

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

REGULAR MEETING
Public Session
AGENDA

December 1, 2016

Jo-Ann Davis, Chair
Trustee Ward 9

Nancy Crawford, Vice-Chair
Trustee Ward 12

Ann Andrachuk
Trustee Ward 2

Patrizia Bottoni
Trustee Ward 4

Frank D'Amico
Trustee Ward 6

Michael Del Grande
Trustee Ward 7

Rhea Carlisle
Student Trustee

Angela Kennedy
Trustee Ward 11

Joseph Martino
Trustee Ward 1

Sal Piccininni
Trustee Ward 3

Barbara Poplawski
Trustee Ward 10

Garry Tanuan
Trustee Ward 8

Maria Rizzo
Trustee Ward 5

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 Ext. 2298

Angela Gauthier
Director of Education

Angela Kennedy
Chair of the Board

TERMS OF REFERENCE FOR THE
STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN
RESOURCES COMMITTEE
(APPROVED BY BOARD JUNE 5, 2012)

The Student Achievement and Well-Being, Catholic Education and Human Resources Committee shall have the responsibility for considering matters pertaining to:

Terms of reference:

- (a) The Multi-Year Strategic Plan in relation to Student Achievement and Well-Being, Catholic Education and Human Resources particularly focusing on the goals of the following pillars of the Multi-Year Strategic Plan: Living Our Values, Student Achievement and Well-Being and Inspired and Motivated Employees
- (b) Plans for the improvement of Student Achievement (Board Learning and Improvement Plans, School Learning and Improvement Plans)
- (c) Program alignment with Catholic Graduate Expectations
- (d) Building Catholic School Communities and strong relationships between School, Home and Church
- (e) Building Safe Schools and programs to support positive school climate
- (f) Program alignment with 21st Century learning fluencies as determined by program staff
- (g) Plans for Nurturing Our Catholic Community and the achievement of the aims and objectives of the Board in the area of Catholic Education
- (h) Program Reviews
- (i) Safe Schools Data
- (j) Continuing Education and Adult Education
- (k) Alternative Education
- (l) International Languages Programs
- (m) School Effectiveness Framework and School Reviews
- (n) System review to ascertain alignment with the deployment of Board resources
- (o) Student Achievement data (EQAO, PISA, local assessments)
- (p) Instructional leadership and practices
- (q) Equity and Inclusion Strategies
- (r) Professional Learning practices
- (s) Succession Planning
- (t) Collective Bargaining and Employee Relations
- (u) Advocacy and political action
- (v) Policy development and revision in the areas of responsibility of the Student Achievement and Well-Being, Catholic Education and Human Resources Committee
- (w) Any matter referred to the Student Achievement and Well-Being, Catholic Education and Human Resources Committee by the Board
- (x) Ratification of Principals, Vice-Principals and Supervisory Officers placement and transfers.

OUR MISSION

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AGENDA THE REGULAR MEETING OF THE STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE

PUBLIC SESSION

Jo-Ann Davis, Chair

Nancy Crawford, Vice-Chair

Thursday, December 1, 2016

7:00 P.M.

Pages

1. Call to Order
2. Opening Prayer (Chair or designate)
3. Singing of O Canada A Capella
4. Roll Call & Apologies
5. Approval of the Agenda
6. Report from Private Session
7. Declarations of Interest
8. Approval & Signing of the Minutes of the Meeting held November 3, 2016
for Public Session 1 - 8
9. Delegations
10. Presentations
11. Notices of Motion
12. Consent and Review
13. Unfinished Business

- 14. **Matters referred or deferred**
- 15. **Staff Reports**
 - 15.a Draft Audited Financial Statements (to be distributed)
 - 15.b Report regarding a Business Case Model for Expanding the SAL Program 9 - 12
 - 15.c Teacher Absenteeism 13 - 17
 - 15.d Report regarding Parent and Student Charter of Rights 18 - 31
 - 15.e Legal Opinion on Trustees Expenses (to be distributed)
- 16. **Listing of Communications**
- 17. **Inquiries and Miscellaneous**
- 18. **Updating of Pending List** 32 - 38
- 19. **Closing Prayer**
- 20. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE
STUDENT ACHIEVEMENT AND WELL BEING CATHOLIC
EDUCATION AND HUMAN RESOURCES COMMITTEE**

HELD THURSDAY, NOVEMBER 3, 2016

PUBLIC SESSION

PRESENT:

Trustees: J.A. Davis, Chair
N. Crawford, Vice Chair
A. Andrachuk
P. Bottoni
F. D'Amico
M. Del Grande
A. Kennedy
B. Poplawski – by teleconference
G. Tanuan
R. Carlisle, Student Trustee

A.Gauthier
R. McGuckin
A. Sangiorgio
P. Matthews
P. DeCock
J. Shanahan
N. D'Avella
C. Fernandes
D. Koenig
K. Malcolm
D. Yack
A. Della Mora
L. Di Marco
S. Campbell
V. Burzotta
M.Caccamo
J. Wujek
M. Silva
P. Aguiar
J. Yan

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

Apologies were received from Trustees Martino, Rizzo, Piccininni and Student Trustee Dubrovskaya who were unable to attend the meeting.

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

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

In favour

Opposed

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

The Agenda, as Amended, was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that the Minutes of the Regular Meeting held October 6, 2016 for Public Session be approved as amended.

On the vote being taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

The Chair reviewed the Order Paper Items.

The following items were questioned.

Item 15a)	Trustee Poplawski
Item 15b)	Trustee Del Grande
Item 15c)	Trustee Del Grande
Item 15e)	Trustee Kennedy

MOVED by Trustee Andrachuk, seconded by Trustee Bottoni, that the items not questioned be approved.

On the vote being taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Bottoni
 Crawford

Davis
D'Amico
Del Grande
Kennedy
Poplawski
Tanuan

The Motion, was declared

CARRIED

MATTERS AS CAPTURED IN THE ABOVE MOTION

Requests for Religious Accommodation – received.

Unity Charity Partnership

1. That the Partnership Development staff continue to collaborate with Unity Charity to determine if a formalized Board partnership is feasible.
2. That staff distribute the contact information and promotional materials to secondary principals so that local decisions can be made about using the services of Unity Charity.

Communication from OCSTA regarding 2017 AGM and Conference Resolutions – received.

MOVED by Trustee Poplawski, seconded by Trustee Kennedy, that item 15a) be adopted as follows:

- 15a) Report regarding Accessing Funds for TCDSB 21C Learning Programs through Partnerships – received.**

On the vote being taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Del Grande, that Item 15b) be adopted as follows:

- 15b) K-12 Professional Development Plan for Student Achievement – received.**

On the vote being taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Crawford, that 15c) be adopted as follows:

15c) Board Learning Improvement Plan (BLIP) – received.

On the vote being taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee D'Amico, that item 15e) be adopted as follows:

15e) Staff Support of CSLIT Recommendations – received.

On the vote being taken, as follows:

In favour

Opposed

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

The Motion, was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that item 15g) be adopted as follows:

15g) Verbal Update on Capital Priorities Funding – received.

On the vote being taken, as follows:

In favour

Opposed

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

The Motion, was declared

CARRIED

MOVED by Trustee Poplawski, seconded by Trustee Andrachuk, that the meeting resolve into FULL BOARD to rise and report.

CARRIED

SECRETARY

CHAIR



REPORT TO

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

BUSINESS CASE FOR SAL PROGRAM EXPANSION

For you have been a stronghold to the poor, a stronghold to the needy in his distress, a shelter from the storm and a shade from the heat; for the breath of the ruthless is like a storm against a wall
Isaiah 25:4

Created, Draft

November 21, 2016

First Tabling

December 1, 2016

Review

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

Vincent Burzotta, Superintendent Alternative, Continuing & International Education
Paul De Cock, Comptroller for Business Services & Finance

INFORMATION 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

At the June 9, 2016 Regular Board Meeting, a Report and a presentation was delivered to Trustees highlighting the many successes the Supervised Alternative Program (SAL) has achieved over the last few years. As Ministry funding through Grants for Student Needs (GSN) are associated with students who are enrolled in SAL, a request was made to staff to investigate the possibility of expanding the SAL program to additional sites beyond the 2 presently in existence.

The Finance department has reviewed SAL student enrolment, staffing and facility expenditures related to the program and have concluded there are surplus funds generated by the SAL Program. Any surplus funds are redirected to support other over expended areas, in particular Special Education programs as well as Msgr. Fraser College Alternative Learning centres. This makes the case for expanding the SAL program very challenging.

The cumulative staff time dedicated to this endeavour was 24 hours.

B. PURPOSE

1. As a result of a Board motion at the June 9, 2016 Regular Board meeting, staff was directed to bring a report regarding a business case model for expanding the SAL program.

C. BACKGROUND

1. Under Ontario Regulation 374/10 “*Supervised Alternative Learning and Other Excusals from Attendance at School*” Boards and schools can meet the needs of students aged 14-17 who do not attend school regularly.
2. Under Regulation 374/10 the SAL committee of the Board can excuse students 14-17 from full-time attendance at school if they continue to participate in a SAL program operated by the Board
3. SAL students can be both full-time and/or Part-time students or shared between the SAL program and community school.
4. Total GSN funds are calculated based on full-time and part-time status at the October 31 and March 31 Ministry count dates.

5. Students recommended for a SAL program must be approved for admission at the monthly SAL Committee meeting.
6. Students recommended for a SAL program must meet eligibility requirements of the program and are not admitted if another program better suited to their needs exists elsewhere.
7. The expansion of a SAL program would be dependent on the number of SAL eligible students which may vary from year to year.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Currently, the TCDSB offers SAL programs to TCDSB students at two (2) sites (Holy Redeemer CS and Pope Francis CS). As presented to the Board on June 9, 2016 these programs are successfully meeting the needs of enrolled students.
2. Surplus GSN revenues are fully redirected to support other over expended areas within the TCDSB Budget, in particular, Special Education programs.
3. The incremental cost of expansion of the SAL program-1 class, is \$300,000 per site, and would be taken from the board's existing budget.
4. There are no students on a wait list for SAL. The SAL Committee meets on a monthly basis to review any students considered for the program.
5. In addition to SAL programs, Msgr. Fraser College programs (16-18 programs and 18-21 programs) serve students seeking an alternative learning program.
6. Further, the Student Re-engagement initiative coordinated by the Student Success department employs a variety of strategies to bring back those students who have departed the TCDSB without earning an Ontario Secondary School Diploma (OSSD).
7. The SAL program, Msgr. Fraser College programs and the Student Re-engagement initiative have contributed to improved TCDSB secondary graduation rates.

8. In the event that student needs necessitate the creation of a third SAL program, the board would consider opening that program, understanding that funds would be drawn from already budgeted areas.

E. METRICS AND ACCOUNTABILITY

1. Ongoing internal analysis of SAL program, including: admissions, deletions and student performance.
2. Ongoing internal analysis of SAL student exit pathways to Msgr. Fraser College and/or re-entry to community schools.

F. CONCLUDING STATEMENT

This Report is for the consideration of the Board.



REPORT TO

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

TEACHER ABSENTEEISM

I Trust in You, O Lord. You are my God. My times are in your hand.
- Psalm 31: 14-1

Created, Draft	First Tabling	Review
November 21, 2016	December 1, 2016	Click here to enter a date.
D. Koenig, Superintendent of Human Resources, Employee Relations		
INFORMATION 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

This report summarizes teacher absenteeism for the school year 2015-2016, and the present school year up to November 15, 2016.

The cumulative staff time dedicated to developing this report was 35 hours.

B. PURPOSE

1. At the Corporate Services, Strategic Planning and Property Committee meeting of May 12, 2016, the Trustees approved the following motion:

That staff bring back a report on Teacher absenteeism and percentage of school staff, by Trustee Ward, by school and if possible, by the days of the week.

C. BACKGROUND

1. **Prior to 2013:** sick leave for teachers was in accordance with the local collective agreements. At the start of each school year, each teacher's sick leave was credited at the rate of two (2) days per calendar year for the ten months from September 1. All unused sick leave accumulated and carried over to future years.
2. **July 5, 2012:** Ministry of Education and OECTA signed a Memorandum of Understanding as it was referred to in Bill 155, Putting Students First Act. Each school year, a teacher shall be paid 100% of regular salary for up to ten (10) days of absence due to illness. It halted the practice of accumulating sick leave days year to year. Teachers were entitled up to an additional one hundred and twenty (120) days short term sick leave to be paid 66.7% of regular salary, and eligible for 90% of regular salary in accordance with the Short-Term Leave and Disability (STLDP) provisions. Absences could be eligible for the STDPL subject to the third party adjudication process and certain conditions.
3. **January 2, 2013:** Ontario Regulation 1/13 of the Education Act dealt with Sick Leave Credits and Sick Leave Credit Gratuities. This regulation allowed for the introduction of top up days whereby an employee may use any unused sick leave credits that were provided for the immediately preceding fiscal year. Each unused sick leave credit may be used to top up a maximum of ten (10) sick leave credits provided. For the 2012-2013 fiscal year, it was deemed that every permanent employee had a total of two unused sick leave credits that may be used. The

regulation also included information regarding carry over from previous year if absent for the first day of the academic year. The legislation was revised on January 21, 2013 and increased the number of sick leave days from 10 to 11 payable at 100% and also included other information regarding graduated returns to work with top up provisions. Various other changes to the sick leave provisions regarding adjudication occurred June 2013 to August 2015.

August 25, 2015: The Memorandum of Settlement of Central Terms between OCSTA and OECTA was signed. This memorandum outlined the 11/120 sick leave allocations per academic year along with 5 non-personal illness days. It also set out the internal administration of sick leave/short-term disability plans, specifically that medical confirmation required to be provided by the teacher for absences of 5 consecutive days or greater. The Board may request medical confirmation of illness or injury confirming dates of absence, the reason therefore (omitting a diagnosis), the teacher's prognosis and any limitations or restrictions.

4. Teacher absenteeism is a challenge for all Ontario district school boards as Boards struggle with the demand on the overall budget while also being tasked to provide a quality instructional program with the increase in absences.
5. There are many direct and indirect costs associated with employee absenteeism. Direct costs associated with the replacement of the teacher is easy to measure. Indirect costs include such things as student achievement, delivery of program, classroom discipline and overall classroom management.
6. TCDSB acknowledges that their employees are the Board's greatest resource and realizes that a positive workplace culture contributes to significant cost savings and better student achievement. Staff is currently investigating attendance support initiatives and wellness programs to support our employees.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The data related to teacher absenteeism is located in the following chart:

TEACHER ABESENCE DATA 2015-2017

Table		
Fiscal Y-Y	2015-2016	2016-2017
Personnel Subarea	Result	Result
AVERAGE TECT FTE:	3,769.20	
AVERAGE TSU FTE:	2,131.60	
TOTAL COMBINED AVERAGE FTE	5,900.80	
TCDSB TEACHER ABSENCES	Total Actual Time (DAYS)	★ Total Actual Time (DAYS) Sept - Mid Nov.
▶ CAT. A - PERS./FAMILY ILLNESS & URGENT PERS. BUSINESS DAYS		
A - Sub total:	96,835.55	18,049.40
▶ CAT. B - OTHER PAID LEAVE DAYS		
B - Sub total:	7,926.50	1,504.00
GRAND TOTAL OF ABSENCES	104,762.05	19,553.40

Category B paid leaves include the following: Bereavement, Compassionate Leave, Health & Safety Inspections, In Lieu of Planning, Jury Duty/Subpoenaed as Witness, Recoverable, Special Circumstances, Special Permission and Suspension).

2. Additional data regarding absences for other categories is being reconciled by staff for accuracy. These categories include:
 - Professional Development (funded by GSN or EPO grants)
 - WSIB Leave
 - Union Business (some funded by the board, some funded by OECTA)
 - Other absences - Unpaid
3. In viewing Teacher absenteeism in Categories A and B above, the following data is provided:

TEACHER ABESENCE BY DAY OF WEEK 2015-2016
(Percentage of total Absences)

Day of the Week	Percentage of Total Absences
Monday	17.78%
Tuesday	16.87%
Wednesday	21.17%
Thursday	19.70%
Friday	24.48%
Total	100%

E. METRICS AND ACCOUNTABILITY

1. Teacher absenteeism is monitored on a daily basis through the SEMS/Smart Find Express Program, as well as the fill rate of assignments by Occasional Teachers.
2. Human Resources staff have developed a programming query to extract data from our HR Information System to provide data for each school broken down by Trustee ward and days of the week. Trustees will receive the requested information under separate cover.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.



REPORT TO

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

STATUS REPORT ON THE TCDSB DRAFT PARENT AND STUDENT BILL OF RIGHTS

“For as in one body we have many members, and the members do not have the same function, so we, though many, are one body in Christ, and individually members one of another.”

Romans 12:4-5

Created, Draft	First Tabling	Review
November 21, 2016	December 1, 2016	Click here to enter a date.

Nick D’Avella, Superintendent of Student Success

Lori DiMarco, Superintendent of Curriculum Leadership & Innovation; and ICT

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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

This report is a response to a trustee inquiry from the October 13, 2016 meeting of the TCDSB Corporate Services Committee regarding the Parent and Student Bill of Rights. It summarizes the work undertaken to create the TCDSB Draft Bill of Rights for Parents and Students and addresses its current status.

The cumulative staff time dedicated to developing this report was 12 hours.

B. PURPOSE

1. At Corporate Services Committee on October 13, 2016, Trustees approved a motion directing staff to:
move the Parent and Student Bill of Rights forward as a priority item and add it to the pending list.
2. The purpose of this report is to summarize the process followed in the creation of the Draft Parent and Student Bill of Rights and to provide an update on its current status.

C. BACKGROUND

1. **February 27, 2014** - Board of Trustees passed the following two-part motion:
 - a. *that the Board of Trustees approve the formation of a special ad-hoc committee to develop a student/parent charter or bill of rights to report back to Board by August 2014;*
 - b. *that this special ad-hoc committee include representation from staff, trustees, parents & students*
2. **March 1, 2014** - staff began the process of forming the Parent and Student Bill of Rights Committee as per Board protocol.
3. **April 17, 2014** - a communique inviting members of the TCDSB parent/guardian community to consider serving on the Parent and Student Bill of Rights committee was issued in accordance with the selection process for parent membership on TCDSB Staff, Steering, Advisory or Ad Hoc committees, the communique included "Parent Application Form" and Draft terms of reference for the committee in question.

4. **May 29, 2014** - At the Student Achievement and Well Being, Catholic Education and Human Resources Committee, a report recommending the five parent representatives was tabled in private as per practice. These parents became members of the Ad Hoc Committee.
5. Student representatives were selected from the Catholic Student Leadership Impact Team (CSLIT) by nomination and subsequent approval by CSLIT.
6. A Trustee Representative was selected and approved by the Board.
7. The Parent and Student Bill of Rights Ad Hoc Committee was composed of a trustee representative, staff, parent representatives, and student representatives.
8. **June 2014** – The committee met on June 3, 18 and 24 to develop a Draft Parent and Student Bill of Rights.
9. **July and August of 2014**- Additional committee meetings were held to further develop the Draft Parent and Student Bill of Rights.
10. **September 10, 2014** – A working Draft Parent and Student Bill of Rights was presented for the consideration of the committee.
11. **October 7, 2014** – A committee meeting was held to consolidate the work done to date and make refinements to the Draft Parent and Student Bill of Rights.
12. **November 18, 2014** – CSLIT conduct a consultation on the Draft Student Bill of Rights.
13. **December 8, 2014** – The Parent and Student Bill of Rights Ad Hoc Committee consulted with OAPCE-Toronto and received input.
14. **December 15, 2014** - The Parent and Student Bill of Rights Ad Hoc Committee consulted with CPIC and received input.
15. **December 2014 to July 2015** – Several meetings occurred to consider further input, and incorporate it as appropriate into the Draft Parent and Student Bill of Rights.

16. **August 27, 2015** – At the Board meeting, Trustees received a staff report which presented a recommendation that the draft Parent Bill of Rights and the draft Student Bill of Rights be approved for public consultation. Trustees approved the draft Parent Bill of Rights and the draft Student Bill of Rights for stakeholder consultation. (**Appendix A**)
17. Shortly after, Trustees requested an opportunity to review and provide input into the draft Parent Bill of Rights and the draft Student Bill of Rights prior to the release for stakeholder consultation.
18. **October 1-9, 2015** - Trustees were invited to provide input into the draft Parent Bill of Rights and the draft Student Bill of Rights prior to its release for stakeholder consultation.
19. As a result of other emerging and urgent board priorities, mainly the time-sensitive revisions to the Multi-Year Strategic Plan (MYSP) as well as the development of the Multi Year Recovery Plan (MYRP), and the number of consultations held to deal with the budget-setting process, the draft Parent Bill of Rights and the draft Student Bill of Rights did not advance at that time.
20. Board staff are prepared to move the draft Parent Bill of Rights and the draft Student Bill of Rights to public consultation.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The development of the Draft Parent and Student Bill of Rights was informed by research. The committee reviewed Parent and Student Bills/Charters of Rights in a variety of jurisdictions. Research findings provided valuable guidelines for the development of the TCDSB Draft Parent and Student Bill of Rights.
2. Presently, the TCDSB Bill of Rights for Parents and Students exists in draft form and has not been sent for stakeholder consultation.

E. METRICS AND ACCOUNTABILITY

1. The August 27, 2015 Report to Board outlines the consultation strategy. It proposes a facilitator-led consultation process for each community sector: parents and students (CSLIT and ECSLIT), community leaders and members (CSPC, TAPCE, etc.), Employees (teachers, support staff, principal and vice-principals, and senior staff), trustees, parishioners and Catholic stakeholders (via the Archdiocese).
2. The information gathered through consultation would be considered by the Ad Hoc committee in the creation of a final Draft Parent and Student Bill of Rights which would be presented to Board.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.



REPORT TO

REGULAR BOARD

PARENT AND STUDENT CHARTER OF RIGHTS

"For as in one body we have many members, and the members do not have the same function, so we, though many, are one body in Christ, and individually members one of another."

Romans 12:4-5

Created, Draft	First Tabling	Review
June 22, 2015	August 27, 2015	Click here to enter a date.
C. Marchetti, Coordinator International Languages and Parent/Community Engagement J. Yan, Senior Coordinator, Communications D. Koenig, Superintendent of Education, Curriculum and Accountability		

RECOMMENDATION REPORT

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G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report provides the Draft Parent and Student Charter of Rights for external consultation.

B. PURPOSE

The Draft Parent and Student Charter of Rights was developed and underwent an internal consultation with CPIC and OAPCE T.O. with the feedback incorporated in the revised draft. The purpose of this report is to obtain approval for the external consultation for the Draft Parent and Student Charter of Rights (Appendix A).

C. BACKGROUND

- a) At the February 27, 2014 Board Meeting the following motion was approved:

“The Board of Trustees approve the formation of a special ad-hoc committee to develop a student/parent charter or bill of rights to report back to Board by August 2014. That this special ad-hoc committee include representation from staff, trustees, parents and students”.

- b) The general Terms of Reference and Composition are outlined in Appendix B. Note that the committee is comprised of five parent representatives, with representation from both the elementary and secondary panel, four student representatives, one Trustee and three TCDSB staff. This charter of rights will provide parents with being able to expect their children’s educational needs to be met by the schools and the right to access school and district administration and information. It is expected that the development and approval of the parent/student charter of rights will increase public confidence in the board and support in the attainment of goals as outlined in the Multi-Year Strategic Plan.

D. EVIDENCE/RESEARCH/ANALYSIS

- a) The Parent/Student Charter of Rights Committee met during the 2014/2015 school year and drafted a Parent and Student Charter of Rights.
- b) Internal consultation for the Draft Parent and Student Charter of Rights was held on December 8, 2015 with OAPCE T.O. and on December 15, 2015 with CPIC.
- c) The format for the consultation included an overview of the process the committee used to draft the charter. OAPCE T.O. and CPIC members were divided into small focus groups with a facilitator and recorder assigned to each group.
- d) Feedback from the small groups was recorded and, subsequently, compiled into emerging themes and suggestions.
- e) The Committee was provided with the raw data and the compiled feedback for consideration.
- f) A final Draft Parent and Student Charter of Rights was developed and approved by the committee for the Board of Trustees to approve for external consultation.

E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

This strategic communications and community engagement action plan has been developed to support stakeholder input and ensure maximum engagement regarding the TCDSB's proposed Parent and Student Charter of Rights. The integrated and multi-faceted communications plan will include (but not be limited to) the list outlined in the Who Will Be Consulted and How We Will Consult section below.

The community engagement level of "CONSULT" is being recommended. The definition of CONSULT is: "Obtain input from community members and the general public on proposed Board directions and decisions."

To further enhance direct involvement, there will be an additional opportunity for participants to submit more detailed written suggestions through the creation and launch of a dedicated Parent and Student Charter of Rights Community Consultation webpage with a customized input tool. This communications input tool will ensure the confidentiality of anyone providing feedback or comments.

This practice has been used successfully in the most recent Board community consultations regarding the Board's 2015-16 Budget and Admissions Policy.

Promotion of the proposed Parent and Student Charter of Rights consultation process will be coordinated using all media modalities in the Communications Department inventory. The initial point of communication will be an open invitation letter delivered to all parents in elementary schools, and through a Synervoice broadcast phone message at the secondary level.

The Communications Plan will also be aligned to support the initiative through follow up in the Director's Bulletin Board , Weekly Wrap Up, web (TCDSB's external and internal portal), social media (i.e. Twitter) and E-newsletters, posters to engage and inform internal and external audiences and stakeholders. This will be further sustained through school newsletters and working with the Archdiocese for access via their website and individual parish bulletins.

Who Will Be Consulted:

- Parents and Students
- Student Leaders (CSLIT and ECSLIT)
- Community Leaders and Members (CSPC, TAPCE etc)
- Employees (Teachers/Support Staff)
- Principals & Vice Principals
- Trustees
- Senior Staff (TCDSB)
- Parishioners and Catholic Stakeholders (via Archdiocese)

How We Will Consult:

- Web (www.tcdsb.org) hosting of proposed Parent and Student Charter of Rights Report webpage containing all background and supporting documentation, with confidential online consultation submission tool
- Hosting of info and updates on all 201 school websites
- Letter and information sent home with elementary students
- Synervoice broadcast to all secondary students
- Twitter and other social media
- TCDSB E-News
- News Release and Public Service Announcements (PSA)
- Communication to Parishes via Archdiocese with request for a direct link to TCDSB Parent and Student Charter of Rights website and information

F. METRICS AND ACCOUNTABILITY

For each of the community sector consultations there will be a facilitator and recorder. These notes will be compiled according to emerging themes and suggestions. Once all of the consultations have been completed, the Parent and Student Charter of Rights Committee will reconvene to determine the revisions and edits which are recommended based on the community feedback.

Once completed there will be a report to Board with the final Draft of the Parent and Student Charter of Rights.

G. STAFF RECOMMENDATION

That the Board of Trustees approve the Draft Parent and Student Charter of Rights for external consultation.



Appendix A

TORONTO CATHOLIC DISTRICT SCHOOL BOARD

CHARTER OF RIGHTS

The Toronto Catholic District School Board (TCDSB) 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 of Catholic education invites each one of us—students, parents, TCDSB staff, and other community members—to work together as a community of believers committed to putting the values of our faith into practice in the daily life of the school, the home, the parish and in all of society.

As parents in the TCDSB, you can expect your child to receive a quality education based on the Ontario Catholic School Graduate Expectations in an appropriate learning environment, recognizing the diversity of students and their needs.

Guided by the principles of respect, equity, integrity, trust, accountability and transparency the TCDSB ensures the rights of both parents and students as enshrined in the Parent/Student Charter of Rights.

Definitions:

- a) **Parent/Guardian:** As defined by the Ontario Education Act: A person who has the lawful custody of a child, other than the parent of the child; includes anyone who has received into his or her home a person, other than his or her own child, of compulsory school age and that person resides with him or her or is in his or her care
- b) **TCDSB:** those individuals that are employed or are stakeholders within the Toronto District School Board

PARENT CHARTER OF RIGHTS

- 1. The right to a faith based publically funded school with education grounded in Catholic doctrine, traditions and teachings for your child.**
- 2. The right to opportunities for involvement in your child's education.**
- 3. The right to ensure that your child is learning in a safe, healthy, and caring school, free of discrimination, prejudice, bullying and harassment.**
- 4. The right to ensure that your child's spiritual, physical, emotional, mental, social and academic needs are appropriately met.**
- 5. The right to delivery of the curriculum consistent with our Catholic faith and with the provincial requirements.**
- 6. The right for your child to receive appropriate materials, resources and technologies consistent with the requirements of the curriculum.**
- 7. The right to communicate, to comment, to raise concern(s), or to register complaint(s) in a respectful manner to TCDSB staff, and to the Board of Trustees without fear of unjust repercussions and have your question, concern or complaint acknowledged with a response within a reasonable time in a respectful manner.**
- 8. The right to the confidentiality of your child's records in accordance with TCDSB policies and applicable legislation.**
- 9. The right to access all your child's education records and to meet with TCDSB staff to discuss their progress.**
- 10. The right to have any special needs assessments addressed by Board designated professionals within the required timelines.**
- 11. The right to access and understand available information, consistent with Privacy Laws, about your child's school, school board, teachers, administrators, facilities, policies, procedures, and programs within a reasonable time.**
- 12. The right to have TCDSB rules and regulations and individual school policies applied and adhered to with transparency, consistency, fairness and compassion.**

STUDENT CHARTER OF RIGHTS

- 1. The right to participate in decisions that affect their education and school life, where appropriate.**
- 2. The right to equity and inclusiveness amongst all students in the Toronto Catholic District School Board.**
- 3. The right to spiritually, socially, emotionally and physically safe, and positive school climate where one is respected and treated in a manner consistent with our Catholic values and teachings.**
- 4. The right to have yearly access to available extra-curricular activities.**
- 5. The right to effective and qualified instruction, including having access to the resources and adequate learning environment necessary for success.**
- 6. The right to elect student representation.**
- 7. The right for students, where legally permitted, to advocate for themselves or to choose another representative without a fear of ageism or any other form of discrimination.**
- 8. The right to make a phone call or communicate with their parents or designated guardian in case of personal distress or emergency.**
- 9. The right to have school rules and regulations applied and adhered to with consistency, fairness, and compassion.**
- 10. The right to engage in a respectful dialogue with the school Principal and staff, raising comments and concerns as well as to have them addressed.**

TCDSB Parent Charter or Bill of Rights Committee

Terms of Reference and Composition 2013-2014

The Parent/Student Charter or Bill of Rights Committee will meet 2 times in the 2013/2014 school year to draft a Parent/Student Charter or Bill of Rights. Any additional meetings will be at the discretion of majority vote of the committee. The various stakeholder group representatives can bring forth information and advice related to the articles which should be included in this charter for consideration of the committee.

Meetings will occur on June 18th & June 24th from 7-9p.m.

All meetings will take place at the Catholic Education Center, 80 Sheppard Ave. E. (Yonge and Sheppard) and in the Large Committee Room on the 2nd Floor.

Free parking is available in the underground parking lot, accessible from the east side of the building.

1. The Parent/Student Charter or Bill of Rights Committee is a special Ad Hoc Committee with the mandate to draft a Parent/Student Charter or Bill of Rights. This charter or bill of rights will provide parents with being able to expect their children's educational needs to be met by the schools and the right to access school and district administration and information. It is expected that the development and approval of the parent/student charter or bill of rights will increase public confidence in the board and support in the attainment of goals as outlined in the Multi Year Strategic Plan.
2. Representatives from the following groups will comprise the committee:
 - Trustees
 - Staff
 - Parents
 - Students



**STUDENT ACHIEVEMENT AND WELL BEING
PENDING LIST AS OF DECEMBER 1, 2016**

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	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
2	June-16 Student Achievement	Jan-17	Student Achievement	Preliminary 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
3	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
4	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
5	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

#	Date Requested & Committee/ Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
6	Sep-16 Student Achievement	Jan-17	Student Achievement	Report regarding the recent appointment of the Ward 9 CPIC Parent representative	Associate Director Academic Affairs
7	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
8	Oct-16 Student Achievement	Jun -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

ANNUAL REPORTS

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (A)	Student Achievement	Mental Health Report	Associate Director Academic Affairs
2	January (A)	Corporate Affairs	Monthly Financial Report	Executive Superintendent Business Services
3	February (A)	Student Achievement	External Research Report	Associate Director Academic Affairs
4	February (A)	Student Achievement	Accountability Framework for Special Education	Associate Director Academic Affairs
5	February (A)	Corporate Affairs	Planning Enrolment Projection	Associate Director of Planning and Facilities
6	February (A)	Corporate Affairs	Legal Fees Report	Executive Superintendent Business Services
7	February (A)	Corporate Affairs	Statement Reserves Accumulated Surplus	Executive Superintendent Business Services
8	February (A)	Corporate Affairs	Monthly Financial Report	Executive Superintendent Business Services
9	February (A)	Regular Board	Policy Budget Timeline and Public Consultation Survey	Executive Superintendent Business Services
10	February (A)	Regular Board	Metrics for MYSP 6 Strategic Directions	Director of Education

11	March (A)	Corporate Affairs	Monthly Financial Report	Executive Superintendent Business Services
12	<i>March (A)</i>	<i>Student Achievement</i>	<i>Staffing Status Report for Next School Year</i>	<i>Associate Director Academic Affairs</i>
13	April (A)	Student Achievement	Conflict Resolution Department Report	Associate Director Academic Affairs
14	April (A)	Corporate Affairs	Monthly Financial Report	Executive Superintendent Business Services
15	April (A)	Regular Board	Non-Resident VISA Student Fees for September 2013	Associate Director Academic Affairs
16	April (A)	Regular Board	Education Development Charges Policy Review	Associate Director of Planning and Facilities
17	May (A)	Student Achievement	Report regarding Updates on items referred to in Ministry of Education Operational Review	Associate Director Academic Affairs
18	May (A)	Student Achievement	Staffing Status Report for Next School Year	Executive Superintendent Business Services
19	May (A)	Student Achievement	Ratification of Student Trustee Nominees	Associate Director Academic Affairs
20	May (A)	Corporate Affairs	Monthly Financial Report	Associate Director Academic Affairs
21	June (A)	Student Achievement	21 st Century Learning Update	Executive Superintendent Business Services

22	October (A)	Student Achievement	Student Trustees: Voices that Challenge	Associate Director Academic Affairs
23	June (A)	Regular Board	Budget Estimates	Associate Director Academic Affairs
24	September (A)	Student Achievement	Portuguese Speaking	Associate Director Academic Affairs
25	September (A)	Student Achievement	Full Day Kindergarten Enrolment Report	Associate Director Academic Affairs
26	September (A)	Corporate Affairs	Enrolment for September Report	Associate Director Academic Affairs
27	September (A)	Corporate Affairs	Trustee Honorarium Report	Associate Director Academic Affairs
28	September (A)	Corporate Affairs	Monthly Financial Report	Executive Superintendent Business Services
29	September (A)	Regular Board	Angel Foundation for Learning Year In Report	Executive Superintendent Business Services
30	September (A)	Student Achievement	Community Engagement	Director of Education
31	September (A)	Student Achievement	Elementary and Secondary School Enrolment Report	Associate Director Academic Affairs
32	September (A)	Student Achievement	Portuguese Speaking	Associate Director Academic Affairs
33	October (A)	Student Achievement	CPIC Annual Report including Financial Report	Associate Director Academic Affairs
34	October (A)	Student Achievement	Annual Safe Schools Report	Associate Director Academic Affairs

35	October (A)	Student Achievement	Information Report on the 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.	Associate Director Academic Affairs
36	October (A)	Student Achievement	Primary and Junior Division Assessments Of Reading, Writing and Mathematics (EQAO) ·Grade 9 Assessment of Mathematics (second semester and full-year students) and OSSLT Assessment (EQAO)	Associate Director Academic Affairs
37	October (A)	Special Board	Director's Performance Appraisal (over 3 consecutive Special Board Meetings)	Director of Education
38	October (A)	Corporate Affairs	Trustee Honorarium Report	Executive Superintendent Business Services
39	November (A)	Student Achievement	Board Learning Improvement Plan (BLIP)	Associate Director Academic Affairs
40	November (A)	Student Achievement	K-12 Professional Development Plan for Student Achievement and Well-Being	Associate Director Academic Affairs
41	November (A)	Student Achievement	Religious Accommodation Report	Associate Director Academic Affairs
42	November (A)	Corporate Affairs	Monthly Financial Report	Executive Superintendent Business Services

43	November (A)	Corporate Affairs	Parent/Guardian and Student Transition Surveys	
44	November (A)	Regular Board	Annual Calendar of Meetings	Director of Education
45	November (A)	Regular Board	Audited Financial Statements	Executive Superintendent Business Services
46	December (A)	Corporate Affairs	Revised Budget Estimate for Consideration	Executive Superintendent Business Services
47	December (A)	Regular Board	Director's Annual Report	Director of Education
48	December (A)	Student Achievement	Status of Monitoring Team for the Safe School Inquiry Recommendations	Associate Director Academic Affairs
49	December (A)	Student Achievement	Report to Trustees indicating those specific metrics being used to measure annual progress against each approved MYSP goal be provided	Associate Director Academic Affairs