDSB shall address workplace violence toward workers from all possible sources (co-workers, supervisors, students, parents, visitors, volunteers, contractors, permit holders, intruders and perpetrators of domestic violence). Violent behaviour towards workers in the workplace is unacceptable.
4. The Internal Responsibility System (IRS) is the cornerstone of the (OHSA).

The TCDSB and its employees share responsibility for the prevention of workplace violence. Every Board employee regardless of job title has direct responsibility and accountability for violence prevention as an essential part of his or her job. Ultimately, the Board as the employer is responsible for all workers.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility

This Policy applies to all Board employees, contractors, summer students, co-op students, visitors and volunteers. The Employer, through the Director of Education with the assistance of senior staff and the Occupational Health and Safety Department, is responsible for this Policy.

The TCDSB and its employees share responsibility for the prevention of workplace violence. Every Board employee regardless of job title has direct responsibility and accountability for violence prevention as an essential part of his or her job. Ultimately, the Board as the employer is responsible for all workers.

Alignment with MYSP:

~~Learning – Growing in Knowledge~~

~~Continue to develop a Christ-centered learning organization in pursuit of knowledge, innovation, and responsiveness.~~

~~Equity – Growing in Knowledge with Justice~~

~~Apply Catholic Social Justice to nurture a community focused on equity, diversity, inclusion, anti-racism, and anti-oppression.~~

~~Well-Being – Growing in Knowledge with Justice and Hope~~

~~Strengthen an environment rooted in Gospel values that nurture hope and well-being.~~

Regulations:

1. The Director of Education through the Occupational Health and Safety Department shall develop and maintain a workplace violence program that implements this Policy. The program shall include the following:
 - (a) measures and procedures to **assess** ~~access~~ risk and to protect employees from workplace violence
 - (b) means of summoning immediate assistance
 - (c) protocol for employees to report workplace violence
2. The Occupational Health and Safety Department and **the Talent Management** ~~Staff Development~~ Department shall provide appropriate resources to facilitate training programs on workplace violence for all employees. Workplace violence prevention programs shall be integrated into the overall health and safety training program for all employees, including orientation training for new employees and summer students.
3. All forms of workplace violence shall be addressed by the Employer and the immediate Supervisor and if necessary, in consultation with law enforcement authorities and in consideration of the (OHSA), Education Act and applicable Regulations, Policy and Memoranda
4. TCDSB and its Supervisors shall investigate and deal with all incidents, complaints, or threats of workplace violence in a timely, fair, and equitable manner. TCDSB shall take every precaution reasonable for the protection of workers by developing a safety plan that may include limited disclosure of information pertaining to individuals with a history of violent behavior. The privacy of all concerned shall be respected to the extent possible as per applicable legislation. Individuals dissatisfied with the outcome of an investigation can report to the Ministry of Labour, Immigration, Training and Skills Development (MLITSD).
5. Supervisors shall provide information and instruction on workplace violence to their workers.
6. Workers shall follow the internal responsibility system and report all incidents of workplace violence involving co-workers and visitors using the online **system** ~~Workplace Violence and Harassment Reporting Form~~ including disclosures of domestic violence pertaining to workers to their immediate supervisor. Workers shall also report incidents of workplace

violence involving students using the appropriate special services / safe school reports.

7. **Maximum fine for a contravention of the Occupational Health and Safety Act is \$2,000,000 ~~1,500,000.00~~ for the Employer, a fine up to \$1,500,000 for a director or officer and/or up to 12 months imprisonment, and a fine up to \$500,000.00 for an individual and / or up to 12 months imprisonment particularly for negligence leading to a workplace fatality as a result of workplace violence.**
8. **There are Workplace Safety and Insurance Board (WSIB) medical and benefit costs and potential fines for Employers associated with injuries from workplace violence to staff ranging from up to \$25,000.00 for individuals and up to \$500,000.00 for corporations.**

Definitions from the Occupational Health and Safety Act

Workplace: land, premises, location or thing at, upon, in or near which a worker works

Worker:

- a person who performs work or supplies services for monetary compensation.
- a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, ~~private~~ career college or other post- secondary institution.
- such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;

Supervisor: a person who has charge of a workplace or authority over a worker.

Workplace Violence:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;

- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

Financial Impact:

~~Maximum fine for a contravention of the Occupational Health and Safety Act is \$1,500,000.00 for the Employer, up to \$500,000.00 for an individual and / or up to 12 months imprisonment particularly for negligence leading to a workplace fatality as a result of workplace violence.~~

~~There are Workplace Safety and Insurance Board (WSIB) medical and benefit costs and potential fines for Employers associated with injuries from workplace violence to staff ranging from up to \$25,000.00 for individuals and up to \$500,000.00 for corporations.~~

Evaluation and Metrics:

This Policy will be reviewed annually by staff in consultation with the Board's three Multisite Joint Health and Safety Committees. This will ensure that the Policy remains current and reflects Ontario's health and safety legislation.

APPENDIX B



POLICY NAME:	WORKPLACE VIOLENCE
POLICY SECTION:	Human Resources
DATE APPROVED:	September 29, 2010
DATE OF NEXT REVIEW:	2030
DATES OF AMENDMENTS:	May 27, 2014; October 27, 2022; September 21, 2023; January 7, 2025
RESPONSIBLE DEPARTMENT:	Labour Relations and Occupational Health

Policy:

This Policy is created to comply with the Occupational Health and Safety Act (OHSA) and reinforces the Board's commitment in addressing all forms of workplace violence that can injure workers.

The Toronto Catholic District School Board's (TCDSB) mission is to provide a safe and welcoming learning environment that is an example of Christian community. As such, the TCDSB is committed as an Employer to the prevention of workplace violence by taking every precaution reasonable in the circumstances to protect all workers.

The TCDSB shall address workplace violence toward workers from all possible sources (co-workers, supervisors, students, parents, visitors, volunteers, contractors, permit holders, intruders and perpetrators of domestic violence). Violent behaviour towards workers in the workplace is unacceptable.

The Internal Responsibility System (IRS) is the cornerstone of the (OHSA). The TCDSB and its employees share responsibility for the prevention of workplace violence. Every Board employee regardless of job title has direct responsibility and accountability for violence prevention as an essential part of his or her job. Ultimately, the Board as the employer is responsible for all workers.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This Policy applies to all Board employees, contractors, summer students, co-op students, visitors and volunteers. The Employer, through the Director of Education with the assistance of senior staff and the Occupational Health and Safety Department, is responsible for this Policy.

The TCDSB and its employees share responsibility for the prevention of workplace violence. Every Board employee regardless of job title has direct responsibility and accountability for violence prevention as an essential part of his or her job. Ultimately, the Board as the employer is responsible for all workers.

Regulations:

1. The Director of Education through the Occupational Health and Safety Department shall develop and maintain a workplace violence program that implements this Policy. The program shall include the following:
 - a) measures and procedures to assess risk and to protect employees from workplace violence.
 - b) means of summoning immediate assistance.
 - c) protocol for employees to report workplace violence.
2. The Occupational Health and Safety Department and the Talent Management Department shall provide appropriate resources to facilitate training programs on workplace violence for all employees. Workplace violence prevention programs shall be integrated into the overall health and safety training program for all employees, including orientation training for new employees and summer students.
3. All forms of workplace violence shall be addressed by the Employer and the immediate Supervisor and if necessary, in consultation with law enforcement authorities and in consideration of the OHSA, Education Act and applicable Regulations, Policy and Memoranda
4. TCDSB and its Supervisors shall investigate and deal with all incidents, complaints, or threats of workplace violence in a timely, fair, and equitable manner. TCDSB shall take every precaution reasonable for the protection of workers by developing a safety plan that may include limited disclosure of information pertaining to individuals with a history of violent behavior. The privacy of all concerned shall be respected to the extent possible as per applicable legislation. Individuals dissatisfied with the outcome of an

investigation can report to the Ministry of Labour, Immigration, Training and Skills Development (MLITSD).

5. Supervisors shall provide information and instruction on workplace violence to their workers.
6. Workers shall follow the internal responsibility system and report all incidents of workplace violence involving co-workers and visitors using the online system including disclosures of domestic violence pertaining to workers to their immediate supervisor. Workers shall also report incidents of workplace violence involving students using the appropriate special services / safe school reports.
7. Maximum fine for a contravention of the Occupational Health and Safety Act is \$2,000,000.00 for the Employer, a fine up to \$1,500,000.00 for a director or officer and/or up to 12 months imprisonment, and a fine up to \$500,000.00 for an individual and / or up to 12 months imprisonment particularly for negligence leading to a workplace fatality as a result of workplace violence.
8. There are Workplace Safety and Insurance Board (WSIB) medical and benefit costs and potential fines for Employers associated with injuries from workplace violence to staff ranging from up to \$25,000.00 for individuals and up to \$500,000.00 for corporations.

Cross References:

Legislation:

- Occupational Health and Safety Act

TCDSB Policy / Procedure:

- Occupational Health and Safety Policy

Definitions from the Occupational Health and Safety Act:

Workplace: land, premises, location or thing at, upon, in or near which a worker works.

Worker:

- a person who performs work or supplies services for monetary compensation.
- a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by

- the school board that operates the school in which the student is enrolled.
- a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, career college or other post-secondary institution.
 - such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

Supervisor: a person who has charge of a workplace or authority over a worker.

Workplace Violence:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

Evaluation and Metrics:

This Policy will be reviewed annually by staff in consultation with the Board's three Multisite Joint Health and Safety Committees. This will ensure that the Policy remains current and reflects Ontario's health and safety legislation.



REPORT TO

REGULAR BOARD

Respectful Workplace Policy

“We are putting no obstacle in anyone’s way, so that no fault may be found with our ministry.”
2 Corinthians 6:3

Drafted

Meeting Date

November 17, 2024

January 30, 2025

Lynda Coulter, Executive Superintendent of Human Resources, Equity and Leadership
 Nairi Kazazian, Head of Labour Relations and Occupational Health and Safety
 Stephanie Obradovich, Senior Legal Counsel
 Marta Radic, Coordinator of Occupational Health & Safety
 Derek Luk, Senior Policy Advisor
 Shazia Vlahos, Chief Communications Officer, Policy, Government Relations & Strategy

RECOMMENDATION REPORT

Vision: *IN GOD’S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD’S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
 Director of Education

Adrian Della Mora
 Associate Director of Academic Affairs & Chief Operating Officer

Derek Boyce
 Associate Director of Corporate Services and Chief Commercial Officer

Ryan Putnam
 Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

This report provides a proposed Respectful Workplace Policy (Appendix A) that would replace three existing Human Resource policies; Harassment and Discrimination in the Workplace policy (Appendix B), Conflict Resolution, (Appendix C), and Complaint Against a Staff Person policy (Appendix D) to create a more efficient and effective way of resolving employee related matters.

The cumulative staff time required to prepare this report was 36 hours.

B. PURPOSE

1. The proposed Respectful Workplace Policy addresses GAP's September 3, 2024 direction to review the three noted policies with the goal of amalgamating them into one policy.

C. BACKGROUND

1. On September 3, 2024, GAP directed staff to review the three policies in addition to two others (Occupational Health and Safety policy and Workplace Violence policy) that require annual review.
2. As part of the Respectful Workplace Policy workplan, a draft policy and procedure was shared with the Board's labour partners for consultation purposes. Based on the feedback and suggestions from the labour partners, the policy and procedure were revised to include the following:
 - Expanded scope of policy to include workers
 - Confirmed that TCDSB will not, in most cases, act on anonymous complaints but retains the discretion to do so as it deems appropriate and necessary
 - Included a statement that the decision to proceed to the formal resolution route will not be made in an arbitrary, discriminatory or bad faith manner
 - Included a statement that if a respondent is not an employee of the TCDSB, the TCDSB will take appropriate action in the circumstances to address the allegations of harassment
 - Included a reference to obligations teachers may have under the *Teaching Profession Act*
 - Included an appeal process (a complaint to the Ministry of Labour or a grievance)

3. The new draft policy contains many similarities to the three policies that it is recommended to replace. Some of the main similarities are as follows:
 - Encourages the early resolution of concerns at the level that is as close to the source of conflict as possible
 - Includes informal conflict resolution if appropriate in the circumstances
 - If an investigation is required, an investigation that is appropriate in the circumstances will be conducted
 - Confidentiality is protected
 - Reprisals are prohibited
 - An appeal process is available to complainants who are not satisfied with the results of an investigation (i.e. filing a complaint with the Ministry of Labour, or a grievance per the applicable collective agreement)
4. While some of the main differences between the draft Respectful Workplace policy are identified below:
 - The new policy does not apply to allegations of discrimination as defined by the *Human Rights Code*. A work plan for a Human Rights Policy has been approved, and complaints of discrimination will fall under that policy.
5. On January 7 2025, GAP approved the proposed updates to the policy.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Currently the Board has three policies that address conflict in the workplace: Harassment and Discrimination in the Workplace, Conflict Resolution, Complaint Against a Staff Person, and can be confusing for staff to navigate.
2. In February of 2023 the new Labour Relations unit within Human Resources began to work with both internal and external stakeholders for all labour and employment related matters. The team works closely with Principals, Vice-Principals and employee supervisors to navigate through difficult employee matters and help resolve matters locally.
3. Working with Principals, Vice-Principals and employee supervisors directly has proven to be an efficient way of managing day-to-day employee matters.
4. The proposed Respectful Workplace Policy includes Human Resources best practices such as including definitions of workplace harassment and workplace sexual harassment, explanation of what may happen if policy is not followed; and a supporting procedure (Appendix E), with prescribed formal or information resolution procedures.

E. METRICS AND ACCOUNTABILITY

1. If approved, the new Respectful Workplace policy will be reviewed annually since it is replacing the Harassment and Discrimination in the Workplace policy, among other policies, which must be reviewed annually as one of three TCDSB Occupational Health and Safety policies.

F. GAP RECOMMENDATION

1. GAP recommends that the proposed Respectful Workplace policy (Appendix A) be approved and the Harassment and Discrimination in the Workplace policy (Appendix B), Conflict Resolution (Appendix C), and Complaint Against a Staff Person Policy (Appendix D) be rescinded.

APPENDIX A



POLICY NAME:	RESPECTFUL WORKPLACE
POLICY SECTION:	Human Resources
DATE APPROVED:	January 7, 2025
DATE OF NEXT REVIEW:	2030
DATES OF AMENDMENTS:	
RESPONSIBLE DEPARTMENT:	Human Resources

Policy:

This policy affirms the TCDSB’s commitment to maintaining a positive, productive and respectful workplace in which employee concerns of workplace harassment are responded to fairly and efficiently, and employees are aware of their rights and responsibilities related to workplace harassment.

This policy is consistent with the TCDSB’s obligations as an employer as set out in the *Occupational Health and Safety Act*.

This policy is in alignment with the TCDSB’s Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This Policy applies to all TCDSB employees, workers and volunteers in the course of their employment/volunteer duties. Conduct that occurs in the workplace, at work-related functions, whether on or off TCDSB property and/or during or outside of work hours, is captured by this Policy.

This Policy does not apply to conduct that is alleged to be based on a prohibited ground in the Ontario *Human Rights Code* (the “Code”). Behaviours that are alleged to discriminate or harass based on *Code*-protected grounds are addressed by the *Code*.

The TCDSB Human Resources Department is responsible for the implementation of this Policy.

All staff are expected to abide by this Policy, the *Occupational Health and Safety Act*, and any other TCDSB policy.

This Policy should be read in conjunction with the Respectful Workplace Procedure.

Regulations:

This Policy aims to facilitate a respectful workplace, to promote awareness of rights and responsibilities under this Policy and to outline how the TCDSB responds appropriately to workplace harassment.

1. Maintaining a respectful workplace is a shared responsibility of the TCDSB and its employees.
2. Employees are responsible for treating each other with respect and dignity.
3. Behaviours that are found to constitute workplace harassment and/or workplace sexual harassment, as those behaviours are defined by this Policy, are unacceptable and a violation of TCDSB Policy.
4. Reasonable action taken by the TCDSB relating to the management and direction of the workplace is not workplace harassment. This includes performance management.
5. The TCDSB is responsible for ensuring that employees receive information and instruction about this Policy, and that employees are aware of their rights and responsibilities to maintain a respectful and harassment-free workplace.
6. Employees who believe they have been subject to workplace harassment as defined by this Policy may complaint pursuant to this Policy and its related Procedure.
7. A complaint of workplace harassment must be made within six months of the date of the last incident alleged to be workplace harassment. A complaint received beyond this six-month period will only be considered at the discretion of the TCDSB.
8. Complaints of workplace harassment will be treated as confidential to the extent possible. Information will be disclosed only on a need-to-know basis; for example, as necessary to conduct an investigation, take interim measures, impose corrective action and/or as required by law.
9. The TCDSB will respond to alleged or known incidents of workplace harassment in a timely and fair manner. The TCDSB's Human Resources Department is responsible for supporting TCDSB school administrators/department leads in addressing workplace harassment pursuant to the Respectful Workplace Procedure.

10. The TCDSB will not act on anonymous complaints, but retains the discretion to do so as it deems appropriate and necessary.
11. If a respondent is not an employee of the TCDSB, the TCDSB will take appropriate action in the circumstances to address allegations of workplace harassment.
12. Conduct that violates this Policy may be subject to corrective action, including discipline, that is appropriate in the circumstances.
13. Reprisal or threat of reprisal against anyone for exercising a right or responsibility under this Policy is a violation of this Policy.
14. It is a violation of this Policy to make a complaint in bad faith, to interfere in an investigation and to breach confidentiality.
15. This Policy does not limit other statutory or collectively bargained rights.

Cross References:

Occupational Health and Safety Act, R.S.O. 1990, c. O.1
Code of Conduct (S.S.09)

Definitions:

“Workplace harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. For the purposes of this Policy (and based on the Occupational Health and Safety Act), workplace sexual harassment is included in behaviour that is considered workplace harassment under this Policy.

“Workplace sexual harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. Workplace sexual harassment includes making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Evaluation and Metrics:

1. This policy will be reviewed annually.



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Harassment and Discrimination
POLICY NO: H.M. 14

Date Approved: May 2, 2007	Date of Next Review: Annually	Dates of Amendment: April 23, 2015 August 25, 2016- Board October 27, 2022
<p>Cross Reference: <i>Education Act, Sections 301-303</i> <i>Ontario College of Teachers Act</i> <i>Occupational Health and Safety Act</i> <i>Municipal Freedom of Information and Protection of Privacy Act</i> <i>Human Rights Code</i> H.M. 19 Conflict Resolution H.M. 24 Catholic Equity and Inclusive Education Policy H.M.30 Complaint Against a Staff Member <i>H.M. 28 Sexual Harassment (consolidated herein)</i> S.S. 09 Code of Conduct Policy Police School Board Protocol Appendix A: The Respectful Workplace- Guidelines Addressing Workplace Harassment and Discrimination (2016)</p>		

Purpose:

This Policy commits the TCDSB to providing an environment that promotes professionalism and ethical behaviour consistent with its Code of Conduct. The policy affirms the Catholic teachings that all human beings share a common dignity and deserve to be treated with the respect and consideration worthy of followers of Christ. It therefore, requires all persons to exercise behaviour that facilitates the creation of an environment that is conducive to the achievement of excellence and the development of one's potential.



POLICY SECTION:	Human Resources
SUB-SECTION:	Miscellaneous
POLICY NAME:	Harassment and Discrimination
POLICY NO:	H.M. 14

Scope and Responsibility:

This Policy extends to all Board employees, contract employees, parents, students, volunteers and Trustees who are employed by or perform functions for the Toronto Catholic District School Board and recognizes that similarly, each of these groups has the right of freedom from harassment and discrimination in the workplace. The Director of Education, supported by the Human Resources department, is responsible for this policy.

Alignment with MYSP:

Learning – Growing in Knowledge

Continue to develop a Christ-centered learning organization in pursuit of knowledge, innovation, and responsiveness

Equity – Growing in Knowledge with Justice

Apply Catholic Social Justice to nurture a community focused on equity, diversity, inclusion, anti-racism, and anti-oppression

Well-Being – Growing in Knowledge with Justice and Hope

Strengthen an environment rooted in Gospel values that nurtures hope and well-being

Policy

The Toronto Catholic District School Board is committed to ensuring harassment and discrimination as defined by legislation and within this policy will not be tolerated by the Board. In keeping with its values and legal responsibilities as an



POLICY SECTION:	Human Resources
SUB-SECTION:	Miscellaneous
POLICY NAME:	Harassment and Discrimination
POLICY NO:	H.M. 14

employer, the Board will treat any complaint of harassment, sexual harassment and discrimination as a serious matter. Investigation of any complaint will be completed in a way that is objective, free from conflict of interest or power-based bias.

Regulations:

1. The TCDSB document, The Respectful Workplace: Guidelines Addressing Harassment and Discrimination, 2016, will govern the operational procedures and set out the program with respect to workplace harassment and discrimination in the workplace.
2. A complaint may be initiated by an individual who believes that he/she has been harassed or by those who are covered by this policy who have witnessed directly or have reasonable grounds to suspect that harassment is occurring.
3. Any complaint must be filed within six (6) months following the incident(s) of harassment; however, the time limit may be extended at the discretion of the Board.
4. There shall be both a mediated process and a formal complaint resolution process available



POLICY SECTION:	Human Resources
SUB-SECTION:	Miscellaneous
POLICY NAME:	Harassment and Discrimination
POLICY NO:	H.M. 14

5. To protect TCDSB stakeholders from harassment and/or discrimination, the TCDSB will ensure that:
 - a. An investigation is conducted into incidents and complaints of harassment/discrimination that is appropriate in the circumstances;
 - b. The TCDSB stakeholder who has allegedly experienced harassment/discrimination and the alleged harasser, if he or she is an employee of the TCDSB, will be informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation; and
 - c. The Respectful Workplace- Guidelines Addressing Workplace Harassment and Discrimination, the TCDSB's written program implementing this policy, will be reviewed as often as necessary, but at least annually, to ensure that it adequately implements the policy.
6. Individuals who engage in harassment/discrimination may be disciplined up to and including dismissal or issued letter of trespass.
7. Any determination arising from an investigation will be subject to an appeal process.
8. Complaints made in a frivolous or vexatious manner or in bad faith will be subject to a disciplinary process



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Harassment and Discrimination
POLICY NO: H.M. 14

9. All persons involved in a harassment/discrimination investigation shall maintain confidentiality to the fullest extent practicable and appropriate under the circumstances. Any breach of confidentiality is subject to appropriate disciplinary action.
10. Information obtained about an incident or complaint of harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.
11. All investigations will be conducted in a manner that ensures objectivity and as such, investigations may include the use of trained board personnel, such as staff from the Conflict Resolution Department, Administrators (in the cases involving parental harassment) and/or external consultants, as appropriate.
12. Records will be retained in keeping with the requirements of relevant legislation.
13. The Director of Education will develop and implement protocols and procedures that discourage harassment and ensure that suitable awareness and training is available to all those covered by the policy.



POLICY SECTION:	Human Resources
SUB-SECTION:	Miscellaneous
POLICY NAME:	Harassment and Discrimination
POLICY NO:	H.M. 14

Definitions:

Discrimination

Unfair treatment because of race, sex, colour, ancestry, place of origin, ethnic origin, marital status, sexual orientation, age, disability, citizenship, family status, record of offences, religion (creed), gender identity or gender expression.

Harassment

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment;

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workplace Sexual Harassment

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;



POLICY SECTION:	Human Resources
SUB-SECTION:	Miscellaneous
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POLICY NO:	H.M. 14

Workplace

The workplace is any place where employees, contract employees, parents, students, volunteers and trustees and other users perform work or work-related duties or functions. Schools and school-related activities, such as extracurricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions are included within this policy.

Evaluation and Metrics:

1. There will be an annual review of with the Joint Occupational Health and Safety Committees comprised of employee and board representatives of this policy and related procedures with a report to the Board every year.
2. There will be an annual report to the Student Achievement committee on the statistics, number of complaints lodged by group and the status of complaints.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: CONFLICT RESOLUTION
POLICY NO: H.M. 19

Date Approved: November 13, 1997- Board	Date of Next Review: March 2023	Dates of Amendments: March 22, 2018
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Cross References:

Complaint Against a Staff Member policy (H.M.30)
 Harassment and Discrimination policy (H.M.14)
 Guidelines for Trustees, Parents and Staff in Addressing School Related Concerns (A.33)

Appendix: Conflict Resolution Guidelines

Purpose:

This policy sets out parameters for conflict resolution within the Toronto Catholic District School Board.

Scope and Responsibility:

This policy applies to all staff and members of the TCDSB community. The Director is responsible for this policy with the support of the Conflict Resolution Department.

Alignment with MYSP:

- Living Our Catholic Values
- Strengthening Public Confidence
- Fostering Student Achievement and Well-Being
- Inspiring and Motivating Employees



POLICY SECTION:	HUMAN RESOURCES
SUB-SECTION:	MISCELLANEOUS
POLICY NAME:	CONFLICT RESOLUTION
POLICY NO:	H.M. 19

Policy:

The Toronto Catholic District School Board is committed to and supports the settlement of conflict over matters under its jurisdiction in a manner consistent with the Multi-Year Strategic Plan.

Regulations:

1. In this policy, conflict pertains to issues, disagreements or disputes concerning the general operation of the school or the workplace, including a complaint against a staff member, or the administration and interpretation of Toronto Catholic District School Board (TCDSB) policies, but not to disputes with TCDSB policies and motions themselves.
2. The scope of the policy includes conflict which may occur:
 - a. between staff members;
 - b. between the staff and the TCDSB community, and
 - c. between different members of the TCDSB community.

Staff includes all persons working for the TCDSB. The TCDSB community includes trustees, parents/guardians, students 18 years of age or older and the Catholic School Parent Councils and their members.

The policy does not include conflict which may occur between students, or between staff and students where the student is under 18 years of age unless the parent/guardian is involved.

3. Approaches to the resolution of conflict should:
 - a. foster a climate of openness, tolerance and trust;
 - b. encourage a resolution which is early, informal and as close to the source of conflict as possible;



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: CONFLICT RESOLUTION
POLICY NO: H.M. 19

- c. offer the services of a trained facilitator from an established TCDSB pool, i.e. third person assistance, if and when requested by the disputants, and
 - d. provide a formal mechanism for the resolution of cases which have reached an impasse at the local level.
4. There is an obligation on all persons involved in conflict resolution to maintain confidentiality, subject to disputants and others being able to share enough information to attempt to resolve the conflict.
 5. Records will be retained in keeping with the requirements of the Board's records schedule and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

Evaluation and Metrics:

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

The Conflict Resolution Department provides an annual report to board providing conflict resolution data.



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Complaint Against a Staff Member
POLICY NO: H.M. 30

Date Approved: November 6, 1995	Date of Next Review: November 2020	Dates of Amendments: November 3, 1997 November 19, 2015- Board
Cross References: Conflict Resolution, H.M.19 Harassment and Discrimination in the Workplace, H.M.14 Guidelines For Trustees, Parents, and Staff in Addressing School Related Concerns, A.33 Teaching Professions Act, Revised Statutes of Ontario, Chapter T.2, 1990		

Purpose:

This Policy commits the TCDSB to providing a positive work environment that promotes conflict resolution, professionalism and accountability.

Scope and Responsibility:

This Policy extends to all Toronto Catholic District School Board stakeholders including employees, contract employees, volunteers, parents, students and Trustees.

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Inspiring and Motivating Employees



POLICY SECTION:	Human Resources
SUB-SECTION:	Miscellaneous
POLICY NAME:	Complaint Against a Staff Member
POLICY NO:	H.M. 30

Financial Impact:

Minimal financial impact other than time and administrative resources allocated to resolving issues at the Board level.

Legal Impact:

If concerns are not addressed and resolved at the local level, issues may be escalated externally, including to the Ontario College of Teachers and the Ombudsman of Ontario.

Policy:

A complaint against a staff member will be dealt with in a just, timely manner that respects the dignity and rights of all parties involved.

Regulations:

1. Members of Board and administrative staff will make every reasonable effort to encourage and support resolution of the matter at the local level by the parties most directly involved in the matter. When dealing with conflict between staff and the TCDSB community or between different members of the TCDSB community, reference should be made to *Policy H.M.19, Conflict Resolution* for specific advice and procedures.
2. Responding to a complaint will be governed by the following principles and practices:



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Complaint Against a Staff Member
POLICY NO: H.M. 30

- a. Complainants have a right to have their complaint (i.e. expression of dissatisfaction or allegation) dealt with in an appropriate and timely manner.
- b. Anonymous complaints shall not be acted upon. If the complainant fails to or refuses to put his or her statements in writing, they will be advised that his or her identity and complaint will be made known to the individual if there is an expectation that the complaint be addressed. Anonymous complaints cannot be pursued unless they are related to safety that are reportable under the Workplace Violence Policy or the Child Abuse Reporting Policy.
- c. Efforts to address the complaint will be consistent with applicable provisions of Collective Agreements, legislation and policies.
- d. Where the complainant has dealt directly with the staff member and is not satisfied with the response or the manner in which the matter was addressed, the complainant or the staff member may ask the superordinate to assist with the resolution process.
- e. A staff member has a right to be informed, as soon as practicable (usually within three working days), of the nature and the specifics of a complaint. A staff member has a right to be aware of, and present at, a committee meeting of the Board where a complaint is to be heard, as well as other meetings involving the complainant and superordinates or trustees.
- f. The staff member, the complainant or the superordinate may choose to involve another party in addressing the complaint. Such a person may be a representative of one of the parties and/or someone with relevant knowledge or skills. Where any person involved is represented by a solicitor, the other persons involved will be advised so that they may obtain their own legal advice.



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Complaint Against a Staff Member
POLICY NO: H.M. 30

- g. Consideration could be given, in appropriate cases, to involvement of a person trained in conflict mediation, where both parties agree to and will abide by a mediated solution.
 - h. The extent to which the complaint resolution process is documented in writing depends on the circumstances and the parties involved. Where there are requests to submit specific materials or responses in writing, board staff and the complainant are expected to respond to such requests to the extent that is reasonable and in the best interests of the parties.
 - i. Where there is more than one concern being addressed or where the issue is complex, the superordinate will, under normal circumstances, ask that the concerns be set out in writing and that the discussions focus on the contents of the submission.
 - j. Students may register a complaint against a staff member in a manner appropriate to the particular school and grade level or may ask their parent/guardian to do so. As an alternative, students who have attained the age of majority may follow the policies as outlined for parents/guardians and other ratepayers.
3. Where the complaint is also the focus of a grievance arbitration or under review by the Human Rights Tribunal, the process described herein may be modified.
 4. Staff who are employed under a collective agreement may request that a representative of their union or association or other representative be present, where appropriate. Non-union staff may request the attendance of a representative of their choice.
 5. As with any written record generated within the Board, the Municipal Freedom of Information and Protection of Privacy Act governs the creation, retention, disclosure, alteration, and destruction of any written material.



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Complaint Against a Staff Member
POLICY NO: H.M. 30

Evaluation and Metrics:

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

1. Complaints filed externally after the internal complaint and appeal process has been exhausted.



REPORT TO

REGULAR BOARD

TCDSB RESOLUTIONS FOR THE ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION 2025 AGM

Jesus said to them, "I am the bread of life, he who comes to Me will not hunger, and he who believes in Me will never thirst - John 6:35

Drafted

January 17, 2025

Meeting Date

January 30, 2025

Brendan Browne, Director of Education

Shazia Vlahos, Executive Chief Communications Officer, Policy, Government Relations, and Strategy

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic Affairs
and Chief Operating Officer

Derek Boyce
Associate Director of Corporate
Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

Every year, the Ontario Catholic School Trustee's Association (OCSTA) invites Catholic School Board Trustees from across the province of Ontario to consider submitting resolutions to the OCSTA Annual General Meeting (AGM). These resolutions are intended for consideration and discussion on important issues of a provincial nature that impact trustees and school boards.

A report was brought to the December 5th, 2024, Student Achievement and Well-Being meeting, inviting trustees to submit motions for consideration to be approved by the Board and sent to OCSTA for consideration at the 2025 AGM. At that meeting, the report was referred to the Political Action Committee (PAC).

The Political Action Committee met on January 7th to discuss the report and potential motions for Board consideration. At that meeting, PAC recommended motions for Board approval to be sent to OCSTA for the 2025 AGM. Those motions recommended from PAC are attached in Appendix A.

PAC is recommending Board approval of all motions attached in Appendix A. All approved motions will be sent to OCSTA for consideration at the 2025 AGM.

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

B. PURPOSE

1. This report provides the Board of Trustees with the recommendations from the Political Action Committee for Board approval and submission to OCSTA for consideration at the 2025 OCSTA AGM.

C. BACKGROUND

1. OCSTA is a provincial organization consisting of and representing Ontario Catholic School Trustees. OCSTA advocates provincially on issues and topics relevant to Catholic Education in Ontario.
2. OCSTA receives submissions from Ontario Catholic School Boards for consideration, debate, and approval at its Annual General Meeting.

3. It is a requirement of OCSTA that the submitting Catholic District School Board must approve resolutions submitted to OCSTA.
4. The TCDSB Political Action Committee, as a result of a motion by the Board at the December 5th, SAWB meeting, met to discuss and recommend motions for approval to the Board (attached in Appendix A).
5. The submission deadline for Catholic School Boards to submit approved resolutions to OCSTA is no later than 12:00 p.m. on February 7th, 2025.

D. EVIDENCE/ANALYSIS

1. OCSTA provided general guidelines and considerations for resolutions, as well as a template for the formation of potential resolutions.
2. The TCDSB PAC debated resolutions for Board approval to be submitted to OCSTA consideration. The PAC recommended resolutions can be found in Appendix A.
3. The Political Action Committee is recommending Board approval of all submitted resolutions to be submitted to OCSTA before the February 7th submission deadline.

E. RECOMMENDATION FROM STANDING COMMITTEE

The TCDSB Political Action Committee recommends Board approval of all resolutions attached in Appendix A for submission to OCSTA for consideration at the 2025 OCSTA AGM.

Moved by: Trustee Markus de Domenico

Toronto Catholic DSB

Seconded by: Trustee Nancy Crawford

Topic: Shortfall of Provincial Funding of Statutory Benefits and Employee Deductions

Whereas: boards have an obligation to maintain a balanced budget each year;

Whereas: boards have an obligation to fund statutory benefits and employee deductions such as Employment Insurance (EI), Canada Pension Plan (CPP) and OMERS;

Whereas: the Ministry of Education has not kept up with the inflationary rises in the costs of these programs; and

Whereas: the TCDSB alone generates a \$18 million shortfall each year due to the inadequate funding of these programs.

THEREFORE, BE IT RESOLVED THAT:

OCSTA petition the Ministry of Education to fund School Boards across Ontario for the actual current cost to fund statutory benefits and employee deductions such as EI, CPP and OMERS.

Moved by: Trustee Markus de Domenico

Toronto Catholic DSB

Seconded by: Trustee Garry Tanuan

Topic: Underfunding of the Associated Costs of Absenteeism to Boards Across Ontario

Whereas: under the Education Act of Ontario, school Boards are obligated to balance their operating budgets. The rising rate of absenteeism has had a detrimental effect on a Board's ability to discharge this fundamental obligation;

Whereas: the Ministry of Education in association with OCSTA, has the sole responsibility to conduct Central Bargaining with OECTA and Education Worker unions. The results of central bargaining are implemented by Boards, including paid Sick Leave. Boards must implement and pay for the use of sick leave benefits with inadequate funding provided by the Ministry; and

Whereas: the funding provided to the TCDSB to fund "Sick Leave" has proven to be so inadequate, that in the last year the TCDSB has generated a shortfall of \$48 million dollars which accounts for approximately two thirds of its entire deficit.

THEREFORE BE IT RESOLVED THAT:

- a) OCSTA petition the Ministry of Education to fund School Boards across Ontario for the actual cost of sick leave and other absence related costs for all employee groups; and
- b) OCSTA petition the Ministry of Education to provide additional funding to School Boards to support the implementation of PPM 171 – ASP, Attendance Support Programs, released on June 26th, 2024 Attendance Support is a non-disciplinary program intended to support employees who are not able to consistently attend work by setting an attendance threshold, recording and tracking attendance, and engaging with or coaching employees.

Moved by: Trustee Markus de Domenico

Toronto Catholic DSB

Seconded by: Trustee Garry Tanuan

Topic: Comprehensive Review of Sick Leave

Whereas: under the Education Act of Ontario, school Boards are obligated to balance their operating budgets. The rising rate of absenteeism has had a detrimental effect on a Board's ability to discharge this fundamental obligation; and

Whereas: the government passed the "Putting Students First Act" whereby the Sick Leave benefit system was changed by the government, ending the ability of employees to "Bank" unused Sick Leave for the purposes of a retirement gratuity. In the past decade absenteeism has skyrocketed from an average of 8 days absent to between a low of 10 days to a high of 19 days with the Provincial average currently at 15.6 days.

THEREFORE, BE IT RESOLVED THAT:

- a) OCSTA petition the Auditor General of Ontario to undertake a comprehensive review of the impact of sick leave and other absences in the education sector including financial, operational and student achievement implications; and
- b) OCSTA petition the Ministry of Education to study the feasibility and potentially positive outcomes associated with the introduction of sick leave programs that incentivize employees in an effort to decrease absenteeism.

Moved by: Trustee Markus de Domenico

Toronto Catholic DSB

Seconded by: Trustee Kevin Morrison

Topic: Capital Projects Category for Gymnasiums

Whereas: students are developing increasingly unhealthy living habits due to easy access to poor food choices, a lack of physical activity and exercise, and many hours per day spent using electronic devices;

Whereas: health professionals have declared that society is in an obesity crisis especially children and youth;

Whereas: indoor exercise facilities are needed due to our harsh climate that can limit outdoor activity for many months of the year;

Whereas: gymnasiums are expensive and Boards do not have sufficient funding to build them;

Whereas: many School Boards have schools that are older buildings and have no gymnasiums or small, improperly ventilated, poorly lit gymnasiums. Many schools have had to designate other unsuitable spaces for physical fitness and indoor team sports; and

Whereas: every year the Ministry of Education has a Capital Priority call and invites Boards to submit business cases substantiating the need for new schools and additions.

THEREFORE BE IT RESOLVED THAT:

OCSTA petition the Ministry of Education to add a new category to capital funding requests. The new category would be Capital Funding Requests for funding of the renovation and/or building of new gymnasiums or sports facilities in school communities.

Moved by: Trustee Nancy Crawford

Toronto Catholic DSB

Seconded by: Trustee Garry Tanuan

Topic: Technology Infrastructure and Cybersecurity

Whereas: technology infrastructure is essential to the effective functioning of a school board.

Whereas: cybersecurity attacks on school boards and corporations are increasing steadily.

Whereas: the costs of restoring technology systems after a cybersecurity attack are prohibitive. Preventative practices and systems are needed to safeguard school board data and functions and enhance the school board ability to withstand threats.

THEREFORE, BE IT RESOLVED THAT:

OCSTA petition the Ministry of Education to fund the cost of critical technology infrastructure, cybersecurity, business continuity plan (BCP) and enterprise resource planning (ERP) systems.

Moved by: Trustee Nancy Crawford

Toronto Catholic DSB

Seconded by: Trustee Garry Tanuan

Topic: Increase in School Based Childcare Centres in Ontario

Whereas: quality childcare is essential to child and parent well being. Integrating child care spaces in schools alleviates the stress families face when planning for their child's care and educational journey and reduces the emotional strain associated with finding child care providers in proximity to their child's prospective school.

Whereas: integrating child care spaces in schools facilitates a seamless transition from early learning into the broader education system, and fosters a stronger connection with the school community. It is in the best interest of the Ministry of Education to provide a solid introduction to learning to all Ontario children.

Whereas: school Boards are well positioned to have a pivotal role bridging the crucial gap between child care operators and the education system. The best practice for quality childcare is to locate Childcare Centres in schools.

Whereas: schools are not merely structures; they are woven into the social fabric of communities, offering families a comprehensive support system throughout their educational journey. They serve as hubs for community gatherings, celebrations, and, most importantly, as safe places for children to develop essential skills during their formative years.

Whereas: it is in the best interests and well being of Ontario families to have ready access to quality childcare spaces wherever they live in the Province.

THEREFORE, BE IT RESOLVED THAT:

OCSTA petition the Ministry of Education to fully fund previously approved childcare capital projects and to review the funding benchmarks to bring them up to date to fund childcare projects today and into the future.

Moved by: Trustee Maria Rizzo

Toronto Catholic DSB

Seconded by: Trustee Nancy Crawford

Topic: Funding for Air Conditioning

Whereas: as the planet continues to warm, we do see a significant increase in extreme weather events and due to these climate change effects, winters continue to shorten and schools are dealing with a higher proportion of months with warmer weather;

Whereas: children cannot learn in extreme heat;

Whereas: classrooms kept at a suitable temperature by air conditioners help students concentrate and be more productive;

Whereas: air conditioning units also help to enhance indoor air quality and prevent students from seasonal allergies: and

Whereas: the Ministry of Education does not directly fund air conditioning in all schools in new builds/additions or school renewal budgets.

THEREFORE BE IT RESOLVED THAT:

OCSTA request the Minister of Education to provide funding for air conditioning in school buildings.

Moved by: Trustee Maria Rizzo

Toronto Catholic DSB

Seconded by: Trustee Markus de Domenico

Topic: Closing the Equity Gap in Childcare, Before and After School Programs for Students with Special Needs or Disabilities

Whereas: families with children with special needs or disabilities experience unique barriers to participation in childcare before and after school programs; and

Whereas: families with children with special needs or disabilities experience higher than average cost and greater difficulty finding an appropriate program for their children;

Whereas: for students with special needs or disabilities who are able to participate in childcare, before and after school programs, the experience for students and their families is very positive;

Whereas: childcare, before and after school programs focus on recreational, child development and youth development;

Whereas: the success of students in more inclusive settings depends on meeting both their academic and social and emotional needs;

Whereas: critical engagement around equity, diversity, and inclusion on the need for childcare, before and after school programming for students with special needs and disabilities is required;

Whereas: school Boards must offer before and after school programs for children four to 12 years old where there is sufficient demand from parents and families;

Whereas: childcare, before and after school programs may not be equipped or willing to include children with special needs and disabilities in programs; and

Whereas: students with special needs or disabilities should have access to childcare, before and after school programs that take place in school communities; and

Whereas: school Boards must encourage reasonable accommodations to the highest degree possible.

THEREFORE BE IT RESOLVED THAT:

- a) OCSTA request the Minister of Education to promote and level access and opportunities to students with special needs and disabilities to address the gap in childcare, before and after school programs;
- b) OCSTA request the Minister of Education to provide adequate funding to accommodate children with special needs or disabilities in childcare, before and after school programs.

Moved by: Trustee Maria Rizzo

Toronto Catholic DSB

Seconded by: Trustee Nancy Crawford

Topic: Director Performance Appraisal Process

Whereas: the provincial legislation has mandated a Director's Performance Appraisal (DPA) process to apply to all school boards and Directors across the province;

Whereas: the DPA process requires Boards to engage in a 360 review of the Director on a biannual basis, mandating the participants who must be invited to contribute to the Director's performance review including parent representatives from each school and applicable union representatives;

Whereas: performance reviews are intended to evaluate the performance of the Director according to the Director's annual goals;

Whereas: legislation has mandated the DPA process and use of external consultants, no funding has been provided to support Boards with the execution of this process;

Whereas: parent council representatives and union leadership do not have a direct working relationship with the Director and their achievement of their goals. Therefore any input is merely subjective perception;

Whereas: large school boards have as many as 200 schools, limiting individual understanding of the role and effectiveness of the Director, creating an unfair and inequitable DPA process for the Director of a large urban Board;

Whereas: trustees, colleagues, and direct reports who work with the Director on a regular basis are in the best position to provide appropriate and informed feedback to support the DPA process; and

Whereas: directors of Education, as any employee of an organization, have the right to a fair, ethical, and informed performance appraisal process.

THEREFORE BE IT RESOLVED:

- a) That OCSTA advocate to the Ministry of Education to adjust the legislation to remove the requirement to include parent council/school representatives and union representatives to allow the process to be conducted by Trustees with input from those who have the most appropriate and relevant insight into the Director's performance (Trustees, colleagues, direct reports);
- b) That OCSTA advocate for the Ministry of Education to provide the appropriate funding to support the process as mandated by the legislation; and
- c) That OCSTA refer this Resolution to the Large Urban School Board Committee of OCSTA.

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 POLITICAL ACTION AD HOC MEETING
PUBLIC SESSION**

WEDNESDAY, FEBRUARY 28, 2024

PRESENT:

Trustees:

A. Kennedy, Chair
M. Rizzo, Vice-Chair
N. Crawford – Ex-Officio
K. Morrison - Virtual
G. Tanuan - Virtual

Staff:

D. Boyce
F. Cifelli
M. Loberto
S. Vlahos
M. Zlomislic

S. Hinds-Barnett, Acting Recording Secretary
A. Finniss, Assistant Recording Secretary

External Guest:

A. Robertson, Parliamentarian

3. Roll Call and Apologies

Trustee de Domenico was absent.

5. Approval of the Agenda

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that the Agenda be approved, with the exception of Item 14a) Chronology of Child Care Projects and Alternative Funding Options for Gym Projects.

The Motion was declared

CARRIED

7. Declarations of Interest

There were none.

9. Approval and Signing of Minutes of Previous Meeting

MOVED by Trustee Crawford, seconded by Trustee Morrison, that the Minutes of the Meeting held January 22, 2024 be approved.

The Motion was declared

CARRIED

13. Matters Referred/Deferred from Committees/Board

From the January 11, 2024 Student Achievement and Well Being, Catholic Education and Human Resources Committee Meeting and the January 22, 2024 Political Ad Hoc Committee Meeting:

MOVED by Trustee Rizzo, seconded by Trustee Morrison, that Item 13a) be adopted as follows:

13a) Annual Report on the Accessibility Standards Policy (A.35):

1) WHEREAS: Toronto Catholic District School Board (TCDSB) does not have an Accessibility Advisory Committee;

WHEREAS: A TCDSB Accessibility Advisory Committee can provide advice on the elimination of barriers faced by people with disabilities; and

WHEREAS: The committee can also provide advice about the requirements and implementation of accessibility standards and the preparation, implementation and effectiveness of accessibility reports as required by the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

THEREFORE BE IT RESOLVED: That a TCDSB Accessibility Committee be formed made up of Trustees, external agencies and appropriate staff. (Membership to represent a broad range of roles in the organization and people with lived experiences of disability).

2) WHEREAS: Strategies for compliance require allocations of human and financial resources to strategically support the Board's efforts to meet compliance.

THEREFORE BE IT RESOLVED: That the Director of Education examine:

a) The feasibility of establishing a dedicated permanent team with expertise in accessibility, Accessibility for Ontarians with Disabilities (AODA) legislation, inclusive communications, training and digital accessibility; and

b) Accessibility criteria to be incorporated when procuring or acquiring goods and services, or in the capital improvement of facilities, playgrounds and outdoor spaces.

3) That the Political Action Ad Hoc Committee be directed to consider the Annual Report on the Accessibility Standards (A.35) and the amendments in order to advocate for additional funding received.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Morrison, that the Political Ad Hoc Committee recommend to Board that communication be sent from the Chair of the Board to the Minister of Seniors and Accessibility, the Ministry of Education, the Treasury Board and the Premiere of Ontario regarding dedicated funding to upgrade our existing facilities to ensure all Toronto Catholic District School Board (TCDSB) Students, staff and families have accessibility. An Appendix will be attached with a list of Schools that require upgrades.

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

In Favour

Opposed

Trustees Crawford
Kennedy
Morrison
Rizzo
Tanuan

The AMENDMENT was declared

CARRIED

Resolve into PRIVATE Session

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR

OUR MISSION

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

HELD WEDNESDAY, NOVEMBER 6, 2024

PRESENT:

Trustees:

M. Rizzo, Chair
G. Tanuan, Vice Chair
N. Crawford
A. Kennedy
I. Li Preti – Virtual
K. Morrison - Virtual

Staff:

A. Ceddia
D. Luk
C. Onyia
S. Vlahos

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

External:

M. Cowan, Integrity Commissioner, Aird & Berlis LLP (For Item 13a)

4. Roll Call and Apologies

Trustee de Domenico was absent.

5. Approval of the Agenda

MOVED by Trustee Tanuan, seconded by Trustee Crawford, that the Agenda be approved.

The Motion was declared

CARRIED

6. Declarations of Interest

There were none.

7. Approval and Signing of the Minutes

MOVED by Trustee Crawford, seconded by Trustee Tanuan, that the Minutes of the Meeting held October 1, 2024 be approved.

The Motion was declared

CARRIED

Trustee Morrison joined the virtual room at 7:17 pm.

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that the Agenda be reopened.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that Item 13a) Trustee Code of Conduct and Trustee Honorarium be reordered prior to Item 12a) Scheduling of Monthly Meetings Requiring All Trustees.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Tanuan left the horseshoe at 7:50 pm and returned at 8:11 pm.

Trustee Rizzo relinquished the Chair to Trustee Tanuan.

13. Staff Reports

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that Item 13a) be adopted as follows:

- 13a) Trustee Code of Conduct and Trustee Honorarium** that the Eligible Complainant Protocol be referred to Staff for review in order to determine a process that will allow the Board to deal with it.

Trustee Crawford left the horseshoe at 8:32 pm and returned at 8:41 pm.

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that the Governance and Policy Committee (GAP) recommend to Board approval of the revisions to the Trustee Code of Conduct (Appendix A tracked and Appendix B clean), Complaint Protocol (Appendix C tracked and Appendix D clean), Commentary on Trustee Code of Conduct (Appendix E Tracked and Appendix F) and Honorarium Policy (Appendix H Tracked and Appendix I clean), subject to the following further changes:

- No “Voting Requirement” provision be included in the Code of Conduct for the reasons set out above; and
- Guide to Trustee Code of Conduct (Appendix G) be rescinded

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
Kennedy
Li Preti
Morrison

Opposed

Rizzo
Tanuan

The Motion was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Morrison
Rizzo
Tanuan

The Referral Motion was declared

CARRIED

Trustee Rizzo reassumed the Chair.

12. Matters Referred or Deferred

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

12a) Scheduling of Monthly Meetings Requiring All Trustees (Refer Item 13b) received.

The Chair ruled the Motion out of order.

13. Staff Reports

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

- 13b) 2025 Annual Calendar of Board and Committee Meetings** that the Governance and Policy Committee recommend to the Board that the status quo for the Annual Calendar of Meetings be maintained as it already allows for the flexibility to adjust meeting dates as needed.

MOVED in AMENDMENT by Trustee Tanuan that “adjust” be replaced with “reduce”.

There was no seconder.

The Chair ruled the AMENDMENT out of order.

Trustee Morrison left the meeting at 9:35 pm.

Results of the Vote taken, as follows:

In Favour

Trustees Kennedy
Li Preti
Rizzo
Tanuan

Opposed

Crawford

The Motion was declared

CARRIED

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

- 13c) COVID-19 Immunization Disclosure** that the Governance and Policy Committee recommend to Board that the COVID-19 Immunization Disclosure Policy (Appendix A of the report) be rescinded.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Rizzo
Tanuan

The Motion was declared

CARRIED

16. Updating of Pending List

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, 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
Kennedy
Li Preti
Rizzo
Tanuan

The Motion was declared

CARRIED

17. Adjournment

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR

OUR MISSION

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

HELD WEDNESDAY, DECEMBER 04, 2024

PRESENT:

Trustees:

F. D'Amico
A. Kennedy – Virtual
M. Rizzo – Virtual

External Members:

G. Wedge, Chair
G. Feldman, Vice Chair
R. De Belchior – Virtual
J. Di Francesco
T. Munro
I. Novak - Virtual
M. Seymour - Virtual

Staff:

A. Della Mora
C. Fernandes
M. Meehan
A. Coke
D. Comacchio
O. De Figueiredo
M. Gendron
R. Macchia

S. Adaikpoh, Acting Recording Secretary
S. Hinds-Barnett, Assistant Recording Secretary

External Guest:

Fr. M. Lehman

1. Call to Order

The meeting was called to order by the Secretary, Maria Meehan.

5. Roll Call and Apologies

An apology was extended on behalf of Deborah Nightingale. Lisa Mason, Lori Mastrogioiuseppe and Ashley Pabon were absent.

6. Approval of the Agenda

MOVED by George Wedge, seconded by Tyler Munro, that the Agenda, as amended to include the following corrections, be approved:

That the names of the Chair and Vice Chair be omitted from the Agenda Cover and Order Pages due to today's elections.

On the Vote being taken, the Motion was declared

CARRIED

7. Election of Chair

Article 5.12.3 of the Toronto Catholic District School Board's (TCDSB) By-Law 175 (2016) was cited: "If there are two or more nominations for any position, the vote shall be conducted by secret ballot, provided that, with the agreement of a majority of Trustees, a recorded vote may be used pursuant to which the identity of both the Trustee voting and the name of the candidate are recorded and announced."

MOVED by Trustee Rizzo, seconded by Tyler Munro, that public votes be held at this meeting pursuant to the identity of the names of the candidates being announced.

On the Vote being taken, the Motion was declared

CARRIED

The Chair declared a five-minute recess.

The meeting resumed with Maria Meehan in the Chair with no change to the Roll Call.

The Secretary called for nominations for Chair.

MOVED by Tyler Munro, seconded by Trustee Rizzo, that the name of George Wedge be placed in nomination.

George Wedge accepted.

There were no further nominations.

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

On the Vote being taken, the Motion was declared

CARRIED

George Wedge was acclaimed Chair of the Special Education Advisory Committee for 2024/2025.

The Secretary relinquished the Chair to George Wedge.

8. Election of Vice Chair

MOVED by Jennifer Di Francesco, seconded by Tyler Munro, that the name of Geoffrey Feldman be placed in nomination.

Geoffrey Feldman accepted.

There were no further nominations.

MOVED by Trustee Rizzo, seconded by Tyler Munro, that nominations be closed.

On the Vote being taken, the Motion was declared

CARRIED

Geoffrey Feldman was acclaimed Vice-Chair of the Special Education Advisory Committee for 2024/2025.

9. Declarations of Interest

There were none.

10. Approval and Signing of the Minutes

MOVED by Jennifer Di Francesco, seconded by Geoffrey Feldman, that the Minutes of the Meeting held November 13, 2024 be approved.

On the Vote being taken, the Motion was declared

CARRIED

12. Member Statements

- 12a) From Trustee Rizzo regarding Congratulations to George Wedge and Geoffrey Feldman on Election as Chair and Vice- Chair of the Special Education Advisory Committee.
- 12b) From Trustee D'Amico regarding Performance of George Wedge and Geoffrey Feldman as Chair and Vice- Chair of the Special Education Advisory Committee.

15. Consent and Review

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

16a) Draft Special Education Advisory Committee (SEAC) Annual Calendar 2024-2025 – Tyler Munro;

16b) Special Education Plan December 2024 – Jennifer Di Francesco

Sections for Discussion:

5. Special Education Staff;

6. Specialized Equipment; and

7. Transportation for Students with Special Education Needs;

17a) Special Services Superintendent Update – December 2024 – Jennifer Di Francesco; and

18a) Consideration of Motion from Tyler Munro, representative of Inclusion Action in Ontario, regarding Modified School Days, Denial of Education – Richelle De Belchior

16. Annual Calendar Items

MOVED by Tyler Munro, seconded by Jennifer Di Francesco, that Item 16a) be adopted as follows:

- 16a) Draft Special Education Advisory Committee (SEAC) Annual Calendar 2024-2025** received.

On the vote being taken, the Motion was declared

CARRIED

Trustee Kennedy joined the virtual room at 8:12 pm.

MOVED by Jennifer Di Francesco, seconded by Geoffrey Feldman, that Item 16b) be adopted as follows:

- 16b) Special Education Plan December 2024** received.

Sections for Discussion:

5. Special Education Staff;

6. Specialized Equipment; and

7. Transportation for Students with Special Education Needs

On the Vote being taken, the Motion was declared

CARRIED

Ivona Novak left the meeting at 8:52 pm.

MOVED by Trustee Rizzo, seconded by Jennifer Di Francesco, that SEAC recommend to Board:

1. Mandatory professional development for bus drivers that transport students with special needs and provide ongoing support for bus driving staff should they be experiencing challenges with special needs students;
2. That the Minister of Education consider funding for special needs staff on school buses to assist with special needs students; and
3. That items 1 and 2 above be sent to the Transportation Consortium and Minister of Education.

On the Vote being taken on Item 1, the Motion was declared

CARRIED

On the Vote being taken on Item 2, the Motion was declared

CARRIED

On the Vote being taken on Item 3, the Motion was declared

CARRIED

17. Reports of Officials for Information by the Board/Other Committees

MOVED by Geoffrey Feldman, seconded by Jennifer Di Francesco, that Item 17a) be adopted as follows:

17a) **Special Services Superintendent Update – December 2024** received.

On the vote being taken, the Motion was declared

CARRIED

The Chair declared a five-minute recess.

The meeting resumed with George Wedge in the Chair.

PRESENT: (Following Recess)

Trustees: F. D’Amico
A. Kennedy – Virtual
M. Rizzo – Virtual

External Members: G. Wedge, Chair
G. Feldman, Vice Chair
T. Munro
M. Seymour – Virtual

There was no Quorum.

The Chair declared a five-minute recess to establish Quorum.

The meeting resumed with George Wedge in the Chair.

PRESENT: (Following Recess)

Trustees: F. D’Amico
A. Kenndy – Virtual
M. Rizzo – Virtual

External Members: G. Wedge, Chair
G. Feldman, Vice Chair
R. De Belchior – Virtual

J. Di Francesco
 T. Munro
 M. Seymour - Virtual

18. Consideration of Motions For Which Previous Notice Has Been Given

MOVED by Tyler Munro, seconded by Trustee Rizzo, that Item 18a) be adopted as follows:

18a) From Tyler Munro, representative of Inclusion Action in Ontario, regarding Modified School Days, Denial of Education:

WHEREAS: The mission of the TCDSB is to be an inclusive learning community uniting home, parish and school and rooted in the love of Christ;

WHEREAS: Modifying a special need student's school day denies them the ability participate in their school community, interact with their peers and bond the school community with their home and parish;

WHEREAS: Educating all students is the primary purpose of this school board and the publicly funded education system in Ontario;

WHEREAS: Time spent out of class for any student creates a gap in their education that needs to be closed so they may keep up with their peers. The more time out of class the bigger the gap and the more difficult it is to close. Closing this gap is even more difficult for a student that has a disability that affects their ability to learn. Should the gap become sufficiently large the student will not be able to close this gap regardless of supports provided at school or home and they will fail to graduate, be required to repeat a grade, be moved to a segregated Intensive Support Program (ISP) program where their education gap will continue to grow, thus breaking the link with their peers and school community;

WHEREAS: The Education Act provides Principals the ability to arbitrarily shorten a special needs student school day if the resources provided by the board are not adequate to educate the student full time. See:

R.R.O. 1990, Reg. 298: OPERATION OF SCHOOLS – GENERAL

Under daily "Daily Sessions" which states:

“3. (1) The length of the instructional program of each school day for pupils of compulsory school age and pupils in full day junior kindergarten or kindergarten shall be not less than five hours a day excluding recesses or scheduled intervals between classes. R.R.O. 1990, Reg. 298, s. 3 (1); O. Reg. 78/14, s. 1 (1).

...

(3) Despite subsection (1), a board may reduce the length of the instructional program on each school day to less than five hours a day for an exceptional pupil in a special education program. R.R.O. 1990, Reg. 298, s. 3 (3).”;

WHEREAS: Boards and Principals have interpreted this section of the Education Act to allow them to modify a special needs student’s school day up to and including having the student remain at home for an extended period of time and allow routine late drop offs and early pick-ups by the transportation department;

WHEREAS: The Education Act does not require tracking of the frequency of this decision, documentation of the reason, steps being taken to return the student to a regular classroom to resume their education;

WHEREAS: Given the multitude of challenges a Principal encounter every day in the performance of their duties it is easy for them to not prioritize the resumption of the education and return to school full time for a student on modified days; and

WHEREAS: This Modified school days and denial of education issues as it affects special needs students is a widespread problem in public education reported by many parents and organization/associations dedicated to supporting the families of special needs students as outlined in the 2 appendices attached from Inclusion Canada and the New Brunswick Child and Youth’s advocates office. It has also been brought up as an issue at TCDSB SEAC meetings by a Trustee;

BE IT RESOLVED THAT: SEAC recommends to the Board a policy be created to track special needs students and those suspected of having special needs who are on modified days, be it one day or for an extended period;

BE IT RESOLVED THAT: At the time of determining a modified days schedule will be implemented a report be prepared with key student information, school, date and involved staff and positions listed along with the reason for the decision and the plan to return the student to school full time. This report must be updated every two weeks throughout the school year with progress reports, changes in plans until the

student returned to school full time and/or other developments make it no longer required;

BE IT RESOLVED THAT: A copy of the report and updated reports will be added to the student's Ontario Student Record (OSR), provided to parents, the Area Superintendent and Superintendent of Special Services. The Superintendents are to review the reports, delegate and follow up with their staff and others as appropriate with the goal of returning the student to school full time;

BE IT RESOLVED THAT: A summary report of the numbers of student on "modified school days" be provided to SEAC and the Board of Trustees on a bi-annual basis, January and June of the school year. Showing monthly totals and year over year changes; and

BE IT RESOLVED THAT: Policy and Staff be ready to implement this process by the start of the next school year.

On the Vote being taken, the Motion was declared

CARRIED

25. Adjournment

MOVED by Geoffrey Feldman, seconded by Tyler Munro, that the meeting be adjourned.

On the Vote being taken, the Motion was declared

CARRIED

SECRETARY

CHAIR

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

IN-PERSON MEETING AT CEC

HELD MONDAY DECEMBER 9, 2024

1. Call to Order

The Chair, Jennifer Di Francesco called the Meeting to Order at 7:05 PM.

The ICT Staff started the livestream on the CPIC YouTube Channel.

2. Opening Prayer

The Opening Prayer was led by Jennifer Di Francesco.

3. Land Acknowledgement

The Land Acknowledgement was led by Gabriela Berloni.

5. Roll Call & Apologies

Trustees: Nancy Crawford (W12)
Frank D’Amico (W6)

Elementary Parent Members: Jennifer Di Francesco (W1)
Gabriela Berloni (W2)
Agata Edwards (W4)
Franco Cozza (W5/E)
Andreia Maia (W6)
Richelle De Belchior (W8/E)
Jacinda Liburd (W8/W)
Nora Biagioni da Costa (W10)
Francesca Ancona (W11/N)
Michael LaManna (W11/S)

Karolina Krystyniak (W12)

Secondary Parent Members: Ivonne Marynovych (West)
Gus Gikas (Central)
Maureen Colford (East)

Community Members: None

Staff: Ryan Peterson (Director Designate)
Joe Fiorante (Financial Services)

Tony Orangis (W3), Madeleine Juanche (W5/W), Dan Kajioka (W7) and Marco Oужи (Communications) were absent.

6. Approval of the Agenda

MOVED by Gus Gikas, seconded by Gabriela Berloni, that the agenda, to include the Addendum, be approved.

By Unanimous consent, the Motion was declared

CARRIED

7. Declarations of Interest

None Declared

8. Approval and Signing of the Minutes of the Inaugural Meeting held November 11, 2024

MOVED by Franco Cozza, seconded by Ivonne Marynovych that the Inaugural Minutes, be approved.

By Unanimous consent, the Motion was declared

CARRIED

9. Presentations & Reports from Committee Officers

MOVED by Gabriela Berloni, seconded by Nora Biagioni da Costa, that Item 9a) be adopted as follows:

9a) From the Chair received.

By Unanimous consent, the Motion was declared

CARRIED

MOVED by Andreia Maia, seconded by Michael Lamanna, that Item 9b) be adopted as follows:

9b) Catholic Parent Involvement Committee Grant and Expenditure Summary as of November 30th, 2024 - Gus Gikas, Treasurer of Catholic Parent Involvement Committee received.

The balance is \$80,369.38 and PIC and PRO Grant funds are \$1500.00.

By Unanimous consent, the Motion was declared

CARRIED

MOVED by Agata Edwards, seconded by Gus Gikas, that Item 9c) be adopted as follows:

9c) Toronto Catholic District School Board (TCDSB) AI Guidelines Presentation Charith Senaratne, ICT Head of Technology Operations received.

The Committee will receive a feedback form for the presentation.

By Unanimous consent, the Motion was declared

CARRIED

16. Subcommittee & Special Committee Reports

MOVED by Gabriela Berloni, seconded by Gus Gikas, that Item 16a) be adopted as follows:

- 16a) Budget and Priorities Subcommittee** received and the Budget Allocations be approved with further details to be brought to the Committee.

In Favour

Opposed

Di Francesco
Berloni
Edwards
Cozza
Maia
De Belchior
Liburd
Da Costa
Ancona
Lamanna
Krystyniak
Marynovych
Gikas
Colford

The Motion was declared

CARRIED

18. Reports from TCDSB Board Officials

MOVED by Gus Gikas, seconded by Gabriela Berloni, that Item 18a) be adopted as follows:

- 18a) Update (Verbal) - Ryan Peterson, Director - Designate for Catholic Parent Involvement Committee (CPIC)** received.

By Unanimous consent, the Motion was declared

CARRIED

19. Reports from Trustee or Trustee Alternate

MOVED by Andreia Maia, seconded by Ivonne Marynovych, that Item 19a) be adopted as follows:

19a) Update (Verbal) - Nancy Crawford, Trustee and Frank D'Amico, Trustee Alternative received.

By Unanimous consent, the Motion was declared

CARRIED

23. Adjournment

MOVED by Andreia Maia, seconded by Nora Biagioni da Costa, that the meeting be adjourned.

By Unanimous consent, the Motion was declared

CARRIED

The Meeting adjourned at 8:20 pm.

CPIC SECRETARY

CPIC CHAIR

MASTER PENDING LIST AND ROLLING CALENDAR TO JANUARY 30, 2025

#	Date Requested & Committee/ Board	Report Due Date	Destination of Report Committee/ Board	Subject	Delegated To
1.	September 2024 Corporate Services	February 2025	Corporate Services	That Staff provide a working report in January 2025 on the various options regarding Proceeds of Disposition for Trustees to consider (From the Ministry of Education Notification of Mandatory Disposition of Two Vacant Properties Ward 8)	Associate Director of Corporate Services and Chief Commercial Officer
2.	April 2024 Regular Board	TBC	Regular Board	That the recommendations from the Catholic Parent Involvement Committee be referred back to Staff for review; and that Staff attend the next CPIC Meeting with an update and come back to the June 13, 2024, Regular Board Meeting with any changes to the Policy (Recommendations to Board from the Catholic Parent Involvement Committee (CPIC) Toronto Catholic District School Board (TCDSB) Fund Raising in Schools Policy S.M.04 Recent Changes	Director of Education
3.	June 2024 Regular Board	TBC	Regular Board	<p>WHEREAS: The Board of Trustees is committed to a safe and healthy environment for students and for staff in our schools;</p> <p>WHEREAS: Global warming is having a severe effect on the interior temperatures in our schools especially those with second and third floors;</p> <p>WHEREAS: The TCDSB has installed cooling centres to provide temporary reprieve from the excessive heat and is now conducting a pilot project installing outdoor misting stations. These measures, while providing temporarily relief, are in fact only relatively inexpensive measures that provide a very short time of relief;</p>	Associate Director of Corporate Services and Chief Commercial Officer

#	Date Requested & Committee/ Board	Report Due Date	Destination of Report Committee/ Board	Subject	Delegated To
				<p>WHEREAS: The TCDSB relies exclusively on funding from the Ministry of Education to maintain and update our school buildings and that the Ministry does not directly fund retrofitting schools with AC;</p> <p>WHEREAS: Trustees receive many complaints and concerns from parents in the months of May, June, September and October that school classrooms are experiencing high temperatures that reach and at times exceed 30 degrees Celsius, and that is not accounting for the accompanying high humidity levels which exacerbates the problem; and</p> <p>WHEREAS: Students have great difficulty learning in a classroom that is overheated and uncomfortable. The heat in classrooms does not make for a healthy learning or working environment for students and staff.</p> <p>THEREFORE BE IT RESOLVED: That the Board use current data available to begin a fulsome and detailed analysis of the classroom conditions across the Board regarding excessive heat and report back to the Board of Trustees their findings, their recommendations, both immediate and long term, to make our buildings safer and how we can alleviate the excessive heat. This report should include a breakdown of the buildings that have more than one floor and unless these buildings have AC, that the staff give these buildings priority for remediation; and</p>	

#	Date Requested & Committee/ Board	Report Due Date	Destination of Report Committee/ Board	Subject	Delegated To
				<p>FURTHER BE IT RESOLVED THAT: Staff report on the feasibility of installing air conditioning at St. Gregory’s Catholic School (Consideration of Motion from Trustee de Domenico regarding Excessive Heat and Humidity in Toronto Catholic District School Board (TCDSB) School Buildings)</p>	
4.	June 2024 Regular Board	TBC	Regular Board	<p>WHEREAS: TCDSB has raised the issues of air conditioning on multiple occasions:</p> <p>In 2015, TCDSB requested staff to provide reports regarding full air conditioning vs other forms of cooling at Elementary and Secondary schools without air conditioning;</p> <p>Board adopted air conditioning be included when costing new school construction with comparative figures for DV and AC; and</p> <p>In 2016 staff were requested to:</p> <p>Increase insulation on all west and south facing walls in buildings;</p> <p>Increase insulation on all west and south facing walls in buildings;</p> <p>Operable windows should have beyond the 100 mm (10 cm) openings;</p> <p>Install white roofs with solar panels initially to reduce Hydro usage</p>	Associate Director of Corporate Services and Chief Commercial Officer

#	Date Requested & Committee/ Board	Report Due Date	Destination of Report Committee/ Board	Subject	Delegated To
				<p>Investigate green roofs to include native plants or succulents that do not require frequent watering (desert types); and</p> <p>Staff begin collection of day-to-day temperature data in order to prioritize the implementation of passive cooling measures in schools. Priority for data collection and monitoring to be for those schools without air conditioning, air displacement ventilation and a mechanical ventilation system.</p> <p>In 2017, the TCDSB began sending letters to all MPP's and the Minister of Education regarding air conditioning funding;</p> <p>Countless inquiries from Trustees regarding air conditioning in schools were brought to the attention of the Board through the years.</p> <p>In 2018 the Board approved:</p> <p>A four-year phased implementation plan to add cooling centres at non-air conditioned schools funded from School Renewal; and</p> <p>Portables installed in schools must have air conditioning.</p> <p>WHEREAS: Staff have tried to mitigate air conditions in schools using various strategies and implemented some Board approved solutions;</p>	

#	Date Requested & Committee/ Board	Report Due Date	Destination of Report Committee/ Board	Subject	Delegated To
				<p>WHEREAS: Funding for air conditioning is not provided to school Boards by the province and becomes less likely to be funded in the future;</p> <p>WHEREAS: Proceeds of disposition funds were approved to install air conditioning in two new school buildings when the Ministry refused additional funding for this purpose;</p> <p>WHEREAS: Staff cannot teach and children cannot learn in extreme hot conditions in schools and lack of air conditioning allows a health crisis to fester;</p> <p>WHEREAS: Studies show that schools without air conditioning, every 1 degree increase in temperature reduces learning over a school year by 2 percent; and</p> <p>WHEREAS: As the planet continues to warm, we do see a significant increase in extreme weather events and due to these climate change effects, winters continue to shorten, and schools are dealing with a higher proportion of months with warmer weather.</p> <p>THEREFORE BE IT RESOLVED THAT: Two pilot schools be chosen to install air conditioning;</p> <p>FURTHER BE IT RESOLVED THAT: Funds be provided from Proceeds of Disposition; and</p> <p>FURTHER BE IT RESOLVED THAT: Staff evaluate</p>	

#	Date Requested & Committee/ Board	Report Due Date	Destination of Report Committee/ Board	Subject	Delegated To
				the efficacy of installing air conditioning in older school structures and report to Board following installation of the pilot (Consideration of Motion from Trustee Rizzo regarding Air Conditioning in Schools)	
5.	September 2024 Regular Board	TBC	Regular Board	<p>That the following be referred to Staff for a report to come back:</p> <p>WHEREAS: Parents can find navigating the maze to get their child(ren) special educational help very daunting. Parents are usually faced with speaking to multiple people at school or at the Board and having to recite the conversations repeatedly. This can create frustration and resentment that their child(ren)'s story is not already being captured and kept for future reference by and for teachers/staff/administrators at the school or Board level;</p> <p>WHEREAS: It is not fair to expect that all parents have the means or ability to keep their own records and parents expect that the school and/or Board maintain a consistent and elevated level of record keeping that helps all parties involved know what is always happening with the child(ren); and</p> <p>WHEREAS: Not keeping proper records can also lead to a child(ren) missing opportunities or not getting on lists for assessments/programs that could potentially help them in their educational journey, especially children that require Special Education resources.</p> <p>BE IT RESOLVED THAT: SEAC recommend to the Board of Trustees that the current policy or guidelines surrounding record keeping be reviewed with a breakdown of what is not working, recommend how to improve the current system and</p>	Associate Director of Academic Affairs and Chief Operating Officer

#	Date Requested & Committee/ Board	Report Due Date	Destination of Report Committee/ Board	Subject	Delegated To
				<p>what will be implemented to resolve this systemic issue (Recommendation to Board from the Special Education Advisory Committee (SEAC): Consideration of Motion from SEAC regarding Record Keeping)</p>	
6.	October 2024 Regular Board	March 2025	Regular Board	<p>WHEREAS: Loretto Abbey Catholic Secondary School is a picturesque setting for photos, weddings and events complete with historical architecture, stunning chapel, large common spaces and beautiful grounds;</p> <p>WHEREAS: Requests for photography, weddings and other events are presently not permitted at Loretto Abbey Catholic Secondary School;</p> <p>WHEREAS: Loretto Abbey provides a sentimental and historic meaning to families who may wish to book a space for special events;</p> <p>WHEREAS: Loretto Abbey grounds are often used for engagement and wedding photos and very little if any revenues are generated;</p> <p>WHEREAS: Many requests are received from the public for the use of the chapel, common areas and grounds by the school and the local trustee for the use of Loretto Abbey for special events including weddings, engagements etc; and</p> <p>WHEREAS: Toronto Catholic District School Board may be able to generate revenue by permitting photography, weddings and other special events by use of the Loretto Abbey facilities.</p>	Associate Director of Corporate Services and Chief Commercial Officer

#	Date Requested & Committee/ Board	Report Due Date	Destination of Report Committee/ Board	Subject	Delegated To
				<p>THEREFORE BE IT RESOLVED THAT: Loretto Abbey and its grounds be considered as a venue to be permitted for photography, weddings/engagements and other special events; and</p> <p>BE IT FURTHER RESOLVED THAT: Staff prepare a report on the impacts and revenues that may be generated from permitting the grounds and facilities at Loretto Abbey Catholic Secondary School (Consideration of Motion from Trustee Rizzo regarding Permitting of Grounds and Facilities at Loretto Abbey Catholic Secondary School for Special Events)</p>	
7.	October 2024 Regular Board	TBC	Regular Board	<p>WHEREAS: There appears to be an increase in the prevalence of autism in our schools; and</p> <p>WHEREAS: Trustees have limited visibility into relevant data on this topic.</p> <p>BE IT RESOLVED THAT: Staff bring a report outlining three years of historical data, system wide capturing:</p> <ul style="list-style-type: none"> - Number of students at the elementary and secondary levels and corresponding growth rates; - Central Human Resources allocated to Autism support (and any corresponding growth or decline in these resources); and - Insights into the geographical distribution of relevant students with an emphasis on ward demographics including socio economic <p>Page 16 (Consideration of Motion from Trustee Di</p>	Associate Director of Academic Affairs and Chief Operating Officer

#	Date Requested & Committee/ Board	Report Due Date	Destination of Report Committee/ Board	Subject	Delegated To
				Giorgio regarding Autism Research Request/Support)	
8.	November - 2024 Regular Board	TBC	Regular Board	<p>WHEREAS: The Toronto Catholic District School Board (TCDSB) is the largest publicly funded Catholic Board in the province of Ontario and in Canada;</p> <p>WHEREAS: The Toronto Catholic District School Board must make decisions in compliance with many pieces of legislation including the Education Act, the Constitution of Canada, the Charter of Rights and Freedoms, the Ontario Human Rights Code, Canon Law of the Roman Catholic Church, and our own By-law 175;</p> <p>WHEREAS: Governance by Roberts Rules is complex and requires expertise in many instances;</p> <p>WHEREAS: If the Toronto Catholic District School Board makes a decision inappropriately it could be challenged by a ratepayer, or in court, or by the Ministry of Education;</p> <p>WHEREAS: We have an obligation to our voters, parents, students and staff to govern without error and in accordance with the highest standards of governance;</p> <p>WHEREAS: Governing according to the expected standard rules is understood by everyone to be fair and equitable; and</p> <p>WHEREAS: Conditions arise at Board meetings or at Committee</p>	Chief Financial Officer and Treasurer

#	Date Requested & Committee/ Board	Report Due Date	Destination of Report Committee/ Board	Subject	Delegated To
				<p>Meetings of the Board when the services of a Parliamentarian would be advantageous to deal with complex or contentious issues;</p> <p>THEREFORE BE IT RESOLVED THAT: Staff prepare a report on an economically feasible way to procure the services of a Parliamentarian for situations categorized as high priority. (Consideration of Motion from Trustee Kennedy regarding Parliamentarian Services)</p>	
9.	December - 2022 Regular Board	November 2027	Student Achievement	That an international Languages report be presented in public session at the Student Achievement and Well-Being Committee or appropriate Committee or Board every 5 years (From the Governance and Policy Committee: International Languages (Elementary) Report S.P.05)	Associate Director of Academic Affairs and Chief Operating Officer

2025 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

A = Annual Report

P = Policy Metric Report

Q = Quarterly Report

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (A)	Corporate Services	Annual Chief Financial Officer Overview	Chief Financial Officer and Treasurer
2	February (A)	Corporate Services	Multi-Year Financial Forecast	Chief Financial Officer and Treasurer
3	March (A)	Corporate Services	Budget Framework and Consultation Plan	Chief Financial Officer and Treasurer
4	March (A)	Corporate Services	Consensus Student Enrolment Projections	Associate Director Corporate Services
5	March (A/P)	Corporate Services	Transportation Annual Report and S.T.01 Transportation Policy Metric	Associate Director Corporate Services
6	April (A)	Corporate Services	Ministry Funding Overview	Chief Financial Officer and Treasurer
7	April (Q)	Corporate Services	Mid-Year Budget Status Report	Chief Financial Officer and Treasurer
8	May (A)	Corporate Services	Preliminary Budget Estimates	Chief Financial Officer and Treasurer
9	June (P)	Corporate Services	B.R.01 Rental of Surplus School Space and Properties Policy Metric	Associate Director Corporate Services
10	June (A)	Corporate Services	Recommended Budget Estimates	Chief Financial Officer and Treasurer
11	June (A)	Corporate Services	Delegated Authority Report	Chief Financial Officer and Treasurer
12	September (A)	Corporate Services	Delegated Authority Update Report	Chief Financial Officer and Treasurer
13	September (A)	Corporate Services	Annual Procurement Plan	Chief Financial Officer and Treasurer
14	September (A)	Corporate Services	Capital Program Update	Associate Director Corporate Services

2025 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

15	October (Q)	Corporate Services	Budget Update: Enrolment and Staffing	Chief Financial Officer and Treasurer
16	October (A)	Corporate Services	Trustee Honorarium Report	Chief Financial Officer and Treasurer
17	October (A)	Corporate Services	Capital Renewal Program Report	Associate Director Corporate Services
18	November (A)	Corporate Services	Audited Financial Statements	Chief Financial Officer and Treasurer
19	November (P)	Corporate Services	Enrolment Report and S.A.01 Admission and Placement Policy Metric	Associate Director Corporate Services
20	December (A)	Corporate Services	Revised Budget Estimates	Chief Financial Officer and Treasurer
21	December (A)	Corporate Services	Annual Legal Fees Report	Chief Financial Officer and Treasurer
22	December (A)	Corporate Services	Annual Investment Report	Chief Financial Officer and Treasurer
23	December (A)	Corporate Services	Annual Audit Committee Report	Chief Financial Officer and Treasurer
24	February (A)	Regular Board	School Year Calendar	Associate Director Academic Services
25	March (A)	Regular Board	Preliminary Staffing Projections Report	AD Academic Services and CFO/Treasurer
26	September (P)	Regular Board	A.06 Advocacy Policy Metric	Chief Financial Officer and Treasurer
27	October (P)	Regular Board	H.M.33 Acceptance of Hospitality or Gifts Policy Metric	Chief Financial Officer and Treasurer
28	November (A)	Regular Board	Ongoing Exit and Entry Student Survey	Associate Director Corporate Services
29	November (A)	Regular Board	Annual Calendar of Meetings	Director of Education
30	November (A)	Regular Board	Multi-Year Strategic Plan Annual Report	Director of Education

2025 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

31	December (A)	Regular Board	Director's Annual Report	Director of Education
32	January (A)	Student Achievement	Equity Action Plan Annual Report	Director of Education
33	January (A)	Student Achievement	Annual Mental Health and Wellbeing Report	Associate Director Academic Services
34	January (P)	Student Achievement	A.36 Accessibility Standards Policy Metric	Associate Director Academic Services
35	February (P)	Student Achievement	S. 19 External Research Policy Metric	Associate Director Academic Services
36	March (A)	Student Achievement	The Angel Foundation for Learning Annual Report and Presentation	Associate Director Academic Services
37	April (A)	Student Achievement	Annual EPAN Schools Allocations	AD Academic Services and CFO/Treasurer
38	April (A)	Student Achievement	Non-Resident VISA Student Fees	AD Academic Services and CFO/Treasurer
39	May (A)	Student Achievement	Ratification of Student Trustee Nominees	Associate Director Academic Services
40	June (P)	Student Achievement	B.B.04 Smoke & Vapour Free Policy Metric	Associate Director Academic Services
41	September (P)	Student Achievement	H.M.40 Fair Practice in Hiring and Promotion Policy Metric	Associate Director Academic Services
42	September (A)	Student Achievement	Community Advisory Committees Report	Associate Director Academic Services
43	September (P)	Student Achievement	H.M.14 Harassment and Discrimination Policy Metric	Associate Director Academic Services
44	September (P)	Student Achievement	H.M.19 Conflict Resolution Policy Metric	Associate Director Academic Services
45	September (P)	Student Achievement	T.07 Community Engagement Policy Metric	Director of Education
46	September (P)	Student Achievement	A.37 Communications Policy Metric	Director of Education

2025 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

47	October (P) (5 Year Cycle)	Student Achievement	International Languages Program Report (Next Reporting Date of October 2027)	AD Academic Services and CFO/Treasurer
48	October (A)	Student Achievement	Board Improvement and Equity Plan (BIEP)	Associate Director Academic Services
49	October (A/P)	Student Achievement	S.22 Religious Accommodation Policy Metric	Associate Director Academic Services
50	October (A)	Student Achievement	Student Trustees: Voices that Challenge - CSLIT	Associate Director Academic Services
51	November (A/P)	Student Achievement	Annual Safe Schools Report and S.S.12 Fresh Start Policy Metric	Associate Director Academic Services
52	November (A)	Student Achievement	Annual EQAO and OSSLT Assessments Report	Associate Director Academic Services
53	November (A)	Student Achievement	K-12 Professional Development Plan for Student Achievement and Well-Being	Associate Director Academic Services
54	November (A)	Student Achievement	CPIC Annual Report	Associate Director Academic Services
55	November (P)	Student Achievement	Elementary Catholic School Leadership Impact Team Policy Metric ECSLIT	Associate Director Academic Services
56	November (P)	Student Achievement	S.24 Combined (Split) Grade Classes for Elementary Schools Policy Metric	Associate Director Academic Services
57	December (A/P)	Student Achievement	Accountability Framework for Special Education and S.P.01 Special Education Programs and Services Policy Metric	Associate Director Academic Services
58	December (P)	Student Achievement	S.10 Catholic School Parent Council Policy Metric	Associate Director Academic Services
59	December (A)	Student Achievement	Staff CPIC Annual Report	Associate Director Academic Services