

TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING

Public SESSION AGENDA NOVEMBER 24, 2016

Angela Kennedy, Chair
Trustee Ward 11

Frank D'Amico, Vice Chair
Trustee Ward 6

Ann Andrachuk
Trustee Ward 2

Patricia Bottoni
Trustee Ward 4

Nancy Crawford
Trustee Ward 12

Jo-Ann Davis
Trustee Ward 9

Rhea Carlisle
Student Trustee

Michael Del Grande
Trustee Ward 7

Joseph Martino
Trustee Ward 1

Sal Piccininni
Trustee Ward 3

Barbara Poplawski
Trustee Ward 10

Maria Rizzo
Trustee Ward 5

Garry Tanuan
Trustee Ward 8

Karina Dubrovskaya
Student Trustee



MISSION

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

VISION

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

Recording Secretary: Lalita Fernandes 416-222-8282 Extension 2293
Asst. Recording Secretary: Sophia Harris 416-222-8282 Extension 2298

Angela Gauthier
Director of Education

Angela Kennedy
Chair of the Board



OUR MISSION

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

OUR VISION

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



REGULAR MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION

Angela Kennedy, Chair

Frank D'Amico, Vice-Chair

Thursday, November 24, 2016

7:00 P.M.

Pages

1. Call to Order
2. Memorials and Opening Prayer
3. Singing of O Canada A Capella
4. Roll Call & Apologies
5. Approval of the Agenda
6. Reports from Private Session
7. Notices of Motions
8. Declarations of Interest
9. Approval and Signing of Minutes of the Previous Meetings
 - 9.a Special Board - October 6, 2016 (Student Achievement)
 - 9.b Special Board - October 13, 2016 (Corporate Services)
 - 9.c Regular Board - October 20, 2016

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10. **Presentations**
 - 10.a **Monthly Report from the Chair of the Board** 35 - 36
 - 10.b **Monthly Report from the Director of Education** 37 - 39
 - 10.c **Monthly Report from the Student Trustee(s)** 40 - 42
11. **Delegations**
 - 11.a **David Gadallah - Transportation - Door Stop for 146 Fenelon Drive** 43 - 44
12. **Consideration of Motions for which previous notice has been given**
 - 12.a **From Trustee Del Grande regarding the Parent/Student Charter Committee**

Whereas: A parent/Student Charter Committee was struck by the Board in 2013 with approved terms of reference

Whereas: The committee made up of trustees, staff, parents and students met several times throughout 2014 Whereas: The final output and recommendation of the committee did not report back to the Board of Trustees Be It Resolved that:

That the Director bring forward to the Board the final committee submission as vetted by the Board's legal counsel to the Board of Trustees and that the documents be sent out for public feedback before coming back to the Board.
13. **Unfinished Business from Previous Meetings**
14. **Matters recommended by Statutory Committees of the Board**
 - 14.a **Minutes of the Regular Meeting of the Special Education Advisory Committee for October 19, 2016** 45 - 52
15. **Matters referred/deferred from Committees/Board**
16. **Reports of Officials for the Information of the Board of Trustees**
 - 16.a **Annual Report from the Director of Education (distributed under**

separate cover)

16.b	Report regarding Status of Wait Lists for Over Subscribed Elementary Schools (All Wards)	53 - 60
16.c	Verbal Update regarding transportation driver shortage	
17.	Reports of Officials Requiring Action of the Board of Trustees	
17.a	Report regarding 2017 Annual Calendar of Meetings	61 - 65
17.b	Proclamation of Parish Family Day	66 - 70
17.c	Report regarding St. Raymond Funding Announcement and Amendment to Par Involving Holy Rosary and St. Alphonsus (Ward 9)	71 - 78
17.d	Report regarding Pupil Accommodation Review Don Bosco Catholic Secondary School Ward 1	79 - 133
17.e	Report of the Governance and Policy Committee On Update to Resource Materials Acquisition in Schools Policy (S.M.06)	134 - 141
17.f	Report of the Governance and Policy Committee on Non-Union Policies & Non-Union Employee Handbook Policy (H.M.02)	142 - 158
17.g	Report of the Governance and Policy Committee on Update to Playground Equipment Policy (B.G.01)	159 - 164
18.	Listing of Communications	
19.	Inquiries and Miscellaneous	
20.	Updating of Pending Items List	165 - 169
21.	Closing Prayer	
22.	Adjournment	

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

HELD THURSDAY, OCTOBER 6, 2016

STUDENT ACHIEVEMENT

PRESENT:

A. Kennedy, Chair
F. D'Amico
A. Andrachuk
P. Bottoni
N. Crawford
J.A. Davis
G. Tanuan
M. Rizzo

A. Gauthier
A. Sangiorgio
R. McGuckin
P. Matthews
J. Yan

A. Robertson, Parliamentarian
L. Fernandes, Recording Secretary
S. Harris, Assistant Recording Secretary

The 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 Davis, seconded by Trustee Crawford, that the matters dealt with in PUBLIC SESSION be approved.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Tanuan
Bottoni
Kennedy
D'Amico
Rizzo
Andrachuk

The Motion was declared

CARRIED

MATTERS AS CAPTURED IN THE ABOVE MOTION

Minutes of the following Regular Meeting held September 8, 2016 for Public Session – approved.

Presentation by Tim LeeLoy, representing the Archdiocese of Toronto regarding the ShareLife Campaign and OCSGE Curriculum - received.

Presentation by Susan Carbone, representing Haven on the Queensway, regarding “Learning from the Best” project - received and referred to staff.

Presentation by Emily Moretti, representing CODE, regarding Primary Summer School Pilot Program - received.

Grade 9 Assessment of Mathematics (second semester and full year students) and OSSLT Assessment (EQAO) – received.

Trustees Andrachuk, Tanuan, Davis and Crawford were appointed members of the Ad Hoc Executive Search Committee.

Student Trustees – Voices that Challenge – received and that the report be referred to staff to address all the recommendations from CSLIT and come back to the November 2016 meeting of the Student Achievement.

Report on International Languages Program to include dates, statistical trends, surveys, results of previous assessments in changing demographics (city-wide population and home language dynamics) and immigration patterns in all wards – received

1. That a report be requested from staff outlining possible program changes which could be implemented to achieve cost savings going forward. The report to include potential impacts to the Board, to students and to instructors.
2. That staff prepare a report outlining how the extended day international language programs could be transitioned to an after hours program, recognizing the limitations in the collective central agreement.
3. That staff provide a transition for 20%, 40%, & 60% of students with comparative costs and potential savings to the Board.

Update Report on the Pilot Project for Jump Mathematics – received and that staff implement a survey for the parents and students involved in the Pilot Project for Jump Mathematics.

MOVED by Trustee Davis, seconded by Trustee Crawford, that the items dealt with in PRIVATE SESSION regarding Attendance Management, Transportation and request for Legal Opinion be approved.

**(Private Session Minutes distributed
Under Separate Cover)**

MOVED by Rizzo, seconded by Trustee Crawford, that the meeting adjourn.

CARRIED

S E C R E T A R Y

C H A I R

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

HELD THURSDAY, OCTOBER 13, 2016

Corporate Services

PRESENT:

A. Kennedy, Chair
F. D'Amico
A. Andrachuk
P. Bottoni
N. Crawford
M. Del Grande
J.A. Davis
B. Poplawski

A. Gauthier
A. Sangiorgio
R. McGuckin
C. Jackson
P. Matthews
J. Yan

A. Robertson, Parliamentarian
L. Fernandes, Recording Secretary
S. Harris, Assistant Recording Secretary

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

MOVED by Trustee Bottoni, seconded by Trustee Davis, that the items dealt with in PRIVATE SESSION regarding the Property, Transportation and Strategic Planning be approved.

CARRIED

**(Private Session minutes
Distributed Under separate cover)**

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

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Davis, that all items dealt with in PUBLIC SESSION be approved.

CARRIED

MATTERS AS CAPTURED IN THE ABOVE MOTION

Minutes of the Regular Meeting held September 15, 2016 - approved with an amendment to page 11 of the Minutes, the time Trustee Martino left the meeting and any reference in the Minutes to time for any Trustee be deleted.

Preliminary Enrolment Data: October 13, 2016 – received.

Trustee Honorarium – received.

St. Fidelis Catholic Elementary School Capital Budget Approval (Ward 3) that the capital project budget for St. Fidelis Catholic School – Replacement of \$15,007,117 be approved as detailed in Table 1 and funded as follows:

	Min. of Education Funds \$	EDC & Other Contributions \$	Total \$
Full Day Kindergarten	998,260		998,260
Capital Priorities	11,739,922		11,739,922
Child Care Funding	988,568		988,568
Min. Unique Site & TGS (TBD)	820,223		820,223
EDC Funding		460,143	460,143
	Total	\$ 460,143	\$15,007,117

Snow and Ice Control Program (All Wards) that the contract(s) for the Snow and Ice Control Program for budget years 2016/17 and 2017/18 with an option to renew for two (2) one-year extensions be awarded to the bidders meeting Board specifications as described in Appendix A, in the amount of \$1,790,238.05 including net HST per year. The total contract value is \$3,580,476.10 including net HST for the two-year period.

Capacity Reduction Strategy (Wards 6,9 10)

1. That the Board of Trustees approve the projected capacity reduction strategy for the study area as outlined in this report.
2. That the Ministry of Education be requested to approve the Capital funding for St. Raymond Catholic Elementary School, including the day care center.
3. **That the Pupil Accommodation Review for St. Luigi, St. Sebastian and St. Rita occur at the same time as the TDSB has completed a successful Pupil Accommodation Review involving Perth PS and Pauline PS, and has declared one of these two facilities surplus to their needs.**

Reassessment of TCDSB's MYRP 2016-17 that the Board of Trustees approve the identification of cost-savings and revenue generating opportunities totaling \$5.65M for the 2016-17 fiscal year (Year 2 of the 4 year MYRP) as follows in the table below:

REF.#	SAVINGS & REVENUE OPPORTUNITIES	\$ AMT
1	Attendance Support Initiatives	2,000,000
2	School Block Budget Carrvover	1,500,000
3	Benefits Budget Provision	1,000,000
4	International Languages	130,000
5	Additional Administrative Efficiencies	520,000
6	Expand Summer eLearning Courses	500,000
	TOTAL Cost Savings & Revenue Opportunities	5,650,000

Inquiry from Trustee Andrachuk, regarding Jump Math Pilot program, staff were directed to get a message out to all principals and teachers who teach Jump Math that they should be using Nelson Math as a supplementary to Jump Math.

Inquiry from Trustee Del Grande regarding Bill of Rights for Children, staff to move forward as a priority item and add it to the Pending List.

Inquiry from Trustee Kennedy regarding “Me to We” student event on October 19, 2016 at the Air Canada Centre, concert performance regarding local and global initiatives.

MOVED by Trustee Davis, seconded by Trustee Del Grande, that the meeting adjourn.

CARRIED

SECRETARY

CHAIR

MINUTES OF THE REGULAR MEETING
OF THE
TORONTO CATHOLIC DISTRICT SCHOOL BOARD
HELD OCTOBER 20, 2016
PUBLIC SESSION

PRESENT:

Trustees A. Kennedy, Chair
F. D'Amico, Vice Chair
A. Andrachuk
P. Bottoni
N. Crawford
J.A. Davis
M. Del Grande
J. Martino
S. Piccininni
B. Poplawski
M. Rizzo
G. Tanuan
R. Carlisle, Student Trustee
K. Dubrovskaya, Student Trustee

A. Gauthier
A. Sangiorgio
C. Jackson
R. McGuckin
P. De Cock
D. Koenig
C. Fernandes
K. Malcolm
M. Puccetti
M. Silva
D. Yack
A. Della Mora
J. Wujek

P. Aguiar
S. Campbell
J. Yan

A. Robertson, Parliamentarian
L. Fernandes, Recording Secretary
S. Harris, Assistant Recording Secretary

MOVED by Trustee Davis, seconded by Trustee Andrachuk, that the agenda, as amended, be approved.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The agenda, as amended, was declared

CARRIED

MOVED by Trustee D'Amico, seconded by Trustee Bottoni, that the items dealt with in PRIVATE SESSION regarding the Multi Year Recovery Plan and Concerns Raised by Trustees be approved.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee Tanuan, that the Minutes of the following Meetings be approved:

- 9a) Special Board – September 1, 2016
- 9b) Special Board (Student Achievement) – September 8, 2016
- 9c) Special Board (Corporate Services) – September 15, 2016
- 9d) Regular Board – September 22, 2016

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Davis, that item 10a) be adopted as follows:

10a) Monthly Report from the Chair of the Board – received.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande

Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Piccininni, seconded by Trustee Andrachuk, that item 10b) be adopted as follows:

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

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee D'Amico, that item 10c) be adopted as follows:

10c) Monthly Report from the Student Trustee(s) – received.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

Annalisa Crudo-Perri, representing OAPCE, addressed the Board regarding OAPCE Toronto Commissioning Ceremony.

MOVED by Trustee Bottoni, seconded by Trustee Piccininni, that the presentation by Annalisa Crudo-Perri, representing OAPCE, regarding OAPCE Toronto Commissioning Ceremony be received and referred to staff.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
 Davis
 Poplawski
 Tanuan
 Del Grande
 Kennedy
 D'Amico
 Rizzo
 Bottoni
 Piccininni
 Andrachuk
 Martino

The Motion was declared

CARRIED

Tim Sinclair, representing St. Margaret Catholic School Parent Council, addressed the Board regarding a replacement school for St. Margaret.

MOVED by Trustee Rizzo, seconded by Trustee Davis, that the presentation by Tim Sinclair, representing St. Margaret Catholic School Parent Council, regarding a replacement school for St. Margaret be received.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
 Davis
 Poplawski
 Tanuan
 Del Grande
 Kennedy
 D'Amico
 Rizzo
 Bottoni
 Piccininni
 Andrachuk
 Martino

The Motion was declared

CARRIED

Jerrylyn Guevarra, representing St. Margaret Catholic School, addressed the Board regarding a replacement school for St. Margaret.

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that the presentation by Jerrylyn Guevarra, representing St. Margaret Catholic School, regarding a replacement school for St. Margaret be received.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
 Davis
 Poplawski
 Tanuan
 Del Grande
 Kennedy
 D'Amico
 Rizzo
 Bottoni

Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

Kassiya Anderson, representing St. Margaret Catholic School, addressed the Board, regarding a replacement school for St. Margaret.

MOVED by Trustee Rizzo, seconded by Trustee Poplawski, that the presentation by Kassiya Anderson, representing St. Margaret Catholic School, regarding a replacement school for St. Margaret be received.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

Aimee Gomez, representing St. Margaret Catholic School, addressed the Board regarding a replacement school for St. Margaret.

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that the presentation by Aimee Gomez, representing St. Margaret Catholic School, regarding a replacement school for St. Margaret be received.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

Ana Bela Da Silva, representing St. Margaret Catholic School, addressed the Board regarding a replacement school for St. Margaret.

MOVED by Trustee Rizzo, seconded by Trustee Poplawski, that the presentation by Ana Bela Da Silva, representing St. Margaret Catholic School, regarding a replacement school for St. Margaret be received.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Piccininni, seconded by Trustee Andrachuk, that item 12a) be adopted as follows:

- 12a) Motion from Trustee Piccininni regarding amendment to TCDSB's Hot Weather Policy** that in consultation with key stakeholders such as Toronto Public Health, TECT, TSU, CUPE, OAPCE and other interested parties the TCDSB report on the feasibility of emergency school closure during extreme heat events.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis

Poplawski
Tanuan
Del Grande
Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED
UNANIMOUSLY

The report is to come back to Board in February 2017.

The Chair reviewed the Order Paper Items.

The following items were questioned:

Item 14a)	Trustee Tanuan
Item 16a)	Trustee Rizzo
Item 17a)	Trustee Tanuan
Item 17b)	Trustee Poplawski
Item 17c)	Trustee Poplawski
Item 17e)	Trustee Crawford
Item 17f)	Trustee Crawford

MOVED by Trustee Davis, seconded by Trustee Andrachuk, that the item not questioned be approved.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MATTER AS CAPTURED IN THE ABOVE MOTION

Communication from OCSTA regarding 2017 Seminar Information Package and Program – received.

MOVED by Trustee Tanuan, seconded by Trustee Poplawski, that item 14a) be adopted as follows:

14a) Approved Minutes of the Catholic Parent Involvement Committee (CPIC) of June 20, 2016 – received.

On the vote being taken, as follows:

In favour**Opposed**

Trustees Crawford
 Davis
 Poplawski
 Tanuan
 Del Grande
 Kennedy
 D'Amico
 Rizzo
 Bottoni
 Piccininni
 Andrachuk
 Martino

The Motion was declared

CARRIED

M OVED by Trustee Rizzo, seconded by Trustee Tanuan, that item 16a) be adopted as follows:

16a) Update regarding St. Margaret Replacement School – received.

On the vote being taken, as follows:

In favour**Opposed**

Trustees Crawford
 Davis
 Poplawski
 Tanuan
 Del Grande
 Kennedy
 D'Amico

Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

The Chair called a ten minute recess.

The meeting continued with Trustee Kennedy in the Chair.

MOVED by Trustee Tanuan, seconded by Trustee Bottoni , that item 17a) be adopted as follows:

- 17a) Blessed Mother Teresa Catholic Secondary School Name Change**
that the Board of Trustees approve the name change of the school
from “Blessed Mother Teresa Catholic Secondary School” to “Saint
Mother Teresa Catholic Academy”.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D’Amico
Rizzo
Bottoni
Piccininni
Andrachuk

Martino

The Motion was declared

CARRIED

MOVED by Trustee Poplawski, seconded by Trustee Crawford, that item 17b) be adopted as follows:

17b) St. Mary's Catholic Secondary School Name Change that the Board approve the re-naming of St. Mary's Catholic Secondary School to St. Mary Catholic Academy.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Poplawski, that item 17c) be adopted as follows:

- 17c) Request to Waive the Liquor Permit for Neil McNeil Alumni Association** that the liquor policy be waived and that permission be granted to waive the liquor policy so that the Neil McNeil Alumni Association can serve alcohol at their Annual Alumni Association Celebration on Friday, November 4th, 2016 from 6pm to approximately 11pm, at Neil McNeil Catholic Secondary School.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D'Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Crawford, that item 17i) be adopted as follows:

- 17i) Trustee/Staff Strategic Planning Sessions** that the Board undertake a Strategic Planning meeting to focus on facilities, programs and finances.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Tanuan, to add

1. That the following categories outlined as Strategic Objectives and Priorities in Appendix C be approved and form part of a detailed strategic plan for the Board.
 - Student Success and Achievement
 - Financial Stability
 - Employer of Choice
 - Facilities and Technology
 - Communications and Relationship Building
2. That the Board ratify the *Principles for Effective Trustee-Staff Relations* as outlined in Appendix A.
 - Remember our cause and ask: “what are we trying to achieve here?”
 - Be kind and show empathy
 - seek to genuinely understand different points of view

- Focus on issues and ideas Get to “common ground” within the grey zone. Understand implications of individual decisions
 - “Hold the tension” between local and Board goals
3. That a system of accountability for the Principles for Effective Trustee-Staff Relations be jointly created by staff and Trustees.
 4. Subsequent meetings for May 2017, Fall 2017 and Spring 2018 be approved.

On the vote being taken, on the Amendment, as follows:

In favour

Opposed

Trustees Crawford
Davis
Poplawski
Tanuan
Del Grande
Kennedy
D’Amico
Rizzo
Bottoni
Piccininni
Andrachuk
Martino

The Amendment was declared

CARRIED

On the vote being taken, on the Motion, as Amended, as follows:

In favour**Opposed**

Trustees Crawford
 Davis
 Poplawski
 Tanuan
 Del Grande
 Kennedy
 D'Amico
 Rizzo
 Bottoni
 Piccininni
 Andrachuk
 Martino

The Motion, as Amended was declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee Crawford, that item 17e) be adopted as follows:

17e) Draft Long Term Accommodation Plan Elementary that

1. the Board of Trustees approve in principle the draft elementary panel LTAPP for community consultation and feedback.
2. staff return to the Board in February of 2017 with revisions to the LTAPP arising out of consultation.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Andrachuk, that the process be reviewed in order to accelerate the timelines for the PARs.

MOVED in AMENDMENT to the AMENDMENT by Trustee Tanuan, seconded by Trustee D'Amico, that the PARs process be accelerated on all of the over-subscribed schools.

On the vote being taken, on the Amendment to the Amendment as follows:

In favour

Opposed

Trustees Bottoni
Rizzo
D'Amico
Tanuan
Poplawski

Trustees Martino
Andrachuk
Piccininni
Kennedy
Del Grande
Davis
Crawford

The Amendment to the Amendment was declared

LOST

On the vote being taken, on the Amendment, as follows:

In favour

Opposed

Trustees Martino
Andrachuk
Piccininni
D'Amico
Kennedy
Del Grande
Davis
Crawford

Trustees Rizzo
Poplawski
Tanuan
Bottoni

The Amendment was declared

CARRIED

On the vote being taken, on the Motion, as Amended, as follows:

In favour

Opposed

Trustees Crawford

Trustee Rizzo

Davis

Tanuan

Del Grande

Kennedy

D'Amico

Bottoni

Piccininni

Andrachuk

Martino

The Motion, as Amended was declared

CARRIED

MOVED by Trustee D'Amico, seconded by Trustee Crawford, that the meeting be extended until the agenda is completed.

On the vote being taken, as follows:

In favour

Opposed

Trustees Andrachuk

Trustees Martino

Bottoni

Piccininni

D'Amico

Rizzo

Kennedy

Tanuan

Del Grande

Davis

Crawford

The Motion to extend was declared

CARRIED

MOVED by Trustee Andrachuk , seconded by Trustee Martino, that item 17f) be adopted as follows:

17f) Draft Long Term Accommodation Plan Secondary Panel that

1. the Board of Trustees approve in principle the draft secondary panel LTAPP for community consultation and feedback.
2. staff return to the Board in February of 2017 with revisions to the LTAPP arising out of consultation

On the vote being taken, on the Motion, as follows:

In favour

Opposed

Trustees Crawford
Davis
Tanuan
Del Grande
Kennedy
D'Amico
Bottoni
Piccininni
Andrachuk
Martino

Trustee Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Piccininni, that item 17h) be adopted as follows:

17h) Revised Draft LTAPP for Elementary and Secondary Schools

1. that the Board of Trustees approve in principle the draft Long Term Program Plan identified in the Action Plan, for the purpose of consultation and gathering feedback.
2. that staff return to the board in February 2017 with revisions to the LTAP arising out of consultation

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Rizzo, that the Chart for the French Immersion programs in elementary school be amended to replace Holy Trinity with St. Ambrose in the year 2018.

On the vote being taken, on the Amendment as follows:

In favour

Opposed

Trustees Andrachuk
 Bottoni
 Rizzo
 D'Amico
 Kennedy
 Del Grande
 Tanuan
 Martino
 Crawford
 Davis
 Piccininni

The Amendment was declared

CARRIED

MOVED in AMENDMENT by Trustee Tanuan, seconded by Trustee Davis, that that the Chart for the French Immersion programs in elementary school be amended to add two other schools in area 7 and 8 corridor.

On the vote being taken, on the Amendment as follows:

In favour

Opposed

Trustees Andrachuk
 Bottoni
 Rizzo
 D'Amico
 Kennedy
 Del Grande
 Tanuan
 Crawford
 Davis
 Piccininni

The Amendment was declared

CARRIED

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Davis, that under Other Programs – Elementary Schools #9 be amended to Provide an Art focus (auditioned based) programs for students in an elementary school.

On the vote being taken, on the Amendment as follows:

In favour

Opposed

Trustees Andrachuk
 Bottoni
 Rizzo
 D'Amico
 Kennedy
 Del Grande
 Tanuan

Martino
Crawford

The Amendment was declared

CARRIED

On the vote being taken, on the Motion, as Amended, as follows:

In favour

Opposed

Trustees Andrachuk
Bottoni
Rizzo
D'Amico
Davis
Kennedy
Del Grande
Tanuan
Crawford

The Motion, as Amended, was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Bottoni, that the meeting adjourn.

CARRIED

SECRETARY

CHAIR



CHAIR'S MONTHLY REPORT

NOVEMBER 2016

Following are highlights for the period of October 21st to November 24, 2016

Wednesday, October 19th

- Attended the *Go Purple Event – Break the Silence on Sexual Abuse* which was coordinated by Toronto Police Services, CCAS, CAS and BOOST. The event was hosted by St. Patrick Catholic Secondary School

Friday, October 21st

- Was represented by the Vice-Chair of the Board at the Newcomer Event which was a welcoming gathering of many families who are new to the TCDSB and to Canada. The event was also attended by Cardinal Thomas Collins and held here at the CEC.

Monday, October 24th

- Delivered greetings to the attendees of the PLASP Child Care Centre's Parent and Community Meeting which was held at the International Centre in Mississauga

Wednesday, October 26th

- Along with the Director of Education, had the pleasure of delivering congratulatory remarks to retirees at the (TCPVA) Toronto Catholic Principals' and Vice-Principals' Association Retirement Dinner which was held at Villa Colombo.

Friday, October 28th

- Along with the Director of Education, attended a meet and greet with the Secretary of State for Portugal regarding our partnership with the Portuguese community in Toronto
- Participated in a beautiful Mass celebrating the canonization of St. Teresa of Calcutta held at St. Mother Teresa Academy
- Spent some time with attendees of the 30th Anniversary Celebration of Blessed Mother Teresa School

- Had the pleasure of celebrating with Trustees and staff at The Angel Foundation for Learning's annual Gala Dinner which was held at Riviera Parque Banquet Centre

Saturday, October 29th

- Along with Trustee Tanuan and staff, attended the annual Fr. Patrick Fogarty Dinner which recognizes one student from each Catholic Secondary School in the province.

Sunday, November 6th

- Along with Trustee Tanuan and the Director of Education had the pleasure of attending the annual ALPHA Dinner which was held at LeParc Banquet Hall in Thornhill

Monday, November 7th

- Delivered greetings at the annual OAPCE Toronto Commissioning Ceremony which was held at the CEC

Thursday, November 10th

- Attended the annual Cardinal's Dinner along with other Trustees and Senior Staff held at the Metro Toronto Convention Centre

Friday, November 11th

- Paid tribute to the men and women who fought for our freedom at the Remembrance Day Service held at the East York Civic Centre



DIRECTOR'S MONTHLY REPORT NOVEMBER 2016

Following are highlights for the period of October 21st to November 24, 2016

Friday, October 21st

- Along with Cardinal Collins, had the pleasure of meeting, and breaking bread, with many families new to the TCDSB and Canada at our Newcomer Event which was held at the CEC

Monday, October 24th

- Attended a Mass at St. Basil Secondary School in celebration of the Hispanic culture
- Delivered greetings at the PLASP annual Parent and Community meeting which was held at the International Centre in Mississauga

Wednesday, October 26th

- Delivered remarks at the annual TCPVA Retirement Dinner which was also attended by the Chair of the Board and other senior staff at Sala Caboto in Villa Columbo

Thursday, October 27th

- Had the pleasure of attending the Catholic Curriculum Corporation's annual Director's Dinner with the Chair of the Board at the International Plaza Hotel in Mississauga

Friday, October 28th

- With the Chair of the Board, had the pleasure of meeting with the Secretary of State for Portugal regarding our partnership with the Portuguese community in Toronto
- Participated in a Mass at St. Mother Teresa Academy to celebrate the canonization of St. Teresa of Calcutta
- Celebrated along with Trustees and Staff at The Angel Foundation for Learning's annual fundraising gala which was held at the Riviera Parque Banquet Hall

Monday, October 31st

- Met with the creator and director of the Italian Canadian Film Festival to discuss TCDSB involvement and to expand the partnership

Tuesday, November 1st

- Visited St. Joseph College School to participate in a Financial Literacy presentation held jointly with The Learning Partnership

Thursday, November 3rd

- Had the pleasure of delivering opening remarks to over 100 participants, from Catholic Boards in the province, at the OCSOA Executive/Administrative Assistants Conference which was held at the Intercontinental Hotel on Bloor Street

Friday, November 4th

- Along with Trustee Poplawski, had the pleasure of visiting Bishop Marrocco/Thomas Merton Secondary School to view the screening of the Attawapiskat Film which highlighted the wonderful interactive work of the schools soccer team
- Participated in a Ministry meeting with other Directors of Education regarding a Ontario Black Youth Action Plan initiative

Saturday, November 5th

- Attended an event hosted by Fr. Stan Chu Ilo in support of African Missions which was held at the Burnhamthorpe Community Centre in Mississauga

Sunday, November 6th

- Along with the Chair of the Board and Trustee Tanuan had the pleasure of attending the annual ALPHA Dinner which was held at LeParc Banquet Hall in Thornhill

Monday, November 7th

- Along with our Mental Health Coordinator met with a delegation comprised of Ministry staff and educators from Great Britain in a session which they called the *Winston Churchill Travelling Fellowship*
- Had the pleasure of speaking at the annual TAPCE Commissioning Ceremony which was held in the Boardroom

Wednesday, November 9th

- Attended a two day Ministry of Education Fall Student Achievement Symposium which was held at the Hilton Hotel

Thursday, November 10th

- Attended the second day of the Ministry of Education's Fall Student Achievement Symposium
- Along with other senior staff and Trustees had the pleasure of attending the annual Cardinal's Dinner which was held at the Metro Toronto Convention Centre

Friday, November 11th

- Along with Trustee Crawford and staff of the CEC had the honour of paying tribute to the men and women who fought for the freedom we enjoy today

Saturday, November 12th

- Met, at the CEC, with members of our Staff Arts community to discuss our continued support

Monday, November 14th

- Met with the Executive Director of the Canadian Education Foundation of Ontario (CEFO) regarding a potential collaboration to recognize the religious orders who built Catholic education in this province

Wednesday, November 16th

- Participated in the Archdiocesan Zone 1 and 2 Meeting between parish priests and principals which was held at St. Paul's Basilica

Thursday, November 17th

- Was invited to participate in an introductory telephone meeting with the new Deputy Minister of Citizenship and Immigration, Alexander Bezzina
- Had the pleasure of speaking to the staff and students who participated in the Safe Schools Bullying Awareness Symposium which was held at Bishop Marrocco/Thomas Merton Secondary School

Monday, November 21st

- Participated in the annual Board-wide Memorial Mass for staff and students that have passed away

Thursday, November 24th

- Attended the Fall ECCODE Meeting (English Catholic Council of Directors of Education) which was held at the Intercontinental Hotel on Bloor Street

November Student Trustee Board Report:



October General Assembly:

On Tuesday, October 25th, CSLIT held its October General Assembly (GA). This General Assembly was filled with many opportunities. Erika Aguilera and David Letra presented the students with the options to join the Filipino, African-Canadian, Portuguese and Latino advisory committees. Our Executive Council had their subcommittee sign up, where students had the option to sign up for one or more subcommittees that they are passionate about. Furthermore, Michael Consul and the CSLIT team encouraged the students to bring school supplies to the next GA to send to a school in Nigeria. CSLIT General Assemblies continue to inspire students to positively promote student voice, advocate for issues they are passionate about and provide students with the resources to run their own initiatives.

L'Arche Daybreak:

The L'Arche Daybreak retreat was held on Monday, November 7th, 2016. The retreat focused on acceptance and inclusion for those with disabilities. L'Arche provides students with the opportunity to stop the stigma around people with intellectual disabilities. The students spent the day playing trust building games with the L'Arche community. Together they celebrated the unique value of every person and recognized their need of one another. At L'Arche and in their daily lives, the students of the TCDSB are striving to become more compassionate and inclusive Catholics.

Subcommittee Reviews:

Equity:

The Equity Sub-Committee has been planning the agenda for the upcoming Inclusion and Belonging Retreat. This includes contacting possible keynote speakers, creating awareness activities and resources for students that align with the Catholic values. The goal of the retreat is to re instill the feeling of inclusion, belonging safety and support offered by the TCDSB for all students.

Social Justice:

The Social Justice Subcommittee is organizing a Christmas toy/donation drive. This helps bring Catholic values to light in the true spirit of giving. The subcommittee will fundraise and collect donations of newly bought toys through schools and through CSLIT up until the December GA. All toy donations will be given to the Toronto Fire Services who will distribute them to different children in need. All of the monetary donations will go towards an organization that buys toys for First Nation students in Toronto. Additionally, the subcommittee

has identified the issues of focus for this year. The issues of interest are FNMI education and newcomer/international student transitioning.

Elementary Affairs:

During October's meeting, elementary student leaders were challenged to bring in nonperishable food items. At November's meeting, they successfully filled up to 20 boxes of nonperishable food that will be donated to WE's yearly food drive. These young student leaders are exemplifying true Catholic values in their spirit of giving.

At November's meeting, the leaders were asked to get signatures for Development and Peace's post-cards. These post-cards address the challenges surrounding environmental degradation and climate change. They also ask the Canadian government to have consideration for the major and important role of small family farmers in the southern countries to help reduce global warming and fight against world hunger. Additionally, a board speaker, Susan Hookong-Taylor, presented the pastoral song for all student leaders to remind them of the TCDSB's 3 year Pastoral Plan and to deepen the roots of our Catholic faith.

Angel Foundation For Learning:

The AFL has two main goals: to fundraise and to spread awareness for the Angel Foundation. In terms of fundraising initiatives, the group discussed selling food at next month's CSLIT Christmas Social, where a raffle for gift cards would also be looked into.

For spreading awareness of the Angel Foundation's mission, the group discussed having AFL apparel (baseball hats, hoodies) as their long-term goal. The apparel would be available for purchase to TCDSB elementary and high school students, as well as TCDSB staff.

Social Affairs:

The team has planned a talent show called Friday Night Live on **November 25th** at St. Patrick's, to start off the CSLIT year. This will be a board wide event, showcasing performances from a variety of students from different schools across the TCDSB. This social event is being held to promote student unity, community and communication within our school board. As well as provide a fun, entertaining and relaxing night for all the students to take part in. The majority of the proceeds of the event will go towards the Angel Foundation for Learning.

The Christmas social, the second event of the year, promotes the spirit of Christmas and our faith. The committee has come up with various ideas and themes for the general assembly meeting. The Christmas social will be on **Tuesday, December 20th**.

Lastly, the Director of Social Affairs has contacted Molly Mckeen to initiate the plans for the Miracle Network Dance Marathon. The event will be a fundraiser for our local Sick Kids Hospital in downtown Toronto.

Faith:

The faith subcommittee has been planning retreats and events to include students of the TCDSB to a safe space of peace and prayer. They are in the process of creating an event where students can feel free to come in and express themselves in poetry, dance and other talents to give thanks to God and be thankful for all we as Catholics, are blessed with. This event will be finalized in November and implemented in December.



TORONTO CATHOLIC DISTRICT SCHOOL BOARD

DELEGATION REGISTRATION FORM FOR STANDING OR OTHER COMMITTEES

PLEASE BE ADVISED THAT ALL
STANDING
COMMITTEE MEETINGS ARE
BEING RECORDED

For Board
Use Only

Delegation
No. ____

☐ Public
Session

☐ Private
Session

☐ Five (5)
Minutes

Name	David Gadallah
Committee	Regular / Special Board
Date of Presentation	11/24/2016
Topic of Presentation	Transportation
Topic or Issue	Door stop for 146 Fenelon Drive
Details	<p>I have 5 year old triplets attending St. Timothy school. Since last year we have consistently requested to the Transportation department a request for a door stop at 146 Fenelon Drive. This request is not for convenience but for safety. It has been the decision of the Supervisor of Transportation that it is safe for my three triplets to cross the street with my mother and law (who has documented leg injuries) and meet the rest of the students who get picked up on 135 Fenelon Drive in the morning. After much debate and discussion and multiple request from the school superintendent, principal and even the trustee, the supervisor still refused to give us the request for that door stop. In considering the bus will stop closer to the crosswalk would be a compromise the supervisor figured this issue was closed. It is not the kids are not safe to cross the sidewalk. Why do my kids have to risk their lives to go to school. There is no crosswalk guard helping and even then many cars do not obey the crosswalk signal. For my kids safety and well being, we request the stop to be added.</p>
Action Requested	Stop be provided at 146 Fenelon Drive before the bus picks up the students at 135 Fenelon Drive.
I am here as a delegation to speak only on my own behalf	Yes

I am an official representative of the Catholic School Advisory Committee (CSAC)	{2} I am an official representative of the Catholic School Advisory Committee (CSAC){ {CSAC Position}
I am an official representative of student government	
I am here as a spokesperson for another group or organization	
Submittal Date	11/4/2016

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

HELD WEDNESDAY, OCTOBER 19, 2016

PUBLIC SESSION

PRESENT:

Marilyn Taylor, Chair
Ashleigh Molloy
Rosanna Del Grosso
Sandra Mastronardi
Glenn Webster
John MacKenzie
Raul Vomisescu
Dario Imbrogno

Trustees A. Andrachuk – by teleconference
A. Kennedy

R. McGuckin
C. Fernandes
A. Coke
M. Kokai
J. Wilhelm
D. Reid
P. Stachiw
E. Szekeres Milne
L. DiMarco

S. Harris, Assistant Recording Secretary

Apologies were tendered on behalf of Trustee Tanuan, Gizelle Paine, Mary Hugh and Giselle Romanino who were unable to attend the meeting.

The meeting was advised that John MacKenzie's sister-in-law, Karen Brooks, had passed away on October 18.

MOVED by Rosanna Del Grosso, seconded by John MacKenzie, that the Agenda be amended to include Inquiries from Ashleigh Molloy and Sandra Mastronardi and to move Item 12a) under Item 6.

On the vote being taken, the Motion was declared

CARRIED

MOVED by Rosanna Del Grosso, seconded by John MacKenzie, that the Agenda, as amended, be approved.

On the vote being taken, the Motion was declared

CARRIED

MOVED by John MacKenzie, seconded by Ashleigh Molloy, that the Minutes of the Regular Meeting held September 14, 2016 be approved.

On the vote being taken, the Motion was declared

CARRIED

MOVED by John MacKenzie, seconded by Dario Imbrogno, that Item 12a) Presentation on the Early Years: The Kindergarten Program 2016 and Growing Success – The Kindergarten Addendum be adopted as follow:

12a) **Presentation on the Early Years: The Kindergarten Program 2016 and Growing Success – The Kindergarten Addendum** – received

On the vote being taken, the Motion was declared

CARRIED

MOVED by Ashleigh Molloy, seconded by John MacKenzie, that Item 9a) SEAC Monthly Calendar Review be adopted as follow:

9a) **SEAC Monthly Calendar Review** – received.

On the vote being taken, the Motion was declared

CARRIED

MOVED by John MacKenzie, seconded by Dario Imbrogno, that Item 9b) Special Education Superintendent Update October 2016 be adopted as follow:

9b) Special Education Plan Update – received.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Sandra Mastronardi, that awareness of the opportunity to purchase the book *Boost* (Primary and Junior) be brought to the school councils for their libraries, and that the Special Services Department provide communication to all elementary schools.

On the vote being taken, the Amendment was declared

CARRIED

The Motion, as amended, was declared

CARRIED

MOVED by Ashleigh Molloy, seconded by Sandra Mastronardi, that Item 9c) Parent Guide for Special Education 2016 be adopted as follow:

9c) Parent Guide for Special Education 2016 – received.

On the vote being taken, the Motion was declared

CARRIED

MOVED by Dario Imbrogno, seconded by John MacKenzie, that Item 9d) Policy A23 be adopted as follow:

9d) **Policy A23** – received.

On the vote being taken, the Motion was declared

CARRIED

MOVED by Ashleigh Molloy, seconded by Glen Webster, that Item 9e) Safe Schools Report 2015-16 be adopted as follow:

9e) **Safe Schools Report 2015-16** – received.

On the vote being taken, the Motion was declared

CARRIED

MOVED by Ashleigh Molloy, seconded by John MacKenzie, that Item 9f) Grade 9 Assessment of Mathematics (second semester and full year students) and OSSLT Assessment (EQAO) be adopted as follow:

9f) **Grade 9 Assessment of Mathematics (second semester and full year students) and OSSLT Assessment (EQAO)** – received.

On the vote being taken, the Motion was declared

CARRIED

MOVED by Ashleigh Molloy, seconded by John MacKenzie, that Item 9g) Ministry of Education Memoranda regarding Autism be adopted as follow:

- 9g) Ministry of Education Memoranda (Memo from the Hon. Mitzie Hunter, Minister of Education – Transition to the Ontario Autism Program – New Funding to Support School Boards and Memo from Nancy Matthews, Deputy Minister of Education – Transition to the Ontario Autism Program – After School Skills Development Programs) - received

On the vote being taken, the Motion was declared

CARRIED

MOVED by Rosanna Del Grosso, seconded by Ashleigh Molloy, that Item 11a) Verbal Update regarding Process for Minority Reports be adopted as follow:

- 11a) **Verbal Update regarding Process for Minority Reports** that the Board look at the current ABC Minority Report for consideration and submit it with the Special Education Plan, and that it be brought to Board.

On the vote being taken, the Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that Item 12b) Presentation by Andrea Benjamin Coke, Chief Speech-Language Pathologist, regarding Speech and Language Services, 2011/12 to 2015/16, be adopted as follow:

12b) **Presentation by Andrea Benjamin Coke, Chief Speech-Language Pathologist** – received

On the vote being taken, the Motion was declared

CARRIED

MOVED in AMENDMENT by Sandra Mastronardi, seconded by Rosanna Del Grosso, that the presentation be brought back to the November SEAC meeting to allow for possible questions from Mary Pugh.

On the vote being taken, the Amendment was declared

CARRIED

On the vote being taken, the Motion, as amended, was declared

CARRIED

MOVED by Rosanna Del Grosso, seconded by John MacKenzie, that Item 13a) Inquiries from Sandra Mastronardi be adopted as follow:

13a) **Inquiries** – received

On the vote being taken, the Motion was declared

CARRIED

MOVED by Glenn Webster, second by Dario Imbrogno, that the meeting adjourn.

CARRIED

SECRETARY

CHAIR



REPORT TO

REGULAR BOARD

STATUS OF WAITLIST FOR OVERSUBSCRIBED ELEMENTARY SCHOOLS ALL WARDS

Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Romans 13:1 /NIV/

Created, Draft	First Tabling	Review
November 3, 2016	November 24, 2016	Click here to enter a date.

J. Volek, Senior Coordinator, Planning and Accountability
J. Brighton, Senior Coordinator, ICT Trillium/Student Services
K. Malcolm, Superintendent Area 7
M. Silva, Comptroller of Planning and Development Services

INFORMATION REPORT

Vision:

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

Mission:

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

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



R. McGuckin

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

Planning and Admissions staff worked closely with the IT department to assemble and summarize current student waitlist information, with a particular focus on identifying oversubscribed elementary schools with larger numbers of waitlisted students.

Analysis of current student waitlist information indicates that many elementary students who were not accommodated in their first school of choice, but offered redirection to a nearby school with available space, opted to remain on a waitlist.

As of November 13, 2016, 3240 new students have been registered and are attending 47 oversubscribed schools across the system. However, 380 elementary Regular program students and 215 elementary French Immersion (FI) program students opted to remain on waitlists, representing 595 students in total. Of these 595 elementary waitlisted students, approximately 54% represent Priorities 1 through to 3.

The cumulative staff time dedicated to developing this report was 105 hours.

B. PURPOSE

This report is in response to a Trustee motion to provide the Board with a status update on elementary students (**all grades**) placed on waitlists in oversubscribed schools.

C. BACKGROUND

1. **September 8, 2016** – At the Student Achievement and Well Being, Catholic Education and Human Resources Committee, a Trustee motion directed staff to report on the wait lists for all elementary schools that are oversubscribed.
2. This academic year, elementary enrolment has exceeded projections by 238 students. Furthermore, 3240 new students, to date, have been registered and are attending 47 oversubscribed schools across the system.
3. Several schools in the system have dealt with overwhelming demand for classroom space, whereby demand exceeded available classroom space.

This situation continues today, as clearly identified in the tables in following section.

4. Students who are unsuccessful in gaining admission to their designated home school, or first school of choice, are given the option of being placed on a waitlist in order of priority and by time and date of application. At a designated time each year, the Board “releases the waitlist” and any space that becomes available (for whatever reason) will be offered to a student on the waitlist by order of priority and the time and date of their completed application.
5. There are no guarantees of admission at any level of priority, however, the Planning and Facilities department in partnership with the school principal makes every effort to ensure that space at any school is fully utilized. Furthermore, any school where there is potential for the placement of portables will be assessed in an effort to accommodate as many students as possible. Facilities staff will also assess schools with pupil accommodation challenges and make any suggestions for internal modifications in an effort to increase overall capacity. The overriding objective is to accommodate all students wherever possible.
6. Opportunities for elementary boundary adjustments will be considered in an effort to keep pace with demographic change. The common practice of grandfathering existing out-of-boundary enrolled students, combined with boundary adjustments, however, will not have sizeable or significant impacts on enrolment for several years as out-of-boundary grandfathered students must graduate out of the school to free-up space for new in-boundary students and any new siblings.

D. EVIDENCE/RESEARCH/ANALYSIS

7. As of November 13, 2016, 380 elementary Regular program students and 215 French Immersion (FI) program students opted to remain on waitlists, representing 595 total elementary students in oversubscribed schools.
8. Of the 595 total elementary waitlisted students in oversubscribed schools:
 - 17 represent Priority 1 (siblings)
 - 135 represent Priority 2 (in-boundary), and
 - 167 represent Priority 3 (in regional FI program boundary)

This equates to 319 students or 54% of waitlisted elementary students.

- Tables 1 and 2 below summarize Regular program waitlists.
- Tables 3 and 4 below summarize French Immersion (FI) program waitlists.

Regular Program, 47 Oversubscribed Schools (FDK-8)

<u>Table 1</u>				
Admissions Priority (description)	Number of New Students Registered and Attending	Current Total Number of Students on a Waitlist	Current Number of Students on a Waitlist Attending Another TCDSB School	Current Number of Students on a Waitlist <u>Not</u> Attending a TCDSB School
1 (siblings)	917	11	1	10
2 (in-boundary)	2059	127	16	111
3 (out-of-boundary, licenced child care)	74	70	23	47
4 (out-of-boundary, unlicensed child care)	63	34	15	19
5 (out-of-boundary)	124	132	48	84
6 (outside the City of Toronto)	3	6		6
Total (FDK-8):	3240	380	103	277
Total FDK only:	2227	166	61	105

9. The following 23 of 47 **oversubscribed** elementary schools (Table 2, next page) have a Regular program student waitlist of 5 or more students:

<u>Table 2</u>				
Oversubscribed School Name	Number of New Students Registered and Attending	Current Total Number of Students on a Waitlist	Current Number of Students on a Waitlist Attending Another TCDSB School	Current Number of Students on a Waitlist <u>Not</u> Attending a TCDSB School
Our Lady of Sorrows	93	46	26	20
All Saints	99	33	13	20
Our Lady of Perpetual Help	63	28	2	26
Transfiguration	51	23	6	17
Holy Angels	88	21	9	12
St. Benedict	84	21	12	9
St. Marcellus	77	21	1	20
St. Gregory	103	15	2	13
Josyf Cardinal Slipyj	15	14	5	9
St. Anselm	67	14	2	12
St. Edward	111	12		12
St. Margaret	124	11		11
St. Boniface	46	10	8	2
St. Clement	58	10	1	9
Our Lady of Peace	61	9	2	7
Our Lady of the Assumption	61	7		7
St. Brendan	74	7	3	4
St. Fidelis	76	7	2	5
St. Andrew	107	6		6
St. Jude	111	6		6
St. Agnes	56	5	2	3
St. Edmund Campion	41	5		5
St. Kateri Tekakwitha	60	5		5
Other (24 schools)*	1514	44	7	37
Total (FDK-8):	3240	380	103	277
Total FDK only:	2227	166	61	105

***Note:** “Other” represents the remainder of oversubscribed schools with waitlists of less than 5 students.

French Immersion (FI) Program, Oversubscribed Schools (FDK-8)

<u>Table 3</u> Admissions Priority (description)	Number of New FI Students Registered and Attending	Current Total Number of FI Students on a Waitlist	Current Number of FI Students on a Waitlist Attending Another TCDSB School	Current Number of FI Students on a Waitlist <u>Not</u> Attending a TCDSB School
1 (siblings)	58	6	1	5
2 (in regular program boundary)	61	8	2	6
3 (in regional FI program boundary)	66	167	50	117
4 (out-of-boundary, licenced child care)		4		4
5 (out-of-boundary, unlicensed child care)	3	3		3
6 (out-of-boundary)	6	25	5	20
7 (outside the City of Toronto)		2		2
Total FI (FDK-8):	194	215	58	157
Total FDK FI only:	164	112	27	85

10. The following three (3) **oversubscribed** elementary schools (Table 4, next page) have a French Immersion program student waitlist of 41 or more students, approximately 78% of which fall within their respective regional FI program boundaries (Priority 3).

<u>Table 4</u>	Number of New FI Students Registered and Attending	Current Total Number of FI Students on a Waitlist	Current Number of FI Students on a Waitlist Attending Another TCDSB School	Current Number of FI Students on a Waitlist <u>Not</u> Attending a TCDSB School
Oversubscribed School Name				
St. Cyril	61	121	33	88
Our Lady of Peace	73	53	17	36
St. Cecilia	60	41	8	33
Total FI (FDK-8):	194	215	58	157
Total FI FDK only:	164	112	27	85

11. As part of due diligence, Admissions staff regularly follow-up with schools to determine the status of their waitlists. It was noted that some parents were not interested in redirection and elected to remain in private schools or in their local Catholic and public school until the next TCDSB registration period.

E. ACTION PLAN

12. **October 20, 2016** – At the Regular Board meeting, the Board approved, in principle, the Long-Term Accommodation and Program Plan (LTAPP), subject to further stakeholder consultation. The consultation process has been initiated and a final report is expected in February of 2017. The Long-Term Accommodation Plan calls for significant Capital investments over 15 years (subject to Ministry funding) to increase OTG capacity in areas where there is oversubscription—this includes “right-sized” replacement schools, additions, and retrofits.
13. Furthermore, staff will continue to focus on balancing enrolment and maximizing use of available space in all schools to ensure strong business cases to the Ministry of Education for Capital funding.

14. Careful analysis of historical enrolment trends helped to inform future program direction in the Long-Term Program Plan (LTPP). The draft LTPP calls for 12 new FI programs over the next 2 years at key school locations, spread equitably across the City—this is widely anticipated to have a net effect of reducing enrolment pressures at the 7 current FI schools.
15. Families on waitlists will continue to be contacted and offered space as it becomes available. The Board will also continue to seek solutions to increase capacity in schools that are oversubscribed through its ongoing efforts to secure new Ministry funding for Capital construction and/or balancing enrolment and maximizing available classroom space. The current draft LTAPP contains a number of recommendations designed to address school capacity issues, and will be considered for approval by the Board of Trustees at its meeting in February 2017.
16. Admissions and IT staff, in consultation with Education Council and Early Learning, have been developing a short voluntary survey that will be automatically e-mailed to all families on waitlists via the SOAR application. This waitlist survey, when completed and fully vetted by the Research Department, will attempt to better understand the reasons and rationale for why parents choose to remain on waitlists and where their children currently attend school—whether it be at other TCDSB schools or other boards. It is anticipated that this survey will be ready for distribution to all waitlisted families by January 21, 2017 in a variety of languages.
17. In addition to the Waitlist survey, Entry and Exit surveys will also be ready when registrations open on January 18, 2017. Automated e-mails for elementary schools (exit survey) and secondary schools (entry and exit surveys) have been finalized and data collected from the surveys will be available as early as February of 2017.
18. This report will be updated on a yearly basis by the Admissions Department in consultation with IT, Early Learning and Education Council in order to track our success in the accommodation of all students.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.



REPORT TO

REGULAR BOARD

ANNUAL CALENDAR OF MEETINGS 2017

"If any of you lacks wisdom, he should ask god, who gives generously to all without finding fault, and it will be given to him."

James 1:5 (niv)

Created, Draft	First Tabling	Review
November 14, 2016	November 24, 2016	Click here to enter a date.
Paul Matthews, Legal Counsel		

RECOMMENDATION REPORT

Vision:

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

Mission:

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

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



R. McGuckin

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

The proposed annual calendar of Board and Committee meeting dates for the year 2017 is presented to the Board for input and approval and is attached as **Appendix “A”**.

B. PURPOSE

1. In December of each year following the establishment of Board Committees at the Caucus meeting, a report for review and approval of the Annual Calendar of Board and Committee Meeting dates for the following year is required to be brought forward to the Board.

The Board requested Staff to present a draft 2017 Calendar of Board and Committee meetings at the November Board meeting.

C. BACKGROUND

1. Article 4.2 of the Board’s General Working By-laws requires the Board to meet on the third Thursday in each month unless otherwise ordered by a Special Motion.
2. The dates selected for the Annual Calendar reflect Statutory Holidays. The Student Achievement and Well Being, Catholic Education and Human Resources Committee meeting will usually be held on the first Thursday of each month, the Corporate Services, Strategic Planning and Property Committee on the 2nd Thursday, and the Regular Board on the 3rd Thursday. Appendix A lists the exceptions for the year 2017 and the reasons for those exceptions
3. Meetings are not normally held during the summer month of July and only one Board meeting is held in the month of August in order to facilitate vacation for Trustees and staff.

NEW DATE	MEETING	REASON
January	Student Achievement and Well Being, Catholic Education and Human Resources Committee, Corporate Services, Strategic Planning and Property Committee, Governance and Policy and Board	Delayed a week to accommodate the late return from the Christmas break.
February 15	Corporate Services, Strategic Planning and Property Committee	Scheduled one week later to facilitate more time given that the Student Achievement Committee meeting is on the Wednesday (February 8). Scheduled on the Wednesday to facilitate Parent/Teacher Interview on the Thursday (February 16).
February 23	Regular Board	Scheduled one week later to facilitate the delayed scheduling of the Corporate Services meeting on February 16
March 22	Special Education Advisory Committee	Scheduled one week later due to the mid-Winter break.
March 30	Regular Board	Scheduled two weeks later due to the mid-Winter break.
April 19	Corporate Services, Strategic Planning and Property Committee	Scheduled one week later due to Holy Thursday on April 13. Scheduled on a Wednesday due to the Exemplary Practice Awards on April 20
April 27	Regular Board	Scheduled one week later due to the delayed scheduling of the Corporate Services meeting due to Holy Thursday on April 13
November 27	Caucus/Inaugural Meeting	Scheduled for end of November as it is a non- election year

December	Student Achievement and Well Being, Catholic Education and Human Resources Committee, Corporate Services, Strategic Planning and Property Committee, the Board and SEAC	Scheduled in the first two weeks of the month to facilitate Trustees attendance at school Christmas concerts and Board closure
December 4	Governance and Policy Committee	Scheduled on the Monday rather than on the Tuesday given that there are meetings on the Wednesday and the Thursday

D. STAFF RECOMMENDATION

That the Board approve the Annual Calendar of Meetings 2017 as per Appendix “A” in order to best meet the needs of the Board.

2017 CALENDAR OF BOARD AND COMMITTEE MEETINGS

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	S	SA	13
CP	17	GAP	CS	20
23	24	25	B	27
30	31			

FEBRUARY				
M	T	W	T	F
		1	SA	3
6	7	S		10
13	GAP	CS		17
20	21	22	B	24
27	28			

MARCH				
M	T	W	T	F
		1	SA	3
CP	7	8	CS	10
13	14	15	16	17
20	GAP	S	23	24
27	28	29	B	31

APRIL				
M	T	W	T	F
3	4	5	SA	7
CP	GAP	S	13	14
17	18	CS	20	21
24	25	26	B	28

MAY				
M	T	W	T	F
1	2	3	SA	5
8	9	9	CS	12
CP	GAP	S	B	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	T	F
			SA	2
GAP	6	S	CS	9
12	13	14	B	16
CP	20	21	22	23
26	27	28	29	30

JULY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	B	25
28	29	30	31	

SEPTEMBER				
M	T	W	T	F
				1
4	5	6	SA	8
11	GAP	S	CS	15
CP	19	20	B	22
25	26	27	28	29

OCTOBER				
M	T	W	T	F
CP	3	CP	SA	6
9	GAP	11	CS	13
CP	17	S	B	20
23	24	25	26	27
30	31			

NOVEMBER				
M	T	W	T	F
		1	SA	3
6	GAP	8	CS	10
13	14	S	B	17
CP	21	22	23	24
C/I	28	29	30	

DECEMBER				
M	T	W	T	F
				1
GAP	5	S	SA	8
11	12	CS	B	15
CP	19	20	21	22
25	26	27	28	29

A	Audit Committee	PAC	Portuguese Advisory Committee
AB	Ad Hoc By-Laws Sub-Committee	S	SEAC
AN	Awards Night	SB	Special Board
B	Board	SA	Student Achievement and Well Being
C/I	Caucus/Inaugural	SS	Safe Schools Advisory Committee
CP	Catholic Parent Involvement Committee	SSA	Advisory Committee of Spanish Speaking Communities
CS	Corporate Services, Strategic Planning and Property Committee		
FAC	Filipino Advisory Committee		
GAP	Governance and Policy		
NCC	Nurturing Our Catholic Community		
OAPCE	Ontario Association of Parents in Catholic Education, Toronto		

January 1	New Year's Day	June 1-3	CCSTA AGM
January 3	Board Offices Reopen	June 29	School Ends
January 9	Schools Reopen	July 1	Canada Day
February 16	Parent/Teacher Interview (Elementary)	July 31-Aug 10	Board Offices Closed
February 20	Family Day	September 4	Labour Day
March 13-17	Mid Winter Break	September 5	First Instructional Day
April 14	Good Friday	October 9	Thanksgiving Day
April 17	Easter Monday	October 28	Fr. Fogarty Dinner
April 20	Exemplary Practice Awards	October 26-28	When Faith Meets Pedagogy
April 27-29	OCSTA AGM	October 26	Cardinal's Dinner
April 30-May 7	Catholic Education Week	November 11	Remembrance Day
May 1	Boardwide Awards	TBD	Angel Foundation Gala
April 26	System Wide Retirement	Dec.26-Jan. 6	Christmas Break
May 22	Victoria Day		



REPORT TO

REGULAR BOARD

PROCLAMATION OF PARISH FAMILY DAY

Romans 15:6—“that together you may with one voice glorify the God and Father of our Lord Jesus Christ.”

Created, Draft	First Tabling	Review
November 7, 2016	November 24, 2016	Click here to enter a date.
Click here to enter name and position of Lead Author.		

RECOMMENDATION REPORT

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Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

The TCDSB is in the second year of our pastoral plan - Together With One Voice: Harmonizing Our Faith Through Family, Parish and School. This report recommends that the Board proclaims a ***Parish Family Day*** to celebrate the Family, Parish and School relationship, acknowledging the important role of the Parish in the school community. This will serve as an important culminating activity for The Year of the Parish,

The cumulative staff time dedicated to developing this report was 8 hours.

B. PURPOSE

This report recommends that the Board proclaims a Parish Family Day in recognition of the Year of the Parish, and further recommends that the Board proclaims Friday, May 5, 2017, during Catholic Education Week, as Parish Family Day.

C. BACKGROUND

1. In keeping with its goal of Nurturing Our Catholic Community, the TCDSB has initiated a three-year pastoral plan for 2015-2018; the theme for the plan is “Together With One Voice: Harmonizing Our Faith Through Family, Parish and School”
2. During this second year of the pastoral plan (2016-2017), the focus is the Year of the Parish.
3. During the first year of the pastoral plan, the Year of the Family (2015-2016), the last Friday of Catholic Education Week – May 6, 2017 – was officially proclaimed “Family Day”.
4. In September/October 2016, four regional sessions were held to launch the Year of the Parish. Representatives from parents, teachers, school administrators, senior staff, trustees and parishes gathered to discuss The Year of the Parish and ideas designed to foster closer relationships between schools and parishes. (In total 467 people attended these Year of the Parish Conversations.)
5. The Archdiocese of Toronto will be celebrating its 175th anniversary in 2017.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Ideas generated at the Year of the Parish launches are posted at: <https://www.tcdsb.org/Board/NurturingOurCatholicCommunity/YearoftheParish/Pages/Ideas-Conversation-Starters.aspx> and are shared via email as monthly suggestions to support a parish project.
2. Ideas generated include suggestions for a meaningful parish project that nurtures the relationship between the school and the parish, as well as ideas for a culminating event in recognition of the Year of the Parish.
3. Religion and Family Life Resource Staff continue to share ideas for activities for this culminating event, drawing on the ideas that were shared at the regional launch/conversations of the Year of the Parish in the Fall 2016.
4. Parish projects, coupled with a culminating event in recognition of the Year of the Parish, support the goals of the Board's Multi-Year Strategic Plan in the area of Living our Catholic Values.
5. Catholic Education Week will be celebrated during the week of April 30 – May 5, 2017, with the theme of “Walking Forward Together”. A culminating, system-wide event held on May 5, 2017 will incorporate many of the ideas shared at the regional sessions, and will celebrate and showcase many of the parish projects implemented in this school year.

E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Cardinal Collins, or his designate, will be invited to a meeting of the Board at the appropriate time to receive the proclamation of Parish Family Day—Friday, May 5, 2017. (Please see **Appendix A** as a sample proclamation).
2. Schools, in partnership with their parent councils (CSPCs), will engage in an event or activity with their local parish to celebrate the Family-Parish-School partnership on the designated day.
3. Schools will share information about their plans for Parish Family Day with the Communications Department, as well as any photos and articles about

their special events for publication on the Board's website or via Twitter and other communications vehicles.

F. STAFF RECOMMENDATION

1. That the Board proclaims a Parish Family Day in recognition of this the Year of the Parish with Cardinal Collins or a representative of the Archdiocese present.
2. That the Board proclaims Friday, May 5, 2017 during Catholic Education Week, as Parish Family Day.



Parish Family Day In the Toronto Catholic District School Board

PROCLAMATION

WHEREAS the Toronto Catholic District School Board was founded on the solid partnership among major Catholic stakeholders, which is commonly referred to as the Home, the School and the Parish;

WHEREAS historically, many of our schools were founded by religious orders and supported by the Catholic Church through the Archdiocese of Toronto;

WHEREAS our Catholic schools continue to thrive because of the shared commitment of our parent, parish and school communities;

WHEREAS one of the top priorities of the Toronto Catholic District School Board's multi-year strategic plan focuses on Living our Catholic Values;

WHEREAS our Mission compels us to educate students to grow in grace and knowledge and to lead lives of faith, hope and charity, and one of the goals of our schools is to help our students to fulfill our Catholic Graduate Expectations;

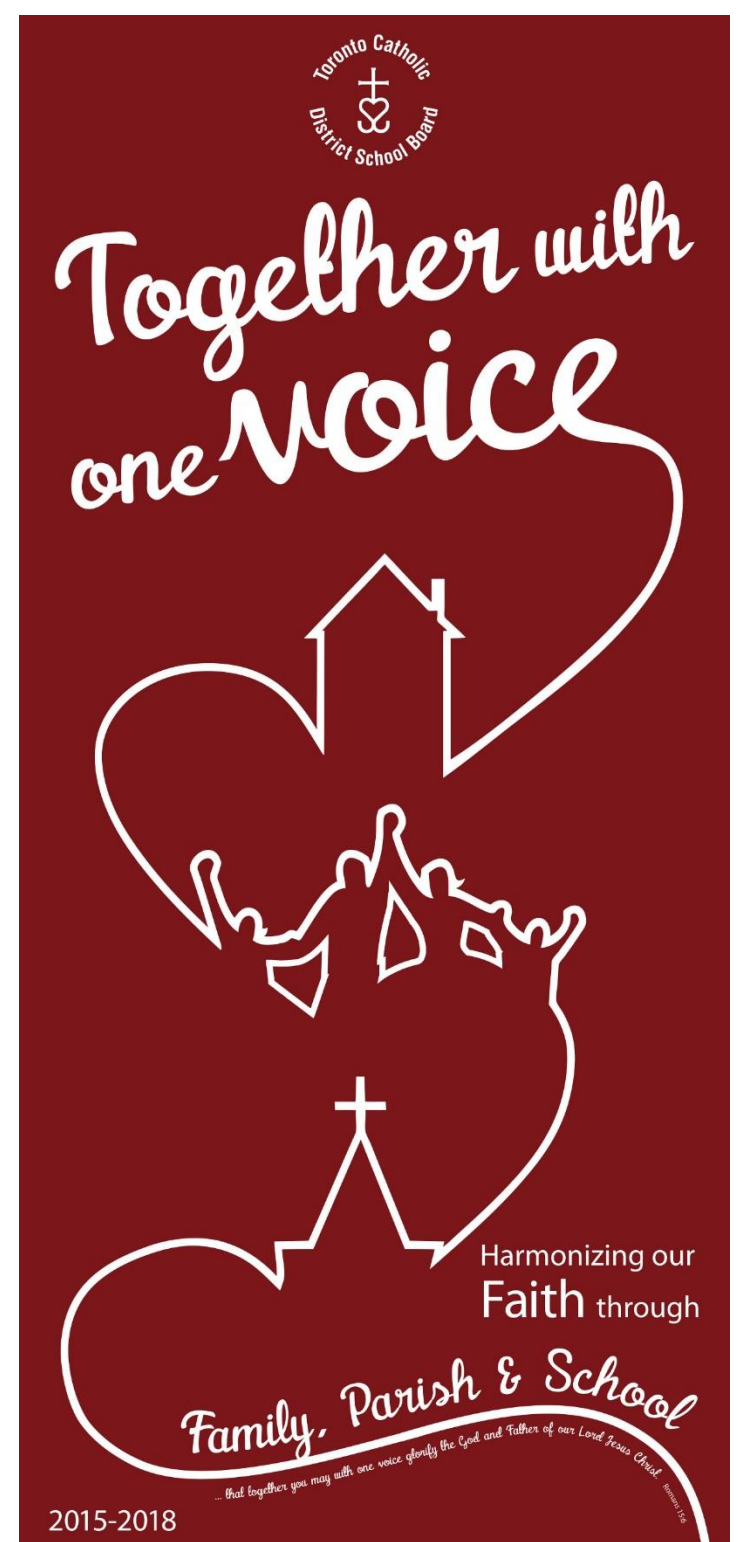
WHEREAS our pastors and other parish leaders provide spiritual guidance, leadership and support to our students, staff and families;

WHEREAS the Toronto Catholic District School Board is committed to nurturing close relationships among its schools, families and parishes;

WHEREAS the Archdiocese of Toronto is celebrating its 175th Anniversary in 2017;

AND WHEREAS the 2016-2017 school year has been designated as The Year of the Parish, the second year in our three year plan focusing on "Together With One Voice: Harmonizing Our Faith Through Family, Parish and School";

NOW THEREFORE, BE IT RESOLVED THAT The Toronto Catholic District School Board, hereby proclaims Friday, May 5, 2017 as Parish Family Day.





REPORT TO

REGULAR BOARD

CAPACITY REDUCTION STRATEGY (UPDATE) WARDS 6, 9, 10

Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Romans 13:1 / NIV /

Created, Draft	First Tabling	Review
November 15, 2016	November 24, 2016	Click here to enter a date.
J. Volek, Senior Coordinator of Planning and Accountability M. Silva, Comptroller of Planning and Development Services		
RECOMMENDATION REPORT		

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C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

In a recent memorandum dated November 14, 2016 (*Appendix 'A'*), the Ministry of Education has indicated its support for the Board's capacity reduction strategy for Wards 6, 9 and 10, and is prepared to lift the condition of funding for St. Raymond.

The memorandum indicates concern over a Pupil Accommodation Review (PAR) planned for 2025, involving St. Alphonsus and Holy Rosary, which the Ministry believes is too far into the future to effectively deal with existing underutilization challenges. The Ministry of Education has therefore asked the Board to amend the start date for the PAR to be within the next five to six years.

Furthermore, the Ministry has expressed concern that the consolidation strategy does not adequately address a large portion of excess capacity at St. Helen, Holy Family and St. Vincent de Paul, and is encouraging the Board to look at other opportunities to reduce excess space.

Staff therefore recommend amending the initiation date for the proposed PAR involving St. Alphonsus and Holy Rosary from 2025 to 2022, to be consistent with the Ministry request.

B. BACKGROUND

1. In a memorandum from the Ministry of Education dated May 18, 2016, Ministry staff formally requested a consolidation strategy for the downtown core prior to releasing funding for a replacement St. Raymond facility and daycare.
2. Staff responded with a comprehensive consolidation strategy for Wards 6, 9 and 10, which was approved at the October 13, 2016 Corporate Services, Strategic Planning and Property Committee. The Board direction was as follows:

"That the Board of Trustees approve the projected capacity reduction strategy for the study area as outlined in this report.

That the Ministry of Education be requested to approve the Capital funding for St. Raymond Catholic Elementary School, including the day care centre.

That the Pupil Accommodation Review for St. Luigi, St. Sebastian and St. Rita occur at the same time as the TDSB has completed a successful Pupil

Accommodation Review involving Perth PS and Pauline PS, and has declared one of these two facilities surplus to their needs.”

3. In a recent memorandum dated November 14, 2016 (*Appendix ‘A’*), the Ministry of Education has indicated its support for the Board’s consolidation strategy for Wards 6, 9 and 10 and is prepared to lift the condition of funding for St. Raymond:

“The ministry has now completed its review of the board’s proposal and we are pleased to see that the Accommodation Plan proposes to reduce excess capacity by over 3,700 pupil places and raise the overall utilization rate to 75% at these schools.

I am pleased to inform you that at this time the ministry will remove the condition on the funding for the replacement St. Raymond CS to support the closure and consolidation of St. Bruno.”

4. The memorandum, however, further indicates concern over a PAR planned for 2025, involving St. Alphonsus and Holy Rosary, which the Ministry believes is too far into the future to effectively deal with existing underutilization challenges in the larger discussion area:

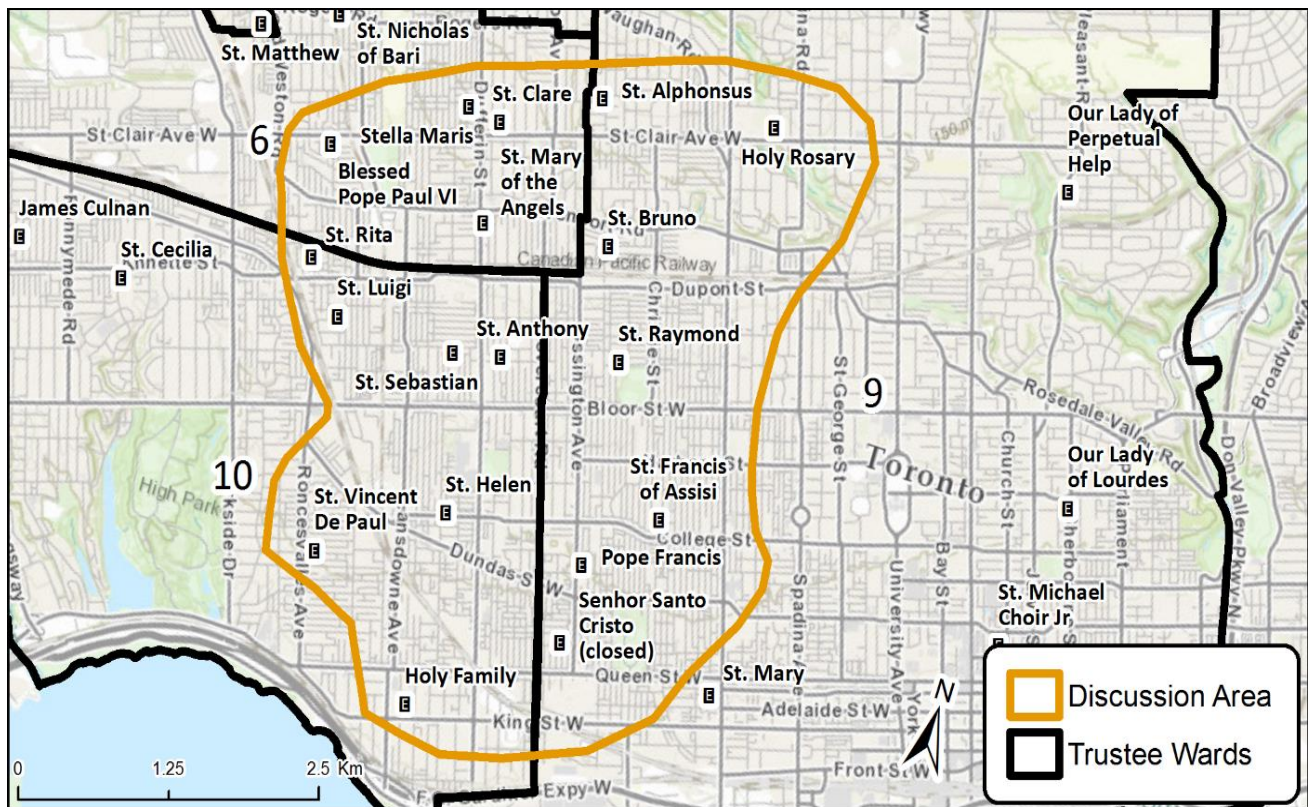
*“While the ministry is pleased that the board’s proposal includes positive steps towards reducing excess capacity at area schools, we are concerned about the fact that the Accommodation Plan’s timeline includes a planned pupil accommodation review initiation date of 2025 for St. Alphonsus CS and Holy Rosary CS. The ministry considers this planned initiation date to be too far into the future to effectively deal with the existing challenges facing the board around underutilization in this area of schools. **As such, the ministry is requesting the board to amend its Accommodation Plan in order to initiate the pupil accommodation review for these schools within the next five to six years.** The board is asked to submit to the ministry the trustee-approved Accommodation Plan for the 18 schools in this area, reflecting this amendment, before the ministry will issue an Approval to Proceed to tender the construction of the new St. Raymond CS.”*

5. Lastly, the Ministry of Education has expressed concern that the consolidation plan does not adequately address a large portion of the “*collective excess capacity at St. Helen CS, Holy Family CS, and St. Vincent de Paul CS.*” The Ministry is therefore encouraging the Board to consider other opportunities to reduce excess OTG capacity in the larger discussion area. Although this is not a condition to

proceeding with the construction of a replacement school at St. Raymond, it is a clear indication that future Capital requests will require the Board to make effective use of available surplus school capacity.

Discussion Area as Defined by the Ministry

6. 18 schools that form the study area for consolidation efforts in the downtown area were identified by Ministry of Education staff, as shown in the map below:



Consolidation Strategy for Wards 6, 9 and 10

7. At the Corporate Services, Strategic Planning and Property Committee of October 13, 2016, the Board of Trustees approved the following OTG capacity reduction strategy involving the aforementioned 18 schools, including proposed initiation years:

Discussion Area School (Ward)	Current OTG Capacity	Proposed OTG Capacity	Proposed OTG Capacity Difference	Proposed Action	Proposed Year to Initiate Study/Action
Holy Family (10)	688	300	-388	Community Hub	2017
Pope Francis (9)	571	300	-271	Community Hub	2017
Senhor Santo Cristo (9)	507	0	-507	Consolidation completed	2016
St. Bruno (9)	380	0	-380	Consolidation	2019
St. Clare (6)	586	350	-236	Right-Size Replacement School	2018
St. Francis of Assisi (9)	357	300	-57	Community Hub	2017
St. Mary of the Angels (6)	480	0	-480	Consolidation pending PAR	2019
St. Raymond (9)	584	350	-234	Right-Size Replacement School	2019
Blessed Pope Paul VI (6)	400	400	no change		
St. Anthony (10)	530	530	no change		
St. Helen (10)	858	858	no change		
St. Vincent de Paul (10)	547	547	no change		
Stella Maris (6)	675	675	no change		
Holy Rosary (9)	317			Consolidation and Right-Size Replacement School pending PAR	2025
St. Alphonsus (9)	525				
Subtotal:	842	650	-192		
St. Luigi (10)	424			Board approved PAR	2017
St. Rita (10)	421				
St. Sebastian (10)	550				
Subtotal:	1395	424	-971		
Total:	9400	5684	3716		

8. In summary of the above table, the Board approved the following OTG capacity reduction target involving the aforementioned 18 schools:

Summary of Proposed OTG Capacity Change for the 18 Schools	Total Pupil Places
OTG Reduction through Consolidation	-4350
OTG Reduction through Hubs	-716
OTG Increase through New Capital Investments	1350
NET OTG Capacity Reduction Target by 2029:	-3716

9. Staff recommend amending the initiation date for the proposed PAR involving St. Alphonsus and Holy Rosary from 2025 to 2022, to be consistent with the Ministry request.

C. STAFF RECOMMENDATION

That the Board of Trustees revise the initiation date for the proposed PAR involving Holy Rosary and St. Alphonsus from 2025 to 2022.

Ministry of Education

Office of the ADM
Financial Policy and Business Division
20th Floor, Mowat Block
900 Bay Street
Toronto ON M7A 1L2

Ministère de l'Éducation

Bureau du sous-ministre adjoint
Division des politiques financières et des
opérations
20^e étage, Édifice Mowat
900, rue Bay
Toronto ON M7A 1L2



November 14, 2016

Angela Gauthier
Director of Education
Toronto Catholic District School Board
80 Sheppard Avenue,
Toronto Ontario, M2N 6E8

Dear Ms. Gauthier,

On May 18, 2016, as part of the 2016 School Consolidation Capital program, the ministry provided the Toronto Catholic DSB with a conditional funding approval of \$9.49 million to construct a 350 pupil place replacement school, including a child care centre, for St. Raymond CS. The approval was conditional on the board providing the ministry with a comprehensive plan, including timelines and staff recommendations, of how the board intends to address the underutilization in the area of 18 schools including and surrounding St. Raymond CS.

I would like to thank you for submitting to the ministry your board's *Capacity Reduction Strategy, Wards 6, 9, and 10* ("Accommodation Plan"), approved by trustees on October 13, 2016, which outlines your board's strategy to address underutilization in the area around St. Raymond CS over the next 15 years. The ministry has now completed its review of the board's proposal and we are pleased to see that the Accommodation Plan proposes to reduce excess capacity by over 3,700 pupil places and raise the overall utilization rate to 75% at these schools.

I am pleased to inform you that at this time the ministry will remove the condition on the funding for the replacement St. Raymond CS to support the closure and consolidation of St. Bruno.

While the ministry is pleased that the board's proposal includes positive steps towards reducing excess capacity at area schools, we are concerned about the fact that the Accommodation Plan's timeline includes a planned pupil accommodation review initiation date of 2025 for St. Alphonsus CS and Holy Rosary CS. The ministry considers this planned initiation date to be too far into the future to effectively deal with the existing challenges facing the board around underutilization in this area of schools. As such, the ministry is requesting the board to amend its Accommodation Plan in order to initiate the pupil accommodation review for these schools within the next five to six years. The board is asked to submit to the ministry the trustee-approved

Accommodation Plan for the 18 schools in this area, reflecting this amendment, before the ministry will issue an Approval to Proceed to tender the construction of the new St. Raymond CS.

Please be aware that the ministry is also concerned that the Accommodation Plan does not address a large portion of the collective excess capacity at St. Helen CS, Holy Family CS, and St. Vincent de Paul CS. The ministry encourages the board to consider opportunities to further reduce the excess capacity in this area, however, an Approval to Proceed to tender the new St. Raymond CS is not contingent on addressing this issue specifically.

Should you have any questions regarding this issue, please contact your capital analyst, Lisa Bland at (416) 326-9921 or via email at lisa.bland@ontario.ca.

Sincerely,

*Original signed by
Joshua Paul for:*

Gabriel F. Sékaly
Assistant Deputy Minister
Financial Policy and Business Division

cc: Grant Osborn, Director, Capital Policy and Programs Branch
Angelo Sangiorgio, Associate Director of Planning & Facilities, TCDSB
Carlene Jackson, Chief Financial Officer and Executive Superintendent, TCDSB



REPORT TO

REGULAR BOARD

PUPIL ACCOMMODATION REVIEW DON BOSCO CATHOLIC SECONDARY SCHOOL WARD 1 – INTERIM STAFF REPORT

May your unfailing love be with us, Lord, even as we put our hope in you.

Psalm 33:22 / NIV /

Created, Draft	First Tabling	Review
October 31, 2016	November 24, 2016	Click here to enter a date.

J. Peake Senior Manager Planning and Assessment Services
J. Volek Senior Manager Planning and Accountability
M. Silva Comptroller Planning and Development Services
A. Della Morra Superintendent of Learning, Student Achievement and Well Being Ward 1

RECOMMENDATION REPORT

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R. McGuckin

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

A modified Pupil Accommodation Review for Don Bosco Catholic Secondary School was approved by the Board on June 9, 2016. (*Appendix 'A'*).

The modified Pupil Accommodation Review, was undertaken in accordance with Policy (S.09), spanned approximately two months, with a public meeting held on October 25, 2016.

A Special Board meeting will be held January 12, 2017, for public feedback with respect to the following staff recommendations:

- i. That Don Bosco be closed effective September 2017.
- ii. That grade 11 students attending Don Bosco be accommodated in neighbouring Catholic Secondary Schools for February 2017.
- iii. That the Director of Education develop a Transition Plan with timelines to facilitate a consolidation; and
- iv. That opportunities for continued programming at the consolidated schools be assessed.

<i>The cumulative staff time dedicated to this endeavour was 120 hours.</i>

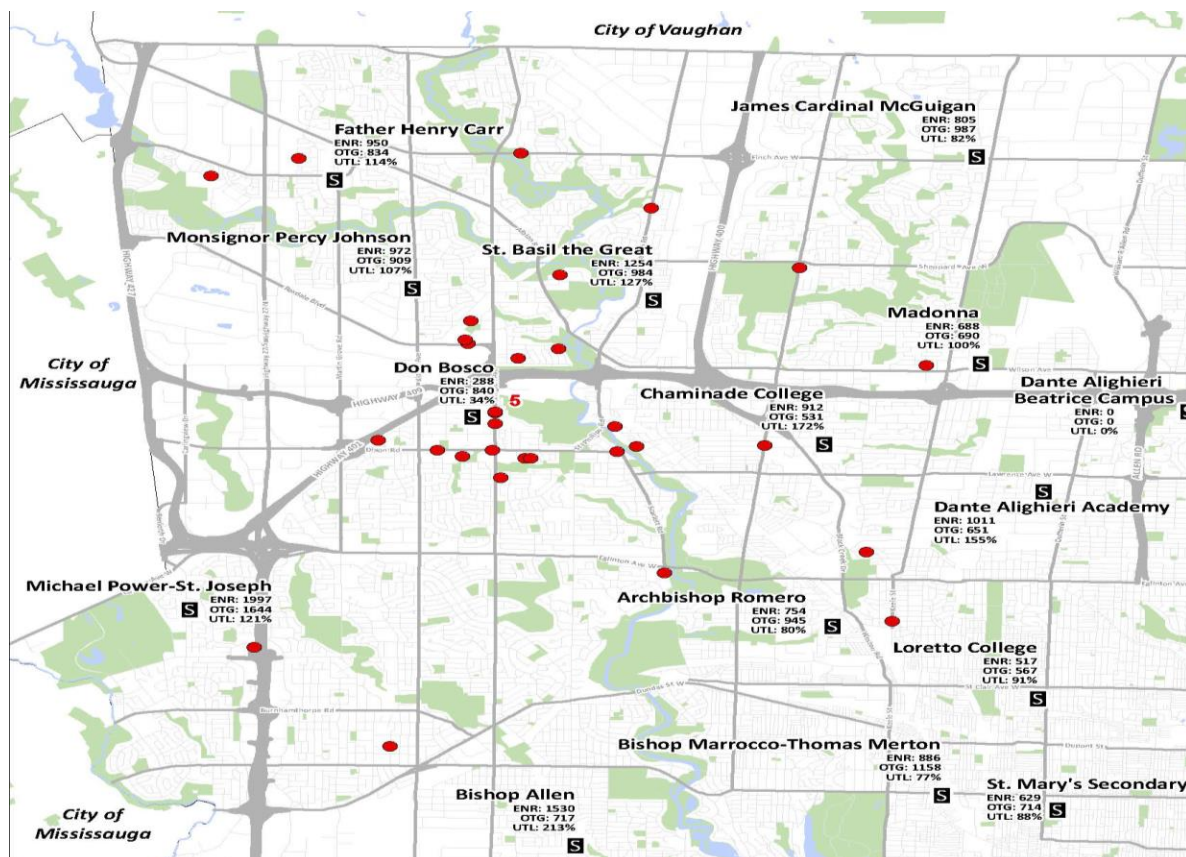
B. PURPOSE

This report is for the consideration of Trustees regarding the consolidation of Don Bosco into nearby community schools, arising out of the modified Pupil Accommodation Review process.

C. BACKGROUND

1. Don Bosco has seen significant enrolment decline over the past decade. Currently, there are thirty four (34) grade 11 students, and sixty three (63) grade 12 students, totalling only 97 students. Don Bosco did not accept any new grade 9 student registrations for the 2016-17 school year.
2. At its Regular Board meeting held on June 9, 2016, the Board of Trustees approved the initiation of a modified Pupil Accommodation Review for Don Bosco Catholic Secondary School, in accordance with Board Policy S.09 Pupil Accommodation Review (*Appendix 'B'*).

3. On October 25, 2016, a public meeting was held at Don Bosco. Minutes (*Appendix 'C'*) from the public meeting and comments from the City of Toronto (*Appendix 'D'*) have been collected and are included in this report. All information discussed as part of the modified Pupil Accommodation Review process, including the minutes from the public meeting, have been made available on the Board's website.
4. Following a community stakeholder consultation process, staff will provide final recommendations at the meeting of Regular Board on January 26, 2017.
5. Staff have conducted a thorough space assessment of the neighbouring Catholic secondary schools, and have concluded that all 34 Grade 11 Don Bosco students can be accommodated in their respective community schools. Principals have been fully consulted, are supportive, and have made arrangements for the transfer of all Grade 11 students to commence studies in Semester 2. Catholic Secondary Schools include: Archbishop Romero, Chaminade, Michael Power/St. Joseph, Father Henry Carr, Monsignor Percy Johnson, and St. Basil The Great. Refer to the following map for the location of current Grade 11 students.



D. EVIDENCE/RESEARCH/ANALYSIS

6. Over the past decade, Don Bosco Catholic Secondary School has experienced a steady decline in enrolment, and further decline is projected well into the future. Due to significant enrolment decline Don Bosco was identified for a modified Pupil Accommodation Review.
7. Assuming a continuance of no Grade 9 registrations for the 2017-18 school year, projected Don Bosco enrolment will be equal to or less than 34 Grade 12 students.
8. The following table highlights historical Don Bosco enrolment:

DON BOSCO - HISTORICAL ENROLMENT AND UTILIZATION												
OTG		2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
840	Enrol. #	968	948	854	756	709	654	568	552	434	287	97
	Utiliz. %	115%	113%	102%	90%	84%	78%	68%	66%	52%	34%	11%

9. As part of the review process, Planning staff submitted the following recommendations for consideration:
 - i. That Grade 12 students continue their academic program and graduate in June 2017.
 - ii. That Grade 11 students be consolidated in neighbouring Catholic Secondary Schools for February 2017. Background information and analysis for Don Bosco can be found at the following web link.
<https://www.tcdsb.org/Board/PlanningandFacilities/PlanningServices/SARC/Documents/SARC%20BINDER%205%20-%20Don%20Bosco.pdf>
10. There is general agreement and consensus among senior academic staff that consolidation into neighbouring Catholic Secondary Schools will provide program-related benefits for Don Bosco students, including:
 - i. Proactive exposure to a full breadth of course options.
 - ii. Access to more programs and services.
 - iii. Deliberate sensitivity to transition for Grade 11 students (participation in the course selection process in February 2017 for the 2017-2018 academic year).

11. The future use of the Don Bosco facility has not been determined. Further study of the long-term need and potential uses for the facility will be undertaken, including consideration of a Community Hub, facility partnerships, or possible disposition. Options will be prepared for Board consideration in a future report.
12. A Transition Plan will be recommended to facilitate a consolidation that is student friendly and as seamless as possible. The Transition Plan will be undertaken in consultation with Don Bosco and neighbouring Catholic Secondary Schools, including students, parents/guardians and school staff.

E. ACTION PLAN

In accordance with the modified Pupil Accommodation Review Policy (S.09), the following sequence of Special Board meetings will be required prior to final approval of recommendations.

January 12, 2017, Special Board Meeting

- Opportunity for public input through delegations and written submissions in response to the Director's Report, which will contain the following recommendations:
 1. That Don Bosco be closed effective September 2017.
 2. That Grade 11 students attending Don Bosco be accommodated in neighbouring Catholic Secondary Schools for February 2017.
 3. That the Director of Education develop a Transition Plan with timelines to facilitate a consolidation.
 4. That opportunities for continued programming at the consolidated schools be assessed.

January 26, 2017 –Board Meeting

- Final report from Director of Education will be considered, which takes into the results of public input provided at the previous public meeting and Board meetings.
- Trustees to make a final decision on the modified Pupil Accommodation Review recommendations.

F. CONCLUSION

This report is presented for the consideration of the Board.



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

INITIATION OF PUPIL ACCOMMODATION REVIEW (WARD 1)

*Commit to the Lord whatever you do, and he will establish your plans.
Proverbs 16:3 / NIV /*

Created, Draft	First Tabling	Review
May 6, 2016	June 6, 2016	Click here to enter a date.
J. Volek, Senior Coordinator Planning Services M. Silva Comptroller Planning and Development		
RECOMMENDATION REPORT		

Vision:

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

Mission:

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



G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report recommends that Don Bosco Catholic Secondary School be approved for school accommodation review, in accordance with the newly approved Pupil Accommodation Review Policy (S.09).

B. PURPOSE

This report seeks approval for the initiation of a school accommodation review for Don Bosco Catholic Secondary School in accordance with Pupil Accommodation Review Policy (S.09)

C. BACKGROUND

Don Bosco has seen significant enrolment decline over the past decade. Currently, there are approximately 60 grade 10 students, 103 grade 11 students, and 123 grade 12 students. This equates to a total enrolment of only 286 students. Don Bosco did not accept any new grade 9 student registrations for the 2015-16 school year.

Assuming a continuance of no grade 9 registrations for the 2016-17 school year, projected Don Bosco enrolment will be the following:

Grade 11	60
Grade 12	105

Assuming a continuance of no grade 9 registrations for the 2017-18 school year, projected Don Bosco enrolment will be the following:

Grade 12	60
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Historical Don Bosco enrolment, highlighting significant yearly decline:

OTG	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
840	968	948	854	756	709	654	568	552	434	286
	115%	113%	102%	90%	84%	78%	68%	66%	52%	34%

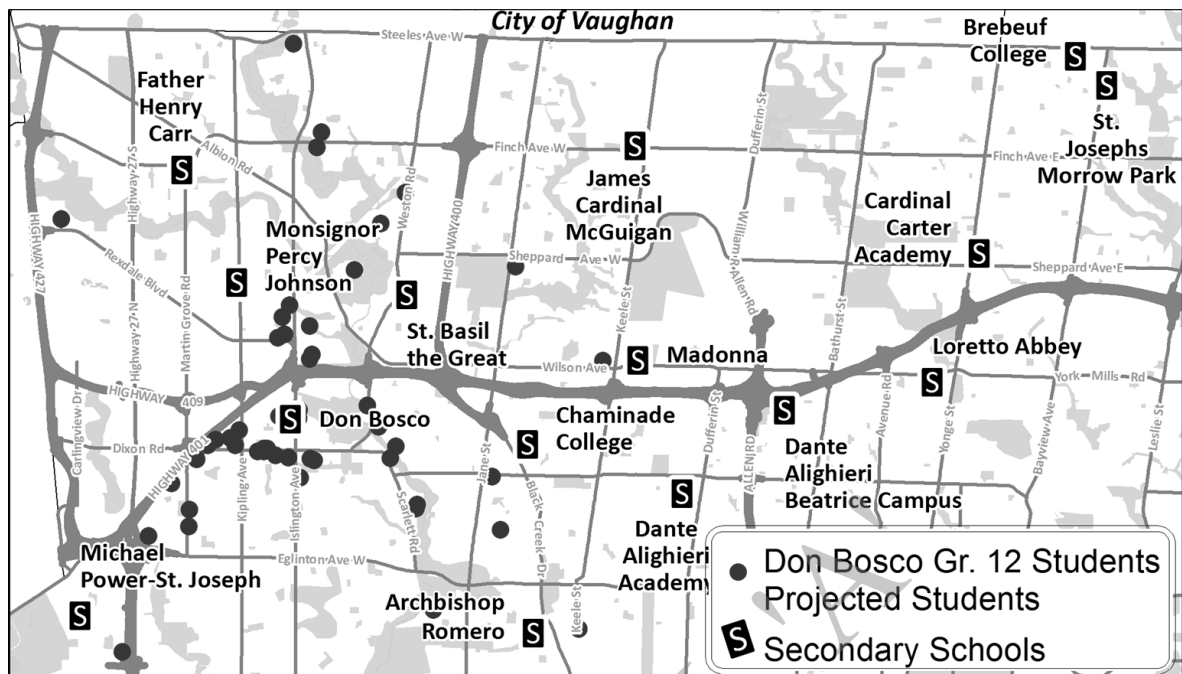
D. ACTION PLAN

1. Staff are required as per Pupil Accommodation Review Policy (S.09) to provide one or more options to address the challenges associated with any school under accommodation review, and seek public feedback with respect to the staff recommendation.
2. The current staff recommendation is to close the Don Bosco facility effective for the 2017-18 school year due to significant under-subscription. Furthermore, staff recommend that the remaining 60 grade 12 students projected for the 2017-18 school year be accommodated at their nearest respective community schools, as indicated in the table below:

Nearest Community School	Projected Number of Don Bosco students to be Accommodated in 2017-18
Archbishop Romero	10
Chaminade	1
Michael Power / St. Joseph	32
Monsignor Percy Johnson	8
St. Basil	5
Father Henry Carr	3
Student(s) outside the City of Toronto	1
Total:	60

Note: nearest community school was determined by measuring the geographic distance from the student's residence to the closest TCDSB secondary school.

10. Staff have conducted a thorough space assessment of the secondary schools noted in the table above, and have concluded that all 60 projected Don Bosco grade 12 students can be accommodated in their respective area schools. Principals have been consulted and are aware of the possibility of a Don Bosco redirection.



11. Staff have determined that Don Bosco can be reviewed under the Board's "modified" review policy. Under such a scenario, there is a minimum requirement of one public meeting, with full public participation.
12. Ministry of Education has advised staff that school accommodation reviews must take place in the future to address low enrolment and underutilization of space, and to be fully considered as part of the Board's next Long Term Accommodation Plan.

E. STAFF RECOMMENDATION

That Don Bosco Catholic Secondary School be approved for a modified pupil accommodation review, in accordance with the newly approved Pupil Accommodation Review Policy (S.09).



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POLICY

POLICY NO: S. 09

Date Approved: January 24, 2007	Date of Next Review: May 2019	Dates of Amendments: September 11, 2014 January 15, 2015 May 12, 2016
Cross References: Ministry of Education Pupil Accommodation Review Guideline (PARG), March 2015. Ministry of Education Administrative Review of Accommodation Review Process Ministry of Education Community Planning and Partnerships Guideline (CPPG), March 2015. Community Planning and Partnerships Policy (B.R. 07)		
Appendix: Pupil Accommodation Review Operational Procedures		

Purpose:

This policy outlines the process Toronto Catholic District School Board (the Board) will undertake to complete a pupil accommodation review or a modified pupil accommodation review of a school or schools.

On March 26, 2015, the Minister of Education released a new Pupil Accommodation Review Guideline, 2015 (the “PARG”). This Policy and the Operational Procedures are established by the Board in accordance with the PARG, as per ministry requirement.

Scope and Responsibility:

The Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of its elementary and secondary programs. These decisions are made by the Board of Trustees in dispensing of its primary responsibility which aligns with the over-arching objectives of fostering student



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academic achievement and well-being, and ensuring effective stewardship of the resources of the Board, including the Board's financial viability and sustainability. These objectives apply to any accommodation review conducted pursuant to this Policy, including those conducted under the modified accommodation review process.

In some cases, to address student populations that are constantly changing, the Board of Trustees must consider undertaking pupil accommodation reviews that could lead to school consolidations and closures. Wherever practical, pupil accommodation reviews will include a school or group of schools to facilitate the development of viable solutions for pupil accommodation that support the objectives noted above. Wherever possible, schools will be subject to a pupil accommodation review only once in a five-year period, unless there are circumstances that warrant a review, as determined by the Board, such as a significant change in enrolment.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Financial Impact:

It is anticipated that the Board would incur limited costs associated with the implementation of the accommodation review process itself. A pupil accommodation review could potentially provide the Board with the opportunity to realize substantial savings by balancing enrolment and right-sizing schools.



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Legal Impact:

The Board could be involved in legal proceedings if the pupil accommodation review process is not implemented in accordance with this Policy. The Ministry Guidelines provide a formal process which must be followed if the implementation of the pupil accommodation review process is challenged.

Policy:

A pupil accommodation review of a school or schools will occur in the context of the Board's long-term capital and accommodation planning process, and after the necessary assessment of the options for the school(s) in accordance with that process. This assessment will be made in accordance with Board policy made pursuant to the Community Planning and Partnership Guideline (CPPG) issued by the Ministry of Education.

As a result of some assessments, the Board of Trustees must consider undertaking pupil accommodation reviews that may lead to school consolidations and/or closures. Wherever practical, pupil accommodation reviews will include a school or schools to facilitate the development of viable solutions for pupil accommodation.

The Board welcomes the opportunity for the public and affected school communities to be heard with respect to pupil accommodation reviews. The Board will share relevant information with those affected by the process.

The Board of Trustees will make the final decision regarding any pupil accommodation review.

The Regulations and any Schedules of this Policy may be amended from time to time in accordance with the PARG. In all cases, any minimum timelines set out in the PARG will be followed by the Board.



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A copy of this Policy, together with the PARG and Administrative Review of Accommodation Review Process issued by the Minister of Education are available to the public upon request at the Board office and on the Board's website.

Principles:

Through the Catholic Social Teachings and its Multi-Year Strategic Plan, the Board is committed to establishing integrated decision making structures and processes to support responsive and responsible allocation of resources, including the provision of equitable, affordable and sustainable learning facilities. The following principles will be used as a foundation to support the mission and vision of the Board while undertaking pupil accommodation reviews.

1. The TCDSB is committed to responsibly providing optimal learning facilities for the common good while, at the same time, making it possible for all to come to their full potential as persons and to be all that God intends them to be.
2. Schools will have meaningful connections with a Roman Catholic parish and structured links to their community.
3. Students of the TCDSB have the right to attend Catholic schools that provide reasonable community access, and the Board has a responsibility to provide schools that optimally enhance student learning opportunities in the 21st century.
4. The Catholic principle of subsidiarity promotes the establishment of groups of parents and stakeholders whose purpose is to actively participate in the school accommodation review process, contributing to decisions that consider the value of schools to the parish and community.



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Regulations:

1. Pupil Accommodation Review Process

The pupil accommodation review process shall consist of the following components:

- i. Preparation and submission to the Board of Trustees of an Initial Staff Report and School Information Profile(s);
- ii. Approval by the Board of Trustees to undertake a pupil accommodation review process;
- iii. Establishment of the Accommodation Review Committee (ARC), including its Terms of Reference;
- iv. Consultation with the City of Toronto and Community Partners;
- v. Accommodation Review Public Meetings;
- vi. Preparation and submission of an Interim Staff Report to the Board of Trustees, including a Community Consultation section;
- vii. Public Delegations to the Board of Trustees;
- viii. Preparation and submission of a Final Staff Report to the Board of Trustees;
- ix. Decision by the Board of Trustees;
- x. Establishment of a Transition Committee.

2. Modified Pupil Accommodation Review Approval & Initiation

A modified pupil accommodation review process may be approved and initiated by the Board of Trustees only under exceptional circumstances, and in consultation with the local trustee(s) where three (3) or more of the following factors are present:

- i. Distance to the nearest available accommodation is 2 kilometers or less for elementary schools involved in the review and 7 kilometers or less



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for all secondary schools. The nearest accommodation indicated must be a single-gender school if a single-gender school is under review;

- ii. Utilization rate of all of the schools under review is equal to or below 50% for elementary and secondary schools;
- iii. The number of students enrolled is 100 or fewer for elementary schools involved in the review and 500 or fewer for all secondary schools in the review;
- iv. When the Board is planning the relocation of a program (in any school year or over a number of school years), in which the enrolment constitutes more than or equal to fifty percent (50%) of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- v. There are no more than two (2) schools subject to the pupil accommodation review process; or
- vi. The entire student population of the schools subject to a pupil accommodation review process can be accommodated in another within 2 kilometers for elementary schools and within 7 kilometers for secondary schools.

3. Modified Pupil Accommodation Review Process

The modified pupil accommodation review process shall consist of the following components.

- i. Preparation and submission of an Initial Staff Report and School Information Profile(s) to the Board of Trustees;
- ii. Approval by the Board of Trustees to undertake a modified pupil accommodation review process;
- iii. Consultation with the City of Toronto and Community Partners;



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- iv. An Accommodation Review Public Meeting;
- v. Preparation and submission of an Interim Staff Report to the Board of Trustees, including a Community Consultation section;
- vi. Public Delegations to the Board of Trustees;
- vii. Preparation and submission of a Final Staff Report to the Board of Trustees;
- viii. Decision by the Board of Trustees;
- ix. Establishment of a Transition Committee.

4. Exemptions

- a) The Board is not obligated to undertake a pupil accommodation review under any of the following circumstances:
 - i. where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary, as identified by the Board, including in its relevant policies;
 - ii. where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified by the Board, including in its relevant policies;
 - iii. when a lease for the school is terminated;
 - iv. when the Board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
 - v. when the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;



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- vi. where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or
 - vii. where there are no students enrolled at the school at any time throughout the school year.
- b) Board staff shall ensure that school communities are informed about proposed accommodation plans for students before a decision is made by the Board of Trustees to consolidate, close or move a school or students in accordance with an exemption to the pupil accommodation review process.
- c) Board staff shall prepare a report to the Board of Trustees setting out the circumstances supporting the exemption to the accommodation review process in respect of the school(s) under consideration for such exemption.
- d) Board staff shall, no fewer than five (5) business days after the Board of Trustees make a decision that such exemption applies, provide written notice to the following:
- the City of Toronto (through the Clerks' Department or equivalent);
 - other community partners that expressed an interest prior to the exemption (as defined above);
 - the coterminous school boards through the Director of Education; and
 - the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.
- e) The Board will prepare a transition plan following the Board of Trustees' decision to consolidate, close or move a school or students pursuant to an exemption to the pupil accommodation review process.



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5. Access to Pupil Accommodation Review Documents

This Policy and Operational Procedures, together with the PARG and Administrative Review of Accommodation Review Process issued by the Minister of Education are available to the public on the Board's website and will be available upon request.

APPENDIX 'B1'



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Definitions

Accommodation Review

A process undertaken by the Board to determine the future of a school or group of schools, as described in this Policy.

Accommodation Review Committee (ARC)

An advisory committee established by the Board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the Board and the affected school communities.

Accommodation Review Public Meeting

An open meeting held by Board staff to gather broader community feedback on a pupil accommodation review.

ARC Working Meeting

A meeting of ARC members to discuss a pupil accommodation review, including the gathering of feedback from the affected school communities of a pupil accommodation review.

Business Day

A calendar day that is not a weekend or statutory holiday. It also does not include days the Board is scheduled to be closed including the Board's Christmas, spring, Easter and summer break. For schools with a year-round calendar, any break that is five (5) calendar days or longer is not a business day.



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Consultation

The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI)

A measure of the condition of a building as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

On-the-Ground (OTG) Capacity

The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public Delegation

A presentation by an individual or a group of individuals to the Board of Trustees at a meeting of the Board, made in accordance with Board policies and procedures regarding public delegations, which permits the individual or group of individuals to have their concerns heard directly by the Board of Trustees.

Initial Staff Report (Report 1)

A report drafted by Board staff containing option(s) and identifying a preferred option with a recommendation to Trustees with respect to a school(s) that should be subject to a pupil accommodation review process or a modified pupil accommodation review process.



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Interim Staff Report (Report 2)

A report drafted by Board staff for consideration by the Board of Trustees with respect to a pupil accommodation review process, or a modified pupil accommodation review process, that also incorporates information obtained during community consultations. The Interim Staff Report may, or may not, include the same option(s) as contained in the Initial Staff Report related to a pupil accommodation review process.

Final Staff Report (Report 3)

A report drafted by Board staff which contains recommendation(s) for consideration by the Board of Trustees with respect to a pupil accommodation review process, or a modified pupil accommodation review process, and which also incorporates information obtained during community consultations and from public delegations (and any staff response to such information).

School Information Profile (SIP)

An orientation document with point-in-time data for each of the schools under a pupil accommodation review.

PUPIL ACCOMMODATION REVIEW OPERATIONAL PROCEDURES

APPENDIX TO POLICY S.09 PUPIL ACCOMMODATION REVIEW

These Operational Procedures incorporate the following Schedules:

Schedule 'A' - School Information Profile

Schedule 'B' - Template Terms of Reference for the Accommodation Review Committee

Schedule 'C' - Pupil Accommodation Review Timeline and Checklist (Regular)

Schedule 'D' - Pupil Accommodation Review Timeline and Checklist (Modified)

These Operational Procedures and related Schedules may be amended from time to time provided such amendments are made in accordance with the Ministry Pupil Accommodation Review Guidelines and Board Policy.

1. The Pupil Accommodation Review Process

a) Initial Staff Report

- i. Board staff shall prepare for the consideration of the Board of Trustees an Initial Staff Report and a School Information Profile for each school that may be subject to review. The Initial Staff Report shall identify accommodation issue(s) and will contain:
 - one or more options to address the accommodation issue(s) with supporting rationale;
 - a recommended option if more than one option is presented;
 - proposed timelines for implementation of each option; and
 - information about actions taken by Board staff prior to recommending a pupil accommodation review process and supporting rationale as to any actions taken or not taken.

- ii. The option(s) included in the Initial Staff Report shall address the following:
- summary of accommodation issue(s) for the school(s) under review;
 - where students would be accommodated;
 - if proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
 - identify any program changes as a result of the proposed option;
 - how student transportation would be affected if changes take place;
 - if new capital investment is required as a result of the pupil accommodation review, how the Board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available;
 - any relevant information obtained from the City of Toronto and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space; and
 - a timeline for implementation.
- iii. The Initial Staff Report and School Information Profiles will be posted on the Board's website and made available to the public upon request, following the decision to proceed with a pupil accommodation review by the Board of Trustees.

b) School Information Profile

- i. Board staff shall prepare School Information Profiles as orientation documents to assist the Accommodation Review Committee and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.
- ii. A template for the School Information Profile, which includes the minimum data requirements and required criteria to be considered, is included as Schedule 'A' to this Policy. Board staff shall complete a School Information Profile, at the same point-in-time, for each of the schools under review.
- iii. The Board may introduce additional items that reflect local circumstances and priorities which may help to further understand the school(s) under review.

c) Accommodation Review Committee

- i. Following consideration of the Initial Staff Report and approval to proceed but prior to the first Accommodation Review Public Meeting, the Board shall establish an Accommodation Review Committee that represents the school(s) under review. The Accommodation Review Committee provides feedback to the Board on behalf of the affected school communities and acts as an official conduit for information shared between the Board and the school communities.
- ii. The Accommodation Review Committee shall be comprised of the following members:
 - At least two parent / guardian representatives from each school under review and one alternate parent/guardian, chosen by the school community;
 - School Superintendent from each school under review;
 - Principal or designate from each school under review;
 - One student representative from each secondary school under review and one alternate, selected by the School Principal;
 - Pastor or representative of the parish to which belong each of the schools under review;
 - The local trustee(s); and
 - A member of the community such as a municipal councillor or active member of the community.
- iii. One of the School Superintendents whose school is under review shall be appointed as Chair of the Accommodation Review Committee by the Director of Education.
- iv. Staff from the following areas may be assigned to assist the Accommodation Review Committee in a resource capacity as required.
 - Planning Department
 - Facilities Department

- Finance Department
 - Toronto Student Transportation Group
 - Other administrative staff as required
- v. The Board shall provide the Accommodation Review Committee with Terms of Reference that describe the following. A template for the Terms of Reference is provided in Schedule 'B'.
- Mandate of the Accommodation Review Committee;
 - Membership of the Accommodation Review Committee;
 - Role and Responsibilities of the Accommodation Review Committee;
 - Meetings of the Accommodation Review Committee.
- vi. The Board shall invite Accommodation Review Committee members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the Accommodation Review Committee.

d) Consultation with City of Toronto and Community Partners

- i. Within five (5) business days of the Board of Trustees' decision to conduct a pupil accommodation review, Board staff shall provide written notice of the decision to the City of Toronto (through the Clerks' Department or equivalent) and other community partners that expressed an interest prior to the pupil accommodation review and shall invite them to a meeting, to be held before the Final Accommodation Review Public Meeting, to discuss and comment on the option(s) in the Initial Staff Report.
- ii. The City of Toronto and other community partners that expressed an interest prior to the pupil accommodation review, must provide their response (if any) on the recommended option(s) in the Initial Staff Report before the Final Accommodation Review Public Meeting.
- iii. Board staff shall document their efforts to meet with the City of Toronto, as well as the community partners, as described above.

- iv. The Board shall provide advance notice of when the Final Accommodation Review Public Meeting is scheduled to take place.

e) Notice to Coterminous School Boards and the Ministry of Education

- i. Within five (5) business days of the Board of Trustees' decision to conduct a pupil accommodation review, Board staff will provide written notice of the decision to the following:
 - the Directors of Education for the coterminous boards; and
 - the Ministry of Education, Office of the Assistant Deputy Minister of Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.

f) Accommodation Review Public Meetings

- i. The Board shall hold two (2) Accommodation Review Public Meetings to gather broader community feedback on the Initial Staff Report. The Accommodation Review Committee may, at its discretion, hold additional Accommodation Review Public Meetings. Board staff shall facilitate the Accommodation Review Public Meetings.
- ii. For greater clarity, the Accommodation Review Public Meetings are not meetings of the Board of Trustees. Accommodation Review Committee members may attend Accommodation Review Public Meetings. Accommodation Review Public Meetings shall proceed if Accommodation Review Committee members are not present.
- iii. The Accommodation Review Public Meetings will be announced and advertised publicly by the Board through a range of media. Notice to the school communities of the public meeting will include a letter to go home with each student 30 business days in advance of the meeting, and notice in the bulletins of all school parishes at least 1 week in advance of the meeting. As well, every effort be made for notice to be given to the community surrounding the schools (e.g. notice sent out to local councilor, MPP, local community groups).

- iv. The First Accommodation Review Public Meeting shall be held no fewer than thirty (30) business days after the Board of Trustees' decision to conduct a pupil accommodation review.
- v. At a minimum, the First Accommodation Review Public Meeting shall include the following:
 - an overview of the Accommodation Review Committee orientation session;
 - the Initial Staff Report with recommended option(s); and
 - a presentation of the School Information Profiles.
- vi. The Final Accommodation Review Public Meeting shall be held at least forty (40) business days from the date of the First Accommodation Review Public Meeting.

g) Interim Staff Report

- i. At the conclusion of the pupil accommodation review process, an Interim Staff Report shall be prepared for the consideration of the Board of Trustees. The Interim Staff Report shall be posted on the Board's website and made available to the public upon request no fewer than ten (10) business days after the Final Accommodation Review Public Meeting.
- ii. The Interim Staff Report shall include all the information provided in the Initial Staff Report as well as the following:
 - modifications to proposed and preferred options, including proposed accommodation plans and implementation timelines, previously identified in the Initial Staff Report, if required;
 - Accommodation Review Committee comments and feedback, and any recommendations which the Accommodation Review Committee requests be included;
 - public comments and feedback;

- information and feedback obtained from the City of Toronto and other community partners; and
 - a summary of the efforts of Board staff to meet with the City of Toronto, as well as other community partners that expressed an interest prior to the pupil accommodation review.
- iii. A minimum of ten (10) business days must be allowed from the posting of the Interim Staff Report to a meeting of the Board of Trustees to receive public delegations.

h) Public Delegations to the Board of Trustees

- i. Members of the public shall be given the opportunity to provide feedback on the Interim Staff Report through public delegations at a meeting of the Board of Trustees no fewer than ten (10) business days from the posting of the Interim Staff Report on the Board website. Written notice shall be provided to school(s) and surrounding community(ies) in advance of the meeting of the Board of Trustees.
- ii. A meeting of the Board of Trustees to receive public delegations shall be announced and advertised publicly by the Board through a range of media. Written notice shall be provided to school(s) and surrounding community(ies) in advance of the meeting of the Board of Trustees. Delegations shall be received in accordance with the Board's policy and procedure on public delegations.

i) Final Staff Report and Decision by the Board of Trustees

- i. At the conclusion of the pupil accommodation review process, and no fewer than ten (10) business days after public delegations, the Board of Trustees shall consider the Final Staff Report, including information from the public delegations and any staff response to such information. The Final Staff Report shall also be posted on the Board website and made available upon request to the public, in advance of the meeting at which Trustees will make a decision regarding the pupil accommodation review.

- ii. The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome.
- iii. The Board of Trustees will make a decision regarding the pupil accommodation review.

j) Transition Planning

- i. The transition of students shall be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the Board shall establish a separate committee that will work in consultation with parents/guardians and staff to address the transition for students and staff.
- ii. A Terms of Reference will be established for the Transition Planning Committee.

2. Modified Pupil Accommodation Review Process

The Board of Trustees may, under exceptional circumstances, undertake a modified pupil accommodation review process for the identified school(s).

a) Initial Staff Reports and School Information Profiles

- i. An Initial Staff Report shall be prepared for the consideration of the Board of Trustees. In addition to the components of the Initial Staff Report identified above, the Initial Staff Report will identify those factors on which a recommendation to proceed with the modified accommodation review process is based, and provide supporting rationale.
- ii. Using the School Information Profile template (Schedule 'A'), Board staff shall also prepare School Information Profiles for each of the schools that may be subject to the modified pupil accommodation review process.
- iii. The decision to proceed with a modified pupil accommodation review process will be at the sole discretion of the Board of Trustees.

b) Accommodation Review Committee

The formation of an Accommodation Review Committee is not required under the modified pupil accommodation review process.

c) Notice and Consultation Requirements

- i. Following the decision of the Board of Trustees to proceed with a modified pupil accommodation review, the Initial Staff Report and School Information Profiles shall be posted on the Board's website and shall be made available to the public upon request.
- ii. Within five (5) business days of the decision of the Board of Trustees, Board staff shall provide to the City of Toronto (through the Clerk's Department or equivalent) and other community partners that expressed an interest prior to the modified pupil accommodation review, written notice of the decision and a meeting invitation to discuss and comment on the recommended option(s) in the Initial Staff Report.
- iii. Within five (5) business days of the decision of the Board of Trustees, Board staff shall also provide written notice of the decision to:
 - the Directors of Education for the coterminous boards; and
 - the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.
- iv. The City of Toronto and other community partners who were provided with notice must provide their responses (if any) on the recommended option(s) in the Initial Staff Report before the Accommodation Review Public Meeting (or, if more than one Accommodation Review Public Meeting is convened, prior to the Final Accommodation Review Public Meeting).

d) Accommodation Review Public Meetings

- i. Board staff shall convene and facilitate an Accommodation Review Public Meeting no fewer than thirty (30) business days from the date on which the Board of Trustees decide to hold a modified pupil accommodation review. The local school superintendent(s) and local trustee(s), at their discretion, may convene more than one Accommodation Review Public Meeting.
- ii. For greater clarity, the Accommodation Review Public Meeting is not a meeting of the Board of Trustees.
- iii. An Accommodation Review Public Meeting shall be announced and advertised through a range of media, including a minimum thirty (30) business days advance notification to school communities. Notice to the school communities of the public meeting will include a letter to go home with each student 30 business days in advance of the meeting, and notice in the bulletins of all school parishes at least 1 week in advance of the meeting. As well, every effort be made for notice to be given to the community surrounding the schools (e.g. notice sent out to local councilor, MPP, local community groups).
- iv. Board staff shall record feedback from the community at the Accommodation Review Public Meeting.

e) Interim Staff Report

- i. After the Accommodation Review Public Meeting, or if more than one Accommodation Review Public Meeting is held, after the Final Accommodation Review Public Meeting, an Interim Staff Report shall be prepared for the consideration of the Board of Trustees, and posted on the Board's website and made available to the public upon request, no fewer than ten (10) business days after the Final Accommodation Review Public Meeting.

- ii. The Interim Staff Report shall include all information provided in the Initial Staff Report, as well as the following:
 - modifications to the proposed and preferred options, including the proposed accommodation plans and implementation timelines in the Initial Staff Report, if required;
 - feedback from any public consultations; and
 - any relevant information obtained from the City of Toronto and other community partners prior to and during the modified pupil accommodation review.

f) Public Delegations

- i. No fewer than eighteen (18) business days after the Interim Staff Report is formally received at a public meeting of the Board of Trustees, members of the public shall be given the opportunity to provide feedback on the Interim Staff Report through public delegations at a meeting of the Board of Trustees. Written notice shall be provided to the school(s) and surrounding community(ies) no less than 14 business days prior to the meeting of the Board of Trustees at which public delegations can be made. The 'maximum delegation time' will be 120 minutes for those delegating on the Interim Staff Report at this meeting.
- ii. A meeting of the Board of Trustees to receive public delegations will be announced and advertised publicly by the Board through a range of media. Written notice shall be provide to school(s) and surrounding community(ies) in advance of the meeting of the Board of Trustees. Delegations will be received in accordance with the Board's policy and procedure on public delegations. Board staff shall compile feedback from the public delegations.

g) Final Staff Report and Decision by Board of Trustees

- i. No fewer than ten (10) business days from the public delegations, the Board of Trustees shall consider the Final Staff Report, which will include feedback received from the public delegations and any staff response to the feedback received. The Final Staff Report shall also be posted on the Board website

and made available to the public upon request, in advance of the meeting at which Trustees will make a decision regarding the pupil accommodation review.

- ii. The final decision regarding the modified pupil accommodation review shall be made by the Board of Trustees. The Board of Trustees has the discretion to approve the recommendations in the Final Staff Report as presented, modify the recommendations, or approve a different outcome.
- iii. A Transition Planning Committee along with a Terms of Reference for the Committee shall be established following the Board of Trustees' decision to consolidate and/or close a school.

APPENDIX 'B2'

SCHEDULE ‘A’

School Information Profile

1. The School Information Profile (SIP) is an orientation document prepared by Board staff that contains point-in-time data for each school that is under a pupil accommodation review. The School Information Profile must be prepared prior to the start of a pupil accommodation review.
2. The purpose of the School Information Profile is to help the Accommodation Review Committee (ARC) and members of the public understand the context surrounding the decision to include the school in an accommodation review process and to allow easier comparison between each school in an accommodation review process.
3. An Accommodation Review Committee is a committee established by the Board that represents the affected school(s) of a pupil accommodation review and that acts as the official conduit for information shared between the Board and the affected school communities. The Accommodation Review Committee may request clarification about the information provided in the School Information Profile, however it is not the role of the Accommodation Review Committee to approve the School Information Profile.
4. Each School Information Profile includes consideration of a detailed list of factors as well as the value of the school to the students and the value of the school to the Board.
5. The School Information Profile is established pursuant to and in compliance with the *Pupil Accommodation Review Guideline* (Ministry of Education, 2015) and Board Policy S.09.
6. The School Information Profile is to include the factors identified below for consideration during the accommodation review process. This list represents the minimum information/data requirements; the Board may introduce additional factors that reflect local circumstances and priorities which may help to further understand the school(s) under review.

Facility Profile

- a) School Name and Address
- b) Site plan and floor plan(s) of the school with the date of school construction and any subsequent additions; or space template which is a Ministry of Education template used by the Board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.
- c) School attendance area (boundary) map.
- d) Context map (or air photo) of the school indicating the existing land uses surrounding the school.
- e) Planning map of the school with zoning, Official Plan or secondary plan land use designations.
- f) Size of the school site (acres or hectares).
- g) Building area (square feet or square metres).
- h) Number of portable classrooms.
- i) Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g. science lab, tech shop, gymnasium, etc.).
- j) Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g. tracks, basketball courts, tennis).
- k) Ten-year history of major facility improvements (item and cost).
- l) Projected five-year facility renewal needs of school (item and cost).
- m) Current Facility Condition Index (FCI) with a definition of what the index represents. FCI is the building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.
- n) A measure of proximity of the students to their existing school, and the average distance to the school for students.
- o) Percentage of students that are and are not eligible for transportation under the Board policy, and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
- p) School utility costs (totals, per square foot, and per student).
- q) Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
- r) Measures that the Board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e. barrier-free).

- s) On-the-ground (OTG) capacity, and surplus/shortage of pupil places. OTG capacity is the capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Instructional Profile

- a) Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.
- b) Describe the course and program offerings at the school.
- c) Describe the specialized service offerings at the school (e.g. cooperative placements, guidance counseling, etc.).
- d) Current grade configuration of the school (e.g. junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
- e) Current grade organization of the school (e.g. number of combined grades, etc.).
- f) Number of out-of-area students.
- g) Utilization factor/classroom usage.
- h) Summary of previous five years enrolment and 10-year enrolment projection by grade and program.
- i) Current extracurricular activities.

Other School Use Profile

- a) Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery.
- b) Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
- c) Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
- d) Availability of before and after school programs or services (e.g. child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
- e) Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
- f) Description of the school's suitability for facility partnerships.

SCHEDULE ‘B’

Template Terms of Reference of the Accommodation Review Committee

Background

The Board is responsible for fostering student achievement and well-being and ensuring effective stewardship of the Board’s resources. In this regard, the Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs. The Board may from time to time be required to consider school consolidations and school closures by undertaking an accommodation review process that is consistent with the Board’s Pupil Accommodation Review Policy. These are the terms of reference applicable to the Accommodation Review Committee (ARC) established for the **[identify accommodation review]**.

1. Mandate

- a) The Accommodation Review Committee is an advisory committee established by the Board that represents the school(s) affected by a pupil accommodation review and which acts as the official conduit for information shared between the Board and the affected school communities.
- b) The Accommodation Review Committee provides feedback with respect to staff report(s) and the options set out therein and may also present alternative accommodation option(s), including rationale for the option(s), recognizing the principles outlined in the Background section above. The overall goal of the Accommodation Review Committee is to provide the local perspective of stakeholders impacted by the decision of the Board of Trustees, and to provide constructive feedback on behalf of the community to the Director of Education regarding the Initial Staff Report, School Information Profile (SIP), options, and preferred option.
- c) The final decision regarding the future of a school or a group of schools rests solely with the Board of Trustees.
- d) This Accommodation Review Committee is formed with respect to the following school(s):

[Insert List of Schools]

2. Membership of the Accommodation Review Committee

- a)** The Accommodation Review Committee shall be comprised of the following members.
 - i.** At least two parent / guardian representatives from each school under review and one alternate parent/guardian, chosen by the school community;
 - ii.** School Superintendent from each school under review;
 - iii.** Principal or designate from each school under review;
 - iv.** One student representative from each secondary school under review and one alternate, selected by the School Principal;
 - v.** Pastor or representative of the parish to which belong each of the schools under review;
 - vi.** The local trustee(s); and
 - vii.** A member of the community such as a municipal councillor or active member of the community.
- b)** Staff from the following areas may be assigned to assist the Accommodation Review Committee in a resource capacity, as required.
 - i.** Planning Department
 - ii.** Facilities Department
 - iii.** Finance Department
 - iv.** Toronto Student Transportation Group
 - v.** Other administrative staff as required

3. Roles and Responsibilities of the Accommodation Review Committee

- a)** A School Superintendent whose school is under review shall be appointed as Chair of the Accommodation Review Committee by the Director of Education. The Chair shall establish the Accommodation Review Committee and will facilitate the accommodation review process and ensure it is consistent with the Board's Policy. The Chair may also serve as secretary

to the Accommodation Review Committee, or delegate this role to another member of the Committee.

- b)** Members of the Accommodation Review Committee shall attend an orientation session where members will learn about the mandate, roles, responsibilities and procedures of the Accommodation Review Committee.
- c)** Members of the Accommodation Review Committee shall attend working meetings of the Accommodation Review Committee and participate in the process.
- d)** The Accommodation Review Committee shall be provided with copies of the Initial Staff Report and the School Information Profiles for each school under review.
- e)** The Accommodation Review Committee shall review the School Information Profile for each school under review. The Accommodation Review Committee may request clarification with respect to information provided in the School Information Profile, however it is not the role of the Accommodation Review Committee to approve the School Information Profile. A School Information Profile is an orientation document with point-in-time data for each of the schools under a pupil accommodation review. The School Information Profile is intended to help the Accommodation Review Committee and the school community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The School Information Profile provides an understanding of, and familiarity with the facilities under review.
- f)** The Accommodation Review Committee shall review the information provided and accommodation options proposed in the Initial Staff Report and shall seek clarification, ask questions and provide feedback as necessary. The Initial Staff Report is drafted by Board staff and identifies accommodation issues, sets out one or more options to address accommodation issues, identifies a recommended option if more than one is proposed, and includes proposed timelines for implementation.

- i. The Accommodation Review Committee shall provide feedback with respect to the options in the Initial Staff Report prior to the first Accommodation Review Public Meeting.
 - ii. The Accommodation Review Committee may provide alternative option(s) to those set out in the Initial Staff Report. The Accommodation Review Committee must provide supporting rationale for the alternative option(s).
- g) Accommodation Review Committee members are not required to reach consensus with respect to the comments and feedback that will be provided to the Board of Trustees.

4. Roles and Responsibilities of Staff Resources to the Accommodation Review Committee

- a) Board staff from various areas of responsibility shall assist, as required, with answering questions, providing clarification and shall document and compile feedback for inclusion in staff reports.
- b) The comments, feedback, and any alternative option(s) shall be collected and compiled by Board staff in the form of meeting notes. This information shall be included in the Community Consultation Section of the Final Staff Report presented to the Board of Trustees.

5. Meetings of the Accommodation Review Committee

- a) The Accommodation Review Committee shall hold at least three (3) working meetings (not including the orientation meeting) to discuss the pupil accommodation review. The Accommodation Review Committee may choose to hold additional working meetings as deemed necessary within the timelines established by the Pupil Accommodation Review Policy, at the discretion of the Accommodation Review Committee Chair.
- b) At the working meetings, the Accommodation Review Committee shall review the materials presented to it by Board staff, may solicit input from the affected school communities, and shall provide feedback to Board staff.

- c) Working meetings of the Accommodation Review Committee shall be open to the public, however, the public may not participate in such meetings, unless specifically requested by the Accommodation Review Committee to provide input.
- d) Working meetings of the Accommodation Review Committee shall be deemed to be properly constituted even if all members are not in attendance. Quorum is not required for a working meeting of the Accommodation Review Committee.
- e) The Accommodation Review Committee shall be deemed to be properly constituted even if one or more members resign or do not attend working meetings of the Accommodation Review Committee.
- f) Meeting notes of Accommodation Review Committee working meetings shall be prepared.
- g) Accommodation Review Committee members may attend the Accommodation Review Public Meetings held by Board staff.
- h) Dates of Accommodation Review Committee working meetings shall be established by the Chair in consultation with the Accommodation Review Committee.

[Insert Accommodation Review Committee Working Meeting Dates]

SCHEDULE ‘C’
Pupil Accommodation Review Timeline and Checklist

Item	Additional Information	Timeline¹	Status
Initial Staff Report and School Information Profiles considered by Trustees.	Pupil Accommodation Review approved.	0	
Initial Staff Report and School Information Profiles to be posted on the Board’s website and made available upon request.			
Written notice to City of Toronto through Clerk’s Department (or equivalent) and to community partners who expressed an interest prior to the Pupil Accommodation Review.	Include meeting invitation to discuss and comment on options in Initial Staff Report.	Within 5 business days of Pupil Accommodation Review approval.	
Written notice to Director of Education of co-terminous school boards.		Within 5 business days of Pupil Accommodation Review approval.	
Written notice to Ministry of Education.	Send to the office of the Assistant Deputy Minister of Financial Policy and Business Decisions.	Within 5 business days of Pupil Accommodation Review approval.	

¹Time is measured in business days from the date the Pupil Accommodation Review is approved by Trustees. “Business day” is defined as a calendar day that is not a weekend or statutory holiday. It also does not include days the Board is scheduled to be closed including the Board’s Christmas, spring, Easter and summer break. For schools with a year-round calendar, any break that is five (5) calendar days or longer is not a business day.

Establish the Accommodation Review Committee.	The Committee should be formed in time to permit the Committee orientation session to occur well in advance of the First Accommodation Review Public Meeting.	Within 5 business days of the Pupil Accommodation Review being approved.	
Arrange meeting with City of Toronto and with community partner(s).	Document attempts to meet.	Prior to Final Accommodation Review Public Meeting.	
Announce and advertise First Accommodation Review Public Meeting through range of media.		At least 30 business days before the meeting	
First Accommodation Review Public Meeting.		At least 30 business days after Pupil Accommodation Review approval and after minimum 30 business days written notification to school and surrounding community.	
Provide notice to City of Toronto and community partners of Final Accommodation Review Public Meeting.			
Announce and advertise Final Accommodation Review Public Meeting through range of media.			
Receive response from City of Toronto and community partners.		Prior to Final Accommodation Review Public Meeting.	
Final Accommodation Review Public Meeting.		At least 40 business days after First Public Meeting.	

Interim Staff Report considered by Trustees	Must be accessible to the public on Board website and available upon request.	At least 10 business days after Final Accommodation Review Public Meeting.	
Provide notice of date of public delegations, including written notice to school(s) and surrounding community.		After Interim Staff Report is available to the public, and at least 10 business days before the public delegations.	
Public delegations to Trustees.			
Compile feedback from public delegations and include in Final Staff Report			
Trustees to consider Final Staff Report including input from public delegations and make final decision.	Not to occur in the summer.	At least 10 business days after public delegations.	
Establish committee to address transition planning.			

SCHEDULE 'D'

Modified Pupil Accommodation Review Timeline and Checklist

Item	Additional Information	Timeline ¹	Status
Initial Staff Report and School Information Profiles considered by Trustees.	Modified Accommodation Review approved.	0	
Initial Staff Report and School Information Profiles to be posted on the Board's website and made available upon request.			
Written notice to City of Toronto through Clerk's Department (or equivalent) and to community partners who expressed an interest prior to the Modified Accommodation Review.	Include invitation to meeting to discuss and comment on options in Initial Staff Report.	Within 5 business days of Modified Accommodation Review approval.	
Written notice to Director of Education of co-terminous school boards.		Within 5 business days of Modified Accommodation Review approval.	
Written notice to Ministry of Education.	Send to the office of the Assistant Deputy Minister of Financial Policy and Business Decisions.	Within 5 business days of Modified Accommodation Review approval.	
Announce and advertise Accommodation Review Public Meeting through range of media.			

¹Time is measured in business days from the date the Modified Pupil Accommodation Review is approved by Trustees. "Business day" is defined as a calendar day that is not a weekend or statutory holiday. It also does not include days the Board is scheduled to be closed including the Board's Christmas, spring, Easter and summer break. For schools with a year-round calendar, any break that is five (5) calendar days or longer is not a business day.

Arrange meeting with City of Toronto and with community partner(s).	Document attempts to meet.	Prior to Public Meeting.	
Receive response from City of Toronto and community partner(s), if any.		Prior to Public Meeting, or final public meeting if more than one is held	
Accommodation Review Public Meeting.		At least 30 business days after Modified Accommodation Review approval and after minimum 30 business days written notification to school and surrounding community.	
Interim Staff Report is considered and received by Trustees.	Must be accessible to the public on Board website and available upon request.	At least 10 business days after the Accommodation Review Public Meeting (or final Accommodation Review Public Meeting if more than one is held).	
Provide notice of date of public delegations, including written notice to school(s) and surrounding community.		After Interim Staff Report has been received at public meeting of Board of Trustees and made available to the public, and at least 18 business days before the public delegations.	
Public delegations to Trustees.			

Compile feedback from public delegations			
Trustees to consider Final Staff Report including input from public delegations and make final decision.	Not to occur in the summer.	At least 10 business days after the public delegations.	
Establish committee to address transition planning.			

APPENDIX 'B2'

MINUTES
DON BOSCO
PUPIL ACCOMMODATION REVIEW
October 25, 2016 7 p.m.

The panel comprised of:

Adrian Della Mora, Superintendent of Education, Area 1 – Chair of the Meeting

Trustee Joe Martino

Rory McGuckin, Associate Director of Education

John Yan Senior Coordinator Communications

Mario Silva, Comptroller Planning and Development

Jessica Peake, Senior Manager Planning and Development

Laraine D’Souza, Recording Secretary

Also present were principals of Michael Power/St. Joseph, Joseph Brisbois

Archbishop Romero, Nancy Mancini and Frank deFina, Vice Principal Msgr. Percy Johnson

Michael Rossetti, Principal Don Bosco.

Meeting started with a prayer and then the superintendent thanked everyone who attended and also the staff and students who came to the meeting.

Comptroller Planning and Development mentioned trustees make the decision to undertake an accommodation review and then the report is shared with the public there should be one minimum meeting subsequently, feedback is taken into consideration.

The report is presented to the Board and then later on the public delegations are heard by Trustees. The final recommendation is voted by the Trustees.

Rory McGuckin, the Associate Deputy Director thanked everyone and recognized number of staff and he said 18 years ago he was once principal of Don Bosco and said the Board was committed to continue the academic program for Grade 12 students. Hours have been spent proposing to meet requirements and provide programming and to see the students' needs are met. Classes and courses have been put together to see the students graduate. As the Board begins to refocus on student needs it wants to assure that Grade 11 students will be relocated to various high schools in order to best serve their academic needs.

The Board has offered Grade 11 students an opportunity to be transferred in Semester 2 by keeping in mind the proximity of their residence to neighboring Catholic high schools. Courses presently offered can be taken into consideration as well. To accommodate, they will accept and transfer to one of the neighboring schools. The courses will be set prior to Christmas. He assured that students will be set up for success. He understands the emotional decisions and the time that parents and students have to undergo to make the transition. Every effort is made to keep the schools close to the residence of the student.

The neighboring schools are Archbishop Romero, Chaminade, Michael Power/St. Joseph, Father Henry Carr, Monsignor Percy Johnson and St. Basil the Great.

Adrian Della Mora, Superintendent of Education Area 1 then spoke about the compassion and sensitivity that has been considered with a heightened sensitivity to the needs of the students. He also said the Board is willing to hear the concerns and input from parents, students and staff.

The meeting was then open for questions from the audience that included staff, students, teachers and parents.

1. What were the red dots on the current map that was on power point?

Those were residences of the current grade 11 students relative to other TCDSB schools. It was stated that if a student was closer to Michael Power/St. Joseph and if the student did not wish to go to that school, then another school within proximity would be considered.

2. Another question related to how would they deal with the students on the 2nd floor with special needs?

It was stated that those programs are covered centrally and those students will be relocated to other schools.

3. Are students guaranteed admission closer to their residence?

It was stated that space has to be considered and some level of choice would be used re 2nd or 3rd choice, and they would be honored to make the request.

4. A staff member asked if uniforms will be provided to the students that make the transition?

It was stated that the Board will support this need during transition.

5. Would sports be considered? Don Bosco has always taken part in sports?

It was stated that every effort would be made to accommodate the Don Bosco students to schools that will have sports program. Former Don Bosco students who already transferred have been accommodated at their new schools.

6. Another question was if Grade 12 will graduate, and Grade 11 will be out what is the plan in September?

It was stated that there will be no Grades 11 and 12s but ongoing consultations would take place regarding the school.

7. Would the Board look into keeping a Catholic School?

It was stated that while the Board would very much be interested in maintaining a Catholic high school presence at another site in Central Etobicoke it will need to continue its planning in this regard as a next phase in this process

8. Another question, what happens to the building?

It was stated by Trustee Martino that politically he will be making every effort to get a new location for the school and continue dialogue with the Ministry and TCDSB in exploring all options. The comptroller of planning and development also said they were considering program opportunities and collaboration with the city and we are long way to making a final recommendation.

9. Another question was about feedback?

It was stated by Communications that it is important for the Board to get feedback and that all stakeholders can continue to provide feedback via a link on the Don Bosco website.

10. Another comment was that feedback was given, and worked out options and why is the Board coming back to us again?

It was stated that programs have been considered. The real challenge relates to the reality that students were not applying to Don Bosco in Grade 9. Ideas were there but community input was important. It was said that the school should be kept close to this original location.

11. Another question was why is it economical for Grade 11 students to go to other schools?

It was stated that the staff recommendation for current grade 11s was driven by educational best interest not mere economical considerations.

12. Were any reviews taken into consideration like Boundary reviews?

It was stated that Admission, Policy and Boundary reviews have always been considered.

13. Does the Catholic School Board not know what is happening?

Southern Etobicoke is a unique scenario, there are variables of which we have no control over. It was also stated that despite strategic CSAC discussions, and school presentations showcasing innovative programs students did not enroll. There were challenges to deal with parent perceptions, dwindling low enrolments in Grade 9 and other factors made it complicated.

14. Another question was will Don Bosco be closed for sure? Is it part of a process?

It was stated that Grade 12s will continue and they will be graduating. Grade 11s cannot be accommodated. In 2017-2018 there will be no students.

15. A repeated question was asked about uniforms? Is it a guarantee?

It was stated that a contingency plan with other schools would be considered and that uniform costs would be absorbed or mitigated by the new school.

16. Another question was Grade 11 transferring may not have programs there?

We are trying to make the best out of a difficult situation. All program requests will be considered.

17. Will the Building be empty or will a new school be built?

It was stated that nothing has been decided and there would be a process before that could happen.

18. Another question was what if subjects are offered and students don't like it?

It was stated that students would be guided by the Guidance Counsellors and every effort will be exercised to make sure the needs of the students are met. The important factor is to allow current grade 11 students to participate in the subject selection process in their new school in February 2017.

19. How will students be tracked in their progress?

Student success strategies will be identified and students will be closely monitored with the help of Guidance Counsellors and Student Success teachers.

20. Is there a program in place to see how the transition students are doing ?

It was stated that every year students transfer and the Guidance Counsellors should be and will be notified of the transition. There are 3 principals at this meeting and for sure they will take the feedback to the staff of the various schools.

21. A question was raised as to what percentage of enrolment is needed to close the school?

It was stated that from 2009 the school experienced a declining enrolment. Students were leaving the school and with very low grade 9 numbers, the situation mandated this process.

22. Would teachers be accommodated during the transition period and would they get jobs?

It was stated that teachers will be accommodated during the transition period as they are covered by a Collective Agreement which has to be honored.

23. Would the school need a principal and will the school be here?

It was stated that all provisions would be made for the staff.

24. Was the catchment area changed for Don Bosco in the year 2000?

It was stated that the catchment area is the same.

25. Another question can a community center be considered?

It was stated that it will be considered.

26. Another question was if the Board and Ministry are considering partnering in order to create a community hub at this site?

It was stated that there are channels and processes regarding community hubs with City of Toronto and open partnerships.

27. Is there a composite high school approach that can be considered what has been the draw?

It was stated that every school is a composite school for eg Michael Power/St. Joseph has an IB program and also offered a full range of other educational programs. Don Bosco was a composite school.

28. Has the Board realized how difficult transition is?

It was stated by a parent that transition was a nightmare. How can the program in Michael Power/ St. Joseph be matched to the program in Don Bosco? Students were emotional and stated that they are destroying the family by “forcing” the students into other schools and no compassion was shown. It was also stated that the building can be sold/broken but the spirit of Don Bosco cannot be broken.

Students were grateful for their teachers and principal that have put in so much of love and labour during all the years and spoke about the exemplary efforts of the staff they were emotional and appreciated how well they were treated academically.

29. Would there be a mass exodus of teachers and staff? Why was Don Bosco not considered for regional programs like the other schools?

It was stated that everything would be done to accommodate the staff. It was stated that speciality schools like Cardinal Carter and Father John Redmond and Bishop Marrocco/Thomas Merton were looked at as was Don Bosco for other specialty programs.

30. There was a suggestion by a community member that Rose Avenue school entered into a partnership with Manulife and brought the community together. Why does Don Bosco not do the same moving forward and join a large corporation and rebuild?

It was stated that it was an excellent suggestion and that she should give her feedback either via Communications or the website.

31. A student mentioned that Don Bosco students were given quite a bad reputation whereby other schools would label them and what would be done in that context?

It was stated that this would not happen as there were principals in the room and they would make sure that the transition would be a smooth one. There would be mentorship programs, CSLIT and an equity committee would be formed.

32. Has a community assessment been done?

Mother stated that her daughter is at Msgr. Percy Johnson, and the community should be envisioned and an assessment should be done.

33. What if schools are full and if there is an autistic student would a spot be guaranteed?

It was stated that a spot would be guaranteed depending on the program availability.

34. Why is the Board not listening to the community to keep Don Bosco open rather than force the Grade 11s to move?

Concern noted and response provided.

35. Why are students not coming to Don Bosco why are these concerns not addressed by the Board.

Concern noted and response provided.

36. A volunteer for Air Cadets asked if the Building was closing in June would Don Bosco be available to them?

It was stated that they should follow the usual process and check with the Permits Dept. The Ministry is keen on community activity.

37. A question was asked about a physics program not being available?

Board is committed to academic programs for Grade 12 and e-learning/night school may also be an option. Parents were encouraged they could leave their information with the superintendent or call him regarding the same.

38. A question was asked if there was a class reunion planned, would they be permitted to have it in Don Bosco.

The Board stated that would not be a problem.

39. Another question raised was if there was transparency?

It was stated that the Board has followed a procedure of transparency.

40. Can a different form of communication be used to inform the community? Notifications should be more effective?

It was stated that due to the budget deficit we are not able to put it in all the paid communication that is available but every effort is to make sure that communications reaches home via schools parishes etc. and through the Board website.

Meeting adjourned at 10:30 p.m.

Name of Site:

Don Bosco
2 St. Andrew's Blvd
M9R 1V8
Etobicoke York District

City Planning Comments:

- Official Plan designation: *Neighbourhoods*
- Located in Kingsview neighbourhood
- No adjacent growth pressure
- To north, west and south of site is Neighbourhoods designation, so low growth potential
- To east of site, across Islington Ave and along Dixon Road is Apartment Neighbourhoods designation.
- Large site, Official Plan policies for large sites would be applicable.

Social Development, Finance and Administration Comments:

- Area is designated as a City of Toronto Neighbourhood Improvement Area (Kingsview Village-Westway)
- Access to Community Spaces for Meeting in the Neighbourhood is below the equity cut off for Toronto (red)
- Level of Social Marginalization in the Neighbourhood is below the equity cut off for Toronto, above the equity cut off (Yellow)
-

Children's Services Comments:

- There is no child care located in this school. A new child care centre is proposed at St. Maurice C.S. which will add 10 infant, 15 toddler and 24 preschool spaces (a total of 49 spaces) in this community.
- Ward 2 is a priority ward for capital investment. Despite the addition of a new child care facility in this community additional infant & toddler spaces are required to meet the targets outlined in Children's Services Capital Strategy 2015-2019.

Parks, Forestry and Recreation Comments:

- Parks, Forestry & Recreation does not provide recreation programming at this location.
- The school is located in an area with the 2nd lowest level of parkland provision.
- There is low canopy tree coverage in the surrounding area.



REPORT TO

REGULAR BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO RESOURCE MATERIALS ACQUISITION IN SCHOOLS POLICY (S.M.06)

*Let the wise hear and increase in learning, and the one who understands obtain guidance.
Proverbs 1:5*

Created, Draft	First Tabling	Review
November 8, 2016	November 24, 2016	
Maria Rizzo, Chair, Governance and Policy Committee Caitlin Kavanagh, Sr. Manager, Employee Relations & Policy Development		
RECOMMENDATION REPORT		

Vision:

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

Mission:

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

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



Members of the Committee:

Maria Rizzo, Chair
 Nancy Crawford, Vice Chair
 Jo-Ann Davis, Trustee Ward 9
 Angela Kennedy, Ex-Officio
 Frank D'Amico, Ex-Officio

A. EXECUTIVE SUMMARY

This report recommends updating the Resource Materials Acquisition in Schools policy (S.M. 06) to align with current resources including the Trillium List and the Ontario Ministry of Education “Guidelines for Approval of Textbooks,” 2008. Staff also recommend consolidating the Book Purchases policy (F.P.02) into policy S.M.06. An update of the policy in meta format is attached at APPENDIX A.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy to be consolidated and a policy revision.

C. APPENDIX

APPENDIX A: Selection of Learning Materials Policy (S.M. 06) with proposed amendments.

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Selection of Learning Materials Policy (S.M.06) as amended and proposed in Appendix A.



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: SELECTION OF LEARNING MATERIALS
POLICY NO: S.M. 06

Date Approved: January 1976	Date of Next Review: October 2021	Dates of Amendments: February 1985 January 21, 1988 June 6, 2006 October 2016
Cross References: Purchasing Policy F.P.01 Consolidating Book Purchase F.P. 02 The Trillium List, Ontario Ministry of Education Guidelines for Approval of Textbooks, 2008, Ontario Ministry of Education Education Act, Regulation 298		
Appendix		

Purpose:

To acquire materials that will enhance learning opportunities for the religious, moral, intellectual, physical and social growth of each student aligning with the mission and vision of the Toronto Catholic District School Board in an atmosphere of Catholic faith.

Scope and Responsibility:

This policy applies to all schools within the Toronto Catholic District School Board. The Director is responsible for this policy with the support of the Curriculum and Accountability Department.



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: SELECTION OF LEARNING MATERIALS
POLICY NO: S.M. 06

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Policy:

Acquisition of instructional and resource materials for the school and its learning resource centre from the assigned school budget is the responsibility of the principal. Selected resource materials must reflect the purpose and objectives of a Catholic school and its distinct educational philosophy. **The Board will select appropriate materials that best serve the needs of the students. This material will be consistent with the directives of the Ministry of Education and meet the requirements of the course or subject guidelines for which they are intended.**

Regulations:

- 1. Boards have sole responsibility for the selection and evaluation of supplementary resources to support elementary and secondary programs.**
2. Authority and responsibility for materials selection rests with the principal in consultation with the staff **and/or the appropriate Board designated curriculum staff.**
3. Selection of materials should **align with the TCDSB Multi-Year Strategic Plan and** reflect the emotional, **spiritual** and physical maturity of the intended audience, especially when it relates to sensitive and controversial materials.



POLICY SECTION: STUDENTS

SUB-SECTION: MISCELLANEOUS

POLICY NAME: SELECTION OF LEARNING MATERIALS

POLICY NO: S.M. 06

4. Materials selection is guided by:

- (a) a knowledge of positive Christian attitudes and values as an essential component in Catholic education;
- (b) a knowledge of curriculum guidelines as developed by the Ministry of Education and the Toronto Catholic District School Board;
- (c) a knowledge of the community served - its academic needs, interests and abilities;
- (d) an ability to identify, analyze and judge bias, prejudice, stereotype and the mission of pluralism, commonalities and diversity in materials;
- (e) a knowledge of recommended listings and/or reviews of materials to assure accurate content and relevance.

- 5. Priority will be given to materials written by Canadians and produced in Canada where appropriate to curricular needs.
- 6. Selection will be guided by an inherent respect for the copyright of materials. All Toronto Catholic District School Board employees will abide by the Copyright Act.
- 7. Learning materials, borrowed or rented, must be previewed and conform to this policy. They may not be used if the acquisition contract specifically prohibits school use.
- 8. Illegal, or "pirated", copies of materials may not be used in schools.
- 9. The Curriculum and Accountability Department will issue guidelines, updated from time to time, to assist schools in the selection and acquisition of learning resource materials.



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: **SELECTION OF LEARNING MATERIALS**
POLICY NO: S.M. 06

10. The Board may acquire and distribute other resource materials from other funds consistent with these regulations.

Book Purchases

11. The purchase of library books and textbooks may be exempted from the tender procedure.

12. All textbook purchases shall be subject to the requirements of Circular 14 MET **The Trillium List**.

13. All book distributors will be considered as potential sources of supply for school libraries.

14. All other factors being equal, preference will be given to "Canadian Made" products.

15. Purchasing principles, as outlined in Policy F.P.01, Purchasing, will apply to the purchase of books.



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: SELECTION OF LEARNING MATERIALS
POLICY NO: S.M. 06

Definitions:

Textbook

A comprehensive learning resource that is in print or electronic form, or that consists of any combination of print, electronic, and nonprint materials collectively designed to support a substantial portion of the Ontario curriculum expectations for a specific grade and subject in elementary school or for a course in secondary school, or a substantial portion of the expectations for a learning area in the Ontario Kindergarten program. Such a resource is intended for use by an entire class or group of students. (*Guidelines for Approval of Textbooks*, Ministry of Education, 2008)

Supplementary Resource

A resource that supports only a limited number of curriculum expectations, or the curriculum expectations in a single strand, outlined in the curriculum policy document for a specific subject or course, or a limited number of expectations for a Kindergarten learning area. Such a resource may be intended for use by an entire class or group of students. Examples are readers, novels, spelling programs, dictionaries, atlases, and computer software and instructional guides. (*Guidelines for Approval of Textbooks*, Ministry of Education, 2008)



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: SELECTION OF LEARNING MATERIALS
POLICY NO: S.M. 06

Evaluation and Metrics:

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

- 1. The Curriculum and Accountability Department will monitor requests regarding appropriate texts for use in schools that meet curriculum expectations.**
- 2. The Curriculum and Accountability Department will share with Trustees upon request a compilation of recommended texts approved centrally that meet the requirements that have been shared with schools.**

APPENDIX



REPORT TO

REGULAR BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON NON-UNION POLICIES & NON-UNION EMPLOYEE HANDBOOK POLICY (H.M.02)

For I know the plans I have for you,” declares the LORD, “plans to prosper you and not to harm you, plans to give you hope and a future.

Jeremiah 29:11

Created, Draft	First Tabling	Review
November 8, 2016	November 24, 2016	
Maria Rizzo, Chair, Governance and Policy Committee Caitlin Kavanagh, Sr. Manager, Employee Relations & Policy Development		
RECOMMENDATION REPORT		

Vision:

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



Members of the Committee:

Maria Rizzo, Chair
 Nancy Crawford, Vice Chair
 Jo-Ann Davis, Trustee Ward 9
 Angela Kennedy, Ex-Officio
 Frank D'Amico, Ex-Officio

A. EXECUTIVE SUMMARY

This report recommends rescinding policies that apply to conditions of employment for non-union employees (see APPENDIX A) from the policy register as they are outdated and many do not align with current practices and procedures. The policies will be updated to reflect current practices and consolidated into a non-union employee handbook for reference. The new policy, Non-Union Employee Handbook (H.M.02) attached as APPENDIX B consolidates the policies and provides a hyperlink to the new handbook.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends policies to be rescinded and consolidated into a new policy.

C. APPENDIX

1. APPENDIX A: Policies that apply to conditions of employment for non-union employees.
2. APPENDIX B: Non-Union Employee Handbook policy (H.M.02).

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendations of the Governance and Policy Committee and:

1. Approve rescinding the following policies from the policy register:
 - a. Job Evaluation: Non-Union Administrative/Clerical Jobs H.C.01
 - b. Job Change: Non-Union Administrative/Clerical Jobs H.C.02
 - c. Job Evaluation Appeal: Non-Union Administrative/Clerical Jobs H.C.03
 - d. Department Reorganization: Non-Union Administrative/Clerical Jobs H.C.04
 - e. Probationary Period (Non-Union) H.C.05
 - f. Compassionate Leave (Non-Union) H.M.03
 - g. Sick Leave Plan (Non-Union) H.M.06

- h. Vacation for Non-Union Administrative/Clerical Employees H.M.22
 - i. Benefits For Non-Union Administrative/Clerical Employees H.M.29
 - j. Overtime For Non-Union Administrative/Clerical Employees H.S.07
 - k. Group Life Insurance I.02
- 2. Approve the Non-Union Employee Handbook policy (H.M.02) as proposed in APPENDIX B.

Job Evaluation: Non-Union Administrative/Clerical Jobs H.C.01

Date Approved: 16 Dec 93	Date of Review: 19 Jan 07	Dates of Amendment:
Cross Reference:		

Policy:

The Toronto Catholic District School Board requires that all non-union administrative/clerical jobs must undergo formal job evaluation by the authorized job evaluation committee. The resulting evaluation will determine the salary grade assignment for the job.

Regulations:

1. The Deloitte-Touche Job Evaluation System will be used for the evaluation of jobs.

Job Change: Non-Union Administrative/Clerical Jobs H.C.02

Date Approved: 16 Dec 93.	Date of Review: 19 Jan 07	Dates of Amendment:
Cross Reference: H.C. 05 -Probationary Period (Non- Union)		

Policy:

In order to ensure equitable and fair compensation of employees, all jobs that have experienced significant change will undergo job evaluation to facilitate salary grade assignment.

Regulations:

1. Since jobs are dynamic and hence continually evolving, they may over time experience natural change and thereby necessitate re-evaluation and perhaps reclassification.
2. The Human Resources Department may recognize a changed job, or the request to initiate the job change process may come from either the incumbent or the immediate supervisor.
3. The Job Change Process will involve the changing or the rewriting of the job description. The operating department may submit the job description changes or the Human Resources Department may conduct a job audit resulting in a rewritten job description.
4. Once the changed job description has been finalized, the Human Resources Department will arrange a job evaluation meeting for the purpose of evaluating the changed job.

5. In the case of an upward reclassification of the job, the incumbent will be reclassified to the higher grade by using the Promotion Policy. In the event of a downward reclassification, the incumbent will retain his/her salary or move to the maximum of the new salary range if his/her current salary is higher. The effective date of the reclassification will be the Monday following the date of evaluation.

APPENDIX A

**JOB EVALUATION APPEAL: NON-UNION
ADMINISTRATIVE/CLERICAL JOBS H.C.03**

Date Approved: 16 Dec 93	Date of Review: 19 Jan 07	Dates of Amendment:
Cross Reference:		

Policy:

Regulations:

1. The period of appeal is 30 days from the date of evaluation. The appeal should be submitted in writing, to the Human Resources Department, complete with factors under appeal and rationale for appeal.
2. The Job Evaluation Committee will convene within 60 days of the original evaluation to address the appeal.
3. The request for a final appeal must come from the incumbent within 30 days of the appeal decision. The final appeal is addressed by the office of the Director.
4. In addition to providing written submissions for both the first level of appeal and the final appeal, the incumbent may, if he/she wishes, present the appeal in person on the day of the appeal evaluation.
5. Should either the first level of appeal or the final appeal be successful for the incumbent, the job re- classification will be retroactive to the date of the original evaluation.

Jobs that have undergone evaluation may have their evaluation appealed by the incumbent(s). In cases where there is no incumbent in the job, the immediate supervisor may appeal the job evaluation.

Department Reorganization: Non-Union Administrative/Clerical Jobs H.C.04

Date Approved: 16 Dec 93	Date of Review: 19 Jan 07	Dates of Amendment:
Cross Reference:		

Policy:

Department reorganizations that result in changes to job(s) and job evaluations; increase or decrease in the number of staff; realignment of staff and staff Human Resources; and departmental focus, must, prior to implementing organizational change, seek approval from the Director's Council.

Regulations:

1. The reorganization proposal will be presented to the Director's Council using a standard format.
2. The reorganization proposal will provide complete and itemized information eg: present and proposed organization charts; present and proposed job titles; provide all proposed job descriptions; outline budgetary impacts; impact on staff; etc.
3. Following approval by the Director's Council, the department will forward the approved document to the Human Resources Department. The Human Resources Department will ensure the finalization of job descriptions (if required) and the job evaluation of all changed and new jobs.
4. The Human Resources Department will ensure the recruitment/ reassignment (posting) of staff, following job evaluations.

Probationary Period (Non-Union) H.C.05

Date Approved: 25 Jul 70	Date of Review: 19 Jan 07	Dates of Amendment: 17 Feb 94; 23 Jan 86
Cross Reference:		

Policy:

1. All new employees who are not on contract will serve a probationary period of six (6) months.
2. Each non-union employee who is not on contract who is promoted to a higher grade and/or position will serve a probationary period of not more than three (3) months in the new position.
3. An employee who is promoted to a higher job classification shall receive a four (4) percent increase or the minimum of the salary range, whichever is higher.

Compassionate Leave (Non-Union) H.M.03

Policy

1. The TCDSB shall grant to an employee requiring leave by reason of a death in the immediate family (spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, grandchild or grandparent) up to five working days without loss of pay for the purpose of attending the funeral.
2. The TCDSB shall grant an employee a leave of absence of up to two days with pay to enable him to attend the funeral of an uncle, aunt, brother-in-law, son-in-law, daughter-in-law or sister-in-law of the employee.
3. The Director of Education may grant up to seven hours leave with pay to an employee to attend a funeral as a mourner.
4. In cases where an employee is obliged to attend a funeral of an immediate family member beyond the time allowed for compassionate leave, or to attend to a dying immediate family member, the Director of Education shall be allowed to use discretion in allowing additional time to be deducted from the accumulated sick leave.

BM p 34, 23 Jan 86; BM p 38, Jan 68.

Sick Leave Plan (Non-Union) H.M.06

Policy

The permanent non-union administration personnel shall be provided the same sick leave plan as the teachers prorated on a twelve month basis.

BM p 188, 16 Oct 86; BM, Mar 66

APPENDIX A

VACATION FOR NON-UNION ADMINISTRATIVE/CLERICAL EMPLOYEES H.M.22

Policy

All non-union administrative/clerical employees shall be entitled to vacation with pay.

Regulations:

1. The vacation time shall be at least equivalent to that of other Toronto Catholic District School Board unionized employee groups.
2. All vacation entitlement to this group will be reviewed on an annual basis upon the recommendation of the Director of Education.

BM p 115, 19 May 88; BM p 1126, Jul 70.

Benefits For Non-Union Administrative/Clerical Employees H.M.29

Policy

Notwithstanding other considerations, employee benefits will be provided to non-union administrative/clerical employees which are at least equivalent to other Toronto Catholic District School Board unionized employee groups.

Regulation:

1. All benefits to this group will be reviewed on an annual basis upon the recommendation of the Director of Education.

BM p 115, 19 May 88.

APPENDIX A

Overtime For Non-Union Administrative/Clerical Employees H.S.07

Policy

All non-union administrative/clerical employees required to work beyond the normal hours prescribed for the position held shall be compensated.

Regulations For Non-Supervisory Personnel:

1. All overtime shall be subject to the prior approval of the department head, or equivalent and in accordance with the Employment Standards Act.
2. The compensation for overtime shall be at least equivalent to that of other Toronto Catholic District School Board unionized employee groups.

Regulations For Supervisory Personnel:

1. Officers, supervisors, and managers will be compensated for a "call out" according to a rate to be determined annually.
2. "Call out" is defined as the requirement of return to work by an employee who, after completion of the scheduled work day, is recalled for a period which is not contiguous to the preceding scheduled hours of work.
3. In lieu of other compensation, supervisory personnel may be granted time off with remuneration up to a maximum of five (5) days within the current year, subject to the approval of the Director of Education.
4. "Supervisory personnel" is defined as salaried non-union staff at, or above, the level of officer.

BM p 124, 16 Jun 88.

Group Life Insurance I.02

Policy

The TCDSB shall provide Group Life Insurance and Accidental Death Benefits for its employees.

Regulations:

1. Amended Future Dividends

The amended future dividends of the Group Life Insurance shall be applied as a reduction to the annual premium and shall not be transferred to the deposit fund.

2. Early Retirement

a) Group life insurance coverage shall be offered to all non-union non-teaching employees who retire prior to their retirement date which is on or before the 31 August following their 65th birthday.

b) Such coverage shall be no more than the amount the employee had prior to the early retirement date.

c) The full cost of such extended coverage shall be the responsibility of the retiree.

d) The full group life insurance coverage shall reduce to \$5,000.00 when the retiree attains the retirement date, which is on or before the 31 August following their 65th birthday, and a paid up policy in the amount of \$5,000.00 shall be provided at that time, in accordance with the existing provisions of the Group Life Insurance contract.

BM P 213, 24 Nov 86; BM p 188, Feb 69.



POLICY SECTION: **HUMAN RESOURCES**

SUB-SECTION:

POLICY NAME: **NON-UNION EMPLOYEE HANDBOOK**

POLICY NO: **H.M. 02**

Date Approved: November 24, 2016	Date of Next Review: November 2021	Dates of Amendments:
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Cross References:

Rescinding and consolidating:

Job Evaluation: Non-Union Administrative/Clerical Jobs H.C.01

Job Change: Non-Union Administrative/Clerical Jobs H.C.02

Job Evaluation Appeal: Non-Union Administrative/Clerical Jobs H.C.03

Department Reorganization: Non-Union Administrative/Clerical Jobs H.C.04

Probationary Period (Non-Union) H.C.05

Compassionate Leave (Non-Union) H.M.03

Sick Leave Plan (Non-Union) H.M.06

Vacation for Non-Union Administrative/Clerical Employees H.M.22

Benefits For Non-Union Administrative/Clerical Employees H.M.29

Overtime For Non-Union Administrative/Clerical Employees H.S.07

Group Life Insurance I.02

Appendix Non-Union Employee Handbook

Purpose:

To inform non-union employees of various entitlements to their employment through the Non-Union Employee Handbook.

Scope and Responsibility:

This policy applies to all non-union employees, subject to individual terms and conditions of employment. The Director is responsible for this policy with support from the Human Resources department.



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION:

POLICY NAME: NON-UNION EMPLOYEE HANDBOOK

POLICY NO: H.M. 02

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Inspiring and Motivating Employees

Policy:

The Non-Union Employee Handbook contains information pertaining to employment entitlements for non-union employees at the TCDSB, subject to individual terms and conditions of employment. The following is a link to the handbook: (HYPERLINK TO BE INSERTED)

Evaluation and Metrics:

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

1. Employee satisfaction surveys regarding transparency of employment entitlements and results brought to Board on an annual basis.



REPORT TO

REGULAR BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO PLAYGROUND EQUIPMENT POLICY (B.G.01)

*"I can do all this through Him who gives me strength."
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
November 8, 2016	November 24, 2016	
Maria Rizzo, Chair, Governance and Policy Committee Caitlin Kavanagh, Sr. Manager, Employee Relations & Policy Development		
RECOMMENDATION REPORT		

Vision:

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Members of the Committee:

Maria Rizzo, Chair
 Nancy Crawford, Vice Chair
 Jo-Ann Davis, Trustee Ward 9
 Angela Kennedy, Ex-Officio
 Frank D'Amico, Ex-Officio

A. EXECUTIVE SUMMARY

This report recommends updates to the Playground Equipment policy (B.G.01) to reflect updated guidelines and operational procedures. This report further recommends the title of the policy be revised to Outdoor Play Equipment to encompass all outdoor elements of play.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

C. APPENDIX

APPENDIX A: Outdoor Play Environment policy (B.G.01) with proposed amendments

D. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and approve the Outdoor Play Environment policy (B.G.01) as amended and proposed in Appendix A.



POLICY SECTION: BUILDINGS/PLANT/GROUNDS
SUB-SECTION: GROUNDS
POLICY NAME: OUTDOOR PLAY ENVIRONMENT
POLICY NO: B.G. 01

Date Approved:
BM p 315, Mar 80.

Date of Next Review:
November 2021

Dates of Amendments:
BM p 126, 19 Jun 86
BM p 216, 21 Oct 82
February 17, 2005 – Board
November 24, 2016- Board

Cross References:

Accessibility for Ontarians with Disabilities Act (AODA)

CSA Z614 Standard

F. P. 01 Purchasing Policy

F. F. 26 Sponsorship Policy

S. 25 Good Neighbour Policy

S.M. 04 Fund Raising Policy

Education Act R.R.O. 1990 Regulation 298, Operation of School, s. 24 (1) & (2), s. 25(1) & (2).

TCDSB Facilities Operating Procedure

TCDSB FDK Playground Standard

Appendix

Purpose:

To provide appropriate outdoor physical play environments that enhance the creative, social and physical development and well-being of students. Outdoor physical play environments include, but are not limited to, outdoor activity equipment and play structures.

Scope and Responsibility:

This policy applies to all Board sites where an outdoor physical play environment is initiated and implemented. The Director of Education,



POLICY SECTION: BUILDINGS/PLANT/GROUNDS
SUB-SECTION: GROUNDS
POLICY NAME: OUTDOOR PLAY ENVIRONMENT
POLICY NO: B.G. 01

supported by the Superintendent of Facilities is responsible to implement the Outdoor Play Environment Policy. Principals are responsible to communicate with the Superintendent of Facilities when considering initiating outdoor activity equipment.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Policy:

The Toronto Catholic District School Board (TCDSB) acknowledges that part of children's development occurs during periods of play. Accordingly, the TCDSB endorses appropriate outdoor physical play environments to enhance the creative, social and physical development and well-being of students.

Regulations:

1. Funding for the purchase and installation of outdoor activity equipment M be through non-Facilities sources, such as the Catholic School Parents Council (CSPC), fund-raising or municipal development funds, other external grants or other funding sources identified by the Board.
2. If applicable, in conjunction with a site improvement project such as asphalt re- surfacing, school yard improvements and/or a tree planting initiative, the site preparation work associated with a play structure



POLICY SECTION: BUILDINGS/PLANT/GROUNDS
SUB-SECTION: GROUNDS
POLICY NAME: OUTDOOR PLAY ENVIRONMENT
POLICY NO: B.G. 01

installation and/or a school yard greening project, may be funded by the Board's School Renewal Program, administered through Facilities Services, and subject to Board approval of the funding through the School Renewal Program.

3. Implementation of exterior play environments shall comply with the TCDSB Purchasing Policy for consultant and contractor selection and where applicable be supervised by Facilities Services in consultation with the school community.
4. Consultation with the school community – parents and staff, and where applicable the local community, will be undertaken as part of the project development.
5. The Principal in consultation with the Facilities Services Department will approve the location of a new play structure or play area on the site, taking into account site supervision and safety as well as site conditions such as grading, under-ground services, fire route or other access routes
6. Initiation of exterior play environments shall be requested through the Principal to the Facilities Services Department. Facilities Services staff shall provide technical resources and administration of the project, from design through to procurement and construction.
7. The services of a landscape architect, architect or geotechnical engineer may be required to address sub-base drainage or grading issues as well as other design or installation considerations, specific to the site and the project. In such cases, the cost of the consultant, and any associated testing or surveys may be charged to the School Renewal Program, subject to available funding and approval through the School Renewal Program. Otherwise, the cost of the consultant, if required or recommended by Facilities staff, shall be incorporated into the project budget.



POLICY SECTION: BUILDINGS/PLANT/GROUNDS

SUB-SECTION: GROUNDS

POLICY NAME: **OUTDOOR PLAY ENVIRONMENT**

POLICY NO: B.G. 01

8. Where **outdoor activity** equipment is being considered by a school community, the school's Superintendent of Education shall make the school community aware of the financial, safety, and social implications of such installation.
9. The Principal will highlight the safety aspects of the playground equipment to the school community on an annual basis.
10. All playground equipment installed on a TCDSB site shall comply with Board specifications and other jurisdictional codes. The Board is responsible for the maintenance and inspection of the equipment and site.
11. **Choice of surface materials shall comply with CSA standards. Further details can be found at ([HYPERLINK](#) to operational details).**
12. **All outdoor activity equipment installed on TCDSB premises, upon Board approval, shall become the property of Toronto Catholic District School Board.**
13. Where outside agencies such as the City of Toronto have proposed a cost sharing arrangement for the provision and installation of playground equipment, TCDSB shall have regard for City of Toronto criteria in selecting candidate sites for funding under this program.

Evaluation and Metrics:

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

1. **The safety of outdoor play environments will be monitored regularly by the Risk Management Department.**
2. **Feedback will be obtained from parents on the usefulness of the policy.**

MASTER PENDING LIST AND ROLLING CALENDAR TO NOVEMBER 24, 2016

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Dec-14 Corporate Services	Deferred until such time that deficit is under control	Corporate Services	Report regarding System-Wide Approach to Digital School Signage	Associate Director of Planning and Facilities
2	Nov-15 Corporate Services	Nov-16	Corporate Services	Staff to bring back data in an extended report regarding students who were not able to be accommodated with the reasons by ward and by school.	Associate Director Planning and Facilities
3	Jan -16 Corporate Services	Jan-17	Corporate Services	Request to the TTC to reduce transit rates for our students.	Associate Director Planning and Facilities
4	March-16 Corporate Services	Feb-17	Corporate Services	Report back to the Board on progress made to make TCDSB a “net zero” school Board	Associate Director Planning and Facilities
5	June-16 Corporate Services	Nov-16	Corporate Services	Comparison of new leasing rate model vs the old model	CFO and Executive Superintendent, Business Services
6	June-16 Corporate Services	Jan-17	Corporate Services	Report to investigate ways to decrease costs and for consultants and architectural firms (The cost is included in capital or renewal projects and funded by the Ministry. Costs saved will be used to offset costs of air conditioning, green roofs, gyms etc)	Associate Director Planning and Facilities
7	June-16 Corporate Services	Dec-17	Corporate Services	Report to further reduce replacement and overtime costs and report back to board	Associate Director Academic Affairs

8	June-16 Corporate Services	Jan-17	Corporate Services	That staff begin collection of day-today temperature data regarding Passive Cooling for Schools Without Air Conditioning (All Wards)	Associate Director Academic Affairs
9	Nov-16 Corporate Services	Jan-17	Corporate Services	Report regarding Toronto and York Region Labour Council	Associate Director Planning and Facilities
10	Jan-16 Regular Board	Sep-16	Regular Board	Report advising the Board on Recommendation #30 of the Safe Schools Inquiry regarding the Official Spokesperson during Crisis Situation	Legal Counsel
11	Jan-16 Regular Board	Jan-17	Regular Board	Report on the Impact of the MYRP on students, teachers and principals and the gap between funding received and salaries and benefits	Legal Counsel/ Comptroller Business Services
12	Mar-14 Student Achievement	LTAPP Oct-16	Regular Board	That the director initiate meetings with community colleges and high schools that provide culinary programs to pursue educational opportunities and report back to the Board	Associate Director, Academic Affairs

13	May-16 Student Achievement	Dec-16	Student Achievement	Report regarding teacher absenteeism, numbers and percentage of school staff, by Trustee Ward, by school, and if possible, by the days of the week.	Associate Director Academic Affairs
	June-16 Student Achievement	Dec-16	Student Achievement	Report regarding a business case model for expanding the SAL program	Associate Director, Academic Affairs
14	June-16 Student Achievement	Jan-17	Student Achievement	Preliminary Report regarding a review of Educational Assistant efficiencies Board-wide in both elementary and secondary	Associate Director Academic Affairs
15	June-16 Student Achievement	Jan-17	Student Achievement	Preliminary Report regarding the results of the data being tracked and monitor4ed since September 2016, which informs us of the system and student impacts on those areas where Trustees have approved cuts for 2016-2017	Associate Director Academic Affairs
16	June-16 Student Achievement	Apr-17	Student Achievement	Report regarding the results of the data being tracked and monitored since September 2016, which informs us of the system and student impacts on those areas where Trustees have approved cuts for 2016-2017	Associate Director Academic Affairs

17	June-16 Student Achievement	Apr-17	Student Achievement	Report regarding a review of Educational Assistant efficiencies Board-wide in both elementary and secondary	Associate Director Academic Affairs
18	June-16 Student Achievement	In advance of setting the budget for future years	Student Achievement	Report regarding costs for materials and how they can be reduced by department in the future	Associate Director Academic Affairs/CFO and Executive Superintendent, Business Services
19	Sep-16 Student Achievement	Dec-16	Student Achievement	Report regarding the recent appointment of the Ward 9 CPIC Parent representative	Associate Director Academic Affairs
20	Oct-16 Student Achievement	Feb -17	Student Achievement	<ol style="list-style-type: none"> 1. Report regarding possible program changes which could be implemented to achieve cost savings going forward. The report to include potential impacts to the Board, to students and to instructors 2. Report outlining how the extended day international language programs could be transitioned to an afterhours program, recognizing the limitations in the collective central agreement 3. Staff to provide a transition for 20%, 40% and 60% of students with comparative costs and potential savings to the Board 	Associate Director Academic Affairs
21	Oct-16 Corporate Services	Dec-16	Student Achievement	Report regarding the Bill of Rights for Children	Associate Director Academic Affairs

22	Oct-16 Student Achievement	June-17	Student Achievement	Staff to implement a survey for the parents and students involved in the Pilot Project for Jump Mathematics	Associate Director Academic Affairs
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